



**CITY OF MARTINEZ**

**CITY COUNCIL AGENDA  
June 6, 2007**

**TO:** Mayor and City Council  
**FROM:** Lianne Marshall, Assistant City Manager for Adm Svc  
Cathy Heater, Finance Manager  
**SUBJECT:** Resolution to Adopt 2007-2009 Budget  
**DATE:** May 24, 2007

**RECOMMENDATION:**

Approve the attached resolution to adopt the Biennial Budget for July 1, 2007 through June 30, 2009.

**BACKGROUND:**

Staff met with the Budget Subcommittee throughout the budget development process. The initial budget was discussed at a Budget Workshop held on April 16, 2007, and changes were incorporated into the budget as a result of the Council's input at that session and subsequent meetings with the Budget Subcommittee. The proposed budget was formally presented at the May 16, 2007 Council meeting. The budget reflects the additional revisions requested by the Council at that meeting.

As outlined in the budget message, the budget maintains service levels, and in some cases enhances services to meet the goals and priorities that have been established by the Council. General fund revenue is projected at \$19,839,119 in 2007-08 and \$20,397,293 in 2008-09. General Fund expenditures, including transfers, are \$20,267,884 in 2007-08 and \$20,857,044 in 2008-09. The appropriations are detailed in the budget.

**FISCAL IMPACT:**

As stated in budget.

**ACTION:**

Approve the resolution adopting the 2007-2009 Biennial Budget.

Attachments

**APPROVED BY:**

  
City Manager

**APPROVED BY:**

  
Department Head

**RESOLUTION NO. -07**

**APPROVING A BUDGET AND AUTHORIZING EXPENDITURES FOR  
FISCAL YEARS 2007-2008 AND 2008-2009**

**WHEREAS**, the City Council has conducted a public session concerning the Proposed Budget for July 1, 2007 through June 30, 2009, 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 2007-2008 and 2008-2009 fiscal years; and

**WHEREAS**, the City Council desires to adopt said budget for the 2007-2008 and 2008-2009 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 for Administrative Services 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 to revise the budget so long as the total revisions in any single budget year do not exceed 5% 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 2007-2008 and 2008-2009 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 6th day of June, 2007, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK  
CITY OF MARTINEZ

**CITY OF MARTINEZ  
CALIFORNIA**

**2007-08 AND 2008-09  
BIENNIAL BUDGET**

**ROB SCHRODER, MAYOR**

**JANET KENNEDY, VICE MAYOR**

**LARA DELANEY, COUNCILMEMBER**

**MICHAEL MENESINI, COUNCILMEMBER**

**MARK ROSS, COUNCILMEMBER**

**DONALD A. BLUBAUGH, CITY MANAGER**

**JUNE 6, 2007**

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## City of Martinez

525 Henrietta Street, Martinez CA 94553-2394

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June 6, 2007

Honorable Mayor and City Council Members:

I respectfully submit to you the Biennial Budget for the City of Martinez for fiscal years 2007-2009. Over the course of the past months, the City Council has shared with staff its goals and objectives for the coming years and we believe these are reflected in this budget and are summarized below:

-  **Economic development, revitalization, and redevelopment.**
-  **Marina improvements, including removal of the Ferry Pier.**
-  **Ensure public safety and emergency preparedness.**
-  **Adoption of a new unreinforced masonry ordinance.**
-  **Enhance park maintenance and put the best “physical face” on Martinez.**
-  **Continue street repairs and maintenance.**
-  **Upgrade and program the amphitheater as a venue for vibrant summer activities.**
-  **Assure continued City service delivery in the most economical and efficient way possible.**
-  **Embrace the community through programs, initiatives and activities.**
-  **Maintain fiscal health.**

The Biennial Budget incorporates the Council’s goals and continues existing levels of service to the community. It also adheres to the fundamental City Council policies of funding current operations expenditures with current year revenues, maintaining an adequate fund balance to protect the City from unforeseen circumstances, and allocating resources to the highest priority services. The 2007-09 objectives found in the General Government, Departmental Operating, Enterprise Funds, and Capital Improvement Program sections that most closely relate to Council goals are indicated with the symbol .

## **RECAP OF 2005-2007**

The City's revenues in 2006-07 are expected to be \$20,395,627. The General Fund is expected to end fiscal year 2006-07 with an unreserved fund balance of \$6 million.

The City can be proud of its many accomplishments in support of the Council's goals for 2005-07. These achievements are enumerated in each department's budget narrative, and those that addressed the Council's highest priorities for fiscal years 2005-07 are highlighted below.

### *Enhance Marina area.*

- Completed construction of the boat launch ramp and public ferry plaza.
- Secured \$2.93 million in State loans for marina improvements.
- Entered into a contract with a new marina operator and began the two-year entitlement period of the long term sublease.
- Identified funding for removal of the old pier. Plans and specifications are completed and ready to bid the project.

### *Revitalize Downtown.*

- Adopted the Downtown Specific Plan and EIR.
- Released RFP for 630 Court Street, a major downtown development project. Four proposals have been received and are being analyzed.
- Expanded the quality of various community events, including "Festa Italia" and the Downtown Restaurant Tour.
- Rezoned more than 15 acres of land to higher density for affordable housing.
- Completed installation of new downtown parking meters.
- Began work on a new Unreinforced Masonry Ordinance.

### *Move Forward on the John Muir Festival Center.*

- Supported Willows Theater Company in construction of the Campbell Theatre, a downtown cabaret theater that opened in May 2007.
- Erected amphitheater production facility.
- Completed improvements to amphitheater including landscaping, permanent restrooms, and lighting.

#### Vote on Formation of Redevelopment Agency

- Rescinded original redevelopment ordinance.

#### Update Emergency Response Plan.

- Began a Citizens' Emergency Response Training (CERT) program for citizens of Martinez.
- Conducted training of City staff in National Incident Management Systems (NIMS) protocols.

#### Other Significant Accomplishments

- Hosted the 2<sup>nd</sup> Stage of the Amgen Tour of California professional cycling race in 2006, and sponsored Martinez Celebrates Cycling in 2006 and 2007.
- Reorganized the City's departments to improve internal efficiency and workflow.
- Received excellence awards from GFOA and CSMFO for the City's budget and annual financial reports.
- Implemented a Citizen Relationship Management system to allow online reporting and tracking of community problems and concerns.
- Implemented video streaming of City Council meetings to allow citizen access through the City's website.
- Hired new City Manager, Assistant City Manager for Community and Economic Development and Deputy Community Development Director.
- Completed numerous Capital Improvement Projects, including the 9/11 Memorial, Alhambra Avenue paving, Hidden Lakes Open Space Bridge, pedestrian path on Joe DiMaggio Drive, various street rehabilitation projects, and replacement of deteriorated water lines through the Water Main Replacement Project.
- Installed single-stream recycling service, allowing customers to combine all recyclables, and exceeded the State mandated diversion rate.

### **FINANCIAL SUMMARY**

The national economic picture is one of sustained moderate growth, despite rising energy prices and the slump in the housing market. Although auto sales remain weak, other consumer spending remains steady. Economic growth is expected to slow to 2.4% in 2007 and 2.9% in 2008 as compared to 3.3% in 2006. Non-farm payroll employment is forecast to increase around 1% each of the next two years compared to 1.4% in 2006. Declines in the housing sector are evident in nearly every measure. The Consumer Confidence Index slipped in March after hitting a five year high in February, amid worries over the housing slump and rising gas prices. Exports and investment by businesses in equipment and software are expected to grow considerably more

than real GDP in 2007 and 2008. Energy prices pushed up general inflation in 2006 but are expected to stabilize in 2007 and 2008, resulting in lower inflation. The overall outlook is for slower but positive growth, with the major risks a prolonged and deeper housing downturn and higher mortgage rates.

As with the nation as a whole, California's economy will slow in 2007, largely due to the sharp drop in the housing sector. Sales of new and existing homes declined significantly and price gains have moderated considerably. Six of the nine Bay Area counties have experienced year over year declines, although in the East Bay, new home building has shown recent signs of improvement, bucking the State's trend. Several key sectors have shown strength, including personal income, private-sector nonresidential and public works construction, and state exports. The State's general fund sources of revenue are income taxes from individuals and businesses, sales taxes, and other taxes on items such as insurance and alcohol. Statewide taxable sales were more than 7% above their levels of a year ago, consistent with the strong gains in wages and salaries in that period. The outlook is for slower but still positive growth; again, the major risks are a steeper decline in housing and higher mortgage rates.

The Governor's proposed budget for 2007-08 includes major allocations of transportation funds, reductions in social services, and other actions to eliminate an anticipated shortfall in 2007-08. The plan assumes that adoption of its proposals will result in a balanced budget with a reserve of over \$2 billion. However, the budget contains a significant number of downside risks and is based on a number of optimistic assumptions. Adverse outcomes in just a few of these areas could easily eliminate most or all of the proposed reserve.

## **LOCAL ISSUES AND CONCERNS**

Property and sales taxes comprise the two largest sources of City revenues. Despite bullish projections for property tax growth of 5% and 6%, respectively, in the next two years, considerable uncertainty faces the housing market for the longer term. It is imperative the City find ways to improve its tax base and expand opportunities for retail. Of particular concern is the downtown area, which accounted for a mere 5.1% of the City's total sales tax revenues in fiscal 2005-06. Economic enhancements to downtown and throughout the City would have the benefit of solidifying property tax values in addition to strengthening sales tax revenues. To help meet this end, the Council has identified economic development and downtown revitalization as two of its most important goals for the coming budget cycle. Significant resources have been allocated to accomplish these goals, including \$300,000 each year for updating the General Plan (\$200,000 from the General Fund plus \$100,000 from Measure C), which will update key plan elements such as land use, traffic/circulation, noise concerns, and recreational considerations. The Council also recognizes the importance of presenting a better image of Martinez to potential businesses, as well as to residents

and visitors. Additional funding has been allocated each year for improved maintenance of the City's parks and sports fields, and several capital improvement projects are in the pipeline for the 2007-09 budget cycle. Improvements to the Municipal Pool, Senior Center, Old Train Depot (design), Main Street Streetscape, Downtown Tree Lighting, and Highway 4/Alhambra Avenue beautification will help realize the Council's vision and put a fresh face on Martinez.

The 2007-09 Biennial Budget includes employee health benefit increases of 14% annually and retiree health benefit increases of 20%. The City completed an actuarial study of its liability for retiree health benefits to comply with the Governmental Accounting Standards Board (GASB) rules 43 and 45 in fiscal 2008-09, and has budgeted for current costs as well as transfers to the designated reserve of \$300,000 in 2007-08 and \$200,000 in 2008-09 for future liability. Despite the fact that the City began setting aside funds for retiree medical in 2002-03, prudent fiscal management in the years ahead will be essential to continue to balance the operational demands and the liability associated with these commitments. The 3% at 50 benefit for sworn personnel, to become effective in January 2008, is also expected to impact staffing and retirement costs. The Council has allocated funds for succession planning in 2007-08 in anticipation of a number of retirements.

## **BUDGET HIGHLIGHTS**

### **Revenues**

Total General Fund revenues are projected at \$19,839,119 in 2007-08 and \$20,397,293 in 2008-09. Property tax, which is the largest source of General Fund revenue, is estimated to grow by 5% in 2007-08 to \$6,764,100 and by 6% in 2008-09 to \$7,169,946. The primary reason for the expected growth according to the County Assessor is the anticipated turnover of properties in Martinez that have not been reappraised for many years. The subsequent rise in assessed value will result in marked increases to the tax paid on the properties. Sales tax and Sales Tax In-Lieu are expected to increase by 6% in 2007-08 to \$4,584,635 and by 4% in 2008-09 to \$4,745,268. Franchise fees are expected to increase to \$1,355,000 in 2007-08 and \$1,395,000 in 2008-09. Other major revenue sources include user fees, interest income, and business license taxes.

### **Expenditures**

General Fund operating expenditures are budgeted at \$19,481,908 in 2007-08 and \$20,383,849 in 2008-09, with an additional \$785,976 in transfers out in 2007-08 and \$473,195 in 2008-09. The budget assumes that the City will maintain current service levels and includes a limited number of program enhancements. There are also a number of City-wide adjustments that have been incorporated into the budget. These adjustments, listed on the following page, are based on contractual obligations, premium rate increases and experience:

- Salary increases include provisions of the various Memorandums of Understanding.
- PERS costs are increasing significantly beginning in January 2008 when the 3% at 50 retirement formula for sworn personnel becomes effective. Increases of 14% and 24%, respectively, are expected over the next two years to account for the new formula and year-over-year increases to the other retirement plans.
- Employee health benefits are assumed to increase by 14% each year and retiree medical expenses are projected to increase by 20% annually.
- Workers' compensation and liability costs have been reduced in the first year of the budget due to favorable experience and significant dividends; however, rates are expected to increase significantly in the second year of the budget as recent claims experience has trended upward and potential dividends are unknown at this time.
- Utility expenses have been reduced based on trend.

The table below highlights these key adjustments:

<b>BUDGET ADJUSTMENTS</b>	<b>2006-07</b>	<b>2007-08</b>	<b>DIFFERENCE 2006-07</b>	<b>2008-09</b>	<b>DIFFERENCE 2006-07</b>
Salaries	\$10,668,026	\$11,332,485	\$664,459	\$11,644,317	\$976,291
PERS	\$2,487,222	\$2,826,520	\$339,298	\$3,087,436	\$600,214
Employee health benefits	\$1,540,935	\$1,802,976	\$262,041	\$2,014,841	\$473,906
Retiree Medical	\$563,874	\$696,298	\$132,424	\$801,658	\$237,784
Insurance	\$295,427	\$490,403	\$194,976	\$1,200,625	\$905,198
Utilities	\$1,768,922	\$1,665,024	(\$103,898)	\$1,692,807	(\$76,115)
<b>TOTAL</b>	<b>\$17,324,406</b>	<b>\$18,813,706</b>	<b>\$1,489,300</b>	<b>\$20,431,684</b>	<b>\$3,087,278</b>

The Council has allocated to operating a number of specific one-time expenses that will enhance the quality of life of our citizens and provide long term benefits to the City. These expenses include the following:

- \$50,000 each year to the Chamber of Commerce.
- \$50,000 each year for Main Street Martinez.
- \$30,000 in 2007-08 for Amgen bike race.
- \$25,000 each year for Community Grants Funding Program.
- \$25,000 in 2007-08 for consulting support on regional ferry concept.
- \$20,000 in 2007-08 for a "Green Program" coordinator.
- \$5,000 each year for Library and Arts grants.

The program budgets have been reorganized to reflect the new organizational structure that was implemented in 2006-07. Other significant budget changes include the following:

*General Government*

- \$7,000 decrease each year due to a reduction in State mandated claims consulting services.
- \$135,000 additional budgeted in 2007-08 for leave buybacks as a result of anticipated retirements.
- \$30,000 increase for specialized legal services.
- \$35,000 budgeted in 2007-08 and \$10,000 in 2008-09 for garbage franchise rate reviews.
- \$5,000 budgeted each year for additional recycling programs.

*Administrative Services*

- \$18,000 budgeted in 2008-09 for labor relations services for one expiring contract.
- \$18,000 budgeted in 2007-08 in Information Systems for GIS acquisition and installation.

*Community and Economic Development Department*

- \$50,000 decrease in professional engineering services due to reassignment of responsibilities.
- \$40,000 decrease due to removal of events coordinator consulting services.
- \$15,000 decrease in professional services due to hiring of full time staff.
- \$12,000 increase each year for GIS licensing and maintenance.
- \$50,000 budgeted in 2007-08 for Economic Development and Marketing Plan.
- \$18,300 budgeted in 2007-08 and \$18,600 in 2008-09 for events planning for amphitheater.
- \$10,000 budgeted each year for sports field improvements.

*Police Department*

- \$54,300 increase in 2007-08 and \$29,700 increase in 2008-09 for computer upgrades.
- \$19,600 increase in 2007-08 and an additional \$22,000 in 2008-09 for County's animal control contract.
- \$11,000 increase in 2007-08 and an additional \$6,000 in 2008-09 for mandatory training for new personnel.
- \$213,000 budgeted in 2007-08 for succession planning in anticipation of numerous police retirements.
- \$50,000 budgeted each year toward grant-funded police officer position.
- \$16,600 budgeted in 2007-08 and \$36,100 in 2008-09 for part-time IT support.

*Public Works Department*

- \$70,000 increase each year in temporary salaries to improve park maintenance.
- \$5,000 increase each year for repairs to playground equipment and water fountains.
- \$5,000 increase each year for tree service.
- \$5,000 increase each year for extension of the County Probation Department work crew program
- \$99,500 budgeted in 2007-08 and \$106,100 in 2008-09 for senior building inspector position.
- \$10,000 budgeted each year for treatment of lakes at Hidden Lakes Park.

A healthy fund balance is important to protect the City in times of economic uncertainty. This budget maintains an undesignated fund balance of 29% of the operating budget in 2007-08 and 25% of operating in 2008-09. The table below summarizes the General Fund revenues, expenditures, transfers and fund balances for each of the two years:

<b>GENERAL FUND SUMMARY</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>
Revenues	\$19,789,119	\$20,397,293
Expenditures	<u>\$19,481,908</u>	<u>\$20,383,849</u>
Excess Revenues/(Expenditures)	\$307,211	\$13,444
Transfer to CIPs	(\$325,000)	(\$250,000)
Transfer to Other funds (Water/Information Systems)	(\$160,976)	(\$23,195)
Transfers to & from Designated Reserves	(\$250,000)	(\$200,000)
Beginning Fund Balance	\$6,001,582	\$5,597,817
Net Change to Fund Balance	(\$428,765)	(\$459,751)
Ending Fund Balance	<b>\$5,572,817</b>	<b>\$5,113,066</b>

The total budgeted revenue for all City funds in 2007-08 is \$37,107,986, with expenditures of \$39,284,027. In 2008-09, revenues are budgeted at \$37,168,526, with expenditures of \$37,583,510. The expenditures for each budget year include funding for capital improvement projects, some of which is provided by the fund balances of the General Fund and Water System. The operating budgets of all funds are balanced. All City funds include: General, Gas Tax, Transportation, Equipment Replacement, Information Services, NPDES-Stormwater, Parking, Water, Marina, Lighting and Landscaping Districts, Debt

Service, and Special Assessment Funds. Each of these funds consolidates the revenues, expenditures, and one-time investments for specific activities.

### **Other Funds**

The Water Fund includes an increase of \$83,980 in salaries and benefits, and an increase of \$113,284 in supplies and services, which includes a 3% increase, or \$83,025, in the cost of raw water. These are partially offset by a decrease of \$146,258 in utilities. The Water System's overall budget in 2007-08 is \$11,627,393, including CIP expenses of \$2,550,000 and debt service of \$893,709. Revenues are budgeted at \$10,151,128 for 2007-08. The Water System's overall budget in 2008-09 is \$10,347,552, including CIP expenses of \$900,000 and debt service of \$894,326. Revenues are budgeted at \$10,715,567 for 2008-09. Capital improvement projects for the Water System include significant replacement of old water mains and the Harbor View Reservoir Replacement Project. All CIPs for the Water System can be found under Section 10, Enterprise Funds.

The Parking Fund operating budget for 2007-08 is \$372,123; revenues are projected at \$416,564. The 2008-09 operating budget is \$400,470 and revenues are budgeted at \$419,320. The fund balance will increase slightly over the two year period.

The Marina Fund includes revenues of \$612,254 (including \$290,000 in transfers from General Fund designated reserves) and expenditures of \$585,776 in 2007-08, with revenues of \$322,254 and expenditures of \$303,145 in 2008-09. Utilities have been increased by \$48,200 in 2007-08 and \$50,400 in 2008-09. The General Fund has made a number of loans totaling \$1,122,000 to the Marina Fund for several projects including removal of the ferry pier and dredging. The City is currently evaluating a potential source of State funding which may pay for all or a portion of the pier removal, which would reduce or eliminate the need for General Fund contributions for this purpose. The CIPs for the marina can be found in Section 10, Enterprise Funds.

The Internal Service funds account for services provided by one department to other departments on a cost-reimbursement basis. The City has two Internal Service funds, Equipment Replacement and Information Systems. The Equipment Replacement Fund revenues are projected to be \$1,185,386 in 2007-08 and \$1,219,508 in 2008-09. The City is using a portion of fund balance to offset a portion of a one-time large equipment expense. Expenditures are projected to be \$1,168,202 in 2007-08 and \$1,255,419 in 2008-09. The Information Systems Fund revenues are projected to be \$631,029 in 2007-08 (which includes a transfer in of \$137,781 provided by Comcast as a technology grant negotiated during the cable franchise renewal process) and \$484,564 in 2008-09, with expenditures budgeted at \$639,029 in 2007-08 and \$474,564 in 2008-09.

### **Capital Improvement Program**

The City Council adopted the five-year Capital Improvement Program on February 7, 2007. The Capital Improvement Program (CIP) budget, excluding enterprise funds, is \$1,835,777 for 2007-08 and \$1,240,000 in 2008-09. The projects included in the program are described in Section 13, Capital Improvement Projects. The CIPs pertaining to the Enterprise Funds are found in Section 10. The City expects to receive funding for streets and roads in the coming years resulting from Proposition 42 and Proposition 1B. The State Legislature is currently considering SB 286, which would guarantee that every city will receive at least half of their Prop 1B funds to spend in the next two fiscal years, which would provide a significant boost to the City's local streets and roads efforts. If approved, staff will develop proposed programming of the funds for Council consideration. The City has also assembled a task force at the request of the Council to identify and evaluate additional park enhancements, such as artificial turf fields and new fences and gates. The Council will discuss these additional enhancements in the fall if additional sources of available revenue are confirmed.

### **CONCLUSION**

The City must continue to aggressively pursue opportunities to attract new businesses to the community that both meet our needs and strengthen our economic base. While the City must invest in economic development strategies that offer long-term benefits, it is equally important to maintain an adequate reserve to draw upon in times of economic crises, as well as to meet future obligations. This Biennial Budget presents a plan for addressing the goals of the City Council within existing resources. It supports the immediate needs of the community and the long-term fiscal health of the City.

Respectfully Submitted,



Donald A. Blubaugh  
City Manager

*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 2005-06. 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, 2005**

*Carl E. Prange*

President

*Jeffrey L. Essler*

Executive Director

*California Society of  
Municipal Finance Officers*  
**Certificate of Award**  
**For**  
*Excellence in Operating Budgeting*  
*Fiscal Year 2005-2006*

*The California Society of Municipal Finance Officers (CSMFO) proudly presents this certificate to*

***The City of Martinez***

*For meeting the criteria established to achieve the EXCELLENCE AWARD in the OPERATING BUDGET CATEGORY.*

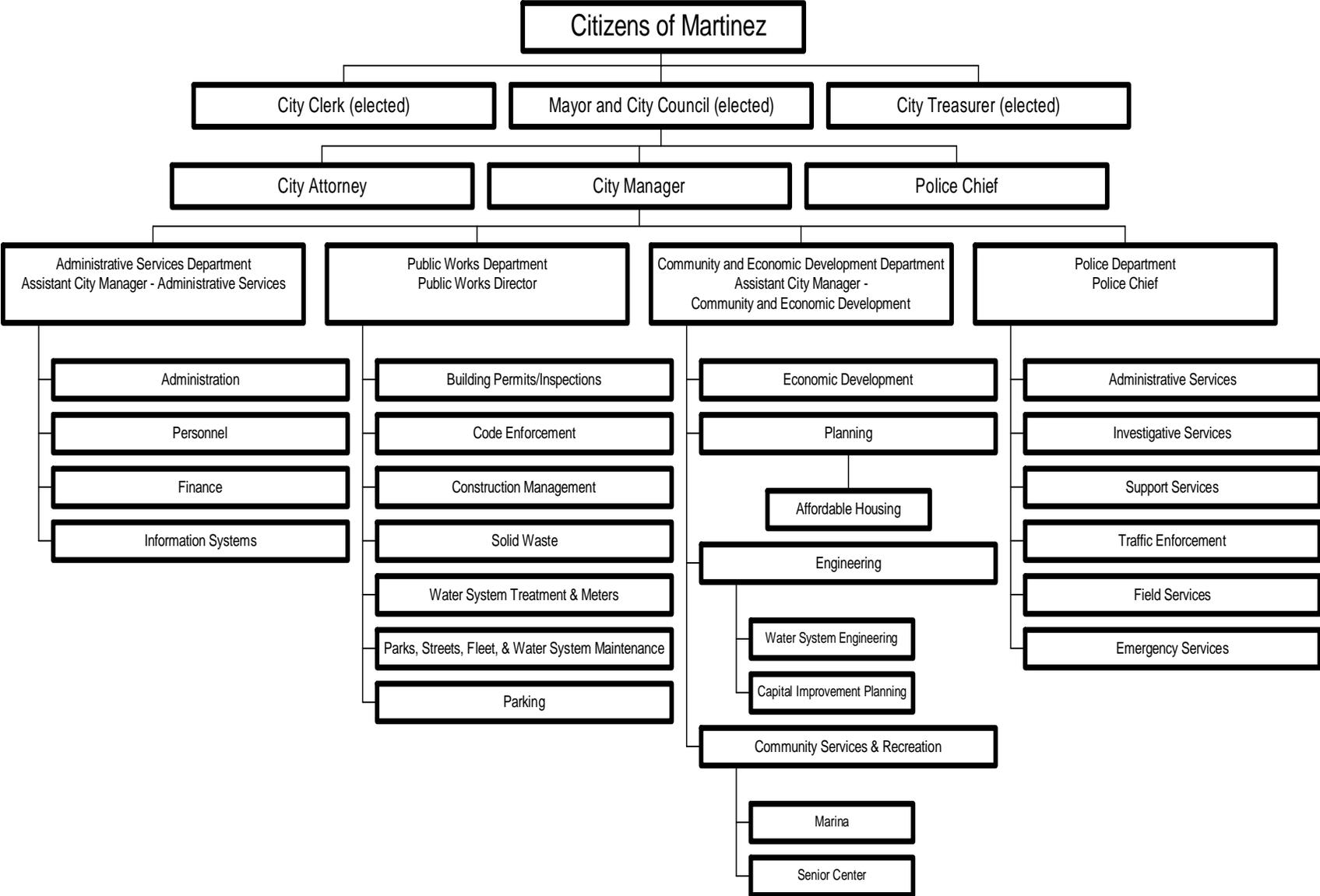
*February 23, 2006*



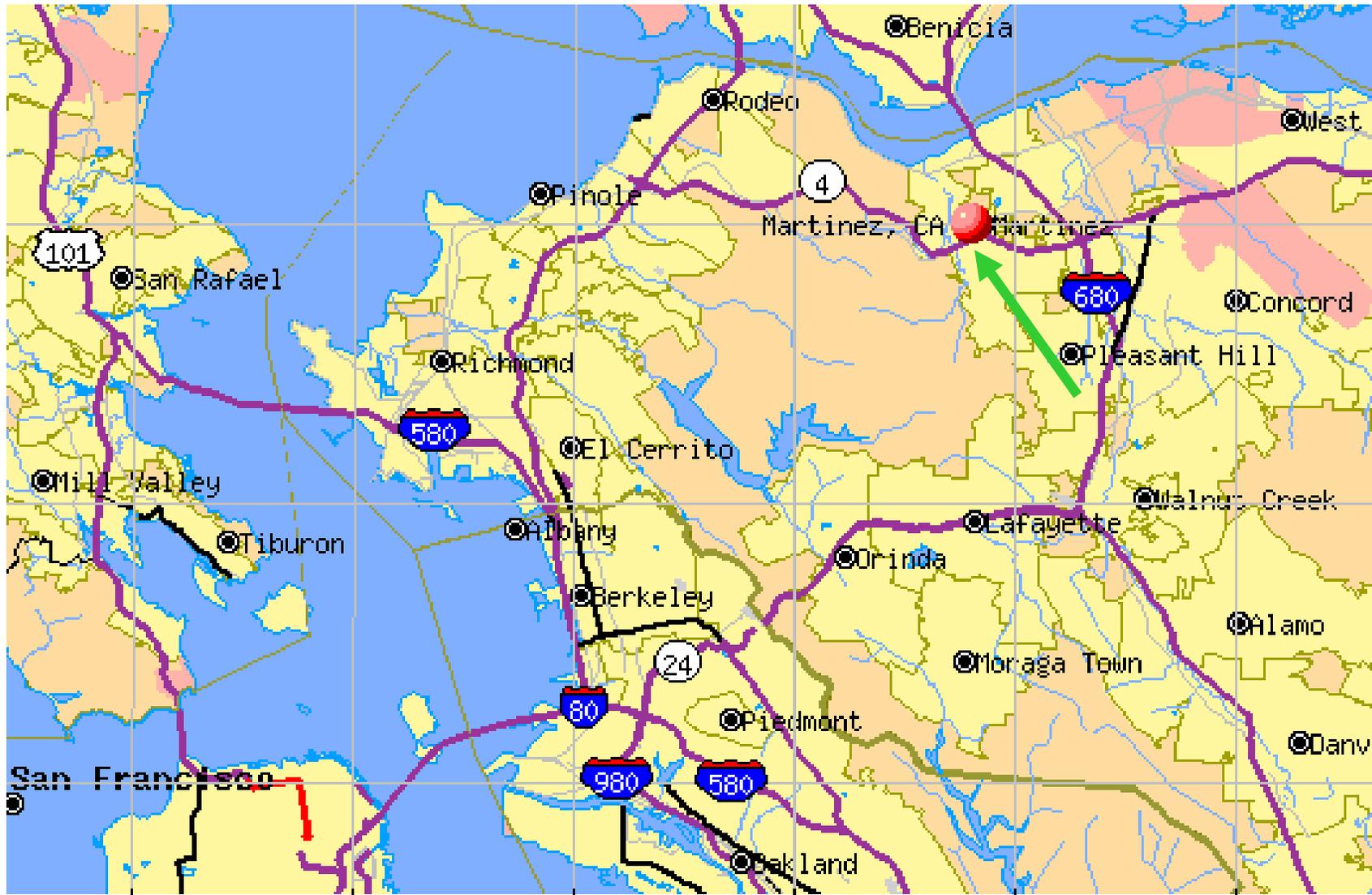
*[Signature]*  
\_\_\_\_\_  
President

*[Signature]*  
\_\_\_\_\_  
Agnes Walker, Chair  
Budgeting & Financial Management

# CITY OF MARTINEZ ORGANIZATION CHART



# AREA MAP



## 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 straits 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 12.5 square miles and has approximately 36,179 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 20<sup>th</sup> century look and charm, with some homes dating back more than 125 years.

### 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 18 City parks, 11 playgrounds, 9 trails, 9 tennis courts, 8 baseball/softball diamonds, 7 soccer fields 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 John Muir Amphitheater, constructed in August 2001, is a 1000-seat amphitheater at the Marina that has accommodated a variety of special events, including the *Willows Theater Group* presentation of the John Muir musical "*Mountain Days*." The City's continued investment in the amphitheater will help ensure that it remains a fixture on the Martinez waterfront for many years to come.

## MISCELLANEOUS STATISTICS

<b>AREA (Miles)</b>	12.5
<b>MILES OF STREETS</b>	122
<b>AVERAGE MINIMUM TEMPERATURE</b>	57 degrees
<b>AVERAGE MAXIMUM TEMPERATURE</b>	92 degrees
<b>AVERAGE RAINFALL</b>	18"
<b>NUMBER OF JOBS</b>	18,860
<b>NUMBER OF HOUSEHOLDS</b>	14,620
<b>AVERAGE HOME PRICE - PAST 12 MOS</b>	\$550,000

### HOSPITALS

Contra Costa Regional Medical Center  
 Kaiser Permanente Hospital  
 VA Medical Center

### EDUCATION

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

### COMMUNITY SERVICES

City Parks	18
City Park acreage (developed)	165
Playgrounds	11
City Trails	9
Community gardens	1
Senior Centers	1
Swimming pools	1
Tennis Courts	9
Skateboard park	1
Baseball/softball diamonds	8
Soccer fields	7

Number of recreation classes	459
Number of community events	52

### PUBLIC SAFETY

Police Stations	1
Police sworn officers	39
Canine units	3
Motorcycle units	2
School resource officer	1

Sources: Various City Records  
 Martinez Area Chamber of Commerce  
 Association of Bay Area Governments - 2007 Update  
 The Real Estate Report - Contra Costa County (March 2007)

## DEMOGRAPHICS INFORMATION

**POPULATION**

State Dept of Finance (1/07)	36,179
2000 Census	35,866

**ELECTION & REGISTERED VOTERS**

Registered Voters (11/06)	20,811
% Voting Last Election (11/06)	65.38%

<u><b>2000 CENSUS DEMOGRAPHICS</b></u>					
<b>GENDER</b>		<b>RACE</b>			
Male	17,794	49.6%	White	27,096	75.5%
Female	18,072	50.4%	Hispanic or Latino	3,660	10.2%
<b>AGE</b>			Asian & Pacific Island	2,462	6.9%
Under 5 Years	2,000	5.6%	African American	1,201	3.3%
5 - 19 Years	6,946	19.4%	American Indian & Alaska Native	264	0.7%
20 - 44 Years	13,504	37.7%	All Other	1,183	3.3%
45 - 64 Years	9,788	27.3%	<b>INCOME</b>		
65 - 84 Years	3,248	9.1%	Per Capita	\$ 29,701	
Over 85 Years	380	1.1%	Median Household	\$ 77,411	
<b>MEDIAN AGE</b>		37.5	\$0 - \$14,999	8.8%	
<b>EMPLOYMENT</b>			\$15,000 - \$24,999	6.1%	
Total Labor Force in Martinez	19,950		\$25,000 - \$34,999	7.9%	
Total Employed	19,200		\$35,000 - \$49,999	13.8%	
Total Unemployed	750		\$50,000 - \$74,999	22.6%	
Unemployment Rate	3.8%		\$75,000 - \$99,999	16.8%	
			\$100,000 - >	24.0%	

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## **ELEMENTS OF THE BUDGET DOCUMENT**

The Budget for 2007-2009 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 goals, summarizes the City's financial position, highlights key issues that are addressed in the budget, documents proposed new programs, and recommends strategies for ensuring financial stability while continuing to provide high quality services to the community. The Introduction also has the overall City organization chart, area map, and miscellaneous statistics and demographics.

### **Budget Guide**

The Budget Guide section includes the budget schedule, an explanation of the budget process, structure of the City's finances, revenue descriptions, key assumptions used to build the budget, and the City's long term debt.

### **Summary Schedules**

This Summary Schedules section provides summary financial information regarding fund balances, projected revenues, 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 2005-07, objectives for 2007-09, 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 seven special revenue funds: COPS Grants, Gasoline Tax, Traffic Congestion Relief, Measure C, NPDES, 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.

### **Capital Improvement Program**

The Capital Improvement Program section details the proposed capital projects for the 2007-09 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.

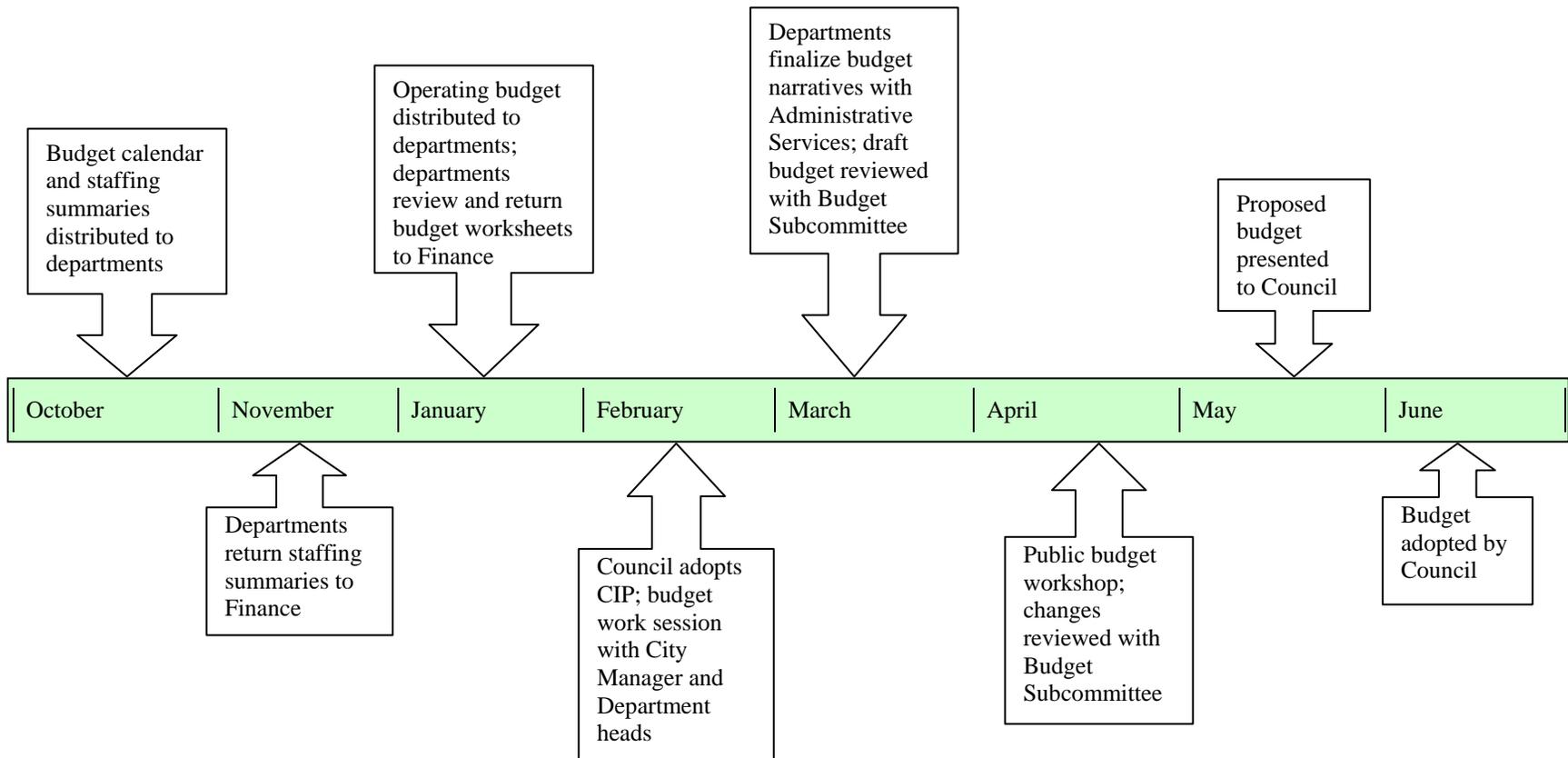
### **Financial Policies**

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 TIMELINE



## 2007-08 AND 2008-09 BUDGET SCHEDULE

<u>Date</u>	<u>Event</u>
Thursday, October 26, 2006	Budget calendar and staffing summaries/personnel listings distributed to departments
Tuesday, November 14, 2006	Departments return staffing summaries/personnel listings to Finance with corrections
Thursday, January 4, 2007	Program revenue and operations budget instructions and worksheets distributed to departments
Thursday, January 25, 2007	Departments return program revenue and operations budget worksheets to Finance
Thursday, January 25, 2007	Budget narrative instructions and worksheets distributed to departments
Wednesday, February 7, 2007	Council adopts 5-year Captial Improvement Program (CIP) and CIP Policy
Monday, February 19, 2007	Finance completes initial draft of budget and assembles workbooks
Thursday, February 22, 2007	Departments return budget narratives to Administrative Services
Monday, February 26, 2007	Budget work session with City Manager and Department Heads
Wednesday, March 6, 2007	Budget Subcommittee meeting
Thursday, March 8, 2007	Final budget narratives distributed to departments
Thursday, March 15, 2007	Departments return final budget narratives to Administrative Services
Wednesday, April 18, 2007	Public Budget workshop
Wednesday, April 25, 2007	Review changes with Budget Subcommittee
Wednesday, May 16, 2007	Present proposed Budget to Council
Wednesday, June 6, 2007	Budget adopted by Council
Thursday, July 5, 2007	Budget printed and available for distribution

## **BUDGET DEVELOPMENT**

### **Budget Process**

The proposed budget includes estimated revenues and expenditures for operating and capital improvement projects for the two fiscal years on a basis consistent with Generally Accepted Accounting Principles (GAAP). The data is presented to the City Manager for review and a public meeting is conducted to obtain public comments. The City Council adopts the budget by June 30 through passage of an adopting resolution.

As with any budget preparation, the ongoing process includes the phases of development, proposal, adoption, and monitoring. The process began with the preparation and distribution of budget instructions and guidelines by the Administrative Services Department in October 2006. Departments were instructed to submit their budget requests to the City Manager by mid-January 2007, and the City Manager met with department heads in February 2007 to develop recommendations to present to the Budget Subcommittee. On April 18, 2007, the City Council held a public workshop for the Council to provide staff direction to finalize the proposed budget and on May 16, 2007, the Council was presented with the proposed budget. The budget – and an appropriations resolution to fund both years of the budget – were adopted at a public City Council meeting on June 6, 2007.

The monitoring phase begins after the budget has been adopted. Department heads will maintain control over their respective funds and ensure adequate resources are available. A mid-year budget review will be conducted in February of each of the two fiscal years. The City will conduct an annual budget review in June of the first year, and at that time make any changes to update the second budget year. Any necessary adjustments to the budget 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 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. The legal level of budgetary control is the department level.

## **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 operates under a Council-Manager form of government, and currently provides a wide variety of services to its citizens, including police, public services, community development, engineering, recreation, and general administrative services. 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 below.

## **Fund Accounting**

The City uses funds and account groups 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. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The City maintains both governmental and proprietary fund types.

## **Governmental Fund Types**

*General Fund:* The General Fund is the general 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.

## **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 encumbrances 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 this conforms to the way the City prepares its budget with the following exceptions:

- Principal payments on long-term debt within the Enterprise Funds are applied to the outstanding liability on a GAAP basis, as opposed to being 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 2007-09 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 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.

### **Cops Grants**

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

### **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.

### **Measure C**

Measure C 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.

### **Traffic Congestion Relief**

This fund accounts for the revenue received from the State of California under AB2928. The allocation must be spent on local street and roads maintenance, rehabilitation and reconstruction projects according to the State's Traffic Congestion Relief Plan.

### **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.

**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 13 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).

**Debt Service Funds**

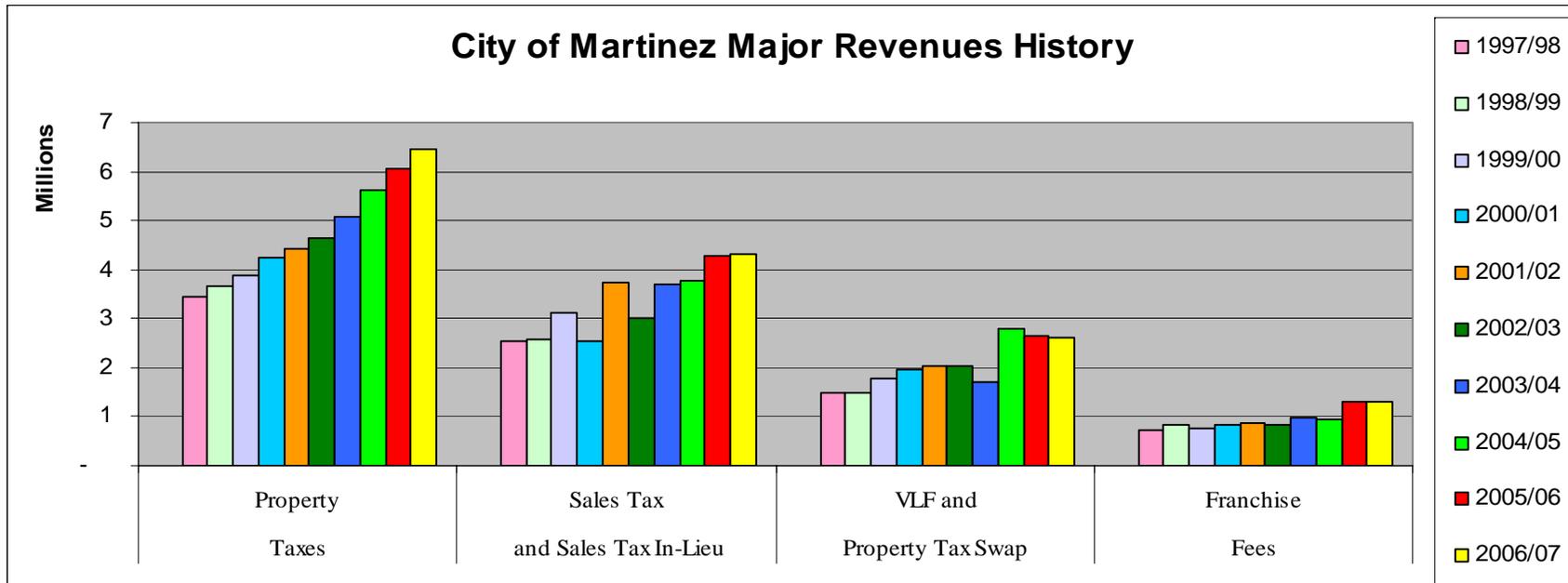
Debt Service Funds are used to account for the accumulation of resources for and the payment of general long-term debt principal, interest and related costs (other than those paid for by the Enterprise Funds). Information on the debt service of the General Fund can be found in Section 4.

## REVENUE DESCRIPTIONS

### General Fund Revenues

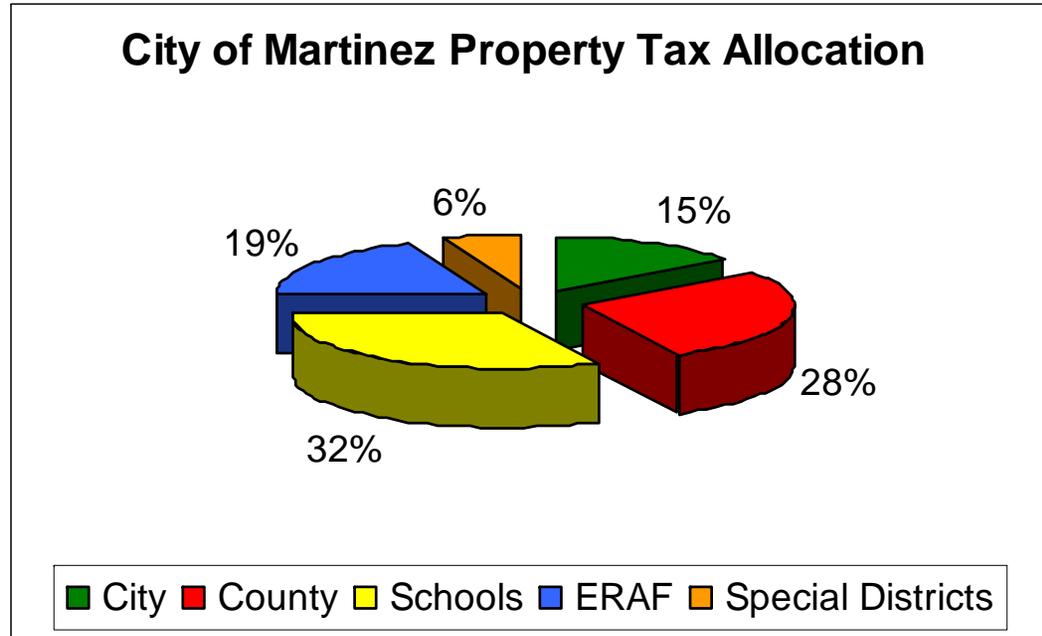
The General Fund is the City’s primary reporting entity for current general government operations of the City of Martinez. It accounts for all financial resources not required by law or administrative action to be accounted for in another fund. All revenues not restricted to specific purposes are recorded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

The City of Martinez relies on four major revenue sources to balance the General Fund which make up 77% of the General Fund budget. The chart below provides a historical perspective of the growth of the City's top revenue sources over the past 10 years. Note that sales tax revenues for 2001-02 include audit adjustments for deferred revenues and accruals at year-end. The decrease from 2001-02 to 2002-03 is the result of these adjustments and an overall softening of the economy.



### Property Tax

Property taxes are levied by the County and are based on an annual assessed valuation of the property by the County Assessor. The property tax is limited to 1% of the assessed value, of which Martinez receives approximately 15% as its share. The balance is shared by the following: Contra Costa County (28%), school districts (32%), the Education Revenue Augmentation Fund (ERAF 19%), and special districts (6%). The chart below illustrates how the City shares property tax with other agencies.

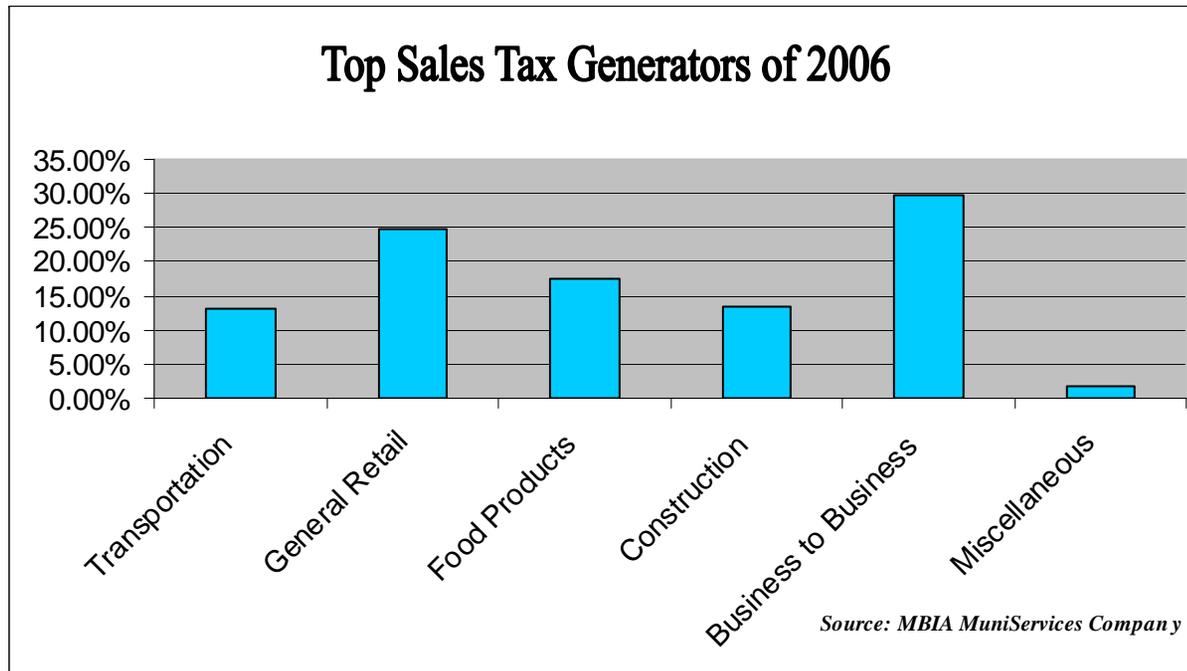


Property tax revenue is expected to increase by 5% in 2007-08 to \$6.8 million and 6% in 2008-09 to \$7.2 million, largely due to the anticipated turnover of properties that have not changed hands or been reappraised for many years. Projections are based on historical trends of assessed valuation growth for the City of Martinez and input from the County Assessor's Office.

### Sales and Use Tax & Sales Tax In-Lieu

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. Local sales tax revenue is distributed by the State. Prior to 2004-05, cities received 1% of sales tax revenue 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. Sales tax revenue, including the Sales Tax In-Lieu, is projected to grow by 6% in 2007-08 to \$4.6 million and 4% in 2008-09 to \$4.7 million. The increased growth projected in 2007-08 is primarily the result of a major big box retailer that has reopened after being temporarily closed in 2006-07 due to a change in ownership, which caused a six-month gap in revenue. The table below illustrates the percentage of sales tax revenue by economic category.



**VLF Property Tax Swap & Motor Vehicle In-Lieu Tax**

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 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 will grow with property taxes. This revenue is estimated to be \$2,473,500 in 2007-08 and increase by 2% to \$2,522,970 in 2008-09. Motor Vehicle In-lieu is estimated to be \$240,000 in 2007-08 and \$244,800 in 2008-09.

**Franchise Fees**

The City imposes fees on certain utility companies and other businesses for “rental” of the City streets and rights-of-way. In Martinez, franchise fees based upon a percentage of total revenue are collected from several agencies including PG&E (gas and electric utilities), Comcast (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. Franchise fees are projected to increase by 4% to \$1,355,000 in 2007-08 based on current revenue trends. A marginal increase in franchise fees to \$1,395,000 is expected in 2008-09.

Other revenue sources that generate at least \$100,000 annually and comprise 17% of the General Fund budget are listed below:

**Sales and Use Tax – Public Safety**

This is a one-half cent sales tax received from the County based on our local sales tax and is earmarked for local public safety. Projected revenues are \$405,000 for 2007-08 and \$410,000 for 2008-09.

**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 rise by 5% in 2007-08 to \$369,332, and 6% in 2008-09 to \$391,492. This tax trends with the City's projections for property tax.

**Documentary Transfer Tax**

The documentary transfer tax is based on the 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 to increase to \$281,138 in 2007-08, and to \$286,761 in 2008-09. This projected increase can be attributed to the overall increased value of properties within City limits.

**Transient Occupancy Tax**

The transient occupancy tax is a 10% tax imposed by the City on hotel and motel room charges. The revenue is projected to increase a modest 2% each year to \$270,300 in 2007-08 and \$275,706 in 2008-09.

**Business License Tax**

The business license tax is imposed on businesses for the privilege of conducting business within the City. This revenue source is estimated to increase by 2% in 2007-08 to \$510,000 and by 2% in 2008-09 to \$520,200. These projections are based on trend and the completion of a three-year business license tax audit.

**Building 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. Building permit revenue is estimated at \$495,000 in 2007-08 and \$500,000 in 2008-09.

**Parking Citations**

This revenue includes fines for parking violations. The annual revenue is estimated at \$150,000 in each of the next two years.

**Public Works Inspection and Engineering Plan Check Fees**

These fees cover the costs of inspection, review and plan check. Combined revenues are expected to be \$300,000 in each of the next two budget years.

**Interest Income**

This is the interest the City earns on investment of its funds. The City invests in the State investment pool referred to as the Local Agency Investment Fund (LAIF). Interest income of \$450,000 is projected in 2007-08, but a drop to \$350,000 is expected in 2008-09 with the OPEB funds moved from the City to a trustee for compliance with GASB 43 and 45.

**Daycare Fees**

These fees are collected to offset the cost of providing contract child daycare services. This revenue is expected to remain constant to approximately \$130,000 for both years.

**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 \$2.82 and \$3.30 per hundred cubic feet, based on the customer's meter above mean sea level. This consumption charge represents water sales, which is estimated at \$6,298,000 for 2007-08 and \$6,739,000 for 2008-09.

*Service Charges:* Monthly service charges are based on the size of the customer's meter. Of the City's 10,100 meters, 91% are 5/8 of an inch with a charge of \$20. The balance of meters is between 1 to 10 inches, with the charges between \$45 and \$2,391. Service

charges are projected at \$3,000,000 for 2007-08 and \$3,100,000 for 2008-09. 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 100 accounts benefit from this service and revenue is approximately \$218,283 in 2007-08 and \$237,022 in 2008-09.

Other revenues: The balance of revenues amount to \$634,845 in 2007-08 (which includes interest income, backflow charges, connection fees and other miscellaneous revenue) and to \$639,545 in 2008-09.

### **Marina Fund**

Revenues to the Marina fund include lease payments, sales and property taxes, and a State loan for capital improvement projects. Major renovations including breakwater controls, harbor dredging, and slip replacement and expansion are expected in the coming years. Because many of these upgrades or repairs will not be completed during this budget cycle (and the benefits not yet realized), operating revenue (not counting transfers from the Designated Reserves, which consist of \$290,000 in 2007-08 for the pier removal CIP), is estimated to remain constant at \$322,254 for each of the next two years

### **Parking Services Fund**

Parking Services Fund revenue is generated from parking meters and estimated to be \$330,000 for both fiscal years. Other revenues in the Parking Fund amount to \$86,564 in 2007-08 and \$89,320 in 2008-09.

### **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.

### **Cops Grants**

These are State and Federal grants received by the Police Department for improvements in public safety technology and other special projects. The City will receive Supplemental Law Enforcement Service Funds, (SLESF), which provides supplemental funding to local jurisdictions for front-line municipal services. An allocation of \$100,000 is expected in 2007-08 and at this time there are no grants budgeted in 2008-09.

### **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 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 \$545,000 for both years.

### **Measure C**

These funds are from a voter-approved, half cent countywide sales tax levied to fund transportation and local street improvements. Revenue is projected at \$520,000 in 2007-08 and \$551,000 in 2008-09.

### **Gasoline Tax**

Gasoline tax is a tax on each gallon of fuel used to propel a motor vehicle or aircraft. The gasoline 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. The City of Martinez will receive an estimated \$724,500 in both fiscal years.

### **Lighting and Landscaping**

Revenue comes from an annual levy on property owners within the Lighting and Landscaping Assessment districts that is collected with property taxes. Revenue is projected at \$124,500 for each of the next two years.

### **Mitigation/Impact Fees**

Fees are collected from developers to mitigate the impact of new development. The total projected revenue is estimated at \$165,500 for each of the next two 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. The key budget assumptions for the 2-year budget include both revenues and expenditures.

### Revenue Assumptions

- Property tax revenues are expected to increase by 5% in 2007-08 and 6% in 2008-09. According to the County Assessor, these growth assumptions are based on anticipated turnover of properties that have not been reappraised for many years and the subsequent rise in assessed valuation.
- Sales tax revenues will increase by approximately 6% in 2007-08 and 4% in 2008-09. These projections are based on trend and input from the City's sales tax consultant.
- Motor Vehicle In-Lieu Tax revenues are expected to grow to \$240,000 in 2007-08 and increase an additional 2% in 2008-09. The City has calculated a 2% increase on the VLF Property Tax Swap revenue for both fiscal years.
- Franchise fee revenues are expected to grow by 4% in 2007-08 over the current year, and increase 3% in 2008-09.
- Other major general fund tax revenues such as Business License Tax, Documentary Transfer Tax, and Transient Occupancy Tax are expected to increase between 2% and 3% for both fiscal years.
- Revenues from Police Services and Fines & Forfeitures are expected to remain relatively the same in both fiscal years.

### Expenditure Assumptions

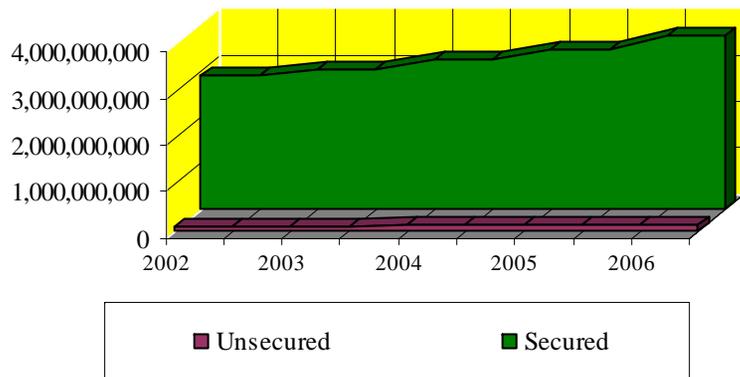
- Salary increases for all employee groups are anticipated for both budget years based upon the provisions of each bargaining unit's MOU.
- Employer PERS contribution rates for Police Sworn personnel are budgeted at 33.38% in 2007-08 and 39.46% in 2008-09. Employer PERS contribution rates for miscellaneous personnel in both City and JFA are budgeted at 10.84% and 10.80%, respectively, in the first year, and 10.80% and 10.05%, respectively, in the second year. These figures were provided by PERS.
- Healthcare costs are expected to increase by 14% in both fiscal years, with medical costs for retirees increasing by 20% in both budget years.
- Worker's Compensation premiums are budgeted at \$221,529 in 2007-08 and \$500,000 in 2008-09. The increase year-over-year is based on the effects of increased claims on the City's experience modification factor, and the fact that no rebate was budgeted for 2008-09, which if given would reduce the City's net costs.
- Liability insurance has been budgeted at \$268,874 in 2007-08 and \$700,625 in 2008-09. The second year does not account for a rebate, which if given would reduce the City's net costs.

## 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 14, Financial Policies. The City of Martinez’s total long-term debt obligations are listed below. These schedules contain audited numbers from the June 30, 2006 Comprehensive Annual Financial Report. Audited numbers for 2007 were not yet available at the time this budget was prepared.

The legal debt limit as of June 30, 2006, is \$140,035,535. This figure is based on the total assessed value of all real property of \$3,734,280,945 and the debt limit percentage of 3.75%, per Government Code 25 and 43605. The debt margin available as of June 30, 2006 was \$140,035,535. Below is a chart of the Assessed Value of taxable property for the last five years.

**5 Year Assessed Valuation of Taxable Property**



Fiscal Year	Unsecured	Secured	Total Assessed
2002	112,004,636	2,879,599,484	2,991,604,120
2003	118,371,038	2,990,800,498	3,109,171,536
2004	138,013,747	3,214,477,646	3,352,491,393
2005	158,892,616	3,444,627,895	3,603,520,511
2006	154,169,708	3,734,280,945	3,888,450,653

**Bonds**

**1999 Certificates of Participation**

On August 1, 1999, the City issued Certificates of Participation (COPs) in the amount of \$6,040,000 to fund and retire the construction of various improvements to the City’s existing municipal water system. The bonds are rated AAA by Standard & Poor’s with interest ranging from 4.2% to 5.375%. Interest and principal payments are payable from net revenues derived from the operation of the Water System.

Year Ending June 30,	Principal	Interest	Total
2007	155,000	279,241	434,241
2008	160,000	272,389	432,389
2009	170,000	265,044	435,044
2010	175,000	257,172	432,172
2011	185,000	248,731	433,731
2012	195,000	239,609	434,609
2013	200,000	229,930	429,930
2014	210,000	219,678	429,678
2015	225,000	208,638	444,638
2016	235,000	196,878	431,878
2017	245,000	184,364	428,364
2018-2022	1,450,000	705,061	2,155,061
2023-2027	<u>1,875,000</u>	<u>262,703</u>	<u>2,137,703</u>
Total	\$5,480,000	\$3,569,437	\$9,059,437

**2003 Certificates of Participation**

On March 11, 2003, the City issued Certificates of Participation (COPs) in the amount of \$7,795,000 to refund and retire the outstanding 1992 City Hall Refurbishment COPs and the 1993 Water System Improvements COPs. The bonds are rated AAA by Standard & Poor’s with interest ranging from 2% to 4%. Interest and principal payments are payable from lease revenues on City Hall and net revenues derived from the operation of the water system.

Year Ending June 30,	General Fund		Water System		Total
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2007	\$ 200,000	\$ 51,306	\$ 300,000	\$ 154,420	\$705,726
2008	205,000	47,256	310,000	148,320	710,576
2009	215,000	42,519	315,000	141,283	713,801
2010	220,000	36,531	325,000	132,470	714,001
2011	230,000	29,638	335,000	122,361	716,998
2012-2016	735,000	40,084	1,845,000	425,680	3,045,764
2017-2019			<u>1,280,000</u>	<u>76,534</u>	<u>1,356,534</u>
Total	\$1,805,000	\$247,334	\$4,710,000	\$1,201,068	\$7,963,402

**Loans Payable**

**State of California**

The City entered into agreements on separate occasions with the State of California to fund various projects at the marina. The loans are as follows:

In January 1960, a loan of \$1,300,000 was granted to the City for the construction of a marina. At June 30, 2006, the amount payable to the State including interest amounted to \$2,483,527.

On December 20, 1973, a loan of \$450,000 was granted to the City to complete a small craft harbor at the marina. At June 30, 2006, the amount payable to the State including interest amounted to \$301,523.

On January 30, 1978, a loan of \$175,000 was granted to the City for construction of marina improvements. At June 30, 2006, the amount payable to the State including interest amounted to \$157,623.

On November 1, 1982, a loan of \$300,000 was granted to the City for construction on new berthings and improvements to the marina. At June 30, 2006, the amount payable to the State including interest amounted to \$370,071.

On January 14, 1983, a loan of \$770,425 was grant to the City to fund twelve capital improvements projects at the marina. At June 30, 2006, the amount payable to the State including interest amounted to \$987,936.

The above 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 City resumed scheduled interest payments in 2005 when the State authorized the City to postpone principle payments on the above loans. This agreement is in effect through August 1, 2008. The City will request that interest-only payments be extended for another 3-5 years as reconstruction occurs at the marina.

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**Budget for Fiscal Years 2007-08 and 2008-09**

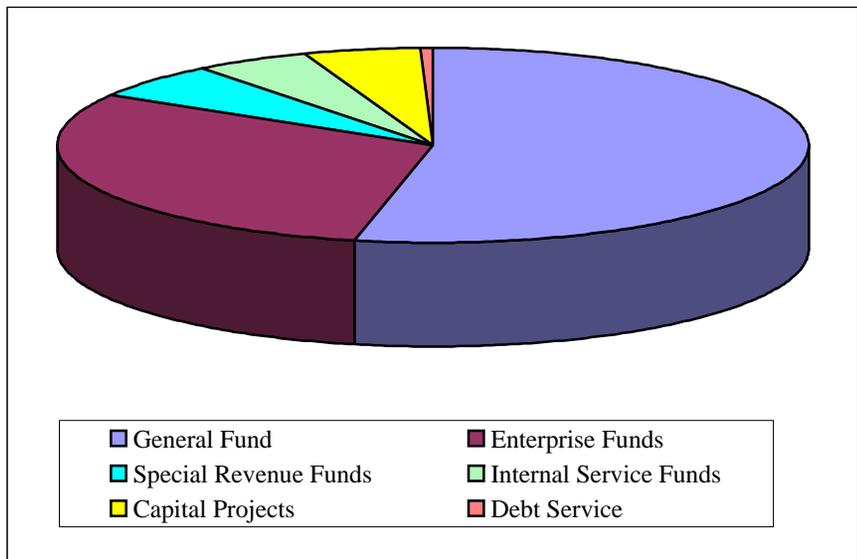
**ALL FUNDS BUDGET SUMMARY**

	2006-07			Fund Balance at 6/30/07	2007-08		Fund Balance at 6/30/08	2008-09		Fund Balance at 6/30/09
	Fund Balance at 6/30/06	Budget Revenues 06/07	Budget Appropriations 06/07		Budget Revenues 07/08	Budget Appropriations 07/08		Budget Revenues 08/09	Budget Appropriations 08/09	
General Fund	\$ 6,353,101	\$ 20,477,857	\$ 20,829,376	\$ 6,001,582	\$ 19,839,119	\$ 20,267,884	\$ 5,572,817	\$ 20,397,293	\$ 20,857,044	\$ 5,113,066
<b>Enterprise Funds</b>										
Water System	9,124,931	9,600,860	14,331,408	4,394,383	10,151,128	11,707,263	2,838,248	10,715,567	10,420,276	3,133,539
Marina	(2,341,060)	416,747	747,844	(2,672,157)	612,254	585,776	(2,645,679)	322,254	303,145	(2,626,569)
Parking Services	412,089	483,800	494,881	401,008	416,564	372,123	445,449	419,320	400,470	464,299
Sub-total of Enterprise Funds	7,195,960	10,501,407	15,574,133	2,123,234	11,179,946	12,665,162	638,018	11,457,141	11,123,891	971,268
<b>Special Revenue Funds</b>										
COPS Grants	130,182	359,530	414,712	75,000	100,000	75,000	100,000		100,000	
NPDES	82,223	540,000	585,206	37,017	545,000	527,210	54,807	545,000	571,252	28,555
Measure C - Local	412,630	493,000	668,638	236,992	520,000	638,791	118,202	551,000	592,931	76,270
Gas Tax	333,232	724,500	769,749	287,983	724,500	701,667	310,816	724,500	699,364	335,952
Traffic Congestion Relief	90,814	273,061	363,875							
Lighting & Landscape	172,656	136,981	98,973	210,664	124,500	151,050	184,114	124,500	154,525	154,089
Mitigation/Impact Fees	1,319,380	124,000	475,485	967,895	165,500	360,000	773,395	165,500	255,000	683,895
Sub-total of Special Revenue	2,541,117	2,651,072	3,376,638	1,815,551	2,179,500	2,453,717	1,541,334	2,110,500	2,373,073	1,278,761
Capital Improvement Programs	1,776,130	10,033,695	11,812,798	(2,973)	1,838,750	1,835,777		1,240,000	1,240,000	
<b>Internal Service Funds</b>										
Equipment Replacement	1,735,020	1,016,895	1,008,879	1,743,036	1,185,386	1,168,202	1,760,220	1,219,508	1,255,419	1,724,309
Information Systems	458,545	423,395	423,397	458,543	631,029	639,029	450,543	484,564	474,564	460,543
Sub-total of Internal Service	2,193,565	1,440,290	1,432,276	2,201,579	1,816,415	1,807,231	2,210,763	1,704,073	1,729,984	2,184,852
Debt Service	12,000	241,306	253,306		254,256	254,256		259,519	259,519	
<b>Totals</b>	<b>\$ 20,071,873</b>	<b>\$ 45,345,627</b>	<b>\$ 53,278,527</b>	<b>\$ 12,138,973</b>	<b>\$ 37,107,986</b>	<b>\$ 39,284,027</b>	<b>\$ 9,962,931</b>	<b>\$ 37,168,526</b>	<b>\$ 37,583,510</b>	<b>\$ 9,547,947</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**SUMMARY OF ALL FUNDS REVENUE**

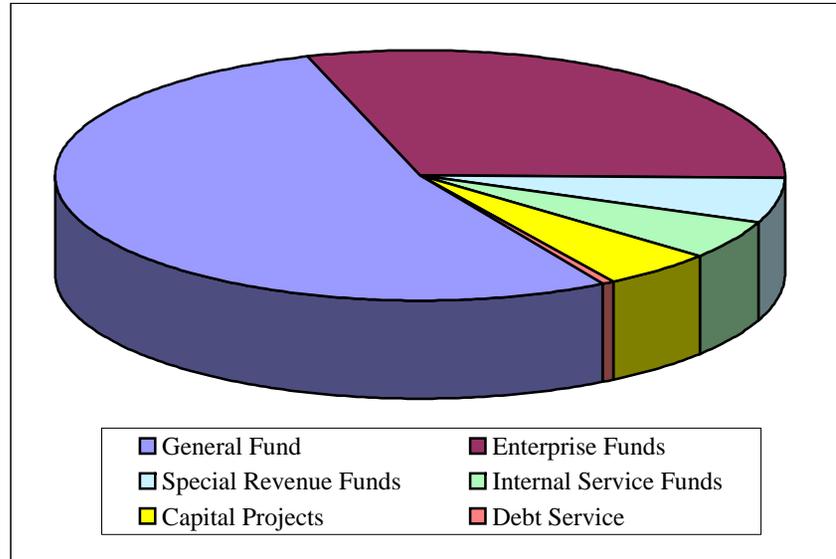
**FISCAL YEAR 2007-08**



General Fund	53.46%	19,839,119
Enterprise Funds	30.13%	11,179,946
Special Revenue Funds	5.87%	2,179,500
Internal Service Funds	4.89%	1,816,415
Capital Projects	4.96%	1,838,750
Debt Service	0.69%	<u>254,256</u>

**Total All Funds** **\$37,107,986**

**FISCAL YEAR 2008-09**



General Fund	54.88%	20,397,293
Enterprise Funds	30.82%	11,457,141
Special Revenue Funds	5.68%	2,110,500
Internal Service Funds	4.58%	1,704,073
Capital Projects	3.34%	1,240,000
Debt Service	0.70%	<u>259,519</u>

**Total All Funds** **\$37,168,526**

**Budget for Fiscal Years 2007-08 and 2008-09**

**SUMMARY OF REVENUE BY FUND TYPE & CATEGORY**

<b>REVENUE - By Fund Type</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
General Fund	\$ 19,955,412	\$ 20,477,857	\$ 19,839,119	\$ 20,397,293
Enterprise Funds	10,488,956	10,501,407	11,179,946	11,457,141
Special Revenue Funds	2,958,001	2,651,072	2,179,500	2,110,500
Capital Improvement Program	3,115,591	10,033,695	1,838,750	1,240,000
Internal Service Funds	1,431,618	1,440,290	1,816,415	1,704,073
Debt Service Fund	60,676	241,306	254,256	259,519
<b>Total Revenues Including Transfers In</b>	<b>\$ 38,010,255</b>	<b>\$ 45,345,627</b>	<b>\$ 37,107,986</b>	<b>\$ 37,168,526</b>
<b>REVENUE - By Category</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Taxes	\$ 15,042,553	\$ 15,932,470	\$ 16,665,259	\$ 17,367,353
Special Assessments	642,323	659,326	664,000	664,000
Licenses & permits	617,594	604,700	674,000	684,000
Fines, forfeits & penalties	284,486	309,794	303,000	303,000
Intergovernmental	4,241,648	10,800,051	2,426,100	2,063,150
Charges for services	3,028,851	3,095,476	3,343,890	3,366,292
Use of money & property	1,056,101	972,769	1,003,864	912,164
Water Sales & Service	9,395,046	9,269,255	9,816,933	10,381,372
Other Revenue	1,854,193	1,445,632	164,964	164,000
<b>Total Revenues</b>	<b>36,162,795</b>	<b>43,089,473</b>	<b>35,062,010</b>	<b>35,905,331</b>
Transfers From Other Funds	1,847,460	2,256,154	2,045,976	1,263,195
<b>Total Revenues Including Transfers In</b>	<b>\$ 38,010,255</b>	<b>\$ 45,345,627</b>	<b>\$ 37,107,986</b>	<b>\$ 37,168,526</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**REVENUE CATEGORIES BY FUND**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>GENERAL FUND (01)</b>				
Taxes	\$ 14,994,262	\$ 15,876,987	\$ 16,608,005	\$ 17,307,343
License, permits & fees	617,594	604,700	674,000	684,000
Fines & forfeitures	276,466	303,000	303,000	303,000
Intergovernmental	851,560	1,088,546	798,350	798,150
Charge for services	1,001,595	785,880	746,500	746,500
Use of money & property	491,293	551,400	496,000	396,000
Other revenue	1,722,642	1,167,344	163,264	162,300
Transfers		100,000	50,000	
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 19,955,412</b>	<b>\$ 20,477,857</b>	<b>\$ 19,839,119</b>	<b>\$ 20,397,293</b>
<b>ENTERPRISE FUNDS</b>				
<b>Water System (71)</b>				
Use of money & property	328,768	310,000	310,000	310,000
Water sales & service	9,395,046	9,269,255	9,816,933	10,381,372
Other revenue	2,613	970	1,000	1,000
Transfers	20,635	20,635	23,195	23,195
<b>Total Water System Fund</b>	<b>\$ 9,747,062</b>	<b>\$ 9,600,860</b>	<b>\$ 10,151,128</b>	<b>\$ 10,715,567</b>
<b>Marina (73)</b>				
Taxes	10,955	11,383	11,390	11,390
Intergovernmental	114,843			
Charge for services	97,701	90,000	250,000	250,000
Use of money & property	57,578	65,364	60,864	60,864
Other revenue	62,900			
Transfers	0	250,000	290,000	
<b>Total Marina Fund</b>	<b>\$ 343,977</b>	<b>\$ 416,747</b>	<b>\$ 612,254</b>	<b>\$ 322,254</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>Parking Services (75)</b>				
Taxes	\$ 37,337	\$ 44,100	\$ 45,864	\$ 48,620
Charge for services	346,458	414,000	360,000	360,000
Use of money & property	14,121	25,000	10,000	10,000
Other revenue		700	700	700
<b>Total Parking Services</b>	<b>\$ 397,916</b>	<b>\$ 483,800</b>	<b>\$ 416,564</b>	<b>\$ 419,320</b>
<b>TOTAL ENTERPRISE FUND REVENUE</b>	<b>\$ 10,488,956</b>	<b>\$ 10,501,407</b>	<b>\$ 11,179,946</b>	<b>\$ 11,457,141</b>
<b>SPECIAL REVENUE FUNDS</b>				
<b>COPS Grants (20)</b>				
Fines, forfeits & penalties	\$ 8,020	\$ 6,794	\$ -	\$ -
Intergovernmental	215,317	346,618	100,000	
Use of money & property	3,789	2,000		
Other Revenue	7,438	4,118		
<b>Total Police Grants</b>	<b>\$ 234,565</b>	<b>\$ 359,530</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>NPDES (21)</b>				
Special Assessments	525,249	540,000	544,000	544,000
Use of money & property	2,611		1,000	1,000
Other Revenue	2,700			
<b>Total NPDES</b>	<b>\$ 530,560</b>	<b>\$ 540,000</b>	<b>\$ 545,000</b>	<b>\$ 545,000</b>
<b>Measure C - Local (22)</b>				
Intergovernmental	\$ 922,241	\$ 486,000	\$ 518,000	\$ 549,000
Use of money & property	11,061	7,000	2,000	2,000
<b>Total Measure C - Local</b>	<b>\$ 933,302</b>	<b>\$ 493,000</b>	<b>\$ 520,000</b>	<b>\$ 551,000</b>
<b>Gas Tax (23)</b>				
Intergovernmental	\$ 680,042	\$ 716,000	\$ 716,000	\$ 716,000
Use of money & property	19,269	8,500	8,500	8,500
<b>Total Gas Tax</b>	<b>\$ 699,311</b>	<b>\$ 724,500</b>	<b>\$ 724,500</b>	<b>\$ 724,500</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>Traffic Congestion Relief (24)</b>				
Intergovernmental	164,478	273,061		
Use of money & property	1,336			
<b>Total Traffic Congestion Relief</b>	<b>\$ 165,814</b>	<b>\$ 273,061</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Lighting &amp; Landscape (33)</b>				
Special Assessments	117,074	119,326	120,000	120,000
Use of money & property	7,865	3,505	4,500	4,500
Other Revenue				
Transfers In	5,500	14,150		
<b>Total Lightening &amp; Landscape</b>	<b>\$ 130,438</b>	<b>\$ 136,981</b>	<b>\$ 124,500</b>	<b>\$ 124,500</b>
<b>Traffic Mitigation Fees (34)</b>				
Charge for services	60,583	32,000	45,000	45,000
Use of money & property	16,544		5,000	5,000
<b>Total Traffic Mitigation Fees</b>	<b>\$ 77,127</b>	<b>\$ 32,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Park In-Lieu Fees (34)</b>				
Charge for services	34,029	38,000	25,000	25,000
Use of money & property	12,513		5,000	5,000
<b>Total Park In-Lieu Fees</b>	<b>\$ 46,541</b>	<b>\$ 38,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>Child Care Fees (34)</b>				
Charge for services	11,150	10,000	6,500	6,500
Use of money & property	4,268	0	2,000	2,000
<b>Total Child Care Impact Fees</b>	<b>\$ 15,418</b>	<b>\$ 10,000</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>
<b>Drainage Fees (34)</b>				
Charge for services	11,188	36,000	10,000	10,000
Use of money & property	3,971		2,000	2,000
<b>Total Drainage Fees</b>	<b>\$ 15,160</b>	<b>\$ 36,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>Cultural Facilities (34)</b>				
Charge for services	52,129	8,000	42,000	42,000
Use of money & property	3,772		3,000	3,000
<b>Total Cultural Facilities</b>	<b>\$ 55,902</b>	<b>\$ 8,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
<b>Police Facilities (34)</b>				
Charge for services	5,252		4,600	4,600
Use of money & property	391		400	400
<b>Total Police Facilities Impact Fees</b>	<b>\$ 5,643</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Park &amp; Recreation Fees (34)</b>				
Charge for services	45,127		12,000	12,000
Use of money & property	3,093		3,000	3,000
<b>Total Park &amp; Recreation Fees</b>	<b>\$ 48,220</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>TOTAL SPECIAL REVENUE FUND</b>	<b>\$ 2,958,001</b>	<b>\$ 2,651,072</b>	<b>\$ 2,179,500</b>	<b>\$ 2,110,500</b>
<b>INTERNAL SERVICE FUNDS</b>				
<b>Equipment Replacement (81)</b>				
Charge for services	\$ 984,701	\$ 1,016,895	\$ 1,104,786	\$ 1,130,608
Use of money & property	57,668		80,600	88,900
Other revenue	54,800			
<b>Total Equipment Replacement</b>	<b>\$ 1,097,168</b>	<b>\$ 1,016,895</b>	<b>\$ 1,185,386</b>	<b>\$ 1,219,508</b>
<b>Information Systems (82)</b>				
Charge for services	\$ 318,261	\$ 423,395	\$ 483,248	\$ 474,564
Use of money & property	16,189		10,000	10,000
Transfers In			137,781	
<b>Total Information Systems</b>	<b>\$ 334,450</b>	<b>\$ 423,395</b>	<b>\$ 631,029</b>	<b>\$ 484,564</b>
<b>TOTAL INTERNAL SERVICE REVENUE</b>	<b>\$ 1,431,618</b>	<b>\$ 1,440,290</b>	<b>\$ 1,816,415</b>	<b>\$ 1,704,073</b>

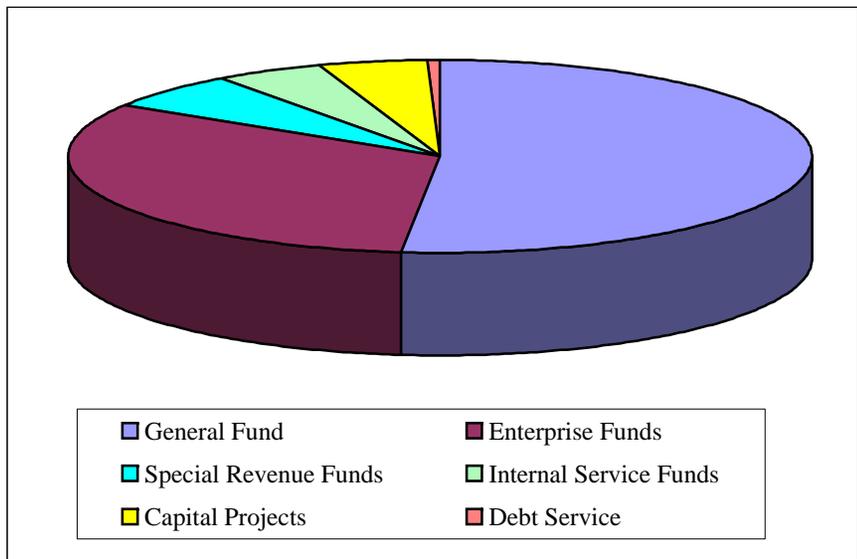
**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>DEBT SERVICE (41)</b>				
Charge for services	57,306	241,306	254,256	259,519
Use of money & property	3,370			
<b>TOTAL DEBT SERVICE REVENUE</b>	<b>\$ 60,676</b>	<b>\$ 241,306</b>	<b>\$ 254,256</b>	<b>\$ 259,519</b>
 <b>CAPITAL PROJECTS (31)</b>				
Intergovernmental	\$ 1,293,166	\$ 7,889,826	\$ 293,750	\$ -
Miscellaneous	1,100	272,500		
Transfers In	1,821,325	1,871,369	1,545,000	1,240,000
<b>TOTAL CAPITAL PROJECTS REVENUE</b>	<b>\$ 3,115,591</b>	<b>\$ 10,033,695</b>	<b>\$ 1,838,750</b>	<b>\$ 1,240,000</b>
 <b>TOTAL REVENUES</b>	 <b>\$ 38,010,255</b>	 <b>\$ 45,345,627</b>	 <b>\$ 37,107,986</b>	 <b>\$ 37,168,526</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

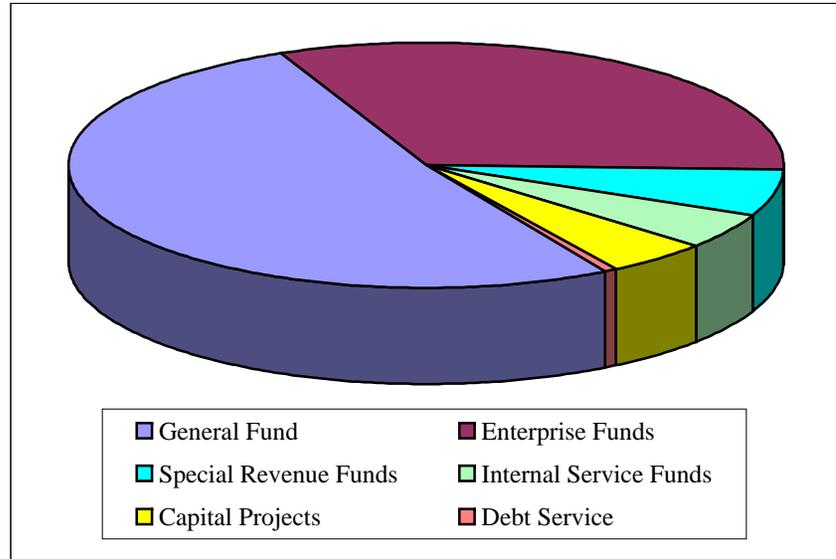
**SUMMARY OF ALL FUNDS EXPENDITURES**

**FISCAL YEAR 2007-08**



General Fund	51.59%	20,267,884
Enterprise Funds	32.24%	12,665,162
Special Revenue Funds	6.25%	2,453,717
Internal Service Funds	4.60%	1,807,231
Capital Projects	4.67%	1,835,777
Debt Service	0.65%	<u>254,256</u>
<b>Total All Funds</b>		<b><u>\$39,284,027</u></b>

**FISCAL YEAR 2008-09**



General Fund	55.50%	20,857,044
Enterprise Funds	29.60%	11,123,891
Special Revenue Funds	6.31%	2,373,073
Internal Service Funds	4.60%	1,729,984
Capital Projects	3.30%	1,240,000
Debt Service	0.69%	<u>259,519</u>
<b>Total All Funds</b>		<b><u>\$37,583,510</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**SUMMARY OF EXPENDITURES BY FUND TYPE & CATEGORY**

<b>EXPENSE - By Fund Type</b>	<b>2005-06 Actuals</b>	<b>2006-07 Budget</b>	<b>2007-08 Budget</b>	<b>2008-09 Budget</b>
General Fund	\$ 18,834,489	\$ 20,829,376	\$ 20,267,884	\$ 20,857,044
Enterprise Funds	11,981,973	15,574,133	12,665,162	11,123,891
Special Revenue Funds	2,696,193	3,376,638	2,453,717	2,373,073
Capital Improvement Program	2,325,708	11,812,798	1,835,777	1,240,000
Internal Service Funds	1,247,421	1,432,276	1,807,231	1,729,984
Debt Service Fund	255,823	253,306	254,256	259,519
<b>Total Expenditures Including Transfers Out</b>	<b>\$ 37,341,607</b>	<b>\$ 53,278,527</b>	<b>\$ 39,284,027</b>	<b>\$ 37,583,510</b>

<b>EXPENSE - By Category</b>	<b>2005-06 Actuals</b>	<b>2006-07 Budget</b>	<b>2007-08 Budget</b>	<b>2008-09 Budget</b>
General Government	\$ 1,429,774	\$ 1,413,105	\$ 1,040,087	\$ 1,108,835
Nondepartmental Services	722,956	2,352,143	1,333,845	1,261,099
Administrative Services	1,074,856	1,229,091	1,386,216	1,297,073
Public Works	826,781	928,980	3,688,195	3,927,141
Police	8,550,164	9,365,707	9,872,308	10,407,758
Community Development	6,531,471	7,193,274	5,337,205	5,554,999
Water System	8,894,342	8,253,144	8,183,684	8,553,226
Marina	296,185	142,844	215,776	223,145
Parking Services	433,152	494,881	372,123	400,470
Capital Improvement Program	3,422,238	17,392,134	4,675,777	2,140,000
Debt Service	1,333,136	1,225,967	1,227,965	1,233,845
Total Expenditures	33,515,056	49,991,271	37,333,181	36,107,591
Transfers To Other Funds	3,826,551	3,287,257	1,950,846	1,475,919
<b>Total Expenditures Including Transfers Out</b>	<b>\$ 37,341,607</b>	<b>\$ 53,278,527</b>	<b>\$ 39,284,027</b>	<b>\$ 37,583,510</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

<b>ALL FUNDS EXPENDITURES BY DEPARTMENT</b>
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	2005/06 Actual	2006/07 Budget	2007/08 Budget	2008/09 Budget
<b>GENERAL FUND</b>				
City Council	238,091	341,022	304,639	317,115
City Clerk	120,700	162,516	142,833	169,804
City Treasurer	10,377	11,722	12,385	13,768
City Manager	381,753	371,900	452,663	480,616
City Attorney	190,425	113,026	127,566	127,532
Economic Development	488,429	412,919		
<b>Total General Government Expenditures</b>	1,429,774	1,413,105	1,040,087	1,108,835
General Services	143,535	233,457	214,270	214,370
Franchise	84,082	98,606	157,361	134,413
Contingencies		240,309	387,953	249,500
Retiree Benefits	495,339	1,779,771	574,261	662,816
<b>Total Non-departmental Expenditures</b>	722,956	2,352,143	1,333,845	1,261,099
Administration	157,539	154,975	158,394	169,795
Personnel	129,194	190,242	120,933	148,317
Finance	404,485	460,477	467,860	504,396
<b>Total Administrative Services Expenditures</b>	691,218	805,694	747,187	822,509
Inspection	713,644	802,479		
Code Enforcement	113,137	126,501		
<b>Total Building Department Expenditures</b>	826,781	928,980	-	-
Inspection			774,858	842,514
Code Enforcement			119,284	126,737
Traffic Control Maintenance			219,279	223,051
Street Lighting			361,170	362,542
Parks/Grounds Maintenance			1,199,335	1,288,763
Cemetery Maintenance			43,969	45,662
Open Space Maintenance			88,969	90,758
Public Facilities Maintenance			147,615	151,763
City Hall Building Maintenance			0	0
Maintenance Services			733,716	795,351
<b>Total Public Works Expenditures</b>	-	-	3,688,195	3,927,141

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
Police Administration	1,087,988	1,328,209	1,377,740	1,486,149
Investigative Services	1,420,552	1,430,060	1,460,263	1,557,613
Support Services	1,256,479	1,363,346	1,422,890	1,528,528
Traffic Enforcement - Patrol	497,994	425,067	545,594	596,227
Field Services - Patrol	4,058,819	4,379,333	4,969,286	5,118,285
Emergency Services	20,624	24,980	21,535	20,955
<b>Total Police Department Expenditures</b>	<b>8,342,456</b>	<b>8,950,995</b>	<b>9,797,308</b>	<b>10,307,758</b>
Community Development	179,938	284,694	271,689	299,173
Economic Development			419,703	329,065
Planning	488,112	564,310	553,253	598,023
Engineering	324,434	322,295	309,243	348,292
Traffic Control Maintenance	218,530	270,096		
Street Lighting	325,410	404,314		
Parks/Grounds Maintenance	978,700	1,197,260		
Cemetery Maintenance	34,838	37,812		
Open Space Maintenance	61,682	66,942		
Public Facilities Maintenance	121,398	173,200		
City Hall Building Maintenance	0	0		
Maintenance Services	666,216	146,624		
Community Services Administration	328,495	372,932	473,916	509,061
Cultural & Arts	191,857	223,735	115,465	117,905
General Recreation	54,033	72,446	59,518	61,116
Municipal Swimming Pool	144,583	169,874	117,706	120,837
Amphitheatre	20,516	55,183	30,136	30,983
Day Care	91,045	112,142	103,253	103,306
Sports Programs	87,857	71,014	90,174	92,717
Senior Center Programs	291,560	320,979	322,757	337,130
Alzheimer Respite	6,324	8,636	8,472	8,900
<b>Total Community Development</b>	<b>4,615,527</b>	<b>4,874,488</b>	<b>2,875,286</b>	<b>2,956,508</b>
<b>Total General Fund Operating</b>	<b>16,628,713</b>	<b>19,325,405</b>	<b>19,481,908</b>	<b>20,383,849</b>
Transfers Out	2,205,776	1,503,971	785,976	473,195
<b>TOTAL GENERAL FUND</b>	<b>18,834,489</b>	<b>20,829,376</b>	<b>20,267,884</b>	<b>20,857,044</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06 Actual</u>	<u>2006/07 Budget</u>	<u>2007/08 Budget</u>	<u>2008/09 Budget</u>
<b>ENTERPRISE FUNDS</b>				
<b>Water System</b>				
Water Administration	\$ 3,250,238	\$ 1,689,838	\$ 1,748,281	\$ 1,856,667
Water Treatment	4,292,291	4,735,396	4,782,205	4,969,233
Water Distribution	1,351,813	1,827,910	1,653,199	1,727,325
Transfers Out	184,450	131,267	79,870	72,724
Capital Improvement Program	907,305	5,054,336	2,550,000	900,000
Debt Service	<u>988,719</u>	<u>892,661</u>	<u>893,709</u>	<u>894,326</u>
<b>Total Water System</b>	<u>10,974,816</u>	<u>14,331,408</u>	<u>11,707,263</u>	<u>10,420,276</u>
<b>Marina</b>				
Administraion	272,549	108,821	131,534	136,732
Operations	23,636	34,023	84,242	86,413
Capital Improvement Program	189,226	525,000	290,000	.
Debt Service	<u>88,594</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
<b>Total Marina</b>	<u>574,005</u>	<u>747,844</u>	<u>585,776</u>	<u>303,145</u>
<b>Parking Services</b>				
Parking Services	418,827	494,881	372,123	400,470
Capital Projects	<u>14,326</u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Parking Services</b>	<u>433,152</u>	<u>494,881</u>	<u>372,123</u>	<u>400,470</u>
<b>TOTAL ENTERPRISE FUNDS</b>	<u><u>11,981,973</u></u>	<u><u>15,574,133</u></u>	<u><u>12,665,162</u></u>	<u><u>11,123,891</u></u>
<b>DEBT SERVICE</b>				
Debt Service	<u>255,823</u>	<u>253,306</u>	<u>254,256</u>	<u>259,519</u>
<b>TOTAL DEBT SERVICE FUND</b>	<u><u>\$ 255,823</u></u>	<u><u>\$ 253,306</u></u>	<u><u>\$ 254,256</u></u>	<u><u>\$ 259,519</u></u>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06 Actual</u>	<u>2006/07 Budget</u>	<u>2007/08 Budget</u>	<u>2008/09 Budget</u>
<b>SPECIAL REVENUE FUNDS</b>				
<b>Public Safety</b>				
OTS Impaired Driver Grant	64,070	174,744	.	.
COPS In School	35,000	.	.	.
Federal Block Grant	156	.	.	.
Seatbelt Grant	14,998	.	.	.
State COPS In School Grant	20,174	.	.	.
ABC Grant	.	45,182	.	.
SLESF	54,914	130,288	75,000	100,000
911 Equipment Grants	1,250	2,442	.	.
Swat Fund	3,208	3,792	.	.
Asset Seizure	13,938	27,708	.	.
Canine Fund	.	6,306	.	.
Homeland Security Grant	.	24,250	.	.
<b>Total Public Safety</b>	<u>207,708</u>	<u>414,712</u>	<u>75,000</u>	<u>100,000</u>
<b>NPDES</b>				
Municipal Maintenance	187,827	239,514	152,014	187,892
Agency Administration	267,797	295,042	300,196	308,360
Transfers Out	50,000	50,650	75,000	75,000
<b>Total NPDES</b>	<u>505,625</u>	<u>585,206</u>	<u>527,210</u>	<u>571,252</u>
<b>Measure C</b>				
Measure C - Local	96,625	131,144	188,791	192,931
Transfers Out	713,825	537,494	450,000	400,000
<b>Total Measure C</b>	<u>810,450</u>	<u>668,638</u>	<u>638,791</u>	<u>592,931</u>
<b>Gas Tax</b>				
Street Maintenance	254,942	430,574	331,703	323,267
Arterial Maintenance	102,195	79,175	169,963	176,097
Transfers Out	570,000	260,000	200,000	200,000
<b>Total Gas Tax</b>	<u>927,136</u>	<u>769,749</u>	<u>701,667</u>	<u>699,364</u>
<b>Traffic Congestion Relief</b>				
Transfers Out	75,000	363,875	.	.
<b>Total Traffic Congestion Relief</b>	<u>75,000</u>	<u>363,875</u>	<u>-</u>	<u>-</u>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06 Actual</u>	<u>2006/07 Budget</u>	<u>2007/08 Budget</u>	<u>2008/09 Budget</u>
<b>Mitigation Fees</b>				
Traffic			45,000	255,000
Park In Lieu	27,500	253,400	150,000	
Child Care		15,000		
Zone 5 Drainage		95,700	15,000	
Cultural & arts		100,000	100,000	
Police Facilities				
Park & Recreation	6,615		50,000	
<b>Total Mitigation Fees</b>	<u>34,115</u>	<u>475,485</u>	<u>360,000</u>	<u>255,000</u>
<b>Lighting &amp; Landscape</b>				
Village Oaks	4,432	5,094	5,250	5,300
Muir Station	8,589	9,777	9,550	9,650
Creekside	4,677	11,923	6,100	6,125
Brittany Hills	65,414	29,549	71,150	73,150
Vista Oaks	17,131	16,381	18,400	18,900
Costco Center	7,848	7,186	8,250	8,450
Terra Vista	4,802	6,224	7,600	7,900
LL AD 2003	23,267	12,839	24,750	25,050
<b>Total Lighting &amp; Landscape</b>	<u>136,160</u>	<u>98,973</u>	<u>151,050</u>	<u>154,525</u>
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<u><b>2,696,193</b></u>	<u><b>3,376,638</b></u>	<u><b>2,453,717</b></u>	<u><b>2,373,073</b></u>
 <b>INTERNAL SERVICE FUNDS</b>				
<b>Equipment Replacement</b>				
Equipment Replacement	863,783	1,008,879	1,168,202	1,255,419
<b>Total Equipment Replacement</b>	<u>863,783</u>	<u>1,008,879</u>	<u>1,168,202</u>	<u>1,255,419</u>
<b>Information Systems</b>				
Information Systems	383,638	423,397	639,029	474,564
<b>Total Information Systems</b>	<u>383,638</u>	<u>423,397</u>	<u>639,029</u>	<u>474,564</u>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<u><b>1,247,421</b></u>	<u><b>1,432,276</b></u>	<u><b>1,807,231</b></u>	<u><b>1,729,984</b></u>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06 Actual</u>	<u>2006/07 Budget</u>	<u>2007/08 Budget</u>	<u>2008/09 Budget</u>
<b>CAPITAL PROJECTS</b>				
<b><u>Drainage</u></b>				
Annual Storm Drain Project	82,891	172,228	.	50,000
Alhambra Creek Channel Maintenance	.	62,712	25,000	25,000
Alhambra Creek Channel Silt Removal	.	20,000	180,000	.
Alhambra Way Creek Bank Repair	.	70,000	.	.
<b>Total Drainage</b>	<u>82,891</u>	<u>324,940</u>	<u>205,000</u>	<u>75,000</u>
<b><u>Intermodal</u></b>				
Intermodal: DiMaggio Landscape	336,790	97,052	.	.
Ferry Shelter	2,261	81,654	.	.
Intermodal: Phase 3	.	275,000	.	.
<b>Total Intermodal</b>	<u>339,050</u>	<u>453,706</u>	.	.
<b><u>Public Buildings &amp; Community Programs</u></b>				
Kiwanis Building Upgrade	200,186	77,883	.	.
Amphitheater	.	50,000	.	.
Rankin Pool Repairs	2,973	.	217,027	.
9/11 Memorial	.	44,925	.	.
Alhambra Creek Plaza Improvements	.	50,000	.	.
Old Train Depot	.	100,000	100,000	.
Senior Center Improvements	.	.	35,000	.
General Plan	.	.	300,000	300,000
<b>Total Pub Bldgs &amp; Comm Prg.</b>	<u>203,159</u>	<u>322,808</u>	<u>652,027</u>	<u>300,000</u>
<b><u>Parks and Trails</u></b>				
Bay Trail II	20,721	93,585	.	.
Hidden Valley/Hidden Lakes Park	.	300,275	.	.
Waterfront Road Park Site	7,046	180,006	.	.
Hidden Lakes Open Space Bridge	29,899	522,636	.	.
Open Space Slide Repairs	84,997	20,205	.	.
Nancy Boyd Park	.	50,000	200,000	.
<b>Total Parks and Trails</b>	<u>142,663</u>	<u>1,166,707</u>	<u>200,000</u>	.

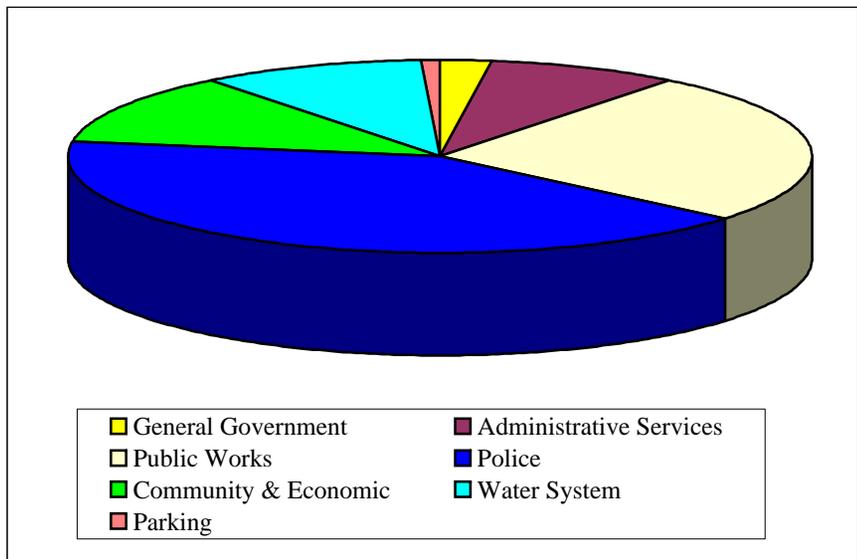
**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06 Actual</u>	<u>2006/07 Budget</u>	<u>2007/08 Budget</u>	<u>2008/09 Budget</u>
<b><u>Streets</u></b>				
Annual Pavement Mgt.	517,038	1,435,957	400,000	500,000
Beautification		61,676		
Alhambra Avenue Improvements	413,927	5,610,231		
Downtown Utility Underground	2,471	1,307,529	73,750	
Marina Vista Phase II		787,494		
Alhambra Avenue Paving	623,828	137,069		
Alhambra Avenue Overlay Project		50,000	150,000	
Railroad Quiet Zone			10,000	
Vine Hill Safety	679	64,767		
Green Street Bridge Trail		54,388		
Ward Street Bridge Trail		35,526		
Main Street Streetscape				25,000
Downtown Tree Lighting			100,000	
Hwy 4/Alhambra Ave. Beautification				35,000
Hillside Drive Emergency Access				50,000
Traffic Signal-Arnold @ Pacheco			45,000	255,000
<b>Total Streets</b>	<u>1,557,944</u>	<u>9,544,637</u>	<u>778,750</u>	<u>865,000</u>
<b>TOTAL CAPITAL PROJECTS</b>	<u><b>2,325,708</b></u>	<u><b>11,812,798</b></u>	<u><b>1,835,777</b></u>	<u><b>1,240,000</b></u>
<b>TOTAL EXPENDITURES ALL FUNDS</b>	<u><b>37,341,607</b></u>	<u><b>53,278,527</b></u>	<u><b>39,284,027</b></u>	<u><b>37,583,510</b></u>

**Budget for Fiscal Years 2007-08 and 2008-09**

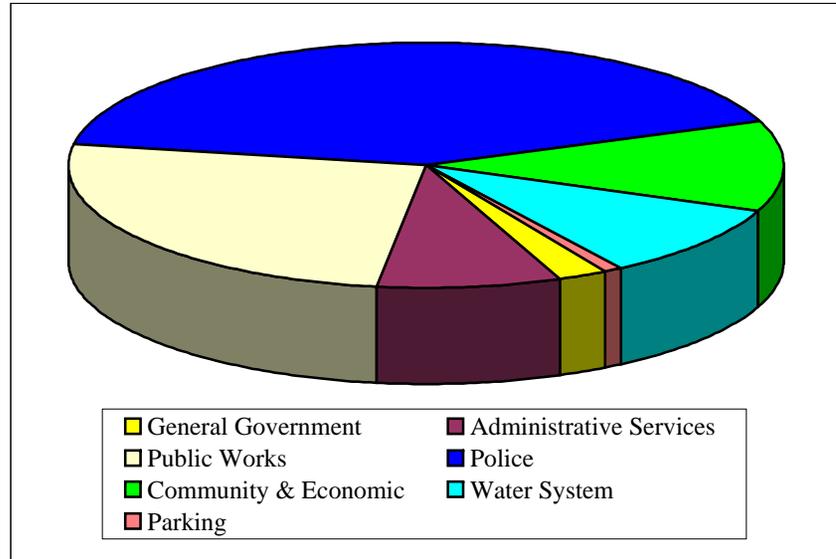
**STAFFING SUMMARY**

**FISCAL YEAR 2007-08**



General Government	2.26%	3.0
Administrative Services	8.28%	11.0
Public Works	25.60%	34.0
Police	41.42%	55.0
Community & Economic	11.90%	15.8
Water System	9.79%	13.0
Parking	0.75%	<u>1.0</u>
<b>Total Staffing</b>		<b><u>132.8</u></b>

**FISCAL YEAR 2008-09**



General Government	2.26%	3.0
Administrative Services	8.28%	11.0
Public Works	25.60%	34.0
Police	41.42%	55.0
Community & Economic	11.90%	15.8
Water System	9.79%	13.0
Parking	0.75%	<u>1.0</u>
<b>Total General Fund</b>		<b><u>132.8</u></b>

## SUMMARY OF POSITIONS

	<u>BUDGETED</u> <u>2005-06</u>	<u>BUDGETED</u> <u>2006-07</u>	<u>BUDGETED</u> <u>2007-08</u>	<u>BUDGETED</u> <u>2008-09</u>
<b>GENERAL GOVERNMENT</b>				
City Manager	1.0	1.0	1.0	1.0
Economic Development Director	1.0	1.0		
Secretary to City Manager	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0
	<u>4.0</u>	<u>4.0</u>	<u>3.0</u>	<u>3.0</u>
<b>ADMINISTRATIVE SERVICES</b>				
Assistant City Manager	1.0	1.0	1.0	1.0
Sr. Management Analyst		1.0	1.0	1.0
Management Analyst	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 Systems Specialist	1.0	1.0	1.0	1.0
	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>	<u>11.0</u>
<b>PUBLIC WORKS DEPARTMENT</b>				
Public Works Director	1.0	1.0	1.0	1.0
Deputy Public Works Director		1.0	1.0	1.0
Chief Building Inspector	1.0			
Sr. Building Inspector			1.0	1.0
Construction Inspector	1.0	1.0	1.0	1.0
Code Enforcement Inspector	1.0	1.0	1.0	1.0
Building Inspector II	2.0	2.0	2.0	2.0
Permit Technician I	1.0	1.0	1.0	1.0
Public Works Superintendent	1.0	1.0	1.0	1.0
Maintenance Supervisor	2.0	2.0	2.0	2.0

	<b>BUDGETED</b> <b>2005-06</b>	<b>BUDGETED</b> <b>2006-07</b>	<b>BUDGETED</b> <b>2007-08</b>	<b>BUDGETED</b> <b>2008-09</b>
<b>PUBLIC WORKS DEPARTMENT (continued from previous page)</b>				
Maintenance Lead Worker	3.0	3.0	3.0	3.0
Maintenance Worker II	4.0	4.0	4.0	4.0
Maintenance Worker I	2.0	1.0	1.0	2.0
General Laborer	2.0	2.0	1.0	0.0
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 II	2.0	2.0	3.0	4.0
Park Caretaker I	2.0	3.0	3.0	2.0
	<u>33.0</u>	<u>33.0</u>	<u>34.0</u>	<u>34.0</u>
<b>POLICE DEPARTMENT</b>				
Police Chief	1.0	1.0	1.0	1.0
Police Commander	2.0	2.0	2.0	2.0
Police Sergeant	5.0	5.0	6.0	6.0
Police Officer	31.0	31.0	30.0	30.0
Records Supervisor	1.0	1.0	1.0	1.0
Lead Dispatcher	1.0	1.0	1.0	1.0
Police Clerk Dispatcher	6.0	6.0	6.0	6.0
Administrative Secretary	1.0	1.0	1.0	1.0
Evidence/Property Technician	1.0	1.0	1.0	1.0
Police Assistant	4.0	4.0	4.0	4.0
Records Clerk	2.0	2.0	2.0	2.0
	<u>55.0</u>	<u>55.0</u>	<u>55.0</u>	<u>55.0</u>
<b>COMMUNITY and ECONOMIC DEVELOPMENT DEPARTMENT</b>				
Assistant City Manager	1.0	1.0	1.0	1.0
Deputy Community Development Director	1.0	1.0	1.0	1.0
Economic Development Director			1.0	1.0
Deputy Director Parks & Community Services	1.0	1.0	1.0	1.0

	<b>BUDGETED</b> <b>2005-06</b>	<b>BUDGETED</b> <b>2006-07</b>	<b>BUDGETED</b> <b>2007-08</b>	<b>BUDGETED</b> <b>2008-09</b>
<b>COMMUNITY and ECONOMIC DEVELOPMENT DEPARTMENT (continued from previous page)</b>				
Administrative Aide III	3.0	3.0	3.0	3.0
Senior Planner	1.0	1.0	1.0	1.0
Assistant Planner		1.0	1.0	1.0
Planning Technician	1.0			
City Engineer	1.0	1.0	1.0	1.0
Senior Civil Engineer	1.0	1.0	1.0	1.0
Associate Civic Engineer	1.0	1.0	1.0	1.0
Assistant Engineer		1.0	1.0	1.0
Junior Civil Engineer	1.0			
Recreation Supervisor	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
	<u>14.8</u>	<u>14.8</u>	<u>15.8</u>	<u>15.8</u>
<b>WATER SYSTEM</b>				
Water Superintendent	1.0	1.0	1.0	1.0
Assistant Water Superintendent	1.0	1.0	1.0	1.0
Senior Meter Service Worker	1.0	1.0	1.0	1.0
Meter Service Worker	1.0	1.0	1.0	1.0
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	1.0	1.0	1.0
Water Operations Supervisor	1.0	1.0	1.0	1.0
Water Plant Operator II	2.0	1.0	1.0	1.0
Water Plant Operator I	3.0	3.0	4.0	4.0
Water Plant Operator in Training		1.0		
	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>	<u>13.0</u>
<b>PARKING</b>				
Parking Meter Maintenance Worker	1.0	1.0	1.0	1.0
	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
<b>TOTAL PERSONNEL</b>	<b><u>131.8</u></b>	<b><u>131.8</u></b>	<b><u>132.8</u></b>	<b><u>132.8</u></b>

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**Budget for Fiscal Years 2007-08 and 2008-09**

**GENERAL FUND - FUND BALANCE**

	<b>2005-06 Actuals</b>	<b>2006/07 Budget</b>	<b>2007/08 Budget</b>	<b>2008/09 Budget</b>
Revenues	\$ 19,955,412	\$ 20,377,857	\$ 19,789,119	\$ 20,397,293
Expenditures	<u>16,628,713</u>	<u>19,325,405</u>	<u>19,481,908</u>	<u>20,383,849</u>
Excess of Revenues/(Expenditures)	<u>3,326,699</u>	<u>1,052,452</u>	<u>307,211</u>	<u>13,444</u>
Other Sources				
Transfers In	0	100,000	50,000	0
Transfers Out	<u>(2,205,776)</u>	<u>(1,503,971)</u>	<u>(785,976)</u>	<u>(473,195)</u>
Total Other Sources (Uses)	(2,205,776)	(1,403,971)	(735,976)	(473,195)
Beginning Undesignated Fund Balance	<u>5,232,178</u>	<u>6,353,101</u>	<u>6,001,582</u>	<u>5,572,817</u>
<b>Ending Undesignated Fund Balance</b>	<u><b>\$ 6,353,101</b></u>	<u><b>\$ 6,001,582</b></u>	<u><b>\$ 5,572,817</b></u>	<u><b>\$ 5,113,066</b></u>

**Budget for Fiscal Years 2005-06 and 2006-07**

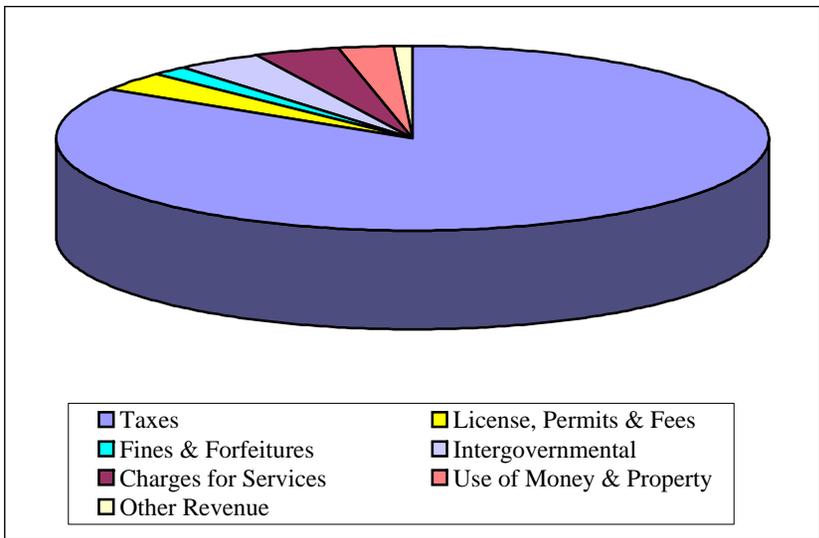
<b>GENERAL FUND TRANSFER SUMMARY</b>
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To Fund	From Fund	Purpose	Transfer In (Transfer Out) 2005/06	Transfer In (Transfer Out) 2006/07	Transfer In (Transfer Out) 2007/08	Transfer In (Transfer Out) 2008/09
<b>Transfers In</b>						
General Fund	Designated Reserves	Loan to Willows Theatre		\$ 100,000		
General Fund	Designated Reserves	Economic Dev. & Marketing Plan			\$ 50,000	
	<b>Sub-Total Transfer In</b>		\$ -	\$ 100,000	\$ 50,000	\$ -
<b>Transfers Out</b>						
Transfer to Other Funds						
Water System	General Fund	Funding of Lifeline for Water	(20,635)	(20,635)	(23,195)	(23,195)
Information Ssytems	General Fund	Equipment from Comcast Grant			(137,781)	
Landscape District	General Fund	Lighting & Landscape	(5,500)	(13,500)		
		Sub-total transfers to other funds	(26,135)	(34,135)	(160,976)	(23,195)
Capital Projects	General Fund	Pavement Management Projects	(250,000)	(105,000)		
Capital Projects	General Fund	911 Monument	(15,000)	(15,000)		
Capital Projects	General Fund	Open Space Slide Repairs	(46,000)			
Capital Projects	General Fund	Waterfront Road Park	(25,000)			
Capital Project	General Fund	Alhambra Creek Plaza Improvements		(50,000)		
Capital Project	General Fund	Railroad Quiet Zone			(10,000)	
Capital Project	General Fund	General Plan Update			(200,000)	(200,000)
Capital Project	General Fund	Alhambra Creek Silt Removal			(115,000)	
Capital Project	General Fund	Hillside Drive Emergency Access				(50,000)
		Sub-total transfers to capital projects	(336,000)	(170,000)	(325,000)	(250,000)
Transfer to Designated Reserves						
Designated Reserves	General Fund	Retiree Benefits	(368,641)	(435,937)	(300,000)	(200,000)
Designated Reserves	General Fund	Future Pension Benefit Costs	(100,000)	(150,000)		
Designated Reserves	General Fund	Peg Access		(438,899)		
Designated Reserves	General Fund	Emergency Equipment	(100,000)			
Designated Reserves	General Fund	CIP	(650,000)			
Designated Reserves	General Fund	Legal	(500,000)			
Designated Reserves	General Fund	Loan to Marina		(67,575)		
Designated Reserves	General Fund	Insurance	(125,000)	(207,425)		
		Sub-total transfers to designated reserves	(1,843,641)	(1,299,836)	(300,000)	(200,000)
	<b>Sub-Total Transfer Out</b>		(2,205,776)	(1,503,971)	(785,976)	(473,195)
	<b>TOTAL INTERFUND TRANSFERS</b>		<b>\$ (2,205,776)</b>	<b>\$ (1,403,971)</b>	<b>\$ (735,976)</b>	<b>\$ (473,195)</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**GENERAL FUND REVENUES**

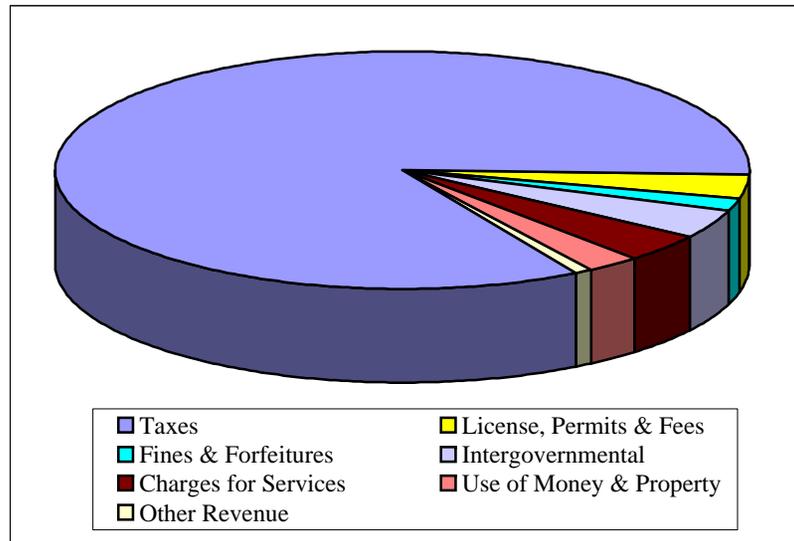
**FISCAL YEAR 2007-08**



Taxes	83.71%	16,608,005
License, Permits & Fees	3.40%	674,000
Fines & Forfeitures	1.53%	303,000
Intergovernmental	4.02%	798,350
Charges for Services	3.76%	746,500
Use of Money & Property	2.50%	496,000
Other Revenue	0.82%	163,264
Transfers In	0.25%	<u>50,000</u>

**Total General Fund** **\$19,839,119**

**FISCAL YEAR 2008-09**



Taxes	84.85%	17,307,343
License, Permits & Fees	3.35%	684,000
Fines & Forfeitures	1.49%	303,000
Intergovernmental	3.91%	798,150
Charges for Services	3.66%	746,500
Use of Money & Property	1.94%	396,000
Other Revenue	0.80%	162,300
Transfers In	0.00%	<u>0</u>

**Total General Fund** **\$20,397,293**

**Budget for Fiscal Years 2007-08 and 2008-09**

**GENERAL FUND - REVENUES**

		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b><u>Taxes</u></b>					
4111	Property Tax	\$ 6,048,835	\$ 6,442,000	\$ 6,764,100	\$ 7,169,946
4199	State Tax Shift	(399,067)			
4115	Sales & Use Tax	3,196,164	3,180,000	3,447,018	3,584,899
4116	Sales Tax In-Lieu	1,075,115	1,137,617	1,137,617	1,160,369
4117	VLF Property Tax Swap	2,387,675	2,425,000	2,473,500	2,522,970
4121	Transient Occupancy Tax	296,063	265,000	270,300	275,706
4122	Business License Tax	485,249	500,000	510,000	520,200
4123	Franchise Fees	1,294,839	1,300,000	1,355,000	1,395,000
4124	Document Transfer Tax	274,394	275,625	281,138	286,761
4130	Water System In-Lieu Tax	334,995	351,745	369,332	391,492
	<b>Total Taxes</b>	<b>\$ 14,994,262</b>	<b>\$ 15,876,987</b>	<b>\$ 16,608,005</b>	<b>\$ 17,307,343</b>
<b><u>License, Permit &amp; Fees</u></b>					
4430	Building Permits	456,965	441,764	495,000	500,000
4430.1	Accela Software/Micro-film Fees	7,615	7,500	4,000	4,000
4440	Mechanical Permits	153,014	155,436	175,000	180,000
	<b>Total License, Permit &amp; Fees</b>	<b>\$ 617,594</b>	<b>\$ 604,700</b>	<b>\$ 674,000</b>	<b>\$ 684,000</b>
<b><u>Fines &amp; Forfeitures</u></b>					
4281	Court Fines	36,065	40,000	40,000	40,000
4282	Traffic Safety Fund	40,257	45,000	45,000	45,000
4283	Parking Citations	121,510	150,000	150,000	150,000
4285	Tow Releases	53,061	40,000	40,000	40,000
4287	Code Enforcement Citations	300			
4290	Abandoned Vehicles	25,273	28,000	28,000	28,000
	<b>Total Fines &amp; Forfeitures</b>	<b>\$ 276,466</b>	<b>\$ 303,000</b>	<b>\$ 303,000</b>	<b>\$ 303,000</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>	
<b><u>Intergovernmental Agencies</u></b>					
4311	Public Safety Sales Tax Prop 172	401,575	401,458	405,000	410,000
4330	Motor Vehicle-In-Lieu VLF	270,844	179,008	240,000	244,800
4335	Off Highway	1,387	1,200	1,350	1,350
4340	Homeowners Property Tax Relief	71,928	75,000	75,000	75,000
4521	State Grant-POST Reimbursement	34,848	41,650	50,000	40,000
4530	State Mandates	59,259	255,820	25,000	25,000
4531.1	Bulletproof Vest Grant		2,000	2,000	2,000
4380	Booking Fees Reimbursement		111,180		
4535.6	CDBG Grant				
4523	State Grants	11,719	21,230		
	<b>Total Intergovernment Revenues</b>	\$ 851,560	\$ 1,088,546	\$ 798,350	\$ 798,150
<b><u>Charges for Service</u></b>					
4450	Planning Fees	193,025	110,000	80,000	80,000
4621	Public Works Inspections	187,069	140,000	150,000	150,000
4622	Engineering Plan Check Fees	248,151	170,000	150,000	150,000
4631	Police Services	24,894	30,000	30,500	30,500
4644.5	Field Usage Fees	15,757	10,000	10,000	10,000
4643	General Recreation Fees	32,568	30,280	35,000	35,000
4643.1	Recreation Class Fees	26,782	36,000	36,000	36,000
4644.1	Sports Programs	36,845	50,500	40,000	40,000
4644.2	Swimming Pool	46,054	43,500	45,000	45,000
4644.3	Tournament Revenue	33,808	5,000	15,000	15,000
4649	Day Care Fees	130,700	130,000	130,000	130,000
4651	Planning Plan Check Fees	25,942	30,600	25,000	25,000
	<b>Total Charges for Services</b>	\$ 1,001,595	\$ 785,880	\$ 746,500	\$ 746,500

**Budget for Fiscal Years 2007-08 and 2008-09**

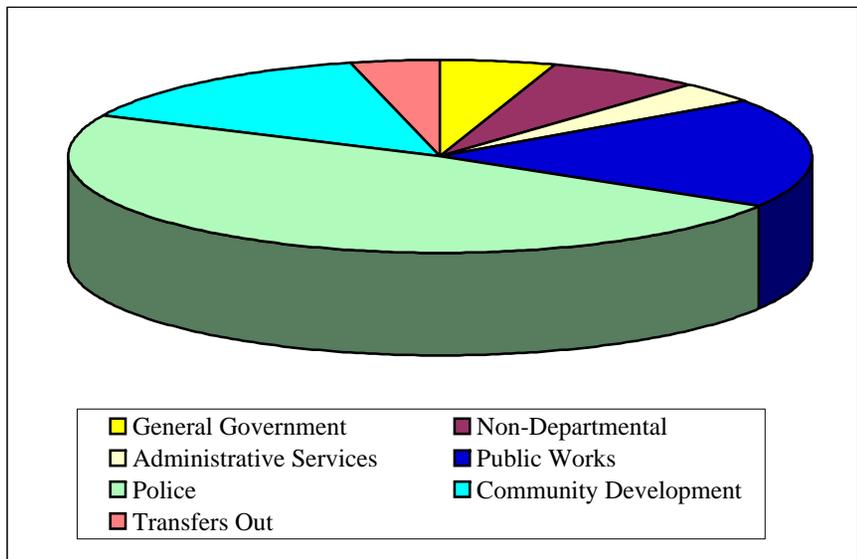
		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b><u>Use of Money &amp; Property</u></b>					
4752	Park Rental	17,298	\$ 20,000	\$ 20,000	\$ 20,000
4753	Concession	5,220	3,300	4,000	4,000
4701	Interest Income	443,411	495,000	450,000	350,000
4750	Rental Income	21,329	28,500	18,000	18,000
4751	Senior Center Rental	4,035	4,600	4,000	4,000
4760	Sale of Property				
	<b>Total Use of Money &amp; Property</b>	<b>\$ 491,293</b>	<b>\$ 551,400</b>	<b>\$ 496,000</b>	<b>\$ 396,000</b>
<b><u>Other Revenue</u></b>					
4815	Water System Admin Fee	85,701	89,129	89,129	89,129
4872	Solid Waste	706	600	600	600
4650	Maps & Publications		300	300	300
4825	Interest Payment on Loan	14,096		48,235	47,271
4870	Miscellaneous Revenue	1,380,188	97,494	10,000	10,000
4875	Refunds and Rebates	19,274	5,000	5,000	5,000
4875.2	Workers Comp/Liability Rebate	181,793	391,141	1	
4830	Restitution, Damage & Recoveries	6,019		5,000	5,000
4802	Donations & Contributions	34,865	583,680	5,000	5,000
	<b>Total Other Revenue</b>	<b>\$ 1,722,642</b>	<b>\$ 1,167,344</b>	<b>\$ 163,264</b>	<b>\$ 162,300</b>
	<b>Sub-total Operating Revenues</b>	<b>\$ 19,955,412</b>	<b>\$ 20,377,857</b>	<b>\$ 19,789,119</b>	<b>\$ 20,397,293</b>
4001	Transfers In		100,000	50,000	
	<b>TOTAL REVENUE GENERAL FUND</b>	<b>\$ 19,955,412</b>	<b>\$ 20,477,857</b>	<b>\$ 19,839,119</b>	<b>\$ 20,397,293</b>

1. In 2007/08 and 2008/09 expense is shown net of rebates.

**Budget for Fiscal Years 2007-08 and 2008-09**

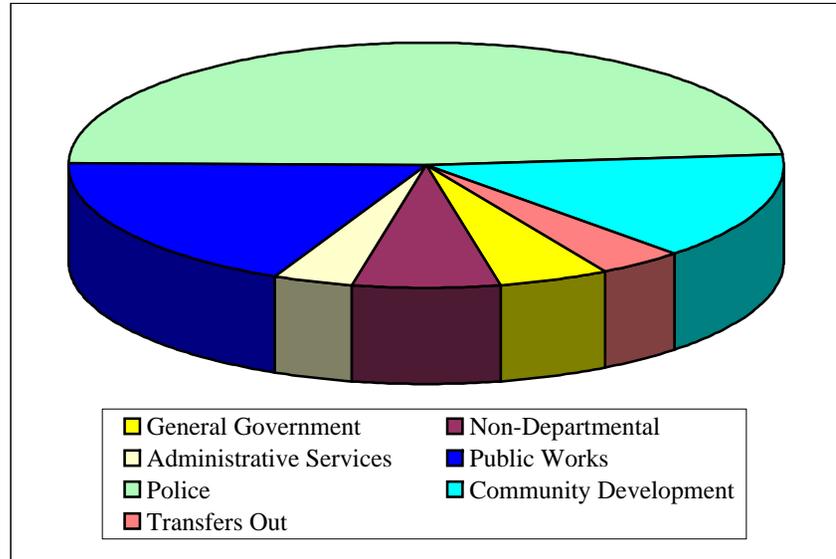
**GENERAL FUND EXPENDITURES**

**FISCAL YEAR 2007-08**



General Government	5.13%	1,040,087
Non-Departmental	6.58%	1,333,845
Administrative Services	3.69%	747,187
Public Works	18.20%	3,688,195
Police	48.34%	9,797,308
Community Development	14.19%	2,875,286
Transfers Out	3.88%	<u>785,976</u>
<b>Total General Fund</b>		<b><u>\$20,267,884</u></b>

**FISCAL YEAR 2008-09**



General Government	5.32%	1,108,835
Non-Departmental	6.05%	1,261,099
Administrative Services	3.94%	822,509
Public Works	18.83%	3,927,141
Police	49.42%	10,307,758
Community Development	14.18%	2,956,508
Transfers Out	2.27%	<u>473,195</u>
<b>Total General Fund</b>		<b><u>\$20,857,044</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**GENERAL FUND EXPENDITURES BY DEPARTMENT**

	<b>2005/06 Actual</b>	<b>2006/07 Budget</b>	<b>2007/08 Budget</b>	<b>2008/09 Budget</b>
0100101 City Council	238,091	341,022	304,639	317,115
0100102 City Clerk	120,700	162,516	142,833	169,804
0100103 City Treasurer	10,377	11,722	12,385	13,768
0100104 City Manager	381,753	371,900	452,663	480,616
0100105 City Attorney	190,425	113,026	127,566	127,532
0100106 Economic Development	488,429	412,919	1	1
<b>Total General Government Expenditures</b>	<b>1,429,774</b>	<b>1,413,105</b>	<b>1,040,087</b>	<b>1,108,835</b>
0100201 General Services	143,535	233,457	214,270	214,370
0100202 Franchise	84,082	98,606	157,361	134,413
0100203 Contingencies		240,309	387,953	249,500
0100204 Retiree Benefits	495,339	1,779,771	574,261	662,816
<b>Total Non-departmental Expenditures</b>	<b>722,956</b>	<b>2,352,143</b>	<b>1,333,845</b>	<b>1,261,099</b>
0100401 Administration	157,539	154,975	158,394	169,795
0100402 Personnel	129,194	190,242	120,933	148,317
0100404 Finance	404,485	460,477	467,860	504,396
<b>Total Administrative Services Expenditures</b>	<b>691,218</b>	<b>805,694</b>	<b>747,187</b>	<b>822,509</b>
0100502 Inspection	713,644	802,479		
0100503 Code Enforcement	113,137	126,501		
<b>Total Building Department Expenditures</b>	<b>826,781</b>	<b>928,980</b>	<b>2</b>	<b>2</b>
0100502 Inspection			774,858	842,514
0100503 Code Enforcement			119,284	126,737
0100710 Traffic Control Maintenance			219,279	223,051
0100712 Street Lighting			361,170	362,542
0100720 Parks/Grounds Maintenance			1,199,335	1,288,763
0100723 Cemetery Maintenance			43,969	45,662

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06 Actual</b>	<b>2006/07 Budget</b>	<b>2007/08 Budget</b>	<b>2008/09 Budget</b>
0100724 Open Space Maintenance			88,969	90,758
0100730 Public Facilities Maintenance			147,615	151,763
0100790 City Hall Building Maintenance				3
0100791 Maintenance Services			733,716	795,351
<b>Total Public Works Expenditures</b>	-	-	3,688,195	4 3,927,141
0100601 Police Administration	1,087,988	1,328,209	1,377,740	1,486,149
0100602 Investigative Services	1,420,552	1,430,060	1,460,263	1,557,613
0100603 Support Services	1,256,479	1,363,346	1,422,890	1,528,528
0100604 Traffic Enforcement - Patrol	497,994	425,067	545,594	596,227
0100605 Field Services - Patrol	4,058,819	4,379,333	4,969,286	5,118,285
0100607 Emergency Services	20,624	24,980	21,535	20,955
<b>Total Police Department Expenditures</b>	8,342,456	8,950,995	9,797,308	10,307,758
0100701 Community Development	179,938	284,694	271,689	299,173
0100702 Economic Development			419,703	1 329,065
0100703 Planning	488,112	564,310	553,253	598,023
0100704 Engineering	324,434	322,295	309,243	348,292
0100710 Traffic Control Maintenance	218,530	270,096		
0100712 Street Lighting	325,410	404,314		
0100720 Parks/Grounds Maintenance	978,700	1,197,260		
0100723 Cemetery Maintenance	34,838	37,812		
0100724 Open Space Maintenance	61,682	66,942		
0100730 Public Facilities Maintenance	121,398	173,200		
0100790 City Hall Building Maintenance	0	0		
0100791 Maintenance Services	666,216	146,624		
0100801 Community Services Administration	328,495	372,932	473,916	509,061
0100802 Cultural & Arts	191,857	223,735	115,465	117,905
0100803 General Recreation	54,033	72,446	59,518	61,116
0100804 Municipal Swimming Pool	144,583	169,874	117,706	120,837
0100805 Amphitheatre	20,516	55,183	30,136	30,983
0100806 Day Care	91,045	112,142	103,253	103,306

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06 Actual</b>	<b>2006/07 Budget</b>	<b>2007/08 Budget</b>	<b>2008/09 Budget</b>
0100808 Sports Programs	87,857	71,014	90,174	92,717
0100809 Senior Center Programs	291,560	320,979	322,757	337,130
0108091 Alzheimer Respite	6,324	8,636	8,472	8,900
<b>Total Community Development</b>	<b>4,615,527</b>	<b>4,874,488</b>	<b>2,875,286</b>	<b>2,956,508</b>
<b>Total General Fund Operating</b>	<b>16,628,713</b>	<b>19,325,405</b>	<b>19,481,908</b>	<b>20,383,849</b>
Transfers Out	2,205,776	1,503,971	785,976	473,195
<b>Total General Fund Expenditures &amp; Transfers</b>	<b>18,834,489</b>	<b>20,829,376</b>	<b>20,267,884</b>	<b>20,857,044</b>

1. Starting in 2007/08 Economic Development was moved to Community Development.
2. Starting in 2007/08 Building Department was moved to Public Works.
3. City Hall Building Maintenance costs are distributed among the departments located in City Hall.
4. Starting in 2007/08 Maintenance Services divisions were moved from Community Development to Public Works.

**Budget for Fiscal Years 2007-08 and 2008-09**

**GENERAL FUND 10 YEAR HISTORY OF REVENUES**

<u>Description</u>	<u>Actual 1999/00</u>	<u>Actual 2000/01</u>	<u>Actual 2001/02</u>	<u>Actual 2002/03</u>	<u>Actual 2003/04</u>	<u>Actual 2004/05</u>	<u>Actual 2005/06</u>	<u>Projected 2006/07</u>	<u>Budget 2007/08</u>	<u>Budget 2008/09</u>
Property Taxes	4,056,308	4,454,216	4,435,184	4,591,561	5,072,309	5,603,872	6,048,835	6,442,000	6,764,100	7,169,946
State Tax Shift - ERAF III						(399,067)	(399,067)			
Sales Tax	3,106,403	2,537,196	3,730,588	2,981,530	3,683,973	3,770,933	4,271,279	4,317,617	4,584,635	4,745,268
VLF Property Tax Swap						1,971,541	2,387,675	2,425,000	2,473,500	2,522,970
Franchise Fees	772,739	834,981	883,750	926,379	962,045	946,323	1,294,839	1,300,000	1,355,000	1,395,000
Other Taxes	1,108,142	1,171,227	1,229,572	1,223,032	1,205,727	1,328,281	1,390,701	1,392,370	1,430,770	1,474,159
Licenses, Permits and Fees	557,888	545,180	380,802	381,300	343,468	462,333	617,594	604,700	674,000	684,000
Fines & Forfeitures	189,891	229,903	280,697	387,676	224,370	306,180	276,466	303,000	303,000	303,000
Intergovernmental Agencies	2,681,056	2,717,372	2,823,289	3,307,920	2,227,012	1,404,571	851,560	1,088,546	798,350	798,150
Charges for Services	617,432	612,675	674,532	593,072	604,928	686,358	1,001,595	785,880	746,500	746,500
Use of Money and Property	260,653	505,929	373,688	232,712	167,824	275,192	491,293	551,400	496,000	396,000
Other Revenue	<u>1,233,077</u>	<u>414,728</u>	<u>454,247</u>	<u>262,239</u>	<u>157,940</u>	<u>124,021</u>	<u>1,722,642</u>	<u>1,167,344</u>	<u>163,264</u>	<u>162,300</u>
Total Operating	<u>14,583,589</u>	<u>14,023,407</u>	<u>15,266,349</u>	<u>14,887,421</u>	<u>14,649,595</u>	<u>16,480,540</u>	<u>19,955,412</u>	<u>20,377,857</u>	<u>19,789,119</u>	<u>20,397,293</u>
Transfer In from Other Funds	<u>9,023</u>	<u>6,000</u>	<u>8,093</u>	<u>213,318</u>	<u>150,000</u>			<u>100,000</u>	<u>50,000</u>	
<b>Total General Fund Revenues</b>	<b><u>14,592,612</u></b>	<b><u>14,029,407</u></b>	<b><u>15,274,442</u></b>	<b><u>15,100,739</u></b>	<b><u>14,799,595</u></b>	<b><u>16,480,540</u></b>	<b><u>19,955,412</u></b>	<b><u>20,477,857</u></b>	<b><u>19,839,119</u></b>	<b><u>20,397,293</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**GENERAL FUND 10 YEAR HISTORY OF EXPENDITURES**

<b>Description</b>	<b>Actual 1999/00</b>	<b>Actual 2000/01</b>	<b>Actual 2001/02</b>	<b>Actual 2002/03</b>	<b>Actual 2003/04</b>	<b>Actual 2004/05</b>	<b>Actual 2005/06</b>	<b>Projected 2006/07</b>	<b>Budget 2007/08</b>	<b>Budget 2008/09</b>
General Government	1,111,298	1,419,168	981,212	801,417	791,443	827,226	1,429,774	1,413,105	1,035,087	1,103,835
Non Departmental	643,098	450,757	672,191	1,157,970	583,170	262,262	722,956	2,352,143	1,338,845	1,266,099
Administrative Services	0	0	596,745	402,692	578,413	596,296	691,218	805,694	747,187	822,509
Community Development	961,277	1,304,433	4,182,718	4,171,614	4,458,028	4,547,174	4,615,527	4,874,488	2,850,286	2,956,508
Community Services	918,710	1,117,326	0	0	0	0	0	0	0	0
Public Works	1,384,804	1,445,886	0	0	0	0	0	0	3,688,195	3,927,141
Building Department	0	0	580,976	609,678	618,245	763,635	826,781	928,980	0	0
Police Services	<u>5,793,758</u>	<u>5,924,990</u>	<u>6,505,642</u>	<u>7,255,249</u>	<u>7,355,196</u>	<u>8,295,540</u>	<u>8,342,456</u>	<u>8,950,995</u>	<u>9,797,308</u>	<u>10,307,758</u>
Total Operating	<u>10,812,945</u>	<u>11,662,560</u>	<u>13,519,484</u>	<u>14,398,620</u>	<u>14,384,495</u>	<u>15,292,133</u>	<u>16,628,713</u>	<u>19,325,405</u>	<u>19,456,908</u>	<u>20,383,849</u>
Transfer To Other Funds	496,095	422,772	765,575	731,846	1,336,189	938,023	2,205,776	1,503,971	785,976	473,195
<b>Total General Fund Expenditures</b>	<b><u>11,309,040</u></b>	<b><u>12,085,332</u></b>	<b><u>14,285,059</u></b>	<b><u>15,130,466</u></b>	<b><u>15,720,684</u></b>	<b><u>16,230,156</u></b>	<b><u>18,834,489</u></b>	<b><u>20,829,376</u></b>	<b><u>20,242,884</u></b>	<b><u>20,857,044</u></b>

Note: The General Fund 10 Year History reflects reorganization of City Departments implemented in 2001/02.

1. Prior to 2001/02 Administrative Services was included in General Government.
2. Starting in 2001/02 Community Services and Public Works is included in Community Development.
3. Prior to 2001/02 Building Department was part of Community Development.
4. Starting in 2005/06 Economic Development was moved from Community Development to General Government.
5. Starting in 2007/08 Maintenance Services was moved from Community Development to Public Works.
6. Starting in 2007/08 Building Department was moved to Public Works.
7. Starting in 2007/08 Economic Development was moved to Community Development.

## GENERAL FUND FOUR YEAR BUDGET PROJECTIONS 2009-10 TO 2012-13

### Revenues

- ❑ Property tax revenues will increase 3% per year based on the assumption that moderate growth in the State and federal economies will result in continued marginal growth to the housing market throughout the region.
- ❑ Water System In-Lieu Tax is expected to increase at the same rate as property taxes (3% for each year), and VLF Property Tax Swap, Business License Tax and Franchise Fees will increase 2% each year.
- ❑ Sales Tax and Sales Tax In-Lieu are expected to increase 3%; Documentary Transfer Tax and Transient Occupancy Tax are projected to increase by 2% annually.
- ❑ Licenses and permits, fines and forfeits, current fees, income from use of property, and other miscellaneous revenues are also expected to increase by 3% per year.
- ❑ Intergovernmental will increase 3% for Public Safety Sales Tax, Motor Vehicle In-Lieu Tax, and Homeowners' Property Tax Relief. All other intergovernmental revenues are projected to remain unchanged.

### Expenditures

- ❑ Salaries will increase based on current MOU provisions and employee merit increases. Out years assume merit/COLA adjustments of 2.5%.
- ❑ Health benefits are projected to increase 14% annually for current employees and 20% for retirees.
- ❑ PERS employer rates (from PERS Actuarial):

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Sworn	33.38%	39.46%	44.69%	46.87%	49.05%	49.05%
Misc JFA	10.84%	10.80%	10.80%	10.80%	10.80%	10.80%
Misc City	10.80%	10.05%	10.05%	10.05%	10.05%	10.05%

In addition, current MOU's provide for the City to pay the employee portion of 7% for Miscellaneous and 9% for Sworn. Non-salary/benefit operating expenditures are expected to match anticipated CPI increases of 2.5% annually. One-time expenditures are not included in future year projections.

**Budget for Fiscal Years 2007-08 and 2008-09**

**GENERAL FUND PROJECTIONS**

	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
	<b>Projections</b>	<b>Budget</b>	<b>Budget</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
<b><u>REVENUE</u></b>							
Taxes	15,876,987	16,608,005	17,307,343	17,782,181	18,270,377	18,830,224	19,407,626
Licenses, Permits & Fees	604,700	674,000	684,000	704,520	725,656	747,425	769,848
Fines & Forfeitures	303,000	303,000	303,000	312,090	321,453	331,096	341,029
Intergovernmental	1,088,546	798,350	798,150	830,071	852,649	875,905	899,858
Charges for Services	785,880	746,500	746,500	768,895	791,962	815,721	840,192
Use of Money & Property	551,400	496,000	396,000	407,880	420,116	432,720	445,701
Other Revenue	1,167,344	163,264	162,300	164,850	165,416	118,744	119,360
Total Revenue	20,377,857	19,789,119	20,397,293	20,970,487	21,547,629	22,151,835	22,823,615
<b><u>EXPENDITURES</u></b>							
General Government	1,413,105	1,040,087	1,108,835	1,100,897	1,128,107	1,157,832	1,190,396
Nondepartmental	2,352,143	1,333,845	1,261,099	1,206,897	1,323,828	1,457,979	1,611,926
Administrative Services	805,694	747,187	822,509	838,306	871,102	897,374	926,795
Community Development	4,874,488	2,875,286	2,956,508	2,778,743	2,839,624	2,938,804	3,045,142
Public Works		3,688,195	3,927,141	4,557,521	4,703,050	4,860,451	5,029,495
Police Services	8,950,995	9,797,308	10,307,758	10,667,284	10,960,727	11,238,884	11,465,762
Building Department	928,980						
Total Expenditures	19,325,405	19,481,908	20,383,849	21,149,647	21,826,438	22,551,324	23,269,516
<b>Operating Surplus (Deficit)</b>	<b>1,052,452</b>	<b>307,211</b>	<b>13,444</b>	<b>(179,160)</b>	<b>(278,809)</b>	<b>(399,489)</b>	<b>(445,901)</b>
<b><u>UNDESIGNATED FUND BALANCE</u></b>							
Beginning Balance	6,353,101	6,001,582	5,572,817	5,113,066	4,760,711	4,308,707	3,736,022
Transfer to Capital Improvements & Programs	(170,000)	(325,000)	(250,000)				
Funding of Lifeline for Water	(20,635)	(23,195)	(23,195)	(23,195)	(23,195)	(23,195)	(23,195)
Transfers In(Out) Other Funds	86,500	(87,781)	0				
Transfer to Designated Reserves	(1,299,836)	(300,000)	(200,000)	(150,000)	(150,000)	(150,000)	(150,000)
<b>Undesignated Fund Balance</b>	<b>6,001,582</b>	<b>5,572,817</b>	<b>5,113,066</b>	<b>4,760,711</b>	<b>4,308,707</b>	<b>3,736,022</b>	<b>3,116,926</b>
<b><u>DESIGNATED FUND BALANCE</u></b>							
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
Retiree Health Benefits	4,097,260	4,477,130	*				
Future Pension Obligations	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Insurance	332,425	332,425	332,425	332,425	332,425	332,425	332,425
Legal	500,000	500,000	500,000	500,000	500,000	500,000	500,000
PEG Access	438,899	438,899	438,899	438,899	438,899	438,899	438,899
Emergency Capital Improvements	100,000	100,000	100,000	100,000	100,000	100,000	100,000
CIP-Texaco Settlement	500,000	60,000					
Deferred Maintenance	111,855	76,855	76,855	76,855	76,855	76,855	76,855
<b>Designated Fund Balance</b>	<b>6,730,439</b>	<b>6,635,309</b>	<b>2,098,179</b>	<b>2,098,179</b>	<b>2,098,179</b>	<b>2,098,179</b>	<b>2,098,179</b>
<b>Total Undesignated &amp; Designated</b>	<b>12,732,021</b>	<b>12,208,126</b>	<b>7,211,245</b>	<b>6,858,890</b>	<b>6,406,886</b>	<b>5,834,201</b>	<b>5,215,105</b>

\* In FY 2008/09 retiree health benefits will be moved to a Trustee in order to meet GASB 43/45 requirement.

**Budget for Fiscal Years 2007-08 and 2008-09**

<b>DEBT SERVICE FUND - REVENUE</b>
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		<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Projected</u>	<u>2007/08</u> <u>Budget</u>	<u>2008/09</u> <u>Budget</u>
	<b>Debt Service (41)</b>				
4701	Interest Income	3,370			
4755	Rental Charges-City	57,306	241,306	254,256	259,519
	<b>Total Debt Service</b>	<u><u>\$ 60,676</u></u>	<u><u>\$ 241,306</u></u>	<u><u>\$ 254,256</u></u>	<u><u>\$ 259,519</u></u>

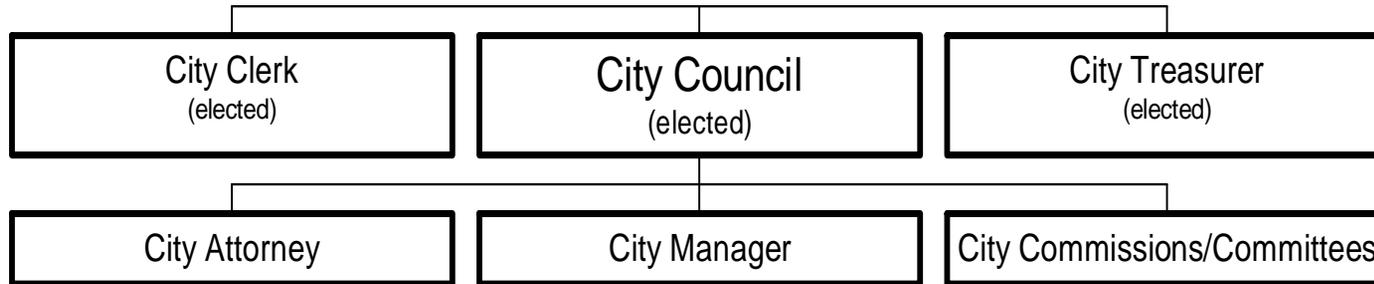
**Budget for Fiscal Years 2007-08 and 2008-09**

**DEBT SERVICE - EXPENDITURES**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
		<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
<i>Debt Service</i>							
40	2003 COP - CITY HALL						
	Operating	517	2,000	2,000		2,000	
	Debt Service	<u>255,306</u>	<u>251,306</u>	<u>252,256</u>	<u>950</u>	<u>257,519</u>	<u>5,263</u>
	TOTAL 1992 COP - CITY HALL	<u>255,823</u>	<u>253,306</u>	<u>254,256</u>	<u>950</u>	<u>259,519</u>	<u>5,263</u>
	 <b>TOTAL DEBT SERVICE FUNCTION</b>	 <b><u>255,823</u></b>	 <b><u>253,306</u></b>	 <b><u>254,256</u></b>	 <b><u>950</u></b>	 <b><u>259,519</u></b>	 <b><u>5,263</u></b>



# General Government





# General Government

- City Council**  
Establish City goals and policies
- City Manager**  
Policy Development  
Policy Implementation  
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, Secretary to the City Manager, and Deputy City Clerk. The functions and budget of Economic Development have been moved from this area to the Community and Economic Development Department.

### DEPARTMENT STAFFING

<u>Authorized Positions</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
City Manager	1.0	1.0	1.0	1.0
Economic Development Director*	1.0	1.0	0.0	0.0
Secretary to City Manager	1.0	1.0	1.0	1.0
Deputy City Clerk	1.0	1.0	1.0	1.0
	4.0	4.0	3.0	3.0

\*position moved to Community and Economic Development Department

## **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 the needs of the community.

The following overarching goals were identified for the 2007-09 budget period:

- ✓ Economic development, downtown revitalization, and redevelopment.
- ✓ Marina improvements, including removal of the Ferry Pier.
- ✓ Ensure public safety and emergency preparedness.
- ✓ Adoption of a new unreinforced masonry building ordinance.
- ✓ Enhance park maintenance and put the best “physical face” on Martinez.
- ✓ Continue street repairs and maintenance.
- ✓ Upgrade and program the amphitheater as a venue for vibrant summer activities.
- ✓ Assure high quality City services in the most economical and efficient way possible.
- ✓ Embrace the community through programs, initiatives and activities.
- ✓ Maintain fiscal health.

### **2007-2009 BUDGET HIGHLIGHTS**

- \$25,000 budgeted each year for Community Grants Funding Program.

## **CITY MANAGER**

It is the responsibility of the City Manager to assist the City Council in developing and evaluating policies that meet the needs of Martinez residents and customers, to ensure effective implementation of adopted policies, and to provide direction and leadership to the City government staff. The City Manager's significant accomplishments in 2005-07 include providing leadership and/or direct management for the following key projects and programs in support of the 2005-07 goals of the City Council:

### **2005-2007 ACCOMPLISHMENTS**

- Completed the Downtown Specific Plan and EIR.
- Enhanced citizen involvement in governmental process through implementation of a Citizen Relationship Management (CRM) system and implementation of video streaming of City Council meetings available through the City's website.
- Conducted numerous community hearings, workshops, and Council meetings to maintain and improve communications between the community and the City.
- Maintained a quality police force to ensure a safe community.
- Developed Community Emergency Response Team (CERT) program and conducted staff training on national and State emergency system protocols.
- Hosted the 2<sup>nd</sup> Stage of the Amgen Tour of California professional cycling race in 2006, and sponsored Martinez Celebrates Cycling events in 2006 and 2007.
- Issued RFP and received 4 proposals for 630 Court Street building, a major downtown development project.
- Supported Willows Theater Company in construction of cabaret theater at 636 Ward Street, which opened in May 2007.
- Reorganized the City's departments for improved internal efficiency and workflow.
- Constructed major improvements to the marina and secured \$2.93 million in loans.
- Entered into short-term management agreement at the marina and began the 2-year entitlement period of the long term sublease.
- Maintained prudent management of the City's finances.

The City Manager's specific objectives directly support the 2007-09 goals of the City Council:

### **2007-2009 KEY OBJECTIVES**

- Continue an aggressive economic development and downtown revitalization program. 
- Implement the Downtown Specific Plan. 
- Prepare an inventory of historic buildings. 
- Update market feasibility study of 2003 and identify targeted retail businesses to enhance economic vitality downtown. 
- Determine feasibility and facilities needed for ferry service to Martinez. 

### **2007-2009 KEY OBJECTIVES (CONTINUED)**

- Continue marina improvements, including removal of old Ferry Pier and reconstruction and dredging of the marina. 
- Market and program the Amphitheater so it becomes a venue for vibrant summer activities. 
- Evaluate effectiveness of continued support for Main Street and Chamber organizations in context of the City's economic development efforts. 
- Expand citywide emergency preparedness and further expand the Citizen Emergency Response Training program. 
- Adopt Subdivision and Unreinforced Masonry ordinances. 
- Complete the update of the Parks and Recreation Master Plan. 
- Utilize neighborhood meetings, City newsletter and website, and local media outlets to promote community involvement. 
- Expand efforts to repair and maintain streets. 
- Select development project for 630 Court Street. 
- Develop long-term strategy for enhancement and preservation of the City swimming pool. 
- Continue to address homeless issues. 

### **2007-2009 BUDGET HIGHLIGHTS**

- No significant changes.

## **CITY CLERK**

The Martinez City Clerk, who is elected at-large and serves in a part-time capacity, is the formal guardian of public information, administers oaths of office, and verifies all resolutions and ordinances. The Deputy City Clerk, a full-time staff position, is responsible for ensuring the security and accessibility of all official City records; serving as the information and records manager of all legislative proceedings; conducting all aspects of municipal elections; and serving as a support office to the City Clerk, City Council, City Manager and staff, City boards and commissions, and the residents of Martinez. During the period FY 2005-07, the City Clerk:

- Conducted a regular election in November 2006
- Worked with Information Systems on implementation of a video streaming media solution to allow citizens access to City Council meetings and other video content through the City's website.
- Began Phase II of the laserfiche digital records storage system project to archive all permanent records.

Objectives for FY 2007-09 include:

- Complete Phase II of laserfiche project.
- Provide access to the City's Municipal Code through the City's website to improve citizen and staff access. 

## **2007-2009 BUDGET HIGHLIGHTS**

- \$25,000 budgeted in 2008-09 for elections.

## **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.

## **2007-2009 BUDGET HIGHLIGHTS**

- \$30,000 increase each year for additional legal services.

## **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. It accounts for expenditures that are not based in a specific program. No positions are allocated here. A description of each area within this group is provided below.

### **GENERAL SERVICES**

This budget includes general operating supplies and equipment such as postage, telephone charges and contracted 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.

### **2007-2009 BUDGET HIGHLIGHTS**

- \$120,000 increase in 2007-08 in Vacation buyback, primarily due to anticipated police retirements.
- \$119,400 increase in 2007-08 and an additional \$74,600 in 2008-09 in Retiree Benefits and Contingency for retiree health benefit costs due to HMO rate increases and anticipated police retirements.
- \$35,000 increase in 2007-08 and \$10,000 increase in 2008-09 in Franchise Administration for required rate reviews of garbage franchise.
- \$20,000 increase each year in Franchise Administration for "Green Program" coordinator.
- \$5,000 increase each year in Franchise Administration for additional recycling program consulting services.
- \$7,000 decrease each year in General Services due to reduction in State Mandated consulting services.

**Budget for Fiscal Years 2007-08 and 2007-08**

**GENERAL GOVERNMENT EXPENDITURES**

	<u>2005/06 Actual</u>	<u>2006/07 Projected</u>	<u>2007/08 Budget</u>	<u>Increase (Decrease)</u>	<u>2008/09 Budget</u>	<u>Increase (Decrease)</u>
<i>General Government</i>						
01 101 CITY COUNCIL						
Labor	89,386	94,126	94,743	617	102,723	7,980
Operating	140,555	227,169	176,504	(50,665)	181,552	5,048
Direct & Indirect Costs	8,150	19,727	28,392	8,665	27,840	(552)
TOTAL CITY COUNCIL	<u>238,091</u>	<u>341,022</u>	<u>299,639</u>	<u>(41,383)</u>	<u>312,115</u>	<u>12,476</u>
01 103 CITY TREASURER						
Labor	11,540	12,508	13,314	806	14,497	1,183
Operating	539	1,330	1,257	(73)	1,701	444
Direct & Indirect Costs	(1,702)	(2,116)	(2,186)	(70)	(2,430)	(244)
TOTAL CITY TREASURER	<u>10,377</u>	<u>11,722</u>	<u>12,385</u>	<u>663</u>	<u>13,768</u>	<u>1,383</u>
01 104 CITY MANAGER						
Labor	416,005	397,782	503,720	105,938	523,701	19,980
Operating	31,067	38,452	33,042	(5,410)	47,013	13,971
Direct & Indirect Costs	(65,319)	(64,334)	(84,100)	(19,766)	(90,098)	(5,999)
TOTAL CITY MANAGER	<u>381,753</u>	<u>371,900</u>	<u>452,663</u>	<u>80,763</u>	<u>480,616</u>	<u>27,952</u>
01 102 CITY CLERK						
Labor	121,895	124,030	129,508	5,478	137,633	8,125
Operating	16,332	65,222	35,573	(29,649)	59,767	24,193
Direct & Indirect Costs	(17,527)	(26,736)	(22,248)	4,488	(27,595)	(5,347)
TOTAL CITY CLERK	<u>120,700</u>	<u>162,516</u>	<u>142,833</u>	<u>(19,683)</u>	<u>169,804</u>	<u>26,971</u>

**Budget for Fiscal Years 2007-08 and 2007-08**

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
	<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
01 105 CITY ATTORNEY						
Labor						
Operating	279,044	226,320	255,540	29,220	255,409	(131)
Direct & Indirect Costs	(88,620)	(113,294)	(127,974)	(14,680)	(127,877)	97
TOTAL CITY ATTORNEY	<u>190,425</u>	<u>113,026</u>	<u>127,566</u>	<u>14,540</u>	<u>127,532</u>	<u>(34)</u>
01 106 ECONOMIC DEVELOPMENT						
Labor	154,939	159,957		(159,957)		
Operating	333,490	252,962		(252,962)		
Direct & Indirect Costs						
TOTAL ECONOMIC DEVELOPMENT	<u>488,429</u>	<u>412,919</u>		<u>(412,919)</u>		
<b>TOTAL GENERAL GOVERNMENT</b>	<b><u>1,429,774</u></b>	<b><u>1,413,105</u></b>	<b><u>1,035,087</u></b>	<b><u>(378,018)</u></b>	<b><u>1,103,835</u></b>	<b><u>68,748</u></b>

1. Starting in 2007/08 Economic Development was moved to Community Development.

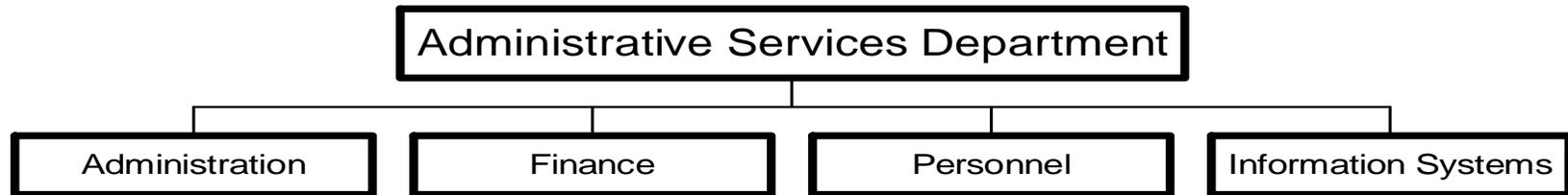
**Budget for Fiscal Years 2007 - 2008 and 2008 - 2009**

**NONDEPARTMENTAL EXPENDITURES**

	<u>2005/06 Actual</u>	<u>2006/07 Projected</u>	<u>2007/08 Budget</u>	<u>Increase (Decrease)</u>	<u>2008/09 Budget</u>	<u>Increase (Decrease)</u>
<i>Nondepartmental</i>						
01 201 GENERAL SERVICES						
Operating	141,501	208,750	194,270	(14,480)	194,370	100
Capital	2,033	24,707	20,000	(4,707)	20,000	
Direct & Indirect Costs						
TOTAL GENERAL SERVICES	<u>143,535</u>	<u>233,457</u>	<u>214,270</u>	<u>(19,187)</u>	<u>214,370</u>	<u>100</u>
01 202 FRANCHISE ADMINISTRATION						
Labor						
Operating	61,181	73,950	128,850	54,900	103,850	(25,000)
Capital						
Direct & Indirect Costs	22,901	24,656	28,511	3,855	30,563	2,052
TOTAL FRANCHISE ADMINISTRATION	<u>84,082</u>	<u>98,606</u>	<u>157,361</u>	<u>58,755</u>	<u>134,413</u>	<u>(22,948)</u>
01 204 RETIRED EMPLOYEES						
Labor	89,063	1,274,894		(1,274,894)		
Operating	<u>406,276</u>	<u>504,877</u>	<u>574,261</u>	<u>69,384</u>	<u>662,816</u>	<u>88,555</u>
TOTAL RETIRED EMPLOYEES	<u>495,339</u>	<u>1,779,771</u>	<u>574,261</u>	<u>(1,205,510)</u>	<u>662,816</u>	<u>88,555</u>
01 203 CONTINGENCY						
Labor		150,329	235,000	84,671	150,000	(85,000)
Operating		89,980	152,953	62,973	99,500	(53,453)
TOTAL CONTINGENCY		<u>240,309</u>	<u>387,953</u>	<u>147,644</u>	<u>249,500</u>	<u>(138,453)</u>
<b>TOTAL NONDEPARTMENTAL</b>	<u><b>722,956</b></u>	<u><b>2,352,143</b></u>	<u><b>1,333,845</b></u>	<u><b>(1,018,298)</b></u>	<u><b>1,261,099</b></u>	<u><b>(72,746)</b></u>



# Administrative Services Department





# Administrative Services Department

Administration	DEPARTMENT STAFFING				
Risk Management/Safety Program	The Administrative Services Department is charged with the overall administration of several City programs, including Risk Management, Contract/Franchise Agreements, Financial Management, Human Resources, and Information Systems.				
Contract/Franchise Agreements					
Citywide Policies and Programs					
Finance	<b>Authorized Positions</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>
Payroll	Assistant City Manager	1.0	1.0	1.0	1.0
Billing and Collections	Sr. Management Analyst *	1.0	1.0	1.0	1.0
Accounts Payable and Receivable	Personnel Technician	1.0	1.0	1.0	1.0
Financial Audits and Reports	Finance Manager	1.0	1.0	1.0	1.0
Budget Preparation and Analysis	Accountant	1.0	1.0	1.0	1.0
Business Licenses	Senior Account Technician	2.0	2.0	2.0	2.0
Personnel	Account Technician III	1.0	1.0	1.0	1.0
Recruitments	Account Technician II	2.0	2.0	2.0	2.0
Employee Benefits	Information Systems Specialist	1.0	1.0	1.0	1.0
Labor Relations		11.0	11.0	11.0	11.0
Information Systems					
Computer Support					
Telephones and Data Accessories					
City Website	*formerly Management Analyst				

## **ADMINISTRATION**

Administration oversees risk management, contract/franchise administration, City policies and programs, the safety program, State mandated services reimbursement programs, and the City newsletter. The City participates in the Municipal Pooling Authority of Northern California (MPA) for its risk management programs. Administration directs the activities of Personnel, Finance, and Information Systems for the City.

### **2005-2007 ACCOMPLISHMENTS**

- Directed preparation of budgets and financial reports, received excellence awards from GFOA and CSMFO for the City's Comprehensive Annual Financial Report and Budget, and developed CIP and budget policies.
- Reduced the City's workers' compensation experience modifier to below the MPA average, saving over \$200,000, developed several safety training modules, and became the first agency in the MPA to receive the Level 4 Safety Program Award.
- Served as President of the MPA Board of Directors.
- Coordinated recruitment efforts for City Manager and Community and Economic Development Director.
- Worked with the Finance division to release RFPs and select providers for banking services and actuarial services
- Completed new cable franchise, pipeline franchise, and telecommunications access agreements.
- Coordinated the SB90 State Mandated Claims program and received over \$329,000 in prior year claims.
- Published 6 new issues (3 each year) of the Martinez City Times Newsletter.
- Developed a Community Grants Funding Program to formalize procedures for requesting and granting of City funds.
- Worked with City Clerk and Information Systems to implement video streaming of Council meetings and enhanced City's web page with a customer relationship management (CRM) system.

### **2007-2009 KEY OBJECTIVES**

- Negotiate an expiring labor contract with one bargaining unit.
- Provide staff support to the Civil Service Commission.
- Update safety procedures as necessary, conduct monthly safety inspections, and provide 6 safety training courses per year.
- Prepare budgets and financial reports that provide meaningful information and meet State and national standards of excellence. 🌐
- Monitor City's leases and franchises to ensure compliance.
- Update City administrative policies and procedures to reflect legislative changes.
- Enhance the Martinez City Times Newsletter. 🌐
- Continue to represent the City on the MPA Board of Directors. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- ❑ No significant changes.

## **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 financing transactions for capital projects.

### **2005-2007 ACCOMPLISHMENTS**

- Prepared GASB 44 compliant CAFR.
- Completed RFP process and implemented conversion to US Bank for all banking services.
- Received excellence awards from GFOA and CSMFO for the City's Comprehensive Annual Financial Report and Budget.
- Processed over 60,000 water billings and 3,500 building permit receipts.
- Issued over 2,700 business license annual renewals, including the processing of 200 new licenses and 400 quarterly renewals.
- Coordinated audit of the City's business license taxes.
- Issued RFP for collection services on delinquent accounts.
- Completed major upgrade of the City's financial system to improve Windows and workflow functionality.
- Reviewed and modified the payroll system to improve reporting capabilities.
- Completed RFP for actuarial analysis for other post employment benefits in preparation for compliance with GASB 43 and 45.
- Implemented Customer Relationship Management modules for on-line water billing questions.
- Provided significant cross training to staff for accounts payable, receivable, and payroll functions.

### **2007-2009 KEY OBJECTIVES**

- Complete RFP for audit services by January 2008. 
- Develop centralized Finance file system.
- Complete implementation of the City's fixed assets into the financial software system. 
- Implement GASB 43 and 45 Other Post Employment Benefits (OPEB) requirements for compliance by FY 2008-09. 
- Continue cross training of Finance staff to ensure adequate coverage for essential functions. 

### **2007-2009 BUDGET HIGHLIGHTS**

- No significant changes.

## **PERSONNEL**

Personnel provides support services to all City departments including recruitment and examination, new employee orientations, labor relations, employee benefit administration, worker's compensation claims, staff training and development, and maintenance of official personnel files. Personnel 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 ICMA, the City's deferred compensation administrator, and CalPERS, the California Public Employees' Retirement System.

### **2005-2007 ACCOMPLISHMENTS**

- Assisted in contract negotiations with two bargaining units and updated the Management Compensation Plan.
- Performed an audit of the City's performance evaluation system and converted the previously manual process into the City's Financial/Human Resources software system (MUNIS) ahead of schedule.
- Completed an initial analysis of the Applicant Tracking System in MUNIS.
- Completed recruitments for 23 positions, including City Manager, Community and Economic Development Director, Deputy Community Development Director, Public Works Superintendent, Assistant Planner, Building Inspector II, and Police Officer.
- Completed salary and classification surveys for several positions.
- Evaluated the City's COBRA practices and established improved procedures.

### **2007-2009 KEY OBJECTIVES**

- Assist in negotiation of an expiring labor contract for one bargaining unit.
- Provide administrative, benefit, and recruitment support to all departments.
- Provide efficient and superior customer service to prospective employment applicants, current employees, and retirees. 🌐
- Sponsor Wellness Events and activities and continue to increase attendance.
- Review employee new hire and separation procedures.
- Create written procedures of Personnel processes and train other departments to improve communication and efficiency. 🌐
- Evaluate current record storage and retention to improve efficiency and increase available work space. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- \$16,000 decrease in 2007-08 for labor relations due to no expiring contracts; \$18,000 budgeted in 2008-09 for one expiring contract.

## **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 City's website. The Information Systems budget, which is an Internal Service Fund for accounting and monitoring purposes, includes the City's hardware, software and staff support. Maintenance contracts with outside vendors for computer hardware and software are also managed here.

### **2005-2007 ACCOMPLISHMENTS**

- Researched and implemented on-line video streaming of City Council meetings, providing improved access for the community.
- Implemented the CRM system to provide citizens a tool for submitting and tracking requests online.
- Upgraded the City's data storage laserfiche servers, software, and workstations and converted Public Works Department records from microfiche to laserfiche to enable staff to quickly retrieve archived documents.
- Changed Internet access speed from DSL to T1 to provide significant bandwidth enhancement.
- Designed and implemented automated phone tree for the Police Department to provide citizens easier access to public safety information.
- Assisted Finance with electronic filing of State Controller's report to efficiently meet current filing standards.
- Assisted Finance with conversion to a new bank to ensure secure transmission of accounts payable and receivable, direct deposit, and ACH tax files.

### **2007-2009 KEY OBJECTIVES**

- Convert all servers from Novell to Microsoft and convert Groupwise email to Microsoft Exchange server by July 2007.
- Evaluate and upgrade equipment for recording and transmitting Council meetings by December 2007. 🌐
- Work with the Police Department to provide expanded support for all Police hardware and software applications.
- Support, maintain and enhance the City's information technology hardware, software and communications infrastructure. 🌐
- Keep network and email servers up to date, replacing hardware and implementing new software upgrades/releases as needed. 🌐
- Provide ongoing desktop support and replace outdated equipment.
- Enhance content and appearance of the City's website. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- ❑ \$137,800 increase in 2007-08 for Council Chambers equipment upgrades (provided through Comcast grant funding)
- ❑ \$18,000 increase in 2007-08 for GIS acquisition and installation.

**Budget for Fiscal Years 2007-08 and 2008-09**

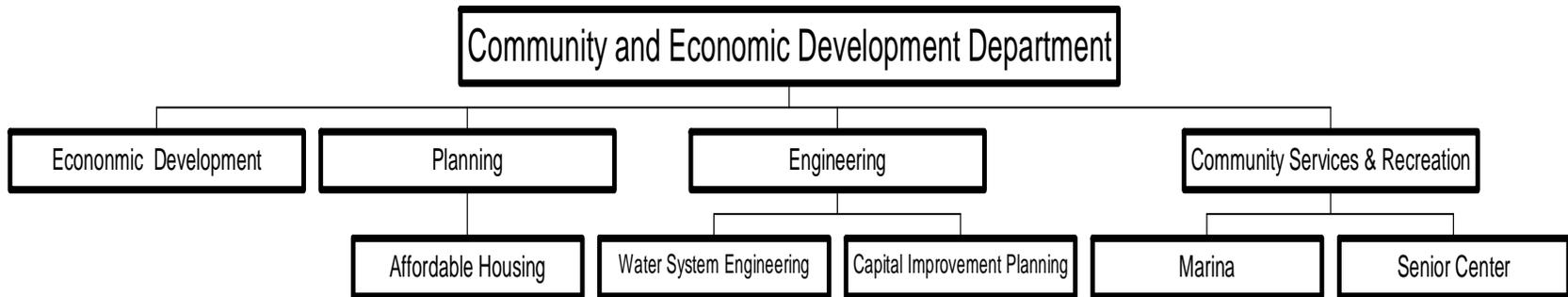
**ADMINISTRATIVE SERVICES EXPENDITURES**

	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Projected</u>	<u>2007/08</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>2008/09</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>
<i>Administrative Services</i>						
01 401 ADMINISTRATION						
Labor	263,429	259,082	285,079	25,997	300,035	14,957
Operating	19,765	28,913	24,469	(4,444)	32,133	7,664
Direct & Indirect Costs	(125,655)	(133,020)	(151,154)	(18,134)	(162,373)	(11,219)
TOTAL ADMINISTRATION	<u>157,539</u>	<u>154,975</u>	<u>158,394</u>	<u>3,419</u>	<u>169,795</u>	<u>11,401</u>
01 404 FINANCE						
Labor	619,134	697,860	720,880	23,020	772,545	51,665
Operating	60,847	82,735	82,998	263	91,131	8,133
Direct & Indirect Costs	(275,496)	(320,118)	(336,018)	(15,900)	(359,280)	(23,262)
TOTAL FINANCE	<u>404,485</u>	<u>460,477</u>	<u>467,860</u>	<u>7,383</u>	<u>504,396</u>	<u>36,536</u>
01 402 PERSONNEL						
Labor	110,017	114,435	97,284	(17,151)	107,229	9,945
Operating	46,394	117,435	57,039	(60,396)	76,447	19,408
Direct & Indirect Costs	(27,216)	(41,628)	(33,390)	8,238	(35,359)	(1,968)
TOTAL PERSONNEL	<u>129,194</u>	<u>190,242</u>	<u>120,933</u>	<u>(69,309)</u>	<u>148,317</u>	<u>27,384</u>
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b><u>691,218</u></b>	<b><u>805,694</u></b>	<b><u>747,187</u></b>	<b><u>(58,507)</u></b>	<b><u>822,509</u></b>	<b><u>75,322</u></b>

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# Community and Economic Development Department





# Community and Economic Development Department

<b>Administration</b>	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.
Overall Department Management	
<b>Economic Development</b>	<b>DEPARTMENT STAFFING</b>
Redevelopment and Revitalization	
<b>Planning</b>	<b><u>Authorized Positions</u></b>
Development Review	<b><u>2005-06</u></b>
Advance Planning	<b><u>2006-07</u></b>
Design Review Committee	<b><u>2007-08</u></b>
Affordable Housing	<b><u>2008-09</u></b>
<b>Engineering</b>	Assistant City Manager
Transportation	Deputy Community Development Director
Development Review	Economic Development Director
Pavement Management	Deputy Director, Parks and Comm. Svcs.
Capital Improvement Projects	Administrative Aide III
Clean Water Program	Senior Planner
<b>Community Services &amp; Recreation</b>	Assistant Planner
Recreation Programs	Planning Technician
Senior Center	City Engineer
Marina	Senior Civil Engineer
John Muir Festival Center	Associate Civil Engineer
Cultural and Community Commissions	Assistant Engineer
	Junior Civil Engineer
	Recreation Supervisor
	Senior Center Supervisor
	Senior Center Coordinator
	14.8
	14.8
	15.8
	15.8

## **ADMINISTRATION**

Community and Economic Development Administration provides overall department management and oversight to the Economic Development, Planning, Engineering, and Community Services and Recreation divisions. The long-time Community Development Department Director retired. A new director was hired and economic development was added as a function of the new the Community and Economic Development Department to better coordinate the implementation of the Downtown Specific Plan, marina rehabilitation efforts and other community activities.

### **2005-2007 ACCOMPLISHMENTS**

- Worked with the Planning Division to complete the adoption of the Downtown Specific Plan and obtain State approval of the City's Housing Element.
- Worked with the Engineering Division on the planning, construction and completion of CIP projects including Alhambra Avenue paving, Hidden Lakes Open Space Bridge, and various street rehabilitation projects.
- Worked with the Recreation and Community Services Division on the development of the Willows Cabaret Theater, expansion of several downtown promotional events, and completion of several marina-related projects.

### **2007-2009 KEY OBJECTIVES**

- Complete the transition of department directors and integration of the economic development function into the new Community and Economic Development Department. 🌐
- Serve as the point person for all new development in the Downtown area. 🌐
- Oversee transportation planning for Intermodal Phase 3, Marina Vista Improvement, Court Street, and Depot Renovation Projects. 🌐
- Ensure that the new General Plan development process moves forward in an inclusive, efficient, and cost effective manner. 🌐
- Ensure that all mandated reports and capital projects are completed in an efficient and timely manner. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- \$60,000 decrease each year in Temporary Salaries due to reduction in consulting hours after hiring of new Department Director.

## **ECONOMIC DEVELOPMENT**

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

### **2005-2007 ACCOMPLISHMENTS**

- Prepared the RFP for 630 Court Street, a major downtown development project, and received 4 proposals.
- Worked with the Planning staff on development and adoption of the Downtown Specific Plan.
- Coordinated the City's hosting of the 2<sup>nd</sup> Stage of the inaugural Amgen Tour of California, a major statewide professional cycling competition, in February 2005 and provided "Martinez Celebrates Cycling" events for the community in 2005 and again in 2006.
- Expanded the quality of various community events including "Festa Italia," an Italian street painting festival, and the Downtown Restaurant Tour featuring the wares of 15 local merchants.
- Responded to business inquiries in a timely manner.

### **2007-2009 KEY OBJECTIVES**

- Complete the developer selection process for 630 Court Street and provide assistance with entitlement process. 🌐
- Work with Planning staff on the implementation of the Downtown Specific Plan including preparation of a historic resource inventory and historic preservation ordinance. 🌐
- Serve as point staff to guide all downtown development projects through the City entitlement process. 🌐
- Work with Martinez Main Street and Chamber of Commerce on coordination of efforts including possible consolidation. 🌐
- Work with City Manager to determine the feasibility of ferry service to Martinez. 🌐
- Update and expand market feasibility study for downtown business recruitment. 🌐
- Complete marketing materials for City. 🌐
- Apply for designation as a "Stage Start City" for 2008 Amgen Tour of California Bike Race. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- \$40,000 decrease each year in Professional Services due to removal of Events Coordinator contract position, partially offset by \$25,000 budgeted in 2007-08 for consulting support on regional ferry concept.

## **PLANNING**

Planning serves as the point of entry for development proposals, and provides assistance to developers, builders, and residents navigating the regulatory process. This process can include single family property owners, as well as residential and commercial production scale builders. On a daily basis, staff assist customers with permit processing and interpretation of City policies related to zoning and subdivision ordinances. In advance planning, staff create policies to implement and update the General Plan, including the Housing Element, by providing assistance to the task force, steering committee and other community groups involved with land use policy. Staff also work with private citizens, business and property owners, residents, community groups, developers, other City departments, and outside agencies on community problems and concerns. Planning provides support to the Planning Commission, Zoning Administrator, and the Design Review Committee.

### **2005-2007 ACCOMPLISHMENTS**

- Received City Council approval of the Downtown Specific Plan and EIR.
- Received letter of full compliance for the 2001-2007 Housing Element from Department of Housing and Community Development.
- Rezoned more than 15 acres of land to high density (R-1.5) for affordable housing.
- Reconvened Housing Task Force to draft affordable housing ordinance (inclusionary).
- Strengthened the department by hiring a Deputy Director and Assistant Planner.
- Completed GIS (Geographic Information Systems) conversion of City's zoning map and provided access to it on the City's website for public download.
- Processed 100 residential and commercial development projects each year throughout the City.

### **2007-2009 KEY OBJECTIVES**

- Begin the process of updating the City of Martinez General Plan by forming a steering committee, issuing an RFP, and selecting a consultant by end of 2007. 🌐
- Process and approve at least 3 projects in the Downtown Specific Plan project area. 🌐
- Implement GIS workstation at public counter for staff use to improve customer service. 🌐
- Train two staff members on GIS software and begin institutionalizing use of GIS among City staff for instant access to parcel level data such as property ownership, land use, and zoning. 🌐
- Complete professional historic resource inventory and draft a historic preservation ordinance.
- Complete 2 zoning ordinance revisions per year, correcting and updating problematic land use code. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- ❑ \$12,000 increase each year for licensing and maintenance of GIS program providing staff and customers access to parcel level data.
- ❑ \$15,000 decrease each year in Professional Services due to hiring of full-time staff.

## **ENGINEERING**

Engineering works with other City departments and programs to design plan and construct public facilities including streets, storm drains, traffic signals and water systems. In addition, Engineering staff manage the City's Clean Water (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 residential, commercial and industrial development applications; prepare grant applications for State and Federal funds to pay for major capital improvement projects; manage the City's major transportation capital projects such as the Intermodal Phase III, Measure C and J, and federally funding paving projects; and represent the City on local or regional boards and commissions including the Contra Costa Transportation Authority, Caltrans, Capital Corridor Joint Powers Authority and TRANSPAC.

### **2005-2007 ACCOMPLISHMENTS:**

- Processed major subdivision projects including Trumark, Black Mountain, and DeNova Homes.
- Obtained \$1,100,000 in Federal grants for Alhambra Avenue paving projects.
- Obtained \$20,000 in P-TAP funds to update the Pavement Management Study.
- Partnered with Muir Heritage Land Trust and Martinez Unified School District on Alhambra Creek Restoration projects.
- Completed silt removal project from Marina Vista to Ward Street.
- Completed landscaping and pedestrian path on Joe DiMaggio Drive.
- Completed Shoreline Plaza and Ramp Rehabilitation projects.
- Completed Hidden Lakes Open Space Bridge Replacement and Waterfront Road Open Space projects.
- Completed design of 9/11 Memorial and remodel of Kiwanis Building.
- Managed Alhambra Avenue Paving Project from Blue Ridge to Benham and Alhambra Hills to John Muir Road.
- Managed street rehabilitation in Forest Hills, Pine Street, Center Avenue, and Muir Road neighborhoods.
- Coordinated annual Water Main Replacement project, Water System Master Plan and Security Upgrades, and Urban Water Management Plan.

### **2007-2009 KEY OBJECTIVES**

- Implement two-year, \$6,815,777 Capital Improvement Program. 🌍
- Establish and update policies, procedures and processes to better coordinate with other departments and improve customer service.
- Develop a long-term plan for improving the condition of City streets by September 2007. 🌍
- Update Subdivision Ordinance by June 2009.
- Incorporate Clean Water Element into General Plan in conjunction with the Planning Division update of the 30 year old General Plan.
- Update City's flood ordinance to be in compliance with FEMA regulations by January 2008. 🌍

### **2007-09 KEY OBJECTIVES (CONTINUED)**

- Develop Hazard Mitigation Plan by January 2008. 
- Work with Water System Division to develop Water Treatment Plant Master Plan by June 2008.
- Secure and program State bond funds for street and storm drain projects as funds become available from the State.
- Utilize the City's web site to improve the flow of information to the public. 
- Secure Measure J funding for the Court Street over crossing project.
- Secure funding for the Intermodal Phase III land acquisition.

### **2007-2009 BUDGET HIGHLIGHTS**

- \$50,000 decrease each year in Temporary Salaries due to department realignment and shift in organizational responsibilities.

## **COMMUNITY SERVICES AND RECREATION**

This division offers activities and services for Martinez residents of all ages. Recreation provides sports, recreation, and operation of the Rankin Park Pool. The Senior Center offers programs, activities, and services for older residents. Day care contract operations are managed here, as well as various special projects including the John Muir Festival Center and the marina. Staffing is provided for the Parks and Recreation Commission; Veteran's Commission; Marina Commission; Cemetery Commission; and Arts and Library Commission. Recreation works with Public Works to manage the use of the following City and community facilities:

- 16 ballfields and 4 concession stands
- Senior Community Center
- John Muir Amphitheater
- Golden Hills Park Building
- Morello Day Care Building
- Kiwanis Youth Center
- A three-pool municipal complex at Rankin Park
- Alhambra Cemetery
- 18 parks (the largest of which are described in detail on page 87)

### **2005-2007 ACCOMPLISHMENTS**

- Completed construction on downtown cabaret theater.
- Created an annual tour of downtown restaurants that attracted more than 200 patrons each year.
- Created an annual Preschool "Mini Motorland" that teaches tricycle and bicycle safety.
- Expanded the annual Holiday Frolic.
- Increased Adult Softball tournaments to include regional play.
- Trained the Police Department in CPR, First Aid and Title 22 to meet State standards.
- Created an award-winning special populations tennis program.
- Erected amphitheater production facility.
- Increased number of active senior trips to promote exercise such as biking, hiking and kayaking, and coordinated tours throughout California and to locations including Alaska, South Carolina, Cabo San Lucas, and Costa Rica.
- Expanded recruitment of younger seniors by offering new classes such as yoga, Tai Chi, and line dancing.
- Offered variety of senior classes including informative seminars on the History of Martinez, West Nile Virus Prevention, and Osteoporosis/Bone Density.

## **COMMUNITY SERVICES AND RECREATION (CONTINUED)**

### **2007-2009 KEY OBJECTIVES**

- Expand Swim and Nature Camp in Summer 2007. 🌐
- Meet local transportation needs for seniors with a definite plan of action developed by August 2007.
- Improve Senior Center physical plant in time to celebrate 20<sup>th</sup> anniversary in May 2008. 🌐
- Work with Parks maintenance to improve field, park and facility conditions. 🌐
- Create, market, and institute a new adult kick ball league. 🌐
- Continue to recruit younger seniors by offering active trips and increasing class offerings. 🌐
- Complete the update of the Parks and Recreation Master plan. 🌐
- Expand marketing and use of John Muir Amphitheater. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- ❑ \$18,300 increase in 2007-08 and an additional \$300 in 2008-09 for Events Coordinator at the John Muir Amphitheater.
- ❑ \$10,000 budgeted each year for sports field improvements.
- ❑ \$5,000 budgeted each year for Arts and Library grants.

## LARGEST CITY PARKS OVERVIEW

**Rankin Park** – The City's best known and largest park (42 acres). At the entranceway is a large three-section swimming pool, with the main park area set in a scenic wooded area overlooking downtown Martinez. Picnic facilities are extensive. Other amenities include horseshoe pits, children's play areas, and hiking trails into the adjacent open space area. 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. Notable features of Waterfront Park include a soccer field, a ballfield complex, 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 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 offers many attractive amenities for recreational enjoyment. 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.

**Budget for Fiscal Years 2007 - 2008 and 2008 - 2009**

**COMMUNITY & ECONOMIC DEVELOPMENT EXPENDITURES**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
		<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
<i>Community Development</i>							
01	701	COMMUNITY DEVELOPMENT ADMIN					
		Labor	191,747	272,470	208,834	229,512	20,677
		Operating	10,134	36,236	24,407	30,242	5,835
		Direct & Indirect Costs	(21,943)	(24,012)	38,448	39,419	971
		TOTAL COMMUNITY DEVELOPMENT ADM	<u>179,938</u>	<u>284,694</u>	<u>271,689</u>	<u>299,173</u>	<u>27,484</u>
01	702	ECONOMIC DEVELOPMENT					
		Labor			172,198	181,927	9,730
		Operating			247,506	147,137	(100,368)
		Direct & Indirect Costs					
		TOTAL ECONOMIC DEVELOPMENT		1	<u>419,703</u>	<u>329,065</u>	<u>(90,639)</u>
01	703	PLANNING					
		Labor	337,755	471,005	471,287	503,494	32,207
		Operating	131,798	61,885	46,912	59,248	12,336
		Direct & Indirect Costs	18,559	31,420	35,053	35,280	227
		TOTAL PLANNING	<u>488,112</u>	<u>564,310</u>	<u>553,253</u>	<u>598,023</u>	<u>44,770</u>
01	704	ENGINEERING					
		Labor	694,997	708,668	689,548	730,121	40,573
		Operating	(103,091)	(99,092)	(183,889)	(174,661)	9,228
		Direct & Indirect Costs	(267,472)	(287,281)	(196,416)	(207,168)	(10,752)
		TOTAL ENGINEERING	<u>324,434</u>	<u>322,295</u>	<u>309,243</u>	<u>348,292</u>	<u>39,049</u>
01	710	TRAFFIC CONTROL MAINTENANCE					
		Operating	124,814	132,653			
		Direct & Indirect Costs	93,716	137,443			
		TOTAL TRAFFIC CONTROL MAINTENANCE	<u>218,530</u>	<u>270,096</u>	2		

**Budget for Fiscal Years 2007 - 2008 and 2008 - 2009**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
			<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
01	712	STREET LIGHTING						
		Operating	294,171	358,500		(358,500)		
		Direct & Indirect Costs	31,239	45,814		(45,814)		
		TOTAL STREET LIGHTING	<u>325,410</u>	<u>404,314</u>	2	<u>(404,314)</u>		
01	720	PARKS GROUNDS MAINTENANCE						
		Labor	672,749	748,328		(748,328)		
		Operating	349,815	500,168		(500,168)		
		Capital						
		Direct & Indirect Costs	(43,864)	(51,236)		51,236		
		TOTAL PARK GROUNDS MAINTENANCE	<u>978,700</u>	<u>1,197,260</u>	2	<u>(1,197,260)</u>		
01	723	CEMETERY MAINTENANCE						
		Operating	3,443	3,051		(3,051)		
		Direct & Indirect Costs	31,395	34,761		(34,761)		
		TOTAL CEMETERY MAINTENANCE	<u>34,838</u>	<u>37,812</u>	2	<u>(37,812)</u>		
01	724	OPEN SPACE MAINTENANCE						
		Operating	30,287	32,181		(32,181)		
		Direct & Indirect Costs	31,395	34,761		(34,761)		
		TOTAL OPEN SPACE MAINTENANCE	<u>61,682</u>	<u>66,942</u>	2	<u>(66,942)</u>		
01	730	PUBLIC FACILITIES MAINTENANCE						
		Operating	79,001	116,014		(116,014)		
		Direct & Indirect Costs	42,397	57,186		(57,186)		
		TOTAL PUBLIC FACILITIES MAINTENANCE	<u>121,398</u>	<u>173,200</u>	2	<u>(173,200)</u>		
01	790	CITY HALL BUILDING MAINTENANCE						
		Labor	119,184	118,468		(118,468)		
		Operating	223,726	426,892		(426,892)		
		Direct & Indirect Costs	(342,910)	(545,360)		545,360		
		TOTAL BUILDING MAINTENANCE	<u>0</u>	<u>0</u>	2	<u>0</u>		

**Budget for Fiscal Years 2007 - 2008 and 2008 - 2009**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
			<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
01	791	MAINTENANCE SERVICES						
		Labor	819,951	1,039,291		(1,039,291)		
		Operating	104,164	(558,216)		558,216		
		Direct & Indirect Costs	(257,900)	(334,451)		334,451		
		TOTAL MAINTENANCE SERVICES	<u>666,216</u>	<u>146,624</u>	<u>2</u>	<u>(146,624)</u>		
01	801	COMMUNITY SERVICES ADMIN						
		Labor	323,246	361,826	376,802	14,976	402,062	25,259
		Operating	61,692	78,195	71,196	(6,999)	80,671	9,475
		Direct & Indirect Costs	(56,444)	(67,089)	25,917	93,006	26,329	411
		TOTAL COMMUNITY SERVICES ADMIN	<u>328,495</u>	<u>372,932</u>	<u>473,916</u>	<u>100,984</u>	<u>509,061</u>	<u>35,146</u>
01	802	CULTURAL AND ARTS						
		Operating	191,857	223,735	115,465	(108,270)	117,905	2,440
		Direct & Indirect Costs						
		TOTAL CULTURAL AND ARTS	<u>191,857</u>	<u>223,735</u>	<u>115,465</u>	<u>(108,270)</u>	<u>117,905</u>	<u>2,440</u>
01	803	GENERAL RECREATION						
		Labor	24,854	47,025	33,984	(13,041)	34,597	613
		Operating	29,180	25,421	25,534	113	26,519	985
		Direct & Indirect Costs						
		TOTAL GENERAL RECREATION	<u>54,033</u>	<u>72,446</u>	<u>59,518</u>	<u>(12,928)</u>	<u>61,116</u>	<u>1,598</u>
01	804	MUNICIPAL SWIMMING POOL						
		Labor	40,021	33,505	47,750	14,245	48,736	986
		Operating	60,710	68,475	69,956	1,481	72,102	2,146
		Direct & Indirect Costs	43,852	67,894		(67,894)		
		TOTAL MUNICIPAL SWIMMING POOL	<u>144,583</u>	<u>169,874</u>	<u>117,706</u>	<u>(52,168)</u>	<u>120,837</u>	<u>3,131</u>

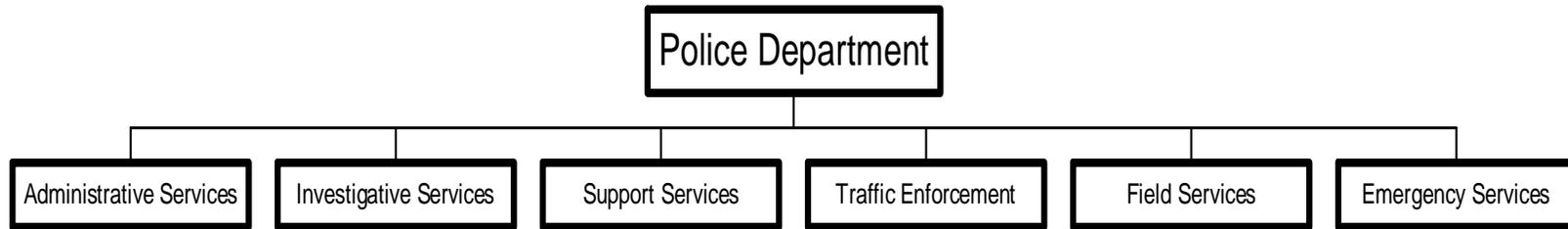
**Budget for Fiscal Years 2007 - 2008 and 2008 - 2009**

	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Projected</u>	<u>2007/08</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>2008/09</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>
01 805 AMPHITHEATER						
Labor			18,247	18,247	18,565	319
Operating	20,516	55,183	11,890	(43,293)	12,417	528
Direct & Indirect Costs						
TOTAL AMPHITHEATER	<u>20,516</u>	<u>55,183</u>	<u>30,136</u>	<u>(25,047)</u>	<u>30,983</u>	<u>846</u>
01 806 DAY CARE						
Labor						
Operating	85,198	103,090	103,253	163	103,306	53
Direct & Indirect Costs	5,847	9,052		(9,052)		
TOTAL DAY CARE	<u>91,045</u>	<u>112,142</u>	<u>103,253</u>	<u>(8,889)</u>	<u>103,306</u>	<u>53</u>
01 808 SPORTS PROGRAMS						
Labor	47,530	39,907	48,188	8,281	49,183	995
Operating	40,327	31,107	41,986	10,879	43,534	1,548
Direct & Indirect Costs						
TOTAL SPORTS PROGRAMS	<u>87,857</u>	<u>71,014</u>	<u>90,174</u>	<u>19,160</u>	<u>92,717</u>	<u>2,543</u>
01 809 SENIOR CITIZEN PROGRAMS						
Labor	212,425	230,259	229,609	(650)	236,906	7,297
Operating	60,459	70,659	72,227	1,568	78,436	6,209
Direct & Indirect Costs	18,676	20,061	20,921	860	21,788	867
TOTAL SENIOR CITIZEN PROGRAMS	<u>291,560</u>	<u>320,979</u>	<u>322,757</u>	<u>1,778</u>	<u>337,130</u>	<u>14,373</u>
01 809.1 ALZHEIMER RESPITE						
Labor	6,104	8,149	8,104	(45)	8,272	167
Operating	220	487	367	(120)	628	260
TOTAL ALZHEIMER RESPITE	<u>6,324</u>	<u>8,636</u>	<u>8,472</u>	<u>(164)</u>	<u>8,900</u>	<u>428</u>
TOTAL COMMUNITY DEVELOPMENT	<u>4,615,527</u>	<u>4,874,488</u>	<u>2,875,286</u>	<u>297,046</u>	<u>2,956,508</u>	<u>81,222</u>

1. Starting in 2007/08 Economic Development was from General Government.
2. Starting in 2007/08 Maintenance Services Divisions were moved from Community Development to Public Works.



# Police Department





# Police Department

<p><b>Administrative Services</b>            Department Polices and Programs            Budgeting and Contracts</p> <p><b>Investigative Services</b>            Criminal Case Investigations            Identity Theft and Computer Crimes            Juvenile Diversion Program</p> <p><b>Support Services</b>            Police Dispatching Services            Records Management            Public Counter Service</p> <p><b>Traffic Enforcement</b>            Parking/Moving Violations Enforcement            Traffic Safety Program Promotion            Traffic Accident Investigation</p> <p><b>Field Services</b>            24-hour Uniformed Patrol Services            Community Oriented Policing            Reserve and Cadet Porgrams</p> <p><b>Emergency Services</b>            Emergency Planning and Response            Emergency Operations Center</p>	<p>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.</p> <p style="text-align: center;"><b>DEPARTMENT STAFFING</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Authorized Positions</u></th> <th style="text-align: center;"><u>2005-06</u></th> <th style="text-align: center;"><u>2006-07</u></th> <th style="text-align: center;"><u>2007-08</u></th> <th style="text-align: center;"><u>2008-09</u></th> </tr> </thead> <tbody> <tr> <td>Police Chief</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Police Commander</td> <td style="text-align: center;">2.0</td> <td style="text-align: center;">2.0</td> <td style="text-align: center;">2.0</td> <td style="text-align: center;">2.0</td> </tr> <tr> <td>Police Sergeant</td> <td style="text-align: center;">5.0</td> <td style="text-align: center;">5.0</td> <td style="text-align: center;">6.0</td> <td style="text-align: center;">6.0</td> </tr> <tr> <td>Police Officer*</td> <td style="text-align: center;">31.0</td> <td style="text-align: center;">31.0</td> <td style="text-align: center;">30.0</td> <td style="text-align: center;">30.0</td> </tr> <tr> <td>Records Supervisor</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Lead Dispatcher</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Police Clerk Dispatcher</td> <td style="text-align: center;">6.0</td> <td style="text-align: center;">6.0</td> <td style="text-align: center;">6.0</td> <td style="text-align: center;">6.0</td> </tr> <tr> <td>Administrative Secretary</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Evidence/Property Technician</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Police Assistant</td> <td style="text-align: center;">4.0</td> <td style="text-align: center;">4.0</td> <td style="text-align: center;">4.0</td> <td style="text-align: center;">4.0</td> </tr> <tr> <td>Records Clerk</td> <td style="text-align: center;">2.0</td> <td style="text-align: center;">2.0</td> <td style="text-align: center;">2.0</td> <td style="text-align: center;">2.0</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;">55.0</td> </tr> </tbody> </table> <p>*includes one grant-funded position</p>	<u>Authorized Positions</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	Police Chief	1.0	1.0	1.0	1.0	Police Commander	2.0	2.0	2.0	2.0	Police Sergeant	5.0	5.0	6.0	6.0	Police Officer*	31.0	31.0	30.0	30.0	Records Supervisor	1.0	1.0	1.0	1.0	Lead Dispatcher	1.0	1.0	1.0	1.0	Police Clerk Dispatcher	6.0	6.0	6.0	6.0	Administrative Secretary	1.0	1.0	1.0	1.0	Evidence/Property Technician	1.0	1.0	1.0	1.0	Police Assistant	4.0	4.0	4.0	4.0	Records Clerk	2.0	2.0	2.0	2.0		55.0	55.0	55.0	55.0
<u>Authorized Positions</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>																																																														
Police Chief	1.0	1.0	1.0	1.0																																																														
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Records Clerk	2.0	2.0	2.0	2.0																																																														
	55.0	55.0	55.0	55.0																																																														

## **ADMINISTRATIVE SERVICES**

The mission of the police program 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 quality of life and safety for Martinez residents and visitors.

### **2005-2007 ACCOMPLISHMENTS**

- Provided National Incident Management Systems training to Police Department personnel, and worked in concert with City staff to provide this training to all employees.
- Expanded citizen access to police information by posting the daily log of police responses on the City's website.
- Actively pursued establishments selling alcoholic beverages to minors by utilizing a decoy program in conjunction with the Department of Alcoholic Beverage Control.
- Began a Citizens' Emergency Response Training (CERT) program, providing emergency response training for citizens of Martinez.
- Developed a strategic 2-year plan to address future staffing needs.

### **2007-2009 KEY OBJECTIVES**

- Expand the CERT program by November 2007. 🌐
- Expand citywide emergency preparedness by December 2007. 🌐
- Pursue additional funding options such as grants to increase the level of services to Martinez citizens without impact to the General Fund by February 2008. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- \$19,600 increase in 2007-08 and an additional \$22,000 in 2008-09 for the animal control services contract with the County.
- \$11,000 increase in 2007-08 and \$6,000 increase in 2008-09 due to an increase in mandatory training and the anticipated hiring of new personnel.

## **INVESTIGATIVE SERVICES**

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

### **2005-2007 ACCOMPLISHMENTS**

- Re-established the Juvenile Diversion Program, enabling the Department to handle minor juvenile crimes in-house and help prevent recidivism through the use of an in-depth counseling program.
- Ran numerous decoy operations to impede alcohol sales to minors.
- Improved cooperation and coordination with Child and Family Services by partnering on abuse cases and assigning the Department's Juvenile Detective to the Juvenile Advisory Commission.
- Provided weekly patrol level training during briefings. This training included updates to ongoing investigations, new investigative techniques and anti-terrorism bulletins.
- Participated in a countywide auto theft task force. Results of this ongoing program included recovering several stolen autos throughout the City and county, and arresting several suspects.
- Entered into a partnership with PropertyRoom.com to enable the proper disposal of found property, resulting in an additional revenue source to the General Fund.
- Initiated Operation Thumbprint, in cooperation with Martinez merchants, in order to minimize fraudulent check offenses.

### **2007-2009 KEY OBJECTIVES**

- Renew investigations of unsolved major cases (cold cases).
- Increase self-initiated activity on investigations of drug cases and those regarding quality of life issues, such as houses of criminal activity, junked vehicle abatement and homeless concerns. 

### **2007-2009 BUDGET HIGHLIGHTS**

- \$50,000 General Fund allocation each year for a grant-funded police officer position.

## **SUPPORT SERVICES**

Support Services is responsible for police dispatching, report transcription and records control. The Division also staffs the front counter and has direct contact with the general public. Support Services is also responsible for confidentiality issues involving police reports.

### **2005-2007 ACCOMPLISHMENTS**

- Converted records to a virtually paperless system through the use of computer systems and re-organization.
- Increased technical support to patrol officers by upgrading the mobile data system that links police units with central dispatch.
- Implemented a police module within the Citizen Relationship Management (CRM) program that enables citizens to report graffiti and abandoned vehicles online through the City's website.

### **2007-2009 KEY OBJECTIVES**

- Integrate software programs linking patrol units to central records for efficient exchange of information by October 2007. 
- Establish an off-site records backup system for all Police Department records and systems by December 2007. 
- Continue to cross train all personnel within the division to promote more staffing flexibility by January 2008. 

### **2007-2009 BUDGET HIGHLIGHTS**

- \$54,300 increase in 2007-08 and \$29,700 increase in 2008-09 for computer upgrades.
- \$16,600 increase in 2007-08 and an additional \$19,500 in 2008-09 for part-time IT support.
- \$11,800 increase in 2007-08 and an additional \$11,800 in 2008-09 for computer consultant.

## **TRAFFIC ENFORCEMENT**

Traffic Enforcement is responsible for citywide enforcement of California Vehicle Code violations as well as parking violations. The Division is responsible for vehicle abatement on both public and private property, and numerous Community Oriented Policing projects involving traffic.

### **2005-2007 ACCOMPLISHMENTS**

- Continued to significantly reduce the number of traffic complaints through utilization of the media to promote DUI and speeding enforcement efforts, and various Community Oriented Policing projects.
- Coordinated with Traffic Engineer to address traffic-related incidents. Several key intersections and roadways were monitored, with some changes to signage and other traffic-related issues.
- Coordinated with the University of California, Berkeley, to complete a traffic safety study of City streets.

### **2007-2009 KEY OBJECTIVES**

- Implement a red light violation surveillance camera program. 
- Continue to reduce accident rates through targeted enforcement. 
- Develop and initiate a commercial traffic enforcement program. 

### **2007-2009 BUDGET HIGHLIGHTS**

- No significant changes.

## **FIELD SERVICES**

The Field Services Division is responsible for all uniformed patrol within the City of Martinez. This Division responds to calls for service at all hours of the day and night. It is also responsible, in part, for Community Oriented Policing projects, as well as foot, park, and bicycle patrols. The Community Oriented Policing Project programs include partnerships with other departments as well as Martinez citizens to assign necessary resources to an individual problem which may include other disciplines outside the Police Department.

### **2005-2007 ACCOMPLISHMENTS**

- Addressed significant quality of life issues by focusing on houses of criminal activity, junked vehicle abatement and homeless concerns, resulting in several houses “red tagged” (rendered unsafe to inhabit) with cooperation from other City departments.
- Obtained grant funding of approximately \$200,000 in several areas to combat DUI incidents and other quality of life issues.
- Maintained a 0% homicide rate.

### **2007-2009 KEY OBJECTIVES**

- Increase enforcement efforts targeting problem properties throughout the City by December 2007. 🌐
- Extend application of the Community Oriented Policing projects philosophy throughout the City by May 2008. 🌐
- Add a second Patrol Rifle Team by May 2008. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- ❑ \$213,900 in 2007-08 for additional salaries/benefits to cover anticipated retirements.
- ❑ \$19,800 increase in 2007-08 and an additional \$2,500 in 2008-09 to convert police officer position to sergeant with direct administrative responsibility for the City's Emergency Services program.
- ❑ \$10,400 increase in 2007-08 and \$9,400 increase in 2008-09 for operational equipment.
- ❑ \$7,500 increase each year for SWAT rifle replacements.
- ❑ \$5,000 increase each year for ammunition.

## **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.

### **2005-2007 ACCOMPLISHMENTS**

- Developed a CERT (Citizen Emergency Response Training) program.
- Trained all Police Department supervisors and City personnel in National Incident Management Systems protocols.
- Provided interactive training with the Martinez Unified School District on "active shooter" scenarios.
- Coordinated with the City Safety Coordinator to update the City's written Workplace Security and Emergency Action Plan programs and provide training to all City staff.

### **2007-2009 OBJECTIVES**

- Obtain a vehicle through the utilization of Homeland Security grants for surveillance and incident support around the major heavy industrial areas in the City by December 2007. 
- Expand CERT program throughout the City by June 2008. 
- Expand training on Emergency Management Systems to City staff including the City Council. 

### **2007-2009 BUDGET HIGHLIGHTS**

- No significant changes.

**Budget for Fiscal Years 2007 - 2008 and 2008 - 2009**

**POLICE DEPARTMENT EXPENDITURES**

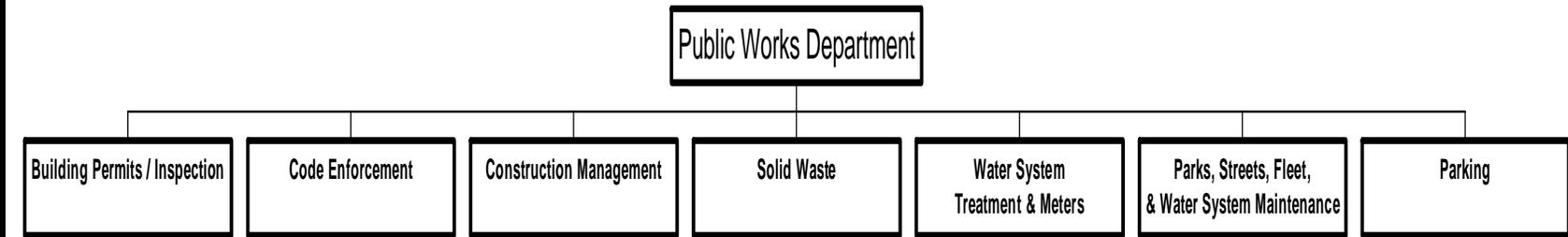
	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Projected</u>	<u>2007/08</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>2008/09</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>
<i>Police Services</i>						
01 601 POLICE ADMINISTRATION						
Labor	341,320	354,229	344,065	(10,164)	420,453	76,389
Operating	612,091	757,748	797,727	39,979	826,261	28,534
Capital						
Direct & Indirect Costs	134,577	216,232	235,948	19,716	239,435	3,487
TOTAL POLICE ADMINISTRATION	<u>1,087,988</u>	<u>1,328,209</u>	<u>1,377,740</u>	<u>49,531</u>	<u>1,486,149</u>	<u>108,409</u>
01 602 INVESTIGATIVE SERVICES						
Labor	1,259,807	1,253,106	1,337,171	84,065	1,424,573	87,401
Operating	160,745	176,954	123,092	(53,862)	133,040	9,948
Direct & Indirect Costs						
TOTAL INVESTIGATIVE SERVICES	<u>1,420,552</u>	<u>1,430,060</u>	<u>1,460,263</u>	<u>30,203</u>	<u>1,557,613</u>	<u>97,350</u>
01 603 SUPPORT SERVICES						
Labor	1,159,251	1,239,558	1,224,984	(14,574)	1,296,154	71,171
Operating	112,963	140,070	215,678	75,608	250,954	35,276
Capital						
Direct & Indirect Costs	(15,735)	(16,282)	(17,772)	(1,490)	(18,580)	(808)
TOTAL SUPPORT SERVICES	<u>1,256,479</u>	<u>1,363,346</u>	<u>1,422,890</u>	<u>59,544</u>	<u>1,528,528</u>	<u>105,639</u>
01 604 TRAFFIC ENFORCEMENT						
Labor	576,119	538,558	590,394	51,836	637,597	47,203
Operating	64,082	53,194	62,719	9,525	76,966	14,247
Direct & Indirect Costs	(142,206)	(166,685)	(107,519)	59,166	(118,336)	(10,816)
TOTAL TRAFFIC ENFORCEMENT	<u>497,994</u>	<u>425,067</u>	<u>545,594</u>	<u>120,527</u>	<u>596,227</u>	<u>50,634</u>

**Budget for Fiscal Years 2007 - 2008 and 2008 - 2009**

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<i>Increase</i>	<u>2008/09</u>	<i>Increase</i>
	<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<i>(Decrease)</i>	<u>Budget</u>	<i>(Decrease)</i>
01 605 FIELD SERVICES						
Labor	3,752,431	4,079,687	4,546,202	466,515	4,623,157	76,956
Operating	356,518	349,383	476,526	127,143	550,317	73,791
Capital						
Direct & Indirect Costs	<u>(50,130)</u>	<u>(49,737)</u>	<u>(53,442)</u>	<u>(3,705)</u>	<u>(55,189)</u>	<u>(1,747)</u>
TOTAL FIELD SERVICES	<u>4,058,819</u>	<u>4,379,333</u>	<u>4,969,286</u>	<u>589,953</u>	<u>5,118,285</u>	<u>148,999</u>
01 607 EMERGENCY SERVICES						
Labor						
Operating	<u>20,624</u>	<u>24,980</u>	<u>21,535</u>	<u>(3,445)</u>	<u>20,955</u>	<u>(580)</u>
TOTAL EMERGENCY SERVICES	<u>20,624</u>	<u>24,980</u>	<u>21,535</u>	<u>(3,445)</u>	<u>20,955</u>	<u>(580)</u>
<b>TOTAL POLICE SERVICES FUNCTION</b>	<b><u>8,342,456</u></b>	<b><u>8,950,995</u></b>	<b><u>9,797,308</u></b>	<b><u>846,313</u></b>	<b><u>10,307,758</u></b>	<b><u>510,450</u></b>



# Public Works Department





# Public Works Department

<p><b>Building Permits/Inspection</b>            Plan Review            Permit Issuance            Inspections            Erosion Control Monitoring            Stormwater Pollution Prevention Plans            Record Retention</p> <p><b>Code Enforcement</b>            Complaint Investigation            Municipal Code Enforcement            Violation Abatement</p> <p><b>Construction Management</b>            City Construction Management            Construction Schedule Maintenance            Change Order Negotiation            Progress Payments</p> <p><b>Solid Waste</b>            Landfill Waste Reduction            Reuse / Recycle Programs            Public Education Programs</p>	<p>The Public Works Department is charged with managing a variety of areas including Building Permits and Inspection; Code Enforcement; Construction Management; Solid Waste/Recycling; Parks, Streets, and Water System Maintenance; Fleet Management; Water System Treatment; Water Meter Collections; and Parking Meter Collections programs.</p> <p style="text-align: center;"><b>DEPARTMENT STAFFING</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Authorized Positions</u></th> <th style="text-align: center;"><u>2005-06</u></th> <th style="text-align: center;"><u>2006-07</u></th> <th style="text-align: center;"><u>2007-08</u></th> <th style="text-align: center;"><u>2008-09</u></th> </tr> </thead> <tbody> <tr> <td>Public Works Director</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Deputy Public Works Director*</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Senior Building Inspector</td> <td style="text-align: center;">0.0</td> <td style="text-align: center;">0.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Construction Inspector</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Code Enforcement Inspector</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td>Building Inspector II</td> <td style="text-align: center;">2.0</td> <td style="text-align: center;">2.0</td> <td style="text-align: center;">2.0</td> <td style="text-align: center;">2.0</td> </tr> <tr> <td>Permit Technician I</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> <td style="text-align: center;">1.0</td> </tr> <tr> <td></td> <td style="text-align: center; border-top: 1px solid black;">7.0</td> <td style="text-align: center; border-top: 1px solid black;">7.0</td> <td style="text-align: center; border-top: 1px solid black;">8.0</td> <td style="text-align: center; border-top: 1px solid black;">8.0</td> </tr> </tbody> </table> <p>*formerly Chief Building Inspector</p> <p style="text-align: right;">(Staffing summary continued on next page)</p>	<u>Authorized Positions</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	Public Works Director	1.0	1.0	1.0	1.0	Deputy Public Works Director*	1.0	1.0	1.0	1.0	Senior Building Inspector	0.0	0.0	1.0	1.0	Construction Inspector	1.0	1.0	1.0	1.0	Code Enforcement Inspector	1.0	1.0	1.0	1.0	Building Inspector II	2.0	2.0	2.0	2.0	Permit Technician I	1.0	1.0	1.0	1.0		7.0	7.0	8.0	8.0
<u>Authorized Positions</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>																																										
Public Works Director	1.0	1.0	1.0	1.0																																										
Deputy Public Works Director*	1.0	1.0	1.0	1.0																																										
Senior Building Inspector	0.0	0.0	1.0	1.0																																										
Construction Inspector	1.0	1.0	1.0	1.0																																										
Code Enforcement Inspector	1.0	1.0	1.0	1.0																																										
Building Inspector II	2.0	2.0	2.0	2.0																																										
Permit Technician I	1.0	1.0	1.0	1.0																																										
	7.0	7.0	8.0	8.0																																										



## Public Works Department

Public Works	(Continued from previous page)				
	<b>DEPARTMENT STAFFING</b>				
	<u>Authorized Positions</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
Maintenance	Public Works Superintendent	1.0	1.0	1.0	1.0
Fleet Management	Maintenance Supervisor*	2.0	2.0	2.0	2.0
Water System Treatment	Maintenance Lead Worker*	3.0	3.0	3.0	3.0
Water Meter Reading	Maintenance Worker II*	4.0	4.0	4.0	4.0
Parking Meter Collections	Maintenance Worker I	2.0	1.0	1.0	2.0
	General Laborer	2.0	2.0	1.0	0.0
	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 II**	2.0	2.0	3.0	4.0
	Park Caretaker I	2.0	3.0	3.0	2.0
		<hr/>	<hr/>	<hr/>	<hr/>
		26.0	26.0	26.0	26.0
	Totals from previous page	7.0	7.0	8.0	8.0
	Department totals	33.0	33.0	33.0	33.0
	*4 positions funded by Water System				
	**includes one position funded by NPDES				

## **BUILDING PERMITS / INSPECTION**

Inspection staff coordinate and monitor the review, plan checking, City approval, permit issuance, inspection, code compliance, and acceptance processes for all building construction activities in Martinez. Staff also assists the public at the service counter and helps the design professionals with project submittals. Inspection activities include utility and encroachment permits, engineering grading, and site development. Staff assists with 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.

### **2005-2007 ACCOMPLISHMENTS**

- Issued over 3,500 permits.
- Conducted more than 14,400 building inspections, over 450 NPDES storm water inspections, and approximately 1,600 right-of-way inspections.
- Performed plan check services for building permits.
- Worked on the Unreinforced Masonry (URM) Subcommittee.
- Streamlined the building permit process.
- Implemented new anti-entrapment covers for pools and spas.
- Converted more than 300,000 microfiche permit documents to Laserfiche for improved staff access to archived records.
- Maintained a perfect safety record with no at fault injuries to the workforce.
- Worked with the Police Department as part of a joint task force to address and resolve several nuisance buildings.

### **2007-2009 KEY OBJECTIVES**

- Continue to enhance customer service and streamline the permit issuing process. 
- Work with the City Council to update the City's URM Ordinance. 
- Work with URM property owners to retrofit buildings. 
- Work with the Police Department to advance emergency preparedness. 
- Provide all training necessary to keep inspection staff current with changes in the construction industry.
- Provide initial staff training in Fall 2007, and additional staff training in Spring 2008, on the new International Codes.
- Adopt the new International Codes in 2008.
- Continue to provide essential safety training for staff.

### **2007-2009 BUDGET HIGHLIGHTS**

- \$99,500 increase in 2007-08 and an additional \$6,600 in 2008-09 for Senior Building Inspector position.

## **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.

### **2005-2007 ACCOMPLISHMENTS**

- Implemented a new Municipal Code violations CRM module on the City's website for citizens to report violations.
- Utilized the CRM module to internally organize and track the City's entire Code Enforcement Program.
- Adopted an Administrative Citation Ordinance and amended the Municipal Code.
- Developed a proactive program to address the issue of vacant or uninhabitable structures, resulting in 6 occupied residences becoming red-tagged due to the severity of the Municipal Code violations.
- Reduced the number of recurring code violations after issuing administrative citations.

### **2007-2009 KEY OBJECTIVES**

- Introduce 3 new Municipal Codes to adopt County standards regarding food facilities (under the Public Health Department), existing wells, and septic systems by Fall 2007. 
- Develop and implement a new Municipal Code Ordinance to standardize the restriction on the parking and storage of recreational vehicles on private property within public view by early 2008.

### **2007-2009 BUDGET HIGHLIGHTS**

- No significant changes.

## **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 any disputes, responds to requests for information, and negotiates change orders encountered during construction.

### **2005-2007 ACCOMPLISHMENTS**

- Managed/inspected all the City's Capital Improvement projects, including the 2005 Storm Drain Project; Alhambra Creek Silt Removal; Joe DiMaggio Drive Landscape Improvements; Hidden Lakes Open Space Bridge Replacement; Waterfront Road Open Space; ADA upgrades to the Kiwanis Building; and the 2005 Water Main Replacement Project.
- Managed/inspected several repaving and resurfacing projects on City streets.
- Completed the 3 year Peyton Slough tide gate and slough realignment project.
- Inspected all encroachment right-of-way work in the City.
- Inspected all utility work within the public right of way.
- Maintained a perfect safety record with no at fault injuries.

### **2007-2009 KEY OBJECTIVES**

- Continue to provide complete construction management to ensure quality workmanship, timely completions, and cost effective measures on all City projects. 🌍
- Work with Community and Economic Development Department to improve overall management of the Capital Improvement Program. 🌍
- Provide design assistance on a variety of City projects.
- Provide all training necessary to remain current with changes in the construction industry.

### **2007-2009 BUDGET HIGHLIGHTS**

- No significant changes.

## **SOLID WASTE AND RECYCLING**

The Solid Waste and Recycling program provides for the protection of public health, safety, and the environment through waste prevention, diversion, collection, transfer, and disposal services. City staff works with the City's franchised service provider, Allied Waste Disposal, along with the County and other local government agencies, to establish refuse, waste prevention, and recycling services designed to meet community needs and satisfy State waste reduction requirements. The budget for this program area is listed under Franchise Administration in the Nondepartmental Services group.

### **2005-2007 ACCOMPLISHMENTS**

- Reported a 2005 Diversion Rate of 55% to the California Integrated Waste Management Board (CIWMB), exceeding the 50% requirement established by Assembly Bill 939.
- Installed Single-Stream Recycling services in Spring 2006 which enabled customers to combine all their recyclables into one cart.
- Conducted two interim year adjustments of refuse rates in 2005 and 2006 in accordance with adopted rate setting procedures.
- Enacted the Construction and Demolition (C & D) Ordinance requiring 50% or more diversion of construction waste.
- Expanded business recycling services to include 104 commercial generators.
- Expanded government recycling in all City facilities, including household battery and fluorescent lighting collections.
- Increased collection of household hazardous waste materials such as used oil and filters, electronic waste, and computer parts.
- Conducted public education and outreach activities at special events including the Downtown Martinez Clean Up and John Muir Earth Day (April 2005 and 2006); July 4<sup>th</sup> Celebration (2005 and 2006); and Martinez Celebrates Cycling events (February 2006).
- Obtained and managed grant funding from the California Department of Conservation and CIWMB to support container and hazardous waste collection and recycling.

### **2007-2009 KEY OBJECTIVES**

- Maintain effective, responsive solid waste and recycling services for Martinez residents and businesses. 
- Continue to exceed the 50% diversion requirement established by AB 939 and increase commercial recycling participation.
- Streamline the interim year rate adjustment procedure and conduct a comprehensive rate review by end of 2007.
- Enact Large Event Recycling Ordinance and procedures by late 2007 as required by AB 2176.
- Enact a Green Building Ordinance in 2008.
- Expand customer access to information and provide community assistance via the City website and other means. 

### **2007-2009 BUDGET HIGHLIGHTS**

- See Franchise Administration in the General Government section of the budget.

## **PUBLIC WORKS**

This Division was formerly part of the Community Development Department (now known as the Community and Economic Development Department) but was moved into the new Public Works Department as part of the City's reorganization. Public Works 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 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. Program staff regularly work with local volunteer groups to include them in the process of serving the community by improving public spaces.

### **2005-2007 ACCOMPLISHMENTS:**

- Constructed the 9/11 Memorial at the Amtrak Plaza.
- Continued educating staff on safe work practices.
- Repaved sections of numerous streets and roadways.
- Maintained new downtown parking meters.
- Repaired asphalt street base failures on various streets.
- Worked on beautification and restoration of numerous City street medians including Alhambra Avenue, Chilpancingo Parkway, Marina Vista Street, Morello Avenue, Pacheco Boulevard, and Center Avenue.
- Finished major landscaping projects at Hidden Valley Park and the Waterfront Amphitheater.
- Continued replacement and maintenance of water backflow and prevention devices.
- Provided on-call emergency services after hours, including all weekends and holidays.
- Maintained all City-owned facilities and vehicles.
- Provided in-house outfitting services for all Police Department vehicles, including installation of computers, light bars, heavy duty suspensions and custom controls.
- Implemented the Clean Water Program standards.
- Initiated the installation of drainage improvements on Estudillo Street to reduce the risk of flooding.
- Managed work alternative programs that enable people to provide community service in lieu of paying court-appointed fines.
- Managed weekend youth work programs to provide community service options for juveniles.
- Maintained all of the City's sports fields.
- Provided Underground Service Alert emergency response services.

## **PUBLIC WORKS (CONTINUED)**

### **2007-2009 KEY OBJECTIVES:**

- Improve quality and appearance of City's parks during seasonal periods by utilizing additional staffing. 🌐
- Repaint street legends and striping beginning in July 2007. 🌐
- Repair asphalt base failures in preparation for Street Rehabilitation Program. 🌐
- Replace pressure regulators supplying marina docks beginning in Fall 2007, with estimated completion by Spring 2008. 🌐
- Implement additional safety programs and training to prevent employee injuries.
- Continue water backflow prevention replacements.
- Continue to provide 24-hour coverage for emergency situations such as water main breaks and flooding. 🌐

### **2007-2009 BUDGET HIGHLIGHTS**

- ❑ \$70,000 increase each year in Temporary Salaries to improve maintenance of parks during seasonal periods.
- ❑ \$29,800 increase in 2007-08 and an additional \$1,100 in 2008-09 for earthquake insurance on City Hall.
- ❑ \$10,000 increase each year for monthly water treatments at Hidden Lakes Park to restore the aesthetics and water quality of its three lakes.
- ❑ \$7,500 increase each year for contract maintenance and repairs to the City Hall A/C system.
- ❑ \$5,000 increase each year for contract repairs to playground equipment and water fountains.
- ❑ \$5,000 increase each year in Open Space maintenance for tree service.
- ❑ \$5,000 increase each year for extension of the County Probation Department work crew program.
- ❑ \$28,000 decrease each year in Utilities for street lighting due to historical consumption.

**Budgets for Fiscal Years 2007 - 2008 and 2008 - 2009**

<b>PUBLIC WORKS DEPARTMENT EXPENDITURES</b>
---

	<b>2005/06 Actual</b>	<b>2006/07 Projected</b>	<b>2007/08 Budget</b>	<i>Increase (Decrease)</i>	<b>2008/09 Budget</b>	<i>Increase (Decrease)</i>
<b><i>Public Works Department</i></b>						
01 502 INSPECTION						
Labor	652,921	714,495	858,524	144,029	923,126	64,602
Operating	36,573	48,969	28,852	(20,117)	41,556	12,704
Direct & Indirect Costs	24,150	39,015	(112,518)	(151,533)	(122,167)	(9,649)
TOTAL INSPECTION	713,644	802,479	774,858	(27,621)	842,514	67,656
01 503 CODE ENFORCEMENT						
Labor	91,992	98,630	96,524	(2,106)	101,226	4,702
Operating	14,912	19,040	12,998	(6,042)	15,634	2,636
Direct & Indirect Costs	6,233	8,831	9,762	931	9,877	116
TOTAL CODE ENFORCEMENT	113,137	126,501	119,284	(7,217)	126,737	7,454
01 710 TRAFFIC CONTROL MAINTENANCE						
Operating			137,685	137,685	137,685	
Direct & Indirect Costs			81,594	81,594	85,366	3,772
TOTAL TRAFFIC CONTROL MAINT.			1 219,279	219,279	223,051	3,772
01 712 STREET LIGHTING						
Operating			331,500	331,500	331,500	
Direct & Indirect Costs			29,670	29,670	31,042	1,372
TOTAL STREET LIGHTING			1 361,170	361,170	362,542	1,372
01 720 PARKS GROUNDS MAINTENANCE						
Labor			827,600	827,600	874,497	46,897
Operating			450,799	450,799	496,643	45,844
Capital						
Direct & Indirect Costs			(79,063)	(79,063)	(82,377)	(3,314)
TOTAL PARK GROUNDS MAINT.			1 1,199,335	1,199,335	1,288,763	89,427

**Budgets for Fiscal Years 2007 - 2008 and 2008 - 2009**

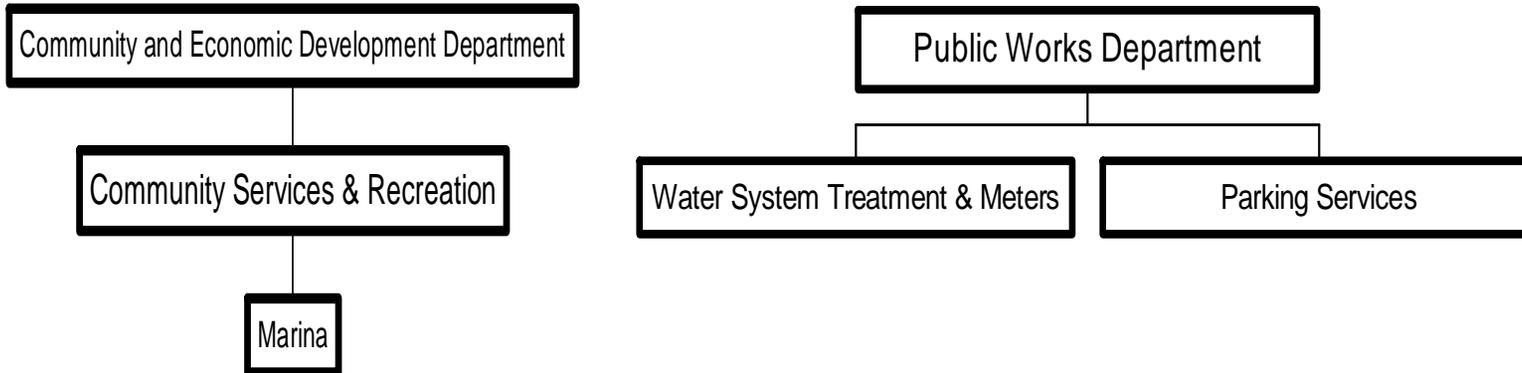
	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>Increase</b>	<b>2008/09</b>	<b>Increase</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>(Decrease)</b>	<b>Budget</b>	<b>(Decrease)</b>
01 723 CEMETERY MAINTENANCE						
Operating			4,437	4,437	4,473	36
Direct & Indirect Costs			39,532	39,532	41,189	1,657
<b>TOTAL CEMETERY MAINTENANCE</b>			<b>1 43,969</b>	<b>43,969</b>	<b>45,662</b>	<b>1,693</b>
01 724 OPEN SPACE MAINTENANCE						
Operating			49,437	49,437	49,569	132
Direct & Indirect Costs			39,532	39,532	41,189	1,657
<b>TOTAL OPEN SPACE MAINTENANCE</b>			<b>1 88,969</b>	<b>88,969</b>	<b>90,758</b>	<b>1,789</b>
01 730 PUBLIC FACILITIES MAINTENANCE						
Operating			98,773	98,773	100,625	1,852
Direct & Indirect Costs			48,842	48,842	51,138	2,296
<b>TOTAL PUBLIC FACILITIES MAINT.</b>			<b>1 147,615</b>	<b>147,615</b>	<b>151,763</b>	<b>4,148</b>
01 790 CITY HALL BUILDING MAINTENANCE						
Labor			122,602	122,602	128,519	5,917
Operating			464,806	464,806	473,788	8,982
Direct & Indirect Costs			(587,409)	(587,409)	(602,307)	(14,899)
<b>TOTAL BUILDING MAINTENANCE</b>			<b>1</b>			
01 791 MAINTENANCE SERVICES						
Labor			1,075,582	1,075,582	1,142,252	66,670
Operating			(52,037)	(52,037)	(38,650)	13,387
Direct & Indirect Costs			(289,828)	(289,828)	(308,251)	(18,422)
<b>TOTAL MAINTENANCE SERVICES</b>			<b>1 733,716</b>	<b>733,716</b>	<b>795,351</b>	<b>61,635</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>826,781</b>	<b>928,980</b>	<b>3,688,195</b>	<b>2,759,215</b>	<b>3,927,141</b>	<b>238,946</b>

1. Starting in 2007/08 Maintenance Services Divisions were moved from Community Development to Public Works.

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# Enterprise Funds





# Enterprise Funds

<b>Water System</b>	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 Quality and Availability																																																																		
Water Inspection and Security																																																																		
Water System Maintenance																																																																		
<b>Marina</b>																																																																		
Site Improvements and Revitalization																																																																		
Lease Management																																																																		
Dredging and Breakwater																																																																		
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Parking Meters																																																																		
Citations and Enforcement																																																																		
Meter Maintenance and Collection																																																																		
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<u>Authorized Positions</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>																																																														
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## **WATER SYSTEM**

The Water System provides a reliable supply of high quality potable water in sufficient quantity to meet the needs of Martinez 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.

### **2005-2007 ACCOMPLISHMENTS**

- Met all State and Federal regulations related to water treatment and quality.
- Responded promptly to customers regarding leaks, pressure, and water quality concerns.
- Completed and delivered to all customers the 2004 and 2005 Annual Water Quality Report.
- Completed the Water System Master Plan update.
- Removed accumulated sludge from the water treatment plant.
- Completed replacement of 1968 filter effluent control valves and flow tubes and the 1968 wash water control valve.
- Installed 9 sacrificial anodes for the protection of steel water mains.
- Replaced over 2,000 feet of water main to assure continued service throughout the Martinez Water System.
- Upgraded security of the water system by installing new intrusion alarm system at 14 remote distribution sites.
- Completed fluoride injector evaluation.
- Completed the Urban Water Management Plan.
- Replaced deteriorated water lines through annual Water Main Replacement Project.
- Replaced Brookside Drive and Arabian Heights storm drains.
- Completed design of the Harborview Reservoir Replacement Project.

### **2007-2009 KEY OBJECTIVES**

- Complete the Water Treatment Plant Master Plan. 
- Replace remaining obsolete electronic equipment in Water System (5 Westinghouse programmable controllers).
- Continue to provide support to the Engineering and Public Works divisions. 
- Complete the annual water main replacement project designs in June of each year. This project replaces existing water lines, with a priority given to replacing old two-inch water mains and water mains with a history of breakage. 
- Issue 2006 and 2007 annual water quality report prior to July 1<sup>st</sup> of each year. 
- Design and construct fluoride feed system replacement by Spring 2008.

### **2007-09 KEY OBJECTIVES (CONTINUED)**

- Complete the raw water line replacement design by August 2008. This project will replace the existing 30 inch water line that brings untreated water from the Contra Costa Water District (CCWD) Terminal Reservoir to the City's Water Treatment Plant.
- Provide construction support for the Harbor View Reservoir Replacement Project through completion in November 2008. This project will lower and enlarge the existing 60-year old water tank at the south end of Harbor View Drive. 
- Complete the St Mary's Pump Station upgrades by June 2009. This project will upgrade the St. Mary's Street Pump Station to provide fire flows that meet current fire district output standards. 

### **2007-2009 BUDGET HIGHLIGHTS**

- \$32,700 increase each year in Water Distribution Operating and Maintenance Supplies.
- \$11,000 increase each year in Water Distribution Landscape Maintenance.
- \$10,500 increase each year in Water Distribution Communications.
- \$5,000 increase in 2007-08 in Water Treatment Repair and Maintenance Services to repair curb and gutter.
- \$5,000 increase in 2007-08 in Water Treatment Non-capital Equipment to replace broken fluoride analyzer.
- \$106,000 decrease each year in Water Treatment Utilities due to historical usage trends.

## **MARINA**

The Martinez Marina complex provides for such recreational activities as boating and walking along the trails throughout Waterfront Park. Revenues include lease payments, sales and property taxes, and a State loan for capital improvement projects. The marina is managed by an outside operator. There are no positions allocated to the Marina Fund.

### **2005-2007 ACCOMPLISHMENTS**

- Completed construction of the boat launch ramp and public ferry plaza.
- Secured \$2.93 million Department of Boating and Waterways loan commitment for future marina improvements.
- Entered into a short-term management agreement with Almar Marina Management and began the 2-year entitlement period of the 45-year long term sublease.

### **2007-2009 KEY OBJECTIVES**

- Remove old ferry pier by September 2008. 
- Sign final component of the 45-year sublease by July 2008. 
- Begin breakwater construction in early 2009. 
- Complete a dredge of selected areas of the marina. 
- Finalize marina renovation plans, cost estimates and financial commitments. 

### **2007-2009 BUDGET HIGHLIGHTS**

- \$48,200 increase in 2007-08 and an additional \$2,200 in 2008-09 for Utilities due to direct funding of these expenses

## **PARKING SERVICES**

Parking Services revenue is generated from parking meter collections. One full-time position is allocated to this Fund.

### **2005-2007 ACCOMPLISHMENTS**

- Completed installation of new downtown parking meters and provided routine maintenance.
- Completed parking lot pay station trial program.
- Recruited and filled new Parking Meter Maintenance Worker position.
- Relocated collection storage area to improve parking meter collection process.

### **2007-2009 KEY OBJECTIVES**

- Work with Engineering to complete feasibility study for new Downtown parking structure. 

### **2007-2009 BUDGET HIGHLIGHTS**

- No significant changes.

## **ENTERPRISE FUNDS LIST OF MAJOR CAPITAL IMPROVEMENT PROJECTS**

The following is a list of major, non-routine capital projects scheduled for FY 2007-09.

### **MARINA**

#### **PIER REMOVAL**

This project consists of removal of the old ferry pier at the marina. The pier has been in a state of disrepair for many years and has been restricted from the public due to the potential safety hazard. Removing this pier has been a Council and citizen priority for many years. The Council has allocated \$290,000 in 2007-08 (in addition to a prior allocation of \$250,000 in 2006-07 from Designated Reserves) to fund this project. The City is currently evaluating a potential source of State funding which may pay for all or a portion of the pier removal, and could reduce or eliminate the need for General Fund contributions for this purpose.

### **WATER SYSTEM**

#### **SAINT MARY'S PUMP STATION UPGRADE**

This project consists of upgrading the pump station to improve fire flow and the installation of emergency power supply. The Water System Master Plan recommends performance of this work by 2010. The Council has allocated \$50,000 in 2008-09 to commence this project.

#### **HARBORVIEW RESERVOIR TO VISTA WAY WATER LINE INSTALLATION**

This project consists of installing a new 16" water line from the Harborview Reservoir to Vista Way as recommended in the Water System Master Plan. An easement will be required from the Contra Costa County Housing Authority. The Council has designated \$325,000 in 2007-08 to complete this project.

#### **FLUORIDATION SYSTEM REPLACEMENT**

This project consists of replacing and upgrading the fluoridation system at the Water Treatment Plant based on a thorough evaluation of the system. The recommended replacement is a fluorosilicic acid liquid feed system. The Council has allocated \$275,000 in 2007-08 to complete this project.

#### **HARBORVIEW RESERVOIR REPLACEMENT**

This project consists of replacing the Harborview Reservoir. The final design is nearly complete, with construction scheduled for 2007. The Council has designated \$1,300,000 to complete this project.

### **WATER TREATMENT PLANT MASTER PLAN**

This project consists of preparing a Master Plan for the Water Treatment Plant based on an evaluation of the existing plant and recommendations for any operational and/or safety upgrades that may be needed. The Council has allocated \$225,000 in 2007-08 for this project.

### **REPLACEMENT OF RAW WATER LINE**

This project consists of replacing the existing 30 inch water line that brings untreated water from the Contra Costa Water District (CCWD) Terminal Reservoir to the City's Water Treatment Plant. The Council has allocated \$75,000 in 2007-08 to initiate the project, and \$500,000 in 2008-09 to complete it.

### **PARKING**

No capital improvement projects budgeted for 2007-09.

**Budget for Fiscal Years 2007-08 and 2008-09**

**ENTERPRISE FUNDS - SUMMARY**

Fund #	Fund Balance at 6/30/07	2007/08			Fund Balance at 6/30/08	2008/09			Fund Balance at 6/30/09
		Budget Revenues 07/08	Budget Appropriations 07/08	Transfers In(Out) 07/08		Budget Revenues 08/09	Budget Appropriations 08/09	Transfers In(Out) 08/09	
71 Water System	\$ 4,394,383	\$ 10,127,933	\$ 8,183,684	\$ (3,500,384)	\$ 2,838,248	\$ 10,692,372	\$ 8,553,226	\$ (1,843,855)	\$ 3,133,539
72 Water Capital Projects			2,550,000	2,550,000			900,000	900,000	
47 Water Debt Service Fund			893,709	893,709			894,326	894,326	
<b>Total Water System</b>	<b>4,394,383</b>	<b>10,127,933</b>	<b>11,627,393</b>	<b>(56,675)</b>	<b>2,838,248</b>	<b>10,692,372</b>	<b>10,347,552</b>	<b>(49,529)</b>	<b>3,133,539</b>
73 Marina	\$ (2,672,157)	\$ 322,254	\$ 215,776	\$ (80,000)	\$ (2,645,679)	\$ 322,254	\$ 223,145	\$ (80,000)	\$ (2,626,569)
74 Marina CIP			290,000	290,000					
48 Marina Debt Service			80,000	80,000			80,000	80,000	
<b>Total Marina</b>	<b>(2,672,157)</b>	<b>322,254</b>	<b>585,776</b>	<b>290,000</b>	<b>(2,645,679)</b>	<b>322,254</b>	<b>303,145</b>	<b>0</b>	<b>(2,626,569)</b>
75 Parking Services	\$ 401,008	\$ 416,564	\$ 372,123	\$ -	\$ 445,449	\$ 419,320	\$ 400,470	\$ -	\$ 464,299
76 Parking Services CIP									
<b>Total Parking Services</b>	<b>401,008</b>	<b>416,564</b>	<b>372,123</b>	<b>0</b>	<b>445,449</b>	<b>419,320</b>	<b>400,470</b>	<b>0</b>	<b>464,299</b>
<b>Total Enterprise Funds</b>	<b>\$ 2,123,234</b>	<b>\$ 10,866,751</b>	<b>\$ 12,585,292</b>	<b>\$ 233,325</b>	<b>\$ 638,018</b>	<b>\$ 11,433,946</b>	<b>\$ 11,051,167</b>	<b>\$ (49,529)</b>	<b>\$ 971,268</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

<b>ENTERPRISE FUNDS TRANSFER SUMMARY</b>
--

<b>To Fund</b>	<b>From Fund</b>	<b>Purpose</b>	<b>Transfer In &amp; Transfer Out 2005-06</b>	<b>Transfer In &amp; Transfer Out 2006/07</b>	<b>Transfer In &amp; Transfer Out 2007/08</b>	<b>Transfer In &amp; Transfer Out 2008/09</b>
<b>Transfers In</b>						
Water System	General Fund	Funding of Lifeline for water	20,635	20,635	23,195	23,195
Marina CIP	General Fund-Reserves	Marina Pier Removal		250,000	290,000	
	<b>Sub-Total Transfer In</b>		<b>\$ 20,635</b>	<b>\$ 270,635</b>	<b>\$ 313,195</b>	<b>\$ 23,195</b>
<b>Transfers Out</b>						
General Fund Reserve	Water System	Retiree Benefits	(135,450)	(131,267)	(79,870)	(72,724)
Debt Service	Water System	Fund Debt Service	(900,144)	(892,661)	(893,709)	(894,326)
Capital Projects	Water System	Paving	(49,000)			
Capital Projects	Water System	Water Meter Replacement	(500,000)			
Capital Projects	Water System	Corp Yard Consolidation	(600,000)			
Capital Projects	Water System	Water System Master Plan			(225,000)	
Capital Projects	Water System	Harborview Reservoir Replacement	(1,500,000)	(1,000,000)	(1,300,000)	
Capital Projects	Water System	Cathodic Protection System Review	(50,000)	(25,000)		
Capital Projects	Water System	Water Main Replacement Project	(500,000)	(350,000)	(350,000)	(350,000)
Capital Projects	Water System	Flouridation Ssystem Replacement		(25,000)	(275,000)	
Capital Projects	Water System	Replacement of Raw Water Line			(75,000)	(500,000)
Capital Projects	Water System	Saint Mary's Pump Station Upgrades				(50,000)
Capital Projects	Water System	Harborview Res. to Vista Way Line		(25,000)	(325,000)	
Capital Projects	Water System	SCADA System		(300,000)		
	<b>Sub-Total Transfer Out</b>		<b>\$ (4,234,594)</b>	<b>\$ (2,748,928)</b>	<b>\$ (3,523,579)</b>	<b>\$ (1,867,050)</b>
	<b>TOTAL INTERFUND TRANSFERS</b>		<b>\$ (4,213,959)</b>	<b>\$ (2,478,293)</b>	<b>\$ (3,210,384)</b>	<b>\$ (1,843,855)</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

<b>ENTERPRISE FUNDS - REVENUE</b>
-----------------------------------

	2005/06	2006/07	2007/08	2008/09
	Actual	Projected	Budget	Budget
<b>Water System (71)</b>				
4600 Charges for Services	\$ 2,875,761	\$ 2,900,000	\$ 3,000,000	\$ 3,100,000
4701 Interest Income	303,474	285,000	285,000	285,000
4750 Rents, Leases & Royalties	25,294	25,000	25,000	25,000
4772 Return Check Charges	900	870	900	900
4773 Delinquent Collection Charge	1,767	8,500	8,500	8,500
4775 Refunds, Rebates & Reimbursements		100	100	100
4921 Zone 1 Water Sales	2,470,833	2,455,000	2,760,000	2,956,000
4921 Zone 2 Water Sales	3,019,841	2,960,000	3,247,000	3,472,000
4921 Zone 3 Water Sales	188,758	180,000	194,000	208,000
4921 Zone 4 Water Sales	92,701	134,000	97,000	103,000
4923 Penalty Charges	58,434	55,000	55,000	55,000
4924 Backflow Charges	135,416	127,000	80,000	82,500
4925 Account Establishment Fee	12,148	13,850	13,850	13,850
4931 Development Connection Charge	163,323	110,000	110,000	110,000
4932 Service Line Fee	27,796	25,000	22,800	25,000
4933 Meter Installation Fee	4,917	10,000	10,000	10,000
4934 Other Charges	280	905	500	500
4936 Hydrant Meter Charge	43,440			
4938 Water Fire Service Charge	288,080	290,000	218,283	237,022
4939 Water Trip Charge	11,551			
4870 Miscellaneous Revenue	1,713			
4001 Transfer In From General Fund	20,635	20,635	23,195	23,195
<b>Total Water System</b>	<b>\$ 9,747,062</b>	<b>\$ 9,600,860</b>	<b>\$ 10,151,128</b>	<b>\$ 10,715,567</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>Marina Operations (73)</b>				
4112 Personal Property Tax	4,389	4,608	4,610	4,610
4115 Sales & Use Tax	6,566	6,775	6,780	6,780
4701 Interest Income	(1,030)	5,000	2,500	2,500
4750 Rents, Leases & Royalties	50,244	52,000	50,000	50,000
4870 Miscellaneous	62,900			
4796 Marina Management	97,701	90,000	250,000	250,000
4795 Railroad Lease	8,364	8,364	8,364	8,364
<b>Total Marina Operations</b>	<b>\$ 229,134</b>	<b>\$ 166,747</b>	<b>\$ 322,254</b>	<b>\$ 322,254</b>
<b>Marina Capital Projects (74)</b>				
4001 Transfers In		250,000	290,000	
4520 State Grant-DBAW	64,843			
4521 State Grant-Coastal Conservancy	50,000			
<b>Total Marina Capital Projects</b>	<b>\$ 114,843</b>	<b>\$ 250,000</b>	<b>\$ 290,000</b>	<b>\$ 0</b>
<b>Parking Services (75)</b>				
4111 Real Property Tax	\$ 37,337	\$ 44,100	\$ 45,864	\$ 48,620
4701 Interest Income	14,121	25,000	10,000	10,000
4875 Refunds, Rebates & Reimbursements		700	700	700
4971 Parking Meters	317,441	392,000	330,000	330,000
4972 Parking Permits	29,017	22,000	30,000	30,000
<b>Total Parking Services</b>	<b>\$ 397,916</b>	<b>\$ 483,800</b>	<b>\$ 416,564</b>	<b>\$ 419,320</b>
<b>TOTAL REVENUE ENTERPRISE FUNDS</b>	<b>\$ 10,488,956</b>	<b>\$ 10,501,407</b>	<b>\$ 11,179,946</b>	<b>\$ 11,457,141</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**ENTERPRISE FUNDS - EXPENDITURES**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
			<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
<i>Water System</i>								
71	910	WATER ADMINISTRATION						
		Labor	119,125	138,162	153,873	15,711	169,045	15,172
		Operating	2,391,054	671,669	654,276	(17,393)	689,218	34,942
		Direct & Indirect Costs	740,059	880,007	940,131	60,124	998,405	58,273
		<b>TOTAL WATER ADMINISTRATION</b>	<u>3,250,238</u>	<u>1,689,838</u>	<u>1,748,281</u>	<u>58,443</u>	<u>1,856,667</u>	<u>108,387</u>
71	911	WATER TREATMENT						
		Labor	812,548	864,539	923,531	58,992	1,010,251	86,720
		Operating	3,479,743	3,833,857	3,821,674	(12,183)	3,921,982	100,308
		Capital		37,000	37,000		37,000	
		Direct & Indirect Costs						
		<b>TOTAL WATER TREATMENT</b>	<u>4,292,291</u>	<u>4,735,396</u>	<u>4,782,205</u>	<u>46,809</u>	<u>4,969,233</u>	<u>187,028</u>
71	912	WATER DISTRIBUTION						
		Labor	576,647	689,242	698,519	9,277	741,048	42,529
		Operating	704,974	1,061,410	873,026	(188,384)	898,901	25,875
		Capital						
		Direct & Indirect Costs	70,192	77,258	81,654	4,396	87,377	5,723
		<b>TOTAL WATER DISTRIBUTION</b>	<u>1,351,813</u>	<u>1,827,910</u>	<u>1,653,199</u>	<u>(174,711)</u>	<u>1,727,325</u>	<u>74,126</u>
		<b>TOTAL WATER SYSTEM OPERATIONS</b>	<u>8,894,342</u>	<u>8,253,144</u>	<u>8,183,684</u>	<u>(69,460)</u>	<u>8,553,226</u>	<u>369,541</u>
71	900	TRANSFERS OUT						
		Transfer to General CIP	49,000					
		Transfer to General Fund Reserve	135,450	131,267	79,870	(51,397)	72,724	(7,146)
		<b>TOTAL TRANSFERS OUT</b>	<u>184,450</u>	<u>131,267</u>	<u>79,870</u>	<u>(51,397)</u>	<u>72,724</u>	<u>(7,146)</u>
		<b>TOTAL WATER SYSTEM FUND</b>	<u>9,078,792</u>	<u>8,384,411</u>	<u>8,263,554</u>	<u>(120,857)</u>	<u>8,625,950</u>	<u>362,395</u>

City of Martinez

**Budget for Fiscal Years 2007-08 and 2008-09**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<i>Increase</i>	<u>2008/09</u>	<i>Increase</i>
			<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<i>(Decrease)</i>	<u>Budget</u>	<i>(Decrease)</i>
<i>Capital Projects-Water System</i>								
72	C7001	WATER MAIN REPLACEMENT						
	C7016	Design	39,487	47,021		(47,021)		
		Construction	308,676	317,312		(317,312)		
		Construction Management	19,012	15,000		(15,000)		
		TOTAL WATER MAIN REPLACEMENT	<u>367,175</u>	<u>379,333</u>		<u>(379,333)</u>		
72	C7017	WATER MAIN REPLACEMENT						
		Design		45,000	45,000		45,000	
		Construction		290,000	290,000		290,000	
		Construction Management		15,000	15,000		15,000	
		TOTAL WATER METER REPLACEMENT		<u>350,000</u>	<u>350,000</u>		<u>350,000</u>	
72	C7020	SAINT MARY'S PUMP STATION UPGRADE						
		Design					50,000	50,000
		Construction						
		Construction Management						
		TOTAL FILTER CONTROL REPLACEMENT					<u>50,000</u>	<u>50,000</u>
72	C7019	HARBOR VIEW RESERVOIR TO VISTA WAY WATER LINE						
		Design		15,000		(15,000)		
		Construction			325,000	325,000		(325,000)
		Construction Management		10,000		(10,000)		
		TOTAL		<u>25,000</u>	<u>325,000</u>	<u>315,000</u>		<u>(325,000)</u>
72	C7005	WATER SYSTEM SECURITY						
		Design		3,392		(3,392)		
		Construction		103,286		(103,286)		
		Construction Management						
		TOTAL WATER SYSTEM SECURITY		<u>106,678</u>		<u>(106,678)</u>		

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Projected</u>	<u>2007/08</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>2008/09</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>
72 C7018 FLOURIDATION SYSTEM REPLACEMENT						
Design		15,000		(15,000)		
Construction		10,000	275,000	265,000		(275,000)
Construction Management						
TOTAL		<u>25,000</u>	<u>275,000</u>	<u>265,000</u>		<u>(275,000)</u>
72 C7008 HARBORVIEW RESERVOIR REPLACEMENT						
Design	147,883	346,211		(346,211)		
Construction		2,325,000	1,300,000	(1,025,000)		(1,300,000)
Construction Management		175,000		(175,000)		
TOTAL HILLSIDE RESERVOIR REPLACE.	<u>147,883</u>	<u>2,846,211</u>	<u>1,300,000</u>	<u>(1,546,211)</u>		<u>(1,300,000)</u>
72 C7009 HILLSIDE RESERVOIR FENCE INSTALL						
Design	3,215					
Construction	10,294					
Construction Management	420					
TOTAL HILLSIDE RESERVOIR	<u>13,929</u>					
72 C7010 HILLSIDE RESERVOIR DRAINAGE						
Design	6,479					
Construction	45,342					
Construction Management	2,780					
TOTAL HILLSIDE DRAINAGE	<u>54,601</u>					
72 C7011 HILLSIDE RESERVOIR PUMP STATION						
Design	7,303	7,697		(7,697)		
Construction	14,288	35,713		(35,713)		
Construction Management	2,514	7,486		(7,486)		
TOTAL HILLSIDE PUMP STATION	<u>24,105</u>	<u>50,896</u>		<u>(50,896)</u>		

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
	<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
72 C7021 WATER TREATMENT PLANT MASTER PLAN						
Design			225,000	225,000		(225,000)
Construction						
Construction Management						
TOTAL MASTER PLAN			<u>225,000</u>	<u>225,000</u>		<u>(225,000)</u>
72 C7013 CORP YARD CONSOLIDATION						
Design	294,613	901,218		(901,218)		
Construction						
Construction Management						
TOTAL CORPYARD CONSOLIDATION	<u>294,613</u>	<u>901,218</u>				
72 C7014 CATHODIC PROTECTION SYSTEM REVIEW						
Design	5,000	30,061		(30,061)		
Construction		39,939		(39,939)		
Construction Management						
TOTAL CATHODIC PROTECTION SYS	<u>5,000</u>	<u>70,000</u>		<u>(70,000)</u>		
72 C7015 SCADA SYSTEM						
Design		50,000		(50,000)		
Construction		230,000		(230,000)		
Construction Management		20,000		(20,000)		
TOTAL SCADA SYSTEM		<u>300,000</u>		<u>(300,000)</u>		
72 C7022 REPLACEMENT OF RAW WATER LINE						
Design			75,000	75,000		(75,000)
Construction					485,000	485,000
Construction Management					15,000	15,000
TOTAL			<u>75,000</u>	<u>75,000</u>	<u>500,000</u>	<u>425,000</u>
<b>TOTAL CAPITAL PROJECTS</b>	<b><u>907,305</u></b>	<b><u>5,054,336</u></b>	<b><u>2,550,000</u></b>	<b><u>(1,573,118)</u></b>	<b><u>900,000</u></b>	<b><u>(1,650,000)</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<i>Increase</i>	<u>2008/09</u>	<i>Increase</i>
			<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<i>(Decrease)</i>	<u>Budget</u>	<i>(Decrease)</i>
<i>Debt Service-Water System</i>								
71	441	DEBT S 1999 COP FUND						
		Operating	447,124	436,241	433,889	(2,353)	436,544	2,655
		TOTAL DEBT SERVICE	<u>447,124</u>	<u>436,241</u>	<u>433,889</u>	<u>(2,353)</u>	<u>436,544</u>	<u>2,655</u>
71	441	DEBT S 2003 COP FUND						
		Operating	541,595	456,420	459,820	3,400	457,783	(2,038)
		TOTAL DEBT SERVICE	<u>541,595</u>	<u>456,420</u>	<u>459,820</u>	<u>3,400</u>	<u>457,783</u>	<u>(2,038)</u>
		<b>TOTAL DEBT SERVICE</b>	<b>988,719</b>	<b>892,661</b>	<b>893,709</b>	<b>1,048</b>	<b>894,326</b>	<b>618</b>
		<b>TOTAL WATER SYSTEM</b>	<b><u>10,974,816</u></b>	<b><u>14,331,408</u></b>	<b><u>11,707,263</u></b>	<b><u>(1,692,927)</u></b>	<b><u>10,420,276</u></b>	<b><u>(1,286,987)</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<i>Increase</i>	<u>2008/09</u>	<i>Increase</i>
			Actual	Projected	Budget	<i>(Decrease)</i>	Budget	<i>(Decrease)</i>
<i>Marina</i>								
73	920	MARINA ADMINISTRATION						
		Labor						
		Operating	246,619	73,453	113,452	39,999	117,652	4,200
		Capital						
		Direct & Indirect Costs	25,931	35,368	18,082	<i>(17,286)</i>	19,080	998
		TOTAL MARINA ADMINISTRATION	<u>272,549</u>	<u>108,821</u>	<u>131,534</u>	<u>22,713</u>	<u>136,732</u>	<u>5,198</u>
73	921	MARINA OPERATIONS						
		Labor						
		Operating	23,636	34,023	84,242	50,219	86,413	2,171
		Capital						
		Direct & Indirect Costs						
		TOTAL MARINA OPERATIONS	<u>23,636</u>	<u>34,023</u>	<u>84,242</u>	<u>50,219</u>	<u>86,413</u>	<u>2,171</u>
		<b>TOTAL MARINA SERVICES</b>	<b><u>296,185</u></b>	<b><u>142,844</u></b>	<b><u>215,776</u></b>	<b><u>72,932</u></b>	<b><u>223,145</u></b>	<b><u>7,369</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Projected</u>	<u>2007/08</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>2008/09</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>
<i>Capital Projects-Marina</i>						
74 C8001 CIP-SHORELINE/LAUNCH RAMP						
Design	294					
Construction	188,115					
Construction Management	816					
TOTAL SHORELINE/LAUNCH RAMP	<u>189,226</u>					
74 C8005 CIP-PIER REMOVAL						
Design		30,000		(30,000)		
Construction		210,000	290,000	80,000		(290,000)
Construction Management		10,000		(10,000)		
TOTAL PIER REMOVAL		<u>250,000</u>	<u>290,000</u>	<u>40,000</u>		<u>(290,000)</u>
74 C8004 CIP-PHASE I ENTITLEMENT COSTS						
Professional Services		275,000		(275,000)		
Construction						
Construction Management						
TOTAL UNDERGROUND TANK		<u>275,000</u>		<u>(275,000)</u>		
<b>TOTAL CAPITAL PROJECTS</b>	<b><u>189,226</u></b>	<b><u>525,000</u></b>	<b><u>290,000</u></b>	<b><u>(235,000)</u></b>		<b><u>(290,000)</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
			<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
<i>Debt Service-Marina</i>								
73	863	MARINA DEBT SERVICE						
		Operating	<u>88,594</u>	<u>80,000</u>	<u>80,000</u>		<u>80,000</u>	
		TOTAL MARINA DEBT SERVICE	<u>88,594</u>	<u>80,000</u>	<u>80,000</u>		<u>80,000</u>	
		<b>TOTAL MARINA SERVICES FUND</b>	<u><u>574,005</u></u>	<u><u>747,844</u></u>	<u><u>585,776</u></u>	<u><u>(162,068)</u></u>	<u><u>303,145</u></u>	<u><u>(282,631)</u></u>

**Budget for Fiscal Years 2007-08 and 2008-09**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
			Actual	Projected	Budget	(Decrease)	Budget	(Decrease)
<i>Parking Services</i>								
75	930	PARKING SERVICES						
		Labor	46,704	60,316	64,601	4,285	71,267	6,666
		Operating	166,206	186,739	106,426	(80,313)	108,962	2,536
		Capital		5,000	5,000		5,000	
		Direct & Indirect Costs	205,917	242,826	196,096	(46,730)	215,241	19,145
		<b>TOTAL PARKING SERVICES</b>	<u>418,827</u>	<u>494,881</u>	<u>372,123</u>	<u>(122,758)</u>	<u>400,470</u>	<u>28,347</u>
 <i>Capital Projects-Parking Services</i>								
76	C8501	CIP-PARKING METERS						
		Design						
		Capital	14,326					
		Construction Management						
		<b>TOTAL CIP-PARKING METERS</b>	<u>14,326</u>					
		<b>TOTAL PARKING SERVICES</b>	<u><u>433,152</u></u>	<u><u>494,881</u></u>	<u><u>372,123</u></u>	<u><u>(122,758)</u></u>	<u><u>400,470</u></u>	<u><u>28,347</u></u>

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## **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:

### **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.

### **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 C 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.

### **COPS Grant Fund**

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

### **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.

### **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. The total projected revenue is estimated at \$165,500 for each of the next two years.

**Budget for Fiscal Years 2007-08 and 2008-09**

**SPECIAL REVENUE FUNDS - SUMMARY**

Fund #	Fund Balance at 6/30/07	2007/08			Fund Balance at 6/30/08	2008/09			Fund Balance at 6/30/09
		Budget Revenues 07/08	Budget Appropriations 07/08	Projection Transfers In(Out) 07/08		Budget Revenues 08/09	Budget Appropriations 08/09	Projection Transfers In(Out) 08/09	
20 COPS Grants	\$ 75,000	\$ 100,000	\$ 75,000		\$ 100,000	\$ 0	\$ 100,000		\$ -
21 NPDES	37,017	545,000	452,210	(75,000)	54,807	545,000	496,252	(75,000)	28,555
22 Measure C-Local	236,992	520,000	188,791	(450,000)	118,201	551,000	192,931	(400,000)	76,270
23 Gas Tax	287,983	724,500	501,667	(200,000)	310,816	724,500	499,364	(200,000)	335,952
24 Traffic Congestion Relief									
<b>Sub-totals</b>	<b>\$ 636,992</b>	<b>\$ 1,889,500</b>	<b>\$ 1,217,667</b>	<b>\$ (725,000)</b>	<b>\$ 583,825</b>	<b>\$ 1,820,500</b>	<b>\$ 1,288,548</b>	<b>\$ (675,000)</b>	<b>\$ 440,777</b>
<b>Assessment Districts</b>									
33 Lighting & Landscape	210,664	124,500	151,050		184,114	124,500	154,525		154,089
<b>Sub-totals</b>	<b>\$ 210,664</b>	<b>\$ 124,500</b>	<b>\$ 151,050</b>	<b>\$ 0</b>	<b>\$ 184,114</b>	<b>\$ 124,500</b>	<b>\$ 154,525</b>	<b>\$ 0</b>	<b>\$ 154,089</b>
<b>Mitigation/Impact Fees</b>									
34 Traffic	\$ 541,830	\$ 50,000	\$ -	\$ (45,000)	\$ 546,830	\$ 50,000	\$ -	\$ (255,000)	\$ 341,830
34 Park In Lieu	121,893	30,000		(150,000)	1,893	30,000			31,893
34 Child Care	118,968	8,500		0	127,468	8,500			135,968
34 Zone 5 Drainage	33,594	12,000		(15,000)	30,594	12,000			42,594
34 Cultural & Arts	68,586	45,000		(100,000)	13,586	45,000			58,586
34 Police Facilities	17,722	5,000		0	22,722	5,000			27,722
34 Park & Recreation	65,302	15,000		(50,000)	30,302	15,000			45,302
<b>Sub-totals</b>	<b>\$ 967,895</b>	<b>\$ 165,500</b>	<b>\$ 0</b>	<b>\$ (360,000)</b>	<b>\$ 773,395</b>	<b>\$ 165,500</b>	<b>\$ 0</b>	<b>\$ (255,000)</b>	<b>\$ 683,895</b>
<b>Total Special Revenue Funds</b>	<b>\$ 1,815,551</b>	<b>\$ 2,179,500</b>	<b>\$ 1,368,717</b>	<b>\$ (1,085,000)</b>	<b>\$ 1,541,334</b>	<b>\$ 2,110,500</b>	<b>\$ 1,443,073</b>	<b>\$ (930,000)</b>	<b>\$ 1,278,761</b>

**Budget for Fiscal Years 2005-06 and 2006-07**

**SPECIAL REVENUE FUNDS TRANSFER SUMMARY**

<b>To Fund</b>	<b>From Fund</b>	<b>Purpose</b>	<b>Transfer In &amp; Transfer Out 2005-06</b>	<b>Transfer In &amp; Transfer Out 2006/07</b>	<b>Transfer In &amp; Transfer Out 2007/08</b>	<b>Transfer In &amp; Transfer Out 2008/09</b>
Lighting & Landscape	NPDES	Share of LLD		\$ 650		
Lighting & Landscape	General Fund	Share of LLD	5,500	13,500		
		<b>Sub-Total Transfer In</b>	<b>\$ 5,500</b>	<b>\$ 14,150</b>	<b>\$ -</b>	<b>\$ -</b>
Capital Improvement Program	NPDES	Annual Storm Drain Maintenance	50,000	50,000		50,000
Capital Improvement Program	NPDES	Alhambra Creek Channel Maint.			25,000	25,000
Capital Improvement Program	NPDES	Alhambra Creek Silt Removal			50,000	
Capital Improvement Program	Measure C - Local	Annual Pavement Management		300,000	200,000	300,000
Capital Improvement Program	Measure C - Local	Alhambra Pavement Overlay		50,000	150,000	
Capital Improvement Program	Measure C - Local	Marina Vista Phase II	600,000	187,494		
Capital Improvement Program	Measure C - Local	Ferry Shelter	33,825			
Capital Improvement Program	Measure C - Local	General Plan Update			100,000	100,000
Capital Improvement Program	Gas Tax	Annual Pavement Management		200,000	200,000	200,000
Capital Improvement Program	Gas Tax	Alhambra Way Creek Bank Repairs		60,000		
Capital Improvement Program	Traffic Congestion Relief	Annual Pavement Management		363,875		
Capital Improvement Program	Mitigation Fees-Traffic	Traffic Signal-Arnold Dr @ Pacheco			45,000	255,000
Capital Improvement Program	Mitigation Fees-Park In Lieu	Hidden Valley/Hidden Lakes Park		200,000		
Capital Improvement Program	Mitigation Fees-Park In Lieu	Nancy Boyd Park		50,000	150,000	
Capital Improvement Program	Mitigation Fees-Zone 5 Drainage	Annual Storm Drain Maintenance		60,000		
Capital Improvement Program	Mitigation Fees-Zone 5 Drainage	Alhambra Creek Silt Removal		20,000	15,000	
Capital Improvement Program	Mitigation Fees-Zone 5 Drainage	Alhambra Way Creek Bank Repairs		10,000		
Capital Improvement Program	Mitigation Fees-Cultural Facilities	Old Train Depot		100,000	100,000	
Capital Improvement Program	Mitigation Fees-Park & Rec	Nancy Boyd Park			50,000	
		<b>Sub-Total Transfer Out</b>	<b>\$ 683,825</b>	<b>\$ 1,651,369</b>	<b>\$ 1,085,000</b>	<b>\$ 930,000</b>
	<b>TOTAL TRANSFERS</b>		<b>\$ (678,325)</b>	<b>\$ (1,637,219)</b>	<b>\$ (1,085,000)</b>	<b>\$ (930,000)</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

<b>SPECIAL REVENUE FUNDS - REVENUE</b>
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	2005/06 Actual	2006/07 Projected	2007/08 Budget	2008/09 Budget
<b>COPS Grants (20)</b>				
4001 Transfer In	\$ -	\$ -	\$ -	\$ -
4269 Asset Seizure	8,020	6,794		
4521.2 State Grant-911 Emergency	1,250	2,442		
4521.3 SLESF	100,000	100,000	100,000	
4531.3 Federal Grant-COPS In School	35,000			
4521.1 Federal Grant-OTS Seatbelt Campaign	14,998			
4531.4 Federal Grant-OTS Impaired Driver	64,070	174,744		
4531.5 Federal Grant-ABC Grant		45,182		
4531.6 Homeland Security Grant		24,250		
4701 Interest Income	3,789	2,000		
4802 Donations	7,438	4,118		
<b>Total Police Grants</b>	<b>\$ 234,565</b>	<b>\$ 359,530</b>	<b>\$ 100,000</b>	<b>\$ 0</b>
<b>NPDES (21)</b>				
4031 Transfers In			0	0
4180 NPDES Assessment	525,249	540,000	544,000	544,000
4701 Interest Income	2,611		1,000	1,000
4830 Restitution/Damage & Recovery	2,700			
<b>Total NPDES</b>	<b>\$ 530,560</b>	<b>\$ 540,000</b>	<b>\$ 545,000</b>	<b>\$ 545,000</b>
<b>Measure C - Local (22)</b>				
4031 Transfers In				
4360 Local Measure C	922,241	486,000	518,000	549,000
4701 Interest	11,061	7,000	2,000	2,000
<b>Total Measure C - Local</b>	<b>\$ 933,302</b>	<b>\$ 493,000</b>	<b>\$ 520,000</b>	<b>\$ 551,000</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>Gas Tax (23)</b>				
4000	Transfer In	\$ -	\$ -	\$ -
4350.5	2105 Gas Tax	225,050	240,000	240,000
4350.6	2106 Gas Tax	148,842	155,000	155,000
4350.7	2107 Gas Tax	300,149	315,000	315,000
4350.8	2107.5 Gas Tax	6,000	6,000	6,000
4701	Interest Income	19,269	8,500	8,500
	<b>Total Gas Tax</b>	<b>\$ 699,311</b>	<b>\$ 724,500</b>	<b>\$ 724,500</b>
<b>Traffic Congestion Relief (24)</b>				
4351	Traffic Congestion Relief	164,478	273,061	
4701	Interest	1,336		
	<b>Total Traffic Congestion Relief</b>	<b>\$ 165,814</b>	<b>\$ 273,061</b>	<b>\$ -</b>
<b>Lighting &amp; Landscape (33)</b>				
4001	Transfers In	5,500	14,150	
4185	Local Assessment	117,074	119,326	120,000
4701	Interest	7,865	3,505	4,500
4775	Refunds, Rebates & Reimbursements			
	<b>Total Lightening &amp; Landscape</b>	<b>\$ 130,438</b>	<b>\$ 136,981</b>	<b>\$ 124,500</b>
<b>Traffic Mitigation Fees (34)</b>				
4701	Interest Income	16,544		5,000
4420.1	Traffic Mitigation Fees	60,583	32,000	45,000
	<b>Total Traffic Mitigation Fees</b>	<b>\$ 77,127</b>	<b>\$ 32,000</b>	<b>\$ 50,000</b>
<b>Park In-Lieu Fees (34)</b>				
4701	Interest Income	12,513		5,000
4420.2	Park In-Lieu Fees	34,029	38,000	25,000
	<b>Total Park In-Lieu Fees</b>	<b>\$ 46,541</b>	<b>\$ 38,000</b>	<b>\$ 30,000</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>Child Care Fees (34)</b>					
4701	Interest Income	4,268		2,000	2,000
4420.3	Child Care Impact Fees	11,150	10,000	6,500	6,500
	<b>Total Child Care Impact Fees</b>	<b>\$ 15,418</b>	<b>\$ 10,000</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>
<b>Drainage Fees (34)</b>					
4701	Interest Income	3,971		2,000	2,000
4420.4	Drainage Fees Zone 5	11,188	36,000	10,000	10,000
	<b>Total Drainage Fees</b>	<b>\$ 15,160</b>	<b>\$ 36,000</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>Cultural Facilities (34)</b>					
4701	Interest Income	3,772		3,000	3,000
4420.5	Cltural Facilities Impact Fees	52,129	8,000	42,000	42,000
	<b>Total Cultural Facilities</b>	<b>\$ 55,902</b>	<b>\$ 8,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
<b>Police Facilities (34)</b>					
4701	Interest Income	391		400	400
4420.6	Police Facilities Impact Fees	5,252		4,600	4,600
	<b>Total Police Facilities Impact Fees</b>	<b>\$ 5,643</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>Park &amp; Recreation Fees (34)</b>					
4701	Interest Income	3,093		3,000	3,000
4420.7	Park & Recreation Impact Fees	45,127		12,000	12,000
	<b>Total Park &amp; Recreation Fees</b>	<b>\$ 48,220</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
	<b>TOTAL SPECIAL REVENUE</b>	<b>\$ 2,958,001</b>	<b>\$ 2,651,072</b>	<b>\$ 2,179,500</b>	<b>\$ 2,110,500</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**SPECIAL REVENUE FUNDS - EXPENDITURES**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
			<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
<i><b>COPS Grants</b></i>								
20	639	OTS-IMPAIRED DRIVER GRANT						
		Labor	26,525	54,766				
		Operating	37,545	119,978		(119,978)		
		Direct & Indirect Costs						
		<b>TOTAL OTS-IMPAIRED DRIVER GRANT</b>	<u>64,070</u>	<u>174,744</u>		<u>(119,978)</u>		
20	630	COPS IN SCHOOL GRANT						
		Labor						
		Operating	35,000					
		Direct & Indirect Costs						
		<b>TOTAL COPS IN SCHOOL GRANT</b>	<u>35,000</u>					
20	635	FEDERAL BLOCK GRANT #2003-LBBX0762						
		Labor						
		Operating	156					
		Direct & Indirect Costs						
		<b>TOTAL FEDERAL BLOCK GRANT</b>	<u>156</u>					
20	641	SEATBELT GRANT						
		Labor	14,998					
		Operating						
		Direct & Indirect Costs						
		<b>TOTAL SEATBELT GRANT</b>	<u>14,998</u>					

**Budget for Fiscal Years 2007-08 and 2008-09**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
			<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
20	618	STATE COPS IN SCHOOL GRANT						
		Labor						
		Operating	20,174					
		Direct & Indirect Costs						
		TOTAL STATE COPS IN SCHOOL	<u>20,174</u>					
20	642	ABC GRANT						
		Labor		38,582		(38,582)		
		Operating		6,600				
		Direct & Indirect Costs						
		TOTAL STATE TECHNOLOGY GRANTS		<u>45,182</u>		<u>(38,582)</u>		
20	636	SUPPLEMENTAL LAW ENFORCEMENT (SLESF)						
		Labor	46,284	100,000	60,900	(39,100)	71,530	10,631
		Operating	8,630	30,288	14,100	(16,188)	28,470	14,369
		Direct & Indirect Costs						
		TOTAL SUPPLEMENTAL LAW ENF.	<u>54,914</u>	<u>130,288</u>	<u>75,000</u>	<u>(55,288)</u>	<u>100,000</u>	<u>25,000</u>
20	631	911 EQUIPMENT GRANTS						
		Labor						
		Operating	1,250	2,442		(2,442)		
		Direct & Indirect Costs						
		TOTAL 911 EQUIPMENT GRANTS	<u>1,250</u>	<u>2,442</u>		<u>(2,442)</u>		
20	367	SWAT FUND						
		Labor						
		Operating	3,208	3,792		(3,792)		
		Direct & Indirect Costs						
		TOTAL SWAT FUND	<u>3,208</u>	<u>3,792</u>		<u>(3,792)</u>		

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Projected</u>	<u>2007/08</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>2008/09</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>
20 298 ASSET SEIZURE						
Labor						
Operating	13,938	27,708		(27,708)		
Direct & Indirect Costs						
TOTAL ASSET SEIZURE	<u>13,938</u>	<u>27,708</u>		<u>(27,708)</u>		
20 627 CANINE FUND						
Labor						
Operating		6,306		(6,306)		
Direct & Indirect Costs						
TOTAL CANINE FUND		<u>6,306</u>		<u>(6,306)</u>		
20 632 HOMELAND SECURITY GRANT						
Labor						
Operating		24,250		(24,250)		
Direct & Indirect Costs						
TOTAL HOMELAND SECURITY GRANT		<u>24,250</u>		<u>(24,250)</u>		
<b>TOTAL COPS GRANT FUND</b>	<b><u>207,708</u></b>	<b><u>414,712</u></b>	<b><u>75,000</u></b>	<b><u>(278,346)</u></b>	<b><u>100,000</u></b>	<b><u>25,000</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<i>Increase</i>	<u>2008/09</u>	<i>Increase</i>	
		<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<i>(Decrease)</i>	<u>Budget</u>	<i>(Decrease)</i>	
<b><i>NPDES</i></b>								
21	754	MUNICIPAL MAINTENANCE						
		Labor	75,957	76,434	80,297	3,863	84,699	4,401
		Operating	111,870	163,080	71,717	(91,363)	103,193	31,477
		Direct & Indirect Costs						
		<b>TOTAL MUNICIPAL MAINTENANCE</b>	<u>187,827</u>	<u>239,514</u>	<u>152,014</u>	<u>(87,500)</u>	<u>187,892</u>	<u>35,878</u>
21	757	AGENCY ADMINISTRATION						
		Operating	103,482	127,048	133,579	6,531	134,145	566
		Direct & Indirect Costs	164,315	167,994	166,616	(1,378)	174,215	7,598
		<b>TOTAL AGENCY ADMINISTRATION</b>	<u>267,797</u>	<u>295,042</u>	<u>300,196</u>	<u>5,154</u>	<u>308,360</u>	<u>8,165</u>
		<b>TOTAL NPDES</b>	<b>455,625</b>	<b>534,556</b>	<b>452,210</b>	<b>(82,346)</b>	<b>496,252</b>	<b>44,043</b>
21	900	TRANSFERS OUT						
		Transfer to Capital Projects	50,000	50,650	75,000	24,350	75,000	
		<b>TOTAL TRANSFERS OUT</b>	<u>50,000</u>	<u>50,650</u>	<u>75,000</u>	<u>24,350</u>	<u>75,000</u>	
		<b>TOTAL NPDES FUND</b>	<b><u>505,625</u></b>	<b><u>585,206</u></b>	<b><u>527,210</u></b>	<b><u>(57,996)</u></b>	<b><u>571,252</u></b>	<b><u>44,043</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<i>Increase</i>	<u>2008/09</u>	<i>Increase</i>
		<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<i>(Decrease)</i>	<u>Budget</u>	<i>(Decrease)</i>
<i>Measure C - Local</i>							
22	760 MEASURE C - LOCAL						
	Labor	26,901	30,275	60,236	29,961	61,479	1,243
	Operating	69,724	100,869	128,555	27,686	131,452	2,897
	Capital						
	Direct & Indirect Costs						
	TOTAL TRANSPORATION	<u>96,625</u>	<u>131,144</u>	<u>188,791</u>	<u>57,647</u>	<u>192,931</u>	<u>4,140</u>
22	900 TRANSFERS OUT						
	Transfer for General Plan			100,000		100,000	
	Transfer to Capital Projects	713,825	537,494	350,000	(187,494)	300,000	(50,000)
	TOTAL TRANSFERS OUT	<u>713,825</u>	<u>537,494</u>	<u>450,000</u>	<u>(187,494)</u>	<u>400,000</u>	<u>(50,000)</u>
	<b>TOTAL LOCAL C</b>	<b><u>810,450</u></b>	<b><u>668,638</u></b>	<b><u>638,791</u></b>	<b><u>(129,847)</u></b>	<b><u>592,931</u></b>	<b><u>(45,860)</u></b>

**Budget for Fiscal Years 2007-2008 and 2008-2009**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<i>Increase</i>	<u>2008/09</u>	<i>Increase</i>
<i>Gas Tax</i>		<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<i>(Decrease)</i>	<u>Budget</u>	<i>(Decrease)</i>
23	771 STREET MAINTENANCE						
	Operating	254,942	430,574	331,703	(98,871)	323,267	(8,436)
	Capital						
	Direct & Indirect Costs						
	TOTAL STREET MAINTENANCE	<u>254,942</u>	<u>430,574</u>	<u>331,703</u>	<u>(98,871)</u>	<u>323,267</u>	<u>(8,436)</u>
23	772 ARTERIAL MAINTENANCE						
	Operating	102,195	79,175	169,963	90,788	176,097	6,134
	Capital						
	Direct & Indirect Costs						
	TOTAL ARTERIAL MAINTENANCE	<u>102,195</u>	<u>79,175</u>	<u>169,963</u>	<u>90,788</u>	<u>176,097</u>	<u>6,134</u>
	<b>TOTAL GAS TAX OPERATIONS</b>	<b>357,136</b>	<b>509,749</b>	<b>501,667</b>	<b>(8,082)</b>	<b>499,364</b>	<b>(2,302)</b>
23	900 TRANSFERS OUT						
	Transfer to Capital Projects	570,000	260,000	200,000	(60,000)	200,000	
	TOTAL TRANSFERS OUT	<u>570,000</u>	<u>260,000</u>	<u>200,000</u>	<u>(60,000)</u>	<u>200,000</u>	
	<b>TOTAL GAS TAX FUND</b>	<b><u>\$927,136</u></b>	<b><u>\$769,749</u></b>	<b><u>\$701,667</u></b>	<b><u>(\$68,082)</u></b>	<b><u>\$699,364</u></b>	<b><u>(\$2,302)</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Projected</u>	<u>2007/08</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>2008/09</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>
<i>Traffic Congestion Relief</i>						
24 900 TRANSFERS OUT						
Transfer to Capital Projects	75,000	363,875		(363,875)		
TOTAL TRANSFERS OUT	<u>75,000</u>	<u>363,875</u>		<u>(363,875)</u>		
<b>TOTAL TRAFFIC CONGESTION RELIEF</b>	<b><u>75,000</u></b>	<b><u>363,875</u></b>		<b><u>(363,875)</u></b>		

**Budget for Fiscal Years 2007-08 and 2008-09**

			<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
			<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
<i>Mitigation/Impact Fees</i>								
34	31	TRAFFIC						
		Operating						
		Transfers Out			45,000	45,000	255,000	210,000
		TOTAL TRAFFIC			45,000	45,000	255,000	210,000
34	32	PARK IN LIEU						
		Operating		3,400		(3,400)		
		Transfers Out	27,500	250,000	150,000	(100,000)		(150,000)
		TOTAL PARK IN LIEU	27,500	253,400	150,000	(103,400)		(150,000)
34	33	CHILD CARE						
		Operating		15,000		(15,000)		
		Transfers Out						
		TOTAL CHILD CARE		15,000		(15,000)		
34	34	ZONE 5 DRAINAGE						
		Operating		5,700		(5,700)		
		Transfers Out		90,000	15,000	(75,000)		(15,000)
		TOTAL ZONE 5 DRAINAGE		95,700	15,000	(80,700)		(15,000)

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
	<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
34 35 CULTURAL & ARTS						
Operating						
Transfers Out		100,000	100,000			(100,000)
TOTAL CULTURAL & ARTS		100,000	100,000			(100,000)
34 36 POLICE FACILITIES						
Operating						
Transfers Out						
TOTAL POLICE FACILITIES						
33 37 PARK & RECREATION						
Operating	6,615	11,385		(11,385)		
Transfers Out			50,000	50,000		(50,000)
TOTAL PARK & RECREATION	6,615	11,385	50,000	38,615		(50,000)
<b>TOTAL MITIGATION/IMPACT FEES</b>	<b>34,115</b>	<b>475,485</b>	<b>360,000</b>	<b>(115,485)</b>	<b>255,000</b>	<b>(105,000)</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

		<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>Increase</u>	<u>2008/09</u>	<u>Increase</u>
		<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>	<u>(Decrease)</u>
<i>Lighting &amp; Landscape</i>							
33	910 VILLAGE OAKS						
	Operating	4,432	4,794	4,950	156	5,000	50
	Direct & Indirect Costs		300	300		300	
	TOTAL VILLAGE OAKS	<u>4,432</u>	<u>5,094</u>	<u>5,250</u>	<u>156</u>	<u>5,300</u>	<u>50</u>
33	911 MUIR STATION						
	Operating	8,589	9,477	9,250	(227)	9,350	100
	Direct & Indirect Costs		300	300		300	
	TOTAL MUIR STATION	<u>8,589</u>	<u>9,777</u>	<u>9,550</u>	<u>(227)</u>	<u>9,650</u>	<u>100</u>
33	912 CREEKSIDE						
	Operating	4,677	10,923	5,100	(5,823)	5,125	25
	Direct & Indirect Costs		1,000	1,000		1,000	
	TOTAL CREEKSIDE	<u>4,677</u>	<u>11,923</u>	<u>6,100</u>	<u>(5,823)</u>	<u>6,125</u>	<u>25</u>
33	913 BRITTANY HILLS						
	Operating	65,414	27,749	69,350	41,601	71,350	2,000
	Direct & Indirect Costs		1,800	1,800		1,800	
	TOTAL BRITTANY HILLS	<u>65,414</u>	<u>29,549</u>	<u>71,150</u>	<u>41,601</u>	<u>73,150</u>	<u>2,000</u>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<u>2005/06</u> <u>Actual</u>	<u>2006/07</u> <u>Projected</u>	<u>2007/08</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>	<u>2008/09</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u>
33 914 VISTA OAKS						
Operating	17,131	16,081	18,100	2,019	18,600	500
Direct & Indirect Costs		300	300		300	
TOTAL VISTA OAKS	<u>17,131</u>	<u>16,381</u>	<u>18,400</u>	<u>2,019</u>	<u>18,900</u>	<u>500</u>
33 915 COSTCO CENTER						
Operating	7,848	6,886	7,950	1,064	8,150	200
Direct & Indirect Costs		300	300		300	
TOTAL COSTCO CENTER	<u>7,848</u>	<u>7,186</u>	<u>8,250</u>	<u>1,064</u>	<u>8,450</u>	<u>200</u>
33 916 TERRA VISTA						
Operating	4,802	5,224	6,600	1,376	6,900	300
Direct & Indirect Costs		1,000	1,000		1,000	
TOTAL TERRA VISTA	<u>4,802</u>	<u>6,224</u>	<u>7,600</u>	<u>1,376</u>	<u>7,900</u>	<u>300</u>
33 917 LL AD 2003						
Operating	23,267	11,839	23,750	11,911	24,050	300
Direct & Indirect Costs		1,000	1,000		1,000	
TOTAL 2002-03 LL	<u>23,267</u>	<u>12,839</u>	<u>24,750</u>	<u>11,911</u>	<u>25,050</u>	<u>300</u>
<b>TOTAL LIGHTING &amp; LANDSCAPING</b>	<b><u>136,160</u></b>	<b><u>98,973</u></b>	<b><u>151,050</u></b>	<b><u>52,077</u></b>	<b><u>154,525</u></b>	<b><u>3,475</u></b>

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## **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.

**Budget for Fiscal Years 2007-08 and 2008-09**

**INTERNAL SERVICE FUNDS - SUMMARY**

<b>Fund #</b>	<b>Fund Balance at 6/30/07</b>	<b>2007/08</b>		<b>Fund Balance at 6/30/08</b>	<b>2008/09</b>		<b>Fund Balance at 6/30/09</b>
		<b>Budget Revenues 07/08</b>	<b>Budget Appropriations 07/08</b>		<b>Budget Revenues 08/09</b>	<b>Budget Appropriations 08/09</b>	
81 Equipment Replacement Fund	\$ 1,743,036	\$ 1,185,386	\$ 1,168,202	\$ 1,760,220	\$ 1,219,508	\$ 1,255,419	\$ 1,724,309
82 Information Systems	458,543	631,029	639,029	450,543	484,564	474,564	460,543
<b>Total Internal Service Funds</b>	<b><u>\$ 2,201,579</u></b>	<b><u>\$ 1,816,415</u></b>	<b><u>\$ 1,807,231</u></b>	<b><u>\$ 2,210,763</u></b>	<b><u>\$ 1,704,073</u></b>	<b><u>\$ 1,729,984</u></b>	<b><u>\$ 2,184,852</u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

<b>INTERNAL SERVICE FUNDS - REVENUE</b>
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	<u>2005/06 Actual</u>	<u>2006/07 Projected</u>	<u>2007/08 Budget</u>	<u>2008/09 Budget</u>
<b>Equipment Replacement (81)</b>				
4701 Interest	\$ 59,012	\$ -	\$ 50,000	\$ 50,000
4755 Rental Charges-City	984,701	1,016,895	1,104,786	1,130,608
4760 Sale of Personal Property	(1,344)		30,600	38,900
4803 Other Grants	48,500			
4830 Restitution/Damage & Recovery	6,300			
<b>Total Equipment Replacement</b>	<b><u>\$ 1,097,168</u></b>	<b><u>\$ 1,016,895</u></b>	<b><u>\$ 1,185,386</u></b>	<b><u>\$ 1,219,508</u></b>
<b>Informations Systems (82)</b>				
4001 Transfer from Geneal Fund	\$	\$	\$ 137,781	\$
4701 Interest	16,189		10,000	10,000
4755 Rental Charges-City	318,261	423,395	483,248	474,564
<b>Total Information Systems</b>	<b><u>\$ 334,450</u></b>	<b><u>\$ 423,395</u></b>	<b><u>\$ 631,029</u></b>	<b><u>\$ 484,564</u></b>
<b>TOTAL REVENUE INTERNAL SERVICE FUNDS</b>	<b><u><u>\$ 1,431,618</u></u></b>	<b><u><u>\$ 1,440,290</u></u></b>	<b><u><u>\$ 1,816,415</u></u></b>	<b><u><u>\$ 1,704,073</u></u></b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**INTERNAL SERVICE FUNDS - EXPENDITURES**

	<u>2005/06 Actual</u>	<u>2006/07 Projected</u>	<u>2007/08 Budget</u>	<u>Increase (Decrease)</u>	<u>2008/09 Budget</u>	<u>Increase (Decrease)</u>
<i>Internal Service Funds</i>						
81 920 EQUIPMENT REPLACEMENT FUND						
Labor	196,453	210,059	220,518	10,459	233,883	13,365
Operating	415,480	551,575	557,287	5,712	563,747	6,460
Capital	231,541	226,000	335,000	109,000	399,000	64,000
Direct & Indirect Costs	20,309	21,245	55,397	34,152	58,789	3,392
TOTAL EQUIPMENT REPLACEMENT	<u>863,783</u>	<u>1,008,879</u>	<u>1,168,202</u>	<u>159,323</u>	<u>1,255,419</u>	<u>87,217</u>
82 921 INFORMATION SYSTEMS						
Labor	117,364	119,643	138,652	19,009	163,490	24,838
Operating	208,115	237,926	425,437	187,511	231,248	(194,189)
Capital						
Direct & Indirect Costs	58,158	65,828	74,940	9,112	79,827	4,887
TOTAL INFORMATION SYSTEMS	<u>383,638</u>	<u>423,397</u>	<u>639,029</u>	<u>215,632</u>	<u>474,564</u>	<u>(164,464)</u>
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<u><b>1,247,421</b></u>	<u><b>1,432,276</b></u>	<u><b>1,807,231</b></u>	<u><b>374,955</b></u>	<u><b>1,729,984</b></u>	<u><b>(77,247)</b></u>

## CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) budget is for capital projects such as major street or park improvements, building construction, and major 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 annually by the City Council. 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 both the parks and the water system, which are typically only updated every 5 to 15 years, have identified and prioritized several projects for the next 10 or more years. Long-term transportation projects are included in the transportation element of the General Plan. Staff generally propose regular maintenance projects based on input from a variety of sources including on-going maintenance problems (such as broken water pipes); citizen complaints; input from the Council and/or various commissions; and any standard policies that apply (such as to replace all 2" galvanized water pipes with new, larger water mains). Only a handful of projects are funded with discretionary funds, usually through the General Fund. An initial review of the proposed CIP budget was conducted by the Budget Subcommittee (comprised of two Council members) on December 12, 2006. A CIP Workshop to discuss and review the proposed CIP budget was held with the entire Council on January 17, 2007, and on February 7, 2007, the CIP budget was adopted. Two years of projected expenditures have been incorporated into this Biennial Budget. Enterprise Fund capital improvements are reflected in the Enterprise Funds section. Program funding is provided through grant and Measure "C" funds, gasoline tax, NPDES, and General Fund reserves. A CIP Policy was adopted on February 7, 2007 to codify the procedures for development of the CIP.

### **2005-2007 ACCOMPLISHMENTS:**

- Completed silt removal project from Marina Vista to Ward Street.
- Replaced Hidden Lakes Open Space Bridge.
- Completed landscaping and pedestrian path on Joe DiMaggio Drive.
- Remodeled Kiwanis Building consisting of numerous ADA upgrades.
- Designed and constructed 9/11 Memorial.
- Paved Alhambra Avenue from Blue Ridge to Benham.
- Rehabilitated streets in Forest Hills, Pine Street, Center Avenue, and Muir Road neighborhoods.
- Completed design of the Alhambra Avenue Improvement Project.

### **2007-09 KEY OBJECTIVES**

- Complete Municipal Swimming Pool upgrades design by July 2007. This project consists of re-plastering and re-tiling the lap pool. 

## **2007-09 KEY OBJECTIVES (CONTINUED)**

- Assist developer in the completion of the Nancy Boyd Park improvements design by July 2007. This project includes the construction of a mixed-use girl's softball field allowing for continued use of the soccer field, and upgrades to the bathrooms. 
- Complete Alhambra Creek silt removal design and permitting by August 2007. This project will remove the build-up of silt in the flood plain along Alhambra Creek next to the Intermodal facility. 
- Complete Alhambra Avenue overlay design by March 2008. This project consists of repairing and overlaying pavement on Alhambra Avenue between Highway 4 and John Muir Road in coordination with the Alhambra Avenue Improvement Project. 
- Complete Virginia Hills median beautification design by July 2008. This project consists of removing existing eucalyptus trees and replacing with more appropriate species. 
- Provide construction support for the Alhambra Avenue Improvement Project through completion of project in July 2008. This project improves access for pedestrians, installs sound walls, and provides improved access to Alhambra Avenue from residential side streets. 
- Complete the Intermodal Phase III parking lot site acquisition by July 2008. This project consists of the purchase of property north of the railroad tracks across from the Intermodal for the construction of a surface parking lot. 
- Complete downtown tree lighting project design by June 2009. This project will add 110-volt receptacles to the existing Main Street lights to accommodate tree lights. 
- Coordinate with PG&E to design the downtown underground utility and beautification project by June 2009. This project will complete the undergrounding of overhead power lines and installation of decorative street lights and sidewalk pavers along the Marina Vista corridor between Ferry and Berrellesa streets. 
- Complete the annual pavement rehabilitation project designs in May of each year. This project repairs base failures and provides for a cape seal resurfacing over various streets. 

## **LIST OF MAJOR CAPITAL IMPROVEMENT PROJECTS**

The following is a list of major, non-routine capital projects scheduled for FY 2007-09.

### **ALHAMBRA CREEK CHANNEL SILT REMOVAL**

This project consists of silt removal from Alhambra Creek between Marina Vista and the railroad tracks. The Creek was widened in 2000 to mitigate the impacts of severe weather and reduce flooding. The storms from late 2005 / early 2006 deposited several feet of silt on the flood terrace near the train station that needs to be removed in order to restore the channel capacity. This project will take approximately one month to complete. The Council has allocated \$180,000 in 2007-08 to complete this project.

### **MUNICIPAL POOL REPAIRS**

The pool has required many temporary repairs over the past several years. This project consists of repairing the lap pool by installing a new fiberglass lining on the inside of the pool and re-tiling the surrounding exterior deck areas. Additionally, numerous gutter drains will be replaced. The Council has designated \$217,000 in 2007-08 to complete this project.

### **OLD TRAIN DEPOT**

This project consists of converting the old train depot into a museum or other facility of historical relevance. The project is only in the preliminary design stage, but the intent is to remodel the building interior and preserve the external façade. The Council has allocated \$100,000 in 2007-08 for the design of this project.

### **SENIOR CENTER IMPROVEMENTS**

This project consists of replacing the roof and floor at the Senior Center. The Council has designated \$35,000 in 2007-08 to complete this project.

### **GENERAL PLAN UPDATE**

This project consists of developing an update to the City's General Plan. The current General Plan is dated and its update has been a priority of the City Council and Planning Commission for several years. After issuing an RFP and selecting a consulting team, the City will begin the multi-year process of updating various elements such as land use, traffic/circulation, noise, recreation, etc. The project will include conducting an environmental review (EIR), hosting numerous community meetings and consensus-building workshops, and completing new mapping. The Council has allocated \$300,000 each year for this project.

### **NANCY BOYD PARK IMPROVEMENTS**

This project consists of extensive field reconfiguration, repair and construction. Modification of the existing soccer field layouts will enable construction of the new softball field. Restrooms are also slated for replacement, and potential improvements to pathways and park facilities are under consideration. The Council has designated \$200,000 in 2007-08 for this project.

### **UNDERGROUNDING OF DOWNTOWN UTILITIES**

This project consists of undergrounding several blocks of the overhead utility lines in the downtown area, primarily along Marina Vista Avenue between Berrellesa and Ferry streets. The project will include decorative street lights, street trees, and other amenities. Obtaining funding for the installation of brick paver sidewalks as part of the project is a goal, either through a grant or possibly an assessment district. Additional funding is required for the amenities and the City's share of the utility work.

### **ALHAMBRA AVENUE OVERLAY PROJECT**

This project consists of significant repairing and repaving on Alhambra Avenue between Highway 4 and John Muir Road. A new layer of rubberized asphalt will be added to this major thoroughfare of the City. Once completed, the overlay is expected to last up to 10 years. The Council has designated \$150,000 in 2007-08 to fund this project.

### **RAILROAD QUIET ZONE**

This project consists of creating a railroad quiet zone in the Downtown area in response to citizen complaints over train noise. Initial work includes a preliminary feasibility report. This project will be coordinated with the parking lot improvements associated with the Intermodal facility. The Council has allocated \$10,000 in 2007-08 to conduct the preliminary study.

### **BEAUTIFICATION PROJECTS**

This project involves removing existing eucalyptus trees along medians on Virginia Hills Drive and replacing them with more appropriate species. Improvements completed in recent years include median landscape work on Chilpancingo and Alhambra Avenue; plaza improvements along Main Street; traditional brick monument signs at various entry points throughout the City; and brick pavers on Marina Vista Avenue.

### **MAIN STREET STREETScape**

This project consists of preparing a plan for future hardscape and landscape improvements along Main Street. Possibilities include additional benches in the plaza area between Starbucks and Bank of America, and introduction of new vegetation along the rails bordering Alhambra Creek. The Council has allocated \$25,000 in 2008-09 to initiate this project.

### **DOWNTOWN TREE LIGHTING**

This project consists of installing electrical outlets along Main Street to allow for lighting of the street trees. This downtown enhancement feature is utilized in numerous towns throughout the region and has been requested by citizens. The Council has allocated \$100,000 in 2007-08 to complete this project.

### **HIGHWAY 4 / ALHAMBRA BEAUTIFICATION**

This project consists of beautification of the Highway 4 / Alhambra Avenue interchange. This interchange is the primary access point to downtown Martinez and is transited by thousands of people every day. The Highway 4 underpass has a colorful mural on its west side, painted in 1996, that depicts Martinez from its early history as an agricultural and fishing town to its thriving downtown of the 1950's. Consideration is being given to painting another mural on the east side of the underpass as well as creating landscape improvements. The Council has designated \$35,000 in 2008-09 for this project.

### **HILLSIDE DRIVE EMERGENCY ACCESS**

This project consists of repairing the exiting fire trail to provide emergency access during the summer months. Currently the only access to the Thomas Hill area is via Hillside Drive. This project will provide an alternate access along the existing fire trail to Warren Street. The project includes regarding the fire trail to repair storm-damaged areas, but does not include graveling the roadway to provide all-weather access. The Council has allocated \$50,000 in 2008-09 for this project.

### **TRAFFIC SIGNAL – ARNOLD AND PACHECO**

This project consists of installing a new traffic signal at Arnold Drive and Pacheco Boulevard. The developer of the subdivision "Villages at Arnold" will contribute towards the cost of the signal. Improvements will be coordinated with the planned widening of Pacheco Boulevard by Contra Costa County, and the construction of the new subdivision. The Council has allocated \$45,000 in 2007-08 and \$255,000 in 2008-09 to complete this project.

### **ALHAMBRA AVENUE IMPROVEMENTS PHASE II**

This project, which is a carryover from 2006-07, provides for the construction of sound walls, retaining walls, sidewalks, handicap ramps, storm drains, traffic signals and landscaping along Alhambra Avenue from Highway 4 to south of Forest Way. New traffic signals will be constructed at the Alhambra Way, John Muir Road and Forest Way intersections. A traffic signal advance warning flashing message sign will be installed south of MacAlvey Drive. The sound walls will be constructed along the east side from Highway 4 to Phyllis Terrace and south of John Muir Road. Sound walls will also be constructed along the west side from Alhambra Valley Road to Alhambra Creek and south of Forest Way to Likens Drive. A sidewalk will also be constructed along the west side from Alhambra Valley Road to Forest Way. These improvement priorities were the outcome of two neighborhood meetings.

**Budget for Fiscal Years 2007-08 and 2008-09**

<b>CAPITAL IMPROVEMENT PROGRAM - SUMMARY</b>
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	2007/08			2008/09		
	Budget	Budget	Transfers	Budget	Budget	Transfers
	Revenues 07/08	Appropriations 07/08	In(Out) 07/08	Revenues 08/09	Appropriations 08/09	In(Out) 08/09
<b><u>Drainage</u></b>						
Annual Storm Drain Project					50,000	50,000
Alhambra Creek Channel Maintenance		25,000	25,000		25,000	25,000
Alhambra Creek Channel Silt Removal		180,000	180,000			
<b>Sub-total Drainage</b>	<b>0</b>	<b>205,000</b>	<b>205,000</b>	<b>0</b>	<b>75,000</b>	<b>75,000</b>
<b><u>Public Buildings &amp; Community Programs</u></b>						
Rankin Pool Repairs	220,000	217,027			0	
Old Train Depot		100,000	100,000		0	
Senior Center Improvements		35,000	35,000		0	
General Plan		300,000	300,000		300,000	300,000
<b>Sub-total Pub Bldgs &amp; Comm Prg.</b>	<b>220,000</b>	<b>652,027</b>	<b>435,000</b>	<b>0</b>	<b>300,000</b>	<b>300,000</b>
<b><u>Parks and Trails</u></b>						
Nancy Boyd Park		200,000	200,000		0	
<b>Sub-total Parks and Trails</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Streets</u></b>						
Annual Pavement Mgt.		400,000	400,000		500,000	500,000
Downtown Utility Underground	73,750	73,750			0	
Alhambra Avenue Overlay Project		150,000	150,000		0	
Railroad Quiet Zone		10,000	10,000		0	
Main Street Streetscape		0			25,000	25,000
Downtown Tree Lighting		100,000	100,000			
Hwy 4/Alhambra Ave. Beautification		0			35,000	35,000
Hillside Drive Emergency Access		0			50,000	50,000
Traffic Signal-Arnold @ Pacheco		45,000	45,000		255,000	255,000
<b>Sub-total Streets</b>	<b>73,750</b>	<b>778,750</b>	<b>705,000</b>	<b>0</b>	<b>865,000</b>	<b>865,000</b>
<b>Total Capital Improvement Program</b>	<b>\$ 293,750</b>	<b>\$ 1,835,777</b>	<b>\$ 1,545,000</b>	<b>\$ 0</b>	<b>\$ 1,240,000</b>	<b>\$ 1,240,000</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

**CAPITAL IMPROVEMENT PROGRAM - REVENUE SOURCES**

**FISCAL YEAR 2007-08**

PROJECT DESCRIPTION	TOTAL PROJECT	General Fund	NPDES	Measure C	Gas Tax	Traffic Mitigation	Park In-lieu Fees	Zone 5 Drainage Fees	Culutral Facility Fees	Park & Recreation Fees	CIP Reserves	Grant Funds
Alhambra Creek Channel Maintenance	25,000		25,000									
Alhambra Creek Silt Removal	180,000	115,000	50,000					15,000				
Nancy Boyd Park	200,000						150,000			50,000		
Old Train Depot	100,000								100,000			
Rankin Pool	217,027											220,000
Annual Pavement Management	400,000			200,000	200,000							
Alhambra Pavement Overlay	150,000			150,000								
Downtown Utility Undergrounding	73,750											73,750
Downtown Tree Lighting	100,000										100,000	
Railroad Quiet Zone	10,000	10,000										
General Plan Update	300,000	200,000		100,000								
Traffic Signal-Arnold dr. @ Pacheco	45,000					45,000						
Senior Center Roof/Floor	35,000										35,000	
<b>TOTAL CIPS EXPENSE</b>	<b>1,835,777</b>											

<b>TOTAL CIP REVENUE</b>	<b>1,838,750</b>	<b>325,000</b>	<b>75,000</b>	<b>450,000</b>	<b>200,000</b>	<b>45,000</b>	<b>150,000</b>	<b>15,000</b>	<b>100,000</b>	<b>50,000</b>	<b>135,000</b>	<b>293,750</b>
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**Budget for Fiscal Years 2007-08 and 2008-09**

**CAPITAL IMPROVEMENT PROGRAM - REVENUE SOURCES**

**FISCAL YEAR 2008-09**

PROJECT DESCRIPTION	TOTAL PROJECT	General Fund	NPDES	Measure C	Gas Tax	Traffic Mitigation	CIP Reserves
Alhambra Creek Channel Maintenance	25,000		25,000				
Annual Storm Drain Maintenance	50,000		50,000				
Annual Pavement Management	500,000			300,000	200,000		
General Plan Update	300,000	200,000		100,000			
Main Street Streetscape	25,000						25,000
Hwy 4/Alhambra Ave. Beautification	35,000						35,000
Hillside Drive Emergency Access	50,000	50,000					
Traffic Signal-Arnold dr. @ Pacheco	255,000					255,000	
<b>TOTAL CIPS EXPENSE</b>	<b>1,240,000</b>						
<b>TOTAL CIP REVENUE</b>	<b>1,240,000</b>	<b>250,000</b>	<b>75,000</b>	<b>400,000</b>	<b>200,000</b>	<b>255,000</b>	<b>60,000</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

<b>CAPITAL IMPROVEMENT PROGRAM - REVENUE</b>
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	2005/06 <u>Actual</u>	2006/07 <u>Projected</u>	2007/08 <u>Budget</u>	2008/09 <u>Budget</u>
<b>C3003 Annual Storm Drain</b>				
<b>C3004</b> Transfers In-Zone 5 Drainage	\$ -	\$ 60,000		
Transfers In-NPDES	<u>50,000</u>	<u>50,000</u>		<u>50,000</u>
<b>Total</b>	\$ <u>50,000</u>	\$ <u>110,000</u>	\$ -	\$ <u>50,000</u>
<b>C3002 Alhambra Creek Channel Maint.</b>				
Transfers In-NPDES			<u>25,000</u>	<u>25,000</u>
<b>Total</b>	\$ -	\$ -	\$ <u>25,000</u>	\$ <u>25,000</u>
<b>C3005 Alhambra Creek Channel Silt Removal</b>				
Transfers In-Zone 5 Drainage	\$ -	\$ 20,000	\$ 15,000	
Transfer In-General Fund			\$ 115,000	
Transfers In-NPDES			<u>50,000</u>	
<b>Total</b>	\$ -	\$ <u>20,000</u>	\$ <u>180,000</u>	\$ -
<b>C3006 Alhambra Way Creek Bank Repair</b>				
Transfers In-Zone 5 Drainage	\$ -	\$ 10,000		
Transfers In-Gas Tax		<u>60,000</u>		
<b>Total</b>	\$ -	\$ <u>70,000</u>	\$ -	\$ -
<b>C6001 DiMaggio Landscape</b>				
Measure C	\$ 376,773	\$ 103,227		\$ -
Transfer In-Local C				
<b>Total</b>	\$ <u>376,773</u>	\$ <u>103,227</u>	\$ -	\$ -

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>C6003 Ferry Shelter</b>				
Transfer In-Local C	\$ 33,825			\$ -
Federal Grant-ISTEA	1,304	20,021		
<b>Total</b>	<b>\$ 35,129</b>	<b>\$ 20,021</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C6006 Intermodal: Phase 3</b>				
Measure C		\$ 275,000		\$ -
Transfer In				
<b>Total</b>	<b>\$ -</b>	<b>\$ 275,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C4001 Kiwanis Building Upgrade</b>				
CDBG	41,250			
<b>Total</b>	<b>\$ 41,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C4003 Ampitheater</b>				
Transfer from General Restricted		50,000		
<b>Total</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C5009 Rankin Pool Repairs</b>				
State Grant - per Capita		0	220,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220,000</b>	<b>\$ -</b>
<b>C4004 9/11 Monument</b>				
Transfers In-General Fund	\$ 15,000	\$ 15,000		
<b>Total</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C4006 Alhambra Creek Plaza Improvements</b>				
Transfers In-General Fund		\$ 50,000		
<b>Total</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>C4007 Old Train Depot</b>				
Transfers In-Cultural Facilities		\$ 100,000	\$ 100,000	
Transfers				
<b>Total</b>	\$ -	\$ 100,000	\$ 100,000	\$ -
<b>C4008 Senior Center Improvements</b>				
Transfer from General Restricted			\$ 35,000	
<b>Total</b>	\$ -	\$ -	\$ 35,000	\$ -
<b>C4000 General Plan Update</b>				
Transfers In-Measure C Local			\$ 100,000	\$ 100,000
Transfers In -General Fund			200,000	200,000
<b>Total</b>	\$ -	\$ -	\$ 300,000	\$ 300,000
<b>C2002 Bay Trail II</b>				
Measure C Funds	\$ 20,157	\$ 126,127		
Transfer In-Local C				
<b>Total</b>	\$ 20,157	\$ 126,127	\$ -	\$ -
<b>C5001 Hidden Valley/Hidden Lakes Park</b>				
Transfers In			\$ -	\$ -
Transfer In-Park Dedication Fees		200,000		
<b>Total</b>	\$ -	\$ 200,000	\$ -	\$ -
<b>C5002 Waterfront Road Park</b>				
Transfers In-General Fund	\$ 25,000			
<b>Total</b>	\$ 25,000	\$ -	\$ -	\$ -

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>C5003 Hidden Lakes Open Space Bridge</b>				
Transfers In-Park Mitigation Fees	\$ 27,500			
Private Grants		\$ 272,500		
TFCA (SEP)		\$ 40,000		
TDA		90,000		
<b>Total</b>	<b>\$ 27,500</b>	<b>\$ 402,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C5008 Open Space Slide Repairs</b>				
Transfers In-General Fund	\$ 46,000			
<b>Total</b>	<b>\$ 46,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>C5010 Nancy Boyd Park</b>				
Transfers In-Park In Lieu	\$ -	\$ 50,000	\$ 150,000	
Transfers In-Park & Recreation			50,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 200,000</b>	<b>\$ -</b>
<b>C1012 Annual Pavement Mgt Project</b>				
<b>C1029</b> Transfers In-General Fund	\$ 250,000	\$ 105,000		
Transfers In-Water Fund	\$ 49,000			
<b>C1030</b> Transfers In-Measure C		\$ 300,000	\$ 200,000	\$ 300,000
<b>C1028</b> Transfers In-Traffic Congestion	\$ 75,000	\$ 363,875		
Transfers In-Gas Tax	\$ 450,000	\$ 200,000	\$ 200,000	\$ 200,000
Miscellaneous	1,100			
<b>Total</b>	<b>\$ 825,100</b>	<b>\$ 968,875</b>	<b>\$ 400,000</b>	<b>\$ 500,000</b>
<b>C1003 Beautification</b>				
Transfer In-General Fund				
<b>Total</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>C1005 Alhambra Avenue Improvements</b>				
Measure C	317,434	5,726,414		
<b>Total</b>	<b>\$ 317,434</b>	<b>\$ 5,726,414</b>	<b>\$ 0</b>	<b>\$ 0</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>C1025 Downtown Utility Underground</b>				
Rule 20A		1,310,000	73,750	
<b>Total</b>	\$ -	\$ 1,310,000	\$ 73,750	\$ 0
<b>C1026 Marina Vista Phase II</b>				
Transfer In-Transportation	\$ 600,000	\$ 187,494		
<b>Total</b>	\$ 600,000	\$ 187,494	\$ -	\$ -
<b>C1027 Alhambra Avenue Paving</b>				
Transfer In-Local C	\$ 80,000			
Transfers In-Gas Tax	120,000			
TEA-21	530,885	69,115		
<b>Total</b>	\$ 730,885	\$ 69,115	\$ -	\$ -
<b>C1031 Alhambra Avenue Overlay Project</b>				
Transfer In-Measure C Local		\$ 50,000	\$ 150,000	
<b>Total</b>	\$ -	\$ 50,000	\$ 150,000	\$ -
<b>C1033 Railroad Quiet Zone</b>				
Transfer In-General Fund			\$ 10,000	
<b>Total</b>	\$ -	\$ -	\$ 10,000	\$ -
<b>C1006 Vine Hill Safety</b>				
Transfers In-Gas Tax				
Federal Grant-HES	3,218	51,991		
<b>Total</b>	\$ 3,218	\$ 51,991	\$ 0	\$ 0
<b>C1007 Green Street Bridge Rail</b>				
Transfers In-Gas Tax				
Federal Grant-HBRR	2,145	46,547		
<b>Total</b>	\$ 2,145	\$ 46,547	\$ 0	\$ 0

**Budget for Fiscal Years 2007-08 and 2008-09**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<b>C1008 Ward Street Bridge Rail</b>				
Transfers In-Gas Tax				
Federal Grant-HBRR		31,384		
<b>Total</b>	\$ -	\$ 31,384	\$ 0	\$ 0
<b>C1034 Main Street Streetscape</b>				
Transfers In-General Reserve				25,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ 25,000
<b>C1035 Downtown Tree Lighting</b>				
Transfers In-General Reserve			100,000	
<b>Total</b>	\$ -	\$ -	\$ 100,000	\$ -
<b>C1036 Highway 4/Alhambra Ave Beautification</b>				
Transfers In-General Reserve				35,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ 35,000
<b>C1037 Hillside Drive Emergency Access</b>				
Transfers In-General Fund				50,000
<b>Total</b>	\$ -	\$ -	\$ -	\$ 50,000
<b>C1038 Traffic Signal - Arnold @ Pacheco</b>				
Transfers In-Traffic Impact Fees			\$ 45,000	\$ 255,000
Transfers In				
<b>Total</b>	\$ -	\$ -	\$ 45,000	\$ 255,000
<b>TOTAL CAPITAL IMPROVEMENT</b>	<b>\$ 3,115,591</b>	<b>\$ 10,033,695</b>	<b>\$ 1,838,750</b>	<b>\$ 1,240,000</b>

**Budget for Fiscal Years 2007-08 and 2008-09**

<b>CAPITAL IMPROVEMENT - EXPENDITURES</b>
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		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
<i>Capital Improvement Program</i>					
31	C3003 ANNUAL STORM DRAIN PROJECT				
	C3004 Design	2,105	15,000		10,000
	Construction	79,399	147,228		35,000
	Construction Management	1,386	10,000		5,000
	TOTAL ANNUAL STORM DRAIN	<u>82,891</u>	<u>172,228</u>		<u>50,000</u>
31	C3002 ALHAMBRA CREEK CHANNEL MAINTENANCE				
	Design		10,000	2,500	
	Construction		42,712	20,000	25,000
	Construction Management		10,000	2,500	
	TOTAL ALHAMBRA CREEK CHANNEL		<u>62,712</u>	<u>25,000</u>	<u>25,000</u>
31	C3005 ALHAMBRA CREEK CHANNEL SILT REMOVAL				
	Design		20,000		
	Construction			170,000	
	Construction Management			10,000	
	TOTAL ALHAMBRA CREEK SILT REMOVAL		<u>20,000</u>	<u>180,000</u>	
31	C3006 ALHAMBRA WAY CREEK BANK REPAIR				
	Design		10,000		
	Construction		55,000		
	Construction Management		5,000		
	TOTAL ANNUAL CREEK BANK REPAIR		<u>70,000</u>		

**Budget for Fiscal Years 2007-08 and 2008-09**

		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
31	C6001	<b>INTERMODAL: DIMAGGIO LANDSCAPE</b>			
	Design	2,068	7,932		
	Construction	300,735	89,120		
	Construction Management	33,987			
	<b>TOTAL INTERMODAL: DIMAGGIO LANDSCAPE</b>	<b>336,790</b>	<b>97,052</b>		
31	C6003	<b>FERRY SHELTER</b>			
	Design	2,261	81,654		
	Construction				
	Construction Management				
	<b>TOTAL FERRY SHELTER</b>	<b>2,261</b>	<b>81,654</b>		
31	C6006	<b>INTERMODAL: PHASE 3</b>			
	Design		275,000		
	Construction				
	Construction Management				
	<b>TOTAL INTERMODAL: PHASE 3</b>		<b>275,000</b>		
31	C4001	<b>KIWANIS BUILDING UPGRADE</b>			
	Design	15,377	17,493		
	Construction	174,670	55,530		
	Construction Management	10,140	4,860		
	<b>TOTAL KIWANIS BUILDING UPGRADE</b>	<b>200,186</b>	<b>77,883</b>		
31	C4003	<b>AMPHITHEATER</b>			
	Design				
	Construction		50,000		
	Construction Management				
	<b>TOTAL AMPITHEATER</b>		<b>50,000</b>		

**Budget for Fiscal Years 2007-08 and 2008-09**

		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
31	C5009	<b>RANKIN POOL REPAIRS</b>			
		2,973		6,027	
				203,500	
				7,500	
		<u>2,973</u>	<u></u>	<u>217,027</u>	<u></u>
31	C4004	<b>9/11 MONUMENT</b>			
			29,925		
			15,000		
		<u></u>	<u>44,925</u>	<u></u>	<u></u>
31	C4006	<b>ALHAMBRA CREEK PLAZA IMPROVEMENTS</b>			
			10,000		
			35,000		
			5,000		
		<u></u>	<u>50,000</u>	<u></u>	<u></u>
31	C4007	<b>OLD TRAIN DEPOT</b>			
			100,000	100,000	
		<u></u>	<u>100,000</u>	<u>100,000</u>	<u></u>
31	C4008	<b>SENIOR CENTER IMPROVEMENTS</b>			
				35,000	
		<u></u>	<u></u>	<u>35,000</u>	<u></u>

**Budget for Fiscal Years 2007-08 and 2008-09**

		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
31	C4000	GENERAL PLAN UPDATE			
				Design	300,000
				Construction Management	300,000
				<b>TOTAL GENERAL PLAN UPDATE</b>	<b>300,000</b>
31	C2002	BAY TRAIL II			
				Design	35,652
		20,149		Construction	18,627
		573		Construction Management	39,306
		<b>20,721</b>	<b>93,585</b>	<b>TOTAL BAY TRAIL II</b>	
31	C5001	HIDDEN VALLEY/HIDDEN LAKES PARK			
				Design	30,275
				Construction	255,000
				Construction Management	15,000
				<b>TOTAL HIDDEN VALLEY/LAKES PARK</b>	<b>300,275</b>
31	C5002	WATERFRONT ROAD PARK SITE			
		6,878		Design	5,229
				Construction	154,945
		168		Construction Management	19,832
		<b>7,046</b>	<b>180,006</b>	<b>TOTAL WATERFRONT RD PARK SITE</b>	
31	C5003	HIDDEN LAKES OPEN SPACE BRIDGE			
		29,731		Design	7,805
				Construction	495,000
		168		Construction Management	19,831
		<b>29,899</b>	<b>522,636</b>	<b>TOTAL HIDDEN LAKES OPEN SPACE</b>	

**Budget for Fiscal Years 2007-08 and 2008-09**

		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
31	C5008	OPEN SPACE SLIDE REPAIRS			
		2,993			
		69,700	17,647		
		12,304	2,558		
		<u>84,997</u>	<u>20,205</u>		
31	C5010	NANCY BOYD PARK IMPROVEMENTS			
			25,000		
			10,000	200,000	
			15,000		
			<u>50,000</u>	<u>200,000</u>	
31	C1012	ANNUAL PAVEMENT MGT PROJECT			
	C1029	15,168	65,000	25,000	25,000
	C1030	483,757	1,345,957	360,000	460,000
		18,113	25,000	15,000	15,000
		<u>517,038</u>	<u>1,435,957</u>	<u>400,000</u>	<u>500,000</u>
31	C1003	BEAUTIFICATION			
			17,406		
			32,270		
			12,000		
			<u>61,676</u>		
31	C1005	ALHAMBRA AVENUE IMPROVEMENTS			
		24,930	153,732		
		9,780	4,806,499		
		379,218	650,000		
		<u>413,927</u>	<u>5,610,231</u>		

**Budget for Fiscal Years 2007-08 and 2008-09**

		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
31	C1025	<b>DOWNTOWN UTILITY UNDERGROUND</b>			
		2,471	97,529	53,750	
			1,210,000	20,000	
		<u>2,471</u>	<u>1,307,529</u>	<u>73,750</u>	<u></u>
31	C1026	<b>MARINA VISTA PHASE II</b>			
			53,000		
			707,494		
			27,000		
		<u></u>	<u>787,494</u>	<u></u>	<u></u>
31	C1027	<b>ALHAMBRA AVENUE PAVING</b>			
		15,074	4,876		
		587,436	115,511		
		21,319	16,682		
		<u>623,828</u>	<u>137,069</u>	<u></u>	<u></u>
31	C1031	<b>ALHAMBRA AVENUE OVERLAY PROJECT</b>			
			50,000		
				150,000	
		<u></u>	<u>50,000</u>	<u>150,000</u>	<u></u>
31	C1033	<b>RAILROAD QUIET ZONE</b>			
				10,000	
		<u></u>	<u></u>	<u>10,000</u>	<u></u>

**Budget for Fiscal Years 2007-08 and 2008-09**

			<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
			<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
31	C1006	VINE HILL SAFETY				
		Design		8,010		
		Construction		52,436		
		Construction Management	679	4,321		
		TOTAL VINE HILL SAFETY	<u>679</u>	<u>64,767</u>		
31	C1007	GREEN STREET BRIDGE RAIL				
		Design		11,768		
		Construction		38,620		
		Construction Management		4,000		
		TOTAL GREEN STREET BRIDGE RAIL		<u>54,388</u>		
31	C1008	WARD STREET BRIDGE RAIL				
		Design		6,945		
		Construction		25,581		
		Construction Management		3,000		
		TOTAL WARD STREET BRIDGE RAIL		<u>35,526</u>		
31	C1034	MAIN STREET STREETScape				
		Design				
		Construction				25,000
		Construction Management				
		TOTAL MAIN STREET STREETScape				<u>25,000</u>
31	C1035	DOWNTOWN TREE LIGHTING				
		Design			7,500	
		Construction			90,000	
		Construction Management			2,500	
		TOTAL DOWNTOWN TREE LIGHTING			<u>100,000</u>	

**Budget for Fiscal Years 2007-08 and 2008-09**

		<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
		<b>Actual</b>	<b>Projected</b>	<b>Budget</b>	<b>Budget</b>
31	C1036				
	HIGHWAY 4/ALHAMBRA AVE. BEAUTIFICATION				
	Design				5,000
	Construction				27,500
	Construction Management				2,500
	TOTAL HWY 4/ALHAMBRA BEAUTIFICATION				<u>35,000</u>
31	C1037				
	HILLSIDE DRIVE EMERGENCY ACCESS				
	Design				5,000
	Construction				42,500
	Construction Management				2,500
	TOTAL HILLSIDE DRIVE EMERGENCY ACCESS				<u>50,000</u>
31	C1038				
	TRAFFIC SIGNAL - ARNOLD @ PACHECO				
	Design			45,000	
	Construction				230,000
	Construction Management				25,000
	TOTAL TRAFFIC SIGNAL-ARNOLD @ PACHECO			<u>45,000</u>	<u>255,000</u>
	<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>	<b><u>2,325,708</u></b>	<b><u>11,812,798</u></b>	<b><u>1,835,777</u></b>	<b><u>1,240,000</u></b>

## 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 is 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 the 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 apply 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. 035-05**

**SETTING FEES AND RESCINDING RESOLUTION NO. 115-00**

**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 statues 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**, Resolution 049-04 authorized the City Manager to execute a contract with Maximus, Inc., a recognized expert in the field of Cost Services, for consulting services to perform a citywide Cost of Services Study; and

**WHEREAS**, consultants from Maximus, Inc. have worked closely with City staff since July 2004 to determine the full cost to the City of providing its service-based user fees; and

**WHEREAS**, notice was sent to interested parties and a public hearing was held on March 2, 2005 in accordance with the California Government Code.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Martinez amends the City's Fee Schedule as described in Exhibits 1, 2, 3, and 4, attached; and

**BE IT FURTHER RESOLVED**, the fees as specified in Exhibits 1, 2, and 3 shall be implemented in three phases. The first phase shall become effective 60 days after adoption on June 6, 2005; the second phase shall become effective on July 1, 2006; and the third phase shall become effective on July 1, 2007. The fees specified in Exhibit 4 are Public Safety Fees and shall be implemented in a single phase, effective 60 days after adoption on June 6, 2005.

**BE IT FURTHER RESOLVED**, Resolution 115-00 and any previous resolutions in conflict with this resolution are rescinded upon the effective date(s) of the new fees.

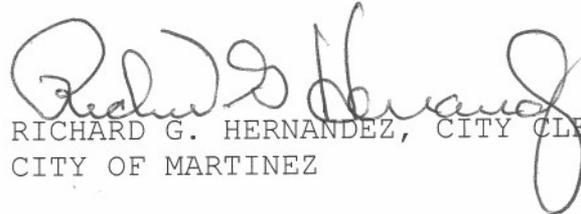
\* \* \* \* \*

**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 an Adjourned Regular Meeting of said Council held on the 6<sup>th</sup> day of April, 2005, by the following vote:

AYES: Councilmembers Kennedy, Ross, and Mayor Schroder

NOES: Councilmember DeLaney

ABSENT: Vice Mayor Wainwright

  
RICHARD G. HERNANDEZ, CITY CLERK  
CITY OF MARTINEZ

**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.

**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.

## **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 2005

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**RESOLUTION NO. -07**

**APPROVING A BUDGET AND AUTHORIZING EXPENDITURES FOR  
FISCAL YEARS 2007-2008 AND 2008-2009**

**WHEREAS**, the City Council has conducted a public session concerning the Proposed Budget for July 1, 2007 through June 30, 2009, 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 2007-2008 and 2008-2009 fiscal years; and

**WHEREAS**, the City Council desires to adopt said budget for the 2007-2008 and 2008-2009 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 for Administrative Services Director 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 to revise the budget so long as the total revisions in any single budget year do not exceed 5% 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 2007-2008 and 2008-2009 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 of 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 6th day of June, 2007, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK  
CITY OF MARTINEZ

## **APPROPRIATION LIMIT**

Proposition 4, commonly known as the Gann Initiative was approved by the California electorate in November, 1979, establishing Article XIII B of the State 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 limit, adjusted annually for changes in the population and inflation.

Proceed of taxes include (1) all tax revenues, (2) proceeds from licenses and user fees to the extent that such fees exceed costs of providing services, (3) interest earnings from investment of tax revenues and (4) discretionary state subventions. All other revenues, i.e. federal funds, enterprise fund revenues, and user fees which do not exceed the cost of providing services are excluded from the limit.

The State Appropriation Limit since was modified by two subsequent initiatives: Proposition 98 in 1988 and Proposition 111 in 1990. Proposition 98 established the return of tax revenues in excess of the limit, with limited exceptions, be returned to the taxpayers within two years by refund or reduction in tax rates unless extensions of the limit are approved by majority popular vote. Proposition 111 allowed new adjustment formulas for the required appropriation limit, that are more responsive to local growth issues. Beginning with the 1990-91 Appropriation limit, cities may choose using the lesser of the California Per Capita Income or U.S. CPI to measure inflation; the growth in the California Per Capita Personal Income or the growth in the non-residential assessed valuation due to new construction within the city. Additionally, instead of using only the population growth of the city, each city may choose to use the population growth within the county. These changes in population and inflation are both annual elections. The proposition also now requires an annual review of the limit calculations, i.e. reviewed by the independent auditor in conjunction with the annual financial audit.

The Appropriation Limit for 2007-08 was calculated at \$134,270,631 for the City of Martinez. This amount was calculated by taking last year's limitation and adjusting it by the California Per Capita Personal Income change of 4.42% and the County population change of 1.13%. The City of Martinez's budgeted tax revenues subject to the Limit are \$16,345,102 or 12.17% of the Appropriations Limit. Therefore the City's tax revenues fall substantially below the appropriation limit.

The resolution to adopt the appropriation limit of \$134,270,631 was adopted via Resolution 034-07, on May 16, 2007.

**RESOLUTION NO. 034-07**

**RESOLUTION ADOPTING THE 2007-08 PROPOSITION 4  
APPROPRIATIONS LIMITATION**

**WHEREAS**, there has been submitted to this meeting of the City Council of the City of Martinez a recommendation for the 2007-08 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 \$134,270,631 utilizing the county population growth and the growth in personal income as the adjustment factors; and

**WHEREAS**, proceeds of taxes subject to the limit do not exceed the calculated Appropriations Limit for 2007-08.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Martinez that 2007-08 Appropriations Limitation is set at the amount of \$134,270,631.

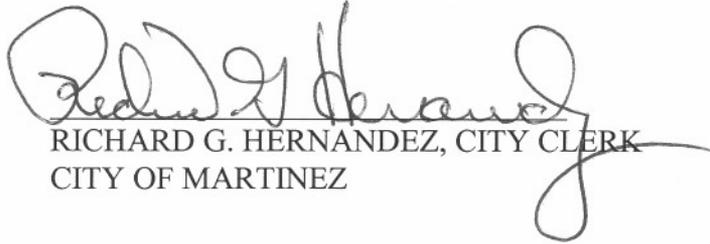
\* \* \* \* \*

**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 May 16, 2007 by the following vote:

AYES: Councilmembers DeLaney, Menesini, Ross, Vice Mayor Kennedy and Mayor Schroder

NOES: None

ABSENT: None

  
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 85% of each increase in Kaiser premium and the employee will pay 15% 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 7% 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. 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 no annual deductible.	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 9% toward employee's portion of the PERS contribution.	For employees that retire after 1/1/04, 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. Employees must pay difference in costs if they choose plan other than Kaiser.	City will contribute \$65 per month per employee into the ICMA Deferred Compensation Plan.
Police Non-Sworn Employees' Assn.	City pays 100% of Premium for Kaiser for employee and dependents. For employees hired after 1/1/07, the City will pay 85% of each increase in Kaiser premium and the employee will pay 15% of the increase. Employees must pay difference in costs if they choose a plan other	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 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 7% 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

<b>GOVERNMENTAL FUNDS</b>		The funds through which most governmental functions typically are financed.
<b>General Fund</b>		Accounts for all financial resources except those required to be accounted for in another fund.
01	General Fund	The general fund is used for all general revenues of the City not specifically levied or collected for other City funds and related expenditures.
<b>Special Revenue Funds</b>		Account for the proceeds of specific revenue sources (other than those for major capital projects) that are restricted legally to expenditure for specific purpose.
20	Public Safety Grants Fund	To account for the revenues received from the federal government and State of California to be used specifically for public safety equipment and personnel.
21	NPDES Stormwater Fund	To 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.
22	Transportation Fund	To account for the local funds as well as funds received from the State of California, Contra Costa County, Amtrak and other outside agencies for the construction of the Intermodal facility and similar projects related to transportation and traffic.
23	Gas Tax Fund	To account for the funds received from the State of California under code 2105, 2106, and 2107 to be used for street and highway related projects.
24	Traffic Congestion Relief	To account for the revenues received from the State of California under AB2928. The allocations must be spent on local streets and roads maintenance, rehabilitation and reconstruction projects according to the State's Traffic Congestion relief Plan.
33	Lighting and Landscaping Fund	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.
34	Mitigation/Impact Fee Fund	To account for revenue received through the collection of mitigation/impact fees.
<b>Capital Projects Funds</b>		Account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary and trust funds).
31	Capital Improvements Fund	To account for the funds spent and revenue received for various capital projects within the city.
<b>Debt Service Funds</b>		Account for the accumulation of resources for, and the retirement of, general long-term debt principal and interest.
41	City Hall COP	On December 1, 1992 the City issued Certificates of Participation (COPs) in the amount of \$3,010,000. COP proceeds were used to finance the rehabilitation and expansion of the Martinez City Hall.
<b>PROPRIETARY FUNDS</b>		The funds used to account for a government's business-type activities (activities supported in least part by fees or charges).
<b>Enterprise Funds</b>		Account for activities for which a fee is charged to external users for goods and services.
71	Water System Fund	To account for the funds received from customers receiving water service provided by the City and the related expenditures for administration; system improvements, maintenance and repairs; debt service for issues related to the provision of water to customers.
72	Water System Capital Improvements Fund	
73	Marina System Fund	To account for the operations of the municipal marina.
74	Marina System Capital Improvement Fund	
75	Parking Services Fund	To account for the activities related to the various parking lots in the downtown area and Martinez Museum site, including parking meters and shuttle services.
76	Parking Services Capital Improvement Fund	
<b>Internal Services Funds</b>		Account for the financing of goods and services provided by one fund, department, or agency to other funds, departments or agencies of the financial reporting entity, or to governments, on a cost-reimbursement basis.
81	Equipment Replacement Fund	To account for the accumulation of funds for equipment replacement and the subsequent replacement and maintenance of equipment under City control.
82	Management Information System Fund	To account for the services rendered to all City departments for management of the City's hardware and software needs.

## **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.

**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.

**Account Number** – Numeric identification of the account.

**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.

**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.

**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 XIII B 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.

**Assessed Valuation** – An official value established for real estate or other property as a basis for levying property taxes.

**Assets** – Government-owned property that has monetary value.

**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.

**Authorized Positions** – Those ongoing positions approved in the final budget of the preceding year.

**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.

**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 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.

**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 (CIP)** – 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 (COP)** – Obligations of a public entity based on a lease or installment sale agreement.

**Comprehensive Annual Financial Report (CAFR)** – An official annual financial report of a government.

**Consumer Price Index (CPI)** – 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.

**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 (COLA)** – 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.

**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** – (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.

**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.

**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 schedule 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.

**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.

**Fee** – The amount charged by the City to provide a specific service, tied directly to the cost to the City of providing that service.

**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.

**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 (FTE)** – 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 Balance** – The net effect of assets less liabilities at any given point in time.

**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 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.

**Goals** – Broad mission statements which serve as guiding principles of the City Council.

**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.

**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.

**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.

**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.

**Internal Service Fund** – A fund used to account for services provided by one department to other departments on a cost-reimbursement basis.

**Liability** – Debt or other legal obligations arising out of past transactions which must 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.

**Modified Accrual Basis or Method** – A basis 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.

**NPDES** – National Pollutant Discharge Elimination System. This program controls water pollution by regulating point sources that discharge pollutants into waters of the United States. Point sources are discrete conveyances such as pipes or man-made ditches.

**Nondepartmental** – The department designation assigned to budgets that provide for performance of work or purchase of goods that cross or transcend departmental lines.

**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.

**PERS** – Public Employees Retirement System, a mandatory fringe benefit for City employees.

**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.

**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.

**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.

**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.

**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.

**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

**ABAG** - Association of Bay Area Governments

**CAFR** - The Comprehensive Annual Financial Report is prepared in conformity with Generally Accepted Account Principals (GAAP) as set forth by the Governmental Accounting Standards Boards (GASB).

**CCC** - Contra Costa County

**CCCMRMIA** - Contra Costa County Municipal Risk Management Insurance Authority

**CCCSB** – Central Contra Costa Sanitary District

**CCTA** - Contra Costa Transportation Authority

**CCWD** - Contra Costa Water District

**CDBG** - The Community Development Block Grant program is funded by the Federal Department of Housing and Urban Development.

**CERT** – The Community Emergency Response Team program provides emergency services training to enable neighborhood or workplace teams to prepare for and respond effectively to an emergency situation until professional responders arrive.

**CIP** - Capital Improvements Program outlining the infrastructure needs for the City of Martinez.

**COP** - Certificate of Participation - Obligations of a public entity based on a lease or installment sale agreement.

**CPI** - Consumer Price Index

**CSMFO** - 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.

**DBAW** – Department of Boating and Waterways

**ERAF** - Educational Revenue Augmentation Fund is a state mandated property tax shift to schools.

**GAAP** - Generally Accepted Accounting Principles

**GASB** – Governmental Accounting Standards Board

**GFOA** - Government Finance Officers Association is a non-profit professional association serving 9,500 government finance professionals throughout North America. Over 11,000 governments participate actively in the associations' activities.

**HES** – Hazard Elimination System

**ISTEA** – 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.

**LAIF** - Local Agency Investment Fund, which is a State pool of municipal funds.

**LLD** - Landscape and Lighting District

**NPDES** - National Pollutant Discharge Elimination System

**O & M** – The Operation & Maintenance cost associated with a capital facility that will impact the City on an ongoing and annual basis.

**OPEB** – Other Post Employment Benefits

**POST** - Peace Officer Standards and Training Act regulates law enforcement standards.

**TEA** – Transportation Equity Act

**TFCA** – Transportation Funds for Clean Air

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