CITY OF MARTINEZ

2003 – 2005 BUDGET

ROB SCHRODER, MAYOR

MARK ROSS, VICE MAYOR

LARA DELANEY, COUNCILMEMBER

JANET KENNEDY, COUNCILMEMBER

BILL WAINWRIGHT, COUNCILMEMBER

JUNE CATALANO, CITY MANAGER

JUNE 4, 2003

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June 4, 2003

Honorable Mayor and City Council Members:

I respectfully submit to you the Proposed Biennial Budget for the City of Martinez for fiscal years 2003-2005. The proposed budget supports the goals set forth by the City Council to:

- Ensure public safety and security
- Develop methods of financing infrastructure
- Revitalize Downtown
- Enhance community pride and involvement
- Practice fiscal responsibility

This budget is the City's first biennial budget. We believe a two-year budget provides a better planning tool, and although we expect to make adjustments as needs arise during the budget cycle, ultimately we hope that the budget will serve as a blueprint for our activity over the course of the next two years. The 2003-2005 Proposed Biennial Budget continues 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.

RECAP OF 2002-2003

The General Fund balance at the close of fiscal year 2001-02 was $8.2 million. Despite the State and Federal budget deficits and the continued sluggish economy, the City's revenues in fiscal year 2002-03 are expected to be close to original projections. Increases in property tax, franchise fees and building activity have offset lower than estimated sales tax and interest income. We expect that the General Fund will end fiscal year 2002-03 after inter-fund transfers with an unreserved fund balance of $7.1 million.

The City had many accomplishments that supported the Council's goals for 2002-03. These achievements are enumerated in each department's budget narrative, and the most significant are highlighted below.

Ensure a safe community

- Completed a new police evidence facility to meet State requirements for evidence preservation
- Secured a federal grant for the School Resource Officer position
- Expanded the Traffic Division to improve traffic enforcement and accident investigation
- Curtailed drug activities at problem residences and locations
- Installed a new police radio system
- Began implementing the Homeless Management Program
- Installed video monitoring equipment, a controlled access system, and regular inspections at the Water Treatment Plant
- Began construction of a new Emergency Operations Center

Provide essential services to keep the City attractive and well maintained

- Completed renovations and replacement of park play equipment in Golden Hills, Holiday Highlands and Waterfront parks, and completed the Waterfront Skate Park
- Continued the Pavement Management Program, including repaving projects on Castro, Estudillo, Allen, Palm, Marina Vista, Berrellesa, and portions of Escobar
- Renovated numerous City street medians as part of the City's Beautification Program
- Began construction of monument signs at major entry points to the City
- Secured $855,000 State grant for boat launch ramp renovation, and $250,000 grant for Ferry Plaza improvements
- Repaired 5 athletic fields in partnership with the Pleasant Hill/Martinez American Youth Soccer Organization
- Completed repairs and improvements to the municipal pool
- Conducted more than 6,000 building inspections, 250 storm water inspections, and 750 right-of-way inspections, and issued 1,600 building permits
- Handled 1,500 code enforcement complaints and opened 600 new code enforcement cases
- Received 3 solid waste grants, and implemented household battery, fluorescent lamp and computer monitor collection programs

Attract and retain a prosperous and diversified business community

- Facilitated the opening of a home improvement superstore
- Assisted in the opening of 7 other new businesses, including 2 restaurants and a clothing store
- Selected a consultant to prepare the Downtown Plan and EIR
- Worked closely with the Chamber of Commerce and Main Street Martinez to develop marketing and communication tools, such as an updated business directory

Support the growth of arts and cultural opportunities

- Received the designation of Tree City USA in recognition of our urban forestry efforts
- Completed sight line improvements, created a new entrance to the John Muir Amphitheater, and facilitated the second annual John Muir Mountain Days musical
- Coordinated special community events such as the Heritage Day, Youth Baseball, and Children's Holiday Light parades

Retain a highly skilled and effective workforce to provide excellent customer service and promote strong communications with citizens

- Received numerous awards for the City's Budget and Annual Financial Report
- Designed and published the first 3 issues of the Martinez City Times Newsletter
- Reduced on the job injuries by 42% and received a Safety Program excellence award from Risk Management
- Selected and began implementing new human resources/financial management software
- Hired a Deputy Director of Parks and Community Services and a Senior Center Supervisor

FINANCIAL SUMMARY

Economic Climate

The nationwide economic slowdown that began in 2000 continued amidst fears of the costs of the wars in Iraq and against terrorism, high unemployment, and soaring deficits in the State and Federal governments. Consumer confidence plummeted earlier in the year but has shown signs of recovery after the combat in Iraq appears to have largely concluded. The stock market has continued its seesaw pattern. Economists have a range of opinions regarding when the economy will rebound. Although more than 465,000 jobs were lost in February and March of 2003, some

recent economic indicators are more promising. The Federal Reserve is closely monitoring the economic environment and has indicated it will consider additional interest rates cuts if needed to stimulate the recovery.

The State is facing a deficit of up to $38 billion, an amount larger than the budgets of 48 states. The Bay Area continues to be especially hard hit by the economic slowdown, still reacting to the dramatic downward spiral of the high-tech industry. Nearly 285,000 jobs were lost in the Bay Area between January 2001 and January 2003. The East Bay has benefited from greater diversity in its job base, and has experienced a loss of 1.5% of its jobs. Economic forecasters do not expect the job market to rebound until 2004 or 2005. The housing sector has remained one of the few bright spots in the economy, as a combination of record low interest rates and unmet demand have allowed many to purchase or refinance homes, and driven up property values.

In a recently completed survey of California cities, the Fiscal Condition of California Cities[1], 83% of city officials expect their city's financial situation to decline. Looking ahead to 2004, 93% of city officials believe their city will be less able to meet its financial needs. Although California's financial condition is worse than elsewhere in the country, the majority of city officials nationwide report their cities are worse off financially than in the previous fiscal year. California city officials ranked the State budget process as the factor having the most severe impact on cities' ability to match revenues with needs. City officials also identify the limited share of property tax revenues, lack of dedicated city revenue sources, lack of support for tax increases and population growth as factors having a severe impact on city services. Seventy percent of city officials cite public safety retirement benefits as having a major or grave impact on their city's fiscal health.

Local Economy

The State influences over 77% of the City's revenues. The property tax shift from cities, counties, and special districts to schools (ERAF) that began in 1992 has resulted in a loss of nearly $14 million in revenue to Martinez, and is estimated to cost the City more than $3.4 million over the next two years. The Governor's initial proposal to eliminate the Vehicle License Fees (VLF) backfill would have cost the City $1.4 million, or nearly 10% of its General Fund. At this time, it appears that VLF fees will be restored to pre-1998 levels; however, because the State has not yet adopted a budget, we do not know with certainty what other reductions may be imposed on cities. We anticipate that most State mandated reimbursements will be deferred, and Public Safety grants and Traffic Congestion Relief funds will be at

[1] Survey of California cities conducted by the Institute for Self Government (ILSG) in November 2002 (Western City, May 2002).

risk. Given this level of uncertainty, it is essential that the City maintain a healthy reserve to address revenue shortfalls that may result from the State's actions.

The City's General Fund revenue is projected to grow by 1.22% in 2003-04 and 1.93% in 2004-05. Property tax, which represents 33.5% of General Fund revenues, is estimated to grow by a healthy 5% in 2003-04, and another 3% in 2004-05. Total sales tax is 24.6% of the City's General Fund revenue and is expected to increase modestly by 3.5% in FY 2003-04 and 2% in FY 2004-05, largely due to the opening of a large home improvement retail business late last year. The total value of the other revenue sources such as the VLF backfill, franchise fees, business license tax, transient occupancy tax, and user fees, is expected to grow at an overall rate of 3.2%. The City intends to evaluate its fees in the coming months to ensure they are in line with costs and comparable to surrounding communities.

The cost of insurance has skyrocketed since September 11, 2001. Insurance includes workers' compensation, liability, and employee benefits, and represents 14.8% of the total budget. In addition, a recent actuarial analysis of the City's retiree medical benefits concluded that the City has a liability of $11.8 million. To meet this obligation, the City will need to set aside an amount each year to fund current and future liability, which in 2003-04 is $943,000, and in 2004-05 is $978,000. To meet this obligation in 2004-05, a transfer of nearly $560,000 from Unrestricted to Restricted Reserves is required.

The cost of PERS retirement has also dramatically increased. In 2003-2004, contributions will increase by nearly $300,000, and in 2004-05 by nearly $530,000 to $1.5 million. PERS has been forced to increase its projections for employer contribution rates in future years, due to the dismal performance of the stock market for the third straight year. By 2005-06, PERS now estimates the City's employer contribution rate for its sworn employees will surge to 33.4% of payroll, nearly $1.5 million, and the rate for miscellaneous employees will climb to nearly 13%, or $850,000.

Budget Highlights

Total General Fund expenditures, including one-time transfers from Reserves, are $15,659,185 in 2003-04, and $15,790,238 in 2004-05. Staff has carefully reviewed all operations expenditures and has identified reductions of $1.1 million in comparison to 2002-03. We are not recommending reductions in positions. The City's staffing levels are low in comparison to surrounding cities of similar size. For example, the City's ratio of FTEs per 1,000 of population

is 3.5. The average of comparable cities is 4.6 FTEs/1,000 population.[2] Reductions in staff would severely impact our ability to continue to provide essential services. The proposed budget includes the following significant changes:

	2002-03	Change	%	2003-04	Change	%	2004-05
Salaries	$6,954,594	$360,560	5%	$7,315,154	$295,312	4%	$7,610,466
Insurance (health, workers' comp, liability)	$1,733,822	$582,420	34%	$2,316,302	$53,685	2%	$2,369,987
PERS costs	$646,944	$294,455	46%	$941,399	$528,688	56%	$1,470,087
Retiree medical	$909,000	($73,480)	-8%	$835,520*	$35,911	4%	$871,431*
Vehicle replacement charges	$656,385	($392,905)	-60%	$263,480	392,905	149%	$656,385
Professional/Technical Services	$1,167,024	($191,504)	-16%	$975,520	$35,000	4%	$1,010,520
Overtime and Temporary Services	$1,238,843	($274,669)	-22%	$964,174	-	-	$964,174
Utilities Expenses	$849,279	($148,419)	-17%	$700,860	-	-	$700,860
Contingency	$100,000	$130,000	130%	$230,000	($185,000)	-80%	$45,000
Debt Service (City Hall COP)	$256,808	($196,601)	-77%	$60,207	$194,050	322%	$254,257

*A portion of the retiree medical costs is allocated to other funds; total costs are $943,000 in FY 2003-04 and $978,000 in FY 2004-05.

Salaries, retirement benefits, health benefits, and liability insurance represent 75% of the FY 2003-04 operating budget and 80% of the FY 2004-05 operating budget.

[2] Includes totals for primary services that are contracted by other cities (ie Police Services)

Although a healthy fund balance is important to protect the City in times of economic uncertainty, it is equally important to carefully invest where appropriate to enhance the quality of life and to support economic development opportunities that will provide long term benefits to the City. A portion of the fund balance, $2,069,493, has been designated to support the City Council's goals:

	2003-2004	**2004-2005**
Paving Projects	$400,000	$250,000
Downtown Plan and EIR[3]	$225,000	
Parks/Beautification Projects	$100,000	$100,000
Main Street Martinez	$75,000	
Chamber of Commerce	$70,000	
John Muir Amphitheater	$68,000	
Economic Development Plan	$50,000	
Extended Library Hours	$38,500	$38,500
City Banner Program	$30,000	
Redevelopment Feasibility Study	$30,000	
Arts Development Fund	$20,000	
Legacy Project Survey	$15,000	
Retiree Medical Liability		$559,493
Transfer Totals	$1,121,500	$947,993

[3] The City will receive a $75,000 grant to cover the remaining cost of the project.

General Fund Group Summary
2003-2005 Proposed Budget

	2003-2004	**2004-2005**
Revenues	$14,564,385	$14,844,852
Expenditures/Transfers	($14,537,685)	($14,842,245)
Excess Revenue/Expenditures	$26,700	$2,607
Investment from Reserves	($621,500)	($38,500)
Transfers to Restricted Reserves		($559,493)
Interfund Transfers In (Out)	($500,000)	($350,000)
Net Change to Fund Balance	($1,094,800)	($945,386)
Beginning Fund Balance	$7,124,980	$6,030,180
Ending Fund Balance	$6,030,180	$5,084,794

The total budget for all City operating funds in 2003-04 is $27,102,817 and in 2004-05 is $27,763,088. All City operating 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.

Highlights of the Other Funds budgets include:

A $140,200 set aside in the Parking Fund in FY 2003-04 and a $105,400 set aside in FY 2004-05 for a downtown parking structure.

An increase of $36,700 in the Water Fund is proposed for several security enhancements. The Water Fund shows an operating deficit of $257,914 in 2004-05; however, a water rate analysis is in progress, and the recommendations of that report may affect the revenue projections.

Capital Improvement Program
The Capital Improvement Program (CIP) budget for 2003-04 is $7,371,491 and $8,261,076 in 2004-05. The projects included in the program are described in Section 10, Capital Improvement Program.

CONCLUSION

The City must continue its efforts to strengthen the local economy by supporting existing businesses and aggressively pursuing opportunities to attract new businesses that meet the community's needs and diversify its economic base. It is equally important that the City continue its prudent fiscal management to ensure that its resources are adequate to draw upon if needed during times of economic uncertainty. The four-year projections presented in the budget indicate significant operating deficits beginning in 2005-06, largely due to extraordinary growth in the cost of health and retirement benefits. Over the next year, the City will be identifying ways to both reduce costs and attract new sources of revenue in order to preserve essential services and to maintain the City's fiscal stability.

This Proposed Budget presents a plan for addressing the goals of the City Council within existing resources. It supports both the immediate needs of the community and is cognizant of the long-term fiscal health and viability of the City.

Respectfully Submitted,

June Catalano
City Manager

BUDGET GUIDE

The Budget for 2003-2005 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.

This Guide provides an overview of the elements of the document, gives a list of key budget assumptions, and describes the structure of the City's finances and the budget process. This section also includes a City organization chart and list of authorized positions.

ELEMENTS OF THE BUDGET DOCUMENT OVERVIEW

The document includes the following key elements:

Budget Message
The Budget Message is the City Manager's transmittal letter to the City Council. The Budget Message 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.

General Fund and All Funds Summaries
The General Fund and All Funds Summaries sections provide summary financial information regarding projected revenues, expenditures, fund balances and reserves. These sections include fund descriptions and information regarding all revenue sources.

General Government and Departmental Operating Budgets
The General Government section provides descriptive information on the functions, accomplishments, objectives, and budget highlights of the General Government budget group, and a listing of both historical and proposed expenditures for this area. This section also contains narrative and financial information on the non-departmental services budget group, which represents a variety of citywide functions, and financial information on specific special assessment and debt service funds.

The Departmental Operating Budgets are divided into individual sections for the following operating departments: Administrative Services, Building, Community Development, and Police. Each section details the historical and proposed expenditures of the respective department and includes a departmental organization chart, staffing summary, and 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 FY 2002-03, upcoming objectives, and budget highlights.

Capital Improvements
The Capital Improvements section details the proposed capital projects for the 2003-05 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.

Appendices
The Appendices section includes: the Budget Resolution; Appropriation (Gann) Limit Resolution and Calculation; Investment Policy; Fixed Assets Capitalization and Inventory Control Policy; City Profile; Area Map; Summary of Benefits by Rep Unit; Guide to Funds by Number; Budget Glossary; and Budget Index.

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 FY 2003-04 and 3% in FY 2004-05. These growth assumptions are representative of the region-wide surge in real estate values as a result of home sales. These projections are based on historical trends of assessed valuation growth for the City of Martinez, and input from the County Assessor's Office.
- Sales Tax revenues will increase by approximately 3.5% in FY 2003-04 and 2% in FY 2004-05. These projections for modest increases result from a combination of new big box retail revenues, partially offset by an overall softening of the regional retail market.
- Motor Vehicle In-Lieu Tax revenues are assumed to grow by approximately 2% in both FY 2003-04 and FY 2004-05 as the new car market softens. This budget assumes there will be no State reductions.
- Franchise Fee Revenues are expected to remain relatively the same in FY 2003-04, and increase marginally in FY 2004-05.

- Other major general fund tax revenues such as Business License Tax, Documentary Transfer Tax, and Transient Occupancy Tax are expected to increase between 1% and 5%.
- Revenues from Police Services and Court Fines are expected to increase substantially in both fiscal years in anticipation of fee increases.
- Revenues from the State Mandated Services Program are expected to decrease substantially due to anticipated deferments of State mandated reimbursements. Accordingly, the City has included in the budget only the reimbursements for Booking Fees, which are expected to continue.

Expenditure Assumptions

- Annual 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 expected to increase to 6.476% in FY 2003-04 and 17.2% in FY 2004-05. Employer PERS contribution rates for miscellaneous personnel are expected to increase to 3.638% in the first year and 7.8% in the second year.
- Healthcare costs are expected to increase by 15% in both fiscal years.
- Worker's Compensation pay rates will increase in FY 2003-04 to 9.2% of payroll. For FY 2004-05, the rate assumes a 20% reduction as a result of an anticipated improvement in the City's claims experience.
- Liability rates will increase by 99% to 7.7% of payroll for both FY 2003-04 and FY 2004-05.
- A vehicle-purchasing freeze will be instituted for FY 2003-04, resulting in total savings of $393,900 to the General Fund and $600,000 across all funds.
- The City's refinanced 1992 City Hall Certificate of Participation (COP) will result in a bond refund savings of $195,000 in FY 2003-04. The refinanced 1993 Water System COP will result in savings of $24,600 in FY 2003-04 and $24,700 in FY 2004-05.
- The PERS rate charged to departments is an average rate based on the past 10 years. This methodology is designed to mitigate PERS rate volatility. When the actual PERS rate falls below the charged (average) rate, the excess funds are kept in a liability account to offset times when the actual PERS rate exceeds the average rate.

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 2003-05 Budget are grouped into the major categories described as follows:

General Fund
The General Fund is the general operating fund of the City of Martinez. It is used to account for all financial resources except those required to be accounted for in another fund. The major revenue sources for this fund are property taxes; sales taxes; other taxes (such as the Vehicle License Fees, Transient Occupancy, and Documentary Transfer taxes); licenses; fees; and other sources such as interest income. Expenditures are made for general administrative services, public safety, most street work, and other services not required to be accounted for in another fund.

Special Revenue Funds
Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. Special revenue funds include Cops grants, gasoline tax, transportation funds, and National Pollution Discharge Elimination System (NPDES).

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).

Internal Service Funds
Internal Service Funds are proprietary funds used to 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 City's Internal Service Funds are the Equipment Replacement Fund and the Management Information System (MIS) Fund.

Enterprise Funds
Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the City is that the costs and expenses, including depreciation, of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the City has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City's Enterprise Funds include the Parking Services, Water, and Marina funds.

Capital Improvement Program (CIP) Funds
CIP Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds).

THE BUDGET PROCESS

The budget includes the City's 2-year operating budget and 5-year Capital Improvement Program (CIP). 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 January. Departments were instructed to submit their budget requests to the City Manager by the end of February so that the 2-year budget could be developed and reviewed by the Budget Subcommittee. Additionally, the City Council held public goal-setting sessions in March and May to establish the City's priorities for the budget period. Also in May, the Council held a Budget Workshop to present and discuss the City's budget calendar, goals and objectives, and key financial information. The budget – and an appropriations resolution to fund both years of the budget – is scheduled for presentation and adoption at a public City Council meeting in the month of June.

After the budget has been adopted, the monitoring phase will begin. 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.

Basis of Accounting
Basis of accounting refers to how revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements, regardless of the measurement focus applied. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting. These fund revenues are recognized when they become measurable and available as net current

assets. Measurable means the amount of the transaction can be determined, and available means the amount is collectable within the current period. Amounts which could not be measured or were not available are not accrued in the current fiscal year.

Revenues that are susceptible to accrual are property, sales, and franchise taxes, licenses, special assessments and interest revenue, and certain other intergovernmental revenues. Fines, permits, and charges for services are not susceptible to accrual because they are not measurable until received in cash.

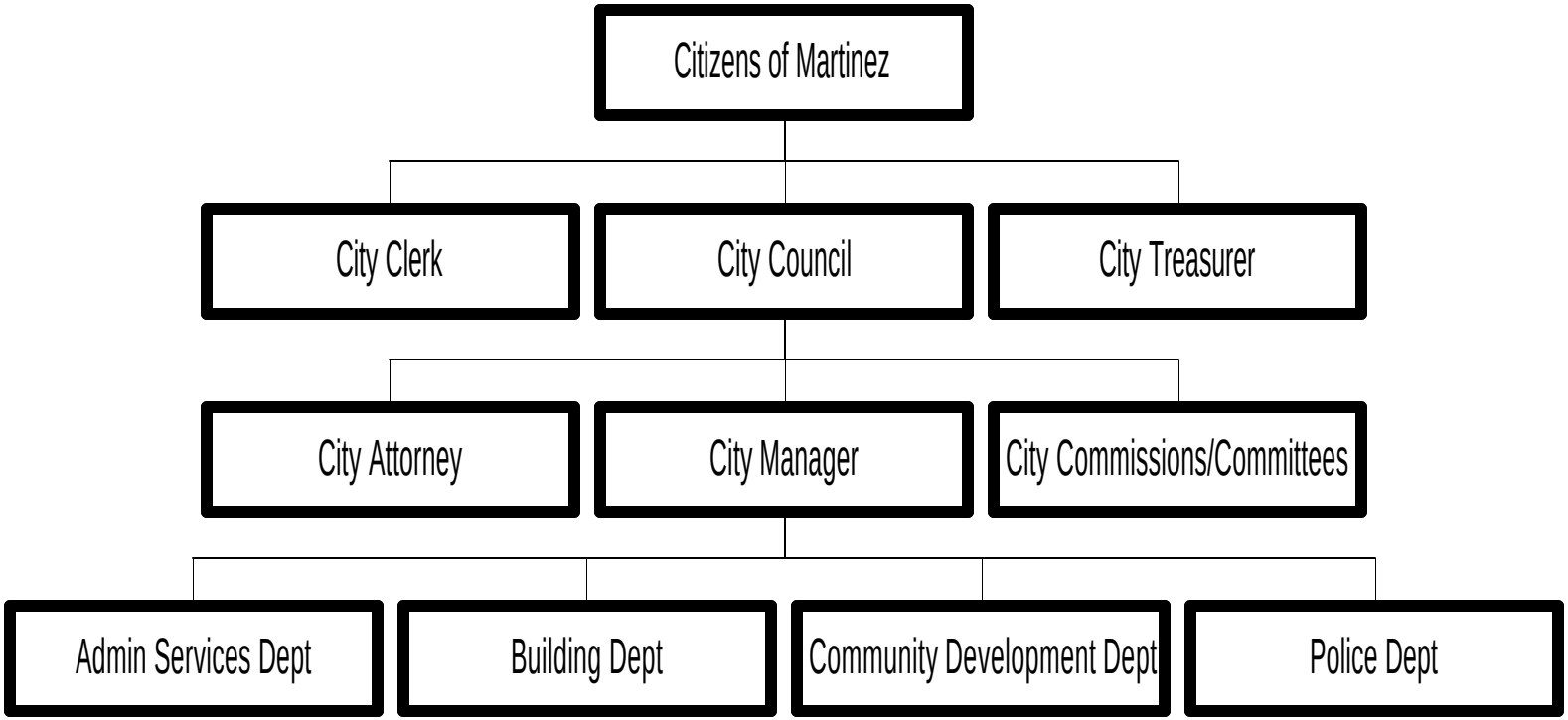
Expenditures are generally recognized under the modified accrual basis of accounting. An exception to this rule is principal and interest on general long-term debt, which is not recognized by debt service funds until it is due. Financial resources usually are appropriated in funds responsible for repaying the debt for transfers to a debt service fund in the period in which maturing debt principal and interest must be paid. Thus, the liability is recognized by the fund responsible for paying the debt, not the debt service fund.

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 the fixed assets.

Cost Allocation

Cost allocation is a means by which the City charges various non-General Fund groups for work effort provided in those areas, and then "recovers" the costs to the General Fund. The City uses both direct and indirect cost allocation. Direct costs are readily identifiable with a specific service or project and benefit one cost objective. Direct costs are based on "time and attendance," or documented hours spent performing a particular task or service. These costs are budgeted based on both trends and specific information provided by department heads. For indirect costs, the City uses a new multiplier formula to compute citywide and department level allocations. This formula calculates departmental and citywide overhead factors based on the distribution of expenditures between the categories of personnel, operating, and capital costs. The multipliers are then applied to areas such as the enterprise, internal service (proprietary), and special revenue funds to determine what amounts should be re-allocated to the General Fund.

City of Martinez Organization Chart



CITY STAFFING SUMMARY

Authorized Positions	Actual 2001-02	Actual 2002-03	Recommended 2003-04	Recommended 2004-05
General Government	3.00	3.00	3.00	3.00
Administrative Services	11.00	11.00	11.00	11.00
Building Dept	7.00	7.00	7.00	7.00
Community Development Dept	53.80	54.80	54.80	54.80
Police	53.00	55.00*	56.00**	55.00*
*** Includes one grant funded position**				
****Includes two grant funded positions**				
GRAND TOTAL	**127.80**	**130.80**	**131.80**	**130.80**

GENERAL FUND SUMMARY

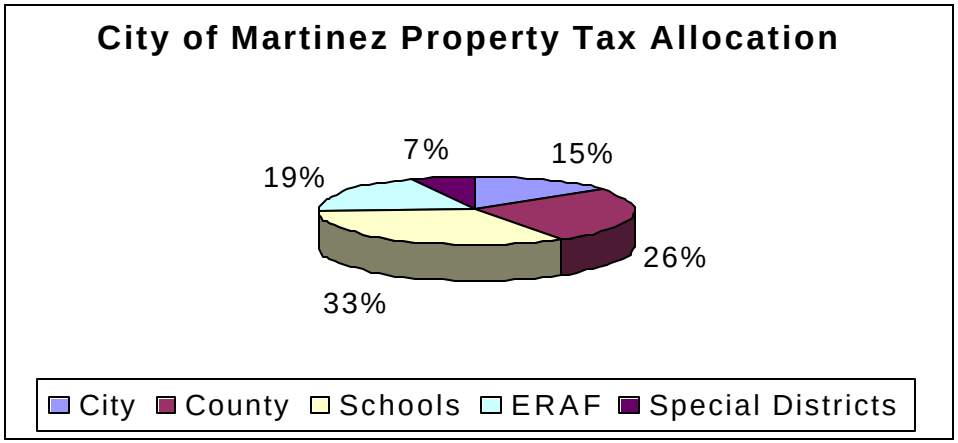
The General Fund is the City's primary reporting entity for current general government operations of the City of Martinez. It accounts for all financial resources not required by law or administrative action to be accounted for in another fund. All revenues not restricted to specific purposes are recorded 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. An expenditure summary is also provided in this section. More detail regarding expenditures can be found in sections 5-10. Historical information and 4 year projections for the General Fund complete this section.

GENERAL FUND REVENUES

Major revenue sources to the General Fund include a variety of taxes, fees, and other miscellaneous income. The revenue sources listed below each generate a minimum of $100,000 annually. The top four revenue sources, presented in order of revenue, are Property Tax, Sales and Use Tax, Motor Vehicle In-Lieu Tax, and Franchise Fees.

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 (26%), school districts (33%), special districts (7%) and the Education Revenue Augmentation Fund (ERAF 19%). The chart below illustrates how the City shares property tax with other agencies.



Property tax revenue is expected to increase by 5% in FY 2003-04 to $4.88 million and 3% in FY 2004-05 to $5.03 million, largely due to new construction and the reassessment of recently sold properties. These assumptions are representative of the region-wide surge in real estate values as a result of strong home sales activity. 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 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. Cities receive 1% of sales tax revenue based on a point-of-sale formula. Sales tax revenue is projected to grow by 3.5% in FY 2003-04 to $3.22 million and 2% in FY 2004-05 to $3.28 million. These projections for modest increases result from a combination of strong big box retail revenues, partially offset by an overall softening in the local retail market.

Motor Vehicle In-Lieu Tax

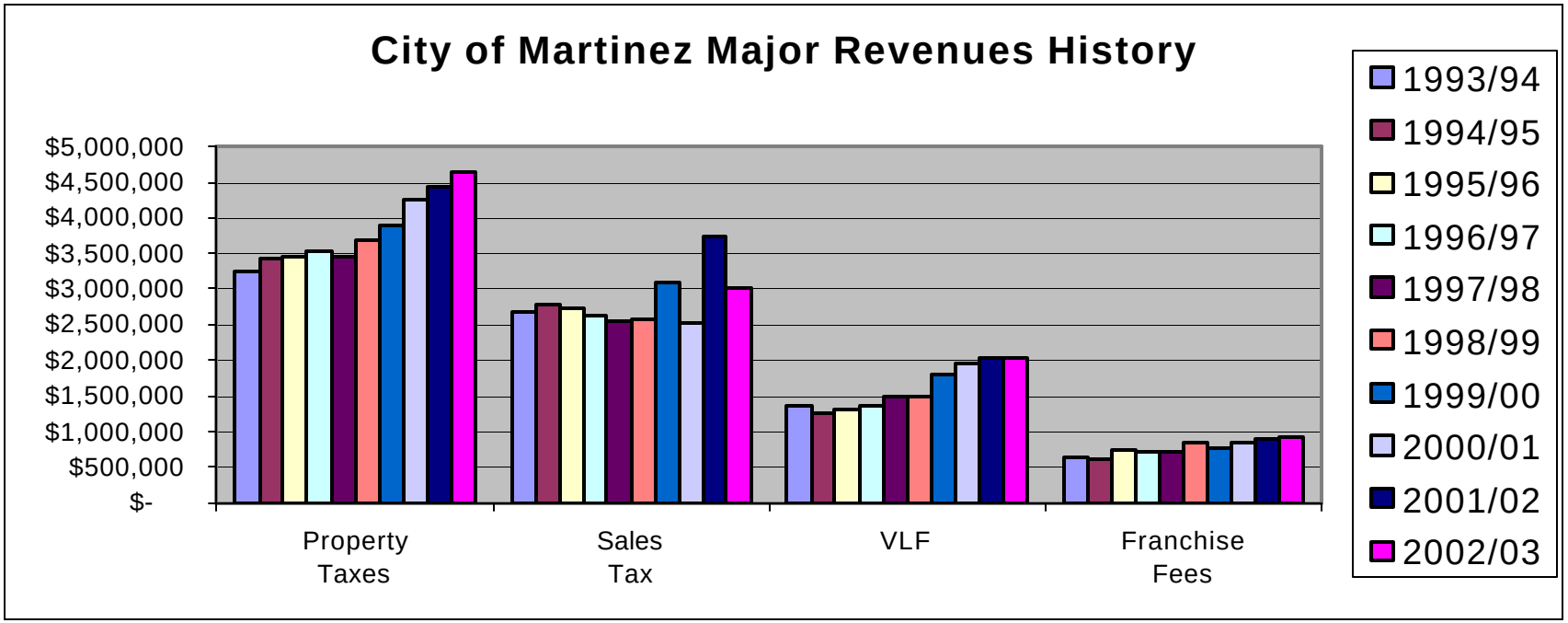
A license fee equivalent to 2% of the market value of motor vehicles is imposed annually by the state "in lieu" of personal property taxes. Most of this revenue is shared equally by cities and counties. Proposition 36 of 1986 (Article XI, Section 15) requires that the Vehicle License Fee (VLF) be allocated to cities and counties. However, the legislature may alter the tax rate and allocation among cities and counties. The rate was reduced by two-thirds in 1998, with the State providing the backfill from its General Fund. The Vehicle License Fees are expected to rise next year in an effort to alleviate a portion of the State budget deficit.

We have projected a 2% increase for each of the next two years, and have estimated revenues of $2.08 million for FY 2003-04, and $2.12 million for FY 2004-05.

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, Comcast (cable television), and Pleasant Hill/Bayshore Disposal (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. This revenue source is projected to remain relatively the same at $921,000 in FY 2003-04, and increase marginally to $939,000 in FY 2004-05.

The chart below provides a historical perspective of the growth of the top four General Fund revenue sources over the past 10 years.



Note: Sales Tax Revenues for FY 2001-02 include audit adjustments for deferred revenues and accruals at year-end. The drop from FY 2001-02 to FY 2002-03 is the result of these adjustments and an overall softening of the economy.

Other major revenues allocated to the General Fund include the following:

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. This revenue is estimated to increase at the same rate as our regular sales tax revenue. Projected revenues are $367,000 for FY 2003-04 and $375,000 for FY 2004-05.

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 that is collected by the County. This revenue source is projected to increase marginally over current year's revenues to $180,000 in FY 2003-04 and to $181,000 in FY 2004-05. 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 for this fiscal year is expected to remain flat at $300,000 for both fiscal years.

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 in FY 2003-04 by 1.4% for a CPI adjustment. We are also projecting an additional 5% as a result of the City's enforcement efforts. It is estimated that the revenue for FY 2003-04 and FY 2004-05 will be $421,621 and $448,900, respectively.

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. Over the next two years, this revenue source is expected to increase at the same rate as the CPI – projected to be 1.4% – to approximately $294,000 in FY 2003-04 and $298,000 in FY 2004-05.

Court Fines
This includes fines for parking and moving violations. The annual revenue is expected to increase to approximately $381,000 in FY 2003-04 and $389,000 in FY 2004-05 as a result of anticipated fee increases.

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 $275,000 is projected for the next fiscal two years as interest rates are expected to remain constant.

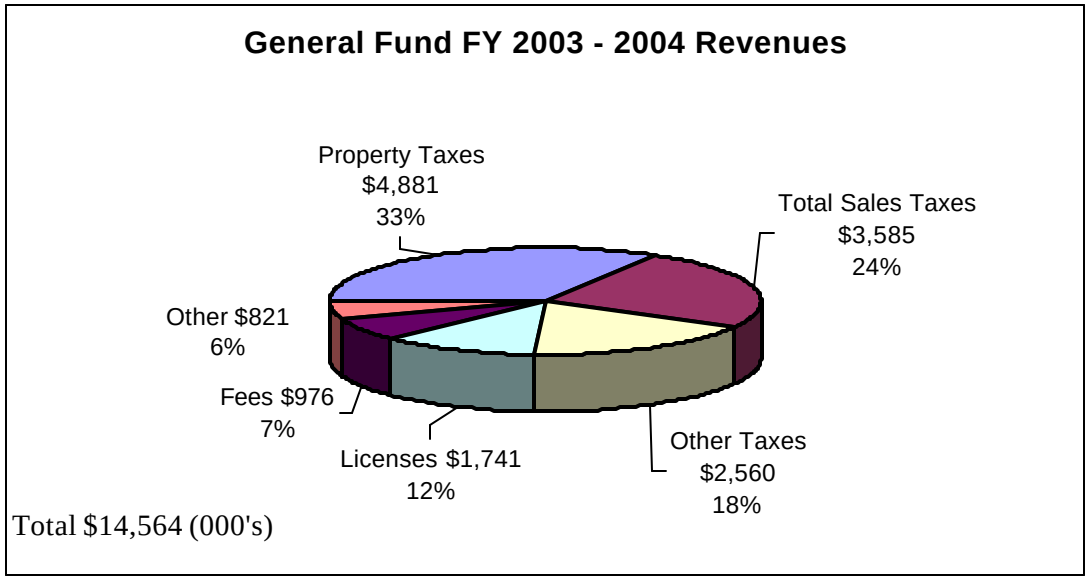
State Mandated Services
The State Mandated Services Program reimburses the City for specific mandated administrative tasks that would not otherwise be performed by the City. The Booking Fees Relief portion of the revenue, which in prior years was appropriated to ERAF revenues, has

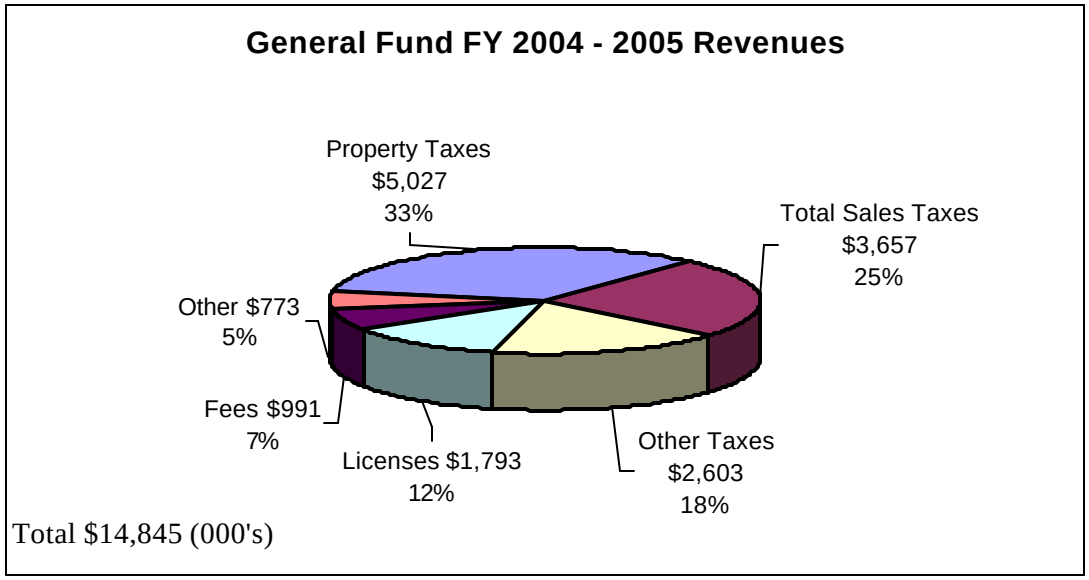
been moved here to more accurately reflect the nature of the revenue. The annual revenues of $76,000 projected for this fund include only Booking Fees in both FY 2003-04 and FY 2004-05, as the State has announced its intention to defer reimbursements for all other mandated services.

Daycare Fees
These fees are collected to offset the cost of providing contract child daycare services. This revenue is expected to increase to approximately $172,200 next year, assuming continued funding from the County for the Headstart program and a modest increase in enrollments. A like amount is projected for FY 2004-05.

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 FY 2003-04 to $310,000, and 3% in FY 2004-05, reflecting the increasing costs for General Fund support services.

GENERAL FUND BUDGETED REVENUES





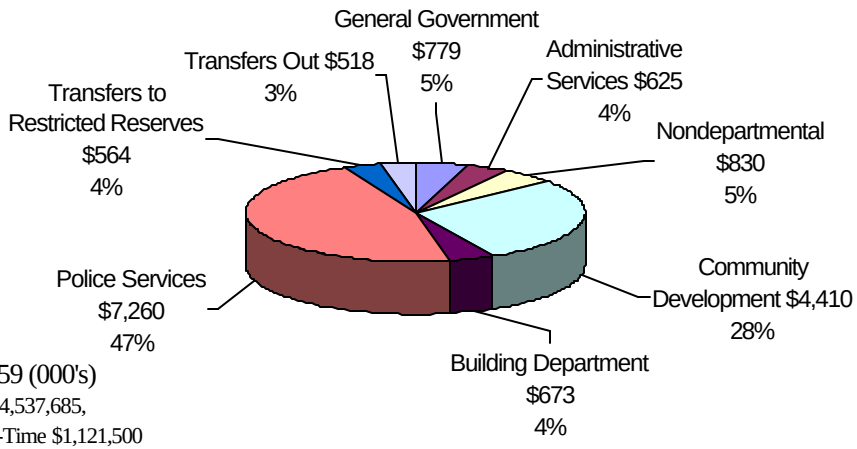
City of Martinez

General Fund Revenue Budget FY 2003-2004 and 2004-2005

		FY 2002-2003 Adjusted Budget	*FY 2003-2004 Proposed Budget*	*Increase (Decrease)*	*FY 2004-2005 Proposed Budget*	*Increase (Decrease)*
01 301	PROPERTY TAXES	4,648,440	4,880,862	232,422	5,027,288	146,426
01 306	SALES & USE TAX	3,109,000	3,217,815	108,815	3,282,171	64,356
01 306 2	SALES & USE TAX-PUBLIC SAFETY	355,000	367,425	12,425	374,774	7,349
01 308	DOCUMENTARY TRANSFER TAX	179,000	180,000	1,000	181,000	1,000
01 309	TRANSIENT OCCUPANCY TAX	350,000	300,000	(50,000)	300,000	
01 311	BUSINESS LICENSES	396,000	421,621	25,621	448,900	27,279
01 314	BUSINESS FRANCHISE	923,275	920,710	(2,565)	938,968	18,258
01 315	BUILDING PERMITS	290,000	294,060	4,060	298,177	4,117
01 316	MECHANICAL PERMITS	35,000	45,000	10,000	45,000	
01 317	PUBLIC WORKS INSPECTION	80,000	70,000	(10,000)	70,000	
01 322	COURT FINES	331,000	381,000	50,000	388,620	7,620
01 331	INTEREST INCOME	275,000	275,000		275,000	
01 332	RENTS & LEASES	10,000	1,000	(9,000)	1,000	
01 333	COMMISSIONS	350	355	5	355	
01 334	SENIOR CENTER RENTAL	4,600	4,600		4,600	
01 337	SOLID WASTE	16,500	16,731	231	16,731	
01 342	IN-LIEU AUTO TAX	2,030,000	2,080,000	50,000	2,121,600	41,600
01 346	PRIVATE GRANTS-805 ACTIVITY	7,000	7,000		7,000	
01 348	STATE GRANTS	30,392		(30,392)		
01 349	STATE MANDATED SERVICES	76,000	76,000		76,000	
01 351	PLANNING FEES	60,000	60,000		62,400	2,400
01 352	MAPS & PUBLICATIONS SALES	300	300		300	
01 354	ENGINEER PLAN CHECK FEES	50,000	50,000		52,000	2,000
01 356 1	DAY CARE FEES	148,000	172,200	24,200	172,200	
01 357	PLANNING PLAN CHECK FEES	15,000	15,000		15,600	600
01 358	PARK RESERVATION FEES	16,000	20,240	4,240	20,240	
01 361	POLICE SERVICES	40,000	118,000	78,000	118,000	
01 362	GENERAL RECREATION FEES	23,000	30,276	7,276	30,276	
01 363	RECREATION CLASS FEES	10,000	12,120	2,120	12,120	
01 364	ADULT SPORTS	40,000	49,480	9,480	49,480	
01 365	SWIM POOL ADMISS/CONCESS	20,000	20,240	240	20,240	
01 367	NET TOURNAMENT REVENUE	5,000	5,060	60	5,060	
01 368	CONCESSIONS	3,000	3,036	36	3,036	
01 370	SENIOR NON-RESIDENT FEES		2,000	2,000	2,000	
01 386	P.E.R.S. RATE REDUCTION	366,635		(366,635)		
01 388	WATER SYSTEM IN LIEU TAX	295,000	309,750	14,750	319,043	9,293
01 389	WATER SYSTEM ADMIN FEE	76,188	79,236	3,048	82,405	3,169
01 392	BOND FEES	4,000	3,268	(732)	3,268	
01 397	REFUNDS & REBATES	5,000	5,000		5,000	
01 398	INSURANCE REBATES	50,000	55,000	5,000		(55,000)
01 399	WORKER'S COMP REIMBURSE	15,000	15,000		15,000	
	Total General Fund Revenue	14,388,680	14,564,385	175,705	14,844,852	280,467

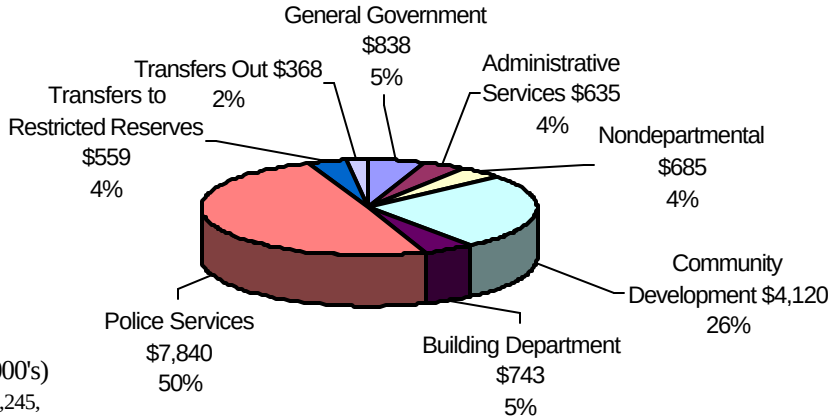
GENERAL FUND EXPENDITURES & RESERVES/TRANSFERS SUMMARY

General Fund FY 2003 - 2004 Expenditures & Reserve/Transfers



Total $15,659 (000's)
Operations $14,537,685,
Transfers/One-Time $1,121,500

General Fund FY 2004 - 2005 Expenditures & Reserves/Transfers



Total $15,790 (000's)
Operations $14,842,245,
Transfers/One-Time $947,993

City of Martinez

General Fund Revenues - 10 Year History

Description	Actual 94/95	Actual 95/96	Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Actual 00/01	Actual 01/02	Projected 02/03	Budget 03/04	Increase (Decrease)	Budget 04/05	Increase (Decrease)
PROPERTY TAXES	3,418,355	3,439,928	3,538,786	3,439,598	3,675,351	4,056,308	4,454,216	4,435,184	4,648,440	4,880,862	232,422	5,027,288	146,426
SALES TAXES	3,321,547	3,170,084	2,819,005	2,815,573	3,230,832	3,455,957	2,537,196	4,107,175	3,464,000	3,585,240	121,240	3,656,945	71,705
OTHER TAXES	1,485,556	1,598,800	1,618,661	1,777,892	2,035,605	2,275,665	2,505,697	2,574,214	2,559,000	2,560,000	1,000	2,602,600	42,600
LICENSES, PERMITS AND FEES	1,213,552	1,445,039	1,415,700	1,522,099	1,802,328	1,755,436	1,794,025	1,726,858	1,704,275	1,741,391	37,116	1,793,445	52,054
INTERGOVERNMENTAL	33,820	54,108	107,461	118,258	248,653	150,821	541,155	191,762	106,392	76,000	(30,392)	76,000	
CHARGES FOR SERVICES	795,908	842,300	826,015	1,089,418	857,764	1,320,942	1,146,787	1,243,195	1,216,273	983,324	(232,949)	998,386	15,062
FINES AND FORFEITS	237,831	240,173	212,477	173,354	234,651	189,891	229,903	280,697	331,000	381,000	50,000	388,620	7,620
USE OF MONEY AND PROPERTY	81,972	148,187	137,609	299,557	283,749	240,504	478,757	343,278	285,000	276,000	(9,000)	276,000	
MISCELLANEOUS	566,810	476,633	563,719	573,124	377,311	1,142,187	337,705	365,982	74,300	80,568	6,268	25,568	(55,000)
TOTAL GENERAL FUND GROUP	11,155,351	11,415,252	11,239,433	11,808,873	12,746,244	14,587,711	14,025,441	15,268,345	14,388,680	14,564,385	175,705	14,844,852	280,467

	Actual 94/95	Actual 95/96	Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Actual 00/01	Actual 01/02	Projected 02/03	Budget 03/04	Budget 04/05
General Government	950,670	899,647	800,504	934,287	1,010,819	1,111,298	1,419,168	0	0	0	0
General Government: less	0	0	0	0	0	0	0	981,212	923,128	778,526	838,037
Non Departmental	532,850	750,497	848,937	712,652	911,277	643,098	450,757	672,191	938,670	830,042	685,702
Admistrative Services	0	0	0	0	0	0	0	596,745	593,064	624,844	635,378
Com/Econ Development	1,069,602	971,845	933,737	925,618	1,013,765	961,277	1,304,433	0	0	0	0
Community Development	0	0	0	0	0	0	0	4,182,718	4,393,422	4,409,669	4,119,876
Police Services	5,656,478	5,658,456	5,010,295	5,273,968	5,777,093	5,793,758	5,924,990	6,505,642	6,787,646	7,260,499	7,840,404
Public Works	2,084,644	1,868,162	1,630,516	1,525,922	1,418,354	1,384,804	1,445,886	0	0	0	0
Building Department	0	0	0	0	0	0	0	580,976	613,446	673,335	743,348
Community Services	1,075,599	1,005,452	966,769	1,018,023	923,099	918,710	1,117,326	0	0	0	0
Total	11,369,843	11,154,059	10,190,758	10,390,470	11,054,407	10,812,945	11,662,560	13,519,484	14,249,377	14,576,915	14,862,745

Note: The General Fund Expenditures – 10 Year History reflects reorganization of City departments implemented in FY 2001-02

1) General Government formerly consisted of the City Council, City Manager, City Attorney, City Clerk, City Treasurer and Administrative Services
2) General Government budget group now separate from Administrative Services
3) Non-Departmental program area unchanged
4) Administrative Services budget group now separate from General Government and consists of Administration, Finance, Personnel, and Information Systems
5) Community/Economic Development formerly consisted of Community Development Administration, Economic Development, Planning, Inspection, Code Enforcement, and Engineering
6) Community Development now consists of Community Development Administration, Economic Development, Planning, Engineering, Public Works, and Recreation and Community Services
7) Police Services unchanged
8) Public Works now incorporated into Community Development
9) Building Department consists of Inspection and Code Enforcement
10) Community Services now incorporated into Community Development

City of Martinez

General Fund Summary - 10 Year History

	Actual 94/95	Actual 95/96	Actual 96/97	Actual 97/98	Actual 98/99	Actual 99/00	Actual 00/01	Actual 01/02	Projected 02/03	Budget 03/04	Budget 04/05
OPERATIONS HISTORY											
Revenues	11,155,351	11,415,252	11,239,433	11,808,873	13,137,621	14,587,711	14,025,441	15,268,345	14,388,680	14,564,385	14,844,852
Expenditures	11,369,843	11,154,059	10,190,758	10,390,470	11,054,407	10,812,944	11,662,560	13,519,484	14,249,377	14,576,915	14,862,745
Operating Transfers, net Investments from reserves	102,645	321,335	309,294	550,569	753,175	487,072	416,772	757,482	575,000	518,000	368,000
Total Expenditures and Transfers	11,472,488	11,475,394	10,500,052	10,941,039	11,807,582	11,300,016	12,079,332	14,276,966	14,824,377	15,094,915	15,230,745
Revenues Over/(Under) Expenditures	(317,137)	(60,142)	739,381	867,834	1,330,039	3,287,695	1,946,109	991,379	(435,697)	(530,530)	(385,893)
UNRESTRICTED RESERVES HISTORY											
Beginning of the year	8,834	133,675	73,533	534,796	1,305,016	2,388,378	5,008,252	7,138,862	8,219,677	7,124,980	6,030,180
Revenues Over/(Under) Expenditures	(317,137)	(60,142)	739,381	867,834	1,330,039	3,287,695	1,946,109	991,379	(435,697)	(530,530)	(385,893)
Equity Transfers (nonrecurring items)	300,000										
Designations Transfers-Decr/(Incr)	141,978		(278,118)	(97,614)	(246,677)	(667,821)	184,501	89,436	(659,000)	(564,270)	(559,493)
End of the year	133,675	73,533	534,796	1,305,016	2,388,378	5,008,252	7,138,862	8,219,677	7,124,980	6,030,180	5,084,794
RESTRICTED RESERVES HISTORY											
Encumbrances	13,550	11,400									
Catastrophes	300,000	300,000	300,000	300,000	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	100,000	100,000	100,000	100,000
Waterfront Improvement											
H.I.P. Guarantee		90,000									
Retired Employees' Medical	162,157	291,169	553,274	825,360	870,517	1,089,279	1,157,456	1,107,456	1,766,456	2,330,726	2,890,219
Deferred Maintenance			100,000	105,802	111,593	117,844	122,055	122,055	122,055	122,055	122,055
M.A.D.					120,000	120,000	182,425	182,425	182,425	182,425	182,425
Grants & Other	51,700	58,392	173,921	84,332	37,840	26,078	20,212	40,424	40,424	40,424	40,424
Total Restricted Reserves	627,407	850,961	1,227,195	1,415,494	1,539,950	1,753,201	1,882,148	1,852,360	2,511,360	3,075,630	3,635,123

GENERAL FUND FOUR YEAR BUDGET PROJECTIONS

Revenues

Property tax revenues will increase 3% per year based on the assumption that assessed valuations will rise as people continue to move farther away from the Bay Area, thereby increasing home sales in Contra Costa County.

The following tax sources are projected to increase at the same rate as the CPI, which is estimated to be 3%:
Sales tax, sales and use tax for public safety, documentary transfer tax, water system in lieu tax, vehicle in lieu tax, and transient occupancy tax.

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.

No increase is expected in revenue from other agencies.

Expenditures

Salaries increase 5% annually (based on trend; includes COLA and step increases).

Health benefits increase 15% annually.

PERS employer rates (per PERS Actuarial):

	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
Sworn	6.476%	17.2%	33.4%	34.6%	35%	35%
Misc JFA	3.638%	7.8%	12.1%	12.7%	12.7%	12.7%
Misc City	0%	0%	150%	150%	150%	150%

Non-salary/benefit operating expenditures increase by CPI rate projected to be 3%.
Retiree benefit liability based on actuarial study less funds set aside in Nongovernmental to pay retiree benefits.

City of Martinez

General Fund Summary - 4 Year Projection

REVENUES	03-04 Budget	04-05 Budget	05-06 Projection	06-07 Projection	07-08 Projection	08-09 Projection
Property Taxes	4,880,862	5,027,288	5,178,107	5,333,450	5,493,453	5,658,257
Sales Taxes	3,585,240	3,656,945	3,766,653	3,879,652	4,013,452	4,133,856
Other taxes	2,560,000	2,921,643	3,009,292	3,099,571	3,192,558	3,288,335
Licenses	1,741,391	1,387,686	1,427,054	1,474,345	1,511,204	1,548,984
Fees	983,324	988,466	1,018,120	1,048,985	1,081,120	1,114,591
Other	813,568	862,824	995,657	1,126,154	1,265,808	1,415,157
Total Revenue	14,564,385	14,844,852	15,394,883	15,962,157	16,557,595	17,159,180
EXPENDITURES						
General Government	778,526	838,037	991,136	1,018,331	1,099,902	1,174,081
Nondepartmental	830,042	685,702	760,954	827,166	902,429	987,660
Administrative Services	624,844	635,378	711,840	757,065	810,724	858,012
Community Development	3,788,169	4,081,376	4,469,190	4,705,274	4,977,654	5,223,262
Police Services	7,260,499	7,840,404	8,937,361	9,443,687	10,002,259	10,509,213
Building Depart	673,335	743,348	813,311	856,835	907,264	952,758
Transfers Out	18,000	18,000				
Transfer to Restricted Reserves	564,270					
Total Expenditures & Transfers	14,537,685	14,842,245	16,683,792	17,608,359	18,700,232	19,704,986
Operating Surplus (Deficit)	26,700	2,607	(1,288,909)	(1,646,202)	(2,142,637)	(2,545,806)
RESERVES						
Unrestricted Reserves						
Beginning Balance	7,124,980	6,030,180	5,084,794	3,206,929	984,655	(1,767,983)
Reserves/Transfers In (Out)	(500,000)	(350,000)	(18,000)	(18,000)	(18,000)	(18,000)
One-time Capital Investments from Reserves	(621,500)	(38,500)	0	0	0	0
Transfer to Restricted Reserves	0	(559,493)	(570,956)	(558,072)	(592,002)	(511,924)
Ending Balance	6,030,180	5,084,794	3,206,929	984,655	(1,767,983)	(4,843,714)
Restricted Reserves						
Catastrophes	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
Retiree Health Benefits	2,330,726	2,890,219	3,461,175	4,019,247	4,611,249	5,123,173
Deferred Maintenance	122,055	122,055	122,055	122,055	122,055	122,055
Other	222,849	222,849	222,849	222,849	222,849	222,849
Total Reserves	9,105,810	8,719,917	7,413,008	5,748,806	3,588,170	1,024,363

ALL FUNDS SUMMARY

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 3 of this Budget provides a detailed description of the General Fund.

SPECIAL REVENUE FUNDS

Special Revenue Funds account for revenue sources that are legally restricted to specific purposes. The following is a list of the City's special revenue funds:

Cops Grants
These are Federal and State grants received by the Police Department for improvements in public safety technology and other special projects. The City has approximately $335,400 available for this purpose. The City estimates it will receive $76,700 in new federal grants each of the next two years to support the School Resource Officer, but does not anticipate any new State grant money at this time.

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. In FY 2003-04, revenue is expected to be approximately $737,000, of which $282,000 is for paving projects and $455,000 is for maintenance and operations. In FY 2004-05, revenue is estimated to be $715,700, of which $210,000 is reserved for paving and $505,700 is reserved for maintenance and operations.

Transportation Funds
These funds are a combination of State and Federal grants and Measure C funds that provide congestion relief through capital improvements and transportation network and growth management. Measure C funds are local revenue used to leverage Federal and

State contributions available for transportation projects. Revenue available from Measure C funds for transportation projects is projected to be $400,000 both years.

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. Revenue is used for pollution control improvements and drainage system maintenance. Revenue for both years is estimated to be $653,000, of which $117,000 is distributed to the Regional Water Quality Control Board to pay for a variety of costs related to public education, activity monitoring, management and staffing, and permit issuance.

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). Details pertaining to the City's Debt Service for the General Fund can be found in Section 5 of this Budget.

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 City's Internal Service Funds are the Equipment Replacement Fund and the Management Information System (MIS) Fund.

Costs for the Equipment Replacement Fund are considered to be "direct costs" that are readily identifiable with a specific service. The Equipment Replacement Fund equipment and vehicle rates will remain constant with FY 2002-03 rates until FY 2005-06. For FY 2003-04, the replacement cost for vehicle equipment will not be charged and a freeze on the purchase of new vehicles is in effect. In FY 2004-05, the replacement charge is included. Costs for the MIS Fund are considered to be "indirect costs" that are not easily associated with a specific service. These costs are distributed by both number of workstations and overall use of technology. Each major area within the General Fund is assigned a cost multiplier that is applied to charges for MIS services. The resulting figures are then charged to the appropriate areas of the General Fund.

ENTERPRISE FUNDS

Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the City is that the costs and expenses, including depreciation, of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the City has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City's Enterprise Funds include the Parking Services, Water System, and Marina funds and are described below:

Parking Services
Parking fund revenue is generated from citations and parking meters. This revenue is expected to grow due to the installation of new parking meters. Revenue is estimated to be $544,000 in both FY 2003-04 and FY 2004-05.

Water System Fund
The Water System Fund is financed and operated in a manner similar to that of a private business. Total revenue is expected to be $8,222,700 in FY 2003-04 and $8,239,200 in FY 2004-05. An operating deficit is anticipated for FY 2004-05, but the City has initiated a water rate analysis to determine whether the Water System's rates cover the cost of the service. Recommendations from this analysis may result in adjustments to revenue projections.

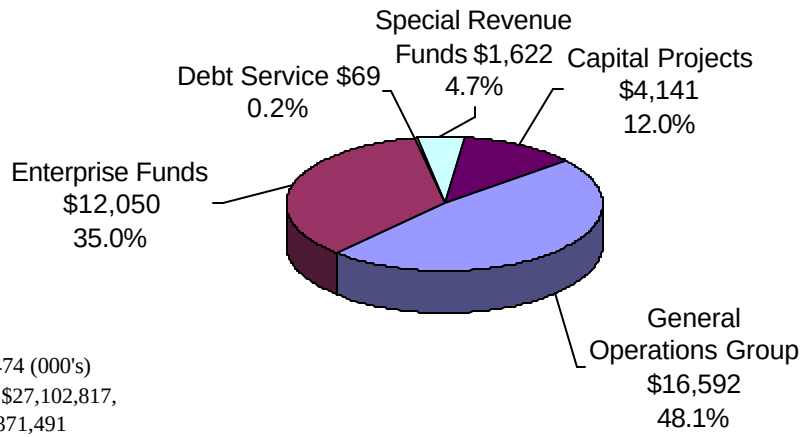
Marina Fund
The Marina Fund revenues include lease payments, sales and property taxes, and a State loan for capital improvement projects. Revenue is anticipated to be approximately $225,400 for FY 2003-04. A similar amount is projected for FY 2004-05. The City will use $300,000 from deferred revenues to pay for dredging of the Marina.

CAPITAL IMPROVEMENT PROGRAM FUNDS

Capital Improvement Program (CIP) Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds). Revenue sources for these projects include various State and Federal grants, Measure C monies, and impact fees. The Capital Improvement Projects are discussed in detail in Section 10 of this Budget.

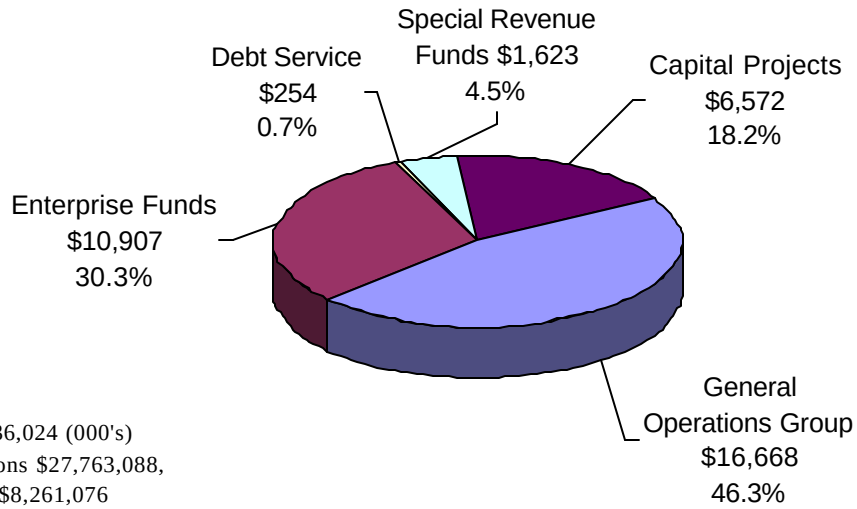
FY 2003-2005 PROPOSED APPROPRIATIONS

FY 2003 - 2004 Appropriations



Total $34,474 (000's)
Operations $27,102,817,
Capital $7,371,491

FY 2004 - 2005 Appropriations



Total $36,024 (000's)
Operations $27,763,088,
Capital $8,261,076

City of Martinez

ALL FUNDS SUMMARY

General Fund

FUND: General

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$14,388,680	$14,564,385	$14,844,852
EXPENDITURES/TRANSFERS	($13,696,377)	($14,537,685)	($14,842,245)
EXCESS REVENUE/EXPENDITURES	$692,303	$26,700	$2,607
INVESTMENT FROM RESERVES	$1,787,000	$1,121,500	$947,993
ONE-TIME EXPENSES	($553,000)		
Downtown Specific Plan		($105,000)	
EIR		($120,000)	
Library Hours		($38,500)	($38,500)
Chamber of Commerce		($70,000)	
Main Street		($75,000)	
Amphitheater support		($68,000)	
Survey - Legacy Project		($15,000)	
Economic Development Plan		($50,000)	
Redevelopment Feasibility Study		($30,000)	
Arts Development Fund		($20,000)	
Banner Program		($30,000)	
TRANSFERS TO RESTRICTED RESERVES	($659,000)	Incl Operation Exp	($559,493)
INTERFUND TRANSFERS OUT	($575,000)		
Beautification Projects		($100,000)	($100,000)
Paving Projects		($400,000)	($250,000)
EXCESS INVESTMENT/TRANSFERS	$0	$0	$0
NET CHANGE TO FUND BALANCE	($1,094,697)	($1,094,800)	($945,386)
BEGINNING BALANCE	$8,219,677	$7,124,980	$6,030,180
ENDING BALANCE	$7,124,980	$6,030,180	$5,084,794

Debt Service

FUND: Debt Service

Included in General Fund Expenditures	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
CA Energy Commission	($8,298)	($8,297)	$0
1992 City Hall COP (Refunded 2003)	($257,500)	($61,206)	($254,256)
TOTAL	($265,798)	($69,503)	($254,256)

Internal Services Funds

FUND: Equipment Replacement Fund

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$979,069	$398,499	$1,005,863
EXPENDITURES	($1,059,833)	($1,145,027)	($1,163,155)
EXCESS REVENUE/EXPENDITURES	($80,764)	($746,528)	($157,292)
TRANSFERS IN (OUT)	$0	$0	$0
NET CHANGE TO FUND BALANCE	($80,764)	($746,528)	($157,292)
BEGINNING BALANCE	$2,581,276	$2,500,512	$1,753,984
ENDING BALANCE	$2,500,512	$1,753,984	$1,596,692

FUND: Management Information Systems

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$431,791	$357,597	$318,531
EXPENDITURES	($431,791)	($357,597)	($318,531)
EXCESS REVENUE/EXPENDITURES	$0	$0	$0
ONE-TIME EXPENSES	($282,350)		
INTERFUND TRANSFERS IN	$0	$0	$0
EXCESS TRANSFERS IN (OUT)	($282,350)	$0	$0
NET CHANGE TO FUND BALANCE	($282,350)	$0	$0
BEGINNING BALANCE	$678,016	$395,666	$395,666
ENDING BALANCE	$395,666	$395,666	$395,666

City of Martinez
ALL FUNDS SUMMARY

Special Revenue Funds

FUND: Gas Tax

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$710,389	$688,000	$688,000
EXPENDITURES	($577,386)	($454,959)	($505,696)
EXCESS REVENUE/EXPENDITURES	$133,003	$233,041	$182,304
INTERFUND TRANSFERS OUT: General CIP	($797,997)	($282,063)	($210,000)
NET CHANGE TO FUND BALANCE	($664,994)	($49,022)	($27,696)
BEGINNING BALANCE	$893,430	$228,436	$179,414
ENDING BALANCE	$228,436	$179,414	$151,718

FUND: Traffic Congestion Relief

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$79,176	$0	$0
EXPENDITURES & OTHER USES	$0	$0	$0
EXCESS REVENUE/EXPENDITURES	$79,176	$0	$0
INTERFUND TRANSFERS OUT: General CIP	($70,000)	($125,776)	$0
NET CHANGE TO FUND BALANCE	$9,176	($125,776)	$0
BEGINNING BALANCE	$116,600	$125,776	$0
ENDING BALANCE	$125,776	$0	$0

FUND: NPDES

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$630,000	$653,000	$653,000
EXPENDITURES	($514,954)	($508,604)	($593,515)
EXCESS REVENUE/EXPENDITURES	$115,046	$144,396	$59,485
INTERFUND TRANSFERS OUT: General CIP	$0	($200,000)	($50,000)
TRANSFERS OUT: Outside Agencies	($104,100)	($117,000)	($117,000)
NET CHANGE TO FUND BALANCE	$10,946	($172,604)	($107,515)
BEGINNING BALANCE	$330,450	$341,396	$168,792
ENDING BALANCE	$341,396	$168,792	$61,277

FUND: Transportation

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$400,000	$400,000	$400,000
State Grants	$769,047	$1,435,264	$5,203,825
EXPENDITURES	($495,620)	($270,990)	($281,966)
EXCESS REVENUE/EXPENDITURES	$673,427	$1,564,274	$5,321,859
INTERFUND TRANSFERS OUT: General CIP	($769,047)	($1,435,264)	($5,221,226)
NET CHANGE TO FUND BALANCE	($95,620)	$129,010	$100,633
BEGINNING BALANCE	$532,873	$437,253	$566,263
ENDING BALANCE	$437,253	$566,263	$666,896

FUND: COPS Grants

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$175,000	$176,667	$91,667
EXPENDITURES	($365,751)	($270,454)	($124,907)
EXCESS REVENUE/EXPENDITURES	($190,751)	($93,787)	($33,240)
INTERFUND TRANSFERS OUT	($84,412)	$0	$0
NET CHANGE TO FUND BALANCE	($275,163)	($93,787)	($33,240)
BEGINNING BALANCE	$407,469	$132,306	$38,519
ENDING BALANCE	$132,306	$38,519	$5,279

City of Martinez
ALL FUNDS SUMMARY

Capital Improvement Funds

FUND: General CIP

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$37,000	$20,000	$21,000
Grants		$783,376	$40,000
EXPENDITURES	($1,490,099)	($3,967,616)	($6,198,225)
EXCESS REVENUE/EXPENDITURES	($1,453,099)	($3,164,240)	($6,137,225)
INTERFUND TRANSFERS IN			
General Fund	$555,000	$500,000	$350,000
Mitigation/Impact Fees	$935,099	$415,098	$202,000
Gas Tax		$282,063	$210,000
Transportation		$1,435,264	$5,221,226
Traffic Congestion Relief		$125,776	$0
NPDES		$200,000	$50,000
INTERFUND TRANSFERS OUT	$0	$0	$0
NET CHANGE TO FUND BALANCE	$37,000	($206,039)	($103,999)
BEGINNING BALANCE	$743,549	$780,549	$574,510
ENDING BALANCE	$780,549	$574,510	$470,511

FUND: Mitgation/Impact Fees

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$467,000	$467,000	$467,000
EXPENDITURES	$0	$0	$0
EXCESS REVENUE/EXPENDITURES	$467,000	$467,000	$467,000
INTERFUND TRANSFERS OUT: General CIP	($935,099)	($415,098)	($202,000)
NET CHANGE TO FUND BALANCE	($468,099)	$51,902	$265,000
BEGINNING BALANCE	$747,458	$279,359	$331,261
ENDING BALANCE	$279,359	$331,261	$596,261

FUND: Lighting & Landscaping

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$105,512	$119,087	$120,952
EXPENDITURES & OTHER USES	($128,397)	($123,064)	($124,235)
EXCESS REVENUE/EXPENDITURES	($22,885)	($3,977)	($3,283)
INTERFUND TRANSFERS OUT	$0	$0	$0
NET CHANGE TO FUND BALANCE	($22,885)	($3,977)	($3,283)
BEGINNING BALANCE	$138,827	$115,942	$111,965
ENDING BALANCE	$115,942	$111,965	$108,682

City of Martinez
ALL FUNDS SUMMARY

Enterprise Funds

FUND: Water System

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$8,121,687	$8,222,715	$8,239,195
EXPENDITURES & OTHER USES	($8,088,910)	($8,134,135)	($8,497,109)
EXCESS REVENUE/EXPENDITURES	$32,777	$88,580	($257,914)
TRANSFERS IN: Lifeline		$18,000	$18,000
CAPITAL IMPROVEMENTS	($1,852,025)	($1,758,410)	($1,500,000)
TOTAL NET CHANGE TO FUND BALANCE	($1,819,248)	($1,651,830)	($1,739,914)
BEGINNING BALANCE	$19,563,119	$17,743,871	$16,092,041
ENDING BALANCE	$17,743,871	$16,092,041	$14,352,127

Components of the Beginning Fund Balance:	
Cash & Investments	$9,069,252
Fixed Assets	$10,493,867
	$19,563,119

FUND: Marina

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$191,388	$225,423	$225,832
Grants	$9,535	$1,595,465	$0
EXPENDITURES & OTHER USES	($286,247)	($158,456)	($158,627)
EXCESS REVENUE/EXPENDITURES	($85,324)	$1,662,432	$67,205
CAPITAL IMPROVEMENTS	($9,535)	($1,595,465)	($312,850)
NET CHANGE TO FUND BALANCE	($94,859)	$66,967	($245,645)
BEGINNING BALANCE	($1,632,795)	($1,727,654)	($1,660,687)
ENDING BALANCE	($1,727,654)	($1,660,687)	($1,906,332)

Components of the Beginning Fund Balance:	
Cash & Investments	$291,173
Deferred Revenue	($418,185)
Loans Payable	($4,000,536)
Fixed Assets	$2,494,753
	($1,632,795)

FUND: Parking

	2002-2003 PROJECTED	2003-2004 BUDGET	2004-2005 BUDGET
REVENUES	$501,888	$543,550	$543,550
EXPENDITURES & OTHER USES	($372,059)	($403,346)	($438,109)
EXCESS REVENUE/EXPENDITURES	$129,829	$140,204	$105,441
SHUTTLE SERVICE	($175,000)		
CAPITAL IMPROVEMENTS	($38,621)		
NET CHANGE TO FUND BALANCE	($83,792)	$140,204	$105,441
BEGINNING BALANCE	$2,022,164	$1,938,372	$2,078,576
ENDING BALANCE	$1,938,372	$2,078,576	$2,184,017

Components of the Beginning Fund Balance:	
Cash & Investments	$1,241,232
Fixed Assets	$780,932
	$2,022,164

City of Martinez

ALL FUNDS SUMMARY
AND
TRANSFER SCHEDULE

2003-04 Fund	Beginning Balance	Revenues	Operating Expenditures	Capital Expenditures	Transfers In	Transfers Out	Ending Balance
General Fund	$7,124,980	$14,564,385	($15,089,682)			($569,503)	$6,030,180
Equipment Replacement	$2,500,512	$398,499	($1,145,027)				$1,753,984
MIS	$395,666	$357,597	($357,597)				$395,666
Debt Service	$0	$0	($69,503)		$69,503		$0
Gas Tax	$228,436	$688,000	($454,959)			($282,063)	$179,414
NPDES	$341,396	$653,000	($625,604)			($200,000)	$168,792
Traffic Congestion Relief	$125,776	$0	$0			($125,776)	$0
Transportation	$437,253	$1,835,264	($270,990)			($1,435,264)	$566,263
COPS Grants	$132,306	$176,667	($270,454)				$38,519
General CIP	$780,549	$803,376	$0	($4,017,616)	$2,958,201		$524,510
Mitigation/Impact Fees	$279,359	$467,000	$0			($415,098)	$331,261
Lighting & Landscaping	$115,942	$119,087	($123,064)				$111,965
Water	$17,743,871	$8,222,715	($8,134,135)	($1,758,410)			$16,074,041
Parking	$1,938,372	$543,550	($403,346)				$2,078,576
Marina	($1,727,654)	$1,820,888	($158,456)	($1,595,465)			($1,660,687)
Total All Funds	$30,416,764	$30,650,028	($27,102,817)	($7,371,491)	$3,027,704	($3,027,704)	$26,592,484

2004-05 Fund	Beginning Balance	Revenues	Operating Expenditures	Capital Expenditures	Transfers In	Transfers Out	Ending Balance
General Fund	$6,030,180	$14,844,852	($15,185,982)			($604,256)	$5,084,794
Equipment Replacement	$1,753,984	$1,005,863	($1,163,155)				$1,596,692
MIS	$395,666	$318,531	($318,531)				$395,666
Debt Service	$0	$0	($254,256)		$254,256		$0
Gas Tax	$179,414	$688,000	($505,696)			($210,000)	$151,718
NPDES	$168,792	$653,000	($710,515)			($50,000)	$61,277
Traffic Congestion Relief	$0	$0	$0				$0
Transportation	$566,263	$5,603,825	($281,966)			($5,221,226)	$666,896
COPS Grants	$38,519	$91,667	($124,907)				$5,279
General CIP	$524,510	$61,000	$0	($6,448,226)	$6,033,226		$170,510
Mitigation/Impact Fees	$331,261	$467,000	$0			($202,000)	$596,261
Lighting & Landscaping	$111,965	$120,952	($124,235)				$108,682
Water	$16,074,041	$8,239,195	($8,497,109)	($1,500,000)			$14,316,127
Parking	$2,078,576	$543,550	($438,109)				$2,184,017
Marina	($1,660,687)	$225,832	($158,627)	($312,850)			($1,906,332)
Total All Funds	$26,592,484	$32,863,267	($27,763,088)	($8,261,076)	$6,287,482	($6,287,482)	$23,431,587

City of Martinez
APPROPRIATION SUMMARY FY 2002 -2005

Fund Description	2001-2002 Operating Revenues	2001-2002 Operating Expenditures	2002-2003 Operating Revenues	2002-2003 Operating Expenditures	2003-2004 Operating Revenues	2003-2004 Operating Expenditures	2004-2005 Operating Revenues	2004-2005 Operating Expenditures
01 General Fund less Debt Service	$15,268,345	$14,386,515	$14,388,680	$13,431,224	$14,564,385	$14,468,182	$14,844,852	$14,587,989
General Fund One-Time Expenditures		*included*		$1,212,000		$621,500		$597,993
Special Revenue Funds								
20 Public Safety Grants	$274,189	$133,421	$175,000	$365,751	$176,667	$270,454	$91,667	$124,907
21 NPDES Stormwater	$536,124	$484,185	$630,000	$619,054	$653,000	$625,604	$653,000	$710,515
22 Transportation	$8,055,767	$3,933,355	$1,169,047	$495,620	$1,835,264	$270,990	$5,603,825	$281,966
23 Gas Tax	$711,240	$523,666	$710,389	$577,386	$688,000	$454,959	$688,000	$505,696
24 Traffic Congestion Relief	$109,811	$164,375	$79,176	$0	$0	$0	$0	$0
Capital Improvement Funds								
31 General CIP	$478,758	$585,746	$37,000	$1,490,099	$803,376	$4,017,616	$61,000	$6,448,226
33 Lighting and Landscaping	$105,030	$70,050	$105,512	$128,397	$119,087	$123,064	$120,952	$124,235
34 Mitigation/Impact Fees	*(included in General CIP)*		$467,000	$0	$467,000	$0	$467,000	$0
			Note: Starting in FY 2002-03 all non-enterprise capital expenditures are recognized in the General CIP Fund					
Debt Service Funds								
41 General Fund Debt Service	$0	$262,603	$0	$265,153	$0	$69,503	$0	$254,256
Enterprise Funds								
71 Water System	$7,705,142	$6,986,584	$8,121,687	$8,088,910	$8,222,715	$8,134,135	$8,239,195	$8,497,109
72 Water System CIP		$355,009		$1,852,025		$1,758,410		$1,500,000
73 Marina Services	$177,393	$397,166	$191,388	$286,247	$225,423	$158,456	$225,832	$158,627
74 Marina Services CIP		$900	$9,535	$9,535	$1,595,465	$1,595,465		$312,850
75 Parking Services	$458,985	$420,242	$501,888	$547,059	$543,550	$403,346	$543,550	$438,109
76 Parking Services CIP		$2,942		$38,621				
Internal Services Funds								
81 Equipment Replacement	$946,389	$278,123	$979,069	$1,059,833	$398,499	$1,145,027	$1,005,863	$1,163,155
82 Management Information Systems	$781,232	$275,862	$431,791	$714,141	$357,597	$357,597	$318,531	$318,531
Total of All Funds	$35,608,405	$29,260,744	$27,997,162	$31,181,055	$30,650,028	$34,474,308	$32,863,267	$36,024,164

GENERAL GOVERNMENT

The General Government group supports all City programs. Programs within this section provide overall operational management, policy direction, public meeting and public 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, and City Treasurer. Authorized positions in this area include the City Manager, Secretary to the City Manager, and Deputy City Clerk.

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 Council held a goal-setting session to establish the City's priorities for the budget period.

2003-2005 GOALS

- Ensure public safety and security
- Develop methods of financing infrastructure
- Revitalize Downtown
- Enhance community pride and involvement
- Practice fiscal responsibility

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 2002-03 include providing leadership and/or direct management for the following key projects and programs of the City of Martinez:

- Completed next phase of improvements to Amphitheater
- Made significant progress on John Muir Festival Center Project
- Continued emphasis on Pavement Management Program
- Received numerous budget and financial reporting awards
- Reduced injuries by 42% and achieved the first level of safety excellence under Risk Management's Loss Control Program
- Enhanced scope and responsiveness of the Code Enforcement functions
- Increased economic development by facilitating the opening of major retail establishments including a home improvement superstore and two new restaurants
- Selected Downtown Specific Plan consultant
- Hired Deputy Parks and Community Services Director
- Installed new park play equipment at Golden Hills, Holiday Highlands, and Waterfront parks
- Resolved police evidence storage problem with construction of new Evidence Storage Facility

2003-2005 OBJECTIVES

- Continue to encourage and increase economic development activity
- Continue improvements to Code Enforcement Program
- Increase number of grant applications
- Improve quality and number of recreation programs
- Complete implementation of new Financial/Human Resources management software system
- Continue improvements to Parks maintenance

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. In FY 2002-03, the City Clerk:

- Implemented the first phase of a Laserfiche digital records storage system
- Hired part-time staff to assist with functions of City Clerk's office

2003-2005 BUDGET HIGHLIGHTS

- $12,000 reduction both years in Professional/Technical Services due to reduced contract hours for minutes clerk

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.

2003-2005 BUDGET HIGHLIGHTS

- $80,000 reduction in Professional/Technical Services both years due to reductions in professional services and anticipated litigation

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 accounts for expenditures that are not based in a specific program. No positions are allocated here.

General Services
This budget includes debt service expenditures related to downtown beautification, and 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.

FY 2003-04 BUDGET HIGHLIGHTS

- $150,000 transfer from Reserves to Contingency funding as offset for possible State reductions
- $44,900 reduction in Rental Charges
- $33,000 reduction in Other Services
- $30,000 reduction in Furniture & Fixtures
- $6,000 reduction in Supplies
- $21,300 increase in current Retiree Medical

FY 2004-05 BUDGET HIGHLIGHTS

- $559,493 transfer from Reserves to Retiree Medical to cover increased costs

DEBT SERVICE

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). 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. The City refinanced the City Hall COPs in FY 2002-03 to realize savings for the General Fund of approximately $195,600 the first year and an average of $1,865 for subsequent years. The budgeted funds required to service the 1992 Certificates of Participation issue (COP) for improvements to City Hall are $61,200 for FY 2003-04 and $254,500 for FY 2004-05.

FY 2003-04 BUDGET HIGHLIGHTS

- $195,600 one-time reduction in City Hall COP payment

City of Martinez *Operation Expenditures Budgets FY 2003 - 2004 and FY 2004 - 2005*

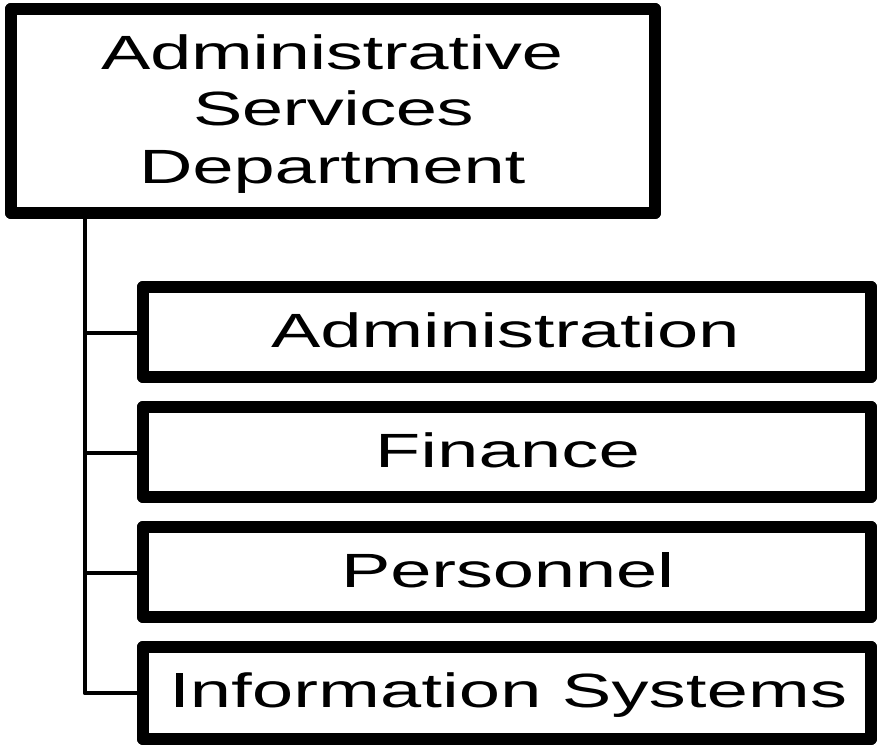
			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
				General Government				
General Government Funds								
01	101	CITY COUNCIL						
		Labor	56,212	72,224	74,800	2,576	80,017	5,217
		Operating	196,833	179,690	183,593	3,903	183,593	
		Direct & Indirect Costs	16,882	(275)	(34,906)	(34,631)	(8,462)	26,444
		TOTAL CITY COUNCIL	269,927	251,639	223,487	(28,152)	255,148	31,661
01	104	CITY MANAGER						
		Labor	261,562	285,024	362,328	77,304	375,119	12,791
		Operating	33,223	34,920	43,472	8,552	44,054	582
		Direct & Indirect Costs	(53,129)	(10,167)	(99,231)	(89,064)	(100,879)	(1,648)
		TOTAL CITY MANAGER	241,656	309,777	306,569	(3,208)	318,294	11,725
01	102	CITY CLERK						
		Labor	88,193	112,153	122,854	10,701	128,918	6,064
		Operating	19,571	49,536	26,100	(23,436)	41,288	15,188
		Capital	610					
		Direct & Indirect Costs	(16,133)	(31,442)	(60,477)	(29,035)	(62,382)	(1,905)
		TOTAL CITY CLERK	92,241	130,247	88,477	(41,770)	107,824	19,347
01	105	CITY ATTORNEY						
		Labor						
		Operating	445,508	362,000	232,000	(130,000)	232,000	
		Direct & Indirect Costs	(77,375)	(69,533)	(81,415)	(11,882)	(86,127)	(4,712)
		TOTAL CITY ATTORNEY	368,133	292,467	150,585	(141,882)	145,873	(4,712)
01	103	CITY TREASURER						
		Labor	8,607	9,035	10,582	1,547	11,436	854
		Operating	214	1,343	1,577	234	1,577	
		Direct & Indirect Costs	434	(169)	(2,751)	(2,582)	(2,115)	636
		TOTAL CITY TREASURER	9,254	10,209	9,408	(801)	10,898	1,490
		TOTAL GENERAL GOVERNMENT FUNCTION	**981,211**	**994,339**	**778,526**	**(215,813)**	**838,037**	**59,511**

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
				Nondepartmental				
General Government Funds								
01	201	GENERAL SERVICES						
		Operating	243,822	436,230	312,475	(123,755)	336,450	23,975
		Capital	28,970	16,500	20,000	3,500		(20,000)
		Direct & Indirect Costs	108,932	166,977	(80,963)	(247,940)	(86,744)	(5,781)
		TOTAL GENERAL SERVICES	381,725	619,707	251,512	(368,195)	249,706	(1,806)
01	202	FRANCHISE ADMINISTRATION						
		Labor						
		Operating	65,640	80,950	73,350	(7,600)	73,350	
		Capital	635					
		Direct & Indirect Costs	4,893	4,936	3,930	(1,006)	5,708	1,778
		TOTAL FRANCHISE ADMINISTRATION	71,168	85,886	77,280	(8,606)	79,058	1,778
01	204	RETIRED EMPLOYEES						
		Operating	219,299	250,000	271,250	21,250	311,938	40,688
		TOTAL RETIRED EMPLOYEES	219,299	250,000	271,250	21,250	311,938	40,688
01	203	CONTINGENCY						
		Labor		7,188	55,000	47,812	40,000	(15,000)
		Operating		15,000	10,000	(5,000)	5,000	(5,000)
		Reserve Offset for State Reductions			150,000	150,000		(150,000)
		Capital			15,000	15,000		(15,000)
		TOTAL CONTINGENCY		22,188	230,000	207,812	45,000	(185,000)
		TOTAL NONDEPARTMENTAL FUNCTION	**672,192**	**977,781**	**830,042**	**(147,739)**	**685,702**	**(144,340)**

Debt Service

Debt Service Fund

		FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
40	1992 COP - CITY HALL						
	Operating	256,555	257,500	61,206	(196,294)	254,256	193,050
	Direct & Indirect Costs	5,089	5,000		(5,000)		
	TOTAL 1992 COP - CITY HALL	261,644	262,500	61,206	(201,294)	254,256	193,050
40	CA ENERGY COMMISSION						
	Operating	8,298	8,298	8,297	(1)		(8,297)
	Direct & Indirect Costs						
	TOTAL DOWNTOWN BEAUTIFICATION #2	8,298	8,298	8,297	(1)		(8,297)
	TOTAL DEBT SERVICE FUNCTION	**269,942**	**270,798**	**69,503**	**(201,295)**	**254,256**	**184,753**



MAJOR RESPONSIBILITIES

Administration:
Risk Management/Safety Program
Contract/Franchise Agreements
Citywide Policies and Programs
Special Projects

Finance:
Payroll
Billing and Collections
Cash and Banking
Accounts Payable
Business Licenses
Financial Audits and Reporting
Budget Prep/ Management/Analysis

Personnel:
Recruitments
Employee Benefits
Labor Relations

Info Systems:
Computer Hardware/Software Support
Telephones and Data Accessories
City Website

DEPARTMENT STAFFING

Authorized Positions	01/02	02/03	03/04	04/05
Admin Services Director	1.0	1.0	1.0	1.0
Management Analyst	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 Clerk	1.0	2.0	2.0	2.0
Account Clerk III	3.0	1.0	1.0	1.0
Account Clerk II	0.0	1.0	2.0	2.0
Account Clerk I	1.0	1.0	0.0	0.0
Personnel Technician	1.0	1.0	1.0	1.0
Information Systems Specialist	1.0	1.0	1.0	1.0
	11.0	11.0	11.0	11.0

ADMINISTRATION

The Administrative Services Department's Administration Division oversees Risk Management, Contract/Franchise administration, City policies and programs, the Safety Program, and State Mandated Services Reimbursement programs. The City participates in the Contra Costa Cities Risk Management Insurance Authority (CCCRMIA) for its Risk Management programs. Administration directs the activities of Finance, Personnel, and Information Systems for the City.

2002-2003 ACCOMPLISHMENTS

- Received awards from GFOA and CSMFO for the City's Comprehensive Annual Financial Report
- Received CSMFO Public Communications and Operating Budget Awards
- Reduced on the job injuries by 42% and received $2,000 Safety Program excellence award from CCCRMIA
- Began developing an Administrative Policies Manual for City operations and updated several City policies
- Designed and published the first 3 issues of the Martinez City Times Newsletter
- Selected new Financial/Human Resource management software system and began implementation

2003-2005 KEY OBJECTIVES

- Successfully implement all modules of the Financial/Human Resource management software system
- Continue to improve the City's Safety Program, reduce work-related injuries, and obtain 2nd and 3rd Level awards
- Prepare budgets and financial reports that provide meaningful information and meet State and national standards of excellence
- Continue to develop and update administrative policies and procedures
- Monitor City's leases and franchises to ensure compliance
- Complete Phase II fees analysis and present updated impact and user fee schedule to Council for adoption

2003-2004 BUDGET HIGHLIGHTS

- $6,000 reduction in Professional/Technical Services

2004-2005 BUDGET HIGHLIGHTS

- No significant changes

FINANCE

The City's Finance Division manages all financial aspects of City operations, including performing accounting and treasury activities, overseeing the annual financial audit, tracking and accounting for all revenues received by the City, issuing business licenses, processing accounts payables, administering job costing and payroll, managing daily cash flow for City operations, and staffing the City's cashier operation. Additionally, Finance is responsible for preparation and management of the budget and the City's capital program, and for coordinating major financing transactions for City capital projects.

2002-2003 ACCOMPLISHMENTS

- Received awards from GFOA and CSFMO for budget preparation and financial reporting
- Began implementation of core module of the new Financial/Human Resource management software system
- Increased financial support to departments with improved monitoring and reporting of financial activity
- Implemented a handheld scanning system for water meter readings
- Achieved greater efficiency through improved workflow processes
- Processed over 46,000 lockbox receipts, 30,000 water receipts, 2,000 business license receipts, and 1,500 building permit receipts
- Issued over 2,000 business licenses (including renewals), generating more than $396,000 in revenue

2003-2005 KEY OBJECTIVES

- Complete successful implementation of the new financial software system by end of calendar year 2003
- Develop specialized reports to better support departments, the City Manager, and Council decision making
- Strengthen internal controls and increase efficiency by evaluating workflow and developing improved forms and processes
- Cross-train finance staff to improve workforce stability
- Prepare GASB-34 compliant CAFR

2003-2004 BUDGET HIGHLIGHTS

- $19,000 reduction in Temporary Salaries
- $19,000 reduction in Professional/Technical Services through filling of permanent positions

2004-2005 BUDGET HIGHLIGHTS

- No significant changes

PERSONNEL

The City's Personnel Division provides a wide range of 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 that the City is in compliance with State and Federal laws, Civil Service Rules, City policy, and various Memorandums of Understanding. The Division works closely with the CCCRMIA, of which the City is a member, coordinates with ICMA, the City's deferred compensation administrator, and CalPERS, the California Public Employees Retirement System.

2002-2003 ACCOMPLISHMENTS

- Began implementation of the Human Resource portion of the new management software system
- Sponsored several City Wellness events
- Completed the Essential Functions Job Description project in conjunction with the CCCRMIA
- Hosted quarterly meetings with the Union presidents
- Recruited and filled the positions of Deputy Director, Recreation and Community Services; Sr. Account Clerk, Administrative Aide III, Meter Service Worker, Account Clerk I, Parks Supervisor, Police Assistant, Senior Center Supervisor, Police Officer, Police Clerk/Dispatcher, and Jr. Civil Engineer
- Commenced online reporting to PERS to improve efficiency

2003-2005 KEY OBJECTIVES

- Successfully complete the implementation of the Human Resource management software system in FY 03/04
- Negotiate expiring labor contracts
- Provide ongoing personnel support to departments
- Continue to coordinate Wellness events and activities
- Develop a leave of absence procedure for tracking various employee leaves

2003-2004 BUDGET HIGHLIGHTS

- $6,000 reduction in Professional/Technical Services

2004-2005 BUDGET HIGHLIGHTS

- No significant changes

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, provides for the City's hardware, software and staff support needs

2002-2003 ACCOMPLISHMENTS

- Managed the evaluation, selection and contract negotiation process for the City's new integrated Financial/Human Resources management software system
- Implemented hardware infrastructure for new software system
- Maintained 6 network servers, 100 workstations, 45 printers, and City phone and voice mail systems
- Coordinated maintenance contracts with outside vendors for computer hardware and software and phone system support
- Selected a vendor to upgrade the City's website
- Began investigating options for replacing the City's outdated phone and voicemail system

2003-2005 KEY OBJECTIVES

- Complete implementation of the City's Financial/Human Resources management software system
- Support, maintain and enhance the City's information technology hardware, software and communications infrastructure
- Provide desktop support and replace outdated equipment
- Implement new City website
- Update the City's phone and voicemail system

2003-2004 BUDGET HIGHLIGHTS

- $18,000 reduction in Professional/Technical Services due to decreased contract costs for system service on replaced server and software

2004-2005 BUDGET HIGHLIGHTS

- $46,000 additional reduction in Professional/Technical Services
- No other significant changes

City of Martinez *Operation Expenditures Budgets FY 2003- 2004 and FY 2004 - 2005*

Administrative Services

General Government Funds

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
01	401	ADMINISTRATION						
		Labor		252,315	210,211	(42,104)	217,779	7,568
		Operating		33,046	31,389	(1,657)	31,954	565
		Direct & Indirect Costs		(137,210)	(99,848)	37,362	(107,319)	(7,471)
		TOTAL ADMINISTRATION		148,151	141,752	(6,399)	142,414	662
01	404	FINANCE						
		Labor	586,442	562,935	585,724	22,789	620,278	34,554
		Operating	48,191	87,509	86,757	(752)	88,160	1,403
		Capital	144					
		Direct & Indirect Costs	(128,259)	(308,943)	(294,453)	14,490	(324,291)	(29,838)
		TOTAL FINANCE	506,518	341,501	378,028	36,527	384,147	6,119
01	402	PERSONNEL						
		Labor	80,154	92,106	99,230	7,124	106,245	7,015
		Operating	47,507	72,136	67,369	(4,767)	67,546	177
		Direct & Indirect Costs	(37,436)	(60,830)	(61,535)	(705)	(64,974)	(3,439)
		TOTAL PERSONNEL	90,225	103,412	105,064	1,652	108,817	3,753
82	405	MANAGEMENT INFORMATION SYSTEMS						
		Labor	86,900	94,344	102,225	7,881	107,715	5,490
		Operating	128,284	273,717	228,385	(45,332)	182,644	(45,741)
		Capital	54,581	346,402	25,000	(321,402)	25,000	
		Direct & Indirect Costs			1,987	1,987	3,172	1,185
		TOTAL MGMT INFORMATION SYSTEMS	269,764	714,463	357,597	(356,866)	318,531	(39,066)
		TOTAL ADMINISTRATIVE SERVICES FUNCTION	**866,508**	**1,307,527**	**982,441**	**(325,086)**	**953,909**	**(28,532)**

Building Department

- Building Permits / Inspection
- Code Enforcement
- Construction Management
- Solid Waste

MAJOR RESPONSIBILITIES

Bldg. Permits/Inspection:
Plan Review
Permit Issuance
Inspections – Bldg/Public Works/NPDES/ Capital Improvement Projects
Erosion Control Monitoring
Stormwater Pollution Prevention Plans
Record Retention

Code Enforcement:
Complaint Investigation
Municipal Code Enforcement
Violation Abatement

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

Solid Waste:
Landfill Waste Reduction
Reuse / Recycle Programs
Public Education Programs

DEPARTMENT STAFFING

Authorized Positions	01/02	02/03	03/04	04/05
Building Director	1.0	1.0	1.0	1.0
Chief Building Inspector	0.0	1.0	1.0	1.0
Senior Building Inspector	1.0	0.0	0.0	0.0
Construction Inspector	1.0	1.0	1.0	1.0
Code Enforcement Inspector	0.0	1.0	1.0	1.0
Building Inspector II	3.0	2.0	2.0	2.0
Permit Technician II	1.0	1.0	1.0	1.0
	7.0	7.0	7.0	7.0

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. The division also provides counter staff to assist the public when needed, and to help the design professionals with project submittals. Inspection activities include utility and encroachment permits, engineering grading, and site development. Staff assist with NPDES program issues such as erosion control and stormwater pollution prevention plans. Additionally, staff provide 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.

2002-2003 ACCOMPLISHMENTS

- Issued 1,600 permits
- Conducted more than 6,000 inspections
- Conducted over 250 NPDES storm water inspections
- Conducted approximately 750 right-of-way inspections
- Inspected permits on all public utility company projects/repairs
- Performed Plan Review functions to ensure code compliance

2003-2005 KEY OBJECTIVES

- Enhance customer service by preparing informational brochures on Frequently Asked Questions and by providing information on the City's website regarding the permit/inspection process
- Update the Department Disaster/Emergency Response Program and provide employee emergency training
- Improve the City's Unreinforced Masonry Program
- Locate and pursue funding opportunities for retro-fitting buildings
- Train inspection staff on code enforcement procedures and incorporate those procedures into new and proactive programs

2003-2004 BUDGET HIGHLIGHTS

- $30,800 reduction in Temporary Salaries/Wages and Overtime
- $17,200 one-time reduction in vehicle Rental Charges

2004-2005 BUDGET HIGHLIGHTS

- No significant changes other than vehicle Rental Charges

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.

2002-2003 ACCOMPLISHMENTS

- Handled 1,500 code enforcement complaints
- Opened 600 new code enforcement cases
- Responded to all backlogged complaints
- Improved response and abatement time
- Hired new code enforcement inspector

2003-2005 KEY OBJECTIVES

- Support community through proactive code enforcement activities
- Develop/implement a new Community Preservation Ordinance to improve residential nuisance abatements
- Work with City Planning staff to update the Municipal Code as appropriate
- Work with City Attorney on cost recovery, administrative hearing, and penalty-processing programs
- Research grant opportunities to improve overall program
- Enhance customer service by providing information about the code enforcement process on the City website
- Enhance customer service by providing additional training to code enforcement staff and participating in regional organizations

CONSTRUCTION MANAGEMENT

This program area manages all City construction projects to ensure compliance with plans and specifications. Staff work 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.

2002-2003 ACCOMPLISHMENTS

- Managed the repavement of Berrellesa St. (from Arch St. to Marina Vista), and portions of Escobar St.
- Managed the resurfacing of 375,000 sq. ft. of roadways as part of the 2002 paving project
- Provided construction management for the Intermodal Station, Alhambra Creek, Waterfront Skate Park, and Alhambra Ave. Drainage Basin projects
- Managed construction work on the Golden Hills, Holiday Highlands, and Waterfront parks renovation projects
- Managed the Alum Sludge Removal and Restroom Restoration projects at the Water Treatment Plant
- Provided design and construction management services for the electrical system project at the John Muir Amphitheater and the new Police Evidence facility

2003-2005 KEY OBJECTIVES

- Continue to provide complete construction management to ensure quality workmanship, timely completion, and cost-effective measures on all City projects
- Coordinate with Community Development staff to improve overall Capital Improvement Projects process
- Provide additional training to keep pace with changes in the construction industry
- Provide project design assistance on a variety of City projects

SOLID WASTE

The Solid Waste Program provides for the protection of public health and safety and the environment through waste prevention, waste diversion, and safe waste processing and disposal. Staff works with Pleasant Hill Bayshore Disposal to establish rates, pick-up schedules, and recycle programs. A primary goal is the reduction of landfill waste through reuse and recycle programs. The budget for this program area is listed under Franchise Administration in the Nondepartmental Services group.

2002-2003 ACCOMPLISHMENTS

- Applied for and received three State grants totaling over $80,000: Used Oil, Household Hazardous Waste, and Container Recycling
- Implemented Household Battery, Fluorescent Lamp, and Computer Monitor collection programs
- Responded to residential/commercial complaints regarding refuse/recycling service
- Participation in numerous recycling workshops, events, and programs
- Prepared annual diversion report to the California Integrated Waste Management Board

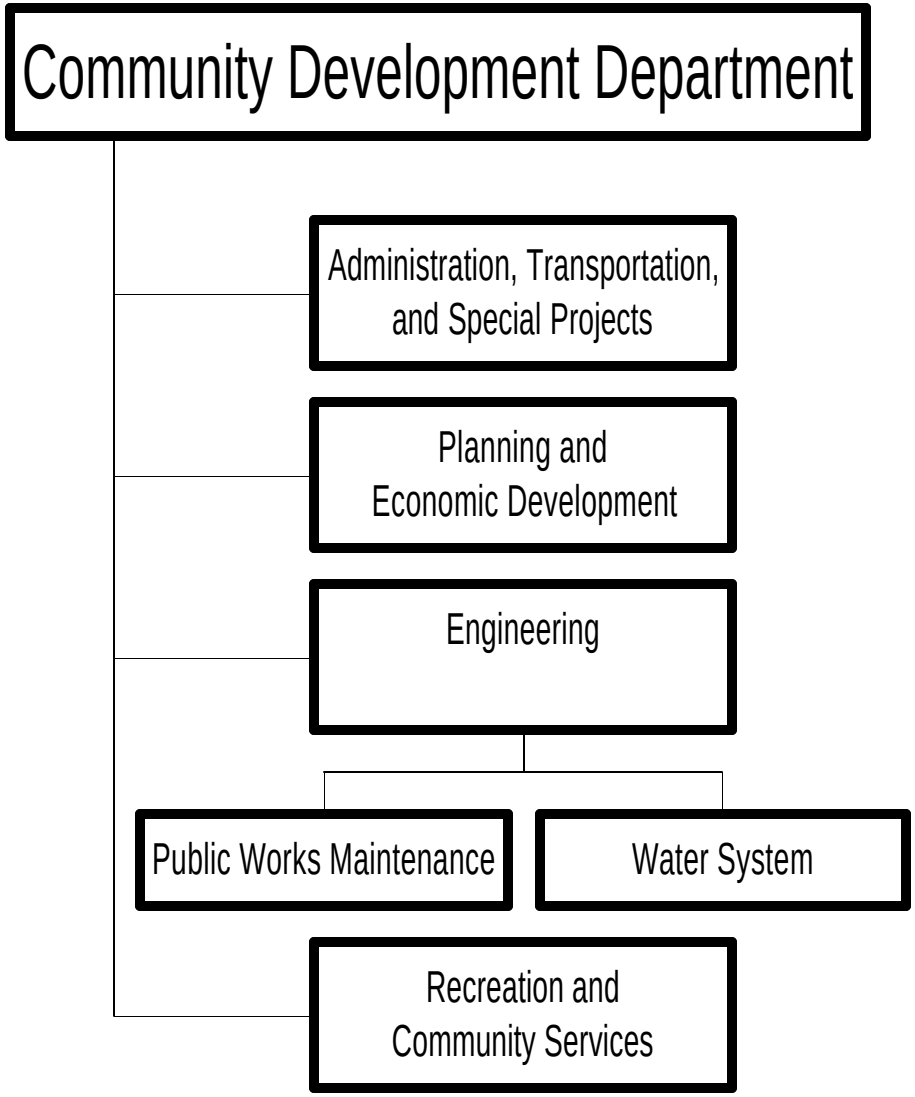
2003-2005 KEY OBJECTIVES

- Expand commercial recycling program
- Establish a Construction and Demolition Materials Recycling ordinance
- Complete a rate review for Pleasant Hill Bayshore Disposal for refuse/recycling service rates and fees
- Continue participation in special events such as Earth Day, municipal cleanups, and the Contra Costa Home and Garden Show
- Continue participation in the Contra Costa Green Business Program
- Pursue new grant opportunities as they become available

Building Department

General Government Funds

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
01	502	INSPECTION						
		Labor	515,965	572,433	615,176	42,743	656,356	41,180
		Operating	55,234	62,549	63,036	487	82,615	19,579
		Capital	10,000					
		Direct & Indirect Costs	(57,418)	(78,612)	(119,495)	(40,883)	(120,735)	(1,240)
		TOTAL INSPECTION	523,781	556,370	558,717	2,347	618,236	59,519
01	503	CODE ENFORCEMENT						
		Labor	69,347	78,584	85,399	6,815	92,992	7,593
		Operating	7,921	18,037	12,973	(5,064)	16,480	3,507
		Direct & Indirect Costs	(20,073)	(7,258)	16,246	23,504	15,640	(606)
		TOTAL CODE ENFORCEMENT	57,196	89,363	114,618	25,255	125,112	10,494
		TOTAL BUILDING DEPARTMENT FUNCTION	**580,977**	**645,733**	**673,335**	**27,602**	**743,348**	**70,013**



MAJOR RESPONSIBILITIES

Admin, Transportation, and Special Projects:	Department Administration Transportation Projects Marina Parking Day Care Contract Admin John Muir Festival Center Capital Improvement Programming Arts and Library Commission
Planning and Economic Development:	Development Review Advance Planning Economic Development Planning Commission Design Review Committee
Engineering:	Development Review Pavement Management Capital Improvement Projects Clean Water Program Public Works Maintenance Parks Maintenance Fleet Maintenance Water System
Recreation and Community Services:	Recreation Programs Senior Center Veteran's Commission Cemetery Commission

DEPARTMENT STAFFING

Authorized Positions	01/02	02/03	03/04	04/05
Community Development Dept	53.80	54.80	54.80	54.80

DIVISION STAFFING

ADMIN, TRANSPORTATION AND SPECIAL PROJECTS STAFFING

Authorized Positions	01/02	02/03	03/04	04/05
Director/Trans. Project Mgr.	1.0	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0	1.0
	2.0	2.0	2.0	2.0

PLANNING AND ECONOMIC DEVELOPMENT STAFFING

Authorized Positions	01/02	02/03	03/04	04/05
Deputy Director	1.0	1.0	1.0	1.0
Associate Planner	1.0	1.0	1.0	1.0
Planning Technician	1.0	1.0	1.0	1.0
Administrative Aide III	1.0	1.0	2.0	2.0
	4.0	4.0	5.0	5.0

RECREATION AND COMMUNITY SERVICES STAFFING

Authorized Positions	01/02	02/03	03/04	04/05
Deputy Director	1.0	1.0	1.0	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
Administrative Aide III	1.0	1.0	1.0	1.0
	4.8	4.8	4.8	4.8

ENGINEERING, PUBLIC WORKS AND WATER STAFFING

Authorized Positions	01/02	02/03	03/04	04/05
City Engineer	1.0	1.0	1.0	1.0
Senior Civil Engineer	1.0	1.0	1.0	1.0
Associate Civil Engineer	1.0	1.0	1.0	1.0
Junior Civil Engineer	1.0	1.0	1.0	1.0
Administrative Aide III	1.0	1.0	0.0	0.0
	5.0	5.0	4.0	4.0
Public Works Superintendent	1.0	1.0	1.0	1.0
Maintenance Supervisor	2.0	2.0	2.0	2.0
Maintenance Lead Worker	3.0	3.0	3.0	3.0
Maintenance Worker II	5.0	5.0	5.0	6.0
Maintenance Worker I	2.0	3.0	3.0	2.0
Equipment Mechanic	2.0	2.0	2.0	2.0
Account Clerk III	1.0	0.0	0.0	0.0
Account Clerk II	0.0	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	2.0	2.0
Park Caretaker I	0.0	1.0	2.0	2.0
General Laborer	2.0	1.0	0.0	0.0
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
	28.0	29.0	29.0	29.0
Water Superintendent	1.0	1.0	1.0	1.0
Assistant Water Superintendent	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	1.0	2.0	2.0	2.0
Water Plant Operator I	4.0	3.0	3.0	3.0
	10.0	10.0	10.0	10.0

ADMINISTRATION, TRANSPORTATION, AND SPECIAL PROJECTS

Administration provides overall department management and capital improvement programming. Transportation is responsible for planning, funding, and constructing projects such as the Intermodal project, Alhambra Avenue repaving, and the Bay Trail. The Transportation Project Manager is the City's representative to the Contra Costa Transportation Authority, Caltrans, the Capital Corridor Joint Powers Authority, and TRANSPAC. Special Projects include the City's Marina, day care contract operations, the John Muir Festival Center project, and the downtown parking district. Staffing is provided for the Marina Commission, Veterans' Commission, and the Arts, Library, and Cultural Services Commission.

2002-2003 ACCOMPLISHMENTS

- Improved sight lines and created new entrance to amphitheater
- Completed transition of child care center to contract operation
- Secured $855,000 Department of Boating and Waterways (DBAW) grant for boat launch ramp renovation
- Secured an additional $250,000 Coastal Conservancy grant for Ferry Plaza improvements

2003-2005 KEY OBJECTIVES

- Improve set design for Mountain Days
- Continue community planning meetings and pursue Proposition 40 money for the John Muir Festival Center project
- Design and construct Alhambra Avenue widening from MacAlvey Drive to Alhambra Creek
- Design, site, and explore funding options for downtown parking structure in conjunction with the County
- Design and construct Bay Trail from Ferry Street to East Bay Regional Park's Nejedly staging area
- Complete Intermodal landscaping from Ferry Street to horse arena

2003-2004 BUDGET HIGHLIGHTS

- $140,200 set aside in Parking Fund for downtown parking structure project
- $68,000 transfer from Reserves if required for John Muir Festival Center stage sets
- $38,500 transfer from Reserves to support extended library hours
- $20,000 transfer from Reserves for an Arts Development Fund
- $35,000 reduction in Professional/Technical Services

2004-2005 BUDGET HIGHLIGHTS

- $105,400 set aside in Parking Fund for downtown parking structure project
- $38,500 transfer from Reserves to support extended library hours

PLANNING AND ECONOMIC DEVELOPMENT

Planning staff assist customers with permit processing and interpretation of City policies related to the zoning and subdivision ordinances. They 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. In addition, Planning staff participate on the NPDES Public Education Industrial Outreach Committee and work with the County on CDBG grants. Economic Development focuses attention on methods to rehabilitate and revitalize the downtown. This effort is strengthened through continued coordination with the Chamber of Commerce, Main Street Martinez, property owners, business owners and others.

2002-2003 ACCOMPLISHMENTS

- Received $5,000 grant from PG&E for funding of downtown events
- Prepared a revised Draft Housing Element (2nd draft) to submit to HCD
- Secured a $75,000 performance-based MTC grant for the Downtown Specific Plan and selected a consultant for the plan
- Strengthened workforce by hiring permanent Planning Technician

2003-2005 KEY OBJECTIVES

- Complete and implement the Downtown Specific Plan
- Develop a strategy for economic development
- Continue to strengthen our working relationship with the Chamber of Commerce and Main Street Martinez organizations
- Adopt a final housing element
- Complete the Adult Entertainment Ordinance

2003-2004 BUDGET HIGHLIGHTS

- $225,000 transfer from Reserves for the Downtown Plan and EIR
- $70,000 transfer from Reserves for Chamber of Commerce and $75,000 transfer from Reserves for Main Street Martinez
- $50,000 transfer from Reserves for Economic Development Plan
- $30,000 transfer from Reserves for a Redevelopment Feasibility Study
- $30,000 transfer from Reserves for City Banner Program
- $79,400 reduction in Planning Professional/Technical Services and $14,000 reduction in Planning Temporary Salaries/Wages

2004-2005 BUDGET HIGHLIGHTS

- No significant changes

ENGINEERING, PUBLIC WORKS AND WATER

ENGINEERING

Engineering works with other City programs to plan, construct and maintain public works facilities including streets, storm drains, traffic signals and water systems. In addition, Engineering staff manages the City's Clean Water (NPDES) Program, implements the annual Community Development Block Grant (CDBG) Program, assists in establishing and maintaining Lighting and Landscape Assessment Districts, serves on the Traffic Safety Committee, prepares grant applications for State and Federal funds to pay for major capital improvement projects, assists the City's Transportation Projects Manager in the implementation of major transportation capital projects, and reviews and processes residential, commercial and industrial development applications.

2002-2003 ACCOMPLISHMENTS

- Completed Marina Vista and Berrellesa Paving Project
- Replaced old play equipment and significantly enhanced play areas at the Golden Hills, Holiday Highlands, and Waterfront parks
- Began construction on the City Entrance Monument Sign Project
- Implemented the Clean Water Program in compliance with State and Federal regulations
- Issued approximately 300 oversized load and 200 encroachment permits
- Completed Skate Park

2003-2005 KEY OBJECTIVES

- Establish and update policies, procedures, and processes to improve interdepartmental coordination and enhance customer service
- Develop long-term plans for improving the condition of City streets and replacing deteriorated water lines
- Update the Flood Ordinance to be in compliance with FEMA regulations
- Incorporate a Clean Water element into the General Plan
- Utilize the City's web site to improve the flow of information to the public
- Update the Subdivision Ordinance
- Complete Water Rate Study
- Complete plan for new Corporation Yard

PUBLIC WORKS

Public Works 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 9,500 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. Parking meter installation, maintenance and collection are the responsibility of this program as well. Program staff regularly work with local volunteer groups to include them in the process of serving the community by improving public spaces.

2002-2003 ACCOMPLISHMENTS

- Repaved sections of numerous streets and roadways including Palm Avenue and Castro, Estudillo, and Allen streets
- Repaired base failures to over 100,000 square feet of streets
- Initiated beautification and restoration of numerous City street medians
- Finished major landscaping projects at Hidden Valley Park and the Waterfront Amphitheater
- Replaced one-third of all water backflow prevention devices
- Completed the Berrellesa Street Water Main Replacement Project
- Repaired over 200 parking meters

2003-2005 KEY OBJECTIVES

- Replace broken parking meters with vandal-proof devices
- Assume maintenance responsibility for the newly-renovated Alhambra landscaped median and the Chilpancingo median
- Repair asphalt base failures in preparation for street rehabilitation program
- Implement programs and training to reduce employee injuries
- Provide 24 hour coverage for emergency situations such as water main breaks and flooding
- Replace additional one-third of all water backflow prevention devices

2003-2004 BUDGET HIGHLIGHTS

- $131,900 one-time reduction in vehicle Rental Charges
- $121,500 reduction in Utilities
- $25,000 reduction in Traffic Control Maintenance Professional/Technical Services
- $25,000 reduction in Parks Maintenance Temporary Salaries/Wages
- $10,000 reduction in Parks Ground Maintenance Professional/Technical Services

PUBLIC WORKS (CONTINUED)

2004-2005 BUDGET HIGHLIGHTS

- No significant changes other than vehicle Rental Charges

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 is ensured though the use of advanced technology, proper water treatment, water quality analysis, treatment plant maintenance, backflow prevention, and maintenance of the water distribution system.

2002-2003 ACCOMPLISHMENTS

- Disinfected and filtered 1,800 million gallons of water and analyzed over 1,000 samples for bacteriological quality
- Performed daily analysis of raw and treated water for stability and corrosion control
- Completed and delivered to all customers the 2000 Annual Water Quality Report
- Responded promptly to all customer concerns regarding leaks, pressure, and water quality
- Completed testing for State and Federal unregulated contaminant monitoring rule (UCMR)
- Installed video monitoring equipment and developed a controlled access system at the Water Treatment Plant
- Instituted regular inspections of potential water system access points

2003-2005 KEY OBJECTIVES

- Identify and replace old and inefficient water meters and non-functional backflow prevention devices
- Replace priority damaged or worn water mains
- Utilize qualified personnel and state of the art technology to improve water treatment techniques
- Replace filter media in the 1968 filters to ensure proper performance and public health protection for many years
- Complete a vulnerability assessment by June 2004 as required by the Bioterrorism Act of 2002

2003-2004 BUDGET HIGHLIGHTS

- $50,000 one-time reduction in vehicle Rental Charges
- $36,700 increase in Water Administration Professional/Technical Services for Vulnerability Assessment

2004-2005 BUDGET HIGHLIGHTS

- Expenditure levels maintained in Water Administration Professional/Technical Services to fund Department of Water Resources Mandated 5-Year Best Practices Report
- No significant changes other than vehicle Rental Charges

RECREATION AND COMMUNITY SERVICES

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. Additionally, staff participate on the Park and Recreation, Veteran's, and Cemetery commissions. 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
- Golden Hills Park Building
- Kiwanis Youth Center
- A three-pool municipal complex at Rankin Park
- Alhambra Cemetery
- 17 parks

2002-2003 ACCOMPLISHMENTS

- Hired Deputy Director of Parks and Community Services and Senior Center Supervisor
- Repaired five athletic fields through partnership with the Pleasant Hill/Martinez American Youth Soccer Organization (AYSO)
- Repaired a major water leak at the municipal pool and installed two new pool heaters
- Offered 15 programs with the Martinez Library/Recreation Partnership
- Increased teen participation by offering programs such as Guard Start, counselor in training, and babysitting courses

2003-2005 KEY OBJECTIVES

- Complete the Parks System Master Plan
- Increase the number of family-oriented recreation programs
- Increase active outdoor opportunities for seniors
- Increase revenues through contract sports camps
- Investigate additional recreational programs through partnerships
- Coordinate and work with 11 Community, Youth, and Special Interest groups on the use of 23 fields and facilities
- Pursue grant opportunities to support recreation and community service programs

RECREATION AND COMMUNITY SERVICES (CONTINUED)

2003-2004 BUDGET HIGHLIGHTS

- $38,500 transfer from Reserves to fund extended library hours
- $20,000 transfer from Reserves for an Arts Development Fund
- $15,000 transfer from Reserves for a Legacy Project Survey
- $22,200 reduction in Utilities
- $18,300 reduction in Temporary Salaries/Wages
- $10,200 one-time reduction in vehicle Rental Charges
- $8,500 reduction in Supplies
- $18,000 increase in Professional/Technical Services for Amphitheater restroom and utility hook-up contract services

2004-2005 BUDGET HIGHLIGHTS

- No significant changes other than vehicle Rental Charges

Community Development

General Government Funds

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
01	701	COMMUNITY DEVELOPMENT ADMIN						
		Labor	243,531	276,126	331,655	55,529	348,290	16,635
		Operating	53,156	78,251	51,804	(26,447)	54,491	2,687
		Capital	2,687					
		Direct & Indirect Costs	97,261	(30,677)	(108,385)	(77,708)	(105,566)	2,819
		TOTAL COMMUNITY DEVELOPMENT ADMIN	396,635	323,700	275,074	(48,626)	297,215	22,141
01	702	ECONOMIC DEVELOPMENT						
		Operating	127,318	240,431	219,998	(20,433)	47,963	(172,035)
		Direct & Indirect Costs	29,312	9,863	33,911	24,048	35,314	1,403
		TOTAL ECONOMIC DEVELOPMENT	156,630	250,294	253,909	3,615	83,277	(170,632)
01	703	PLANNING						
		Labor	194,774	349,530	296,006	(53,524)	320,053	24,047
		Operating	114,452	286,604	322,739	36,135	18,801	(303,938)
		Direct & Indirect Costs	10,330	10,419	13,444	3,025	16,416	2,972
		TOTAL PLANNING	319,556	646,553	632,189	(14,364)	355,270	(276,919)
01	704	ENGINEERING						
		Labor	211,290	426,987	457,514	30,527	481,222	23,708
		Operating	75,840	25,070	40,921	15,851	42,844	1,923
		Direct & Indirect Costs	22,292	(71,736)	(282,036)	(210,300)	(290,484)	(8,448)
		TOTAL ENGINEERING	309,421	380,321	216,399	(163,922)	233,582	17,183
01	710	TRAFFIC CONTROL MAINTENANCE						
		Operating	136,867	196,836	142,650	(54,186)	158,900	16,250
		Direct & Indirect Costs	129,143	122,927	106,342	(16,585)	110,815	4,473
		TOTAL TRAFFIC CONTROL MAINTENANCE	266,010	319,763	248,992	(70,771)	269,715	20,723

City of Martinez — *Operation Expenditures Budgets FY 2003 - 2004 and FY 2004 - 2005*

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
01	712	STREET LIGHTING						
		Operating	311,506	400,500	313,745	(86,755)	317,915	4,170
		Direct & Indirect Costs	10,283	11,000	27,361	16,361	28,512	1,151
		TOTAL STREET LIGHTING	321,789	411,500	341,106	(70,394)	346,427	5,321
01	720	PARKS GROUNDS MAINTENANCE						
		Operating	465,721	498,900	375,500	(123,400)	463,900	88,400
		Capital	22,478	18,000	10,000	(8,000)	10,000	
		Direct & Indirect Costs	501,226	569,574	504,661	(64,913)	524,482	19,821
		TOTAL PARKS GROUNDS MAINTENANCE	989,425	1,086,474	890,161	(196,313)	998,382	108,221
01	723	CEMETERY MAINTENANCE						
		Operating	5,971	2,960	2,331	(629)	3,020	689
		Direct & Indirect Costs	5,395	7,703	2,559	(5,144)	2,660	101
		TOTAL CEMETERY MAINTENANCE	11,366	10,663	4,890	(5,773)	5,680	790
01	724	OPEN SPACE MAINTENANCE						
		Operating	49,614	61,850	40,750	(21,100)	47,250	6,500
		Capital		2,000	2,000		2,000	
		Direct & Indirect Costs	36,165	5,347	11,894	6,547	12,361	467
		TOTAL OPEN SPACE MAINTENANCE	85,779	69,197	54,644	(14,553)	61,611	6,967
01	730	PUBLIC FACILITIES MAINTENANCE						
		Operating	57,009	37,150	23,000	(14,150)	34,700	11,700
		Direct & Indirect Costs	170,984	111,277	162,377	51,100	168,879	6,502
		TOTAL PUBLIC FACILITIES MAINTENANCE	227,993	148,427	185,377	36,950	203,579	18,202
01	790	BUILDING MAINTENANCE						
		Labor	102,531	103,976	108,766	4,790	111,758	2,992
		Operating	440,460	392,069	152,893	(239,176)	162,689	9,796
		Capital		5,000	5,000		5,000	
		Direct & Indirect Costs	(542,992)	(545,237)	(331,162)	214,075	(528,703)	(197,541)
		TOTAL BUILDING MAINTENANCE		(44,192)	(64,503) *	(20,311)	(249,256) *	(184,753)

City of Martinez *Operation Expenditures Budgets FY 2003 - 2004 and FY 2004 - 2005*

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
01	791	MAINTENANCE SERVICES						
		Labor	1,252,218	1,291,010	1,276,647	(14,363)	1,327,405	50,758
		Operating	94,852	132,678	133,721	1,043	142,292	8,571
		Capital	901					
		Direct & Indirect Costs	(1,347,971)	(1,418,688)	(1,410,368)	8,320	(1,469,697)	(59,329)
		TOTAL MAINTENANCE SERVICES		5,000		(5,000)		
01	792	PARKS SERVICES						
		Labor	602,784	675,869	661,041	(14,828)	684,941	23,900
		Operating	59,218	71,780	66,218	(5,562)	70,772	4,554
		Direct & Indirect Costs	(662,002)	(747,649)	(727,259)	20,390	(755,713)	(28,454)
		TOTAL PARKS SERVICES						
01	801	COMMUNITY SERVICES ADMIN						
		Labor	361,925	291,054	310,454	19,400	332,523	22,069
		Operating	48,084	59,689	65,161	5,472	58,702	(6,459)
		Capital	532					
		Direct & Indirect Costs	(49,993)	7,356	52,366	45,010	60,434	8,068
		TOTAL COMMUNITY SERVICES ADMIN	360,548	358,099	427,981	69,882	451,659	23,678
01	802	CULTURAL AND ARTS						
		Operating	27,400	31,651	74,325	42,674	54,875	(19,450)
		Direct & Indirect Costs	3,825	5,500	5,359	(141)	5,585	226
		TOTAL CULTURAL AND ARTS	31,226	37,151	79,684	42,533	60,460	(19,224)
01	803	GENERAL RECREATION						
		Labor	41,942	58,709	45,446	(13,263)	45,042	(404)
		Operating	25,849	25,336	23,095	(2,241)	23,095	
		TOTAL GENERAL RECREATION	67,791	84,045	68,541	(15,504)	68,137	(404)
01	804	MUNICIPAL SWIMMING POOL						
		Labor	34,721	33,020	33,765	745	33,465	(300)
		Operating	61,212	80,200	59,210	(20,990)	60,510	1,300
		Direct & Indirect Costs	15,328	10,015	35,784	25,769	37,195	1,411
		TOTAL MUNICIPAL SWIMMING POOL	111,261	123,235	128,759	5,524	131,170	2,411

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
01	805	Amphitheater						
		Operating	(1,057)	10,900	105,600	94,700	38,250	(67,350)
		Direct & Indirect Costs	3,719					
		TOTAL THEATRE	2,663	10,900	105,600	94,700	38,250	(67,350)
01	806	DAY CARE						
		Labor	105,350	7,366		(7,366)		
		Operating	96,137	129,440	131,770	2,330	136,450	4,680
		Direct & Indirect Costs	1,830	5,393		(5,393)		
		TOTAL DAY CARE	203,317	142,199	131,770	(10,429)	136,450	4,680
01	808	SPORTS PROGRAMS						
		Labor	56,547	41,671	40,144	(1,527)	39,786	(358)
		Operating	46,191	40,998	33,313	(7,685)	36,563	3,250
		Direct & Indirect Costs	18,427	22,340	5,345	(16,995)	5,554	209
		TOTAL SPORTS PROGRAMS	121,165	105,009	78,802	(26,207)	81,903	3,101
01	809	SENIOR CITIZEN PROGRAMS						
		Labor	157,922	179,260	194,232	14,972	206,590	12,358
		Operating	35,237	50,535	44,341	(6,194)	46,950	2,609
		Direct & Indirect Costs	1,228		33,119	33,119	29,544	(3,575)
		TOTAL SENIOR CITIZEN PROGRAMS	194,387	229,795	271,692	41,897	283,084	11,392
01	809.1	ALZHEIMER RESPITE						
		Labor	5,717	8,011	8,329	318	8,255	(74)
		Operating	32	250	770	520	770	
		TOTAL ALZEIMER RESPITE	5,749	8,261	9,099	838	9,025	(74)
81	740	EQUIPMENT REPLACEMENT						
		Labor	169,520	179,631	184,498	4,867	192,301	7,803
		Operating	534,750	404,861	392,395	(12,466)	392,796	401
		Capital	9,609	335,000	350,000	15,000	350,000	
		Direct & Indirect Costs	67,353	124,341	218,134	93,793	228,058	9,924
		TOTAL MAINTENANCE & REPLACEMENTS	781,233	1,043,833	1,145,027	101,194	1,163,155	18,128
		TOTAL COMMUNITY DEVELOPMENT FUNCTION	**4,963,943**	**5,750,227**	**5,485,193**	**(265,034)**	**5,028,775**	**(456,418)**

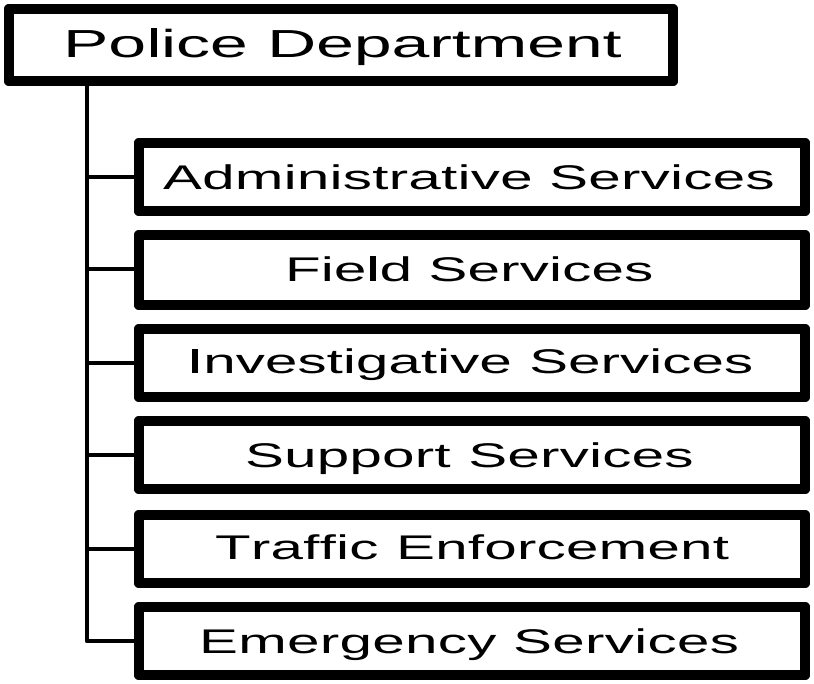
			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
Special Revenue Funds								
		NPDES Services						
21	752	NEW DEVELOPMENT & CONSTRUCTION						
		Operating	3,033	2,700	1,000	(1,700)	1,000	
		Direct & Indirect Costs	9,314	17,000	66,027	49,027	68,073	2,046
		TOTAL NEW DEVELOPMENT & CONSTRUCT	12,347	19,700	67,027	47,327	69,073	2,046
21	753	PUBLIC EDUCATION & OUTREACH						
		Operating	3,056	21,500	17,500	(4,000)	17,500	
		Capital	635					
		Direct & Indirect Costs		15,000	12,000	(3,000)	12,000	
		TOTAL PUBLIC EDUCATION & OUTREACH	3,691	36,500	29,500	(7,000)	29,500	
21	754	MUNICIPAL MAINTENANCE						
		Operating	144,494	90,500	50,900	(39,600)	119,150	68,250
		Direct & Indirect Costs	217,536	355,274	234,337	(120,937)	244,195	9,858
		TOTAL MUNICIPAL MAINTENANCE	362,030	445,774	285,237	(160,537)	363,345	78,108
21	755	INSPECTION ACTIVITIES						
		Operating	544	13,700	12,000	(1,700)	12,000	
		Direct & Indirect Costs	13,008	20,500	20,000	(500)	20,000	
		TOTAL INSPECTION ACTIVITIES	13,552	34,200	32,000	(2,200)	32,000	
21	756	ILLICIT DISCHARGE CONTROL						
		Operating	12,157	3,100	1,000	(2,100)	1,000	
		Capital		2,150		(2,150)		
		Direct & Indirect Costs	9,064	15,000	11,000	(4,000)	9,000	(2,000)
		TOTAL ILLICIT DISCHARGE CONTROL	21,221	20,250	12,000	(8,250)	10,000	(2,000)
21	757	AGENCY ADMINISTRATION						
		Operating	54,261	39,100	127,700	88,600	127,700	
		Direct & Indirect Costs	17,084	65,000	72,140	7,140	78,897	6,757
		TOTAL AGENCY ADMINISTRATION	71,345	104,100	199,840	95,740	206,597	6,757
		TOTAL NPDES SERVICES FUNCTION	**484,186**	**660,524**	**625,604**	**(34,920)**	**710,515**	**84,911**

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
			Transportation Services					
22	760	TRANSPORTATION ADMINISTRATION						
		Labor	46,680	21,530	76,609	55,079	81,274	4,665
		Operating	9,861	17,729	32,215	14,486	32,334	119
		Capital		2,000		(2,000)		
		Direct & Indirect Costs	(7,031)	364,861	57,666	(307,195)	63,858	6,192
		TOTAL TRANSPORATION ADMIN	49,510	406,120	166,490	(239,630)	177,466	10,976
22	761	TRANSPAC						
		Operating	18,205	48,500	48,500		48,500	
		TOTAL TRANSPAC	18,205	48,500	48,500		48,500	
22	762	GROWTH MANAGEMENT						
		Operating	6,765	10,000	10,000		10,000	
		TOTAL GROWTH MANAGEMENT	6,765	10,000	10,000		10,000	
22	906	PROJECT DEVELOPMENT						
		Operating	33,625	31,000	46,000	15,000	46,000	
		TOTAL PROJECT DEVELOPMENT	33,625	31,000	46,000	15,000	46,000	
		TOTAL TRANSPORTATION SERV. FUNCTION	**108,105**	**495,620**	**270,990**	**(224,630)**	**281,966**	**10,976**

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
		Street Maintenance Services						
23	771	STREET MAINTENANCE						
		Operating	129,837	190,171	115,000	(75,171)	144,250	29,250
		Capital	4,121					
		Direct & Indirect Costs	183,992	230,271	225,941	(4,330)	235,445	9,504
		TOTAL STREET MAINTENANCE	317,951	420,442	340,941	(79,501)	379,695	38,754
23	772	ARTERIAL MAINTENANCE						
		Operating	74,275	69,125	57,250	(11,875)	67,000	9,750
		Capital						
		Direct & Indirect Costs	80,022	87,819	56,768	(31,051)	59,001	2,233
		TOTAL ARTERIAL MAINTENANCE	154,297	156,944	114,018	(42,926)	126,001	11,983
		TOTAL GAS TAX FUND	**472,248**	**577,386**	**454,959**	**(122,427)**	**505,696**	**50,737**
		Traffic Congestion Relief Services						
24	775	TRAFFIC CONGESTION RELIEF						
		Capital	262,066	70,000		(70,000)		
		TOTAL TRAFFIC CONGESTION RELIEF	262,066	70,000		(70,000)		
		TOTAL TRAFFIC CONGESTION RELIEF FUND	**262,066**	**70,000**		**(70,000)**		

				FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
Enterprise Funds									
				Water System					
71	910	WATER ADMINISTRATION							
			Labor	88,043	101,317	135,101	33,784	145,137	10,036
			Operating	980,671	520,424	569,224	48,800	581,934	12,710
			Capital		465,000	550,000	85,000	575,000	25,000
			Direct & Indirect Costs	578,007	734,207	866,480	132,273	937,389	70,909
			TOTAL WATER ADMINISTRATION	1,646,721	1,820,948	2,120,805	299,857	2,239,460	118,655
71	911	WATER TREATMENT							
			Labor	608,386	738,580	765,850	27,270	808,631	42,781
			Operating	3,334,485	3,424,619	3,439,269	14,650	3,569,072	129,803
			Capital	874	(2,380)	(4,500)	(2,120)	(4,500)	
			Direct & Indirect Costs	(26,971)	13,333	59,444	46,111	65,041	5,597
			TOTAL WATER TREATMENT	3,916,775	4,174,152	4,260,063	85,911	4,438,244	178,181
71	912	WATER DISTRIBUTION							
			Labor	205,046	247,117	240,227	(6,890)	253,885	13,658
			Operating	594,345	676,558	532,831	(143,727)	660,250	127,419
			Capital		(20,950)		20,950		
			Direct & Indirect Costs	558,881	646,316	498,191	(148,125)	519,982	21,791
			TOTAL WATER DISTRIBUTION	1,358,271	1,549,041	1,271,249	(277,792)	1,434,117	162,868
71	441	DEBT SERVICE	1966 WATER REVENUE BONDS						
			Operating	5,899					
			TOTAL DEBT SERVICE	5,899					
71	441	DEBT SERVICE	1993 COP FUND						
			Operating	522,594	536,360	178,220	(358,140)	172,370	(5,850)
			TOTAL DEBT SERVICE	522,594	536,360	178,220	(358,140)	172,370	(5,850)
71	441	DEBT SERVICE	1999 COP FUND						
			Operating	302,030	291,964	303,798	11,834	212,918	(90,880)
			TOTAL DEBT SERVICE	302,030	291,964	303,798	11,834	212,918	(90,880)
			TOTAL WATER SYSTEM FUNCTION	**7,752,290**	**8,372,465**	**8,134,135**	**(238,330)**	**8,497,109**	**362,974**
			Water CIP Fund			**1,758,410**		**1,500,000**	

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
			Parking Services					
75	930	PARKING SERVICES						
		Labor		37,368		(37,368)		
		Operating	304,348	347,955	229,563	(118,392)	249,027	
		Capital	4,527	16,080		(16,080)		
		Direct & Indirect Costs	115,894	151,737	173,783	22,046	189,082	
		TOTAL PARKING SERVICES	424,769	515,772	403,346	(112,426)	438,109	
		TOTAL PARKING SERVICES FUNCTION	**424,769**	**515,772**	**403,346**	**(112,426)**	**438,109**	
			Marina Services					
73	920	MARINA ADMINISTRATION						
		Labor			13,436	13,436	13,322	(114)
		Operating	302,730	61,300	46,625	(14,675)	46,825	200
		Capital		114,500		(114,500)		
		Direct & Indirect Costs		39,604	46,538	6,934	46,538	
		TOTAL MARINA ADMINISTRATION	302,730	215,404	106,599	(108,805)	106,685	86
73	920	MARINA OPERATIONS						
		Labor			500	500	500	
		Operating	79,813	57,350	50,880	(6,470)	50,945	65
		Capital						
		Direct & Indirect Costs	14,572	643	477	(166)	497	20
		TOTAL MARINA OPERATIONS	94,385	57,993	51,857	(6,136)	51,942	85
73	863	MARINA DEBT SERVICE						
		Operating	97,549					
		Capital	255,724					
		TOTAL MARINA DEBT SERVICE	353,273					
		TOTAL MARINA SERVICES FUNCTION	**750,388**	**273,397**	**158,456**	**(114,941)**	**158,627**	**171**
		Marina CIP Fund			**1,595,465**		**312,850**	



DEPARTMENT STAFFING

Authorized Positions	01/02	02/03	03/04	04/05
Police Chief	1.0	1.0	1.0	1.0
Police Lieutenant	2.0	0.0	0.0	0.0
Police Commander	0.0	2.0	2.0	2.0
Police Sergeant	5.0	5.0	5.0	5.0
Police Officer	30.0	31.0*	31.0*	31.0*
Support Services Supervisor	1.0	1.0	1.0	1.0
Lead Police Clerk/Dispatcher	1.0	1.0	1.0	1.0
Police Clerk Dispatcher	5.0	6.0	6.0	6.0
Police Secretary	1.0	0.0	0.0	0.0
Administrative Secretary	0.0	1.0	1.0	1.0
Evidence/Property Technician	1.0	1.0	1.0	1.0
Police Assistant	4.0	4.0	5.0*	4.0
Records Clerk	2.0	2.0	2.0	2.0
	53.0	55.0	56.0	55.0

*includes one grant-funded position

MAJOR RESPONSIBILITIES

Administrative Services:
Overall Supervision of Divisions
Department Policies and Programs
Budgeting
Contracts

Field Services:
24-hour Uniformed Patrol Services
Reserve Police Program
Cadet Program
Community Oriented Policing Program

Investigative Services:
Criminal Case Investigations
Computer Crimes Investigations
Identity Theft
Juvenile Cases
Juvenile Diversion Program

Support Services:
Police Dispatching Services
Records Management
Report Transcription
Public Counter Service

Traffic Enforcement:
Moving Traffic Violations Enforcement
Parking Violations
Traffic Safety Program Promotion
Major Traffic Accident Investigation

Emergency Services:
Citywide Emergency Services Planning
Citywide Emergency Services Response
Emergency Operations Center
City Emergency Plan Management

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.

2002-2003 ACCOMPLISHMENTS

- Successfully received a Federal grant supplementing the School Resource Officer position
- Began implementing the Homeless Management Program
- Opened the Waterfront Skate Park
- Expanded the Traffic Division allowing additional traffic enforcement and major accident investigation

2003-2005 KEY OBJECTIVES

- Continue to pursue quality of life issues and provide high level of community service
- Pursue grant opportunities for public safety as they become available
- Alleviate community concerns by providing accurate information about drug culture and homeless-related problems
- Ensure public safety and security in higher crime areas through increased presence in target areas
- Maintain police staffing levels at 39 sworn peace officer positions and 16 non-sworn civilian positions
- Provide quality of life reports to Martinez citizens three times a year through the City newsletter

2003-2004 BUDGET HIGHLIGHTS

- $24,000 one-time reduction in Professional/Technical Services
- $20,800 one-time reduction in vehicle Rental Charges
- $18,500 reduction in Temporary Salaries/Wages
- $13,500 reduction in Employee Functions/Training
- $12,800 increase in Communications
- $11,700 increase in Supplies

2004-2005 BUDGET HIGHLIGHTS

- No significant changes other than vehicle Rental Charges and Professional/Technical Services

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 for Community Oriented Policing projects, as well as foot patrol, park patrol and bicycle patrol.

2002-2003 ACCOMPLISHMENTS

- Made 1,716 arrests, which represents an increase of 318 over the prior year
- Increased arrests pertinent to quality of life issues such as drugs and the homeless
- Responded to 26,287 calls for service, a decrease of 247 from the prior year
- Added a third police K-9

2003-2005 KEY OBJECTIVES

- Develop a special public safety team to deal directly with quality of life issues
- Expand Child Safety Seat Program
- Increase management efforts to provide an accurate depiction of the homeless problem
- Continue to focus on enforcement and prevention of Domestic Violence crimes

2003-2004 BUDGET HIGHLIGHTS

- $97,400 one-time reduction in vehicle Rental Charges
- $35,000 reduction in Vacation/Comp Time buyback
- $34,000 reduction in Overtime
- $14,200 reduction in Temporary Salaries/Wages
- $8,100 reduction in Supplies

2004-2005 BUDGET HIGHLIGHTS

- No significant changes other than vehicle Rental Charges

INVESTIGATIVE SERVICES

Investigative Services is responsible for criminal investigations. The Investigative Services Division's responsibilities have been expanded to increase investigations of computer crimes and identity theft. This expansion has resulted in the investigation of several child pornography and identity cases.

2002-2003 ACCOMPLISHMENTS

- Investigated 1,867 cases, an increase of 8 cases from the prior year
- Curtailed drug activities at problem residences and locations
- Added a detective to increase capability of investigating computer crimes such as identity theft
- Opened a new police evidence facility to meet State requirements for evidence preservation

2003-2005 KEY OBJECTIVES

- Continue tracking sexual offender registrants
- Increase number of drug investigations
- Expand focus on hate crimes by working with school districts and U.S. Department of Justice to develop a standard operating procedure
- Track repeat offenders that affect quality of life issues
- Increase investigations of computer and identity theft crimes

2003-2004 BUDGET HIGHLIGHTS

- $21,900 reduction in Supplies
- $21,300 reduction in Overtime
- $20,100 one-time reduction in vehicle Rental Charges
- $16,000 one-time reduction in Non-Capital Equipment costs

2004-2005 BUDGET HIGHLIGHTS

- $13,000 increase in Supplies
- No significant changes other than vehicle Rental Charges and Non-Capital Equipment costs

SUPPORT SERVICES

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

2002-2003 ACCOMPLISHMENTS

- Provided additional cross-training to employees in the areas of dispatch, records maintenance, evidence processing, and vehicle abatement
- Instituted desk reporting system to improve internal efficiency
- Began installation of new police radio system

2003-2005 KEY OBJECTIVES

- Implement a new records management system at no cost to the General Fund
- Place into operation a new 911 system at no cost to the General Fund
- Respond to priority citizen calls in an expeditious manner
- Fully implement new police radio system to provide more complete citywide transmission and support

2003-2004 BUDGET HIGHLIGHTS

- $47,000 reduction in Overtime
- $28,700 reduction in Temporary Salaries/Wages
- $5,000 reduction in Vacation/Comp Time buyback
- $5,000 increase in Supplies

2004-2005 BUDGET HIGHLIGHTS

- No significant changes

TRAFFIC ENFORCEMENT

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

2002-2003 ACCOMPLISHMENTS

- Placed two traffic motor officers into service
- Increased traffic enforcement in response to citizen complaints by focusing additional enforcement in problem areas
- Utilized an additional speed display trailer on City streets, which received positive feedback from the community
- Increased parking enforcement

2003-2005 KEY OBJECTIVES

- Reduce accident and injury rates by identifying accident-causing violations
- Provide traffic safety classes to school age children
- Address speeding complaints on main thoroughfares through application of public information, speed display trailers, and enforcement efforts

2003-2004 BUDGET HIGHLIGHTS

- $8,700 one-time reduction to vehicle Rental Charges

2004-2005 BUDGET HIGHLIGHTS

- No significant changes other than vehicle Rental Charges

EMERGENCY SERVICES

The Emergency Services Division 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.

2002-2003 ACCOMPLISHMENTS

- Placed Mobile Command Post into service
- Began construction of new Emergency Operations Center
- Provided crucial alternate communications access through utilization of voice to voice radio communication
- Utilized City Newsletter to provide useful crime prevention and disaster preparedness information to the community

2003-2005 KEY OBJECTIVES

- Complete construction of Emergency Operations Center
- Provide Emergency Services training citywide
- Update the City's Emergency/Disaster Plan

City of Martinez *Operation Expenditures Budgets FY 2003 - 2004 and FY 2004 - 2005*

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
			Police Services					
General Government Funds								
01	601	POLICE ADMINISTATION						
		Labor	248,739	281,207	284,877	3,670	297,234	12,357
		Operating	468,865	556,374	541,924	(14,450)	588,375	46,451
		Capital	2,908	3,700	2,000	(1,700)		(2,000)
		Direct & Indirect Costs	243,032	237,134	264,784	27,650	340,330	75,546
		TOTAL POLICE ADMINISTRATION	963,545	1,078,415	1,093,585	15,170	1,225,939	132,354
01	605	FIELD SERVICES						
		Labor	2,963,517	3,185,780	3,392,888	207,108	3,571,875	178,987
		Operating	318,507	368,833	330,819	(38,014)	436,767	105,948
		Capital	8,565	130,000	1,000	(129,000)	1,000	
		Direct & Indirect Costs			(46,118)	(46,118)	(51,164)	(5,046)
		TOTAL FIELD SERVICES	3,290,589	3,684,613	3,678,589	(6,024)	3,958,478	279,889
01	602	INVESTIGATIVE SERVICES						
		Labor	1,042,621	1,014,456	1,253,313	238,857	1,286,813	33,500
		Operating	73,871	90,425	111,922	21,497	131,759	19,837
		Capital	1,009					
		TOTAL INVESTIGATIVE SERVICES	1,117,501	1,104,881	1,365,235	260,354	1,418,572	53,337
01	603	SUPPORT SERVICES						
		Labor	857,833	928,026	871,124	(56,902)	909,740	38,616
		Operating	63,243	81,657	107,128	25,471	110,014	2,886
		Capital	476	200	200			(200)
		Direct & Indirect Costs	(9,600)	(12,000)		12,000		
		TOTAL SUPPORT SERVICES	911,952	997,883	978,452	(19,431)	1,019,754	41,302

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
01	604	TRAFFIC ENFORCEMENT						
		Labor	229,553	254,259	394,035	139,776	419,561	25,526
		Operating	27,714	40,687	32,863	(7,824)	40,526	7,663
		Direct & Indirect Costs	(57,942)	(119,000)	(302,583)	(183,583)	(265,453)	37,130
		TOTAL TRAFFIC ENFORCEMENT	199,325	175,946	124,315	(51,631)	194,634	70,319
01	607	EMERGENCY SERVICES						
		Labor	22,734					
		Operating		28,727	20,323	(8,404)	23,027	2,704
		TOTAL EMERGENCY SERVICES	22,734	28,727	20,323	(8,404)	23,027	2,704
		TOTAL POLICE SERVICES FUNCTION	**6,505,646**	**7,070,465**	**7,260,499**	**190,034**	**7,840,404**	**579,905**

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
			Public Safety Grants					
Special Revenue Funds								
20	600	POLICE ADMINISTRATION						
		Labor						
		Operating	3,976					
		Capital						
		Direct & Indirect Costs						
		TOTAL STATE BLOCK GRANT - 98/99	3,976					
20	611	STATE BLOCK GRANT - 1999/00						
		Labor						
		Operating	3,620					
		Capital	12,790					
		Direct & Indirect Costs						
		TOTAL STATE BLOCK GRANT - 99/00	16,410					
20	612	97-LB-VX-4526						
		Labor						
		Operating						
		Capital	752					
		Direct & Indirect Costs						
		TOTAL Unkown	752					
20	613	FEDERAL BLOCK GRANT - 1998/99						
		Labor						
		Operating	83		15,000	15,000	15,000	
		Capital	1,255					
		Direct & Indirect Costs						
		TOTAL FEDERAL BLOCK GRANT- 98/99	1,339		15,000	15,000	15,000	

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
20	615	FED COPS MORE GRANT - 1998/99						
		Labor	26,112		45,557	45,557		(45,557)
		Operating		558		(558)		
		Capital						
		Direct & Indirect Costs						
		TOTAL FED COPS MORE GRANT - 98/99	26,112	558	45,557	44,999		(45,557)
20	617	STATE CLEEP GRANT - 2000/01						
		Labor						
		Operating	11,378	20,619		(20,619)		
		Capital	30,542	1,000		(1,000)		
		Direct & Indirect Costs						
		TOTAL STATE CLEEP GRANT - 00/01	41,921	21,619		(21,619)		
20	618	2000 STATE PERS						
		Labor						
		Operating		62,825	31,412	(31,412)	31,412	
		Capital						
		Direct & Indirect Costs						
		TOTAL STATE GRANT 00/01		62,825	31,412	(31,412)	31,412	
20	619	FEDERAL GRANT - 99/00 LLEBG						
		Labor						
		Operating	7,950					
		Capital						
		Direct & Indirect Costs						
		TOTAL FEDERAL GRANT - 99/00 LLEBG	7,950					

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
20	621	LLEBG 2001 Federal Block Grant						
		Labor						
		Operating		17,797	15,000	(2,797)	15,000	
		Capital						
		Direct & Indirect Costs						
		TOTAL Unknown		17,797	15,000	(2,797)	15,000	
20	622	STATE TECHNOLOGY GRANT 2001						
		Labor						
		Operating		18,479	204	(18,274)	204	
		Capital	24,687					
		Direct & Indirect Costs						
		TOTAL Unknown	24,687	18,479	204	(18,274)	204	
20	623	ABANDONED VEHICLE FEES						
		Labor						
		Operating	10,275					
		Capital						
		Direct & Indirect Costs						
		TOTAL Unknown	10,275					
20	622	OPERATING TRANSFERS						
		Labor						
		Operating						
		Capital	1,518					
		Direct & Indirect Costs						
		TOTAL Unknown	1,518					
20	624	SLESF						
		Labor						
		Operating						
		Capital		104,556		(104,556)		
		Direct & Indirect Costs						
		TOTAL Unknown		104,556		(104,556)		

			FY 2001 - 2002 Actual	FY 2002 - 2003 Adjusted Budget	FY 2003 - 2004 Proposed Budget	Increase (Decrease)	FY 2004 - 2005 Proposed Budget	Increase (Decrease)
20	625	LLEBG GRANT 2002-LB-BX-2860						
		Labor						
		Operating		14,852		(14,852)		
		Capital			100,000	100,000		(100,000)
		Direct & Indirect Costs						
		TOTAL Unknown		14,852	100,000	85,148		(100,000)
20	626	SLESF ALLOCATION 2002						
		Labor						
		Operating		100,770		(100,770)		
		Capital						
		Direct & Indirect Costs						
		TOTAL Unknown		100,770		(100,770)		
20	627	CA HI-TECH						
		Labor						
		Operating		21,290	21,290	0	21,290	
		Capital						
		Direct & Indirect Costs						
		TOTAL Unknown		21,290	21,290	0	21,290	
20	628	CHILD SAFETY EDUCATION PROGRAM						
		Labor						
		Operating		2,006		(2,006)		
		Capital						
		Direct & Indirect Costs						
		TOTAL Unknown		2,006		(2,006)		
20	629	WAL-MART FOUNDATION GRANT						
		Labor						
		Operating		1,000		(1,000)		
		Capital						
		Direct & Indirect Costs						
		TOTAL Wal-Mart Foundation Grant		1,000		(1,000)		
20	630	Cops In Schools Grant						
		Labor			42,000		42,000	
		Operating						
		Capital						
		Direct & Indirect Costs						
		TOTAL Cops in Schools Grant			42,000		42,000	
		TOTAL PUBLIC SAFETY GRANTS	**134,938**	**365,751**	**270,464**	**(137,287)**	**124,907**	**(145,557)**

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. The CIP provides a plan for projects that are in progress or will be undertaken during the next two fiscal years. Extensive program funding is provided through grant and Measure "C" monies and selective commitments from Reserves for projects requiring immediate attention.

2002-2003 ACCOMPLISHMENTS

- Completed the Park Play Equipment Replacement Program
- Completed the Waterfront Skate Park
- Completed the Marina Vista and Berrellesa Paving project
- Completed the Pavement Rehabilitation Project
- Completed preliminary design work and secured Measure C funding for Alhambra Avenue Widening Project from Alhambra Valley Rd. to MacAlvey Dr.
- Began improvements to miscellaneous storm drains
- Initiated study for Corporation Yard Relocation Master Site Plan
- Began improvements to Marina Promenade and Launch Ramp
- Began construction on City Entrance Monument Sign beautification project
- Began Water Main Replacement project at La Salle and Boynton
- Initiated and completed the landscaping rehabilitation of several medians along Chilpancingo Blvd. and Alhambra Ave.

2003-2005 KEY OBJECTIVES

- Complete Alhambra Avenue Widening Project
- Complete MAD Site Park Improvements
- Complete construction on miscellaneous storm drain improvement projects
- Replace Raw Water Line in coordination with CCWD
- Construct landscape improvements along Joe DiMaggio Dr.
- Implement Slurry Seal project
- Complete Phase I of the Bay Trail
- Complete construction on Water Main Replacement project La Salle and Boynton

CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

- Complete construction on Ferry Plaza and Launch Ramp improvements
- Complete design and secure funding for Hidden Lakes Open Space Bridge Replacement Project
- Begin improvements to Hidden Valley Linear Park

2003-2004 BUDGET HIGHLIGHTS

- $400,000 transfer from Reserves for Paving Projects
- $100,000 transfer from Reserves for Parks/Beautification Projects

2004-2005 BUDGET HIGHLIGHTS

- $250,000 transfer from Reserves for Paving Projects
- $100,000 transfer from Reserves for Parks/Beautification Projects

CIP
Project Summary by Type of Project
FY 2003-2004 and FY 2004-05

Type of Project	Project Description	Source of Funds:	Prior Years	New	Expenditures To Date	2003-04	2004-05
INTERMODAL FACILITY							
	Ferry Shelter	ISTEA	$221,325				$21,325
		Local C	$28,675		$11,274		$17,401
STREETS							
	Slurry Seal Project	Gas Tax	$100,000	$100,000		$200,000	
		Pacific Bell	$15,300			$15,300	
	Annual Pavement Management Project	Gas Tax		$200,000			$200,000
		General Fund		$400,000		$400,000	$250,000
		Congestion Relief		$125,776		$125,776	
	2002-2003 Paving Projects	General Fund	$300,000		$39,880	$260,120	
	Median Projects	Gen Fund (01-02)	$150,300		$90,900	$59,400	
	Citywide Beautification Project	General Fund	$100,000	$100,000	$64,500	$135,500	
	Alhambra Ave. Widening Project Phase II	Measure C	$270,000	$5,782,500		$870,000	$5,182,500
	Vine Hill Safety Project	HES	$63,000			$63,000	
		Gas Tax	$10,010			$10,010	
	Green St. Bridge Rail Replacement Proj.	HBRR	$48,692			$48,692	
		Gas Tax	$7,876			$7,876	
	Ward Street Bridge Rail Replacement	HBRR	$31,384			$31,384	
		Gas Tax	$6,066		$1,173	$4,893	
	Donegal Place Stabilization	Gas Tax	$17,500	$52,500	$10,716	$59,284	
	Handicap Access Program	CDGB		$40,000			$40,000
		Gas Tax	$40,000				$10,000
BICYCLE/PEDESTRIAN							
	Bay Trail Phase I	Measure C	$600,000		$34,736	$565,264	
	Bay Trail Phase II	ABAG	$325,000		$38,505	$286,495	
		STIP	$300,000				$300,000
		Local Measure C	$50,000				$50,000
DRAINAGE IMPROVEMENTS							
	Storm Drain Project	NPDES	$150,000			$150,000	
	Annual Storm Drain Project	NPDES		$100,000		$50,000	$50,000

CIP
Project Summary by Type of Project
FY 2003-2004 and FY 2004-05

Type of Project	Project Description	Source of Funds:	Prior Years	New	Expenditures To Date	2003-04	2004-05
MARINA IMPROVEMENTS							
	Shoreline Plaza and Launch Ramp Impv.	DBAW	$855,000			$855,000	
		Coastal Conserv.	$250,000		$9,535	$240,465	
		Coastal Conserv.	$500,000			$500,000	
	Marina Dredging	Marina	$12,850	$300,000			$312,850
Public Buildings							
	Kiwanis Building Upgrades	Child Care Fees	$250,000			$250,000	
PARK IMPROVEMENTS							
	Hidden Valley Linear Park	Park Ded. Fees	$102,000				$102,000
	Waterfront Road Park Site	General Fund	$182,425			$182,425	
	Hidden Lakes Open Space	Park Ded. Fees	$100,000	$25,000		$25,000	$100,000
		General Fund	$125,000				$125,000
	Park Renovation: Gold Hills, Holiday, Highlands, and Waterfront Parks	Park Ded. Fees	$358,000		$217,902	$140,098	
		Prop. 12	$400,000		$400,000		
		County	$77,099			$77,099	
WATER SYSTEM IMPROVEMENTS							
	Water Main Replacement Project 2002-03	Water Fund	$552,618		$152,618	$400,000	
	Water Meter Replacement Project	Water Fund	$2,000,000			$500,000	$500,000
	Filter Media Replacement 1967 Filters	Water Fund	$250,000			$250,000	
	Parallel Raw Water Line	Water Fund	$172,200	$307,800	$20,000	$480,000	
	Water Security System Upgrade	Water Fund	$100,000		$41,590	$58,410	
	Water Rate Study/Master Site Plan	Water Fund	$70,000			$70,000	
	Water Main Replacement Project 2004-05	Water Fund		$500,000			$500,000
	Harbor View Reservoir Replacement	Water Fund		$3,000,000			$500,000
TOTAL CIP PROJECTS			$9,192,320	$11,033,576	$1,133,329	$7,371,491	$8,261,076

CITY OF MARTINEZ

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM

Fiscal Years 2003/04 to 2007/08

ABBREVIATIONS AND ACRONYMS

BART	Bay Area Rapid Transit
CCCSD	Central Contra Costa Sanitary District
CDBG	Community Development Block Grant
CTRP	Caltrans Rail Program
DIA	Deferred Improvement Agreement
FEMA	Federal Emergency Management Agency
HES	Hazard Elimination System
ISTEA	Intermodal Surface Transportation Efficiency Act
MRC	Martinez Refining Company (formerly Shell Oil Company)
MUSD	Martinez Unified School District
NPDES	National Pollutant Discharge Elimination System
NPS	National Park Service
PD	Park Dedication
PG&E	Pacific Gas and Electric
Prior Years	1992-93 to 2002-03
SLTPP	State/Local Agency Transportation Partnership Program
STIP	State Transportation Improvement Program
TCI	Transit Capital Improvement
TDA	Transportation Development Act
TEA-21	Transportation Equity Act for the 21st Century
TFCA	Transportation Fund for Clean Air
TM	Traffic Mitigation
TSM	Traffic System Management
UPRR	Union Pacific Railroad

City of Martinez

Project Summary by Type of Project

Fund No.	Proj. No.	Project Name	Total Project Budget	Source of Funds		Funds Expended to Date	Carry-Over Funding	2003 -04 New Funding	2003-04	2004- 05	Remaining Years	Funding to Complete
		INTERMODAL FACILITY										
22	920	Joe Dimaggio Drive Landscape Improvements	29,677,115	Local C	799,000	438,380	180,620	180,000				
				Measure C	4,728,031	4,787,943	(59,912)					
				BART	2,000,000	2,000,000						
				TCI	1,000,000	1,000,000						
				ISTEA/TSM	4,185,681	4,175,674	10,007					
				AB434	300,000	300,000						
				SLTPP	1,400,000		1,400,000					
				TCI	2,280,000	2,274,140	5,860					
				Prop 116	2,900,000	2,871,201	28,799					
				Carquinez/Caltrans	2,051,700	2,072,527	(20,827)					
				UPRR Hazmat	3,881		3,881					
				SFBRWQCB	250		250					
				R/W Escrow Int.	681,652	681,652						
				STIP	2,800,000	4,049,553	(1,249,553)					
				UPRR Hazmat	54,282		54,282					
				UPRR detour		28,748	(28,748)					
				STIP	2,200,000	3,439,122	(1,239,122)					
				TEA-21 CMAQ	600,000	246,405	353,595					
				TEA	826,000	465,544	360,456					
				State SHA	86,000	40,753	45,247					
				TM	200,000		200,000					
				Amtrak	580,638	500,000	80,638					305,473
22	921	Ferry Shelter	250,000	ISTEA	221,325		221,325			21,325	200,000	221,325
				Local C	28,675	11,274	17,401			17,401		17,401
22	TBD	Site Acquisition - Phase 3	4,000,000	STIP	2,000,000						2,000,000	2,000,000
				Unfunded	2,000,000						2,000,000	2,000,000
22	TBD	North Parking Improvements - Phase III	7,000,000	Unfunded	7,000,000							7,000,000
22	TBD	Ferry Dock	3,400,000	Unfunded	3,400,000							3,400,000
	TOTAL INTERMODAL FACILITY		44,327,115			29,382,916	364,199	180,000		38,726	4,200,000	14,944,199
		STREETS										
23	913	2003 - 04 Slurry Seal Project	215,300	Gas Tax	200,000		100,000	100,000	200,000			200,000
				Pacific Bell	15,300		15,300		15,300			15,300
23	TBD	Annual Pavement Management Project	1,325,776	Gas Tax	800,000					200,000	600,000	800,000
				General Fund	400,000			400,000	400,000	250,000		650,000
				Congestion Relief	125,776			125,776	125,776			125,776

City of Martinez

Project Summary by Type of Project

Fund No.	Proj. No.	Project Name	Total Project Budget	Source of Funds		Funds Expended to Date	Carry-Over Funding	2003 -04 New Funding	2003-04	2004- 05	Remaining Years	Funding to Complete
31	914	2002 - 2003 Paving Projects	300,000	General Fund	300,000	39,880	260,120		260,120			260,120
31	911	2001 - 02 Median Projects	150,300	General Fund	150,300	90,900	59,400		59,400			59,400
31	915	City - Wide Beautification Project	200,000	General Fund	200,000	64,500	35,500	100,000	135,500			135,500
22	TBD	Alhambra Avenue Widening Phase II	6,052,500	Measure C	6,052,500		270,000	600,000	870,000	5,182,500		6,052,500
23	917	Vine Hill Safety Project	80,000	HES Gas Tax	63,000 17,000	6,990	63,000 10,010		63,000 10,010			63,000 10,010
23	914	Green Street Bridge Rail Replacement Project	58,000	HBRR Gas Tax	48,692 9,308	1,432	48,692 7,876		48,692 7,876			48,692 7,876
23	915	Ward Street Bridge Rail Replacement Project	37,450	HBRR Gas Tax	31,384 6,066	1,173	31,384 4,893		31,384 4,893			31,384 4,893
23	916	Shell Avenue Bridge Rail Replacement Project	40,300	HBRR Gas Tax	33,907 6,393	1,883	33,907 4,510				33,907 4,510	33,907 4,510
22	938	Marina Vista Phase II Mococo to I-680	753,000	MRC	753,000		753,000				753,000	753,000
22	919	Donegal Place Stabilization	70,000	Gas Tax	70,000	10,716	6,784	52,500	59,284			59,284
22	936	Amorco Road / Marina Vista Driveway	45,000	MRC	45,000							45,000
22	962	Grant Application for Fairview Gate Railroad Crossing on Marina Vista	5,000	MRC	5,000		5,000					5,000
31	TBD	Handicap Access Program	200,000	CDBG Gas Tax	160,000 40,000					40,000 10,000	120,000 30,000	160,000 40,000
22	TBD	Pacheco Blvd. Widening Project	1,600,000	Unfunded	1,600,000							1,600,000

City of Martinez

Project Summary by Type of Project

Fund No.	Proj. No.	Project Name	Total Project Budget	Source of Funds		Funds Expended to Date	Carry-Over Funding	2003 -04 New Funding	2003-04	2004- 05	Remaining Years	Funding to Complete
22	TBD	Alhambra Avenue - Blue Ridge to Benham Paving Project	300,000	Unfunded	300,000							300,000
23	TBD	Howe Road Paving Project	800,000	Unfunded	800,000							800,000
22	TBD	Alhambra Avenue Widening Phases III	7,000,000	Unfunded	7,000,000							7,000,000
	TOTAL STREETS		19,232,626			217,474	1,709,376	1,378,276	2,291,235	5,682,500	1,541,417	19,265,152
		BICYCLE / PEDESTRIAN										
22	TBD	Reliez Valley / Tavan Estate Trail Xing	175,000	TDA Unfunded	46,000 129,000		46,000					46,000 129,000
22	954	Bay Trail Phase I	600,000	Measure C	600,000	34,736	565,264		565,264			565,264
22	955	Bay Trail Phase II	675,000	ABAG STIP Local C	325,000 300,000 50,000	38,505	286,495 300,000		286,495	 300,000 50,000		286,495 300,000 50,000
22	TBD	Muir Station Road Bike Lanes	350,000	Unfunded	350,000							350,000
22	TBD	Bay Trail Phase III North Court Street Pedestrian Bridge	10,000,000	Bay Trail Xing unfunded EVA option unfunded	3,000,000 7,000,000							3,000,000 7,000,000
22	TBD	North Court Street Bicycle Lanes	200,000	Unfunded	200,000							200,000
	TOTAL BICYCLE / PEDESTRIAN		12,000,000			73,241	1,197,759		851,759	350,000		11,926,759
		DRAINAGE IMPROVEMENTS										
31	TBD	Alhambra Avenue Detention Basin Phase II	2,500,000	Unfunded	2,500,000							2,500,000
31	TBD	Midhill Drainage Channel	25,000	NPDES	25,000						25,000	25,000

City of Martinez

Project Summary by Type of Project

Fund No.	Proj. No.	Project Name	Total Project Budget	Source of Funds		Funds Expended to Date	Carry-Over Funding	2003 -04 New Funding	2003-04	2004- 05	Remaining Years	Funding to Complete
31	TBD	2002 / 03 Storm Drain Project	150,000	NPDES	150,000		150,000		150,000			150,000
31	TBD	Annual Storm Drain Project	250,000	NPDES	250,000			50,000	50,000	50,000	150,000	250,000
	TOTAL DRAINAGE IMPROVEMENTS		2,925,000				150,000	50,000	200,000	50,000	175,000	2,925,000
		MARINA IMPROVEMENTS										
74	924	Shoreline Plaza and Launch Ramp Improvements	1,605,000	DBAW Coastal Conserv. Coastal Conserv.	855,000 250,000 500,000	9,535	855,000 240,465 500,000		855,000 240,465 500,000			855,000 240,465 500,000
74	923	Marina Dredging	612,850	Marina	612,850		12,850			312,850	300,000	612,850
74	921	Dock Rehabilitation	1,057,000	Cal Boating	1,057,000		1,057,000					1,057,000
74	TBD	Marina Improvements for Guest Docking and Ferry Landing	3,000,000	Unfunded	3,000,000							3,000,000
31	809	John Muir Amphitheatre	200,000	General Fund	200,000	198,442	1,558					1,558
	TOTAL MARINA IMPROVEMENTS		6,474,850			207,977	2,666,873		1,595,465	312,850	300,000	6,266,873
		PUBLIC BUILDINGS										
31	TBD	Corporation Yard	4,000,000	unfunded	4,000,000							4,000,000
31	TBD	Kiwanis Building Upgrades	250,000	Child Care	250,000		250,000		250,000			250,000
	TOTAL PUBLIC BUILDINGS		4,250,000				250,000		250,000			4,250,000
		PARK IMPROVEMENTS										
31	TBD	Hidden Valley Linear Park	102,000	PD	102,000		102,000			102,000		102,000
31	918	Waterfront Road Park Site	182,425	General Fund	182,425		182,425		182,425			182,425
31	TBD	Hidden Lakes Open Space	250,000	PD General Fund	125,000 125,000			25,000	25,000	100,000 125,000		125,000 125,000

City of Martinez

Project Summary by Type of Project

Fund No.	Proj. No.	Project Name	Total Project Budget	Source of Funds		Funds Expended to Date	Carry-Over Funding	2003 -04 New Funding	2003-04	2004- 05	Remaining Years	Funding to Complete
31	912	2002 Park Renovation Gold Hills Park, Holiday Highlands Park, Waterfront Park	835,099	PD	358,000	217,902	140,098		140,098			140,098
				Prop 12	400,000	400,000						
				Other	77,099		77,099		77,099			77,099
	TOTAL PARK IMPROVEMENTS		1,369,524			617,902	501,622	25,000	424,622	327,000		751,622
		WATER SYSTEM IMPROVEMENTS										
72	913	2002 - 2003 Water Main Replacement Project	552,618	Water System	552,618	152,618	400,000		400,000			400,000
72	914	2002 - 2003 Water Meter Replacement Project	2,000,000	Water System	2,000,000		500,000		500,000	500,000	1,000,000	2,000,000
72	915	Filter Media Replacement 1967 Filters	250,000	Water System	250,000		250,000		250,000			250,000
72	916	Parallel Raw Water Line	500,000	Water System	500,000	20,000	172,200	307,800	480,000			480,000
72	917	Water System Security Upgrade	100,000	Water System	100,000	41,590	58,410		58,410			58,410
72	918	Water Rate Study / Master Site Plan	70,000	Water System	70,000		70,000		70,000			70,000
72	TBD	2004 - 05 Water Main Replacement Project	500,000	Water System	500,000					500,000		500,000
72	TBD	Water Main Replacement Projects	300,000	Water System	300,000						300,000	300,000
72	TBD	Harborview Reservoir Replacement	3,000,000	Water System	3,000,000					500,000	2,500,000	3,000,000
72	TBD	Filter Control Replacement (1967 Filters)	500,000	Water System	500,000						500,000	500,000
72	TBD	SCADA System Telemetry PLC Conversions	500,000	Water System	500,000						500,000	500,000
	TOTAL WATER SYSTEM IMPROVEMENTS		8,272,618			214,208	1,450,610	307,800	1,758,410	1,500,000	4,800,000	8,058,410
GRAND TOTAL ALL CAPITAL PROJECTS			98,851,733			30,713,718	8,290,439	1,941,076	7,371,491	8,261,076	11,016,417	68,388,015

INTERMODAL FACILITY

		Fund:	22
Project Title	Intermodal Facility (Joe Dimaggio Drive Landscape Improvements)	Project No.	920

PROJECT DESCRIPTION

Total Project Cost $29,677,115

The construction of a new Amtrak passenger station and parking lot is largely complete. Remaining work consists of installing landscaping along UPRR right of way in exchange for track expansion right of way, monitoring of Alhambra Creek improvements as r

COMMENTS:

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Local C	425,000	375,872	49,128							
	Local C	78,000	39,017	38,983							
	Local C	30,000	23,491	6,509							
	Local C	86,000	0	86,000							
	Local C	180,000	0	0	180,000						
	Measure C	74,058	74,058	0							
	Measure C	304,091	304,091	0							
	Measure C	1,743,417	1,776,134	-32,717							
	Measure C	1,210,000	1,209,978	22							
	Measure C	674,990	675,548	-558							
	Measure C	721,475	748,134	-26,659							
	BART	2,000,000	2,000,000	0							
	TCI	1,000,000	1,000,000	0							
	ISTEA/TSM	1,665,681	1,665,681	0							
	ISTEA/TSM	825,000	824,993	7							
	ISTEA/TSM	1,695,000	1,685,000	10,000							
	AB434	300,000	300,000	0							
	SLTPP	1,400,000	0	1,400,000							
	TCI	2,280,000	2,274,140	5,860							
	Prop 116	2,900,000	2,871,201	28,799							
	Carquinez/Caltrar	2,051,700	2,072,527	-20,827							
	UPRR Hazmat	3,881	0	3,881							
	SFBRWQCB	250	0	250							
	R/W Escrow Int.	681,652	681,652	0							
	STIP	2,800,000	4,049,553	-1,249,553							
	UPRR Hazmat	54,282	0	54,282							

INTERMODAL FACILITY

UPRR detour	0	28,748	-28,748							
STIP	2,200,000	3,439,122	-1,239,122							
TEA-21 CMAQ	600,000	246,405	353,595							
TEA	226,000	181,315	44,685							
TEA	600,000	284,229	315,771							
State SHA	86,000	40,753	45,247							
TM	200,000	0	200,000							
Amtrak	580,638	500,000	80,638							
			0							
			0							
Total	29,677,115	29,371,642	125,473	180,000	305,473	0	0	0	0	0

Expenditures

	Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712 Design	3,410,000	3,380,000	30,000							
5713 Construction	21,212,115	20,966,642	245,473							
5714 Const. Mgmt.	930,000	900,000	30,000							
5715 Acquisition	4,125,000	4,125,000	0							
Total	29,677,115	25,991,642	305,473	0	0	0	0	0	0	0

INTERMODAL FACILITY

		Fund:	22
Project Title	Ferry Shelter	Project No.	921

PROJECT DESCRIPTION

Total Project Cost $250,000

This project consists of shelter construction at marina for future ferry dock.

COMMENTS: Staff has requested an extension for expenditure of grant from Caltrans.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-08	2007-08	Funding to Complete
	ISTEA	221,325	0	221,325			21,325	200,000			221,325
	Local C	28,675	11,274	17,401			17,401	0			17,401
	Total	250,000	11,274	238,726	0	0	38,726	200,000	0	0	238,726

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	25,000	11,274	13,726			13,726				13,726
5713	Construction	200,000	0	200,000			20,000	180,000			200,000
5714	Const. Mgmt.	25,000	0	25,000			5,000	20,000			25,000
	Total	250,000	11,274	238,726	0	0	38,726	200,000	0	0	238,726

INTERMODAL FACILITY

Fund: 22

Project Title Site Acquisition - Phase 3 Project No.

PROJECT DESCRIPTION Total Project Cost $4,000,000

This project consists of acquisition of property on north side of the railroad tracks for additional parking.

COMMENTS: Potential STIP funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-8	Funding to Complete
	STIP	2,000,000	0	0						2,000,000	2,000,000
	Unfunded	2,000,000	0	0						2,000,000	2,000,000
	Total	4,000,000	0	0	0	0	0	0	0	4,000,000	4,000,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-8	Cost to Complete
5715	Acquisition	4,000,000	0	0						4,000,000	4,000,000
	Total	4,000,000	0	0	0	0	0	0	0	4,000,000	4,000,000

INTERMODAL FACILITY

Fund: 22

Project Title North Parking Improvements - Intermodal Facility, Phase III

Project No.

PROJECT DESCRIPTION

Total Project Cost $7,000,000

This project consists of constructing a 450 parking space parking lot and a pedestrian bridge over railroad tracks, connecting the new parking lot to the existing Amtrak station.

COMMENTS:

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-07	2004-08	2005-09	2006-10	2007-11	Funding to Complete
	Unfunded	7,000,000	0	0							7,000,000
	Total	7,000,000	0	0	0	0	0	0	0	0	7,000,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-7	2007-8	Cost to Complete
5712	Design	900,000	0	0							
5713	Construction	6,000,000	0	0							
5714	Const. Mgmt.	100,000	0	0							
	Total	7,000,000	0	0	0	0	0	0	0	0	0

INTERMODAL FACILITY

Fund: 22

Project Title Ferry Dock

Project No.

PROJECT DESCRIPTION

Total Project Cost $3,400,000

This project consists of construction of ferry dock at Marina

COMMENTS: Potential ISTEA and Measure C funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-6	2006-7	2007-8	Funding to Complete
	Unfunded	3,400,000	0	0							3,400,000
	Total	3,400,000	0	0	0	0	0	0	0	0	3,400,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-6	2006-7	2007-8	Cost to Complete
5712	Design	350,000	0	0							
5713	Construction	2,950,000	0	0							
5714	Const. Mgmt.	100,000	0	0							
	Total	3,400,000	0	0	0	0	0	0	0	0	0

STREETS

		Fund:	23
Project Title	2003-04 Slurry Seal Project	Project No	913

PROJECT DESCRIPTION

Total Project Cost $215,300

This project consists of slurry seal of various city streets as recommended by the pavement magement report.

COMMENTS:

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Gas Tax	200,000	0	100,000	100,000	200,000					200,000
	Pacific Bell	15,300	0	15,300	0	15,300					15,300
	Total	215,300	0	115,300	100,000	215,300	0	0	0	0	215,300

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	20,000	0	20,000		20,000					20,000
5713	Construction	185,300	0	85,300	100,000	205,300					205,300
5714	Const. Mgmt.	10,000	0	10,000		10,000					10,000
	Total	215,300	0	115,300	100,000	215,300	0	0	0	0	215,300

STREETS

Fund: 23

Project Title Annual Pavement Management Project

Project No.

PROJECT DESCRIPTION

Total Project Cost $1,325,776

This project continues the annual maintenance work per the pavement management report. The work includes slurry seals, pavements repairs and overlays of existing streets.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-8	Funding to Complete
	Gas Tax	800,000	0	0			200,000	200,000	200,000	200,000	800,000
	General Fund	400,000	0	0	400,000	400,000	250,000				650,000
	Congestion Relief	125,776	0	0	125,776	125,776					125,776
	Total	1,325,776	0	0	525,776	525,776	450,000	200,000	200,000	200,000	1,575,776

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-8	Cost to Complete
5712	Design	120,776	0	0	40,776	40,776	20,000	20,000	20,000	20,000	120,776
5713	Construction	1,130,000	0	0	450,000	450,000	170,000	170,000	170,000	170,000	1,130,000
5714	Const. Mgmt.	75,000	0	0	35,000	35,000	10,000	10,000	10,000	10,000	75,000
	Total	1,325,776	0	0	525,776	525,776	200,000	200,000	200,000	200,000	1,325,776

STREETS

		Fund:	31
Project Title	2002-2003 Paving Projects	Project No	914

PROJECT DESCRIPTION

Total Project Cost $300,000

This project includes paving at the senior center parking lot, Rankin Park parking lot and pavement repairs on various collector streets.

COMMENTS: Construction scheduled for summer 2003.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-7	2007-8	Funding to Complete
	General Fund	300,000	39,880	260,120		260,120					260,120
	Total	300,000	39,880	260,120	0	260,120	0	0	0	0	260,120

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-7	2007-8	Cost to Complete
5712	Design	20,000	0	20,000		20,000					20,000
5713	Construction	270,000	39,880	230,120		230,120					230,120
5714	Const. Mgmt.	10,000	0	10,000		10,000					10,000
	Total	300,000	39,880	260,120	0	260,120	0	0	0	0	260,120

STREETS

		Fund:	31
Project Title	2001-02 Median Projects	Project No	911

PROJECT DESCRIPTION

Total Project Cost $150,300

This project consists of landscape upgrades to medians at various locations.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	General Fund	150,300	90,900	59,400		59,400					59,400
	Total	150,300	90,900	59,400	0	59,400	0	0	0	0	59,400

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	10,000	6,344	3,656		3,656					3,656
5713	Construction	130,300	78,843	51,457		51,457					51,457
5714	Const. Mgmt.	10,000	5,713	4,287		4,287					4,287
	Total	150,300	90,900	59,400	0	59,400	0	0	0	0	59,400

STREETS

		Fund:	31
Project Title	City - Wide Beautification Project	Project No	915

PROJECT DESCRIPTION

Total Project Cost $200,000

This project consists of entry signs at various locations.

COMMENTS: Construction scheduled for Summer 2003.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	General Fund	200,000	64,500	35,500	100,000	135,500					135,500
	Total	200,000	64,500	35,500	100,000	135,500	0	0	0	0	135,500

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	20,000	5,000	5,000	10,000	15,000					15,000
5713	Construction	165,000	58,500	24,000	82,500	106,500					106,500
5714	Const. Mgmt.	15,000	1,000	6,500	7,500	14,000					14,000
	Total	200,000	64,500	35,500	100,000	135,500	0	0	0	0	135,500

STREETS

Fund: 22

Project Title Alhambra Avenue Widening Phase II

Project No.

PROJECT DESCRIPTION

Total Project Cost $6,052,500

This project consists of widening Alhambra Avenue from MacAlvey to Alhmabra Creek.

COMMENTS: Updated preliminary engineering studies will confirm project limits.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Measure C	6,052,500	0	270,000	600,000	870,000	5,182,500	0			6,052,500
	Total	6,052,500	0	270,000	600,000	870,000	5,182,500	0	0	0	6,052,500

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	870,000	0	270,000	600,000	870,000					870,000
5713	Construction	4,500,000	0	0	0	0	4,500,000				4,500,000
5714	Const. Mgmt.	682,500	0	0	0	0	682,500				682,500
	Total	6,052,500	0	270,000	600,000	870,000	5,182,500	0	0	0	6,052,500

STREETS

		Fund:	23
Project Title	Vine Hill Way Safety Project	Project No	917

PROJECT DESCRIPTION

Total Project Cost $80,000

This project consists of installation of guard rail on Vine Hill Way between Linton and Center.

COMMENTS: Construction scheduled for summer 2003.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	HES	63,000	0	63,000		63,000					63,000
	Gas Tax	17,000	6,990	10,010		10,010					10,010
	Total	80,000	6,990	73,010	0	73,010	0	0	0	0	73,010

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	15,000	6,990	8,010		8,010					8,010
5713	Construction	60,000	0	60,000		60,000					60,000
5714	Const. Mgmt.	5,000	0	5,000		5,000					5,000
	Total	80,000	6,990	73,010	0	73,010	0	0	0	0	73,010

STREETS

		Fund:	23
Project Title	Green Street Bridge Rail Replacement Project	Project No	914

PROJECT DESCRIPTION — Total Project Cost $58,000

This project consists of replacement of barrier rails on the Green St./Ferry St. bridge over Alhambra Creek.

COMMENTS: On hold pending selection of railing. Federal Aid Project No. STPLX-5024(016) includes the Ward St. Bridge Rail replacement.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	HBRR	48,692	0	48,692		48,692					48,692
	Gas Tax	9,308	1,432	7,876		7,876					7,876
	Total	58,000	1,432	56,568	0	56,568	0	0	0	0	56,568

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	13,200	1,432	11,768		11,768					11,768
5713	Construction	40,800	0	40,800		40,800					40,800
5714	Const. Mgmt.	4,000	0	4,000		4,000					4,000
	Total	58,000	1,432	56,568	0	56,568	0	0	0	0	56,568

STREETS

		Fund:	23
Project Title	Ward Street Bridge Rail Replacement Project	Project No	915

PROJECT DESCRIPTION — Total Project Cost $37,450

This project consists of Replacement of barrier rails on the Ward St./Estudillo St. bridge over Alhambra Creek.

COMMENTS: On hold pending selection of railing. Federal Aid Project No. STPLX-5024(016) includes the Green St. Bridge Rail replacement.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	HBRR	31,384	0	31,384		31,384					31,384
	Gas Tax	6,066	1,173	4,893		4,893					4,893
	Total	37,450	1,173	36,277	0	36,277	0	0	0	0	36,277

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	8,600	1,173	7,427		7,427					7,427
5713	Construction	25,850	0	25,850		25,800					25,800
5714	Const. Mgmt.	3,000	0	3,000		3,000					3,000
	Total	37,450	1,173	36,277	0	36,227	0	0	0	0	36,227

STREETS

		Fund:	23
Project Title	Shell Avenue Bridge Rail Replacement Project	Project No	916

PROJECT DESCRIPTION

Total Project Cost $40,300

This project consists of replacement of barrier rails on the Shell Ave./D St. bridge over Alhambra Creek. On-hold possible bridge replacement.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	HBRR	33,907	0	33,907				33,907			33,907
	Gas Tax	6,393	1,883	4,510				4,510			4,510
	Total	40,300	1,883	38,417	0	0	0	38,417	0	0	38,417

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	9,100	1,883	7,217				7,217			7,217
5713	Construction	28,200	0	28,200				28,200			28,200
5714	Const. Mgmt.	3,000	0	3,000				3,000			3,000
	Total	40,300	1,883	38,417	0	0	0	31,200	0	0	38,417

STREETS

		Fund:	22
Project Title	Marina Vista Phase II Mococo to I-680	Project No	938

PROJECT DESCRIPTION

Total Project Cost $753,000

This project consists of widening Marina Vista for bike lanes and pavement rehabilitation.

COMMENTS: Coordinate with the Caltrans bridge project.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	MRC	753,000	0	753,000				53,000	700,000		753,000
	Total	753,000	0	753,000	0	0	0	53,000	700,000	0	753,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	53,000	0	53,000				53,000			53,000
5713	Construction	700,000	0	700,000				0	700,000		700,000
5714	Const. Mgmt.	0	0	0				0			0
	Total	753,000	0	753,000	0	0	0	53,000	700,000	0	753,000

STREETS

		Fund:	22
Project Title	Donegal Place Stabilization	Project No	919

PROJECT DESCRIPTION

Total Project Cost $70,000

This project consists of stabilizing Donegal Place.

COMMENTS: The Geotechnical investigation is complete.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Gas Tax	70,000	10,716	6,784	52,500	59,284					59,284
	Total	70,000	10,716	6,784	52,500	59,284	0	0	0	0	59,284

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	17,500	10,716	6,784		6,784					6,784
5713	Construction	46,000	0	0	46,000	46,000					46,000
5714	Const. Mgmt.	6,500	0	0	6,500	6,500					6,500
	Total	70,000	10,716	6,784	52,500	59,284	0	0	0	0	59,284

STREETS

		Fund:	22
Project Title	Amorco Road/Marina Vista Driveway	Project No	936

PROJECT DESCRIPTION

Total Project Cost $45,000

This project consists of replacing and widening the driveway entrance.

COMMENTS: On hold pending relocation of driveway. Coordinate with UPRR.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	MRC	45,000									45,000
	Total	45,000	0	0	0	0	0	0	0	0	45,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
	Total	0	0	0	0	0	0	0	0	0	0

STREETS

		Fund:	22
Project Title	Grant Application for Fairwiew Gate Railroad Crossing on Marina Vista	Project No	962

PROJECT DESCRIPTION

Total Project Cost $5,000

This project consists of coordination with County and MRC to apply for grant to upgrade crossing gates.

COMMENTS: $340,000 DIA agreement with MRC for design and construction is triggered by rail transport of coke.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	MRC	5,000	0	5,000							5,000
	Total	5,000	0	5,000	0	0	0	0	0	0	5,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
	Total	0	0	0	0	0	0	0	0	0	0

STREETS

Fund: 31

Project Title Handicap Access Program

Project No.

PROJECT DESCRIPTION

Total Project Cost $200,000

This project consists of city upgrades to improve ADA compliance.

COMMENTS: Potential funding by Community Development Block Grant (CDBG) Program, requires 20% matching funds.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	CDBG	160,000	0	0			40,000	40,000	40,000	40,000	160,000
	Gas Tax	40,000	0	0			10,000	10,000	10,000	10,000	40,000
	Total	200,000	0	0	0	0	50,000	50,000	50,000	50,000	200,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	30,000	0	0			7,500	7,500	7,500	7,500	30,000
5713	Construction	160,000	0	0			40,000	40,000	40,000	40,000	160,000
5714	Const. Mgmt.	10,000	0	0			2,500	2,500	2,500	2,500	10,000
	Total	200,000	0	0	0	0	50,000	50,000	50,000	50,000	200,000

STREETS

Fund: 22

Project Title Pacheco Blvd. Widening Project

Project No.

PROJECT DESCRIPTION

Total Project Cost $1,600,000

This project consists of widening Pacheco Blvd. From Arnold Dr. to Sunrise Dr.

COMMENTS: Potential STIP funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Unfunded	1,600,000									1,600,000
	Total	1,600,000	0	0	0	0	0	0	0	0	1,600,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
	Total	0	0	0	0	0	0	0	0	0	0

STREETS

Fund: 22

Project Title Alhambra Avenue - Blue Ridge to Benham Paving Project

Project No.

PROJECT DESCRIPTION

Total Project Cost $300,000

This project consists of repairing and overlaying pavement on Alhambra Avenue between Blue Ridge and Benham.

COMMENTS: Potential TEA-21 funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Unfunded	300,000									300,000
	Total	300,000	0	0	0	0	0	0	0	0	300,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
	Total	0	0	0	0	0	0	0	0	0	0

STREETS

Fund: 23

Project Title Howe Road Paving Project

Project No.

PROJECT DESCRIPTION

Total Project Cost $800,000

This project consists of pavement repairs to Howe Road from Pacheco Blvd. to Pine Street.

COMMENTS: Potential Gas Tax funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Unfunded	800,000									800,000
	Total	800,000	0	0	0	0	0	0	0	0	800,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
	Total	0	0	0	0	0	0	0	0	0	0

STREETS

Fund: 22

Project Title Alhambra Avenue Widening. Phases III

Project No.

PROJECT DESCRIPTION

Total Project Cost $7,000,000

This project consists of completing the Alhambra Avenue widening from State Highway 4 to Alhambra Creek.

Comments: Potential Measure C funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Unfunded	7,000,000									7,000,000
	Total	7,000,000	0	0	0	0	0	0	0	0	7,000,000

Expenditures

	Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
Total	0	0	0	0	0	0	0	0	0	0

BICYCLE/PEDESTRIAN

Fund: 22

Project Title Reliez Valley/Tavan Estate Trail Xing

Project No.

PROJECT DESCRIPTION

Total Project Cost $175,000

This project consists of installing a pedestrian signal on Reliez Valley Road at Tavan Estates Drive.

COMMENTS: Additional funding is required. Potential for additional TDA funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	TDA	46,000	0	46,000							46,000
	Unfunded	129,000	0	0							129,000
	Total	175,000	0	46,000	0	0	0	0	0	0	175,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	35,000	0	35,000							35,000
5713	Construction	150,000	0	11,000							150,000
5714	Const. Mgmt.	25,000	0	0							25,000
	Total	175,000	0	46,000	0	0	0	0	0	0	175,000

BICYCLE/PEDESTRIAN

		Fund:	22
Project Title	Bay Trail Phase I	Project No.	954

PROJECT DESCRIPTION

Total Project Cost $600,000

This project consists of constructing a pedestrian/bicycle bridge across Alhambra Creek at the EBRPD Berrellesa Street staging area, reconstructing the existing staging area parking lot, and extending a pedestrian/bicycle trail from Alhambra Creek easterly to Ferry Street.

COMMENTS: Improvements are required under MOU between the City and EBRPD covering right of way exchanges related to the Intermodal Facility.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Measure C	600,000	34,736	565,264		565,264					565,264
	Total	600,000	34,736	565,264	0	565,264	0	0	0	0	565,264

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	100,000	34,736	65,264		65,264					65,264
5713	Construction	475,000	0	475,000		475,000					475,000
5714	Const. Mgmt.	25,000	0	25,000		25,000					25,000
	Total	600,000	34,736	565,264	0	565,264	0	0	0	0	565,264

BICYCLE/PEDESTRIAN

		Fund:	22
Project Title	Bay Trail Phase II	Project No.	955

PROJECT DESCRIPTION

Total Project Cost $675,000

This project consists of constructing a pedestrian/bicycle trail from the existing EBRPD Nejedly staging area on Carquinez Scenic Dive north 700' to the Union Pacific Railroad right of way, then east 1,900 ' along the side of the railroad to Berrellesa Street, then south 900' along Berrellesa Stree to the exisitng EBRPD staging area.

COMMENTS: Project to be owned and maintained by EBRPD when complete. EBRPD is project co-sponser and is handling right of way negotiation with UPRR.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	ABAG	325,000	38,505	286,495		286,495					286,495
	STIP	300,000	0	300,000			300,000				300,000
	Local C	50,000	0	0			50,000				50,000
	Total	675,000	38,505	586,495	0	286,495	350,000	0	0	0	636,495

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	70,000	38,505	31,495		31,495					31,495
5713	Construction	500,000	0	500,000		230,000	320,000				550,000
5714	Const. Mgmt.	25,000	0	25,000		10,000	15,000				25,000
5715	Right of Way	30,000	0	30,000			30,000				30,000
	Total	625,000	38,505	586,495	0	271,495	365,000	0	0	0	636,495

BICYCLE/PEDESTRIAN

Fund: 22

Project Title Muir Station Road Bike Lanes

Project No.

PROJECT DESCRIPTION

Total Project Cost $350,000

This project consists of reconstructing and widening pavement to provide bike lanes on Muir Station Road between Alhambra Way and Center Ave.

COMMENTS: Potential TDA funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Unfunded	350,000	0	0							350,000
	Total	350,000	0	0	0	0	0	0	0	0	350,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	65,000	0	65,000							65,000
5713	Construction	250,000	0	250,000							250,000
5714	Const. Mgmt.	35,000	0	35,000							35,000
	Total	350,000	0	350,000	0	0	0	0	0	0	350,000

BICYCLE/PEDESTRIAN

Fund: 22

Project Title Bay Trail Phase III - North Court Street Pedestrian Bridge

Project No.

PROJECT DESCRIPTION

Total Project Cost $10,000,000

This project will provide a pedestrian/bicycle overcrossing on the Union Pacific Railroad at Court Street, connecting downtown Martinez with the waterfront park trail system on the north side of the railroad.

COMMENTS: A design option is considered to upgrade the overcrossing to accommodate emergency vehicle traffic providing a second access when the Ferry Street grade crossing is blocked. Concept design trail crossing has been prepared.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Bay Trail Xing unfunded	3,000,000	0								3,000,000
	EVA option unfunded	7,000,000									7,000,000
	Total	10,000,000	0	0	0	0	0	0	0	0	10,000,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	1,250,000	0	0							1,250,000
5713	Construction	8,000,000	0	0							8,000,000
5714	Const. Mgmt.	750,000	0	0							750,000
	Total	10,000,000	0	0	0	0	0	0	0	0	10,000,000

BICYCLE/PEDESTRIAN

Fund: 22

Project Title North Court Street Bicycle Lanes

Project No.

PROJECT DESCRIPTION

Total Project Cost $200,000

This project consists of widening North Court Street to provide bike lanes from Joe Dimaggio Dr. to Marina.

COMMENTS: Potential TFCA funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Unfunded	200,000	0	0							200,000
	Total	200,000	0	0	0	0	0	0	0	0	200,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	35,000	0								35,000
5713	Construction	150,000	0								150,000
5714	Const. Mgmt.	15,000	0								15,000
	Total	200,000	0	0	0	0	0	0	0	0	200,000

DRAINAGE IMPROVEMENTS

Fund: 31

Alhambra Avenue Detention Basin Phase II

Project No.

PROJECT DESCRIPTION

Total Project Cost $2,500,000

This project consists of constructing detention basin and associated flood control improvements in Alhambra Valley Estates area.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Unfunded	2,500,000									2,500,000
	Total	2,500,000	0	0	0	0	0	0	0	0	2,500,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
	Total	0	0	0	0	0	0	0	0	0	0

DRAINAGE IMPROVEMENTS

Fund: 31

Project Title Midhill Drainage Channel

Project No.

PROJECT DESCRIPTION

Total Project Cost $25,000

Staff has been working with Fish & Game to development repair treatments.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	NPDES	25,000						25,000			25,000
	Total	25,000	0	0	0	0	0	25,000	0	0	25,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
	Total	0	0	0	0	0	0	0	0	0	0

DRAINAGE IMPROVEMENTS

Fund: 31

Project Title 2002/03 Storm Drain Project

Project No.

PROJECT DESCRIPTION

Total Project Cost $150,000

This project consists of replacement of culverts at 3 locations:
Canyon/H Street, Estudillo/Brookside, Ufinian/Brown St. Construct summer 2003.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	NPDES	150,000	0	150,000		150,000					150,000
	Total	150,000	0	150,000	0	150,000	0	0	0	0	150,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	30,000	0	30,000		30,000					30,000
5713	Construction	105,000	0	105,000		105,000					105,000
5714	Const. Mgmt.	15,000	0	15,000		15,000					15,000
	Total	150,000	0	150,000	0	150,000	0	0	0	0	150,000

DRAINAGE IMPROVEMENTS

Fund: 31

Project Title Annual Storm Drain Project

Project No.

PROJECT DESCRIPTION

Total Project Cost $250,000

This project consists of replacement of storm drains at various locations throughout the city.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	NPDES	250,000	0	0	50,000	50,000	50,000	50,000	50,000	50,000	250,000
	Total	250,000	0	0	50,000	50,000	50,000	50,000	50,000	50,000	250,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	50,000	0	0	10,000	10,000	10,000	10,000	10,000	10,000	50,000
5713	Construction	175,000	0	0	35,000	35,000	35,000	35,000	35,000	35,000	175,000
5714	Const. Mgmt.	25,000	0	0	5,000	5,000	5,000	5,000	5,000	5,000	25,000
	Total	250,000	0	0	50,000	50,000	50,000	50,000	50,000	50,000	250,000

MARINA IMPROVEMENTS

		Fund:	74
Project Title	Shoreline Plaza and Launch Ramp Improvements	Project No	924

PROJECT DESCRIPTION

Total Project Cost $1,605,000

This project consists of constructing an entry statement, transit and vehicle turnaround, reconfigured berther's and Ferry Point parking lot, sheetpile wall and a higher boat launch ramp.

COMMENTS: Project is being administered by Westrec and scheduled for construction in spring of 2004.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	DBAW	855,000	0	855,000		855,000					855,000
	Coastal Conserv.	250,000	9,535	240,465		240,465					240,465
	Coastal Conserv.	500,000	0	500,000		500,000					500,000
	Total	1,605,000	9,535	1,595,465	0	1,595,465	0	0	0	0	1,595,465

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	100,000	9,535	90,465		90,465					90,465
5713	Construction	1,440,000	0	1,440,000		1,440,000					1,440,000
5714	Const. Mgmt.	65,000	0	65,000		65,000					65,000
	Total	1,605,000	0	1,595,465	0	1,595,465	0	0	0	0	1,595,465

MARINA IMPROVEMENTS

		Fund:	74
Project Title	Marina Dredging	Project No	923

PROJECT DESCRIPTION

Total Project Cost $612,850

This project consists of dredging approximately 35,000 cubic yards from the marina.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Marina	612,850	0	12,850			312,850		300,000		612,850
	Total	612,850	0	12,850	0	0	312,850	0	300,000	0	612,850

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5713	Construction	612,850	0	12,850			300,000		300,000		612,850
	Total	612,850	0	12,850	0	0	300,000	0	300,000	0	612,850

MARINA IMPROVEMENTS

		Fund:	74
Project Title	Dock Rehabilitation	Project No	921

PROJECT DESCRIPTION

Total Project Cost $1,057,000

This project consists of replacement of boat docks and fuel dock and bulkhead.

COMMENT: Dock work is pending negotiations with Westrec.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Cal Boating	1,057,000	0	1,057,000							1,057,000
	Total	1,057,000	0	1,057,000	0	0	0	0	0	0	1,057,000

Expenditures

	Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
Total	0	0	0	0	0	0	0	0	0	0

MARINA IMPROVEMENTS

Fund: 74

Project Title Marina Improvements for guest docking and ferry landing. Project No.

PROJECT DESCRIPTION Total Project Cost $3,000,000

This project consists of constructing improvements for a ferry landing.

COMMENTS: Potential Cal Boating or ISTEA funding.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Unfunded	3,000,000									3,000,000
	Total	3,000,000	0	0	0	0	0	0	0	0	3,000,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-12	2007-08	Cost to Complete
	Total	0	0	0	0	0	0	0	0	0	0

MARINA IMPROVEMENTS

		Fund:	31
Project Title	John Muir Amphiteater	Project No	809

PROJECT DESCRIPTION

Total Project Cost $200,000

This project included improvements and upgrades to the John Muir Amphitheater.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-13	2007-08	Funding to Complete
	General Fund	200,000	198,442	1,558							1,558
	Total	200,000	198,442	1,558	0	0	0	0	0	0	1,558

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-13	2007-08	Cost to Complete
5713	Construction	200,000	198,442	1,558							1,558
	Total	200,000	198,442	1,558	0	0	0	0	0	0	1,558

PUBLIC BUILDINGS

Fund: 31

Project Title Corporation Yard

Project No.

PROJECT DESCRIPTION

Total Project Cost $4,000,000

This project consists of relocating the corporation yard to the Water Treatment Plant

COMMENTS: Master site plan to be completed in 2003. See Water system improvements 33-918. Potential funding includes School District, FEMA, Water System, General Fund.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	unfunded	4,000,000	0	0							4,000,000
	Total	4,000,000	0	0	0	0	0	0	0	0	4,000,000

Expenditures

	Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
Total	4,000,000	0	0	0	0	0	0	0	0	4,000,000

PUBLIC BUILDINGS

Fund: 31

Project Title Kiwanis Building Upgrades

Project No.

PROJECT DESCRIPTION

Total Project Cost $250,000

This project consists of upgrades to the city-owned Kiwanis building on Allen Street so it can used as a child care center. Upgrades include roof repairs, ADA compliance and playground equipment.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Child Care	250,000	0	250,000		250,000					250,000
	Total	250,000	0	250,000	0	250,000	0	0	0	0	250,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5720	Construction	250,000	0	250,000		250,000					250,000
	Total	250,000	0	250,000	0	250,000	0	0	0	0	250,000

PARK IMPROVEMENTS

Fund: 31

Project Title Hidden Valley Linear Park

Project No.

PROJECT DESCRIPTION

Total Project Cost $102,000

This project consists of various site improvements including a basketball court.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	PD	102,000	0	102,000			102,000				102,000
	Total	102,000	0	102,000	0	0	102,000	0	0	0	102,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	20,000	0	20,000			20,000				20,000
5713	Construction	72,000	0	72,000			72,000				72,000
5714	Const. Mgmt.	10,000	0	10,000			10,000				10,000
	Total	102,000	0	102,000	0	0	102,000	0	0	0	102,000

PARK IMPROVEMENTS

		Fund:	31
Project Title	Waterfront Road Park Site	Project No	918

PROJECT DESCRIPTION

Total Project Cost $182,425

This project will install improvements at the former Martinez Auto Dismantler site for a passive park. Improvements include a parking lot, trail, benches, signs, fencing and landscaping.

COMMENTS: Improvements are required as part of a settlement agreement with BCDC.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	General Fund	182,425	0	182,425		182,425					182,425
	Total	182,425	0	182,425	0	182,425	0	0	0	0	182,425

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	35,000	0	35,000		35,000					35,000
5713	Construction	127,425	0	127,425		127,425					127,425
5714	Const. Mgmt.	20,000	0	20,000		20,000					20,000
	Total	182,425	0	182,425	0	182,425	0	0	0	0	182,425

PARK IMPROVEMENTS

Fund: 31

Project Title Hidden Lakes Open Space

Project No.

PROJECT DESCRIPTION

Total Project Cost $250,000

This project consists of replacing a pedestrian bridge at the Hidden Lakes Open Space.

COMMENTS: Joint project with CCCSD. Budget amounts City's share of project cost.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	PD	125,000	0	0	25,000	25,000	100,000				125,000
	General Fund	125,000	0	0			125,000				125,000
	Total	250,000	0	0	25,000	25,000	225,000	0	0	0	250,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	25,000	0	0	25,000	25,000					25,000
5713	Construction	200,000	0	0			200,000				200,000
5714	Const. Mgmt.	25,000	0	0			25,000				25,000
	Total	250,000	0	0	25,000	25,000	225,000	0	0	0	250,000

PARK IMPROVEMENTS

		Fund:	31
Project Title	2002 Park Renovation Golden Hills Park, Holiday Highlands Park, Waterfront park	Project No	912

PROJECT DESCRIPTION

Total Project Cost $835,099

This project consists of installing play equipment, restrooms and other site improvements at Golden Hills, Holiday Highlands, and Waterfront Parks.

COMMENTS:

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	PD	358,000	217,902	140,098		140,098					140,098
	Prop 12	400,000	400,000	0		0					0
	Other	77,099	0	77,099		77,099					77,099
	Total	835,099	617,902	217,197	0	217,197	0	0	0	0	217,197

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	90,000	87,936	2,064		2,064					2,064
5713	Construction	724,710	515,291	209,419		209,419					209,419
5714	Const. Mgmt.	20,389	14,675	5,714		5,714					5,714
	Total	835,099	617,902	217,197	0	217,197	0	0	0	0	217,197

WATER SYSTEM IMPROVEMENTS

		Fund:	72
Project Title	2002-2003 Water Main Replacement Project	Project No	913

PROJECT DESCRIPTION

Total Project Cost $552,618

This project consists of replacement of water mains on Berrellesa, Boynton and LaSalle Streets.

COMMENTS: Work on Berrellesa completed in 2002.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	552,618	152,618	400,000		400,000					400,000
	Total	552,618	152,618	400,000	0	400,000	0	0	0	0	400,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	45,000	0	45,000		45,000					45,000
5713	Construction	492,618	152,618	340,000		340,000					340,000
5714	Const. Mgmt.	15,000	0	15,000		15,000					15,000
	Total	552,618	152,618	400,000	0	400,000	0	0	0	0	400,000

WATER SYSTEM IMPROVEMENTS

Fund: 72

Project Title 2002-2003 Water Meter Replacement Project — Project No 914

PROJECT DESCRIPTION — Total Project Cost $2,000,000

This project consists of replacing the exisitng water meters throughout the city with new meters that can be read remotely.

COMMENTS: City forces to install starting summer 2003.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	2,000,000	0	500,000	0	500,000	500,000	500,000	500,000		2,000,000
	Total	2,000,000	0	500,000	0	500,000	500,000	500,000	500,000	0	2,000,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-09	Cost to Complete
5712	Design	5,000	0	5,000		5,000					5,000
5713	Construction	1,975,000	0	1,975,000		490,000	495,000	495,000	495,000		1,975,000
5714	Const. Mgmt.	25,000	0	25,000		5,000	5,000	5,000	5,000		20,000
	Total	2,005,000	0	2,005,000	0	500,000	500,000	500,000	500,000	0	2,000,000

WATER SYSTEM IMPROVEMENTS

		Fund:	72
Project Title	Filter Media Replacement 1967 Filters	Project No	915

PROJECT DESCRIPTION

Total Project Cost $250,000

This project consists of replacing the filter media in basins 5, 6 & 7 of the 1967 filters at the Water Treatment Plant.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	250,000	0	250,000		250,000					250,000
	Total	250,000	0	250,000	0	250,000	0	0	0	0	250,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	30,000	0	30,000		30,000					30,000
5713	Construction	200,000	0	200,000		200,000					200,000
5714	Const. Mgmt.	20,000	0	20,000		20,000					20,000
	Total	250,000	0	250,000	0	220,000	0	0	0	0	250,000

WATER SYSTEM IMPROVEMENTS

		Fund:	72
Project Title	Parallel Raw Water Line	Project No	916

PROJECT DESCRIPTION

Total Project Cost $500,000

This project consists of replacing the water line between the Martinez Reservoir and the Treatment Plant.

COMMENTS: CCWD is the leadagency on this joint project.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	500,000	20,000	172,200	307,800	480,000					480,000
	Total	500,000	20,000	172,200	307,800	480,000	0	0	0	0	480,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	30,000	20,000	10,000	10,000	10,000					20,000
5713	Construction	450,000	0	162,200	277,800	277,800					440,000
5714	Const. Mgmt.	20,000	0	0	20,000	20,000					20,000
	Total	500,000	20,000	172,200	307,800	307,800	0	0	0	0	480,000

WATER SYSTEM IMPROVEMENTS

		Fund:	72
Project Title	Water System Security Upgrade	Project No	917

PROJECT DESCRIPTION

Total Project Cost $100,000

This project consists of installing security upgrades at reservoir sites and treatment plant.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	100,000	41,590	58,410		58,410					58,410
	Total	100,000	41,590	58,410	0	58,410	0	0	0	0	58,410

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5713	Construction	100,000	41,590	58,410		58,410					58,410
	Total	100,000	41,590	58,410	0	58,410	0	0	0	0	58,410

WATER SYSTEM IMPROVEMENTS

		Fund:	72
Project Title	Water Rate Study/Master Site Plan	Project No	918

PROJECT DESCRIPTION — Total Project Cost $70,000

This project consists of preparing a water rate study and preparing a master site plan for the water treatment plant site.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	70,000	0	70,000		70,000					70,000
	Total	70,000	0	70,000	0	70,000	0	0	0	0	70,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	70,000	0	70,000							70,000
	Total	70,000	0	70,000	0	0	0	0	0	0	70,000

WATER SYSTEM IMPROVEMENTS

Fund: 72

Project Title 2004-05 Water Main Replacement Project

Project No.

PROJECT DESCRIPTION

Total Project Cost $500,000

This project consists of water main replacement on Pleasant Hill Road East.

COMMENTS: Coordinate with CCCSD sewer replacement project.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	500,000	0	0			500,000				500,000
	Total	500,000	0	0	0	0	500,000	0	0	0	500,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	50,000	0	50,000							50,000
5713	Construction	430,000	0	430,000							430,000
5714	Const. Mgmt.	20,000	0	20,000							20,000
	Total	500,000	0	500,000	0	0	0	0	0	0	500,000

WATER SYSTEM IMPROVEMENTS

Fund: 72

Project Title Water Main Replacement Projects

Project No.

PROJECT DESCRIPTION

Total Project Cost $300,000

This project consists of annual water main replacement project. Locations to be determined.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	300,000	0	0				100,000	100,000	100,000	300,000
	Total	300,000	0	0	0	0	0	100,000	100,000	100,000	300,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	50,000	0	0				17,000	17,000	16,000	50,000
5713	Construction	230,000	0	0				76,000	76,000	78,000	230,000
5714	Const. Mgmt.	20,000	0	0				7,000	7,000	6,000	20,000
	Total	300,000	0	0	0	0	0	100,000	100,000	100,000	300,000

WATER SYSTEM IMPROVEMENTS

Fund: 72

Harborview Reservoir Replacement

Project No.

PROJECT DESCRIPTION

Total Project Cost $3,000,000

This project consists of replacing the Harborview Reservoir.

COMMENTS: The preliminary study is complete.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	3,000,000	0	0			500,000	1,500,000	1,000,000		3,000,000
	Total	3,000,000	0	0	0	0	500,000	1,500,000	1,000,000	0	3,000,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	500,000	0	0			500,000				500,000
5713	Construction	2,300,000	0	0				1,400,000	900,000		2,300,000
5714	Const. Mgmt.	200,000	0	0				100,000	100,000		200,000
	Total	3,000,000	0	0	0	0	500,000	1,500,000	1,000,000	0	3,000,000

WATER SYSTEM IMPROVEMENTS

Fund: 72

Project Title Filter Control Replacement (1967 Filters) Project No.

PROJECT DESCRIPTION Total Project Cost $500,000

This project consists of replacing and upgrading the water treatment plant filter controls.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	500,000							500,000		500,000
	Total	500,000	0	0	0	0	0	0	500,000	0	500,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	50,000	0	0					50,000		50,000
5713	Construction	430,000	0	0					425,000		425,000
5714	Const. Mgmt.	20,000	0	0					25,000		25,000
	Total	500,000	0	0	0	0	0	0	500,000	0	500,000

WATER SYSTEM IMPROVEMENTS

Fund: 72

SCADA System Telemetry PLC conversions

Project No.

PROJECT DESCRIPTION

Total Project Cost $500,000

This project consists of replacing and upgrading the water treatment plant controls.

Revenue

Account	Source	Total Budget	Funding to date	Carry Over	FY 2003-04 Funding	2003-04	2004-05	2005-06	2006-07	2007-08	Funding to Complete
	Water System	500,000						500,000			500,000
	Total	500,000	0	0	0	0	0	500,000	0	0	500,000

Expenditures

		Total Budget	Expenditures to date	Carry Over	FY 2003-04 Expenditures	2003-04	2004-05	2005-06	2006-07	2007-08	Cost to Complete
5712	Design	50,000	0	0				50,000			50,000
5713	Construction	430,000	0	0				430,000			430,000
5714	Const. Mgmt.	20,000	0	0				20,000			20,000
	Total	500,000	0	0	0	0	0	500,000	0	0	500,000

RESOLUTION NO. 079-03

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARTINEZ APPROVING A BUDGET AND AUTHORIZING EXPENDITURES FOR FISCAL YEARS 2003-2004 AND 2004-2005

WHEREAS, the City Council has conducted a public session concerning the Proposed Budget for July 1, 2003 through June 30, 2005, 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 Manger=s Proposed Budget for the 2003-2004 and 2004-2005 fiscal years; and

WHEREAS, the City Council has reviewed the City Manager=s Proposed Capital Improvement Program for the 2003-2004 through 2007-2008 fiscal years, including the CIP Budget for the 2003-2004 and 2004-2005 fiscal years; and

WHEREAS, the City Council desires to adopt said budget and capital improvement program and CIP budget for the 2003-2004 and 2004-2005 fiscal years;

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

1. The Budget, which is on file at the office of the Administrative Services Director and incorporated herein by this reference, is hereby adopted. A summary of 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 2003-2004 and 2004-2005 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.

7. The Capital Improvement Program is hereby adopted.

* * * * * *

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 Board Meeting of said Council held on the 4th day of June, 2003 by the following vote:

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

NOES: None

ABSENT: None

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

RESOLUTION NO. 075-03

ADOPTING THE 2003-04 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 2003-04 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 $108,872,542 utilizing the county population growth and the growth in personal income as the adjustment factors.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Martinez 2003-04 Appropriations Limitation is set at the amount of $108,872,542.

* * * * * *

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 4th day of June, 2003, by the following vote:

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

NOES: None

ABSENT: None

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

APPRPRIATION LIMIT CALCULATION

Segregation of General Fund Revenues	Proceeds of Taxes	Non-Proceeds of Taxes
Property Taxes	$ 4,880,862	
Sales & Use Tax	3,217,815	
Sales Tax - Public Safety	367,425	
Documentary Transfer Tax	180,000	
Transient Occupancy Tax	300,000	
Business Licenses	421,621	
Franchise Fees		920,710
Rents & Leases		1,000
Vehicle In-Lieu Tax	2,080,000	
State Mandated Services		76,000
Water System In-Lieu Tax	309,750	
Water System Admin Fee		79,236
Building Permits		294,060
Mechanical Permits		45,000
Public Works Inspection Fees		70,000
Solid Waste		16,731
Police Services		118,000
Court Fines		381,000
Planning Fees		60,000
Engineering plan Check Fees		50,000
Plan Check Fees		15,000
Senior Center Rental		4,600
Park Reservation Fees		20,240
Recreation Fees		30,276
Recreation Class Fees		12,120
Adult Sports		49,480
Swim Pool Admission		20,240
Net Tournament Revenues		5,060
Concessions		3,036
Day Care Fees		172,200
Senior Non-resident Fees		2,000
Maps & Publications		300
Bond Fees		3,268
Commissions		355
Insurance Rebates		55,000
Private Activity Grant		7,000
Refunds & Rebates		5,000
Workers Compensation Rebates	0	15,000
Sub total	$ 11,757,473	$ 2,531,912
	82.28%	17.72%
Investment Income	226,273.21	48,726.79
Total	**$ 11,983,746**	**$ 2,580,639**

Prop4GannLimit

	Beginning Limit	City Rate	Factor	County Rate	Factor	Per Capita Rate	Factor	Limit
2001-02								$ 104,425,787
2002-03	$ 104,425,787	1.08	1.0108	1.76	1.0176	-1.27	0.9873	104,914,132
2003-04	104,914,132	0.59	0.0059	1.43	1.0143	2.31	1.0231	108,872,542

Note: Use County rate or City rate whichever is higher in ending limit formula.

APPROPRIATIONS (GANN) LIMIT OVERVIEW FOR CITY OF MARTINEZ

Proposition 4, commonly known as the Gann Initiative, was approved by the California electorate in November 1979. 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. Proceeds of taxes in excess of the limit, with limited exceptions, must be returned to the taxpayers within two years by refund or reduction in tax rates unless extensions of the limit is approved by majority popular vote.

Proceeds 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 that do not exceed the cost of providing services are excluded from the limit.

The voters approved Proposition 111 in June 1990. This proposition allows for new adjustment formulas for the required appropriation limit that are more responsive to local growth issues. 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 significant changes to the original Article XIIIB (Proposition 4) and its implementing legislation Chapter 1205/80 as modified by Proposition 111 and SB 88 (Chapter 60/90) are as follows:

A. Beginning with the 1990-91 Appropriation Limit, the annual adjustment factors changed. Instead of using the lesser of the California Per Capita Income or U.S. CPI to measure inflation, each city may choose 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.

B 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 revised annual adjustment factors have been applied to arrive at our 2003-04 Appropriations Limit. Staff has calculated the Appropriations Limit for 2003-04 by adjusting the current year's limit (2002-03) and applying the Per Capita Personal Income change of 2.31% and the County population change of 1.43% to arrive at the 2003-04 Appropriations Limit of $108,872,542. Proceeds of taxes subject to the limit total $11,983,746 or 11.01% of the calculated Appropriations Limit for 2003-04. Therefore, the proposed expenditures from proceeds of taxes are well below the limit and the City is in compliance with the appropriation limitation.

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.

Safeguards will be set into place to insure 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 insure 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 covers 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
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 insure 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 restricts 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 insure 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."

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 Administrative Services Director.

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.

Certified by:

City Treasurer

Amended: June 2003

Effective: July 1, 2002

CITY OF MARTINEZ
FIXED ASSETS CAPITALIZATION AND INVENTORY CONTROL POLICY

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

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

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

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

Capitalization Policy (Accounting and Financial Reporting)

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

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

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

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

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

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

Inventory Control (Safeguarding of City Assets)

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

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

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

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

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

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

CITY OF MARTINEZ
MISCELLANEOUS STATISTICS
June 4, 2003

Year of incorporation	1876
Form of government	Council/ Manager
Employees (Full Time)	130
Area (Miles)	12.5
Miles of Streets	122
Elevation	30 feet
Population	36,700
Average Minimum Temperature	57 degrees
Average Maximum Temperature	92 degrees
Average Rainfall	18”
Average Income	$45,964
Zip Code	94553
Police Protection	
Number of Stations	1
Number of Police Officers	37
Number of Support Personnel	14
Miles of Water Lines (Estimated)	200
Water Meters (Estimated)	9,500
Building Permits Issued (Estimated	1,500
Building Inspections (Estimated)	5,000
Hospitals	
Contra Costa Regional Medical Center	
Kaiser Permanente Hospital	
VA Medical Center	
Education	
Elementary Schools	4
Middle School	1
High School	1
Continuation School	1
Independent Study	1
Students	4,320
Adult Education Students (Estimated)	25,600

Location: The county seat of Contra Costa County since 1851, the City of Martinez was incorporated in 1876. Encompassing 12.5 square miles, the city is located 32 miles northeast of San Francisco, 23 miles east of Oakland and 369 miles north of Los Angeles.

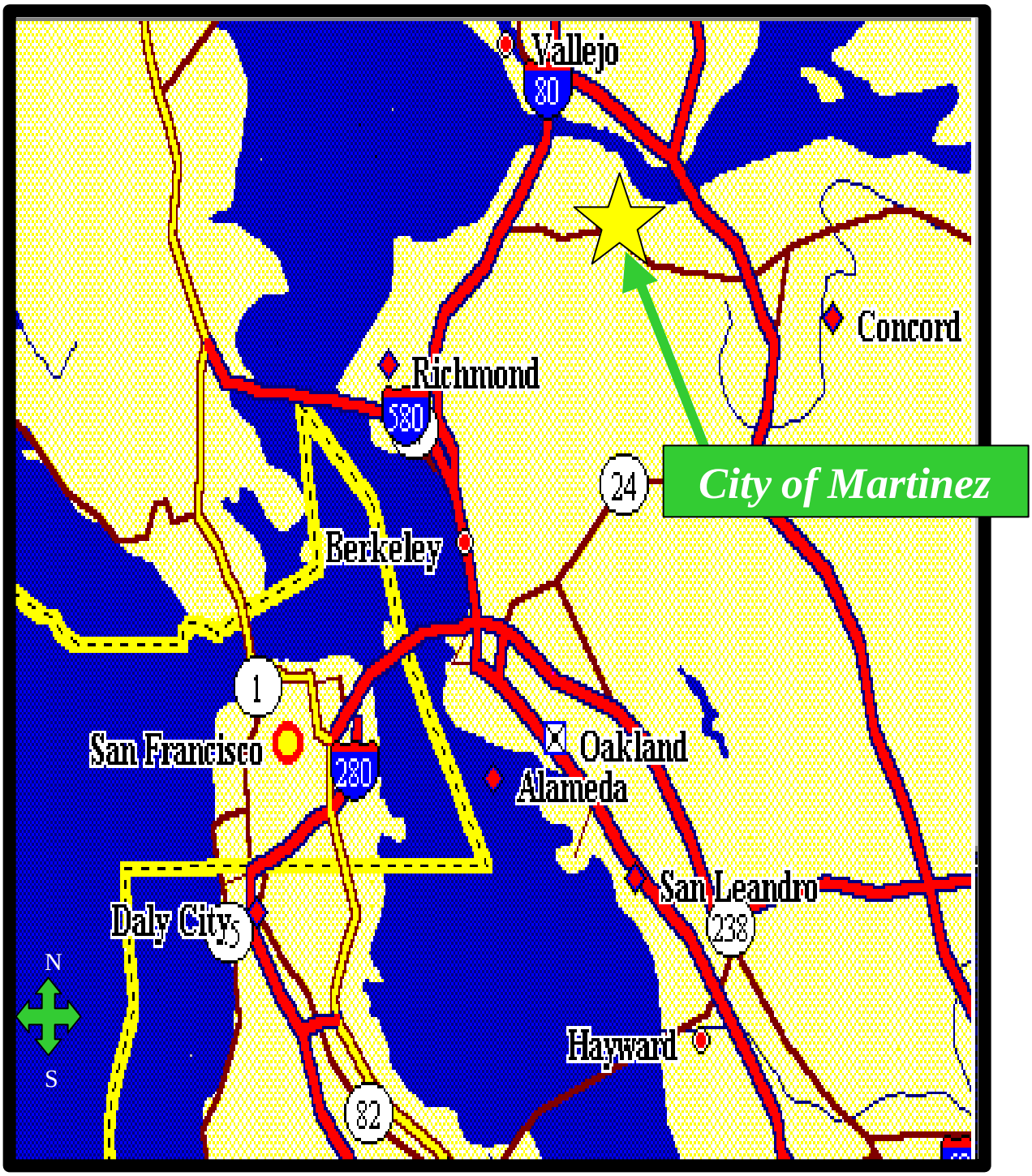
The gateway to the Delta, boaters can sail north to Sacramento south to San Francisco Bay and the Pacific Ocean. The Martinez-Benicia Bridge (a new span is to open in the new millennium) takes motorists across the Carquinez Strait to Vallejo, Benecia and points north.

Who and What

Before the year 2015, Martinez will add 7,000 new residents and 2,800 new jobs, according to the Association of Bay Area Governments. Most of the approximately 36,700 residents are young couples and small families who earn a median income of $61,000 per year. Their commute is 30 minutes or less. They live in single-family homes, as do their parents and grandparents. Single-family homes can be purchased for about $250,0000 and commercial properties go for $12 to $15 per square foot.

Sources: Various City Records, Martinez Unified School District, and City of Martinez Area Chamber of Commerce

AREA MAP


Vallejo
80
Concord
Richmond
580
City of Martinez
24
Berkeley
1
San Francisco
280
Oakland
Alameda
San Leandro
Daly City
5
238
N
S
Hayward
82

CITY OF MARTINEZ BENEFITS BY REP UNIT

Rep Unit	Medical Insurance	Dental Insurance	LT Disability	Life Insurance	PERS Retirement	Retirement Medical	Deferred Comp
Public Employees' Union Local One	City pays 100% of Premium for Kaiser for employee and dependents (includes prepaid drug plan and optical); 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 premium at a rate of 66.7% of employee's salary up to maximum benefit of $2,500/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	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 Premium for Kaiser for employee and dependents (includes prepaid drug plan and optical); 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 premium at a rate of 66.7% of employee's salary up to maximum benefit of $3,000/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 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	Benefits shall cover 100% of the premium for retired employees and their dependents	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 (includes prepaid drug plan and optical); 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 premium at a rate of 66.7% of employee's salary up to maximum benefit of $2,500/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 officers killed in the line of duty.	City contributes 7% toward employee's portion of the PERS contribution	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

GOVERNMENTAL FUNDS		*The funds through which most governmental functions typically are financed.*
General Fund		*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.*
Special Revenue Funds		*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.*
Capital Projects Funds		*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.*
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.*
Debt Service Funds		*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.*
PROPRIETARY FUNDS		*The funds used to account for a government's business-type activities (activities supported in least part by fees or charges).*
Enterprise Funds		*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	
Internal Services Funds		*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.*
FIDUCIARY FUNDS		*The funds used to account for assets held by the government as trustee or agent and that cannot be used to support the government's own programs.*
Agency Funds		*Account for assets held by a government in a purely custodial capacity.*
93	Alhambra Creek Assessment District	*To account for the special assessment district funds received from property owners within the district to repay the debt issued for the Alhambra Creek Channel improvements.*

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.

Adopted Budget – Revenues and appropriations approved by the City Council in June for the next fiscal year.

Appropriation – An authorization made by the City Council which permits the City to incur obligations and to expend resources.

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.

Capital Improvement Program – A plan for capital expenditures to provide for the acquisition, expansion, or rehabilitation of an element of the City's physical property to be incurred over a fixed period of several future years.

Capital Outlay – Expenditures relating to the purchase of equipment, land, or other fixed assets.

Cost Recovery – The establishment of user fees which are intended to cover the cost of providing services.

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.

Division – A unit of organization which reports to a department.

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 fund established to account for activities that are financed and operated in a manner similar to private business enterprises, where costs of providing services to the public are recovered through user fees.

Expenditure – Utilization of fund resources. Expenditures include operating expenses, debt service, and capital outlays.

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.

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.

Fund – A fiscal and accounting entity for which the recording of financial transactions is made for the purpose of carrying on specific activities in accordance with the requirements placed upon the use of financial resources.

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.

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

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

Objectives – Specific plans, programs, or activities that departments and their divisions intend to accomplish in the upcoming fiscal year.

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.

Reserve – An account used to designate portion of the fund balance for a specific future use and is, therefore, not available for general appropriation.

Revenue – Increases in fund resources. Revenue includes income from user fees, taxes, permits, and other sources.

Section – A unit or organization which reports to a division.

User Fees – Fees charged to users of a particular service provided by the City of Martinez.