CITY OF MARTINEZ
CALIFORNIA

2015-16 AND 2016-17
BIENNIAL BUDGET

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JUNE 17, 2015

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City of Martinez
525 Henrietta Street, Martinez CA 94553-2394

June 17, 2015

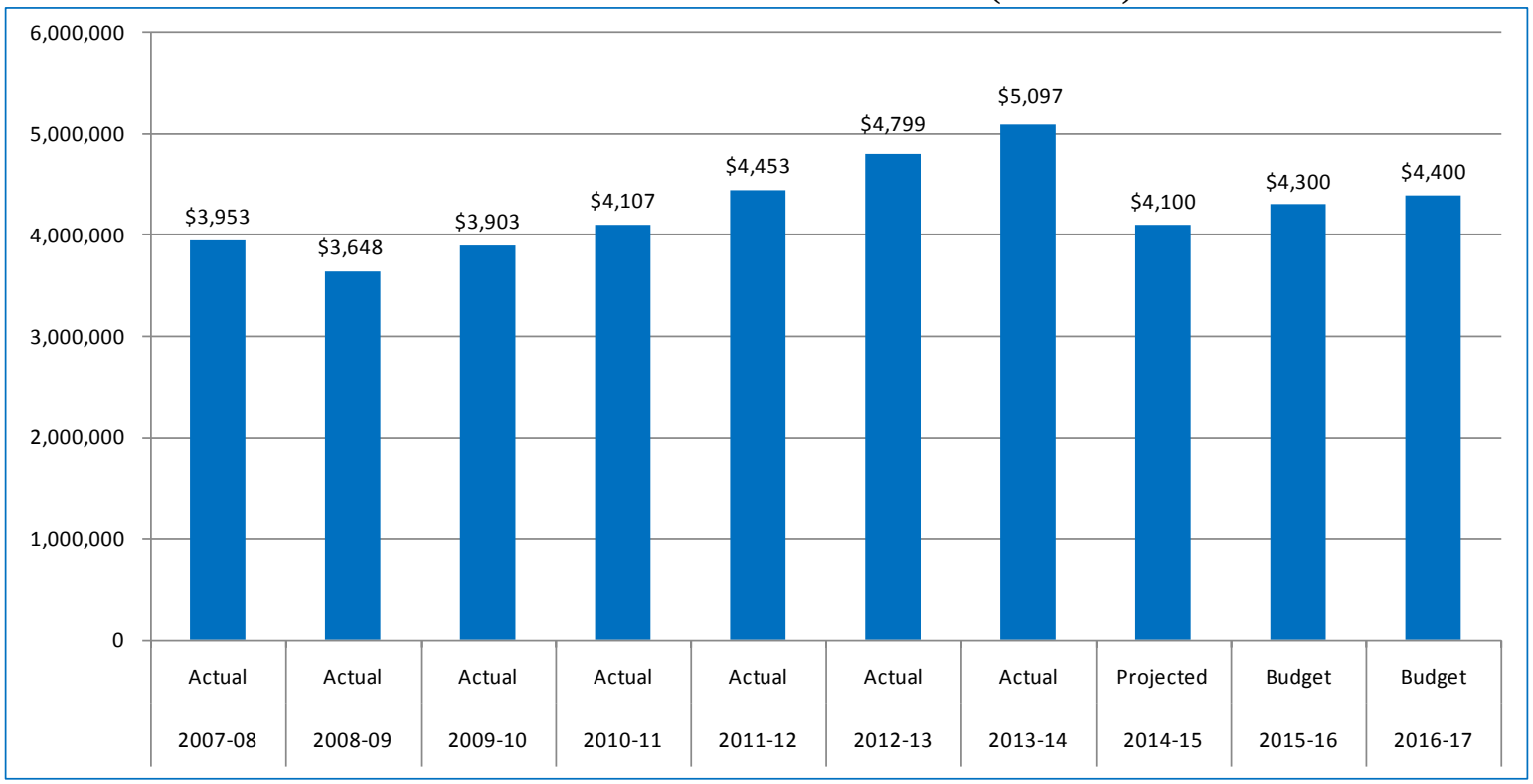
Honorable Mayor and City Council Members:

I submit to you the two-year budget for the City of Martinez for fiscal years 2015-16 and 2016-17 totaling $88,235,662 across all funds which includes the General Fund, Enterprise Funds, Special Revenue Funds, Internal Service Funds, Debt Service, and Capital Projects. Preparing this budget involved coordination and contributions from all City departments. I would like to acknowledge the efforts of staff over the past several months to prepare this document and the Budget Subcommittee for their leadership and guidance. The 2015-17 Budget maintains a high level of community services and includes a number of items specifically intended to address previously unmet gaps in existing programs or areas needing expansion or enhancement. In order to adequately fund these new and improved services, it will be necessary to continue efforts to expand our economic base and pursue opportunities for greater municipal service cost recovery.

General Fund operating revenues are projected to be approximately $20.5M for FY 2015-16 and $21M for FY 2016-17 and in excess of expenditures by $9,017 and $22,341, respectively. Total sales tax (meaning sales and use tax and "sales tax in-lieu") suffered a significant hit in FY 2014-15 of approximately $1M due to the loss of a key sales tax provider. This loss is projected to be offset in FY 2015-16 by improving trends in the City's property tax and permit revenues, and a projected rebound in sales tax from existing businesses. However, the strength of the City's revenues predominantly rest on property and sales-tax related income as is the case for most California cities. What makes Martinez unique is it relies on a handful of key sales tax providers to supply 30% of its sales tax income, according to the City's sales tax consultant HdL. Economic development, including consistent efforts to retain existing businesses and expand opportunities for new businesses, will need to be a focus area for the next two years and beyond to sustain and grow the City's economic health.

The chart below illustrates the tumultuous nature of City sales tax revenues over the past decade and reflects the lingering impacts from the recession and the recent loss of a major sales tax generator:

Historical Total Sales Tax and Trend (in 000's)



The City's reserves status remains satisfactory with General Fund Unassigned Fund Balance projected to close FY 2014-15 at 23.2% of General Fund operating expenditures. The two-year budget projects increases to operating expenditures and a declining fund balance in each of the two budget years due to transfers to other funds. As a result, unassigned fund balance as a percent of General Fund revenues is expected to drop to 21.1% in FY 2015-16 and 20.4% in FY 2016-17.

The table below provides an overview of the specific changes in this unassigned fund balance since FY 2010-11.

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16 (proposed)	2016-17 (proposed)
Beginning Fund Balance	$3,915,136	$3,323,175	$4,040,539	$4,285,469	$5,757,569	$4,511,951	$4,334,968
Ending Fund Balance	$3,323,175	$4,040,539	$4,285,469	$5,757,569	$4,511,951	$4,334,968	$4,279,309
Balance as % of Expenditures	**17.01%**	**21.76%**	**22.56%**	**30.17%**	**23.16%**	**21.12%**	**20.38%**

Staff will be working with the Budget Subcommittee in the coming months to present options for establishing formal reserves policies to ensure adequate levels are maintained and protect City fiscal stability.

Financial Summary/Economic Outlook

Global economic weakness among major international leaders such as Europe, China and Russia continues to weigh on the national economic recovery. The revised First Quarter 2015 Gross Domestic Product (GDP) released by the U.S. Department of Commerce Bureau of Economic Analysis revealed a 0.7% annual decrease. Economic growth in the areas of consumer spending, private inventory investment, and residential fixed investment was more than offset by weakness in numerous other areas. Exports continue to be the primary source of decline in the overall economy, which is unsurprising given global economic issues. Real exports of goods and services decreased 7.6% in the first quarter, in contrast to an increase of 4.5% in the fourth. Many of the declining factors are expected to be transitory, however, and overall economic growth for the year is projected to exceed 2%, according to leading economists with the Federal Reserve Bank of San Francisco.

California is projected to continue to lead the national economic recovery for at least the next two years according to a recent report prepared by Beacon Economics, LLC for the East Bay Economic Development Alliance. The City, much like the larger economies of the State and surrounding region, continues to show strength as it emerges from the long-

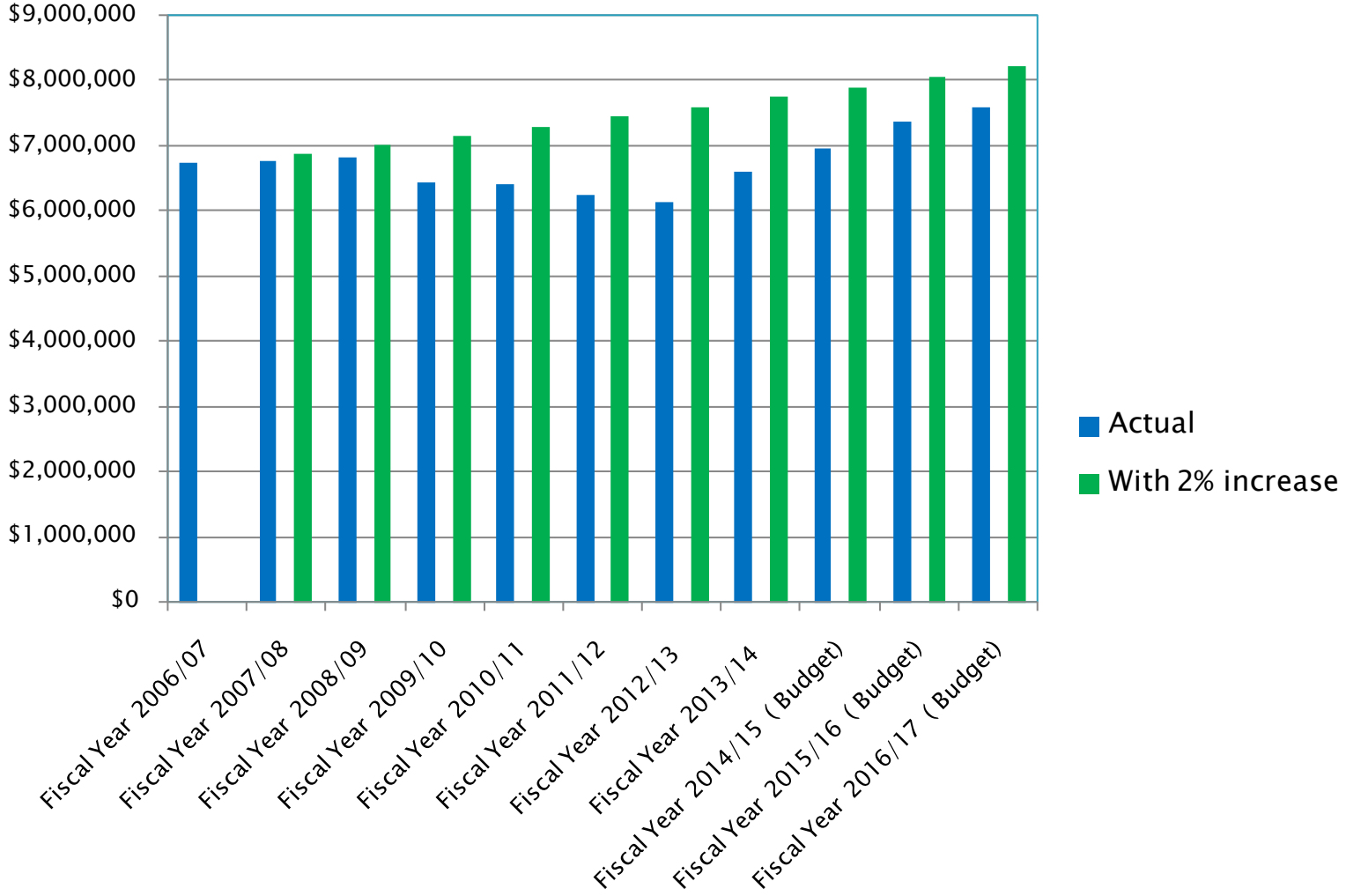
term impacts of the recent recession. The improving economy is evident in the latest employment trend data as of April 2015. Since April 2011, the County's rate has dropped from 10.5% to 4.7%, and the City's rate dropped from 8.4% to 4.2%. These local figures compare favorably to the statewide rate of 6.3% and the national rate of 5.4%. The City will continue to look for opportunities to attract new businesses like Siemens Corporation, which moved its Bay Area Healthcare and Industry divisions from Concord to Martinez in February 2013 and added approximately 100 new jobs to the local economy. Additionally, over 50 new jobs were created through the new shopping center along Arnold Drive and plans for three more businesses at that location are now underway.

The East Bay housing market continues to recover at a rapid pace. After the precipitous housing value decline in 2008 and 2009, median home sales prices stabilized to some degree throughout the majority of 2010 and 2011. By 2012, the City saw its first annual increase in four years to median home sales prices with modest growth of 3.3%. This initial positive trend quickly increased to annual median sales price growth of 26.5% in 2013 and 12.8% in 2014. The median home sales price in Martinez has increased from $340,000 in 2012 to $485,000 in just two years' time, but it is important to remember significant ground remains to attain the high-water mark of $590,000 from 2005. Property tax revenues are directly tied to the local housing market and before the recession were typically assumed to increase by a *minimum of 2%* due to Prop 13.

The number of Martinez home sales continues at a steady clip. In 2014, 409 homes were sold compared to 405 from the year before (and 175 from the low-water mark of 2008). If these trends in median sales price and number of homes sold increase, it will have a positive impact not only on the City's property tax base, but also Document Transfer Tax revenues. Just as the County Assessor made wholesale downward adjustments to property tax values in recent years as market values fell well below assessed values, the possibility of widespread positive "readjustments" to increase a property's assessed value by more than 2% still exists for a significant number of properties. City staff and the City's property tax consultant HdL will be closely monitoring the tax roll to evaluate these trends. Property tax revenues are currently projected to increase 5.8% in FY 2015-16 and 3% in FY 2016-17.

The chart on the following page shows the direct and negative impact the overall decline in property values over the past decade continues to have on property tax, the City's primary revenue source.

Actual Property Tax Revenues vs. Typical 2% Annual Increase
(from FY 2006-07 Base)



Council Priorities

The City Council held a Goal Setting Session on March 28, 2015, to establish priorities for the next two-year cycle. Those priorities include a series of goals and key objectives still in progress and subject to further refinement which are reflected in this budget and listed below, with an italicized notation of how the City plans to fund each specific objective:

- ✓ **<u>Fiscal Health</u>**
    a. Create and implement a budget reserve stabilization policy - *minimal operating expense, primarily staff time coordinating with the Budget Subcommittee and presenting options to the City Council.*
    b. Create a budget in brief document - *minimal operating expense, primarily staff time developing a concise and effective format to communicate the City's budget status to the public.*
    c. Create a long range financial forecast - *minimal operating expense, primarily staff time coordinating with the Budget Subcommittee and presenting options to the City Council.*
    d. Complete labor negotiations with three bargaining groups - *$10,000 budgeted from Human Resources to complete the negotiations.*
    e. Ensure municipal revenues are at minimum covering City costs – *the City has commissioned a consultant to complete a Code Compliance fee analysis at a cost of approximately $15K and plans to engage a consultant to complete a comprehensive Cost of Services study early in FY 2015-16 at a projected cost of $30K. Completing these studies will identify the City's true costs of providing services and enable full cost recovery for the majority of services.*
    f. Execute budget and fiscal measures to ensure long-term stability - *minimal operating expense, primarily staff time coordinating with the Budget Subcommittee and presenting options to the City Council.*

- ✓ **<u>Infrastructure</u>**
    a. Complete a long-term infrastructure facility needs report and establish an Infrastructure Management System (IMS) to maintain an up-to-date inventory of the City's infrastructure, its catch-up and keep-up needs, and available funding – *funds of approximately $10K - $15K are needed to support this effort and are available within the General Services budget.*

b. Complete conversion of next group of parking meters to electronic payment – *this initiative will be funded exclusively through the Parking Fund.*
c. Develop and implement plans to improve the local street transportation network and identify new alternative road pavement management funding sources (e.g. parcel taxes) - *primarily allocation of unreimbursed staff time to research and evaluate options.*
d. Implement adopted City Capital Improvement Program (CIP) plan – *primarily funded through utilization of non-discretionary funds (e.g. Water, Gas Tax, Measure J Return to Source and Measure H bond funds), plus significant allocation of unreimbursed staff time.*
e. Initiate development of marina master waterfront plan in compliance with State transfer of lands to City and complete agreement with State to address long-term debt issue – *primarily allocation of unreimbursed staff time to research and evaluate options and consultant assistance which is budgeted and available in the Marina Fund.*
f. Invest capital to ensure a long-term safe water supply – *efforts are ongoing (e.g. electrical and seismic upgrades at the Water Treatment Plant) and funding through Water Fund revenues.*
g. Research Enhanced Infrastructure Financing District (EIFD) and related financing tools – *primarily allocation of unreimbursed staff time to research and evaluate options.*
h. Research potential alternative infrastructure financing mechanisms and present a report identifying options and alternatives including use of business license taxes, parcel taxes, and sales taxes - *primarily allocation of unreimbursed staff time to research and evaluate options but may require consultant assistance which would be jointly funded by the Economic Development and General Services budgets.*

✓ **Safe Community**

a. Execute a comprehensive program to combat homelessness in the City by partnering with Contra Costa County and successful nonprofit organizations serving this population (e.g. Palo Alto Streets Team) and others to alleviate homeless related community issues – *funding of $30K has been allocated from Police professional services in each of the budget years to support local nonprofit partnership efforts.*

b. Initiate and communicate crime prevention information outreach services to the community – *primarily allocation of unreimbursed staff time to update, monitor and support free online resources such as Police Department social media sites on Facebook, Twitter, and Nextdoor.com; significant allocation of unreimbursed staff time will be necessary to incorporate new programs such as a Citizens Police Academy into neighborhood policing initiative.*
c. Recruit and hire a Police Chief to lead the Police Department – *funding of $25K allocated in FY 2014-15 for this effort.*
d. Upgrade the camera system – *funding of $20K allocated in Police professional services to support this initiative.*
e. Use data to focus police/reduce crime in the community – *funded primarily through allocations of the Police Department's Support Services function and City Information Systems.*

✓ **Economic Health**

a. Complete a facilities analysis of parks and community assets to ensure quality amenities – *funds of approximately $10K - $15K are needed to support this effort and are available within the General Services budget.*
b. Complete update of the General Plan in line with community values - *minimal operating expense, primarily significant allocation of unreimbursed staff time to finalize the General Plan and communicate status with the General Plan Revision Ad Hoc Subcommittee and City Council.*
c. Consider future land annexations based on sound fiscal impact analysis – *annexation fiscal analysis was completed in FY 2014-15 and next steps will be evaluated through the Annexations Ad Hoc Subcommittee.*
d. Continue partnerships with Chamber and Main Street for small business services – *funds of $45K have been allocated for each organization from the General Fund in both budget years to support these partnerships.*
e. Encourage half day tourism and focus on abundant open spaces, East Bay Regional Parks, John Muir National Historic Park Monument, and waterfront location – *primarily through unreimbursed staff time*

to coordinate partnership efforts with Chamber and Main Street and ongoing efforts to improve City website as public resource.

f. Enhance and implement programs that encourage and attract outdoor recreation, sports activities and an active lifestyle – *minimal operating expense, primarily staff time developing programs and marketing materials to support the initiative.*

g. Ensure future housing projects incorporate recreation amenities - *minimal operating expense, primarily recoverable staff time coordinating with developers to ensure appropriate amenities are included.*

h. Implement City economic development program focused on business retention, expansion and site locations – *efforts are funded through the Economic Development expense budget; significant allocation of unreimbursed staff time to coordinate efforts and foster positive relationships.*

i. Work with property owners and developers to construct new housing in the downtown area – *efforts are funded through the Economic Development expense budget; significant allocation of unreimbursed staff time to research and evaluate potential opportunities and cultivate relationships.*

✓ **<u>High Performing Government</u>**

a. Implement use of the National Citizen Survey instrument to track and measure City services and progress over time; complete survey at minimum every two years – *funds of approximately $20K budgeted under City Manager to complete the initial survey in FY 2015-16; on-going annual funding is needed to support this effort and available within the Information Systems budget.*

b. Implement website Customer Relationship Management (CRM) mobile applications suite of software, and updates to website portal CRM software – *funds of approximately $13K budgeted for initial design, with funding of approximately $8K needed thereafter for annual fees and maintenance. Funding is available within the Information Systems budget.*

c. Implement outcome-based qualitative and quantification metrics for City services provided to residents; use results and data to make organizational service changes – *significant allocation of unreimbursed staff time to research, evaluate and implement proven performance measurement systems and techniques.*

d. Improve Community Engagement communications with residents – *funded through aforementioned online resource enhancements and significant allocation of unreimbursed staff time to implement.*
e. Improve presentation of budget and other municipal documents to make data more readable and transparent to the public – *significant allocation of unreimbursed staff time to develop new presentation and document formats.*
f. Use software tools to extent practicable to provide online services (e.g. online business licenses, building permits, recreation registrations, sign-up and terminate water service) – *new online program offerings are funded primarily through Information Systems budget.*

Local Issues and Concerns

A number of key issues are at the forefront beyond the aforementioned dramatic – and often unpredictable – swings in the local economy. Adequately addressing infrastructure needs and demands remain among the City's chief concerns. The City encompasses approximately 13.1 square miles, 122 miles of streets, and hundreds of miles of sidewalks. This infrastructure is constantly in need of attention and available resources are limited. The City, like other California public agencies, relies primarily on Gas Tax revenues to support pavement management programs and other projects within the right-of-way. These Special Revenue funds are received from the State and are derived from consumer taxes paid on gasoline purchases. The decline in gas prices over the past two years has had a significant impact on the City's share of this revenue source. Gas Tax revenues are projected to decline from just over $1M in FY 2014-15 to $787K in FY 2015-16 and $709K in FY 2016-17. Legislation has recently been introduced to provide local agencies like Martinez additional funding to support much-needed pavement programs, but the outcome of this new bill remains uncertain. City staff will continue to seek and pursue alternate sources of program funding.

Sidewalks are also another key area of local concern. The City recently adopted a Sidewalk Liability Ordinance and Repair Cost Sharing Reimbursement Program to encourage private property owners to fix and/or replace damaged sidewalks. The repair program incentivizes property owners by offering either reimbursement of a portion of their costs, or the opportunity to utilize City crews to remove the old sidewalk. The program started in March 2015 and is gaining traction. City-owned sidewalks are also being addressed at this time as $25K in Gas Tax funds have been budgeted for each of the next two years in support of the effort to improve this infrastructure.

Another focal point is the need to adequately maintain the new and improved infrastructure funded through Measure H, a $30 million Parks, Pool and Library Bond measure approved by residents in November 2008. $25M in bonds have been issued and the first major projects included: construction of the Rankin Aquatic Center; renovation and expansion of the City library; and renovations to Cappy Ricks, Hidden Lakes, Holiday Highlands, Nancy Boyd and Rankin parks. These projects have been met with widespread acclaim, most notably the Rankin Aquatic Center which received the prestigious California Parks and Recreation Services Award for "Outstanding Aquatic Facility" in March 2013. The City recently extended the pool season through October 2014 given the popularity of the new facility. A variety of other parks projects funded through Measure H are currently underway including site improvements at Susana Street and Mountain View parks. The final $5 million in authorized bonds will need to be sold to complete the remaining park projects. With such a significant enhancement to City infrastructure comes expectations to maintain the parks to the new high-quality standards. To address these expectations, the City has sought ways to mitigate operating expenses. In some cases, the bulk of the maintenance issues are addressed during the design phase. Opting for an artificial soccer field in place of a traditional sod field at Hidden Lakes Park is a good example. The artificial field is expected to require significantly less operating expense due to reduced maintenance requirements such as irrigation, which will only be required for occasional cool-down or special maintenance purposes. Irrigation expense is expected to be reduced $225K over the course of the field's projected 15-year lifecycle. Dedicated Parks staff continually look for cost-effective ways to maintain new infrastructure, such as replacing expensive "fibar" engineered wood fiber with synthetic surfacing and planting drought-tolerant ground cover in place of high maintenance turf. Recapturing a greater portion of the City's maintenance expenses for these facilities via user fees will be essential in order to keep this new infrastructure up to the public's expectations.

Focusing more public safety efforts to address homeless issues is another major local concern which will be a top priority of the new Chief of Police. Even though the City adopted an ordinance banning "aggressive" panhandling in 2012, concerns surrounding the homeless population persist, particularly in the downtown. The City has dedicated funding of approximately $40K over the past 5 years to support local non-profit homeless outreach efforts and plans to continue exploring options and allocating funding for this purpose in the coming budget cycle. The Police Department is developing a hybrid detective position that will assist with homeless outreach in FY 2016-17. Additionally, the Police Department entered into a partnership with Contra Costa Regional Medical Center earlier this year to have incident and call data for homeless and mentally ill individuals studied with the intent to identify long-term care options provided through County Health Services.

Completing the update to the City's General Plan – the comprehensive, long-term plan for the physical development of the City – is another important local issue. Much of the City's existing General Plan was adopted in 1973 and after more than three and half decades of use, it is appropriate to re-evaluate the scope and content of the document, which exists as the community's statement of its fundamental values and a shared vision for future development. The General Plan is intended to articulate how the citizens of Martinez view the community, both now and in the future, and where the community stands on current and future planning and development issues. The General Plan is scheduled to be adopted the first part of 2016. The Planning Division also has begun a Zoning Ordinance update slated for completion in FY 2016-17.

Planning for the long-term future of the Martinez Marina has been a key issue for many years. The City received a new grant of marina trust lands in September 2014 through Senate Bill 1424 which requires trust lands be held by the City, as trustee, for the benefit of all the people of the State for purposes consistent with the public trust doctrine. The doctrine includes protecting maritime or water dependent commerce, navigation, and fisheries, and the preservation of the lands in their natural state for scientific study, open space, wildlife habitat and water-oriented recreation. The land grant allows the City to manage and lease the granted lands according to the public trust doctrine with 100% of the revenue generated from the marina going back into the City's enterprise fund that supports operation of the marina. The marina is an integral part of the shoreline experience that many residents of the region enjoy on a regular basis. It provides opportunities for landside and water recreational experiences, as well as education and research. SB 1424 will help maintain and preserve the Martinez Marina for the enjoyment and use by residents, businesses and public service agencies. As a condition of the land grant, the City must initiate development of a marina master waterfront plan and complete this process by 2020.

Budget Highlights

Revenues

Total General Fund operating revenues are estimated to increase 5.2% to $20,534,171 in FY 2015-16 and an additional 2.4% to $21,020,609 in FY 2016-17. As was previously mentioned in the Financial Summary/Economic Outlook section of this message, property taxes are projected to increase 5.8% to $7,370,000 in FY 2015-16 and another 3% to $7,591,100 in FY 2016-17 according to the City's property tax consultant HdL. After dropping by almost $1M due to the loss of a major sales tax provider, sales tax (including sales tax in lieu) is projected to increase from its new, lower base by 4.9% to $4,300,000 in FY 2015-16, and by an additional 2.3% to $4,400,000 in FY 2016-17. The VLF

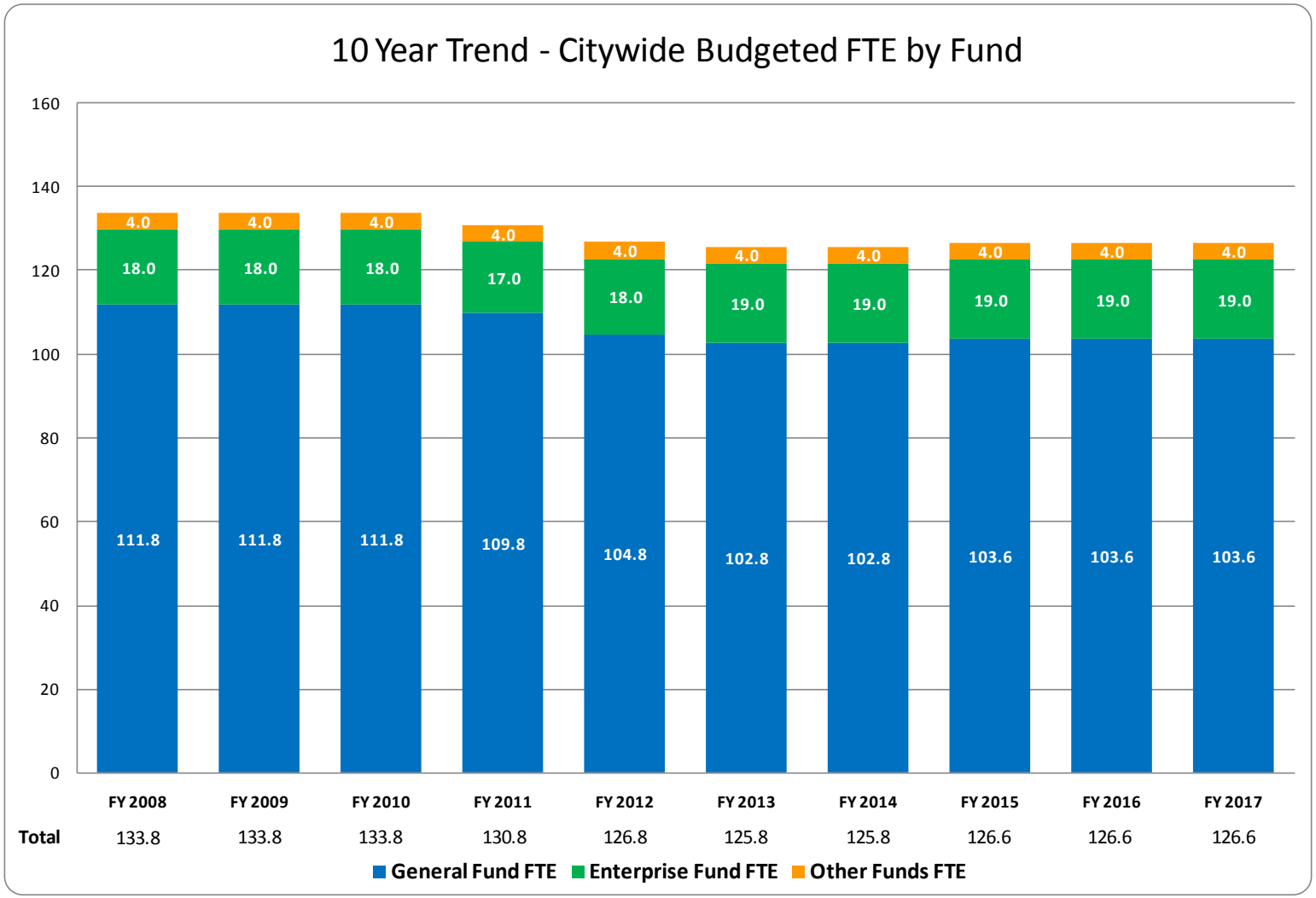
Property Tax Swap, which trends with property tax, is projected to come in at $2,880,000 in FY 2015-16 and increase moderately in FY 2016-17 to $2,937,600. Franchise fees, which include fees from utility companies, cable providers, and garbage haulers, are expected to increase by 4.3% to $1,565,000 in FY 2015-16 (due primarily to growth in cable television revenues as more franchised providers have entered the local marketplace), and increase slightly to $1,580,000 in FY 2016-17. Licenses, Permits, and Fees are expected to remain strong and maintain the higher revenue levels of the past two years given the recent trend in building activity. These revenues are budgeted at $671,500 in FY 2015-16 and $691,600 in FY 2016-17.

Expenditures

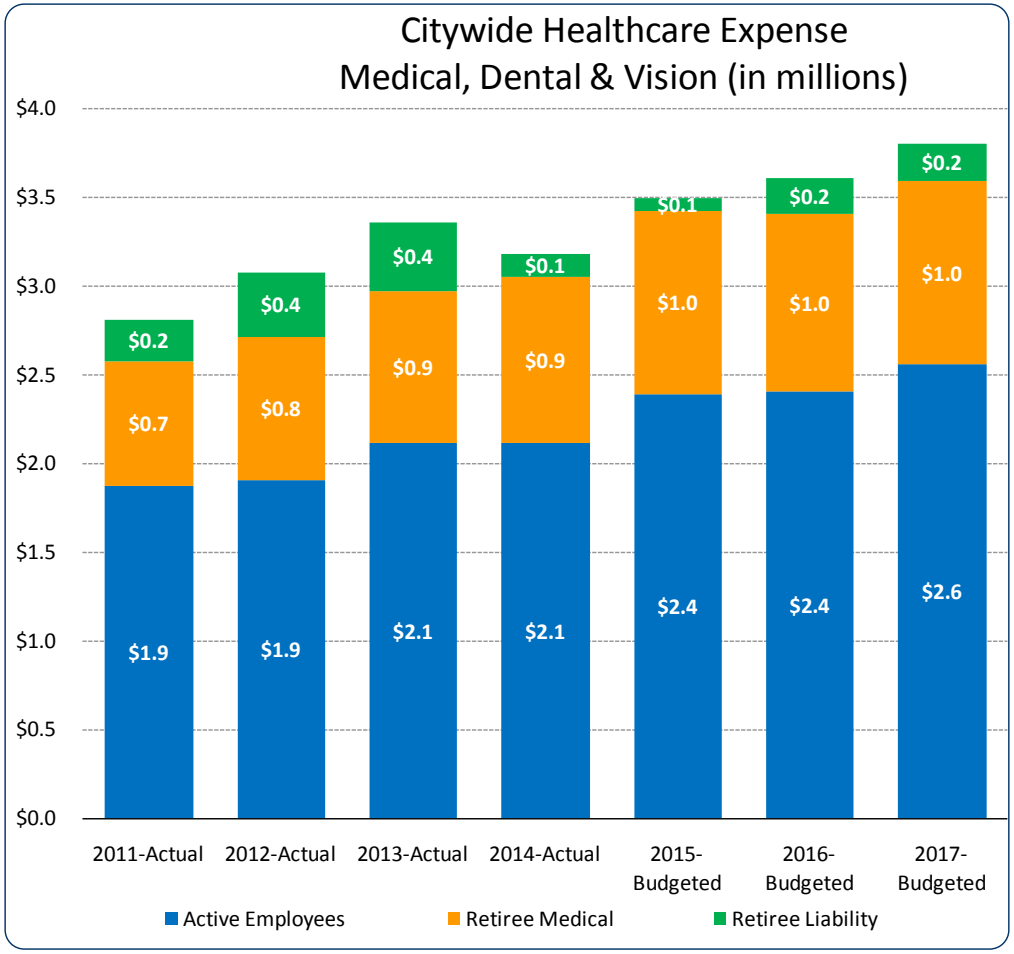
General Fund operating expenditures, excluding transfers out and one-time expenses, are budgeted at $20,525,154 in FY 2015-16 and $20,998,268 in FY 2016-17. Numerous cuts were made in the 2009-11 and 2011-13 operating budgets in virtually every category (including professional services, employee travel and training, computer hardware replacements, vehicle replacements, and overtime) in response to challenging economic conditions following the recession. A number of mid and upper-management staff positions were eliminated and/or left vacant during this time. As Martinez continues to emerge from the recession and recover from the aforementioned loss of a major sales tax provider, the opportunity to fill existing gaps with new staff positions will be balanced with the City's highest priority needs. The Executive Assistant to the City Manager position has been reinstated in this budget at a cost of approximately $100,000. This position is tasked with providing day-to-day assistance for the office of the City Manager, acts as a back-up to the Deputy City Clerk, and is expected to play an integral role in website and social media public relations. Council has also indicated on multiple occasions a desire to return the Code Enforcement position to a full-time equivalent (e.g. potentially two half-time employees). In order to meet this Council priority, the City has commissioned a fee analysis related to Municipal Code compliance. The intent of this study is to institute relevant user and regulatory fees which will recover the cost of supporting this position.

Staffing levels across all funds were reduced from the peak of 133.8 full-time employees (FTE's) in 2008-10 and are now at 126.6 in each of the next two budget years. The General Fund supports 103.6 of these FTE positions. Many of the adjustments were expected to be one-time measures, but as the economy continued to stagnate, the reduced operational expenditures had to be maintained into 2013-15 in order to present a balanced operating budget. Two key additions hired during the most recent budget cycle were Planning Manager, at 80% full time, and a new Deputy Director of Strategic Planning and Community Development position funded for two years on a trial basis. The latter position is not funded in the 2015-17 Budget.

The chart below highlights the most recent 10-year trend in the City's full-time budgeted staffing.

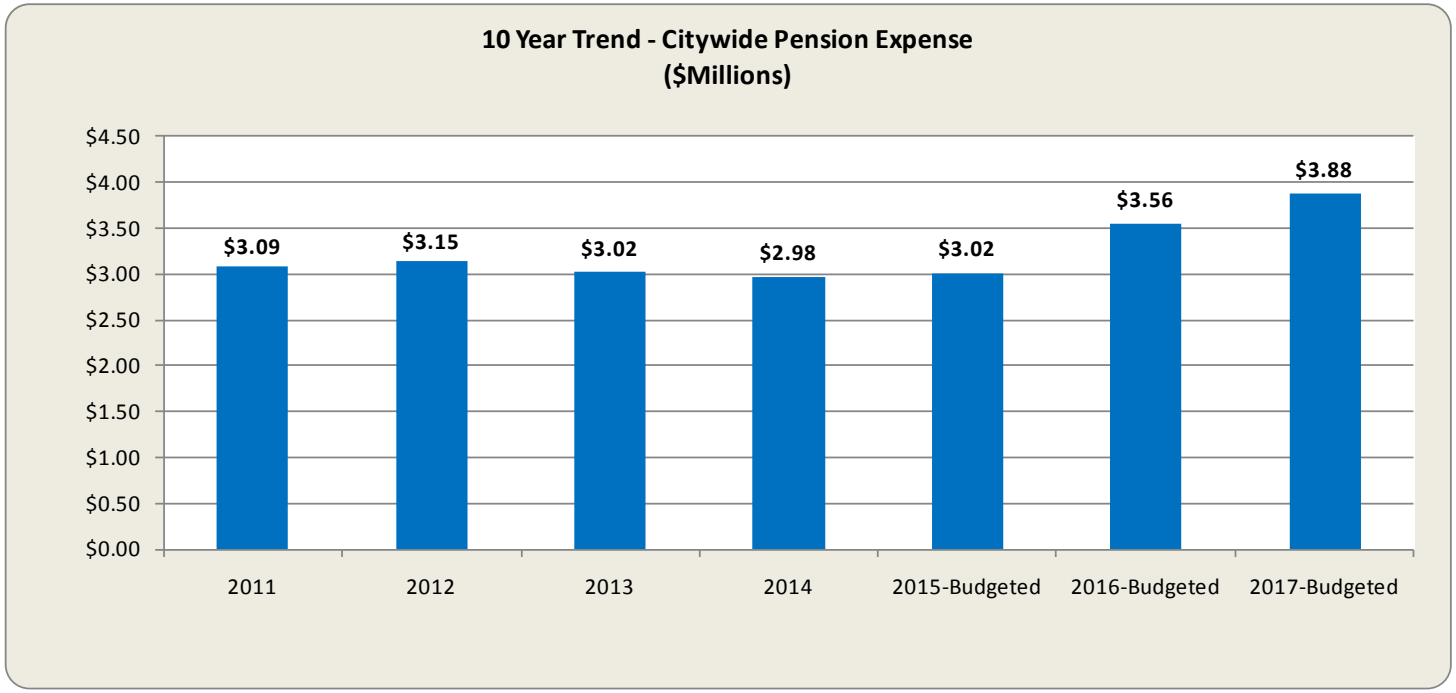


Labor and benefits (including pension costs) account for 78.6% and 78.3% of the FY 2015-16 and FY 2016-17 General Fund operating budgets, respectively. Martinez, like most local agencies, faces considerable challenges in the near term to maintain and expand current service levels as it deals with its financial obligations for retirement, other post employment benefits (OPEB), and ever-escalating healthcare costs, as shown in the 7-year summary graph below.



The City expects retirement costs to continue to increase due to a combination of factors. The dramatic stock market losses during the initial years of the recession eroded the value of the CalPERS pension fund and the climb back has been steep despite recent Wall Street record highs. The CalPERS Board of Administration voted in April 2013 to change their amortization and smoothing policy. Under the new formula, all gains and losses will be paid over a fixed 30-year period, with the increases or decreases in the rate spread directly over a five year period. This methodology contrasts the prior policy which spread investment returns over a 15-year period and gains and losses paid over a rolling 30-year period. Starting with FY 2015-16, public agencies are billed a contribution rate as a percentage of payroll plus a lump sum dollar payment towards the City's unfunded liability. CalPERS pension costs are now projected to account for 15.8% of total operating expense in FY 2015-16 and 16.9% in FY 2016-07.

The table below provides a 10-year snapshot of the City's pension expense.



All labor contracts expire June 30, 2015 and a key objective of the upcoming budget is to complete these negotiations and achieve outcomes that control costs.

This balanced budget maintains an unassigned fund balance of 20.38% at the end of FY 2016-17. The table below summarizes the General Fund revenues, expenditures, transfers and fund balances for each of the two budget years.

GENERAL FUND SUMMARY	FY 2015-16	FY 2016-17
Revenues	$20,534,171	$21,020,609
Expenditures	$20,525,154	$20,998,268
Excess/Shortage	$9,017	$22,341
Transfers In/(Out)	($186,000)	($78,000)
Beginning Fund Balance	$4,511,951	$4,334,968
Net Change to Fund Balance	($176,983)	($55,659)
Ending Fund Balance	**$4,334,968**	**$4,279,309**

Enterprise Funds

The City's Enterprise Funds consist of the Water System, Parking Services, and Marina funds. The Water System Fund includes CIP expense of $4,240,000 in FY 2015-16 and $1,350,000 in FY 2016-17. Major, non-routine capital improvement projects for the Water System include the Water Treatment Plant Seismic Upgrade; Hillside Reservoir Access Improvements; Contra Costa Water District (CCWD) Intertie; and the replacement of the Webster Street Pump Station. The Parking Services Fund includes $325,000 in CIP expense in FY 2015-16 to conduct improvements to Parking Lot 4, and $100,000 in CIP expense in FY 2016-17 to purchase additional credit-card enabled parking meters. The Marina Fund includes $50,000 in CIP expense each of the two budget years to continue work on the 2012 Marina Dredge Mitigation, paid for by a transfer from the General Fund.

All CIP's for the Water System, Parking Services, and Marina funds can be found within Section 10, Enterprise Funds.

The table below provides a high-level summary of the City's Enterprise Funds.

Enterprise Fund Summary

	2015-16		2016-17	
	Revenue	Expense	Revenue	Expense
Water System	$11,230,000	$9,174,747	$11,585,056	$9,216,995
Water CIPs	0	4,240,000	0	1,350,000
Water Debt Service	0	1,148,299	0	1,156,028
Water System Total	**$11,230,000**	**$14,563,046**	**$11,585,056**	**$11,723,023**
Marina Fund	$169,464	$98,818	$169,974	$98,827
Marina CIPs	50,000	50,000	50,000	50,000
Marina Debt Service	0	70,000	0	70,000
Marina Fund Total	**$219,464**	**$218,818**	**$219,974**	**$218,827**
Parking Services	$524,000	$348,700	$525,100	$358,528
Parking Services CIP	0	325,000	0	100,000
Parking Services Fund Total	**$524,000**	**$673,700**	**$525,100**	**$458,528**
Total Enterprise Fund	**$11,973,464**	**$15,455,564**	**$12,330,130**	**$12,400,378**

Capital Improvement Program

The Capital Improvement Program (CIP) budget, excluding enterprise funds, is $5,510,000 for FY 2015-16 and $750,000 in FY 2016-17. These budgets include additional Measure H bond funds over the next two years for projects to make significant improvements to City infrastructure including Waterfront Park. More information on these projects and others can be found in Section 14, Capital Improvement Program.

CONCLUSION

To meet the challenges of tomorrow, the City needs to prepare today. This Biennial Budget provides funding to streamline and enhance service delivery to our citizens and businesses in a number of areas. An example of this effort will be the expanded suite of mobile information technology applications we plan on offering the public in the first budget year. These applications will offer convenient online access to information as well as tools to enable greater consumer flexibility, such as web payment options and Recreation facility rentals. We also plan on instituting a scientific community-wide survey. This tool offers the public a greater method to engage with their local government and provide feedback to City Hall. This survey will be used in conjunction with a new internal performance measurement system to drive our decision-making based on sound data. All these initiatives and more will assist in continuing to position the City as a quality place to live, work and visit.

Kindest Regards,

Rob Braulik
City Manager

RECAP OF 2013-15 CITY GOALS AND ACCOMPLISHMENTS

The Martinez City Council identified a series of overarching goals during the development of the 2013-15 Budget. Below is a list of those goals, and a recap of how the City accomplished those goals during the prior two-year period.

✓ Provide Efficient and Effective Public Safety Services

- Conducted 31 Neighborhood Policing Area (NPA) meetings in FY 2013-14 and 26 in FY 2014-15.
- Continued support of Martinez Community Emergency Response Team (CERT); 197 new members sworn in FY 2013-15.
- Implemented multi-agency regional SWAT team, traffic safety partnership, and major accident investigation team in conjunction with San Ramon and Walnut Creek Police departments.
- Reduced overtime $57,000 in FY 2013-14 by shifting detectives to patrol on minimal (18 hours/week) basis.
- Replaced antiquated Dispatch telephone system with modern system capable of "Text to 911" service requests.

✓ Ensure Fiscal Health

- Extended swim season at Rankin Aquatic Center to October 31st and implemented new aquatics user fee structure.
- Implemented first fee-for-use model in County for City's Electric Vehicle Charging Stations; $2,100 recovered to date.
- Received 14th consecutive Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting and 5th consecutive GFOA Distinguished Budget Program Award.
- Reduced overtime $57,000 in FY 2013-14 by shifting detectives to patrol on minimal (18 hours/week) basis.

✓ Develop, Maintain and Improve Infrastructure

- Completed design and approved construction contract for Water Treatment Plant electrical and seismic upgrade projects.
- Completed LED conversion of all City-owned streetlights.
- Implemented City's two-year, $20M Capital Improvement Program.
- Installed 163 new credit card enabled meters.
- Received California Park and Recreation Society Class 1 Facility Design Award of Excellence for Rankin Aquatic Center in 2014.
- Secured $2,050,000 grant funding for street, sidewalk and ADA projects.
- Secured $92,987 competitive Beverage Container Recycling Grant from CalRecycle; one of only two cities awarded grant.

- ✓ Renew our Economic Development Efforts to Build and Market the City
  - Completed Planning approval of Laurel Knoll, Cascara Canyon, Village at Arnold, The Paseos and Pine Meadow subdivisions.
  - Coordinated with Senator Wolk's office and received grant of marina trust lands under Senate Bill (SB) 1424.
  - Hosted Waterfront Amphitheater "Blues by the Bay" festival achieving 84% of targeted ticket sales in 2014.
  - Selected Campbell Theater manager/promoter in 2013 resulting in facility reuse for downtown cultural arts activities.

- ✓ Emphasize Community Engagement
  - Completed review/standardization of job description format and initiated conversion of existing descriptions.
  - Enhanced public interaction through creation of Police Department Facebook page, Twitter account, and Tip411 resource.
  - Implemented Water System E-billing, REC-1 Recreation Division online class registration software system, and upgraded website Customer Relation Management (CRM) system to work with Apple and other smart phone products.
  - Sponsored California Youth Energy Services (CYES) internship program in collaboration with Martinez Unified School District to provide local youth employment opportunities and offer Martinez households free energy services.

The Government Finance Officer's Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) offer recognition programs for public entities to determine whether the City conforms to the highest level of governmental accounting and financial reporting standards. The City of Martinez received the Distinguished Budget Presentation Award from GFOA and the Excellence in Operating Budgeting Award from CSMFO for its two-year budget beginning Fiscal 2013-15. This achievement represents a significant accomplishment by a government and its management.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Martinez

California

For the Biennium Beginning

July 1, 2013

Executive Director

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award
Fiscal Year 2014

Presented to the

City of Martinez

For meeting the criteria established to achieve the Operating Budget Excellence Award.

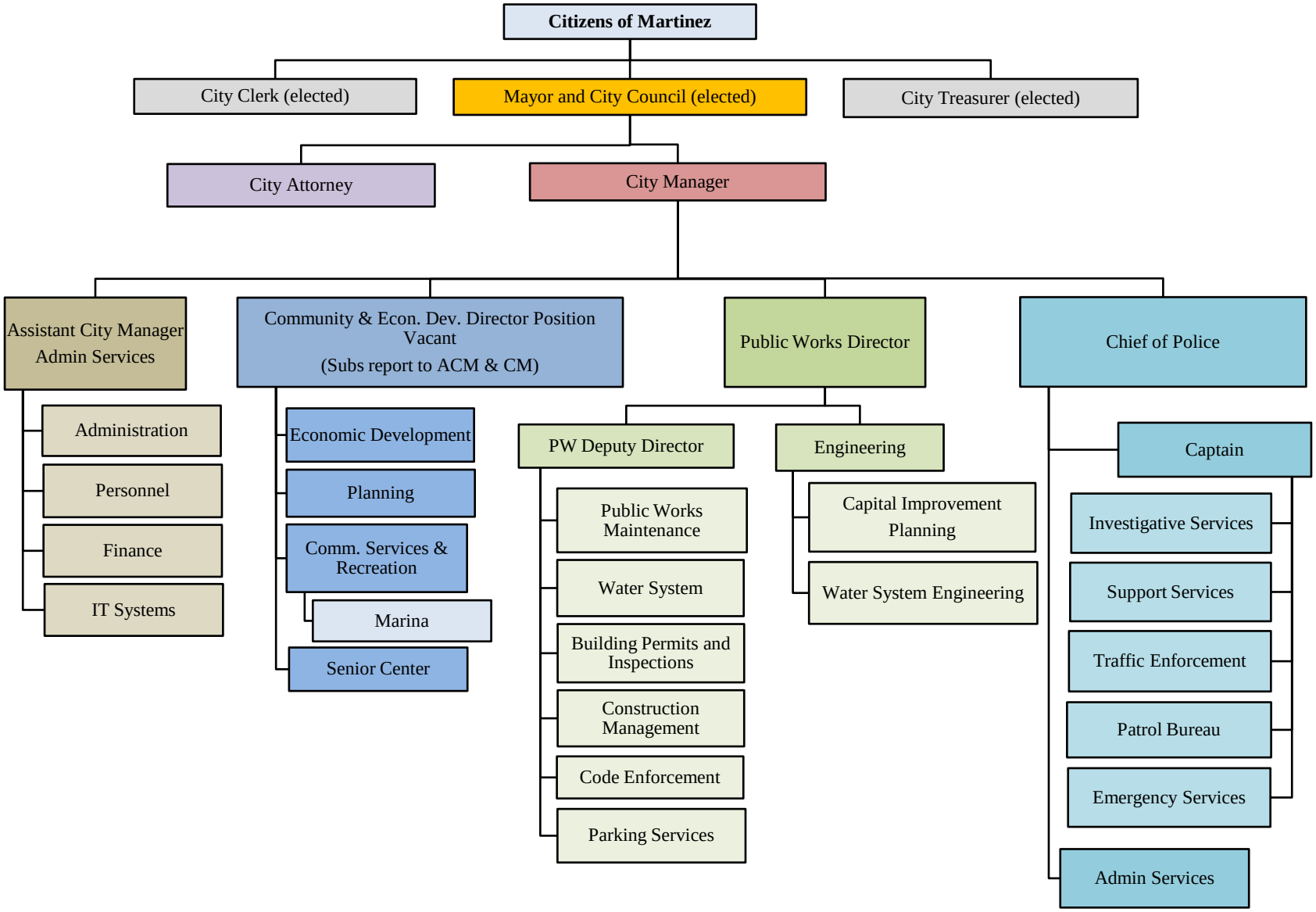
February 11, 2014

Pauline Marx
CSMFO President

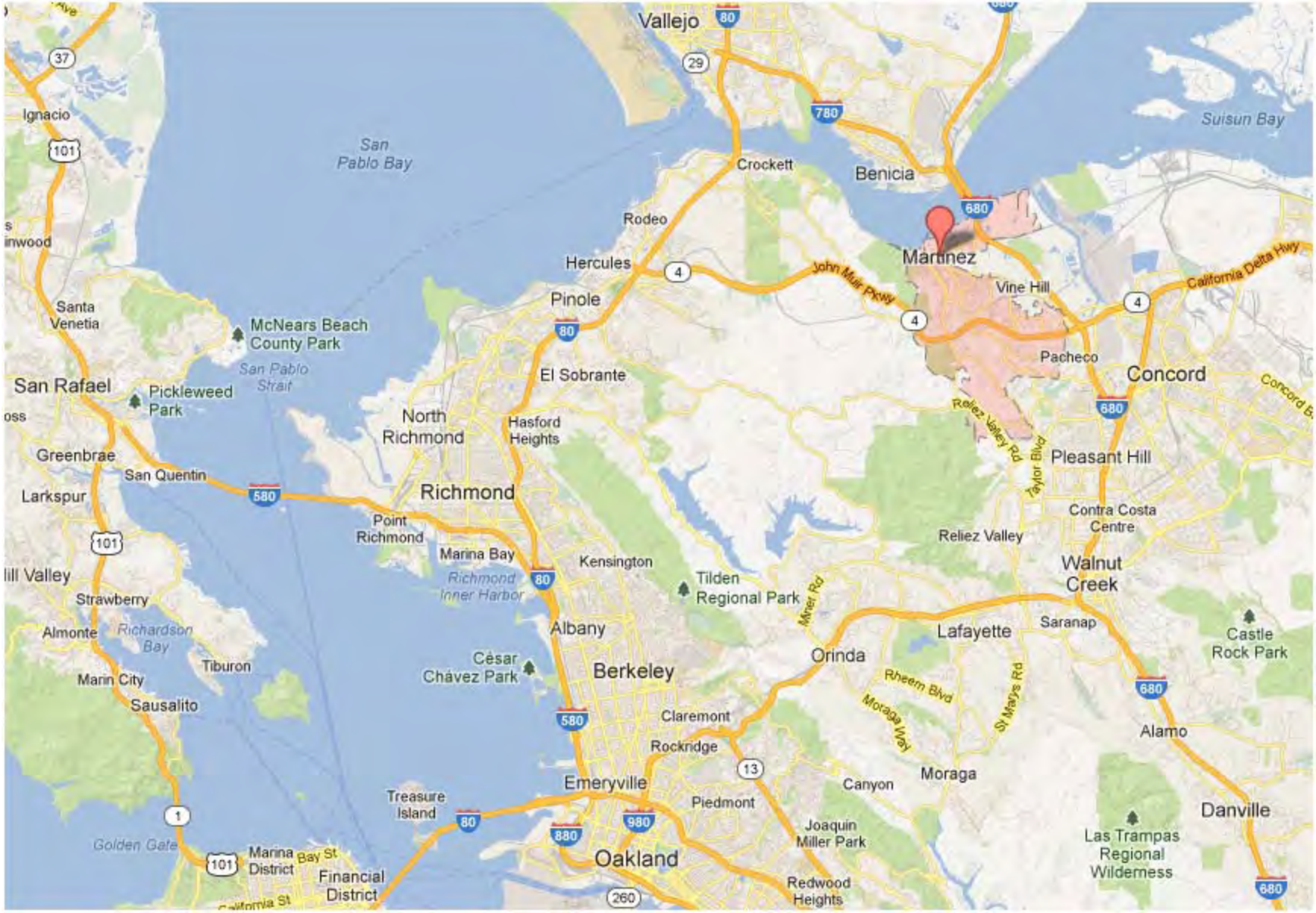
Ken Brown, Chair
Professional Standards and Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

CITY OF MARTINEZ FUNCTIONAL ORGANIZATION CHART



AREA MAP


Vallejo
Ignacio
San Pablo Bay
Suisun Bay
Crockett
Benicia
Rodeo
Hercules
Pinole
Martinez
Vine Hill
John Muir Pkwy
California Delta Hwy
Pacheco
Concord
Santa Venetia
McNears Beach County Park
San Pablo Strait
San Rafael
Pickleweed Park
El Sobrante
North Richmond
Hasford Heights
Reliez Valley Rd
Taylor Blvd
Pleasant Hill
Greenbrae
San Quentin
Larkspur
Richmond
Point Richmond
Marina Bay
Richmond Inner Harbor
Kensington
Tilden Regional Park
Reliez Valley
Contra Costa Centre
Walnut Creek
Strawberry
Almonte
Richardson Bay
Tiburon
Marin City
Sausalito
Albany
Cesar Chávez Park
Berkeley
Meer Rd
Lafayette
Saranap
Orinda
Castle Rock Park
Rheem Blvd
Moraga Way
St Mary's Rd
Claremont
Rockridge
Alamo
Emeryville
Canyon
Moraga
Treasure Island
Piedmont
Joaquin Miller Park
Danville
Golden Gate
Marina District
Bay St
Financial District
Oakland
Las Trampas Regional Wilderness
Redwood Heights
California St

MARTINEZ AT A GLANCE

GENERAL INFORMATION AND HISTORY

Established in 1876, Martinez is the County seat of Contra Costa County. It is located along the Sacramento and San Joaquin rivers in the central part of the County. The City's roots can be traced to the late 1840's, when it served as a ferryboat transit point across the Carquinez strait on the way to the gold fields. By the time of its incorporation, Martinez had evolved into one of the area's most significant trading posts and shipping ports. Today, the City covers 13.1 square miles and has approximately 36,578 residents. As one of California's first towns, Martinez retains a strong sense of history and family. The renowned naturalist John Muir made Martinez his home for nearly a quarter of a century and in 1914, the year of Muir's death, the legendary baseball great Joe DiMaggio was born here. One of the unique aspects of Martinez is its architecture. Many of the downtown shops still retain their early 20th century look and charm, with some homes dating back more than 125 years.

The City is proud of its rich culture and heritage. Besides being the home to naturalist John Muir and the birth place of baseball great Joe DiMaggio, the City was also the home of the now defunct Christian Brother's Winery and the Alhambra Water Company, which used to pipe water from Alhambra Valley springs down to the Martinez Train Depot. Legend has it that Martinez is also the home of the famous "Martini" cocktail: an early settler was looking for a drink after a long day of looking for gold and ordered a "Martinez Special." A few drinks and a good buzz later, the "Martinez Special" became the "Martini," as it is known throughout the world today.

CITY GOVERNMENT

The City operates under the Council-Manager form of government. The City Manager is responsible for the efficient implementation of Council policy and the effective administration of all City government affairs. The City is organized into four departments reporting directly to the City Manager. They are Administrative Services, Community and Economic Development, Police, and Public Works.

PARKS AND RECREATIONAL FACILITIES

Martinez citizens of all ages continue to enjoy the outdoors. The commitment of both the City and the community to enhancing and preserving nature in Martinez led to the City's designation as a Tree City USA in April 2003 by the National Arbor Day Foundation. With 17 City parks and an award-winning Aquatic Center (most of which have been recently renovated, reconstructed or enhanced as part of the November 2008 passage of the Measure H Park Improvement Bond), 14 playgrounds, 14 ballfields, 10 tennis courts, 9 trails, 1 soccer field, 1 multi-use field, 1 skateboard park, a Senior Center and a Marina, there are plenty of recreational opportunities available to the public. The waterfront's top-flight bocce ball courts are host to the nation's largest bocce federation. Next door, the 10,000 square foot Skate Park offers an attraction for the youth of the entire region. The Waterfront Amphitheater, constructed in August 2001, is a 1,000-seat amphitheater at the Marina that has accommodated a variety of special events and most recently the first "Blues by the Bay" concert event. The City is actively looking for ways to expand the amphitheater's use and make it a waterfront fixture for years to come.

CITY EVENTS AND ATTRACTIONS

Tourists visiting Martinez today can find the City's many landmarks and point of interests, including John Muir's Historical Site, the City Amphitheater, and the City Marina. The City is also proud to preserve its culture by hosting and participating in various events during the year, including the annual Earth Day event celebrating John Muir's birthday and the Martini Festival recognizing Martinez as "birthplace of the Martini." Below is a list of City sponsored or co-sponsored events, followed by pictures of a few iconic Martinez attractions.

City Sponsored Events	
Arbor Day Tree Planting Event	Annual, March
Earth Day	Annual, April
Memorial Day Program	Annual, May
Mini Motorland	Annual, Spring
Youth Baseball Parade	Annual, Spring
Waterfront Egg Hunt	Annual, Spring
King of County BBQ	Annual, June
Fourth of July Fireworks	Annual, July
Fourth of July Parade	Annual, July
Martini Festival	Annual, September
Car and Bike Show	Annual, September
Mutt Strutt	Annual, September
Marty O's Halloween Hunt	Annual, October
Veterans Day Program	Annual, November
Holiday Frolic	Annual, Winter
Light Parade	Annual, Winter
Beer Fest	Biannual
Fishing Derby	Biannual
Oohs, Ahs and Giggles	Biannual
Cemetery Tours	Multi
Dynomite Thursdays	Multi
Farmers' Markets	Year-round

Amtrak Station

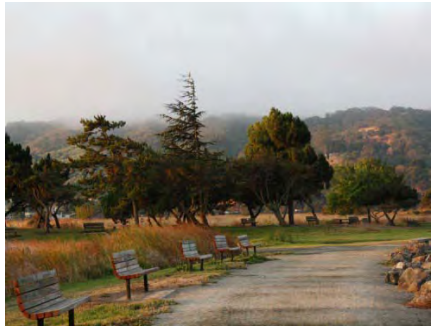
John Muir Historic Site

Downtown Main Street

Amphitheater

Marina

Martinez Museum



East Bay Regional Shoreline

Alhambra Cemetery

Golden Hills Park

Rankin Aquatic Center

Hidden Valley Park

Holiday Highlands

MISCELLANEOUS STATISTICS

AREA (Miles)	13.1
MILES OF STREETS	122
AVERAGE MINIMUM TEMPERATURE	44.3 degrees
AVERAGE MAXIMUM TEMPERATURE	72.8 degrees
AVERAGE RAINFALL	20.28"
NUMBER OF HOUSEHOLDS	14,258
MEDIAN HOME SALE VALUE (2014)	$485,000
AVERAGE AGE OF REAL ESTATE	33 years

HOSPITALS

- Contra Costa Regional Medical Center
- Kaiser Permanente Hospital
- Veterans Administration Medical Center

EDUCATION

Elementary Schools	4
Middle Schools	1
High Schools	1
Continuation Schools	1
Private - Elementary/Middle	1

COMMUNITY SERVICES

Neighborhood Parks	17
Swimming Pool	1
Skateboard park	1
Community Gardens	1
Senior Center	1
Amphitheater	1
Indoor Sports Complexes (privately)	2
City Park acreage (developed)	271
Playgrounds	14
City Trails	9
Tennis Courts	10
Baseball/softball diamonds	14
Soccer fields	1
Multi-use fields	1
Basketball Courts	7
Bocce Ball Courts	15
Horseshoe Courts	2
Gazebos	1
Picnic Facilities (rental areas)	18
BBQ Areas	24
Restrooms (permanent)	9

MAJOR EMPLOYERS

Contra Costa County
Kaiser Permanente Hospital
Shell Oil Refinery
Veterans Administration Medical Center
Private - Elementary/Middle

EMPLOYMENT (APR 2015)

Total Labor Force in	20,400
Total Employed	19,600
Total Unemployed	900
Unemployment Rate	4.2%

PUBLIC SAFETY

Police Stations	1
Police sworn officers	37
Canine units	2
Motorcycle units	2

Sources: Various City Records
Martinez Area Chamber of Commerce
MDA DataQuick
California Employment Development Department (April 2015)
U.S. Census 2010/American FactFinder 2013 Update

DEMOGRAPHICS INFORMATION

POPULATION	
US Census (2013 estimate)	36,471
2010 Census	35,824

ELECTION & REGISTERED VOTERS	
Registered Voters (Nov. 14)***	21,496
% Voting Last Election (Nov. 14)	51.81%

US CENSUS DEMOGRAPHICS (2013 Update)

GENDER*		
Male	18,011	49.4%
Female	18,460	50.6%

AGE*		
Under 5 Years	1,623	4.5%
5 - 19 Years	6,628	18.2%
20 - 44 Years	11,030	30.2%
45 - 64 Years	12,360	33.9%
65 - 84 Years	4,264	11.7%
Over 85 Years	566	1.6%

MEDIAN AGE*	43.2

SCHOOL ENROLLMENT**	
Kindergarten	283
Elementary School	1,909
High School	1,132

RACE*		
White	25,189	69.1%
Hispanic or Latino	5,453	15.0%
Asian & Pacific Island	2,667	7.3%
African American	1,382	3.8%
American Indian & Alaska Native	77	0.2%
All Other	1,703	4.7%

HOUSEHOLD INCOME*	
Per Capita	$ 39,164
Median Household	$ 83,112
$0 - $14,999	6.5%
$15,000 - $24,999	6.0%
$25,000 - $34,999	6.9%
$35,000 - $49,999	9.2%
$50,000 - $74,999	16.0%
$75,000 - $99,999	14.8%
$100,000 - >	40.7%

Sources: *US Bureau of Census: Census 2010, updated with 2009-2013 American Community Survey 5-Year Estimates; **Martinez Unified School District; ***Contra Costa County Elections Division

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ELEMENTS OF THE BUDGET DOCUMENT

Budgets play a crucial role communicating to elected officials, city employees, and the public the City's plans for using its resources. Budgets are complex documents that can be difficult to grasp at first glance and the City has made every effort to make the document as easy to navigate as possible. This section provides the reader with some basic understanding of the constituent components of the Biennial Budget document. The Budget for 2015-17 is a policy document that describes the City's goals and objectives and indicates how resources are allocated to achieve these goals. In addition, it serves as a financial plan, an operations guide, and a communications tool.

The document includes the following key elements:

Introduction

The Introduction includes the City Manager's Budget Message to the City Council. The Budget Message highlights the Council's priorities, summarizes the City's financial position, addresses key issues that are of local concern, documents proposed new programs, and recommends strategies for ensuring financial stability while continuing to provide high quality services to the community. The Introduction also includes the overall City organization chart, area map, and miscellaneous statistics and demographics.

Budget Guide

The Budget Guide section is designed to inform the reader of the budget's purpose and how it is developed; show the budget schedule and explain the budget process; and provide an overview of the City's financial structure, revenue descriptions, key assumptions used to build the budget, and long term debt.

Summary Schedules

This Summary Schedules section provides summary financial information regarding fund balances, projected revenues and expenditures, and transfers for all funds in the City. This section also includes a summary of positions by department.

General Fund, General Government, and Departmental Operating Budgets

The General Fund section provides financial detail for this fund, including 10-year revenue and expenditure history and 4-year projections. The General Government section provides descriptive information on the functions, accomplishments, objectives, and budget highlights of this budget group, and a listing of both historical and proposed expenditures for this area.

The Departmental Operating Budgets are divided into individual sections for the following operating departments: Administrative Services, Community and Economic Development, Police, and Public Works. Each section includes a departmental organization chart, staffing summary, and a list of major responsibilities. Additionally, each department budget provides summary narrative and financial information for each of its divisions/program areas that includes significant accomplishments for 2013-15, objectives for 2015-17, and budget highlights. The historical and proposed two year budget expenditures by division are provided.

Enterprise Funds

The Enterprise section provides information on the City's three enterprise funds: Water System, Marina and Parking Services.

Special Revenue Funds

This section provides information on the City's eleven special revenue funds: Public Safety Grants, Gasoline Tax, Measure J, National Pollutant Discharge Elimination System (NPDES), Recycling, Housing In-Lieu, PEG Access, Lighting and Landscaping, and Mitigation/Impact Fees.

Internal Service Funds

This section includes information on the City's two internal service funds: Equipment Replacement and Information Systems.

Debt Service Funds

This section provides information on the City's debt service.

Capital Improvement Program

The Capital Improvement Program section details the proposed capital projects for the 2015-17 fiscal years and those projects carried forward from the prior year. This section includes projects that have been reviewed and approved by the City Council. Projects recommended for funding have been selected based on criteria approved by the City Council.

Financial Policies

This section includes copies of all of the City's financial policies, including the Budget, Capital Financing and Debt Management, CIP, Fixed Assets Capitalization and Inventory Control, and Investment policies. The City's Fees Resolution is also included.

Appendices

The Appendices section includes: Budget Resolution; Appropriation (Gann) Limit Resolution and Description; Summary of Benefits by Representative Unit; Guide to Funds by Number; Budget Glossary; List of Acronyms; and Budget Index.

BUDGET DEVELOPMENT

Budget Process

The City adopts a biennial budget for the General Fund, three (3) Enterprise Funds, nine (9) Special Revenue Funds, two (2) Internal Service Funds and three (3) Debt Service Funds. The City Council also adopts a five year Capital Improvement Plan of which two years are presented in this operating budget. The City Council adopts this operating budget, in its entirety, by June 30 through passage of an adopting resolution. The proposed budget includes estimated expenditures and forecast revenues for the next two years on a basis consistent with Generally Accepted Accounting Principles (GAAP).

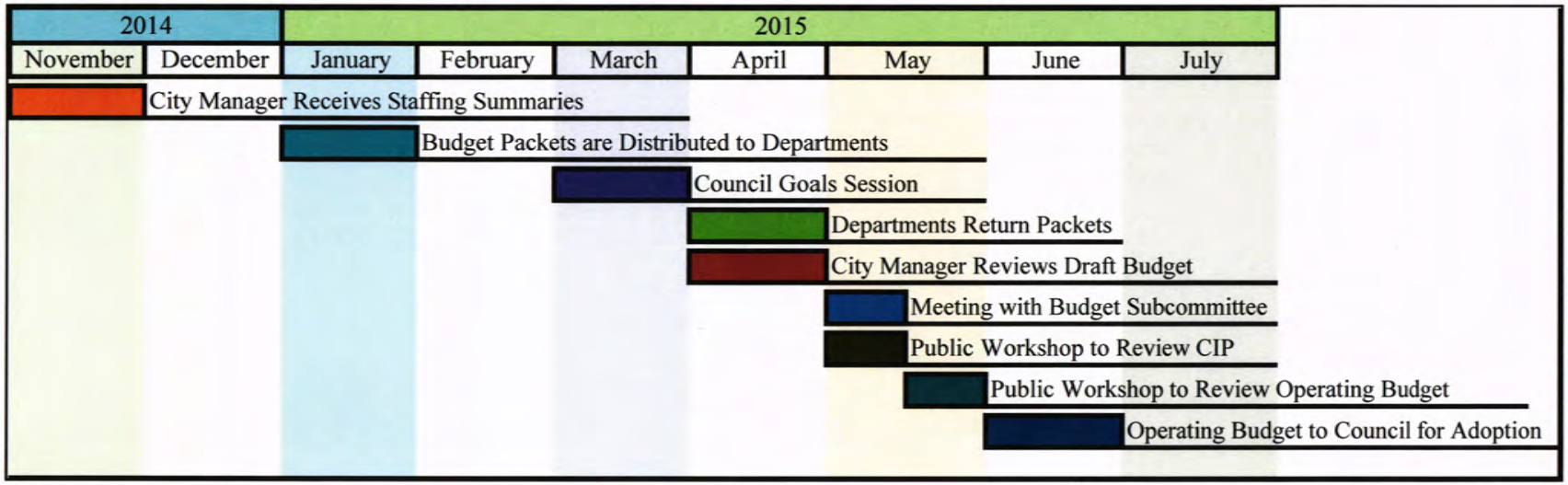
As with any budget preparation, the ongoing process includes the phases of development, proposal, adoption, and monitoring.

- Development
  - City Manager receives a review of the staffing summaries prepared by the Administrative Services Department in January 2015.
  - In February 2015, the distribution of budget instructions, guidelines and packets were distributed to departments for the department heads to prepare estimates for required appropriations.
  - The City Council had a priorities session on March 28, 2015 with the City Manager and Department Heads.
  - City Manager reviewed the "draft" budget on March 28, 2015.
  - Department Heads returned budget packets to the Administrative Services Department by April 6, 2015.

- Proposal
  - The Budget Subcommittee met on May 7, 2015 to review the budget and recommended to move to a public hearing.
  - City Council held a public workshop on May 6, 2015 to review and adopt the five year capital improvement plan.
  - City Council held a public workshop on May 20, 2015 to review the two year operating budget and provide direction to staff to finalize the proposed budget.

- Adoption
  - The Fiscal Year 2015-16 and 2016-17 operating budget was adopted by resolution at a public City Council meeting on June 17, 2015.

- Monitoring
  - The budget is monitored through the fiscal year by the Finance Division.
  - Department heads will maintain control over their respective funds and ensure adequate resources are available.
  - In January a mid-year review is conducted and any revisions to the budget are presented to the Budget Subcommittee.
  - In February any mid-year budget adjustments will be presented to the City Council for adoption by resolution.
  - In June a review of the second year of the biennial budget will be conducted and any changes will be presented by June 30th to the City Council for adoption by resolution.
  - Any necessary adjustments to the budget throughout the two years will be enacted by City Council resolution.



Level of Budget Control

The 2-year budget is prepared by fund, function, and department. The City's department heads may make transfers of appropriations within their respective departments. The City Manager is authorized to revise the budget so long as the total revisions in any single budget year do not exceed 1% of the budget, and provided that sufficient revenues are available to offset such revisions. Council approval is required for additional appropriation from fund balances or new revenue sources. The legal level of budgetary control is the department level.

Cost Allocation

The City uses three methods to allocate costs associated between funds and for grant purposes. These are: 1) direct costs, used to allocate, by percent, the cost of specific positions among funds; 2) indirect costs, which allocate overall department costs, by percent, to the other departments and other funds; and 3) job costing, which charges projects and service funds an hourly rate based times the hours spent. The methodology for computing these costs are as follows:

- **Direct Costs**
  The employee's annual salary and total benefit costs are added together to get a total cost for the employee. All services that the employee is involved in providing are identified, as well as the percent of time spent on providing each service. The total annual cost of the employee is then multiplied by the percent and charged to the appropriate fund receiving the service. This allocation is charged out with every payroll.

- **Indirect Costs**
  All services that a department provides to other departments or funds are identified by a percent. The department costs multiplied by the percent is then charged out to the identified departments and funds on a monthly basis.

- **Job costing**
  The employee's annual salary and total benefit costs are added together and then divided by 2,080 hours to get an hourly rate. Hours spent by employees for specific projects and jobs are then multiplied by the hourly rate and charged to the project or job on a monthly basis.

Reporting Entity

The City of Martinez was incorporated in 1876 under the laws of the State of California and enjoys all the rights and privileges applicable to a General Law City. The City is governed by a five member City Council, under the Council-Manager form of government. The City provides a wide variety of services to its citizens, including police, public services, community development, engineering, recreation, and general administrative services. The City also operates a public water utilities system. All of these services are accounted for in the City's financial statements. The financial statements for the City of Martinez are prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing government accounting and financial reporting principles. The more significant of the City's accounting policies are described on the following pages.

Fund Accounting

The City uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity. The City maintains both governmental and proprietary fund types.

Governmental Fund Types

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

- ***Special Revenue Funds*:** Special Revenue Funds account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

- ***Debt Service Funds*:** Debt Service Funds account for the accumulation of resources for the payment of interest and principal on general long-term debt and related costs.

- ***Capital Projects Funds*:** Capital Projects Funds account for financial resources segregated for the acquisition of major capital projects or facilities (other than those financed by proprietary fund types.)

Proprietary Fund Types

- ***Enterprise Funds*:** Enterprise Funds account for operations in a manner similar to private business enterprises where the intent is that the costs of providing goods or services to the general public on a continuing basis is to be financed or recovered primarily through user charges.

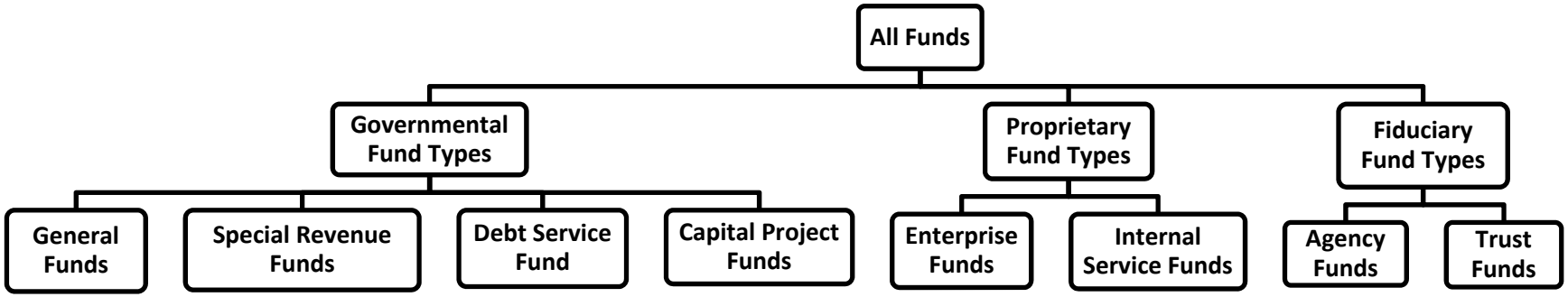
- ***Internal Service Funds*:** Internal Service Funds account for the financing of goods and services provided by one department or agency to other departments or agencies of the City or to other governmental units, on a cost-reimbursement basis. These costs-reimbursement rates are established to recover cost of replacement over time.

Fiduciary Fund Types

Fiduciary Funds account for assets held by the City as trustee or agent for individuals, private organizations, or other government units. Fiduciary Funds are not part of the City's operating budget.

- ***Agency Funds*:** Used to report resources held by the City in a custodial capacity.

- ***Trust Funds*:** Involve only the receipt, temporary investment, and remittance of fiduciary resources.



Basis of Accounting

Basis of accounting refers to how revenues and expenditures are recognized in the accounts and reported in the financial statements, regardless of the measurement of focus applied. Governmental fund types use a modified basis of accounting. Revenues are recognized when available and measurable. Revenues which are accrued include Federal and State grants and subventions; transient occupancy taxes; document transfer tax; sales taxes collected by the State on behalf of the City prior to year-end; interest; and certain charges for current services. Revenues which are not considered susceptible to accrual include certain licenses, permits, fines, forfeitures and penalties. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt and special assessment debt are recorded as expenditures when paid.

All proprietary funds are accounted for using the accrued basis of accounting. Their revenues are recognized when they are earned and their expenses are recognized when they are incurred. Depreciation of all proprietary fund fixed assets is charged as an expense against operations each year, and the total amount of depreciation taken over the years, called accumulated depreciation, is reported on the proprietary fund's balance sheet as a reduction in the book value of fixed assets.

Basis of Budgeting

The budgets of *General Governmental Type Funds* are prepared on a modified accrual basis, which means that obligations of the City are budgeted as expenditures, but revenues are recognized only when they are measurable and available.

The *Enterprise Funds* also recognize expenditures as encumbrances when a commitment is made. Revenues, on the other hand, are recognized when they are obligated to the City, for example water user fees are recognized as revenue when service is provided.

In all cases for the General Governmental and Enterprise funds, when goods and services are not received by year end, the encumbrance lapse. The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "Generally Accepted Accounting Principles" (GAAP). In most cases, the way the City prepares its budget conforms to GAAP, with the following exceptions:

- Principal payments on long-term debt within the Enterprise Funds are applied to the outstanding liability on a GAAP basis, but are expended on a Budget basis.
- Capital Outlay within Enterprise Funds are recorded as assets on a GAAP basis and expended on a Budget basis.
- Depreciation expense is recorded on a GAAP basis only.

STRUCTURE OF THE CITY'S FINANCES

The City's finances are structured in a variety of funds, which are the basic accounting and reporting entities in governmental accounting. The funds that comprise the 2015-2017 Budget are described as follows:

General Fund

The General Fund is the City's primary reporting entity for current general government operations of the City of Martinez. It accounts for all financial resources not required by law or administrative action to be accounted for in another fund. Section 4 of this Budget provides detailed financial information of the General Fund. Section 5 provides narrative and financial information on the General Government group. The budget by department can be found under Sections 6-9.

Enterprise Funds

The City's Enterprise Funds include the Water System, Marina, and Parking Services. Each is financed and operated in a manner similar to a private business enterprise. The intent is that the costs of providing goods or services to the general public on a continuing basis are to be financed or recovered primarily through user charges. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures. Section 10 provides the financial information for the City's Enterprise Funds, which includes their respective Capital Improvement Program (CIP) information.

- **Water System Fund**
  The Water System Fund accounts for the funds received from customers receiving water service provided by the City and the related expenditures for administration, system improvements, maintenance and repair, and debt service issue related to the provision of water service to the customers.

- **Marina Fund**
  The Marina Fund revenues include management fees, lease payments, sales and property taxes.

- **Parking Services Fund**
  The Parking Services Fund accounts for the activities related to the various parking lots and parking meters in the City. Revenue is generated from parking meters and parking permits.

Special Revenue Funds

Special Revenue Funds account for revenue sources that are legally restricted to specific purposes. These funds can be found in detail under Section 11.

- **Public Safety Grants**
  These are Federal and State grants received by the Police Department for improvements in public safety technology and other special projects.

- **National Pollutant Discharge Elimination System (NPDES)**
  The City participates in the Contra Costa County Flood Control and Water Conservation District for the collection, administration, distribution, and expenditure of funds derived from stormwater utility assessments. The assessment is collected with property taxes received by the County Tax Collector and is used for pollution control improvements and drainage system maintenance.

- **Measure J**
  Measure J funds are from a voter-approved, half cent countywide sales tax levied to fund transportation improvements and disburses these funds to pay for local street improvements.

- **Gasoline Tax**
  Gasoline tax is a tax on each gallon of fuel used to propel a motor vehicle or aircraft. Gas tax revenue is distributed to cities using several formulas. These funds must be used exclusively for engineering costs, maintenance and repair, and capital improvement projects related to City streets.

- **Housing In-Lieu Fund**
  This fund accounts for developer fees which are paid in-lieu of affordable housing. The funds are to be used at the City's discretion for the provision of affordable housing to low and moderate income households.

- **Recycle Fund**
  This fund accounts for the grants the City receives for the disposal of used oil and recycling. This fund also accounts for funds received from the solid waste hauler to cover costs to implement Assembly Bill 939 waste diversion programs and Climate Action Plan initiatives.

- **PEG Access**
  This fund accounts for the payments received by the City's cable provider to be used for public, educational and governmental (PEG) capital support as provided by the City's franchise agreement.

- **Lighting and Landscaping**
  This fund accounts for the installation, maintenance and improvements of subdivision lighting and landscaping within the various special assessment districts. Monies are collected through an annual levy on the property owners within each district.

- **Mitigation/Impact Fees**
  This fund accounts for fees collected from developers to mitigate the impact of new development. The City established the following impact fees: traffic, park in-lieu, child care, drainage, cultural facilities, police facilities, and park and recreation.

Internal Service Funds

Internal Service Funds are proprietary funds used by the City to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City on a cost-reimbursement basis. The following are the City's two Internal Service Funds, which can be found under Section 12:

- **Equipment Replacement**
  The Equipment Replacement Fund accounts for the accumulation of funds for the maintenance and subsequent replacement of the equipment under City control. Costs are charged to departments by way of "rental charges" of City vehicles and equipment.

- **Information Systems**
  The Information System Fund accounts for the services rendered to all City departments for management of the City's hardware and software needs. Costs are charged to departments by percent based on the number of computer work stations and overall use of technology.

Debt Service Funds

Debt Service Funds are used to account for the accumulation of resources for and the payment of general long-term debt principal, interest and related costs (other than those paid for by the Enterprise Funds). Information on the debt service of the General Fund can be found in Section 13.

- **2008, Series A General Obligation Bond**
  This fund accounts for funds received and used for payment of debt service on the 2008, Series A General Obligation Bond issued May, 2009. Interest and principal payments are payable from *ad valorem* property tax levied by the City and collected by the County.

- **2008, Series B General Obligation Bond**
  This fund accounts for funds received and used for payment of debt service on the 2008, Series B General Obligation Bond issued March, 2012. Interest and principal payments are payable from *ad valorem* property tax levied by the City and collected by the County.

Capital Improvement Program

The Capital Improvement Program (CIP) budget is for expenditures on capital projects such as major street or park improvements, building construction, and major facility maintenance. Section 14 provides information on those projects that are in progress or will be undertaken in the next two budget years (other than those paid for by Enterprise Funds).

The matrix below provides an overview of how the major City operating departments correspond with the various funds:

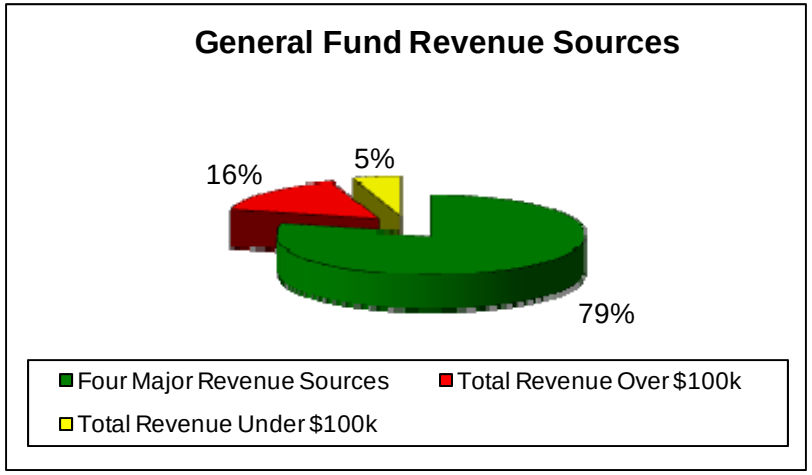
DEPARTMENT-FUND RELATIONSHIP SUMMARY										
Department	**General Fund**	**Special Revenue Funds**							**Internal Service Funds**	
		Public Safety Grants	NPDES Fund	Measure J - Local Fund	Gas Tax Fund	Recycle Fund	PEG Access Fund	Lighting & Landscape Fund	Equipment Replacement Fund	Information Systems Fund
General Government	✓									
Administrative Services	✓					✓	✓			✓
Public Works	✓								✓	
Police	✓	✓								
Community Development	✓		✓	✓	✓			✓		

REVENUE DESCRIPTIONS

General Fund

The General Fund is the City's primary reporting entity for current general government operations of the City of Martinez. It accounts for all financial resources not required by law or administrative action to be accounted for in another fund. All revenues not restricted to specific purposes are recorded in the General Fund, and likewise, all services that are of a general nature – police, routine public works activities, development-related functions (such as planning, engineering, and building inspections), leisure activities, and general administrative support – are budgeted here. The General Fund is the City's largest operating fund.

The General Fund is comprised of eight major revenue categories: Taxes; License, Permit and Fees; Fines and Forfeitures; Intergovernmental; Charges for Services; Use of Money and Property; Other Revenue; and Transfers In. For specific details of what comprises each category, please refer to the revenue schedules on pages 73-75. Within these categories, the City of Martinez relies on four major revenue sources to balance the General Fund which make up 79% of the total operating General Fund budget. They are property tax; sales and use tax (and sales tax in-lieu); VLF property tax swap; and franchise fees. The chart below illustrates the significance of these revenues, and the composition of the remaining revenue sources (either over or under $100K):

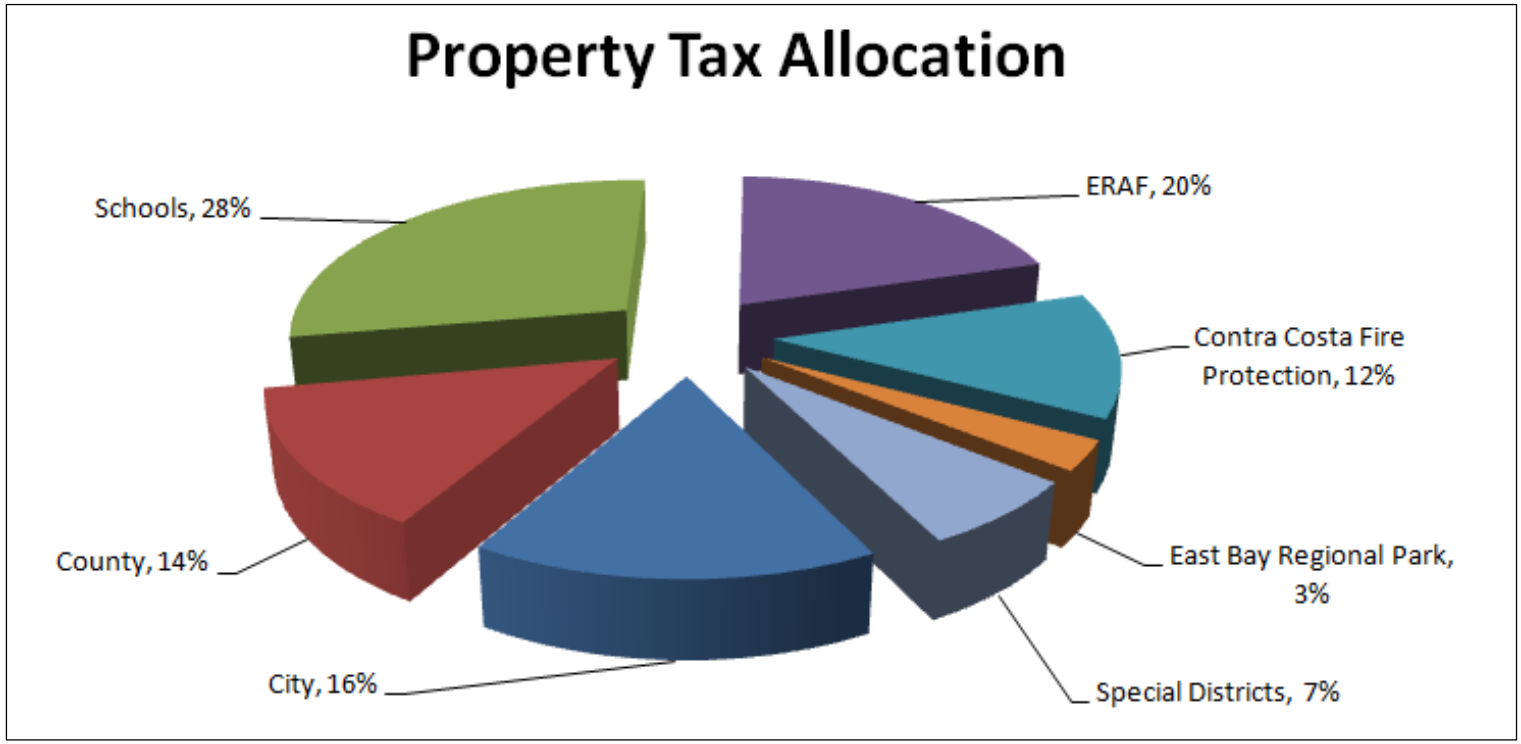


Property Tax

Property tax is the largest source of revenue to the General Fund. In the State of California, the base tax rate is 1% of assessed valuation of property. The 1% tax is levied and collected by the County of Contra Costa with the County assessor determining property tax values based on Proposition 13 limitations, a voter approved proposition in June 1978. Proposition 13 rolled-back property values, for tax purposes, to 1975-76 values and thereafter capped annual assessment increases at 2% until the property is transferred, at which time the assessed value is based on market value. The City of Martinez receives approximately 15.92% share of this 1% levy for property located within the City limits. This percent varies by city and is based on service responsibility; the overall average for cities in Contra Costa County is 11.63%. Generally a full service city would receive a higher share than those that do not provide the full range of municipal services. Below shows the percent each city in Contra Costa County receives of their 1% assessed value, and whether they have police and fire services:

Cities in Contra Costa	City Rate	Police Services	Fire Services
City of Richmond	28.51%	X	X
City of El Cerrito	22.23%	X	X
City of Pinole	18.84%	X	X
City of Brentwood	16.49%	X	
City of Pittsburg	16.37%	X	
City of Martinez	**15.92%**	**X**	
City of Antioch	11.41%	X	
City of Concord	10.58%	X	
City of San Pablo	9.83%	X	
City of San Ramon	9.59%	X	
City of Walnut Creek	9.41%	X	
City of Danville	7.62%	X	
City of Orinda	7.39%	X	
City of Oakley	7.08%	X	
City of Lafayette	6.66%	X	
City of Clayton	6.63%	X	
City of Pleasant Hill	5.66%	X	
City of Hercules	5.42%	X	
City of Moraga	5.32%	X	

The 1% of the City of Martinez assessed value breaks down as follows: City of Martinez (16%), Schools (28%), the Education Revenue Augmentation Fund (ERAF 20%), Contra Costa County (14%), Contra Costa Fire Protection (12%), Special Districts (7%) and East Bay Regional Park (3%). The chart below illustrates how the City shares property tax with other agencies.



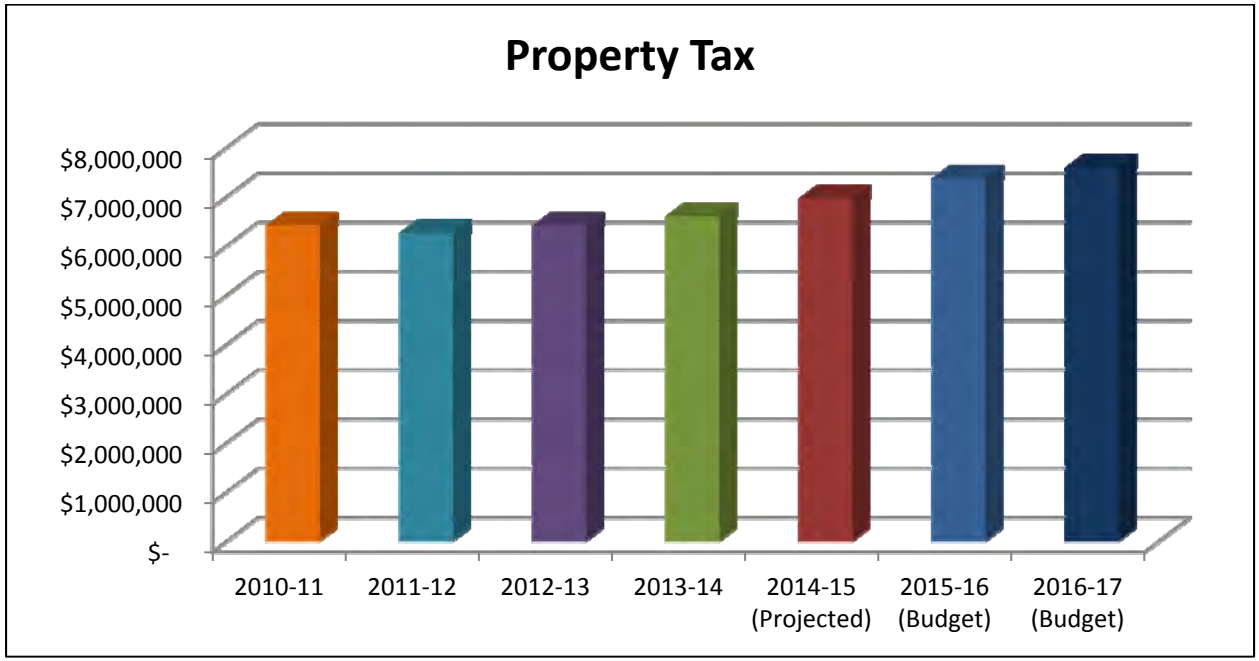
According to HdL, the City's property tax analyst, valuations for the entire region have been severely impacted by the national housing and financial markets crisis, prompting the County Tax Assessor to make significant downward adjustments, ultimately resulting in a significant decrease to the City's property tax revenue. Due to recent improvements in the economy and an improving

trend in residential sales pricing and volume, some of the lost property tax revenue has been recaptured. The table below illustrates the volatile nature of the local real estate market over the past 15 years:

MARTINEZ DETACHED SINGLE FAMILY RESIDENTIAL SALES – 15 YEAR HISTORY

Year	Full Value Sales	Average Price	Median Price	Median % Change (From Previous Year)
2000	384	$303,026	$295,000	19.80%
2001	334	$353,823	$349,000	18.31%
2002	443	$373,585	$375,000	7.45%
2003	429	$435,351	$419,000	11.73%
2004	457	$506,321	$490,000	16.95%
2005	350	$617,335	$590,000	20.41%
2006	289	$598,363	$580,000	-1.69%
2007	210	$563,131	$562,750	-2.97%
2008	175	$442,154	$430,000	-23.59%
2009	251	$392,590	$376,000	-12.56%
2010	282	$365,924	$369,000	-1.86%
2011	375	$334,744	$329,000	-10.84%
2012	391	$352,099	$340,000	3.34%
2013	405	$438,596	$430,000	26.47%
2014	409	$494,442	$485,000	12.79%

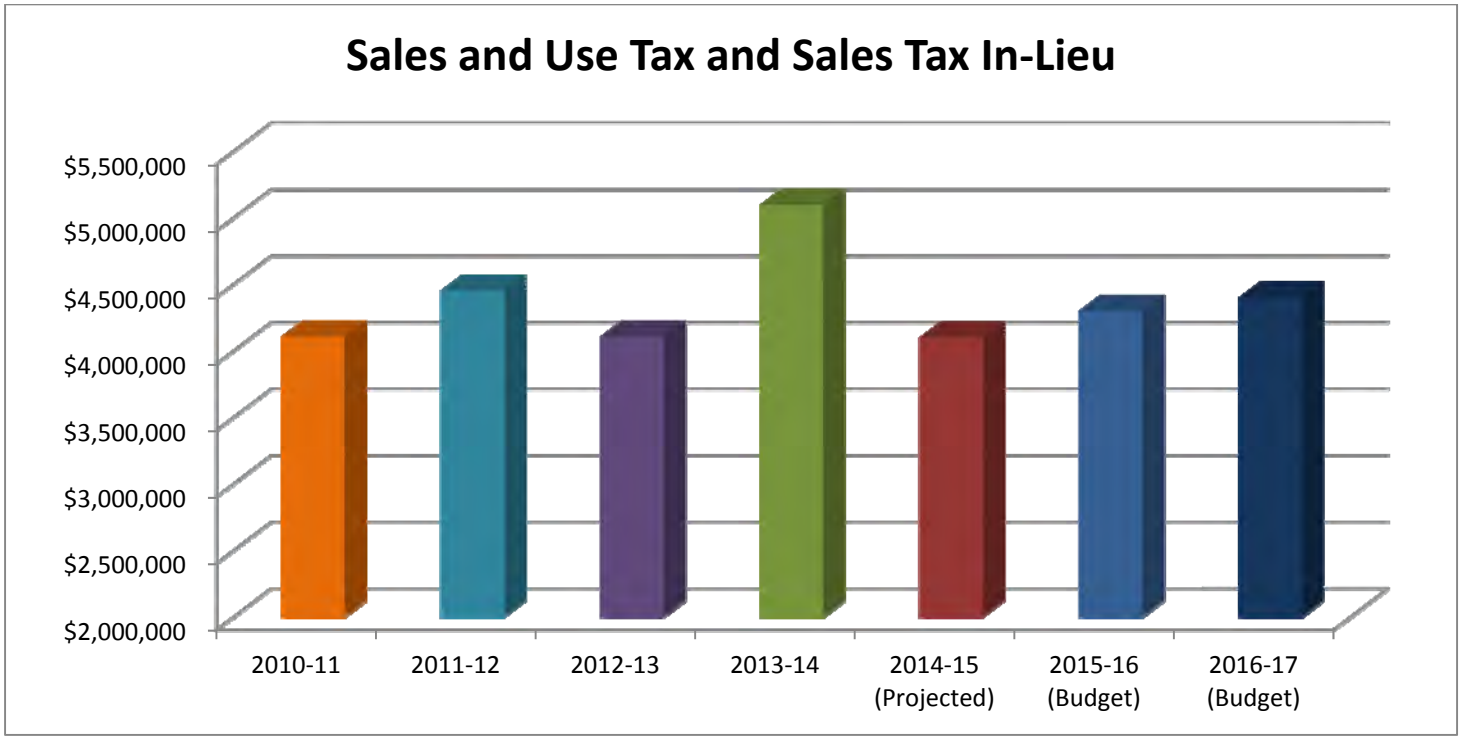
Based on the City's assessed valuation, revenue is expected to increase by almost 6% to $7,370,000 in 2015-16, and increase by 3% in 2016-17 to $7,591,100. The following table highlights the recent trend in the City's property tax revenues through FY 2016-17:



Sales and Use Tax & Sales Tax In-Lieu

Sales tax revenue, including the sales tax in-lieu, is the General Fund's second largest individual revenue source and is highly variable depending upon the economy. Local sales tax revenue is distributed by the State. Prior to 2004-05, cities received 1% of sales tax revenue, or $1 of every $100 spent, based on a point-of-sale formula. As of July 1, 2004, the State reduced the local allocation by .25%, and uses this portion as security for the State's "Economic Recovery Bonds." The State has replaced the .25% reduction of sales tax with a dollar-for-dollar allocation of local property tax, which is referred to as "sales tax in-lieu." Total sales tax and sales tax in-lieu were adversely affected by the loss of a major business-to-business sales tax generator in FY 2014-15 and dropped by almost $1M, but are projected to increase from this new, lower base by 5% in 2015-16 to $4,300,000, and by and additional 2.3% in

2006-17 to $4,400,000, based on estimates provided by City's Sales Tax Analyst HdL. The sales tax is imposed on retailers for the privilege of selling tangible personal property. Use tax is imposed on the user of a product purchased out-of-state and delivered for use in California. The chart below illustrates the City's recent trend in total sales tax revenue:

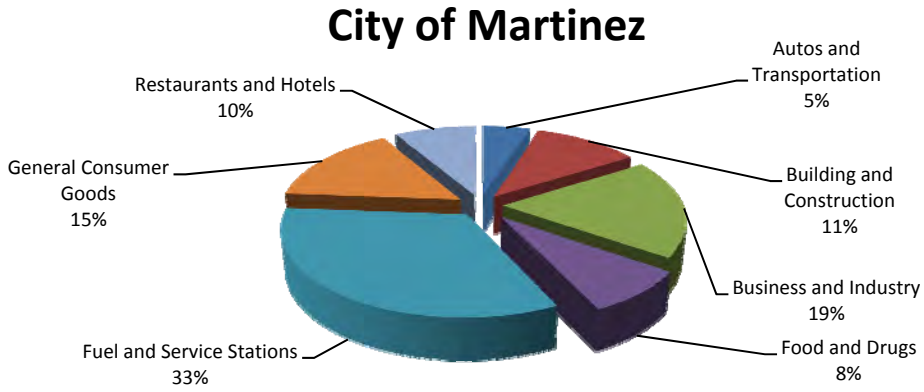


The comparison of sales tax revenue among cities in Contra Costa County, shown in the table on the following page, provides additional information on the City's second highest revenue source. The sales tax figures shown represent the full 1% and are not reflective of any tax sharing agreements. Based on comparison, the City is slightly below average County-wide on a per capita sales tax revenue basis, as shown in the table on the following page.

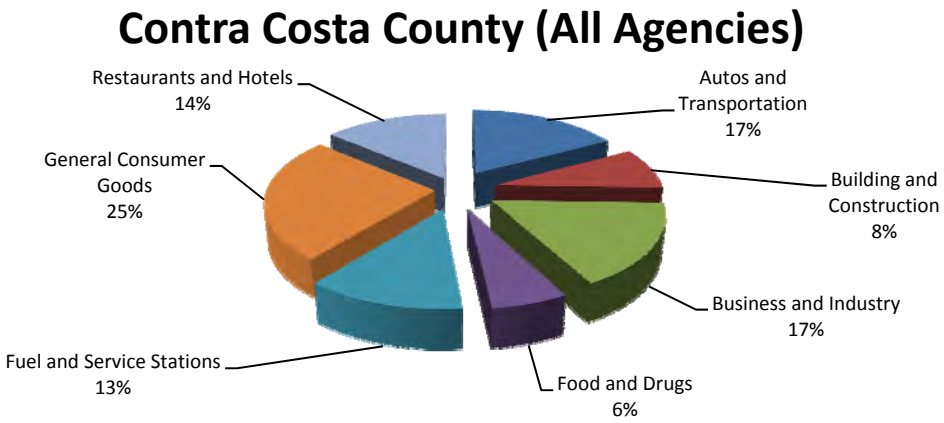
CONTRA COSTA COUNTY SALES TAX PER CAPITA

Cities in Contra Costa County	Population 1/1/2015	2014 Calendar Year Sales Tax ($)	Revenue Per Capita
City of Clayton	11,288	374,457	33
City of Oakley	38,789	1,326,904	35
City of Orinda	18,612	912,490	50
City of Moraga	16,466	944,796	58
City of San Pablo	29,730	1,833,249	62
City of Hercules	24,775	1,624,423	66
City of Pittsburg	67,628	6,353,161	96
City of Antioch	108,298	10,436,887	98
City of Brentwood	56,493	5,403,340	101
City of Lafayette	25,154	2,551,152	103
City of El Cerrito	24,288	2,522,512	105
City of San Ramon	78,561	8,298,889	107
City of Danville	43,691	4,686,114	109
City of Richmond	107,346	13,529,061	127
City of Martinez	**37,384**	**4,761,363**	**129**
City of Pinole	18,946	3,081,214	164
City of Pleasant Hill	34,162	6,855,137	202
City of Concord	126,069	26,028,542	209
City of Walnut Creek	66,868	18,918,699	286
Average	48,472	6,371,498	131

The makeup of the City's sales tax revenues consists of 7 major categories. The chart below highlights where the sales tax dollars are generated in Martinez.

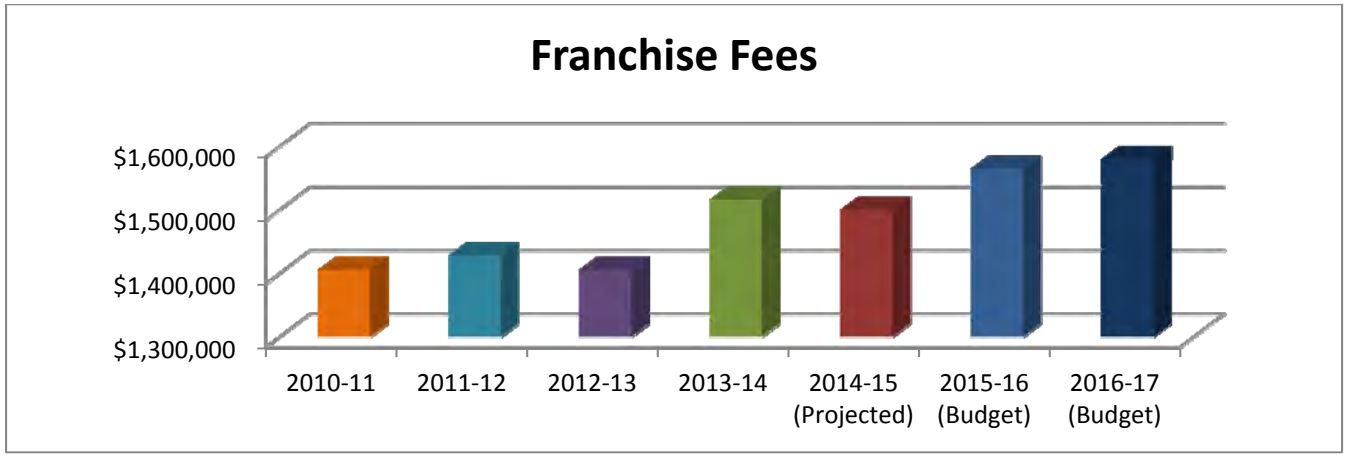


For point of comparison, the chart below highlights where, on average, sales tax dollars are generated throughout Contra Costa County:



VLF Property Tax Swap
VLF property tax swap tax revenue is estimated to be $2,880,000 in 2015-16, and $2,937,600 in 2016-17. Prior to fiscal year 2004-05, a license fee equivalent to 2% of the market value of motor vehicles was imposed annually by the State "in lieu" of personal property taxes. This motor vehicle in-lieu rate was dropped to .67%, and the difference between the old and new VLF rate is being made up with a revenue source referred to as the "VLF property tax swap," which trends with property taxes. The .67% motor vehicle license fee was dropped to zero in the FY 2011-12 State of California budget, which has cost the City approximately $180,000 annually.

Franchise Fees
The City imposes franchise charges on cable television, electricity, gas, refuse collection, refuse disposal, recycling and oil distributor for "rental" of the City streets and rights-of-way. In Martinez, franchise fees are based upon a percentage of total revenue collected from several agencies including PG&E (gas and electric utilities), Comcast and AT&T (cable television), and Allied Waste (refuse collection, disposal, recycling). The City also receives franchise fees for pipelines that are based upon specific dimensions; these calculations are periodically adjusted to reflect CPI increases. Based on increasing trends in franchise fees from cable television (as more providers are granted franchises within the City) and refuse collection (as the new rate structure related to mandatory commercial recycling was implemented, and fewer delinquent accounts were reported), the City projects a 4.3% increase to $1,565,000 in 2015-16, and a further 1% increase to $1,580,000 in 2016-17, as shown in the chart below:



Other revenue sources that generate at least $100,000 annually and comprise 16% of the General Fund budget are listed on the pages that follow.

- **Sales and Use Tax Proposition 172 – Public Safety**
  This is a one-half cent sales tax approved by voters in 1992 dedicated to local public safety purposes. The one-half cent sales tax is apportioned to each county based on its share of statewide taxable sales. The revenue is distributed among the county and cities based on their proportionate share of net property tax loss due to a portion of the 1992 Educational Revenue Augmentation Fund (ERAF). The City has projected to receive $400,000 for 2015-16 and $408,000 for 2016-17.

- **Water System In-Lieu Tax**
  This tax is assessed to the water district as "rent" to cover the cost of using the City's infrastructure. This revenue is projected to increase in both years by 2% to $436,561, and $445,292 in FY 2015-16 and FY 2016-17, respectively.

- **Documentary Transfer Tax**
  The documentary transfer tax is collected when there is a transfer of ownership of real estate. The City shares in the $1.10 tax per $1,000 of sale price that is collected by the County. This revenue source is projected at $207,000 in 2015-16 and $217,350 in 2016-17 due to an increase in home sales activity.

- **Transient Occupancy Tax**
  The transient occupancy tax is a 10% tax imposed by the City on hotel and motel room charges. There are four hotel and motels in the City. Based on trend, the revenue is budgeted at $315,000 in both fiscal years.

- **Business License Tax**
  The business license tax is imposed on businesses for the privilege of conducting business within the City. Licenses are issued annually with a period beginning January 1st. The City's business license ordinance has an automatic adjustment based on the consumer price index (CPI) of June 30. This revenue source is estimated at $679,800 in 2015-16 and $700,194 in 2016-17.

- **Building and Mechanical Permits**
  Building permit fees are collected to cover the cost of regulating the construction of new buildings. This regulation allows cities the means to protect the overall community interests. After two strong years of revenue growth driven by a combination of the overall improving trend in the construction industry and the build out of various commercial and residential

development projects, building permit revenue is estimated to be flat at $670,000 in 2015-16 and increase by 3% to $690,100 in 2016-17.

- **Parking Citations**
  This revenue includes fines for parking violations. The annual revenue is estimated to increase from $215,000 to $225,000 in both fiscal years due to a greater emphasis on enforcement.

- **Public Works Inspection, Building, Planning and Engineering Plan Check Fees**
  These fees cover the costs of inspection, review and plan check. Combined revenues are expected to be $402,560 in 2015-16 and $406,400 in 2016-17.

Enterprise Funds

The City's Enterprise Funds include the Water System, Marina, and Parking Services funds. Each is financed and operated in a manner similar to a private business, and receives its revenues primarily through user fees. Section 10 provides the financial information for the City's Enterprise Funds, which includes their respective Capital Improvement Program (CIP) information.

- **Water System Fund**
  - Water Sales: The City has four elevation zones and each zone has a consumption rate charge of between $3.78 and $4.41 per hundred cubic feet, based on the customer's meter above mean sea level. This consumption charge represents water sales, which is estimated at $6,475,000 for 2015-16 and $6,669,250 for 2016-17.

  - Service Charges: Monthly service charges are based on the size of the customer's meter. Of the City's 10,170 meters, 91% are 5/8 of an inch with a monthly charge of $27.28. The balance of meters is between 1 to 10 inches, with the charges between $35.12 and $3,297.99. Service charges are projected at $4,050,000 in 2015-16 and $4,200,000 in 2016-17. Rate increases have been applied each of the past 3 years to remain on pace with the costs incurred from the operation of the water system.

  - Fire Service Charges: This charge is for water system capacity to supply water to automatic fire protection systems. Approximately 123 accounts benefit from this service and revenue is approximately $329,600 in the first year and $339,488 in the second year.

- Other revenues*:* The balance of revenue (which includes interest income, backflow charges, connection fees and other miscellaneous revenue) amount to $375,400 for 2015-16 and $376,318 in 2016-17.

- **Marina Fund**
  - Personal property tax is received from the value of the boats harbored at the Marina. Based on trend both years are budgeted at $4,800.

  - Sales Tax from the bait shop, Yacht Club, Eagle Marine boatyard is budgeted at $6,000 each year.

  - Marina management is from the contracted agency that manages the marina. Both years are budgeted at $75,000.

  - Rental income received from the Yacht Club, Eagle Marine boat yard and Rooster Productions is budgeted at $63,000 for both years.

  - Railroad lease is the annual revenue received from the railroad and remains constant at $8,364.

- **Parking Services Fund**
  - Real property tax is budgeted at $55,000 in 2015-16 and 56,100 in 2016-17.

  - Parking meter revenues are collected from approximately 1050 metered parking spaces in the downtown at a rate of $.50 per hour. There are approximately 275 two-hour meters; 375 four-hour meters; and 400 long-term, ten hour meters. The revenue is budgeted at $395,000 in each year.

  - Parking permits are purchased quarterly for $108. Both years are budgeted at $58,000.

Special Revenue Funds

Special revenue funds account for revenue sources that are legally restricted to specific purposes. A list of each fund and its revenue source(s) is provided with projected revenues. Please refer to Section 11 for additional detail on these funds.

- **Public Safety Grants**
  Budgeted here is the Supplemental Law Enforcement Service Funds, (SLESF), which provides funding to local jurisdictions for front-line law enforcement services. An allocation of $100,000 is expected in both years. The fund also accounts for any State and Federal grants received by the Police Department for improvements in public safety technology and other special projects.

- **National Pollutant Discharge Elimination System (NPDES)**
  The City participates in the Contra Costa County Flood Control and Water Conservation District for the collection, administration, distribution and expenditure of funds derived from stormwater utility assessments. The assessment is set at $30 per equivalent runoff unit (ERU) and collected by the County Tax Collector with the property tax. The revenue received from the assessment is used for pollution control improvements and drainage system maintenance. Revenue is projected at $492,000 for both years.

- **Measure J**
  These funds are from a voter-approved, half cent countywide sales tax levied to fund transportation and local street improvements. Revenue is projected at $513,290 in the first year and $535,990 in 2016-17.

- **Gasoline Tax**
  The State of California imposes an 18 cent per gallon tax on motor vehicle and aircraft fuel. A portion of the gasoline tax revenues are then allocated to cities using several formulas. These funds must be used exclusively for engineering costs, maintenance and repair, and capital improvement projects related to City streets. The City of Martinez will receive an estimated $785,500 in 2015-16 but a projected decrease to $707,550 in 2016-17 due to reduced funding availability from the State.

- **Recycling Fund**
  The City receives annual funding of $25,000 from our solid waste and recycling hauler to cover costs of implementing Assembly Bill 939 waste diversion and Climate Action Plan initiatives.

- **PEG Access**
  Public-Educational-Government access, or “PEG” revenue comes from payments received from the City’s cable provider. Revenue is projected at $55,000 for each of the next two years.

- **Lighting and Landscaping**
  Revenue comes from an annual levy on property owners within the eight Lighting and Landscaping Assessment districts and is collected with property taxes. Revenue is projected at $118,618 for each of the next two years.

- **Mitigation/Impact Fees**
  Fees are collected from developers to mitigate the impact of new development. Fees are presently budgeted at $40,600 each of the next two fiscal years

KEY BUDGET ASSUMPTIONS

A number of assumptions were used to develop the 2-year operating budget. These assumptions will be carefully monitored throughout the budget period, and adjusted as necessary during the budget cycle. Here are the key budget assumptions for the 2-year budget including both revenues and expenditures. All listed percentages reflect year-to-year changes unless otherwise indicated.

Revenue Assumptions

- Property tax revenues are expected increase by 6% in 2015-16 and 3% in 2016-17. According to the City's property tax consultant, revenues for the entire region have been impacted by the national housing and financial markets crises, followed by significant downward adjustments by the county tax assessor resulting in a decline in property tax revenue.
- Sales tax and sales tax in-lieu revenues will increase by approximately 5% in 2015-16 and 2.25% in 2016-17. These projections are based on trend and input from the City's sales tax consultant.
- VLF property tax swap revenue is projected to increase 8% in 2015-16 and increase by 2% in 2016-17.
- Franchise fee revenues are expected to increase 4.3% in 2015-16 and increase by 1% in 2016-17.

Expenditure Assumptions

- There are no salary increases for all employee groups in 2015-16 or 2016-17. The City is in negotiations with all bargaining groups at this time.
- Healthcare costs are expected to increase by 4% in 2015-16 and 6% in 2016-17.
- Retiree medical costs, including the annual required contribution to OPEB, are expected to increase by 4% in 2015-16 and 3.5% in 2016-17.
- Worker's Compensation premiums are budgeted at $809,925 in 2015-16 and $600,000 in 2016-17.
- Liability and ERMA insurance has been budgeted at $520,324 in 2015-16 and $550,000 in 2016-17.
- Pension costs starting with Fiscal Year 2015-16 are being billed with a contribution rate as a percentage of payroll, along with a lump sum dollar payment towards the City's unfunded liability, resulting in significantly higher total payments as shown below.

2013-14	2014-15	2015-16	2016-17	
$ 2,899,637	$ 3,015,765	$ 1,748,238	$ 1,846,552	Payment as Percent of Payroll
0	0	1,808,497	2,030,138	Unfunded Liability Payment
$ 2,899,637	$ 3,015,765	$ 3,556,735	$ 3,876,690	

The following shows the payroll percentage rate and unfunded lump sum liability payments by the three pension tiers for each group.

Fiscal Year 2015-16

Police Sworn Personnel:

Tier Plans	Employer Rate	Employee Rate	Total Rate Paid by City	Employer Payment Unfunded Liability
3% @ 50	14.524%	9.000%	23.524%	$ 1,367,165
3% @ 55	11.627%	9.000%	20.627%	
2.7% @ 57	11.153%		11.153%	

Miscellaneous Personnel:

Tier Plans	Employer Rate	Employee Rate	Total Rate Paid by City	Employer Payment Unfunded Liability
2% @ 55	8.512%	4.000%	12.512%	$ 441,332
2% @ 60	6.709%	4.000%	10.709%	
2% @ 62	6.237%		6.237%	

Fiscal Year 2016-17

Police Sworn Personnel:

Tier Plans	Employer Rate	Employee Rate	Total Rate Paid by City	Employer Payment Unfunded Liability
3% @ 50	15.600%	9.000%	24.600%	$ 1,499,605
3% @ 55	12.500%	9.000%	21.500%	
2.7% @ 57	11.500%		11.500%	

Miscellaneous Personnel:

Tier Plans	Employer Rate	Employee Rate	Total Rate Paid by City	Employer Payment Unfunded Liability
2% @ 55	8.900%	4.000%	12.900%	$ 530,533
2% @ 60	7.100%	4.000%	11.100%	
2% @ 62	6.800%		6.800%	

LONG-TERM DEBT

The City of Martinez has a Capital Financing and Debt Management Policy that sets the parameters for issuing debt and provides guidance in the timing and structuring of long-term debt commitments. This policy can be found under Section 15, Financial Policies. The City of Martinez total long-term debt obligations are listed below.

Debt Obligations

Pursuant to State of California Government Code Section 25 and 43605, the City's legal bonded indebtedness shall not exceed 3.75% of the assessed value of all real and personal property in the City. As of June 30, 2014, the City had a bonded indebtedness of $23,365,000 against its debt limit of $167,224,911, leaving a debt margin of $143,859,911. The City's Capital Financing and Debt Management Policy (starting on page 205), specifies the City's direct debt cannot exceed 2% of assessed valuation. Under that standard, the City's debt limit is reduced to $89,186,619, leaving a debt margin of $65,821,619.

COMPUTATION OF LEGAL BONDED DEBT MARGIN
LAST TEN FISCAL YEARS

Fiscal Year	Debt Limit	Total Net Debt Applicable to Limit	Legal Debt Margin	Total Net Debt Applicable to the Limit as a Percentage of Debt Limit
2014	$167,224,911	$23,365,000	$143,859,911	16.24%
2013	$156,586,463	$23,660,000	$132,926,463	17.30%
2012	$153,089,586	$24,300,000	$128,789,586	18.87%
2011	$155,706,944	$14,660,000	$141,046,944	10.39%
2010	$157,873,721	$15,000,000	$142,873,721	10.50%
2009	$165,020,110	$15,000,000	$150,020,110	10.00%
2008	$160,386,084		$160,386,084	0.00%
2007	$149,024,084		$149,024,084	0.00%
2006	$140,035,535		$140,035,535	0.00%
2005	$540,528,077		$540,528,077	0.00%

The City's bonded indebtedness is directly related to the 2008, Series A and Series B General Obligation Bonds, which were used to finance the costs of acquiring and constructing parks, library improvements, and pool and safety improvements.

Bonds

There are a number of limitations and restrictions contained in the various bond indentures. The City of Martinez is in compliance with all significant limitations and restrictions.

- **2008, Series A & B General Obligation Bonds**
  General Obligation Bonds for $30,000,000 were authorized at an election held November 4, 2008, at which more than two-thirds of the voters approved. In May 2009, the City issued Series A, General Obligation Bonds in the amount of $15,000,000, and in May 2012, the City issued Series B, General Obligation Bonds in the amount of $10,000,000 to finance the costs of acquiring and constructing parks, library improvements, and pool and safety improvements within the City. Interest and principal payments are payable from *ad valorem* property tax levied by the City and collected by the County. As of June 30, 2015, $5,000,000 remains authorized but unissued.

- **2003 Certificates of Participation**
  On March 11, 2003, the City issued Certificates of Participation (COPs) in the amount of $5,595,000 to refund and retire the outstanding 1993 Water System Improvements COPs. Interest and principal payments are payable from net revenues derived from the operation of the water system.

- **2012 Certificates of Participation**
  On February 10, 2012, the City issued Certificates of Participation (COPs) in the amount of $8,025,000 to refund the 1999 COPs and for the acquisition and construction of improvements to the City's existing water system. Interest and principal payments are payable from net revenues derived from the operation of the Water System

Below are the annual debt service requirements of principal and interest to maturity for long-term debt outstanding as of June 30, 2015.

	Governmental Activities	Enterprise Activities	
For Fiscal Year Ending June 30,	2008 GO	2003 COP	2012 COP
2016	$ 110,000	$ 395,000	$ 460,000
2017	125,000	415,000	475,000
2018	145,000	430,000	490,000
2019	175,000	435,000	505,000
2020	205,000		520,000
2021	240,000		535,000
2022	280,000		555,000
2023	320,000		580,000
2024	365,000		600,000
2025	415,000		630,000
2026	465,000		655,000
2027	520,000		675,000
2028	580,000		
2029	640,000		
2030	710,000		
2031	780,000		
2032	855,000		
2033	935,000		
2034	1,020,000		
2035-2043	14,170,000		
Total	**$23,055,000**	**$1,675,000**	**$6,680,000**

Below is the debt service schedule for Fiscal Years 2015-16 and 2016-17 reflected in this biennial budget.

Fiscal Year 2015-16		GOVERNMENTAL FUNDS			ENTERPRISE ACTIVITIES		
Due Date	**Description**	**Principal**	**Interest**	**Total**	**Principal**	**Interest**	**Total**
August 1, 2015	Measure H Projects, Series A 2008 GO	65,000	369,272	434,272			
August 1, 2015	Measure H Projects, Series B 2008 GO	45,000	195,009	240,009			
December 1, 2015	Water Projects, 2003 COP				395,000	32,577	427,577
December 1, 2015	Water Projects, 2012 COP				460,000	116,375	576,475
February 1, 2016	Measure H Projects, Series A 2008 GO		367,972	367,972			
February 1, 2016	Measure H Projects, Series B 2008 GO		194,109	194,109			
June 1, 2016	Water Projects, 2003 COP					25,072	25,072
June 1, 2016	Water Projects, 2012 COP					111,775	111,775
	Fiscal Year 2015-16 Debt Service	**$110,000**	**$1,126,362**	**$1,236,362**	**$855,000**	**$285,799**	**$1,140,799**

Fiscal Year 2016-17		GOVERNMENTAL FUNDS			ENTERPRISE ACTIVITIES		
Due Date	**Description**	**Principal**	**Interest**	**Total**	**Principal**	**Interest**	**Total**
August 1, 2016	Measure H Projects, Series A 2008 GO	85,000	367,972	452,972	-	-	-
August 1, 2016	Measure H Projects, Series B 2008 GO	40,000	194,109	234,109			$0
December 1, 2016	Water Projects, 2003 COP				415,000	25,072	440,072
December 1, 2016	Water Projects, 2012 COP				475,000	111,775	586,775
February 1, 2017	Measure H Projects, Series A 2008 GO		366,272	366,272			
February 1, 2017	Measure H Projects, Series B 2008 GO		193,309	193,309			
June 1, 2017	Water Projects, 2003 COP					17,032	17,032
June 1, 2017	Water Projects, 2012 COP					104,650	104,650
	Fiscal Year 2016-17 Debt Service	**$125,000**	**$1,121,662**	**$1,246,662**	**$890,000**	**$258,529**	**$1,148,529**

Loans Payable

The Marina Fund entered into agreements on separate occasions with the State of California to fund various projects at the marina. The loans outstanding at June 30, 2014 are as follows:

For Fiscal Year Ending June 30, 2014:			
Description	**Principal Outstanding**	**Interest Outstanding**	**Total Outstanding**
1964 Income Distribution Agreement	$850,000	$1,763,514	$2,613,514
1973 Loan	251,136	9,861	260,997
1978 Loan	131,574	5,225	136,799
1982 Loan	323,922	13,019	336,941
1985 Loan	877,077	35,466	912,543
Totals	**$2,433,709**	**$1,827,085**	**$4,260,794**

- **1964 Income Distribution Agreement**
  In January 1960, a loan from the Department of Boating and Waterways of $1,300,000 was granted to the City for the construction of a marina. This loan was modified in 1964 and replaced with an agreement between the City and the State of California.

- **1973 State Loan**
  On December 20, 1973, a loan from the Department of Boating and Waterways of $450,000 was granted to the City to complete a small craft harbor at the marina. In 2003, the loan was restructured and $103,708.61 of interest was added to the principal.

- **1978 State Loan**
  On January 30, 1978, a loan from the Department of Boating and Waterways of $175,000 was granted to the City for construction of marina improvements. In 2003, the loan was restructured and $48,413.52 of interest was added to the principal.

- **1982 State Loan**
  On November 1, 1982, a loan from the Department of Boating and Waterways of $300,000 was granted to the City for construction on new berthings and improvements to the marina. In 2003, the loan was restructured and $126,485.78 of interest was added to the principal.

- **1985 State Loan**
  On January 14, 1985, a loan from the Department of Boating and Waterways of $770,425 was granted to the City to fund twelve capital improvements projects at the marina. In 2003, the loan was restructured and $317,572.15 of interest was added to the principal.

The above marina loan agreements – except the 1960 loan which has no specific repayment terms – require the marina to remit principal and interest payments annually. However, the marina did not make any principal or interest payments on the above loans between fiscal 1996 and fiscal 2004. The marina resumed scheduled interest payments in 2005 when the State authorized the marina to postpone principal payments on the above loans. In Fiscal Year 2006-07, the State further agreed to allow the marina to make interest-only annual payments until August 2008, at which time the marina was required to commence making principal payments on the loans. As of June 30, 2014, the marina was still in negotiations with the State for the terms of the loans.

Retiree Health Care Costs

The City provides post-employment healthcare benefits to its retirees who qualify under their respective memorandums of understanding. In June 2004, the Governmental Accounting Standards Board (GASB) issued GASB Statement 45, a directive to public agencies to report the costs and financial obligations for post-employment healthcare and other post-employment benefits (OPEB) much like the existing accounting requirement to report pension obligations.

In Fiscal Year 2008, the City implemented the provisions of GASB 45 and passed a resolution to participate in the California Employers Retirees Benefit Trust (CERBT), an irrevocable trust for the amounts contributed solely for the payment of current and future retiree healthcare premiums. CERBT is an agent multiple-employer plan, consisting of an aggregation of single-employer plans, with pooled administrative and investment functions. CERBT is administered by California (CalPERs), and is managed by an appointed board not under the control of the City Council. The annual required contribution (ARC) represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed 30 years. The City Council adopted a funding policy that consistently contributes an amount equal to the ARC.

Staff engaged a consultant to prepare the City's actuarial report as required by GASB 45. The report calculated the actuarial accrued liability (AAL) to be $17,039,752 as of July 1, 2013. The City's assets in CERBT as of July 1, 2013 were $7,257,908, which are used to offset these liabilities. Thus, the report indicated that the City's unfunded actuarial accrued liability (UAAL) to be $9,781,844. This Operating Budget includes the ARC for the 2015-16 Fiscal Year of $1,204,510, and an estimated amount of $1,243,657 for the 2016-17 Fiscal Year. The next valuation is scheduled to be prepared as of July 1, 2015 as required for continued participation in CERBT.

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Budget for Fiscal Years 2015-16 and 2016-17

ALL FUNDS BUDGET SUMMARY

		2014-15			2015-16			2016-17		
	Fund Balance 06-30-14	Projected Revenues & Transfers In 2014-15	Projected Expenditures & Transfers Out 2014-15	Fund Balance 06-30-15	Budget Revenues & Transfers In 2015-16	Budget Expenditures & Transfers Out 2015-16	Fund Balance 06-30-16	Budget Revenues & Transfers In 2016-17	Budget Expenditures & Transfers Out 2016-17	Fund Balance 06-30-17
General Fund	$ 8,144,910	$ 19,510,422	$ 19,534,040	$ 8,121,292	$ 20,534,171	$ 20,711,154	$ 7,944,309	$ 21,020,609	$ 21,076,268	$ 7,888,650
Enterprise Funds										
Water System	17,961,133	11,215,500	22,423,610	6,753,023	11,258,000	14,563,046	3,447,977	11,613,056	11,723,023	3,338,010
Marina Services (unrestricted)	(187,651)	172,614	330,118	(345,155)	219,464	218,818	(344,509)	219,974	218,827	(343,362)
Parking Services	1,363,728	441,500	478,386	1,326,842	524,000	673,700	1,177,142	525,100	458,528	1,243,714
Sub-total of Enterprise Funds	19,137,210	11,829,614	23,232,114	7,734,710	12,001,464	15,455,564	4,280,610	12,358,130	12,400,377	4,238,363
Special Revenue Funds										
Public Safety Grants	237,410	318,876	438,336	117,950	100,150	110,000	108,100	100,150	100,000	108,250
NPDES-Stormwater	544,843	493,800	466,871	571,772	493,800	559,397	506,175	493,800	534,566	465,409
Measure J - Local	897,896	713,000	975,752	635,144	535,290	862,185	308,249	557,990	530,381	335,858
Gas Tax	1,760,730	1,077,400	2,117,268	720,862	786,500	1,153,681	353,681	708,550	824,670	237,560
Housing In-Lieu Fund	350,361	500		350,861	500		351,361	500		351,861
Recycle Fund	370,138	139,140	362,478	146,800	28,800	155,446	20,154	28,800	46,800	2,155
PEG Access Fund	438,060	55,000	65,000	428,060	58,000	65,000	421,060	60,000	285,000	196,060
Lighting & Landscape	226,673	137,118	155,670	208,121	138,726	165,903	180,944	125,476	154,137	152,283
Mitigation/Impact Fees	2,171,418	316,600	584,530	1,903,488	44,700	595,539	1,352,649	44,700	50,000	1,347,349
Sub-total of Special Revenue	6,997,529	3,251,434	5,165,905	5,083,058	2,186,466	3,667,151	3,602,374	2,119,966	2,525,555	3,196,784
Internal Service Funds										
Equipment Replacement	956,585	916,472	1,128,586	744,471	901,948	1,128,125	518,294	939,052	1,227,586	229,761
Information Systems	579,745	455,255	508,906	526,094	554,953	575,057	505,989	654,796	725,800	434,985
Sub-total of Internal Service	1,536,330	1,371,727	1,637,492	1,270,565	1,456,901	1,703,182	1,024,284	1,593,848	1,953,386	664,745
Debt Service Funds										
2008 General Obligation Bond	1,127,736	1,468,326	1,444,763	1,151,299	1,250,163	1,236,363	1,165,099	1,265,163	1,246,663	1,183,599
Sub-total of Debt Service	1,127,736	1,468,326	1,444,763	1,151,299	1,250,163	1,236,363	1,165,099	1,265,163	1,246,663	1,183,599
Capital Improvement Programs	8,243,591	7,179,442	14,473,504	949,529	8,470,000	5,510,000	3,909,529	752,000	750,000	3,911,529
Total - All Funds	**$ 45,187,306**	**$ 44,610,965**	**$ 65,487,818**	**$ 24,310,453**	**$ 45,899,165**	**$ 48,283,413**	**$ 21,926,205**	**$ 39,109,715**	**$ 39,952,249**	**$ 21,083,671**

FUND BALANCE ALL FUNDS

	2013-14 Actuals	2014-15 Projected	2015-16 Budget	2016-17 Budget
General Fund	$ 8,144,910	$ 8,121,292	$ 7,944,309	$ 7,888,650
Enterprise Funds				
Water System	17,961,133	6,753,023	3,447,977	3,338,010
Marina Services	(187,651)	(345,155)	(344,509)	(343,362)
Parking Services	1,363,728	1,326,842	1,177,142	1,243,714
Sub-total of Enterprise Funds	19,137,210	7,734,710	4,280,610	4,238,363
Special Revenue Funds				
Public Safety Grants	237,410	117,950	108,100	108,250
NPDES-Stormwater	544,843	571,772	506,175	465,409
Measure J - Local	897,896	635,144	308,249	335,858
Gas Tax	1,760,730	720,862	353,681	237,560
Housing In-Lieu Fund	350,361	350,861	351,361	351,861
Recycle Fund	370,138	146,800	20,154	2,155
PEG Access Fund	438,060	428,060	421,060	196,060
Lighting & Landscape	226,673	208,121	180,944	152,283
Mitigation/Impact Fees	2,171,418	1,903,488	1,352,649	1,347,349
Sub-total of Special Revenue	6,997,529	5,083,058	3,602,374	3,196,784
Internal Service Funds				
Equipment Replacement	956,585	744,471	518,294	229,761
Information Systems	579,745	526,094	505,989	434,985
Sub-total of Internal Service	1,536,330	1,270,565	1,024,284	664,745
Debt Service Funds				
2008 General Obligation Bond	1,127,736	1,151,299	1,165,099	1,183,599
Sub-total of Debt Service	1,127,736	1,151,299	1,165,099	1,183,599
Capital Improvement Programs	8,243,591	949,529	3,909,529	3,911,529
Total - All Funds	**$ 45,187,306**	**$ 24,310,453**	**$ 21,926,205**	**$ 21,083,671**

CHANGES OF FINANCIAL POSITION BY FUND TYPE

	MAJOR FUNDS								NON-MAJOR FUNDS											
	GENERAL FUND				WATER ENTERPRISE FUND				GOVERNMENTAL				ENTERPRISE				TOTAL			
Revenue	**2013-14 Actuals**	**2014-15 Projected**	**2015-16 Budget**	**2016-17 Budget**	**2013-14 Actuals**	**2014-15 Projected**	**2015-16 Budget**	**2016-17 Budget**	**2013-14 Actuals**	**2014-15 Projected**	**2015-16 Budget**	**2016-17 Budget**	**2013-14 Actuals**	**2014-15 Projected**	**2015-16 Budget**	**2016-17 Budget**	**2013-14 Actuals**	**2014-15 Projected**	**2015-16 Budget**	**2016-17 Budget**
Taxes	$ 17,310,873	$ 16,726,001	$ 17,753,361	$ 18,186,536	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 69,168	$ 67,300	$ 69,300	$ 70,400	$ 17,380,041	$ 16,793,301	$ 17,822,661	$ 18,256,936
Special Assessments									2,160,382	2,077,944	6,863,649	1,881,098					2,160,382	2,077,944	6,863,649	1,881,098
Licenses & permits	683,826	666,500	671,500	691,600					350,000								1,033,826	666,500	671,500	691,600
Fines, forfeits & penalties	431,947	365,000	412,500	415,000					101,832	10,900							533,779	375,900	412,500	415,000
Intergovernmental	548,988	595,800	528,300	537,700					5,687,263	6,301,908	2,788,251	1,343,540					6,236,251	6,897,708	3,316,551	1,881,240
Charges for services	1,158,772	827,053	923,510	932,673					2,791	27,300	24,800	24,800	1,933,924	1,808,327	1,975,001	2,111,948	3,095,487	2,662,680	2,923,311	3,069,420
Developer Impact Fees									950,389	312,500	40,600	40,600					950,389	312,500	40,600	40,600
Use of money & property	155,881	146,196	160,000	172,100	90,334	90,000	90,900	91,818	32,904	15,450	20,090	12,090	94,697	109,214	105,064	105,574	373,816	360,860	376,054	381,582
Water Sales & Service					11,611,298	11,083,500	11,133,100	11,487,238					200	1,000	1,000	1,000	11,611,498	11,084,500	11,134,100	11,488,238
Other Revenue	237,987	183,872	85,000	85,000	20,380	16,000	6,000	6,000	445,660	133,500	83,000	85,000	2,372				706,399	333,372	174,000	176,000
Total Revenues	20,528,273	19,510,422	20,534,171	21,020,609	11,722,011	11,189,500	11,230,000	11,585,056	9,731,221	8,879,502	9,820,390	3,387,128	2,100,362	1,985,841	2,150,365	2,288,922	44,081,868	41,565,265	43,734,926	38,281,715
Expenditures																				
General Government	1,189,903	1,201,697	1,171,812	1,191,879													1,189,903	1,201,697	1,171,812	1,191,879
Nondepartmental Services	1,206,920	1,209,319	1,751,321	1,880,740													1,206,920	1,209,319	1,751,321	1,880,740
Administrative Services	890,080	910,955	1,084,981	1,063,009					216,146	427,478	220,446	331,800	418,786	508,906	575,057	725,800	1,525,012	1,847,339	1,880,484	2,120,609
Public Works	3,618,030	3,944,909	3,973,351	4,002,602									1,044,833	1,128,586	1,128,125	1,227,586	4,662,864	5,073,495	5,101,476	5,230,188
Police	9,848,291	10,011,402	10,367,020	10,732,512					195,873	383,336	110,000	100,000					10,044,164	10,394,738	10,477,020	10,832,512
Community Development	2,328,347	2,204,758	2,176,669	2,127,526					1,060,337	1,360,391	1,358,466	1,343,755					3,388,684	3,565,149	3,535,135	3,471,281
Water System					10,286,812	9,179,484	9,174,747	9,216,995									10,286,812	9,179,484	9,174,747	9,216,995
Marina													96,602	85,300	98,818	98,827	96,602	85,300	98,818	98,827
Parking Services													232,381	351,952	348,700	358,528	232,381	351,952	348,700	358,528
Capital Improvement Program					2,254,092	12,092,142	4,240,000	1,350,000	9,848,655	14,473,504	5,510,000	750,000	162,852	303,905	375,000	150,000	12,265,600	26,869,551	10,125,000	2,250,000
Debt Service					1,156,490	1,151,984	1,148,299	1,156,028	1,922,130	1,444,763	1,236,363	1,246,663	93,014	67,347	70,000	70,000	3,171,633	2,664,094	2,454,661	2,472,691
Total Expenditures	19,081,572	19,483,040	20,525,154	20,998,268	13,697,394	22,423,610	14,563,046	11,723,023	13,243,141	18,089,472	8,435,274	3,772,217	2,048,468	2,445,996	2,595,700	2,630,741	48,070,575	62,442,118	46,119,174	39,124,249
Other Sources (Uses)																				
Operating Transfers In					22,601	26,000	28,000	28,000	402,353	3,019,700	2,086,239	750,000	100,000		50,000	50,000	524,955	3,045,700	2,164,239	828,000
Operating Transfers Out	(153,601)	(51,000)	(186,000)	(78,000)					(371,353)	(2,994,700)	(1,978,239)	(750,000)					(524,955)	(3,045,700)	(2,164,239)	(828,000)
OPEB Contribution																				
Total Other Sources (Uses)	(153,601)	(51,000)	(186,000)	(78,000)	22,601	26,000	28,000	28,000	31,000	25,000	108,000		100,000	0	50,000	50,000				
Net	1,293,100	(23,618)	(176,983)	(55,659)	(1,952,781)	(11,208,110)	(3,305,046)	(109,967)	(3,480,919)	(9,184,969)	1,493,115	(385,089)	151,894	(460,155)	(395,335)	(291,819)	(3,988,707)	(20,876,852)	(2,384,248)	(842,534)
Fund Balance Beginning of Year	6,851,810	8,144,910	8,121,292	7,944,309	19,913,914	17,961,133	6,753,023	3,447,977	19,849,775	16,368,856	7,183,887	8,677,002	2,560,513	2,712,407	2,252,252	1,856,917	49,176,013	45,187,306	24,310,453	21,926,205
Fund Balance End of Year	**$ 8,144,910**	**$ 8,121,292**	**$ 7,944,309**	**$ 7,888,650**	**$ 17,961,133**	**$ 6,753,023**	**$ 3,447,977**	**$ 3,338,010**	**$ 16,368,856**	**$ 7,183,887**	**$ 8,677,002**	**$ 8,291,913**	**$ 2,712,407**	**$ 2,252,252**	**$ 1,856,917**	**$ 1,565,098**	**$ 45,187,306**	**$ 24,310,453**	**$ 21,926,205**	**$ 21,083,671**

CHANGES OF FINANCIAL POSITION ALL FUNDS

Revenue	2013-14 Actuals	2014-15 Projected	2015-16 Budget	2016-17 Budget
Taxes	$ 17,380,041	$ 16,793,301	$ 17,822,661	$ 18,256,936
Special Assessments	2,160,382	2,077,944	6,863,649	1,881,098
Licenses & permits	1,033,826	666,500	671,500	691,600
Fines, forfeits & penalties	533,779	375,900	412,500	415,000
Intergovernmental	6,236,251	6,897,708	3,316,551	1,881,240
Charges for services	3,095,487	2,662,680	2,923,311	3,069,420
Developer Impact Fees	950,389	312,500	40,600	40,600
Use of money & property	373,816	360,860	376,054	381,582
Water Sales & Service	11,611,298	11,083,500	11,133,100	11,487,238
Other Revenue	706,599	334,372	175,000	177,000
Total Revenues	44,081,868	41,565,265	43,734,926	38,281,715
Expenditures				
General Government	1,189,903	1,201,697	1,171,812	1,191,879
Nondepartmental Services	1,206,920	1,209,319	1,751,321	1,880,740
Administrative Services	1,525,012	1,847,339	1,880,484	2,120,609
Public Works	3,618,030	3,944,909	3,973,351	4,002,602
Police	10,044,164	10,394,738	10,477,020	10,832,512
Community Development	4,433,517	4,693,735	4,663,259	4,698,867
Water System	10,286,812	9,179,484	9,174,747	9,216,995
Marina	96,602	85,300	98,818	98,827
Parking Services	330,947	478,386	673,700	458,528
Capital Improvement Program	12,167,033	26,743,117	9,800,000	2,150,000
Debt Service	3,171,633	2,664,094	2,454,661	2,472,691
Total Expenditures	48,070,575	62,442,118	46,119,174	39,124,249
Other Sources (Uses)				
Operating Transfers In	524,955	3,045,700	2,164,239	828,000
Operating Transfers Out	(524,955)	(3,045,700)	(2,164,239)	(828,000)
Total Other Sources (Uses)	0	0	0	0
Net	(3,988,707)	(20,876,852)	(2,384,248)	(842,534)
Fund Balance Beginning of Year	49,176,013	45,187,306	24,310,453	21,926,205
Fund Balance End of Year	**$ 45,187,306**	**$ 24,310,453**	**$ 21,926,205**	**$ 21,083,671**

ALL FUNDS TRANSFER SUMMARY

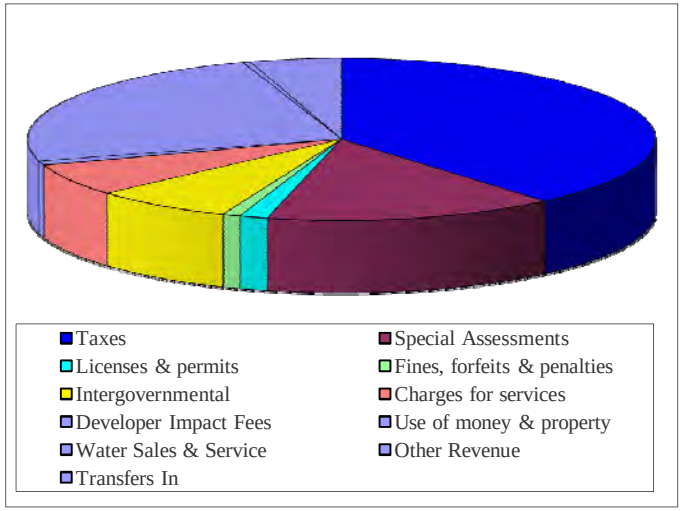
To Fund	From Fund		Purpose	Transfer In 2013-14	Transfer In 2014-15	Transfer In 2015-16	Transfer In 2016-17
Lighting & Landscape	General Fund		Share of LLD	$ 6,000	$ 10,000	$ 8,000	
Water System	General Fund		Lifeline	22,601	26,000	28,000	28,000
Marina Fund	General Fund		Mitigation			50,000	50,000
Marina Fund	General Fund-Assigned Fund Balance		Mitigation	100,000			
Measure J - Local	Capital Improvement Program	C2002	Bay Trail Phase 2	(16,347)			
Capital Improvement Program	General Fund	C4014	City Hall			100,000	
Capital Improvement Program	General Fund	C1040	Sidewalk Replacement		15,000		
Capital Improvement Program	General Fund-Assigned Fund Balance		Boys & Girls Club	25,000			
Capital Improvement Program	Debt Service	C4014	City Hall	220,000			
Capital Improvement Program	Public Safety Grant Fund	C4014	City Hall Cameras		55,000		
Capital Improvement Program	NPDES-Stormwater	LL917	Share of LLD	700	700	700	
Capital Improvement Program	NPDES-Stormwater		Storm Drain & Streets GIS System			50,000	
Capital Improvement Program	NPDES-Stormwater	C3008	Annual Strom Drain Maintenance			50,000	50,000
Capital Improvement Program	NPDES-Stormwater	C3002	Alhambra Creek Channel Maint.		25,000		50,000
Capital Improvement Program	Measure J - Local	C1052	Annual Pavement Management		500,000	500,000	300,000
Capital Improvement Program	Measure J - Local	C1047	Downtown PDA Pavement Restoration		258,000		
Capital Improvement Program	Measure J - Local	C2007	Alhambra Valley Sidewalk	25,000			
Capital Improvement Program	Measure J - Local		Amtrak Station Improvements			150,000	
Lighting & Landscape	Gas Tax	LL917	Share of LLD	7,000	7,000	7,000	
Capital Improvement Program	Gas Tax	C5025	Susana & Mt. View Park		220,000		
Capital Improvement Program	Gas Tax		Storm Drain & Streets GIS System			25,000	
Capital Improvement Program	Gas Tax		Sign Inventory			50,000	50,000
Capital Improvement Program	Gas Tax	C1052	Annual Pavement Management		1,100,000	500,000	200,000
Capital Improvement Program	Gas Tax	C1040	Annual Sidewalk Repair		30,000	25,000	25,000
Capital Improvement Program	Gas Tax	C1010	ADA Ramps		50,000	25,000	25,000
Capital Improvement Program	Gas Tax	C2006	Downtown Bicycle Project				
Capital Improvement Program	Gas Tax	C3008	Annual Storm Drain Maintenance		150,000		
Capital Improvement Program	Gas Tax	EEC1	LED Street Lights	83,000	50,000		
Capital Improvement Program	Gas Tax	C6010	Bus Stop Improvements	27,000			
Capital Improvement Program	Mitigation Fees-Child Care		Morello Daycare Improvements				50,000
Capital Improvement Program	Mitigation Fees-Zone 5 Drainage		Storm Drain & Streets GIS System			50,000	
Capital Improvement Program	Mitigation Fees-Traffic	C1049	Alhambra Ave/C Street Signal		275,000		
Capital Improvement Program	Mitigation Fees-Traffic	C1050	Muir/Center Signal Modification		50,000		
Capital Improvement Program	Mitigation Fees-Traffic	C2007	Alhambra Valley Sidewalk		29,000		
Capital Improvement Program	Mitigation Fees-Traffic	C2008	Shell Ave Pedestrian/Bicycle Project	25,000	60,000		
Capital Improvement Program	Mitigation Fees-Traffic	C2009	Marina Vista Pedestrian/Bicycle Project		85,000		
Capital Improvement Program	Park Dedication Fees	C5025	Susana & Mt. View Park		50,000		
Capital Improvement Program	Mitigation Fees-Park In Lieu	C5017	Waterfront Park			545,539	
			Sub-Total Transfer In	$ 524,955	$ 3,045,700	$ 2,164,239	$ 828,000

Budget for Fiscal Years 2015-16 and 2016-17

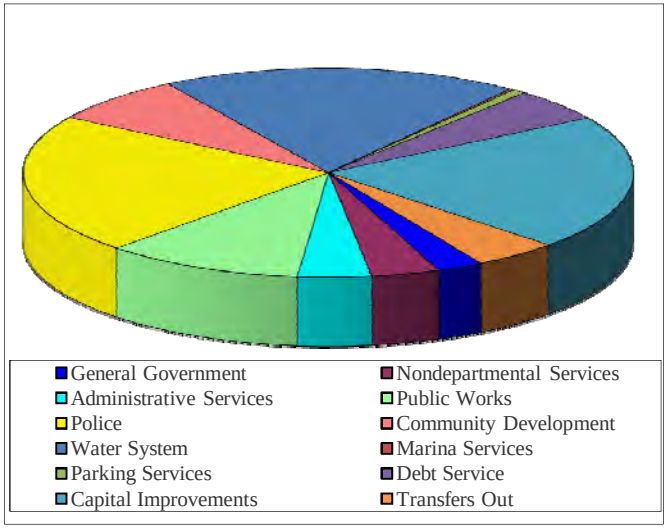
To Fund	From Fund		Purpose	Transfer Out 2013-14	Transfer Out 2014-15	Transfer Out 2015-16	Transfer Out 2016-17
Water System	General Fund		Lifeline	$ 22,601	$ 26,000	$ 28,000	$ 28,000
Marina Fund	General Fund		Mitigation			50,000	$ 50,000
Lighting & Landscape	General Fund		Share of LLD	6,000	10,000	8,000	
Capital Improvement Project	General Fund	C4000	General Plan Update				
Capital Improvement Program	General Fund	C4014	City Hall			100,000	
Capital Improvement Program	General Fund	C1040	Sidewalk Replacement		15,000		
Marina System	Assigned Fund Balance		Mitigation	100,000			
Capital Improvement Program	Assigned Fund Balance		Boys & Girls Club	25,000			
Measure J - Local	Capital Improvement Program	C2002	Bay Trail Phase 2	(16,347)			
Capital Improvement Program	Debt Service		City Hall	220,000			
Capital Improvement Program	Public Safety Grant Fund	C4014	City Hall Cameras		55,000		
Capital Improvement Program	NPDES-Stormwater	LL917	Share of LLD	700	700	700	
Capital Improvement Program	NPDES-Stormwater		Storm Drain & Streets GIS System			50,000	
Capital Improvement Program	NPDES-Stormwater	C3008	Annual Strom Drain Maintenance			50,000	50,000
Capital Improvement Program	NPDES-Stormwater	C3002	Alhambra Creek Channel Maint.		25,000		50,000
Capital Improvement Program	Measure J - Local		Annual Pavement Management		500,000	500,000	300,000
Capital Improvement Program	Measure J - Local	C1047	Downtown PDA Pavement Restoration		258,000		
Capital Improvement Program	Measure J - Local	C2007	Alhambra Valley Sidewalk	25,000			
Capital Improvement Program	Measure J - Local		Amtrak Station Improvements			150,000	
Lighting & Landscape	Gas Tax	LL917	Share of LLD	7,000	7,000	7,000	
Capital Improvement Program	Gas Tax	C5025	Susana & Mt. View Park		220,000		
Capital Improvement Program	Gas Tax		Sign Inventory			50,000	50,000
Capital Improvement Program	Gas Tax		Storm Drain & Streets GIS System			25,000	
Capital Improvement Program	Gas Tax		Annual Pavement Management		1,100,000	500,000	200,000
Capital Improvement Program	Gas Tax	C1010	ADA Ramps		50,000	25,000	25,000
Capital Improvement Program	Gas Tax	C3008	Annual Storm Drain Maintenance		150,000		
Capital Improvement Program	Gas Tax	C1040	Annual Sidewalk Repair		30,000	25,000	25,000
Capital Improvement Program	Gas Tax	EEC1	LED Street Lights	83,000	50,000		
Capital Improvement Program	Gas Tax	C6010	Bus Stop Improvements	27,000			
Capital Improvement Program	Mitigation Fees-Child Care		Morello Daycare Improvements				50,000
Capital Improvement Program	Mitigation Fees-Zone 5 Drainage		Storm Drain & Streets GIS System			50,000	
Capital Improvement Program	Mitigation Fees-Traffic	C1049	Alhambra Ave/C Street Signal		275,000		
Capital Improvement Program	Mitigation Fees-Traffic	C1050	Muir/Center Signal Modification		50,000		
Capital Improvement Program	Mitigation Fees-Traffic	C2007	Alhambra Valley Sidewalk		29,000		
Capital Improvement Program	Mitigation Fees-Traffic	C2008	Shell Ave Pedestrian/Bicycle Project	25,000	60,000		
Capital Improvement Program	Mitigation Fees-Traffic	C2009	Marina Vista Pedestrian/Bicycle Project		85,000		
Capital Improvement Program	Park Dedication Fees	C5025	Susana & Mt. View Park		50,000		
Capital Improvement Program	Mitigation Fees-Park In Lieu	C5017	Waterfront Park			545,539	
			Sub-Total Transfer Out	$ 524,955	$ 3,045,700	$ 2,164,239	$ 828,000
	TOTAL TRANSFERS IN (OUT)			**$ -**	**$ -**	**$ -**	**$ -**

SUMMARY OF ACTIVITY ALL FUNDS FISCAL YEAR 2015-16

REVENUES



EXPENDITURES



Taxes	38.83%	$	17,822,661
Special Assessments	14.95%		6,863,649
Licenses & permits	1.46%		671,500
Fines, forfeits & penalties	0.90%		412,500
Intergovernmental	7.23%		3,316,551
Charges for services	6.37%		2,923,311
Developer Impact Fees	0.09%		40,600
Use of money & property	0.82%		376,054
Water Sales & Service	24.26%		11,133,100
Other Revenue	0.38%		175,000
Transfers In	4.72%		2,164,239
Total All Funds		**$**	**45,899,165**

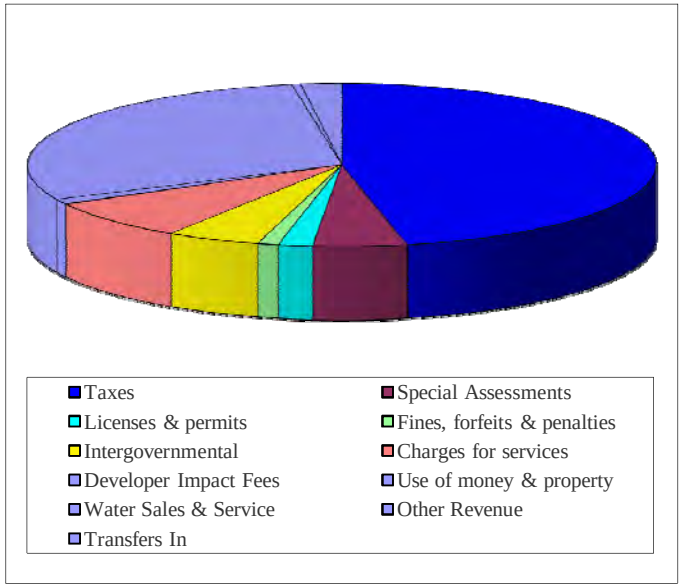
General Government	2.43%	$	1,171,812
Nondepartmental Services	3.63%		1,751,321
Administrative Services	3.89%		1,880,484
Public Works	10.57%		5,101,476
Police	21.70%		10,477,020
Community Development	7.32%		3,535,135
Water System	19.00%		9,174,747
Marina Services	0.20%		98,818
Parking Services	0.72%		348,700
Debt Service	5.08%		2,454,661
Capital Improvements	20.97%		10,125,000
Transfers Out	4.48%		2,164,239
Total All Funds		**$**	**48,283,413**

FISCAL YEAR 2015-16 SUMMARY OF ACTIVITIES BY FUND TYPE

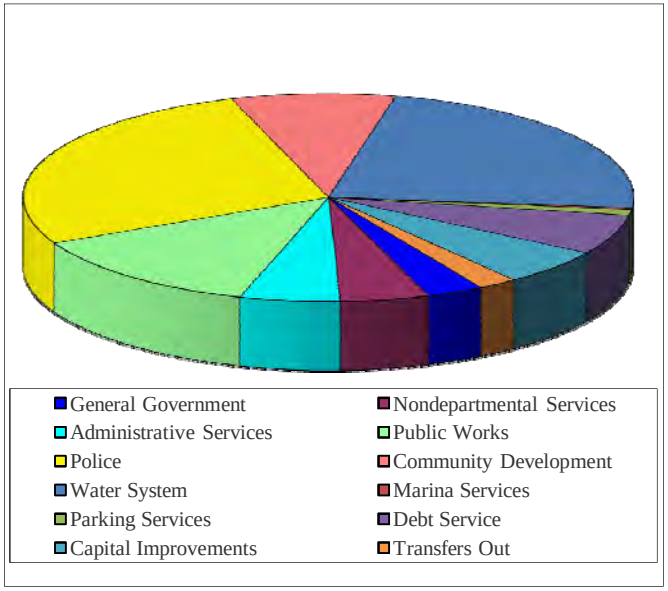
	General Fund Fund	Enterprise Funds	Special Revenue Funds	Internal Service Funds	Debt Service Funds	Capital Fund	Total All Funds
Revenues and Other Financing Sources							
Taxes	$ 17,753,361	$ 69,300	$ -	$ -	$ -	$ -	$ 17,822,661
Special Assessments			614,486		1,249,163	5,000,000	6,863,649
Licenses & permits	671,500						671,500
Fines, forfeits & penalties	412,500						412,500
Intergovernmental	528,300		1,398,790			1,389,461	3,316,551
Charges for services	923,510	541,100	24,800	1,433,901			2,923,311
Developer Impact Fees			40,600				40,600
Use of money & property	160,000	173,964	9,090	22,000	1,000	10,000	376,054
Water Sales & Service		11,133,100					11,133,100
Other Revenue	85,000	6,000	83,000	1,000			175,000
Transfers In		78,000	15,700			2,070,539	2,164,239
Total Revenues and Other Financing Uses	**$ 20,534,171**	**$ 12,001,464**	**$ 2,186,466**	**$ 1,456,901**	**$ 1,250,163**	**$ 8,470,000**	**$ 45,899,165**
Expenditures and Other Financing Uses							
General Government	$ 1,171,812						$ 1,171,812
Nondepartmental Services	1,751,321						1,751,321
Administrative Services	1,084,981		220,446	575,057			1,880,484
Public Works	3,973,351			1,128,125			5,101,476
Police	10,367,020		110,000				10,477,020
Community Development	2,176,669		1,358,466				3,535,135
Water System		9,174,747					9,174,747
Marina Services		98,818					98,818
Parking Services		348,700					348,700
Debt Service		1,218,299			1,236,363		2,454,661
Capital Improvement Program		4,615,000				5,510,000	10,125,000
Transfers Out	186,000		1,978,239				2,164,239
Total Expenditures and Other Financing Uses	**$ 20,711,154**	**$ 15,455,564**	**$ 3,667,151**	**$ 1,703,182**	**$ 1,236,363**	**$ 5,510,000**	**$ 48,283,413**

SUMMARY OF ACTIVITY ALL FUNDS FISCAL YEAR 2016-17

REVENUES



EXPENDITURES



Taxes	46.68%	$	18,256,936
Special Assessments	4.81%		1,881,098
Licenses & permits	1.77%		691,600
Fines, forfeits & penalties	1.06%		415,000
Intergovernmental	4.81%		1,881,240
Charges for services	7.85%		3,069,420
Developer Impact Fees	0.10%		40,600
Use of money & property	0.98%		381,582
Water Sales & Service	29.37%		11,487,238
Other Revenue	0.45%		177,000
Transfers In	2.12%		828,000
Total All Funds		**$**	**39,109,715**

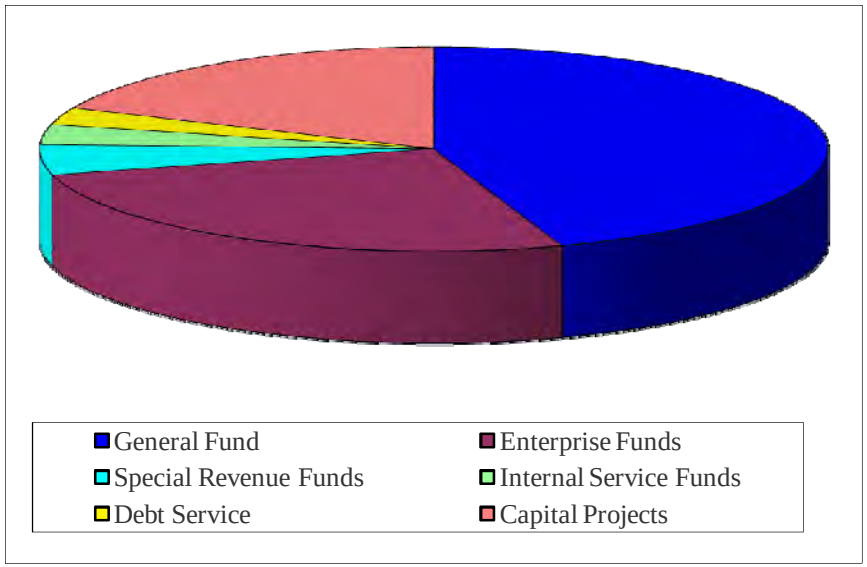
General Government	2.98%	$	1,191,879
Nondepartmental Services	4.71%		1,880,740
Administrative Services	5.31%		2,120,609
Public Works	13.09%		5,230,188
Police	27.11%		10,832,512
Community Development	8.69%		3,471,281
Water System	23.07%		9,216,995
Marina Services	0.25%		98,827
Parking Services	0.90%		358,528
Debt Service	6.19%		2,472,691
Capital Improvements	5.63%		2,250,000
Transfers Out	2.07%		828,000
Total All Funds		**$**	**39,952,249**

FISCAL YEAR 2016-17 SUMMARY OF ACTIVITIES BY FUND TYPE

	General Fund Fund	Enterprise Funds	Special Revenue Funds	Internal Service Funds	Debt Service Funds	Capital Fund	Total All Funds
Revenues and Other Financing Sources							
Taxes	$ 18,186,536	$ 70,400					$ 18,256,936
Special Assessments			616,936		1,264,163		1,881,098
Licenses & permits	691,600						691,600
Fines, forfeits & penalties	415,000						415,000
Intergovernmental	537,700		1,343,540				1,881,240
Charges for services	932,673	541,100	24,800	1,570,848			3,069,420
Developer Impact Fees			40,600				40,600
Use of money & property	172,100	175,392	9,090	22,000	1,000	2,000	381,582
Water Sales & Service		11,487,238					11,487,238
Other Revenue	85,000	6,000	85,000	1,000			177,000
Transfers In		78,000				750,000	828,000
Total Revenues and Other Financing Uses	**$ 21,020,609**	**$ 12,358,130**	**$ 2,119,966**	**$ 1,593,848**	**$ 1,265,163**	**$ 752,000**	**$ 39,109,715**
Expenditures and Other Financing Uses							
General Government	$ 1,191,879						$ 1,191,879
Nondepartmental Services	1,880,740						1,880,740
Administrative Services	1,063,009		331,800	725,800			2,120,609
Public Works	4,002,602			1,227,586			5,230,188
Police	10,732,512		100,000				10,832,512
Community Development	2,127,526		1,343,755				3,471,281
Water System		9,216,995					9,216,995
Marina Services		98,827					98,827
Parking Services		358,528					358,528
Debt Service		1,226,028			1,246,663		2,472,691
Capital Improvement Program		1,500,000				750,000	2,250,000
Transfers Out	78,000		750,000				828,000
Total Expenditures and Other Financing Uses	**$ 21,076,268**	**$ 12,400,377**	**$ 2,525,555**	**$ 1,953,386**	**$ 1,246,663**	**$ 750,000**	**$ 39,952,249**

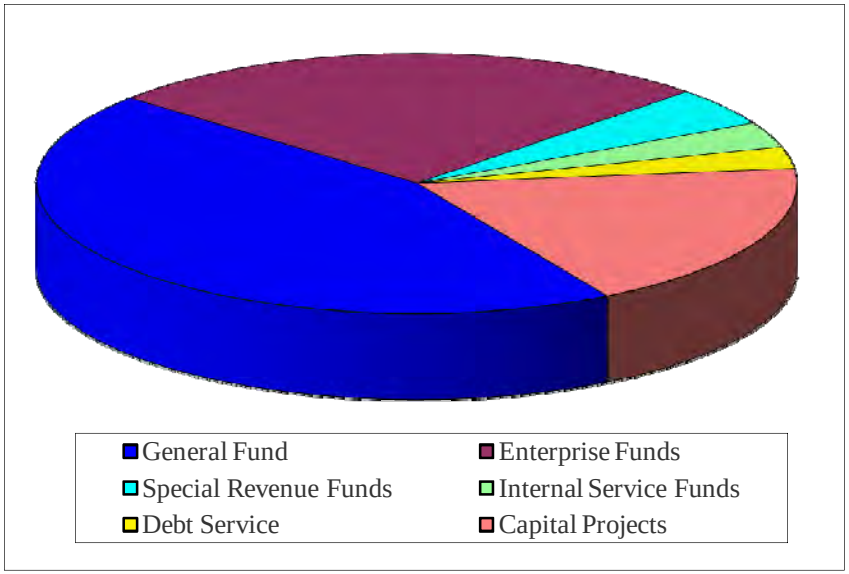
SUMMARY OF ALL FUNDS REVENUE

FISCAL YEAR 2015-16



General Fund	44.74%	$	20,534,171
Enterprise Funds	26.15%		12,001,464
Special Revenue Funds	4.76%		2,186,466
Internal Service Funds	3.17%		1,456,901
Debt Service	2.72%		1,250,163
Capital Projects	18.45%		8,470,000
Total All Funds		**$**	**45,899,165**

FISCAL YEAR 2016-17



General Fund	53.75%	$	21,020,609
Enterprise Funds	31.60%		12,358,130
Special Revenue Funds	5.42%		2,119,966
Internal Service Funds	4.08%		1,593,848
Debt Service	3.23%		1,265,163
Capital Projects	1.92%		752,000
Total All Funds		**$**	**39,109,715**

Budget for Fiscal Years 2015-16 and 2016-17

SUMMARY OF REVENUE BY FUND TYPE & CATEGORY

REVENUE - By Fund Type	2013-14 Actuals	2014-15 Projected	2015-16 Budget	2016-17 Budget
General Fund	$ 20,528,273	$ 19,510,422	$ 20,534,171	$ 21,020,609
Enterprise Funds	12,575,880	11,829,614	12,001,464	12,358,130
Special Revenue Funds	3,497,556	3,251,434	2,186,466	2,119,966
Internal Service Funds	1,369,095	1,371,727	1,456,901	1,593,848
Debt Service Fund	1,548,880	1,468,326	1,250,163	1,265,163
Capital Improvement Program	5,087,140	7,179,442	8,470,000	752,000
Total Revenues Including Transfers In	**$ 44,606,823**	**$ 44,610,965**	**$ 45,899,165**	**$ 39,109,715**

REVENUE - By Category	2013-14 Actuals	2014-15 Projected	2015-16 Budget	2016-17 Budget
Taxes	$ 17,380,041	$ 16,793,301	$ 17,822,661	$ 18,256,936
Special Assessments	2,160,382	2,077,944	6,863,649	1,881,098
Licenses & permits	1,033,826	666,500	671,500	691,600
Fines, forfeits & penalties	533,779	375,900	412,500	415,000
Intergovernmental	6,236,251	6,897,708	3,316,551	1,881,240
Charges for services	3,095,487	2,662,680	2,923,311	3,069,420
Developer Impact Fees	950,389	312,500	40,600	40,600
Use of money & property	373,816	360,860	376,054	381,582
Water Sales & Service	11,611,298	11,083,500	11,133,100	11,487,238
Other Revenue	706,599	334,372	175,000	177,000
Total Revenues	44,081,868	41,565,265	43,734,926	38,281,715
Transfers From Other Funds	524,955	3,045,700	2,164,239	828,000
Total Revenues Including Transfers In	**$ 44,606,823**	**$ 44,610,965**	**$ 45,899,165**	**$ 39,109,715**

REVENUE CATEGORIES BY FUND

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
GENERAL FUND (01)				
Taxes	$ 17,310,873	$ 16,726,001	$ 17,753,361	$ 18,186,536
License, permits & fees	683,826	666,500	671,500	691,600
Fines & forfeitures	431,947	365,000	412,500	415,000
Intergovernmental	548,988	595,800	528,300	537,700
Charge for services	1,158,772	827,053	923,510	932,673
Use of money & property	155,881	146,196	160,000	172,100
Other revenue	237,987	183,872	85,000	85,000
Transfers				
TOTAL GENERAL FUND REVENUE	**20,528,273**	**19,510,422**	**20,534,171**	**21,020,609**
ENTERPRISE FUNDS				
Water System (71 & 72)				
Use of money & property	90,334	90,000	90,900	91,818
Water sales & service	11,611,298	11,083,500	11,133,100	11,487,238
Other revenue	20,380	16,000	6,000	6,000
Transfers	22,601	26,000	28,000	28,000
Total Water System Fund	**11,744,613**	**11,215,500**	**11,258,000**	**11,613,056**
Marina (73 & 74)				
Taxes	13,915	14,300	14,300	14,300
Charge for services	97,736	77,100	76,100	76,100
Use of money & property	79,572	81,214	79,064	79,574
Other revenue	1,000			
Transfers	100,000		50,000	50,000
Total Marina Fund	**292,222**	**172,614**	**219,464**	**219,974**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Parking Services (75 & 76)				
Taxes	55,254	53,000	55,000	56,100
Charge for services	479,791	384,500	465,000	465,000
Use of money & property	2,628	4,000	4,000	4,000
Other revenue	1,372			
Total Parking Services	**539,045**	**441,500**	**524,000**	**525,100**
TOTAL ENTERPRISE FUND REVENUE	**12,575,880**	**11,829,614**	**12,001,464**	**12,358,130**
SPECIAL REVENUE FUNDS				
Public Safety Grants (20)				
Fines, forfeits & penalties	1,588	10,900		
Intergovernmental	160,601	301,326	100,000	100,000
Use of money & property	200	150	150	150
Other Revenue	8,562	6,500		
Total Police Grants	**170,951**	**318,876**	**100,150**	**100,150**
NPDES (21)				
Special Assessments	492,954	492,000	492,000	492,000
Charge for services	1,107	1,000	1,000	1,000
Use of money & property	824	800	800	800
Total NPDES	**494,886**	**493,800**	**493,800**	**493,800**
Measure J - Local (22)				
Intergovernmental		691,000	513,290	535,990
Charges for Services		20,000	20,000	20,000
Use of money & property	1,851	2,000	2,000	2,000
Total Measure J - Local	**1,851**	**713,000**	**535,290**	**557,990**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Gas Tax (23)				
Intergovernmental	1,157,477	1,076,300	785,500	707,550
Use of money & property	3,050	1,100	1,000	1,000
Total Gas Tax	**1,160,527**	**1,077,400**	**786,500**	**708,550**
Housing In-Lieu Fund (27)				
Use of money & property	361	500	500	500
Housing In-Lieu Fee	350,000			
Total Housing In-Lieu	**350,361**	**500**	**500**	**500**
Recycle (29)				
Intergovernmental	20,424	102,840		
Fines & forfeitures	100,244			
Charges for Services	518	5,300	2,300	2,300
Other revenue	51,366	31,000	26,500	26,500
Total Recycle	**172,552**	**139,140**	**28,800**	**28,800**
Lighting & Landscape (33)				
Special Assessments	119,751	118,618	122,486	124,936
Use of money & property	575	800	540	540
Transfers In	13,700	17,700	15,700	
Total Lightening & Landscape	**134,026**	**137,118**	**138,726**	**125,476**
Impact/ Mitigation Fees (34)				
Traffic Mitigation Fees	147,945	95,000	11,000	11,000
Park In-Lieu Fees	341,605	85,000	6,000	6,000
Child Care Impact Fees	22,518	2,500	2,000	2,000
Drainage Fees Zone 5	11,123	2,500	2,000	2,000
Cultural Facilities Impact Fees	227,079	62,000	10,800	10,800
Police Facilities Impact Fees	31,030	10,500	500	500
Park & Recreation Impact Fees	169,089	55,000	8,300	8,300
Use of money & property	3,817	4,100	4,100	4,100
Total Impact/Mitigation Fees	**954,205**	**316,600**	**44,700**	**44,700**

Budget for Fiscal Years 2015-16 and 2016-17

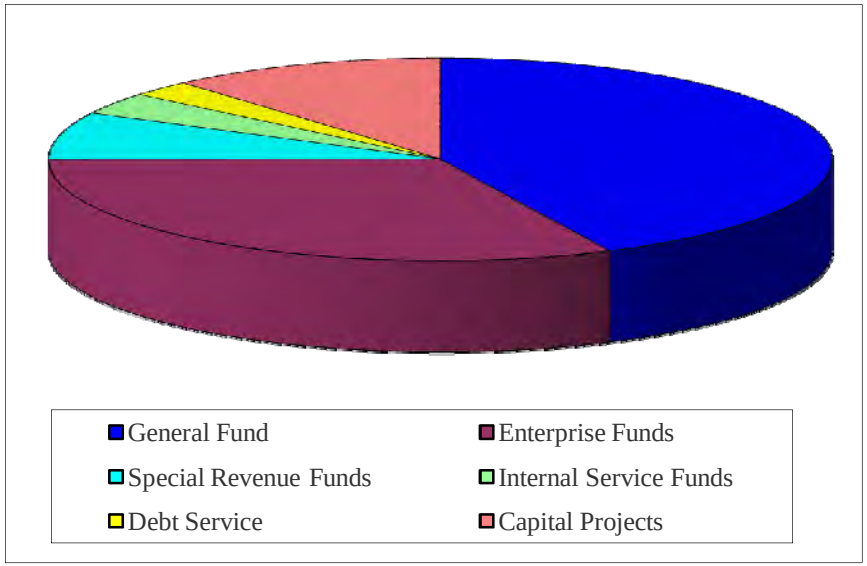
	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
PEG Access (36)				
Grants	58,196	55,000	58,000	60,000
Total PEG Access	**58,196**	**55,000**	**58,000**	**60,000**
TOTAL SPECIAL REVENUE FUND	**3,497,556**	**3,251,434**	**2,186,466**	**2,119,966**
INTERNAL SERVICE FUNDS				
Equipment Replacement (81)				
Charge for services	934,633	894,472	881,448	918,552
Use of money & property	11,093	21,500	20,000	20,000
Other revenue	200	500	500	500
Total Equipment Replacement	**945,926**	**916,472**	**901,948**	**939,052**
Informations Systems (82)				
Charge for services	400,200	432,855	530,453	630,296
Technology Fee	21,564	19,400	22,000	22,000
Use of money & property	1,405	2,500	2,000	2,000
Other revenue		500	500	500
Total Information Systems	**423,169**	**455,255**	**554,953**	**654,796**
TOTAL INTERNAL SERVICE REVENUE	**1,369,095**	**1,371,727**	**1,456,901**	**1,593,848**
DEBT SERVICE FUNDS				
2003 Debt Service (41)				
Charge for services				
Use of money & property	78			
Total 2003 Debt Service	**78**	**-**	**-**	**-**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
2008 Debt Service (44 and 45)				
Tax Levy	1,547,677	1,467,326	1,249,163	1,264,163
Bond Premium				
Use of money & property	1,124	1,000	1,000	1,000
Total 2008, Series A Debt Service	**1,548,801**	**1,468,326**	**1,250,163**	**1,265,163**
TOTAL DEBT SERVICE REVENUE	**1,548,880**	**1,468,326**	**1,250,163**	**1,265,163**
CAPITAL PROJECTS (31)				
Special Assessments			5,000,000	
Intergovernmental	4,348,761	4,130,442	1,389,461	
Miscellaneous	328,702	42,000		
Use of money & property	21,024	5,000	10,000	2,000
Transfers In	388,653	3,002,000	2,070,539	750,000
TOTAL CAPITAL PROJECTS REVENUE	5,087,140	7,179,442	8,470,000	752,000
TOTAL REVENUES ALL FUNDS	**$ 44,606,823**	**$ 44,610,965**	**$ 45,899,165**	**$ 39,109,715**

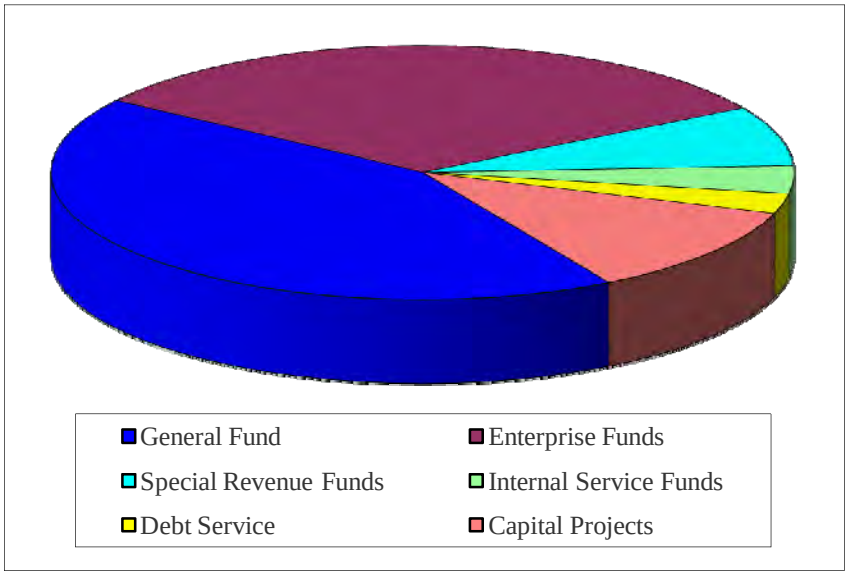
SUMMARY OF ALL FUNDS EXPENDITURES

FISCAL YEAR 2015-16



General Fund	42.89%	$	20,711,154
Enterprise Funds	32.01%		15,455,564
Special Revenue Funds	7.60%		3,667,151
Internal Service Funds	3.53%		1,703,182
Debt Service	2.56%		1,236,363
Capital Projects	11.41%		5,510,000
Total All Funds		**$**	**48,283,413**

FISCAL YEAR 2016-17



General Fund	52.75%	$	21,076,268
Enterprise Funds	31.04%		12,400,377
Special Revenue Funds	6.32%		2,525,555
Internal Service Funds	4.89%		1,953,386
Debt Service	3.12%		1,246,663
Capital Projects	1.88%		750,000
Total All Funds		**$**	**39,952,249**

SUMMARY OF EXPENDITURES BY FUND TYPE & CATEGORY

EXPENSE - By Fund Type	2013-14 Actuals	2014-15 Projected	2015-16 Budget	2016-17 Budget
General Fund	$ 19,235,173	$ 19,534,040	$ 20,711,154	$ 21,076,268
Enterprise Funds	14,282,243	23,232,114	15,455,564	12,400,377
Special Revenue Funds	1,623,709	5,165,905	3,667,151	2,525,555
Internal Service Funds	1,463,619	1,637,492	1,703,182	1,953,386
Debt Service Fund	2,142,130	1,444,763	1,236,363	1,246,663
Capital Improvement Program	9,848,655	14,473,504	5,510,000	750,000
Total Expenditures Including Transfers Out	**$ 48,595,530**	**$ 65,487,818**	**$ 48,283,413**	**$ 39,952,249**

EXPENSE - By Category	2013-14 Actuals	2014-15 Projected	2015-16 Budget	2016-17 Budget
General Government	$ 1,189,903	$ 1,201,697	$ 1,171,812	$ 1,191,879
Nondepartmental Services	1,206,920	1,209,319	1,751,321	1,880,740
Administrative Services	1,525,012	1,847,339	1,880,484	2,120,609
Public Works	3,618,030	3,944,909	3,973,351	4,002,602
Police	10,044,164	10,394,738	10,477,020	10,832,512
Community Development	4,433,517	4,693,735	4,663,259	4,698,867
Water System	10,286,812	9,179,484	9,174,747	9,216,995
Marina	96,602	85,300	98,818	98,827
Parking Services	330,947	478,386	673,700	458,528
Debt Service	3,171,633	2,664,094	2,454,661	2,472,691
Capital Improvement Program	12,167,033	26,743,117	9,800,000	2,150,000
Total Expenditures	48,070,575	62,442,118	46,119,174	39,124,249
Transfers To Other Funds	524,955	3,045,700	2,164,239	828,000
Total Expenditures Including Transfers Out	**$ 48,595,530**	**$ 65,487,818**	**$ 48,283,413**	**$ 39,952,249**

ALL FUNDS EXPENDITURES BY DEPARTMENT

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
GENERAL FUND				
City Council	$ 275,842	$ 296,027	$ 289,627	$ 293,795
City Clerk	174,174	209,940	165,937	199,105
City Treasurer	17,259	18,889	19,335	19,722
City Manager	479,459	457,341	489,413	471,757
City Attorney	243,168	219,500	207,500	207,500
Total General Government Expenditures	1,189,903	1,201,697	1,171,812	1,191,879
General Services	107,431	159,316	129,716	130,716
Franchise	80	15,600		
Contingencies			125,000	150,000
Retiree Benefits	1,099,410	1,034,403	1,496,605	1,600,024
Total Non-departmental Expenditures	1,206,920	1,209,319	1,751,321	1,880,740
Administration	267,381	240,377	298,035	270,359
Human Resources	156,264	177,895	183,961	184,821
Finance	466,435	492,683	602,985	607,830
Total Administrative Services Expenditures	890,080	910,955	1,084,981	1,063,009
Inspection	716,872	773,383	741,573	742,313
Code Enforcement		14,685	94,366	93,177
Traffic Control Maintenance	139,944	151,285	150,720	150,720
Street Lighting	337,173	335,531	354,668	354,926
Parks/Grounds Maintenance	1,330,320	1,489,789	1,517,186	1,519,485
Cemetery Maintenance	3,312	3,450	3,250	3,250
Open Space Maintenance	180,761	142,838	140,279	143,998
Public Facilities Maintenance	239,676	218,254	259,374	261,786
City Hall Building Maintenance				
Maintenance Services	669,974	815,694	711,934	732,949
Total Public Works Expenditures	3,618,030	3,944,909	3,973,351	4,002,602

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Police Administration	1,663,334	1,345,905	1,300,872	1,312,014
Investigative Services	1,299,081	1,268,353	1,089,241	1,101,709
Support Services	1,294,825	1,463,939	1,515,238	1,622,171
Traffic Enforcement	201,915	172,910	131,398	135,144
Patrol Bureau	5,376,669	5,736,045	6,314,522	6,545,724
Emergency Services	12,467	24,250	15,750	15,750
Total Police Department Expenditures	9,848,291	10,011,402	10,367,020	10,732,512
Community Development	3,736	2,350	2,100	2,100
Economic Development	237,703	295,517	172,043	124,954
Planning	430,335	444,979	465,631	466,336
Engineering	346,159	296,175	305,643	305,158
Community Services Administration	367,347	372,318	394,736	395,579
Cultural & Arts	96,734	65,123	59,969	59,969
General Recreation	44,415	41,676	45,301	44,864
Municipal Swimming Pool	239,926	283,936	295,144	293,339
Amphitheatre	69,919	16,130	9,037	9,053
Day Care	88,746	12,688	1,197	1,201
Sports Programs	51,668	53,610	63,078	62,688
Senior Center Programs	341,329	308,525	350,340	349,973
Alzheimer Respite	10,330	11,731	12,450	12,313
Total Community Development	2,328,347	2,204,758	2,176,669	2,127,526
Total General Fund Operating	19,081,572	19,483,040	20,525,154	20,998,268
Transfers Out	153,601	51,000	186,000	78,000
TOTAL GENERAL FUND	**$ 19,235,173**	**$ 19,534,040**	**$ 20,711,154**	**$ 21,076,268**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
ENTERPRISE FUNDS				
Water System				
Water Administration	$ 3,580,958	$ 1,905,950	$ 1,855,336	$ 1,860,844
Water Treatment	4,824,677	5,276,182	5,258,329	5,292,015
Water Distribution	1,881,178	1,997,352	2,061,083	2,064,136
Transfers Out				
Capital Improvement Program	2,254,092	12,092,142	4,240,000	1,350,000
Debt Service	1,156,490	1,151,984	1,148,299	1,156,028
Total Water System	13,697,394	22,423,610	14,563,046	11,723,023
Marina				
Administraion	67,313	51,877	65,375	65,375
Operations	29,290	33,423	33,443	33,452
Capital Improvement Program	64,286	177,471	50,000	50,000
Debt Service	93,014	67,347	70,000	70,000
Total Marina	253,902	330,118	218,818	218,827
Parking Services				
Parking Services	232,381	351,952	348,700	358,528
Capital Projects	98,566	126,434	325,000	100,000
Total Parking Services	330,947	478,386	673,700	458,528
TOTAL ENTERPRISE FUNDS	**$ 14,282,243**	**$ 23,232,114**	**$ 15,455,564**	**$ 12,400,377**
DEBT SERVICE				
Transfers Out	$ 220,000			
Debt Service	1,922,130	1,444,763	1,236,363	1,246,663
TOTAL DEBT SERVICE FUND	**$ 2,142,130**	**$ 1,444,763**	**$ 1,236,363**	**$ 1,246,663**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
SPECIAL REVENUE FUNDS				
Public Safety Grants				
ABC Grant	$ 34,894	$ 14,100	$ -	$ -
Office of Traffic Safety	12,204	12,502		
Supplemental Law Enforcement (SLESF)	108,616	105,689	100,000	100,000
Federal Asset Forfeiture	6,245	2,822		
C.E.R.T.	1,731	6,459		
Swat Fund		2,079		
Asset Seizure	1,645	21,658	10,000	
Canine Fund		2,177		
Donations		509		
California 911		174,723		
East Bay Regional Radio Communications	30,537	95,618		
Total Public Safety	195,873	438,336	110,000	100,000
NPDES				
Municipal Maintenance	241,323	251,439	244,501	244,022
Agency Administration	115,554	189,732	214,196	190,544
Transfers Out	700	25,700	100,700	100,000
Total NPDES	357,577	466,871	559,397	534,566
Local Measure C/J				
Measure J - Local	126,043	217,752	212,185	230,381
Transfers Out	8,653	758,000	650,000	300,000
Total Local Measure C/J	134,697	975,752	862,185	530,381
Recycle	172,419	362,478	155,446	46,800
Total Recycle	172,419	362,478	155,446	46,800

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Gas Tax				
Street Maintenance	229,267	273,805	280,268	280,394
Arterial Maintenance	185,756	236,463	241,413	244,276
Transfers Out	117,000	1,607,000	632,000	300,000
Total Gas Tax	532,023	2,117,268	1,153,681	824,670
Mitigation Fees				
Traffic	8,470	35,530		
Transfer Out	25,000	549,000	595,539	50,000
Total Mitigation Fees	33,470	584,530	595,539	50,000
Lighting & Landscape				
Village Oaks	4,375	5,230	5,520	5,561
Muir Station	8,955	8,210	9,966	10,023
Creekside	4,734	20,580	5,818	5,882
Brittany Hills	84,656	64,435	84,585	72,394
Vista Oaks	12,963	13,680	15,016	15,089
Costco Center	7,697	8,980	9,165	9,218
Terra Vista	6,757	8,190	7,780	7,834
LL AD 2003	23,786	26,365	28,053	28,136
Total Lighting & Landscape	153,924	155,670	165,903	154,137
PEG Access				
PEG Access	43,727	65,000	65,000	285,000
Total PEG Access	43,727	65,000	65,000	285,000
TOTAL SPECIAL REVENUE FUNDS	**$ 1,623,709**	**$ 5,165,905**	**$ 3,667,151**	**$ 2,525,555**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
INTERNAL SERVICE FUNDS				
Equipment Replacement				
Equipment Replacement	$ 1,044,833	$ 1,128,586	$ 1,128,125	$ 1,227,586
Total Equipment Replacement	1,044,833	1,128,586	1,128,125	1,227,586
Information Systems				
Information Systems	418,786	508,906	575,057	725,800
Total Information Systems	418,786	508,906	575,057	725,800
TOTAL INTERNAL SERVICE FUNDS	**$ 1,463,619**	**$ 1,637,492**	**$ 1,703,182**	**$ 1,953,386**
CAPITAL PROJECTS				
Drainage				
Annual Storm Drain Project (C3008)	$ -	$ 175,000	$ 50,000	$ 50,000
Creek Channel Maintenance (3002)		140,482		50,000
Total Drainage	0	315,482	50,000	100,000
Public Buildings				
Amphitheater (C4003)	13,214			
City Hall (4014)	128,006	146,994	100,000	
Old Train Depot (4007)	11,695	48,282		
Amtrak Station Improvements			150,000	
Morello Daycare Improvements				50,000
Sr. Center Improvements (4008)		5,153		
Boys & Girls Club (4009)	15,271	4,577		
Total Public Buildings	168,185	205,006	250,000	50,000

Budget for Fiscal Years 2015-16 and 2016-17

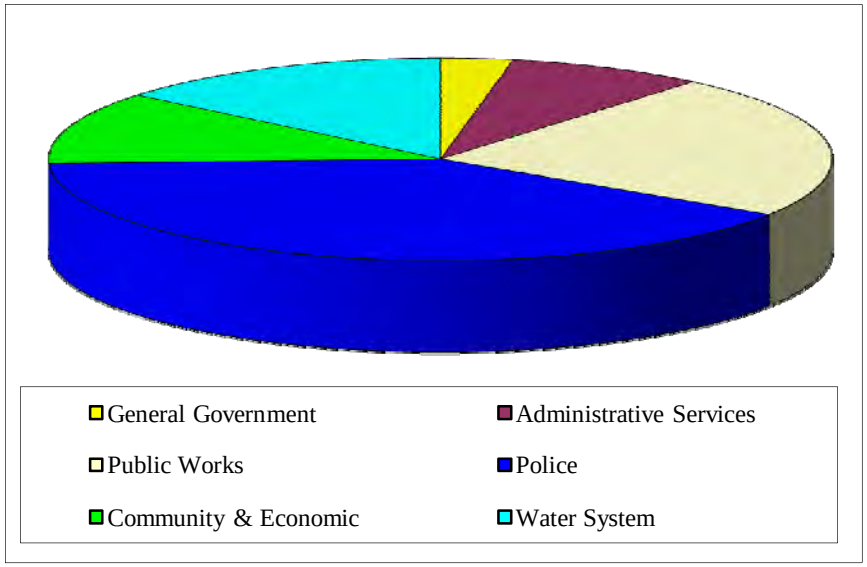
	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Parks and Trails				
Pier Improvements (C4010)	4,093	506		
Beautification (C1003)	4,163	32,065		
Bay Trail Phase 2 (C2002)	112,154	0		
Waterfront Road Open Space (C5002)	0	26,261		
Waterfront Park (C5017)			1,935,000	
Susana & Mt. View Park (5025)		470,000		
Downtown Bicycle Project (C2006)	1,061	18,902		
Marina Vista Bicycle Project (C2009)	26,783	338,014		
Shell Ave Pedestrian/Bicycle Project (C2008)	7,882	374,168		
Alhambra Creek Plaza Improvements (C4006)	9,954	11,026		
Total Parks and Trails	166,091	1,270,942	1,935,000	
Streets				
Annual Pavement Mgt.		1,600,000	500,000	500,000
Paving (1044)	225,503	940,514		
Reliez Valley Paving (C1046)	87,855			
Alhambra Valley Road Sidewalk (C2007)	23,850	115,950		
Strom Drain & Streets GIS System			125,000	
Sign Inventory			50,000	50,000
Energy Efficiency Lighting (LED)	111,833	63,167	0	0
Handicap Access Program (C1010)	5,738	151,662	25,000	25,000
Sidewalk Repair Project (C1040)	300	78,850	25,000	25,000
Main Street Improvements (C1034)	1,635	56,846		
Downtown PDA Pavement Restoration (C1047)	10,235	1,268,766	500,000	
Court Street Overcrossing (C1045)		72,505		
Pacheco Blvd Improvements (C1048)		450,000		

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Intermodal Phase III (C6006)	2,010,800	682,703		
Pacheco Transit Hub (C6009)	1,929,176	458,127		
Bus Stop Improvements (6010)	76,526	4,628		
Total Streets	4,483,451	5,943,718	1,225,000	600,000
Traffic Signals				
Alhambra Ave/C Street Signal (C1049)		275,000		
Muir/Center Signal Modification (C1050)		50,000		
Total Traffic Signals		325,000		
Community Programs				
General Plan (C4000)	52,919	65,544		
Total Community Programs	52,919	65,544		
Measure H				
Waterfront Park (C5017)	486,382	3,448,353	2,050,000	
Hidden Lakes Park (C5020)		1,800,000	0	
Susana & Mt. View Parks (C5025)	52,938	1,098,051	0	
Park Improvements: Cappy Ricks, Hidden Valley &	4,438,688	1,408	0	
Total Measure H	4,978,009	6,347,812	2,050,000	
TOTAL CAPITAL PROJECTS	**$ 9,848,655**	**$ 14,473,504**	**$ 5,510,000**	**$ 750,000**
TOTAL EXPENDITURES ALL FUNDS	**$ 48,595,530**	**$ 65,487,818**	**$ 48,283,413**	**$ 39,952,249**

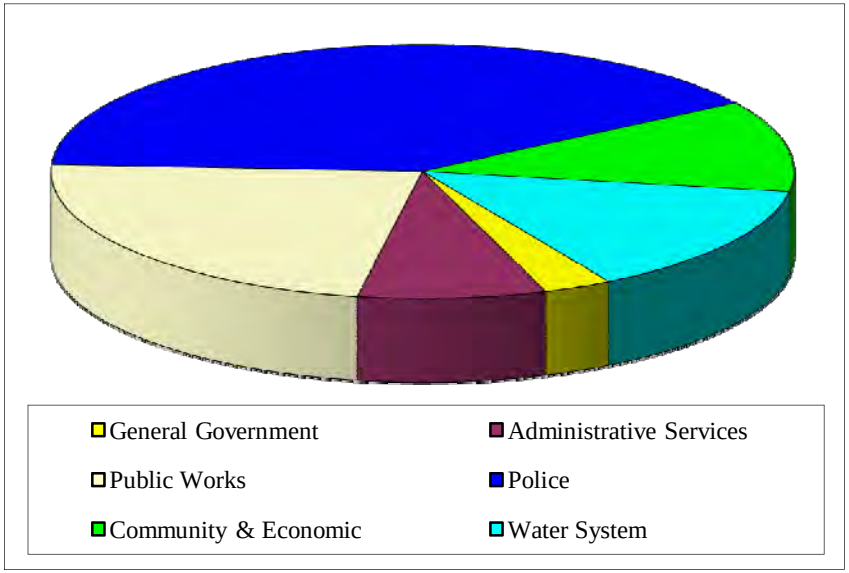
STAFFING SUMMARY

FISCAL YEAR 2015-16



General Government	2.97%	4.0
Administrative Services	8.17%	11.0
Public Works	23.03%	31.0
Police	40.12%	54.0
Community & Economic	11.59%	15.6
Water System	14.12%	19.0
Total Staffing		**134.6**

FISCAL YEAR 2016-17



General Government	2.97%	4.0
Administrative Services	8.17%	11.0
Public Works	23.03%	31.0
Police	40.12%	54.0
Community & Economic	11.59%	15.6
Water System	14.12%	19.0
Total Staffing		**134.6**

SUMMARY OF AUTHORIZED POSITIONS

	FISCAL YEAR 2013-14	FISCAL YEAR 2014-15	FISCAL YEAR 2015-16	FISCAL YEAR 2016-17
GENERAL GOVERNMENT				
City Manager	1.0	1.0	1.0	1.0
Executive Assistant to City Manager	1.0	1.0	1.0	1.0
Assistant To the City Manager			1.0	1.0 *
Deputy City Clerk	1.0	1.0	1.0	1.0
	3.0	3.0	4.0	4.0
ADMINISTRATIVE SERVICES				
Assistant City Manager	1.0	1.0	1.0	1.0
Sr. Management Analyst	1.0	1.0	1.0	1.0
Personnel Technician	1.0	1.0	1.0	1.0
Finance Manager	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0
Senior Account Technician	2.0	2.0	2.0	2.0
Account Technician III	1.0	1.0	2.0	2.0
Account Technician II	2.0	2.0	1.0	1.0
Information Technology Administrator	1.0	1.0	1.0	1.0
	11.0	11.0	11.0	11.0
PUBLIC WORKS DEPARTMENT				
Public Works Director	1.0	1.0	1.0	1.0
Deputy Public Works Director	1.0	1.0	1.0	1.0
Code Enforcement Inspector			1.0	1.0 ***
Sr. Construction Inspector	1.0	1.0	1.0	1.0
Sr. Building Inspector	1.0	1.0	1.0	1.0
Building Inspector	1.0	1.0	1.0	1.0
Permit Technician	1.0	1.0	1.0	1.0
Public Works Superintendent	1.0	1.0	1.0	1.0
Maintenance Supervisor	1.0	1.0	1.0	1.0
Maintenance Lead Worker	2.0	1.0	1.0	1.0
Maintenance Worker	5.0	6.0	6.0	6.0
Equipment Mechanic	2.0	2.0	2.0	2.0

	FISCAL YEAR 2013-14	FISCAL YEAR 2014-15	FISCAL YEAR 2015-16	FISCAL YEAR 2016-17
PUBLIC WORKS DEPARTMENT (continued from previous page)				
Account Technician II	1.0	1.0	1.0	1.0
Senior Custodian	1.0	1.0	1.0	1.0
Park Supervisor	1.0	1.0	1.0	1.0
Park Lead Caretaker	3.0	3.0	3.0	3.0
Park Caretaker	7.0	7.0	7.0	7.0
	30.0	30.0	31.0	31.0
POLICE DEPARTMENT				
Police Chief	1.0	1.0	1.0	1.0
Police Captain	1.0	1.0	1.0	1.0
Police Lieutenant	2.0	2.0	2.0	2.0
Administrative Secretary	1.0	1.0	1.0	1.0
Police Sergeant	5.0	5.0	5.0	5.0
Police Officer	30.0	30.0	30.0	30.0 **
Police Assistant	3.5	3.5	3.0	3.0
Dispatch Supervisor	1.0	1.0	1.0	1.0
Police Clerk Dispatcher	7.0	7.0	7.0	7.0
Records Supervisor	1.0	1.0	1.0	1.0
Records Clerk	2.0	2.0	2.0	2.0
	54.5	54.5	54.0	54.0
COMMUNITY and ECONOMIC DEVELOPMENT DEPARTMENT				
Community Development Director	1.0	1.0	1.0	1.0 *
Economic Development Manager			1.0	1.0 *
Deputy Director of Strategy & Planning	1.0	1.0		
Planning Manager	0.8	0.8	0.8	0.8
Administrative Aide III	3.0	3.0	3.0	3.0
Senior Planner	1.0	1.0	1.0	1.0
Associate Planner	1.0	1.0	1.0	1.0 *
City Engineer	1.0	1.0	1.0	1.0
Senior Civil Engineer	1.0	1.0	1.0	1.0
Associate Civil Engineer	1.0	1.0	1.0	1.0

	FISCAL YEAR 2013-14	FISCAL YEAR 2014-15	FISCAL YEAR 2015-16	FISCAL YEAR 2016-17
COMMUNITY and ECONOMIC DEVELOPMENT DEPARTMENT (continued from previous page)				
Assistant Engineer	1.0	1.0	1.0	1.0 *
Recreation Supervisor	1.0	1.0	1.0	1.0
Recreation Coordinator	1.0	1.0	1.0	1.0
Senior Citizen Supervisor	1.0	1.0	1.0	1.0
Senior Citizen Coordinator	0.8	0.8	0.8	0.8
	15.6	15.6	15.6	15.6
WATER SYSTEM				
Water Superintendent	1.0	1.0	1.0	1.0
Assistant Water Superintendent	1.0	1.0	1.0	1.0
Maintenance Supervisor	1.0	1.0	1.0	1.0
Maintenance Lead Worker	1.0	2.0	2.0	2.0
Maintenance Worker	2.0	2.0	2.0	2.0
Senior Meter Service Worker	1.0	1.0	1.0	1.0
Meter Service Worker	3.0	3.0	3.0	3.0
Meter Repair Worker	1.0	1.0	1.0	1.0
Senior Instrument Technician	1.0	1.0	1.0	1.0
Instrument Technician	1.0			
Water Operations Supervisor	1.0	1.0	1.0	1.0
Water Plant Operator	5.0	5.0	5.0	5.0
	19.0	19.0	19.0	19.0
TOTAL PERSONNEL	**133.1**	**133.1**	**134.6**	**134.6**

Notes:

*These positions are not funded in 2015/16 and 2016/17

**2 Police Officer are not funded in 2015/16 and 2016/17

***This position is funded at a part-time level in 2015/16 and 2016/17

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Budget for Fiscal Years 2015-16and 2016-17

GENERAL FUND - FUND BALANCE

	2013-14 Actuals	2014-15 Projected	2015-16 Budget	2016-17 Budget
Operating Revenues	$ 20,528,273	$ 19,510,422	$ 20,534,171	$ 21,020,609
Operating Expenditures	19,081,572	19,483,040	20,525,154	20,998,268
Excess of Revenues/(Expenditures)	1,446,701	27,382	9,017	22,341
Transfer In-Assigned Fund Balance: Rent for 636 Ward	54,000	28,000		
Transfer In-Assigned Fund Balance: Boys & Girls Club	25,000			
Transfer In-Assigned Fund Balance: Mitigation-Marina	100,000			
Transfer Out-Assigned Fund Balance: Improvements		(1,000,000)		
Transfer Out-Assigned Fund Balance: Deferred Maintenance		(250,000)		
Total In/(Out)-Between Fund Balance	179,000	(1,222,000)	0	0
Other Sources				
Transfers Out to Other Funds	(153,601)	(51,000)	(186,000)	(78,000)
Total Other Sources (Uses)	(153,601)	(51,000)	(186,000)	(78,000)
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	1,472,100	(1,245,618)	(176,983)	(55,659)
Beginning Unassigned Fund Balance	4,285,469	5,757,569	4,511,951	4,334,968
Ending Unassigned Fund Balance	**$ 5,757,569**	**$ 4,511,951**	**$ 4,334,968**	**$ 4,279,309**

GENERAL FUND - FUND BALANCE

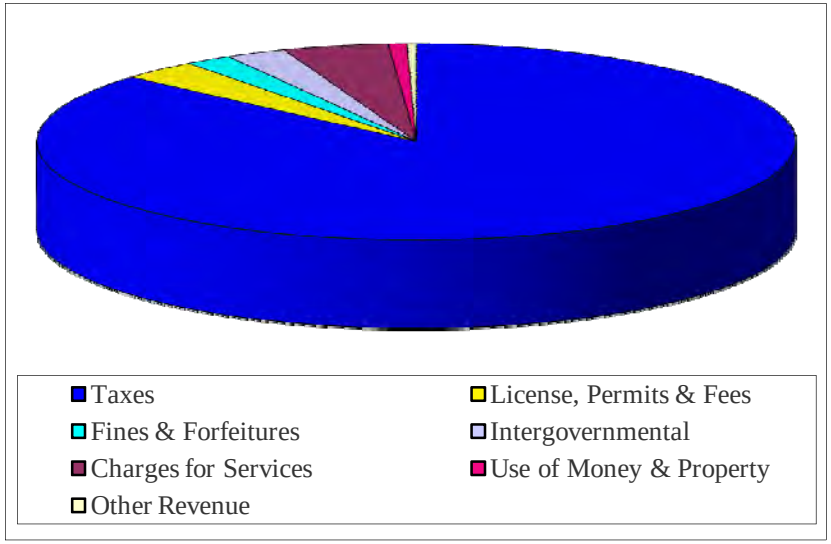
	2013-14 Balance	2014-15 Balance	2015-16 Balance	2016-17 Balance
Fund Balance:				
Assigned				
Future Pension Obligations	$ 250,000	$ 250,000	$ 250,000	$ 250,000
Insurance	582,425	582,425	582,425	582,425
Capital Improvements	89,698	1,089,698	1,089,698	1,089,698
Retiree Benefits	360,363	360,363	360,363	360,363
Rent for 636 Ward	28,000			
Deferred Maintenance	76,855	326,855	326,855	326,855
Total Assigned	1,387,341	2,609,341	2,609,341	2,609,341
Unassigned-Contingency				
Unassigned-Catastrophes	300,000	300,000	300,000	300,000
Unassigned-Contingencies	100,000	100,000	100,000	100,000
Unassigned-Economic Uncertainity	600,000	600,000	600,000	600,000
Sub-total Unassigned-Contingency	1,000,000	1,000,000	1,000,000	1,000,000
Unassigned	5,757,569	4,511,951	4,334,968	4,279,309
Total Unassigned	6,757,569	5,511,951	5,334,968	5,279,309
Total Fund Balance	**$ 8,144,910**	**$ 8,121,292**	**$ 7,944,309**	**$ 7,888,650**

GENERAL FUND TRANSFER SUMMARY

To Fund	From Fund	Purpose	Transfer In (Transfer Out) 2013-14	Transfer In (Transfer Out) 2014-15	Transfer In (Transfer Out) 2015-16	Transfer In (Transfer Out) 2016-17
Transfers In						
Transfer from Other Funds						
	Total Transfer In		0	0	0	0
Transfers Out						
Transfer to Other Funds						
Water System	General Fund	Lifeline	22,601	26,000	28,000	28,000
Marina System	General Fund	Mitigation			50,000	50,000
Landscape District	General Fund	Lighting & Landscape	6,000	10,000	8,000	
Capital Improvement	General Fund	Sidewalk Replacement		15,000		
Capital Improvement	General Fund	City Hall Improvements			100,000	
		Sub-Total Transfer Out Unassigned Fund Balance	28,601	51,000	186,000	78,000
Capital Improvement	Assigned Fund Balance	Boys & Girls Club	25,000			
Marina System	Assigned Fund Balance	Mitigation	100,000			
		Sub-Total Transfer Out Assigned Fund Balance	125,000	0	0	0
	Total Transfer Out		153,601	51,000	186,000	78,000
	TOTAL INTERFUND TRANSFERS		**$ (153,601)**	**$ (51,000)**	**$ (186,000)**	**$ (78,000)**

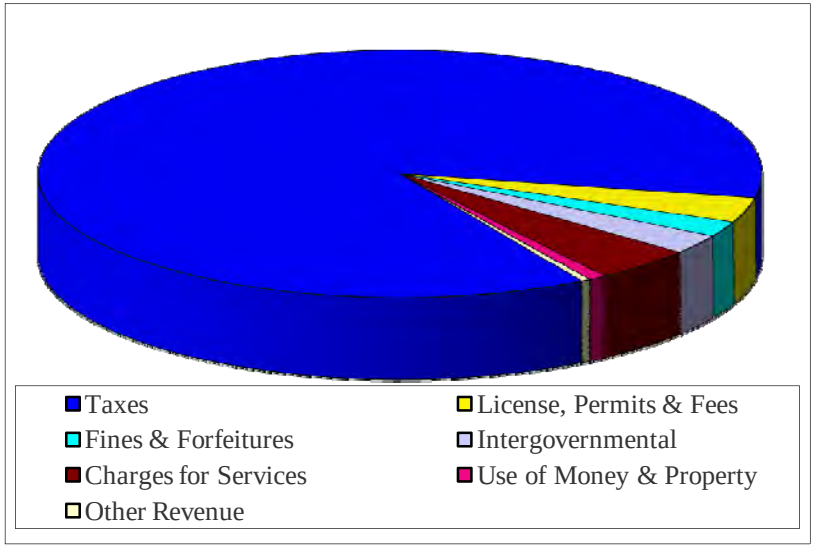
GENERAL FUND REVENUES

FISCAL YEAR 2015-16



Taxes	86.46%	$	17,753,361
License, Permits & Fees	3.27%		671,500
Fines & Forfeitures	2.01%		412,500
Intergovernmental	2.57%		528,300
Charges for Services	4.50%		923,510
Use of Money & Property	0.78%		160,000
Other Revenue	0.41%		85,000
Transfers In	0.00%		0
Total General Fund		**$**	**20,534,171**

FISCAL YEAR 2016-17



Taxes	86.52%	$	18,186,536
License, Permits & Fees	3.29%		691,600
Fines & Forfeitures	1.97%		415,000
Intergovernmental	2.56%		537,700
Charges for Services	4.44%		932,673
Use of Money & Property	0.82%		172,100
Other Revenue	0.40%		85,000
Transfers In	0.00%		0
Total General Fund		**$**	**21,020,609**

GENERAL FUND - REVENUES

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Taxes					
4111	Property Tax	$ 6,603,214	$ 6,963,000	$ 7,370,000	$ 7,591,100
4115	Sales & Use Tax	3,775,971	3,100,000	3,300,000	4,400,000
4116	Sales Tax In-Lieu	1,320,851	1,000,000	1,000,000	
4117	VLF Property Tax Swap	2,538,617	2,630,000	2,880,000	2,937,600
4121	Transient Occupancy Tax	290,683	315,000	315,000	315,000
4122	Business License Tax	671,708	630,000	679,800	700,194
4123	Franchise Fees	1,516,127	1,500,000	1,565,000	1,580,000
4124	Document Transfer Tax	169,939	160,000	207,000	217,350
4130	Water System In-Lieu Tax	423,763	428,001	436,561	445,292
	Total Taxes	17,310,873	16,726,001	17,753,361	18,186,536
License, Permit & Fees					
4430	Building Permits	455,674	490,000	490,000	504,700
4480.1	Other Permits	187	1,500	1,500	1,500
4440	Mechanical Permits	227,965	175,000	180,000	185,400
	Total License, Permit & Fees	683,826	666,500	671,500	691,600
Fines & Forfeitures					
4281	Court Fines	21,835	35,000	35,000	35,000
4282	Traffic Safety Fund	43,209	45,000	45,000	45,000
4283	Parking Citations	266,250	215,000	225,000	225,000
4285	Tow Releases	30,054	25,000	27,500	30,000
4287	Enforcement Citations		5,000	5,000	5,000
4290	Abandoned Vehicles	70,598	40,000	75,000	75,000
	Total Fines & Forfeitures	431,947	365,000	412,500	415,000

Budget for Fiscal Years 2015-16 and 2016-17

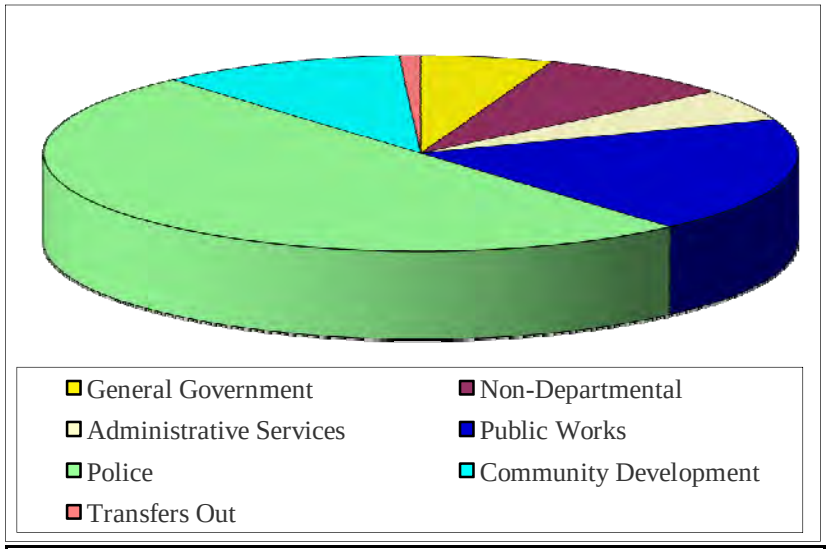
		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Intergovernmental Agencies					
4311	Public Safety Sales Tax Prop 172	414,868	382,500	400,000	408,000
4330	Motor Vehicle-In-Lieu VLF	15,651	15,000		
4340	Homeowners Property Tax Relief	62,037	72,000	72,000	73,400
4521	State Grant-POST Reimbursement	34,514	30,000	30,000	30,000
4530	State Mandates	28,100	95,000	25,000	25,000
4531.1	Bulletproof Vest Grant		1,300	1,300	1,300
4523	Grants	(6,182)			
	Total Intergovernmental Revenues	548,988	595,800	528,300	537,700
Charges for Service					
4450	Planning Fees	84,569	50,000	54,000	54,000
4610	Lease Agreement Review	1,560			
4621	Public Works Inspections	161,121	200,000	190,400	190,400
4873	Construction & Demolition	12,184	5,000	10,000	10,000
4622	Engineering Plan Check Fees	208,638	80,000	109,000	109,000
4626	Building Plan Check Fees	91,311	80,000	76,160	80,000
4430.1	Micro-film Fees	13,081	7,500	10,000	10,000
4631	Police Services	24,493	18,000	25,000	25,000
4665	Park Maintenance Fee	30,000	30,000	30,000	30,000
4644.5	Field Usage Fees	20,571	25,000	25,000	25,000
4640	Concert Fees	40,329			
4643	General Recreation Fees	36,066	45,000	45,000	45,900
4643.1	Recreation Class Fees	16,590	15,000	18,000	18,360
4643.6	Senior Center Classes			45,000	45,000
4644.1	Sports Programs	31,577	25,000	30,000	30,600
4646	Swimming Pool Admissions	88,203	85,000	90,000	91,800
4646.1	Swim Lessons	55,154	53,500	55,000	56,100
4646.2	Pool Parties	37,495	25,000	35,000	35,700
4646.3	Contract Pool Use	12,197	12,000	12,000	12,000
4646.4	Water Aerobics	10,952	10,000	12,000	12,000
4644.3	Tournament Revenue	13,704	12,500	12,500	12,500

Budget for Fiscal Years 2015-16 and 2016-17

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
4648	Respite Day Care Fees	4,783	11,513	12,450	12,313
4649	Day Care Fees	114,410	15,040		
4651	Planning Plan Check Fees	49,784	22,000	27,000	27,000
	Total Charges for Services	1,158,772	827,053	923,510	932,673
Use of Money & Property					
4752	Park Rental	43,547	37,400	40,000	50,000
4753	Concession	11,886	8,000	10,000	10,000
4701	Interest Income	28,323	35,000	35,000	35,000
4750	Rental Income	34,227	60,796	70,000	72,100
4751	Senior Center Rental	6,057	5,000	5,000	5,000
4760	Sale of Property	31,841			
	Total Use of Money & Property	155,881	146,196	160,000	172,100
Other Revenue					
4870	Miscellaneous Revenue	17,003	25,777	15,000	15,000
4754	Billboard Ad Revenue	45,116	50,000	50,000	50,000
4875.2	Workers Comp/Liability Rebate	102,602	83,775		
4875.3	Employee Workers Comp Reimbursement	37,726			
4830	Restitution, Damage & Recoveries	3,118	10,000	10,000	10,000
4802	Donations & Contributions	32,422	14,320	10,000	10,000
	Total Other Revenue	237,987	183,872	85,000	85,000
	Sub-total Operating Revenues	20,528,273	19,510,422	20,534,171	21,020,609
4001	Transfers In				
	TOTAL REVENUE GENERAL FUND	**$ 20,528,273**	**$ 19,510,422**	**$ 20,534,171**	**$ 21,020,609**

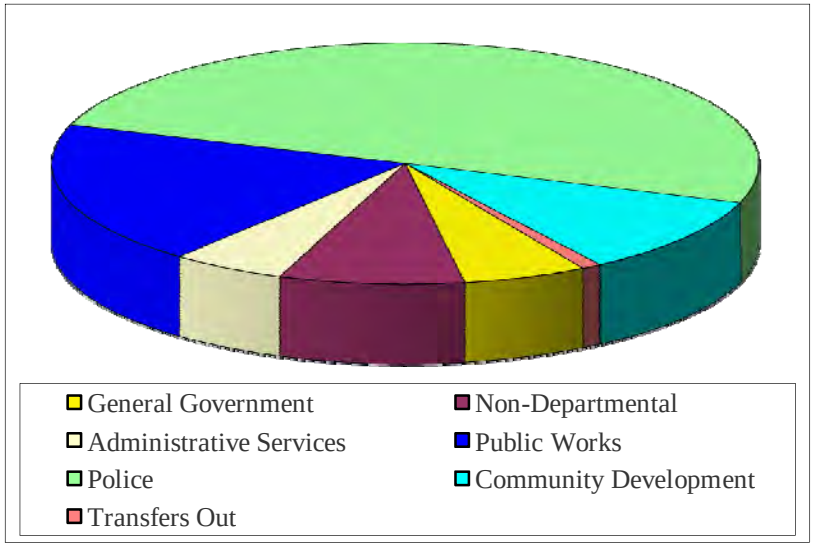
GENERAL FUND EXPENDITURES

FISCAL YEAR 2015-16



General Government	5.66%	$	1,171,812
Non-Departmental	8.46%		1,751,321
Administrative Services	5.24%		1,084,981
Public Works	19.18%		3,973,351
Police	50.06%		10,367,020
Community Development	10.51%		2,176,669
Transfers Out	0.90%		186,000
Total General Fund		**$**	**20,711,154**

FISCAL YEAR 2016-17



General Government	5.66%	$	1,191,879
Non-Departmental	8.92%		1,880,740
Administrative Services	5.04%		1,063,009
Public Works	18.99%		4,002,602
Police	50.92%		10,732,512
Community Development	10.09%		2,127,526
Transfers Out	0.37%		78,000
Total General Fund		**$**	**21,076,268**

GENERAL FUND EXPENDITURES BY DEPARTMENT

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
0100101	City Council	$ 275,842	$296,027	$ 289,627	$ 293,795
0100102	City Clerk	174,174	209,940	165,937	199,105
0100103	City Treasurer	17,259	18,889	19,335	19,722
0100104	City Manager	479,459	457,341	489,413	471,757
0100105	City Attorney	243,168	219,500	207,500	207,500
	Total General Government Expenditures	1,189,903	1,201,697	1,171,812	1,191,879
0100201	General Services	107,431	159,316	129,716	130,716
0100202	Franchise	80	15,600		
0100203	Contingencies			125,000	150,000
0100204	Retiree Benefits	1,099,410	1,034,403	1,496,605	1,600,024
	Total Non-departmental Expenditures	1,206,920	1,209,319	1,751,321	1,880,740
0100401	Administration	267,381	240,377	298,035	270,359
0100402	Human Resources	156,264	177,895	183,961	184,821
0100404	Finance	466,435	492,683	602,985	607,830
	Total Administrative Services Expenditures	890,080	910,955	1,084,981	1,063,009
0100502	Inspection	716,872	773,383	741,573	742,313
0100503	Code Enforcement	0	14,685	94,366	93,177
0100710	Traffic Control Maintenance	139,944	151,285	150,720	150,720
0100712	Street Lighting	337,173	335,531	354,668	354,926
0100720	Parks/Grounds Maintenance	1,330,320	1,489,789	1,517,186	1,519,485
0100723	Cemetery Maintenance	3,312	3,450	3,250	3,250
0100724	Open Space Maintenance	180,761	142,838	140,279	143,998
0100730	Public Facilities Maintenance	239,676	218,254	259,374	261,786
0100790	City Hall Building Maintenance (1)	0	0	0	0
0100791	Maintenance Services	669,974	815,694	711,934	732,949
	Total Public Works Expenditures	3,618,030	3,944,909	3,973,351	4,002,602

Budget for Fiscal Years 2015-16 and 2016-17

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
0100601	Police Administration	1,663,334	1,345,905	1,300,872	1,312,014
0100602	Investigative Services	1,299,081	1,268,353	1,089,241	1,101,709
0100603	Support Services	1,294,825	1,463,939	1,515,238	1,622,171
0100604	Traffic Enforcement	201,915	172,910	131,398	135,144
0100605	Patrol Bureau	5,376,669	5,736,045	6,314,522	6,545,724
0100607	Emergency Services	12,467	24,250	15,750	15,750
	Total Police Department Expenditures	9,848,291	10,011,402	10,367,020	10,732,512
0100701	Community Development	3,736	2,350	2,100	2,100
0100702	Economic Development	237,703	295,517	172,043	124,954
0100703	Planning	430,335	444,979	465,631	466,336
0100704	Engineering	346,159	296,175	305,643	305,158
0100801	Community Services Administration	367,347	372,318	394,736	395,579
0100802	Cultural & Arts	96,734	65,123	59,969	59,969
0100803	General Recreation	44,415	41,676	45,301	44,864
0100804	Municipal Swimming Pool	239,926	283,936	295,144	293,339
0100805	Amphitheatre	69,919	16,130	9,037	9,053
0100806	Day Care	88,746	12,688	1,197	1,201
0100808	Sports Programs	51,668	53,610	63,078	62,688
0100809	Senior Center Programs	341,329	308,525	350,340	349,973
0108091	Alzheimer Respite	10,330	11,731	12,450	12,313
	Total Community Development	2,328,347	2,204,758	2,176,669	2,127,526
	Total General Fund Operating	19,081,572	19,483,040	20,525,154	20,998,268
	Transfers Out	153,601	51,000	186,000	78,000
	Total General Fund Expenditures & Transfers	**$ 19,235,173**	**$ 19,534,040**	**$ 20,711,154**	**$ 21,076,268**

1. City Hall Building Maintenance costs are distributed among the departments located in City Hall.

GENERAL FUND 10 YEAR HISTORY OF REVENUES

Description	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-15	Budget 2015-16	Budget 2016-17
Property Taxes	$ 6,778,683	$ 6,833,240	$ 6,440,055	$ 6,413,918	$ 6,262,596	$ 6,154,962	$ 6,603,214	$ 6,963,000	$ 7,370,000	$ 7,591,100
Sales Tax	3,953,070	3,648,054	3,903,332	4,107,155	4,452,861	4,799,332	5,096,822	4,100,000	4,300,000	4,400,000
VLF Property Tax Swap	2,619,831	2,663,236	2,553,503	2,516,117	2,465,909	2,428,253	2,538,617	2,630,000	2,880,000	2,937,600
Franchise Fees	1,432,161	1,380,404	1,355,211	1,405,575	1,428,233	1,468,924	1,516,127	1,500,000	1,565,000	1,580,000
Other Taxes	1,460,318	1,376,900	1,350,243	1,366,507	1,453,461	1,525,287	1,556,093	1,533,001	1,638,361	1,677,836
Licenses, Permits and Fees	600,052	534,486	428,192	497,920	530,388	684,713	683,826	666,500	671,500	691,600
Fines & Forfeitures	352,119	354,942	344,133	404,547	259,353	327,503	431,947	365,000	412,500	415,000
Intergovernmental Agencies	860,003	751,540	580,881	663,488	509,309	528,459	548,988	595,800	528,300	537,700
Charges for Services	714,190	716,173	562,189	470,550	658,908	770,095	1,158,772	827,053	923,510	932,673
Use of Money and Property	768,876	311,508	119,075	87,647	641,928	87,400	155,881	146,196	160,000	172,100
Other Revenue	127,194	599,727	595,517	704,851	615,289	527,684	237,987	183,872	85,000	85,000
Total Operating	19,666,497	19,170,210	18,232,332	18,638,274	19,278,236	19,302,612	20,528,273	19,510,422	20,534,171	21,020,609
Transfer In from Other Funds	79,870	72,724								
Total General Fund Revenues	**$19,746,367**	**$19,242,934**	**$18,232,332**	**$18,638,274**	**$19,278,236**	**$19,302,612**	**$20,528,273**	**$19,510,422**	**$20,534,171**	**$21,020,609**

GENERAL FUND 10 YEAR HISTORY OF EXPENDITURES

Description	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-15	Budget 2015-16	Budget 2016-17
General Government	$ 1,055,630	$ 1,327,384	$ 1,324,418	$ 1,312,555	$ 1,119,861	$ 1,232,407	$ 1,189,903	$ 1,201,697	$ 1,171,812	$ 1,191,879
Non Departmental	1,294,070	1,156,191	816,510	1,080,176	1,140,089	1,248,093	1,206,920	1,209,319	1,751,321	1,880,740
Administrative Services	710,163	757,298	725,585	775,525	731,434	743,661	890,080	910,955	1,084,981	1,063,009
Community Development	2,685,236	2,803,324	2,564,028	2,186,809	2,141,961	3,764,743	2,328,347	2,204,758	2,176,669	2,127,526
Public Works	3,515,167	3,773,961	3,693,564	3,627,781	3,551,258	2,093,174	3,618,030	3,944,909	3,973,351	4,002,602
Building Department										
Police Department	9,669,079	9,618,937	9,861,956	9,886,525	9,539,746	9,911,223	9,848,291	10,011,402	10,367,020	10,732,512
Total Operating	18,929,345	19,437,095	18,986,061	18,869,371	18,224,349	18,993,301	19,081,572	19,483,040	20,525,154	20,998,268
One-time expenditures	4,062,061		549,488	669,450	378,000					
Transfer To Other Funds	1,414,709	638,058	22,605	900,547	80,000	860,849	153,601	51,000	186,000	78,000
Total General Fund Expenditures	**$ 24,406,115**	**$ 20,075,153**	**$ 19,558,154**	**$ 20,439,368**	**$ 18,682,349**	**$ 19,854,150**	**$ 19,235,173**	**$ 19,534,040**	**$ 20,711,154**	**$ 21,076,268**

GENERAL FUND FOUR YEAR BUDGET PROJECTIONS
2017-2018 TO 2020-2021

Revenues

- Taxes
  - Property tax and Property Tax Swap revenues will increase 2% in 2017-18; 2.25% in 2018-19 & 2019-20; 2% in 2020-21.
  - Sales Tax is expected to increase 3.2% in 2017/18 and 3.1% thereafter.
  - Water System In-Lieu Tax is expected to increase 2% each year, along with Document Transfer Tax, and Franchise Fees.
  - Transient Occupancy Tax is expected to increase only 1% each year.
  - Business License is expected to increase 3% each year.

- Licenses and Permits
  - Building Permits are expected to increase by 3% each year.

- Fines and forfeitures
  - Court Fines, Traffic Safety Fund, Citations and Abandoned Vehicles are expected to increase by 2% in each year.

- Intergovernmental
  - Public Safety Sales Tax and Homeowners' Property Tax Relief are expected to increase by 2% each year. All other intergovernmental revenues are projected to remain unchanged.
- Charges for Services
  - Planning fees and Plan Check fees are expected to increase by 3% each year.
  - Recreation fees are projected with a 2% increase each year.

- Use of Money and Property
  - Rental Income is projected to increase 2% each year.
  - Interest Incomes is projected with a 3% increase each year.

Expenditures

- Health benefits
  - Active employees are projected at 5.4% each year, based on the average increase over the last several years.
  - Retiree employees are projections based on the OPEB actuarial assumptions of 7.5% in 2017/18; 7% in 2018/19; 6.5% in 2019/20; and 6% in 2020/21

- PERS employer rates:
  - Sworn Plans are projected at 5% each year on the percent of payroll and 10% each year for the unfunded liability payment.
  - Miscellaneous Plans are projected at 2% each year on the percent of payroll and 5% each year for the unfunded liability payment.

  In addition, current MOU's provide for the City to pay 4% of the employee portion for Miscellaneous and 5% for Sworn.

- Operating Expenditures
  - Professional and contract services 2%
  - Safety supplies, swat supplies and operating & maintenance supplies 2%
  - Chemicals 3%

One-time revenues and expenditures are not included in future year projections.

Budget for Fiscal Years 2015-16 and 2016-17

GENERAL FUND PROJECTIONS

	2014-15 Projected	2015-16 Budget	2016-17 Budget	2017-18 Projected	2018-19 Projected	2019-20 Projected	2020-21 Projected
REVENUE							
Taxes	$ 16,726,001	$ 17,753,361	$ 18,186,536	$ 18,606,919	$ 19,052,394	$ 19,508,947	$ 19,956,625
Licenses, Permits & Fees	666,500	671,500	691,600	697,162	718,032	739,528	761,669
Fines and Forfeitures	365,000	412,500	415,000	421,700	428,534	435,505	442,615
Intergovernmental	595,800	528,300	537,700	543,028	552,849	562,866	573,083
Charges for Services	827,053	923,510	932,673	854,992	870,990	887,394	904,215
Use of Money & Property	146,196	160,000	172,100	174,742	178,049	181,790	185,622
Other Revenue	183,872	85,000	85,000	85,000	85,000	85,000	85,000
Total Revenue	19,510,422	20,534,171	21,020,609	21,383,543	21,885,847	22,401,029	22,908,828
EXPENDITURES							
General Government	1,201,697	1,171,812	1,191,879	1,209,184	1,227,108	1,245,676	1,264,919
Nondepartmental	1,209,319	1,751,321	1,880,740	1,966,597	2,052,424	2,137,525	2,221,171
Administrative Services	910,955	1,084,981	1,063,009	1,074,310	1,086,062	1,098,286	1,111,006
Community Development	2,204,758	2,176,669	2,127,526	2,119,400	2,137,483	2,156,293	2,175,864
Public Works	3,944,909	3,973,351	4,002,602	4,002,602	4,058,505	4,116,665	4,177,191
Police Services	10,011,402	10,367,020	10,732,512	11,010,212	11,308,964	11,630,585	11,977,058
Total Expenditures	19,483,040	20,525,154	20,998,268	21,382,304	21,870,546	22,385,031	22,927,210
Operating Surplus (Deficit)	**$ 27,382**	**$ 9,017**	**$ 22,341**	**$ 1,239**	**$ 15,301**	**$ 15,998**	**$ (18,381)**
UNASSIGNED FUND BALANCE							
Beginning Balance	$ 5,757,569	$ 4,511,951	$ 4,334,968	$ 4,279,309	$ 4,280,547	$ 4,295,849	$ 4,311,846
Transfers In(Out) Other Funds	(51,000)	(186,000)	(78,000)				
Transfer In From Assigned Fund Balance	28,000						
Transfer Out to Assigned Fund Balance	(1,250,000)						
Unassigned Fund Balance	**$ 4,511,951**	**$ 4,334,968**	**$ 4,279,309**	**$ 4,280,547**	**$ 4,295,849**	**$ 4,311,846**	**$ 4,293,465**
ASSIGNED FUND BALANCE							
Future Pension Obligations	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
Insurance	582,425	582,425	582,425	582,425	582,425	582,425	582,425
Capital Improvements	1,089,698	1,089,698	1,089,698	1,089,698	1,089,698	1,089,698	1,089,698
Retiree Benefits	360,363	360,363	360,363	360,363	360,363	360,363	360,363
Deferred Maintenance	326,855	326,855	326,855	326,855	326,855	326,855	326,855
Assigned Fund Balance	**$ 2,609,341**	**$ 2,609,341**	**$ 2,609,341**	**$ 2,609,341**	**$ 2,609,341**	**$ 2,609,341**	**$ 2,609,341**
UNASSIGNED-CONTINGENCY FUND BALANCE							
Catastrophes	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000
Contingencies	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Economic Uncertainty	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Unassigned-Contingency Fund Balance	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**
Total Fund Balance	**$ 8,121,292**	**$ 7,944,309**	**$ 7,888,650**	**$ 7,889,888**	**$ 7,905,190**	**$ 7,921,187**	**$ 7,902,806**

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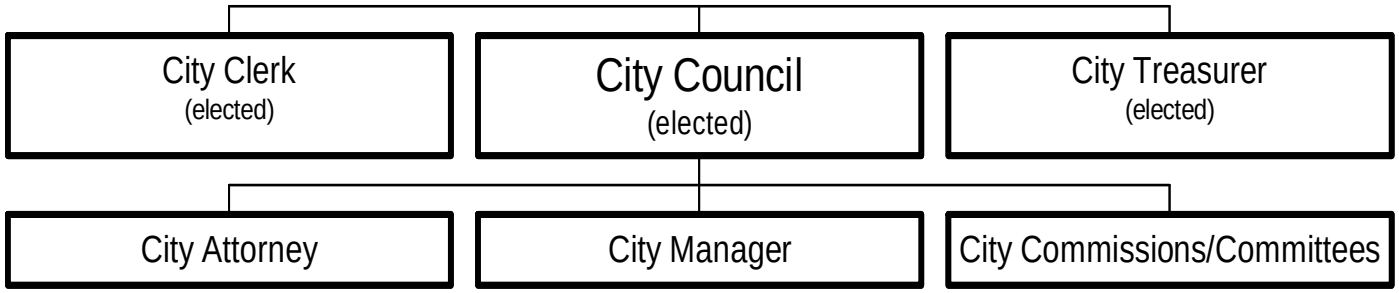
General Government



General Government

City Council
- Establish City goals and policies

City Manager
- Policy Development
- Policy Implementation
- Economic Development
- Direction/Leadership of City Staff

City Clerk
- City Records Management
- Community Meetings Liaison
- Conduct Elections

City Attorney
- Legal Advice and Representation

City Treasurer
- Integrity/Fidelity of City Finances

The General Government group supports all City programs. Programs within this section provide overall operational management, policy direction, public meeting and record administration, legal services, and a variety of non-departmental services. Functional areas of General Government include the City Council, City Manager, City Clerk, City Attorney (a contracted service), and City Treasurer. The City Council, including the Mayor, City Clerk and City Treasurer, are elected positions. Authorized positions in this area include the City Manager, Executive Assistant to the City Manager, and Deputy City Clerk.

DEPARTMENT BUDGETED STAFF

Budgeted Positions	2013-14	2014-15	2015-16	2016-17
City Manager	1.0	1.0	1.0	1.0
Executive Assistant to City Manager	0.0	0.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0
	2.0	2.0	3.0	3.0

GENERAL GOVERNMENT

CITY COUNCIL

The Martinez City Council is comprised of the Mayor and four Council Members who are each elected at-large for four-year terms. The Council is responsible for representing the residents of Martinez, providing policy and programmatic direction to the City Manager and City organization, and ensuring staff accountability for carrying out policies responsive to community needs.

The following goals, with related objectives listed, were identified for the 2015-17 period at a goal setting session conducted with the City Council on March 28, 2015. This listing is still a work in progress and more information will be forthcoming this fall to finalize the list.

1. Fiscal Health (FH)
   a. Create and implement a budget reserve stabilization policy
   b. Create a budget in brief document
   c. Create a long range financial forecast
   d. Complete labor negotiations with three bargaining groups
   e. Ensure municipal revenues are at minimum covering city costs
   f. Execute budget and fiscal measures to ensure long-term stability

2. Infrastructure (I)
   a. Complete a long term infrastructure facility needs report and establish an Infrastructure Management System (IMS) to maintain an up-to-date inventory of the City's infrastructure, its catch-up and keep-up needs, and available funding
   b. Complete conversion of next group of parking meters to electronic payment
   c. Develop and implement plans to improve the local street transportation network and identify new alternative road pavement management funding sources (i.e., parcel taxes)
   d. Implement adopted City Capital Improvement Program (CIP) plan
   e. Initiate development of marina master waterfront plan in compliance with state transfer of lands to the City and complete agreement with the State to address long term debt issue
   f. Invest capital to ensure a long-term safe water supply
   g. Research Enhanced Infrastructure Finance District (EIFD) and related financing tools
   h. Research potential alternative infrastructure financing mechanisms and present a report identifying options and alternatives including use of business license taxes, parcel taxes, sales taxes

3. Safe Community (SC)
   a. Execute a comprehensive program to combat homelessness in the City by partnering with Contra Costa County, successful nonprofit organizations serving this population (e.g., Palo Alto Streets Team) and others to alleviate homeless related community issues
   b. Initiate and communicate crime prevention information outreach services to the community
   c. Recruit and hire a Police Chief to lead the Police Department
   d. Upgrade the camera system
   e. Use data to focus police/reduce crime in the community

4. Economic Health (EH)
   a. Complete a facilities analysis of parks and community assets to ensure quality amenities
   b. Complete update of the General Plan in line with community values
   c. Consider future land annexations based on sound fiscal impact analysis
   d. Continue partnerships Chamber and Main Street for small business services
   e. Encourage half day tourism and focus on abundant open spaces, East Bay Regional Parks, John Muir National Historic Park Monument, waterfront location
   f. Enhance and implement programs that encourage and attract outdoor recreation, sports activities and an active lifestyle
   g. Ensure future housing projects incorporate recreation amenities
   h. Implement city economic development program focused on business retention, expansion and site locations
   i. Work with property owners and developers to construct new housing in the downtown area

5. High Performing Government (HPG)
   a. Implement use of the National Citizen Survey instrument to track and measure City services and progress over time; complete survey at a minimum every two years
   b. Implement website CRM mobile applications suite of software and updates to website portal CRM software
   c. Implement outcome based qualitative and quantitation metrics for City services provided to residents; use results and data to make organizational service changes
   d. Improve Community Engagement communications with residents
   e. Improve presentation of budget and other municipal documents to make data more readable and transparent to the public
   f. Use software tools to extent practicable to provide online services (e.g., online business licenses, building permits, recreation registrations, sign up and terminate water service)

CITY MANAGER

The City Manager assists the City Council in developing and evaluating policies meeting the needs of Martinez residents, businesses and visitors, ensures effective implementation of adopted policies, and provide direction and leadership to the City government staff. The City Manager's significant accomplishments include providing leadership and/or direct management for the following key projects and programs in support of the City Council 2013-15 goals:

2013-2015 ACCOMPLISHMENTS

- Completed design and approved construction contract for Water Treatment Plant electrical and seismic upgrade projects.
- Completed LED conversion of all City-owned streetlights.
- Completed Planning approval of Laurel Knoll, Cascara Canyon, Village at Arnold, The Paseos and Pine Meadow subdivisions.
- Completed review/standardization of job description format and initiated conversion of existing descriptions.
- Conducted 31 Neighborhood Policing Area (NPA) meetings in FY 2013-14 and 26 in FY 2014-15.
- Continued support of Martinez Community Emergency Response Team (CERT); 197 new members sworn in FY 2013-15.
- Coordinated with Senator Wolk's office and received grant of marina trust lands under Senate Bill (SB) 1424.
- Enhanced public interaction through creation of Police Department Facebook page, Twitter account, and Tip411 resource.
- Extended swim season at Rankin Aquatic Center to October 31st and implemented new aquatics user fee structure.
- Implemented City's two-year, $20M Capital Improvement Program.
- Implemented first fee-for-use model in County for City's Electric Vehicle Charging Stations; $2,100 recovered to date.
- Implemented multi-agency regional SWAT team, traffic safety partnership, and major accident investigation team in conjunction with San Ramon and Walnut Creek Police departments.
- Implemented Water System E-billing, REC-1 Recreation Division online class registration software system, and upgraded website Customer Relation Management (CRM) system to work with Apple and other smart phone products.
- Installed 163 new credit card enabled meters.
- Received 14th consecutive Government Finance Officers' Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting and 5th consecutive GFOA Distinguished Budget Program Award.
- Received California Park and Recreation Society Class 1 Facility Design Award of Excellence for Rankin Aquatic Center in 2014.
- Reduced overtime $57,000 in FY 2013-14 by shifting detectives to patrol on minimal (18 hours/week) basis.
- Replaced antiquated Dispatch telephone system with modern system capable of "Text to 911" service requests.
- Secured $92,987 competitive Beverage Container Recycling Grant from CalRecycle; one of only two cities awarded grant.
- Secured $2,050,000 grant funding for street, sidewalk and ADA projects.
- Sponsored California Youth Energy Services (CYES) internship program in collaboration with Martinez Unified School District to provide local youth employment opportunities and offer Martinez households free energy services.

The City Manager's specific objectives directly support the 2015-17 goals of the City Council:

2015-2017 KEY OBJECTIVES

- Complete Amtrak Station improvements. (FY 2015-16)
- Complete comprehensive cost of services fee study. (FY 2015-16)
- Complete conversion of job descriptions into new standardized NeoGov software format. (FY 2016-17)
- Complete General Plan Update by January 2016.
- Commence Water Treatment Plant Seismic Upgrade project and phase out use of anhydrous ammonia. (FY 2015-16)
- Complete update of Personnel Procedures Manual. (FY 2016-17)
- Continue conducting at least one annual NPA meeting in each of the 24 areas.
- Continue working with Main Street, the Chamber, and others to market the City. (FY 2015-17)
- Create a Budget-in-Brief document. (FY 2015-16)
- Develop Citizens' Police Academy that provides insight into Law Enforcement profession by July 2015.
- Establish Reserve Policy and implement 5-year Long Range Financial Forecast. (FY 2015-16)
- Examine Business License Ordinance to evaluate rates and potential use of HdL license software. (FY 2015-17)
- Expand online recreation registration system to include field rentals and implement point of sale system at pool. (FY 2015-16)
- Implement online employee performance evaluation system. (FY 2016-17)
- Implement Fleet system software vehicle rental rate charge. (FY 2015-16)
- Implement National Citizen Survey and use data for reporting performance measures in future budgets. (FY 2015-17)
- Initiate IT Strategic Plan. (FY 2016-17)
- Initiate plan to develop new budget and CIP documents for next cycle. (FY 2015-16)
- Install 300 additional credit card enabled meters. (FY 2015-16)
- Maintain City website, Facebook and Twitter pages and maximize website interactive, transactional features. (FY 2015-17)
- Negotiate three expiring labor contracts. (FY 2015-17)
- Plan and design Intermodal Phase III entrance road, pedestrian overcrossing and Berellesa alternative access. (FY 2015-17)
- Procure and deploy IPAD's for City Council paperless agenda. (FY 2015-16)
- Redesign City website with CRM mobile applications (FY 2015-16) and website software upgrade (FY 2016-17).
- Reduce DUI traffic collisions from 52 in FY 2013-15 to 45 or less in FY 2015-17.

- Renegotiate outstanding marina loans with State and initiate land use plan for the granted marina lands. (FY 2015-17)
- Repave Parking Lot 4, remove old meter poles, install two pay stations, and expand parking stalls to add revenue. (FY 2015-16)
- Review and update budget/financial policies as required and create new policies where gaps exist. (FY 2015-17)
- Review Emergency Operations Plan and update as needed. (FY 2015-17)
- Sell $5M of Measure H improvement bonds to finance final projects and complete Measure H projects at Susana and Mountain View parks (FY 2015-16), Hidden Lakes Park Soccer Field (FY 2016-17), and Waterfront Park (FY 2016-17).

CITY CLERK

The City Clerk is elected at-large and serves part-time to guard public information, administer oaths of office, and verify resolutions and ordinances. The Deputy City Clerk, a full-time position, is responsible for ensuring the security and accessibility of official City records, and serves as the information and records manager of legislative proceedings; conducts municipal elections; acts as compliance officer for federal, state and local statutes including the Political Reform Act and Brown Act; and serves as a support office to the City Clerk, City Council, City Manager and staff, City boards and commissions, and to residents of Martinez.

2013-15 ACCOMPLISHMENTS

- Updated 2013 Municipal Code Ordinances.
- Conducted November 2014 regular election, coordinated consolidation services with the Contra Costa County Elections Office, provided election services to prospective candidates, ensured elections procedures and filings adhered to the Elections Code, and ensured all candidate services were provided.
- Ensured Council Minutes were completed and posted on the City's website in a timely manner.
- Complied with the filing duties of the Fair Political Practices Commission (FFPC) requirements for all public officials, employees and contractors on the Annual Office Statement of Economic Interests, Form 700.
- Archived permanent records via Laserfiche digital records storage system.
- Worked with Martinez Museum on City Hall historical information permanent display.

2015-17 KEY OBJECTIVES

- Conduct regular election in November 2016 in conformance with local and California Elections Law.
- Perform filing official duties to ensure all FFPC filings adhere to the Political Reform Act and Code of Regulations. (FY 2015-17)
- Work with the Martinez Museum on a City Hall historical information rotating display. (FY 2015-17)
- Continue archiving of permanent records using Laserfiche digital records storage system. (FY 2015-17)

CITY ATTORNEY

The City Attorney provides the City Council, City Manager, and all City programs with the legal advice and representation they request or require in order to provide service to the public. The City Attorney also is responsible for advising or taking appropriate steps to reduce the risks of various City activities, and for assisting in the administration and enforcement of laws, regulations, and City programs. The City Attorney's regular duties include: representing the City in legal matters and providing advice as requested on a variety of issues and concerns; attending City Council meetings to provide expert counsel, clarification, and interpretation; and providing information and assistance to City staff as needed to support program and service delivery efforts. City Attorney services are provided to the City of Martinez on a contractual basis.

CITY TREASURER

The City Treasurer, a part-time elected official of the City of Martinez, is charged with ensuring the integrity and fidelity of City finances and signing all checks issued by the City.

NONDEPARTMENTAL SERVICES

This budget group consists of General Services, Franchise Administration, Retired Employees, and Contingency, and accounts for expenditures that are not based in a specific program. No positions are allocated here. A description of each area is provided below.

- **GENERAL SERVICES**
  This budget includes general operating supplies and equipment such as postage, phone charges and contract maintenance and repair.

- **FRANCHISE ADMINISTRATION**
  Expenditures related to the City's solid waste, recycling, and cable television franchises are budgeted here.

- **RETIRED EMPLOYEES**
  This is the budget for the current year cost of the retired employees' medical benefit.

- **CONTINGENCY**
  Funds have been designated for unknown but anticipated budget increases.

GENERAL GOVERNMENT EXPENDITURES

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
General Government						
01 101 CITY COUNCIL						
Labor	107,932	117,547	114,481	*(3,066)*	117,612	*3,131*
Operating	146,242	177,243	152,204	*(25,039)*	153,479	*1,275*
Direct & Indirect Costs	21,669	1,237	22,941	*21,704*	22,704	*(238)*
TOTAL CITY COUNCIL	275,842	296,027	289,627	*(6,400)*	293,795	*4,168*
01 103 CITY TREASURER						
Labor	16,791	17,256	17,976	*720*	18,309	*333*
Operating	468	1,633	1,359	*(274)*	1,413	*53*
Direct & Indirect Costs						
TOTAL CITY TREASURER	17,259	18,889	19,335	*446*	19,722	*387*
01 104 CITY MANAGER						
Labor	475,121	452,889	482,393	*29,504*	480,994	*(1,399)*
Operating	27,374	55,902	59,270	*3,368*	40,548	*(18,723)*
Direct & Indirect Costs	(23,036)	(51,450)	(52,250)	*(800)*	(49,784)	*2,466*
TOTAL CITY MANAGER	479,459	457,341	489,413	*32,072*	471,757	*(17,656)*
01 102 CITY CLERK						
Labor	163,502	161,786	154,657	*(7,129)*	156,369	*1,711*
Operating	32,117	76,701	40,669	*(36,032)*	72,756	*32,087*
Direct & Indirect Costs	(21,445)	(28,547)	(29,390)	*(843)*	(30,020)	*(630)*
TOTAL CITY CLERK	174,174	209,940	165,937	*(44,003)*	199,105	*33,168*

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
01 105 CITY ATTORNEY						
Labor						
Operating	269,415	235,000	225,000	*(10,000)*	225,000	
Direct & Indirect Costs	(26,247)	(15,500)	(17,500)	*(2,000)*	(17,500)	
TOTAL CITY ATTORNEY	243,168	219,500	207,500	*(12,000)*	207,500	
TOTAL GENERAL GOVERNMENT	**$ 1,189,903**	**$ 1,201,697**	**$ 1,171,812**	***$ (29,885)***	**$ 1,191,879**	***$ 20,067***

NONDEPARTMENTAL EXPENDITURES

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Nondepartmental						
01 201 GENERAL SERVICES						
Operating	103,605	154,316	124,716	*(29,600)*	125,716	*1,000*
Capital	3,825	5,000	5,000		5,000	
Direct & Indirect Costs						
TOTAL GENERAL SERVICES	107,431	159,316	129,716	*(29,600)*	130,716	*1,000*
01 202 FRANCHISE ADMINISTRATION						
Labor						
Operating	80	15,600		*(15,600)*		
Capital						
Direct & Indirect Costs						
TOTAL FRANCHISE ADMINISTRATION	80	15,600		*(15,600)*		
01 204 RETIRED EMPLOYEES						
Labor	81,970	6,621	376,895	*370,274*	451,883	*74,988*
Operating	1,017,440	1,027,782	1,119,710	*91,928*	1,148,141	*28,431*
TOTAL RETIRED EMPLOYEES	1,099,410	1,034,403	1,496,605	*462,202*	1,600,024	*103,419*
01 203 CONTINGENCY						
Labor						
Operating			125,000	*125,000*	150,000	*25,000*
TOTAL CONTINGENCY			125,000	*125,000*	150,000	*25,000*
TOTAL NONDEPARTMENTAL	**$ 1,206,920**	**$ 1,209,319**	**$ 1,751,321**	***$ 542,002***	**$ 1,880,740**	***$ 129,419***

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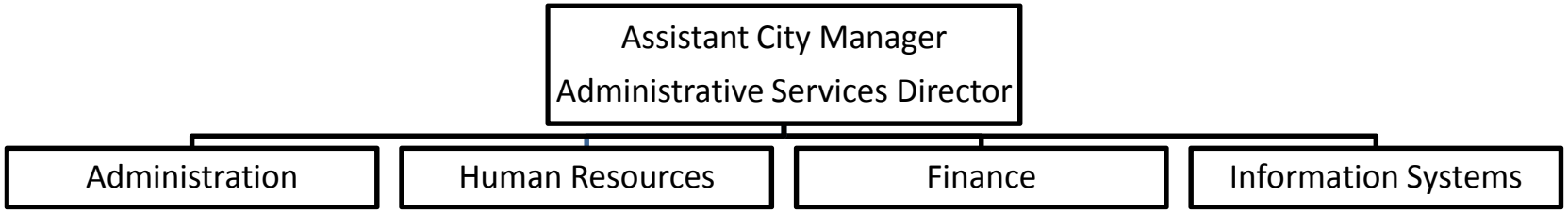
Administrative Services Department



Administrative Services Department

Administration
- Risk Management/Safety Program
- Contract/Franchise Agreements
- Waste, Recycling, and Green Programs
- Citywide Policies and Programs

Finance
- Payroll
- Billing and Collections
- Accounts Payable and Receiveable
- Financial Audits and Reports
- Budget Preparation and Analysis
- Business Licenses

Human Resources
- Recruitments
- Employee Benefits
- Labor Relations

Information Systems
- Computer Support
- Telephones and Data Accessories
- City Website

The Administrative Services Department is charged with the overall administration of several City programs, including Risk Management; Contract/Franchise Agreements; Financial Management; Human Resources; Solid Waste, Recycling, and Sustainability Programs; and Information Systems.

DEPARTMENT BUDGETED STAFF

Budgeted Positions	2013-14	2014-15	2015-16	2016-17
Assistant City Manager	1.0	1.0	1.0	1.0
Sr. Management Analyst	1.0	1.0	1.0	1.0
Personnel Technician	1.0	1.0	1.0	1.0
Finance Manager	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0
Senior Account Technician	2.0	2.0	2.0	2.0
Account Technician III	1.0	1.0	1.0	1.0
Account Technician II	2.0	2.0	2.0	2.0
Information Technology Administrator	1.0	1.0	1.0	1.0
	11.0	11.0	11.0	11.0

ADMINISTRATION

Administration oversees risk management; contract/franchise administration; City policies and programs; safety program; solid waste, recycling, and sustainability programs; and State mandated services reimbursement programs. The City participates in the Municipal Pooling Authority of Northern California (MPA) for risk management. Administration includes Finance, Information Systems, and Human Resources.

2013-15 ACCOMPLISHMENTS

- Completed acquisition of assets left behind by Willows Theater Company and implemented sublease agreement with Onstage Repertory Theater to manage, market and book Campbell Theater. Revenues exceeded $7,000 in FY 14-15.
- Completed adoption of Sidewalk Liability Ordinance and Sidewalk Repair Incentive Program.
- Completed lease negotiations with Martinez Yacht Club, Contra Costa Community College District, Martinez Historical Society (Museum site), and local daycare provider.
- Completed License Agreement with Crown Castle for Mountain View Reservoir resulting in $15K annual rent increase while preserving City's cell tower rights to support Police radio operations and public wi-fi network.
- Completed new License Agreement with AT&T for Harborview Reservoir site providing Water Fund $30,000/year initial rent income and $1.1M total revenue over 25 years.
- Coordinated completion of SB90 State Mandated reimbursement claims totaling over $150,000.
- Coordinated fee adjustments for pool program enhancements, pool season expansion, parks facility upgrades, and large events.
- Coordinated production of televised Water Conservation workshops and arranged playback on City Channel to increase public awareness of severe drought conditions.
- Created new suite of self-help resources on City website related to Sustainability Programs and amended hauler franchise agreements to initiate Organics Recycling Collection for residential, commercial, and multi-family customers.
- Implemented first fee-for-use model in County for the City's Electric Vehicle Charging Stations; $2,100 recovered to date.
- Implemented SB 1339-compliant Employee Commuter Benefits Program.
- Introduced and implemented Plastic Bag Ban Ordinance and completed public education, outreach, and promotion.
- Introduced new online safety training options to Administrative Services, Building, Engineering, Planning, and Recreation staff.
- Secured $92,987 competitive Beverage Container Recycling Grant from California Department of Resources, Recycling and Recovery (CalRecycle) to support local infrastructure and educational recycling programs; one of only two cities awarded grant.
- Secured $3,100 grant from Air District to procure and install 30 new downtown area bike racks.
- Secured fully-funded Climate Corps Bay Area position and updated Sustainability Programs Assistant internship specifications.
- Sponsored California Youth Energy Services (CYES) internship program in collaboration with Martinez Unified School District to provide local youth employment opportunities and offer Martinez households free energy services.

2015-17 KEY OBJECTIVES

- Complete comprehensive cost of services fee study. (FY 2015-16)
- Complete comprehensive public education and outreach for initiation of new organics recycling collection program. (FY 2015-16)
- Complete comprehensive third-party review of City Administrative Policies. (FY 2015-16)
- Complete upgrade of Electric Vehicle Charging Station near Amtrak to accommodate simultaneous 240V charging. (FY 2015-16)
- Develop new systems and programs designed to reduce liability exposures, including development and implementation of additional proactive infrastructure inspection programs. (FY 2015-16)
- Implement Beverage Container Recycling Grant in conjunction with Public Works, the local school district, and City franchised solid waste and recycling provider. (FY 2015-17)
- Implement Injury and Illness Prevention Plan (IIPP) and introduce new systems designed to reduce worker injuries and insurance premiums, including revisions to Employee Safety Incentive and wellness pilot programs for higher risk positions such as police and maintenance. (FY 2015-16)
- Negotiate three expiring labor contracts. (FY 2015-17)
- Update existing self-help resources on City website for Sustainability Programs, Refuse and Recycling, Climate Action Plan, and the Secondhand Smoke Ordinance. (FY 2015-17)

HUMAN RESOURCES

Human Resources provides support services to all departments including recruitment and examination, new employee orientations, labor relations, employee benefit administration, workers' compensation claims, staff training and development, and maintenance of official personnel files. Human Resources ensures compliance with State and Federal laws, Civil Service Rules, City policies, and various memorandums of understanding. The Division works closely with the MPA, of which the City is a member, coordinates with the International City/County Management Association (ICMA), the City's deferred compensation administrator, and CalPERS, the California Public Employees' Retirement System.

2013-15 ACCOMPLISHMENTS

- Completed 20 recruitments for positions.
- Completed audit of City Employment Eligibility forms (I-9) and revised storage system to improve efficiency and increase available work space.
- Completed review and standardization of job description format and began conversion of existing descriptions to advance goal of providing public with efficient online access.
- Completed revision and distribution of the benefit summary booklet to employees, including annual required noticing and informational items associated with the Affordable Care Act.
- Completed scanning and organizing Workers' Compensation claim files which streamlined storage, improved efficiency, and increased available work space.
- Coordinated employee-level and supervisor/manager trainings; tracked and assured compliance with AB1825 training; completed administrative assignment of online AB1234 training as requested by the Deputy City Clerk for elected officials and staff; and organized employee-level Disaster Service Worker training to enhance City emergency preparedness.
- Coordinated semi-annual ICMA individual employee appointments and MPA-sponsored Wellness events.
- Initiated revision to the Personnel Procedures Manual.
- Processed 1,450+ entries in the Human Resources Information System (HRIS), assisted with 10 retirements, processed 75 regular and temporary/seasonal new hires, and completed the PERS health dependent verification project.
- Processed two CalPERS contract amendments and one CalPERS health resolution to implement Cost Sharing agreement and changes to the health insurance premium contributions as outlined in the Memorandum of Understanding for sworn employees.

2015-17 KEY OBJECTIVES

- Assist and support negotiations with the bargaining units for expiring labor contracts. (FY 2015-16)
- Complete conversion of job descriptions into new standardized NeoGov software format. Coordinate review through Department Management, Personnel Officer, union/employee association groups, and Civil Service Commission. (FY 2016-17)
- Complete update of Personnel Procedures Manual. (FY 2016-17)
- Create standardized new employee orientation system. (FY 2015-16)
- Implement new online employee performance evaluation system. (FY 2016-17)
- Review upcoming compliance requirements of Affordable Care Act and California Paid Sick Leave Law to ensure all aspects of health plan design are adopted and all employee communications are completed within required timelines. (FY 2015-16)
- Revise employment application form and evaluate available systems for an online application process to improve convenience for applicants and achieve greater efficiency for staff by significantly reducing data entry requirements. (FY 2016-17)

FINANCE

Finance prepares and monitors the biennial budget and Comprehensive Annual Financial Report (CAFR), coordinates annual and special audits, prepares annual State reports, issues fiscal status reports, and calculates the annual appropriation limit. Finance provides support services to other departments including general accounting, budget preparation, accounts payable, accounts receivable, payroll and employee benefits. In addition, Finance administers the City's treasury and revenue operations, manages debt service, maintains the general ledger, issues business licenses and parking permits, applies job costing, staffs the public cashier counter, and processes billing and collection of water revenues. Finance monitors the City's capital improvement budget and coordinates major capital financing transactions.

2013-15 ACCOMPLISHMENTS

- Completed annual audits with no reportable items and received 14th consecutive GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Completed CalPERS audit back to 2009.
- Completed Other Post Employment Benefits (OPEB) actuarial reports for Fiscal Years 2015 and 2016.
- Completed Water System bond rate review for two outstanding bonds.
- Ensured City was completely Payment Card Industry (PCI) compliant for credit card processing activities.
- Examined and changed application for water rates lifeline eligibility.
- Implemented Water System E-billing.
- Microfilmed remaining permanent records to reduce paper retention.
- Prepared balanced Operating Budget and received 5th consecutive Government Finance Officers' Association (GFOA) Distinguished Budget Program Award.

2015-17 KEY OBJECTIVES

- Complete Request for Proposals (RFP) for Audit Services. (FY 2016-17)
- Complete OPEB actuarial report for Fiscal Years 2017 and 2018.
- Create a Budget in Brief document. (FY 2015-16)
- Create an integrated position control feature in budgeting software's Human Resources program. (FY 2015-16)
- Develop centralized and coded filing system. (FY 2016-17)
- Establish Reserve Policy. (FY 2015-16)
- Examine utilizing automated check processing for deposits. (FY 2015-16)
- Examine Business License Ordinance to evaluate rates and potential use of HdL license software system. (FY 2015-17)
- Implement a 5-year Long Range Financial Forecast. (FY 2015-16)

- Implement Fleet system software vehicle rental rate charge. (FY 2015-16)
- Implement Healthy Workplaces/Healthy Families Act of 2014 to provide sick leave to part-time employees. (FY 2015-16)
- Implement MUNIS fixed asset module. (FY 2015-16)
- Implement National Citizen Survey tool and use results as part of reporting performance measures in new budget documents. (FY 2015-17)
- Implement tracking of part-time workers to comply with Affordable Health Care Act. (FY 2015-16)
- Initiate plan to develop new budget and CIP documents for next budget cycle. (FY 2015-16)
- Review and update all budget and financial policies as required and create new policies where gaps exist. (FY 2015-17)
- Sell $5 million of Measure H Improvement bonds to finance final projects. (FY 2015-16)

INFORMATION SYSTEMS

The Information Systems Division supports, maintains and enhances Citywide information services related to the Wide and Local Area Network (WAN/LAN), computer hardware, software applications, data communications, telecommunications and the website. Information Systems is an Internal Service Fund for accounting and monitoring purposes and includes the City's hardware, software and staff support. It also manages maintenance contracts with outside vendors for computer hardware and software.

2013-15 ACCOMPLISHMENTS

- Assisted Police Department with new East Bay Regional Communications System Authority radio system software installation.
- Converted Police Department Critical Reach software to APBnet.
- Implemented integration between County Automated Regional Information Exchange System (ARIES) and Police Department Records Information Management System (RIMS) system to share information with other California law enforcement agencies.
- Implemented REC-1 Recreation Division online class registration software system.
- Installed and configured City Hall network web filtering device.
- Managed Blues by the Bay event electronic ticketing purchase.
- Produced RFP for copiers and evaluated the proposals.
- Upgraded Granicus hardware and software to enable meeting playback using MP3/MP4 players as well as mobile devices.
- Upgraded website Customer Relation Management (CRM) system to work with Apple and other smart phone products.
- Worked with fleet management software vendor to provide interface with CFA/Voyager gas card system.

2015-17 KEY OBJECTIVES

- Continue to work with outside agencies including California Department of Justice; Contra Costa Sheriff's Office; and Contra Costa Department of Information Technology to configure, update and troubleshoot Public Safety systems.
- Keep network and email servers up to date, replacing hardware and implementing new software upgrades/releases as needed.
- Implement double authentication to meet California Department of Justice patrol car computer standards. (FY 2015-17)
- Initiate IT Strategic Plan. (FY 2016-17)
- Install and configure Police Department network web filtering device. (FY 2015-16)
- Install and train users on new copiers. (FY 2015-16)
- Maintain City website, Facebook and Twitter pages and maximize website interactive, transactional features.

- Procure and deploy IPAD's for City Council paperless agenda. (FY 2015-16)
- Redesign City website with CRM mobile applications (FY 2015-16) and website software upgrade (FY 2016-17).
- Support, maintain and enhance City and Police Department's IT hardware, software and communications infrastructure.
- Update hardware and software for Council Chamber meeting recordings. (FY 2016-17)

ADMINISTRATIVE SERVICES EXPENDITURES

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Administrative Services						
01 401 ADMINISTRATION						
Labor	350,066	317,603	327,944	*10,341*	325,767	*(2,177)*
Operating	19,147	29,858	80,003	*50,145*	45,370	*(34,634)*
Direct & Indirect Costs	(101,832)	(107,084)	(109,913)	*(2,829)*	(100,778)	*9,135*
TOTAL ADMINISTRATION	267,381	240,377	298,035	*57,658*	270,359	*(27,676)*
01 404 FINANCE						
Labor	791,350	817,375	639,912	*(177,463)*	638,766	*(1,145)*
Operating	89,480	114,900	89,104	*(25,796)*	96,398	*7,294*
Direct & Indirect Costs	(414,395)	(439,592)	(126,031)	*313,561*	(127,335)	*(1,303)*
TOTAL FINANCE	466,435	492,683	602,985	*110,302*	607,830	*4,845*
01 402 HUMAN RESOURCES						
Labor	142,297	141,080	143,469	*2,389*	143,346	*(123)*
Operating	43,887	77,503	69,408	*(8,095)*	70,529	*1,121*
Direct & Indirect Costs	(29,920)	(40,688)	(28,916)	*11,772*	(29,055)	*(139)*
TOTAL PERSONNEL	156,264	177,895	183,961	*6,066*	184,821	*860*
TOTAL ADMINISTRATIVE SERVICES	**$ 890,080**	**$ 910,955**	**$ 1,084,981**	***$ 174,026***	**$ 1,063,009**	***$ (21,971)***

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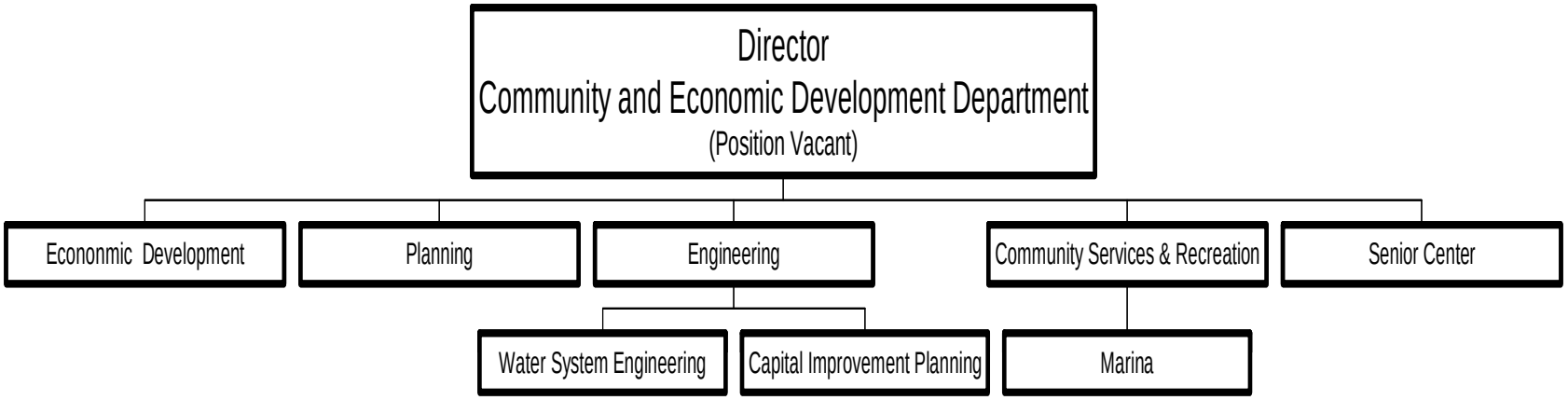
Community and Economic Development Department



Community and Economic Development Department

Economic Development
- Revitalization

Planning
- Development Review
- Advance Planning
- Design Review Committee

Engineering
- Transportation
- Development Review
- Pavement Management
- Capital Improvement Projects
- Clean Water Program

Community Services & Recreation
- Recreation Programs
- Senior Center
- Marina
- John Muir Festival Center
- Cultural and Community Commissions

Senior Center
- Educational and Recreational Activites
- Social Services and Activities

This Department is charged with managing the City's Economic Development, Planning, Engineering, and Community Services/Recreation functions. The City's Capital Improvement Projects, including those of the Enterprise funds and Transportation, are also managed here. With the vacancy in the Department Director position, the functions of Economic Development report to the City Manager; Planning, Community Services and Recreation, and the Senior Center report to the Assistant City Manager; and Engineering reports to Public Works.

DEPARTMENT BUDGETED STAFF

Budgeted Positions	2013-14	2014-15	2015-16	2016-17
Dep. Dir. Strat. Planning & Comm. Dev.	1.0	1.0	0.0	0.0
Planning Manager	0.8	0.8	0.8	0.8
Administrative Aide III	3.0	3.0	3.0	3.0
Senior Planner	1.0	1.0	1.0	1.0
City Engineer	1.0	1.0	1.0	1.0
Senior Civil Engineer	1.0	1.0	1.0	1.0
Associate Civil Engineer	1.0	1.0	1.0	1.0
Recreation Supervisor	1.0	1.0	1.0	1.0
Recreation Coordinator	1.0	1.0	1.0	1.0
Senior Citizen Supervisor	1.0	1.0	1.0	1.0
Senior Citizen Coordinator	0.8	0.8	0.8	0.8
	12.6	12.6	11.6	11.6

ECONOMIC DEVELOPMENT

Economic Development focuses on downtown revitalization, strengthening the local economy and promoting the City as a destination for new businesses, visitors, and investors. These efforts are strengthened through coordination with local and regional business organizations, property owners, and business owners. Economic Development responsibilities are managed by the City Manager.

2013-2015 KEY ACCOMPLISHMENTS

- Approved Economic Stimulus Program offering rebates to wholesale or business-to-business companies.
- Coordinated with Food Truck Mafia to host food truck events at the Waterfront during the spring and summer of 2014.
- Established City Council Annexation Ad Hoc Subcommittee and completed targeted area fiscal analysis.
- Hosted Waterfront Amphitheater "Blues by the Bay" festival achieving 84% of targeted ticket sales in 2014.
- Participated in Contra Costa County regional collaborative effort with cities along the Northern Waterfront region to revitalize and transform area into an economic asset.
- Selected Campbell Theater manager/promoter in 2013 resulting in facility reuse for downtown cultural arts activities.

2015-2017 KEY OBJECTIVES

- Continue working with Main Street, the Chamber of Commerce, and others to market the City. (FY 2015-17)
- Contract with Main Street Martinez to host events at the Waterfront Amphitheater to promote economic development. (FY 2015-16)
- Determine appropriate Old Train Depot reuse options. (FY 2015-17)
- Evaluate potential options for continued operation of Campbell Theater. (FY 2015-16)
- Research Enhanced Infrastructure Finance District (EIFD) and related financing tools. (FY 2015-17)

PLANNING

Planning serves and provides assistance to developers, business and property owners, and residents navigating the local land use and development regulatory process. This includes: single-family property owners, residential production builders, commercial and industrial property owners and developers. Planning Division staff assists the public with permit processing and interpretation of City regulations and policies related to the Subdivision and Zoning ordinances. In long-range planning, staff provides assistance to the Planning Commission, the City Council, advisory committees, and community groups involved directly or indirectly with land use and development policy, including updates to the General Plan, Zoning Ordinance and Housing Element. Staff also works with residents, business and property owners, community groups, developers, other City departments/divisions, and outside agencies with community development problems, concerns, and opportunities. All Planning responsibilities report directly to the City Manager and Assistant City Manager.

2013-2015 ACCOMPLISHMENTS

- Completed Planning approval of Laurel Knoll, Cascara Canyon, Village at Arnold, The Paseos and Pine Meadow subdivisions.
- Completed fiscal analysis of Pacheco Corridor, Vine Hill and Mountain View potential annexation areas.
- Completed Housing Element update and submitted to State Housing and Community Development Department for certification.
- Continued update of 40-year old General Plan.
- Secured $200,000 Contra Costa Transportation Authority (CCTA) grant for Downtown Priority Development Area market/fiscal analysis.
- Updated website to include current documents and General Plan updates.
- Work with Association of Bay Area Governments (ABAG) and other agencies to acquire Priority Conservation Area (PCA) trail improvements funding.

2015-2017 KEY OBJECTIVES

- Assist Code Enforcement with land use violations. (FY 2015-17)
- Complete fiscal and market analysis conducted through 2015 CCTA grant and implement activities and programs to revitalize downtown Martinez such as new housing and commercial development with links to transit. (FY 2015-16)
- Complete General Plan Update by January 2016.
- Continue long term comprehensive update of Zoning Ordinance and complete by Summer 2017.
- Continue modernizing and instituting best practices such as Geographic Information System (GIS), project information electronic storage, and continuously updated website to enable timely processing of land use and development permit applications. (FY 2015-17)
- Develop and improve waterfront in collaboration with San Francisco Bay Trail efforts to include better signage and launch ramp opportunities for kayaking at the marina utilizing Priority Conservation Area funding as available. (FY 2016-17)
- Develop new Zoning Ordinance regulations to assist relocating businesses (e.g. expedited application processing). (FY 2016-17)

ENGINEERING

Engineering works with other City departments to design, plan, and construct public facilities including streets, park improvements, storm drains, traffic signals and water systems. In addition, Engineering staff manage the City Clean Water National Pollution Discharge Elimination System (NPDES) Program; apply for annual Community Development Block Grants (CDBG) for infrastructure improvements; establish and maintain Lighting and Landscape Assessment Districts; support the Traffic Safety Committee; review and process development applications; prepare State and Federal capital improvement project grant applications; manage City's transportation capital projects such as the Intermodal Phase III, Measure J, and federally-funded paving projects; provide construction management assistance on capital improvement projects and represent City on local/regional boards and commissions including the Contra Costa Transportation Authority, Caltrans, Capital Corridor Joint Powers Authority and Transportation Partnership and Cooperation (TRANSPAC).

2013-2015 ACCOMPLISHMENTS

- Complied and implemented new State Water Board regulations for the Municipal Regional Permit.
- Implemented City's two-year, $20M Capital Improvement Program.
- Participated in Contra Costa Transportation Authority (CCTA) sponsored Contra Costa Ferry System stakeholders group and completed "White Paper" which included projected ridership and costs associated with ferry service from Martinez to San Francisco.
- Successfully obtained $2,050,000 grant funding for street, sidewalk and ADA projects.
- Utilized City's web site to improve the flow of information to the public for Capital Improvement Program including Measure H parks project status updates.

2015-2017 KEY OBJECTIVES

- Continue to work with Water Emergency Transportation Authority (WETA), Metropolitan Transportation Commission (MTC), TRANSPAC and cities of Richmond and Antioch and other shoreline stakeholders to pursue funding for construction of ferry terminals and provision of ferry service between Contra Costa County and San Francisco. (FY 2015-17)
- Continue to utilize the City's web site to update project information and improve flow of information to the public. (FY 2015-17)
- Implement Clean Water Program's NPDES permit requirements. (FY 2015-17)
- Incorporate updated Transportation Elements into the General Plan as part of the City's General Plan update. (FY 2015-16)
- Participate in Contra Costa Transportation Authority (CCTA) activities to maintain Measure J compliance. (FY 2015-17)
- Plan and design Intermodal Phase III entrance road, pedestrian overcrossing and Berrellesa alternative access. (FY 2015-17)

COMMUNITY SERVICES AND RECREATION

Community Services and Recreation offers activities and services for residents of all ages. The Recreation Division provides sports, summer camps, classes, and operates the Rankin Park pool and aquatic programs. Recreation staff also manage special events including use of the Martinez Waterfront Amphitheater and provide staff support to the Cemetery; Parks, Recreation, Marina, and Cultural (PRMCC); and Veteran's commissions. Community Services and Recreation responsibilities report to the Assistant City Manager.

Recreation provides programs for the following infrastructure:

- 16 ballfields and 4 concession stands
- 17 parks
- Alhambra Cemetery
- Golden Hills Park Building
- Kiwanis Youth Center
- Martinez Waterfront Amphitheater
- Nancy Boyd Park Building
- Rankin Aquatic Center

2013-2015 ACCOMPLISHMENTS

- Completed new retaining wall at the Brown Mausoleum of Alhambra Cemetery; installed custom front gate with automatic lock; and added picnic bench and new trees.
- Expanded Family Swim Nights at the Aquatic Center from 5 to 27 nights.
- Extended swim season at Rankin Aquatic Center to October 31st and implemented new aquatics user fee structure.
- Implemented fees for large special events involving more than 1,000 participants per day.
- Implemented online registration system in 2014.
- Increased picnic rentals in 2014 with the completion of the Nancy Boyd and Hidden Valley Measure H Projects.
- Processed 82 special event permits.
- Received California Park and Recreation Society Class 1 Facility Design Award of Excellence for the Rankin Aquatic Center in 2014.
- Utilized online resources to expand promotion of summer programming; increased summer playground program participation by 40% in 2014.

2015-2017 KEY OBJECTIVES

- Develop and implement Holiday Highlands rental policy. (FY 2015-16)
- Expand online registration system to include field rentals. (FY 2015-16)
- Expand youth sports camp offerings. (FY 2015-16)
- Implement system to accept credit cards for swimming pool admissions and streamline process via point of sale system. (FY 2015-16)
- Offer twelve free entertainment shows at City Hall for families and children each year. (FY 2015-17)
- Update the Cemetery decedent list (over 3,300 names) and remodel Kiosk holding names. (FY 2016-17)

SENIOR CENTER

The Martinez Senior Community Center promotes educational, recreational and social opportunities and services meeting the needs of local senior citizens and those from surrounding cities. The Center offers a variety of innovative, entertaining and engaging programs, activities, and services for members ages 50 and older.

2013-2015 ACCOMPLISHMENTS

- Completed remodeling of both bathrooms, including painting, plumbing and electrical work, installing new floors and countertops, updating mirrors and light fixtures and new decorations.
- Completed lounge remodeling, including painting, updating and adding new furniture and decorations. Lobby was also painted and updated with new furniture and décor and three main activity rooms were painted.
- Completed Memory/Donation Wall lobby display.
- Completed ramp, railing and stair projects necessary due to extensive dry rot and added additional automatic door.
- Continued to improve the building by upgrading office furniture to a more modern and efficient style. All offices were painted before installation of the new furniture and installed new roller blades for office windows.
- Continued to recruit younger seniors by increasing offerings geared toward this group, including active trips and physical fitness classes.
- Installed four extra inside cameras to augment existing outside cameras; office staff members now have a “Panic Pendant” in their desk and work areas.

2015-2017 GOALS AND OBJECTIVES

- Continue to develop and expand “Let’s Be Informed” program series which offers interesting and informative workshops and seminars of interest to seniors. (FY 2015-16).
- Continue to develop and expand trip program from gambling trips to interesting day trips to extended trips, with special emphasis on offering more active trips to attract new group of travelers. (FY 2015-17)
- Continue to recruit younger seniors by increasing offerings geared toward this group, including special interest and physical fitness classes. (FY 2015-17)
- Implement Senior Center Van transportation program in Fall 2015.

LARGEST PARKS OVERVIEW

Rankin Park – The City's best known and largest park (42 acres). At the entranceway is a brand new, ADA accessible swimming complex with two pools that cost approximately $6M in Measure H funding to complete. The Lap Pool includes a diving tank and eight lanes for lap swimming. The Recreational Pool has a teaching area with a play and spray structure. In the summer of 2011, the park and Tavan Ball Field began a $2M renovation with Measure H Funding. New picnic facilities, bathrooms, playgrounds, and pathways were built, and significant grading and sculpted retaining walls were installed to conform the site to ADA accessible grades. The park is only a few minutes' walk from the downtown area and is accessible from the west end of Buckley Street.

Waterfront Park – This scenic 31-acre park is located just north of downtown and the railroad tracks, adjacent to the Martinez Regional Shoreline and the marina, which makes the entire waterfront area a unique recreational attraction. This is the next major park rehabilitation project priority. Work will include softball fields, ballfield lighting, concession and restroom replacements, turf, playground surfacing, group and individual picnic areas. Additional notable features of Waterfront Park include a soccer field, bocce ball courts, and the Skate Park. Extensive picnic areas with tables and grills, water fountains, restrooms, a children's play area, large turf meadows, and horseshoe pits add to the family-friendly locale. The companion Martinez Regional Shoreline Park has two tot lots, green meadows, and a variety of jogging and nature study trails that weave in and around the waterfront. Waterfront Park is accessible from North Court Street via Ferry Street.

Hidden Lakes Park – This park, one of the newest in the City's system, provides 24 acres of modern facilities including softball and multi-purpose fields, a concession stand, and tot lots. The playground equipment at this park was recently upgraded thanks to over $500K in Measure H funding. The park is set among the scenic oak lined hills and lakes of the Hidden Lakes Open Space. Various trails cross and interconnect this park with the Open Space and Hidden Valley Park. The entrance to this park is located at the section of two arterial streets, Morello Avenue from the northwest and south, and Chilpancingo Parkway from the east.

Hidden Valley Park – This park recently underwent a $3M Measure H renovation that included new picnic areas, ADA access, restrooms, walking circuit with active exercise stations, refurbished baseball/softball fields and a level grass play area. The park abounds with 17 acres of turf, with the wooded hillside offering a panoramic view of Mount Diablo. Immediately to the south are the hills and lakes of the Hidden Lakes Open Space. The softball fields are located on property leased by the City from the school district. Park users also have access to the school's basketball courts. The park is centrally located and easily accessible from Center Avenue and Glacier Drive to the north and Beechwood Drive to the west.

Golden Hills Park – This 10-acre park is located in the Virginia Hills area of Martinez. The children's play areas are of contemporary design with slides, swings, and other climbing and play apparatus. In addition to large areas of lawn and open space, the park features covered picnic areas, a community meeting facility with restrooms, two lighted tennis courts, and a half-court basketball area. The park is easily accessible from Eagle Nest Drive and Condor Drive to the north and Reliez Valley Road to the west.

COMMUNITY & ECONOMIC DEVELOPMENT EXPENDITURES

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Community Development								
01	701	COMMUNITY DEVELOPMENT ADMIN						
		Labor						
		Operating	3,736	2,350	2,100	*(250)*	2,100	
		Direct & Indirect Costs						
		TOTAL COMMUNITY DEVELOPMENT ADM	3,736	2,350	2,100	*(250)*	2,100	
01	702	ECONOMIC DEVELOPMENT						
		Labor	91,043	167,376	52,654	*(114,722)*	5,321	*(47,333)*
		Operating	144,007	123,610	114,299	*(9,311)*	114,522	*224*
		Direct & Indirect Costs	2,653	4,531	5,089	*558*	5,110	*21*
		TOTAL ECONOMIC DEVELOPMENT	237,703	295,517	172,043	*(123,474)*	124,954	*(47,089)*
01	703	PLANNING						
		Labor	321,889	373,199	398,574	*25,375*	397,508	*(1,066)*
		Operating	100,119	64,954	59,389	*(5,565)*	61,129	*1,740*
		Direct & Indirect Costs	8,326	6,826	7,668	*842*	7,699	*31*
		TOTAL PLANNING	430,335	444,979	465,631	*20,652*	466,336	*705*
01	704	ENGINEERING						
		Labor	668,432	655,246	661,286	*6,040*	660,320	*(965)*
		Operating	(198,589)	(221,086)	(225,296)	*(4,210)*	(223,553)	*1,744*
		Direct & Indirect Costs	(123,684)	(137,985)	(130,346)	*7,639*	(131,610)	*(1,263)*
		TOTAL ENGINEERING	346,159	296,175	305,643	*9,468*	305,158	*(485)*
01	801	COMMUNITY SERVICES ADMIN						
		Labor	283,919	283,646	295,728	*12,082*	294,116	*(1,612)*
		Operating	52,849	63,601	70,847	*7,246*	73,189	*2,342*
		Direct & Indirect Costs	30,579	25,071	28,161	*3,090*	28,275	*114*
		TOTAL COMMUNITY SERVICES ADMIN	367,347	372,318	394,736	*22,418*	395,579	*843*

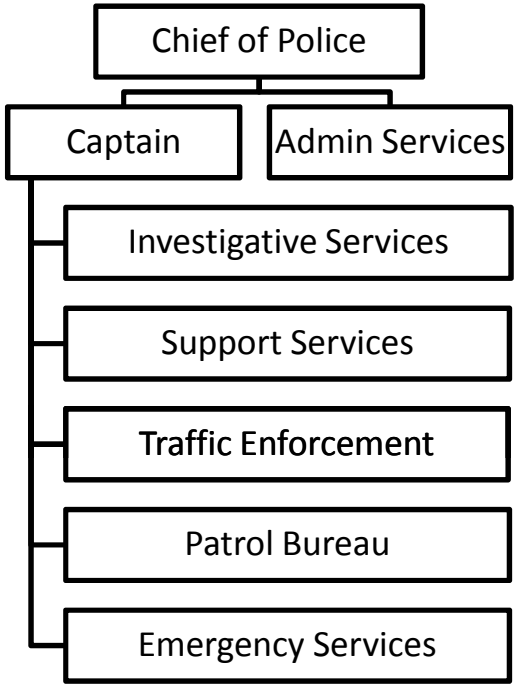
Budget for Fiscal Years 2015-16 and 2016-17

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
01	802	CULTURAL AND ARTS						
		Operating	96,734	65,123	59,969	*(5,154)*	59,969	
		Direct & Indirect Costs						
		TOTAL CULTURAL AND ARTS	96,734	65,123	59,969	*(5,154)*	59,969	
01	803	GENERAL RECREATION						
		Labor	31,161	26,114	32,035	*5,921*	31,536	*(499)*
		Operating	13,254	15,562	13,266	*(2,296)*	13,328	*62*
		Direct & Indirect Costs						
		TOTAL GENERAL RECREATION	44,415	41,676	45,301	*3,625*	44,864	*(437)*
01	804	MUNICIPAL SWIMMING POOL						
		Labor	117,106	118,790	136,147	*17,357*	134,028	*(2,119)*
		Operating	122,820	165,146	158,997	*(6,149)*	159,310	*313*
		Direct & Indirect Costs						
		TOTAL MUNICIPAL SWIMMING POOL	239,926	283,936	295,144	*11,208*	293,339	*(1,806)*
01	805	AMPHITHEATER						
		Labor						
		Operating	69,919	16,130	9,037	*(7,093)*	9,053	*16*
		Direct & Indirect Costs						
		TOTAL AMPHITHEATER	69,919	16,130	9,037	*(7,093)*	9,053	*16*
01	806	DAY CARE						
		Labor						
		Operating	88,746	12,688	1,197	*(11,491)*	1,201	*3*
		Direct & Indirect Costs						
		TOTAL DAY CARE	88,746	12,688	1,197	*(11,491)*	1,201	*3*
01	808	SPORTS PROGRAMS						
		Labor	22,139	19,311	28,602	*9,291*	28,157	*(445)*
		Operating	29,530	34,299	34,476	*177*	34,531	*55*
		Direct & Indirect Costs						
		TOTAL SPORTS PROGRAMS	51,668	53,610	63,078	*9,468*	62,688	*(390)*

Budget for Fiscal Years 2015-16 and 2016-17

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
01	809	SENIOR CITIZEN PROGRAMS						
		Labor	233,974	239,220	241,594	*2,374*	239,867	*(1,727)*
		Operating	107,355	69,305	108,746	*39,441*	110,106	*1,361*
		Direct & Indirect Costs						
		TOTAL SENIOR CITIZEN PROGRAMS	341,329	308,525	350,340	*41,815*	349,973	*(367)*
01	809.1	ALZHEIMER RESPITE						
		Labor	9,776	9,271	10,068	*797*	9,911	*(157)*
		Operating	554	2,460	2,382	*(78)*	2,402	*19*
		TOTAL ALZEIMER RESPITE	10,330	11,731	12,450	*719*	12,313	*(137)*
		TOTAL COMMUNITY DEVELOPMENT	**$ 2,328,347**	**$ 2,204,758**	**$ 2,176,669**	***$ (28,089)***	**$ 2,127,526**	***$ (49,143)***

Police Department



Police Department

Administrative Services
- Department Polices and Programs
- Budgeting and Contracts

Investigative Services
- Criminal Case Investigations
- Juvenile Diversion Program

Support Services
- Police Dispatching Services
- Records Management
- Public Counter Service

Traffic Enforcement
- Parking/Moving Violations Enforcement
- Traffic Safety Program Promotion
- Traffic Accident Investigation

Patrol Bureau
- 24-hour Uniformed Patrol Services
- Community Oriented Policing
- Reserve and Cadet Porgrams

Emergency Services
- Emergency Planning and Response
- Emergency Operations Center

The Police Department is charged with maintaining the Public Safety of the City's citizens and its visitors. In addition to its administrative functions, the Department consists of Field Services, Investigative Services, Support Services, Traffic Enforcement, and Emergency Services. The functions of Code Enforcement are in the process of transitioning from Public Works to the Police Department.

DEPARTMENT BUDGETED STAFF

Budgeted Positions	2013-14	2014-15	2015-16	2016-17
Police Chief	1.0	1.0	1.0	1.0
Police Captain	1.0	1.0	1.0	1.0
Police Lieutenant	2.0	2.0	2.0	2.0
Police Sergeant	5.0	5.0	5.0	5.0
Police Officer	28.0	28.0	28.0	28.0
Administrative Secretary	1.0	1.0	1.0	1.0
Dispatch Supervisor	1.0	1.0	1.0	1.0
Police Dispatcher	7.0	7.0	7.0	7.0
Records Supervisor	1.0	1.0	1.0	1.0
Police Assistant	3.0	3.0	3.0	3.0
Records Clerk	2.0	2.0	2.0	2.0
	52.0	52.0	52.0	52.0

ADMINISTRATIVE SERVICES

The mission is to deliver a high level of community interaction, providing professional law enforcement and public safety services in a fair, compassionate, and proactive manner, and to maintain a high City quality of life and safety for residents, businesses and visitors.

2013-15 ACCOMPLISHMENTS

- Conducted employee survey in FY 2013-14 to identify non-traditional talents and abilities to advance and promote the Department mission.
- Enhanced public interaction through creation of a Department Facebook page, Twitter account, and Tip411 resource in 2014.
- Entered into partnership with Contra Costa Regional Medical Center to have incident and call data for homeless and mentally ill population studied with intent to identify long term care options provided by County Health Services.
- Hired two (2) dispatchers and a full time Records Clerk bringing Department to full staffing for these classifications in 2014.
- Implemented multi-agency regional SWAT team in FY 2013-14 with San Ramon and Walnut Creek Police departments allowing all agencies to maximize resources and reduce expenditures approximately $35,000.
- Installed a six (6) camera public safety system to support safety at Rankin Park in FY 2013-14.
- Promoted three (3) officers to the rank of Sergeant and hired four (4) full time officers.
- Replaced antiquated Dispatch telephone system with modern system capable of receiving “Text to 911” service requests in 2015.
- Transitioned to East Bay Regional Communication System Authority (EBRCSA) allowing department to operate P-25 radio system in FY 2013-14.

2015-2017 KEY OBJECTIVES

- Continue community and professional partnerships with mental health consumers and practitioners and participate in the development of mental health response model that can be adapted by MPD and County Health Services. (FY 2015-17)
- Continue succession planning for all levels of the Department throughout budget cycle.
- Complete Team Building Workshop with management staff to identify and clarify department goals and objectives (June 2016).
- Develop Citizens Police Academy that provides insight into the Law Enforcement profession (July 2015).
- Institute employee development program that enhances short and long term opportunities for all employees (June 2016).

INVESTIGATIVE SERVICES

Investigative Services is responsible for major criminal investigations. The Bureau has expanded its investigations into computer crimes and identity theft and increased attention on sales of illegal substances to minors, such as alcohol, drugs, etc.

2013-15 ACCOMPLISHMENTS

- Entered into agreement with U.S. Department of Homeland Security Investigations to cross designate detectives as federal agents and better streamline human trafficking and internet crimes against children and therefore afford federal resources to the Department during such investigations.
- Implemented previously developed Department model for processing and storing evidence related to marijuana grow operations.
- Increased 2014 bureau staffing to regain fully staffed investigation bureau consisting of 4 detectives and one detective sergeant.
- Participated in and took lead liaison role for Contra Costa Region Internet Crimes Against Children (ICAC) and other high technology investigations through forensics analysis. This lead role was held for one year and has now transitioned to the Contra Costa County District Attorney's Office (CCCDA).
- Partnered with Pleasant Hill Police Department to access upgrades to Cellibrite investigations mobile forensics system.
- Reduced overtime $57,000 in FY 2013-14 by shifting detectives to patrol on minimal (18 hours/week) basis.

2015-2017 KEY OBJECTIVES

- Continue enforcement operations with regard to furnishing of alcoholic beverages to minors, as well as other Alcoholic Beverage Control and illegal substance investigations. (FY 2015-17)
- Create investigative supervisor operations group with allied agencies to enhance case investigations efficiency. (FY 2015-16)
- Develop cold case protocol with CCCDA's office. (FY 2015-16)
- Develop hybrid detective position responsible for tracking per AB 109, mental health follow-up, homeless outreach and Public Code 290 registrants. (FY 2016-17)
- Develop protocol and training plan for interdiction and enforcement operations with Amtrak Police Department. (FY 2015-16)
- Develop tracking mechanism for case investigations logged with the CCCDA's office to ensure timely prosecution. (FY 2015-16)
- Migrate sex registrant coordination from Records Division to Investigative Services for better tracking and active investigation case management. (FY 2015-16)
- Migrate unofficial group of former detectives available for major case investigations to formalized group capable of assisting in major case investigations and provide relevant refresher training on a quarterly basis. (FY 2015-16)

- Provide in house training covering crime scene processing for homicides and other major crimes. (FY 2015-16)
- Update high tech equipment by continuing partnerships with other agencies and taking advantage of technology grants specific to regional investigative groups (Homeland Security, ICAC, etc.). (FY 2015-17)

SUPPORT SERVICES

Support Services consists of the Records Bureau and Dispatch Bureau. Dispatchers are responsible for police dispatching and records personnel are responsible for report transcription, records control and confidentiality issues involving police reports. The Records Bureau also staffs the front counter and has direct contact with the general public.

2013-15 ACCOMPLISHMENTS

- Completed scanning of all cases prior to 2005, with implementation of a new case management system.
- Created 28,800 incidents in Dispatch FY 2013-14 compared to trend of 30,200 in FY 2014-15.
- Graduated one dispatcher through the communications training program.
- Hired one records clerk and one police cadet.
- Implemented use of dictation software department-wide to lessen impact of dictation duties on Records Bureau.
- Integrated Volunteers in Police Services (VIPS) into key Support Services functions.
- Processed 14,431 “911” calls in Dispatch FY 2013-14 compared to trend of 13,100 in FY 2014-15.
- Upgraded 911 telephone system to be capable of receiving “Text to 911.”

2015-2017 KEY OBJECTIVES

- Cross train available staff from Records in Dispatch. (FY 2015-16)
- Increase total number of Volunteers in Police Service (VIPS) from 3 to 5 in FY 2015-16 and 7 in FY 2016-17.
- Send two dispatchers to Advanced Dispatch course highlighting mental illness and active shooter response. (FY 2015-17)
- Reduce average dispatch time for priority 1 calls to 2 minutes (currently at 2 min 20 seconds). (FY 2015-16)
- Reduce average dispatch time for priority 2 calls to 5 minutes (currently at 5 min 52 seconds). (FY 2015-16)
- Reduce overtime by $20,000 in Dispatch in FY 2015-16 and additional $25,000 in FY 2016-17.

TRAFFIC ENFORCEMENT

Traffic enforcement activities are patrol bureau functions. Police personnel are responsible for enforcement of California Vehicle Code violations and parking violations. The Bureau is responsible for vehicle abatement on both public and private property, and numerous Community Oriented Policing projects involving traffic. This unit was staffed with three police assistants during the previous budget cycle. The traffic enforcement functions were previously performed by police officers working in the Patrol Bureau.

2013-15 ACCOMPLISHMENTS

- Awarded $21,515 Office of Traffic Safety grant for DUI checkpoint in FY 2013-14.
- Conducted two DUI checkpoints resulting in roughly a thousand motorists being contacted and participated in 8 saturation patrol events hosted by the "AVOID the 25" program.
- Developed calendar system to allow efficient scheduling of radar trailers for deployment in problem traffic areas.
- Entered into 3-agency traffic safety partnership and major accident investigation team with the San Ramon and Walnut Creek Police departments to develop accident investigation expertise and provide additional enforcement.
- Increased number of citations written by 37% in FY 2013-14 compared to FY 2012-13.

2015-2017 KEY OBJECTIVES

- Continue participation in the "AVOID the 25" program for DUI awareness and enforcement.
- Continue participation in regional traffic team and provide training to assigned accident investigators including major traffic collision investigations and accident reconstruction.
- Increase the number of citations written (including parking cites) from 22,320 in FY 2013-15 to 24,550 in FY 2015-17.
- Participate in Safe Driver initiatives sponsored by Office of Traffic Safety (OTS) such as "Click It or Ticket" days.
- Reduce DUI traffic collisions from 52 in FY 2013-15 to 45 or less in FY 2015-17.

PATROL BUREAU

The Patrol Bureau is part of the Operations and Services Division and is responsible for all uniformed patrol. Police officers respond to calls 24 hours a day. Police officers are also responsible, in part, for working on issues that impact their Neighborhood Policing Area (NPA). This might include neighborhood watch, meetings, group discussions, foot patrol, park, and bicycle patrols. The NPA approach seeks to expand partnerships with individuals, businesses and the community as a whole.

2013-15 ACCOMPLISHMENTS

- Completed migration from shotguns to patrol rifles after purchasing 8 patrol rifles.
- Conducted 31 NPA meetings in FY13-14 and 26 in FY 2014-15.
- Conducted active shooter training at Martinez Junior High with school staff.
- Graduated 3 new police officers through the department's Field Training Program.
- Participated in National Night Out in FY 2013-14 and FY 2014-15.
- Partnered with the Contra Costa County Sheriff's Office (CCCSO) for coordinated response in border areas outside City.
- Patrol command staff and line officers attended meetings with mental health consumers and practitioners (Dream Day Summit) to develop more efficient approach in dealing with mentally ill calls.
- Provided 32 hour training class for 30% of patrol staff on responding to calls involving mentally ill (Crisis Intervention Training).

2015-2017 KEY OBJECTIVES

- Complete training for at least 50% of the patrol staff on Crisis Intervention Training for first responders. (FY 2015-17)
- Conduct Active Shooter training at Contra Costa Regional Medical Center involving hospital and Sheriff Department staff. (FY 2015-17)
- Continue conducting at least one NPA meeting in each of the 24 areas, as well as attending standing NPA meetings in areas with more community interest and established neighborhood watch groups. (FY 2015-17)
- Continue to participate in National Night Out. (FY 2015-17)
- Hire 4 new officers. (FY 2015-17)

EMERGENCY SERVICES

Emergency Services is responsible for citywide emergency preparedness and emergency services response. This includes training of City employees and providing information to the general public. In an actual emergency, the Police Department has the responsibility of taking the lead in all citywide emergency services and coordinating with other agencies such as County Fire and the County Sheriff's Office.

2013-15 ACCOMPLISHMENTS

- Completed three (3) Emergency Operation Center training sessions involving all staff who will be assigned to the EOC, including one tabletop exercise.
- Continued support of Martinez Community Emergency Response Team (CERT). 150 new members completed CERT training courses and 197 Disaster Service workers were sworn in during the past two years.
- Updated Emergency Operations Center as well as resources available to each assigned section.

2015-2017 KEY OBJECTIVES

- Continue to develop working skills of City employees assigned to the EOC through semi-annual training sessions. (FY 2015-2017)
- Continue to support CERT program. (FY 2015-17)
- Review Emergency Operations Plan and update as needed. (FY 2015-17)
- Upgrade EOC using most beneficial technological advancements available. (FY 2015-2017)

POLICE DEPARTMENT EXPENDITURES

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Police Services						
01 601 POLICE ADMINISTATION						
Labor	577,271	459,457	407,284	*(52,173)*	413,842	*6,558*
Operating	931,789	759,961	751,508	*(8,453)*	755,520	*4,012*
Capital						
Direct & Indirect Costs	154,274	126,487	142,080	*15,593*	142,653	*573*
TOTAL POLICE ADMINISTRATION	1,663,334	1,345,905	1,300,872	*(45,033)*	1,312,014	*11,142*
01 602 INVESTIGATIVE SERVICES						
Labor	1,211,884	1,190,233	998,195	*(192,038)*	1,000,239	*2,044*
Operating	87,197	78,120	91,046	*12,926*	101,470	*10,424*
Direct & Indirect Costs						
TOTAL INVESTIGATIVE SERVICES	1,299,081	1,268,353	1,089,241	*(179,112)*	1,101,709	*12,468*
01 603 SUPPORT SERVICES						
Labor	1,170,806	1,305,947	1,329,973	*24,026*	1,366,587	*36,613*
Operating	141,580	175,805	203,091	*27,286*	274,216	*71,125*
Capital						
Direct & Indirect Costs	(17,561)	(17,813)	(17,826)	*(13)*	(18,631)	*(805)*
TOTAL SUPPORT SERVICES	1,294,825	1,463,939	1,515,238	*51,299*	1,622,171	*106,933*
01 604 TRAFFIC ENFORCEMENT						
Labor	208,925	203,145	167,083	*(36,062)*	173,285	*6,202*
Operating	(7,010)	(30,235)	(35,685)	*(5,450)*	(38,141)	*(2,456)*
Direct & Indirect Costs						
TOTAL TRAFFIC ENFORCEMENT	201,915	172,910	131,398	*(41,512)*	135,144	*3,746*

Budget for Fiscal Years 2015-16 and 2016-17

		2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
01 605	PATROL BUREAU						
	Labor	4,920,129	5,223,645	5,834,407	*610,762*	6,034,994	*200,587*
	Operating	514,813	572,174	531,087	*(41,087)*	562,597	*31,510*
	Capital						
	Direct & Indirect Costs	(58,273)	(59,774)	(50,972)	*8,802*	(51,867)	*(895)*
	TOTAL PATROL BUREAU	5,376,669	5,736,045	6,314,522	*578,477*	6,545,724	*231,202*
01 607	EMERGENCY SERVICES						
	Labor						
	Operating	12,467	24,250	15,750	*(8,500)*	15,750	
	TOTAL EMERGENCY SERVICES	12,467	24,250	15,750	*(8,500)*	15,750	
	TOTAL POLICE SERVICES FUNCTION	**$ 9,848,291**	**$ 10,011,402**	**$ 10,367,020**	***$ 355,618***	**$ 10,732,512**	***$ 365,492***

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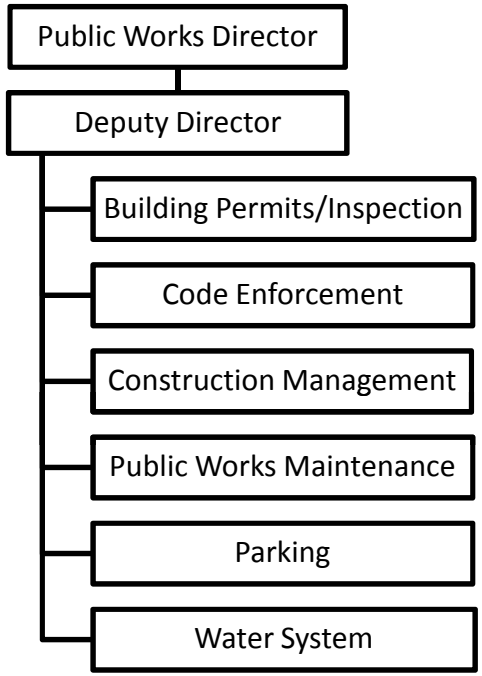
Public Works Department



Public Works Department

Building Permits/Inspection
- Plan Review
- Permit Issuance
- Inspections
- Erosion Control Monitoring
- Stormwater Pollution Prevention Plans
- Record Retention

Code Enforcement
- Complaint Investigation
- Municipal Code Enforcement
- Violation Abatement

Construction Management
- City Construction Management
- Construction Schedule Maintenance
- Change Order Negotiation
- Progress Payments

The Public Works Department is charged with managing a variety of areas including Building Permits and Inspection; Code Enforcement; Construction Management; Parks, Streets, and Water System Maintenance; Fleet Management; Water System Treatment; Water System Distribution; Water Quality and Availability; Water Inspection and Security; and Parking Meter Collections programs. The functions of Code Enforcement are in the process of transitioning to the Police Department.

DEPARTMENT BUDGETED STAFF

Budgeted Positions	2013-14	2014-15	2015-16	2016-17
Public Works Director	1.0	1.0	1.0	1.0
Deputy Public Works Director	1.0	1.0	1.0	1.0
Sr. Construction Inspector	1.0	1.0	1.0	1.0
Building Inspector II	2.0	2.0	2.0	2.0
Permit Technician II	1.0	1.0	1.0	1.0
	6.0	6.0	6.0	6.0

(Staffing summary continued on next page)

Public Works Department

Public Works
- Maintenance
- Fleet Management
- Water Quality and Availability*
- Water System Treatment*
- Water Inspection and Security*
- Water System Maintenance*
- Water System Distribution*
- Parking Meter Collections*

*see Enterprise Funds for details

(Continued from previous page)

DEPARTMENT BUDGETED STAFF

Budgeted Positions	2013-14	2014-15	2015-16	2016-17
Public Works Superintendent	1.0	1.0	1.0	1.0
Maintenance Supervisor	1.0	1.0	1.0	1.0
Maintenance Lead Worker	2.0	1.0	1.0	1.0
Maintenance Worker	5.0	6.0	6.0	6.0
Equipment Mechanic**	2.0	2.0	2.0	2.0
Account Technician II	1.0	1.0	1.0	1.0
Senior Custodian	1.0	1.0	1.0	1.0
Park Supervisor	1.0	1.0	1.0	1.0
Park Lead Caretaker	3.0	3.0	3.0	3.0
Park Caretaker***	7.0	7.0	7.0	7.0
	24.0	24.0	24.0	24.0
Totals from previous page	6.0	6.0	6.0	6.0
Department totals	30.0	30.0	30.0	30.0

**funded by Internal Service Fund
***includes one position funded by NPDES

BUILDING PERMITS/INSPECTION

Inspection staff coordinates and monitors review, plan checking, City approval, permit issuance, inspection, code compliance, and acceptance processes for all building construction activities. Staff assists the public at the service counter and helps design professionals with project submittals. Inspection activities include utility and encroachment permits, engineering grading, and site development. Staff assists with National Pollution Discharge Elimination System (NPDES) program issues such as erosion control and stormwater pollution prevention plans. Additionally, staff provides construction management and inspection services for capital improvement projects including contract management, budget administration, work scheduling, payroll certification, change order processing, and resolution of design issues.

2013-2015 ACCOMPLISHMENTS

- Conducted public hearings for adoption of 2013 California Building Codes and trained staff on the new standards.
- Coordinated scanning building permit documents to Laserfiche for finalized project building permits.
- Implemented “Sun Shot Solar” residential solar permit stream lining process.
- Issued 2,500 permits for residential construction, renovation or remodel of buildings and structures.
- Issued 170 permits for Commercial construction, renovation or remodel of buildings and structures.

2015-2017 KEY OBJECTIVES

- Conduct Certified Access Specialist training for building and construction inspectors.
- Continue inspection of NPDES requirements for new construction.
- Continue to work closely with Code Enforcement to abate problem properties.
- Work with downtown property owners to comply with Unreinforced Masonry Retrofits.

CODE ENFORCEMENT

The Code Enforcement program investigates land use, zoning, municipal code and other health and safety complaints. Staff works with property owners to correct violations, which improves property values and the environment. Due to budget cuts, code enforcement staff was reduced to one part time/half time employee.

2013-2015 ACCOMPLISHMENTS

- Assisted Neighborhood Police Officers in long-term neighborhood disputes in multiple locations within City.
- Initiated over 690 contacts in 2014 and 600 contacts in 2015 resulting in 6 “red tagged” structures.
- Restructured the reporting for Code Enforcement from the Building Department to the Police Department.
- Worked with Police Assistants to successfully abate two vehicles from chronic problem area.

2015-2017 KEY OBJECTIVES

- Continue to expand use of receivership program when appropriate.
- Establish equivalent of one full-time employee Code Enforcement position by 2016.
- Properly staff Code Enforcement functions to maintain acceptable level of timely response to citizens’ complaints. (FY 2015-16)
- Work with Administration and Planning to establish guidelines for political signs. (FY 2015-16)

CONSTRUCTION MANAGEMENT

This program area manages all City construction projects to ensure compliance with plans and specifications. Staff works with contractors, designers, and other agencies to keep projects on schedule and within budget. Key functions include assisting the design group with construction document preparation and monitoring the contract bidding and awarding process. This group also represents the City in disputes, responds to requests for information, and negotiates change orders encountered during construction.

2013-2015 ACCOMPLISHMENTS

- Continued to manage, inspect, and ensure timely completion and effective cost control on all Measure H projects including Hidden Valley, Cappy Ricks, and Nancy Boyd parks.
- Continued to provide staff training on new storm water regulations.
- Managed and inspected all projects associated with the approved Water Treatment Plant Master Plan including the Chemical Containment Project; replacement of 1,300 feet of raw water pipeline; and construction of the new Harborview Reservoir and Pipeline Project.
- Managed and inspected several CIP projects including Pacheco Transportation Hub, Amtrak Parking Lot, and Arnold Drive resurfacing project.

2015-2017 KEY OBJECTIVES

- Inspect and manage current and upcoming capital improvement projects, including $2 million Water Plant Electrical Upgrade; Water Plant Seismic Project; Alhambra Creek bridge/overcrossing; Intermodal Station elevator tower; Susana Street Park and Mountain View Park renovations; Waterfront Park renovations; Hidden Lakes Soccer field improvements; Water Main replacements and various paving projects.
- Provide continuous training to staff on evolving NPDES and Americans with Disabilities Act (ADA) regulations.

PUBLIC WORKS MAINTENANCE

Public Works Maintenance is responsible for the City's maintenance, fleet management, water system treatment, and parking meter collection functions. It maintains 122 miles of City streets, 103 acres of developed park land, 230 acres of open space, 11 acres of medians, 200 miles of water lines, and 9,800 water meters. Public Works Maintenance staff also provide repair and janitorial services for all City buildings, install new water mains and services, read and service water meters, repair water leaks, and maintain 110 pieces of large and small equipment, including replacement, routine servicing and repairs. The City's Water System and Parking Services are enterprise funds separate from the General Fund and are described in detail in the Enterprise Funds section.

2013-2015 ACCOMPLISHMENTS:

- Completed over 15,000 square feet of paving repair and replacements utilizing franchised hauler Community Impact Payment.
- Established irrigation system and replanted landscaping within Morello Avenue medians at Highway 4.
- Hired seasonal maintenance worker dedicated to Amtrak station custodial and minor building maintenance support.
- Installed communication equipment systems in all police marked and unmarked units.
- Maintained renovated Measure H parks projects.
- Replaced 220 lineal feet of curb and gutter.
- Replaced over 30 water services with durable and cost-effective copper line; rebuilt 20 fire hydrants utilizing existing parts to save over $1,500 per hydrant; and replaced over 15 6" – 12" distribution service valves throughout the Water System.
- Upgraded electrical service at Corporation Yard, remodeled kitchen and lunch/meeting room, and added facility security fencing.
- Worked with Engineering to finalize contract Water System main and valve replacement project.
- Worked with Engineering to inspect and maintain over 50 full trash capture devices.

2015-2017 KEY OBJECTIVES:

- Continue service line replacements, fire hydrant rebuilds, and valve exercising. (FY 2015-17)
- Continue to implement Injury and Illness Prevention Plan (IIPP) to help minimize the risk of staff injuries. (FY 2015-17)
- Continue to inspect, notice, grind and help property owners with maintenance/replacement of dangerous sidewalks. (FY 2015-17)
- Continue to work on the brick and sidewalk issues in the downtown area. (FY 2015-17)
- Create separate Parks crews by geographic proximity (e.g. North/South). (FY 2015-16)
- Install first shade structure with table at marina pathway. (FY 2015-16)

- Repave Parking Lot 4, remove old meter poles, install two pay stations, and expand parking stalls to add revenue. (FY 2015-16)
- Work with Engineering to upgrade Amtrak parking lot lighting with LED fixtures to reduce maintenance costs, save energy, and provide optimum security for Amtrak passengers. (FY 2015-16)

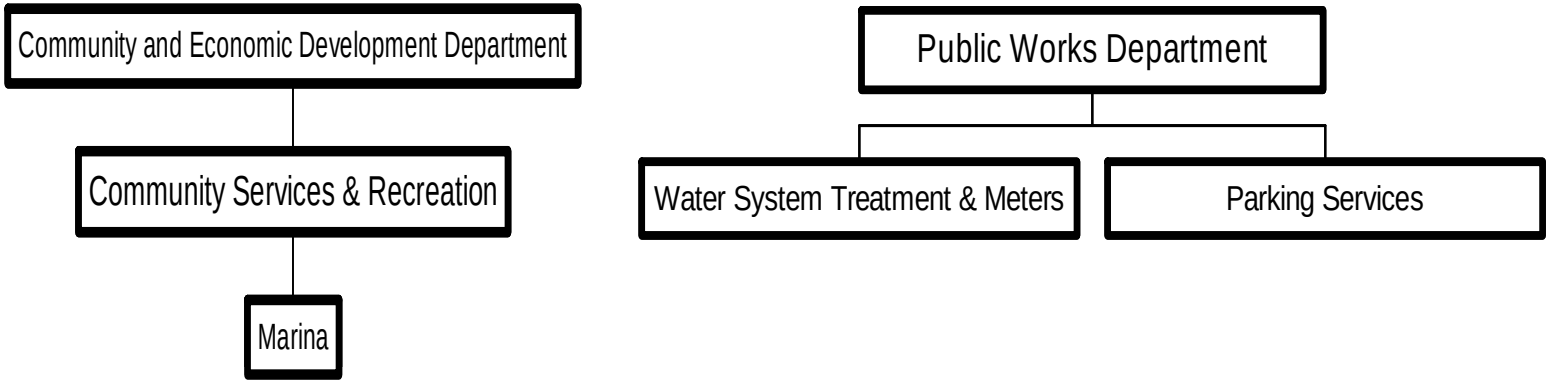
PUBLIC WORKS DEPARTMENT EXPENDITURES

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Public Works Department						
01 502 INSPECTION						
Labor	902,417	939,374	927,819	*(11,555)*	929,469	*1,651*
Operating	(134,491)	(46,751)	(92,698)	*(45,947)*	(93,104)	*(405)*
Direct & Indirect Costs	(51,054)	(119,240)	(93,547)	*25,693*	(94,053)	*(506)*
TOTAL INSPECTION	716,872	773,383	741,573	*(31,810)*	742,313	*740*
01 503 CODE ENFORCEMENT						
Labor			87,266	*87,266*	85,908	*(1,358)*
Operating		14,685	7,100	*(7,585)*	7,269	*169*
Direct & Indirect Costs						
TOTAL CODE ENFORCEMENT		14,685	94,366	*79,681*	93,177	*(1,189)*
01 710 TRAFFIC CONTROL MAINTENANCE						
Operating	139,944	151,285	150,720	*(565)*	150,720	
Direct & Indirect Costs						
TOTAL TRAFFIC CONTROL MAINT.	139,944	151,285	150,720	*(565)*	150,720	
01 712 STREET LIGHTING						
Operating	326,139	325,000	334,960	*9,960*	334,960	
Direct & Indirect Costs	11,034	10,531	19,708	*9,177*	19,966	*258*
TOTAL STREET LIGHTING	337,173	335,531	354,668	*19,137*	354,926	*258*
01 720 PARKS GROUNDS MAINTENANCE						
Labor	957,405	1,040,593	1,066,285	*25,692*	1,074,947	*8,662*
Operating	469,951	523,734	516,180	*(7,554)*	513,535	*(2,645)*
Capital						
Direct & Indirect Costs	(97,036)	(74,538)	(65,279)	*9,259*	(68,998)	*(3,719)*
TOTAL PARK GROUNDS MAINT.	1,330,320	1,489,789	1,517,186	*27,397*	1,519,485	*2,298*

Budgets for Fiscal Years 2015-2016 and 2016-2017

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
01	723	CEMETERY MAINTENANCE						
		Operating	3,312	3,450	3,250	*(200)*	3,250	
		Direct & Indirect Costs						
		TOTAL CEMETERY MAINTENANCE	3,312	3,450	3,250	*(200)*	3,250	
01	724	OPEN SPACE MAINTENANCE						
		Operating	77,100	63,300	70,000	*6,700*	70,000	
		Direct & Indirect Costs	103,660	79,538	70,279	*(9,259)*	73,998	*3,719*
		TOTAL OPEN SPACE MAINTENANCE	180,761	142,838	140,279	*(2,559)*	143,998	*3,719*
01	730	PUBLIC FACILITIES MAINTENANCE						
		Operating	170,350	151,362	126,642	*(24,720)*	127,263	*621*
		Direct & Indirect Costs	69,326	66,892	132,732	*65,840*	134,523	*1,790*
		TOTAL PUBLIC FACILITIES MAINT.	239,676	218,254	259,374	*41,120*	261,786	*2,411*
01	790	CITY HALL BUILDING MAINTENANCE						
		Labor	120,932	124,330	102,467	*(21,863)*	102,536	*69*
		Operating	287,213	198,796	258,922	*60,126*	260,421	*1,499*
		Direct & Indirect Costs	(408,145)	(323,126)	(361,389)	*(38,263)*	(362,956)	*(1,567)*
		TOTAL BUILDING MAINTENANCE						*0*
01	791	MAINTENANCE SERVICES						
		Labor	973,165	1,047,604	1,103,251	*55,647*	1,116,264	*13,012*
		Operating	(107,495)	(38,714)	(139,663)	*(100,949)*	(127,963)	*11,700*
		Direct & Indirect Costs	(195,696)	(193,196)	(251,654)	*(58,458)*	(255,352)	*(3,698)*
		TOTAL MAINTENANCE SERVICES	669,974	815,694	711,934	*(103,760)*	732,949	*21,015*
		TOTAL PUBLIC WORKS DEPARTMENT	**$ 3,618,030**	**$ 3,944,909**	**$ 3,973,351**	***$ 28,442***	**$ 4,002,602**	***$ 29,251***

Enterprise Funds



Enterprise Funds

Water System
- Water Quality and Availability
- Water System Treatment
- Water Inspection and Security
- Water System Maintenance
- Water System Distribution

Marina
- Site Improvements and Revitalization
- Lease Management
- Dredging and Breakwater

Parking Services
- Parking Meters
- Citations and Enforcement
- Meter Maintenance and Collection

The City's Enterprise Funds include the Water System, Marina, and Parking Services. Each is financed and operated in a manner similar to a private business enterprise. The intent is that the costs of providing goods or services to the general public on a continuing basis are to be financed or recovered primarily through user charges. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures.

WATER SYSTEM STAFFING

Water System Operations

Budgeted Positions	**2013-14**	**2014-15**	**2015-16**	**2016-17**
Water Superintendent	1.0	1.0	1.0	1.0
Assistant Water Superintendent	1.0	1.0	1.0	1.0
Maintenance Lead Worker	1.0	1.0	1.0	1.0
Senior Meter Service Worker	1.0	1.0	1.0	1.0
Meter Service Worker	3.0	3.0	3.0	3.0
Meter Repair Worker	1.0	1.0	1.0	1.0
Senior Instrument Technician	1.0	1.0	1.0	1.0
Water Operations Supervisor	1.0	1.0	1.0	1.0
Water Plant Operator	5.0	5.0	5.0	5.0
	15.0	15.0	15.0	15.0

(continued on next page)

Enterprise Funds

Water System
- Water Quality and Availability
- Water System Treatment
- Water Inspection and Security
- Water System Maintenance
- Water System Distribution

Marina
- Site Improvements and Revitalization
- Lease Management
- Dredging and Breakwater

Parking Services
- Parking Meters
- Citations and Enforcement
- Meter Maintenance and Collection

(Continued from previous page)

WATER SYSTEM STAFFING

Water System Maintenance

Budgeted Positions	**2013-14**	**2014-15**	**2015-16**	**2016-17**
Maintenance Supervisor*	1.0	1.0	1.0	1.0
Maintenance Lead Worker*	1.0	1.0	1.0	1.0
Maintenance Worker*	2.0	2.0	2.0	2.0
	4.0	4.0	4.0	4.0
Totals from previous page	15.0	15.0	15.0	15.0
Water System Totals	19.0	19.0	19.0	19.0

*positions managed by Public Works, but funded by Water System
**position managed by Public Works, but funded by Parking Fund

WATER SYSTEM

The Water System provides a reliable supply of high quality potable water in sufficient quantity to meet the needs of residents and businesses. The safety of the water and the health of the community are ensured through the use of advanced technology, proper water treatment, water quality analysis, treatment plant maintenance, backflow prevention, and distribution system maintenance and upgrades.

2013-2015 ACCOMPLISHMENTS

- Closed out the old chemical tanks per the County's Underground Storage tanks (UST) program in 2014.
- Completed construction of Chemical Containment at the Water Treatment Plant in February 2014; new tanks online.
- Completed new Programmable Logic Controller (PLC) for sludge press February 2015.
- Completed recruitment and hiring of vacant Superintendent position November 2013.
- Commenced work on Water Treatment Plant Electrical System Upgrade project in April 2015.
- Continued providing high quality water at affordable rates.
- Implemented annual maintenance program to clean, inspect and repair ozone contactors April 2014.
- Implemented pilot study for improved water quality and process control at the Water Treatment Plant May 2014.
- Implemented voluntary conservation program in July 2014
- Replaced filter waste gates on filters 5, 6 and 7 in March 2015.
- Upgraded the Water Treatment Plant Supervisory Control and Data Acquisition (SCADA) system in May 2014.

2015-2017 OBJECTIVES

- Commence seismic project which will include the 1967 filter building, backwash tank and clearwell. (FY 2015-16)
- Complete upgrades to clearwell for use with free chlorine to meet CT (contact time) during ozone system upgrade. (FY 2015-16)
- Install permanent Polymer tank to eliminate use of temporary tote tanks and allow money-saving bulk purchase. (FY 2015-16)
- Phase out anhydrous ammonia to switch to aqueous ammonia to reduce chemical hazards at the Water Plant. (FY 2015-16)
- Renew certification with Environmental Laboratory Accreditation Program (ELAP) February 2015 with audit. (FY 2015-16)
- Upgrade ozone generation equipment. (FY 2015-16)
- Upgrade security system at the Water Treatment Plant to include new cameras and gate pads for better security. (FY 2015-16)

MARINA

The marina provides recreational activities such as boating and walking along the trails throughout the Waterfront Park. The marina is a regional asset home to Sea Scouts programs, eleven oil spill response boats, and launch point for tour and charter fishing boats. Many non-motorized boaters also launch from the marina regularly. Current berthing capacity is 331 boat slips, but as of June 2015, 118 are actually berthed. The marina is managed by Almar Marina Management. This marina is operated through an enterprise fund in which all revenue goes back into the marina operation.

2013-2015 ACCOMPLISHMENTS

- Began discussions with the State regarding the renegotiation of outstanding loan payments in 2014.
- Completed Access Agreement with State Department of Water Resources for use of Fishing Pier to access metering station and obtained $2,585 electrical restoration reimbursement from State.
- Endorsed concept of the marina as part of the San Francisco Bay Water trail recognizing the benefits of non-motorized small boat recreation on the Bay as part of a regional trail network.
- Received final biological opinion approval from the United States Fish and Wildlife Service related to the U.S. Army Corps of Engineers (ACOE) permit for the 2012 dredge allowing City to move forward with mitigation requirements.
- Repaired fishing pier after a major fire damaged structure in August 2014.
- Replaced pier lights and installed new light fixtures at boat, ferry point, and Yacht Club parking lots.
- Worked with Senator Wolk's office to receive a grant of marina trust lands under Senate Bill (SB) 1424. The land grant allows the City to operate the land consistent with public trust doctrine in perpetuity.
- Upgraded electrical power and wiring on "A" Dock and guest dock.

2015-2017 OBJECTIVES

- Complete mitigation required as part of the dredge from 2012 for impacts to the Salt Harvest Marsh Mouse including spraying invasive weed species on approximately 4 acres of land in the regional shoreline park. (FY 2015-17)
- Complete process of identifying the marina as a Designated Water Trail site as part of the Bay Area Water Trail. (FY 2016-17)
- Evaluate completing Phase 2 mitigation plan for the 2012 dredge to include an additional 8 acres of spraying of invasive weed species and removal of pickleweed from Pond 2 to satisfy mitigation requirements for next 20 years. (FY 2015-17)
- Renegotiate outstanding marina loans with State and initiate land use plan for the granted marina lands. (FY 2015-17)

PARKING SERVICES

Parking Services revenue is generated from parking meter collections. This program includes collecting parking meter revenues; depositing meter revenue, submitting deposit verifications; maintaining collection records; installing parking meters; repairing meter clock mechanisms; testing parking meter timing devices at the request of the Police Department or Municipal Court; and responding to general inquiries from the public regarding traffic signs, parking meters and parking ordinances. One full-time position is allocated to this Fund; however, certain code enforcement activities from the Police Department and maintenance activities from Public Works are also charged against this Fund.

2013-2015 ACCOMPLISHMENTS

- Coordinated with the State Court System to eliminate free juror parking.
- Implemented anti-fogging lens replacement program.
- Implemented fee adjustment to the 400 10-hour parking meters.
- Implemented preventative maintenance program.
- Installed 163 new credit card enabled meters.
- Launched “Downtown Parking” page on the City’s “Visitor” web link.

2015-2017 OBJECTIVES

- Initiate Downtown Parking Fee Study. (2015-16)
- Install 300 additional credit card enabled meters. (FY 2015-16)
- Replace pay stations in Parking Lot Nos. 3 and 7. (FY 2015-16)
- Replace single space meters with two pay stations as part of the Parking Lot 4 Rehabilitation Project. (2015-16)

ENTERPRISE FUNDS MAJOR CAPITAL IMPROVEMENT PROJECTS

The following is a list of major, non-routine capital projects scheduled for FY 2015-17.

MARINA

2012 MARINA DREDGE MITIGATION

This on-going project satisfies the Salt Marsh Harvest Mouse mitigation and monitoring requirements. The impacts were due to the marina dredge completed in the fall of 2012. The project includes a 3 year spraying program for invasive plant species and tree removal at the Martinez Regional Shoreline. The United States Fish and Wildlife Service finalized their mitigation requirements in the fall of 2014. The initial spraying program started in the spring of 2015. Spring and fall spraying in 2015, 2016 and 2017 is required, with monitoring reports at the end of each calendar year.

WATER SYSTEM

The City Council approved the Water System Master Plan Update in 2006 and the Water Treatment Plant (WTP) Master Plan in 2012. The Plans prioritized projects over three five-year increments. Water System Priority 1 and 2 projects (FY 2005-2015) have been funded and are in various stages of completion. A priority shift has occurred with the completion of the Water Treatment Plant Plan. Plant upgrades are needed to maintain and improvement the reliability of the Plant. The following is a list of projects.

WATER TREATMENT PLANT SEISMIC UPGRADE

Providing seismic upgrades to the WTP was identified as a high priority project in the WTP Master Plan. Due to increasing information and knowledge on buildings performance during earthquakes construction standards are continually evolving. The plant is comprised of two separate main buildings, a 1 million gallon clear well and various pipes, pumps and motors needing seismic upgrades. The first of two projects will reinforce all but the 1948 building. Should the 1948 building be damaged in an earthquake the plant can continue to supply the vast majority of the needed filter water to our customers. The clear well and 1967 building along with the piping, pumps and motors in them are vital in continuing to provide for our customers and will be upgraded first. Shutdowns of the WTP are necessary to complete the work. Planned shutdowns can only occur in low water demand months (December, January and February). Construction will begin in 2015 with completion anticipated in FY 2017-18.

HILLSIDE RESERVOIR ACCESS IMPROVEMENTS

This project consists of installing a grooved concrete driveway apron and approach at the entrance of Hillside Reservoir. The proposed all-weather concrete driveway will replace deteriorated asphalt and gravel in the very steep section of the access easement to the reservoir. (FY 2015-16)

CONTRA COSTA WATER DISTRICT (CCWD) INTERTIE

This project provides a third intertie between the City's water system and the CCWD distribution system. The intertie will allow the water treatment plant to be taken off line during the required shutdown for the seismic upgrades. (FY 2015-16)

WEBSTER STREET PUMP STATION

This project will replace the aging Webster Street pump station. (FY 2016-17)

PARKING

DOWNTOWN PARKING METER UPGRADE AND PAY STATIONS

The City installed approximately 160 credit card enabled parking meters over the last two years. These meters are along Main Street from Alhambra Avenue to Court Street. The balance of the meters was installed around the Court Buildings in the south eastern section of the downtown to better serve jurors that no longer have free parking passes. It is the goal of the City to install additional credit card enabled parking meters in the core downtown areas including Ward Street, Escobar Street and the north-south streets between these two streets. In addition, parking pay stations will be installed in Parking Lot 4 and upgraded in Parking Lots 3 and 7.

PARKING LOT 4 IMPROVEMENTS

This project will resurface and landscape Parking Lot 4, which is located on the east side of Ferry Street between Escobar Street and Marina Vista. (FY 2015-16)

Budget for Fiscal Years 2015-16 and 2016-17

ENTERPRISE FUNDS - SUMMARY

Fund #		Fund Balance 6-30-15	2015-16 Budget Revenues 2015-16	2015-16 Budget Appropriations 2015-16	2015-16 Transfers In(Out) 2015-16	Fund Balance 6-30-16	2016-17 Budget Revenues 2016-17	2016-17 Budget Appropriations 2016-17	2016-17 Transfers In(Out) 2016-17	Fund Balance 6-30-17
71	Water System	$ 6,738,023	$ 11,230,000	$ 9,174,747	$ (5,352,799)	$ 3,440,477	$ 11,585,056	$ 9,216,995	$ (2,470,528)	$ 3,338,010
72	Water Capital Projects			4,240,000	4,240,000			1,350,000	1,350,000	
47	Water Debt Service Fund	15,000		1,148,299	1,140,799	7,500		1,156,028	1,148,528	
	Total Water System	**6,753,023**	**11,230,000**	**14,563,046**	**28,000**	**3,447,977**	**11,585,056**	**11,723,023**	**28,000**	**3,338,010**
73	Marina	(345,155)	169,464	98,818	(70,000)	(344,509)	169,974	98,827	(70,000)	(343,362)
74	Marina CIP			50,000	50,000			50,000	50,000	
48	Marina Debt Service			70,000	70,000			70,000	70,000	
	Total Marina	**(345,155)**	**169,464**	**218,818**	**50,000**	**(344,509)**	**169,974**	**218,827**	**50,000**	**(343,362)**
75	Parking Services	1,326,842	524,000	348,700	(325,000)	1,177,142	525,100	358,528	(100,000)	1,243,714
76	Parking Services CIP			325,000	325,000			100,000	100,000	
	Total Parking Services	**1,326,842**	**524,000**	**673,700**	**0**	**1,177,142**	**525,100**	**458,528**	**0**	**1,243,714**
	Total EnterpriseFunds	**$ 7,734,710**	**$ 11,923,464**	**$ 15,455,564**	**$ 78,000**	**$ 4,280,610**	**$ 12,280,130**	**$ 12,400,377**	**$ 78,000**	**$ 4,238,363**

ENTERPRISE FUNDS TRANSFER SUMMARY

To Fund	From Fund	Purpose	Transfer In & Transfer Out 2013-14	Transfer In & Transfer Out 2014-15	Transfer In & Transfer Out 2015-16	Transfer In & Transfer Out 2016-17
Transfers In						
Water System	General Fund	Lifeline	22,601	26,000	28,000	28,000
Marina Fund	General Fund-Assigned Fund Balance	Mitigation	100,000			
Marina Fund	General Fund	Mitigation			50,000	50,000
	Sub-Total Transfer In		**122,601**	**26,000**	**78,000**	**78,000**
	Sub-Total Transfer Out		**-**	**-**	**-**	**-**
	TOTAL NET INTERFUND TRANSFERS		**$ 122,601**	**$ 26,000**	**$ 78,000**	**$ 78,000**

ENTERPRISE FUNDS - REVENUE

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
	Water System (71)				
4600	Charges for Services	$ 3,848,944	$ 3,850,000	$ 4,050,000	$ 4,200,000
4701	Interest Income	43,385	45,000	45,000	45,000
4750	Rents, Leases & Royalties	46,949	45,000	45,900	46,818
4772	Return Check Charges	585	1,000	1,000	1,000
4921.1	Zone 1 Water Sales	2,814,799	2,800,000	2,700,000	2,781,000
4921.2	Zone 2 Water Sales	3,578,030	3,450,000	3,400,000	3,502,000
4921.3	Zone 3 Water Sales	255,108	245,000	240,000	247,200
4921.4	Zone 4 Water Sales	141,274	140,000	135,000	139,050
4921.9	Unbilled Water Sales	(54,993)			
4923	Penalty Charges	78,356	60,000	60,000	60,000
4924	Backflow Charges	111,465	95,000	95,000	95,000
4925	Account Establishment Fee	11,952	13,000	13,000	13,000
4931	Development Connection Charge	430,549	60,000	60,000	60,000
4932	Service Line Fee	7,141	10,000	10,000	10,000
4933	Meter Installation Fee	12,273	5,000	5,000	5,000
4934	Other Charges	45	500	500	500
4936	Hydrant Meter Charge	49,378	30,000	30,000	30,000
4938	Water Fire Service Charge	318,946	320,000	329,600	339,488
4939	Water Trip Charge	8,030	5,000	5,000	5,000
4870	Miscelleaneous Revenue	4,931	5,000	5,000	5,000
4001	Workers Comp/Liability Rebate	14,863	10,000		
	Sub-total Operating Revenues	**11,722,011**	**11,189,500**	**11,230,000**	**11,585,056**
4001	Transfers In	22,601	26,000	28,000	28,000
	Total Water Operations	**11,744,613**	**11,215,500**	**11,258,000**	**11,613,056**

Budget for Fiscal Years 2015-16 and 2016-17

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
	Marina Operations (73)				
4112	Personal Property Tax	4,800	4,800	4,800	4,800
4115	Sales & Use Tax	9,115	9,500	9,500	9,500
4662	Launch Ramp	90	100	100	100
4701	Interest Income	291	500	500	500
4750	Rents, Leases & Royalties	61,716	62,000	59,700	60,000
4750.1	Rents - Trust Land	9,201	10,350	10,500	10,710
4796	Marina Management	97,646	77,000	76,000	76,000
4795	Railroad Lease	8,364	8,364	8,364	8,364
4870	Other Revenue	1,000			
4001	Transfers In from General Fund				
	Total Marina Operations	**192,222**	**172,614**	**169,464**	**169,974**
	Marina Capital Projects (74)				
4001	Transfers In from General Fund	100,000		50,000	50,000
4802	Donation				
	Total Marina Capital Projects	**100,000**	**-**	**50,000**	**50,000**
	Parking Services (75)				
4111	Real Property Tax	55,254	53,000	55,000	56,100
4701	Interest Income	2,628	4,000	4,000	4,000
4875	Refunds, Rebates & Reimbursements	1,372			
4974	Platforms	11,789	10,000	12,000	12,000
4971	Parking Meters	409,719	324,500	395,000	395,000
4972	Parking Permits	58,284	50,000	58,000	58,000
	Total Parking Services	**539,045**	**441,500**	**524,000**	**525,100**
	TOTAL REVENUE ENTERPRISE FUNDS	**$ 12,575,880**	**$ 11,829,614**	**$ 12,001,464**	**$ 12,358,130**

ENTERPRISE FUNDS - EXPENDITURES

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Operations-Water System								
71	910	WATER ADMINISTRATION						
		Labor	$ 109,291	$ 248,834	$ 469,480	*$ 220,646*	$ 482,679	*$ 13,199*
		Operating	2,617,427	745,167	835,988	*90,821*	827,324	*(8,664)*
		Direct & Indirect Costs	854,240	911,949	549,868	*(362,081)*	550,840	*972*
		TOTAL WATER ADMINISTRATION	3,580,958	1,905,950	1,855,336	*(50,614)*	1,860,844	*5,508*
71	911	WATER TREATMENT						
		Labor	1,014,850	1,148,939	1,146,070	*(2,869)*	1,142,760	*(3,311)*
		Operating	3,809,827	4,020,713	4,040,259	*19,546*	4,112,255	*71,997*
		Capital		106,530	72,000	*(34,530)*	37,000	*(35,000)*
		Direct & Indirect Costs						
		TOTAL WATER TREATMENT	4,824,677	5,276,182	5,258,329	*(17,853)*	5,292,015	*33,686*
71	912	WATER DISTRIBUTION						
		Labor	979,704	1,077,406	1,072,252	*(5,154)*	1,088,843	*16,591*
		Operating	813,961	813,827	884,858	*71,031*	869,527	*(15,331)*
		Capital						
		Direct & Indirect Costs	87,513	106,119	103,972	*(2,147)*	105,766	*1,794*
		TOTAL WATER DISTRIBUTION	1,881,178	1,997,352	2,061,083	*63,731*	2,064,136	*3,053*
		TOTAL WATER SYSTEM OPERATIONS	**10,286,812**	**9,179,484**	**9,174,747**	***(4,737)***	**9,216,995**	***42,247***

Budget for Fiscal Years 2015-16 and 2016-17

Capital Projects-Water System

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
72	C7008	HARBORVIEW RESERVOIR REPL.	490,232	3,797,734		*(3,797,734)*		
72	C7020	ST MARY'S PUMP STATION		294,979		*(294,979)*		
72	C7021	WATER PLANT MASTER PLAN						
72	C7022	REPLACE RAW WATER LINE	159,703	71,763		*(71,763)*		
72	C7026	WATER PLANT TANK REPAIR		20,999		*(20,999)*		
72	C7028	WATER MAIN		1,345,475		*(1,345,475)*	350,000	*350,000*
72	C7030	WATER SYSTEM GIS	30,637	24,085	100,000	*75,915*		*(100,000)*
72	C7031	ARCH STREET OVERCROSSING		150,000		*(150,000)*		
72	C7032	HILLSIDE RESERVIOR ACCESS		75,000	40,000	*(35,000)*		*(40,000)*
72	C7034	PALM AVENUE MAIN					200,000	*200,000*
72	C7036	CHEM RM/TANK RELOCATION	606,263	30,183		*(30,183)*		
72	C7037	ELECTRICAL UPGRADE	371,529	3,355,047		*(3,355,047)*		
72	C7038	WATER SYSTEM GIS/HYDRAULIC MODELING	62,476	62,524		*(62,524)*		
72	C7040	ARNOLD DRIVE PUMP STATION		1,500,000		*(1,500,000)*		
72	C7015	SCADA CONTROL SYSTEM UPGRADE	72,604					
72	C7042	SEISMIC UPGRADE	353,572	846,428	3,800,000	*2,953,572*		*(3,800,000)*
72	C7043	MUIR & MORELLO ROAD PIPELINES					400,000	*400,000*
72	C7044	FLOCCULATION PADDLES		200,000	50,000	*(150,000)*		*(50,000)*
72	C7047	INSTRUMENTATION UPGRADE	107,076	317,924				
72	C7048	AQUEOUS AMONIA CONVERSION			50,000			
72	C7049	CCWD INTERIE (Glacier)			100,000			
72	C7050	WEBSTER PUMP STATION			100,000		400,000	*300,000*
		TOTAL WATER CAPITAL PROJECTS	**2,254,092**	**12,092,142**	**4,240,000**	***(7,784,218)***	**1,350,000**	***(2,740,000)***

Budget for Fiscal Years 2015-16 and 2016-17

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Debt Service-Water System								
47	441	DEBT SERVICE 2012 COP						
		Operating	3,483	3,500	3,500		3,500	
		Principal	450,000	455,000	460,000	*5,000*	475,000	*15,000*
		Interest	245,600	237,300	228,150	*(9,150)*	216,425	*(11,725)*
		TOTAL 2012 COP	699,083	695,800	691,650	*(4,150)*	694,925	*3,275*
47	441	DEBT SERVICE 2003 COP						
		Operating	2,605	4,000	4,000		4,000	
		Principal	370,000	380,000	395,000	*15,000*	415,000	*20,000*
		Interest	84,802	72,184	57,649	*(14,535)*	42,103	*(15,546)*
		TOTAL 2003 COP	457,407	456,184	456,649	*465*	461,103	*4,454*
			1,156,490	**1,151,984**	**1,148,299**	***(3,685)***	**1,156,028**	***7,729***
		TOTAL WATER SYSTEM FUND	**$ 13,697,394**	**$ 22,423,610**	**$ 14,563,046**	***$ (7,792,640)***	**$ 11,723,023**	***$ (2,690,023)***

Budget for Fiscal Years 2015-16 and 2016-17

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Marina								
73	920	MARINA ADMINISTRATION						
		Labor	$ -	$ -	$ -		$ -	
		Operating	67,313	51,877	65,375	*13,498*	65,375	
		Capital						
		Direct & Indirect Costs						
		TOTAL MARINA ADMINISTRATION	67,313	51,877	65,375	13,498	65,375	
73	921	MARINA OPERATIONS						
		Labor						
		Operating	29,290	33,423	33,443	*20*	33,452	*9*
		Capital						
		Direct & Indirect Costs						
		TOTAL MARINA OPERATIONS	29,290	33,423	33,443	*20*	33,452	*9*
		TOTAL MARINA SERVICES	**96,602**	**85,300**	**98,818**	***13,518***	**98,827**	***9***

Budget for Fiscal Years 2015-16 and 2016-17

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Capital Projects-Marina								
74	C8008	2012 DREDGE/MITIGATION	13,337	127,471	50,000	*(77,471)*	50,000	
	C8009	MASTER PLAN	29,010	50,000		*(50,000)*		
	C8010	CEQA	21,940					
		TOTAL CAPITAL PROJECTS	**64,286**	**177,471**	**50,000**	***(127,471)***	**50,000**	
Debt Service-Marina								
73	863	MARINA DEBT SERVICE						
		Principal						
		Interest	93,014	67,347	70,000	*2,653*	70,000	
		TOTAL MARINA DEBT SERVICE	93,014	67,347	70,000	*2,653*	70,000	
		TOTAL MARINA SERVICES FUND	**$ 253,902**	**$ 330,118**	**$ 218,818**	***$ (111,300)***	**$ 218,827**	***$ 9***

Budget for Fiscal Years 2015-16 and 2016-17

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Parking Services								
75	930	PARKING SERVICES						
		Labor	$ 24,722	$ -	$ -		$ -	
		Operating	180,259	279,270	294,201	*14,931*	303,997	*9,796*
		Capital		5,000	5,000		5,000	
		Direct & Indirect Costs	27,399	67,682	49,499	*(18,183)*	49,530	*32*
		TOTAL PARKING SERVICES	232,381	351,952	348,700	(3,252)	358,528	*9,828*
Capital Projects-Parking Services								
76	C8502	PARKING LOT #4 (FERRY/MARINA VISTA)		125,000	175,000	*50,000*		*(175,000)*
	C8501	CREDIT CARD PARKING METERS	98,566	1,434	150,000	*148,566*	100,000	*(50,000)*
		TOTAL CAPITAL IMPROVEMENTS	98,566	126,434	325,000	*198,566*	100,000	*(225,000)*
		TOTAL PARKING SERVICES	**$ 330,947**	**$ 478,386**	**$ 673,700**	***$ 195,314***	**$ 458,528**	***$ (215,172)***

SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for revenue derived from specific taxes or other revenue sources that are restricted by law or administrative action to expenditure for specified purposes. The list below summarizes the City's Special Revenue Funds:

Public Safety Grants Fund

This fund accounts for revenues received from the Federal and State governments to be used specifically for public safety equipment and personnel.

NPDES Stormwater Fund

These funds account for the revenues and expenditures from assessments levied on all real property in the City in compliance with the provisions of the National Pollutant Discharge Elimination System for prevention of stormwater and flood related damage.

Measure J Fund

This fund receives voter-approved, half cent countywide sales taxes levied to fund transportation improvements and disburses these funds to pay for local street improvements.

Gas Tax Funds

These funds account for the revenues received from the State under codes 2105, 2106, and 2107 to use for street and highway related projects.

Traffic Congestion Relief

This fund accounts for the revenues received from the State under AB 2928. The allocations must be spent on local streets and roads maintenance, and rehabilitation and reconstruction projects according to the State's Traffic Congestion Relief Plan.

Housing In-Lieu

This fund accounts for deposits received from a developer who may be required to pay a fee in lieu of affordable housing. The funds are to be used at the City's discretion for the provision of affordable housing to low and moderate income households.

PEG Access Fund

This fund accounts for the payments received by the City's cable provider to be used for public, educational and governmental capital support as provided by the City's franchise agreement.

Lighting and Landscaping Fund

This fund accounts for the installation, maintenance and improvement of subdivision landscape and lighting within the special districts. Monies are collected through an annual levy on the property owners within each district.

Mitigation/Impact Fees

Fees are collected from developers to mitigate the impact of new development.

Recycling Fund

Revenue comes from grants received from the State of California for the disposal of used oil and recycling. The City also receives funds from our solid waste and recycling hauler to cover costs to implement Assembly Bill 939 and Climate Action Plan initiatives, as well as to help offset differential impacts from the hauler's operations.

SPECIAL REVENUE FUNDS - SUMMARY

Fund #		Fund Balance 6-30-15	2015-16 Budget Revenues 2015-16	2015-16 Budget Appropriations 2015-16	2015-16 Budget Transfers In(Out) 2015-16	Fund Balance 6-30-16	2016-17 Budget Revenues 2016-17	2016-17 Budget Appropriations 2016-17	2016-17 Budget Transfers In(Out) 2016-17	Fund Balance 6-30-17
20	Public Safety Grants Fund	$ 117,950	$ 100,150	$ 110,000		$ 108,100	$ 100,150	$ 100,000		$ 108,250
21	NPDES-Stormwater	571,772	493,800	458,697	(100,700)	506,175	493,800	434,566	(100,000)	465,409
22	Measure J-Local	635,144	535,290	212,185	(650,000)	308,249	557,990	230,381	(300,000)	335,858
23	Gas Tax	720,862	786,500	521,681	(632,000)	353,681	708,550	524,670	(300,000)	237,560
27	Housing In-Lieu Fund	350,861	500			351,361	500			351,861
29	Recycle Fund	146,800	28,800	155,446		20,154	28,800	46,800		2,155
36	PEG Access Fund	428,060	58,000	65,000		421,060	60,000	285,000		196,060
	Sub-totals	**2,971,449**	**2,003,040**	**1,523,009**	**(1,382,700)**	**2,068,780**	**1,949,790**	**1,621,418**	**(700,000)**	**1,697,153**
Assessment Districts										
33	Lighting & Landscape	208,121	123,026	165,903	15,700	180,944	125,476	154,137		152,283
	Sub-totals	**208,121**	**123,026**	**165,903**	**15,700**	**180,944**	**125,476**	**154,137**		**152,283**
Mitigation/Impact Fees										
34	Traffic	70,823	12,000			82,823	12,000			94,823
34	Park In Lieu	725,209	7,000		(545,539)	186,670	7,000			193,670
34	Child Care	47,409	2,500			49,909	2,500		(50,000)	2,409
34	Zone 5 Drainage	119,817	2,500		(50,000)	72,317	2,500			74,817
34	Cultural & Arts	521,613	11,600			533,213	11,600			544,813
34	Police Facilities	61,156	500			61,656	500			62,156
34	Park & Recreation	375,561	8,600			384,161	8,600			392,761
	Sub-totals	**1,921,588**	**44,700**		**(595,539)**	**1,370,749**	**44,700**		**(50,000)**	**1,365,449**
	Total Special Revenue Funds	**$ 5,101,158**	**$ 2,170,766**	**$ 1,688,912**	**$ (1,962,539)**	**$ 3,620,474**	**$ 2,119,966**	**$ 1,775,555**	**$ (750,000)**	**$ 3,214,883**

SPECIAL REVENUE FUNDS TRANSFER SUMMARY

To Fund	From Fund		Purpose	Transfer In & Transfer Out 2013-14	Transfer In & Transfer Out 2014-15	Transfer In & Transfer Out 2015-16	Transfer In & Transfer Out 2016-17
Lighting & Landscape	General Fund		Share of LLD	$ 6,000	$ 10,000	$ 8,000	
Lighting & Landscape	NPDES-Stormwater	LL917	Share of LLD	700	700	700	
Lighting & Landscape	Gas Tax	LL917	Share of LLD	7,000	7,000	7,000	
Measure J - Local	Capital Improvement Program	C2002	Bay Trail Phase 2				
			Sub-Total Transfer In	13,700	17,700	15,700	-
Capital Improvement Program	Public Safety Grant Fund	C4014	City Hall Cameras		55,000		
Lighting & Landscape	NPDES-Stormwater	LL917	Share of LLD	700	700	700	
Capital Improvement Program	NPDES-Stormwater	C1053	Storm Drain & Street GIS System			50,000	
Capital Improvement Program	NPDES-Stormwater	C3008	Annual Storm Drain Maintenance			50,000	50,000
Capital Improvement Program	NPDES-Stormwater	C3002	Alhambra Creek Channel Maint.		25,000		50,000
Capital Improvement Program	Measure J - Local	C1052	Annual Pavement Management		500,000	500,000	300,000
Capital Improvement Program	Measure J - Local	C2002	Reliez Valley	(16,347)			
Capital Improvement Program	Measure J - Local	C1047	Downtown PDA Pavement Restoration		258,000		
Capital Improvement Program	Measure J - Local	M3145	Amtrak Station Improvements			150,000	
Capital Improvement Program	Measure J - Local	C2007	Alhambra Valley Sidewalk	25,000			
Lighting & Landscape	Gas Tax	LL917	Share of LLD	7,000	7,000	7,000	
Capital Improvement Program	Gas Tax	C6010	Bus Stop Improvements	27,000			
Capital Improvement Program	Gas Tax	C1052	Annual Pavement Management		1,100,000	500,000	200,000
Capital Improvement Program	Gas Tax	C1010	ADA Ramps		50,000	25,000	25,000
Capital Improvement Program	Gas Tax	C2006	Downtown Bicycle Project				
Capital Improvement Program	Gas Tax	C3008	Annual Storm Drain Maintenance		150,000		
Capital Improvement Program	Gas Tax	C1040	Annual Sidewalk Repair		30,000	25,000	25,000
Capital Improvement Program	Gas Tax	EEC1	LED Street Lights	83,000	50,000		
Capital Improvement Program	Gas Tax	C1053	Storm Drain & Street GIS System			25,000	
Capital Improvement Program	Gas Tax	C1054	Sign Inventory			50,000	50,000
Capital Improvement Program	Gas Tax	C5025	Susana & Mt. View Park		220,000		
Capital Improvement Program	Park Dedication Fees	C5025	Susana & Mt. View Park		50,000		
Capital Improvement Program	Park Dedication Fees	C5017	Waterfront Park			545,539	
Capital Improvement Program	Mitigation Fees-Zone 5 Drainage	C1053	Storm Drain & Street GIS System			50,000	
Capital Improvement Program	Mitigation Fees-Child Care	C4015	Morello Daycare Improvements				50,000
Capital Improvement Program	Mitigation Fees-Traffic	C1049	Alhambra Ave/C Street Signal		275,000		
Capital Improvement Program	Mitigation Fees-Traffic	C1050	Muir/Center Signal Modification		50,000		
Capital Improvement Program	Mitigation Fees-Traffic	C2008	Shell Ave Pedestrian/Bicycle Project	25,000	60,000		
Capital Improvement Program	Mitigation Fees-Traffic	C2009	Marina VistaPedestrian/Bicycle Project		85,000		
Capital Improvement Program	Mitigation Fees-Traffic	C2007	Alhambra Valley Sidewalk		29,000		
			Sub-Total Transfer Out	151,353	2,994,700	1,978,239	750,000
	TOTAL TRANSFERS IN (OUT)			**$ (137,653)**	**$ (2,977,000)**	**$ (1,962,539)**	**$ (750,000)**

SPECIAL REVENUE FUNDS - REVENUE

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
	Public Safety Grants Fund (20)				
4269	Asset Seizure	$ 1,588	$ 10,900	$ -	$ -
4521.3	SLESF	113,503	100,000	100,000	100,000
4521.4	Office of Traffic Safety	12,204	12,503		
4535	Federal Grant-ABC	34,894	14,100		
4521.2	Data 911		174,723		
4701	Interest Income	200	150	150	150
4802	Donations	8,562	6,500		
	Total Police Grants	**170,951**	**318,876**	**100,150**	**100,150**
	NPDES-Stormwater (21)				
4180	NPDES Assessment	492,954	492,000	492,000	492,000
4624	Inspections	1,107	1,000	1,000	1,000
4701	Interest Income	824	800	800	800
	Total NPDES	**494,886**	**493,800**	**493,800**	**493,800**
	Measure J - Local (22)				
4360	Local Return to Source		415,000	430,750	447,200
4361.2	Measure J Program 28c		276,000	82,540	88,790
4665	Transit Hub		20,000	20,000	20,000
4701	Interest	1,851	2,000	2,000	2,000
	Total Measure C - Local	**1,851**	**713,000**	**535,290**	**557,990**

Budget for Fiscal Years 2015-16 and 2016-17

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
	Gas Tax (23)				
4350.3	2103 Gas Tax	509,326	522,200	167,100	150,390
4350.5	2105 Gas Tax	248,641	172,400	210,700	189,630
4350.6	2106 Gas Tax	127,531	119,100	113,500	102,150
4350.7	2107 Gas Tax	265,980	256,600	288,200	259,380
4350.8	2107.5 Gas Tax	6,000	6,000	6,000	6,000
4701	Interest Income	3,050	1,100	1,000	1,000
	Total Gas Tax	**1,160,527**	**1,077,400**	**786,500**	**708,550**
	Housing In-Lieu Fund (27)				
4421	Housing In-Lieu Fee	350,000			
4701	Interest	361	500	500	**500**
	Total Housing In-Lieu	**350,361**	**500**	**500**	**500**
	Recycle Fund (29)				
4523	Recycle & Oil Grants	20,424	9,853		
4523.1	Beverage Container Grant		92,987		
4877	AB939/IMPACT Fee	25,000	25,000	25,000	25,000
4430.2	State Green Program	124	300	300	300
4295	Forfeited C&D Deposit	100,244			
4663	Charging Stations	394	5,000	2,000	2,000
4802	Donations	19,000	5,000		
4870	Miscellaneous	6,200			
4872	Solid Waste	1,166	1,000	1,500	1,500
	Total Recycle	**172,552**	**139,140**	**28,800**	**28,800**
	Lighting & Landscape (33)				
4001	Transfers In	13,700	17,700	15,700	
4185	Local Assessment	119,751	118,618	122,486	124,936
4701	Interest	575	800	540	540
	Total Lightening & Landscape	**134,026**	**137,118**	**138,726**	**125,476**

Budget for Fiscal Years 2015-16 and 2016-17

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
	Impact/Mitigation Fees (34)				
4701	Interest Income	3,817	4,100	4,100	4,100
4420.1	Traffic Mitigation Fees	147,945	95,000	11,000	11,000
4420.2	Park In-Lieu Fees	341,605	85,000	6,000	6,000
4420.3	Child Care Impact Fees	22,518	2,500	2,000	2,000
4420.4	Drainage Fees Zone 5	11,123	2,500	2,000	2,000
4420.5	Cultural Facilities Impact Fees	227,079	62,000	10,800	10,800
4420.6	Police Facilities Impact Fees	31,030	10,500	500	500
4420.7	Park & Recreation Impact Fees	169,089	55,000	8,300	8,300
	Total Impact/Mitigation Fees	**954,205**	**316,600**	**44,700**	**44,700**
	PEG Access Fund (36)				
4803	Grants	58,196	55,000	58,000	60,000
	Total PEG Access Fund	**58,196**	**55,000**	**58,000**	**60,000**
	TOTAL SPECIAL REVENUE	**$ 3,497,556**	**$ 3,251,434**	**$ 2,186,466**	**$ 2,119,966**

SPECIAL REVENUE FUNDS - EXPENDITURES

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Public Safety Grants Fund								
20	658	ABC GRANT						
	660	Labor	32,070	14,100				
		Operating	2,824					
		Direct & Indirect Costs						
		TOTAL ABC GRANT	34,894	14,100				
20	657	OFFICE OF TRAFFIC SAFETY						
	659	Labor	11,508	12,484		*(12,484)*		
		Operating	697	18		*(18)*		
		Direct & Indirect Costs						
		TOTAL OFFICE OF TRAFFIC SAFETY	12,204	12,502		*(12,502)*		
20	636	SUPPLEMENTAL LAW ENFORCEMENT (SLESF)						
		Labor						
		Operating	108,616	105,689	100,000	*(5,689)*	100,000	
		Direct & Indirect Costs						
		TOTAL SUPPLEMENTAL LAW ENF.	108,616	105,689	100,000	*(5,689)*	100,000	
20	612	FEDERAL ASSET FORFEITURE						
		Labor						
		Operating	6,245	2,822		*(2,822)*		
		Direct & Indirect Costs						
		TOTAL FEDERAL ASSET FORFEITURE	6,245	2,822		*(2,822)*		

Budget for Fiscal Years 2015-16 and 2016-17

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
20	368	C.E.R.T.						
		Labor						
		Operating	1,731	6,459		*(6,459)*		
		Direct & Indirect Costs						
		TOTAL C.E.R.T.	1,731	6,459		*(6,459)*		
20	367	SWAT FUND						
		Labor						
		Operating		2,079		*(2,079)*		
		Direct & Indirect Costs						
		TOTAL SWAT FUND		2,079		*(2,079)*		
20	298	ASSET SEIZURE						
		Labor						
		Operating	1,645	21,658	10,000	*(11,658)*		*(10,000)*
		Direct & Indirect Costs						
		TOTAL ASSET SEIZURE	1,645	21,658	10,000	*(11,658)*		*(10,000)*
20	365	CANINE FUND						
		Labor						
		Operating		2,177		*(2,177)*		
		Direct & Indirect Costs						
		TOTAL CANINE FUND		2,177		*(2,177)*		
20	330	DONATIONS						
		Labor						
		Operating		509		*(509)*		
		Direct & Indirect Costs						
		TOTAL DONATIONS		509		*(509)*		

Budget for Fiscal Years 2015-16 and 2016-17

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
20	638	CALIFORNIA 911						
		Labor						
		Operating		174,723		*(174,723)*		
		Direct & Indirect Costs						
		TOTAL CALIFORNIA 911		174,723		*(174,723)*		
20	209	EAST BAY REGIONAL RADIO COMMUNICATIONS						
		Labor						
		Operating	30,537	40,618		*(40,618)*		
		Direct & Indirect Costs						
		Transfer to CIP		55,000				
		TOTAL EAST BAY REGIONAL RADIO	30,537	95,618		*(40,618)*		
		TOTAL PUBLIC SAFETY GRANTS	**$ 195,873**	**$ 438,336**	**$ 110,000**	***$ (259,236)***	**$ 100,000**	***$ (10,000)***

Budget for Fiscal Years 2015-16 and 2016-17

		2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
NPDES-Stormwater							
21 754	MUNICIPAL MAINTENANCE						
	Labor	88,133	89,670	90,926	*1,256*	90,300	*(626)*
	Operating	153,190	161,769	153,575	*(8,194)*	153,723	*147*
	Direct & Indirect Costs						
	TOTAL MUNICIPAL MAINTENANCE	241,323	251,439	244,501	*(6,938)*	244,022	*(479)*
21 757	AGENCY ADMINISTRATION						
	Operating	25,727	93,648	127,644	*33,996*	103,023	*(24,621)*
	Direct & Indirect Costs	89,827	96,084	86,552	*(9,532)*	87,521	*968*
	TOTAL AGENCY ADMINISTRATION	115,554	189,732	214,196	*24,464*	190,544	*(23,652)*
	TOTAL NPDES	**356,877**	**441,171**	**458,697**	***17,526***	**434,566**	***(24,131)***
21 900	TRANSFERS OUT						
	Transfer to Lighting & Landscape	700	700	700			
	Transfer to Capital Projects		25,000	100,000	*75,000*	100,000	
	TOTAL TRANSFERS OUT	700	25,700	100,700	*75,000*	100,000	
	TOTAL NPDES FUND	**$ 357,577**	**$ 466,871**	**$ 559,397**	***$ 92,526***	**$ 534,566**	***$ (24,131)***

Budget for Fiscal Years 2015-16 and 2016-17

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Measure J - Local								
22	760	MEASURE J - LOCAL						
		Labor						
		Operating	126,043	217,752	212,185	*(5,567)*	230,381	*18,197*
		Capital						
		Direct & Indirect Costs						
		TOTAL TRANSPORATION	126,043	217,752	212,185	*(5,567)*	230,381	*18,197*
22	900	TRANSFERS OUT						
		Transfer to Capital Projects	8,653	758,000	650,000	*(108,000)*	300,000	*(350,000)*
		TOTAL TRANSFERS OUT	8,653	758,000	650,000	*(108,000)*	300,000	*(350,000)*
		TOTAL LOCAL J	**$ 134,697**	**$ 975,752**	**$ 862,185**	***$ (113,567)***	**$ 530,381**	***$ (331,803)***

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Gas Tax						
23 771 STREET MAINTENANCE						
Operating	229,267	273,805	280,268	*6,463*	280,394	*127*
Capital						
Direct & Indirect Costs						
TOTAL STREET MAINTENANCE	229,267	273,805	280,268	*6,463*	280,394	*127*
23 772 ARTERIAL MAINTENANCE						
Operating	185,756	236,463	241,413	*4,950*	244,276	*2,863*
Capital						
Direct & Indirect Costs						
TOTAL ARTERIAL MAINTENANCE	185,756	236,463	241,413	*4,950*	244,276	*2,863*
TOTAL GAS TAS OPERATIONS	**415,023**	**510,268**	**521,681**	***11,413***	**524,670**	***2,989***
23 900 TRANSFERS OUT						
Transfer to Lighting & Landscape	7,000	7,000	7,000			
Transfer to Capital Projects	110,000	1,600,000	625,000	*(975,000)*	300,000	*(325,000)*
TOTAL TRANSFERS OUT	117,000	1,607,000	632,000	*(975,000)*	300,000	*(325,000)*
TOTAL GAS TAX FUND	**$ 532,023**	**$ 2,117,268**	**$ 1,153,681**	***$ (963,587)***	**$ 824,670**	***$ (322,011)***

Budget for Fiscal Years 2015-16 and 2016-17

		2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Recycle Fund							
29 202 Recycle							
	Operating	172,419	362,478	155,446	*(207,032)*	46,800	*(108,646)*
	TOTAL RECYCLE	172,419	362,478	155,446	*(207,032)*	46,800	*(108,646)*
	TOTAL RECYCLE	**$ 172,419**	**$ 362,478**	**$ 155,446**	***$ (207,032)***	**$ 46,800**	***$ (108,646)***

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
PEG Access Fund						
24 900 PEG ACCESS						
Operating	43,727	65,000	65,000		285,000	*220,000*
TOTAL PEG ACCESS	43,727	65,000	65,000		285,000	*220,000*
TOTAL PEG ACCESS	**$ 43,727**	**$ 65,000**	**$ 65,000**	***$ -***	**$ 285,000**	***$ 220,000***

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Lighting & Landscape						
33 910 VILLAGE OAKS						
Operating	4,075	4,930	5,220	*290*	5,261	*41*
Direct & Indirect Costs	300	300	300		300	
TOTAL VILLAGE OAKS	4,375	5,230	5,520	*290*	5,561	*41*
33 911 MUIR STATION						
Operating	8,655	7,910	9,666	*1,756*	9,723	*57*
Direct & Indirect Costs	300	300	300		300	
TOTAL MUIR STATION	8,955	8,210	9,966	*1,756*	10,023	*57*
33 912 CREEKSIDE						
Operating	4,234	20,080	5,318	*(14,762)*	5,382	*64*
Direct & Indirect Costs	500	500	500		500	
TOTAL CREEKSIDE	4,734	20,580	5,818	*(14,762)*	5,882	*64*
33 913 BRITTANY HILLS						
Operating	82,856	62,635	82,785	*20,150*	70,594	*(12,191)*
Direct & Indirect Costs	1,800	1,800	1,800		1,800	
TOTAL BRITTANY HILLS	84,656	64,435	84,585	*20,150*	72,394	*(12,191)*

Budget for Fiscal Years 2015-16 and 2016-17

		2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
33 914	VISTA OAKS						
	Operating	12,663	13,380	14,716	*1,336*	14,789	*73*
	Direct & Indirect Costs	300	300	300		300	
	TOTAL VISTA OAKS	12,963	13,680	15,016	*1,336*	15,089	*73*
33 915	COSTCO CENTER						
	Operating	7,397	8,680	8,865	*185*	8,918	*53*
	Direct & Indirect Costs	300	300	300		300	
	TOTAL COSTCO CENTER	7,697	8,980	9,165	*185*	9,218	*53*
33 916	TERRA VISTA						
	Operating	5,757	7,190	6,780	*(410)*	6,834	*54*
	Direct & Indirect Costs	1,000	1,000	1,000		1,000	
	TOTAL TERRA VISTA	6,757	8,190	7,780	(410)	7,834	*54*
33 917	LL AD 2003						
	Operating	23,286	25,865	27,553	*1,688*	27,636	*83*
	Direct & Indirect Costs	500	500	500		500	
	TOTAL 2002-03 LL	23,786	26,365	28,053	*1,688*	28,136	*83*
	TOTAL LIGHTING & LANDSCAPING	**$ 153,924**	**$ 155,670**	**$ 165,903**	***$ 10,233***	**$ 154,137**	***$ (11,766)***

			2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Mitigation/Impact Fees								
34	31	TRAFFIC						
		Operating	8,470	35,530		*(35,530)*		
		Transfers Out	25,000	499,000		*(499,000)*		
		TOTAL TRAFFIC	33,470	534,530		*(534,530)*		
34	32	PARK IN LIEU						
		Operating						
		Transfers Out		50,000	545,539	*495,539*		*(545,539)*
		TOTAL PARK IN LIEU		50,000	545,539	*495,539*		*(545,539)*
34	33	CHILD CARE						
		Operating						
		Transfers Out					50,000	*50,000*
		TOTAL CHILD CARE					50,000	*50,000*
34	34	ZONE 5 DRAINAGE						
		Operating						
		Transfers Out			50,000	*50,000*		*(50,000)*
		TOTAL ZONE 5 DRAINAGE			50,000	*50,000*		*(50,000)*
		TOTAL MITIGATION/IMPACT FEES	**$ 33,470**	**$ 584,530**	**$ 595,539**	***$ 11,009***	**$ 50,000**	***$ (545,539)***

INTERNAL SERVICE FUNDS

Internal Service Funds are used to finance and account for special activities and services performed by a designated department for other departments in the City on a cost reimbursement basis.

The concept of major funds introduced by GASB Statement 34 does not extend to Internal Service Funds because they do not do business with outside parties. GASB Statement 34 requires that for the Statement of Activities, the net revenues or expenses of each Internal Service Fund be eliminated by netting them against the operations of the other City departments which generated them. The remaining balance sheet items are consolidated with these same funds in the Statement of Net Assets.

The City's Internal Service Funds are described below, with the summary details for each provided on the subsequent pages of this section.

Equipment Replacement Fund

This fund is designed to account for the accumulation of funds for the maintenance and subsequent replacement of equipment under City control.

Information Systems

This fund is designed to account for the services rendered to all City departments for management of the City's hardware and software needs. The Administrative Services Department oversees the functions and staffing of Information Systems. Refer to Section 6 of this Budget for more information.

INTERNAL SERVICE FUNDS - SUMMARY

Fund #		Fund Balance 6-30-15	2015-16 Budget Revenues 2015-16	2015-16 Budget Appropriations 2015-16	Fund Balance 6-30-16	2016-17 Budget Revenues 2016-17	2016-17 Budget Appropriations 2016-17	Fund Balance 6-30-17
81	Equipment Replacement Fund	$ 744,471	$ 901,948	$ 1,128,125	$ 518,294	$ 939,052	$ 1,227,586	$ 229,761
82	Information Systems	526,094	554,953	575,057	505,989	654,796	725,800	434,985
	Total Internal Service Funds	**$ 1,270,565**	**$ 1,456,901**	**$ 1,703,182**	**$ 1,024,284**	**$ 1,593,848**	**$ 1,953,386**	**$ 664,745**

INTERNAL SERVICE FUNDS - REVENUE

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
	Equipment Replacement (81)				
4701	Interest	$ 2,629	$ 6,500	$ 5,000	$ 5,000
4755	Rental Charges-City	934,633	894,472	881,448	918,552
4760	Sale of Personal Property	8,464	15,000	15,000	15,000
4870	Miscellaneous	200	500	500	500
4830	Restitution/Damage & Recovery				
	Total Equipment Replacement	**945,926**	**916,472**	**901,948**	**939,052**
	Informations Systems (82)				
4430.5	Technology Fee	21,564	19,400	22,000	22,000
4701	Interest	1,405	2,500	2,000	2,000
4755	Rental Charges-City	400,200	432,855	530,453	630,296
4870	Miscellaneous		500	500	500
	Total Information Systems	**423,169**	**455,255**	**554,953**	**654,796**
	TOTAL REVENUE INTERNAL SERVICE FUNDS	**$ 1,369,095**	**$ 1,371,727**	**$ 1,456,901**	**$ 1,593,848**

INTERNAL SERVICE FUNDS - EXPENDITURES

	2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Internal Service Funds						
81 920 EQUIPMENT REPLACEMENT FUND						
Labor	221,067	213,419	223,237	*9,818*	221,962	*(1,275)*
Operating	462,644	565,369	536,170	*(29,199)*	538,669	*2,498*
Capital	331,776	326,961	345,000	*18,039*	443,000	*98,000*
Direct & Indirect Costs	29,347	22,837	23,717	*880*	23,955	*238*
TOTAL EQUIPMENT REPLACEMENT	1,044,833	1,128,586	1,128,125	*(461)*	1,227,586	*99,461*
82 921 INFORMATION SYSTEMS						
Labor	173,933	181,203	166,085	*(15,118)*	172,778	*6,693*
Operating	172,965	240,817	302,604	*61,787*	376,828	*74,223*
Capital		12,300	18,622	*6,322*	95,795	*77,173*
Direct & Indirect Costs	71,888	74,586	87,745	*13,159*	80,399	*(7,346)*
TOTAL INFORMATION SYSTEMS	418,786	508,906	575,057	*66,151*	725,800	*150,743*
TOTAL INTERNAL SERVICE FUNDS	**$ 1,463,619**	**$ 1,637,492**	**$ 1,703,182**	**$ 65,690**	**$ 1,953,386**	**$ 250,204**

DEBT SERVICE FUNDS

Debt Service Funds account for the accumulation of resources for the payment of interest and principal on general long-term debt and related costs.

2003 Certificates of Participation
On March 11, 2003, the City issued Certificates of Participation (COPs) in the amount of $2,200,000 to refund and retire the outstanding 1992 City Hall Refurbishment COPs. Interest and principal payments are payable from lease revenues on City Hall. The 2003 COP's final debt service payment was in December 1, 2013.

2008, Series A & B General Obligation Bonds
This fund accounts for funds received and used for payment of debt service on the 2008, Series A General Obligation Bond issued May, 2009. Interest and principal payments are payable from *ad valorem* property tax levied by the City and collected by the County.

General Obligation Bonds for $30,000,000 were authorized at an election held November 4, 2008, at which more than two-thirds of the voters approved. In May 2009, the City issued Series A, General Obligation Bonds in the amount of $15,000,000, and in May 2012, the City issued Series B, General Obligation Bonds in the amount of $10,000,000 to finance the costs of acquiring and constructing parks, library improvements, and pool and safety improvements within the City. As of June 30, 2015, $5,000,000 remains authorized but unissued

Budget for Fiscal Years 2015-16 and 2016-17

DEBT SERVICE FUNDS - SUMMARY

Fund #	Fund Balance 6-30-15	2015-16 Budget Revenues 2015-16	2015-16 Budget Appropriations 2015-16	2015-16 Budget Transfers In(Out) 2015-16	Fund Balance 6-30-16	2016-17 Budget Revenues 2016-17	2016-17 Budget Appropriations 2016-17	Fund Balance 6-30-17
2003 Certificate of Participation	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
2008 General Obligation Bond	1,151,299	1,250,163	1,236,363		1,165,099	1,265,163	1,246,663	1,183,599
Total Debt Sevice Funds	**$ 1,151,299**	**$ 1,250,163**	**$ 1,236,363**	**$ 0**	**$ 1,165,099**	**$ 1,265,163**	**$ 1,246,663**	**$ 1,183,599**

DEBT SERVICE FUND - REVENUE

		2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
	2003 Series Debt Service (41)				
4701	Interest Income	78			
4755	Rental Charges-City				
	Total 2003 Debt Service	**78**	**-**	**-**	**-**
	2008 Series Debt Service (44 & 45)				
4701	Interest Income	1,124	1,000	1,000	1,000
4820	Bond Premium				
4185	Tax Levy	1,547,677	1,467,326	1,249,163	1,264,163
	Total 2009 Debt Service	**1,548,801**	**1,468,326**	**1,250,163**	**1,265,163**
	TOTAL DEBT SERVICE	**$ 1,548,880**	**$ 1,468,326**	**$ 1,250,163**	**$ 1,265,163**

DEBT SERVICE - EXPENDITURES

		2013-14 Actual	2014-15 Projected	2015-16 Budget	*Increase (Decrease)*	2016-17 Budget	*Increase (Decrease)*
Debt Service							
41	2003 Series COP - CITY HALL						
	Operating	645					
	Debt Service	259,622					
	Sub-total 2003 COP	260,267					
	Transfers Out	220,000					
	TOTAL 2003 COP - CITY HALL	480,267					
44	2008 Series GOP- MEASURE H						
	Operating						
	Debt Service	1,441,863	1,444,763	1,236,363	*(208,400)*	1,246,663	*10,300*
	TOTAL 2008 GOP - MEASURE H	1,441,863	1,444,763	1,236,363	*(208,400)*	1,246,663	*10,300*
	TOTAL DEBT SERVICE FUNCTION	**$ 1,922,130**	**$ 1,444,763**	**$ 1,236,363**	***$ (208,400)***	**$ 1,246,663**	***$ 10,300***

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) budget is for expenditures on capital projects such as major street or park improvements, building construction, and significant facility maintenance. The City prepares a 5-year Capital Improvement Program that identifies capital improvement projects based on need and availability of funding. The CIP is reviewed and updated by the City Council prior to adoption of the Biennial Budget. Most of the CIP projects are funded with non-discretionary funds (such as water, gas tax and park funds), meaning the money must be used for a specific purpose. Council-adopted master plans for the parks, the Water Treatment Plant (WTP) and the water system, which are typically only updated every 10 to 15 years, have identified and prioritized projects for the next 10 or more years. In addition, Martinez residents approved Measure H, the Park Improvement Bond, on the November 2008 election ballot. Through this bond, Rankin Pool has been rebuilt and the library has been expanded. Over the next 10-15 years, all 17 City parks will have been renovated.

Long term transportation projects are included in the General Plan Transportation Element or are listed in the Transportation and Growth Management Program funded by Measure J, the countywide half-cent sales tax. Staff proposes regular maintenance projects based on input from a variety of sources including citizen complaints, City Council, Council subcommittees and Water, Streets and Park Maintenance divisions. Due to the current challenging economic climate, there are no new General Fund supported projects. Enterprise Fund capital improvements are reflected in the Enterprise Funds section. Program funding is provided through grants, Measure "J" funds, gasoline tax, NPDES, and Measure H Park Bond proceeds. More detailed information regarding the CIP projects planned for 2015-17 is provided in the Major Capital Improvement Projects Overview.

2013-2015 ACCOMPLISHMENTS:

- Secured funding and complete design of the Berrellesa Street Waterfront Alternative Access Bridge. (FY 2014-15)
- Completed the design of Reliez Valley Road Street Reconstruction Project. (FY 2014-15)
- Completed design and approval of construction contract for Shell Avenue and Alhambra Valley Road Safe Routes to School Project. (FY 2014-15)
- Completed design and approval of construction for Marina Vista Pedestrian and Bicycle Improvements Project. (FY 2014-15)
- Assisted in the Construction Management Pacheco Transit Hub project. (FY 2013-14)
- Assisted in the Construction Management of various park renovation projects. (FY 2013-15).
- Implemented annual pavement rehabilitation projects. (FY 2013-14, FY 2014-15)
- Implemented annual water main replacement projects. (FY 2013-14, FY 2014-15)
- Completed LED conversion of all City-owned streetlights. (FY 2013-14)
- Completed Bus Stop Improvement Project. (FY 2013-14)
- Completed design and approval of construction contract for the Water Treatment Plant Electrical Upgrade Project. (FY 2013-14)
- Completed design and approval of construction contract for the Water Treatment Plant Seismic Upgrade Project. (FY 2014-15)

2015-17 KEY OBJECTIVES

- Complete Waterfront Park Renovation design and construction. (FY 2015-16)
- Complete Hidden Lakes Soccer Field Renovation design. (FY 2015-16)
- Complete Golden Hills Park Renovation design. (FY 2016-17)
- Complete Intermodal Phase 3 access road, vehicular bridge and pedestrian bridge. (FY 2015-17)
- Implement annual curb ramp project. (FY 2015-16, FY 2016-17)
- Implement annual storm drain replacement project. (FY 2015-16, FY 2016-17)
- Implement annual pavement rehabilitation projects. (FY 2015-16, FY 2016-17)
- Implement annual water main replacement projects. (FY 2015-16, FY 2016-17)
- Obtain grant funding for pedestrian and bicycle improvement projects. (FY 2015-16, FY 2016-17)
- Complete rehabilitation of the Amtrak Train Station. (FY 2015-16)
- Complete Pacheco Blvd. Alignment Study and Alternative Analysis Report. (FY 2015-16)

MAJOR CAPITAL IMPROVEMENT PROJECTS OVERVIEW

The City Council adopted the Five-Year Capital Improvement Program (Program) for Fiscal Years 2015-16 to 2019-20 on May 6, 2015. The Council allocates funding for the first two fiscal years of the Program as part of the biennial budget process. Capital projects have the potential for impacting operating budgets. As an example, should the City build a new community building, janitorial, staffing, utility and maintenance costs would increase General Fund expenses. The FY 2015-16 to FY 2016-17 Program primarily consists of projects that rehabilitate existing facilities. There are no new projects requiring General Fund allocations; however, certain projects, such as the Intermodal Phase 3 Parking facility and pedestrian overcrossing, will require additional General Fund outlay in future years to support maintenance of the completed facility. A description of the operating impact associated with these projects is included with the narrative below.

Highlights of the various project types are summarized below.

ROUTINE MAINTENANCE PROJECTS

Pavement Management
This annual project includes base failure and street paving, slurry sealing and cape sealing of both major collector streets and residential neighborhoods. Funding for this project comes from Gas Tax and Measure J return to source funds and grants.

Storm Drain Maintenance and Alhambra Creek Channel Maintenance
Once per budget cycle, old and deteriorated storm drains are replaced. This program is primarily funded through the Clean Water Program. Other funding includes drainage and mitigation fees, and Gas Tax monies. Due to increasing regulatory requirements of other aspects of the Clean Water Program, funding for storm drain replacement may not be available in future years.

Annual Water Line Replacement
Water Funds are used to replace old deteriorated water lines. The program prioritizes lines to be replaced by size, age, and condition of line. The City expects each new line that is replaced to require significantly less operating expense, including the cost of overtime for after-hours callouts.

Annual Curb Ramp Project
The City budgets Gas Tax Funds each fiscal year to ensure the continuation of this annual program.

Annual Sidewalk Repair Project
The City budgets Gas Tax Funds each fiscal year to ensure the continuation of this annual program. Implementing this project annually is expected to help mitigate sidewalk trip and fall liability claims (which impact the City's operating budgets).

NON-RECURRING PROJECTS

Alhambra Avenue at C Street Signal
This project will install a warranted signal at the intersection of Alhambra Avenue and C Street. C Street is an important access point to the Regional Medical Center emergency room. In addition there is a high volume of students and hospital employees crossing Alhambra at this location. Projected for completion in FY 2016-17.

Amtrak Station Improvements
This project will paint the weathered steel components and install Americans with Disabilities Act (ADA) compliant door hardware which will significantly minimize or eliminate the maintenance contract expense. Projected for completion in FY 2015-16.

City Hall Improvements
This project includes exterior painting, Council Chambers painting and replacement of single-pane, wood windows on the second floor. Projected for completion in FY 2015-16.

Downtown Priority Development Area (PDA) Pavement Restoration
This grant funded project will rehabilitate pavement on Green and Brown Streets. Projected for completion in FY 2015-16.

Intermodal – Phase III Improvements
This project includes the Alhambra Creek Bridge, Ferry Street realignment, pedestrian bridge to Amtrak station and plaza improvements. This project is fully funded with Measure J funds programmed through Contra Costa Transportation Authority (CCTA). Once the new infrastructure is in place, the City will need to budget annual maintenance operating expenses to account for proper upkeep of the new infrastructure. Projected for completion in FY 2017-18.

Morello Day Care Improvements
This project includes Americans with Disability Act (ADA) facility improvements. Projected for completion in FY 2016-17.

Storm Drain and Street System Geographical Information System (GIS)
This project expands the City's current GIS database to include storm drainage and street network. Projected for completion in FY 2015-16.

Street Sign Inventory and Replacement
Recently adopted federal law requires local agencies to inventory and develop a sign replacement program. This project provides will provide the necessary compliance. Projected for completion in FY 2016-17.

Pacheco Boulevard Improvements
The first phase of this project is an alignment study of Pacheco Boulevard from Blum Road to Morello Avenue. The City is the lead agency on this joint project with Contra Costa County. Projected for completion in FY 2015-16.

MEASURE H PARK BOND PROJECTS

Hidden Lakes Park Soccer Field
This project will replace the sod field with an artificial field. The current field does not stand up to the heavy sports field use. The design is underway. This addition is expected to have a positive impact on operating expenses due to significantly fewer maintenance requirements, including eliminating all irrigation (excepting any required for occasional cool-down or special maintenance purposes) and providing an estimated savings of $225K over the field's projected 15-year lifecycle. Projected for completion in FY 2016-17.

Susana and Mountain View Parks
This project will renovate and enhance the parks. Construction is underway. Projected for completion in FY 2015-16.

Waterfront Park
This project will renovate the existing park. Improvements include additional parking, ball field lights, new picnic areas and field renovations. The schematic design was approved by the Council in 2014. Final design and environmental review is underway. Projected for completion in FY 2016-17.

CAPITAL IMPROVEMENT PROGRAM - REVENUE SOURCES

FISCAL YEAR 2015-16

PROJECT DESCRIPTION	TOTAL PROJECT	NPDES	Local Measure J	Gas Tax	General Fund	Park In-lieu Impact Fees	Zone 5 Drainage	Measure WW
City Hall Improvements (C4014)	100,000				100,000			
Annual Curb Ramp Project (C1010)	25,000			25,000				
Annual Sidewalk Repair Project (C1040)	25,000			25,000				
Storm Drain & Street System GIS (C1053)	125,000	50,000		25,000			50,000	
Sign Inventory & Replacement (C1054)	50,000			50,000				
Annual Storm Drain Maintenance (C3008)	50,000	50,000						
Annual Pavement Management (C1052)	500,000			500,000				
Amtrak Improvements (M3145)	150,000		150,000					
Waterfront Park (C5017)	1,935,000					545,539		1,389,461
Downtown PDA Pavement Restoration C1047)	500,000		500,000					
TOTAL CIP REVENUE (not including Measure H)	$ 3,460,000	$ 100,000	$ 650,000	$ 625,000	$ 100,000	$ 545,539	$ 50,000	$ 1,389,461

CAPITAL IMPROVEMENT PROGRAM - REVENUE SOURCES

FISCAL YEAR 2016-17

PROJECT DESCRIPTION	TOTAL PROJECT	NPDES	Local Measure J	Gas Tax	Child Care Impact Fees
Annual Curb Ramp Project (C1010)	25,000			25,000	
Annual Sidewalk Repair Project (C1040)	25,000			25,000	
Annual Creek Channel Maintenance (C3002)	50,000	50,000			
Sign Inventory & Replacement (C1054)	50,000			50,000	
Annual Storm Drain Maintenance (C3008)	50,000	50,000			
Annual Pavement Management (C1052)	500,000		300,000	200,000	
Morello Daycare Improvements (C4015)	50,000				50,000
TOTAL CIP REVENUE (not including Measure H)	$ 750,000	$ 100,000	$ 300,000	$ 300,000	$ 50,000

Budget for Fiscal Years 2015-16 and 2016-17

CAPITAL IMPROVEMENT PROGRAM - SUMMARY

		2015-16				2016-17			
	Fund Balance 06-30-15	Budget Revenues 2015-16	Budget Appropriations 2015-16	Transfers In(Out) 2015-16	Fund Balance 06-30-16	Budget Revenues 2016-17	Budget Appropriations 2016-17	Transfers In(Out) 2016-17	Fund Balance 06-30-17
Drainage	$ -	$ -	$ 50,000	$ 50,000	$ -	$ -	$ 100,000	$ 100,000	$ -
Public Buildings			250,000	250,000			50,000	50,000	
Parks and Trails		1,389,461	1,935,000	545,539					
Streets	713,749		1,225,000	1,225,000	713,749		600,000	600,000	713,749
Traffic Signals									
Community Programs									
Measure H Projects	235,780	5,010,000	2,050,000		3,195,780	2,000			3,197,780
Total Capital Improvement Program	**$ 949,530**	**$ 6,399,461**	**$ 5,510,000**	**$ 2,070,539**	**$ 3,909,529**	**$ 2,000**	**$ 750,000**	**$ 750,000**	**$ 3,911,529**

CAPITAL IMPROVEMENT PROGRAM - REVENUE

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Drainage				
Annual Storm Drain (C3008)				
Transfers In-Gas Tax		150,000		
Transfers In-NPDES			50,000	50,000
Total		150,000	50,000	50,000
Creek Channel Maint. (C3002)				
Transfers In-NPDES		25,000		50,000
Total		25,000		50,000
Sub-total Drainage	**0**	**175,000**	**50,000**	**100,000**
Public Buildings				
Boys & Girls Club (C4009)				
Transfer from General Fund Assigned	25,000			
Total	25,000			
Morello Daycare Improvements (C4015)				
Transfer In-Mitigation Child Care Fees				50,000
Total				50,000
Amtrak Station Improvements (M3145)				
Transfer In-Local J			150,000	
Total			150,000	
City Hall (C4014)				
Transfer In-City Hall	220,000	55,000	100,000	
Total	220,000	55,000	100,000	
Sub-total Public Buildings	**245,000**	**55,000**	**250,000**	**50,000**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Parks and Trails				
Shell Ave Pedestrian/Bicycle Project (C2008)				
Measure J		297,050		
Transfers In-Traffic Mitigation	25,000	60,000		
Total	25,000	357,050		
Marina Vista Pedestrian/Bicycle (C2009)				
Transfers In-Traffic Mitigation		85,000		
Grant - State Toll Bridge Funds		300,000		
Total		385,000		
Downtown Bicycle Project (C2006)				
State Grant-TDA		16,681		
Transfers In-Gas Tax				
Total		16,681		
Waterfront Park (C5017)				
Transfer In-Park Dedication Fees			545,539	
Measure WW			1,389,461	
Total			1,935,000	
Susana & Mt View Park (C5025)				
Transfers In-Gas Tax		220,000		
Transfer In-Park Dedication Fees		50,000		
Miscellaneous	200,000			
Total	200,000	270,000		
Bay Trail Phase II (C2002)				
TFCA Grant	87,508			
Transfers In-Local Measure J	(16,347)			
Total	71,161			
Sub-total Parks and Trails	**296,161**	**1,028,731**	**1,935,000**	**0**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Streets				
Annual Pavement Mgt Project				
Transfer In-Local Measure J		500,000		300,000
Transfers In-Gas Tax		1,100,000	500,000	200,000
Miscellaneous	97,366			
Total	97,366	1,600,000	500,000	500,000
Alhambra Valley Road Sidewalk (C2007)				
Measure J		65,000		
Transfers In-Traffic Mitigation		29,000		
Transfer In-Local Measure J	25,000			
Total	25,000	94,000		
Court Street Overcrossing (C1045)				
Measure J		72,505		
Total		72,505		
Handicap Curb Access (C1010)				
CDBG		50,000		
Transfer In-Gas Tax		50,000	25,000	25,000
Total		100,000	25,000	25,000
Marina Vista (C1025)				
Rule 20A	253,250			
Grant	58,887			
Miscellaneous	31,336			
Total	343,472			
Sidewalk Repair Project (C1040)				
Transfer In-General Fund		15,000		
Transfer In-Gas Tax		30,000	25,000	25,000
Total		45,000	25,000	25,000

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Downtown PDA Pavement Restortaion (C1047)				
Grant		1,021,000		
Transfer In-Local Measure J		258,000	500,000	
Total		1,279,000	500,000	
Pacheco Blvd Improvements (C1048)				
Measure C		450,000		
Total		450,000		
Storm Drain & Streets GIS System (C1053)				
Transfer In-NPDES			50,000	
Transfer In-Gas Tax			25,000	
Transfer In-Mitigation Zone 5			50,000	
Total			125,000	
Sign Inventory (C1054)				
Transfer In-Gas Tax			50,000	50,000
Total			50,000	50,000
Energy Efficiency Lighting (LED) (EEC1)				
Transfer In-Gas Tax	83,000	50,000		
PG&E Rebate		42,000		
Total	83,000	92,000		
Bus Stop Improvements (6010)				
Transfer In-Gas Tax	27,000			
Proposition 1B		67,000		
Total	27,000	67,000		
Pacheco Hub (C6009)				
Grant	1,460,982	281,336		
Measure J	488,503	177,629		
Total	1,949,486	458,965		

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Intermodal Phase III (C6006)				
Measure J	1,999,631	1,332,241		
Total	1,999,631	1,332,241		
Sub-total Streets	**4,524,955**	**5,590,711**	**1,225,000**	**600,000**
Traffic Signals				
Alhambra Ave/C Street Signal (C1049)				
Transfers In-Traffic Mitigation		275,000		
Total		275,000		
Muir/Center Signal Modification (C1050)				
Transfers In-Traffic Mitigation		50,000		
Total		50,000		
Sub-total Traffic Signals	**0**	**325,000**	**0**	**0**
Community Programs				
General Plan Update (C4000)				
Transfers In -General Fund				
Total				
Sub-total Community Programs	**0**	**0**	**0**	**0**
Measure H				
Interest Income	21,024	5,000	10,000	2,000
Measure H funds-Bond Issue			5,000,000	
Total	21,024	5,000	5,010,000	2,000
Sub-total Measure H Projects	**21,024**	**5,000**	**5,010,000**	**2,000**
TOTAL CAPITAL IMPROVEMENT	**$ 5,087,140**	**$ 7,179,442**	**$ 8,470,000**	**$ 752,000**

CAPITAL IMPROVEMENT PROGRAM - EXPENDITURES

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Drainage				
Annual Storm Drain Project (C3008)		175,000	50,000	50,000
Creek Channel Maintenance (3002)		140,482		50,000
Sub-total Drainage	**0**	**315,482**	**50,000**	**100,000**
Public Buildings				
Amphitheater (C4003)	13,214			
City Hall (4014)	128,006	146,994	100,000	
Old Train Depot (4007)	11,695	48,282		
Amtrak Station Improvements (3145)			150,000	
Morello Daycare Improvements (C4015)				50,000
Sr. Center Improvements (4008)		5,153		
Boys & Girls Club (4009)	15,271	4,577		
Sub-total Public Buildings	**168,185**	**205,006**	**250,000**	**50,000**
Parks and Trails				
Pier Improvements (C4010)	4,093	506		
Beautification (C1003)	4,163	32,065		
Bay Trail Phase 2 (C2002)	112,154			
Waterfront Road Open Space (C5002)		26,261		
Waterfront Park (C5017)			1,935,000	
Susana & Mt. View Park (5025)		470,000		
Downtown Bicycle Project (C2006)	1,061	18,902		
Marina Vista Bicycle Project (C2009)	26,783	338,014		
Shell Ave Pedestrian/Bicycle Project (C2008)	7,882	374,168		
Alhambra Creek Plaza Improvements (C4006)	9,954	11,026		
Sub-total Parks and Trails	**166,091**	**1,270,942**	**1,935,000**	**0**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Streets				
Annual Pavement Mgt.		1,600,000	500,000	500,000
Paving (1044)	225,503	940,514		
Reliez Valley Paving (C1046)	87,855			
Alhambra Valley Road Sidewalk (C2007)	23,850	115,950		
Strom Drain & Streets GIS System (C1053)			125,000	
Sign Inventory (C1054)			50,000	50,000
Energy Efficiency Lighting (LED)	111,833	63,167		
Handicap Access Program (C1010)	5,738	151,662	25,000	25,000
Sidewalk Repair Project (C1040)	300	78,850	25,000	25,000
Main Street Improvements (C1034)	1,635	56,846		
Downtown PDA Pavement Restoration (C1047)	10,235	1,268,766	500,000	
Court Street Overcrossing (C1045)		72,505		
Pacheco Blvd Improvements (C1048)		450,000		
Intermodal Phase III (C6006)	2,010,800	682,703		
Pacheco Transit Hub (C6009)	1,929,176	458,127		
Bus Stop Improvements (6010)	76,526	4,628		
Sub-total Streets	**4,483,451**	**5,943,718**	**1,225,000**	**600,000**
Traffic Signals				
Alhambra Ave/C Street Signal (C1049)		275,000		
Muir/Center Signal Modification (C1050)		50,000		
Sub-total Traffic Signals	**0**	**325,000**	**0**	**0**
Community Programs				
General Plan (C4000)	52,919	65,544		
Sub-total Community Programs	**52,919**	**65,544**	**0**	**0**

Budget for Fiscal Years 2015-16 and 2016-17

	2013-14 Actual	2014-15 Projected	2015-16 Budget	2016-17 Budget
Measure H				
Waterfront Park (C5017)	486,382	3,448,353	2,050,000	
Hidden Lakes Park (C5020)		1,800,000		
Susana & Mt. View Parks (C5025)	52,938	1,098,051		
Park Improvements: Cappy Ricks, Hidden Valley & Nancy Boyd Parks	4,438,688	1,408		
Sub-total Measure H	**4,978,009**	**6,347,812**	**2,050,000**	**0**
Transfers Out				
Total Capital Improvement Program	**$ 9,848,655**	**$ 14,473,504**	**$ 5,510,000**	**$ 750,000**

SUMMARY OF KEY FISCAL POLICY STATEMENTS

General Financial Goals

- To fund current operations expenditures with current year revenues.
- To maintain an adequate fund balance to protect the City from unforeseen circumstances.
- To allocate resources to the highest priority services.

Budget Policies

Operating Budget

- The City's operating budget will be developed on a biennial basis and adopted by the City Council. The City Council will approve appropriations from fund balance and any adjustments to the adopted biennial budget in excess of 5%.
- The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets. Each adopted two-year budget will be balanced. Except in exceptional circumstances, recurring General Fund revenues will be equal to or greater than recurring General Fund operating expenditures for each year of the two-year budget.
- The City will exercise prudent fiscal management by maintaining an adequate fund balance to protect the City in times of economic uncertainty or unforeseen circumstances.
- Budget adjustment reports will be presented to Council every six months.

Revenue

- The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations.
- Revenue will be estimated using an objective, analytical process. In the case of assumption uncertainty, conservative projections will be utilized.
- The City will fund current expenditures from current revenues, avoiding procedures that balance budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.
- Revised revenue projections will be budgeted every six months.

SUMMARY OF KEY FISCAL POLICY STATEMENTS

Capital Financing and Debt Management Policy

- The City will use debt financing only for one-time capital improvements and unusual equipment purchases.

User Fees Policy

- The City will review and periodically adjust its user fees to ensure they are fair, equitable, and justifiable.

Capital Improvement Program Policy

- The City will annually update and present its 5-year plan to the City Council to identify capital improvement projects based on need and availability of funding.
- The City's budget will be adjusted annually to reflect actual program revenues and expenditures.
- A Capital Improvement Project shall be established for all projects greater than $30,000 that meet the definition of a public project per Section 22002 of the State Public Contract Code.
- The City will actively pursue grant and other outside funding sources for all capital improvement projects.

Fixed Assets Capitalization and Inventory Control Policy

- The Fixed Asset Capitalization and Inventory Control Policy have two major objectives. First, to accurately account for and report fixed assets in financial reports issued to external reporting agencies, granting agencies and the public. Second, to meet the City's fiduciary responsibility to establish systems and procedures to protect its fixed assets from loss or theft.

Investment Policy

- The City Treasurer will annually submit an investment policy to the City Council for review and adoption.
- The City Treasurer will invest the City's monies in accordance with applicable law and adopted investment policies.

Accounting, Auditing, and Financial Reporting

- The City's accounting and financial reporting systems will be maintained in conformance with the generally accepted accounting principles and standards of the Government Accounting Standards Board.
- Full and continuing disclosure will be provided in the general financial statements and the bond representations.

CITY OF MARTINEZ BUDGET POLICY

PURPOSE

The purpose of this policy is to set forth the basic revenue and operating financial policies upon which the development of the City's budget will be based. Except as otherwise noted, the following policies will be reviewed every two years during the preparation of the City's biennial budget. Recommended changes will be presented to the City Council for consideration with the adoption of the City's biennial budget.

POLICY

1. REVENUE

A. The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations on revenue generation.

B. The City will estimate revenue using an objective, analytical process; in the case of assumption uncertainty, conservative projections will be utilized.

C. The City will fund current expenditures from current revenues, avoiding procedures that balance budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

D. The City will review and periodically adjust its user fees to ensure they are fair and equitable.

E. Revised revenue projections will be budgeted every six months.

2. OPERATING BUDGET

A. The City's Operating Budget will be developed on a biennial basis and adopted by the City Council. The City Council will approve additional appropriations from fund balance and any adjustments to the adopted biennial budget in excess of 5%.

B. The City's two-year Operating Budget will be presented by fund, function, and department. The purpose of this format is to clearly outline the relationship between the City's organizational structure and its major service areas, and provide detail on the associated expenditures.

C. The City will avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets. Each adopted two-year budget will be balanced. Except in exceptional circumstances, recurring General Fund revenues will be equal to or greater than recurring General Fund operating expenditures for each year of the two-year budget. It shall also be a goal to fund the required transfers to the City's two Internal Service funds from recurring revenues.

D. The City will exercise prudent fiscal management by maintaining an adequate fund balance to protect the City in times of economic uncertainty or unforeseen circumstances.

E. All budgetary procedures will conform to State regulations and Generally Accepted Accounting Principles (GAAP).

F. The legal level of budgetary control is the department level.

G. Three levels of budgetary authority to amend appropriations will be maintained. The City's department heads may make transfers of appropriations within their respective departments. The City Manager is authorized to revise the budget so long as the total revisions in any single budget year do not exceed 5% of the budget, and if sufficient revenues, including new revenue sources, are available to offset such revisions. The City Council approves additional appropriations from fund balances, and adjustments in excess of 5% of the budget.

H. Budget adjustment reports will be presented to Council every six months.

CAPITAL FINANCING AND DEBT MANAGEMENT POLICY

The Capital Financing and Debt Management Policy sets the parameters for issuing debt and provides guidance in the timing and structuring of long-term debt commitments. The City will consider the issuance of long-term obligations under the following conditions:

A. Capital Financing

1. The City will use debt financing only for one-time capital improvement projects and unusual equipment purchases, and only under the following circumstances:

   a) When the project is included in the City's five-year capital improvement program.

   b) When the project is not included in the City's five-year capital improvement program, but it is an emerging critical need whose timing was not anticipated in the five-year capital improvement program, or it is a project mandated immediately by State or Federal requirements.

   c) When the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing.

   d) When there are designated revenues or specific resources sufficient to service the debt, whether from project revenues, other specified and reserved resources, or infrastructure cost-sharing revenues.

2. Debt financing (other than tax and revenue anticipation notes) is not considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax or bond anticipation notes is excluded from this limitation. (See Investment Policy)

3. Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes or developer agreements when benefits can be specifically attributed to users of the facility. Accordingly, development impact fees should be created and implemented to ensure new development pays its fair share of the cost of constructing necessary community facilities.

4. Transportation impact fees are a major funding source in financing transportation system improvements. However, revenues from these fees are subject to significant fluctuation based on the rate of new development. Accordingly, the following guidelines will be followed in designing and building projects funded with transportation impact fees:

   a) The availability of transportation impact fees in funding a specific project will be analyzed on a case-by-case basis as plans and specifications or contract awards are submitted for Council approval.

   b) If adequate funds are not available at that time, the Council will make one of two determinations:

      1) Defer the project until funds are available.

      2) If the project is determined to be a priority, advance funds from the General Fund, which will be reimbursed as soon as funds become available. Repayment of General Fund advances will be the first use of transportation impact fee funds when they become available.

5. The City Council will establish the priority of projects in developing the City's five-year capital improvement program. The following criteria will be used to evaluate pay-as-you-go versus long-term debt financing in

funding capital improvements:

a) Factors that favor pay-as-you-go:

   1) Current revenues and adequate fund balances are available.

   2) Project phasing is feasible.

   3) Debt levels would adversely affect the City's credit rating.

   4) Market conditions are unstable or present difficulties in marketing.

b) Factors that favor long-term financing:

   1) Revenues available for debt service are considered sufficient and reliable so that long-term financing can be marketed with an appropriate credit rating.

   2) The project that is being considered will not adversely affect the City’s credit rating,

   3) Market conditions present favorable interest rates and demand for municipal financing.

   4) A project is mandated by state or federal requirements, and current revenue and fund balances are insufficient to pay project costs.

   5) A project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.

6) The life of the project or asset financed is five years or longer.

B. Debt Management

1. The City will not obligate the General Fund to secure long-term financings except when marketability can be significantly enhanced.

2. An internal feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.

3. The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.

4. The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability and cost-effectiveness.

5. The City will monitor all forms of debt annually coincident with the City's Financial Plan preparation and review process and report concerns and remedies, if needed, to the Council.

6. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations and secondary market continuing disclosure requirements.

7. The City will maintain good, ongoing communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).

8. The City will follow all State and Federal regulations and requirements regarding bond provisions, issuance, taxation and disclosure.

9. The adoption of resolutions of intent will be considered whenever bond issuance is contemplated to increase the flexibility related to funding costs of the project (e.g., project development costs, architectural costs, studies, etc.)

10. The City will seek to maintain its current bond rating and will ordinarily not consider long-term debt that, through its issuance, would cause the City's bond rating to be lowered.

11. Interfund borrowing will be considered to finance high priority needs on a case-by-case basis, only when planned expenditures in the fund making the loan would not be affected. Interfund borrowing may be used when it would reduce costs of interest, debt issuance, and/or administration.

12. The term of the debt will not exceed the legal life of the asset or thirty years, whichever is less.

13. Bond proceeds will be invested in accordance with the provisions of the bond indenture. Funds set aside for debt service will only be used for that purpose.

14. In choosing the appropriate long-term debt instrument, cost, economic equity, political acceptability, and flexibility will be considered. Refunding will be considered to reduce interest costs or principal outstanding, or to eliminate restrictive debt covenants. Pooled financings with other government agencies will be considered, as appropriate.

15. Costs incurred by the City, such as bond counsel and financial advisor fees, printing, underwriters' discount, and project design and construction costs, will be charged to the bond issue to the extent allowable by law. Financial, counsel, and other professional services will be contracted through competitive processes.

C. Debt Capacity

1. **General Purpose Debt Capacity.** The City will carefully monitor its levels of general-purpose debt. Because our general purpose debt capacity its limited, it is important that we only use general purpose debt financing for high-priority projects where we cannot reasonably use other financing methods for two key reasons:

   a) Funds borrowed for a project today are not available to fund other projects tomorrow.

   b) Funds committed for debt repayment today are not available to fund operations in the future.

2. The following will be considered in evaluating appropriate debt levels:

   a) General Fund supported annual debt service payments will not exceed 7% of total budgeted expenditures and transfers out.

   b) The General Fund may be used to provide back-up liquidity to improve the viability of a self-supported debt issue (i.e., *not* land-based financings), but only if the General Fund is not exposed to significant risk of loss of assets or impairment of liquidity. This evaluation of risk will consider such things as the following:

      1) Volatility of the revenue source identified for repayment of the debt.

      2) The likelihood the General Fund would be reimbursed within one year for any payments it might potentially need to make in its role as back-up guarantor.

If the City Council determines the risk of loss of assets or impairment of liquidity to the General Fund to be minimal, self-supported debt service for debt that relies on the General Fund as a back-up guarantor will not exceed 7% of general fund budgeted expenditures and transfers out. Further, direct debt will not exceed 2% of assessed valuation; and no more than 60% of capital improvement outlays will be funded from long-term financings.

3. **Enterprise Fund Debt Capacity.** The City will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the City's rate review and rate setting process.

D. Independent Disclosure Counsel

1. The following criteria will be used on a case-by-case basis in determining whether the City should retain the services of an independent disclosure counsel in conjunction with specific project financings:

   a) The City will generally not retain the services of an independent disclosure counsel when all of the following circumstances are present:

   b) The revenue source for repayment is under the management or control of the City, such as general obligation bonds, revenue bonds, lease-revenue bonds or certificates of participation.

2. The bonds will be rated or insured.

   a) The City will consider retaining the services of an independent disclosure counsel when one or more of following circumstances are present:

b) The financing will be negotiated, and the underwriter has not separately engaged an underwriter's counsel for disclosure purposes.

c) The revenue source for repayment is not under the management or control of the City, such as land-based assessment districts, tax allocation bonds or conduit financings.

d) The bonds will not be rated or insured.

1) The City's financial advisor, bond counsel or underwriter recommends that the City retain an independent disclosure counsel based on the circumstances of the financing.

E. Land-Based Financings

1. **Public Purpose.** There will be a clearly articulated public purpose in forming an assessment or special tax district in financing public infrastructure improvements. This should include a finding by the Council as to why this form of financing is preferred over other funding options such as impact fees, reimbursement agreements or direct developer responsibility for the improvements.

2. **Active Role.** Although land-based financings may be a limited obligation of the City, the City will play an active role in managing the district. This means that the City will select and retain the financing team, including the financial advisor, bond counsel, trustee, appraiser, disclosure counsel, assessment engineer and underwriter. Any costs incurred by the City in retaining these services will generally be the responsibility of the property owners or developer, and will be advanced via a deposit when an application is filed; or will be paid on a contingency fee basis from the proceeds of the bonds.

3. **Credit Quality.** When a developer requests a district, the City will carefully evaluate the applicant's financial plan and ability to carry the project, including the payment of assessments and special taxes during build out. This may include detailed background, credit and lender checks, and the preparation of independent appraisal

reports and market absorption studies. For districts where one property owner accounts for more than 25% of the annual debt service obligation, a letter of credit further securing the financing may be required.

4. **Reserve Fund.** A reserve fund should be established in the lesser amount of; the maximum annual debt service; 125% of the annual average debt service; or 10% of the bond proceeds.

5. **Value-to-Debt Ratios.** The minimum value-to-debt ratio should generally be 4:1. This means the value of the property in the district, with the public improvements, should be at least four times the amount of the assessment or special tax debt. In special circumstances, after conferring and receiving the concurrence of the City's financial advisor and bond counsel that a lower value-to-debt ratio is financially prudent under the circumstances, the City may consider allowing a value-to-debt ratio of 3:1. The Council should make special findings in this case.

6. **Capitalized Interest During Construction.** Decisions to capitalize interest will be made on case-by-case basis, with the intent that if allowed, it should improve the credit quality of the bonds and reduce borrowing costs, benefiting both current and future property owners.

7. **Maximum Burden.** Annual assessments (or special taxes in the case of Mello-Roos or similar districts) should generally not exceed 1% of the sales price of the property; and total property taxes, special assessments and special tax payments collected on the tax roll should generally not exceed 2%

8. **Benefit Apportionment.** Assessments and special taxes will be apportioned according to a formula that is clear, understandable, equitable and reasonably related to the benefit received by – or burden attributed to – each parcel with respect to its financed improvement. Any annual escalation factor should generally not exceed 2%.

9. **Special Tax District Administration.** In the case of Mello-Roos or similar special tax districts, the total maximum annual tax should not exceed 110% of annual debt service. The Rate and method of apportionment

should include a back-up tax in the event of significant changes from the initial development plan, and should include procedures for prepayments.

10. **Foreclosure Covenants.** In managing administrative costs, the City will establish minimum delinquency amounts per owner, and for the district as a whole, on a case-by-case basis before initiating foreclosure proceedings.

11. **Disclosure to Bondholders.** In general, each property owner who accounts for more than 15% of the annual debt service or bonded indebtedness must provide ongoing disclosure information annually as described under SEC Rule 15 C(2) 12.

12. **Disclosure to Prospective Purchasers.** Full disclosure regarding outstanding balances and annual payments should be made by the seller to prospective buyers at the time that the buyer bids on the property. It should not be deferred to after the buyer has made the decision to purchase. When appropriate, applicants or property owners may be required to provide the City with a disclosure plan.

F. ***Conduit Financings***

1. The City will consider requests for conduit financing on a case-by-case basis using the following criteria:

   a) The City's financial advisor will review the terms of the financing, and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.

   b) There is clearly articulated public purpose in providing the conduit financing.

   c) The applicant is capable of achieving this public purpose.

2. This means that the review of requests for conduit financing will generally be a two-step process:

a) First asking the Council if they are interested in considering the request, and establishing the ground rules for evaluating it.

b) And then returning with the results of this evaluation, and recommending approval of appropriate financing documents if warranted.

This two-step approach ensures that the issues are clear for both the City and applicant, and that key policy questions are answered.

3. The work scope necessary to address these issues will vary from request to request, and will have to be determined on a case-by-case basis. Additionally, the City should generally be fully reimbursed for its costs in evaluating the request; however, this should also be determined on a case-by-case basis.

G. Glossary

There are many different types of long-term debt instruments available. Depending on the specific circumstances, the City will consider using the following types of financing instruments:

1. **Assessment Bonds/Special Tax Bonds -** Bonds are issued to develop facilities and basic infrastructure for the benefit of properties within the assessment district. Assessments are levied on properties benefited by the project. Voter approval is not required. Instead, a majority vote of the property owners with a majority of assessments is needed to authorize the issue. The issuer's recourse for non-payment is foreclosure. This type of bond is normally not rated. The bonds may be issued under the provisions of the 1911, 1915 or Mello-Roos Bond Act, whichever is most appropriate.

2. **Bond Anticipation Notes -** Notes are issued to provide temporary financing, to be repaid by long-term financing. The bridge financing has a maximum maturity of three years.

3. **Certificates of Participation -** The City enters into a lease or installment agreement with another party (a lessor, such as a joint powers authority) to lease an asset over a defined period of time at a prearranged annual payment. Voter approval is generally not required. Lease payments are made primarily from general fund revenues. Current law requires the lessee to make lease payments only if the facility has beneficial use. The legislative body has to appropriate annual debt service payments. For the security of the bondholders, a reserve fund is normally established and held by a trustee until all bonds are paid. Interest during project construction must be capitalized. An "asset transfer" structure, whereby an existing facility is used as security to finance construction or acquisition of another project, may be used for flexibility.

4. **Conduit Financing** – A financing in which the proceeds of the issue are loaned to a non-governmental borrower who can then applies the proceeds for Project Financing or (if permitted by federal law for qualified 501 ©(3) Bond) for working capital purposes. The issuance of the securities are by a governmental unit to finance a project to be used primarily by a third party, usually a corporation engaged in private enterprise. The security of this type of issue is the credit of the private user rather than the governmental issuer.

   Usually such securities do not constitute a general obligations of the issuer because the corporate obligor is liable for the generating pledge revenues. Industrial development bonds are a common type of conduit financings.

5. **General Obligation Bonds -** Bonds backed by the full faith and credit of the City. The taxing power may be an unlimited ad valorem tax or a limited tax, usually on real estate and personal property. A special rate is incorporated in the property tax bill annually to pay for debt service. A two-thirds voter approval is required for authorization. Because it is secured by an unlimited tax levy, this structure has strong marketability and lower interest costs.

6. **Marks-Roos Bonds -** Bonds are issued by a joint powers authority to buy other bond issues. By pooling bond

issues, marketability can be improved and administration costs are reduced.

7. **Master Lease Agreements -** The City enters into a lease agreement with a provider to lease equipment or facilities whose useful life is too short to finance with long-term debt. Various pieces and types of real and personal property from different vendors over a period of time can be acquired under one master lease agreement. Interest can be fixed or tied to an index. Financing costs are normally minimal, but the interest cost may be higher than with other instruments.

8. **Revenue Bonds -** Bonds are secured by revenues generated by the facility that is financed, or by dedicated user fees. Voter approval may or may not be required. Planning is more complex because costs and revenues affect each other. Credit enhancement (e.g., insurance or letter of credit) may be needed because of the limited source of debt service payment.

9. **Vendor-Financed Leases -** A vendor of equipment acts as the lessor and investor, and holds the lease for its full term or may assign the lease. The motivating factor to the vendor is usually to encourage future sales of its product.

RESOLUTION NO. 066-15

**AMENDING THE SCHEDULE OF FEES FOR CITY SERVICES,
RESCINDING RESOLUTION NO. 015-09, AND MAKING FINDINGS THAT THE ACTION IS STATUTORILY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTION 15273(A)**

WHEREAS, it is the policy of the City Council of the City of Martinez to establish fees in regard to governmental services specifically authorized by statute or ordinance as well as certain services and functions performed by the City in a proprietary capacity; and

WHEREAS, it has been the policy of the City Council of the City of Martinez to review and adjust the fees periodically to ensure they are equitable and justifiable; and

WHEREAS, the City last conducted a Comprehensive Fee Study in 2004-05, which identified the actual costs of providing City fees; and

WHEREAS, the City increased its fees over a 3 year period based on the costs identified at the time; and

WHEREAS, the City's fee consultant recommended interim year fee adjustments based on increases to CPI, labor, and/or overall department budgets to avoid further gaps between the cost to the City of providing a service and the fees to be charged; and

WHEREAS, the City Council adopted interim year fee adjustments based on annual increases to CPI and labor in 2008 and 2009 via fee resolutions 019-08 and 015-09, respectively; and

WHEREAS, the aforementioned fee resolutions indicated the intent of the City Council to continue to adjust the fees annually by a combination of CPI and labor increases until the next Comprehensive Fee Study is conducted; and

WHEREAS, the economy fell into a major recession following the 2009 adjustments; and

WHEREAS, the City Council subsequently adopted an "Economic Stimulus Program" in September 2010 which was in effect until July 2014; and

WHEREAS, the Economic Stimulus Program provided discounted rates on certain fees and essentially froze other development-related service fees as a means of trying to incentivize development activity; and

WHEREAS, the City needs to adjust the majority of its service fees to account for changes in its costs since the last blended rate adjustment was made in 2009; and

WHEREAS, the recommended blended rate adjustments reflect a combination of the annualized CPI change from 2008 to 2014 of 13.1% for All Urban Consumers for the San Francisco – Oakland – San Jose area and the estimated change in labor costs within each fee program area; and

WHEREAS, the City also wishes to modify certain existing fees and introduce certain other fees at this time; and

WHEREAS, the City wishes to adopt the recommended and proposed user fees or service charges in the amounts set forth in the attached Schedule of Fees for City Services ("Master Fee Schedule"); and

WHEREAS, the fees incorporated herein shall be adjusted annually for inflation thereafter commencing on July 1, 2016, utilizing any increase from the prior calendar year in the U.S. Bureau of Labor Statistics, San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U); and

WHEREAS, notice of a public hearing announcing the date, time and location of the hearing on the proposed fees was published in the Martinez News-Gazette two times fourteen days in advance of the hearing, posted outside City Hall, and mailed to any interested persons at least 14 days in advance of the hearing date, and supporting data made available to the public at least 10 days in advance of the hearing date, all in compliance with Government Code Sections 66016, 66017 and 66018, and the required Public Hearing was held on May 20, 2015, at which time oral and written presentations were made and received; and

WHEREAS, the project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15273(a) in that the fees being established are for the purposes of meeting the operating expenses of the City in providing the services performed specifically at the request of the applicant at the same levels of service as are currently being provided; and

WHEREAS, the fees being proposed by this resolution will be imposed for any one or more of the following purposes: 1) to confer a specific benefit or grant a privilege that is not provided to those who are not charged; 2) to provide a specific government service that is not provided to any person not charged; 3) to defray the reasonable regulatory costs associated with issuing licenses and permits, performing investigations and inspections; and such fees will not exceed the reasonable costs to the City of conferring the benefit, granting the privilege or providing the service, as is applicable; and, accordingly, such fees do not constitute a "tax" under Article XIIIC section 1 of the California Constitution.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Martinez adopts the proposed fees set forth in the attached City Master Fee Schedule.

BE IT FURTHER RESOLVED, the project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15273(a) in that the fees being established are for the purposes of meeting the operating expenses of the City in providing the services performed specifically at the request of the applicant or user at the same levels of service as are currently being provided; and

BE IT FURTHER RESOLVED, this Resolution shall become effective on July 20, 2015, pursuant to Government Code Section 66017, with the exception of the General Administration, Police, Amphitheater Rental Reservation, and Senior/Community Center Rental fees, which shall become effective upon adoption, and that Resolution 015-09 and any previous resolutions in conflict with this Resolution are rescinded upon the effective date(s) of the new fees.

* * * * * *

I HEREBY CERTIFY the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 20th day of May, 2015, by the following vote:

AYES: Councilmembers AnaMarie Avila Farias, Lara DeLaney, Debbie McKillop and Mayor Rob Schroder

NOES: None

ABSENT: Vice Mayor Mark Ross

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

Adopted February 7, 2007

CITY OF MARTINEZ
CAPITAL IMPROVEMENT PROGRAM POLICY

PURPOSE

The purpose of the Capital Improvement Program (CIP) is to systematically plan, schedule, and finance capital projects as determined by the City Council. The Capital Improvement Program will include major rehabilitation costs to existing infrastructure and facilities, as well as the cost of new facilities or capital improvements.

POLICY

A. The City's 5-year plan will be updated and presented annually to the City Council to identify capital improvement projects based on need and availability of funding.

B. In accordance with Section 65401 of the Government Code, the 5-year plan is reviewed annually by the City Planning Commission for conformity with the adopted General Plan.

C. The City's budget will be adjusted annually to reflect actual program revenues and expenditures.

D. A Capital Improvement Project shall be established for all projects greater than $30,000 that meet the definition of a public project per Section 22002 of the State Public Contract Code. These include projects involving construction, reconstruction, alteration, renovation, improvement, demolition, repair work, and painting (other than minor repainting) of any City-owned, leased or operated facility. This definition excludes maintenance work as defined in Section 22002 of the State Public Contract Code; for example, routine, recurring and usual work for the preservation of any publicly owned or operated facility; landscape maintenance; or minor repainting.

E. As part of the budget process, departments will submit CIP requests providing a detailed description of the proposed project or purchase. All requests will be reviewed by the City Manager. The City Council will approve projects based on need and availability of funding.

F. The City Manager will have the authority to revise the budget among projects with similar revenue sources so long as sufficient revenues are available to offset such revisions.

G. With Council approval, unexpended project appropriations will be carried forward as continuing appropriations to future fiscal years, as required to complete the intent of the original budget.

H. The City will actively pursue grant and other outside funding sources for all capital improvement projects.

I. In order to receive "local share" or "return to source" Measure C funds each year, the City will submit an updated 5-year CIP to the Contra Costa Transportation Authority demonstrating compliance with the Growth Management Program established by Measure C when it was adopted by voters in 1998. Measure C will be succeeded by Measure J, which has similar requirements.

Effective**:** July 1, 2002

CITY OF MARTINEZ
FIXED ASSETS CAPITALIZATION AND INVENTORY CONTROL POLICY

The Fixed Asset Capitalization and Inventory Control Policy has two major objectives:

1. **Accounting and Financial Reporting**: to accurately account for and report fixed assets in financial reports issued to external reporting agencies, granting agencies and the public.
2. **Safeguarding of City Assets**: to meet the City's fiduciary responsibility to establish systems and procedures to protect its fixed assets from loss or theft.

This policy provides specific guidelines to determine which fixed assets are subject to separate accounting, reporting and safeguarding.

The Finance Division of the Administrative Services Department is responsible for, and has established, systems and procedures through which both objectives are met. These systems and procedures are used to identify, process, control, track and report City fixed assets.

Capitalization Policy (Accounting and Financial Reporting)

In general, all fixed assets, including land, buildings, machinery and equipment, with an original cost of $5,000 or more, is subject to accounting and reporting (capitalization). All costs associated with the purchase or construction should be considered, including ancillary costs such as freight and transportation charges, site preparation, professional fees, and legal claims directly attributable to asset acquisition. Specific capitalization requirements are described below.

- The capitalization threshold is applied to individual units of fixed assets. For example, ten desks purchased through a single purchase order, each costing $1,000, will not qualify for capitalization even though the total ($10,000) exceeds the threshold of $5,000.

- For purposes of capitalization, the threshold will generally not be applied to components of fixed assets. For example, a keyboard, monitor and central processing unit, purchased as components of a computer system, will not be evaluated individually against the capitalization threshold. The entire computer system will be treated as a single fixed asset.

- Repairs to existing fixed assets will generally not be subject to capitalization unless it extends the useful life of the asset. In this case, it represents an improvement and is subject to the requirements described below.

- Improvements to existing fixed assets will be presumed (by definition) to extend the useful life of the related fixed asset and, therefore, will be subject to capitalization only if the cost of the improvement meets the $5,000 threshold. In theory, an improvement to a fixed asset that had an original cost of less than $5,000, but now exceeds the threshold as a result of the improvement, should be combined as a single asset at the total cost (original cost plus the cost of the improvement) and capitalized.

- Capital projects will be capitalized as "construction in progress" until completed. Costs to be capitalized include direct costs, such as labor and materials, as well as ancillary costs and any construction period interest costs as required by authoritative pronouncements from GASB.

Inventory Control (Safeguarding of City Assets)

Department heads are ultimately responsible for safeguarding their department's fixed assets from theft or loss. The Finance Division is responsible for establishing and maintaining systems and procedures that enable departments and program managers to properly safeguard their assets.

In general, inventory control is applied only to movable fixed assets, such as machinery and equipment, and not to land, buildings, or other immovable fixed assets. Fixed assets subject to inventory control will be accounted for and controlled through the same systems and procedures used to account and control fixed assets subject to capitalization.

Fixed assets will be subject to inventory control if they meet at least one of the following criteria:

- Original cost of the fixed asset is equal to or greater than $5,000.

- Any asset less than $5,000 as requested by a department. This may include certain machinery and equipment that, due to their portability, value outside of the office, or character, are susceptible to theft or loss. It may also include any asset that has been requested by a department to be controlled in order to satisfy an internal (operational) or external requirement. For example, MIS may wish to track all computer hardware in order to establish replacement and upgrade schedules.

- Any asset that is required to be controlled and separately reported pursuant to grant conditions or other externally imposed requirements. For example, a grant program that has funded the acquisition of a fixed asset may impose requirements that the fixed asset be tracked and identified as a grant-funded asset.

Adopted May 20, 2015

CITY OF MARTINEZ INVESTMENT POLICY

I. Statement of Purpose

It shall be the Investment Policy of the City of Martinez that all funds not required for immediate budgeted expenditures be invested in compliance with this statement as well as applicable Federal and State legislation. The Investment Policy follows the provisions of California Government Code 53601 governing investments.

Safeguards will be set into place to ensure that adequate reserves are established and maintained to provide that cash in sufficient amounts will be available for those immediate expenditures as authorized by the City's budget. Funds so maintained will be deposited in a manner best serving the City.

It will be further recognized that the City has a responsibility to ensure the security of its assets and always maintain a level of quality so that the public at large will have the highest confidence that its best interests are being served.

The purpose of this document is to identify various policies and procedures that enhance opportunities for a systematic investment process. The initial step toward a prudent investment policy is to organize and formalize investment related activities. Related activities that comprise good cash management include accurate cash projection, the expeditious collection of revenue, the control of disbursements, cost effective banking relations, and a short-term borrowing program, which coordinates working capital requirements and investment opportunity. In concert with these requirements are the many facets of an appropriate and secure short-term investment program.

II. Scope

It is intended that this policy cover all short-term operating funds and investment activities under the direct authority of the City. These funds are described in the most current annual financial report and include General Fund, Capital Projects Fund, Special Revenue Fund, Enterprise Fund, Internal Service Funds and Fiduciary Funds.

This investment policy applies to all transactions involving the financial assets and related activities of the foregoing funds.

III. Objectives

A. Safety: Safety of principal is the foremost objective of the City, followed by liquidity and yield. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they be from securities default or erosion of market value.

Investment decisions should not incur unreasonable investment risks in order to obtain current investment income.

B. Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated. This need for investment liquidity may be tempered to the extent that the City is able to issue short-term notes to meet its operating requirements. Emphasis will be on marketable securities with low sensitivity to market risk.

C. Yield: The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances or resolutions that restrict the placement of short term funds.

D. The investment portfolio shall be diversified to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institution.

E. The City shall adhere to the guidance provided by the "prudent person rule," which obligates a fiduciary to ensure that:

"...Investment shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived." (Also see Section VI.)

F. All participants in the investment process shall act reasonably as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public scrutiny and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. Nevertheless, in a diversified

portfolio, it must be recognized that occasional measured losses are inevitable, and must be considered within the context of the overall portfolio investment return, provided that adequate diversification has been implemented.

G. Investments are to be made that will bear in mind the responsibility of city government to its citizens. Investments that encourage the betterment of the human condition will be sought. Alternative investments that enhance the quality of life will be given full consideration. Investments that serve to only enrich a few to the detriment of the people will be strictly avoided.

H. No investment is to be made in a company that receives revenues from the production or manufacturer or sale of tobacco products. No investment is to be made in an investment pool such as LAIF, County Treasury, CAMP, etc. that receives more than 15% of gross revenues from the production or manufacture or sale of tobacco products.

IV. Delegation of Authority

Section 53636 of the Government Code of the State of California provides that money on deposit is deemed to be in the treasury of the City.

Although the responsibility for conducting the City's investment program resides with the Treasurer, the day-to-day investment function is hereby delegated to the Assistant City Manager for Administrative Services.

V. Investment Instruments

A. United States Treasury notes, bonds, bills, or certificates of indebtedness or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

B. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

C. Shares of beneficial interest issued by diversified management companies, that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies shall either: (1) attain the highest ranking or

the highest letter and numerical rating provided by not less than two of the three largest nationally recognized rating services or (2) retain an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience managing money market mutual funds with assets under management in excess of $500,000,000.

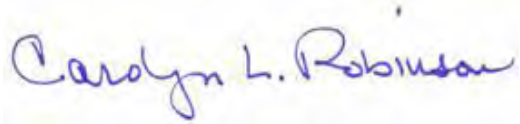
The purchase price of shares shall not exceed 20 percent of the investment portfolio of the City.

D. The State of California Local Agency Investment Fund. The LAIF portfolio should be reviewed periodically.

VI. Prudence

The standard of prudence to be used by investment officers shall be the "prudent person rule," and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence will be relieved of personal liability for an individual security credit risk or market price changes, provided that deviations from expectations are reported on a timely fashion, and appropriate action is taken to control adverse developments. (Also see Section III.E.)

Certified by:



City Treasurer

Amended: May 2015

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RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARTINEZ APPROVING A BUDGET AND AUTHORIZING EXPENDITURES FOR FISCAL YEARS 2015-16 AND 2016-2017

WHEREAS, the City Council has conducted a public session concerning the Proposed Budget for July 1, 2015 through June 30, 2017, at which time any and all members of the public had an opportunity to comment on said budget; and

WHEREAS, the City Council has reviewed the City Manager's Proposed Budget for the 2015-2016 and 2016-2017 fiscal years; and

WHEREAS, the City Council desires to adopt said budget for the 20015-2016 and 2016-2017 fiscal years;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Martinez as follows:

1. The Budget, which is on file at the office of the Assistant City Manager and incorporated herein by this reference, is hereby adopted. The budget is attached to this resolution.

2. Recognizing that actual revenues and appropriations may vary from the estimates set forth in the budget, the Council wishes to authorize the budget with the understanding that it may require revisions as set forth in paragraph 3 below.

3. The City Manager is authorized in this biennial budget to revise the budget so long as the total revisions in any single budget year do not exceed 1% of the budget as set forth in the attached budget, and provided that sufficient revenues are available to offset such revisions.

4. All revenues subsequently received by City funds in excess of amounts appropriated by this resolution for fiscal years 2015-2016 and 2016-2017 are hereby appropriated to their respective reserve fund balances.

5. The City Manager is authorized to act on behalf of the City and to make expenditures and incur liabilities against all funds of the City as provided for in contracts that have been authorized by the City Council. The Council's authorization of such contracts shall automatically constitute an appropriation of the necessary amount.

6. The City Manager or his/her designee is authorized to make appropriation transfers from one account to another within a department and is also authorized to make appropriation transfers between funds, provided that total appropriations do not exceed the limitations set forth by this resolution.

* * * * * *

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 17th day of June, 2015, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

APPROPRIATION LIMIT

Proposition 4, commonly known as the Gann Limit, was approved by the California electorate in November, 1979, and modified by Proposition 111 which passed in 1990, to limit the amount of tax proceeds state and local governments can spend each year. The Gann Limit now appears in Article XIIIB of the California Constitution. Fundamentally, the purpose of the constitutional provisions and the implementing legislation is to restrict the growth of tax-funded programs and services by limiting the appropriations of proceeds of taxes to the 1978-79 base year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in Fiscal Year 1978/79 in each city and is adjusted for changes in inflation and population in each subsequent year. By law, inflationary adjustments are based on the California Department of Finance's official report on changes in the state's per capita income or in non-residential assessed valuation due to new construction. Population adjustments are based on changes in either city or county population levels.

Article XIIIB of the California Constitution provides that the City's annual appropriations be subject to certain State limitations. This appropriations limit is calculated each year and is established by a resolution of the City Council. The Appropriation Limit for 2015-16 was calculated at $172,776,855 for the City of Martinez. This amount was calculated by taking last year's limitation and adjusting it by the total change in California per capita personal Income change and the percent increase in the County population. The City of Martinez's budgeted tax revenues subject to the Limit are $16,688,807 or 9.66% of the Appropriations Limit. Therefore the City's tax revenues fall substantially below the appropriation limit.

Article XIII (B) Appropriations Limit for Fiscal Year 2015/16

Appropriations Limit for Fiscal Year 2014/15	$ 164,220,944
Percentage Increase in Polulation - City	1.34
California Per Capita Personal Income	3.82
Calculation Factor for 2013/14 (1.0382 X 1.0134)	1.0521
Appropriations Limit for Fiscal Year 2015-16	**$ 172,776,855**

RESOLUTION NO. 063-15

RESOLUTION ADOPTING THE 2015-16
PROPOSITION 4 APPROPRIATIONS LIMITATION

WHEREAS, there has been submitted to this meeting of the City Council of the City of Martinez the Fiscal Year 2015-16 Appropriations Limitation pursuant to Government Code Section 7910, et.seq.; and

WHEREAS, the computations necessary to determine said limit have also been submitted along with the recommended amount of $172,776,855 utilizing the adjustment factors of city population growth and the growth in personal income; and

WHEREAS, proceeds of taxes subject to the limit do not exceed the calculated Appropriations Limit for 2015-16.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Martinez that Fiscal Year 2015-16 Appropriations Limitation is set at the amount of $172,776,855.

* * * * * *

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 20th day of May, 2015 by the following vote:

AYES: Councilmembers AnaMarie Avila Farias, Lara DeLaney, Debbie McKillop and Mayor Rob Schroder

NOES: None

ABSENT: Vice Mayor Mark Ross

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

CITY OF MARTINEZ BENEFITS BY REPRESENTED UNIT

Rep Unit	Medical Insurance	Dental Insurance	LT Disability	Life Insurance	PERS Retirement	Retirement Medical	Deferred Comp
Laborer's Local 324	City pays 100% of Premium for Kaiser for employee and dependents. For employees hired after 1/1/07, the City will pay 80% of each increase in Kaiser premium and the employee will pay 20% of the increase. Employees must pay difference in costs if they choose a plan other than Kaiser.	City pays 100% of premium which provides basic benefit of $2,500 annually. This is an 80/20 co-payment plan with no annual deductible.	City pays premium for the plan that pays at a rate of 66.7% of employee's salary up to maximum benefit of $3750/month. This insurance has a 60-day elimination period.	City pays the monthly premium costs for a policy which provides 2 times the employee's annual gross salary up to maximum of $200,000.	City contributes: 4% January 1, 2015 toward employee's portion of the PERS contribution.	Medical Premium Reimbursement Benefits shall be paid on a percentage basis against the cost of the Kaiser health coverage based upon the number of years of service with the City.	City makes the ICMA Deferred Compensation Plan available to all employees.
Police Officers' Association	City pays 100% of January 1, 2004 Premium for Kaiser for employee and dependents (includes prepaid drug plan and optical); employees pay 15% of annual increase in 2005 and 20% of any subsequent annual increases thereafter on a cumulative basis. In January 2015, the employee percentage of increase will be 25%. Employees must pay difference in costs if they choose plan other than Kaiser.	City pays 100% of premium which provides basic benefit of $2,500 annually. This is an 80/20 co-payment plan with a $50 per person/$150 per family deductible. The deductible is waived for diagnostic and preventive care.	City pays officers $19.50 per month in lieu of LT disability plan. Officers are covered through an plan with PORAC.	City pays the monthly premium costs for a policy which provides 2 times the employee's annual gross salary up to maximum of $125,000 and 100% of premiums for health and dental benefits to widow or widower and minor dependents of officers killed in the line of duty.	City contributes: 5% January 1, 2015 toward employee's portion of the PERS contribution.	For employees that retire after 1/1/04, City pays benefits at the rate paid for active employees.	City makes the ICMA Deferred Compensation Plan available to all employees.
Police Non-Sworn Employees' Association	City pays 100% of Premium for Kaiser for employee and dependents. For employees hired after 1/1/07, the City will pay 80% of each increase in Kaiser premium and the employee will pay 20% of the increase. Employees must pay difference in costs if they choose a plan other than Kaiser.	City pays 100% of premium which provides basic benefit of $2,500 annually. This is an 80/20 co-payment plan with no annual deductible.	City pays premium for the plan that pays at a rate of 66.7% of employee's salary up to maximum benefit of $3750/month. This insurance has a 30-day elimination period.	City pays the monthly premium costs for a policy which provides 2 times the employee's annual gross salary to a masimum of $125,000 and 100% of premiums for health and dental benefits to widow or widower and minor dependents of members of the association killed in the line of duty.	City contributes: 4% January 1, 2015 toward employee's portion of the PERS contribution.	Medical Premium Reimbursement Benefits shall be paid on a percentage basis against the cost of the Kaiser health coverage based upon the number of years of service with the City.	City will contribute $65 per month per employee into the ICMA Deferred Compensation Plan.

GUIDE TO FUNDS BY NUMBER

01 General Fund - The General Fund is the City's primary reporting entity for current general government operations of the City of Martinez. It accounts for all financial resources not required by law or administrative action to be accounted for in another fund.

20 Public Safety Grants - These are Federal and State grants received by the Police Department for improvements in public safety technology and other special projects.

21 National Pollution Discharge Elimination System (NPDES) - The City participates in the Contra Costa County Flood Control and Water Conservation District for the collection, administration, distribution, and expenditure of funds derived from stormwater utility assessments. The assessment is collected with property taxes received by the County Tax Collector and is used for pollution control improvements and drainage system maintenance.

22 Measure C/J - This fund accounts for the local jurisdictions portion of the Local Street Maintenance Fund allocation. These monies can only be spent on local streets and roads, transit operations, growth management planning and compliance, bicycle and pedestrian trails, and parking facilities.

23 Gasoline Tax - This fund accounts for monies received from the State of California under Street and Highway Code Section 2103, 2105, 2106, 2107 and 2107.5. The allocations must be spent for street maintenance, construction and a limited amount of engineering.

27 Housing In-Lieu Fund - This fund accounts for developer fees which are paid in-lieu of affordable housing. The funds are to be used at the City's discretion for the provision of affordable housing to low and moderate income households.

29 Recycle Fund - This fund accounts for the grants the City receives for the disposal of used oil and recycling. This fund also accounts for funds received from the solid waste hauler to cover costs to implement Assembly Bill 939 programs and Climate Action Plan initiatives.

31 Capital Improvement Program - The Capital Improvement Program (CIP) budget is for expenditures on capital projects such as major street or park improvements, building construction, and major facility maintenance

33 Lighting and Landscaping - This fund accounts for the installation, maintenance and improvements of subdivision lighting and landscaping within the various special assessment districts. Monies are collected through an annual levy on the property owners within each district.

34 Mitigation/Impact Fees - This fund accounts for fees collected from developers to mitigate the impact of new development. The City established the following impact fees: traffic, park in-lieu, child care, drainage, cultural facilities, police facilities, and park and recreation.

36 PEG Access - This fund accounts for the payments received by the City's cable provider to be used for public, educational and governmental capital support as provided by the City's franchise agreement.

41 City Hall Certificate of Participation – This fund accounts for the accumulation of resources for, and the payment of long-term debt principal, interest and related costs for the 2003 Certificate of Participation for City Hall.

44 General Obligation Bond, Election of 2008 – Accounts for the payment of debt service on the General Obligation Bonds issued in May 2009.

45 General Obligation Bond, Election of 2008 – Accounts for the payment of debt service on the General Obligation Bonds issued in March 2012.

71 Water System Fund – This enterprise accounts for the operation, maintenance and treatment of the water system.

72 Water System Capital Improvement Fund - The Water System Fund accounts for the funds received from customers receiving water service provided by the City and the related expenditures for administration, system improvements, maintenance and repair, and debt service issue related to the provision of water service to the customers.

73 Marina Fund - The Marina Fund revenues include lease payments, sales and property taxes.

74 Marina Capital Improvement Fund - The Marina Fund revenues include lease payments, sales and property taxes.

75 Parking Services Fund - The Parking Services Fund accounts for the activities related to the various parking lots and parking meters in the City. Revenue is generated from parking meters and parking permits.

76 Parking Capital Improvement Fund - The Parking Services Fund accounts for the activities related to the various parking lots and parking meters in the City. Revenue is generated from parking meters and parking permits.

81 Equipment Replacement - The Equipment Replacement Fund accounts for the accumulation of funds for the maintenance and subsequent replacement of the equipment under City control. Costs are charged to departments by way of "rental charges" of City vehicles and equipment.

82 Information Systems - The Information System Fund accounts for the services rendered to all City departments for management of the City's hardware and software needs. Costs are charged to departments by percent based on the number of computer work stations and overall use of technology.

BUDGET GLOSSARY

The City's budget document contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the budget document in understanding the terms, this glossary has been included in the document.

Account	A subdivision within a fund for the purpose of classifying transactions.
Account Number	Numeric identification of the account.
Accounting System	The total set of records and procedures that are used to record, classify, and report information on an entity's financial status and operations.
Accrual Basis of Accounting	The method of accounting that recognizes transactions on the basis of when they are incurred or committed, rather than when they are made or received.
Accrued	Term to describe balances that have increased or accumulated over a period of time, as with a budget, fund, or benefit.
Activity	A function or a group of related functions for which the budgetary unit is responsible; for Martinez's budgeting purposes, an activity is the same as a program.
Ad Valorem	Latin for according to value. An ad valorem tax is assessed on the value of goods or property; not on the quantity, weight, extent, etc.
Adjusting Entry	A journal entry posted to the accounting records at the end of an accounting period to record a transaction or event which was not properly posted during the accounting period for various reasons.
Adopted Budget	Revenues and appropriations approved by the City Council in June for the next fiscal year.

Agency	The term for the highest organizational level, in most cases a City, department, or independent board.
Agency Funds	Funds that are used to account for assets held by the City on behalf of individuals, private organizations, other governments, and/or other funds.
Allocation	A distribution of funds or an expenditure limit established for an organizational unit.
Americans With Disabilities Act	Federal legislation that requires the accessibility of public facilities for disabled persons.
Appropriation	An authorization made by the City Council that permits the City to incur obligations and to expend resources. An appropriation is limited in the amount and the period of time in which it may be expended.
Appropriation Limit	As defined by Section 8 of Article XIIIB of the California Constitution, enacted by the passage of Proposition 4 at the November 6, 1979 General Election, the growth in the level of certain appropriations from tax proceeds are generally limited to the level of the prior year's appropriation limit as adjusted for changes in cost of living and population. Other adjustments may be made for such reasons as the transfer of services from one government entity to another.
Appropriation Resolution	The official enactment by the City Council to establish legal authority for City officials to obligate and expend resources.
Arbitrage	The simultaneous purchase and sale of the same or an equivalent security in order to profit from price discrepancies. In government finance, the most common occurrence of arbitrage involves the investment of the proceeds from the sale of tax-exempt securities in a taxable money market instrument that yields a higher rate, resulting in interest revenue in excess of interest costs.
Assessed Valuation	An official value established for real estate or other property as a basis for levying property taxes.

Assessments	Charges made to parties for actual services or benefits received.
Assets	Government-owned property that has monetary value.
Assigned Fund Balance	Fund balance that has a limitation for an intended use.
Audit	A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's (City Council's) appropriations.
Audit Trail	Documentation which permits the sequence of financial transactions to be followed.
Authorized Positions	Those ongoing positions approved in the final budget of the preceding year.
Average Cost	Total of all costs for all units bought (or produced) divided by the number of units acquired (or purchased).
Balance Available	The amount of money available for appropriation or encumbrance. It is the excess of cash and near-cash assets of a fund over its liabilities and reserves, commonly called surplus available for appropriation. It is also the unobligated balance of an appropriation that may be encumbered for the purposes of the specific appropriation.
Balanced Budget	When there is neither a budget deficit nor a budget surplus; when revenues equal expenditures.
Balance Sheet	A financial statement listing a fund or organization's total assets, liabilities, and equity on a specific date.

Bond A written promise from a local government to repay a sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance capital improvement projects such as buildings, streets, and bridges.

Budget A financial plan for a specific period of time (fiscal year) that matches all planned revenue and expenditures with various municipal services.

Budget Amendment A legal procedure utilized to revise a budget appropriation. City Staff has the prerogative to adjust expenditures within or between departmental budgets. The City Manager is authorized to revise the budget so long as the total revisions in any single budget year do not exceed 5% of the budget, and provided that sufficient revenues are available to offset such revisions. Council approval is required for additional appropriation from fund balances or new revenue sources.

Budget Calendar The schedule of key dates which City departments follow in the preparation, revision, adoption, and administration of the budget.

Budget Detail A support document to the published budget that details the line item expenditures.

Budget Document The financial plan report reviewed and adopted by the City Council.

Budget Message The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and presents recommendations made by the City Manager.

Budget Surplus The Difference between operating revenues and operating expenditures. The Budget Surplus may be used for ongoing expenses (as opposed to year-end balance, which may be used only for one-time expenses).

Budget Year Is the fiscal year for which the budget is being considered; i.e. the fiscal year following the current year.

Budgetary Unit	An organizational component budgeted separately, usually a department or division.
California Employers' Retiree Benefit Trust	An irrevocable trust established to fund OPEB.
California Society of Municipal Finance Officers	The purpose of this organization is to promote professional administration of municipal finance and to strive for the attainment of professional status of all those responsible for the conduct of the activities of the field.
Capital Improvement	Any project or physical public improvement that results in a permanent addition to the City's fixed assets, or a revitalization/improvement that extends a fixed asset's useful life or increases its usefulness or capacity. A capital improvement has an estimated service life of at least eight years and a value of at least $25,000.
Capital Improvement Program	A plan for capital expenditures to provide for the acquisition, expansion, or rehabilitation of an element of the City's physical property to be incurred over a fixed period of several future years.
Capital Outlay	Expenditures relating to the purchase of equipment, land, or other fixed assets.
Carryover or Carry Forward	The process of carrying a budgeted and encumbered item from the current fiscal year to the next fiscal year.
Cash Basis or Cash Method	An accounting method that recognizes income and deductions when money is received or paid. The modified-accrual method is the preferred method for government organizations.
Certificate of Participation	Obligations of a public entity based on a lease or installment sale agreement.
Citizen Option for Public Safety	State law enforcement grant program which provides funding for front line law enforcement.
Committed Fund Balance	Fund balance that has limitations imposed at the highest level of decision making that requires formal action at the same level to remove.

Community Development Block Grant	CDBG – provides eligible metropolitan cities and urban counties with annual direct grants to revitalize neighborhoods; expand affordable housing and economic opportunities; and/or improve community facilities and services, principally to benefit low- and moderate-income persons. Funded by the Department of Housing and Urban Development of the Federal Government.
Compensation	Direct and indirect monetary and non-monetary rewards given to employees on the basis of the value of the job, their personal contributions and their performance. These rewards meet both the organization's ability to pay and any governing legal regulations.
Comprehensive Annual Financial Report	An official annual financial report of a government.
Consumer Price Index	Also known as the Cost-of-Living Index, it is a measure of change as determined by a monthly survey of the U.S. Bureau of Labor Statistics. Many pension and employment contracts are tied to changes in consumer prices as protection against inflation and reduced purchasing power. Among the CPI components are the costs of housing, food, transportation, and electricity.
Contingency	An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as flood emergencies, Federal mandates, shortfalls in revenue, and similar events.
Contingency Fund	Amount reserved for a possible loss.
Controllable Costs	Costs that can be influenced by the department involved, unlike other fixed costs such as rent, which is contracted by lease in advance.
Cost	Amount of money that must be paid to acquire something; purchase price or expense.

Cost Accounting	The continuous process of analyzing, classifying, recording, and summarizing cost data within the confines and controls of a formal cost accounting system and reporting them to users on a regular basis.
Cost Allocation Plan	The documentation identifying, accumulating, and distributing allowable costs under grants and contracts together with the allocation method used.
Cost Approach	Method of appraising property based on adding the reproduction cost of improvements, less depreciation, to the market value of the site.
Cost Basis	Original price of an asset, used in determining depreciation and capital gains or losses.
Cost of Living Allowance	Adjustment of wages designed to offset changes in the cost of living, usually as measured by the consumer price index.
Cost Recovery	The establishment of user fees which are intended to cover the cost of providing services.
Current Fiscal Year	The fiscal year in progress.
Debt Margin	The difference between the debt limit and the total outstanding debt.
Debt Service	The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.
Debt Service Fund	A governmental fund used to account for the accumulation of resources for, and payment of, general obligation bond principal and interest from governmental resources, and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

Deficit	A result of: (1) Insufficiency in the account or number, whether as the result of defaults and misappropriations, mistakes, or shrinkage in value. (2) Excess of the government's spending over its revenues.
Department	A major administrative segment of the City, which indicates overall management responsibility for an operation or a group of related operations within a functional area. An example is the Community Development Department within the General Fund.
Depreciation	The process of allocating the cost of a capital asset to the periods during which the asset is used.
Designated Fund Balance	A portion of unreserved fund balance designed by City policy for a specific future use.
Direct Cost	Costs changed easily by management decisions such as advertising, repairs and maintenance, and research and development; also called managed costs.
Direct Labor	Cost of personnel that can be identified in the product or service, such as the salary of the person who provides the direct service.
Discretionary Costs	Costs changed easily by management decisions such as advertising, repairs and maintenance and research and development. Also called managed costs.
Division	A unit of organization that reports to a department.
Downtown Specific Plan	The City's set of guidelines and policies to shape the future of downtown Martinez. This Plan will directly affect future initiatives associated with revitalizing the downtown area.
Educational Revenue Augmentation Fund	A state mandated property tax shift to schools.
Environmental Impact Report	EIR – a public document used by governmental agencies to analyze the significant environmental effects of a proposed project, to identify alternatives and disclose possible ways to

	reduce or avoid potential environmental damage. The California Environmental Quality Act requires an EIR whenever the initial study or other evidence in the record has produced significant environmental effects.
Encumbrance	Obligations in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation and for which part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.
Enterprise Fund	A proprietary fund used to account for operations that are financed and operated in a manner similar to private business enterprises – where the intent of the legislative body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The rate schedules for these services are established to ensure that revenues are adequate to meet all necessary expenditures.
Equity	The difference between fund assets and fund liabilities.
Estimate	To approximate.
Estimated Economic (Useful) Life	The period over which a property is expected to be usable, by one or more users, with normal repairs and maintenance, for the purpose(s) for which it is intended.
Expenditure	Utilization of fund resources. Expenditures include operating expenses, debt service, and capital outlays. Expenditures reduce the remaining budget authorization (appropriation) available.
Expenditure Category	A basis of distinguishing types of expenditures. The major expenditure categories used by the City of Martinez are Labor, Operating, Capital, and Direct and Indirect Costs.
Expenditure Object Code	Unique identification number and title for a minor expenditure category. Represents the most detailed level of budgeting and recording of expenditures, referred to as a “line item”.

Fee	The amount charged by the City to provide a specific service, tied directly to the cost to the City of providing that service.
Federal Emergency Management Agency	FEMA - The Governing agency for emergency services nationwide.
Fiduciary Funds	Also referred to as Trust and Agency Funds. These funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds.
Fiscal Year	A twelve-month time period signifying the beginning and ending period for recording financial transactions. The City of Martinez has specified July 1 through June 30 as its fiscal year.
Fixed Assets	Assets of significant value that have a useful life of several years such as land, buildings, machinery, equipment, and furniture.
Fixed Asset Management	Tagging and preparing asset ledgers for plant, facilities, and equipment; recording changes in asset status; and conducting periodic inventories of assets.
Fixed Cost	A cost that remains constant regardless of volume or demand. Fixed includes salaries, interest expense, rent, depreciation and insurance expenses.
Forecasts	Estimates of the future impact of current revenue and expenditure policies, based on specific assumptions about future conditions such as inflation or population growth. Forecasts are neither predictions about the future nor a statement of policy intentions.
Fringe Benefit	Compensation that an employer contributes to its employees such as retirement, life/health insurance, or training supplements. Fringe benefits can be either mandatory, such as PERS contributions, or voluntary, such as health insurance benefits.
Full-time Equivalent	Positions or fractions thereof based on full-time definition of forty hours of work per week.

Function An activity or a group of related activities for which the budgetary unit is responsible; in Martinez, a function is the same as the program.

Fund A separate accounting entity with a self-balancing set of accounts to record all financial transactions (revenues and expenditures) for specific activities or government functions. Funds are classified into three categories: governmental, proprietary, and fiduciary. Commonly used funds in governmental accounting are: General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, Internal Service Funds, Agency Funds, and Special Assessment Funds.

Fund Accounting System used by nonprofit organizations, particularly governments. Since there is no profit motive, accountability is measured instead of profitability. The main purpose is stewardship of financial resources received and expended in compliance with legal requirements. Financial reporting is directed at the public rather than investors.

Fund Balance The excess of assets over liabilities; this term applies to governmental funds only.

Gas Tax Fund A fund to account for receipts and expenditures of money apportioned under Streets and Highway Code section 2103, 2105, 2106, 2107 and 2107.5 of the State of California.

GDP Gross domestic Product

General Fund A fund used to account for the major operating revenues and expenditures of the City, excluding those financial resources that are required to be accounted for in another fund category. General Fund revenues are derived primarily from property and other taxes.

General Long Term Debt All debt that has not matured except that of proprietary funds. Provides a way for governments to list all the long-term general obligation debt they have in an “off balance sheet” manner such that the debt has no negative effect on the fund balances of the governmental funds. If sufficient

	assets are not available to cover the debt, it is covered by the full faith and credit of the government in the form of the amount provided.
General Obligation (GO) Bond	Bonds that are usually limited by state law as to the amount as well as the length of indebtedness that a government can have. These "Full Faith Credit" bonds are secured by all of the financial assets of the local government, including property tax.
General Plan	The master plan for the City which guides its physical, economic, and social development. It contains key elements such as land use, traffic/circulation, noise concerns, and recreational considerations.
Geographic Information System	A computer based Geographic Information System for the tracking and monitoring of development projects.
Goals	Broad mission statements which serve as guiding principles of the City Council.
Governmental Accounting	Principles and procedures in accounting for federal, state and local government units.
Governmental Accounting Standards Board	GASB – organized in 1984 by the Financial Accounting Foundation to establish standards of financial accounting and reporting for state and local governmental entities (www.gasb.org).
Governmental Funds	These include general, special revenue, capital project, and debt service. They measure how government is doing in the short term and often in comparison to the budget.
Government Finance Officers Association	**A** non-profit professional association serving 9,500 government finance professionals throughout North America. Over 11,000 governments participate actively in the associations' activities.

Grant	Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant awarded by the Federal Government.
Historical Cost	Actual expenses incurred during the previous fiscal years. The basis for how trends are determined. Accounting principle requiring that all financial statement items be based on original cost or acquisition cost.
Indirect Cost	A cost not directly associated with a specific item or service that is allocated across a number of budget areas. Electricity and building insurance are examples of indirect costs. Also referred to as Overhead.
Inflation	Rise in the prices of goods and services, as happens when spending increases relative to the Supply of goods on the market.
Infrastructure	Refers to the major physical components of a jurisdiction including the streets, bridges, reservoirs, and sewers, all of which are generally immovable. Infrastructure is differentiated from fixed assets which include property and equipment such as buildings, vehicles, and machinery.
Inter-Fund Transfers	Payments from one fund to another fund, primarily for work or services provided.
Intergovernmental Fund	Used to account for activities primarily supported by taxes, grants, and similar revenue sources.
Intermodal Surface Transportation Efficiency Act	This fund was created to administer those monies the City has secured for various street and traffic signal projects from the federal government.
Internal Service Fund	A fund used to account for services provided by one department to other departments on a cost-reimbursement basis.

Jurisdiction	Geographic or political entity governed by a particular legal system or body of laws.
Levy	To impose taxes, special assessments or service charges for the support or governmental activities.
Liability	Debt or other legal obligations arising out of past transactions which much be liquidated, renewed, or refunded at some future date. Encumbrances are not considered to be liabilities.
Lighting and Landscaping Funds	Funds to account for the installation, maintenance, and improvement of subdivision landscape and lighting within the special districts. Monies are collected through an annual levy on the property owners within each district.
Local Agency Formation Commission	LAFCO – reviews proposals for the formation of new local governmental agencies and changes of organization in existing agencies.
Local Agency Investment Fund	LAIF – a voluntary program created by statute in 1977 in which participating agencies (local governments and special districts) invest public funds.
Long Term Debt	Debt with a maturity of more than one year after issuance.
Maintenance of Effort	A criterion that must be met in a street improvement as mandated by the State.
Major Fund	A fund that comprises more than 10% of total citywide budgeted revenues and transfers-in and/or 10% of total budgeted appropriations and transfers-out.
Measure H	Accounts for the $25,000,000 of General Obligation Bonds issued May 2009 and March 2012. These funds are to finance the costs of acquiring and constructing park improvements.
Measure WW	East Bay Regional Park District issued a bond measure to fund Regional Park acquisition and capital projects with a portion of the proceeds to go to cities, special park and recreation districts, county service areas and the Oakland Zoo for much needed local Park and recreation projects.

Memorandum of Understanding	MOU – an agreement outlining the terms of employment entered into between the City and Employees of various bargaining units.
Millions of Gallons Per Day	Rating used in infrastructure water projects.
Mobile Data Terminal Modeling	A program set up for direct communication between the police officer and the dispatcher. Designing or manipulating a mathematical representation that simulates an economic system or corporate financial application so that the effect of changes can be studies and forecast.
Modified Accrual Basis or Method	Bases of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of accrual and cash accounting since expenditures are immediately incurred as a liability when they are committed, while revenues are not recorded until they are actually received or are "measurable" and available for expenditure.
National Pollutant Discharge Elimination System	NPDES – a permit program authorized by the Clean Water Act that controls water pollution by regulating point sources that discharge pollutants into waters of the United States.
Nondepartmental	The department designation assigned to budgets that provide for performance of work or purchase of goods that cross or transcend departmental lines.
Nonspendable Fund Balance	Portion of net resources that cannot be spent because of their form or must remain intact.
Objectives	Specific plans, programs, or activities that departments and their divisions intend to accomplish in the upcoming fiscal years.
Operating Budget	A financial plan for the provision of direct service and support functions that provide basic governmental services. The operating budget contains appropriations for such expenditures as salaries and benefits, services, supplies, capital outlays, and debt service/other. It does not include Capital Improvement Program expenditures.

Ordinance	A law passed by the legislative authority (City Council) of a local jurisdiction.
Organization	Organized structure of roles and responsibilities functioning to accomplish predetermined objectives.
Organization Chart	A chart showing the interrelationships of positions within an organization in terms of authority and responsibilities.
Overhead	Indirect expenses of running an organization not directly associated with a particular item or service. Also referred to as Indirect Cost.
Overtime	Time worked in excess of an agreed upon time for normal working hours by an employee at the rate of one and one-half their normal hourly rate. Working on holidays or weekends may constitute overtime work, especially if not part of the normal work schedule.
Per Capita	By or for each individual. Anything figured per capita is calculated by the number of individuals involved and is divided equally among all.
PG&E Rule 20A Funding	Projects performed under Rule 20A are nominated by a city, county or municipal agency and discussed with Pacific Gas & Electric Company, as well as other utilities. The costs for undergrounding under Rule 20A are recovered through electric rates after the project is completed.
Prepaid	Expense paid in advance, such as a one-year insurance policy paid when purchased or rent paid in advance of the period covered.
Prior Year	The fiscal year proceeding the current year.
Program	An organized, self-contained set of related work activities within a department or division which are directed toward common objectives and represent a well-defined expenditure of City resources.

Program Budget	A budget which allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.
Projection	Estimate of future performance made by economists, corporate planners and credit and securities analysts, typically using historic trends and other assumed input.
Property Tax	A tax levied on the assessed value of real property also known as ad valorem tax. In California, this tax is limited to 1% with the exception of pre-Proposition 13 approved bond debt service.
Proposition 13	On June 6, 1978, the California electorate approved Proposition 13, the "People's Initiative to Limit Property Taxation," which limited the tax rate for real estate as follows: the maximum amount of any tax on real property shall not exceed 1% of the full cash value of such property.
Proposition 218	On November 5, 1996, the California electorate approved Proposition 218, the self-titled "Right to Vote on Taxes Act." Proposition 218 added articles XIIIC and XIIID to the California Constitution and made numerous changes to local government finance law. Public officials are required to conduct the public's business in compliance with Proposition 218.
Proprietary Fund	A fund used to account for operations that are financed and operated in a manner similar to business enterprises. Such a fund is established as a self-supporting operation with revenues derived primarily from fees, charges, or contracts for services.
Public Employees' Retirement System	PERS – provides retirement and health benefit services to members from the state, school districts and local public agencies (www.calpers.ca.gov).
Purchase Order	An order issued by the Purchasing Department which authorizes the delivery of specific goods or services and incurrence of a debt for them.
Recognized	The time at which an item is officially recorded and measurable, as with a financial transaction.

Reserve	An account used to designate a portion of the fund balance for a specific future use and is therefore not available for general appropriation.
Resolution	A legal order by a government entity.
Restricted Fund Balance	Fund balance that has limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments, or imposed by law through constitutional provisions or enabling legislation.
Retained Earnings	The accumulated earnings of an Enterprise or Internal Service Fund which have been retained in the fund and are not reserved for any specific purpose.
Revenues	Funds received from various sources and treated as income to the City to be used to finance expenditures. Revenues include such items as taxes, fees, user charges, grants, fines, forfeits, and interest income.
Right of Way	ROW – a strip of land occupied or intended to be occupied by a street, crosswalk, railroad, Electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer main, shade trees, or special use.
Section	A unit or organization which reports to a division.
Special Assessment	A tax or levy customarily imposed against only those specific parcels of real estate that will benefit from a proposed public improvement, as opposed to a general tax on the entire community. Because the proposed improvement will enhance the value of the affected homes, only those affected owners must pay this special lien. Common examples of special assessments are water, lighting and landscaping, sidewalk and sewer assessments, or other special improvements such as parks and recreational facilities.
Special District	A designated geographic area established to provide a specialized service (e.g. Landscape Maintenance District).

Specials Funds	The City's accounts are broken into distinct funds, each earmarked for a different purpose, with the principle and interest of the funds tracked separately. The City's main operating fund is its General Fund, while all other City funds are designated as Special Funds.
Statement of Net Activities	Reports net (expense) revenue of functions.
Statement of Net Assets	Includes all assets and liabilities.
Transfers-In/Out	A transfer of resources between different City funds. A transfer of cash from the City's General Fund to a City Special Fund, for example, would be designated as a transfer-out in the General Fund, and then a transfer-in in the receiving Special Fund.
Transient Occupancy Tax	TOT – a 10% tax added to the cost of renting a hotel room within the City. Also known as the Hotel Tax
Trust Funds	Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations or other governmental agencies.
Unassigned Fund Balance	In the general fund, the balance of net financial resources that are available for appropriation.
Unreserved Fund Balance	In a governmental or expendable trust fund, the balance of net financial resources that are available for appropriation.
User Fees	Fees charged to users of a particular service provided by the City.

LIST OF ACRONYMS

AB	Assembly Bill
ABAG	Association of Bay Area Governments
AD	Assessment District
ADA	Americans with Disabilities Act
AQMD	Air Quality Management District
ARC	Annual Required Contribution
BAAQMD	Bay Area Air Quality Management District
BART	Bay Area Rapid Transit
BOE	Board of Equalization
CAFR	Comprehensive Annual Financial Report
CALBO	California Building Officials
CALPELRA	California Public Employers Labor Relations Association
CALTRANS	Transportation Department for the State of California
CCC	Contra Costa County
CCCFC	Contra Costa County Flood Control
CCCSD	Central Contra Costa Sanitary District
CCFPD	Contra Costa Fire Protection District
CCTA	Contra Costa Transportation Authority
CCWD	Contra Costa Water District
CDBG	Community Development Block Grant
CARBT	California Employers' Retiree Benefit Trust
CEQA	California Environmental Quality Act
CERBT	California Employers' Retirees Benefit Trust.
CERT	Community Emergency Response Team
CIP	Capital Improvements Program
COLA	Cost of Living Allowance
COP	Certificate of Participation
COPS	Citizens Option for Public Safety
CRM	Customer Relationship Management
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers

CTC	California Transportation Commission
DBAW	Department of Boating and Waterways
DOF	California Department of Finance
EBRPD	East Bay Regional Park District
EIR	Environmental Impact Report
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERAF	Educational Revenue Augmentation Fund
ERU	Equivalent Runoff Unit
FASB	Financial Accounting Standards Board
FEMA	Federal Emergency Management Association
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GDP	Gross Domestic Product
GFOA	Government Finance Officers Association
GIS	Geographical Information System
GLTD	General Long Term Debt
GNP	Gross National Product
GO BOND	General Obligation Bond
GP	General Plan
HES	Hazard Elimination System
HUD	U.S. Department of Housing and Urban Development
ICMA	International City Managers' Association
ISTEA	Intermodal Surface Transportation Efficiency Act
LAFCO	Local Agency Formation Commission
LAIF	Local Agency Investment Fund
LLD	Landscape and Lighting District
MOE	Maintenance of Effort
MPA	Municipal Pooling Authority
MTC	Metropolitan Transportation Commission
MUSD	Martinez Unified School District
NPDES	National Pollutant Discharge Elimination System

O & M	Operation & Maintenance
OPEB	Other Post Employment Benefits
PEG	Public Access, Educational, and Government Cable Channels
PEMHCA	Public Employees Medical and Hospital Care Act
PEPRA	California Public Employees' Pension Reform Act
PERS	Public Employees Retirement System
PMP	Pavement Management Program
POST	Peace Officer Standards and Training
PT	Part-Time
RFP	Request for Proposal
ROW	Right of Way
RTIP	Regional Transportation Improvement Program
RWQCB	Regional Water Quality Control Board
SAS	Statement of Auditing Standards
SCADA	Supervisory Control and Data Acquisition
STIP	State Transportation Improvement Program
SWAT	Special Weapons and Tactics
TDA	Transportation Development Act
TEA	Transportation Equity Act
TEA 21	Transportation Equity Act for the 21st Century
TFCA	Transportation Funds for Clean Air
TI	Tax Increment
TOPO	Topography
TOT	Transient Occupancy Tax
ULL	Urban Limit Line
UP	Union Pacific
VLF	Vehicle License Fee
WTP	Water Treatment Plant

BUDGET INDEX

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