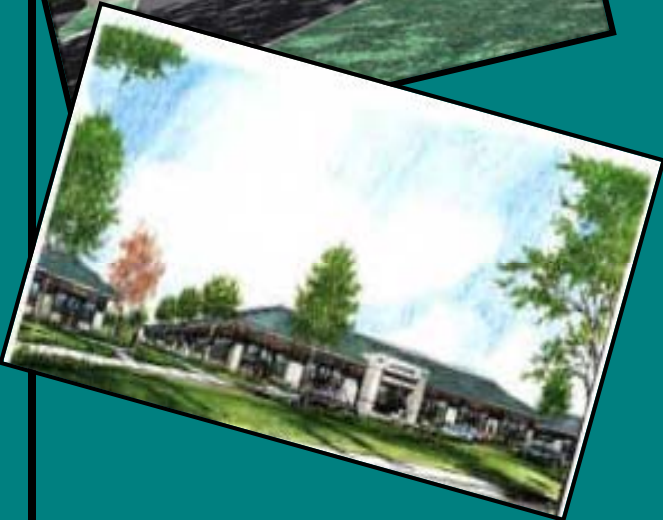


City of Brentwood

2003/04 - 2004/05 Final Operating Budget

Prepared by:

Finance Department



City of Brentwood

List of Principal Officials

City Officials

Brian Swisher **Mayor**
Annette Beckstrand **Vice-Mayor**
Ana Gutierrez **Council Member**
Bill Hill **Council Member**
Pete Petrovich **Council Member**

Administrative Staff

John Stevenson **City Manager**
Dennis Beougher **City Attorney**
Craig Bronzan **Director of Parks & Recreation**
Mike Davies **Police Chief**
Karen Diaz **City Clerk/Director of Administrative Services**
Pamela Ehler **Director of Finance & Information Systems**
Bailey Grewal **City Engineer**
Mitch Oshinsky **Director of Community Development**
Howard Sword **Director of Economic Development**
Paul Zolfarelli **Director of Public Works**

City of Brentwood

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June 2003

The Honorable Mayor and City Council Members
City of Brentwood
Brentwood, California 94513

Dear Mayor Swisher and Members of the City Council:

I am pleased to submit the Operating Budget for the City of Brentwood and Brentwood Redevelopment Agency for Fiscal Years 2003/04 and 2004/05. The City's Operating Budget of \$180 million and the Redevelopment Agency's Budget of \$7.4 million adhere to the City Council's Goals and Objectives. These budgets reflect an organization whose top priorities continue to be:

- Provide and build public facilities
- Provide and maintain an adequate public infrastructure
- Plan and manage growth to maintain and enhance our small town character
- Enhance and promote Brentwood's economic vitality
- Provide friendly customer service

Finance has taken each department step-by-step through the entire budget process. Hand in hand with Brentwood's growth, are many policy challenges facing the City. Brentwood possesses growing service demands and a limited degree of revenue and expenditure flexibility. The practical constraints on expenditure reductions is reflected in a General Fund expenditure rate per capita that is below average for California cities of similar size. The City's strong fund balance levels, additional reserves and prudent fiscal management allow for us to be prepared for future growth. This budget includes anticipated state budget cuts to the Vehicle License Fee (VLF) "backfill". The legislations establishing the backfill approach was enacted in 1998 as part of a larger package that also reduced the VLF tax paid by consumers. A voter-passed constitutional amendment in 1986 earmarks the VLF as a source of local government revenue. The backfill was intended to cover the loss of revenue to local governments, in effect shifting the burden of the consumer tax cut to the state general fund. However, many of the expenditure reallocations in this budget are being recommended in preparation for any additional State budget cuts.

This budget includes, but is not limited to, the following:

- Increase of four (4) Police officers to comply with the 1.5 sworn positions per 1,000 residents – FY 2003/04
- \$179,268 for Police Activities League Program
- Includes new staff for Arts Commission FY 2004/05
- Contribution of \$432,000 for Fire Department/EMT Service each year
- Continued support to the Library - \$97,611
- Funding for new accounting software

This Operations Budget underscores the City Council’s commitment to continue to make cost containment a high priority. These Budgets adhere to the Budget Development Guidelines. In accordance with these guidelines, the Operating Budget is free from reliance upon non-recurring revenue sources and does not commit to spending more than a conservatively prepared estimate of recurring revenues.

The Budget for the City’s other funds include the ongoing support and services for the activities in the Enterprise, Debt Service, and Special Revenue Funds. The Operating Budget has also been prepared in conjunction with the City’s Five-Year Capital Improvement Program for Fiscal Years 2003/04 – 2007/08.

The Operating Budget is a flexible-spending plan and is the legal authority for departments to commit financial resources to provide services within the City of Brentwood. The Operating Budget will continue to be reviewed quarterly or sooner if necessary, to allow the City Council to respond to changes in the economy or development community in a timely manner.

REVENUES AND ECONOMIC CONDITIONS

Fiscal Year 2002/03 General Fund revenues are projected to reach \$23,441,564, an increase of \$4,067,921 or 21% from FY 2001/02, and reflect the continued growth of the local economy. In the past year the City has experienced significant interest in relocation and expansion of existing businesses. The City has continued to work with the Chamber of Commerce and Economic Development in its effort to encourage either the expansion or relocation of industries that generate local sales tax and employment advantages.

Economic Highlights

Business Licenses: Business License revenues are expected to increase from \$106,500 to \$300,000 for FY 2003/04. This projected increase is due to the new business license tax that was passed by the voters in November 2002, new businesses that are expected to come to Brentwood, and continued code enforcement.

Franchise Fees: Franchise Fee revenue is anticipated to increase from \$414,116 to \$496,939 due to population growth and commercial development.

Property Tax: The 2003/04 revenue estimate for property taxes is based on an assumed 2% increase in assessed valuation of existing property. Future additional assessed valuation increases will be partially offset by the impact of pending assessed valuation appeals by property owners. The FY 2003/04 estimate of \$3,664,727 represents approximately 13% of the total General Fund revenues. In fiscal year 2002/03 the City's assessed valuation rose by 29.9%, which was 22% greater than the increase experienced county-wide at 8%.

Vehicle License Fees: This approximately \$1.9 million revenue source is not safe from State takeaway due to continuing budget uncertainty on the State level. We are concerned that the State may act further to lower the amount of the fee that local governments receive. The State makes up the balance of the vehicle license fee from its general fund, thereby trading one of our rather constant revenue sources for one subject to the impulse of the State legislature. This revenue has been reduced in anticipation of State budget cuts.

Investment Interest: Investment interest is anticipated to increase from \$1,200,000 in FY 2002/03 to \$1,800,000 in FY 2003/04. Our projection assumes that the national and state economies will continue to expand at subdued rates until mid-2003, when improvements in business spending and export sales start to boost overall economic growth. Although interest rates are at a 40 year low, Brentwood continues to show an increase in consumer confidence and exponential growth with new home construction, the addition of several large chain outlets on the frontier and residents' quest for a sophisticated way of life. Brentwood is also on the cutting edge of technology, which allows a small City like Brentwood to continue to reach for their peak production frontier.

Permits and Charges for Services: An overall increase from \$8,364,326 to \$9,242,540 is projected in FY 2003/04. This increase is due to the continued growth in building inspection and plan check fees.

KEY ECONOMIC ISSUES

PRIORITIES AND ISSUES FOR THE CURRENT YEAR:

Global Economy: In FY 2002/03 we were concerned about how the war in Iraq would affect us and our economic and financial problems. While our local economy experienced healthy economic growth and low inflation, the high-tech industry in the Bay Area faltered from the slowdown in the demand for computers and electronic goods. There are signs that the downturn is ending and a recovery could begin soon.

Economic Development: FY 2002/03 saw positive economic news for the City of Brentwood with growth in population, residential construction, sales and median prices and rapidly accelerating commercial and industrial development. Until recently, Brentwood was a small, rural, agricultural community. The need for housing in the Bay Area in the early 1990's prompted Brentwood's growth at a rate of 10% to 15% per year. The City's population has increased steadily over the last fiscal year as predicted and the development of single-family homes, commercial sites and infrastructure reflects the increase in this expanding population.

The City issued 1,160 building permits for single-family homes during the previous fiscal year. To keep up with the growth demands, infrastructure development also was at a high level with several large projects at various stages of design, construction or completion for the year.

Business License Tax: The City of Brentwood has developed additional revenue from business license tax by citizens passing Measure D, which increased our tax by moving to gross receipts. This revenue is significant because it is not considered discretionary and therefore is not subject to state take away.

Rate Studies: Rate studies have been completed for the Water, Sewer and Park and Recreation Enterprises. The rate study for Solid Waste is currently underway and is expected to be completed by September 2003. This is to ensure collection of user fees and/or utility rates for services provided to the public.

PRIORITIES AND ISSUES FOR THE BUDGET YEAR:

Advocacy on Strategic Legislative Issues: Resources will be dedicated to advocating appropriate and equitable solutions to issues that affect our community and the region, including transportation issues and the fiscal stability of the City. Resources are being

allocated to allow the City Council the opportunity to take a more direct role in this advocacy work. Funds for staff and advocacy consultants have also been included in the budget.

Redevelopment: The Brentwood Redevelopment Agency (RDA) will continue its investigation of a multi-level public parking structure with ground floor retail space, and a retail/restaurant project, both in the Downtown area. RDA staff will also begin negotiations for a reimbursement agreement for roadway improvements at the Central Business Park, a 40-acre, mixed use commercial and housing project. The implementation of several existing workforce housing projects, plus consideration of the RDA's participation in proposed and upcoming workforce housing projects, will be part of the RDA's housing programs and projects. Public infrastructure and improvements within the Redevelopment Project Areas, of approximately \$3 million, will be funded by the RDA's tax allocation bond proceeds.

System and Organizational Improvements: The City will be acquiring and implementing new financial software that will allow integration with all City systems. The City's Website has become an e-commerce site and will be working on the ability to allow users to inquire about their Utility Billing accounts or Business License information. Information Systems is also currently installing fiber optic systems that will allow City departments to be connected without having to be in the same location. These are some steps being taken to make good, economic use of technology and provide quality customer service.

Regional Leadership: The focus on providing leadership on issues that affect the entire region, such as transportation and economic development, will continue in FY 2003/04. The City Council and staff will continue to be involved in policy development through its memberships and participation in the Economic Development Alliance for Business, Contra Costa Economic Partnership and the state sponsored Inter-Regional Partnership.

Fiscal Model: The City of Brentwood has contracted the services of Gruen & Gruen + Associates (GG+A) to assist in the preparation of a 10-year Fiscal Model. GG+A will monitor this process and develop a strategic plan for the next ten years that will enable the city to continue its long run of fiscal health. The initial tasks have been to provide assistance to representatives within all the departments to improve accuracy within the individual departments' projections. GG+A's economic and market analysts assisted in the financial process by providing economic and market forecasting, as required, to refine and update the exogenous determinants of costs and revenues. In all likelihood, these forecasts relate alternative economic and marketing input scenarios so as to enable the core team and the Council to consider the short run and the long run implications of alternatively likely economic and growth futures.

Strategic Opportunities for the Future: We recognize the importance of taking a long-range view for both the City and the organization. The City Council and the executive management team will work together to discuss community issues and

development priorities for change and improvement. Among other strategic planning efforts are the partnerships with the Police Activities League (PAL), the addition of a John Muir Medical Center in Brentwood and joint partnerships with Heritage High School on ball field, pool and gymnasium use. To that end, the City is preparing a ten-year fiscal forecast.

City Salaries: Effective July 1, 2003, the City Council changed the pay policy from 10% above the mean to the 85th percentile of designated survey cities. The survey cities include: Antioch, Benicia, Livermore, Manteca, Pittsburg, Pleasant Hill, Pleasanton, Tracy and Vacaville. Also on the list are: Contra Costa County as a major area employer, Contra Costa Water District for water only, Dublin San Ramon Services District for wastewater only, BFI and Waste Management for solid waste only. The July 1, 2003 pay plan adjustment includes updated salary survey information from the designated survey list provided above.

Levels of Service: In light of budget pressures stemming from the general economy and looming state takeaways, the City of Brentwood will strive to maintain or surpass its current levels of service. This goal will be aided by the increase in salaries in that it will allow the City to hire and keep quality staff.

Vehicle License Fee: The most recent Governor's Budget Revision (May 2003) contemplates fully funding Vehicle License Fees revenues for local government. Under this proposal, the "trigger" for VLF will be pulled some time in July, insuring 100% full funding of VLF. What this means to the City of Brentwood is approximately \$1.9 million in revenue. We have adjusted the 2003/04 and 2004/05 budgets with the anticipated reduction of the backfill from the State.

MILESTONES AND ACCOMPLISHMENTS

For FY 2002/03 the City Development activity surpassed the City's budgeted projections. Under residential development, the City's budget was built with the projection of issuing 850 new single family dwelling permits. It is estimated that with the close of FY 2002/03, the City will have issued approximately 1,400 permits. Listed below are just a few of the City Council's accomplishments:

- Completed Wastewater Treatment Plant – The completion of this plant will ensure that treatment facilities are available for the expected growth of the City.
- Business License Tax – Measure D was passed by citizens on November 5, 2002. A flat tax was replaced with a tax based on gross receipts.
- Formed Community Facilities District for Fire and Open Space – ensures a long-term revenue stream. These funds are non-discretionary and not subject to state takeaway.

- Formed Agricultural Trust – The Brentwood Agricultural Land Trust was formed on October 24, 2002 to help implement the City’s Agricultural Enterprise Preservation Program and mitigate the loss of agricultural within the City of Brentwood.
- Corporation Yard Relocation – The City of Brentwood Public Works Department has vacated its site at 161 Sycamore Avenue and relocated to an interim site located next to the new Wastewater Treatment Facility. This interim site, incorporating the existing office trailers and a new 10,000 square foot multi-use facility, will be utilized until a permanent corporation yard facility is financed and constructed.

Capital Reinvestment:

- Pavement Management of City Streets - \$900,000 – Existing pavement is a large investment for the City. Preventative maintenance is the best means for keeping this large investment in acceptable condition. The City’s pavement management software selects those streets that are most cost effective to do preventative maintenance on for the year.
- ADA Improvements - \$190,000 – The 1990 Americans with Disabilities Act requires public agencies to identify, plan and modify barriers of access to the disabled. Annual efforts now require the identification of problems City wide, including restrooms and facility improvements.
- City Walk Sidewalk Replacement - \$125,000 – A regular sidewalk replacement program is required to ensure public safety and reduce liability exposure.
- Traffic Calming Installations - \$50,000 – Proper engineering judgment should alter driver behavior and reduce/manage vehicle speed or volume and enhance pedestrian safety. This project will improve roadway circulations.

Progress Toward Public Safety: The City Council has put Public Safety as one of its priorities and is committed to make Brentwood one of the safest cities in California. Safe streets and low crime rates attract growth in both residential and business development. FY 2003/04 includes hiring four (4) sworn positions. This will bring sworn staffing levels in the Police Department to 56. On October 11, 2002, the new police station groundbreaking was held. This new facility includes a 30,900 square foot police station, a 4,000 sq. ft. warehouse and a 2,400 sq. ft. range. Completion of the police station is estimated to be late fall 2004.

Expanding Recreation Programs: As the population of Brentwood continues to grow, the City of Brentwood is committed to expanding both the park and recreational programs and facilities to meet the increased need for the constructive use of leisure time. Brentwood is becoming a very diverse community, with a large percentage of growth in young families, first time home buyers and active seniors. As a result, the Park and Recreation Department continues to pursue opportunities to enhance the lives of our youth, families and adults of all ages by following the mission to continue to “...add joy to people’s lives”.

For seniors, the City has assisted the formation of a non-profit Senior Advisory Board to assist and advise the City in the expansion of senior programs and future park and facility development projects. The City has also recently partnered with Contra Costa County to open the CC Café, a daily senior nutrition site that is open to all seniors in Brentwood.

The City of Brentwood Youth Commission has just completed their first youth survey and is moving forward with a number of projects to better inform and serve the needs of the youth in our community. Staff continues to add and adjust youth programs to meet the many sport, class and special interests needs of our youth.

The City and local school districts have a long history of joint-use community projects, which include three joint-use gymnasiums, with two more in the planning stages. Additionally, the City and Liberty Union High School have plans for a joint-use 50-meter swimming pool to be built at the new Heritage High School, opening in July 2005.

The City of Brentwood is also committed to the expansion of family activities, which include an expansion of the free Summer Concerts Under the Stars that is held in City Park on Friday nights, and a joint project with the Brentwood Police Activities League to sponsor two after school enrichment programs for elementary and middle school students.

Upcoming Park Projects: The City is very proud of the number of parks in Brentwood. The City Council has listened to the community and has responded with both more facilities and improvements to existing facilities. Current upcoming park projects include:

- Balfour Road Park Development – this 11+ acre park will start construction in late summer 2003. This park will complete the aquatic complex site and will include picnic areas which can be reserved, bocce and volleyball courts, and open space play areas.
- Blackhawk/Apple Hill Trail – this trail project will complete an under crossing of Apple Hill Drive, and connect Apple Hill Park with the Deer Creek detention basin. The trail is expected to be complete in late summer of 2003.
- Heron Park Development – construction of this 5 acre neighborhood park will begin in the late summer of 2003 and is scheduled for completion in 2004.
- Marsh Creek Regional Trail expansion to Concord Avenue – completing this trail is a condition of the final phase of Summerset. The expansion will include a pedestrian bridge across the ECCID main canal and extension of the Marsh Creek Trail from Creekside Park, along Creek Road, to Concord Avenue. Completion is expected in late 2003.
- Neighborhood park/pocket park development in five subdivisions

- Oak Meadow Community Park Development – this 10 acre community and neighborhood park will be adjacent to R. Paul Krey Elementary School. The park, which will have a children’s play area and two lighted baseball diamonds, is expected to be open in the spring of 2004.
- Sunset Sports Park Master Expansion – the expansion will enlarge the Sunset Sports Park from 10 acres to 37+ acres. The expanded facility will include four soccer fields, a baseball and softball complex with four fields, and three multi-use fields. The expansion project will begin construction in the summer of 2003.

Community Development Projects:

- Update Zoning Ordinances – Involves a comprehensive review and update of the complete Zoning Ordinance to bring it into conformance with contemporary zoning standards, make it user friendly, and clear up any inconsistencies.
- Downtown, Brentwood Boulevard and Empire Triangle Specific Plan – As directed by the General Plan, the purpose of this Specific Plan is to maintain and enhance the vitality of these areas by establishing comprehensive policies to guide long term use, urban design, parking, development standards and economic development.

Community Facilities Projects:

- Interim City Hall – The current City Hall functions are overcrowded and under productive. This expansion should facilitate the existing Downtown City Hall for another four to five years. The majority of these improvements are related to the base building and will be a fixed asset after the interim City Hall use. This project includes expanding and renovating the City Hall facility at 120 Oak Street to accommodate the Engineering Department.
- New City Hall – In order to provide a permanent City Hall to house all appropriate City functions in an effective and productive environment, this project consists of designing and constructing a new City Hall in the vicinity of the existing City Hall.
- Sunset Industrial Complex – Construction of a 28.8 acre medium industrial complex to facilitate moving industrial users from Brentwood Boulevard. This project will increase available industrial land, locate industrial users with compatible land uses, and increase the Redevelopment Agency’s tax increment cash flow.

Fiscal Strength and Long-Term Financial Stability, based on the actions taken by the Mayor and City Council once again in FY 2002/03 Budget, includes a General Fund Reserve of \$15.7 million. The following budgetary principles have guided us in increasing our reserves and in preparation of the budget:

1. Ongoing revenues must support ongoing expenditures. Consequently, one-time revenues should not be used for ongoing expenditures on a continual basis.

2. When capital projects are considered, all associated costs should be identified in order to properly consider future financial impacts.
3. Each enterprise fund should reflect the true cost of operation, including direct and indirect costs of services provided by the General Fund.
4. Activities that are supported by user fees should be fully cost recoverable.
5. Discretionary General Fund revenues should not be earmarked, thereby allowing maximum flexibility in funding decisions on an annual basis.

Some fund balances are projected to decrease and level off within five years. The large fund balances were primarily due to the rapid growth of the City of Brentwood, are expected taper off within five (5) years.

I wish to thank the City Council for providing clear policy direction and goals that have been used to prepare the Operating Budget each year. I would also like to express my appreciation to all those staff members who have taken the time to participate in the development of the Operating Budget. A great deal of effort and attention to detail has gone into the preparation of this budget document, representing many hours of work by staff members throughout the organization.

The City of Brentwood has a bright future ahead because of its committed elected leadership and the talents and ingenuity of the individuals within this organization. The key to turning this hope into reality is through a well-planned, long-term fiscal strategy, based upon economic development that will generate, high paying long-term employment opportunities, new and stable sales tax revenue sources and improving intergovernmental relations.

Though the challenges are great, the City is firmly committed to meeting each and every challenge that comes our way. This budget is the next step towards meeting those challenges. By continuing to follow the financial policy set forth by the City Council, Brentwood will deliver the highest level of service permitted by the available resources.

Sincerely,

John Stevenson

John Stevenson
City Manager

MISSION STATEMENT

The City of Brentwood is dedicated to creating, maintaining and enhancing a well-planned community that is friendly, safe and healthy for everyone.

Mission Statement Adopted January 5, 2001

CORE VALUES

As City employees, we value . . .

Brentwood's Quality of Life

- with enthusiasm and a positive attitude, we strive to provide the highest quality community service thereby contributing to the quality of life for City residents and businesses, present and future

Brentwood's Community Spirit

- we strive to represent the public's concerns, needs and vision in the day-to-day activities of responsible public service

Accountability

- prudent management, interdepartmental cooperation and employee performance that produces cost effective results which demonstrate our respect for the citizens whose tax dollars support this organization

Innovation

- initiative and willingness to be adaptable and creative with decisions that will endure the test of time and meet the needs of future generations

Ethics

- we believe a sound basis for judging the rightness of an action is a test of its high standards and its effect on people

Brentwood City Council's

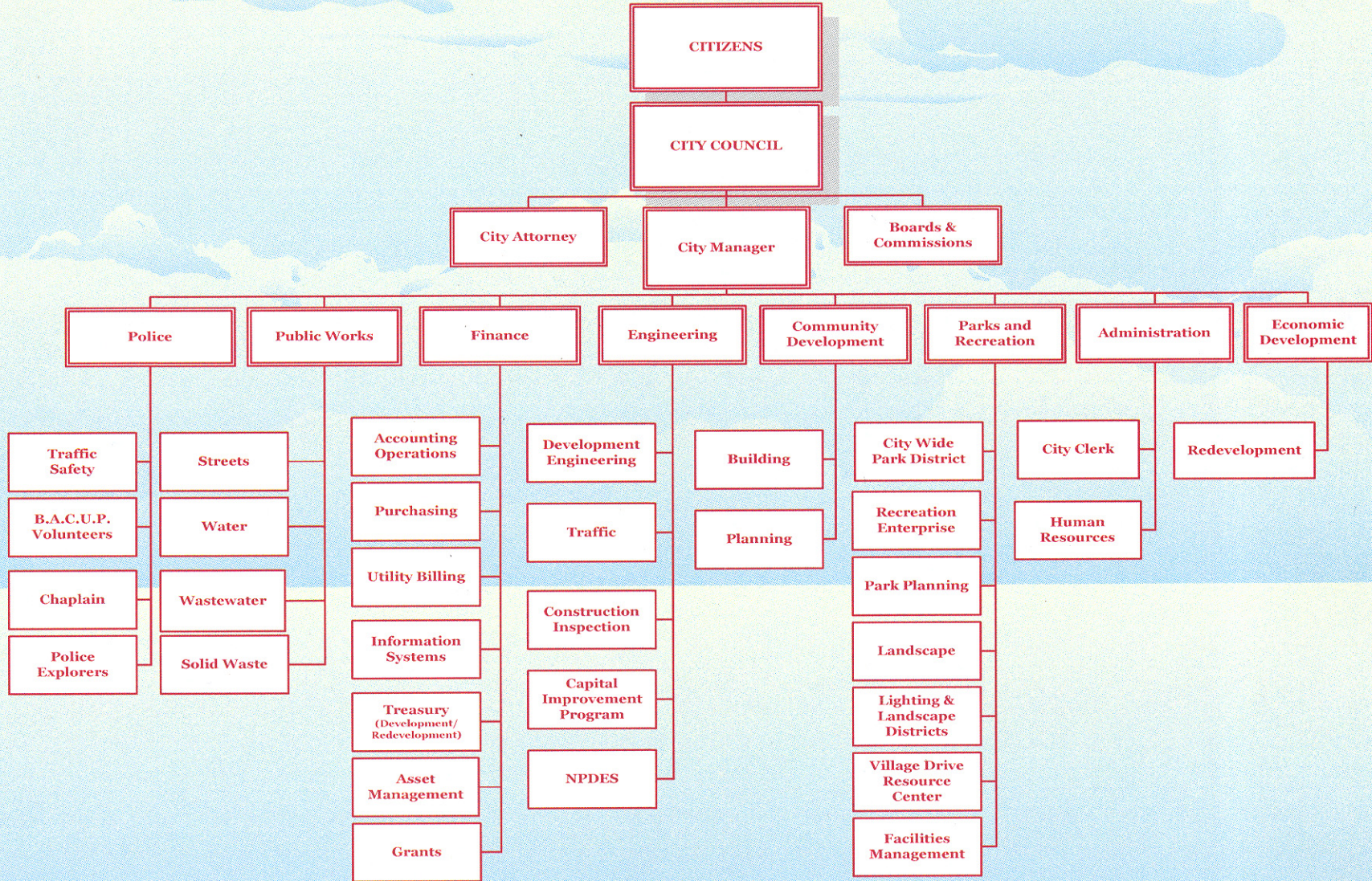
THREE YEAR GOALS

Not in priority order

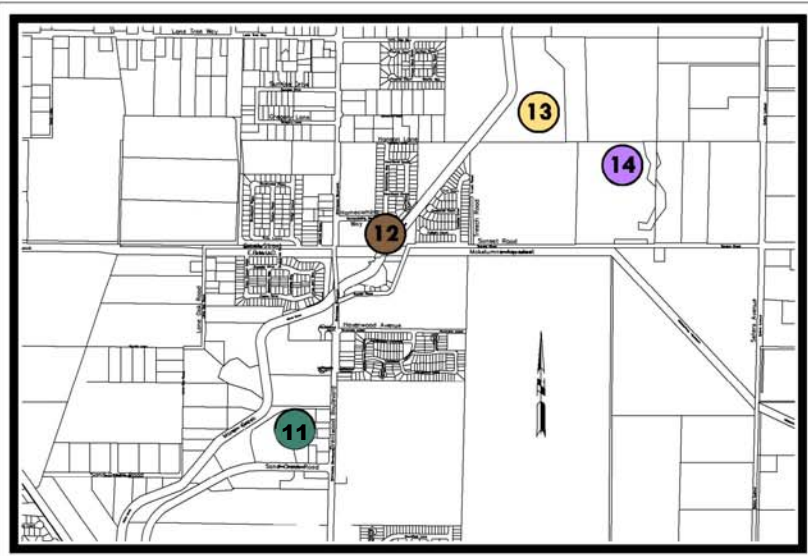
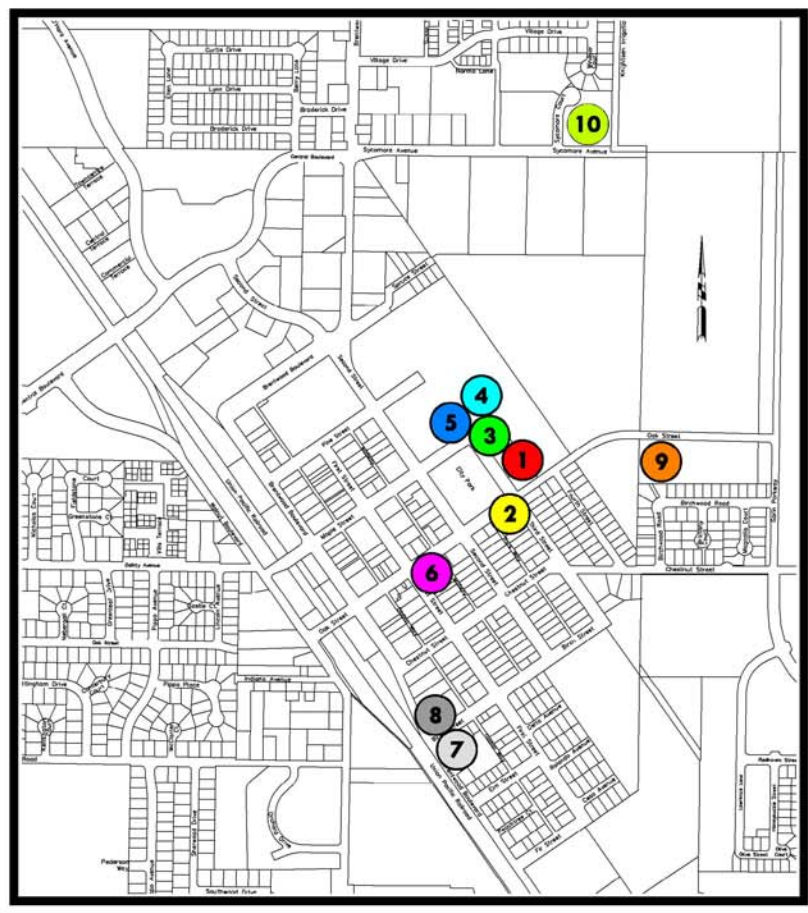
- Provide and build public facilities
- Provide and maintain an adequate public infrastructure
- Plan and manage growth to maintain and enhance our small town character
- Enhance and promote Brentwood's economic vitality
- Provide friendly customer service

City of Brentwood

ORGANIZATIONAL CHART



City of Brentwood



NO.	FACILITY/SITE ADDRESS	
1	Administration/Finance/Engineering	708 Third Street
2	Community Development	104 Oak Street
3	Council Chambers	734 Third Street
4	Delta Community Center	730 Third Street
5	Library	751 Third Street
6	Chamber of Commerce	240 Oak Street
7	Police Department	500 Chestnut Street
8	Police Department - Annexation	8440 Brentwood Boulevard
9	Post Office	18 Oak Street
10	Public Works/Maintenance	161 Sycamore Avenue
11	Technical Center/Incubator	101 West Sand Creek Road
12	Water Treatment Plant	2000 Homecoming Way
13	Wastewater Treatment Plant	325 Sunset Road
14	Solid Waste Transfer Facility	375 Sunset Road

City of Brentwood

Operating Budget Calendar

Task #	Activity	Responsibility	2002					2003								
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		
1	First Quarter Report to City Clerk	Finance			◆10/15											
2	Mid-Year Budget Adjustments Due to Finance	All Departments							◆12/15							
3	Mid-year Budget Report due to City Clerk	Finance														◆1/7
4	CIP Budget Packets Distributed	All Departments														●1/13
5	Mid-Year Budget Report (Council Meeting)	Finance														●1/14
6	Second Quarter Report to City Clerk	Finance														◆1/15
7	Budget Packets Distributed	All Departments														●1/28
8	Class on Budget Preparation	All Departments														●1/28
9	Open On-Line Budget System	All Departments														●1/28
10	Capital Request to City Engineer and Finance Director	All Departments														◆2/21
11	Permit Projections due to Finance	Building, Engineering, Finance														◆2/21
12	Capital Projects Forms Due	All Departments														◆2/24
13	Capital Improvement Program Budget Session	All Project Managers														●3/10
14	Budget Packets Due to Finance	All Departments														◆3/14
15	Personnel Budget Due to Finance	Human Resources														◆3/17
16	Capital Improvement Program Project Details Due to Finance	All Project Managers														◆3/21
17	CIP Quality Control Review	Engineering and Finance														◆3/24

Legend: ● Meeting Date ◆ Due Date

City of Brentwood

Operating Budget Calendar (Cont.)

Task #	Activity	Responsibility	2002					2003						
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
18	Park & Recreation Commission Workshop on CIP Project	Finance & Parks								●3/27				
19	Internal Services Charges Due	Finance								◆3/31				
20	Revenue Projections (All Funds)	Finance								◆3/31				
21	Close On-Line Budget System	All Departments								◆3/31				
22	CIP Final Review	Finance / Engineering								◆3/31				
23	CIP Budget Workshop	All Project Managers									●4/7			
24	Department Heads Meet with Finance Director	All Departments									●4/7			
25	Notice of Negative Declaration for Publication	Engineering									◆4/14			
26	Letter to County Clerk for Public Notice of CIP Budget	Engineering									◆4/14			
27	Third Quarter Report to City Clerk	Finance									◆4/15			
28	Notice of Negative Declaration published for 20-day comment	Engineering									◆4/21			
29	CIP Budget to Council for Referral to Planning Commission	Finance									●4/22			
30	Operations Budget Review	City Manager and Finance Director									◆4/24			
31	CIP Budget to Planning Commission to confirm compliance with General Plan	Finance / Engineering										●5/6		

Legend: ● Meeting Date ◆ Due Date

City of Brentwood

Operating Budget Calendar (Cont.)

Task #	Activity	Responsibility	2002					2003						
			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
32	CIP Budget to Council for Adoption	Finance										●5/27		
33	File and record CIP documents with City Clerk	Engineering										◆5/31		
34	Distribute Operations Budget to Council	Finance												◆6/4
35	Operations Workshop with Council	All Departments												●6/10
36	Council Adoption of Budget	Finance												●6/10
37	Publish Adopted Operations and CIP Budget	Finance												◆6/30
38	Operations and CIP Budget on Web Site	Information Systems												◆6/30
39	Fourth Quarter Report to City Clerk	Finance												◆7/15
40	Prepare Cost Allocation Plan	Finance												◆7/31

Legend: ● Meeting Date ◆ Due Date

Budget Guidelines

I. User's Guide to the Adopted Operating Budget

Each year, the Finance Department coordinates the preparation of four key budget documents:

1. Operating Two Year Budget
2. Five-Year Capital Improvement Program
3. City-Wide Cost Allocation Plan
4. Comprehensive Annual Financial Report

The information contained in these documents is the end product of a thorough financial review performed through the combined efforts of staff within the City. On subsequent pages, a brief description of the budget documents and a summary of their intended uses are provided.

If You Are Looking For:

Where It Is Found:

Budget Overview and Policies
Budget Trends and Graphs
Revenue Detail/Departmental Expenditures
Summaries
Personnel Information
Four-year Line Item Expenditure Detail
Line Item Justification for all Funds

Adopted Operating Budget

Status of Prior-Year Capital Projects
Adopted Current Year Projects
Future Projects Anticipated Funding

Adopted Five-Year Capital Improvement Program Budget

Total Cost by Classification
City Staff Billing Rates
City Fees

Cost Allocation Plan (CAP)
(Available 120 Days after Budget Adoption)

Financial Statements, City Statistics,
Management Discussion and Analysis
Demographics, Management Statement

Comprehensive Annual Financial Report (CAFR)
(Available 180 days after fiscal year end)

A. Adopted Operating Two Year Budget Detail

The Adopted Operating Budget is summarized at a division level. Divisional budgets consolidate program activities into similar service categories within a fund with the intent of reducing the cumbersome nature of a program based budget document. Every effort has been made to present the budget document in a “User Friendly” format. Increased emphasis has been placed on text, trends and written explanations.

The Adopted Operating Budget Detail provides a separate line item, object code detail for the budget. Adopted expenditures within each divisional category are detailed with descriptions. Budgets are broken down to the program level and are listed in account number order. Historical information is prepared at a detailed object code level for comparison purposes. Cost data within this document is presented by department.

B. Adopted Five-Year Capital Improvement Program

The Adopted Five-Year Capital Improvement Program (CIP) Budget is a separate document that is annually brought to the City Council for consideration. This document matches funding sources with capital expenditures while developing a five-year schedule for completion. The relationship between the CIP and the operating budgets is described in detail on subsequent pages of this document.

Within the CIP document, projects have been separated into seven categories:

1. Roadway Improvements
2. Parks and Trails Improvements
3. Water Improvements
4. Wastewater Improvements
5. Community Facilities Improvements
6. Drainage Improvements
7. Developer Improvements

Each project has been assigned a unique identification number that will remain with the project throughout its life. The project identification number allows the City Council to track and monitor project status over multi-year periods. Prior to City Council's consideration of the CIP, the document was provided to the Planning Commission for comments. Additionally, a cross-reference index has been included in the appendix of the CIP document to simplify the identification of the status of projects included in prior CIP documents.

C. City-Wide Cost Allocation Plan

The City-Wide Cost Allocation Plan (CAP) is a budget document that will be prepared and distributed approximately 120 days following the adoption of the annual operating budget. A Cost Allocation Plan is a widely recognized and well-used method of distributing administrative overhead "support" costs to the benefiting programs within the City. The City Council adopted its first CAP in December, 1994. That plan established the method of allocating indirect and direct costs. The CAP is updated each year based upon the approved budget data for the current year and actual financial and statistical data for prior years.

The Plan calculates departmental and city-wide overhead factors based on distributions of expenditures between three categories including personnel costs, operating costs and ongoing capital costs. Assumptions regarding management and non-management positions likewise impact the computation. The methodology for computing these overhead factors is as follows:

Department Overhead: To compute the department overhead factor, costs for department management salaries and benefits, plus the cost of associated operating and capital items to be included within overhead, are identified. This cost is then divided by the salary and benefit cost of all non-management employees. The resulting computation is a multiplier that is applied to the hourly rate of a specific position within the department to compute the resulting department overhead associated with providing a designated service.

City-wide Overhead: To compute the city-wide overhead factor, general government costs that are not allocable to any line departments are identified. These costs are divided by the total salaries and benefits of all City employees. The result of this computation is a multiplier applied to the hourly rate of a specific position to compute the resulting city-wide overhead associated with providing a designated service.

The City-Wide administrative overhead rate for Fiscal Year 2002/03 was 22.88% of direct costs. The City's Cost Allocation Plan (CAP) also becomes a key document in preparing the City's User Fee Review and labor charge rates.

D. Comprehensive Annual Financial Report

The City prepared its second award-winning Comprehensive Annual Financial Report (CAFR). The City took a leadership role in implementing GASB 34. This early implementation, before the 2003 deadline, enabled the City Council and residents to become more aware of the benefits and information contained in the new financial reporting model.

Providing reliable financial information requires the establishment of accounting records adequately supported by systems of internal control. The City's management is responsible for establishing and maintaining an internal control structure designed to ensure that the City's assets are protected from loss, theft, or misuse. They must also ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America. The internal control structure is designed to provide reasonable assurance that these objectives are met, while recognizing that this assurance is not absolute. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management. City administration believes the existing internal control systems are adequate to provide this reasonable assurance that City assets are safeguarded against loss and that financial records are reliable for preparing financial statements and maintaining accountability for assets. Furthermore, the City received the second "Unqualified" Audit this past year.

The City's accounting records are maintained on the Accrual Basis, or Modified Accrual Basis, as appropriate. Budgets are prepared and expenditures recorded at the object of expenditure level. In addition to fund-by-fund financial information, we are now including government-wide financial statements. The government-wide financial statements include a Statement of Net Assets that provides the total net equity of the City including infrastructure and the Statement of Net Activities that shows the cost of providing government services. These statements have been prepared using the accrual basis of accounting versus the modified accrual method used in the fund financial statement. A reconciliation report is provided as a key to understanding the charges between the two reporting methods. In addition, the new reporting model includes an emphasis on the City's major funds as shown in the Governmental Fund Statements. These new statements combined with other information are further

analyzed in a new narrative section called Management’s Discussion and Analysis (MD&A). The MD&A provides “financial highlights” and interprets the financial reports by analyzing trends and by explaining changes, fluctuations and variances in the financial data. In addition, the MD&A is intended to disclose any known significant events or decisions that affect the financial condition of the City.

The Comprehensive Annual Financial Report (CAFR) is prepared in accordance with principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB).

II. Budget Development Guidelines

The Budget Development Guidelines, when approved by the City Council, will provide the policy framework in which the Operating Budget for Fiscal Years 2003/04 – 2004/05 will be prepared by staff.

1. The number one financial management priority for the City of Brentwood in Fiscal Years 2003/04 – 2004/05 will continue to be to stabilize its financial and service base and build reserves.
2. The Fiscal Years 2003/04 – 2004/05 will reflect the City Council's values and principles for:
 - A fiscally balanced budget.
 - Full cost allocation and fee collection wherever possible.
 - Consistent conservative fiscal management practice.
3. General Fund departmental budgets for Fiscal Years 2003/04 – 2004/05 will be set at a spending level that will be free from reliance upon non-recurring revenue sources or deficit spending.
4. The City will strive to maintain 15% of annual appropriations in the General Fund’s Undesignated Fund Balance at June 30, 2003 and 2004.
5. Citizen participation is to be encouraged by providing an opportunity for public review and comment on the preliminary budget with a Workshop and Public Hearing.
 - It is the goal to constantly improve long-range financial stability.

III. Key Budget Assumptions

Several budget assumptions were included in the Adopted Operating Budget for Fiscal Years 2003/04 and 2004/05. These assumptions will be carefully monitored throughout the fiscal years while evaluating budgetary performance. The key budget assumptions for Fiscal Years 2003/04 and 2004/05 include:

- A. Uncertainty of health care increases have been budgeted for a 20% increase for each year.
- B. Property Tax revenues will remain stable. No factor has been included for large delinquencies or valuation adjustments beyond those that have been experienced historically from growth.
- C. Developer-related revenues were conservatively forecast based on current year activity levels and the conservative estimate from the Capital Improvement Program adopted budget.
- D. CPI – annual increase of 3%

IV. Key Financial Issues Ahead

Emergency Preparedness Fund: Fiscal year 2003/04 represents the third year the City will have the Emergency Preparedness fund totaling \$5,000,000. Having this fund underscores the City Council's continued commitment to be prepared for a critical incident or catastrophic event in the future.

Proposition # 218: When Proposition 218 was passed by the electorate on November 5, 1996, it effected a change to the California State Constitution by making changes to local government finance law. This measure impacts the generation and use of many fundamental revenues including fees, charges, assessments and taxes. The 2003/04 and 2004/05 budgets fully comply with the provisions of Proposition 218.

Community Facilities District (CFD): The Community Facilities District is a preferred financing mechanism because it offers greater flexibility regarding police facilities and services; fire suppression services; emergency medical services; public safety services; open space services; flood control and storm drainage services; joint use school facilities; and the purchasing of open space facilities that benefit the general public. On May 13, 2003, the City Council approved a Resolution declaring the intent to establish the City of Brentwood Community Facilities District No. 3 to levy a special tax therein to finance certain public facilities and space. This will be the City's second CFD. CFDs are significant revenue sources as they are not considered discretionary funds and are therefore exempt from possible state takeaways.

Long-Term Debt: Managing the City's debt (approximately \$39.2 million in Governmental Activities and \$47.1 million in Business Type Activities as of fiscal year end 2001/02) will remain a high priority. On September 27, 2001, the City refinanced a series of tax allocation and capital improvement program bonds. The City continues to look for opportunities to take advantage of lower interest rates and appropriate financing structures.

V. State and Local Legislative Highlights

The following is a list of significant State and Local legislation:

2000s Initiatives

Business License Measure D - The City amended its fifty-four year old Business License Tax and Regulations, as set forth in Ordinance No. 707. The City proposed that its business license fee and regulations be comparable to other cities, provide for a fair and equitable basis and rate, require all business to pay a business license fee, provide a consistent general fund revenue for such vital services as police services, and establish updated regulations and fees so it will not be difficult or costly to administer and for the business community to understand. The change to the business license tax was voted on and passed in Measure D on November 5, 2002.

Measure J authorized the issuance of a \$6,000,000 general obligation bond to construct a new police station. The new station will provide the expected twenty-year space needs of the Police Department, approximately 30,000 square feet. Measure J passed by the voters in 2001.

1990s Initiatives

Measure M is a City-wide Park District Assessment used to fund park and recreational opportunities for the youth and families of Brentwood. A fee per parcel will be levied each year to be used to maintain the park lands of the City. Measure M passed by the voters in 1998.

Proposition 218 can be considered the fourth component of Proposition 13 in that it extended the two-thirds majority vote requirement for any new user fees or new taxes to be levied at the local level. Assessments, fees and charges must be submitted to property owners for either approval or rejection, after notice and public hearing. It also has the effect of reducing

the bond ratings of all California cities, including the City of Brentwood, meaning that future bond financings could potentially cost more. Proposition 218 passed by the voters in 1996.

Proposition 172 enacted a half-cent sales tax increase. Monies derived from this tax must be utilized solely for public safety services. Revenue is distributed to cities and counties for purposes such as police, sheriffs, fire, district attorneys and corrections. Proposition 172 passed by the voters in 1990.

Proposition 111 enacted a statewide traffic congestion relief program and changed the procedures for calculating the Gann Limit by updating the spending limit on state and local government to better reflect the needs of a growing California population. It provided new revenues to be used to reduce traffic congestion by building state highways, local streets and roads, and public mass transit facilities. Proposition 111 passed by the voters in June of 1990.

1970s Initiatives

Proposition 13 placed a substantial limitation on the ability of local governments to collect sufficient property taxes commensurate with the historical role this revenue source has played in funding both municipal operations and new public facilities. Proposition 13 specified that an assessed value may increase at the rate of the Consumer Price Index, not to exceed 2 percent per year based on the 1979 value, unless the property is improved or sold to establish new market value. Proposition 13 passed by the voters in 1979.

Proposition 4, otherwise known as the “Gann Limit”, stipulated that the City must compute an annual appropriations limit which places a ceiling on the total amount of tax revenues the City can appropriate annually. The limit is adjusted each year using the following criteria: 1) the percentage change in California Per Capita Income or the change in the City’s Assessed Valuation due to new nonresidential construction, whichever is greater and 2) the percentage change in the City-wide population, whichever is greater. Proposition 4 passed by the voters in 1979.

1940s

January 21, 1948 the City of Brentwood was incorporated as a general law city under the laws of the State of California.

VI. Revenue Descriptions

The City of Brentwood relies on several major revenue sources to balance its General Fund budget. The most important of these revenue sources, based on the percentage of the total revenue budget, are the following: Property Taxes, Sales Taxes, Motor Vehicle-In-Lieu Taxes, Building Permits and Building Plan Check Fees. Together these revenues account for \$12,003,111, or approximately 50% of the total revenue projected in fiscal year 2002/03. Listed below are the assumptions we used for estimating the major revenue sources for the fiscal year 2002/03.

Property Tax

The County of Contra Costa levies a tax of 1% on the assessed valuation of property within the County. The City of Brentwood receives approximately a 13.38% share of this 1% levy for property located within the City limits. Because of State actions during fiscal years 1992/93 through 1994/95 to balance its budget, the City has permanently lost a total of \$5,509,247 through fiscal year 2001/02 due to the State shifting property tax revenues from the Cities to the Education Revenue Augmentation Fund (ERAF) to assist schools. This State take away represents 35.5% of the City's secured property tax revenue. In fiscal year 2002/03 the City's assessed valuation rose by 29.9%, which was 22% greater than the increase experienced county-wide at 8%. The revenue estimate of \$3,664,727 for fiscal year 2003/04 is 20% above the 2002/03 budgeted amount.

Sales Tax

The City of Brentwood receives a 1% share of all taxable sales generated within its borders. In addition to this 1% share, the City receives a portion of an additional voter-approved 1/2% sales tax amount, which is dedicated for public safety purposes. The sales tax estimate in fiscal year 2003/04 of \$3,060,000, not including the public safety portion, is \$660,000 above the revised 2002/03 estimate of \$2,400,000. This increase is forecasted because of an anticipated rise in local economic activity and new businesses locating in Brentwood.

City of Brentwood

Motor Vehicle Tax

The State Revenue and Taxation code imposes an annual license fee of 2% of the market value of motor vehicles in lieu of a local motor vehicle property tax. Cities and counties equally share 81.25% of the total tax collected statewide; the State then distributes this revenue to cities and counties on a per capita basis. Motor Vehicle-in-Lieu taxes are expected to decrease by 12% the next fiscal year less than the 2002/03 current estimate of \$1,700,000.

Building Permit

Building Permits have been issued for approximately 400 millions dollars worth of building construction fiscal year to date. Permits fees cover the cost of inspection, plan retention, records keeping, materials investigation, special inspection management and overhead. The \$3,550,000 of building permit revenue for FY 2003/04 was projected to reflect 1,000 new single family dwellings as well as commercial development that is expected to occur.

Building Plan Check

Building Plan Check has reviewed approximately 400 million dollars worth of building construction fiscal year to date. Plan review fees cover the cost of structural as well as nonstructural plan review, zoning compliance, project condition compliance, design review compliance, record keeping and overhead. Revenue generated from this service is expected to be \$1,900,000 for FY 2003/04.

Percentage of Total General Fund Revenues

<u>Major Recurring Revenues Sources</u>	<u>Projected FY 2002/03</u>	<u>Adopted Budget FY 2003/04</u>
Building Permits	13%	13%
Property Tax	13%	13%
Sales and Use Tax	10%	11%
Building Plan Check Fee	7%	7%
Motor Vehicle-In-Lieu	7%	5%

City of Brentwood

Other Revenue Sources

- User Fees – Fees charged for the use of services based on the cost recovery goals set by Council. User fees are a major revenue source for Parks, Solid Waste, Water and Wastewater Enterprise Funds.
- Facility Fees – Developer Impact Fees are collected for all new development in the City of Brentwood. These are fees collected for the purpose of constructing or improving Master Planned City infrastructure.

VII. City Expenditures

The City's budget is financed by the use of various types of funds for its operations. The table below is a summary of these major expenditures with the General Fund highlighted:

	<u>Projection FY 2002/03</u>	<u>Budget FY 03/04</u>	<u>Budget FY 04/05</u>
General	\$29,812,362	\$26,910,078	\$29,844,737
Capital Improvement	18,822,663	42,348,333	16,773,288
Enterprise	23,946,896	47,928,176	50,595,436
Special Revenue	38,308,680	54,382,665	28,695,116
Assessment Districts	2,916,776	4,712,155	4,060,478
Internal Service	2,465,718	3,711,150	4,319,513
Debt Service	12,257,327	13,244,577	12,973,091
Redevelopment Agency	<u>10,218,693</u>	<u>7,433,090</u>	<u>7,523,285</u>
Total	<u>\$138,749,115</u>	<u>\$200,670,224</u>	<u>\$154,784,944</u>

VIII. Constitutional Spending Limits

Commonly referred to as the Gann Limit, this was a ballot initiative adopted in 1980, and modified by Proposition 111 which passed in 1990, to limit the amount of tax proceeds state and local governments can spend each year. The Gann limit now appears in California's State Constitution as Article XIII (B).

The limit changes annually and is different for every city. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in FY 1978/79 in each city, and modified for changes in inflation and population in each subsequent year. By law, inflationary adjustments are based on the California Department of Finance's official report on changes in the state's per capita income or in non-residential assessed valuation due to new construction. Population adjustments are based on changes in either city or county population levels.

Article XIII (B) of the California Constitution provides that the City's annual appropriations be subject to certain State limitations. This appropriations limit is often referred to as the Gann Limitation. The City's limitation is calculated each year and is established by a resolution of the City Council as a part of the Annual Operating Budget.

The Article XIII (B) limitation for Fiscal Years 2003/04 has been calculated to be \$28,229,032. This amount was calculated by taking the prior year's limitation and adjusting it by the total change in California per capita personal income.

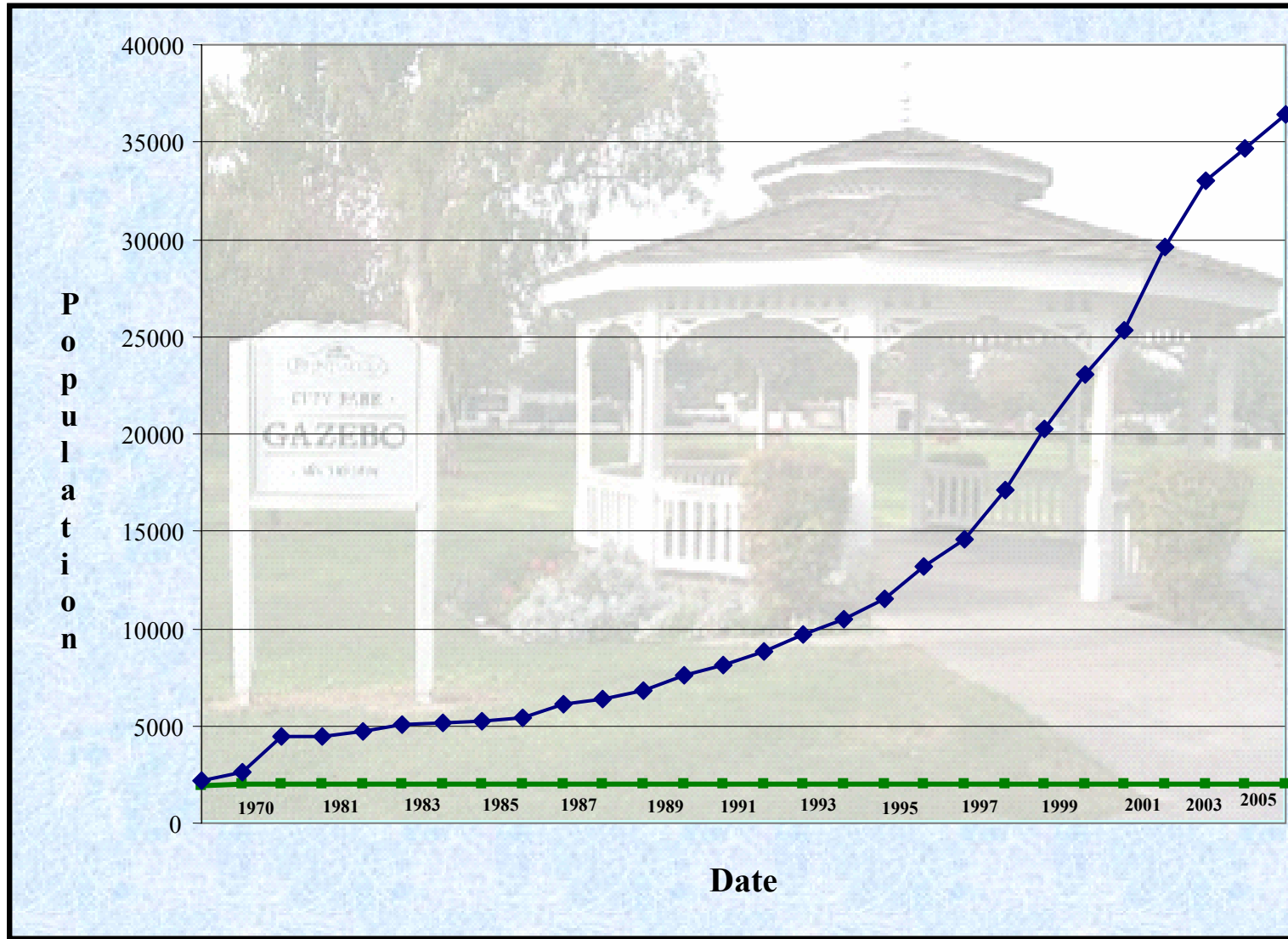
The Article XIII (B) limitation is not a restricting factor for the City of Brentwood. This is due to the combination of high population growth and reduced Operating Budget Appropriations during the past several years. This factor will continue to be monitored annually and budget adjustments will be recommended if they are required in future years.

City of Brentwood

**Article XIII (B) Appropriations Limit for the City of Brentwood
For Fiscal Year 2003/04**

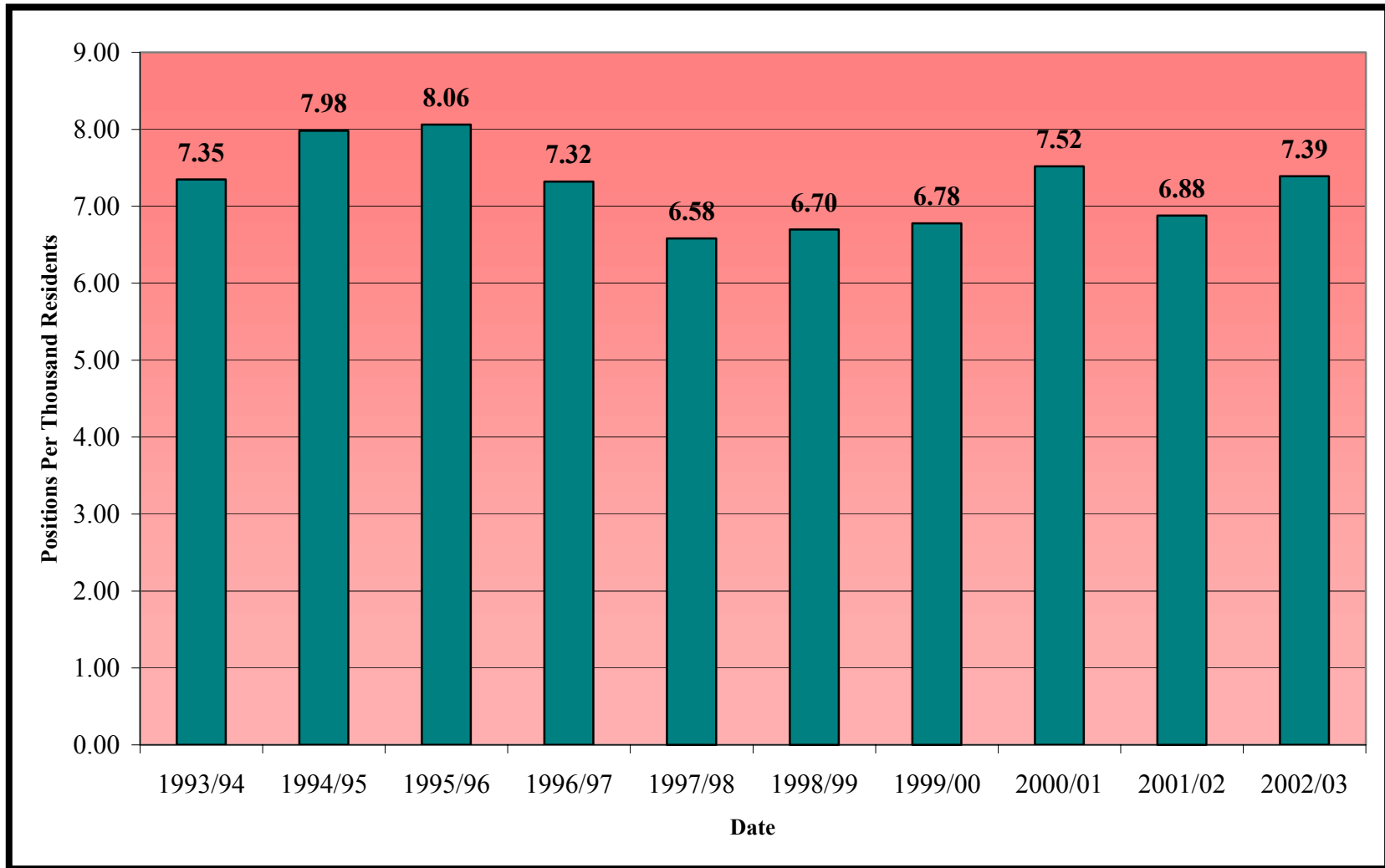
Appropriations Limit for Fiscal Year 2002/03	<u>\$24,739,231</u>
Population in January 2003	33,021
Population in January 2002	29,608
Percentage Increase in Population - City	11.53
Percentage Increase in Contra Costa County	1.43
California Per Capital Personal Income	2.31
Factor to be applied to Prior Year	1.141063
(Population Factor x Per Capita Factor)	
Appropriations Limit for Fiscal Years 2003/04	<u>\$28,229,032</u>

History of Population Growth*



* Figures for 2004 and 2005 are estimates only

Ten Year Personnel History Per Thousand Residents



Significant Accounting Policies

The financial statements for the City of Brentwood (City) are prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

Reporting Entity

The City of Brentwood was incorporated January 19, 1948 under the laws of the State of California and enjoys all the rights and privileges applicable to a General Law City. The City operates under a Council-Manager form of government, and currently provides a wide variety of services to its citizens, including: police, public services, community development, engineering, and general administrative services. The Brentwood Redevelopment Agency was activated on August 13, 1982 pursuant to the State of California Health and Safety Code Section 33000, for the purpose of preparing and carrying out plans for the improvement, rehabilitation and development of blighted areas within the territorial limits of the City of Brentwood.

Fund Accounting

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

A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The City maintains the following fund types and account groups:

Governmental Fund Types

- **General Fund:** The General Fund is the general operating fund of the City and accounts for all unrestricted financial resources except those required to be accounted for in another fund.
- **Special Revenue Funds:** Special Revenue Funds account for the proceeds of specific revenue sources (other than special assessments, expendable trusts or capital projects) that are restricted by law or administrative action to expenditures for specified purposes.
- **Debt Service Fund:** Debt Service Funds account for the accumulation of resources for, and the payment of, interest and principal on general long-term debt and related costs.
- **Capital Projects Fund:** Capital Projects Funds account for financial resources segregated for the acquisition of major capital projects or facilities (other than those financed by proprietary fund types).

Proprietary Fund Types

- **Enterprise Funds:** Enterprise Funds account for operations in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis is to be financed or recovered primarily through user charges.
- **Internal Service Funds:** Internal Service Funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the City or to other governmental units, on a cost-reimbursement basis.

Fiduciary Fund Types

- **Agency Funds:** Agency Funds account for assets held by the City as trustee or agent for individuals, private organizations, or other governmental units, and/or other funds. These funds are custodial in nature (assets correspond with liabilities) and do not involve measurement of results of operations.

Account Groups

- **General Fixed Assets Account Group:** This account group is used to account for and control all City general fixed assets, other than those in the proprietary funds, of long-term character such as land, buildings and structures, and major equipment.
- **General Long-Term Debt Account Group:** This account group is used to account for the City's outstanding long-term liabilities that are expected to be paid from future revenues of the governmental funds.

Basis of Accounting

Governmental fund types and fiduciary fund types use a modified accrual basis of accounting. Revenues are recognized when available and measurable. Revenues which are accrued include Federal and State grants and subventions, property taxes, transient occupancy taxes, sales taxes collected by the State on behalf of the City prior to year-end, interest and certain charges for current services. Revenues which are not considered susceptible to accrual include certain licenses, permits, fines, forfeitures and penalties. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt and special assessment debt are recorded as expenditures when paid.

The accrual basis of accounting is utilized by proprietary fund types, agency funds and trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Basis of Budgeting

The basis of budgeting is the same as the basis of accounting. Governmental fund and Fiduciary funds types using a modified accrual basis and the Proprietary fund types are budgeted on a full accrual basis.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of "generally accepted accounting principles" (GAAP). This conforms to the way the City prepares its budget.

Budgetary Process

The City uses the following procedures in establishing the budgetary data reflected in the financial statements: After March 1, department heads prepare estimates for required appropriations for the two fiscal years commencing the following July 1. The proposed budget includes estimated expenditures and forecasted revenues for the two fiscal years on a basis consistent with Generally Accepted Accounting Principles (GAAP). The data is presented to the City Manager for review. In June, the City Manager submits to the City Council a proposed operating budget for the upcoming fiscal year. The operating budget includes a summary of the proposed expenditures and financial resources of the City. Public meetings are conducted to obtain public comments. The City Council adopts the budget by June 30 through passage of an adopting resolution. This appropriated budget covers substantially all City expenditures, all appropriated amounts shown are as originally adopted or as amended by the City Council, and unexpended prior year appropriations lapsed at the year end.

The City Manager is authorized to transfer budgeted amounts between departments, within the same fund. Transfers of appropriations between funds may be made only by authority of the City Council. Formal budgetary integration is employed as a management control device during the fiscal year for all governmental funds. The City Council may, by majority vote, amend or supplement the budget at any time after its adoption.

Long-Term Debt

The City of Brentwood's total long-term debt obligations are segregated below. These schedules contain audited numbers from the June 30, 2002 Comprehensive Annual Financial Report. Audited 2003 numbers are not yet available.

The legal debt limit as of June 30, 2002, based on the total assessed value of all real and personal property of \$2,197,532,997 and the debt limit percentage of 3.75%, per Government Code 25 and 43605, was \$82,407,487. The amount of debt applicable to the debt limit is \$5,999,976, the 2002 General Obligation Bonds, payable from an unlimited ad valorem tax on real property. The debt margin available as of June 30, 2002 was \$76,407,511.

The City's current debt levels are manageable and should have no adverse effect on future operations. With respect to the city's direct debt (general fund and general obligation debt), the most recent rating reviews from S&P and Moody's list overall direct debt at \$548 per capita and 0.7% of assessed value. By comparison to other cities these are low, and will decline rapidly given the extraordinary growth the city is experiencing both in population and assessed value. The city has a 15% general

City of Brentwood

fund balance target, but consistently exceeds that target. In 2002, the general fund has a balance of \$8.9 million, or 63% of expenditures. Of that balance, \$7.4 million was unreserved.

A substantial amount of the city's direct general fund lease debt is self-supporting. Tax increment revenues pay debt service on the 1992 Certificates of Participation (COPs). The 1992 COPs will be fully paid off on June 2004, with the last payment being made from the debt service reserve fund. The 2001 Capital Improvement Program (CIP) Revenue Bonds include \$4,275,000 for the Brentwood Education & Technology Center (BETC), and \$5,940,000 for the CIP Roadway Bonds. The BETC is supported by rental payments from Los Medanos Community College. The CIP Roadway Bonds are supported by gas tax, Measure C funds, and roadway impact fees. The city's enterprise fund debt is self-supporting with adequate coverage ratios and rate flexibility.

The 1996 Water and Wastewater Revenue Bonds, the 2001 CIP Revenue Bonds, and the 2002 General Obligation Bonds are rated AAA by Standard & Poors and AAA by Moody's. The city's underlying general obligation debt rating is A2 by Moody's.

The City of Brentwood does not currently have a formalized debt policy. In August 2003, the City Council will receive a request to amend the Budget and Fiscal Policies, which will include a section on debt management. Historically, most of Brentwood's bond issues have been negotiated due to their unique structure, and the fledgling status of the city's credit ratings. The one exception was the 1996 Water and Sewer Revenue Bonds, which were sold on a competitive basis. This will continue to be the case for the City's Capital Improvement Financing Program (CIFP) program, which are non rated assessments bonds or complex senior subordinate structures, and other complicated lease and/or redevelopment financings. The city will consider competitive sales on standard enterprise fund and general obligation bonds, which have established credit ratings and are more "plain vanilla" in nature.

City of Brentwood

A. Bonds

Certificates of Participation

On October 1, 1992, the City issued \$2,400,000 in Certificates of Participation (ABAG XXVI) to finance utility construction projects, total annual debt service payment, including interest at 4.5 percent to 6.4 percent (\$137,070 o \$328,520). The rating was upgraded to BBB+ in 1992, by Standard & Poor’s. Payments are supported by tax increment and the debt service reserve fund. The payment schedule is as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2003	\$290,000	\$28,655	\$318,655
2004	<u>305,000</u>	<u>9,760</u>	<u>317,760</u>
Total	<u>\$595,000</u>	<u>\$38,415</u>	<u>\$633,415</u>

General Obligation Bonds

On February 22, 2002, the City issued \$5,999,976 in General Obligation Bonds, Series 2002 to finance the construction, acquisition, and improvement of a new police station located in the City of Brentwood. Total annual debt service payments, including interest at 3.625 percent to 5.68 percent, ranging from \$261,656 to \$925,000. The bonds are rated AAA, with an underlying A2 by Moody’s. There is no additional bond authorization.

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<u>Year Ending</u> <u>June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2003	\$ -	\$208,666	\$208,666
2004	105,000	160,856	265,856
2005	105,000	156,656	261,656
2006	120,000	152,456	272,456
2007	140,000	148,256	288,256
2008-2012	1,035,000	631,618	1,666,618
2013-2017	1,820,000	306,139	2,126,139
2018-2022	1,007,807	1,702,193	2,710,000
2023-2027	941,076	2,513,924	3,455,000
2028-2031	<u>726,093</u>	<u>2,718,907</u>	<u>3,445,000</u>
Total	<u>\$5,999,976</u>	<u>\$8,699,671</u>	<u>\$14,699,647</u>

CIP 2001 Revenue Bonds

On September 27, 2001, the Brentwood Infrastructure Financing Authority issued \$32,080,000 in Brentwood Capital Improvement Revenue Bonds, Series 2001. The bonds include \$21,415,000 of tax allocation bonds, and \$10,665,000 of general fund lease supported debt. The purpose was to refund the 1996 CIP Bonds under a Facilities Lease; to refund a series of tax allocation bonds issued by the Redevelopment Agency of the City of Brentwood; to finance Redevelopment projects; and to finance the Brentwood Education & Technology Center (BETC). The economic gain from refinancing the CIP Bonds was \$514,989. The economic gain from refinancing the tax allocation bonds was \$365,602. Total annual debt service payments, including interest at 3.0 percent to 5.35 percent, is \$2,105,294 dropping to \$1,685,000 in 2027. The bonds carry and insured AAA rating.

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Future Payments for the combined obligations is as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2003	\$445,000	\$1,492,900	\$1,937,900
2004	610,000	1,477,075	2,087,075
2005	635,000	1,457,606	2,092,606
2006	650,000	1,435,913	2,085,913
2007	675,000	1,412,725	2,087,725
2008-2012	3,770,000	6,653,016	10,423,016
2013-2017	4,625,000	5,770,019	10,395,019
2018-2022	5,850,000	4,500,059	10,350,059
2023-2027	7,520,000	2,801,750	10,321,750
2028-2031	<u>7,300,000</u>	<u>948,000</u>	<u>8,248,000</u>
Total	<u>\$32,080,000</u>	<u>\$27,949,063</u>	<u>\$60,029,063</u>

Water Revenue Bonds

On October 25, 1994, the City issued \$6,570,000 in Water Revenue Bonds with interest rates ranging from 4.5 percent to 7.4 percent are due August 1, 2013. The balance at June 30, 2002 is \$1,030,000.

Future payments for the Water Revenue Bonds are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2003	\$65,000	\$74,242	\$139,242
2004	70,000	69,956	139,956
2005	75,000	65,268	140,268
2006	80,000	60,168	140,168
2007	85,000	54,644	139,644
2008-2012	525,000	172,632	697,632
2013	<u>130,000</u>	<u>10,318</u>	<u>140,318</u>
Total	<u>\$1,030,000</u>	<u>\$507,228</u>	<u>\$1,537,228</u>

Water/Wastewater Revenue Bonds

City of Brentwood

On December 11, 1996, the City issued \$12,195,000 in Water/Wastewater Revenue Bonds with interest rates ranging from 4.0 percent to 5.5 percent due July 1, 2026. The balance at June 30, 2002 is \$11,300,000. Future payments for these bonds are as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2003	\$245,000	\$614,431	\$859,431
2004	260,000	603,406	863,406
2005	270,000	591,446	861,446
2006	285,000	578,621	863,621
2007	295,000	564,656	859,656
2008-2012	1,735,000	2,578,895	4,313,895
2013-2017	2,255,000	2,059,350	4,314,350
2018-2022	2,945,000	1,360,340	4,305,340
2023-2026	<u>3,010,000</u>	<u>435,095</u>	<u>3,445,095</u>
Total	<u>\$11,300,000</u>	<u>\$9,386,240</u>	<u>\$20,686,240</u>

B. Capital Leases

The combined Capital leases have future payments as follows:

<u>Year Ending June 30,</u>	<u>Payments</u>
2003	\$87,100
2004	37,243
2005	37,243
2006	<u>37,243</u>
Subtotal	198,829
Less amount representing interest	<u>(20,725)</u>
Total	<u>\$178,104</u>

C. Compensated Absences

City of Brentwood

The long-term compensated absences balance at June 30, 2002 is:

Governmental	\$361,423
Business-Type	\$138,970

D. Leases

Solid Waste Capital Lease

The Solid Waste Funds Capital Lease has future payments as follows:

Year Ending June 30,	Payments
2003	\$55,865
2004	55,865
2005	55,865
2006	<u>55,865</u>
Subtotal	223,460
Less amount representing interest	<u>(27,105)</u>
Total	<u>\$196,355</u>

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E. Notes Payable**Solid Waste Note Payable**

The note payable to Koch Financial Corporation relates to the construction of the Solid Waste Transfer Station. Payments of \$100,012 are to be made semi-annually with interest at 6.3 percent. The estimated payment schedule is as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2003	\$148,997	\$51,027	\$200,024
2004	158,531	41,493	200,024
2005	168,676	31,348	200,024
2006	179,470	20,554	200,024
2007	<u>190,955</u>	<u>9,068</u>	<u>200,023</u>
Total	<u>\$846,629</u>	<u>\$153,490</u>	<u>\$1,000,119</u>

Solid Waste Note Payable – BDS Settlement

The note payable to BDS is for the remainder of a settlement agreement. The agreement called for one half of the judgment to be payable during the 1995/96 fiscal year with the remainder to be financed over a ten year period. The remaining amount has a variable interest rate adjusted annually to coincide with the interest rate equal to that of a one year United States Treasury bill. The interest rate is estimated at approximately six (6) percent for presentation purposes. The estimated payment schedule is as follows:

<u>Year Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2003	\$57,300	\$13,752	\$71,052
2004	57,300	10,314	67,614
2005	57,300	6,876	64,176
2006	<u>57,300</u>	<u>3,438</u>	<u>60,738</u>
Total	<u>\$229,200</u>	<u>\$34,380</u>	<u>\$263,580</u>

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F. State Water Resources Loan

The City entered into a loan contract with the State of California (State Water Resources Control Board) in December of 2000, for the purpose of financing the System Improvement Project. During FY 2001/02, the construction loan increased \$21,010,789 as a result of the completion of several projects. The loan amount totals \$33,439,743 with an interest rate of zero percent per annum. Principal payments are due annually beginning in 2004.

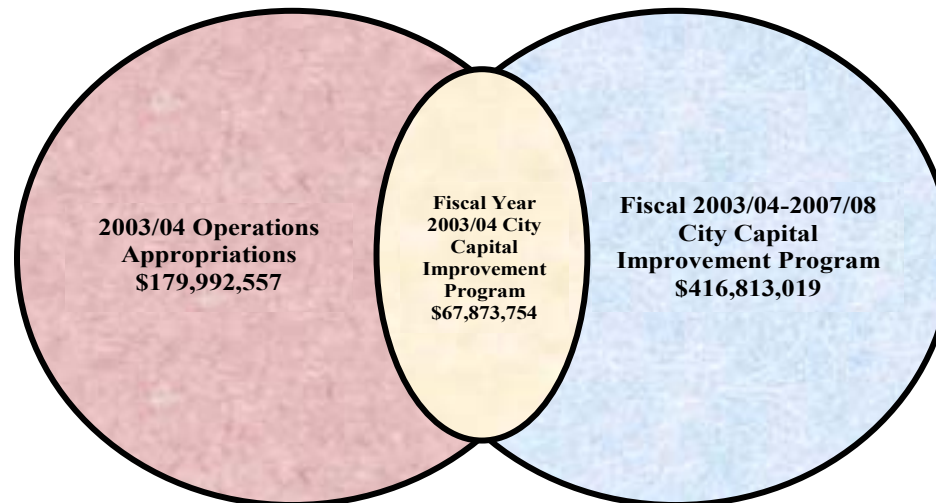
Year Ending June 30,	Principal Only
2003	\$ -
2004	2,279,044
2005	2,279,044
2006	2,279,044
2007	2,279,044
2008-2012	11,395,220
2013-2017	11,395,220
2018-2022	<u>1,533,127</u>
TOTAL	<u>\$33,439,743</u>

Capital Improvement Program (CIP) Overview and Highlights

The seven year CIP represents a comprehensive update of the City of Brentwood’s public infrastructure plan first adopted during Fiscal Year 1994/95. This is the 9th edition of this annual report.

Capital Budget Overview

The City of Brentwood prepares a Capital Budget document that is different from the Operating Budget document, but the two budgets are closely linked. The Capital Improvement Program, as distinguished from the Operating Budget, is used as a planning tool by the City to identify the capital improvement needs consistent with the financing and timing of those needs in a way that assures the most responsible and efficient use of resources. The five-year Capital Budget and the Operating Budget processes are completed simultaneously. The Capital Budget projects expenditures for five years and is adopted prior to the Operating Budget. Capital Projects typically apply to expenditures which take place over two or more years, requiring continuous appropriations beyond a single fiscal year; systematic acquisition over an extended period of time; and scheduled replacement or maintenance of specific elements of physical assets. Two years of these projected expenditures are then incorporated into the Operating Budget. The five year CIP is reviewed annually to enable the City Council to reassess the projects in the program. The Capital Budget in the CIP consists of the planned expenditures for Fiscal Year 2003/04. The capital budget is part of the annual operating budget, which appropriates funds for specific programs and projects.



Capital Budget Summary

The five year capital budget (2003/04 – 2007/08) includes 159 projects at a cost of \$557 million in planned improvements. As summarized below, the Capital Budget for FY 2003/04 consists of 121 projects at a cost of \$112,355,356 in planned improvements.

Capital Budget Fiscal Year 2003/04 By Category		
CIP Category	Totals	# of Projects
Roadway Improvements	\$ 21,285,163	24
Parks & Trails Improvements	\$ 13,635,399	18
Water Improvements	\$ 8,829,200	15
Wastewater Improvements	\$ 1,385,135	4
Community Facilities Improvements	\$ 22,670,857	15
Drainage Improvements	\$ 68,000	2
Developer Improvements *	\$ 44,481,602	43
TOTAL	\$ 112,355,356	121

* *Developer Improvements are not included in City Projects total.*

City of Brentwood

*Capital Improvements for Fiscal Years 2003/04 and 2004/05**Roadway Improvements*

<u>Project</u>	<u>FY 2003/04</u>	<u>FY 2004/05</u>
Brentwood Boulevard and Nancy Street Traffic Signal	\$ 200,000	\$ -
Brentwood Boulevard Curve	906,000	-
Brentwood Boulevard Overlay/Improvements	-	1,520,000
Brentwood Boulevard Widening (ISTEA)	55,000	-
Brentwood Boulevard Widening - North	250,000	8,530,000
Brentwood Boulevard Widening - South I	140,000	1,000,000
Central Boulevard/Griffith Lane Traffic Signal	72,000	-
City Wide Sidewalk Replacement	50,000	50,000
Lone Tree Way Overlay/Improvements	576,000	-
Lone Tree Way - Union Pacific Undercrossing	3,080,000	3,800,000
Lone Tree Way Widening - Segments 1 & 2	5,372,918	10,000
McClarren Park Access Road	100,000	-
Minnesota Avenue Sidewalk Improvements	195,000	-
Oak and Garin Signal Installation	-	200,000
O'Hara Loop Realignment	391,108	620,424
Pavement Management Program	600,000	600,000
Roadway Signing and Striping	80,000	80,000
Ron Nunn School Circulation Roadway	131,330	312,470
Sand Creek Road East A & B	4,944,300	-
Shady Willow Lane Extension - Phase I	2,258,500	1,240,500
Signal Modifications and Upgrades	287,000	210,000
Sunset Road Realignment	934,807	-
Traffic Calming Installations	40,000	30,000
Vasco Road and Camino Diablo Road Intersection	230,000	-
Walnut Boulevard and Marsh Creek Road Intersection	175,000	360,000
Walnut Boulevard Widening	216,200	1,357,900
TOTAL ROADWAY IMPROVEMENTS	<u>\$ 21,285,163</u>	<u>\$ 19,921,294</u>

*Capital Improvements for Fiscal Years 2003/04 and 2004/05 (Cont.)**Parks and Trails Improvements*

<u>Project</u>	<u>FY 2003/04</u>	<u>FY 2004/05</u>
Aquatic Center Community Service Facility	\$ 100,000	\$ 1,000,000
Balfour Road Park Development	3,140,000	-
Blackhawk Park (10 Acre)	-	114,165
Blackhawk Trail	199,000	-
City of Brentwood Family Aquatic Complex	80,158	-
City Park Redesign	347,884	620,000
Community Beautification	50,000	50,000
Creek Habitat Enhancement	816,100	457,150
Creekside Trail Head	121,000	-
Empire Avenue Elementary School/Park	71,650	50,000
Heritage High Joint Use Ball Field Conduits	47,500	47,500
Heritage High Joint Use Gymnasium	84,000	84,000
Heritage High Joint Use Pool	333,333	333,333
Irrigation Computerized Control System	250,000	100,000
John Marsh House Restoration	-	500,000
Liberty High School Athletic Field	100,000	-
Marsh Creek Staging Area Restroom	69,000	-
Sand Creek Park	-	40,000
Sand Creek Soccer Complex	1,028,400	-
Sunset Park Master Plan and Expansion	6,247,374	2,806,750
Trails Project	550,000	110,000
Windsor Way Park Expansion	-	96,350
TOTAL PARKS AND TRAILS IMPROVEMENTS	<u>\$ 13,635,399</u>	<u>\$ 6,409,248</u>

*Capital Improvements for Fiscal Years 2003/04 and 2004/05 (Cont.)**Water Improvements*

<u>Project</u>	<u>FY 2003/04</u>	<u>FY 2004/05</u>
Chloramination of Wells	\$ 500	\$ 806,000
Landscaping Project for Water (Potable) Production Facilities	-	185,000
Marsh Creek Outfall Structures	42,000	-
Sarah Street Water Distribution System Improvements	-	176,613
Surface Water Treatment Facility Phases I & II	5,530,000	13,500,000
Underground Water System Corrosion Mitigation	69,000	69,000
Water Distribution System Rehabilitation	55,000	55,000
Water Distribution Telemetry/SCADA System	785,000	-
Water System Connections/Regulating	38,500	582,100
Well #11 Reconditioning Project	-	538,000
Well #15	915,000	-
Well Abandonment	-	80,820
Well Disinfection System Upgrade	306,000	140,000
Well Monitoring Program	79,000	64,000
Well Site Improvements	397,200	125,000
Zone I Equalization Storage Reservoirs - Phase 1-6	200,000	892,500
Zone I Reservoir 1.3	105,000	1,405,500
Zone I Water Line Relocation	118,500	-
Zone I Water System Upgrades - Downtown	188,500	188,500
TOTAL WATER IMPROVEMENTS	<u>\$ 8,829,200</u>	<u>\$ 18,808,033</u>

Wastewater Improvements

<u>Project</u>	<u>FY 2003/04</u>	<u>FY 2004/05</u>
Non-Potable Water Distribution System - I	\$ 490,000	\$ -
Non-Potable Water Distribution System - II	8,000	2,192,740
Non-Potable Water Distribution System - III	1,000	1,000
Sewer Collection System Upgrade - Downtown	-	110,500
Wastewater Treatment Plant 5MGD Expansion	886,135	-
TOTAL WASTEWATER IMPROVEMENTS	<u>\$ 1,385,135</u>	<u>\$ 2,304,240</u>

City of Brentwood

*Capital Improvements for Fiscal Years 2003/04 and 2004/05 (Cont.)**Community Facilities Improvements*

<u>Project</u>	<u>FY 2003/04</u>	<u>FY 2004/05</u>
Accounting Software Acquisition	\$ 50,000	\$ 250,000
ADA Improvements	70,000	70,000
Brentwood Education and Technology Center Projects	3,000	-
Community Center Upgrade	65,546	50,000
Downtown Parking Structure	350,000	4,251,920
Emergency Operations Center (EOC)	79,000	-
Fiber Optics	263,465	227,000
G.I.S.	27,030	40,000
Information Systems	100,000	100,000
Interim City Halls	1,000,000	-
Maintenance Service Center	2,600,000	2,600,000
New City Hall	1,315,000	16,000,000
New Police Station	10,757,816	-
Solid Waste Transfer Station Improvements	2,800,000	2,000,000
Sunset Industrial Complex	3,190,000	-
TOTAL CAPITAL FACILITIES IMPROVEMENTS	<u>\$ 22,670,857</u>	<u>\$ 25,588,920</u>

Drainage Improvements

<u>Project</u>	<u>FY 2003/04</u>	<u>FY 2004/05</u>
Agricultural Runoff Mitigation	\$ 20,000	\$ 10,000
Drainage Master Plan/Sub-Regional Facilities	48,000	-
TOTAL DRAINAGE IMPROVEMENTS	<u>\$ 68,000</u>	<u>\$ 10,000</u>

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*Capital Improvements for Fiscal Years 2003/04 and 2004/05 (Cont.)**Developer Improvements*

<u>Project</u>	<u>FY 2003/04</u>	<u>FY 2004/05</u>
Amber Lane Improvements	\$ 634,750	\$ 478,250
Anderson Lane Extension to Grant Street	-	1,393,400
Apricot Way	849,269	647,499
Armstrong Road Extension	775,000	1,040,750
Balfour Road Improvements I - Concord	844,600	-
Balfour Road Improvements II - To Service School	1,192,895	-
Braddock and Logan Pedestrian Bridge	200,000	-
Brentwood Boulevard Widening - South II	398,000	940,000
Centex - Montelena Neighborhood Parks	540,099	-
Central Boulevard Bridge Widening	-	534,190
Central Boulevard Widening - Fairview Avenue	586,626	518,870
Empire Avenue Extension - North	1,161,361	1,915,124
Empire Avenue Extension - South I	2,437,000	1,132,100
Empire Avenue Extension - South II	573,195	573,195
Empire Avenue Extension - South III	976,000	525,000
Fairview Avenue Extension	-	2,891,956
Fairview Avenue Improvements - Phase I	287,400	141,750
Fairview Avenue Improvements - Phase II	677,142	359,513
Fairview Avenue Improvements - Phase III	-	275,059
Fairview Avenue Improvements - Phase IV	139,930	-
Fairview Avenue Improvements - Phase V	-	2,448,198
Fairview Avenue Improvements - Phase VII	279,143	287,518
Garin Parkway Improvements II (To Sunset Road)	-	817,250
Grant Street	585,500	404,275
Grant Street Extension (To Minnesota Avenue)	-	1,580,175
Grant Street Improvements II (Fairview Avenue)	1,387,866	789,825
Grant Street/Sunset Road Non-Potable Water Line	518,680	503,441
Heidorn Ranch Road - Phase I	1,279,000	700,000
Sub-Total	\$ 16,323,456	\$ 20,897,338

Capital Improvements for Fiscal Years 2003/04 and 2004/05 (Cont.)**Developer Improvements (Cont.)**

<u>Project</u>	<u>FY 2003/04</u>	<u>FY 2004/05</u>
Heidorn Ranch Road - Phase II	\$ 2,635,000	\$ 1,400,000
John Muir Parkway (Concord Avenue Realignment)	2,382,092	1,413,100
John Muir Parkway Extension	-	1,436,785
Lone Tree Way Widening - UPRR/O'Hara Avenue	6,477,500	2,100,000
Minnesota Avenue Realignment	-	794,350
Minnesota Avenue Widening	254,979	342,654
Mission Peak - Amber Peak Neighborhood Park	114,218	-
Oak Street & Walnut Boulevard - Assemblage of Parcels	28,500	879,500
O'Hara Avenue Extension (Sand Creek Road to Lone Tree Way)	1,760,000	1,938,600
O'Hara Avenue Widening	2,003,340	1,184,820
Ponderosa Neighborhood Park	959,430	-
San Jose Avenue Extension I - West	245,428	-
San Jose Avenue Extension II (To Sand Creek)	-	1,300,375
Sand Creek Road (To Sellers Avenue)	2,318,500	2,094,500
Sanitary Sewer Line Extension South of Blackhawk	261,414	-
Sellers Avenue Widening I (To Chestnut Street)	809,000	-
Shady Willow Lane Extension - Phase II	3,718,650	2,161,950
Spruce Street	487,500	707,000
Storm Drain Line 'A' for Drainage Area 52C	850,000	875,500
Storm Drain Line 'F'	200,000	-
Sunset Road Widening	241,552	1,137,864
Sycamore Avenue Improvements	475,638	263,551
Sycamore Avenue Improvements (To Sellers Avenue)	200,000	-
William Lyon - Yamanaka Neighborhood Park	983,405	-
Zone III Hydropneumatic Pump Station - SunCal	752,000	-
Sub-Total	<u>\$ 28,158,146</u>	<u>\$ 20,030,549</u>
TOTAL DEVELOPER IMPROVEMENTS	<u>\$ 44,481,602</u>	<u>\$ 40,927,887</u>

Major Capital Improvement Projects for Fiscal Years 2003/04 – 2007/08**Project****Surface Water Treatment Facility Phases I & II \$19,030,000**

This project is required to provide a safe, reliable source of potable water to the citizens of Brentwood. Phase I will consist of preparing all necessary environmental documents, design and construction of the ultimate pumping and distribution facilities. Phase II will consist of design and construction of an expanded Randall Bold or new facility with CCWD (Contra Costa Water District) to treat the City's surface water supply to potable drinking water standards to meet City demands.

New City Hall \$17,315,000

The City has outgrown the existing City Hall complex and needs to begin development of a new City Hall facility to house all appropriate City functions in an efficient and productive environment.

New Police Station \$10,757,816

Construct a new 39,000 square foot police station, a 4,000 square foot warehouse and a 2,400 square foot range. The existing police facility is very overcrowded and in need of replacement. The current square footage with leased space is approximately 8,000 square feet. A needs study, performed over three years ago, revealed adequate square footage at the time would be 18,000 square feet.

City of Brentwood

Capital Budget by Fund / Source

<u>Fund</u>		<u>FY 2003/04*</u>	<u>FY 2004/05*</u>
General Funds			
100	General Fund	<u>\$7,284,005</u>	<u>\$1,296,245</u>
	Total General Funds	7,284,005	1,296,245
Special Revenue Funds			
218	Federal/State Grants	4,668,649	14,703,385
250	Water	8,464,700	5,114,600
251	Roadway	11,435,075	3,367,032
252	Parks and Trails	10,359,075	3,372,923
253	Storm Drainage	368,000	10,000
255	Wastewater	1,385,135	2,193,740
256	Community Facilities	6,692,311	267,000
293	Measure C	<u>100,000</u>	<u>100,000</u>
	Total Special Revenue Funds	43,472,945	29,128,680
Capital Project Funds			
301	Redevelopment	4,119,608	4,457,812
336	Developer Contributions	5,434,100	1,334,000
445	Assessment Districts (CIFPs)	<u>946,050</u>	<u>-</u>
	Total Capital Project Funds	10,499,758	5,791,812
Enterprise Funds			
501	City Rentals	3,000	-
540	Solid Waste	2,800,000	2,000,000
560	Water	318,500	1,241,933
590	Wastewater	<u>-</u>	<u>-</u>
	Total Enterprise Funds	3,121,500	3,241,933
Internal Service Funds			
703	Information Systems	50,000	250,000
704	Building Replacement	<u>65,546</u>	<u>50,000</u>
	Total Internal Service Funds	115,546	300,000
Unfunded			
	Unfunded	<u>3,380,000</u>	<u>33,283,065</u>
	Total Unfunded	3,380,000	33,283,065
TOTAL CAPITAL BUDGET BY FUND / SOURCE		<u>\$67,873,754</u>	<u>\$73,041,735</u>

* Totals do not include Developer Improvement projects

Highlights by Category – Five Year (2003/04 – 2007/08) Capital Budget

Roadway Improvements

Roadway Improvements currently consist of 29 projects totaling \$116,677,902. This includes Brentwood Boulevard Widening Improvements, Lone Tree Way Widening, Lone Tree Way – Union Pacific Undercrossing and O’Hara Loop Realignment.

Parks and Trails Improvements

Parks and Trails Improvements currently consist of 24 projects totaling \$46,602,201. This includes the Sunset Master Plan Expansion and Sand Creek Park.

Water Improvements

Water Improvements currently consist of 19 projects totaling \$61,976,331. This includes the Surface Water Treatment Facility and the Water Distribution System Rehabilitation and Improvements.

Wastewater Improvements

Wastewater Improvements currently consist of 8 projects totaling \$113,176,112. This includes the Non-Potable Water Distribution System and the Wastewater Treatment Plant Expansion.

Community Facilities Improvements

Community Facilities Improvements currently consist of 16 projects totaling \$78,267,473. This includes the Downtown Parking Structure, a New City Hall and a New Police Station.

Drainage Improvements

Drainage Improvements currently consist of 2 projects totaling \$113,000. This includes the Drainage Master Plan and Agricultural Runoff Mitigation.

Development Improvements

Developer Improvements currently consist of 61 projects totaling \$140,069,971.

City of Brentwood Economic Outlook

The current wave of new growth in Brentwood includes:

Sand Creek Crossing, a 260,000 sq. ft. community center, was completed and will offer the far-east county population shopping opportunities that have not been present in the region. This shopping center will generate an estimated \$650,000 in annual sales tax for Brentwood. There are approved entitlements for a 450,000 sq. ft. community center, 180,000 sq. ft. community center and three neighborhood centers totaling 220,000 sq. ft. These projects, totaling 850,000 sq. ft., are presently under construction and will be completed in 2003. It is estimated that these projects will generate approximately \$2,600,000 in sales tax when completed.

The final entitlements for the **Sunset Industrial Complex** were received in June 2002 and construction is scheduled to start in September 2003. This is a 28-acre medium industrial project that will be sold to multiple end-users.

The City has aggressively pursued putting the proper infrastructure in place to accommodate new commercial and residential construction. Projects include:

- The first phase of the **Highway 4 Bypass** is complete and is open to the public, with the next two phases under design by the Highway 4 Bypass Authority, a joint powers authority consisting of Contra Costa County and the cities of Antioch, Pittsburg, Oakley and Brentwood.
- The widening of Lone Tree Way from Heidorn Ranch Road to the Bypass has opened. This has created a much-needed additional east-west corridor improvement for commuters.
- The entire Northwest Quadrant of the City is undergoing improvements to put in place water and sewer lines, and much needed road improvements.
- Sand Creek Road is being extended from Brentwood Boulevard to the Bypass. It is expected to be completed by September 2003.
- One of the largest projects in the City's history is the Wastewater Treatment Plant, which came online in July 2002. This state-of-the-art facility will serve the needs of the community for years to come. The tertiary treated water will be available for irrigation and other commercial uses.

Brentwood has risen to the challenge of today's technology:

City of Brentwood

- The Brentwood Education and Technology Center (BETC) provides high quality office space, with a state-of-the-art voice-over internet protocol network and 3 megabit bandwidth, at an affordable cost and a monthly rental term. The “Incubator” provides start-up businesses a place to produce, mature and increase our basic economy.
- BETC’s Digital Usability Laboratory is the only one of its kind on the west coast. It tests the functionality of web pages and software applications before public release.
- A satellite campus of Los Medanos College opened in the Technology Center facility in September 2001. This new site, in conjunction with other educational institutions, provides our residents with a full range of higher educational opportunities and our local businesses with employee training programs. It has already reached capacity within the first year.
- The City’s Engineering and Information Systems departments have teamed up to create a comprehensive GIS (Geographical Information System) available on the Internet. It provides a wealth of property, utility and community service information through the City’s award-winning website, www.ci.brentwood.ca.us.
- The City has just set up web streaming services so that our City Council meetings can be filmed and viewed live over the internet.
- The City Clerk’s office has set a new standard by implementing one of the first paperless City Council agenda packets in the state. It provides a cost reduction to the City by greatly decreasing paper production and staff time.
- City offices are set up with a wireless network, enabling staff to work from laptop computers up to 3 miles offsite.
- One-Stop passport services are offered at City Hall, including passport photos.

City of Brentwood

RESOLUTION NO. 2893

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENTWOOD ADOPTING THE 2003/04-2004/05 FINAL BUDGET FOR THE CITY OF BRENTWOOD

WHEREAS, the City Council of the City of Brentwood has reviewed the financial condition of the City of Brentwood; and

WHEREAS, the City departments have submitted requests for appropriations to fund the departmental programs to provide services for the City of Brentwood; and

WHEREAS, the City Council has reviewed these specific departmental requests and held a workshop to discuss City priorities for the expenditure of City funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brentwood hereby adopts the 2003/04-2004/05 Final Budget for the City of Brentwood as presented by the City Manager.

PASSED by the City Council of the City of Brentwood at its regular meeting on June 10, 2003 by the following vote:

AYES: Councilmembers Beckstrand, Gutierrez, Hill, Petrovich, Mayor Swisher

NOES: None

ABSENT: None

APPROVED:

Brian Swisher

Brian Swisher

Mayor

ATTEST:

Karen Diaz

Karen Diaz, CMC

City Clerk

City of Brentwood

RESOLUTION NO. 2892

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRENTWOOD APPROVING AND ADOPTING THE PROP 4 APPROPRIATION LIMIT FOR THE FISCAL YEAR OF 2003/04

WHEREAS, the Department of Finance staff have notified the City of the change in the California per capita personal income and such change is 2.31% for the prior calendar year, and;

WHEREAS, the City also has the option to use the change in the local assessment roll due to local nonresidential construction in lieu of the California per capita personal income change; however, the State nor the County of Contra Costa has information at this time, and;

WHEREAS, the Department of Finance staff have notified the City of the change in population of the City and the entire Contra Costa County in which the City has the option to use the greater percentage change, which change is an increase of 11.53% for the City of Brentwood for the prior calendar year, and;

WHEREAS, pursuant to California Constitution Article XIII B, Section 1 and Government Code sections 7900 et seq., and pursuant to the guidelines set forth by Proposition 111, the City appropriations limit must be adjusted for changes from the base year of 1986-87 to the fiscal year ending June 30, 2003.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Brentwood, the appropriations limit for the City of Brentwood for fiscal year ending June 30, 2003 is \$28,229,032.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Brentwood at a regular meeting held on June 10, 2003 by the following vote:

AYES: Councilmembers Beckstrand, Gutierrez, Hill, Petrovich, Mayor Swisher
NOES: None
ABSENT: None

APPROVED:

Brian Swisher
Brian Swisher, Mayor

ATTEST:

Karen Diaz
Karen Diaz, CMC City Clerk

Budget For Fiscal Years 2003/04 - 2004/05

ANNUAL BUDGET SUMMARY

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
General Fund	\$ 22,089,245	\$ 23,441,564	\$ 29,812,362	\$ 15,718,447	\$ 27,379,067	\$ 26,910,078	\$ 16,187,436	\$ 30,373,683	\$ 29,844,737	\$ 16,716,382
Special Revenue Funds	31,017,386	49,375,800	38,308,680	42,084,506	38,418,378	54,382,665	26,120,219	26,881,068	28,695,116	24,306,171
Capital Improvement Program	24,062,834	11,731,936	18,822,663	16,972,107	31,919,933	42,348,333	6,543,707	16,550,688	16,773,288	6,321,107
City Rentals Enterprise	2,766,320	699,464	620,849	2,844,935	770,800	770,645	2,845,090	827,900	805,872	2,867,118
Park Enterprise	2,542,521	3,919,420	3,759,017	2,702,924	16,068,291	17,103,903	1,667,312	7,473,094	8,224,528	915,878
Solid Waste Enterprise	661,110	4,319,515	3,933,081	1,047,544	7,604,046	7,874,568	777,022	7,818,248	7,774,806	820,464
Water Enterprise	4,837,311	7,069,760	7,132,647	4,774,424	14,570,661	16,695,566	2,649,519	27,033,997	27,219,548	2,463,968
Wastewater Enterprise	41,224,269	7,930,946	8,501,302	40,653,913	6,123,122	5,483,494	41,293,541	7,373,749	6,570,682	42,096,608
Assessment Districts	1,608,850	2,461,053	2,916,776	1,153,127	3,280,993	4,712,155	(278,035)	4,127,474	4,060,478	(211,039)
Internal Service Funds	4,740,792	6,593,097	2,465,718	8,868,171	5,292,379	3,711,150	10,449,400	4,878,781	4,319,513	11,008,668
Totals	\$ 135,550,638	\$ 117,542,555	\$ 116,273,095	\$ 136,820,098	\$ 151,427,670	\$ 179,992,557	\$ 108,255,211	\$ 133,338,682	\$ 134,288,568	\$ 107,305,325

Budget For Fiscal Years 2003/04 - 2004/05

SUMMARY OF ALL FUND REVENUES

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>All Funds Total Revenue</u>					
General Fund	\$ 19,373,643	\$ 22,187,640	\$ 23,441,564	\$ 27,379,067	\$ 30,373,683
Special Revenue Funds	53,846,440	32,195,748	49,375,800	38,418,378	26,881,068
Capital Improvement Program	22,398,459	11,625,144	11,731,936	31,919,933	16,550,688
City Rentals Enterprise	3,216,841	504,922	699,464	770,800	827,900
Park and Recreation Enterprise	4,275,178	4,014,914	3,919,420	16,068,291	7,473,094
Solid Waste Enterprise	3,957,759	4,341,362	4,319,515	7,604,046	7,818,248
Water Enterprise	7,684,168	6,952,100	7,069,760	14,570,661	27,033,997
Wastewater Enterprise	25,138,004	7,702,375	7,930,946	6,123,122	7,373,749
Assessment Districts	1,804,932	2,337,265	2,461,053	3,280,993	4,127,474
Internal Service Funds	4,643,191	6,573,914	6,593,097	5,292,379	4,878,781
Total Revenues	<u>\$ 146,338,615</u>	<u>\$ 98,435,384</u>	<u>\$ 117,542,555</u>	<u>\$ 151,427,670</u>	<u>\$ 133,338,682</u>

Budget For Fiscal Years 2003/04 - 2004/05

SUMMARY OF ALL FUND EXPENDITURES

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>All Funds Total Expenditures</u>					
General Fund	\$ 14,286,103	\$ 30,481,039	\$ 29,812,362	\$ 26,910,078	\$ 29,844,737
Special Revenue Funds	56,565,500	49,959,892	38,308,680	54,382,665	28,695,116
Capital Improvement Program	16,546,930	18,700,003	18,822,663	42,348,333	16,773,288
City Rentals Enterprise	396,026	558,778	620,849	770,645	805,872
Park and Recreation Enterprise	3,746,211	3,801,574	3,759,017	17,103,903	8,224,528
Solid Waste Enterprise	3,841,558	5,176,907	3,933,081	7,874,568	7,774,806
Water Enterprise	7,711,810	7,461,462	7,132,647	16,695,566	27,219,548
Wastewater Enterprise	27,935,801	8,705,891	8,501,302	5,483,494	6,570,682
Assessment Districts	2,141,793	3,044,384	2,916,776	4,712,155	4,060,478
Internal Service Funds	1,534,918	2,625,139	2,465,718	3,711,150	4,319,513
Total Expenditures	<u>\$ 134,706,650</u>	<u>\$ 130,515,069</u>	<u>\$ 116,273,095</u>	<u>\$ 179,992,557</u>	<u>\$ 134,288,568</u>

Budget For Fiscal Years 2003/04 - 2004/05

SUMMARY OF ALL FUNDS LINE ITEM CATEGORIES

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>All Funds by Category</u>					
Salaries and Benefits	\$ 13,300,624	\$ 20,810,241	\$ 19,585,583	\$ 27,376,006	\$ 30,497,458
Supplies and Services	51,998,503	47,370,588	46,682,446	38,920,227	40,598,697
Internal Service	2,070,082	3,209,982	3,209,982	4,918,701	4,429,674
Capital Outlay	<u>67,337,441</u>	<u>59,124,258</u>	<u>46,795,084</u>	<u>108,777,623</u>	<u>58,762,739</u>
Total All Funds by Category	<u><u>\$ 134,706,650</u></u>	<u><u>\$ 130,515,069</u></u>	<u><u>\$ 116,273,095</u></u>	<u><u>\$ 179,992,557</u></u>	<u><u>\$ 134,288,568</u></u>

Budget For Fiscal Years 2003/04 - 2004/05

SUMMARY OF ALL FUND EXPENDITURES BY LINE ITEM CATEGORY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Salaries and Benefits</u>					
General Fund	\$ 7,139,845	\$ 13,001,171	\$ 12,024,454	\$ 17,282,404	\$ 19,309,626
Special Revenue Funds	99,649	84,250	99,230	72,240	65,352
Capital Improvement Program	1,342,432	1,510,003	1,583,452	2,143,288	2,298,298
City Rentals Enterprise	33,625	103,991	104,453	107,368	116,443
Park and Recreation Enterprise	1,078,825	1,355,560	1,309,895	1,640,569	1,861,366
Solid Waste Enterprise	863,121	1,125,907	1,072,951	1,525,806	1,743,378
Water Enterprise	988,209	1,278,606	1,240,288	1,562,909	1,805,098
Wastewater Enterprise	697,447	1,093,448	982,671	1,289,226	1,384,164
Assessment Districts	351,342	388,006	385,737	440,884	466,311
Internal Service Funds	706,129	869,299	782,452	1,311,312	1,447,422
Total Salaries & Benefits	\$ 13,300,624	\$ 20,810,241	\$ 19,585,583	\$ 27,376,006	\$ 30,497,458

Budget For Fiscal Years 2003/04 - 2004/05

SUMMARY OF ALL FUND EXPENDITURES BY LINE ITEM CATEGORY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Supplies and Services</u>					
General Fund	\$ 6,006,499	\$ 15,298,312	\$ 15,470,234	\$ 7,450,596	\$ 8,116,508
Special Revenue Funds	33,435,638	18,096,404	17,462,708	15,760,506	15,896,957
Capital Improvement Program	513,787	632,082	681,293	1,004,808	1,105,569
City Rentals Enterprise	350,111	387,301	394,050	557,164	572,889
Park and Recreation Enterprise	1,324,762	1,298,396	1,301,504	1,358,134	1,403,485
Solid Waste Enterprise	1,833,096	1,798,321	1,756,070	2,017,199	2,264,083
Water Enterprise	4,429,666	4,296,797	4,435,544	4,931,596	5,371,549
Wastewater Enterprise	1,883,908	2,454,307	2,261,450	2,106,676	2,164,599
Assessment Districts	1,774,101	2,614,336	2,469,207	3,179,809	3,107,644
Internal Service Funds	446,935	494,332	450,386	553,739	595,414
Total Supplies and Services	\$ 51,998,503	\$ 47,370,588	\$ 46,682,446	\$ 38,920,227	\$ 40,598,697

Budget For Fiscal Years 2003/04 - 2004/05

SUMMARY OF ALL FUND EXPENDITURES BY LINE ITEM CATEGORY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Internal Service</u>					
General Fund	\$ 884,390	\$ 1,577,548	\$ 1,577,548	\$ 1,907,133	\$ 2,006,803
Special Revenue Fund	0	221	221	44	44
Capital Improvement Program	111,214	134,905	134,905	174,717	183,607
City Rentals Enterprise	0	64,986	64,986	16,113	16,540
Park and Recreation Enterprise	56,132	137,195	137,195	178,269	180,736
Solid Waste Enterprise	401,063	567,120	567,120	792,059	980,883
Water Enterprise	249,904	260,327	260,327	283,141	300,550
Wastewater Enterprise	243,450	295,666	295,666	355,851	375,464
Assessment Districts	16,350	32,084	32,084	1,014,684	186,523
Internal Service Funds	<u>107,579</u>	<u>139,930</u>	<u>139,930</u>	<u>196,690</u>	<u>198,524</u>
Total Internal Services	<u>\$ 2,070,082</u>	<u>\$ 3,209,982</u>	<u>\$ 3,209,982</u>	<u>\$ 4,918,701</u>	<u>\$ 4,429,674</u>

Budget For Fiscal Years 2003/04 - 2004/05

SUMMARY OF ALL FUND EXPENDITURES BY LINE ITEM CATEGORY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Capital Outlay</u>					
General Fund	\$ 255,369	\$ 604,008	\$ 740,126	\$ 269,945	\$ 411,800
Special Revenue Funds	23,030,213	31,779,017	20,746,521	38,549,875	12,732,763
Capital Improvement Program	14,579,497	16,423,013	16,423,013	39,025,520	13,185,814
City Rentals Enterprise	12,290	2,500	57,360	90,000	100,000
Park and Recreation Enterprise	1,286,492	1,010,423	1,010,423	13,926,931	4,778,941
Solid Waste Enterprise	744,278	1,685,559	536,940	3,539,504	2,786,462
Water Enterprise	2,044,031	1,625,732	1,196,488	9,917,920	19,742,351
Wastewater Enterprise	25,110,996	4,862,470	4,961,515	1,731,741	2,646,455
Assessment Districts	0	9,958	29,748	76,778	300,000
Internal Service Funds	274,275	1,121,578	1,092,950	1,649,409	2,078,153
Total Capital Outlay	\$ 67,337,441	\$ 59,124,258	\$ 46,795,084	\$ 108,777,623	\$ 58,762,739

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND TEN YEAR PROJECTION

	2002/03 Projected	2003/04 Budget	2004/05 Budget	2005/06 Projected	2006/07 Projected	2007/08 Projected	2008/09 Projected	2009/10 Projected	2010/11 Projected	2011/12 Projected
Fund Balance 7/01	\$ 22,089,245	\$ 15,718,447	\$ 16,187,436	\$ 16,716,382	\$ 18,060,596	\$ 20,404,760	\$ 21,734,637	\$ 22,607,690	\$ 23,018,052	\$ 23,517,791
Add:										
Revenues	22,538,407	26,359,589	29,100,633	30,961,581	33,937,498	35,056,454	36,299,164	37,621,419	39,126,442	40,242,578
Transfers In	903,157	1,019,478	1,273,050	1,336,703	1,403,538	1,452,662	1,503,505	1,556,127	1,610,591	1,666,962
Total Revenue	23,441,564	27,379,067	30,373,683	32,298,284	35,341,036	36,509,116	37,802,669	39,177,546	40,737,033	41,909,540
Less:										
Operations	19,172,362	25,410,469	27,898,502	28,754,070	30,690,872	32,762,119	34,396,008	36,111,460	37,500,500	38,800,520
Transfers Out	10,640,000	1,499,609	1,946,235	2,200,000	2,306,000	2,417,120	2,533,608	2,655,724	2,736,794	2,576,134
Total Appropriations	29,812,362	26,910,078	29,844,737	30,954,070	32,996,872	35,179,239	36,929,616	38,767,184	40,237,294	41,376,654
Revenue Over(Under) Appropriations	(6,370,798)	468,989	528,946	1,344,214	2,344,164	1,329,877	873,053	410,362	499,739	532,886
Fund Balance 6/30	\$ 15,718,447	\$ 16,187,436	\$ 16,716,382	\$ 18,060,596	\$ 20,404,760	\$ 21,734,637	\$ 22,607,690	\$ 23,018,052	\$ 23,517,791	\$ 24,050,677

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - FUND BALANCE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Revenues	\$ 12,681,883	\$ 21,294,640	\$ 22,538,407	\$ 26,359,589	\$ 29,100,633
Expenditures	<u>11,663,119</u>	<u>20,218,039</u>	<u>19,172,362</u>	<u>25,410,469</u>	<u>27,898,502</u>
Excess (deficiency) of revenues (under) expenditures	1,018,764	1,076,601	3,366,045	949,120	1,202,131
Other Sources:					
Transfer In	6,691,760	893,000	903,157	1,019,478	1,273,050
Transfer Out	<u>(2,622,984)</u>	<u>(10,263,000)</u>	<u>(10,640,000)</u>	<u>(1,499,609)</u>	<u>(1,946,235)</u>
Total Other Sources (Uses)	4,068,776	(9,370,000)	(9,736,843)	(480,131)	(673,185)
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	5,087,540	(8,293,399)	(6,370,798)	468,989	528,946
Fund Balance Development Services <i>Merged 7/1/02</i>	0	13,128,699	13,128,699	0	0
Fund Balance, Beginning Year	<u>3,873,006</u>	<u>8,960,546</u>	<u>8,960,546</u>	<u>15,718,447</u>	<u>16,187,436</u>
Fund Balance, End of Year	<u><u>\$ 8,960,546</u></u>	<u><u>\$ 13,795,846</u></u>	<u><u>\$ 15,718,447</u></u>	<u><u>\$ 16,187,436</u></u>	<u><u>\$ 16,716,382</u></u>

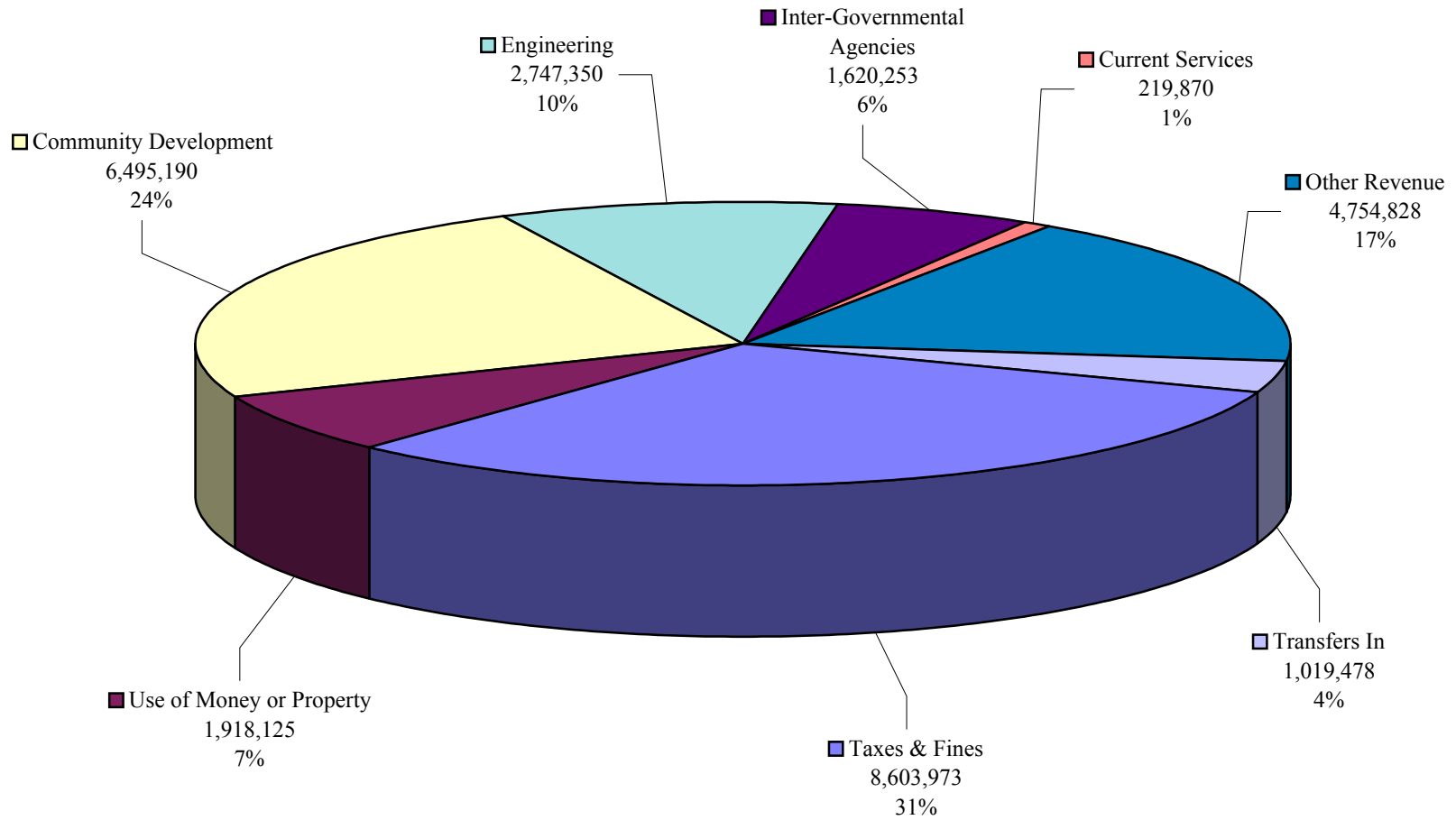
Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - FUND BALANCE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Fund Balance:					
<u>Reserved</u>					
34305 Compensated Absences Reserve	\$ 287,420	\$ 297,480	\$ 301,791	\$ 331,970	\$ 365,167
34331 Pavement Management Reserve	575,000	575,000	575,000	750,000	1,000,000
34332 Facility Reserve	650,000	650,000	650,000	1,000,000	1,500,000
Total Reserved:	<u>1,512,420</u>	<u>1,522,480</u>	<u>1,526,791</u>	<u>2,081,970</u>	<u>2,865,167</u>
 <u>Unreserved</u>					
Undesignated:	<u>7,448,126</u>	<u>12,273,366</u>	<u>14,191,656</u>	<u>14,105,466</u>	<u>13,851,215</u>
Total Unreserved	<u>7,448,126</u>	<u>12,273,366</u>	<u>14,191,656</u>	<u>14,105,466</u>	<u>13,851,215</u>
Total Fund Balance (Reserved & Unreserved)	<u><u>\$ 8,960,546</u></u>	<u><u>\$ 13,795,846</u></u>	<u><u>\$ 15,718,447</u></u>	<u><u>\$ 16,187,436</u></u>	<u><u>\$ 16,716,382</u></u>

General Fund Revenue Detail and Interfund Transfers

Fiscal Year 2003/04



Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - REVENUE

		2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Taxes & Fines</u>						
40xxx	Property Tax	\$ 2,500,044	\$ 3,053,939	\$ 3,053,939	\$ 3,664,727	\$ 4,214,436
41100	Sales & Use Tax	2,077,403	2,400,000	2,400,000	3,060,000	3,819,000
41104	1/2 Cent Sales Tax	101,852	137,984	137,984	172,480	206,976
41105	Transient Occupancy Tax	112,031	132,825	132,825	139,466	167,360
41115	Franchise Fees	338,692	414,116	414,116	496,939	596,327
41118	Home Occupation Permits	14,250	17,705	17,705	20,361	23,415
41120	Business License Tax	66,810	99,350	106,500	300,000	360,000
41130	Real Property Transfer Tax	391,088	453,833	500,000	575,000	632,500
41150	Fines & Forfeitures	134,060	150,000	95,000	175,000	200,000
	Total Taxes & Fines	\$ 5,736,230	\$ 6,859,752	\$ 6,858,069	\$ 8,603,973	\$ 10,220,014
<u>Revenue from Use of Money or Property</u>						
43300	Investment Income	\$ 624,904	\$ 1,200,000	\$ 1,200,000	\$ 1,800,000	\$ 2,500,000
43320	Rental Income	78,211	90,000	110,000	115,500	121,275
43330	Royalties	240	8,136	2,500	2,625	2,756
	Total Revenue Money/Property	\$ 703,355	\$ 1,298,136	\$ 1,312,500	\$ 1,918,125	\$ 2,624,031
<u>Building</u>						
	<i>Merged with General Fund 7/01/02</i>					
45520	Encroachment Permit	\$ 0	\$ 0	\$ 6,566	\$ 6,796	\$ 6,864
45522	Engineering Inspection	0	0	16,298	16,869	17,037
45600	Building Permits	0	2,208,750	3,140,466	3,550,000	3,282,886
45600.01	Building Permits-Electrical	0	206,250	17,570	18,184	18,366
45600.02	Building Permits-Plumbing	0	206,250	26,168	27,084	27,355
45600.03	Building Permits-Mechanical	0	206,250	2,975	3,079	3,110
45600.04	Building Permits-Other	0	0	17,536	18,150	18,331
45605	Building Office Automation	0	21,250	49,182	50,903	51,412
45607	Building Plan Check Fee	0	1,436,225	1,708,706	1,900,000	1,786,196
45608	Building Citations	0	0	8,000	8,000	8,000
	Total Building	\$ 0	\$ 4,284,975	\$ 4,993,467	\$ 5,599,065	\$ 5,219,557

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - REVENUE

		2001/02			2002/03			2002/03			2003/04			2004/05
		Actual			Budget			Projected			Budget			Budget
Planning	<i>Merged with General Fund 7/01/02</i>													
45503	General Plan Update	\$ 0		\$ 0		\$ 0		\$ 5,000		\$ 5,250				
45505.01	Administrative Sign	0		4,653		10,000		12,000		15,000				
45505.02	Annexation	0		17,043		5,000		5,000		0				
45505.03	Conditional Use Permit	0		28,634		12,400		15,000		17,500				
45505.04	Design Review	0		172,687		184,000		195,000		200,000				
45505.05	Variance	0		18,432		24,400		25,620		26,901				
45505.06	Temporary Use Permit	0		5,490		9,000		9,500		10,000				
45505.07	Tentative Parcel Map	0		58,462		28,000		30,000		32,000				
45505.08	Tentative Subdivision	0		252,812		300,000		315,000		330,000				
45505.09	General Plan Amendment	0		10,888		100		105		110				
45505.10	Rezoning	0		47,957		80,000		85,000		90,000				
45505.11	Landscape Plan Review	0		7,042		500		525		550				
45505.12	Development Agreement	0		5,124		5,000		5,250		5,500				
45505.13	Amendments	0		31,319		40,000		40,000		40,000				
45505.14	Time Extension	0		0		10,515		11,000		12,000				
45505.16	Daycare	0		0		119		125		150				
45505.18	Categorical Exemption	0		1,942		2,500		3,000		3,500				
45505.19	Negative Declaration	0		36,774		0		0		0				
45505.20	Mitigated Negative Declaration	0		7,702		15,000		20,000		25,000				
45505.21	EIR Administration Fees	0		0		81,000		0		0				
45505.22	Street Addressing	0		0		3,000		3,500		4,000				
45505.23	Special Services Fee	0		0		30,000		115,500		121,275				
	Total Planning	\$ 0		\$ 706,961		\$ 840,534		\$ 896,125		\$ 938,736				

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - REVENUE

		2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Engineering						
<i>Merged with General Fund 7/01/02</i>						
45513	Tentative Map Reviews	\$ 0	\$ 20,000	\$ 38,000	\$ 20,000	\$ 15,000
45514	County Delta Express	0	0	32,000	30,000	25,000
45520	Encroachment Permit	0	20,000	26,000	10,000	9,000
45521	Grading Permit	0	10,000	6,000	8,000	9,000
45522	Engineering Inspection	0	1,353,500	1,600,000	1,750,000	1,950,000
45523	Lot Line Adjustments	0	12,000	4,825	7,350	7,350
45524	Assessment Respreads	0	7,000	10,000	7,000	5,500
45526	Plan Check Administration	0	507,000	512,000	575,000	630,000
45528.03	Misc. Copies & Contract Docs	0	0	3,500	5,000	5,000
45529	Inspection Reimbursements	0	190,000	260,000	300,000	200,000
45531	Base Map Revision	0	0	38,000	35,000	35,000
	Total Engineering	\$ 0	\$ 2,119,500	\$ 2,530,325	\$ 2,747,350	\$ 2,890,850
Inter-Governmental Agencies						
44450	Motor Vehicle-in-lieu	\$ 1,423,128	\$ 1,580,000	\$ 1,700,000	\$ 1,500,000	\$ 1,750,500
44455	POST Reimbursement	47,887	47,858	47,858	0	0
44456	Highway Maintenance	6,650	6,650	6,650	7,315	8,047
44462	Police Grants	150,000	100,000	85,500	20,830	0
44463	Civilian Grant	41,668	0	0	0	0
44466	Police Activity League	0	0	0	50,000	50,000
44473	SB-90 Reimbursement	58,729	60,000	60,000	0	0
44481	Youth Diversion Grant	0	0	0	42,108	42,108
44495	Grant Projects	1,707	0	0	0	0
	Total Inter-Governmental Agencies	\$ 1,729,769	\$ 1,794,508	\$ 1,900,008	\$ 1,620,253	\$ 1,850,655

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - REVENUE

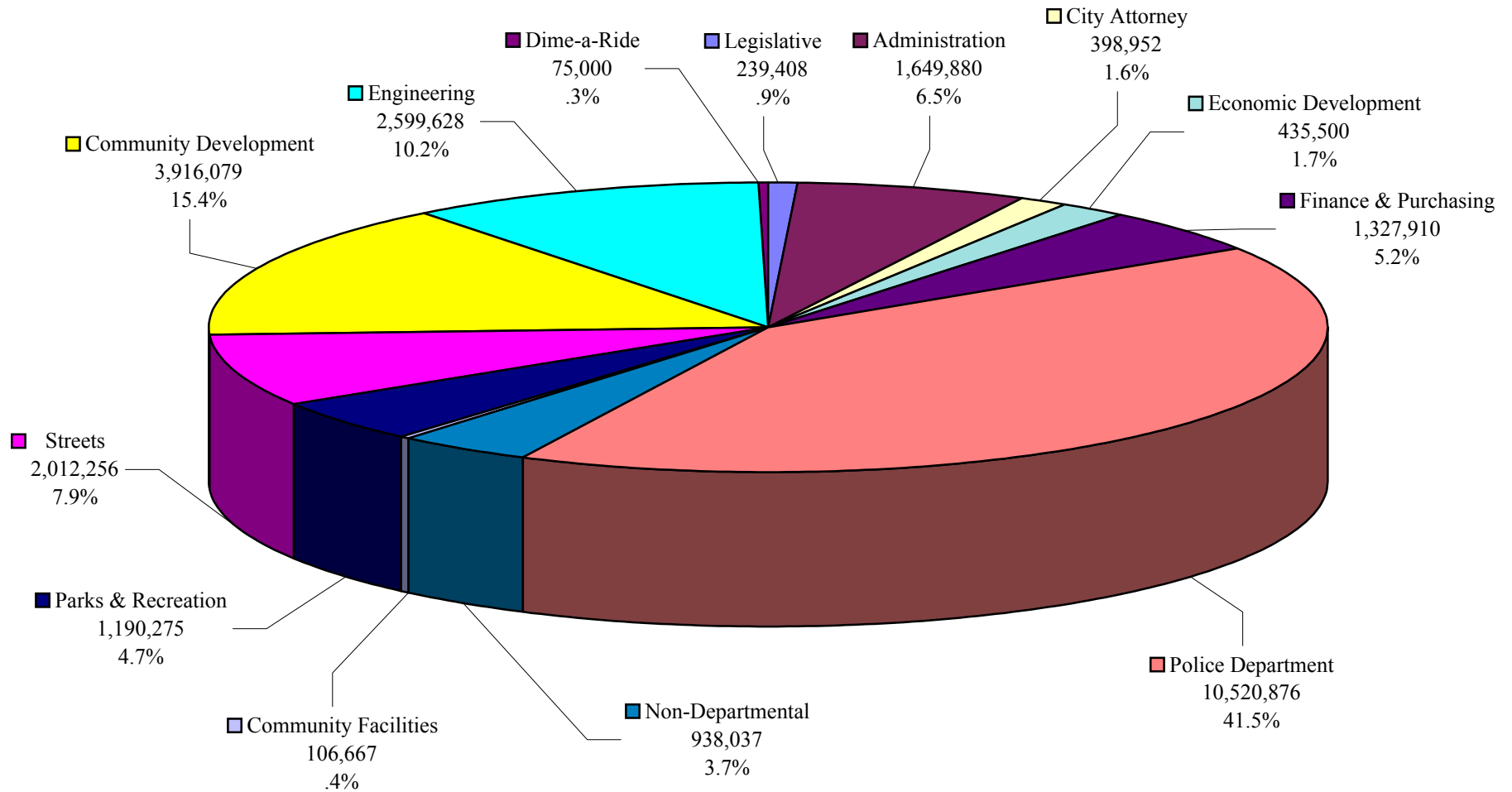
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Current Services</u>					
45500 Business License Filing Fee	\$ 11,450	\$ 17,000	\$ 17,000	\$ 20,400	\$ 24,480
45502 Reproduction Charges	5,957	4,750	6,000	6,600	7,260
45504 Police Services	183,420	220,000	176,546	192,870	209,359
45529 Reimbursements for Services	2,420	0	0	0	0
Total Current Services	\$ 203,247	\$ 241,750	\$ 199,546	\$ 219,870	\$ 241,099
<u>Other Revenue</u>					
43500 Late Charges	\$ 640	\$ 500	\$ 500	\$ 1,000	\$ 1,000
46600 Water Admin. Fee	502,279	552,507	552,507	650,000	682,500
46605 Wastewater Admin. Fee	250,506	387,878	387,878	525,000	551,250
46607 Solid Waste Admin. Fee	383,054	459,266	459,266	525,000	551,250
46610 Park Enterprise Admin. Fee	125,000	125,000	125,000	150,000	165,000
46615 Redevelopment Admin. Fee	380,000	200,000	200,000	250,000	275,000
46620 CCCo. - Drainage Admin. Fee	329	10,000	10,000	10,000	10,000
46628 Development Services Admin. Fee	523,100	0	0	0	0
46630 Facility Fee Fund Admin.	596,077	950,000	950,000	984,000	1,033,200
46632 Maintenance Reimbursement	315,000	376,510	376,510	350,000	420,000
46633 Bond Debt Service Admin.	185,688	196,475	196,475	311,233	342,356
46634 Attorney Services	124,475	125,000	125,000	100,000	100,000
46636 City Rentals Admin	0	85,100	0	0	0
46700 Other Income	38,287	75,000	75,000	50,000	50,000
46715 School Contributions	54,518	84,000	84,000	85,000	93,500
46720 Assessment District Admin.	0	0	0	225,000	247,500
46750 Capital Project Management Reimb.	818,144	350,000	350,000	525,000	577,500
46850 Passport Revenue	7,920	9,522	9,522	10,950	12,593
46851 Passport Photos	4,265	2,300	2,300	2,645	3,042
Total Other Revenue	\$ 4,309,282	\$ 3,989,058	\$ 3,903,958	\$ 4,754,828	\$ 5,115,691
TOTAL GENERAL FUND	\$ 12,681,883	\$ 21,294,640	\$ 22,538,407	\$ 26,359,589	\$ 29,100,633
Annual Percentage Change			77.72%	16.95%	10.40%

Budget For Fiscal Years 2003/04 - 2004/05

SCHEDULE OF INTERFUND TRANSFERS

To Fund	Account #	From Fund	Purpose	Transfer In (Transfer Out) 2002/03	Transfer In (Transfer Out) 2003/04	Transfer In (Transfer Out) 2004/05
Transfers In						
General Fund	Misc.	Gas Tax	Street Operations Expenditures	\$ 566,157	\$ 680,700	\$ 744,800
General Fund	47220	Economic Development	Economic Development	10,000	80,000	20,000
General Fund	47231	Community Facilities District #2	Public Safety	0	76,778	227,730
General Fund	47232	Community Facilities District #3	Public Safety	0	0	72,270
General Fund	47281	Abandoned Vehicle Abatement	Vehicle Abatement	7,000	7,000	7,000
General Fund	47293	Measure C	Street Operations Expenditures	320,000	175,000	201,250
Sub-Total Transfer In				\$ 903,157	\$ 1,019,478	\$ 1,273,050
Transfers Out						
City Wide Assessment District	80230	General Fund	Park Maintenance	\$ (300,000)	\$ (350,000)	\$ (300,000)
Community Facilities Projects	80337	General Fund	New Police Facility	(6,000,000)	0	0
Emergency Preparedness	82700	General Fund	Emergency Services	(3,000,000)	0	0
Parks and Recreation	80520	General Fund	Youth Commission	(15,000)	(25,000)	(25,000)
Parks and Recreation	80520	General Fund	Pool	(525,000)	(350,000)	(350,000)
Parks and Recreation	80521	General Fund	Arts Commission	0	(100,000)	(125,000)
Planning Division	80337	General Fund	Specific Plans	(300,000)	(400,000)	(50,000)
Roadway Projects	80336	General Fund	Pavement Management	(500,000)	0	(500,000)
Roadway Projects	80336	General Fund	Street Division Projects	0	(274,609)	(596,235)
Sub-Total Transfer Out				\$ (10,640,000)	\$ (1,499,609)	\$ (1,946,235)
TOTAL INTERFUND TRANSFERS				\$ (9,736,843)	\$ (480,131)	\$ (673,185)

General Fund Expenditures By Department Fiscal Year 2003/04



Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Legislative</u>					
100-1201 Legislative	\$ 54,410	\$ 112,889	\$ 116,088	\$ 239,408	\$ 250,831
Total Legislative	\$ 54,410	\$ 112,889	\$ 116,088	\$ 239,408	\$ 250,831
<u>Administration</u>					
100-1202 City Manager	\$ 491,249	\$ 543,439	\$ 533,894	\$ 570,402	\$ 632,256
100-1205 City Clerk	294,396	389,866	367,193	449,385	494,770
100-1206 Human Resources	307,276	381,089	327,827	630,093	682,107
Total Administration	\$ 1,092,921	\$ 1,314,394	\$ 1,228,914	\$ 1,649,880	\$ 1,809,133
<u>City Attorney</u>					
100-1203 City Attorney	\$ 387,883	\$ 314,617	\$ 327,610	\$ 398,952	\$ 426,300
Total City Attorney	\$ 387,883	\$ 314,617	\$ 327,610	\$ 398,952	\$ 426,300
<u>Economic Development</u>					
100-1204 Economic Development	\$ 474,761	\$ 337,645	\$ 231,934	\$ 435,500	\$ 460,621
Total Economic Development	\$ 474,761	\$ 337,645	\$ 231,934	\$ 435,500	\$ 460,621
<u>Finance</u>					
100-1301 Finance	\$ 738,816	\$ 876,634	\$ 877,338	\$ 1,162,988	\$ 1,237,813
100-1302 Purchasing	129,402	111,480	100,369	164,922	186,511
100-1701 Non-Departmental	576,401	736,577	847,630	938,037	932,604
Multi Community Facilities	97,681	106,641	106,700	106,667	112,319
100-1406 Dime-A-Ride Bus	55,307	60,000	65,000	75,000	85,000
Total Finance	\$ 1,597,607	\$ 1,891,332	\$ 1,997,036	\$ 2,447,614	\$ 2,554,247
<u>Police</u>					
100-1501 Police Department	\$ 5,947,125	\$ 8,329,937	\$ 7,782,487	\$ 10,520,876	\$ 11,874,293
Total Police	\$ 5,947,125	\$ 8,329,937	\$ 7,782,487	\$ 10,520,876	\$ 11,874,293

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Parks and Recreation Department</u>					
100-1602 Landscape Division	\$ 680,224	\$ 804,093	\$ 664,890	\$ 874,985	\$ 897,605
100-1401 Village Resource Center	93,059	103,657	117,738	136,022	140,382
100-1412 Police Activities League	0	40,000	9,639	179,268	187,084
Total Parks and Recreation	\$ 773,283	\$ 947,750	\$ 792,267	\$ 1,190,275	\$ 1,225,071
<u>Public Works Department</u>					
100-1603 Streets Division	\$ 1,335,129	\$ 1,887,322	\$ 1,747,670	\$ 2,012,256	\$ 2,441,551
Total Public Works	\$ 1,335,129	\$ 1,887,322	\$ 1,747,670	\$ 2,012,256	\$ 2,441,551
<u>Community Development</u> Merged with General Fund 7/01/02					
100-2101 Building Division	\$ 0	\$ 1,817,161	\$ 1,736,941	\$ 2,671,684	\$ 2,690,204
100-2201 Planning Division	0	1,113,193	1,300,175	1,220,699	1,399,780
100-2202 Planning Commission	0	22,700	20,068	23,696	27,770
Total Community Development	\$ 0	\$ 2,953,054	\$ 3,057,184	\$ 3,916,079	\$ 4,117,754
<u>Engineering Department</u> Merged with General Fund 7/01/02					
100-2301 Development Engineering	\$ 0	\$ 862,573	\$ 759,311	\$ 1,169,126	\$ 1,243,419
100-2302 Construction Inspection	0	625,861	523,238	694,233	721,341
100-2303 Transportation	0	372,382	333,344	438,450	463,651
100-2304 NPDES Unit	0	268,283	275,279	297,819	310,289
Total Engineering	\$ 0	\$ 2,129,099	\$ 1,891,172	\$ 2,599,628	\$ 2,738,700
TOTAL GENERAL FUND	\$ 11,663,119	\$ 20,218,039	\$ 19,172,362	\$ 25,410,469	\$ 27,898,502
Annual Percentage Change			64.38%	32.54%	9.79%

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - EXPENDITURE LINE ITEM SUMMARY BY CATEGORY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Personnel Services	\$ 7,139,845	\$ 13,001,171	\$ 12,024,454	\$ 17,282,404	\$ 19,309,625
Supplies and Services	3,383,515	5,035,312	4,830,234	5,950,987	6,170,274
Internal Service	884,390	1,577,548	1,577,548	1,907,133	2,006,803
Capital Outlay	<u>255,369</u>	<u>604,008</u>	<u>740,126</u>	<u>269,945</u>	<u>411,800</u>
TOTAL	<u><u>\$ 11,663,119</u></u>	<u><u>\$ 20,218,039</u></u>	<u><u>\$ 19,172,362</u></u>	<u><u>\$ 25,410,469</u></u>	<u><u>\$ 27,898,502</u></u>
Annual Percentage Change			64.38%	32.54%	9.79%

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - PERSONNEL SERVICES EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SALARIES & BENEFITS</u>					
<u>Legislative</u>					
100-1201 Legislative	\$ 24,993	\$ 61,796	\$ 62,057	\$ 163,845	\$ 171,900
Total Legislative	\$ 24,993	\$ 61,796	\$ 62,057	\$ 163,845	\$ 171,900
<u>Administration</u>					
100-1202 City Manager	\$ 401,932	\$ 440,677	\$ 411,669	\$ 445,177	\$ 501,881
100-1205 City Clerk	205,388	256,351	233,089	339,189	367,857
100-1206 Human Resources	217,571	262,683	242,835	428,395	447,970
Total Administration	\$ 824,891	\$ 959,711	\$ 887,593	\$ 1,212,761	\$ 1,317,708
<u>City Attorney</u>					
100-1203 City Attorney	\$ 187,109	\$ 188,984	\$ 169,144	\$ 236,583	\$ 256,412
Total City Attorney	\$ 187,109	\$ 188,984	\$ 169,144	\$ 236,583	\$ 256,412
<u>Economic Development</u>					
100-1204 Economic Development	\$ 295,041	\$ 131,971	\$ 132,540	\$ 181,865	\$ 198,692
Total Economic Development	\$ 295,041	\$ 131,971	\$ 132,540	\$ 181,865	\$ 198,692
<u>Finance</u>					
100-1301 Finance	\$ 475,970	\$ 575,505	\$ 593,465	\$ 785,308	\$ 852,968
100-1302 Purchasing	113,361	90,641	90,603	145,828	168,446
100-1701 Non-Departmental	402	17,148	16,683	18,323	20,053
Total Finance	\$ 589,733	\$ 683,294	\$ 700,750	\$ 949,459	\$ 1,041,467
<u>Police</u>					
100-1501 Police Department	\$ 4,350,602	\$ 6,175,499	\$ 5,672,815	\$ 8,114,928	\$ 9,253,437
Total Police	\$ 4,350,602	\$ 6,175,499	\$ 5,672,815	\$ 8,114,928	\$ 9,253,437

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - PERSONNEL SERVICES EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Parks and Recreation Department</u>					
100-1602 Landscape Division	\$ 192,927	\$ 246,454	\$ 215,478	\$ 286,016	\$ 303,003
100-1401 Village Resource Center	65,920	76,109	83,961	72,228	79,012
100-1412 Police Activities League	0	20,000	7,139	138,223	146,029
Total Parks and Recreation	\$ 258,847	\$ 342,563	\$ 306,578	\$ 496,467	\$ 528,044
<u>Public Works Department</u>					
100-1603 Streets Division	\$ 608,629	\$ 749,105	\$ 696,117	\$ 974,105	\$ 1,129,958
Total Public Works	\$ 608,629	\$ 749,105	\$ 696,117	\$ 974,105	\$ 1,129,958
<u>Community Development Merged with General Fund 7/01/02</u>					
100-2101 Building Division	\$ 0	\$ 1,307,934	\$ 1,221,437	\$ 2,086,888	\$ 2,223,373
100-2201 Planning Division	0	829,088	791,596	899,167	1,087,705
100-2202 Planning Commission	0	12,918	12,918	12,918	16,148
Total Community Development	\$ 0	\$ 2,149,940	\$ 2,025,951	\$ 2,998,973	\$ 3,327,226
<u>Engineering Department Merged with General Fund 7/01/02</u>					
100-2301 Development Engineering	\$ 0	\$ 720,176	\$ 613,480	\$ 949,939	\$ 1,021,880
100-2302 Construction Inspection	0	482,705	390,192	565,098	598,564
100-2303 Engineering Services (Traffic)	0	217,779	218,638	271,808	289,944
100-2304 NPDES Unit	0	137,648	148,599	166,572	174,393
Total Engineering	\$ 0	\$ 1,558,308	\$ 1,370,909	\$ 1,953,417	\$ 2,084,781
TOTAL GENERAL FUND PERSONNEL SERVICES	\$ 7,139,845	\$ 13,001,171	\$ 12,024,454	\$ 17,282,404	\$ 19,309,625
Annual Percentage Change			68.41%	43.73%	11.73%

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - SUPPLIES AND SERVICES EXPENDITURE SUMMARY

		2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>						
<u>Legislative</u>						
100-1201	Legislative	\$ 29,417	\$ 51,093	\$ 52,331	\$ 75,563	\$ 78,931
	Total Legislative	\$ 29,417	\$ 51,093	\$ 52,331	\$ 75,563	\$ 78,931
<u>Administration</u>						
100-1202	City Manager	\$ 54,767	\$ 70,690	\$ 94,577	\$ 94,538	\$ 99,130
100-1205	City Clerk	62,820	94,516	95,105	80,195	96,365
100-1206	Human Resources	69,873	100,314	63,900	166,205	206,120
	Total Administration	\$ 187,460	\$ 265,520	\$ 253,582	\$ 340,938	\$ 401,615
<u>City Attorney</u>						
100-1203	City Attorney	\$ 188,575	\$ 113,867	\$ 146,700	\$ 149,091	\$ 156,408
	Total City Attorney	\$ 188,575	\$ 113,867	\$ 146,700	\$ 149,091	\$ 156,408
<u>Economic Development</u>						
100-1204	Economic Development	\$ 164,371	\$ 186,922	\$ 85,542	\$ 217,154	\$ 225,158
	Total Economic Development	\$ 164,371	\$ 186,922	\$ 85,542	\$ 217,154	\$ 225,158
<u>Finance</u>						
100-1301	Finance	\$ 191,567	\$ 248,756	\$ 227,000	\$ 294,931	\$ 302,191
100-1302	Purchasing	5,482	15,873	4,800	9,024	10,023
100-1701	Non-Departmental	475,813	704,304	804,000	899,890	892,639
Multi	Community Facilities	97,681	106,641	106,700	106,667	112,319
100-1406	Dime-A-Ride Bus	55,307	60,000	65,000	75,000	85,000
	Total Finance	\$ 825,850	\$ 1,135,574	\$ 1,207,500	\$ 1,385,512	\$ 1,402,172
<u>Police</u>						
100-1501	Police Department	\$ 991,697	\$ 1,181,246	\$ 1,141,180	\$ 1,513,980	\$ 1,680,011
	Total Police	\$ 991,697	\$ 1,181,246	\$ 1,141,180	\$ 1,513,980	\$ 1,680,011

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - SUPPLIES AND SERVICES EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Parks and Recreation Department</u>					
100-1602 Landscape Division	\$ 473,210	\$ 529,253	\$ 421,026	\$ 552,694	\$ 557,355
100-1401 Village Resource Center	23,688	22,902	29,131	55,080	52,453
100-1412 Police Activities League	0	20,000	2,500	38,545	38,555
Total Parks and Recreation	\$ 496,898	\$ 572,155	\$ 452,657	\$ 646,319	\$ 648,363
<u>Public Works Department</u>					
100-1603 Streets Division	\$ 499,247	\$ 709,388	\$ 457,724	\$ 636,267	\$ 622,484
Total Public Works	\$ 499,247	\$ 709,388	\$ 457,724	\$ 636,267	\$ 622,484
<u>Community Development</u> Merged with General Fund 7/01/02					
100-2101 Building Division	\$ 0	\$ 269,420	\$ 297,497	\$ 332,666	\$ 271,870
100-2201 Planning Division	0	182,866	412,670	188,226	207,360
100-2202 Planning Commission	0	9,782	7,150	10,778	11,622
Total Community Development	\$ 0	\$ 462,068	\$ 717,317	\$ 531,670	\$ 490,852
<u>Engineering Department</u> Merged with General Fund 7/01/02					
100-2301 Development Engineering	\$ 0	\$ 97,016	\$ 102,100	\$ 137,373	\$ 143,810
100-2302 Construction Inspection	0	38,104	35,094	51,075	43,286
100-2303 Engineering Services (Traffic)	0	104,067	64,170	140,891	147,483
100-2304 NPDES Unit	0	118,292	114,337	125,154	129,701
Total Engineering	\$ 0	\$ 357,479	\$ 315,701	\$ 454,493	\$ 464,280
TOTAL GENERAL FUND SUPPLIES & SERVICES	\$ 3,383,515	\$ 5,035,312	\$ 4,830,234	\$ 5,950,987	\$ 6,170,274
Annual Percentage Change			42.76%	23.20%	3.68%

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - INTERNAL SERVICE EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>INTERNAL SERVICE</u>					
<u>Administration</u>					
100-1202 City Manager	\$ 29,550	\$ 27,072	\$ 27,072	\$ 30,687	\$ 31,245
100-1205 City Clerk	23,755	24,210	24,210	30,001	30,548
100-1206 Human Resources	16,018	18,092	18,092	27,493	28,017
Total Administration	\$ 69,323	\$ 69,374	\$ 69,374	\$ 88,181	\$ 89,810
<u>City Attorney</u>					
100-1203 City Attorney	\$ 11,650	\$ 11,766	\$ 11,766	\$ 13,278	\$ 13,480
Total City Attorney	\$ 11,650	\$ 11,766	\$ 11,766	\$ 13,278	\$ 13,480
<u>Economic Development</u>					
100-1204 Economic Development	\$ 10,179	\$ 13,652	\$ 13,652	\$ 36,481	\$ 36,771
Total Economic Development	\$ 10,179	\$ 13,652	\$ 13,652	\$ 36,481	\$ 36,771
<u>Finance</u>					
100-1301 Finance	\$ 60,732	\$ 49,373	\$ 49,373	\$ 73,454	\$ 77,454
100-1302 Purchasing	8,399	4,966	4,966	7,920	8,042
100-1701 Non-Departmental	13,836	13,836	13,836	19,824	19,912
Total Finance	\$ 82,967	\$ 68,175	\$ 68,175	\$ 101,198	\$ 105,408
<u>Police</u>					
100-1501 Police Department	\$ 553,540	\$ 792,492	\$ 792,492	\$ 839,668	\$ 865,746
Total Police	\$ 553,540	\$ 792,492	\$ 792,492	\$ 839,668	\$ 865,746

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - INTERNAL SERVICE EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Parks and Recreation Department</u>					
100-1602 Landscape Division	\$ 14,087	\$ 28,386	\$ 28,386	\$ 36,275	\$ 37,247
100-1401 Village Resource Center	1,976	4,646	4,646	8,714	8,917
Total Parks and Recreation	\$ 16,063	\$ 33,032	\$ 33,032	\$ 44,989	\$ 46,164
<u>Public Works Department</u>					
100-1603 Streets Division	\$ 140,668	\$ 223,829	\$ 223,829	\$ 320,684	\$ 379,109
Total Public Works	\$ 140,668	\$ 223,829	\$ 223,829	\$ 320,684	\$ 379,109
<u>Community Development</u> Merged with General Fund 7/01/02					
100-2101 Building Division	\$ 0	\$ 138,007	\$ 138,007	\$ 182,130	\$ 185,461
100-2201 Planning Division	0	78,409	78,409	93,806	95,215
Total Community Development	\$ 0	\$ 216,416	\$ 216,416	\$ 275,936	\$ 280,676
<u>Engineering Department</u> Merged with General Fund 7/01/02					
100-2301 Development Engineering	\$ 0	\$ 42,231	\$ 42,231	\$ 76,814	\$ 77,729
100-2302 Construction Inspection	0	74,952	74,952	78,060	79,491
100-2303 Engineering Services (Traffic)	0	25,286	25,286	25,751	26,224
100-2304 NPDES Unit	0	6,343	6,343	6,093	6,195
Total Engineering	\$ 0	\$ 148,812	\$ 148,812	\$ 186,718	\$ 189,639
TOTAL GENERAL FUND INTERNAL SERVICE	\$ 884,390	\$ 1,577,548	\$ 1,577,548	\$ 1,907,133	\$ 2,006,803
Annual Percentage Change			78.38%	20.89%	5.23%

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - CAPITAL OUTLAY EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>CAPITAL OUTLAY</u>					
<u>Legislative</u>					
100-1201 Legislative	\$ 0	\$ 0	\$ 1,700	\$ 0	\$ 0
Total Legislative	\$ 0	\$ 0	\$ 1,700	\$ 0	\$ 0
<u>Administration</u>					
100-1202 City Manager	\$ 5,000	\$ 5,000	\$ 576	\$ 0	\$ 0
100-1205 City Clerk	2,433	14,789	14,789	0	0
100-1206 Human Resources	3,814	0	3,000	8,000	0
Total Administration	\$ 11,247	\$ 19,789	\$ 18,365	\$ 8,000	\$ 0
<u>City Attorney</u>					
100-1203 City Attorney	\$ 549	\$ 0	\$ 0	\$ 0	\$ 0
Total City Attorney	\$ 549	\$ 0	\$ 0	\$ 0	\$ 0
<u>Economic Development</u>					
100-1204 Economic Development	\$ 5,170	\$ 5,100	\$ 200	\$ 0	\$ 0
Total Economic Development	\$ 5,170	\$ 5,100	\$ 200	\$ 0	\$ 0
<u>Finance</u>					
100-1301 Finance	\$ 10,547	\$ 3,000	\$ 7,500	\$ 9,295	\$ 5,200
100-1302 Purchasing	2,160	0	0	2,150	0
100-1701 Non-Departmental	86,350	1,289	13,111	0	0
Total Finance	\$ 99,057	\$ 4,289	\$ 20,611	\$ 11,445	\$ 5,200
<u>Police</u>					
100-1501 Police Department	\$ 51,286	\$ 180,700	\$ 176,000	\$ 52,300	\$ 75,100
Total Police	\$ 51,286	\$ 180,700	\$ 176,000	\$ 52,300	\$ 75,100

Budget For Fiscal Years 2003/04 - 2004/05

GENERAL FUND - CAPITAL OUTLAY EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Parks and Recreation Department</u>					
100-1401 Village Resource Center	\$ 1,475	\$ 0	\$ 0	\$ 0	\$ 0
100-1412 Police Activities League	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>
Total Parks and Recreation	\$ 1,475	\$ 0	\$ 0	\$ 2,500	\$ 2,500
<u>Public Works Department</u>					
100-1603 Streets Division	\$ 86,585	\$ 205,000	\$ 370,000	\$ 81,200	\$ 310,000
Total Public Works	\$ 86,585	\$ 205,000	\$ 370,000	\$ 81,200	\$ 310,000
<u>Community Development</u> <i>Merged with General Fund 7/01/02</i>					
100-2101 Building Division	\$ 0	\$ 101,800	\$ 80,000	\$ 70,000	\$ 9,500
100-2201 Planning Division	<u>0</u>	<u>22,830</u>	<u>17,500</u>	<u>39,500</u>	<u>9,500</u>
Total Community Development	\$ 0	\$ 124,630	\$ 97,500	\$ 109,500	\$ 19,000
<u>Engineering Department</u> <i>Merged with General Fund 7/01/02</i>					
100-2301 Development Engineering	\$ 0	\$ 3,150	\$ 1,500	\$ 5,000	\$ 0
100-2302 Construction Inspection	0	30,100	23,000	0	0
100-2303 Engineering Services (Traffic)	0	25,250	25,250	0	0
100-2304 NPDES Unit	<u>0</u>	<u>6,000</u>	<u>6,000</u>	<u>0</u>	<u>0</u>
Total Engineering	\$ 0	\$ 64,500	\$ 55,750	\$ 5,000	\$ 0
TOTAL GENERAL FUND CAPITAL OUTLAY	<u><u>\$ 255,369</u></u>	<u><u>\$ 604,008</u></u>	<u><u>\$ 740,126</u></u>	<u><u>\$ 269,945</u></u>	<u><u>\$ 411,800</u></u>
Annual Percentage Change			189.83%	-63.53%	52.55%

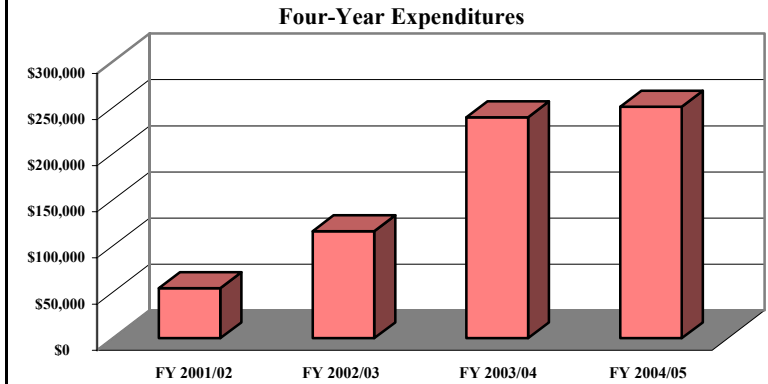
Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Legislative
Fund/Division Number:	100-1201	Division:	City Council

Description

The Legislative Division is the policy-making body for the City. Implementation is accomplished through the adoption of ordinances, policies and resolutions, the approval of contracts and agreements, and adoption of the City budget. The City Council is composed of a directly elected Mayor and four Council members elected at large.

- Attended 32 City Council Meetings and 27 Redevelopment Agency Meetings
- Conducted 12 City Council Workshops
- Adopted 243 City Council Resolutions and 17 Redevelopment Agency Resolutions
- Passed 27 Ordinances for inclusion into the Municipal Code
- Approved 147 Agreements / Contracts



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 24,993	\$ 61,796	\$ 62,057	\$ 163,845	\$ 171,900
Supplies and Services	29,417	51,093	52,331	75,563	78,931
Capital Outlay	0	0	1,700	0	0
Total	\$ 54,410	\$ 112,889	\$ 116,088	\$ 239,408	\$ 250,831
Annual Percentage Change			113.36%	106.23%	4.77%

Commentary

Other than an increase for CPI, the proposed 2003/04 and 2004/05 are consistent with the 2002/03 budget. In 2003/04, an Assistant to the City Manager has been re-allocated from the City Manager's office to the Legislative division.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Legislative
Fund/Division Number:	100-1201	Division:	City Council

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Mayor	1.00	1.00	1.00	1.00	1.00
Council Members	4.00	4.00	4.00	4.00	4.00
Executive Assistant	0.00	0.00	0.00	1.00	1.00
Total FTE	5.00	5.00	5.00	6.00	6.00

PERSONNEL SERVICES

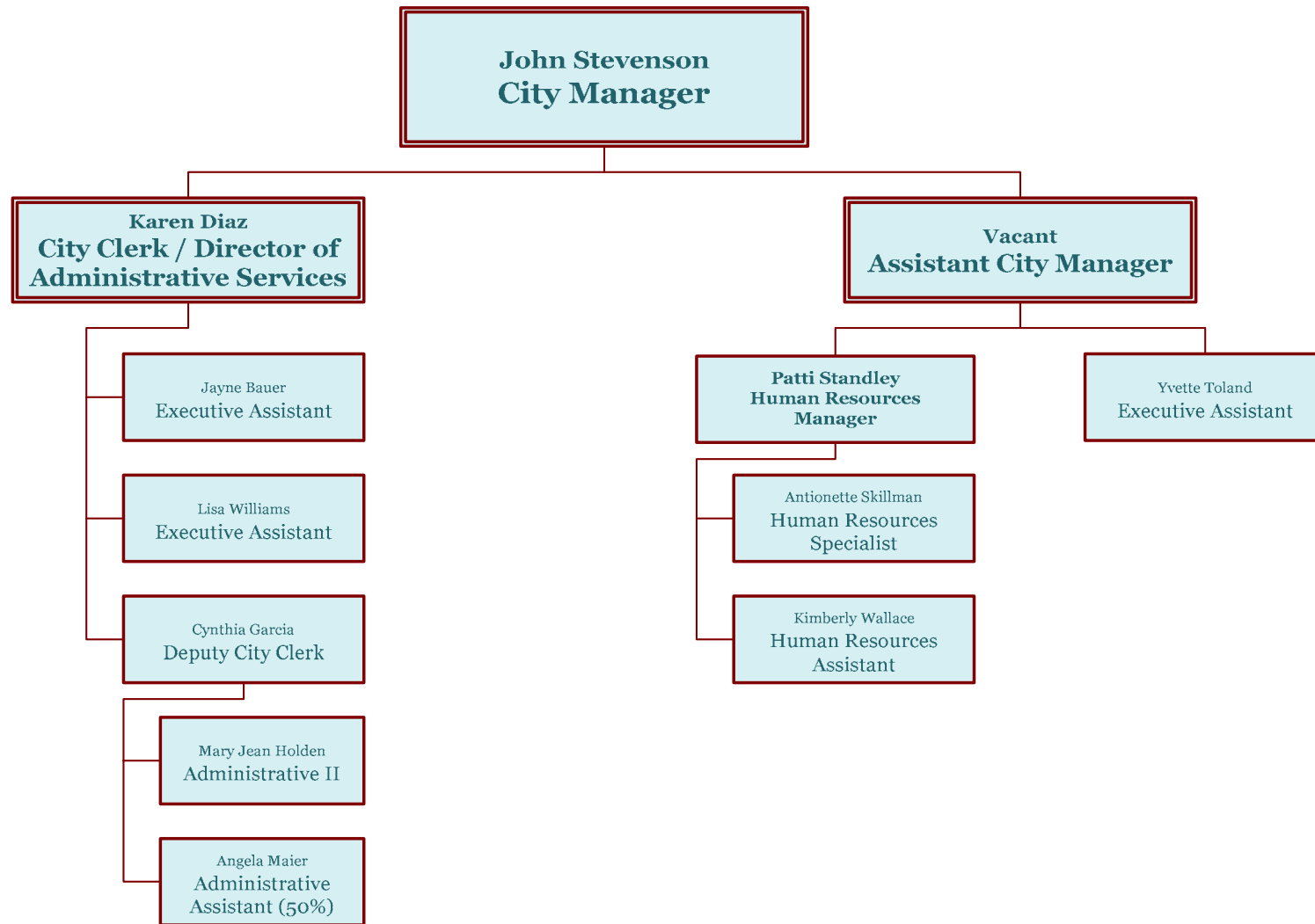
51205 Salary - Part-time	\$ 20,700	\$ 29,670	\$ 29,670	\$ 97,718	\$ 99,307
52305 Life Insurance	0	273	259	364	382
52310 Health Insurance	0	20,169	20,511	30,816	33,896
52315 Dental Insurance	1,606	4,896	4,896	6,528	7,358
52316 Employee Assist Program	151	0	0	39	41
52318 Vision Care	177	1,062	1,062	1,416	1,704
53400 Retirement	1,802	3,129	3,129	19,335	21,186
53405 Survivor Benefits	0	144	144	216	216
53410 Workers Comp. Ins.	0	1,062	1,059	4,700	5,012
53415 Medicare	557	430	430	495	495
53420 FICA Tax	0	368	368	424	424
53425 LTD Insurance	0	593	529	1,795	1,880
Total	\$ 24,993	\$ 61,796	\$ 62,057	\$ 163,845	\$ 171,900

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Legislative
Fund/Division Number:	100-1201	Division:	City Council

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 4,314	\$ 10,250	\$ 5,000	\$ 8,000	\$ 8,100
60110 Publications, Dues, Licenses	8,329	15,375	22,000	26,200	27,000
60140 Special Supplies	0	420	0	0	0
70130 Insurance	0	538	550	2,863	2,831
70140 Special Services	79	420	12,000	20,000	20,000
70145 Communication	3,047	2,565	2,000	2,500	3,000
70160 Travel, Lodging & Meals	13,148	6,150	6,150	8,000	9,000
70170 Training & Conferences	500	15,375	4,631	8,000	9,000
Total	\$ 29,417	\$ 51,093	\$ 52,331	\$ 75,563	\$ 78,931
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 0	\$ 0	\$ 1,700	\$ 0	\$ 0
Total	\$ 0	\$ 0	\$ 1,700	\$ 0	\$ 0

City Administration



City Administration



The ***City Administration Department*** includes the City Manager's office and is responsible for the implementation of Council policy.

The ***City Clerk's Office*** oversees the records management system, and is responsible for the production and publication of agendas and minutes for the City Council and Redevelopment Agency; enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices, and conflicts of interest.

The ***Human Resources Division*** is responsible to ensure a fair and equitable process for recruitment and selection, employee and labor relations, classification, performance evaluation, salary and benefits administration, training and coordination, employee assistance and worker's compensation benefits.

Divisions

City Manager

City Clerk

Human Resources

Mission Statements

City Manager - *To provide responsive service to the citizens of Brentwood in a reasonable amount of time.*

City Clerk - *To provide a link between citizens and government through the dissemination of information and ensure the preservation, access and integrity of public records.*

Human Resources - *To provide prompt, courteous assistance to all internal and external customers in accordance with legal requirements, rules, regulations and departmental policies.*

City Administration

Services

City Manager

Administrative Functions
Community Service
City Council Subcommittees

City Clerk

City Council Agenda Packets
Notary Public
City Records Management

Department Accomplishments

- Maintained and improved the City's economic strength
- Completed the current list of priority Capital Improvement Projects
- Prepared the next priority list of Capital Improvement Projects
- Implemented the Agricultural Preservation Program
- Attracted and maintained the highest quality City staff
- Community Service
- Regional cooperation

City Administration

Services (Cont.)

Human Resources

Recruitment
Benefits
Workmen's Compensation
Labor Negotiations
Organizational Development

Department Goals

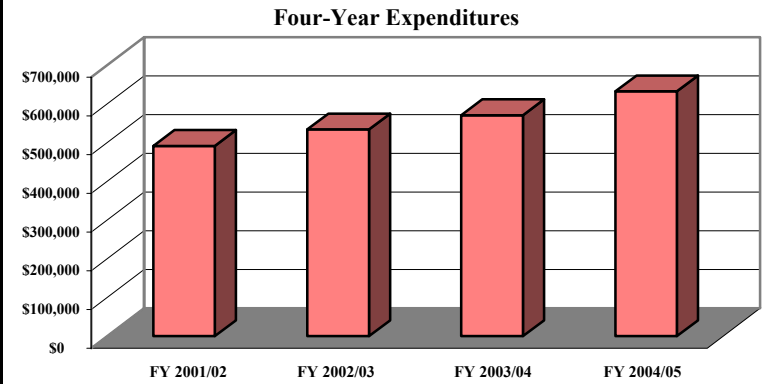
- Initiate monthly press briefings to provide the print media with information about city wide projects and programs
- Initiate and continue an ongoing program of employee training to include customer service/etiquette
- Utilize closed sessions as legally appropriate as well as Council workshops to communicate with the Council
- Develop a draft Personnel Rules and Regulations Policy Manual for Council review and adoption
- Meet and confer with the various bargaining units regarding implementation of the new Personnel Rules and Regulations Policy Manual
- Initiate negotiations with various labor units seeking multi-year agreements to include an enhanced retirement program
- Continue to participate in and expand the involvement of department staff in the organizational development/team building process

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Administration
Fund/Division Number:	100-1202	Division:	City Manager

Performance Measures

- Attended 32 City Council Meetings and 27 Redevelopment Agency Meetings
- Served on 50 sub-committees
- Attended 8 bargaining unit sessions
- Attended 24 community events
- Attended 2 groundbreaking events



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 401,932	\$ 440,677	\$ 411,669	\$ 445,177	\$ 501,881
Supplies and Services	54,767	70,690	94,577	94,538	99,130
Internal Service	29,550	27,072	27,072	30,687	31,245
Capital Outlay	5,000	5,000	576	0	0
Total	\$ 491,249	\$ 543,439	\$ 533,894	\$ 570,402	\$ 632,256
Annual Percentage Change			8.68%	6.84%	10.84%

Commentary

In 2003/04, an Executive Assistant to the City Manager has been re-allocated from the City Manager's office to the Legislative division.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Administration
Fund/Division Number:	100-1202	Division:	City Manager

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
City Manager	1.00	0.85	0.85	1.00	1.00
Assistant City Manager	0.00	0.70	0.70	0.50	0.50
Administrative Assistant II	0.00	0.00	0.00	0.00	0.50
Executive Assistant	2.16	2.35	2.35	1.00	1.00
Total FTE	3.16	3.90	3.90	2.50	3.00

<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 296,311	\$ 310,796	\$ 290,374	\$ 298,642	\$ 330,808
50105 Salary - Job Share	21,960	0	0	0	0
50150 Salary - Bilingual	325	0	0	0	0
51200 Salary - Overtime	4,661	9,000	7,494	9,000	9,000
51300 Automobile Allowance	6,600	6,120	0	0	0
51305 Management Incentive	600	0	6,704	8,476	8,476
52300 Deferred Comp.	1,933	2,046	2,046	1,980	1,980
52305 Life Insurance	669	1,162	1,065	1,537	1,703
52310 Health Insurance	6,759	26,220	23,587	19,260	25,422
52311 Flexible Benefits Plan	106	80	83	83	83
52315 Dental Insurance	4,386	6,365	5,928	4,080	5,519
52316 Employee Assist Program	111	137	144	98	123
52318 Vision Care	1,160	1,381	1,381	885	1,278
52320 Retiree Medical Insurance	18,502	16,300	16,490	18,378	19,664
53400 Retirement	25,514	40,193	37,552	58,695	70,110
53405 Survivor Benefit	0	140	140	90	108
53410 Workers Comp. Ins.	6,395	10,912	10,165	14,269	16,585
53415 Medicare	4,076	3,726	3,438	4,482	4,948
53425 LTD Insurance	1,864	6,099	5,079	5,223	6,075
Total	\$ 401,932	\$ 440,677	\$ 411,669	\$ 445,177	\$ 501,881

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Administration
Fund/Division Number:	100-1202	Division:	City Manager

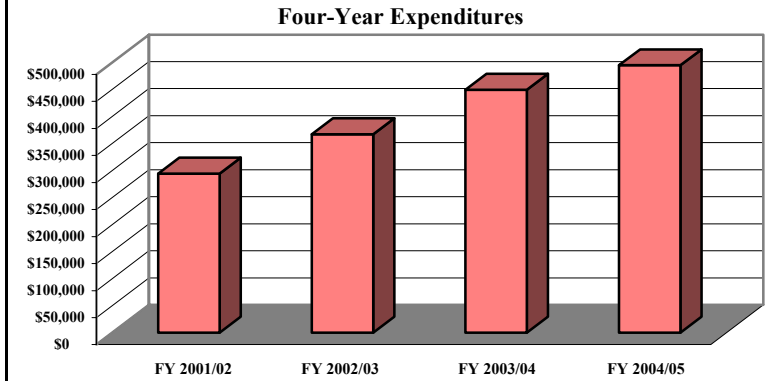
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 16,640	\$ 22,260	\$ 22,260	\$ 20,000	\$ 21,000
60110 Publications, Dues, Licenses	9,758	2,535	2,535	2,500	2,600
60140 Special Supplies	0	420	420	400	420
70125 Equipment Rental	0	0	237	0	0
70130 Insurance	7,013	4,975	4,200	9,138	9,160
70140 Special Services	5,364	1,575	5,000	1,500	1,600
70145 Communication	2,878	3,300	3,300	3,000	3,150
70150 Advertising	999	0	500	9,000	9,500
70160 Travel, Lodging & Meals	5,336	11,025	11,025	10,000	10,500
70170 Training & Conferences	936	2,825	4,000	4,000	4,200
70191 Volunteer Program	0	0	0	5,000	5,000
70239 Legal Services	5,843	6,825	12,500	0	0
70240 Contractual Services	0	14,950	28,600	30,000	32,000
Total	\$ 54,767	\$ 70,690	\$ 94,577	\$ 94,538	\$ 99,130
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 20,052	\$ 16,360	\$ 16,360	\$ 20,933	\$ 21,491
82703 Information Systems	3,918	4,272	4,272	4,109	4,109
82704 Building Replacement Fund	5,580	5,580	5,580	5,472	5,472
82705 Tuition Program	0	860	860	173	173
Total	\$ 29,550	\$ 27,072	\$ 27,072	\$ 30,687	\$ 31,245
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 5,000	\$ 5,000	\$ 576	\$ 0	\$ 0
Total	\$ 5,000	\$ 5,000	\$ 576	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Administration
Fund/Division Number:	100-1205	Division:	City Clerk

Performance Measures

- Produced 32 City Council Agenda Packets and 27 Redevelopment Agency Packets
- Processed 386 U.S. Passport applications and 306 Passport Photos
- Responded to 105 Public Records requests consisting of 1257 pages and 12 audio tapes
- Opened and processed 36 new Tort Claims and closed 19 Claims
- Prepared, logged and indexed 434 City Council Actions.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 205,388	\$ 256,351	\$ 233,089	\$ 339,189	\$ 367,857
Supplies and Services	62,820	94,516	95,105	80,195	96,365
Internal Service	23,755	24,210	24,210	30,001	30,548
Capital Outlay	2,433	14,789	14,789	0	0
Total	<u>\$ 294,396</u>	<u>\$ 389,866</u>	<u>\$ 367,193</u>	<u>\$ 449,385</u>	<u>\$ 494,770</u>
Annual Percentage Change			24.73%	22.38%	10.10%

Commentary

The significant difference between the proposed 2003/04 and 2004/05 budgets is the cost for election services.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Administration
Fund/Division Number:	100-1205	Division:	City Clerk

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
City Clerk/Director of Admin Servs	1.00	0.90	0.90	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.50	1.50	1.50
Total FTE	3.00	2.90	3.40	3.50	3.50

<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 157,493	\$ 194,287	\$ 168,827	\$ 233,421	\$ 248,868
51200 Salary - Overtime	1,162	1,025	2,500	2,500	3,000
51305 Management Incentive	50	0	554	678	678
52300 Deferred Comp.	1,140	1,188	1,188	2,640	2,640
52305 Life Insurance	533	677	667	1,145	1,282
52310 Health Insurance	15,318	19,497	19,724	26,964	29,659
52311 Flexible Benefits Plan	106	80	83	83	83
52315 Dental Insurance	4,282	4,733	4,925	5,712	6,439
52316 Employee Assist Program	99	102	126	137	144
52318 Vision Care	1,063	1,027	1,204	1,239	1,491
53400 Retirement	16,658	21,893	21,833	45,877	52,744
53405 Survivor Benefit	0	104	122	126	126
53410 Workers Comp. Ins.	4,031	5,944	5,910	11,153	12,477
53415 Medicare	2,278	2,472	2,473	3,433	3,657
53425 LTD Insurance	1,175	3,322	2,953	4,083	4,570
Total	\$ 205,388	\$ 256,351	\$ 233,089	\$ 339,189	\$ 367,857

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Administration
Fund/Division Number:	100-1205	Division:	City Clerk

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 7,187	\$ 5,435	\$ 7,000	\$ 10,000	\$ 10,200
60110 Publications, Dues, Licenses	1,067	820	1,500	2,000	2,000
70110 Equipment/Vehicle Maintenance	0	515	0	0	0
70130 Insurance	4,231	2,516	5,000	6,495	6,665
70140 Special Services	35,878	35,980	35,980	20,000	35,000
70145 Communication	1,283	1,500	1,500	2,200	2,500
70150 Advertising	4,749	22,550	22,000	20,000	20,000
70160 Travel, Lodging & Meals	3,463	4,600	4,600	5,000	5,200
70170 Training & Conferences	2,410	4,100	4,100	4,500	4,800
70239 Legal Services	0	3,075	0	0	0
70240 Contractual Services	2,552	13,425	13,425	10,000	10,000
Total	\$ 62,820	\$ 94,516	\$ 95,105	\$ 80,195	\$ 96,365

<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 14,719	\$ 14,143	\$ 14,143	\$ 20,500	\$ 21,047
82703 Information Systems	4,236	4,627	4,627	4,872	4,872
82704 Building Replacement Fund	4,800	4,800	4,800	4,500	4,500
82705 Tuition Program	0	640	640	129	129
Total	\$ 23,755	\$ 24,210	\$ 24,210	\$ 30,001	\$ 30,548

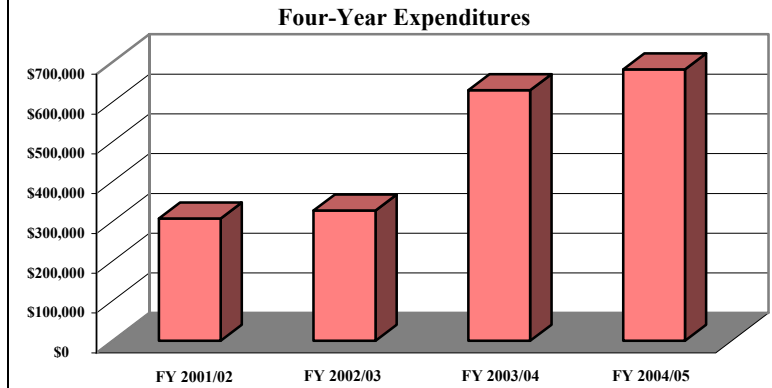
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 2,433	\$ 14,789	\$ 14,789	\$ 0	\$ 0
Total	\$ 2,433	\$ 14,789	\$ 14,789	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Administration
Fund/Division Number:	100-1206	Division:	Human Resources

Performance Measures

- Processed 30 recruitments
- Hired 59 new employees (35 full-time and 24 part-time)
- Attended 14 bargaining unit sessions
- Handled 16 Workmen's Compensation claims
- Processed 2,050 employee applications
- Processed and distributed 258 Performance Evaluations



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 217,571	\$ 262,683	\$ 242,835	\$ 428,395	\$ 447,970
Supplies and Services	69,873	100,314	63,900	166,205	206,120
Internal Service	16,018	18,092	18,092	27,493	28,017
Capital Outlay	3,814	0	3,000	8,000	0
Total	\$ 307,276	\$ 381,089	\$ 327,827	\$ 630,093	\$ 682,107
Annual Percentage Change			6.69%	92.20%	8.25%

Commentary

The proposed 2003/04 budget includes anticipated costs associated with the comprehensive legal review of the city's first personnel policy manual and employee related issues. The personnel policy manual is both an important document and step forward for the city as it formalizes its personnel practices in support of fair and equitable practices for all employees.

Additionally, the proposed budget includes funds to upgrade the Human Resource Information System (HRIS) which will assist the department in tracking applicants in both the recruitment and selection process and benefits administration.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Administration
Fund/Division Number:	100-1206	Division:	Human Resources

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Assistant City Manager	0.00	0.30	0.30	0.50	0.50
Human Resources Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	1.00
Executive Assistant	0.00	0.15	0.15	0.50	0.50
Human Resources Assistant	0.00	0.00	1.00	1.00	1.00
Total FTE	2.00	2.45	3.45	4.00	4.00

PERSONNEL SERVICES

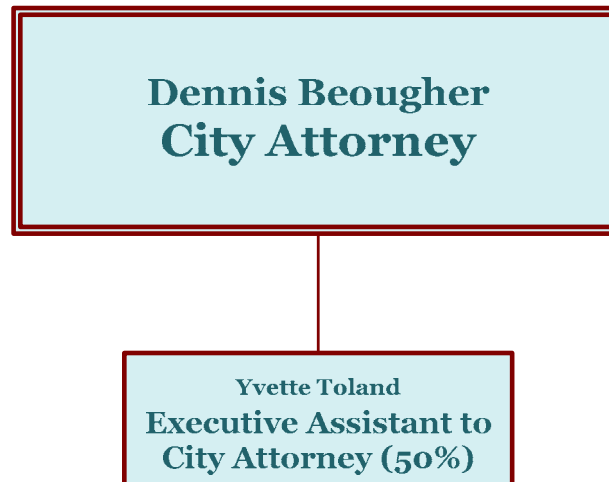
50100 Salary - Regular	\$ 173,548	\$ 201,998	\$ 181,202	\$ 302,155	\$ 309,650
50150 Salary - Bilingual	325	0	0	0	0
51200 Salary - Overtime	390	1,500	1,500	1,500	1,500
51305 Management Incentive	0	0	185	339	339
52300 Deferred Comp.	1,140	1,716	1,716	1,980	1,980
52305 Life Insurance	570	818	760	1,199	1,269
52310 Health Insurance	10,803	16,471	16,171	30,816	33,896
52311 Flexible Benefits Plan	106	80	83	83	83
52315 Dental Insurance	3,911	3,998	5,443	6,528	7,358
52316 Employee Assist Program	93	86	128	156	164
52318 Vision Care	1,004	867	1,221	1,416	1,704
53400 Retirement	18,120	23,666	23,434	59,386	65,625
53405 Survivor Benefit	0	88	124	144	144
53410 Workers Comp. Ins.	4,969	6,425	6,343	14,437	15,525
53415 Medicare	1,287	1,379	1,356	2,973	3,046
53425 LTD Insurance	1,305	3,591	3,169	5,285	5,687
Total	\$ 217,571	\$ 262,683	\$ 242,835	\$ 428,395	\$ 447,970

Budget For Fiscal Years 2003/04 - 2004/05

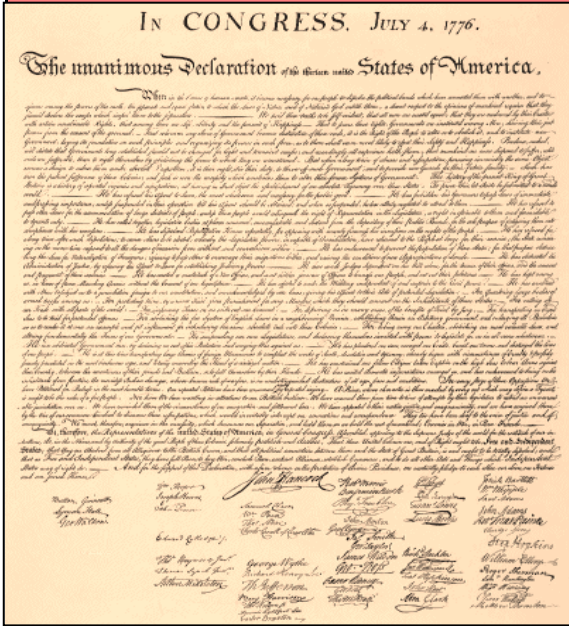
Fund Title:	General Fund	Department:	Administration
Fund/Division Number:	100-1206	Division:	Human Resources

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 6,148	\$ 6,850	\$ 5,500	\$ 6,650	\$ 6,550
60110 Publications, Dues, Licenses	4,157	3,790	3,200	3,315	3,600
70130 Insurance	4,583	3,474	2,200	7,515	7,450
70140 Special Services	21,182	3,450	16,000	1,400	2,000
70145 Communication	887	1,300	850	1,000	1,000
70150 Advertising	0	1,025	1,200	1,600	1,000
70160 Travel, Lodging & Meals	2,097	5,775	650	6,050	6,420
70170 Training & Conferences	8,621	26,600	1,000	24,775	39,200
70239 Legal Services	13,886	10,000	10,000	85,000	75,000
70240 Contractual Services	6,402	34,550	20,000	26,600	58,000
70241 Service Award	1,910	3,500	3,300	2,300	5,900
Total	\$ 69,873	\$ 100,314	\$ 63,900	\$ 166,205	\$ 206,120
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 10,198	\$ 11,699	\$ 11,699	\$ 19,636	\$ 20,160
82703 Information Systems	2,220	2,032	2,032	2,748	2,748
82704 Building Replacement Fund	3,600	3,600	3,600	4,956	4,956
82705 Tuition Program	0	761	761	153	153
Total	\$ 16,018	\$ 18,092	\$ 18,092	\$ 27,493	\$ 28,017
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 3,814	\$ 0	\$ 3,000	\$ 8,000	\$ 0
Total	\$ 3,814	\$ 0	\$ 3,000	\$ 8,000	\$ 0

City Attorney



City Attorney



The **City Attorney's** office plans, manages, oversees and directs the operations and services of the City Attorney's Office; provides legal advice and representation to the City of Brentwood, including the City Council, staff, officers, boards and commissions; researches, prepares legal opinions; works with outside legal counsel providing specialized services to the City; coordinates activities with other City officials, departments, outside agencies, and organizations; provides responsible and complex legal support to the City Council and staff.

Mission Statement

Provide legal services and counsel on a wide range of legal issues for the City Council, city departments and related city boards and commissions.

Divisions

City Attorney



Services

Legal Council
City Mediation and Litigation
Research

Department Accomplishments

- Assisted in the review and processing of various subdivision maps, development agreements and entitlements that occurred in the City of Brentwood during 2002/03
- Responded to various legal questions asked by council members, commissioners, staff and the public raised during City Council and Planning Commission meetings
- Reviewed or assisted in the drafting of City Council resolutions and ordinances
- Provided legal assistance and legal research for various special projects requested by either the City Council, the public or staff members
- Worked to fully inform the City Council members and City Manager of new legislation, current legal issues and developments by maintaining open and continuous dialogue among the parties

City Attorney



Department Goals

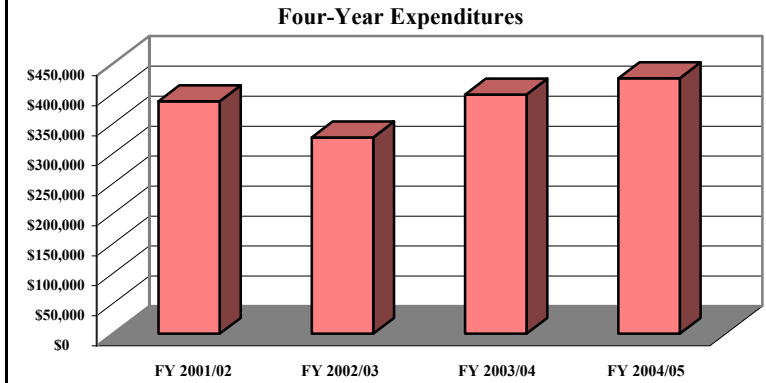
- Reduce the City's litigation through a close working relationship with the City Council, Risk Manager and City departments
- Provide defense for City Council, Boards, Bureaus, Commissions and employees in matters related to the business of the City
- Advise the City Council in matters related to the adoption of City ordinances, resolutions, contract agreements, leases and other policies related to the conduct of City business
- Continue to reduce costs
- Prepare a Code of Conduct to add it to the City Council Meeting Rules and Procedures

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	City Attorney
Fund/Division Number:	100-1203	Division:	City Attorney

Performance Measures

- Attended 3 legal conferences/seminars
- Attended 32 City Council meetings
- Handled 8 possible litigation cases



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 187,109	\$ 188,984	\$ 169,144	\$ 236,583	\$ 256,412
Supplies and Services	188,575	113,867	146,700	149,091	156,408
Internal Service	11,650	11,766	11,766	13,278	13,480
Capital Outlay	549	0	0	0	0
Total	\$ 387,883	\$ 314,617	\$ 327,610	\$ 398,952	\$ 426,300
Annual Percentage Change			-15.54%	21.78%	6.85%

Commentary

Created new half-time position, Executive Assistant to the City Attorney, for the City Attorney Department.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	City Attorney
Fund/Division Number:	100-1203	Division:	City Attorney

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
City Attorney	1.00	0.90	0.90	1.00	1.00
Executive Assistant	0.32	0.50	0.50	0.50	0.50
Total FTE	1.32	1.40	1.40	1.50	1.50

PERSONNEL SERVICES

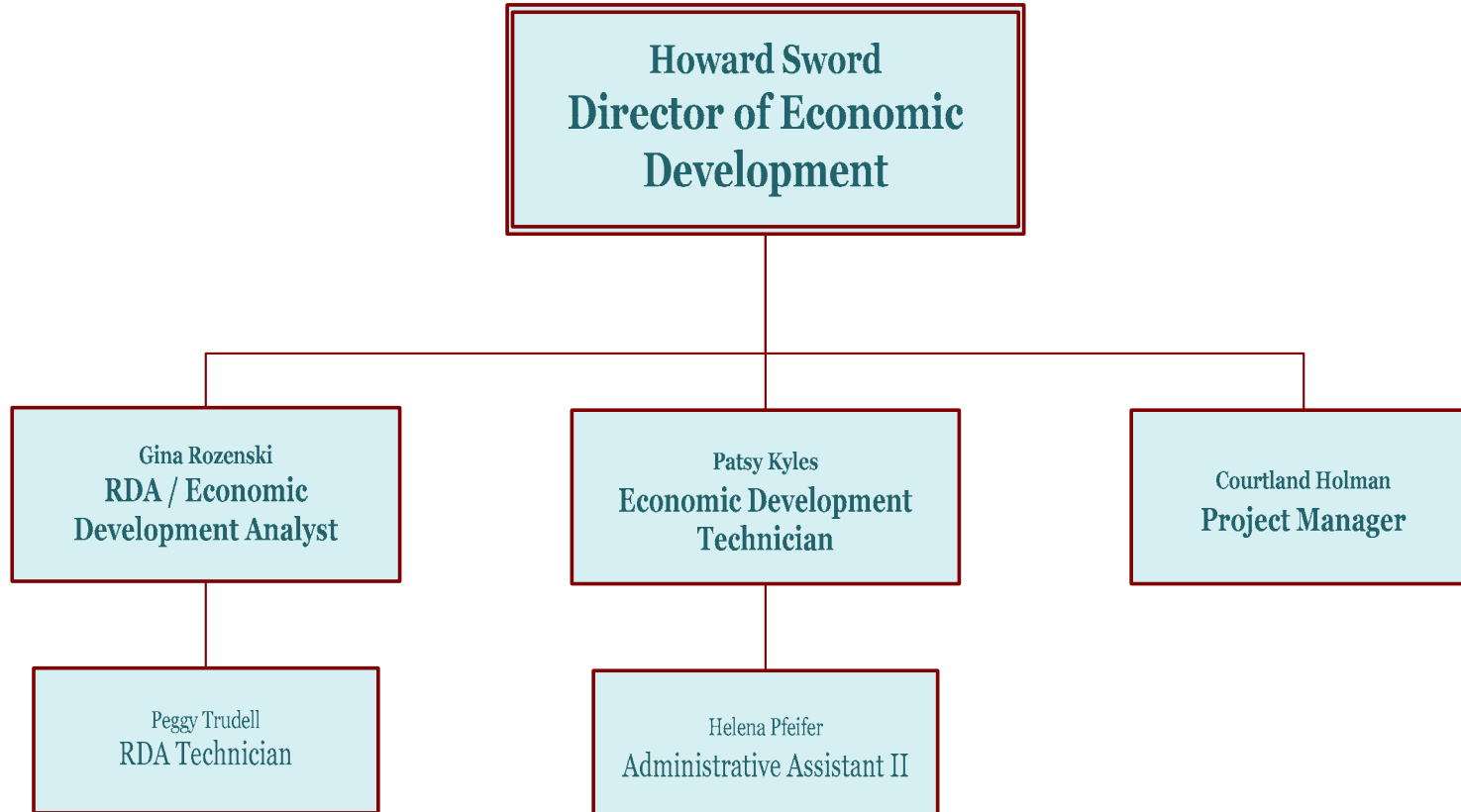
50100	Salary - Regular	\$ 138,854	\$ 145,851	\$ 134,000	\$ 171,534	\$ 183,074
50105	Salary - Job Share	14,953	0	0	0	0
51200	Salary - Overtime	90	0	0	0	0
51305	Management Incentive	50	0	554	678	678
52300	Deferred Comp.	1,140	1,188	1,188	1,320	1,320
52305	Life Insurance	555	596	642	895	1,008
52310	Health Insurance	5,858	9,412	4,444	11,556	12,711
52311	Flexible Benefits Plan	106	80	83	83	83
52315	Dental Insurance	1,405	2,285	1,302	2,448	2,759
52316	Employee Assist Prog	50	49	52	59	62
52318	Vision Care	534	496	496	531	639
53400	PERS Retirement	15,716	18,862	17,329	33,713	38,800
53405	PERS Survivor Benefit	0	50	50	54	54
53410	Workers' Compensation	4,388	5,121	4,691	8,196	9,179
53415	Medicare	2,272	2,132	1,968	2,516	2,684
53425	LTD Insurance	1,138	2,862	2,344	3,000	3,362
Total		\$ 187,109	\$ 188,984	\$ 169,144	\$ 236,583	\$ 256,412

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	City Attorney
Fund/Division Number:	100-1203	Division:	City Attorney

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 2,764	\$ 1,575	\$ 3,000	\$ 3,000	\$ 3,150
60110 Publications, Dues, Licenses	5,931	5,250	6,000	6,000	6,300
70130 Insurance	3,322	1,647	1,700	4,091	4,208
70140 Special Services	47,209	630	10,000	10,000	10,500
70145 Communication	1,146	315	1,000	1,000	1,000
70160 Travel, Lodging & Meals	1,019	1,300	2,000	2,000	2,100
70170 Training & Conferences	1,323	3,150	3,000	3,000	3,150
70239 Legal Services	122,827	100,000	120,000	120,000	126,000
70240 Contractual Services	3,034	0	0	0	0
Total	\$ 188,575	\$ 113,867	\$ 146,700	\$ 149,091	\$ 156,408
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 5,898	\$ 5,447	\$ 5,447	\$ 7,562	\$ 7,764
82703 Information Systems	952	1,210	1,210	1,250	1,250
82704 Building Replacement Fund	4,800	4,800	4,800	4,404	4,404
82705 Tuition Program	0	309	309	62	62
Total	\$ 11,650	\$ 11,766	\$ 11,766	\$ 13,278	\$ 13,480
<u>CAPITAL OUTLAY</u>					
90077 Settlements	\$ 549	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 549	\$ 0	\$ 0	\$ 0	\$ 0

Economic Development



Economic Development



Economic Development is responsible for the development of programs and activities designed to encourage business creation, attraction, retention, and expansion within the community. The Division provides primary staff support to the City of Brentwood ***Redevelopment Agency*** for implementation of the City's two redevelopment project areas, and serves as liaison with local and regional Economic Development Agencies and organizations.

Divisions

***Economic Development
Redevelopment Agency***

Mission Statement

*The mission of the **Economic Development** effort is to promote, establish, develop and support economic development opportunities in the City of Brentwood by assisting in business creation, attraction, retention and expansion, and to implement the goals and objectives of the Brentwood General Plan and Redevelopment.*

Economic Development

Services

Economic Development

City Marketing Programs and Partnerships
Development
City Rentals

Redevelopment Agency

Administration and Projects
Low / Moderate Housing
Debt Service
North Brentwood RDA Administration
North Brentwood RDA Debt Service

Department Accomplishments

- Initiated and completed City Hall needs assessment
- Initiated interim City Hall space planning
- Facilitated planning for the Corporation Yard relocation
- Initiated construction of Sunset Industrial Complex
- Developed sales strategy and criteria for Sunset Industrial Complex
- Completed Phase I Downtown Parking Study and initiated Phase II of study
- Negotiated Ellison PEC Grant and Fee Deferment
- Coordinated and participated in commercial and industrial projects including Sand Creek Business Center, Gregory Ranch, Cowell (Vineyards at Marsh Creek), AIG Sand Creek Crossings closeout, Maggiore property, Muir Medical Center, Andrade property, Lone Tree Plaza (Home Depot, et al), Arcadia, Donahue Schreiber, Walker (California Family Fitness, McDonalds, et al), MV Realty (Lone Tree location), Les Schwab, AIG Fairview & Balfour proposal, Cox Property, Strauss Phase II on Walnut, and Valdry Court Motel Proposal
- Facilitated Art Commission's Gallery at the Technical Center
- Presented successful application for Inter-regional Partnership Opportunity Zone Designation
- Initiated the Downtown and Brentwood Boulevard Economic Strategy plans
- Initiated the Manufacturing Attraction Strategy contract
- Coordinated the Brentwood Experience Marketing Program with the Chamber of Commerce
- Completed negotiations with Brentwood Readymix Concrete to move from Brentwood Boulevard to the Sunset Industrial Center
- Participated in the development of the Inclusionary Housing Strategy
- Coordinated the 2003 Summer Concerts in the Park series with Parks and Recreation
- Provided orientation and coordination for new business interest inquiries

Economic Development



Department Goals

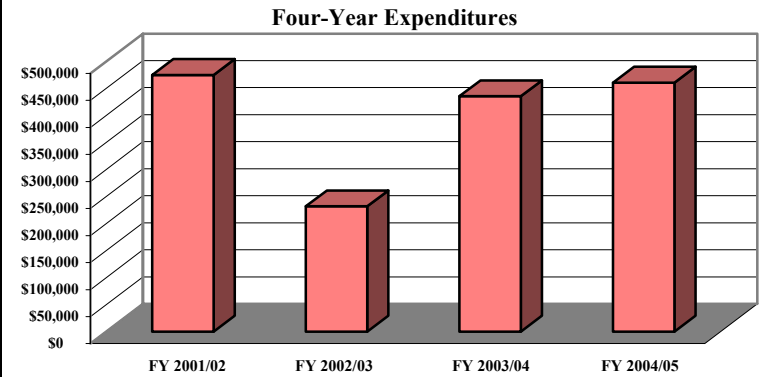
- Prepare and implement a Manufacturing Attraction Program
- Prepare an Economic Redevelopment Strategy for the Downtown and Brentwood Boulevard corridor
- Improve the entitlement development process for commercial and industrial projects focusing on the Muir Medical center
- Remedy the RDA project areas affordable housing deficit
- Complete the Downtown Parking Structure Study and develop an implementation strategy

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Economic Development
Fund/Division Number:	100-1204	Division:	Economic Development

Performance Measures

- Coordinated and participated in 19+ commercial and industrial projects
- Participated in 4 Capital Improvement projects
- Started construction on commercial projects totaling 850,000 square feet
- Finalized entitlements for a 28-acre industrial project (Sunset Industrial Complex)
- Completed a 260,000 square foot community center (Sand Creek Crossing)



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 295,041	\$ 131,971	\$ 132,540	\$ 181,865	\$ 198,692
Supplies and Services	164,371	186,922	85,542	217,154	225,158
Internal Service	10,179	13,652	13,652	36,481	36,771
Capital Outlay	5,170	5,100	200	0	0
Total	\$ 474,761	\$ 337,645	\$ 231,934	\$ 435,500	\$ 460,621
Annual Percentage Change			-51.15%	87.77%	5.77%

Commentary

Certain projects were expanded in fiscal year 2002, such as special studies for Economic Development programs (\$80,000), marketing materials project (\$31,800) and an increase of (\$24,000) for contractual services with fiscal advisors Gruen + Gruen & Associates. Therefore, funding was moved to support the completion of those projects within fiscal year 2003.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Economic Development
Fund/Division Number:	100-1204	Division:	Economic Development

	<u>2001/02</u> Actual	<u>2002/03</u> Budget	<u>2002/03</u> Projected	<u>2003/04</u> Budget	<u>2004/05</u> Budget
<u>BUDGETED STAFFING LEVEL</u>					
Economic Development Director	1.00	0.50	0.50	0.60	0.60
Accounting Assistant I	0.25	0.00	0.00	0.00	0.00
Redevelop/Econ Dev Analyst	1.00	0.00	0.00	0.00	0.00
Economic Dev Technician	0.75	1.00	1.00	1.00	1.00
Executive Assistant	0.32	0.00	0.00	0.00	0.00
Total FTE	3.32	1.50	1.50	1.60	1.60

PERSONNEL SERVICES

50100 Salary - Regular	\$ 234,020	\$ 98,162	\$ 98,195	\$ 127,885	\$ 137,636
51200 Salary - Overtime	1,074	0	800	1,200	1,275
51205 Salary - Part-time	655	0	0	0	0
51305 Management Incentive	50	0	308	407	407
52300 Deferred Comp.	2,185	660	660	792	792
52305 Life Insurance	1,049	397	376	522	582
52310 Health Insurance	13,303	10,085	10,050	12,326	13,558
52311 Flexible Benefits Plan	106	80	83	83	83
52315 Dental Insurance	4,147	2,448	2,136	2,611	2,943
52316 Employee Assist Program	115	53	56	62	66
52318 Vision Care	1,199	531	531	566	682
53400 Retirement	24,668	12,695	12,699	25,135	29,170
53405 Survivor Benefit	0	54	54	58	58
53410 Workers Comp. Ins.	6,977	3,447	3,437	6,110	6,900
53415 Medicare	3,561	1,433	1,438	1,872	2,013
53425 LTD Insurance	1,932	1,926	1,717	2,237	2,528
Total	\$ 295,041	\$ 131,971	\$ 132,540	\$ 181,865	\$ 198,692

Budget For Fiscal Years 2003/04 - 2004/05

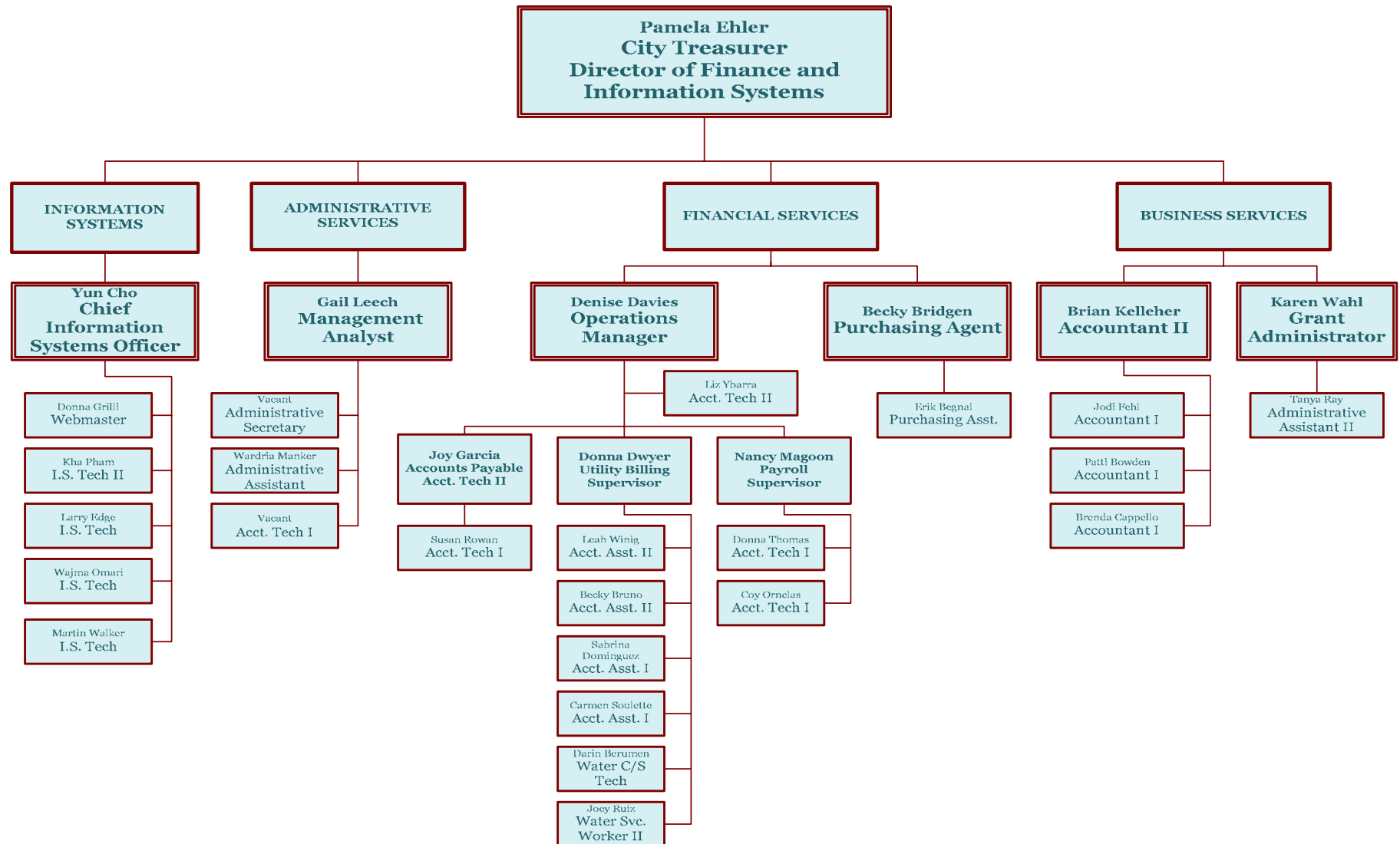
Fund Title:	General Fund	Department:	Economic Development
Fund/Division Number:	100-1204	Division:	Economic Development

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 14,361	\$ 3,060	\$ 10,000	\$ 6,000	\$ 6,500
60110 Publications, Dues, Licenses	6,505	9,700	23,350	21,100	22,165
60140 Special Supplies	0	100	200	32,000	35,000
70110 Equipment/Vehicle Maintenance	0	1,200	1,288	0	0
70120 Rental of Land & Building	0	0	14,204	11,918	12,514
70130 Insurance	4,895	1,437	1,200	3,236	3,354
70140 Special Services	999	0	2,500	80,400	80,425
70145 Communication	2,836	525	4,000	4,000	4,200
70148 BEDAC	16,717	55,000	0	0	0
70150 Advertising	7,643	2,000	2,000	0	0
70160 Travel, Lodging & Meals	7,387	4,000	4,000	6,000	6,500
70170 Training & Conferences	1,824	1,800	1,800	7,500	7,500
70190 Contributions to Other Agency	50,000	50,000	20,000	20,000	22,000
70239 Legal Services	0	13,100	0	0	0
70240 Contractual Services	51,204	45,000	1,000	25,000	25,000
Total	\$ 164,371	\$ 186,922	\$ 85,542	\$ 217,154	\$ 225,158

<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 5,283	\$ 7,919	\$ 7,919	\$ 10,879	\$ 11,169
82703 Information Systems	1,296	1,747	1,747	1,872	1,872
82704 Building Replacement Fund	3,600	3,600	3,600	23,652	23,652
82705 Tuition Program	0	386	386	78	78
Total	\$ 10,179	\$ 13,652	\$ 13,652	\$ 36,481	\$ 36,771

<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 5,170	\$ 5,100	\$ 200	\$ 0	\$ 0
Total	\$ 5,170	\$ 5,100	\$ 200	\$ 0	\$ 0

Finance and Information Systems



Finance and Information Systems



The *Finance and Information Services Department* provides support services to other City departments. These services include general accounting, budget preparation, investments, purchasing, payroll, accounts payable, accounts receivable, information systems support, business licenses and utility billing for Water, Wastewater and Solid Waste Enterprises.

Divisions

Financial Services
Business Services
Administrative Services
Information Services
Purchasing
Utility Billing

Mission Statement

The Finance and Information Services Department exists to provide financial management and quality customer service to the public, City Council and all City departments in the most efficient and cost effective manner in accordance with City policies and applicable laws.

Finance and Information Systems

Services

Financial Services

Accounting
Accounts Payable
Audit
Budget Preparation
Financial Reporting - CAFR
Financial Reporting - Operations Budget
Payroll
Purchasing
Utility Billing

Business Services

Assessment District Administration
Bond Administration
Business License
Financial Reporting - CIP Budget
Financial Reporting - Cost Allocation Plan
Grants
Investments
Redevelopment
Sales Tax

Department Accomplishments

- Start 10-year fiscal model
- New business license ordinance passed by voters in November, 2002. Implemented new Business License Ordinance and software which enhanced Business License audit process to recover lost revenue
- Completed the 2001/02 Audit. Received a "clean" opinion from the city's independent auditors, on all financial statements prepared by the Finance Department, for the second consecutive year.
- Received the California Society of Municipal Finance Officer's Certificate of Award for Outstanding Financial reporting 2001-2002 CAFR, GASB 34 Model
- Completed the amendment of the 2002/03 Operating Budget and mid-year budget review.
- Completed Annual Street Audit with the State
- Completed the 2002/03-2006/07 Capital Improvement Budget; updated the 2002/03 Cost Allocation Plan and completed the 2001/02 Comprehensive Annual Financial Review
- Coordinated and published the following documents in-house: Cost Allocation Plan, Capital Improvement Program, Operating Budget, Comprehensive Annual Financial Report and Redevelopment Financials. Also produced these documents on CD and placed them on the City's website in PDF format.
- Completed State Controller's report
- Completed Redevelopment State of Indebtedness
- Completed annual Gann Appropriations Limit
- Conducted training on operations budget, development, purchasing and travel authorizations
- Implemented an Optical Imaging System
- Implemented E-Time
- Implemented new utility billing cycle, from one cycle per month to four
- Implemented new water meter tiered rate structure and new sewer rates
- Assisted with the Water, Wastewater and Parks and Recreation rate studies
- Created online version of Parks and Recreation Activities Guide and Community Calendar
- Made City Council meetings available via video streaming
- Implemented Intranet versions of work requests for City Departments
- Implemented Finance Department teambuilding events
- Created procedure manuals for the Finance Department

Finance and Information Systems

Services (Cont.)

Administrative Services

Clerical Administration
E-mail Services
Forms Management
Interdepartmental Liaison
Mail Services
Publishing
Website/Intranet Management

Information Services

Client-Server Management
Network Management
Systems and Programming

Department Goals

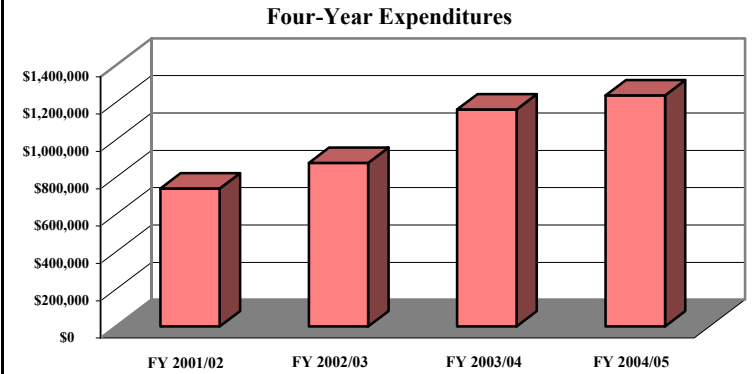
- Complete 10-year fiscal model
- Select new Financial software package
- Run fiber optics telecommunications between City facilities
- Install faster redundant wireless network connection between new Wastewater building and City Hall
- Design and install reliable wireless network and tighten security between City facilities
- Manage the City's debt and maximize savings through refinancing opportunities
- Maintain high professional and ethical standards in all financial practices and procedures
- Maximize bond investment earnings in accordance with City policies
- Routinely provide information reports based on timely and accurate information
- Complete the annual Cost Allocation Plan consistent with Federal guidelines
- Achieve GFOA and CSFMO Budget Presentation Awards
- Achieve GFOA and CSFMO Award for Excellence in Financial Reporting
- Initiate and complete conversion of payroll software
- Implement Crystal software reporting for production of reports
- Implement online travel authorizations and check requests
- Review and update policies for Water, Wastewater and Solid Waste as they pertain to utility billing and the municipal code
- Update travel, purchasing and budget policies
- Design phone system, data system and emergency response room for new Police building
- Upgrade and update anti-virus system
- Develop an implementation strategy for Voice/Internet Protocol
- Provide online inquiry for Utility customers and Business License non-confidential information
- Continue cross-training
- Implement Email, Internet and Telecommunications Policies

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1301	Division:	Finance

Performance Measures

- Processed 15,261 invoices
- Processed 7,591 checks
- Processed 7,300 payroll checks
- Processed 7,221 cash receipts
- Processed 825 new business licenses



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 475,970	\$ 575,505	\$ 593,465	\$ 785,308	\$ 852,968
Supplies and Services	191,567	248,756	227,000	294,931	302,191
Internal Service	60,732	49,373	49,373	73,454	77,454
Capital Outlay	10,547	3,000	7,500	9,295	5,200
Total	\$ 738,816	\$ 876,634	\$ 877,338	\$ 1,162,988	\$ 1,237,813
Annual Percentage Change			18.75%	32.56%	6.43%

Commentary

Some of the major differences between 2002/03 and 2003/04 include the addition of an Administrative Secretary, in house publishing of CD's, financial documents, and other publications, department wide training for new reporting requirements and additional funding for the Internal Service replacement funds.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1301	Division:	Finance

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Finance & Information Systems	0.70	0.55	0.55	0.70	0.70
Accountant I	1.00	0.80	1.80	1.00	2.00
Accounting Assistant II	1.00	1.00	0.00	0.00	0.80
Accounting Technician I	1.40	1.40	1.00	1.30	1.90
Accounting Technician II	1.00	2.00	2.40	2.40	0.00
Accounting Technician III	0.00	0.00	0.00	0.50	0.50
Administrative Assistant II	0.00	0.30	0.25	0.40	0.40
Administrative Secretary	0.80	0.65	0.00	0.65	0.65
Management Analyst	0.00	0.00	0.65	0.55	0.55
Payroll Specialist	1.00	1.00	1.00	1.00	1.00
Total FTE	6.90	7.70	7.65	8.50	8.50

PERSONNEL SERVICES

50100	Salary - Regular	\$ 356,767	\$ 413,042	\$ 422,080	\$ 517,323	\$ 552,454
50150	Salaries - Bilingual	300	600	750	1,200	1,200
51200	Salary - Overtime	1,009	5,500	5,500	5,775	6,000
51205	Salary - Part-time	1,912	0	0	10,000	10,000
51305	Management Incentive	35	0	338	475	475
52300	Deferred Comp.	2,185	1,782	3,531	2,970	4,290
52305	Life Insurance	1,079	1,178	1,463	1,749	2,154
52310	Health Insurance	29,017	51,767	45,310	65,484	72,029
52311	Flexible Benefits Plan	106	80	83	83	83
52315	Dental Insurance	7,826	12,566	10,441	13,872	15,637
52316	Employee Assist Program	200	270	283	332	349
52318	Vision Care	2,238	2,726	2,708	3,009	3,621
52320	Retiree Medical	4,249	5,400	5,475	6,101	6,528
52800	Unemployment Ins.	1,235	0	0	0	0
53400	Retirement	37,595	52,848	54,684	101,915	117,343
53405	Survivor Benefit	0	277	275	306	306
53410	Workers Comp. Ins.	10,088	14,326	14,776	25,205	28,209
53415	Medicare	4,437	5,136	5,371	6,821	7,327
53420	FICA	0	0	0	620	620
53425	LTD Insurance	2,692	8,007	7,396	9,070	11,346
55000	Salary Settlements	13,000	0	13,000	13,000	13,000
Total		\$ 475,970	\$ 575,505	\$ 593,465	\$ 785,308	\$ 852,968

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1301	Division:	Finance

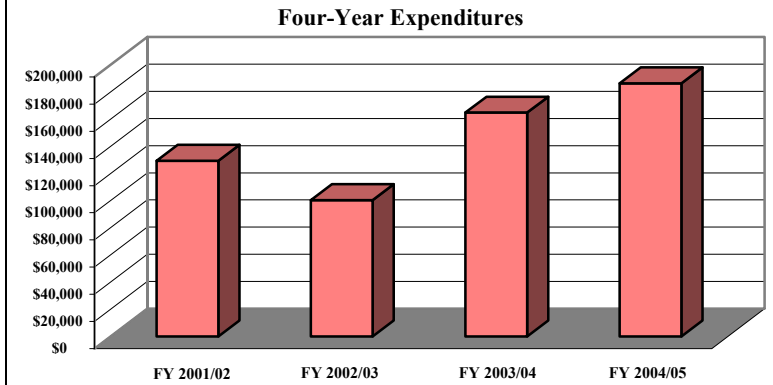
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 35,413	\$ 33,915	\$ 35,000	\$ 53,775	\$ 55,650
60110 Publications, Dues, Licenses	2,355	7,403	3,000	6,950	7,225
70110 Equipment/Vehicle Maintenance	367	1,575	1,000	1,500	1,550
70130 Insurance	9,348	5,270	6,500	14,491	14,666
70140 Special Services	79,956	80,930	109,500	107,750	106,800
70145 Communication	4,589	6,825	3,000	5,000	5,250
70150 Advertising	3,406	0	1,000	1,000	1,000
70160 Travel, Lodging & Meals	6,053	7,350	7,000	7,500	8,000
70170 Training & Conferences	2,804	10,238	6,000	25,950	28,475
70239 Legal Services	0	5,000	0	5,000	5,000
70240 Contractual Services	47,276	90,250	55,000	66,015	68,575
Total	\$ 191,567	\$ 248,756	\$ 227,000	\$ 294,931	\$ 302,191
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 33,174	\$ 25,009	\$ 25,009	\$ 36,858	\$ 40,450
82702 Vehicle Replacement	4,900	0	0	0	0
82703 Information Systems	8,592	9,080	9,080	10,679	11,087
82704 Building Replacement Fund	11,772	11,772	11,772	25,620	25,620
82705 Tuition Program	0	1,477	1,477	297	297
82706 Fleet Maintenance	2,294	2,035	2,035	0	0
Total	\$ 60,732	\$ 49,373	\$ 49,373	\$ 73,454	\$ 77,454
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 7,300	\$ 5,200
90230 Equipment	10,547	3,000	7,500	1,995	0
Total	\$ 10,547	\$ 3,000	\$ 7,500	\$ 9,295	\$ 5,200

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1302	Division:	Purchasing

Description

The Purchasing Division is responsible for either purchasing or contracting for goods, equipment and services required by any department in accordance with the purchasing procedures and policies.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 113,361	\$ 90,641	\$ 90,603	\$ 145,828	\$ 168,446
Supplies and Services	5,482	15,873	4,800	9,024	10,023
Internal Service	8,399	4,966	4,966	7,920	8,042
Capital Outlay	2,160	0	0	2,150	0
Total	\$ 129,402	\$ 111,480	\$ 100,369	\$ 164,922	\$ 186,511
Annual Percentage Change			-22.44%	64.32%	13.09%

Commentary

The significant difference in the 2003/04 budget are the training and travel expenses associated with the new employee.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1302	Division:	Purchasing

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Accounting Assistant I	0.25	0.00	0.00	0.00	0.00
Accounting Technician I	0.00	0.00	0.00	0.70	0.70
Management Analyst	0.00	0.00	0.00	0.10	0.10
Purchasing Agent	1.00	1.00	1.00	1.00	1.00
Total FTE	1.25	1.00	1.00	1.80	1.80

<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 86,218	\$ 66,782	\$ 66,804	\$ 98,848	\$ 113,400
51200 Salary - Overtime	63	0	0	0	0
52300 Deferred Comp.	1,140	1,320	1,320	1,452	1,452
52305 Life Insurance	378	401	366	534	575
52310 Health Insurance	8,601	6,723	6,837	13,867	15,253
52311 Flexible Benefits Plan	0	80	83	83	83
52315 Dental Insurance	2,408	1,632	1,632	2,938	3,311
52316 Employee Assist Program	54	35	37	70	74
52318 Vision Care	576	354	354	637	767
53400 Retirement	9,352	8,636	8,639	19,428	24,033
53405 Survivor Benefit	0	36	36	65	65
53410 Workers Comp. Ins.	2,635	2,345	2,339	4,723	5,685
53415 Medicare	1,238	987	988	1,454	1,665
53425 LTD Insurance	698	1,310	1,168	1,729	2,083
Total	\$ 113,361	\$ 90,641	\$ 90,603	\$ 145,828	\$ 168,446

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1302	Division:	Purchasing

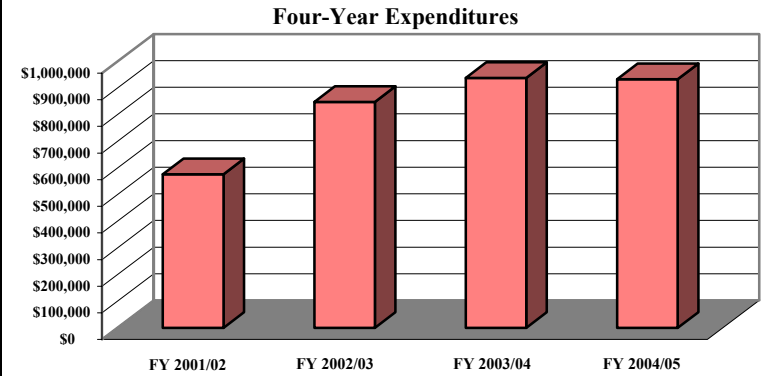
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 1,005	\$ 2,975	\$ 2,000	\$ 1,500	\$ 1,700
60110 Publications, Dues, Licenses	90	650	180	280	300
70110 Equipment/Vehicle Maintenance	30	800	100	0	0
70130 Insurance	2,459	1,078	800	2,264	2,253
70140 Special Services	25	200	200	800	1,000
70145 Communication	1,045	1,900	1,400	820	900
70160 Travel, Lodging & Meals	623	3,370	0	2,290	2,680
70170 Training & Conferences	205	4,900	120	1,070	1,190
Total	\$ 5,482	\$ 15,873	\$ 4,800	\$ 9,024	\$ 10,023
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 6,143	\$ 2,842	\$ 2,842	\$ 4,575	\$ 4,697
82703 Information Systems	1,056	648	648	770	770
82704 Building Replacement Fund	1,200	1,200	1,200	2,520	2,520
82705 Tuition Program	0	276	276	55	55
Total	\$ 8,399	\$ 4,966	\$ 4,966	\$ 7,920	\$ 8,042
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 1,000	\$ 0
90230 Equipment	2,160	0	0	1,150	0
Total	\$ 2,160	\$ 0	\$ 0	\$ 2,150	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1701	Division:	Non-Departmental

Description

Non-Departmental Budget contains those expenditures that either benefit more than one department of the City, or cannot be appropriately charged to any one department. Examples of these are building rental, janitorial services, utility charges, property and insurance for City Hall, public relations, fire protection services and animal control provided by the County.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 402	\$ 17,148	\$ 16,683	\$ 18,323	\$ 20,053
Supplies and Services	475,813	704,304	804,000	899,890	892,639
Internal Service	13,836	13,836	13,836	19,824	19,912
Capital Outlay	86,350	1,289	13,111	0	0
Total	\$ 576,401	\$ 736,577	\$ 847,630	\$ 938,037	\$ 932,604
Annual Percentage Change			47.06%	10.67%	-0.58%

Commentary

Fire Protection Services increased in 2003/04 due to the addition of a third firefighter.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1701	Division:	Non-Departmental

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Administrative Assistant II	0.00	0.00	0.00	0.30	0.30
Total FTE	0.00	0.00	0.00	0.30	0.30
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 0	\$ 0	\$ 0	\$ 12,040	\$ 12,958
51200 Salary - Overtime	0	1,000	0	0	0
51205 Salary - Part-time	0	15,000	15,000	0	0
52305 Life Insurance	0	0	0	27	29
52310 Health Insurance	0	0	0	2,311	2,542
52315 Dental Insurance	0	0	0	490	552
52316 Employee Assist Program	0	0	0	12	12
52318 Vision Care	0	0	0	106	128
53400 Retirement	0	0	0	2,366	2,746
53405 Survivor Benefit	0	0	0	11	11
53410 Workers Comp. Ins.	402	0	535	575	650
53415 Medicare	0	218	218	175	188
53420 FICA	0	930	930	0	0
53425 LTD Insurance	0	0	0	211	238
Total	\$ 402	\$ 17,148	\$ 16,683	\$ 18,323	\$ 20,053

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1701	Division:	Non-Departmental

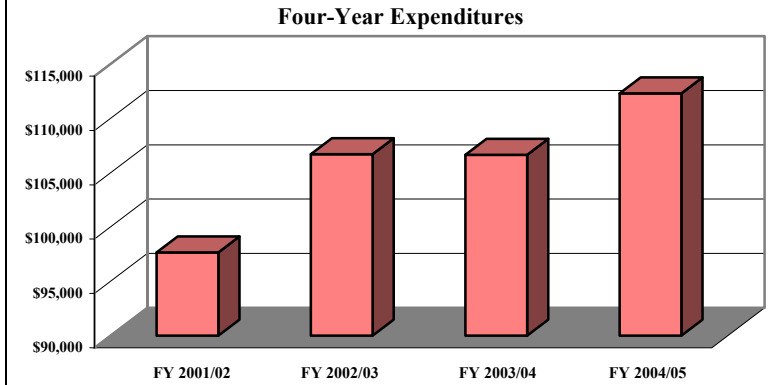
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 20,492	\$ 5,775	\$ 50,000	\$ 20,500	\$ 25,000
60103 Copy Machine	284	0	0	0	0
60110 Publications & Dues	575	0	0	0	0
60130 Clothing/Safety Expense	245	0	0	0	0
70100 Utility Service	35,462	36,750	43,000	44,000	45,750
70110 Equipment/Vehicle Maintenance	6	1,500	500	1,500	1,500
70115 Building/Facility Maintenance	35,402	34,913	34,000	37,300	39,000
70120 Rental of Land/Buildings	22,800	29,900	57,400	64,500	64,500
70130 Insurance	2,051	1,666	1,200	2,765	3,364
70140 Special Services	46,368	13,150	53,000	4,500	4,700
70145 Communication	6,684	7,875	16,800	17,000	17,500
70160 Travel, Lodging & Meals	436	1,050	500	0	0
70170 Training & Conferences	420	6,825	1,000	6,825	6,825
70190 Contributions to Other Agencies	222,161	358,000	371,500	532,000	532,000
70227 Public Relations	5,537	15,000	8,000	15,000	15,000
70240 Contractual Services	76,756	191,400	167,000	153,500	137,000
70250 Customer Service	134	500	100	500	500
Total	\$ 475,813	\$ 704,304	\$ 804,000	\$ 899,890	\$ 892,639
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 0	\$ 0	\$ 3,305	\$ 3,393
82703 Information Systems	0	0	0	187	187
82704 Building Replacement Fund	13,836	13,836	13,836	16,332	16,332
Total	\$ 13,836	\$ 13,836	\$ 13,836	\$ 19,824	\$ 19,912
<u>CAPITAL OUTLAY</u>					
80217 Transfer to Other Grants	\$ 0	\$ 0	\$ 11,111	\$ 0	\$ 0
80562 Transfer to Water Capital Project	71,000	0	0	0	0
90230 Equipment	15,350	1,289	2,000	0	0
Total	\$ 86,350	\$ 1,289	\$ 13,111	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	Miscellaneous	Division:	Community Facilities

Description

The City has facilities that require budgeted expenditures and do not relate to any other department.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
100-1403 Library	\$ 87,199	\$ 92,528	\$ 92,000	\$ 97,611	\$ 102,676
100-1404 Fountain	4,103	4,150	5,000	6,200	6,550
100-1405 Oak Street Health Center	2,887	4,897	6,000	0	0
100-1409 Women's Club	3,191	3,416	2,700	2,856	3,093
100-1410 120 Oak - One Stop	301	1,050	1,000	0	0
100-1411 One Day at a Time	0	600	0	0	0
Total	\$ 97,681	\$ 106,641	\$ 106,700	\$ 106,667	\$ 112,319
Annual Percentage Change			9.23%	-0.03%	5.30%

Commentary

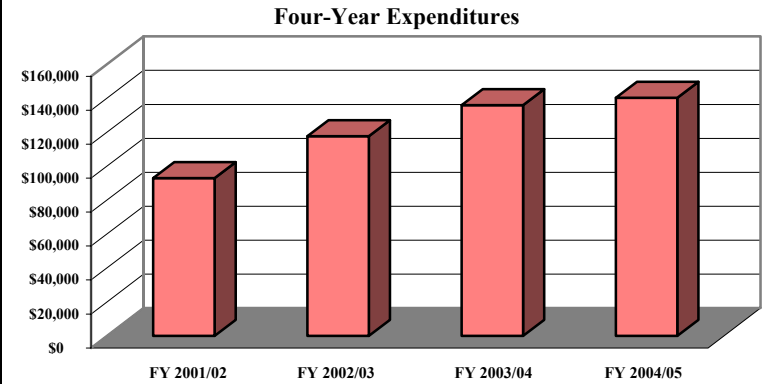
Oak Street Health Center and 120 Oak - One Stop are included in the Building Replacement Fund in 2003/04.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Parks and Recreation
Fund/Division Number:	100-1401	Division:	Village Resource Center

Description

The Village Resource Center is a neighborhood-based program that offers a variety of supportive services and activities for children, youth and families in a safe and nurturing environment. Services are prevention focused, family friendly and are available in either English or Spanish. The Center provides access to community events and resources set around improving neighborhood conditions for families in the Village Drive area.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 65,920	\$ 76,109	\$ 83,961	\$ 72,228	\$ 79,012
Supplies and Services	23,688	22,902	29,131	55,080	52,453
Internal Service	1,976	4,646	4,646	8,714	8,917
Capital Outlay	1,475	0	0	0	0
Total	\$ 93,059	\$ 103,657	\$ 117,738	\$ 136,022	\$ 140,382
Annual Percentage Change			26.52%	15.53%	3.21%

Commentary

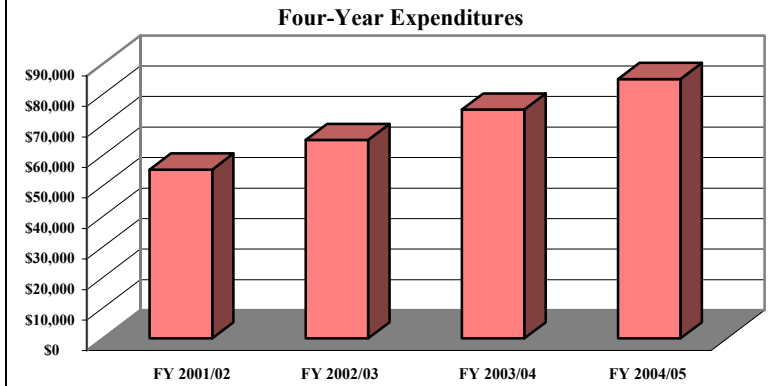
The program supervisor is being moved to provide city-wide social service in fiscal year 2003/04. The position is being backfilled with a coordinator position to provide daily community services.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Finance & Information Systems
Fund/Division Number:	100-1406	Division:	Dimes-A-Ride

Description

The Brentwood "Dimes-A-Ride" service was initiated in August of 1987 to provide convenient, low-cost, frequent bus service within the City of Brentwood.



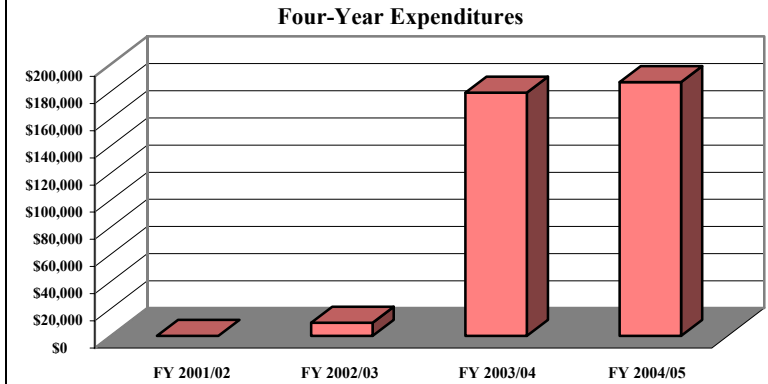
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Supplies and Services	\$ 55,307	\$ 60,000	\$ 65,000	\$ 75,000	\$ 85,000
Total	\$ 55,307	\$ 60,000	\$ 65,000	\$ 75,000	\$ 85,000
Annual Percentage Change			17.53%	15.38%	13.33%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Parks and Recreation
Fund/Division Number:	100-1412	Division:	Police Activity League

Description

The City of Brentwood and Brentwood Police Activities League (PAL) have entered into an agreement whereby the City provides full time staff support and day-to-day direction, and the PAL Board conducts the fundraising operation. Programs provided by PAL include after school activities and special events.

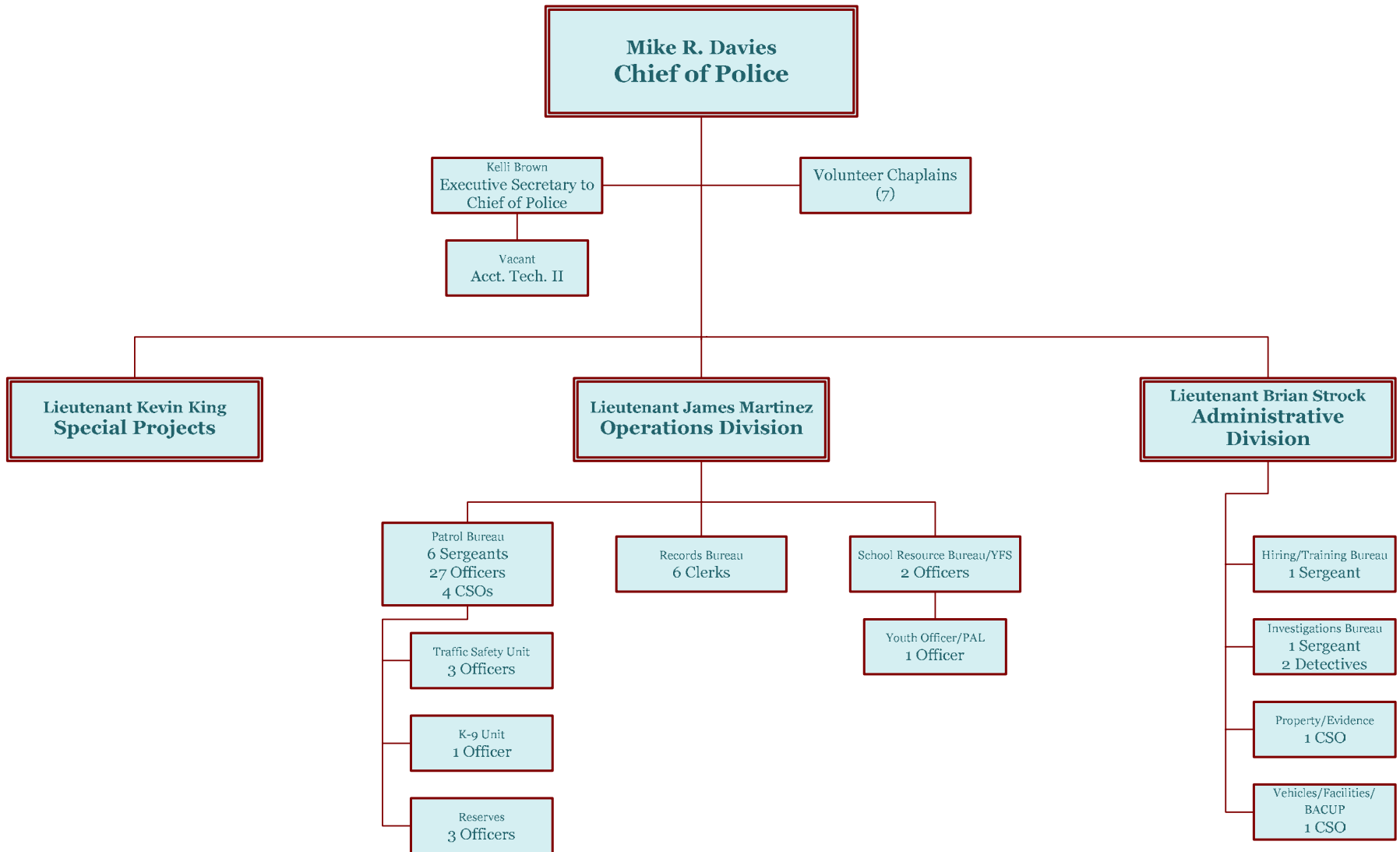


	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 0	\$ 20,000	\$ 7,139	\$ 138,223	\$ 146,029
Supplies and Services	0	20,000	2,500	38,545	38,555
Capital Outlay	0	0	0	2,500	2,500
Total	\$ 0	\$ 40,000	\$ 9,639	\$ 179,268	\$ 187,084
Annual Percentage Change				1759.74%	4.36%

Commentary

The City has been making a monetary donation to PAL to assist with their programs through fiscal year 2002/03. To ensure long term stability for after school programming, the City has agreed to provide staff and day-to-day support for youth programs.

Police Department



Police Department



The purpose of the ***Police Department*** is to maintain public safety in the community. There are 48 sworn positions including the Police Chief, three Lieutenants, eight Sergeants, two Detectives, two School Resource Officers, one Youth Officer, one K-9 Officer, three Traffic Safety Unit Motorcycle Officers and 27 Patrol Officers. As support staff, the Department has one Secretary to the Police Chief, six Community Service Officers and six Records Clerks. The Department is supplemented by three Reserve Officers, two part time District Attorney Liaison personnel, a youth diversion program (Youth & Family Services), a volunteer program (B.A.C.U.P.), a Volunteer Chaplain Program and an Explorer Scout Program.

Divisions

***Police Department
Youth Diversion
Grants***

Mission Statement

*The Brentwood **Police Department** exists as a fiscally responsible, progressive, impartial, culturally sensitive police service agency committed to supporting its members and the efforts of others toward improving the quality of life for all people in our community.*

Police Department

Services

Patrol Services
Administrative
Investigative
Traffic
Volunteer

Community Programs

- D.A.R.E.
- Neighborhood Watch
- Red Ribbon Week
- Vacation Watch
- Tell-A-Cop
- Operation Identification
- Community Introduction Program
- Every Fifteen Minutes

Department Accomplishments

- Replaced the retired Chief of Police with a new Chief
- Created higher supervision and management education
 - Graduated one lieutenant from the FBI National Academy
 - Graduated one lieutenant from the West Point Leadership Academy
 - Graduated two sergeants from the Supervisor Leadership Institute
- Increased civilian and sworn staffing levels
- Added volunteer personnel and police chaplains
- Promoted an additional lieutenant, sergeant and detective
- Implemented an incentive plan for recruiting and retaining sworn officers
- Traffic Safety
 - Presented the "Every 15 Minutes" program to the high school
 - Added a motorcycle officer
 - Added commercial vehicle enforcement
- Youth Programs
 - Added an additional school resource officer and a "youth" officer to enhance police involvement with the schools, PAL, Explorers and other youth-related activities
- Restructured the Juvenile Diversion Program to better address the needs of juvenile offenders and their families
- Acquired a citywide fleet of Low Speed Vehicles (LSVs)
- Established the "Community Introduction Program" where officers introduce themselves to residents
- Established the "Tell-a-Cop" hotline to report traffic offenders
- Established a SWAT team to respond to critical incidents
- Acquired Argo, the police dog
- Expanded Livescan hours, child seat installations and resource services to the public
- Designed and broke ground on the new police facility
- Developed SOP with school districts

Police Department

Department Goals

- Complete and move into the new police facility
- Implement a new patrol scheduling program
- Upgrade dispatch communications
- Acquire and implement officer emergency preparedness equipment
- Revise the City emergency plan and conduct training
- Increase civilian and sworn officer staffing levels to meet City standards
- Increase investigation, supervision and management staffing levels to meet the demands of a growing department
- Implement outsource transcription services to improve crime report efficiency
- Establish improved procedures for the processing, storing and destruction of evidence
- Implement a new policy and procedure manual

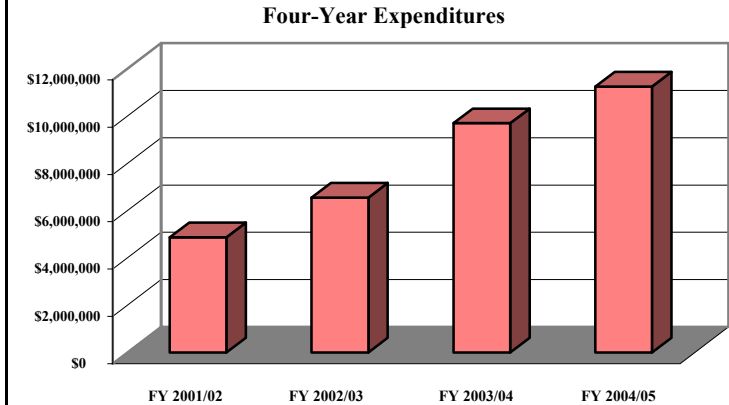


Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Police
Fund/Division Number:	100-1501	Division:	Police

Performance Measures

- Added four Citizen Volunteers (BACUP and Police Chaplains) for a total of 26 in FY 02/03
- Added one additional youth officer in FY 02/03
- Added two new hostage negotiators in FY 02/03
- Patrolled a total of 158.2 miles of streets
- Handled 17,282 service events in calendar year 2002



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 3,278,127	\$ 4,950,422	\$ 4,445,002	\$ 7,295,308	\$ 8,625,159
Supplies and Services	991,697	1,181,246	1,141,180	1,513,980	1,680,011
Internal Service	553,540	792,492	792,492	839,668	865,746
Capital Outlay	51,286	180,700	176,000	52,300	75,100
Subtotal	\$ 4,874,650	\$ 7,104,860	\$ 6,554,674	\$ 9,701,256	\$ 11,246,016
100-1504 COPS Universal Hiring Grant	\$ 873,924	\$ 997,318	\$ 1,006,421	\$ 701,936	\$ 503,392
100-1507 COPS More Civilian Grant	107,984	120,598	121,828	0	0
100-1508 COPS In School	90,567	107,161	99,564	117,684	124,885
Total	\$ 5,947,125	\$ 8,329,937	\$ 7,782,487	\$ 10,520,876	\$ 11,874,293
Annual Percentage Change			30.86%	35.19%	12.86%

Commentary

The increases in the Police Department budget reflect the growth in the City as well as an increasing workforce in the Police Department. It was estimated that each patrol officer is initially supplied with approximately \$4,000 of required equipment, as well as substantial training. Dispatch services, county crime lab and booking fees have all increased as the City continues to grow. Outsourcing the Police Department's transcription to a 24-hour service has been added to the budget (\$50,000), which will assist in police reports being completed in a more timely manner and allow Records Clerks to concentrate on data entry and processing the reports. In addition, \$35,000 has been added for maintenance of the Police Department's new Police Records Management (CAD/RMS) computer system.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Police
Fund/Division Number:	100-1501	Division:	Police

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Police Chief	1.00	1.00	1.00	1.00	1.00
Accounting Technician II	0.00	1.00	1.00	1.00	1.00
Community Service Officer I	3.00	4.00	4.00	4.00	1.00
Community Service Officer II	2.00	2.00	2.00	2.00	3.00
Community Service Officer III	0.00	0.00	0.00	0.00	2.00
Exec. Secretary to the Police Chief	1.00	1.00	1.00	1.00	1.00
Custodian	0.00	0.00	0.00	0.00	1.00
Police Lieutenant	2.00	3.00	3.00	3.00	4.00
Police Officers	25.00	40.00	40.00	43.00	46.00
Police Records Clerk I	1.00	0.00	0.00	0.00	0.00
Police Records Clerk II	5.00	6.00	6.00	6.00	6.00
Police Sergeants	8.00	8.00	8.00	9.00	9.00
Total FTE	48.00	66.00	66.00	70.00	75.00
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 2,178,386	\$ 3,081,918	\$ 2,756,316	\$ 4,280,946	\$ 4,858,318
50110 Holiday-in-lieu	79,365	97,343	84,852	141,959	160,788
50115 Educational Supplement	34,755	52,789	55,832	59,316	65,197
50120 Field Training Pay	990	2,500	5,775	6,500	6,500
50125 Uniform Allowance	29,514	44,500	41,500	58,500	63,500
50150 Salary - Bilingual	1,200	1,800	2,400	3,600	3,600
51200 Salary - Overtime	141,511	175,000	150,000	152,000	177,200
51205 Salary - Part-time	15,530	20,000	20,000	34,493	78,598
51210 Reserve Officers	18,426	30,000	11,000	20,000	20,000
51300 Auto allowance	1,580	0	0	0	0
51305 Management Incentive	600	7,200	7,380	8,137	8,137
51315 Police Dept. Bonus	5,000	20,000	44,000	47,000	41,000
51320 Silent Second Program	0	20,000	20,000	20,000	20,000
52300 Deferred Comp.	3,753	5,280	5,280	5,280	6,600
52305 Life Insurance	3,576	5,674	5,475	7,845	9,221
52310 Health Insurance	163,608	312,620	267,091	484,784	585,622
52311 Flexible Benefits Plan	106	80	83	83	83
52315 Dental Insurance	40,576	75,888	67,380	99,552	123,253
52316 Employee Assist Program	1,080	1,628	1,758	2,379	2,747
52318 Vision Care	11,572	16,461	16,815	21,594	28,542
52320 Retiree Medical Ins.	37,727	50,418	50,980	56,470	60,423
52800 Unemployment Insurance	4,555	0	0	0	0
53400 Retirement	388,193	713,361	641,379	1,433,642	1,818,988
53405 Survivor Benefit	0	1,674	1,710	2,196	2,412
53410 Workers Comp. Ins.	64,987	107,304	97,203	206,228	248,614
53415 Medicare	34,861	44,933	40,243	63,426	72,754
53420 FICA Tax	0	1,860	1,302	3,379	5,044
53425 LTD Insurance	16,676	60,191	49,248	75,998	158,019
Total	\$ 3,278,127	\$ 4,950,422	\$ 4,445,002	\$ 7,295,308	\$ 8,625,159

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Police
Fund/Division Number:	100-1501	Division:	Police

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 39,944	\$ 41,000	\$ 41,000	\$ 30,000	\$ 31,750
60103 Copier Lease Charges	0	0	0	19,550	27,600
60105 Postage Expense	0	0	0	6,720	7,056
60110 Publications, Dues, Licenses	2,851	3,940	3,900	4,150	4,360
60130 Safety Equipment	14,647	21,546	21,000	24,000	25,200
60132 Safety Supplies	0	0	0	61,286	29,744
60140 Special Supplies	19,158	27,974	27,700	7,860	8,253
60145 Volunteer Program	440	2,190	1,080	2,300	2,415
70100 Utilities	23,592	51,372	27,000	31,325	53,941
70110 Equipment Maintenance	12,448	23,735	15,000	17,250	18,548
70111 Auto Maintenance	78,291	111,187	100,000	136,487	143,312
70115 Building/Facility Maintenance	40,415	41,510	41,000	45,836	59,455
70120 Rental of Building	64,024	79,492	77,000	83,466	50,000
70130 Insurance	104,346	33,893	70,000	133,875	146,682
70135 Special Events	17,639	6,700	7,400	5,000	5,200
70140 Special Services	184,472	165,660	235,600	256,795	317,195
70145 Communication	290,221	390,330	350,000	446,965	526,215
70150 Advertising	11,404	16,000	13,000	16,200	17,010
70155 Printing Services	0	0	0	7,025	10,200
70160 Travel, Lodging & Meals	3,917	8,634	6,500	9,065	9,518
70170 Training & Conferences	14,760	45,683	35,000	47,965	50,366
70172 Reimbursable Training	30,629	23,100	24,000	24,255	25,468
70239 Legal Services	9,595	23,150	10,000	23,000	23,500
70240 Contractual Services	3,904	24,150	15,000	73,605	81,625
80215 Youth and Family	25,000	40,000	20,000	0	5,398
Total	\$ 991,697	\$ 1,181,246	\$ 1,141,180	\$ 1,513,980	\$ 1,680,011
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 113,037	\$ 104,204	\$ 104,204	\$ 149,973	\$ 159,190
82702 Vehicle Replacement	350,000	581,115	581,115	591,373	607,418
82703 Information Systems	54,503	58,052	58,052	59,684	60,500
82704 Building Replacement Fund	36,000	36,000	36,000	36,000	36,000
82705 Tuition Program	0	13,121	13,121	2,638	2,638
Total	\$ 553,540	\$ 792,492	\$ 792,492	\$ 839,668	\$ 865,746

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Police
Fund/Division Number:	100-1501	Division:	Police

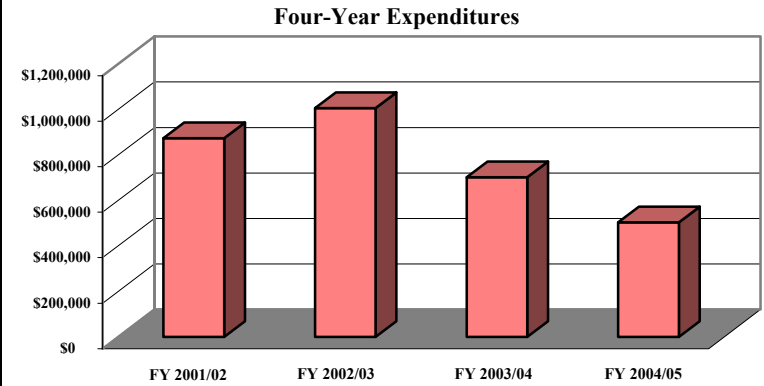
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 16,800	\$ 29,400
90130 Building Improvements	4,172	2,000	1,000	1,500	10,000
90230 Equipment	47,114	178,700	175,000	34,000	35,700
Total	\$ 51,286	\$ 180,700	\$ 176,000	\$ 52,300	\$ 75,100

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Police
Fund/Division Number:	100-1504	Division:	COPS Universal Hiring Grant

Description

The COPS Universal Hiring Grant is used to fund officers for Community Policing efforts. This Department had a total of twelve positions awarded from the COPS Universal Hiring Program.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
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Expenditure Summary

Personnel Services	\$ 873,924	\$ 997,318	\$ 1,006,421	\$ 701,936	\$ 503,392
Total	<u>\$ 873,924</u>	<u>\$ 997,318</u>	<u>\$ 1,006,421</u>	<u>\$ 701,936</u>	<u>\$ 503,392</u>
Annual Percentage Change			15.16%	-30.25%	-28.29%

Commentary

Federal Funding	\$ 150,000	\$ 100,000	\$ 43,750	\$ 0	\$ 0
City Participation	723,924	897,318	962,671	701,936	503,392
Total Funding	<u>\$ 873,924</u>	<u>\$ 997,318</u>	<u>\$ 1,006,421</u>	<u>\$ 701,936</u>	<u>\$ 503,392</u>

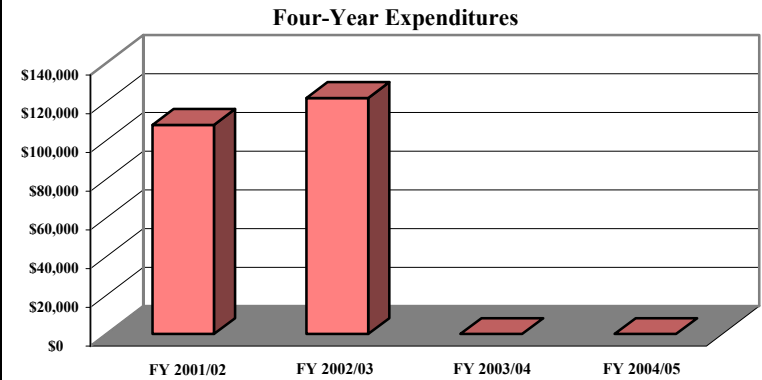
In 2002/03, four out of the twelve officers have completed the COPS Universal Hiring Grant.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Police
Fund/Division Number:	100-1507	Division:	COPS More Civilian Grant

Description

The COPS More 2000 funds are used to employ two Community Service Officers who, among other assignments, respond to and write reports on minor traffic collisions and property crimes, assist in processing crime scenes, and book and transport prisoners to the Main Detention Facility in Martinez. This allows sworn police officers to be more available for patrol and has improved response times. Sworn police officers also have more time to interact with citizens and business owners, and to implement and monitor projects which enhance community safety.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
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Expenditure Summary

Personnel Services	\$ 107,984	\$ 120,598	\$ 121,828	\$ 0	\$ 0
Total	<u>\$ 107,984</u>	<u>\$ 120,598</u>	<u>\$ 121,828</u>	<u>\$ 0</u>	<u>\$ 0</u>
Annual Percentage Change			12.82%		

Commentary

Federal Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City Funding	<u>107,984</u>	<u>120,598</u>	<u>121,828</u>	<u>0</u>	<u>0</u>
Total Funding	<u>\$ 107,984</u>	<u>\$ 120,598</u>	<u>\$ 121,828</u>	<u>\$ 0</u>	<u>\$ 0</u>

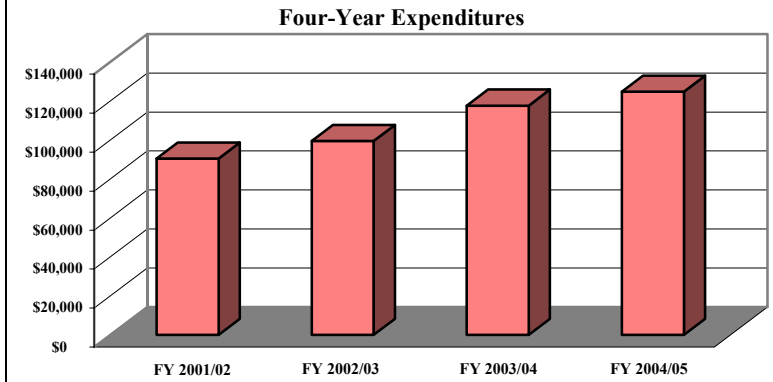
The COPS More Grant was completed in 2002/03.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Police
Fund/Division Number:	100-1508	Division:	COPS in School

Description

In September of 2000, the Department was awarded a federal grant for one additional School Resource Officer to be deployed to work in and around elementary and secondary schools. This grant required a collaborative effort between the Brentwood Police Department, the Liberty Union High School District and the Brentwood Union School District. The School Resource Officers provide a police presence on school campuses to foster a unified working relationship between law enforcement, school administrators, faculty, parents and students in order to promote a safe learning environment through leadership, problem solving, enforcement, prevention, mentoring and education.



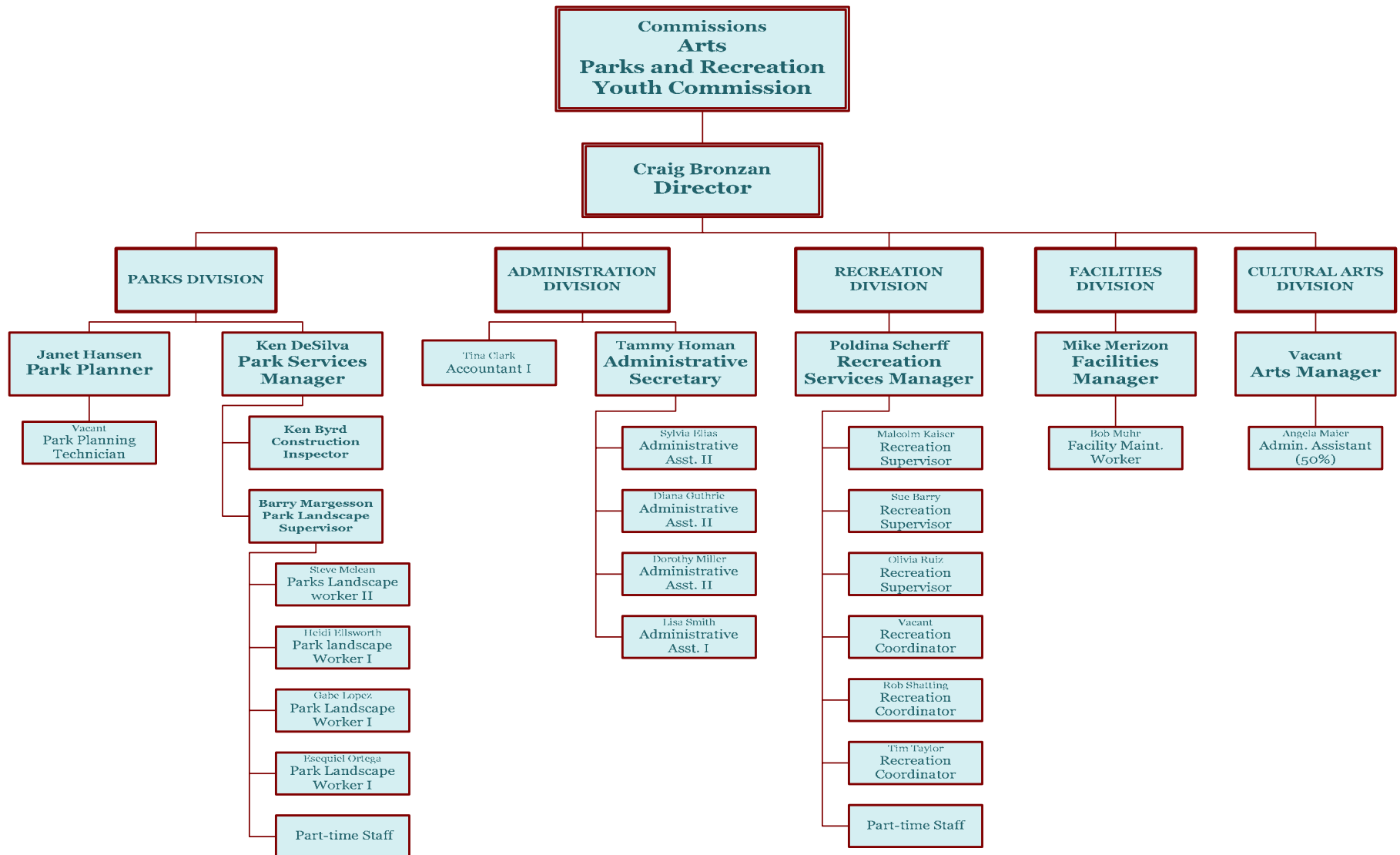
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 90,567	\$ 107,161	\$ 99,564	\$ 117,684	\$ 124,885
Total	\$ 90,567	\$ 107,161	\$ 99,564	\$ 117,684	\$ 124,885
Annual Percentage Change			9.93%	18.20%	6.12%

Commentary

Federal Funding	\$ 41,667	\$ 41,667	\$ 41,668	\$ 20,830	\$ 0
School's Contributions	48,900	52,868	52,868	52,868	52,868
City Funding	0	12,626	5,028	43,986	72,017
Total Funding	\$ 90,567	\$ 107,161	\$ 99,564	\$ 117,684	\$ 124,885

Parks and Recreation

Landscape Division



Parks and Recreation

Landscape Division



The *Landscape Division* of the Parks and Recreation Department is responsible for the maintenance and safety of roadside, median and community landscape city wide and includes in-house maintenance and inspection activities as well as the administration of landscape maintenance contracts.

Divisions

Roadside Landscape
Median Landscape

Mission Statement

The primary mission of the Landscape Division is to maintain roadside, median and community landscape in a manner that enhances community identity and pride.

Parks and Recreation

Landscape Division

Services

Landscape Improvement Program
Tree Inventory Program
Irrigation Control
City Wide Landscape Inspection Program
Capital Replacement Program

Department Accomplishments

- Completed city owned tree inventory
- Developed Landscape Improvement Program to address renovation and repair of landscape areas city wide
- Completed the audit of water usage for park and landscape areas

Parks and Recreation

Landscape Division



Department Goals

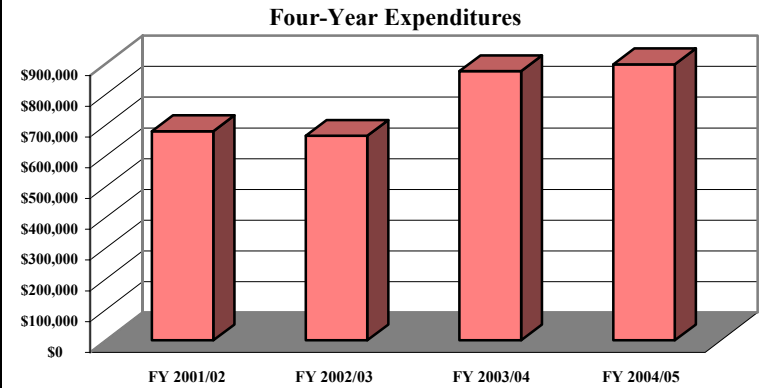
- Implement central irrigation control system for all park and landscape areas
- Implement city wide landscape inspection program
- Develop Capital Replacement Program which addresses playground areas and the preventive maintenance of facilities

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: General Fund	Department: Parks and Recreation
Fund/Division Number: 100-1602	Division: Landscape Operations

Performance Measures

- Inventoried 2657 of trees as part of City Tree Inventory
- Inspected 18 acres of landscape
- Negotiated and signed 1 landscape contracts



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 192,927	\$ 246,454	\$ 215,478	\$ 286,016	\$ 303,003
Supplies and Services	473,210	529,253	421,026	552,694	557,355
Internal Service	14,087	28,386	28,386	36,275	37,247
Total	<u>\$ 680,224</u>	<u>\$ 804,093</u>	<u>\$ 664,890</u>	<u>\$ 874,985</u>	<u>\$ 897,605</u>
Annual Percentage Change			-2.25%	31.60%	2.59%

Commentary

The general fund landscape maintenance budget increases as the cities landscape continues to develop.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Parks and Recreation
Fund/Division Number:	100-1602	Division:	Landscape Operations

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Parks and Recreation	0.10	0.10	0.10	0.10	0.10
Accountant I	0.25	0.25	0.25	0.25	0.25
Administrative Assistant I	0.25	0.25	0.25	0.25	0.25
Administrative Assistant II	0.25	0.25	0.25	0.25	0.25
Parks Landscape Supervisor	0.50	0.50	0.50	0.50	0.50
Parks Maintenance Worker I	0.00	0.00	0.00	1.00	1.00
Parks Services Manager	0.40	0.40	0.40	0.40	0.40
Parks/Landscape Maintenance Worker I	1.00	1.00	1.00	0.00	0.00
Total FTE	2.75	2.75	2.75	2.75	2.75

<u>PERSONNEL SERVICES</u>						
50100	Salary - Regular	\$ 140,175	\$ 147,280	\$ 147,372	\$ 166,370	\$ 173,024
51200	Salary - Overtime	1,489	8,682	2,000	8,000	8,400
51205	Salary - Part-time	8,080	32,970	10,500	32,970	34,619
51305	Management Incentive	5	0	62	68	68
52300	Deferred Comp.	855	990	990	990	990
52305	Life Insurance	446	527	495	569	611
52310	Health Insurance	13,261	18,488	18,500	21,186	23,304
52311	Flexible Benefits Plan	106	80	83	83	83
52315	Dental Insurance	3,931	4,488	4,176	4,488	5,059
52316	Employee Assist Program	95	96	102	107	113
52318	Vision Care	1,018	974	974	974	1,172
53400	Retirement	14,951	19,047	19,059	32,698	36,670
53405	Survivor Benefit	0	99	99	99	99
53410	Workers Comp. Ins.	4,700	5,171	5,534	9,555	10,444
53415	Medicare	2,734	2,628	2,304	2,906	3,026
53420	FICA Tax	0	2,044	651	2,044	2,146
53425	LTD Insurance	1,081	2,890	2,578	2,910	3,178
Total		\$ 192,927	\$ 246,454	\$ 215,478	\$ 286,016	\$ 303,003

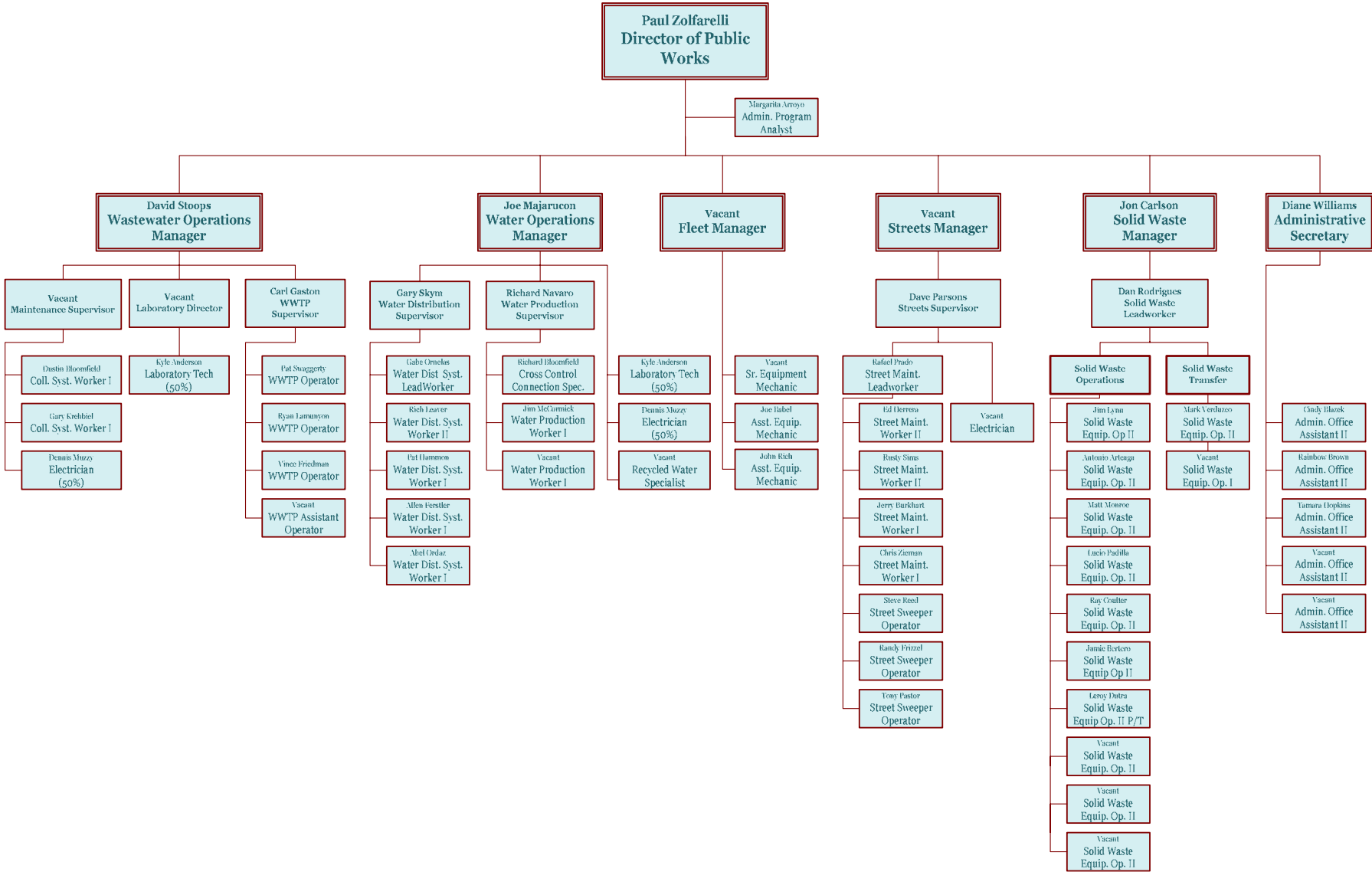
Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Parks and Recreation
Fund/Division Number:	100-1602	Division:	Landscape Operations

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 630	\$ 0	\$ 500	\$ 500
60110 Publications, Dues, Licenses	0	0	24	50	50
60130 Clothing Expense	396	0	676	700	700
60132 Safety Equipment	101	525	250	100	100
70100 Utilities	87,388	91,782	85,000	91,782	96,372
70110 Equipment/Vehicle Maintenance	1,009	2,241	1,025	1,500	1,500
70115 Building/Facility Maintenance	6,483	5,250	5,250	5,500	5,500
70125 Equipment Rental	865	0	0	0	0
70130 Insurance	3,962	2,145	2,900	4,932	4,983
70140 Special Services	59	1,050	250	1,000	1,000
70145 Communication	811	630	630	630	650
70160 Travel, Lodging & Meals	0	0	21	0	0
70239 Legal Services	548	0	0	0	0
70240 Contractual Services	371,588	425,000	325,000	446,000	446,000
Total	\$ 473,210	\$ 529,253	\$ 421,026	\$ 552,694	\$ 557,355
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 10,894	\$ 10,894	\$ 12,074	\$ 12,396
82702 Vehicle Replacement	7,549	8,414	8,414	12,840	12,840
82703 Information Systems	1,950	2,367	2,367	1,959	1,959
82705 Tuition Program	0	606	606	122	122
82706 Fleet Maintenance	4,588	6,105	6,105	9,280	9,930
Total	\$ 14,087	\$ 28,386	\$ 28,386	\$ 36,275	\$ 37,247

Public Works

Street Division



Public Works

Street Division



The ***Street Maintenance Division*** is responsible for asphalt repair and replacement; emergency potable repair; repair and replacement of concrete curb and gutters and sidewalks; implementation of NPDES requirements which includes street sweeping, catch basin and storm drain cleaning, erosion control, storm drain installation, repair of regulatory (traffic) and street name signs, pavement markings, striping, wastewater collection system cleaning and repair utilizing contract and in-house services.

Divisions

Streets

Mission Statement

To provide safe walkways and roadways and a free flowing collection system in a cost effective manner within available resources and budget.

Services

Street sweeping
Storm water and sewer collection
Striping and legend painting
Graffiti abatement
Weed abatement

Department Accomplishments

- Implemented and successfully completed a City wide asphalt crack sealing program
- Painted 80% of City wide legends
- Implemented and successfully completed a City wide road shoulder rehabilitation program
- Installed newly accepted speed tables at approximately six sites throughout the City
- Successfully completed all City wide weed abatement

Public Works

Street Division



Department Goals

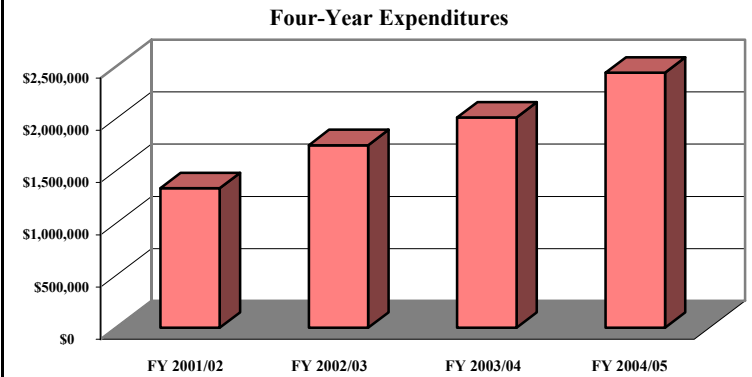
- Implement an asphalt replacement program
- Complete handicap ramp rehabilitation in 50% of the City
- Implement City wide sign replacement program
- Continue City wide sidewalk replacement
- Implement a City wide striping program
- Implement a City wide slurry seal program in 2004/05 budget year

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: General Fund	Department: Public Works
Fund/Division Number: 100-1603	Division: Streets & Storm Drain Operations

Performance Measures

- Swept 23,040 miles of curbs
- Completed 960 work orders
- Replaced 25 handicap ramps per ADA
- Completed 3,500 sq. ft. of patch paving
- Completed five miles of road shoulder rehabilitation



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 608,629	\$ 749,105	\$ 696,117	\$ 974,105	\$ 1,129,958
Supplies and Services	499,247	709,388	457,724	636,267	622,484
Internal Service	140,668	223,829	223,829	320,684	379,109
Capital Outlay	86,585	205,000	370,000	81,200	310,000
Total	\$ 1,335,129	\$ 1,887,322	\$ 1,747,670	\$ 2,012,256	\$ 2,441,551
Annual Percentage Change			30.90%	15.14%	21.33%

Commentary

The budget increases are attributed to new tasks that are scheduled to begin in the 2003/04 and 2004/05 budget years. These tasks include asphalt replacement and a city wide slurry seal program. These increases also include the hiring of an electrician to bring all city wide streetlights and signal maintenance in-house. All of the increases made for the new tasks include labor, material and equipment.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Public Works
Fund/Division Number:	100-1603	Division:	Streets and Storm Drain Operations

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Public Works	0.13	0.13	0.13	0.17	0.17
Administrative Assistant II	0.00	0.00	0.00	0.45	0.45
Administrative Secretary	0.00	0.00	0.00	0.25	0.25
Electrician	0.00	0.00	0.00	0.00	1.00
Street Maintenance Lead Worker	1.00	1.00	1.00	1.00	1.00
Street Maintenance Worker I	3.00	2.00	2.00	2.00	1.00
Street Maintenance Worker II	1.00	2.00	2.00	2.00	3.00
Street Sweeper Operator	3.00	3.00	3.00	3.00	3.00
Streets Supervisor	1.00	1.00	1.00	1.00	1.00
Streets Division Manager	0.00	1.00	1.00	1.00	1.00
Total FTE	9.13	10.13	10.13	10.87	11.87

PERSONNEL SERVICES

50100	Salary - Regular	\$ 420,255	\$ 513,182	\$ 457,426	\$ 632,370	\$ 724,638
50121	Cross Training	0	700	700	1,050	1,050
50150	Salary - Bilingual	675	600	600	600	600
51200	Salary - Overtime	23,095	12,500	15,000	17,500	17,500
51205	Salary - Part-time	0	26,250	26,250	15,000	15,000
51215	Salary - Pub Works Standby	4,513	0	0	0	0
51305	Management Incentive	7	0	80	115	115
52300	Deferred Comp.	151	172	172	1,544	1,544
52305	Life Insurance	879	899	855	1,453	1,663
52310	Health Insurance	56,920	61,381	61,601	83,742	100,586
52311	Flexible Benefits Plan	98	80	83	83	83
52315	Dental Insurance	13,179	14,900	16,532	17,740	21,836
52316	Employee Assist Program	312	320	375	424	487
52318	Vision Care	3,363	3,232	3,586	3,848	5,057
52320	Retiree Medical Ins.	16,733	19,501	19,644	21,471	22,974
53400	Retirement	43,717	60,626	59,235	124,407	153,705
53405	Survivor Benefit	0	329	365	391	427
53410	Workers Comp. Ins.	14,553	16,438	16,950	30,946	37,097
53415	Medicare	6,838	7,180	7,026	9,420	10,758
53420	FICA Tax	0	1,628	1,628	930	930
53425	LTD Insurance	3,341	9,187	8,011	11,071	13,908
Total		\$ 608,629	\$ 749,105	\$ 696,117	\$ 974,105	\$ 1,129,958

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Public Works
Fund/Division Number:	100-1603	Division:	Streets and Storm Drain Operations

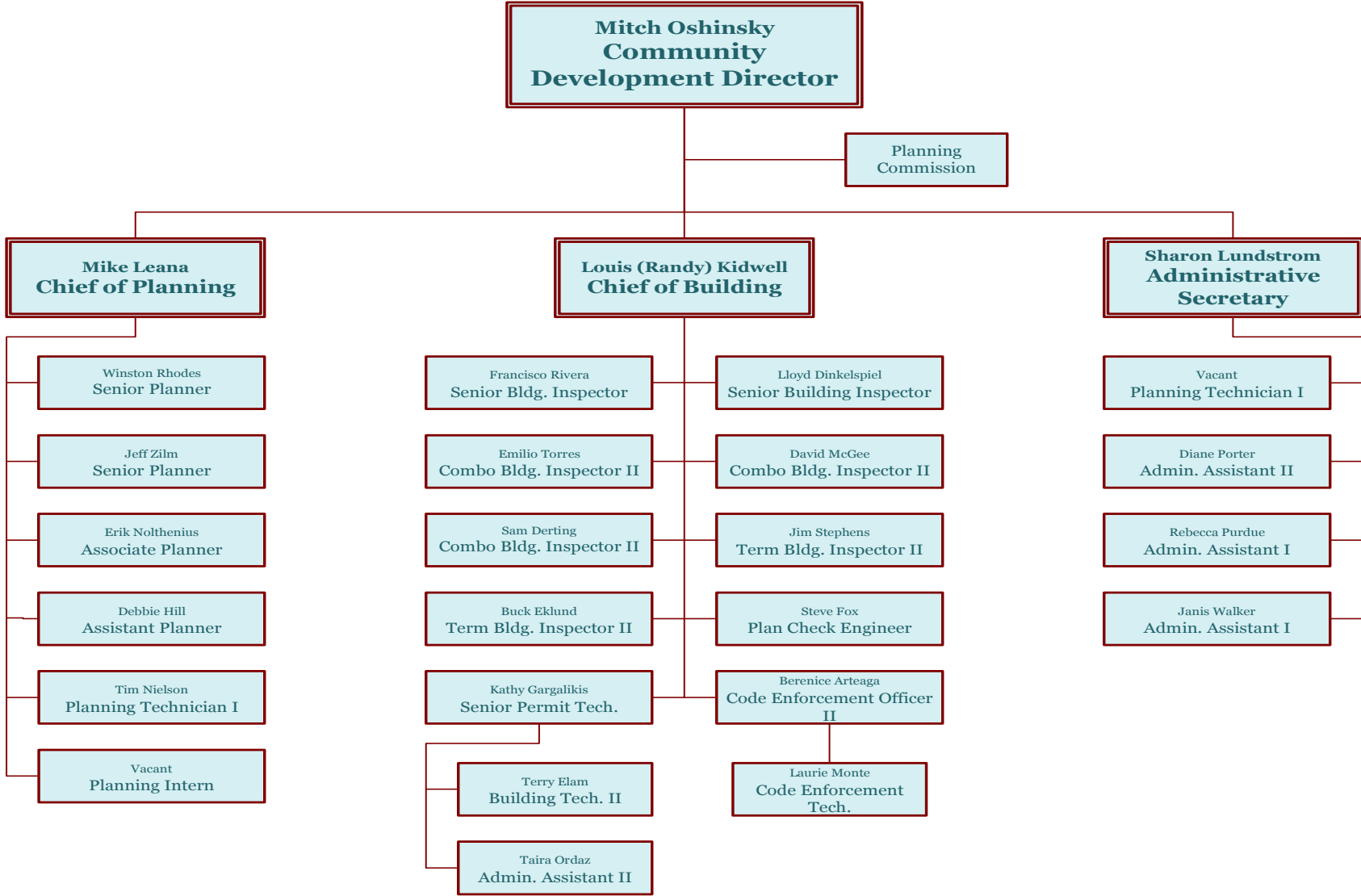
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 3,388	\$ 3,300	\$ 3,200	\$ 3,300	\$ 3,300
60110 Publications, Dues, Licenses	416	500	600	650	690
60130 Clothing Expense	4,895	5,000	5,000	6,000	7,200
60132 Safety Equipment	6,619	7,000	5,000	7,700	8,855
60140 Special Supplies	2,509	2,800	2,900	3,640	3,640
70100 Utilities	242,402	331,250	211,000	250,000	262,500
70110 Equipment/Vehicle Maintenance	24,006	21,000	18,100	47,750	26,250
70111 Street & Facility Signage	21,494	30,000	15,000	30,000	30,000
70112 Legends/Striping	8,885	30,000	20,000	30,000	30,000
70113 Asphalt Maintenance	10,062	70,000	50,000	70,000	84,000
70114 Weed Abatement	7,612	11,575	11,000	12,154	12,154
70115 Building/Facility Maintenance	21,611	25,000	4,000	36,261	15,000
70125 Equipment Rental	1,105	2,625	1,000	2,625	2,625
70130 Insurance	18,020	6,300	8,000	18,843	18,926
70140 Special Services	98,041	29,334	10,000	10,000	10,000
70142 Disposal	0	0	0	10,000	10,000
70145 Communication	10,038	10,000	6,600	11,000	11,000
70150 Advertising	919	904	500	500	500
70160 Travel, Lodging & Meals	4,478	3,600	3,000	4,320	4,320
70170 Training & Conferences	3,510	5,000	4,500	6,000	6,000
70239 Legal Services	493	2,200	0	2,200	2,200
70240 Contractual Services	8,744	22,000	5,000	0	0
80450 Equipment Lease	0	90,000	73,324	73,324	73,324
Total	\$ 499,247	\$ 709,388	\$ 457,724	\$ 636,267	\$ 622,484
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 11,672	\$ 22,508	\$ 22,508	\$ 34,621	\$ 35,544
82702 Vehicle Replacement	45,000	92,257	92,257	149,715	194,859
82703 Information Systems	2,376	4,943	4,943	5,653	5,653
82705 Tuition Program	0	2,013	2,013	405	405
82706 Fleet Maintenance	81,620	102,108	102,108	130,290	142,648
Total	\$ 140,668	\$ 223,829	\$ 223,829	\$ 320,684	\$ 379,109

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Public Works
Fund/Division Number:	100-1603	Division:	Streets and Storm Drain Operations

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>CAPITAL OUTLAY</u>					
80336 Transfers to CIP Projects	\$ 64,100	\$ 205,000	\$ 60,000	\$ 0	\$ 0
90058 Information Systems	0	0	0	1,200	0
90230 Equipment	22,485	0	310,000	80,000	310,000
Total	\$ 86,585	\$ 205,000	\$ 370,000	\$ 81,200	\$ 310,000

Community Development



Community Development



Divisions

*Building
Planning
Planning Commission*

The ***Building Division*** reviews and approves all building construction plans for compliance with all State of California and City of Brentwood building and fire codes. During construction, Building Inspectors conduct site inspections to insure that construction conforms to the approved plans and the appropriate codes. In addition, Building staff administers and enforces State and City statutes concerning existing structures, fire prevention, housing, zoning, sign, SWIPPP, weed abatement, debris, abandoned vehicles and graffiti. The Neighborhood Preservation Program conducted by Building Staff provides neighborhood code enforcement in concert with the Brentwood Neighborhood Committee.

The ***Planning Division*** is responsible for the preparation and administration of the General Plan and Specific Plans, for the long-range development of the City, and preparation and administration of the zoning ordinance. The Division handles environmental review, site plan review, design review, conditional use permits, land subdivisions, and General Plan and zoning changes. Moreover, the Division provides professional and administrative services to the Planning Commission and technical advice to the City Council and City Manager on planning related matters.

Mission Statements

Building Division - *To enforce the City and State Health & Safety Codes and to protect life and property of the citizens of Brentwood by the enforcement of Uniform Building and Fire Codes.*

Planning Division - *To utilize planning principles in attempting to implement the goals and policies of the General Plan in order to provide a high quality of life and a financially healthy and desirable community in which to live.*

Community Development

Services

Building Division

Permits
Plan Review
Inspection
Code Enforcement
Building Records

Planning Commission

General Plan
Administrative Plan
Zoning Ordinances
Environmental Review
Design Review
Conditional Use Permits
Land Subdivisions

Department Accomplishments

- Brought major commercial projects through plan check and inspection, including AIG Baker regional shopping center, Walnut Business Park, Town Center Office Park and two new Arco gas stations
- Issued permits for construction having a value in excess of \$300,000,000
- Processed 480 code enforcement complaints and resolved 414 cases
- Processed code amendment for storage of trash bins
- Adopted an affordable housing inclusionary ordinance requiring all residential projects to provide affordable units
- Processed five applications under the City's Residential Growth Management Program requesting over 1,100 units over the next 3-4 years
- Established procedures and set-up the Agricultural Land Trust Board. Provided staff leadership, created a budget and protocols, and recruited for and selected an Executive Director for the Trust
- Worked with Contra Costa County to allow agricultural tourism uses in the Ag Core
- Helped resolve the Brookfield golf clubhouse delay issues
- Established new standards for fences, in concert with developers
- Completed an Environmental Impact report for Sunset Industrial Park
- Amended Zoning Code for banks, restaurant uses, parking and definitions and temporary uses.
- Selected consultant and began specific plan for Downtown, Brentwood Boulevard and Lone Tree Triangle
- Selected consultants for Vineyards at Marsh Creek project Charrette and Environmental Impact report
- Held Charette and began Environmental Impact report and processing of annexation and development requests for Vineyards at Marsh Creek project
- Commenced Environmental Impact Report for Pulte's Rose Garden project
- Processed major amendments of design review for the Arcadia/Donahue Schreiber regional commercial center
- Processed Phase I, a medical office building, for John Muir Medical Center
- Worked with BART and MTC to plan for two future eBART stations and helped facilitate Charette for eBART TOD project

Community Development



Department Goals

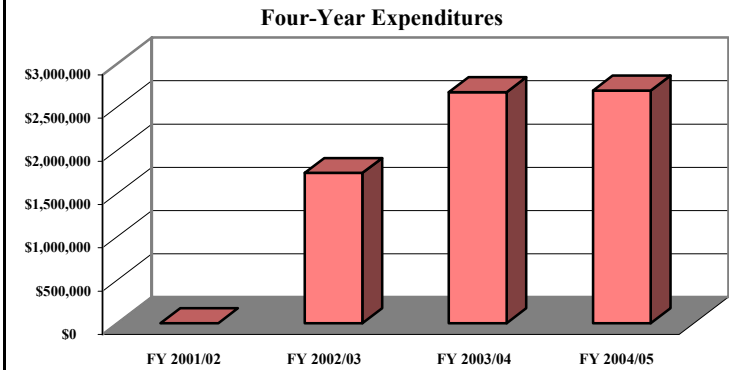
- Re-organize plan and file storage
- Automate inspection scheduling
- Automate inspection data reporting
- Reconfigure permit tracking system to sync with Finance database
- Audit and resolve issues with electronic imaging system
- Develop a business plan for the Building and Code Enforcement Division
- Complete the revision of the Housing Element of the General Plan
- Complete the processing of the Downtown, Brentwood Boulevard and Lone Tree triangle Specific Plan
- Commence a major overhaul of the City's Zoning Ordinance
- Process up to four new major commercial centers
- Process up to six new tentative subdivision maps
- Continue to participate in and expand involvement of department staff in the Organizational Development/team Building process

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Community Development
Fund/Division Number:	100-2101	Division:	Building

Performance Measures

- Issued 1,500 single family residential permits
- Issued 7,500 total permits
- Performed 70,000 inspections
- Issue permits for buildings having a value in excess of \$300,000,000
- Process 480 code enforcement complaints and resolve 414 cases
- Made 1,472 Business License contacts



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 0	\$ 1,307,934	\$ 1,221,437	\$ 2,086,888	\$ 2,223,373
Supplies and Services	0	269,420	297,497	332,666	271,870
Internal Service	0	138,007	138,007	182,130	185,461
Capital Outlay	0	101,800	80,000	70,000	9,500
Total	\$ 0	\$ 1,817,161	\$ 1,736,941	\$ 2,671,684	\$ 2,690,204
Annual Percentage Change				53.82%	0.69%

Commentary

Moved to General Fund July 1, 2002

Responding to the community need to provide quality customer service and responsiveness, the Building Division is extending two Building Inspector positions for another term. The term building inspectors allow the Building Division to keep up with an increased workload, and also provides us with the flexibility to reduce the workforce if there is a downturn in construction activity.

Included in the fiscal 2003/04 budget is a major upgrade to the Sierra Systems permit tracking software and hardware connecting the field operations with the office. This will improve customer service, reduce paper generation, reduce building inspectors report generation time and provide real-time information on all projects, permits and activities.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Community Development
Fund/Division Number:	100-2101	Division:	Building

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Community Development	0.00	0.50	0.50	0.50	0.50
Chief Building Official	0.00	1.00	1.00	1.00	1.00
Accountant II	0.00	0.00	0.00	1.00	0.00
Accountant III	0.00	0.00	0.00	0.00	1.00
Administrative Assistant I	0.00	0.00	0.00	1.00	1.00
Administrative Assistant II	0.00	1.50	1.50	1.00	1.00
Administrative Secretary	0.00	0.00	0.00	0.50	0.50
Associate Planner	0.00	0.80	0.80	0.00	0.00
Code Enforcement Officer II	0.00	1.00	1.00	1.00	1.00
Code Enforcement Technician I	0.00	0.50	0.50	0.60	0.60
Combination Building Inspector II	0.00	4.00	4.00	6.00	6.00
Permits Technician II	0.00	1.00	1.00	1.00	1.00
Plan Check Engineer	0.00	1.00	1.00	1.00	1.00
Planning Technician I	0.00	0.00	0.00	0.50	0.50
Senior Combination Building Inspector	0.00	3.00	3.00	2.00	2.00
Senior Permits Technician	0.00	1.00	1.00	1.00	1.00
Senior Planner	0.00	0.00	0.00	1.00	1.00
Term Building Inspector	0.00	0.00	0.00	2.00	2.00
Total FTE	0.00	15.30	15.30	21.10	21.10
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 0	\$ 972,505	\$ 914,739	\$ 1,430,871	\$ 1,494,186
50150 Salary - Bilingual	0	600	600	1,200	1,200
51200 Salary - Overtime	0	17,200	10,000	12,000	15,000
51205 Salary - Part-time	0	0	0	37,500	39,400
51305 Management Incentive	0	0	308	339	339
52300 Deferred Comp.	0	4,356	3,036	4,620	4,620
52305 Life Insurance	0	2,333	2,319	3,586	3,868
52310 Health Insurance	0	96,139	83,832	154,850	170,327
52311 Flexible Benefits Plan	0	80	83	83	83
52315 Dental Insurance	0	23,338	20,258	32,803	36,976
52316 Employee Assist Program	0	501	566	784	824
52318 Vision Care	0	5,062	5,416	7,115	8,563
53400 Retirement	0	120,673	118,376	281,464	316,929
53405 Survivor Benefit	0	515	551	724	724
53410 Workers Comp. Ins.	0	32,741	32,022	70,195	76,926
53415 Medicare	0	13,593	13,321	21,381	22,326
53420 FICA	0	0	0	2,325	2,443
53425 LTD Insurance	0	18,298	16,010	25,048	28,640
Total	\$ 0	\$ 1,307,934	\$ 1,221,437	\$ 2,086,888	\$ 2,223,373

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Community Development
Fund/Division Number:	100-2101	Division:	Building

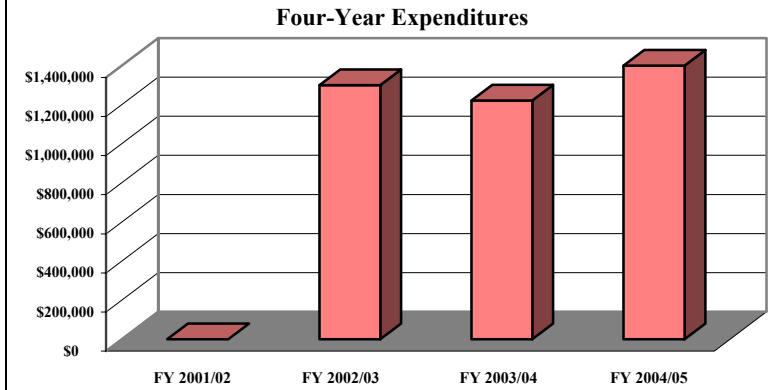
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 24,390	\$ 24,390	\$ 24,840	\$ 24,840
60110 Publications, Dues, Licenses	0	6,490	6,490	4,390	4,440
60130 Clothing Expense	0	3,650	3,650	3,800	3,800
70100 Utility Services	0	8,250	6,000	8,200	12,200
70110 Equipment/Vehicle Maintenance	0	15,750	10,000	10,000	12,000
70115 Building/Facility Maintenance	0	12,000	14,500	20,250	24,000
70130 Insurance	0	11,513	14,000	35,136	35,490
70140 Special Services	0	49,715	49,715	107,800	34,800
70145 Communication	0	10,050	9,000	10,000	11,000
70150 Advertising	0	1,050	1,600	2,000	2,200
70160 Travel, Lodging & Meals	0	6,455	6,455	6,570	6,570
70170 Training & Conferences	0	7,697	7,697	8,280	8,280
70239 Legal Services	0	10,000	15,000	15,400	16,250
70240 Contractual Services	0	102,410	129,000	76,000	76,000
Total	\$ 0	\$ 269,420	\$ 297,497	\$ 332,666	\$ 271,870
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 43,576	\$ 43,576	\$ 70,157	\$ 72,027
82702 Vehicle Replacement	0	39,358	39,358	46,340	46,340
82703 Information Systems	0	9,950	9,950	11,908	11,908
82704 Building Replacement Fund	0	25,800	25,800	32,232	32,232
82705 Tuition Program	0	3,043	3,043	612	612
82706 Fleet Maintenance	0	16,280	16,280	20,881	22,342
Total	\$ 0	\$ 138,007	\$ 138,007	\$ 182,130	\$ 185,461
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 0	\$ 101,800	\$ 80,000	\$ 70,000	\$ 9,500
Total	\$ 0	\$ 101,800	\$ 80,000	\$ 70,000	\$ 9,500

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Community Development
Fund/Division Number:	100-2201	Division:	Planning Division

Performance Measures

- Processed and approved over 465,000 square feet of new retail /office/ industrial space
- Processed and approved nearly 800 additional lots for future single family homes
- Processed and approved over 400 rental units for seniors and families
- Began processing the 134 acre Northeast Annexation



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 0	\$ 829,088	\$ 791,596	\$ 899,167	\$ 1,087,705
Supplies and Services	0	182,866	412,670	188,226	207,360
Internal Service	0	78,409	78,409	93,806	95,215
Capital Outlay	0	22,830	17,500	39,500	9,500
Total	\$ 0	\$ 1,113,193	\$ 1,300,175	\$ 1,220,699	\$ 1,399,780
Annual Percentage Change				-6.11%	14.67%

Commentary

Moved to General Fund July 1, 2002

The majority of the anticipated budget increase is related to implementation of Council consensus priorities; e.g., the Downtown Brentwood Boulevard and Lone Tree Way Specific Plans and updating the Zoning Code and the Housing Element of the General Plan. Additional expense is related to the additional costs for building upgrades, space/storage consolidation and additional personnel required to keep pace with increased customer service requirements as the population increases.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Community Development
Fund/Division Number:	100-2201	Division:	Planning Division

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Community Development	0.00	0.50	0.50	0.50	0.50
Chief of Planning	0.00	1.00	1.00	1.00	1.00
Administrative Assistant I	0.00	2.00	2.00	1.00	1.00
Administrative Assistant II	0.00	0.50	0.50	1.00	1.00
Administrative Secretary	0.00	1.00	1.00	0.50	0.50
Assistant Planner	0.00	1.00	1.00	1.00	1.00
Associate Planner	0.00	0.20	0.20	1.00	2.00
Planning Technician I	0.00	1.00	2.00	1.50	1.50
Senior Planner	0.00	2.00	2.00	1.00	1.00
Total FTE	0.00	9.20	10.20	8.50	9.50

PERSONNEL SERVICES

50100 Salary - Regular	\$ 0	\$ 594,721	\$ 584,996	\$ 609,481	\$ 725,218
51200 Salary - Overtime	0	2,430	1,000	12,000	14,000
51205 Salary - Part-time	0	24,528	8,100	15,000	18,000
51305 Management Incentive	0	0	308	339	339
52300 Deferred Comp.	0	6,204	6,204	5,940	7,260
52305 Life Insurance	0	2,778	2,689	2,945	3,749
52310 Health Insurance	0	61,852	55,550	65,484	80,503
52311 Flexible Benefits Plan	0	80	83	83	83
52315 Dental Insurance	0	15,014	12,778	13,872	17,476
52316 Employee Assist Program	0	322	377	332	390
52318 Vision Care	0	3,257	3,611	3,009	4,047
53400 Retirement	0	75,295	75,635	119,788	153,699
53405 Survivor Benefit	0	331	367	306	342
53410 Workers Comp. Ins.	0	20,442	20,474	29,852	37,279
53415 Medicare	0	8,888	8,692	9,146	10,887
53420 FICA Tax	0	1,521	502	930	1,116
53425 LTD Insurance	0	11,425	10,229	10,660	13,318
Total	\$ 0	\$ 829,088	\$ 791,596	\$ 899,167	\$ 1,087,705

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Community Development
Fund/Division Number:	100-2201	Division:	Planning Division

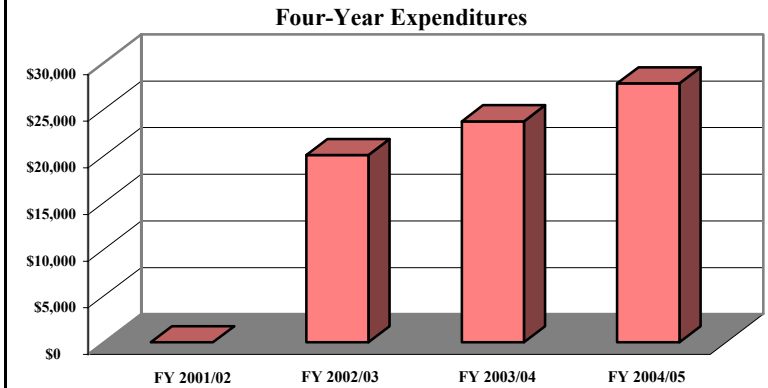
	2001/02	2004/05	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 42,330	\$ 38,000	\$ 25,400	\$ 27,800
60110 Publications, Dues, Licenses	0	3,315	3,315	4,140	4,460
70100 Utility Services	0	8,250	7,000	7,850	11,775
70110 Equipment/Vehicle Maintenance	0	3,450	1,600	3,750	4,300
70115 Building /Facility Maintenance	0	12,100	9,000	10,660	11,300
70130 Insurance	0	8,091	8,200	20,451	23,120
70140 Special Services	0	33,105	23,105	21,200	24,100
70145 Communication	0	4,825	4,000	4,750	5,050
70150 Advertising	0	1,650	1,650	10,600	11,000
70160 Travel, Lodging & Meals	0	9,505	9,505	9,505	10,060
70170 Training & Conferences	0	7,295	7,295	7,920	8,145
70239 Legal Services	0	20,000	25,000	26,000	27,500
70240 Contractual Services	0	28,950	275,000	36,000	38,750
Total	\$ 0	\$ 182,866	\$ 412,670	\$ 188,226	\$ 207,360
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 29,745	\$ 29,745	\$ 40,671	\$ 41,755
82702 Vehicle Replacement	0	8,943	8,943	8,943	8,943
82703 Information Systems	0	7,822	7,822	7,944	7,944
82704 Building Replacement Fund	0	25,800	25,800	31,200	31,200
82705 Tuition Program	0	2,029	2,029	408	408
82706 Fleet Maintenance	0	4,070	4,070	4,640	4,965
Total	\$ 0	\$ 78,409	\$ 78,409	\$ 93,806	\$ 95,215
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 0	\$ 22,830	\$ 17,500	\$ 39,500	\$ 9,500
Total	\$ 0	\$ 22,830	\$ 17,500	\$ 39,500	\$ 9,500

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Community Development
Fund/Division Number:	100-2202	Division:	Planning Commission

Performance Measures

- Hold meetings twice a month to act on projects brought before them.
- Ensure that new development is attractively designed, adheres to safety measures and is harmonious with existing development.



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget

Expenditure Summary

Personnel Services	\$ 0	\$ 12,918	\$ 12,918	\$ 12,918	\$ 16,148
Supplies and Services	0	9,782	7,150	10,778	11,622
Total	<u>\$ 0</u>	<u>\$ 22,700</u>	<u>\$ 20,068</u>	<u>\$ 23,696</u>	<u>\$ 27,770</u>
Annual Percentage Change				18.08%	17.19%

Commentary

Moved to General Fund July 1, 2002

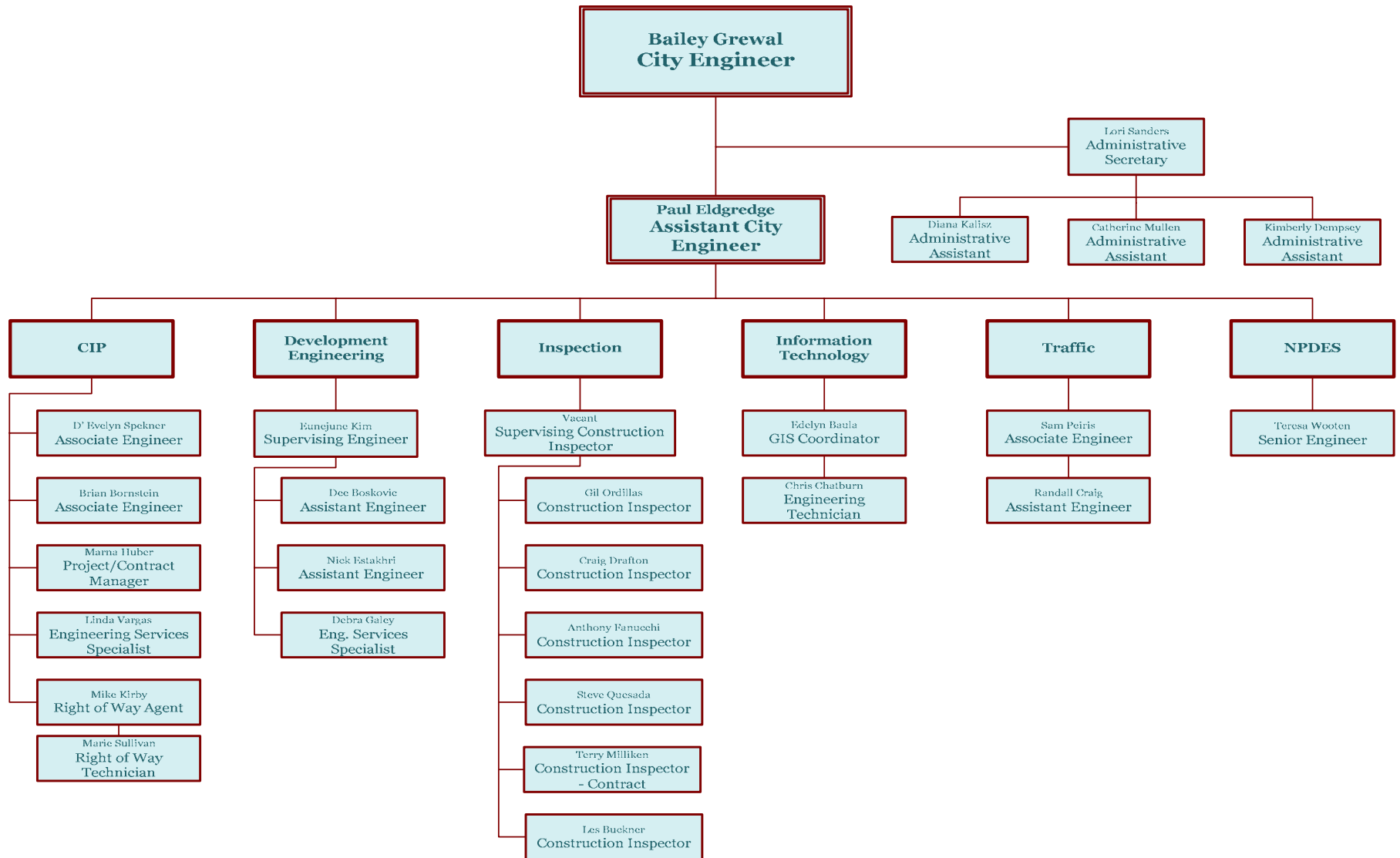
Planning Commissioners currently receive \$100.00 for each regularly scheduled Planning Commission Meeting. This stipend also serves as compensation for their time spent attending workshops and sub-committee meetings, and in preparation for the bi-monthly Planning Commission meetings. Compensation may be increased at the direction of the City Council. Commissioners typically attend at least two university level classes each year in addition to the Planner's Institute, to provide them with information on procedure, new legislation and precedent. This training is vital to ensure that they are familiar with protocol and procedure as well as being familiar with current legislation and CEQA regulations that may affect their decisions as they review projects.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Community Development
Fund/Division Number:	100-2202	Division:	Planning Commission

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Planning Commissioners	0.00	5.00	5.00	5.00	5.00
Total FTE	0.00	5.00	5.00	5.00	5.00
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 0	\$ 12,000	\$ 12,000	\$ 12,000	\$ 15,000
53415 Medicare	0	174	174	174	218
53420 FICA Tax	0	744	744	744	930
Total	<u>\$ 0</u>	<u>\$ 12,918</u>	<u>\$ 12,918</u>	<u>\$ 12,918</u>	<u>\$ 16,148</u>
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 1,355	\$ 400	\$ 500	\$ 600
70130 Insurance	0	112	150	228	272
70140 Special Services	0	600	600	600	600
70160 Travel, Lodging & Meals	0	4,490	4,000	5,950	6,450
70170 Training & Conferences	0	3,225	2,000	3,500	3,700
Total	<u>\$ 0</u>	<u>\$ 9,782</u>	<u>\$ 7,150</u>	<u>\$ 10,778</u>	<u>\$ 11,622</u>

Engineering



Engineering



Divisions

Development Engineering

Construction Inspection

Traffic & Transportation

NPDES

Capital Improvement Program (CIP)

The ***Development Services Division*** is responsible for plan checking of private construction projects, for conformance with City, State and Federal codes, supervision of assessment district functions, and issuance of engineering permits (grading, encroachment and improvements). This Division also provides engineering review of various development permits, coordinates the formation of all new Lighting & Landscape Districts and annexations to existing districts, provides engineering support to Construction Inspectors, provides engineering expertise to other City departments and acts as a liaison with other agencies and companies.

The ***Construction Division*** provides inspection support for all Development Construction activities and Capital Improvement Construction activities within the City. This Division assists other departments by providing construction expertise and technical experience involving field activities. This Division also provides project management assistance.

The ***Traffic & Transportation Division*** is responsible for the safe, efficient, environmentally compatible movement of people and goods on the streets, highways and transit systems in the City of Brentwood. This Division performs transportation related engineering studies, data collection, design and administration of transportation projects. provides technical assistance to the Capital Improvement Program, other City Departments, and outside agencies as needed.

The ***NPDES Division*** is responsible for overseeing compliance with the National Pollutant Discharge Elimination Systems' general permit and specific City and County compliance criteria of the State's Clean Water Act. This Division oversees performance standards during field construction activities.

Mission Statements

Development Engineering - To provide timely and responsive support to the City Council for all aspects of their work, and to provide realistic requirements and coordination for the development community to ensure viable development requirements without compromising safety, quality or aesthetics for all residents and to provide reliable, responsible customer service to all persons equally.

Construction Division - To provide responsive professional and technical construction management and inspection services. The primary goal is to deliver projects in a timely manner and within budget.

Traffic & Transportation - To provide timely and responsive professional engineering support to the community, police and other government agencies, as well as interdepartmental assistance. To assist in prioritizing capital improvements to assure that Brentwood's citizens receive maximum benefit.

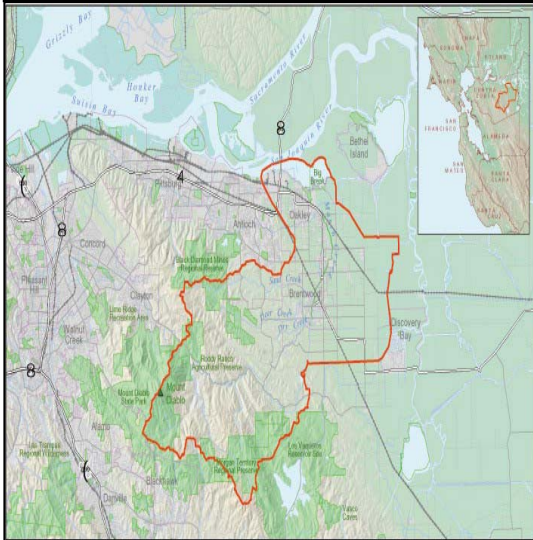
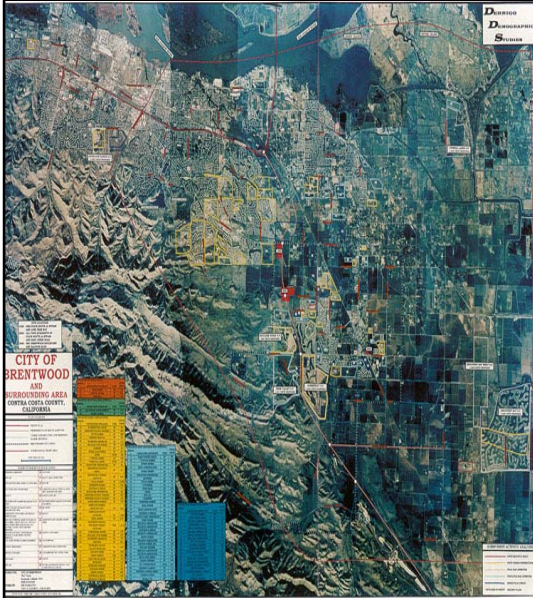
NPDES - To provide services in the most efficient and cost effective manner to assure compliance with permit criteria. To provide coordination between all participating departments and submit documentation to authorities. To ensure compliance with the mandate to improve water quality by implementing Best Management Practices.

Services

City's Capital Improvement Program
City's Infrastructure Master Plans
Review plans for grading and infrastructure
Grading and Encroachment Permits
Inspection of public/private infrastructure
Process Maps for subdivision of land
Compliance with State's Clean Water Act
Provide Traffic Engineering for safety
Geographic Information System Database
Final Maps and Improvement Plan Records

Department Accomplishments

- Continued the enhancement of the GIS Program providing more information to the City, as well as our residents
- Updated the Water, Wastewater and Non-potable Water Master Plans
- Secured the necessary property right-of-way for several major roadways which will be constructed by developers
- Fire Station # 52 completed and operational
- Brentwood Boulevard and Almond Street sewer and water improvements complete
- Relocation of Corporation Yard
- Completion of additional parking lot for Liberty High School



Department Goals

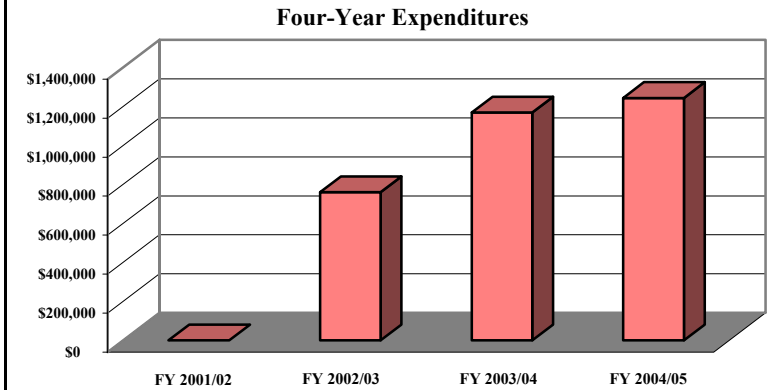
- Refine the Development Fee Program
- Continue to provide quality and timely plan checking
- Continue to provide high level of service with current staffing
- Develop a comprehensive, cost-effective way to meet the requirements of the NPDES (Storm Drain)
- Update Standard Plans and Specifications, including the Engineering Procedure Manual

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2301	Division:	Development Engineering

Performance Measures

- Established CIFP-2002-1 and Assessment District to provide \$16,585,000 for public infrastructure improvements
- Established 13 Lighting and Landscape Districts to provide \$1,136,000 in funding for maintenance and street lighting and landscaping
- Established Community Facility District # 2 to provide funding for open space acquisition and maintenance, Fire EMS and public safety personnel, flood and storm drainage services.



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 0	\$ 720,176	\$ 613,480	\$ 949,939	\$ 1,021,880
Supplies and Services	0	97,016	102,100	137,373	143,810
Internal Service	0	42,231	42,231	76,814	77,729
Capital Outlay	0	3,150	1,500	5,000	0
Total	\$ 0	\$ 862,573	\$ 759,311	\$ 1,169,126	\$ 1,243,419
Annual Percentage Change				53.97%	6.35%

Commentary

Moved to General Fund July 1, 2002

Employee reallocations, and additional expenditures associated with Engineering's relocation to 120 Oak Street, are the main reasons for 2003/04 increased budget.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2301	Division:	Development Engineering

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
City Engineer	0.00	0.25	0.25	0.25	0.25
Assistant City Engineer	0.00	0.80	0.80	0.40	0.40
Administrative Assistant I	0.00	0.70	0.40	0.40	0.40
Administrative Assistant II	0.00	0.40	0.70	0.70	0.70
Administrative Secretary	0.00	0.50	0.50	0.50	0.50
Assistant Engineer	0.00	1.20	1.20	2.20	2.20
Associate Engineer	0.00	1.90	1.90	0.50	0.50
Engineering Project/Contract Mgr	0.00	0.50	0.50	0.50	0.50
Engineering Technician I	0.00	0.00	0.00	0.20	0.20
Engineering Technician II	0.00	0.20	0.20	0.20	0.20
Engineering Services Specialist II	0.00	1.00	1.00	1.00	1.00
GIS Coordinator	0.00	0.20	0.20	0.20	0.20
Senior Associate Engineer	0.00	0.00	0.00	0.50	0.50
Supervising Engineer	0.00	0.00	0.00	0.90	0.90
Total FTE	0.00	7.65	7.65	8.45	8.45
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 0	\$ 527,410	\$ 451,105	\$ 658,921	\$ 696,352
51200 Salary - Overtime	0	12,000	16,000	16,000	18,000
51305 Management Incentive	0	0	154	170	170
52300 Deferred Comp.	0	6,138	6,138	6,930	6,930
52305 Life Insurance	0	2,573	1,934	3,151	3,463
52310 Health Insurance	0	51,431	37,853	65,099	71,605
52311 Flexible Benefits Plan	0	80	83	83	83
52315 Dental Insurance	0	12,485	8,294	13,790	15,545
52316 Employee Assist Program	0	268	283	330	346
52318 Vision Care	0	2,708	2,708	2,991	3,600
53400 Retirement	0	68,206	58,338	129,505	147,581
53405 Survivor Benefit	0	275	275	304	304
53410 Workers Comp. Ins.	0	18,517	15,792	31,484	34,912
53415 Medicare	0	7,736	6,632	9,657	10,200
53425 LTD Insurance	0	10,349	7,890	11,525	12,788
Total	\$ 0	\$ 720,176	\$ 613,480	\$ 949,939	\$ 1,021,880

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2301	Division:	Development Engineering

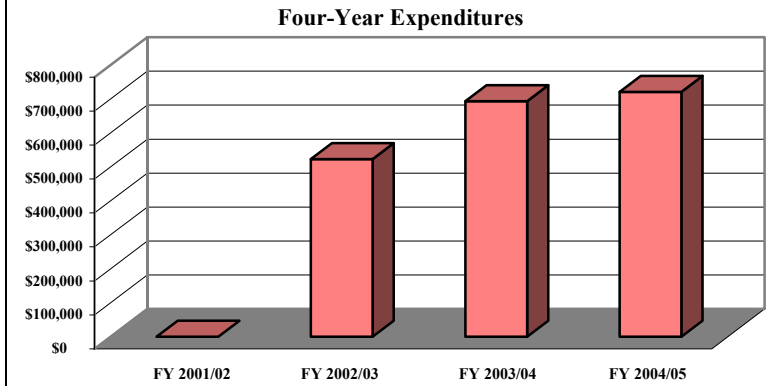
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 20,697	\$ 20,000	\$ 26,500	\$ 26,625
60110 Publications, Dues, Licenses	0	2,100	1,500	2,100	2,200
70110 Equipment/Vehicle Maintenance	0	3,200	3,200	3,200	3,400
70115 Building /Facility Maintenance	0	0	0	3,300	3,500
70130 Insurance	0	6,274	6,400	16,123	17,535
70140 Special Services	0	13,860	13,000	14,500	15,000
70145 Communication	0	9,450	6,000	10,000	10,500
70160 Travel, Lodging & Meals	0	7,875	5,000	8,250	8,700
70170 Training & Conferences	0	12,810	8,000	13,400	14,100
70239 Legal Services	0	5,000	34,000	25,000	26,500
70240 Contractual Services	0	15,750	5,000	15,000	15,750
Total	\$ 0	\$ 97,016	\$ 102,100	\$ 137,373	\$ 143,810
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 22,546	\$ 22,546	\$ 34,316	\$ 35,231
82703 Information Systems	0	8,746	8,746	9,399	9,399
82704 Building Replacement Fund	0	9,252	9,252	32,760	32,760
82705 Tuition Program	0	1,687	1,687	339	339
Total	\$ 0	\$ 42,231	\$ 42,231	\$ 76,814	\$ 77,729
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 5,000	\$ 0
90230 Equipment	0	3,150	1,500	0	0
Total	\$ 0	\$ 3,150	\$ 1,500	\$ 5,000	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2302	Division:	Construction Inspection

Performance Measures

- Inspected 26.5 miles of roadway
- Inspected 53 miles of sidewalk
- Provided inspection services for public and private infrastructure with a value of approximately \$70,000,000



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 0	\$ 482,705	\$ 390,192	\$ 565,098	\$ 598,564
Supplies and Services	0	38,104	35,094	51,075	43,286
Internal Service	0	74,952	74,952	78,060	79,491
Capital Outlay	0	30,100	23,000	0	0
Total	\$ 0	\$ 625,861	\$ 523,238	\$ 694,233	\$ 721,341
Annual Percentage Change				32.68%	3.90%

Commentary

Moved to General Fund July 1, 2002

The increase in the budget is due primarily to the addition of a Supervising Construction Inspector.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2302	Division:	Construction Inspection

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
City Engineer	0.00	0.05	0.05	0.05	0.05
Administrative Assistant I	0.00	0.40	0.20	0.20	0.20
Administrative Assistant II	0.00	0.00	0.20	0.20	0.20
Construction Inspector I	0.00	2.00	1.00	1.00	1.00
Construction Inspector II	0.00	1.50	2.50	2.50	2.50
GIS Coordinator	0.00	0.05	0.05	0.05	0.05
Supervising Construction Inspector	0.00	1.00	0.00	0.80	0.80
Total FTE	0.00	5.00	4.00	4.80	4.80
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 0	\$ 315,879	\$ 245,060	\$ 350,085	\$ 364,079
51200 Salary - Overtime	0	50,000	55,000	60,000	63,000
51305 Management Incentive	0	0	31	34	34
52300 Deferred Comp.	0	66	66	66	66
52305 Life Insurance	0	481	461	473	498
52310 Health Insurance	0	33,615	22,713	36,979	40,675
52311 Flexible Benefits Plan	0	80	83	83	83
52315 Dental Insurance	0	8,160	6,857	7,834	8,830
52316 Employee Assist Program	0	175	185	187	197
52318 Vision Care	0	1,770	1,770	1,699	2,045
52320 Retiree Medical	0	9,579	9,675	10,752	11,504
53400 Retirement	0	40,850	31,692	68,806	77,161
53405 Survivor Benefit	0	180	180	173	173
53410 Workers Comp. Ins.	0	11,091	8,579	16,727	18,253
53415 Medicare	0	4,581	3,555	5,078	5,281
53425 LTD Insurance	0	6,198	4,286	6,123	6,686
Total	\$ 0	\$ 482,705	\$ 390,192	\$ 565,098	\$ 598,564

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2302	Division:	Construction Inspection

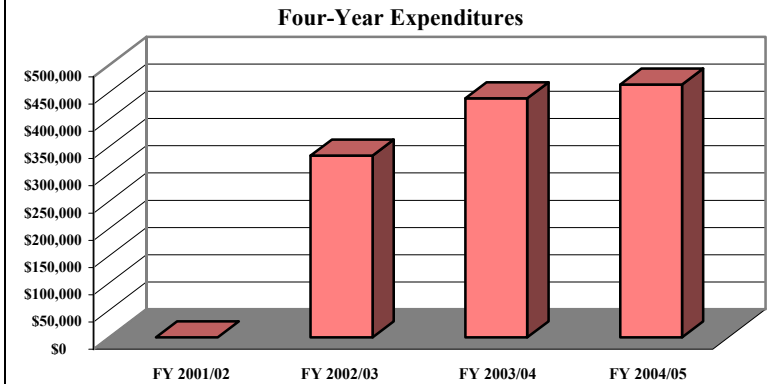
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 2,119	\$ 2,119	\$ 2,200	\$ 2,300
60110 Publications, Dues, Licenses	0	856	856	900	950
60130 Clothing Expense	0	3,960	2,000	3,900	4,100
60140 Special Supplies	0	2,545	2,000	2,000	2,100
70110 Equipment/Vehicle Maintenance	0	7,200	5,000	7,000	7,350
70115 Building /Facility Maintenance	0	0	0	4,000	4,200
70120 Rental of Land & Building	0	0	9,219	9,680	0
70130 Insurance	0	4,204	4,300	4,795	4,836
70145 Communication	0	7,350	4,000	7,000	7,350
70160 Travel, Lodging & Meals	0	2,100	2,100	2,200	2,300
70170 Training & Conferences	0	2,310	1,500	2,400	2,550
70240 Contractual Services	0	5,460	2,000	5,000	5,250
Total	\$ 0	\$ 38,104	\$ 35,094	\$ 51,075	\$ 43,286
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 19,230	\$ 19,230	\$ 23,259	\$ 23,878
82702 Vehicle Replacement	0	32,438	32,438	27,325	27,325
82703 Information Systems	0	6,006	6,006	5,598	5,598
82704 Building Replacement Fund	0	6,000	6,000	10,056	10,056
82705 Tuition Program	0	1,103	1,103	222	222
82706 Fleet Maintenance	0	10,175	10,175	11,600	12,412
Total	\$ 0	\$ 74,952	\$ 74,952	\$ 78,060	\$ 79,491
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 0	\$ 30,100	\$ 23,000	\$ 0	\$ 0
Total	\$ 0	\$ 30,100	\$ 23,000	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2303	Division:	Traffic & Transportation

Performance Measures

- Reviewed 53 traffic studies
- Completed Brentwood Bikeway Project, widening Griffith Lane, installing Class II bike lanes, signs, striping and markings and nine bike racks at various locations.



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 0	\$ 217,779	\$ 218,638	\$ 271,808	\$ 289,944
Supplies and Services	0	104,067	64,170	140,891	147,483
Internal Service	0	25,286	25,286	25,751	26,224
Capital Outlay	0	25,250	25,250	0	0
Total	\$ 0	\$ 372,382	\$ 333,344	\$ 438,450	\$ 463,651
Annual Percentage Change				31.53%	5.75%

Commentary

Moved to General Fund July 1, 2002

The Traffic Division's 2003/04 increased budget is due to the hiring of Gray Bowen & Company who will work as a consultant on regional transportation issues and will assist the City of Brentwood in acquiring alternative funding and grants.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2303	Division:	Traffic & Transportation

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
City Engineer	0.00	0.10	0.10	0.10	0.10
Administrative Assistant I	0.00	0.10	0.10	0.10	0.10
Assistant Engineer	0.00	0.80	0.80	0.80	0.80
Associate Engineer	0.00	0.80	0.80	0.80	0.80
Engineering Technician I	0.00	0.00	0.00	0.20	0.20
Engineering Technician II	0.00	0.20	0.20	0.20	0.20
GIS Coordinator	0.00	0.05	0.05	0.05	0.05
Total FTE	0.00	2.05	2.05	2.25	2.25

PERSONNEL SERVICES

50100 Salary - Regular	\$ 0	\$ 149,031	\$ 149,545	\$ 178,595	\$ 187,422
51200 Salary - Overtime	0	1,575	1,000	1,650	1,700
51205 Salary - Part-time	0	15,250	17,000	15,000	15,750
51305 Management Incentive	0	0	62	68	68
52300 Deferred Comp.	0	2,244	2,244	2,244	2,244
52305 Life Insurance	0	809	749	938	1,020
52310 Health Insurance	0	13,782	13,501	17,334	19,067
52311 Flexible Benefits Plan	0	80	83	83	83
52315 Dental Insurance	0	3,346	2,792	3,672	4,139
52316 Employee Assist Program	0	72	76	88	92
52318 Vision Care	0	726	726	797	959
53400 Retirement	0	19,273	19,284	35,101	39,721
53405 Survivor Benefit	0	74	74	81	81
53410 Workers Comp. Ins.	0	5,232	5,398	9,264	10,201
53415 Medicare	0	2,415	2,442	2,841	2,980
53420 FICA	0	946	1,054	930	977
53425 LTD Insurance	0	2,924	2,608	3,124	3,442
Total	\$ 0	\$ 217,779	\$ 218,638	\$ 271,808	\$ 289,944

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2303	Division:	Traffic & Transportation

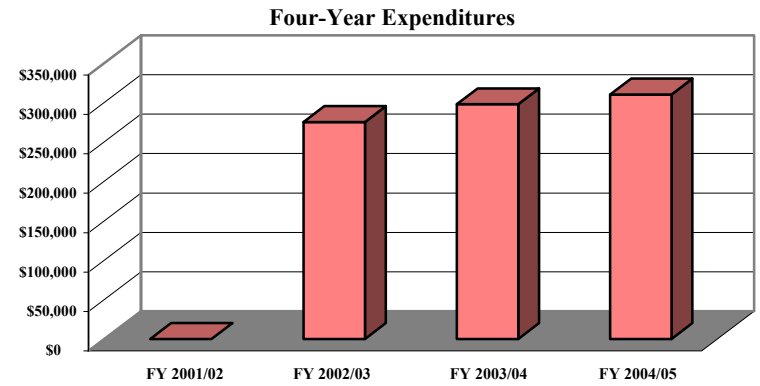
		2001/02	2002/03	2002/03	2003/04	2004/05
		Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>						
60100	Office Expense	\$ 0	\$ 3,833	\$ 3,833	\$ 4,000	\$ 4,200
60110	Publications, Dues, Licenses	0	12,149	12,149	12,600	13,250
60130	Clothing	0	630	630	650	700
60140	Special Supplies	0	2,625	2,625	22,750	23,900
60142	Safety Equipment	0	788	788	750	800
70110	Equipment/Vehicle Maintenance	0	1,825	1,825	2,500	2,625
70130	Insurance	0	1,897	2,000	8,041	8,083
70140	Special Services	0	4,200	4,200	4,000	4,200
70145	Communication	0	2,100	2,100	2,200	2,300
70160	Travel, Lodging & Meals	0	1,995	1,995	2,000	2,100
70170	Training & Conferences	0	2,625	2,625	2,500	2,625
70239	Legal Services	0	0	0	3,000	3,000
70240	Contractual Services	0	69,400	29,400	75,900	79,700
	Total	\$ 0	\$ 104,067	\$ 64,170	\$ 140,891	\$ 147,483
<u>INTERNAL SERVICE</u>						
82701	Information Services	\$ 0	\$ 10,705	\$ 10,705	\$ 11,693	\$ 12,004
82702	Vehicle Replacement	0	4,925	4,925	5,026	5,026
82703	Information Systems	0	3,569	3,569	3,141	3,141
82704	Building Replacement Fund	0	3,600	3,600	3,480	3,480
82705	Tuition Program	0	452	452	91	91
82706	Fleet Maintenance	0	2,035	2,035	2,320	2,482
	Total	\$ 0	\$ 25,286	\$ 25,286	\$ 25,751	\$ 26,224
<u>CAPITAL OUTLAY</u>						
90230	Equipment	\$ 0	\$ 25,250	\$ 25,250	\$ 0	\$ 0
	Total	\$ 0	\$ 25,250	\$ 25,250	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2304	Division:	NPDES

Performance Measures

- Performed 1,000 weekly site inspections
- Issued 40 warning of non-compliance (average annually)



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget

Expenditure Summary

Personnel Services	\$ 0	\$ 137,648	\$ 148,599	\$ 166,572	\$ 174,393
Supplies and Services	0	118,292	114,337	125,154	129,701
Internal Service	0	6,343	6,343	6,093	6,195
Capital Outlay	0	6,000	6,000	0	0
Total	<u>\$ 0</u>	<u>\$ 268,283</u>	<u>\$ 275,279</u>	<u>\$ 297,819</u>	<u>\$ 310,289</u>
Annual Percentage Change				8.19%	4.19%

Commentary

Moved to General Fund July 1, 2002

In 2003/04 and 2004/05, NPDES added funds for legal services.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2304	Division:	NPDES

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Administrative Assistant I	0.00	0.10	0.10	0.10	0.10
Construction Inspector II	0.00	0.50	0.50	0.50	0.50
Senior Engineer	0.00	0.75	0.75	0.75	0.75
Total FTE	0.00	1.35	1.35	1.35	1.35

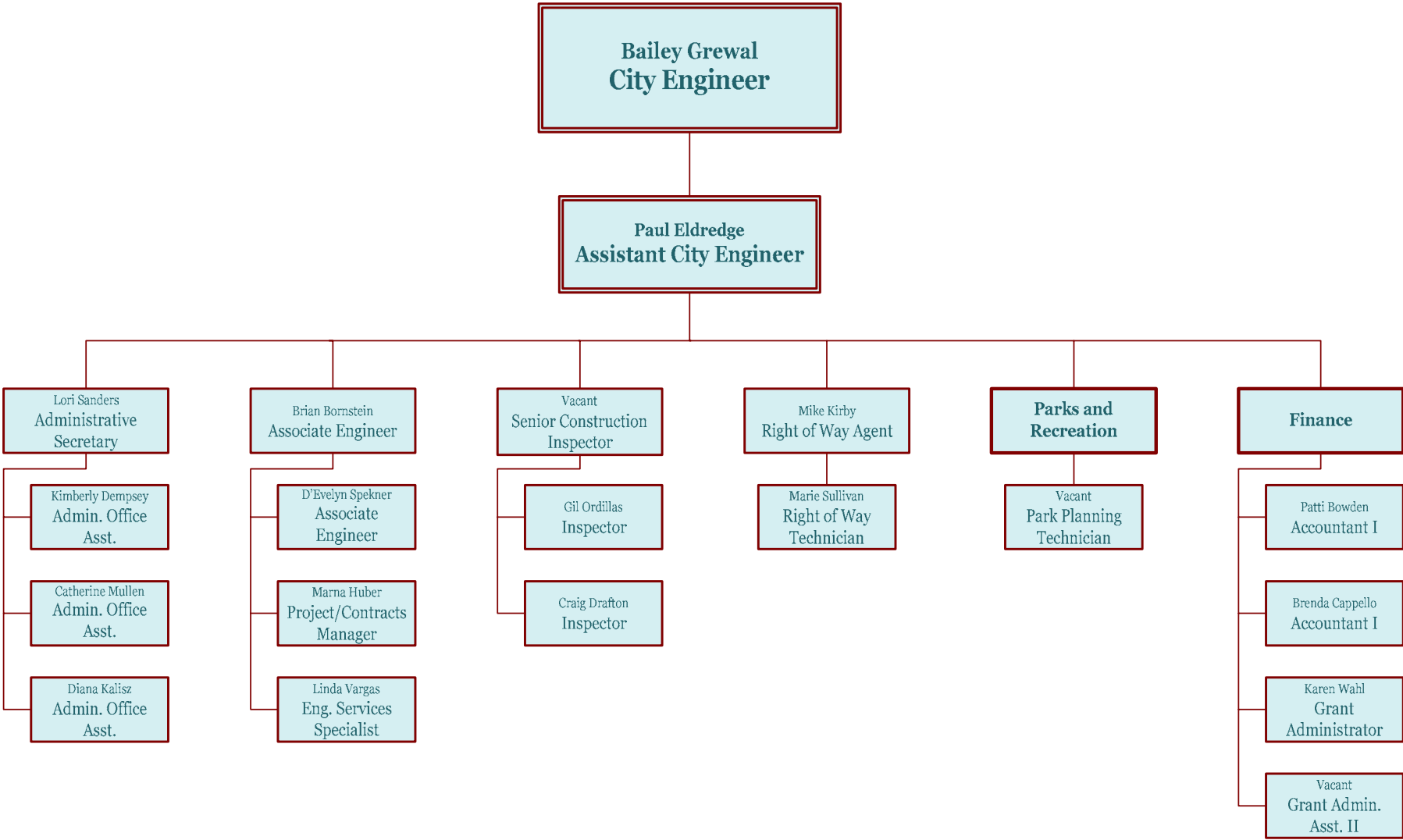
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 0	\$ 102,835	\$ 102,858	\$ 115,023	\$ 118,091
51200 Salary - Overtime	0	1,000	12,500	5,000	5,250
52300 Deferred Comp.	0	990	990	990	990
52305 Life Insurance	0	457	419	498	534
52310 Health Insurance	0	9,076	9,230	10,400	11,440
52311 Flexible Benefits Plan	0	80	83	83	83
52315 Dental Insurance	0	2,203	1,735	2,203	2,483
52316 Employee Assist Program	0	47	50	53	55
52318 Vision Care	0	478	478	478	575
53400 Retirement	0	13,299	13,302	22,607	25,027
53405 Survivor Benefit	0	49	49	49	49
53410 Workers Comp. Ins.	0	3,611	3,601	5,496	5,921
53415 Medicare	0	1,505	1,506	1,682	1,727
53425 LTD Insurance	0	2,018	1,799	2,012	2,169
Total	\$ 0	\$ 137,648	\$ 148,599	\$ 166,572	\$ 174,393

Budget For Fiscal Years 2003/04 - 2004/05

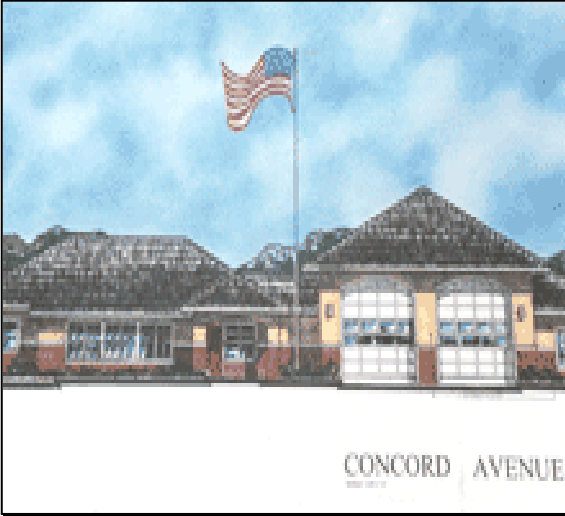
Fund Title:	General Fund	Department:	Engineering
Fund/Division Number:	100-2304	Division:	NPDES

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 9,323	\$ 4,000	\$ 3,150	\$ 3,300
60110 Publications, Dues, Licenses	0	300	300	350	400
60130 Clothing Expense	0	150	150	0	0
60140 Special Supplies	0	11,210	11,210	13,700	14,250
70120 Rental of Land & Building	0	0	1,317	1,383	0
70130 Insurance	0	1,199	1,250	2,921	2,901
70140 Special Services	0	85,700	85,700	89,950	94,500
70145 Communications	0	1,050	1,050	1,150	1,200
70160 Travel, Lodging & Meals	0	1,050	1,050	1,100	1,150
70170 Training & Conferences	0	2,310	2,310	2,450	2,550
70239 Legal Services	0	0	0	5,000	5,250
70240 Contractual Services	0	6,000	6,000	4,000	4,200
Total	\$ 0	\$ 118,292	\$ 114,337	\$ 125,154	\$ 129,701
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 2,842	\$ 2,842	\$ 3,813	\$ 3,915
82703 Information Systems	0	803	803	804	804
82704 Building Replacement Fund	0	2,400	2,400	1,416	1,416
82705 Tuition Program	0	298	298	60	60
Total	\$ 0	\$ 6,343	\$ 6,343	\$ 6,093	\$ 6,195
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 0	\$ 6,000	\$ 6,000	\$ 0	\$ 0
Total	\$ 0	\$ 6,000	\$ 6,000	\$ 0	\$ 0

Capital Improvement Program



Capital Improvement Program



The **Capital Improvement Program (CIP)** division plans for and designs infrastructure, prepares plans, specifications and bid documentation, provides project management and oversight during construction, provides inspection services during construction and technical assistance after construction. This division also serves as staff to the City Council Water Subcommittee and the CIP Subcommittee and, as needed, to the City Council. This division insures that professional and technical recommendations commensurate with established guidelines on professional practice.

Mission Statement

To provide responsive professional and technical engineering services related to the Capital Improvement Program, infrastructure development and rehabilitation, interdepartmental technical assistance and interagency technical liaison.

Divisions

- Engineering
- Finance
- Park Planning

Capital Improvement Program

Services

Roadway Improvements
Parks and Trails Improvements
Water Improvements
Wastewater Improvements
Community Facilities Improvements
Drainage Improvements
Developer Improvements

Department Accomplishments

- Completed the Wastewater Treatment Plant expansion project, on time and on budget
- Completed Zone II, Phase II Reservoir
- Well #14 on line
- Sand Creek Road opened to traffic from Fairview Avenue to Minnesota Avenue
- Enhanced downtown parking by adding three additional parking lots
- Completed installation of traffic signals at Central Avenue and Griffith Lane, and at Fairview Avenue and Grant Street
- Completed additional parking lot of Liberty High School
- Fire Station # 52 completed and operational
- Relocation of Corporation Yard
- Completed annual Pavement Management Program
- Completed off-site improvements for New Police Station

Capital Improvement Program



Department Goals

- Complete Lone Tree Way widening from two lanes to six lanes, from Jeffrey Way to the Union Pacific Railroad and the realigned Fairview Avenue
- Complete Sand Creek Road from Highway 4 Bypass to Brentwood Boulevard, including two creek crossings and an at-grade railroad crossing
- Continue the design and construction of the major infrastructure within the Northwest Quadrant, especially Empire Avenue for the North Brentwood School Site
- Finalize the long term water treatment options with the Contra Costa Water District
- Formation of CIFP 2004 and 2005 to include prepayment of Bypass fees to expedite Segments 1 and 3
- Complete new Police Station

Budget For Fiscal Years 2003/04 - 2004/05

CAPITAL IMPROVEMENT PROGRAM SUMMARY

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
335 Capital Improvement Program	\$ 0	\$ 2,445,650	\$ 2,445,650	\$ 0	\$ 3,392,313	\$ 3,392,313	\$ 0	\$ 3,631,474	\$ 3,631,474	\$ 0
336 Roadway Projects	24,062,834	2,986,286	16,077,013	10,972,107	16,856,763	21,285,163	6,543,707	7,880,294	8,122,894	6,301,107
337 Community Facilities	<u>0</u>	<u>6,300,000</u>	<u>300,000</u>	<u>6,000,000</u>	<u>11,670,857</u>	<u>17,670,857</u>	<u>0</u>	<u>5,038,920</u>	<u>5,018,920</u>	<u>20,000</u>
Capital Improvement Program Totals	<u>\$ 24,062,834</u>	<u>\$ 11,731,936</u>	<u>\$ 18,822,663</u>	<u>\$ 16,972,107</u>	<u>\$ 31,919,933</u>	<u>\$ 42,348,333</u>	<u>\$ 6,543,707</u>	<u>\$ 16,550,688</u>	<u>\$ 16,773,288</u>	<u>\$ 6,321,107</u>

Budget For Fiscal Years 2003/04 - 2004/05

CAPITAL IMPROVEMENT PROGRAM REVENUE

		2001/02	2002/03	2002/03	2003/04	2004/05
		Actual	Budget	Projected	Budget	Budget
335 - Capital Improvement Program						
46620	Administrative Fees	\$ 364,975	\$ 0	\$ 385,000	\$ 200,000	\$ 200,000
46700	Other Income	16,896	0	15,000	10,000	10,000
47250	Transfer from Water Facilities Fee	392,008	524,562	511,005	659,466	709,027
47251	Transfer from Roadways	428,941	691,459	568,026	869,284	934,614
47252	Transfer from Parkland Fees	405,846	577,271	494,608	725,731	780,272
47255	Transfer from Sewer Facility	284,364	353,191	318,011	444,023	477,393
47256	Transfer from Community Facilities	109,074	192,375	154,000	241,850	260,025
47261	Transfer from Facility Fee Administration	0	0	0	241,959	260,143
Total 335 - Capital Improvement Program		\$ 2,002,104	\$ 2,338,858	\$ 2,445,650	\$ 3,392,313	\$ 3,631,474
336 - Roadway Projects						
41111	Traffic Congestion Relief	\$ 63,987	\$ 35,000	\$ 35,000	\$ 0	\$ 0
44471	Grant Funds	180,026	0	0	0	0
44475	Federal/State Funding	0	0	0	2,649,965	2,169,935
45803	Contributions	138,772	0	0	0	0
46700	Other Income	3,984	1,000	1,000	50,000	0
46715	Contributions	946,628	281,500	281,500	4,135,100	632,000
47100	Transfer from General Fund	314,100	560,000	560,000	274,609	859,935
47250	Transfer from Water Facilities Fee	155,000	0	0	0	0
47251	Transfer from Roadways	13,344,649	0	0	9,383,589	3,367,032
47252	Transfer from Parkland Fees	450,000	200,000	200,000	0	0
47256	Transfer from Community Facilities	2,798,760	1,654,426	1,654,426	0	0
47293	Transfer from Measure C	100,000	0	0	100,000	100,000
47345	Transfer from CIP 2001	1,000,000	0	0	0	0
47501	Transfer from City Rentals	0	4,360	4,360	0	0
47540	Transfer from Solid Waste	500,000	0	0	0	0
47560	Transfer from Water Enterprise	0	0	0	0	142,500
47590	Transfer from Sewer Fund	350,000	250,000	250,000	0	0
47704	Transfer from Building Replacement	50,000	0	0	0	0
48301	Transfer from Redevelopment	0	0	0	263,500	608,892
48322	Transfer from North Brentwood RDA-Low & Mod	449	0	0	0	0
Total 336 - Roadway Projects		\$ 20,396,355	\$ 2,986,286	\$ 2,986,286	\$ 16,856,763	\$ 7,880,294

Budget For Fiscal Years 2003/04 - 2004/05

CAPITAL IMPROVEMENT PROGRAM REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>337 - Community Facilities</u>					
44475 Federal/State Funding	\$ 0	\$ 0	\$ 0	\$ 450,000	\$ 0
46715 Developer Contributions	0	0	0	0	702,000
47100 General Fund	0	6,300,000	6,300,000	1,885,000	220,000
47253 Storm Drainage	0	0	0	300,000	0
47256 Community Facilities	0	0	0	5,377,311	267,000
47501 City Rentals	0	0	0	3,000	0
47703 Information Replacement	0	0	0	50,000	250,000
47704 Building Replacement	0	0	0	65,546	50,000
48301 Redevelopment	0	0	0	3,540,000	3,549,920
Total 337 - Community Facilities	\$ 0	\$ 6,300,000	\$ 6,300,000	\$ 11,670,857	\$ 5,038,920
TOTAL CAPITAL IMPROVEMENT REVENUES	\$ 22,398,459	\$ 11,625,144	\$ 11,731,936	\$ 31,919,933	\$ 16,550,688
Annual Percentage Change			-47.62%	172.08%	-48.15%

Budget For Fiscal Years 2003/04 - 2004/05

CAPITAL IMPROVEMENT PROGRAM EXPENDITURES

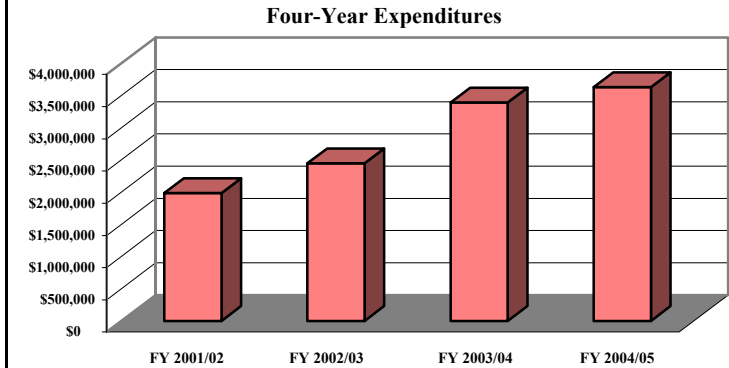
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>335 - CAPITAL IMPROVEMENT PROGRAM</u>					
335-3601 Capital Improvement Program	\$ 1,984,640	\$ 2,322,990	\$ 2,445,650	\$ 3,392,313	\$ 3,631,474
TOTAL 335 - CAPITAL IMPROVEMENT PROGRAM	\$ 1,984,640	\$ 2,322,990	\$ 2,445,650	\$ 3,392,313	\$ 3,631,474
<u>336 - ROADWAY PROJECTS</u>					
336-MISC Roadway Projects	\$ 14,562,290	\$ 16,077,013	\$ 16,077,013	\$ 21,285,163	\$ 8,122,894
TOTAL 336 - ROADWAY PROJECTS	\$ 14,562,290	\$ 16,077,013	\$ 16,077,013	\$ 21,285,163	\$ 8,122,894
<u>337 - COMMUNITY FACILITIES</u>					
337 Community Facilities	\$ 0	\$ 300,000	\$ 300,000	\$ 17,670,857	\$ 5,018,920
TOTAL 337 - COMMUNITY FACILITIES	\$ 0	\$ 300,000	\$ 300,000	\$ 17,670,857	\$ 5,018,920
TOTAL EXPENDITURES	\$ 16,546,930	\$ 18,700,003	\$ 18,822,663	\$ 42,348,333	\$ 16,773,288
Annual Percentage Change			13.75%	124.99%	-60.39%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Capital Improvement Program	Department:	Engineering
Fund/Division Number:	335-3601	Division:	Capital Improvement Program

Description:

The Capital Improvement Program (CIP) division plans for and designs infrastructure, prepares plans, specifications and bid documentation, provides project management and oversight during construction, provides inspection services during construction, and technical assistance after construction. This division also serves as staff to the City Council Water Subcommittee and the CIP Subcommittee and, as needed, to the City Council. This division insures that professional and technical recommendations are commensurate with established guidelines on professional practice. The FY 2002/03 Capital Improvement Program budget consisted of 79 projects at a cost of \$78 million.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Expenditure Summary					
Personnel Services	\$ 1,342,432	\$ 1,510,003	\$ 1,583,452	\$ 2,143,288	\$ 2,298,298
Supplies and Services	513,787	632,082	681,293	1,004,808	1,105,569
Internal Service	111,214	134,905	134,905	174,717	183,607
Capital Outlay	17,207	46,000	46,000	69,500	44,000
Total	\$ 1,984,640	\$ 2,322,990	\$ 2,445,650	\$ 3,392,313	\$ 3,631,474
Annual Percentage Change			23.23%	38.71%	7.05%

Commentary

This division's 2003/04 budget increase is due to the addition of personnel, personnel reallocations, Engineering's relocation to 120 Oak Street, additional right-of-way expenses, and an increase in the Internal Service replacement funds.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Capital Improvement Program	Department:	Engineering
Fund/Division Number:	335-3601	Division:	Capital Improvement Program

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
City Engineer	0.60	0.60	0.60	0.60	0.60
Assistant City Engineer	1.00	0.20	0.20	0.60	0.60
Accountant I	2.00	1.00	1.00	2.25	0.25
Accountant II	0.00	0.00	0.00	0.00	2.00
Accountant III	0.00	1.00	1.00	0.00	0.00
Administrative Assistant I	0.70	0.20	0.20	0.20	0.20
Administrative Assistant II	0.60	2.10	2.10	2.10	2.10
Administrative Secretary	0.50	0.50	0.50	0.50	0.50
Assistant Engineer	1.00	1.00	1.00	0.00	0.00
Associate Engineer	2.30	1.30	1.30	1.70	1.70
Construction Inspector II	2.00	2.00	2.00	2.00	2.00
Development Project Manager	1.00	1.00	1.00	1.00	1.00
Director of Parks and Recreation	0.00	0.00	0.00	0.20	0.20
Engineering Proj/Cont Mgr	0.50	0.50	0.50	0.50	0.50
Engineering Services Specialist II	1.00	1.00	1.00	1.00	1.00
Engineering Technician I	0.00	0.00	0.00	0.60	0.60
Engineering Technician II	0.60	0.60	0.60	0.60	0.60
GIS Coordinator	0.20	0.20	0.20	0.20	0.20
Grants Administrator	1.00	1.00	1.00	1.00	1.00
Park Planning Technician I	0.00	1.00	1.00	1.00	1.00
Parks Landscape Supervisor	0.00	0.00	0.00	1.00	1.00
Right-of-Way Agent	1.00	1.00	1.00	1.00	1.00
Right-of-Way Technician	1.00	1.00	1.00	1.00	1.00
Senior Associate Engineer	1.00	0.00	0.00	0.50	0.50
Senior Engineer	0.25	0.25	0.25	0.25	0.25
Supervising Construction Inspector	0.00	0.00	0.00	0.20	0.20
Supervising Engineer	0.00	1.00	1.00	0.10	0.10
Total FTE	18.25	18.45	18.45	20.10	20.10
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 1,044,975	\$ 1,098,403	\$ 1,172,006	\$ 1,479,147	\$ 1,559,255
51200 Salary - Overtime	23,652	18,000	21,000	26,000	27,400
51205 Salary - Part-time	256	12,000	0	12,000	12,500
51305 Management Incentive	30	0	369	542	542
52300 Deferred Comp.	8,664	13,002	13,002	12,804	12,804
52305 Life Insurance	4,002	4,886	4,938	6,034	6,633
52310 Health Insurance	74,980	110,593	108,530	154,850	170,327
52311 Flexible Benefits Plan	106	80	83	83	83
52315 Dental Insurance	18,589	26,846	25,711	32,803	36,976
52316 Employee Assist Program	507	576	683	784	824
52318 Vision Care	5,446	5,823	6,531	7,115	8,563
53400 Retirement	110,206	142,049	151,338	290,712	330,460
53405 Survivor Benefit	0	592	664	724	724
53410 Workers Comp. Ins.	27,404	38,566	40,966	71,260	78,813
53415 Medicare	15,548	16,289	17,162	21,815	22,984
53420 FICA Tax	0	744	0	744	775
53425 LTD Insurance	8,067	21,554	20,468	25,871	28,635
Total	\$ 1,342,432	\$ 1,510,003	\$ 1,583,452	\$ 2,143,288	\$ 2,298,298

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Capital Improvement Program	Department:	Engineering
Fund/Division Number:	335-3601	Division:	Capital Improvement Program

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 26,726	\$ 24,901	\$ 24,901	\$ 40,000	\$ 45,000
60110 Publications, Dues, Licenses	1,833	9,975	9,975	10,000	10,500
60130 Clothing Expense	1,103	5,225	5,225	5,000	5,500
60132 Safety Equipment	480	5,250	5,250	5,000	5,500
60140 Special Supplies	0	800	800	0	0
70110 Equipment/Vehicle Maintenance	3,695	4,150	4,150	4,350	4,575
70115 Building/Facility Maintenance	5	0	0	7,500	8,500
70120 Rental of Land & Building	0	0	56,966	49,323	9,030
70130 Insurance	25,297	13,155	13,400	39,355	38,964
70140 Special Services	46,410	45,071	45,071	74,500	59,000
70145 Communication	12,109	7,350	7,350	12,100	12,700
70150 Advertising	110	0	0	0	0
70160 Travel, Lodging & Meals	2,718	6,300	6,300	7,000	8,000
70170 Training & Conferences	5,154	22,680	22,680	23,730	24,900
70200 Interfund Services	346,477	350,000	350,000	525,000	577,500
70239 Legal Services	31,569	47,000	47,000	40,500	43,100
70240 Contractual Services	10,101	90,225	82,225	161,450	252,800
Total	\$ 513,787	\$ 632,082	\$ 681,293	\$ 1,004,808	\$ 1,105,569

<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 39,440	\$ 60,438	\$ 60,438	\$ 82,740	\$ 90,164
82702 Vehicle Replacement	10,829	12,952	12,952	21,886	21,886
82703 Information Systems	24,063	23,817	23,817	24,082	24,898
82704 Building Replacement Fund	30,000	30,000	30,000	36,000	36,000
82705 Tuition Program	0	3,628	3,628	729	729
82706 Fleet Maintenance	6,882	4,070	4,070	9,280	9,930
Total	\$ 111,214	\$ 134,905	\$ 134,905	\$ 174,717	\$ 183,607

<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 15,000	\$ 16,000
90230 Equipment	17,207	46,000	46,000	54,500	28,000
Total	\$ 17,207	\$ 46,000	\$ 46,000	\$ 69,500	\$ 44,000

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Roadway Projects	Department:	Engineering
Fund/Division Number:	336-MISC	Division:	Roadway Projects

Description

Roadway improvements include construction of new streets, reconstruction of existing streets, provisions for the widening of existing thoroughfares (including the acquisition of right of way), traffic signals, and other related traffic capacity and safety needs.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Capital Outlay	\$ 14,562,290	\$ 16,077,013	\$ 16,077,013	\$ 21,285,163	\$ 8,122,894
Total	<u>\$ 14,562,290</u>	<u>\$ 16,077,013</u>	<u>\$ 16,077,013</u>	<u>\$ 21,285,163</u>	<u>\$ 8,122,894</u>
Annual Percentage Change			10.40%	32.40%	-61.84%

Commentary

Major increases in the 2003/04 budget are due to the Lone Tree Union Pacific Undercrossing and the NW Quadrant Infrastructure. The combined cost of the projects come to \$8.3 million. Both projects are necessary to support commercial and residential development.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Roadway Projects	Department:	Engineering
Fund/Division Number:	336-MISC	Division:	Roadway Projects

		2001/02	2002/03	2002/03	2003/04	2004/05
		Actual	Budget	Projected	Budget	Budget
PROJECTS						
336-3701	104 Oak Office Expansion	\$ 183,958	\$ 55,212	\$ 55,212	\$ 0	\$ 0
336-3113	ADA Improvements	37,000	12,716	12,716	0	0
336-3112	BETC	1,720,081	6,317	6,317	0	0
336-3071	Bikeway Project	77,828	867	867	0	0
336-3100	Brentwood Blvd Curve	192,240	86,461	86,461	906,000	0
336-3125	Brentwood Blvd Parking Lot	140,168	160,090	160,090	0	0
336-3101	Brentwood Blvd Tea-21 I (Closed 06/02)	1,866	0	0	0	0
336-3102	Brentwood Blvd Tea-21 II (Closed 06/02)	1,960	0	0	0	0
336-3054	Brentwood Blvd Widening (ISTEA)	582,594	508,056	508,056	55,000	0
	Brentwood Blvd. and Nancy Street Traffic Signal	0	0	0	200,000	0
	Brentwood Blvd. Widening - North	0	0	0	250,000	0
	Brentwood Blvd. Widening - South	0	0	0	140,000	150,000
336-3013	Brentwood Boulevard Recon	2,784	0	0	0	0
336-3053	Cent/Minn (Row/Seeno) Closed 04/01	139,100	139,100	139,100	0	0
336-3057	Central/Griffith Signal	137,136	0	0	72,000	0
336-3097	City Hall Remodel	85,699	50,600	50,600	0	0
336-3085	City Sidewalk Replacement	4,248	975	975	50,000	50,000
336-3136	Citywide Traffic Calming	0	13,531	13,531	40,000	30,000
336-3072	Community Beautification	63,336	0	0	0	0
336-3700	Community Center Upgrade	39,199	37,330	37,330	0	0
336-3079	Community Dev. Relocation	1,706	0	0	0	0
336-3120	Fairview Ave Improvements/Minn/Lone Tree	339,346	116,621	116,621	0	0
336-3107	Fiber Optics	14,812	1,324	1,324	0	0
336-3118	First St Parking Lot (Closed 01/02)	39,574	0	0	0	0
336-3108	G. I. S.	49,308	5,394	5,394	0	0
336-3115	Grant Street School	8,308	0	0	0	0
336-3122	Greystone Landscape (Closed 04/01)	4,607	0	0	0	0
336-3098	Information Systems	35,993	0	0	0	0
336-3133	Liberty H.S. Parking Lot	19,513	4,382	4,382	0	0
336-3124	Liberty High Gym Project	447,939	200,000	200,000	0	0
	Subtotal	\$ 4,370,303	\$ 1,398,976	\$ 1,398,976	\$ 1,713,000	\$ 230,000

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Roadway Projects	Department:	Engineering
Fund/Division Number:	336-MISC	Division:	Roadway Projects

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
PROJECTS					
336-3130 Lone Tree Overlay/Improvements	\$ 62,253	\$ 565	\$ 565	\$ 576,000	\$ 0
336-3134 Lone Tree Union Pacific Undercross	0	731	731	3,080,000	3,800,000
336-3131 Lone Tree Way Widening	23,215	13,097	13,097	0	0
336-3103 Lone Tree/Fairview Rt Turn	943	0	0	0	0
336-3030 Maintenance Service Center	23,430	322,829	322,829	0	0
336-3081 Marsh Creek Trail Undercross	12,642	0	0	0	0
McClarren Park Access Road	0	0	0	100,000	0
Minnesota Ave. Sidewalk Improvements	0	0	0	195,000	0
336-3090 New City Hall	458,718	0	0	0	0
336-3109 New Fire Station	1,121,249	97	97	0	0
336-3121 New Fire Station Road	109,315	1,497	1,497	0	0
336-3110 New Police Station	534,136	1,832,583	1,832,583	0	0
336-3127 NW Quadrant Infrastructure /CIFP	2,328,468	2,814,483	2,814,483	5,372,918	10,000
336-3123 Oak & Third St Improvements	15,357	0	0	0	0
Oak and Garin Signal Installation	0	0	0	0	200,000
O'Hara Loop	0	0	0	391,108	620,424
336-3083 Pavement Management Program	67,648	503,234	503,234	600,000	600,000
336-3093 Post Office	8,043	0	0	0	0
Roadway Signing and Striping	0	0	0	80,000	80,000
Ron Nunn School Circulation Roadway	0	0	0	131,330	312,470
336-3061 Sand Creek Road	4,445,201	7,406,873	7,406,873	4,944,300	0
336-3092 Sand Creek Road West	44,585	52,546	52,546	0	0
336-3055 Sand Creek/O'Hara Ext (Closed 06/01)	325	0	0	0	0
336-3135 Second Street Parking Lot	0	45,973	45,973	0	0
Shady Willow Lane Extension	0	0	0	2,258,500	1,240,500
336-3132 Signal Modifications	59,276	0	0	287,000	210,000
336-3128 Sunset Industrial Complex	343,143	650,735	650,735	0	0
336-3012 Sunset Road Realignment	289,129	1,032,122	1,032,122	934,807	0
336-3117 Sycamore Purchase	449	0	0	0	0
Vasco Road and Camino Diablo Road Intersection	0	0	0	230,000	0
336-3087 Village Dr Street Lights	86,580	0	0	0	0
336-3051 Walnut Blvd Ext	5,017	383	383	0	0
336-3088 Walnut Blvd Storm Drain	84,385	0	0	0	0
336-3138 Walnut Blvd. and Marsh Creek Road Intersection	0	0	0	175,000	360,000
336-3056 Walnut Wide (ISTEA)	65,400	289	289	216,200	459,500
336-3129 Water & Sewer Line Lone Tree	3,080	0	0	0	0
Subtotal	\$ 10,191,987	\$ 14,678,037	\$ 14,678,037	\$ 19,572,163	\$ 7,892,894
Total	\$ 14,562,290	\$ 16,077,013	\$ 16,077,013	\$ 21,285,163	\$ 8,122,894

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Community Facilities	Department:	Engineering
Fund/Division Number:	337-MISC	Division:	Community Facilities

Description

A Community Facilities Improvement is defined as an improvement that benefits the residents of the community and either provides a City function or provides for a City facility, such as a library, community center or a City Hall.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Capital Outlay	\$ 0	\$ 300,000	\$ 300,000	\$ 17,670,857	\$ 5,018,920
Total	\$ 0	\$ 300,000	\$ 300,000	\$ 17,670,857	\$ 5,018,920
Annual Percentage Change				5790.29%	-71.60%

Commentary

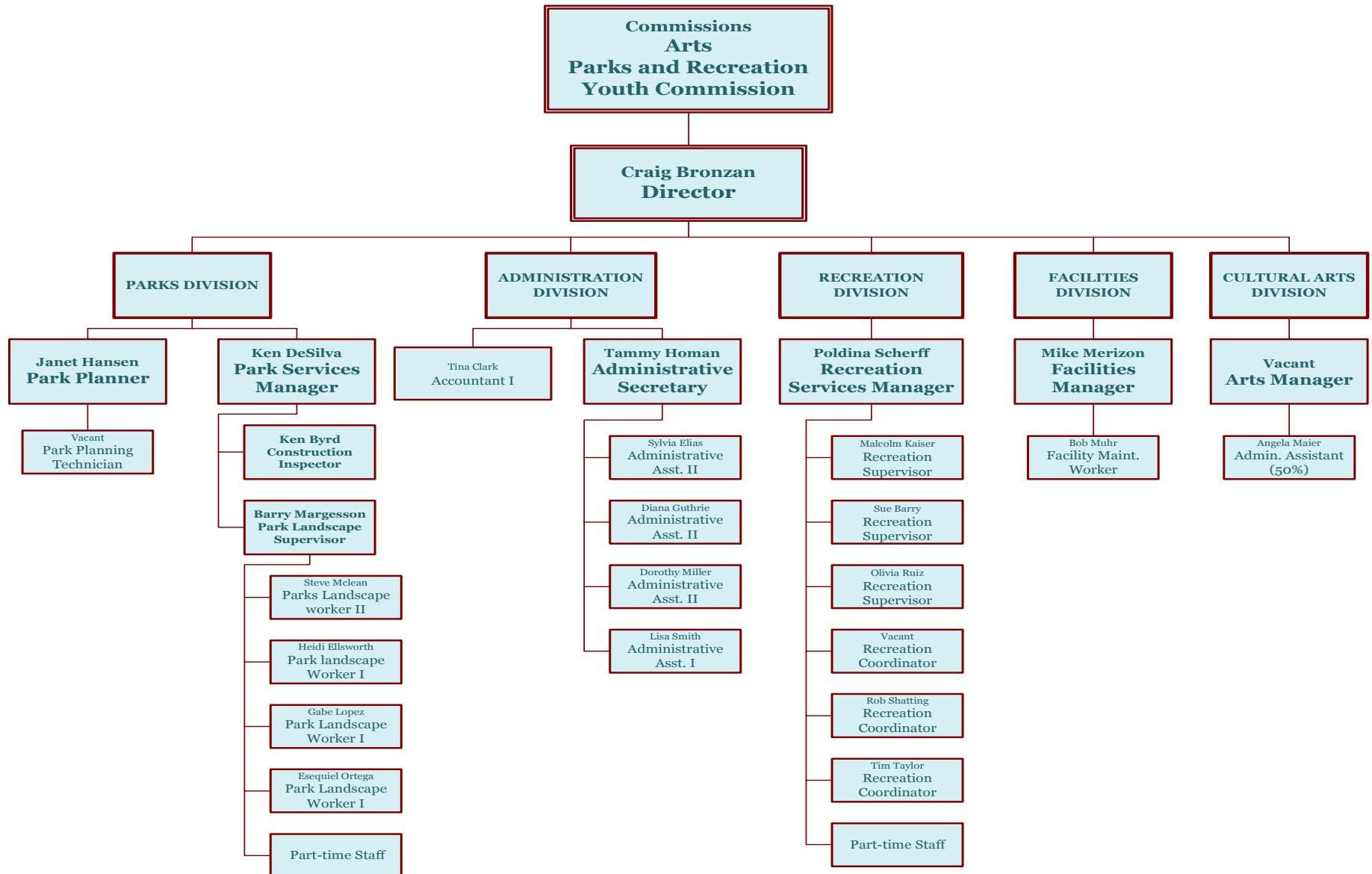
A major expenditure in 2003/04 is the New Police Station project. The projected cost for 2003/04 is \$10.7 million.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Community Facilities	Department:	Engineering
Fund/Division Number:	337-MISC	Division:	Community Facilities

<u>PROJECTS</u>	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
Accounting Software Acquisition	\$ 0	\$ 0	\$ 0	\$ 50,000	\$ 250,000
337-3113 ADA Improvements	0	0	0	70,000	50,000
337-3112 Brentwood Education and Technology Center Projects	0	0	0	3,000	0
337-3700 Community Center Upgrade	0	0	0	65,546	50,000
Downtown Parking Structure	0	0	0	350,000	4,251,920
Emergency Operations Center	0	0	0	79,000	0
337-3107 Fiber Optics	0	0	0	263,465	227,000
337-3108 G.I.S.	0	0	0	27,030	40,000
337-3098 Information Systems	0	0	0	100,000	100,000
Interim City Hall	0	0	0	1,000,000	0
New City Hall	0	0	0	1,315,000	0
337-3110 New Police Station	0	0	0	10,757,816	0
337-3200 Specific Plan	0	300,000	300,000	400,000	50,000
337-3128 Sunset Industrial Complex	0	0	0	3,190,000	0
Total	<u>\$ 0</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 17,670,857</u>	<u>\$ 5,018,920</u>

Parks and Recreation



Parks and Recreation



Divisions

Recreation Services

Park Services

Park Planning

Facility Services

Cultural Arts

Administration

The ***Parks and Recreation Department*** is responsible for a wide range of recreational and leisure services and facilities. The ***Recreation Services Division*** is responsible for the development and supervision of recreation programs for pre-school through senior citizens, including youth and all adult sports, aquatics, instruction classes, special events, trips and health and fitness classes. The ***Park Services Division*** manages the construction, maintenance and inspection of city wide parks, roadways, medians, plus the Lighting and Landscape District areas. The ***Park Planning Division*** is responsible for the planning and design of landscape facilities for city wide parks, public landscaping, commercial and residential developments and the Lighting and Landscape Districts. The ***Facility Services Division*** manages the construction, maintenance and inspection of City owned and operated facilities. The ***Cultural Arts Division*** is responsible for encouraging, stimulating and promoting diversity in the arts and fostering cultural enrichment throughout the community. The ***Administration Division*** provides overall department administrative support for facilities usage, program registration and community services, plus they support the Arts Commission, Youth Commission and the Parks and Recreation Commission.

Mission Statement

Building a joyful community through people, parks and programs.

Parks and Recreation

Services

Recreational Administration
City Pool
Parks and Recreation Commission
Youth Commission
Planning
Arts Commission
Community Center
Sports
Programs

Department Accomplishments

- Implemented the computerized Maintenance Management System used for the tracking, budgeting and scheduling of activities for park and facility maintenance
- Implemented eMotion, the online, computerized registration system for recreational programs and activities
- Completed construction documents and solicited bids for Balfour Park and the expansion of Sunset Park
- Completed Youth Commission Teen Crisis Referral Card project
- Arts Commission hosted the Diego Rivera Pan American Unity Traveling Mural Exhibit
- Received State Award of Excellence recognition for outstanding design of the Brentwood Skate Park and the Department Fall/Winter Activities Guide

Parks and Recreation



Department Goals

- Complete the co-generator project at the Brentwood Family Aquatic Complex
- Implement an 'Art in Public Places' program for public art
- Integrate park program offerings with the Police Activities League in order to expand youth program opportunities
- Review, revise and update Park and Facility ordinances
- Continue joint use facility development with the Liberty Union High School District and the Brentwood Union School District

Budget For Fiscal Years 2003/04 - 2004/05

PARKS AND RECREATION ENTERPRISE FUND - OPERATIONS TEN YEAR PROJECTION

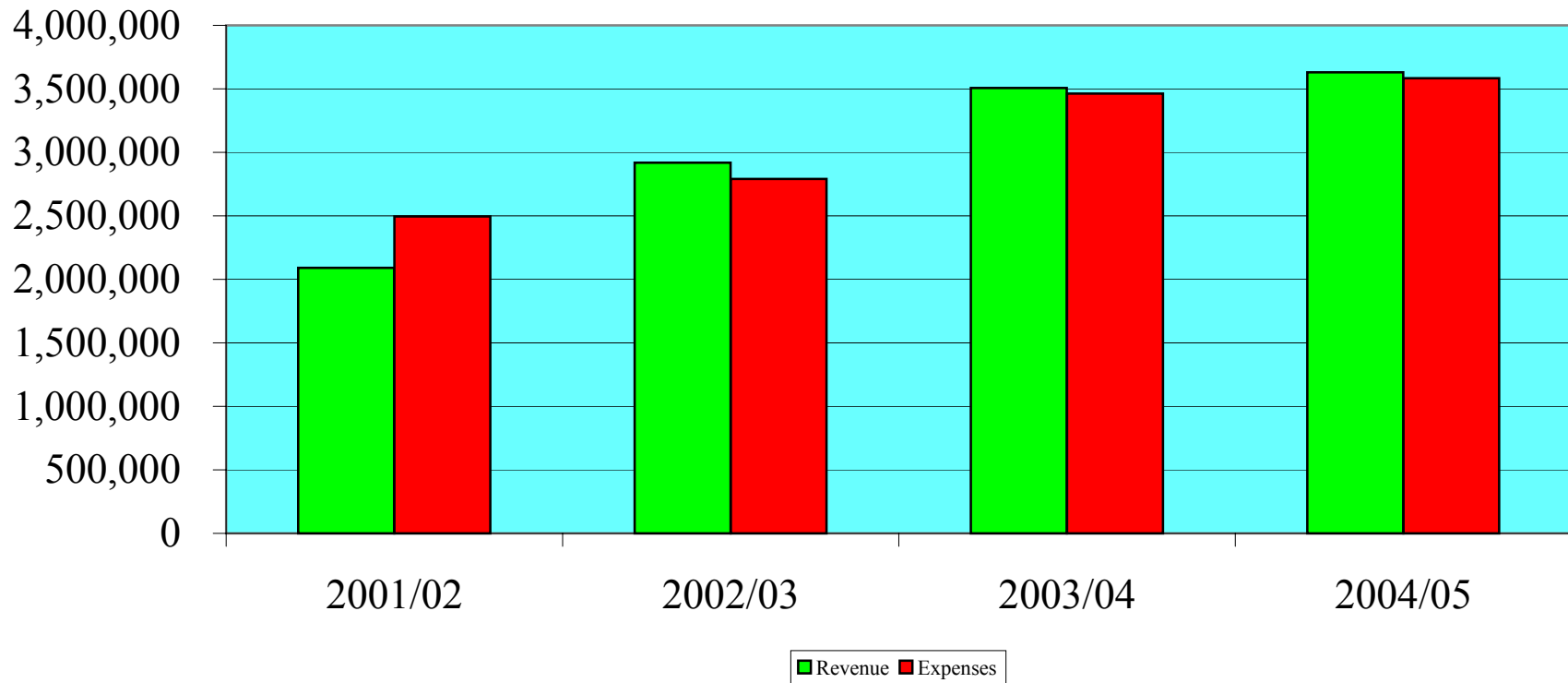
	2002/03 Projected	2003/04 Budget	2004/05 Budget	2005/06 Projected	2006/07 Projected	2007/08 Projected	2008/09 Projected	2009/10 Projected	2010/11 Projected	2011/12 Projected
Fund Balance 7/01	\$ 0	\$ 127,326	\$ 170,522	\$ 217,290	\$ 268,735	\$ 325,325	\$ 387,574	\$ 454,180	\$ 524,117	\$ 597,551
Add:										
Revenues	2,918,920	3,506,700	3,631,213	3,994,334	4,393,768	4,833,145	5,171,465	5,430,038	5,701,540	5,872,586
Total Revenue	2,918,920	3,506,700	3,631,213	3,994,334	4,393,768	4,833,145	5,171,465	5,430,038	5,701,540	5,872,586
Less:										
Operations	2,791,594	3,463,504	3,584,445	3,942,889	4,337,178	4,770,896	5,104,859	5,360,101	5,628,107	5,796,950
Total Appropriations	2,791,594	3,463,504	3,584,445	3,942,889	4,337,178	4,770,896	5,104,859	5,360,101	5,628,107	5,796,950
Revenue Over(Under) Appropriations	127,326	43,196	46,769	51,445	56,590	62,249	66,606	69,937	73,433	75,636
Fund Balance 6/30	\$ 127,326	\$ 170,522	\$ 217,290	\$ 268,735	\$ 325,325	\$ 387,574	\$ 454,180	\$ 524,117	\$ 597,551	\$ 673,187

Budget For Fiscal Years 2003/04 - 2004/05

PARKS AND RECREATION ENTERPRISE FUND - SUMMARY

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
<u>Parks and Recreation Operations</u>										
520 & 521 Parks and Recreation	\$ 0	\$ 2,918,920	\$ 2,791,594	\$ 127,326	\$ 3,506,700	\$ 3,463,504	\$ 170,522	\$ 3,631,213	\$ 3,584,445	\$ 217,290
<u>Parks and Recreation Other</u>										
522 Parks CIP Projects	2,542,521	1,000,500	967,423	2,575,598	12,455,059	13,635,399	1,395,258	3,730,023	4,635,083	490,198
523 Parks Replacement	0	0	0	0	106,532	5,000	101,532	111,858	5,000	208,390
Sub-Totals	2,542,521	1,000,500	967,423	2,575,598	12,561,591	13,640,399	1,496,790	3,841,881	4,640,083	698,588
Total Parks and Recreation	\$ 2,542,521	\$ 3,919,420	\$ 3,759,017	\$ 2,702,924	\$ 16,068,291	\$ 17,103,903	\$ 1,667,312	\$ 7,473,094	\$ 8,224,528	\$ 915,878

Park Enterprise Operations Historical Revenue and Expense Analysis



Budget For Fiscal Years 2003/04 - 2004/05

PARKS AND RECREATION ENTERPRISE FUND - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>520-5101 - Administration</u>					
40001 County Revenue	\$ 490,459	\$ 666,600	\$ 628,183	\$ 813,323	\$ 975,988
40005 Current Unsecured	3,218	0	29,498	15,000	15,000
40007 Non & Unitary Property Taxes	4,443	0	4,926	0	0
40010 Prior Year Secured	(3,469)	0	0	0	0
40015 Prior Year Unsecured	(34)	0	198	0	0
40020 Supplemental/Secured	27,252	0	3,851	0	0
40045 Other Taxes	82	0	0	0	0
40055 State HOPTR	10,619	0	0	0	0
45803 Contribution from Park District	22,397	0	0	0	0
45804 Cornfest	0	2,385	2,500	2,629	2,761
45805 Gazebo/City Park	275	1,200	1,200	1,260	1,323
45806 Sunset Concessions	650	30,000	700	30,000	30,000
45807 Sunset Rental/User Fees	11,841	21,000	21,000	26,250	27,563
45808 Ticket Sales	0	300	300	300	300
45813 Fundraisers	170	0	200	200	200
45827 Certificates	25	0	0	0	0
46700 Other Revenue	3,176	54,500	3,500	3,500	3,500
47100 Transfer from General Fund	150,000	540,000	525,000	350,000	350,000
48301 Transfer from RDA	0	0	0	150,000	0
Total Administration	\$ 721,104	\$ 1,315,985	\$ 1,221,056	\$ 1,392,462	\$ 1,406,635
<u>520-5102 - City Pool</u>					
45816 City Pool	\$ 212,626	\$ 325,000	\$ 235,000	\$ 255,000	\$ 265,000
Total City Pool	\$ 212,626	\$ 325,000	\$ 235,000	\$ 255,000	\$ 265,000

Budget For Fiscal Years 2003/04 - 2004/05

PARKS AND RECREATION ENTERPRISE FUND - REVENUE

		2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>520-5107 - Youth Commission</u>						
47100	Transfer from General Fund	\$ 0	\$ 0	\$ 15,000	\$ 25,000	\$ 25,000
	Total Youth Commission	\$ 0	\$ 0	\$ 15,000	\$ 25,000	\$ 25,000
<u>520-5108 - Park Planning</u>						
47252	Transfer from Quimby Fees	\$ 864,292	\$ 914,607	\$ 1,074,868	\$ 1,176,743	\$ 1,221,497
	Total Park Planning	\$ 864,292	\$ 914,607	\$ 1,074,868	\$ 1,176,743	\$ 1,221,497
<u>520-5110 - Community Center</u>						
43320	Rental Income	\$ 0	\$ 22,000	\$ 0	\$ 0	\$ 0
45838	Facility Rent/Multi Purpose Room	27,465	12,500	29,054	34,335	35,787
45840	Cleaning Fee Multi Purpose Rm/Rental	0	536	600	625	650
45841	Senior Trips	4,708	0	5,500	5,775	6,064
45842	Senior Classes	3,857	3,990	4,000	4,200	4,410
45843	Facility Rental Blue Room	5,224	2,650	6,232	16,627	16,939
45844	Kitchen Rental	0	200	0	0	0
45845	Donation Programs	220	0	1,300	1,500	1,500
46700	Other Income	891	710	710	800	800
	Total Community Center	\$ 42,365	\$ 42,586	\$ 47,396	\$ 63,862	\$ 66,150
<u>521-5109 - Arts Commission</u>						
45813	Fundraisers	\$ 0	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000
45831	Donations	0	0	0	2,000	5,000
46700	Other Income	0	0	0	10,000	10,000
47100	Transfer from General Fund	0	0	0	100,000	125,000
	Total Arts Commission	\$ 0	\$ 40,000	\$ 40,000	\$ 157,000	\$ 185,000

Budget For Fiscal Years 2003/04 - 2004/05

PARKS AND RECREATION ENTERPRISE FUND - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>520-62xx - Sports</u>					
45809 Adult Basketball	\$ 0	\$ 7,140	\$ 0	\$ 0	\$ 0
45810 Youth Baseball	0	20,500	0	0	0
45811 Non Residential Fees	1,450	3,200	3,200	3,360	3,528
45812 Softball	0	68,000	0	0	0
45813 Fundraisers	0	1,071	0	0	0
45814 Volleyball	0	3,000	0	0	0
45815 Flag Football	0	37,000	0	0	0
45818 Classes	0	39,810	0	0	0
45830 Sports Accessories	184	265	0	0	0
45832 Youth Softball	0	13,500	0	0	0
45847 Registration	140,947	0	166,460	205,676	222,869
Total Sports	\$ 142,581	\$ 193,486	\$ 169,660	\$ 209,036	\$ 226,397
<u>520-63xx - Programs</u>					
45819 Bristow Gym	\$ 12,214	\$ 31,050	\$ 15,000	\$ 18,720	\$ 18,720
45820 Special Events	0	1,575	0	0	0
45822 Bristow Drop-in	568	2,625	0	0	0
45819 Byron Gym	363	0	0	0	0
45823 Byron Drop-in	612	2,625	1,700	1,500	1,500
45819 Edna Hill Gym	5,168	31,050	9,315	9,360	9,360
45819 Liberty High School Gym	0	10,250	0	0	0
45847 Registration	87,804	103,575	89,925	198,017	205,954
46715 Contribution Skate Park	300	0	0	0	0
Total Program	\$ 107,029	\$ 182,750	\$ 115,940	\$ 227,597	\$ 235,534
Total Funds 520 & 521 - Park Enterprise	\$ 2,089,997	\$ 3,014,414	\$ 2,918,920	\$ 3,506,700	\$ 3,631,213

Budget For Fiscal Years 2003/04 - 2004/05

PARKS AND RECREATION ENTERPRISE FUND - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>522 - Capital Projects</u>					
46700 Other Income	\$ 0	\$ 500	\$ 500	\$ 0	\$ 0
46715 Developer Contributions	0	0	0	1,199,000	0
47218 Transfer from Federal Grants	0	0	0	2,996,984	957,100
47252 Transfer from Parkland Fees	2,121,846	1,000,000	1,000,000	8,259,075	2,772,923
47336 Transfer from CIP Project	63,335	0	0	0	0
Total 522 - Capital Projects	\$ 2,185,181	\$ 1,000,500	\$ 1,000,500	\$ 12,455,059	\$ 3,730,023
<u>523 - Parks Replacement</u>					
47520 Transfer from Parks	\$ 0	\$ 0	\$ 0	\$ 106,532	\$ 111,858
Total 523 - Parks Replacement	\$ 0	\$ 0	\$ 0	\$ 106,532	\$ 111,858
TOTAL PARKS AND RECREATION REVENUE	\$ 4,275,178	\$ 4,014,914	\$ 3,919,420	\$ 16,068,291	\$ 7,473,094
Annual Percentage Change			-8.32%	309.97%	-53.49%

Budget For Fiscal Years 2003/04 - 2004/05

PARKS AND RECREATION ENTERPRISE FUND - EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>520 - Parks and Recreation</u>					
520-5101 Recreation Administration	\$ 655,765	\$ 514,900	\$ 561,422	\$ 837,002	\$ 730,709
520-5102 City Pool	571,972	737,933	610,534	650,791	682,957
520-5106 Park Commission	14,975	9,730	17,699	22,540	23,002
520-5107 Youth Commission	13,470	21,558	22,125	22,045	22,104
520-5108 Park Planning	840,985	908,083	1,074,868	1,154,203	1,198,495
520-5110 Community Center	141,928	182,519	174,253	214,938	227,062
520-62xx Sports	140,192	189,646	169,295	218,997	224,339
520-63xx Programs	111,821	195,960	106,434	264,059	281,373
Total 520 - Parks and Recreation	\$ 2,491,108	\$ 2,760,329	\$ 2,736,630	\$ 3,384,575	\$ 3,390,041
<u>521 - Arts Commission</u>					
521-5109 Arts Commission	\$ 4,028	\$ 73,822	\$ 54,964	\$ 78,929	\$ 194,404
Total 521 - Arts Commission	\$ 4,028	\$ 73,822	\$ 54,964	\$ 78,929	\$ 194,404
Total Funds 520 & 521 - Park Enterprise	\$ 2,495,136	\$ 2,834,151	\$ 2,791,594	\$ 3,463,504	\$ 3,584,445
<u>522 - Parks Capital Projects</u>					
522-MISC Capital Projects	\$ 1,251,075	\$ 967,423	\$ 967,423	\$ 13,635,399	\$ 4,635,083
Total 522 - Parks Capital Projects	\$ 1,251,075	\$ 967,423	\$ 967,423	\$ 13,635,399	\$ 4,635,083
<u>523 - Parks Replacement</u>					
523- Replacement Services	\$ 0	\$ 0	\$ 0	\$ 5,000	\$ 5,000
Total 523 - Parks Replacement	\$ 0	\$ 0	\$ 0	\$ 5,000	\$ 5,000
TOTAL PARKS AND RECREATION EXPENDITURES	\$ 3,746,211	\$ 3,801,574	\$ 3,759,017	\$ 17,103,903	\$ 8,224,528
Annual Percentage Change			0.34%	355.01%	-51.91%

Budget For Fiscal Years 2003/04 - 2004/05

PARKS AND RECREATION ENTERPRISE FUND - EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Personnel Services	\$ 1,078,825	\$ 1,355,560	\$ 1,309,895	\$ 1,640,569	\$ 1,861,366
Supplies and Services	1,324,762	1,298,396	1,301,504	1,358,134	1,403,485
Internal Service	56,132	137,195	137,195	178,269	180,736
Capital Outlay	1,286,492	1,010,423	1,010,423	13,926,931	4,778,941
Total	\$ 3,746,211	\$ 3,801,574	\$ 3,759,017	\$ 17,103,903	\$ 8,224,528
<u>Personnel</u>					
520-5101 Recreation Administration	\$ 294,910	\$ 339,273	\$ 382,929	\$ 502,228	\$ 539,590
520-5102 City Pool	320,077	329,387	330,525	376,375	398,883
520-5106 Park Commission	6,239	0	7,969	7,876	8,288
520-5107 Youth Commission	947	0	567	1,125	1,184
520-5108 Park Planning	365,321	411,345	406,360	456,257	484,789
521-5109 Arts Commission	1,826	25,000	6,142	1,688	116,641
520-5110 Community Center	86,966	94,489	93,453	112,678	121,620
520-62xx Sports	1,662	64,855	35,054	78,357	78,524
520-63xx Programs	877	91,211	46,896	103,985	111,847
Total Personnel	\$ 1,078,825	\$ 1,355,560	\$ 1,309,895	\$ 1,640,569	\$ 1,861,366
<u>Supplies and Services</u>					
520-5101 Recreation Administration	\$ 356,523	\$ 114,898	\$ 117,764	\$ 125,700	\$ 133,840
520-5102 City Pool	251,895	393,131	264,594	258,420	267,739
520-5106 Park Commission	8,736	9,730	9,730	14,664	14,714
520-5107 Youth Commission	12,523	21,558	21,558	20,920	20,920
520-5108 Park Planning	389,762	406,192	577,962	490,922	500,534
521-5109 Arts Commission	2,202	48,822	48,822	74,741	75,263
520-5110 Community Center	53,647	74,525	67,295	72,053	75,134
520-62xx Sports	138,530	124,791	134,241	140,640	145,815
520-63xx Programs	110,944	104,749	59,538	160,074	169,526
Total Supplies and Services	\$ 1,324,762	\$ 1,298,396	\$ 1,301,504	\$ 1,358,134	\$ 1,403,485

Budget For Fiscal Years 2003/04 - 2004/05

PARKS AND RECREATION ENTERPRISE FUND - EXPENDITURE SUMMARY

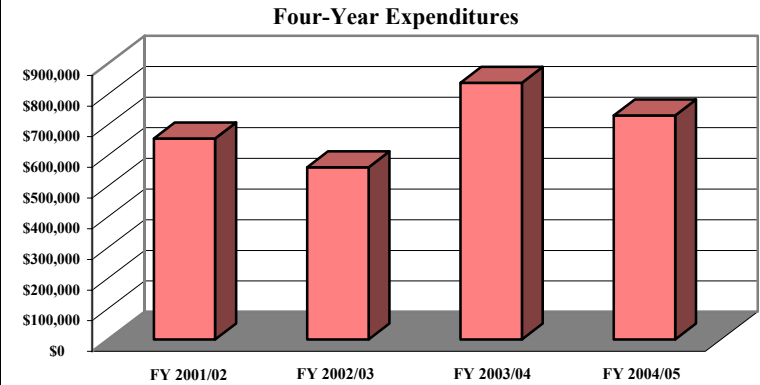
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Internal Service</u>					
520-5101 Recreation Administration	\$ 0	\$ 40,229	\$ 40,229	\$ 53,574	\$ 54,779
520-5102 City Pool	0	15,415	15,415	15,996	16,335
520-5108 Park Planning	56,132	71,046	71,046	78,492	79,314
520-5110 Community Center	0	10,505	10,505	30,207	30,308
Total Internal Service	\$ 56,132	\$ 137,195	\$ 137,195	\$ 178,269	\$ 180,736
<u>Capital Outlay</u>					
520-5101 Recreation Administration	\$ 4,332	\$ 20,500	\$ 20,500	\$ 155,500	\$ 2,500
520-5108 Park Planning	29,770	19,500	19,500	128,532	133,858
521-5109 Arts Commission	0	0	0	2,500	2,500
520-5110 Community Center	1,315	3,000	3,000	0	0
522-MISC Parks CIP Projects	1,251,075	967,423	967,423	13,635,399	4,635,083
523 Parks Replacement	0	0	0	5,000	5,000
Total Capital Outlay	\$ 1,286,492	\$ 1,010,423	\$ 1,010,423	\$ 13,926,931	\$ 4,778,941

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: Park Enterprise Fund	Department: Parks and Recreation
Fund/Division Number: 520-5101	Division: Recreation Administration

Description

This Division of the Parks and Recreation Department coordinates and administers the revenue sources created from the various City owned and maintained park and recreation facilities and programs, including facilities used on a collaborative basis with other organizations. The Division establishes policies, procedures and user fees, and is responsible for the collection of those fees. The Division is supported by Finance and Park Planning staff concerned with the development of parks, facilities and CIP Park construction management.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 294,910	\$ 339,273	\$ 382,929	\$ 502,228	\$ 539,590
Supplies and Services	356,523	114,898	117,764	125,700	133,840
Internal Service	0	40,229	40,229	53,574	54,779
Capital Outlay	4,332	20,500	20,500	155,500	2,500
Total	\$ 655,765	\$ 514,900	\$ 561,422	\$ 837,002	\$ 730,709
Annual Percentage Change			-14.39%	49.09%	-12.70%

Commentary

This Division provides the overall administration support staff for all of Parks and Recreation. Significant changes in the 2003/04 budget resulted from the addition of a Recreation Services Manager to oversee the daily operations of the Recreation Division.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-5101	Division:	Recreation Administration

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Parks and Recreation	0.10	0.10	0.10	0.10	0.10
Accounting Technician II	0.30	0.30	0.30	0.30	0.30
Administrative Assistant I	0.25	0.25	0.25	0.25	0.25
Administrative Assistant II	0.50	0.50	0.50	0.50	0.50
Administrative Secretary	0.50	0.50	0.50	0.50	0.50
Recreation Services Coordinator	1.00	1.00	1.00	1.00	1.00
Recreation Services Manager	0.00	1.00	1.00	1.00	1.00
Recreation Services Supervisor	2.00	2.00	2.00	2.00	2.00
Total FTE	4.65	5.65	5.65	5.65	5.65
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 227,356	\$ 248,144	\$ 257,094	\$ 347,975	\$ 366,938
50150 Salary - Bilingual Pay	138	300	300	300	300
51200 Salary - Overtime	3,764	0	0	0	0
51205 Salary - Part-time	487	0	33,782	0	0
51305 Management Incentive	5	0	62	68	68
52300 Deferred Comp.	709	132	572	1,452	1,452
52305 Life Insurance	399	475	801	938	1,022
52310 Health Insurance	19,441	31,262	26,019	43,528	47,878
52311 Flexible Benefits	106	80	83	83	83
52315 Dental Insurance	5,183	7,589	7,645	9,221	10,394
52316 Employee Assist Program	148	163	209	220	232
52318 Vision Care	1,588	1,646	2,000	2,000	2,407
52800 Unemployment Insurance	550	0	0	0	0
53400 Retirement	23,954	32,130	33,180	68,451	77,832
53405 Survivor Benefit	0	167	203	203	203
53410 Workers Comp. Ins.	5,884	8,712	10,176	16,627	18,397
53415 Medicare	3,473	3,604	4,219	5,072	5,347
53420 FICA Tax	0	0	2,094	0	0
53425 LTD Insurance	1,725	4,869	4,488	6,092	7,039
Total	\$ 294,910	\$ 339,273	\$ 382,929	\$ 502,228	\$ 539,590

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-5101	Division:	Recreation Administration

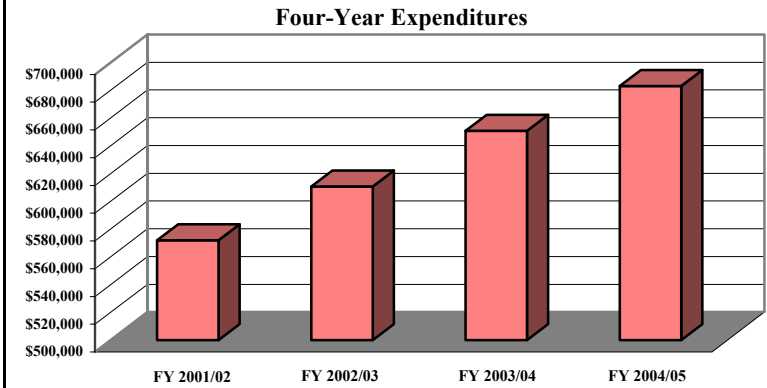
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 8,564	\$ 11,312	\$ 12,220	\$ 16,452	\$ 18,118
60105 Postage	11,140	9,240	6,648	12,000	13,200
60110 Dues and Publications	1,096	1,540	1,540	1,550	1,550
60130 Clothing	458	525	525	910	1,000
60140 Special Supplies	5,783	2,625	2,625	5,600	5,880
70100 Utilities	2,244	0	550	600	660
70110 Equipment/Vehicle Maintenance	1,263	0	1,000	1,500	1,500
70120 Office Rent	4,045	3,632	4,200	4,200	4,400
70125 Rental of Equipment	8,039	7,949	4,000	8,200	8,610
70130 Insurance	7,345	2,955	3,450	8,703	8,856
70140 Special Services	17,597	4,200	6,500	4,200	4,410
70145 Communication	4,041	8,257	4,000	9,000	9,450
70150 Advertising	41,167	39,150	43,000	14,875	15,614
70160 Travel & Conferences	6,205	8,020	8,020	6,632	6,767
70170 Training	2,609	4,840	4,840	8,315	10,050
70227 Public Relations	4,822	0	3,993	6,000	6,300
70239 Legal Services	494	0	0	0	0
70240 Contractual Service	9,253	10,653	10,653	16,963	17,475
95500 Depreciation	220,358	0	0	0	0
Total	\$ 356,523	\$ 114,898	\$ 117,764	\$ 125,700	\$ 133,840
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 24,592	\$ 24,592	\$ 32,994	\$ 33,874
82702 Vehicle Replacement	0	5,733	5,733	9,555	9,555
82703 Information Systems	0	6,178	6,178	6,179	6,179
82705 Tuition Program	0	1,025	1,025	206	206
82706 Fleet Maintenance	0	2,701	2,701	4,640	4,965
Total	\$ 0	\$ 40,229	\$ 40,229	\$ 53,574	\$ 54,779
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 5,500	\$ 2,500
90230 Equipment	4,332	20,500	20,500	150,000	0
Total	\$ 4,332	\$ 20,500	\$ 20,500	\$ 155,500	\$ 2,500

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-5102	Division:	City Pool

Description

This Division of the Parks and Recreation Department coordinates the operation and use of the City of Brentwood Aquatic Complex.



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 320,077	\$ 329,387	\$ 330,525	\$ 376,375	\$ 398,883
Supplies and Services	251,895	393,131	264,594	258,420	267,739
Internal Service	0	15,415	15,415	15,996	16,335
Total	\$ 571,972	\$ 737,933	\$ 610,534	\$ 650,791	\$ 682,957
Annual Percentage Change			6.74%	6.59%	4.94%

Commentary

This division also coordinates use of the Aquatic Complex by the Brentwood Dolphins, the Terrapins Swim Club, Knightsen, the Aqua Knights and the Liberty High School swim and water polo teams. The energy costs will be lower in 2003/04 due to the installation of the co-generator.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-5102	Division:	City Pool

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Recreation Services Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Assistant II	0.50	0.50	0.50	0.50	0.50
Administrative Assistant I	0.50	0.50	0.50	0.50	0.50
Total FTE	2.00	2.00	2.00	2.00	2.00
 <u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 78,521	\$ 85,112	\$ 85,119	\$ 99,120	\$ 104,162
51200 Salary - Overtime	4,538	0	0	0	0
51205 Salary - Part-time	193,691	194,736	194,736	204,473	214,697
52305 Life Insurance	158	182	173	182	191
52310 Health Insurance	7,380	13,446	9,540	15,408	16,948
52311 Flexible Benefits	0	0	0	83	83
52315 Dental Insurance	1,387	3,264	1,548	3,264	3,679
52316 Employee Assist Program	66	70	74	78	82
52318 Vision Care	708	708	708	708	852
53400 Retirement	8,441	11,007	11,008	19,481	22,076
53405 Survivor Benefit	0	72	72	72	72
53410 Workers Comp. Ins.	8,407	2,988	9,928	14,694	16,193
53415 Medicare	16,170	4,058	4,058	4,402	4,623
53420 FICA Tax	0	12,074	12,074	12,677	13,311
53425 LTD Insurance	610	1,670	1,489	1,734	1,913
Total	\$ 320,077	\$ 329,387	\$ 330,525	\$ 376,375	\$ 398,883

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-5102	Division:	City Pool

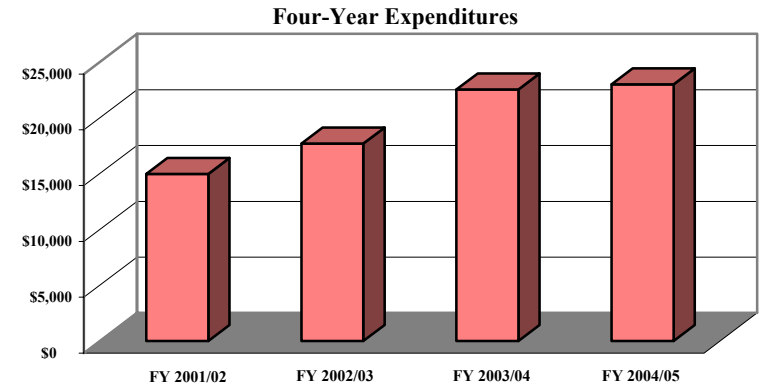
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 3,775	\$ 3,690	\$ 3,690	\$ 3,925	\$ 4,097
60105 Postage	30	0	0	275	300
60110 Dues and Publications	4,974	3,650	3,650	3,585	3,585
60130 Clothing	3,529	3,000	3,000	3,500	3,675
60132 Safety Equipment	3,674	5,500	5,500	4,600	4,000
60140 Special Supplies	949	4,750	4,750	5,855	3,810
70100 Utilities	129,815	298,574	136,306	102,798	109,937
70110 Equipment/Vehicle Maintenance	7,591	2,500	2,500	8,350	8,768
70115 Building/Facility Maintenance	62,005	40,935	72,603	77,600	78,186
70125 Rental of Equipment	0	1,000	1,000	1,000	1,000
70130 Insurance	20,330	9,537	9,600	22,780	24,509
70140 Special Services	1,919	3,000	3,000	3,000	3,000
70142 Permits and Fees	0	1,000	1,000	1,000	1,000
70145 Communication	7,387	7,560	7,560	7,500	7,875
70150 Advertising	0	2,625	2,625	6,852	7,195
70160 Travel & Conferences	1,754	2,120	2,120	1,130	1,827
70170 Training	1,212	1,690	1,690	1,670	1,825
70240 Contractual Services	2,907	1,000	3,000	3,000	3,150
70250 Customer Service	44	1,000	1,000	0	0
Total	\$ 251,895	\$ 393,131	\$ 264,594	\$ 258,420	\$ 267,739
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 11,368	\$ 11,368	\$ 12,709	\$ 13,048
82703 Information Systems	0	3,606	3,606	3,198	3,198
82705 Tuition Program	0	441	441	89	89
Total	\$ 0	\$ 15,415	\$ 15,415	\$ 15,996	\$ 16,335

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-5106	Division:	Parks and Recreation Commission

Description

The Parks and Recreation Commission is established by City Council to advise the City Council on park and recreation issues which include: programs, activities, park planning, design and maintenance. The Commission is assisted by the staff of the Parks and Recreation Department.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Expenditure Summary					
Personnel Services	\$ 6,239	\$ 0	\$ 7,969	\$ 7,876	\$ 8,288
Supplies and Services	8,736	9,730	9,730	14,664	14,714
Total	\$ 14,975	\$ 9,730	\$ 17,699	\$ 22,540	\$ 23,002
Annual Percentage Change			18.19%	27.36%	2.05%

Commentary

The budget increases for 2003/04 and 2004/05 are to provide for additional training opportunities for Commissioners.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-5106	Division:	Parks and Recreation Commission

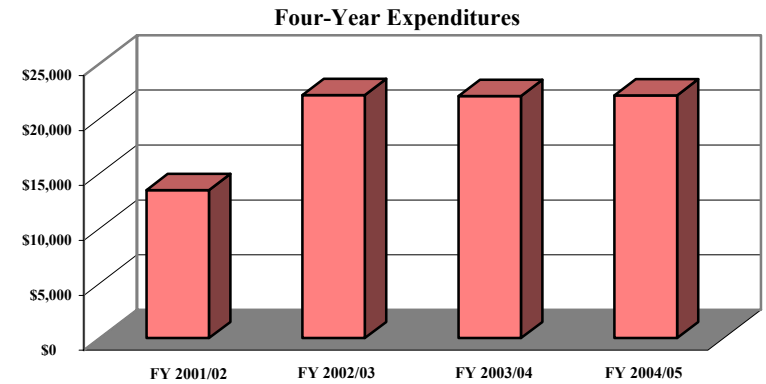
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>PERSONNEL SERVICES</u>					
51205 Salary - Part-time	\$ 5,817	\$ 0	\$ 7,165	\$ 7,000	\$ 7,350
53410 Workers Comp.	0	0	256	341	376
53415 Medicare	422	0	104	102	107
53420 FICA	0	0	444	434	456
Total	\$ 6,239	\$ 0	\$ 7,969	\$ 7,876	\$ 8,288
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 254	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,100
60110 Dues and Publications	1,010	1,025	1,025	975	975
70130 Insurance	0	0	0	139	139
70140 Special Services	45	0	0	0	0
70160 Travel, Lodging & Meals	6,158	5,205	5,205	5,000	5,000
70170 Training & Conference Registration	1,269	2,450	2,450	7,500	7,500
Total	\$ 8,736	\$ 9,730	\$ 9,730	\$ 14,664	\$ 14,714

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-5107	Division:	Youth Commission

Description

The Brentwood Youth Commission is established by City Council to advise the City Council on youth related issues. The commission also develops programs and activities on behalf of the youth of the community.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 947	\$ 0	\$ 567	\$ 1,125	\$ 1,184
Supplies and Services	<u>12,523</u>	<u>21,558</u>	<u>21,558</u>	<u>20,920</u>	<u>20,920</u>
Total	<u>\$ 13,470</u>	<u>\$ 21,558</u>	<u>\$ 22,125</u>	<u>\$ 22,045</u>	<u>\$ 22,104</u>
Annual Percentage Change			64.26%	-0.36%	0.27%

Commentary

The Commission continues to develop implementation steps as a result of a youth survey they completed in fiscal year 2002/03.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-5107	Division:	Youth Commission

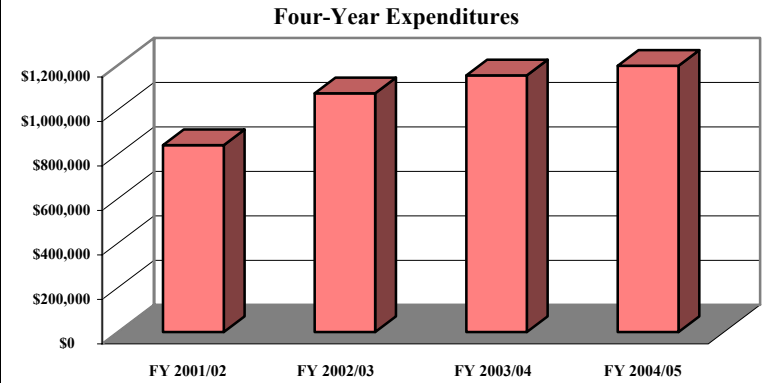
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>PERSONNEL SERVICES</u>					
51205 Salary - Part-time	\$ 880	\$ 0	\$ 510	\$ 1,000	\$ 1,050
53410 Workers Comp	0	0	18	49	54
53415 Medicare	67	0	7	15	15
53420 FICA	0	0	32	62	65
Total	\$ 947	\$ 0	\$ 567	\$ 1,125	\$ 1,184
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 421	\$ 525	\$ 525	\$ 350	\$ 350
60110 Dues and Publications	0	500	500	0	0
60130 Clothing/Uniforms	815	875	875	850	850
60140 Special Supplies	4,846	263	263	5,000	5,000
70130 Insurance	0	0	0	20	20
70140 Special Services	5,463	15,175	15,175	10,000	10,000
70150 Advertising	185	0	0	200	200
70160 Travel, Lodging & Meals	343	1,790	1,790	1,500	1,500
70170 Training & Conference Registration	0	2,430	2,430	3,000	3,000
70240 Contractual Services	450	0	0	0	0
Total	\$ 12,523	\$ 21,558	\$ 21,558	\$ 20,920	\$ 20,920

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks and Recreation	Department:	Parks and Recreation
Fund/Division Number:	520-5108	Division:	Planning

Description

This Division of the Parks and Recreation Department oversees the administration of the Park Development Program. This Division is supported by Engineering and Finance staff who assist in the highly technical and legal aspects of the Development Fee Program and related Parks, Trail and Recreation capital improvement projects.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 365,321	\$ 411,345	\$ 406,360	\$ 456,257	\$ 484,789
Supplies and Services	389,762	406,192	577,962	490,922	500,534
Internal Service	56,132	71,046	71,046	78,492	79,314
Capital Outlay	29,770	19,500	19,500	128,532	133,858
Total	\$ 840,985	\$ 908,083	\$ 1,074,868	\$ 1,154,203	\$ 1,198,495
Annual Percentage Change			27.81%	7.38%	3.84%

Commentary

With the establishment of the Parks and Recreation Department in July 1999, the City has moved forward at an accelerated pace to implement the approved Parks, Trails and Recreation Master Plan. A major increase to the 2003/04 budget was supplemental payments to the Parks Replacement account.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks and Recreation	Department:	Parks and Recreation
Fund/Division Number:	520-5108	Division:	Planning

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Parks and Recreation	0.40	0.40	0.40	0.30	0.30
Accountant I	0.50	0.50	0.50	0.25	0.25
Administrative Assistant I	0.00	0.00	0.00	0.00	0.00
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.50	0.50	0.50	0.50	0.50
Construction Inspector II	1.00	1.00	1.00	1.00	1.00
Park Planner	1.00	1.00	1.00	1.00	1.00
Parks Services Manager	0.40	0.40	0.40	0.40	0.40
Total FTE	4.80	4.80	4.80	4.45	4.45
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 283,841	\$ 302,278	\$ 302,347	\$ 313,923	\$ 327,742
51200 Salary - Overtime	5,509	2,500	0	8,000	8,000
51305 Management Incentive	20	0	246	203	203
52300 Deferred Comp.	1,482	3,036	3,036	2,574	2,574
52305 Life Insurance	1,010	1,245	1,176	1,239	1,350
52310 Health Insurance	21,950	32,270	31,900	34,283	37,709
52311 Flexible Benefits Plan	106	80	83	83	83
52315 Dental Insurance	5,508	7,834	6,118	7,262	8,186
52316 Employee Assist Program	157	168	178	174	182
52318 Vision Care	1,686	1,699	1,699	1,575	1,896
53400 Retirement	30,040	39,091	39,100	61,698	69,460
53405 Survivor Benefit	0	173	173	160	160
53410 Workers Comp. Ins.	7,645	10,613	10,584	15,000	16,432
53415 Medicare	4,206	4,427	4,432	4,592	4,793
53425 LTD Insurance	2,161	5,931	5,288	5,491	6,019
Total	\$ 365,321	\$ 411,345	\$ 406,360	\$ 456,257	\$ 484,789

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks and Recreation	Department:	Parks and Recreation
Fund/Division Number:	520-5108	Division:	Planning

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 7,943	\$ 5,513	\$ 6,500	\$ 8,000	\$ 8,500
60105 Postage	3,629	3,308	3,308	2,292	2,407
60110 Publications, Dues, Licenses	1,025	1,070	1,070	1,000	1,000
60130 Clothing/Safety	118	0	150	200	200
70100 Utilities	0	0	8,000	8,640	9,072
70110 Equipment/Vehicle Maintenance	220	1,736	1,736	500	500
70125 Rental of Equipment	2,383	4,800	3,600	4,600	4,780
70130 Insurance	0	3,584	5,630	7,986	8,046
70140 Special Services	8,875	2,048	15,000	17,500	17,500
70145 Communication	2,699	7,838	6,000	7,000	7,350
70150 Advertising	14,496	16,950	14,705	5,560	5,839
70160 Travel, Lodging & Meals	4,972	6,195	6,195	4,222	5,502
70170 Training & Conferences	3,393	8,150	8,150	6,890	7,980
70200 Interfund Services	125,000	125,000	125,000	150,000	150,000
70239 Legal Services	12,500	12,500	12,500	10,000	10,000
70240 Contractual Services	152,509	157,500	157,500	150,000	150,000
95500 Depreciation	50,000	50,000	202,918	106,532	111,858
Total	\$ 389,762	\$ 406,192	\$ 577,962	\$ 490,922	\$ 500,534
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 10,566	\$ 10,041	\$ 10,041	\$ 12,583	\$ 12,918
82702 Vehicle Replacement	19,454	29,131	29,131	15,803	15,803
82703 Information Systems	1,936	3,606	3,606	3,198	3,198
82704 Building Replacement Fund	15,000	15,000	15,000	39,735	39,735
82705 Tuition Program	0	1,058	1,058	213	213
82706 Fleet Maintenance	9,176	12,210	12,210	6,960	7,447
Total	\$ 56,132	\$ 71,046	\$ 71,046	\$ 78,492	\$ 79,314

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks and Recreation	Department:	Parks and Recreation
Fund/Division Number:	520-5108	Division:	Planning

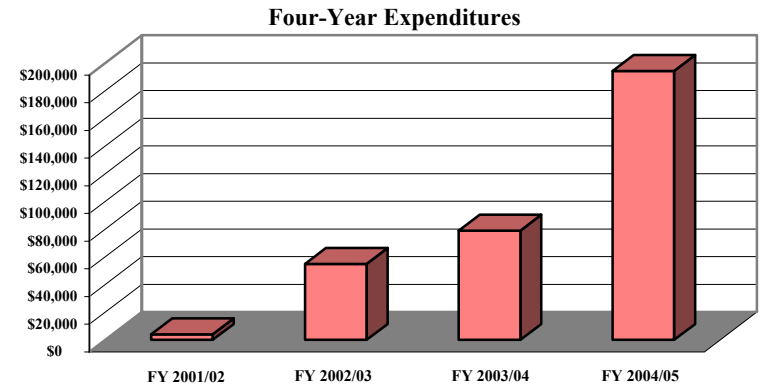
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>CAPITAL OUTLAY</u>					
80523 Transfer to Park Replacement	\$ 0	\$ 0	\$ 0	\$ 106,532	\$ 111,858
90058 Information Systems	0	0	0	2,500	2,500
90230 Equipment	29,770	19,500	19,500	19,500	19,500
Total	\$ 29,770	\$ 19,500	\$ 19,500	\$ 128,532	\$ 133,858

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks and Recreation	Department:	Parks and Recreation
Fund/Division Number:	521-5109	Division:	Arts Commission

Description

The City of Brentwood Arts Commission was established by City ordinance in September 2000. The commission held their first meeting January 24, 2001, and has this purpose: The Arts Commission encourages, stimulates, promotes and fosters programs for the cultural enrichment of the City and thereby contributes to the quality of life in Brentwood and develops an awareness in the business community, in local government and in the general public of the value of the arts in Brentwood.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 1,826	\$ 25,000	\$ 6,142	\$ 1,688	\$ 116,641
Supplies and Services	2,202	48,822	48,822	74,741	75,263
Capital Outlay	0	0	0	2,500	2,500
Total	\$ 4,028	\$ 73,822	\$ 54,964	\$ 78,929	\$ 194,404
Annual Percentage Change			1264.54%	43.60%	146.30%

Commentary

The Cultural Arts Division will be adding full time staff and a funded promotion budget for support of the Day in the Park event in October of each year.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks and Recreation	Department:	Parks and Recreation
Fund/Division Number:	521-5109	Division:	Arts Commission

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Administrative Assistant II	0.50	0.50	0.50	0.50	0.00
Arts Service Manager	0.00	0.00	0.00	0.00	1.00
Total FTE	0.50	0.50	0.50	0.50	1.00

PERSONNEL SERVICES

50100 Salary - Regular	\$ 0	\$ 25,000	\$ 1,760	\$ 0	\$ 78,997
51205 Salary - Part-time	1,696	0	2,215	1,500	1,500
52300 Deferred Comp.	0	0	0	0	1,320
52305 Life Insurance	0	0	43	0	498
52310 Health Insurance	0	0	500	0	8,474
52315 Dental Insurance	0	0	816	0	1,840
52316 Employee Assist. Program	0	0	19	0	41
52318 Vision Care	0	0	177	0	426
53400 Retirement	0	0	228	0	16,742
53405 Survivor Benefit	0	0	18	0	36
53410 Workers Comp. Ins.	0	0	141	73	4,037
53415 Medicare	130	0	58	22	1,186
53420 FICA	0	0	137	93	93
53425 LTD Insurance	0	0	31	0	1,451
Total	\$ 1,826	\$ 25,000	\$ 6,142	\$ 1,688	\$ 116,641

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks and Recreation	Department:	Parks and Recreation
Fund/Division Number:	521-5109	Division:	Arts Commission

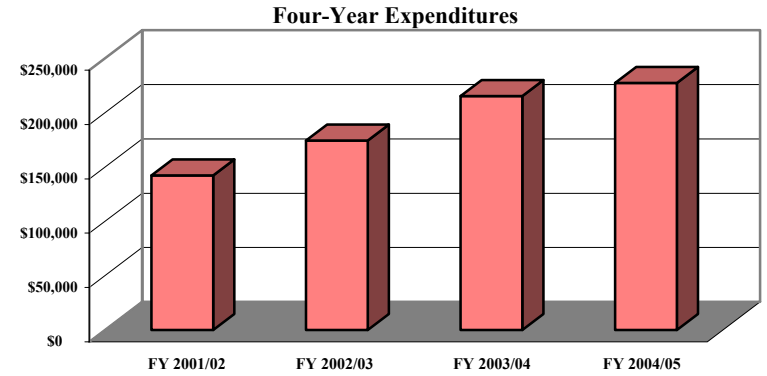
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 696	\$ 500	\$ 500	\$ 700	\$ 700
60105 Postage	0	0	0	300	300
60110 Publications, Dues, Licenses	30	900	900	1,000	1,000
60130 Clothing/Safety	515	0	0	0	0
60140 Special Supplies	84	0	0	0	0
70115 Building/Facility Maintenance	0	0	0	2,500	0
70130 Insurance	0	0	0	1,741	1,763
70140 Special Services	117	44,902	44,902	49,000	52,000
70150 Advertising	612	0	0	15,000	15,000
70160 Travel, Lodging & Meals	148	1,620	1,620	3,000	3,000
70170 Training & Conferences	0	900	900	1,500	1,500
Total	\$ 2,202	\$ 48,822	\$ 48,822	\$ 74,741	\$ 75,263
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 2,500	\$ 2,500
Total	\$ 0	\$ 0	\$ 0	\$ 2,500	\$ 2,500

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: Parks and Recreation	Department: Parks and Recreation
Fund/Division Number: 520-5110	Division: Community Center

Description

This Division of the Parks and Recreation Department coordinates senior programs, services, information and referral including coordination with Delta Community Services, Inc. on delivery of human services.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 86,966	\$ 94,489	\$ 93,453	\$ 112,678	\$ 121,620
Supplies and Services	53,647	74,525	67,295	72,053	75,134
Internal Service	0	10,505	10,505	30,207	30,308
Capital Outlay	1,315	3,000	3,000	0	0
Total	\$ 141,928	\$ 182,519	\$ 174,253	\$ 214,938	\$ 227,062
Annual Percentage Change			22.78%	23.35%	5.64%

Commentary

One of the major increases for 2003/04 is the additional funding for the Internal Service replacement funds

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks and Recreation	Department:	Parks and Recreation
Fund/Division Number:	520-5110	Division:	Community Center

	<u>2001/02</u> Actual	<u>2002/03</u> Budget	<u>2002/03</u> Projected	<u>2003/04</u> Budget	<u>2004/05</u> Budget
<u>BUDGETED STAFFING LEVEL</u>					
Recreation Services Supervisor	1.00	1.00	1.00	1.00	1.00
Total FTE	1.00	1.00	1.00	1.00	1.00

PERSONNEL SERVICES

50100	Salary - Regular	\$ 50,843	\$ 55,689	\$ 55,688	\$ 64,338	\$ 68,671
51200	Salary - Overtime	2,030	0	0	0	0
51205	Salary - Part-time	15,975	17,456	15,975	18,329	19,245
52305	Life Insurance	79	91	86	91	96
52310	Health Insurance	6,403	6,723	6,837	7,704	8,474
52311	Flexible Benefits Plan	0	80	83	83	83
52315	Dental Insurance	1,472	1,632	1,632	1,632	1,840
52316	Employee Assist Program	33	35	37	39	41
52318	Vision Care	354	354	354	354	426
52800	Unemployment Insurance	25	0	0	0	0
53400	Retirement	5,477	7,202	7,202	12,645	14,554
53405	Survivor Benefit	0	36	36	36	36
53410	Workers Comp. Ins.	1,860	1,955	2,519	3,967	4,426
53415	Medicare	2,018	1,061	1,039	1,199	1,275
53420	FICA	0	1,082	990	1,136	1,193
53425	LTD Insurance	397	1,093	974	1,125	1,261
Total		<u>\$ 86,966</u>	<u>\$ 94,489</u>	<u>\$ 93,453</u>	<u>\$ 112,678</u>	<u>\$ 121,620</u>

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks and Recreation	Department:	Parks and Recreation
Fund/Division Number:	520-5110	Division:	Community Center

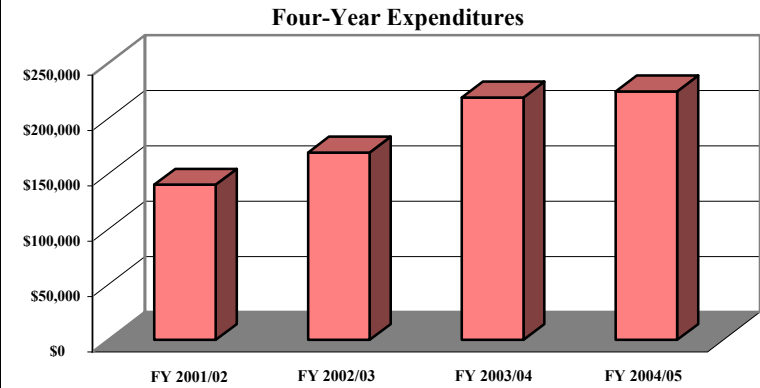
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 1,314	\$ 2,152	\$ 2,152	\$ 1,075	\$ 1,130
60105 Postage	0	0	0	500	525
60110 Publications, Dues, Licenses	200	205	200	210	215
60140 Special Supplies	4,096	4,200	4,650	5,000	5,250
70100 Utility Services	19,325	25,410	21,000	21,000	22,050
70115 Building/Facilities Maintenance	16,334	28,137	23,068	20,965	22,014
70130 Insurance	4,688	2,117	2,150	3,707	3,938
70140 Special Services	4,567	7,815	7,815	7,800	7,900
70145 Communication	1,141	504	1,232	1,200	1,260
70150 Advertising	168	2,520	2,520	7,316	7,682
70160 Travel, Lodging & Meals	0	915	958	880	680
70170 Training & Conferences	23	550	550	600	600
70240 Contractual Services	1,791	0	1,000	1,800	1,890
Total	\$ 53,647	\$ 74,525	\$ 67,295	\$ 72,053	\$ 75,134
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 8,526	\$ 8,526	\$ 3,813	\$ 3,914
82703 Information Systems	0	1,758	1,758	1,350	1,350
82704 Building Replacement Fund	0	0	0	25,000	25,000
82705 Tuition Program	0	221	221	44	44
Total	\$ 0	\$ 10,505	\$ 10,505	\$ 30,207	\$ 30,308
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 1,315	\$ 3,000	\$ 3,000	\$ 0	\$ 0
Total	\$ 1,315	\$ 3,000	\$ 3,000	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-6200 Series	Division:	Sports

Description

This Division of the Parks and Recreation Department coordinates youth and adult sports programs.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 1,662	\$ 64,855	\$ 35,054	\$ 78,357	\$ 78,524
Supplies and Services	<u>138,530</u>	<u>124,791</u>	<u>134,241</u>	<u>140,640</u>	<u>145,815</u>
Total	<u><u>\$ 140,192</u></u>	<u><u>\$ 189,646</u></u>	<u><u>\$ 169,295</u></u>	<u><u>\$ 218,997</u></u>	<u><u>\$ 224,339</u></u>
Annual Percentage Change			20.76%	29.36%	2.44%

Commentary

This division's attendance and participation are limited at times due to lack of new sport outdoor facilities. Significant changes to this budget resulted from the user fee study conducted by Maximus. Staff used the results of the study to prepare the 2003/05 budget.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-6200 Series	Division:	Sports

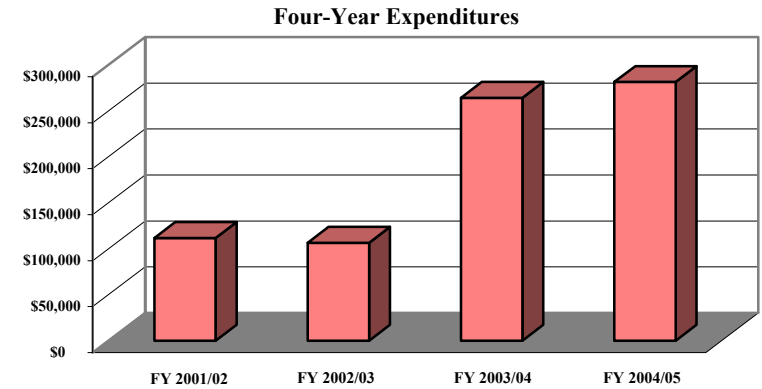
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>PERSONNEL SERVICES</u>					
51205 Salary - Part-time	\$ 0	\$ 60,246	\$ 31,518	\$ 69,638	\$ 69,638
53410 Workers Comp. Ins.	1,662	0	1,125	3,391	3,559
53415 Medicare	0	874	457	1,010	1,010
53420 FICA Tax	0	3,735	1,954	4,318	4,318
Total	\$ 1,662	\$ 64,855	\$ 35,054	\$ 78,357	\$ 78,524
<u>SUPPLIES AND SERVICES</u>					
6200 Administration	\$ 6,382	\$ 17,310	\$ 7,100	\$ 6,004	\$ 5,960
6201 Pre-School Kickball	1,256	1,507	1,884	1,856	2,008
6202 Pre-School Floor Hockey	916	1,098	230	1,374	1,461
6203 Pre-School Basketball	3,012	3,878	2,844	5,248	5,611
6204 Pre-School Soccer Indoor	4,253	4,581	3,800	5,423	5,805
6205 Pre-School Soccer Outdoor	4,439	4,476	4,226	6,238	6,254
6206 Pre-School Flag Football	2,536	3,309	1,620	4,472	4,690
6207 Pre-School Sandlot	5,793	2,888	6,160	5,171	5,293
6208 Youth Baseball-Pee Wee	11,150	4,967	18,640	6,811	7,009
6209 Youth Softball ASA Girls	23,339	8,304	30,800	17,198	19,300
6210 Youth Softball Tournaments	0	526	35	860	876
6211 Youth Softball Clinics	0	1,110	980	1,444	1,460
6212 Youth Flag Football	9,142	6,825	9,456	6,675	7,043
6213 Youth Basketball	13,301	8,295	13,107	16,535	17,180
6214 Youth Basketball Tourn 7th	1,493	829	680	4,417	4,433
6215 Youth Basketball Tourn 8th	4,328	829	2,838	4,417	4,433
6216 Youth Basketball Camps	8,875	2,730	5,014	6,124	6,440
6217 Youth Volleyball Clinics	0	302	0	2,749	2,765
6218 Adult Basketball 3 Man	138	390	0	376	382
6219 Adult Basketball 30 +	4,802	3,565	1,377	2,376	2,382
6220 Adult Basketball Open	949	25	0	2,376	2,382
6221 Adult Softball Fall	12,143	18,294	3,375	9,564	9,570
6222 Adult Softball	17,336	25,294	15,253	13,450	13,456
6223 Adult Softball Coed	1,743	1,802	1,292	1,580	1,586
6224 Adult Softball Practice	223	1,422	530	537	543
6225 Adult Softball Tournaments	0	25	0	5,299	5,305
6226 Adult Volleyball Co-ed	537	210	0	417	423
6227 Youth Basketball Clinics	444	0	3,000	1,649	1,765
Total	\$ 138,530	\$ 124,791	\$ 134,241	\$ 140,640	\$ 145,815

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-6300 Series	Division:	Programs

Description

This Division of the Parks and Recreation Department coordinates special events and instruction classes.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 877	\$ 91,211	\$ 46,896	\$ 103,985	\$ 111,847
Supplies and Services	110,944	104,749	59,538	160,074	169,526
Total	\$ 111,821	\$ 195,960	\$ 106,434	\$ 264,059	\$ 281,373
Annual Percentage Change			-4.82%	148.10%	6.56%

Commentary

This division has increased as new programs are developed to match the fast growing population. Regarding classes, there is currently a lack of new classroom space for indoor programs.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Park Enterprise Fund	Department:	Parks and Recreation
Fund/Division Number:	520-6300 Series	Division:	Programs

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>PERSONNEL SERVICES</u>					
51205 Salary - Part-time	\$ 0	\$ 88,780	\$ 42,166	\$ 92,415	\$ 99,190
53410 Workers Comp. Ins.	877	0	1,504	4,501	5,069
53415 Medicare	0	461	611	1,340	1,438
53420 FICA Tax	0	1,970	2,614	5,730	6,150
Total	\$ 877	\$ 91,211	\$ 46,896	\$ 103,985	\$ 111,847
<u>SUPPLIES AND SERVICES</u>					
6300 Administration	\$ 1,126	\$ 297	\$ 1,350	\$ 3,708	\$ 2,250
6301 Youth Camp	172	10,106	0	2,967	1,913
6302 Animal Activities Classes	2,100	2,363	2,899	5,472	5,746
6303 Creative Activities Music	13,200	2,625	3,716	12,642	13,227
6304 Creative Activities Arts/Crafts	0	1,575	0	7,310	7,608
6305 Creative Activities Play	0	1,628	0	6,927	7,206
6306 Creative Activities Writing	0	1,260	0	4,551	4,711
6307 Youth Dance Classes	13,949	10,500	11,753	17,070	17,923
6308 Adult Dance Classes	850	3,255	189	5,483	5,716
6309 Gymnastics	1,771	2,205	0	4,161	4,343
6310 Fitness	0	945	0	10,635	11,031
6311 Martial Arts	6,309	1,523	4,069	12,057	12,372
6312 Health/Safety Classes	7,985	3,360	7,477	17,502	18,377
6313 Tennis Classes	3,141	1,890	5,710	4,257	4,470
6314 Golf Classes	3,250	5,040	3,533	3,747	3,935
6315 Cooking Classes	0	126	0	1,953	2,037
6316 Language Classes	0	683	0	3,183	3,311
6317 Finance Classes	0	210	0	5,847	6,072
6318 Miscellaneous Classes	1,093	1,008	500	8,097	8,430
6319 Excursions	4,021	5,775	1,500	4,956	5,204
6320 Special Events	2,546	11,025	1,507	2,939	2,939
6321 Bristow Gym	18,422	16,050	11,282	9,600	12,630
6322 Edna Hill Gym	4,987	16,050	3,553	3,600	6,630
6323 Liberty High School Gym	235	5,250	0	700	735
6324 Byron Gym	0	0	0	50	50
6325 Skate Park	25,787	0	500	660	660
Total	\$ 110,944	\$ 104,749	\$ 59,538	\$ 160,074	\$ 169,526

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks CIP Projects	Department:	Parks and Recreation
Fund/Division Number:	522-MISC	Division:	Parks CIP Projects

Description

The capital improvements relative to Parks and Recreation include implementation of various park plans and trail links along creeks and waterways (EECID Laterals). The upgrading and further improvements to existing facilities is also included in this section.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Capital Outlay	\$ 1,251,075	\$ 967,423	\$ 967,423	\$ 13,635,399	\$ 4,635,083
Total	<u>\$ 1,251,075</u>	<u>\$ 967,423</u>	<u>\$ 967,423</u>	<u>\$ 13,635,399</u>	<u>\$ 4,635,083</u>
Annual Percentage Change			-22.67%	1309.46%	-66.01%

Commentary

The major increase in the CIP budget from 2002/03 to 2003/04 is due to the Sunset Park Master Plan and Expansion project at a cost of \$6 million and the Balfour Road Park Development at a cost of \$3 million.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks CIP Projects	Department:	Parks and Recreation
Fund/Division Number:	522-MISC	Division:	Parks CIP Projects

PROJECTS	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Aquatic Center Community Service Facility	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 1,000,000
522-5221 Balfour Road Park Dev.	35,122	156,519	156,519	3,140,000	0
522-5215 Blackhawk Trail	0	10,062	10,062	199,000	0
522-5209 BUSD Gym	200,000	0	0	0	0
City Park Redesign	0	0	0	347,884	0
522-5202 COB Family Aquatic Park	132,996	44,570	44,570	80,158	0
522-5222 Community Beautification	0	0	0	50,000	50,000
522-5217 Creek Habitat Enhancement	5,000	0	0	816,100	457,150
522-5223 Empire Ave. Elementary School/Park	0	125,432	125,432	71,650	50,000
Heritage High Joint Use Ball Field Conduits	0	0	0	47,500	47,500
Heritage High Joint Use Gymnasium	0	0	0	84,000	84,000
522-5224 Heritage High Joint Use Pool	0	97,437	97,437	333,333	333,333
522-5208 Homecoming Park	0	309	309	0	0
Irrigation Computerized Control System	0	0	0	250,000	100,000
John Marsh House	0	0	0	0	500,000
522-5225 Liberty High School Athletic Field	0	100,000	100,000	100,000	0
522-5219 Loma Vista Park Redesign	70,646	1,336	1,336	0	0
Marsh Creek Staging Area Restroom	0	0	0	69,000	0
522-5216 Park Electrical	34,493	0	0	0	0
522-5211 San Jose Park	48,329	0	0	0	0
522-5203 Sand Creek Community Park	9,424	0	0	0	0
522-5220 Sand Creek Soccer Complex	6,188	0	0	1,028,400	0
522-5213 Skateboard Park	600,678	19,307	19,307	0	0
522-5201 Sunset Park Master Plan	80,859	410,373	410,373	6,247,374	1,806,750
522-5218 Trail Head Purchase - Centex	24,062	0	0	121,000	0
522-5212 Trails	3,278	2,078	2,078	550,000	110,000
Windsor Way Park Expansion	0	0	0	0	96,350
Total	\$ 1,251,075	\$ 967,423	\$ 967,423	\$ 13,635,399	\$ 4,635,083

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks Replacement Service	Department:	Parks and Recreation
Fund/Division Number:	523	Division:	Parks Replacement

Description

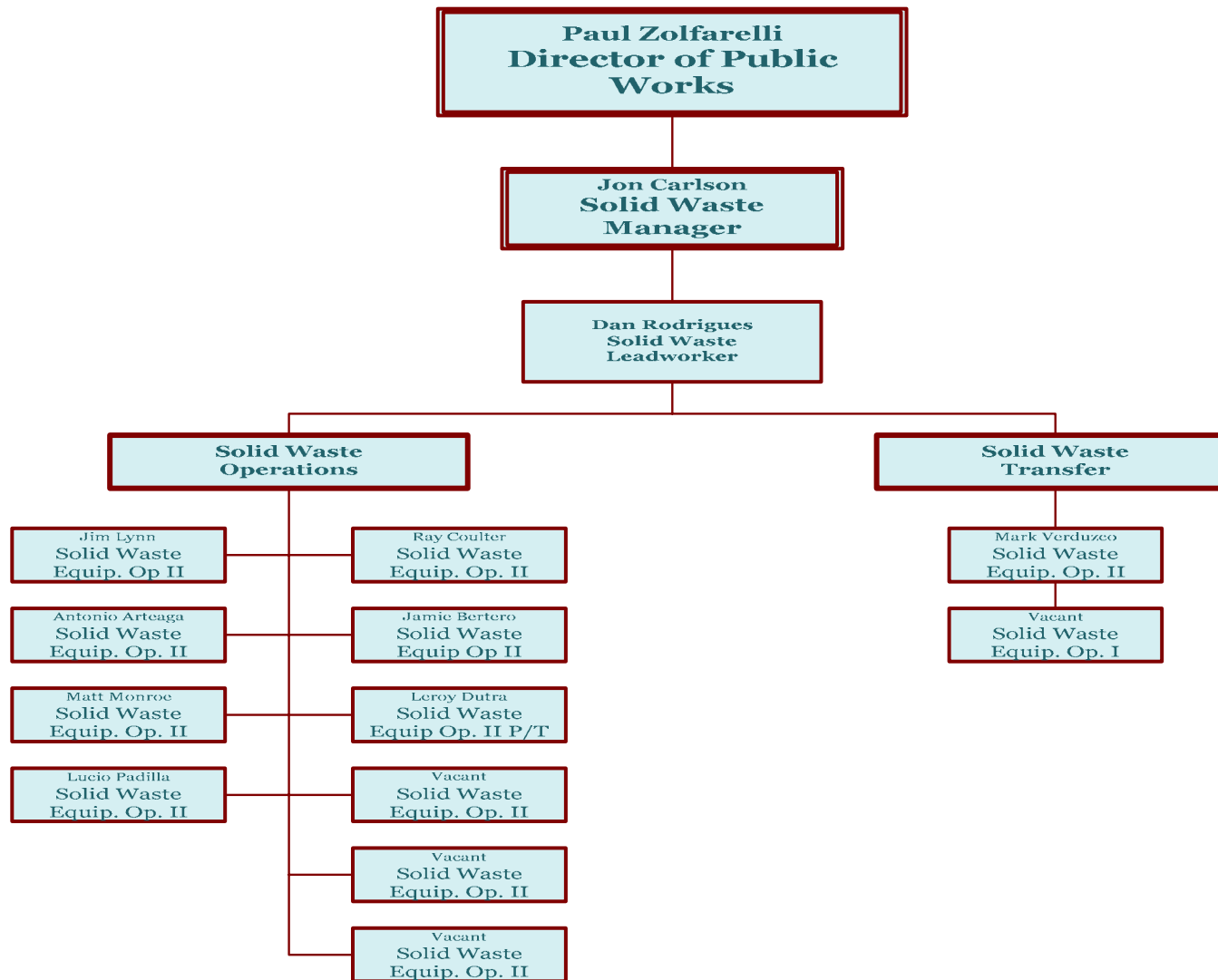
This fund provides a source of funding for scheduled and on-going replacement of fixed assets.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Capital Outlay	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>5,000</u>	\$ <u>5,000</u>
Total	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>	\$ <u><u>5,000</u></u>	\$ <u><u>5,000</u></u>
Annual Percentage Change					0.00%



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Solid Waste Enterprise



Solid Waste Enterprise



Divisions

Solid Waste Operations
Solid Waste Transfer Station
Utility Billing

The ***Solid Waste Division*** of the Public Works Department is responsible for the collection of all solid waste generated within the City limits. Integral to the operation of this Division is the diversion of recyclable materials from landfill disposal. The Utility Billing Division of the Finance Department is responsible for the monthly billing and daily payment collection for Solid Waste customers.

Mission Statement

To collect and dispose of the community's municipal solid waste and recyclables in an effective and environmentally sensitive manner in accordance with all State and Federal regulations.

Solid Waste Enterprise

Services

Waste Disposal
Utility Billing

Department Accomplishments

- City hit 46% diversion for the year 2001, up from 39% in 2000
- No rate increases since 1994, other than first CPI (2%) ever in 2002
- East County regional HHW facility set to open in early 2003
- No lost time due to injuries in 2002/03

Solid Waste Enterprise



Department Goals

- Provide the best service, at the lowest possible rate, to our customers
- Exceed 50% diversion for the year 2003 and onward
- No injuries or accidents any year
- Build a new facility to accommodate ultimate build-out growth of future years

Budget For Fiscal Years 2003/04 - 2004/05

SOLID WASTE ENTERPRISE - OPERATIONS TEN YEAR PROJECTION

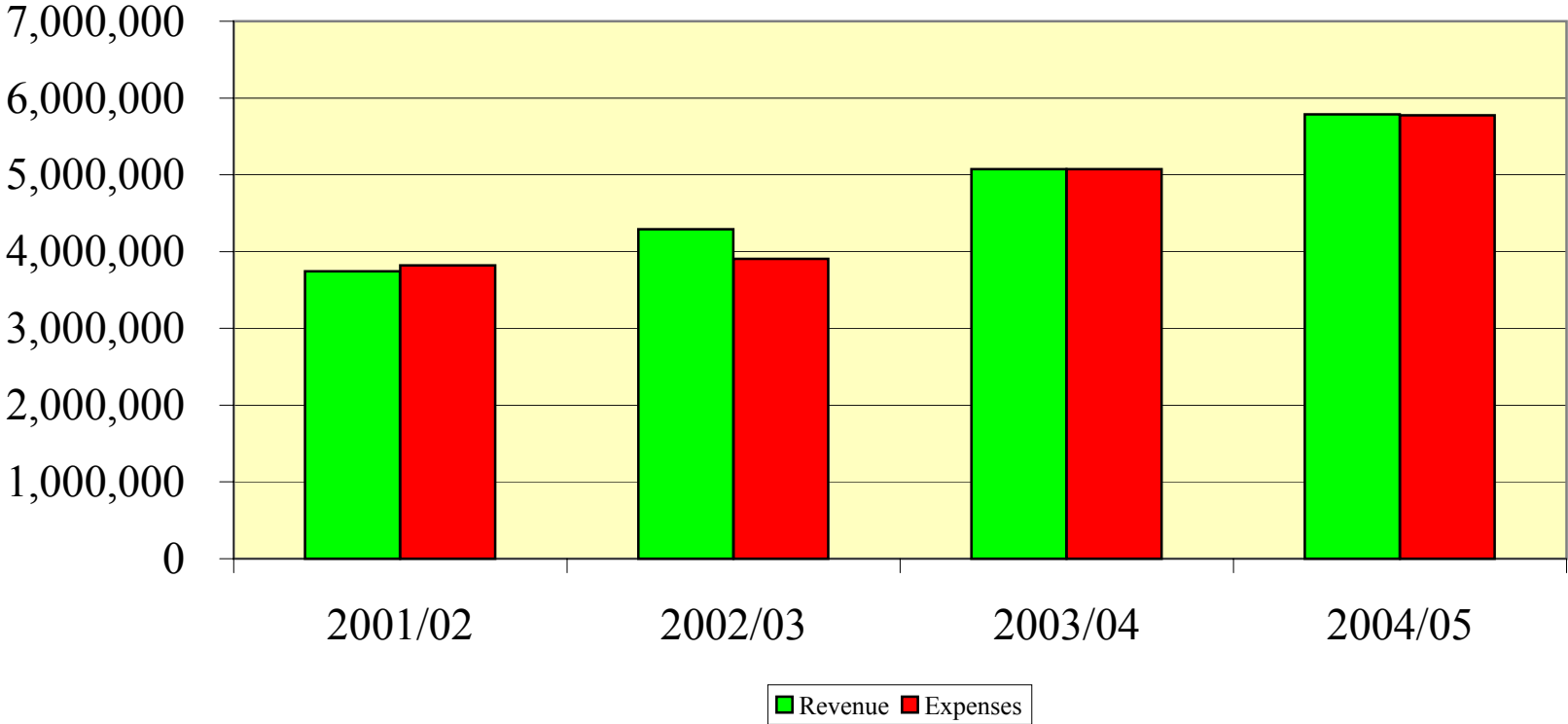
	<u>2002/03 Projected</u>	<u>2003/04 Budget</u>	<u>2004/05 Budget</u>	<u>2005/06 Projected</u>	<u>2006/07 Projected</u>	<u>2007/08 Projected</u>	<u>2008/09 Projected</u>	<u>2009/10 Projected</u>	<u>2010/11 Projected</u>	<u>2011/12 Projected</u>
Fund Balance 7/01	\$ 320,969	\$ 707,941	\$ 708,373	\$ 721,267	\$ 1,024,786	\$ 1,691,392	\$ 2,424,658	\$ 3,194,588	\$ 4,003,014	\$ 4,851,862
Add:										
Revenues	4,290,900	5,074,000	5,786,700	6,654,705	7,652,911	8,418,202	8,839,112	9,281,068	9,745,121	10,232,377
Total Revenue	4,290,900	5,074,000	5,786,700	6,654,705	7,652,911	8,418,202	8,839,112	9,281,068	9,745,121	10,232,377
Less:										
Operations	3,903,928	5,073,568	5,773,806	6,351,186	6,986,305	7,684,935	8,069,182	8,472,641	8,896,273	9,341,087
Total Appropriations	3,903,928	5,073,568	5,773,806	6,351,186	6,986,305	7,684,935	8,069,182	8,472,641	8,896,273	9,341,087
Revenue Over(Under) Appropriations	386,972	432	12,894	303,519	666,606	733,266	769,930	808,426	848,847	891,290
Fund Balance 6/30	\$ 707,941	\$ 708,373	\$ 721,267	\$ 1,024,786	\$ 1,691,392	\$ 2,424,658	\$ 3,194,588	\$ 4,003,014	\$ 4,851,862	\$ 5,743,151

Budget For Fiscal Years 2003/04 - 2004/05

SOLID WASTE ENTERPRISE - SUMMARY

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
540 Solid Waste Enterprise	\$ 320,969	\$ 4,290,900	\$ 3,903,928	\$ 707,941	\$ 5,074,000	\$ 5,073,568	\$ 708,373	\$ 5,786,700	\$ 5,773,806	\$ 721,267
542 Solid Waste CIP Projects	340,141	0	29,153	310,988	2,500,000	2,800,000	10,988	2,000,000	2,000,000	10,988
543 Solid Waste Replacement	0	28,615	0	28,615	30,046	1,000	57,661	31,548	1,000	88,209
Total Solid Waste	\$ 661,110	\$ 4,319,515	\$ 3,933,081	\$ 1,047,544	\$ 7,604,046	\$ 7,874,568	\$ 777,022	\$ 7,818,248	\$ 7,774,806	\$ 820,464

Solid Waste Enterprise Operations Historical Revenue and Expense Analysis



Budget For Fiscal Years 2003/04 - 2004/05

SOLID WASTE ENTERPRISE FUND - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>540 - Solid Waste Enterprise Revenues</u>					
41115 Franchise Fees	\$ 3,788	\$ 3,500	\$ 5,000	\$ 3,500	\$ 3,500
43300 Investment Income	13,625	20,000	24,000	30,000	30,900
43500 Late Charges	0	0	40,000	45,000	51,500
45529 Reimbursements for Services	4,425	5,000	6,500	6,000	6,000
45550 Solid Waste Charges	3,540,146	4,124,862	4,025,000	4,760,000	5,450,000
45551 Public Disposal Charges	16,328	0	0	0	0
45552 Recycled Cardboard	0	0	0	15,000	15,000
45553 Public Disposal Metals	65	0	0	0	0
45561 Application Fees	25,670	27,500	30,100	46,000	52,900
45562 Solid Waste Compost Bins	405	500	300	500	500
46700 Other Income	138,307	160,000	160,000	168,000	176,400
Total Solid Waste Enterprise	\$ 3,742,759	\$ 4,341,362	\$ 4,290,900	\$ 5,074,000	\$ 5,786,700
<u>542 - Solid Waste Capital Projects Revenue</u>					
47540 Transfer from Solid Waste Fund	\$ 215,000	\$ 0	\$ 0	\$ 0	\$ 0
46700 Financing	0	0	0	2,500,000	2,000,000
Total Solid Waste Capital Projects	\$ 215,000	\$ 0	\$ 0	\$ 2,500,000	\$ 2,000,000
<u>543 - Solid Waste Replacement</u>					
47540 Transfer from Solid Waste Fund	\$ 0	\$ 0	\$ 28,615	\$ 30,046	\$ 31,548
Total Solid Waste Replacement	\$ 0	\$ 0	\$ 28,615	\$ 30,046	\$ 31,548
TOTAL SOLID WASTE REVENUES	\$ 3,957,759	\$ 4,341,362	\$ 4,319,515	\$ 7,604,046	\$ 7,818,248
Annual Percentage Change			9.14%	76.04%	2.82%

Budget For Fiscal Years 2003/04 - 2004/05

SOLID WASTE ENTERPRISE FUND - EXPENDITURES

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>540 - Solid Waste Enterprise</u>					
540-5301 Solid Waste Operations	\$ 2,588,242	\$ 3,556,647	\$ 3,240,909	\$ 4,155,207	\$ 4,766,991
540-5302 Solid Waste Utility Billing	150,828	198,872	206,655	259,389	272,106
540-5303 Solid Waste Transfer Station	<u>1,080,815</u>	<u>1,396,388</u>	<u>456,364</u>	<u>658,972</u>	<u>734,709</u>
Total Solid Waste Enterprise	\$ 3,819,885	\$ 5,151,907	\$ 3,903,928	\$ 5,073,568	\$ 5,773,806
 <u>542 - Solid Waste Capital Projects</u>					
542-MISC Capital Projects	\$ 21,673	\$ 25,000	\$ 29,153	\$ 2,800,000	\$ 2,000,000
Total Solid Waste Capital Projects	\$ 21,673	\$ 25,000	\$ 29,153	\$ 2,800,000	\$ 2,000,000
 <u>543 - Solid Waste Replacement</u>					
543- Replacement Services	\$ 0	\$ 0	\$ 0	\$ 1,000	\$ 1,000
Total Solid Waste Replacement	\$ 0	\$ 0	\$ 0	\$ 1,000	\$ 1,000
 TOTAL SOLID WASTE EXPENDITURES	 <u>\$ 3,841,558</u>	 <u>\$ 5,176,907</u>	 <u>\$ 3,933,081</u>	 <u>\$ 7,874,568</u>	 <u>\$ 7,774,806</u>
 Annual Percentage Change			2.38%	100.21%	-1.27%

Budget For Fiscal Years 2003/04 - 2004/05

SOLID WASTE ENTERPRISE FUND - EXPENDITURE SUMMARY

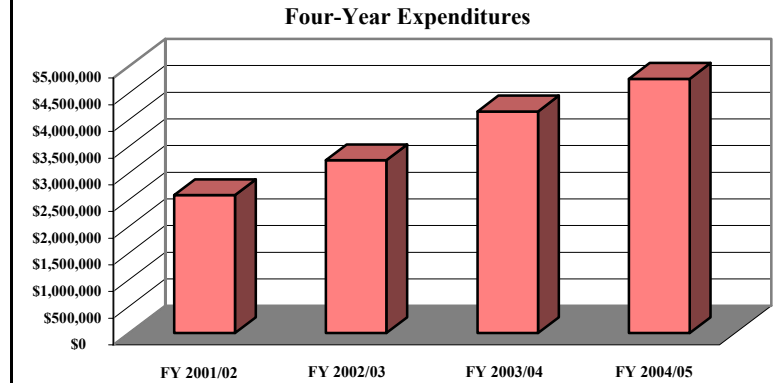
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Personnel Services	\$ 863,121	\$ 1,125,907	\$ 1,072,951	\$ 1,525,806	\$ 1,743,378
Supplies and Services	1,833,096	1,798,321	1,756,070	2,017,199	2,264,083
Internal Service	401,063	567,120	567,120	792,059	980,883
Capital Outlay	744,278	1,685,559	536,940	3,539,504	2,786,462
Total	\$ 3,841,558	\$ 5,176,907	\$ 3,933,081	\$ 7,874,568	\$ 7,774,806
Personnel					
540-5301 Solid Waste Operations	\$ 701,881	\$ 869,514	\$ 845,276	\$ 1,131,509	\$ 1,323,668
540-5302 Solid Waste Utility Billing	89,060	139,275	130,934	168,229	179,319
540-5303 Solid Waste Transfer Station	72,180	117,118	96,741	226,068	240,391
Total Personnel	\$ 863,121	\$ 1,125,907	\$ 1,072,951	\$ 1,525,806	\$ 1,743,378
Supplies and Services					
540-5301 Solid Waste Operations	\$ 1,552,490	\$ 1,414,268	\$ 1,340,540	\$ 1,518,119	\$ 1,700,092
540-5302 Solid Waste Utility Billing	41,554	43,461	59,585	80,488	84,166
540-5303 Solid Waste Transfer Station	239,052	340,592	355,945	418,592	479,825
Total Supplies and Services	\$ 1,833,096	\$ 1,798,321	\$ 1,756,070	\$ 2,017,199	\$ 2,264,083
Internal Service					
540-5301 Solid Waste Operations	\$ 333,871	\$ 549,881	\$ 549,881	\$ 774,265	\$ 962,769
540-5302 Solid Waste Utility Billing	12,832	13,561	13,561	8,482	8,621
540-5303 Solid Waste Transfer Station	54,360	3,678	3,678	9,312	9,493
Total Internal Service	\$ 401,063	\$ 567,120	\$ 567,120	\$ 792,059	\$ 980,883
Capital Outlay					
540-5301 Solid Waste Operations	\$ 0	\$ 722,984	\$ 505,212	\$ 731,314	\$ 780,462
540-5302 Solid Waste Utility Billing	7,382	2,575	2,575	2,190	0
540-5303 Solid Waste Transfer Station	715,223	935,000	0	5,000	5,000
542-MISC Solid Waste Capital Projects	21,673	25,000	29,153	2,800,000	2,000,000
543 Solid Waste Replacement	0	0	0	1,000	1,000
Total Capital Outlay	\$ 744,278	\$ 1,685,559	\$ 536,940	\$ 3,539,504	\$ 2,786,462

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: Solid Waste Enterprise	Department: Public Works
Fund/Division Number: 540-5301	Division: Solid Waste Operations

Performance Measures

- Collected 936,000 residential setouts
- Collected 15,840 tons of refuse
- Collected 4,620 tons of recyclables
- Collected 4,440 tons of yard waste
- No injuries resulting in lost time



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 701,881	\$ 869,514	\$ 845,276	\$ 1,131,509	\$ 1,323,668
Supplies and Services	1,552,490	1,414,268	1,340,540	1,518,119	1,700,092
Internal Service	333,871	549,881	549,881	774,265	962,769
Capital Outlay	0	722,984	505,212	731,314	780,462
Total	\$ 2,588,242	\$ 3,556,647	\$ 3,240,909	\$ 4,155,207	\$ 4,766,991
Annual Percentage Change			25.22%	28.21%	14.72%

Commentary

Budget increases for 2003/04 are primarily due to the following items: a new Solid Waste Replacement account, supplemental payments for the Vehicle Replacement fund and four new employees.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Public Works
Fund/Division Number:	540-5301	Division:	Solid Waste Operations

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Public Works	0.25	0.25	0.25	0.17	0.17
Administrative Assistant I	0.43	0.00	0.00	0.00	0.00
Administrative Assistant II	0.00	0.93	0.93	1.70	1.70
Administrative Program Analyst	0.00	0.00	0.00	0.25	0.25
Administrative Secretary	0.34	0.34	0.34	0.25	0.25
Purchasing Assistant	0.33	0.33	0.33	0.33	0.33
Solid Waste Equipment Operator II Relief Driver	0.00	0.50	0.50	0.00	0.00
Solid Waste Equipment Operator II	7.00	8.00	8.00	8.00	9.00
Solid Waste Lead Worker	0.00	0.00	0.00	1.00	1.00
Solid Waste Manager	0.86	0.86	0.86	1.00	1.00
Total FTE	9.21	11.21	11.21	12.70	13.70

PERSONNEL SERVICES

50100	Salary - Regular	\$ 476,348	\$ 586,893	\$ 570,073	\$ 715,584	\$ 833,667
50121	Salary - Cross Training	0	700	0	1,050	1,050
50150	Salary - Bilingual	1,275	1,200	1,200	1,350	1,350
51200	Salary - Overtime	57,063	63,683	50,000	66,867	70,211
51205	Salary - Part-time	25,381	10,000	18,000	16,733	13,788
51305	Management Incentive	13	0	154	115	115
52300	Deferred Comp.	1,211	1,465	1,465	1,874	1,874
52305	Life Insurance	1,112	1,410	1,413	1,769	1,975
52310	Health Insurance	45,200	68,642	64,152	97,841	116,094
52311	Flexible Benefits	106	80	83	83	83
52315	Dental Insurance	11,281	16,663	18,083	20,726	25,203
52316	Employee Assist Program	274	357	415	495	562
52318	Vision Care	2,952	3,614	3,968	4,496	5,836
52320	Retiree Medical	1,076	1,681	1,710	1,906	2,040
53400	Retirement	50,212	73,471	73,882	140,912	176,974
53405	Survivor Benefit	0	368	404	457	493
53410	Workers Comp. Ins.	14,760	19,904	20,599	35,006	42,501
53415	Medicare	9,942	8,259	8,568	10,667	12,337
53420	FICA Tax	0	0	1,116	1,037	855
53425	LTD Insurance	3,675	11,124	9,992	12,540	16,660
Total		\$ 701,881	\$ 869,514	\$ 845,276	\$ 1,131,509	\$ 1,323,668

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Public Works
Fund/Division Number:	540-5301	Division:	Solid Waste Operations

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 6,591	\$ 12,000	\$ 12,000	\$ 14,832	\$ 15,277
60110 Publications, Dues, Licenses	333	2,700	2,700	2,700	2,700
60130 Clothing Expense	4,294	8,300	9,906	8,300	10,429
60132 Safety Equipment	2,594	2,160	3,156	1,160	1,457
60140 Special Supplies	1,933	3,748	894	700	880
70100 Utilities	12,303	19,863	19,863	20,959	21,837
70110 Equipment/Vehicle Maintenance	66,720	64,000	95,000	95,315	121,950
70115 Building/Facility Maintenance	6,638	11,625	11,625	11,974	12,333
70120 Rental of Land/Buildings	6,000	6,000	6,000	6,000	6,000
70125 Equipment Rental	346	0	4,048	2,000	2,000
70130 Insurance	18,492	9,371	1,600	24,360	26,115
70140 Special Services	8,484	19,125	23,060	13,519	13,924
70142 Disposal Charges	558,487	549,953	540,953	640,759	758,979
70145 Communication	13,262	17,481	17,481	21,967	24,662
70150 Advertising	737	875	875	875	875
70160 Travel, Lodging & Meals	3,653	4,350	4,350	5,465	6,137
70170 Training & Conferences	2,714	4,535	4,535	5,699	6,398
70200 Interfund Services	383,054	394,969	394,969	451,500	474,075
70227 Public Relations	5,920	7,000	7,000	7,210	7,426
70239 Legal Services	3,637	3,225	3,225	3,000	3,000
70240 Contractual Services	60,240	72,094	87,094	100,159	115,183
90000 Interest Expense	88,060	75,894	61,591	49,620	36,907
95500 Depreciation Expense	297,998	125,000	28,615	30,046	31,548
Total	\$ 1,552,490	\$ 1,414,268	\$ 1,340,540	\$ 1,518,119	\$ 1,700,092

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Public Works
Fund/Division Number:	540-5301	Division:	Solid Waste Operations

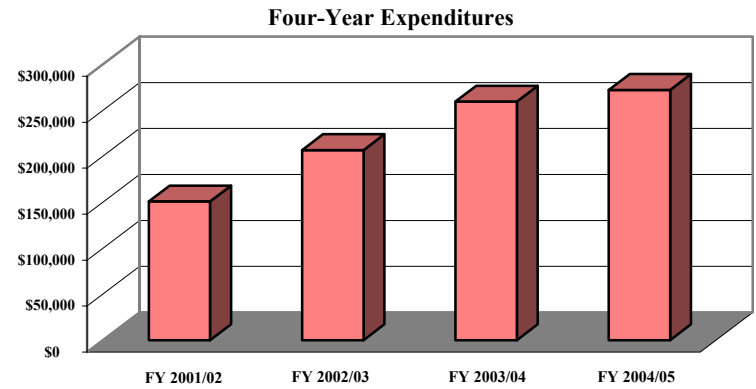
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 12,152	\$ 26,335	\$ 26,335	\$ 47,381	\$ 51,254
82702 Vehicle Replacement	185,300	243,305	243,305	349,122	476,403
82703 Information Systems	2,255	6,987	6,987	9,389	9,797
82704 Building Replacement Fund	5,160	6,000	6,000	15,038	15,038
82705 Tuition Program	0	2,251	2,251	453	453
82706 Fleet Maintenance	129,004	265,003	265,003	352,882	409,824
Total	\$ 333,871	\$ 549,881	\$ 549,881	\$ 774,265	\$ 962,769
<u>CAPITAL OUTLAY</u>					
80450 Lease Debt Service	\$ 0	\$ 90,600	\$ 0	\$ 0	\$ 0
80543 Solid Waste Replacement	0	0	28,615	30,046	31,548
90010 Loan Principal Expense	0	382,384	251,597	263,568	276,282
90058 Information Systems	0	0	0	2,700	0
90062 Solid Waste Containers	0	0	0	245,000	282,632
90230 Equipment	0	250,000	225,000	190,000	190,000
Total	\$ 0	\$ 722,984	\$ 505,212	\$ 731,314	\$ 780,462

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: Solid Waste Enterprise	Department: Finance Department
Fund/Division Number: 540-5302	Division: Solid Waste Utility Billing

Description

The Utility Billing Division of the Finance Department is responsible for the monthly billing and daily payment collection of water, sewer and solid waste services. It also oversees the Meter Reading and Customer Service functions regarding water service for both residential and commercial customers.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 89,060	\$ 139,275	\$ 130,934	\$ 168,229	\$ 179,319
Supplies and Services	41,554	43,461	59,585	80,488	84,166
Internal Service	12,832	13,561	13,561	8,482	8,621
Capital Outlay	7,382	2,575	2,575	2,190	0
Total	\$ 150,828	\$ 198,872	\$ 206,655	\$ 259,389	\$ 272,106
Annual Percentage Change			37.01%	25.52%	4.90%

Commentary

In Fiscal Year 2002/03, Utility Billing converted the billing cycle from once a month to four times a month.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Finance Department
Fund/Division Number:	540-5302	Division:	Solid Waste Utility Billing

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Finance & Information Systems	0.03	0.03	0.03	0.03	0.03
Utility Billing Supervisor	0.30	0.30	0.30	0.30	0.30
Accountant II	0.33	0.33	0.33	0.00	0.00
Finance Operations Manager	0.00	0.00	0.00	0.33	0.33
Accounting Assistant I	0.33	0.33	0.33	0.33	0.33
Accounting Assistant II	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.00	0.05	0.00	0.05	0.05
Management Analyst	0.00	0.00	0.05	0.00	0.00
Total FTE	1.99	2.04	2.04	2.04	2.04

PERSONNEL SERVICES

50100 Salary - Regular	\$ 70,197	\$ 99,100	\$ 98,745	\$ 114,477	\$ 119,553
50150 Salary - Bilingual	23	198	198	198	198
51200 Salary - Overtime	181	1,000	500	500	500
51205 Salary - Part-time	1,822	0	0	0	0
51305 Management Incentive	2	0	20	22	22
52300 Deferred Comp.	153	875	908	875	875
52305 Life Insurance	139	364	344	434	473
52310 Health Insurance	4,358	13,735	8,004	15,739	17,312
52311 Flexible Benefits	106	80	83	83	83
52315 Dental Insurance	1,152	3,334	1,827	3,334	3,758
52316 Employee Assist Program	50	72	76	80	84
52318 Vision Care	524	723	723	723	870
53400 Retirement	7,238	12,842	12,796	22,539	25,380
53405 Survivor Benefit	0	74	74	74	74
53410 Workers Comp. Ins.	1,521	3,480	3,457	5,470	5,994
53415 Medicare	1,078	1,453	1,448	1,676	1,749
53425 LTD Insurance	516	1,945	1,731	2,006	2,394
Total	\$ 89,060	\$ 139,275	\$ 130,934	\$ 168,229	\$ 179,319

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Finance Department
Fund/Division Number:	540-5302	Division:	Solid Waste Utility Billing

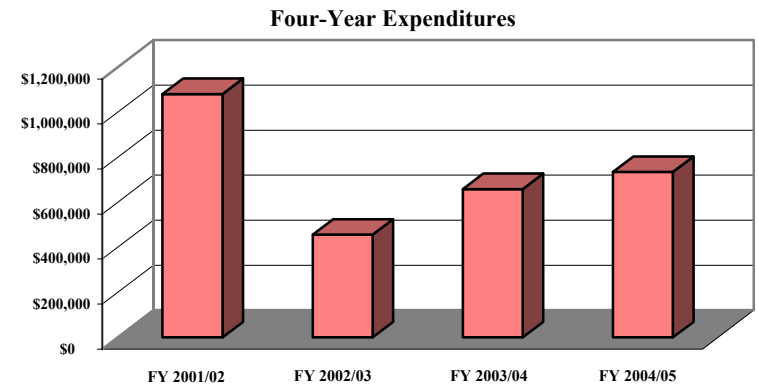
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 25,281	\$ 26,850	\$ 26,850	\$ 25,025	\$ 27,293
60110 Publications, Dues, Licenses	0	200	35	200	200
70110 Equipment/Vehicle Maintenance	767	1,200	100	1,500	1,500
70130 Insurance	1,473	1,411	1,650	2,963	2,973
70140 Special Services	7,367	4,500	23,250	35,500	36,500
70145 Communication	607	1,000	450	1,000	1,000
70160 Travel, Lodging & Meals	8	1,300	250	1,900	2,300
70170 Training & Conferences	50	2,000	2,000	4,500	4,500
70239 Legal Services	0	0	0	500	500
74000 Bad Debt Expense	6,001	5,000	5,000	7,400	7,400
Total	\$ 41,554	\$ 43,461	\$ 59,585	\$ 80,488	\$ 84,166
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 7,372	\$ 7,741	\$ 7,741	\$ 5,185	\$ 5,324
82703 Information Systems	1,260	1,135	1,135	1,000	1,000
82704 Building Replacement Fund	4,200	4,200	4,200	2,200	2,200
82705 Tuition Program	0	485	485	97	97
Total	\$ 12,832	\$ 13,561	\$ 13,561	\$ 8,482	\$ 8,621
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 2,190	\$ 0
90230 Equipment	7,382	2,575	2,575	0	0
Total	\$ 7,382	\$ 2,575	\$ 2,575	\$ 2,190	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Solid Waste Enterprise
Fund/Division Number:	540-5303	Division:	Solid Waste Transfer Station

Description

The Solid Waste Division - Transfer Operations of the Public Works Department is responsible for the processing and disposal of all solid waste generated within the City of Brentwood. Integral to the operations of this Division is the diversion of recyclable materials from landfill disposal.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 72,180	\$ 117,118	\$ 96,741	\$ 226,068	\$ 240,391
Supplies and Services	239,052	340,592	355,945	418,592	479,825
Internal Service	54,360	3,678	3,678	9,312	9,493
Capital Outlay	715,223	935,000	0	5,000	5,000
Total	\$ 1,080,815	\$ 1,396,388	\$ 456,364	\$ 658,972	\$ 734,709
Annual Percentage Change			-57.78%	44.40%	11.49%

Commentary

Budget increases are related to the new transfer Station facility to be built beginning in 2003/04.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Solid Waste Enterprise
Fund/Division Number:	540-5303	Division:	Solid Waste Transfer Station

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Dir. Of Public Works	0.00	0.00	0.00	0.17	0.17
Solid Waste Manager	0.14	0.14	0.14	0.00	0.00
Solid Waste Equipment Operator I	1.00	1.00	1.00	2.00	2.00
Solid Waste Equipment Operator II	0.00	0.00	0.00	0.00	0.00
Administrative Assistant II	0.07	0.07	0.07	0.50	0.50
Total FTE	1.21	1.21	1.21	2.67	2.67

PERSONNEL SERVICES

50100	Salary - Regular	\$ 51,934	\$ 62,624	\$ 63,152	\$ 141,313	\$ 148,673
51200	Salary - Overtime	8,243	31,000	10,000	15,000	15,000
51205	Salary - Part-time	0	0	0	3,427	2,824
51300	Management Incentive	0	0	0	115	115
52300	Deferred Comp	80	185	185	224	224
52305	Life Insurance	108	167	156	353	377
52310	Health Insurance	3,163	8,135	8,273	20,570	22,626
52311	Flexible Benefits	0	80	83	83	83
52315	Dental Insurance	1,612	1,975	1,975	4,357	4,912
52316	Employee Assist Program	36	42	45	104	109
52318	Vision Care	391	428	428	945	1,137
53400	Retirement	5,351	8,099	8,167	27,774	31,509
53405	Survivor Benefit	0	44	44	96	96
53410	Workers Comp. Ins.	0	2,199	2,211	6,919	7,598
53415	Medicare	881	911	918	2,104	2,202
53420	FICA	0	0	0	212	175
53425	LTD Insurance	381	1,229	1,105	2,472	2,730
Total		\$ 72,180	\$ 117,118	\$ 96,741	\$ 226,068	\$ 240,391

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Solid Waste Enterprise
Fund/Division Number:	540-5303	Division:	Solid Waste Transfer Station

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 280	\$ 1,075	\$ 1,075	\$ 1,329	\$ 1,369
60110 Publications, Dues, Licenses	162	475	475	475	475
60130 Clothing Expense	619	910	910	1,875	1,930
60132 Safety Supplies	644	891	891	2,335	1,890
60140 Special Supplies	573	700	700	1,442	1,485
70100 Utilities	1,051	2,838	2,838	3,123	3,218
70110 Equipment/Vehicle Maintenance	4,043	39,875	39,875	33,715	39,875
70115 Building/Facility Maintenance	5,865	1,893	4,094	3,786	3,900
70125 Rental of Equipment	0	659	659	2,000	2,000
70130 Insurance	0	1,019	1,200	3,046	3,019
70140 Special Services	2,934	1,875	1,875	1,931	1,989
70142 Dumping Fees	218,699	206,489	219,460	266,586	315,773
70145 Communication	919	2,846	2,846	5,863	6,039
70150 Advertising	286	125	125	125	125
70160 Travel, Lodging & Meals	471	621	621	1,279	1,318
70170 Training & Conferences	716	650	650	1,339	1,379
70200 Interfund Services	0	64,297	64,297	73,500	77,175
70227 Public Relations	100	1,000	1,000	1,030	1,061
70239 Legal Services	46	920	920	664	684
70240 Contractual Services	1,644	11,434	11,434	13,149	15,121
Total	\$ 239,052	\$ 340,592	\$ 355,945	\$ 418,592	\$ 479,825

INTERNAL SERVICE

82701 Information Services	\$ 1,987	\$ 2,077	\$ 2,077	\$ 6,787	\$ 6,968
82702 Vehicle Replacement	30,165	0	0	0	0
82703 Information Systems	367	494	494	1,089	1,089
82704 Building Replacement Fund	840	840	840	1,382	1,382
82705 Tuition Program	0	267	267	54	54
82706 Fleet Maintenance	21,001	0	0	0	0
Total	\$ 54,360	\$ 3,678	\$ 3,678	\$ 9,312	\$ 9,493

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Solid Waste Enterprise
Fund/Division Number:	540-5303	Division:	Solid Waste Transfer Station

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>CAPITAL OUTLAY</u>					
80336 CIP Projects	\$ 500,000	\$ 0	\$ 0	\$ 0	\$ 0
80542 Solid Waste Program	215,000	935,000	0	0	0
90230 Equipment	223	0	0	5,000	5,000
Total	\$ 715,223	\$ 935,000	\$ 0	\$ 5,000	\$ 5,000

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Solid Waste Enterprise
Fund/Division Number:	542-MISC	Division:	Solid Waste Capital Projects

Description

Projects connected with the Solid Waste Enterprise, including improvements to the Solid Waste Transfer Station.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Solid Waste Transfer Station	\$ 21,673	\$ 25,000	\$ 29,153	\$ 2,800,000	\$ 2,000,000
Total	<u>\$ 21,673</u>	<u>\$ 25,000</u>	<u>\$ 29,153</u>	<u>\$ 2,800,000</u>	<u>\$ 2,000,000</u>
Annual Percentage Change			34.51%	9504.50%	-28.57%

Commentary

Improvements to the Solid Waste Transfer Station scheduled for 2003/04, which include a scale, scale house and entrance improvements, are \$2.8 million.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Solid Waste Enterprise	Department:	Solid Waste Enterprise
Fund/Division Number:	543	Division:	Solid Waste Replacement

Description

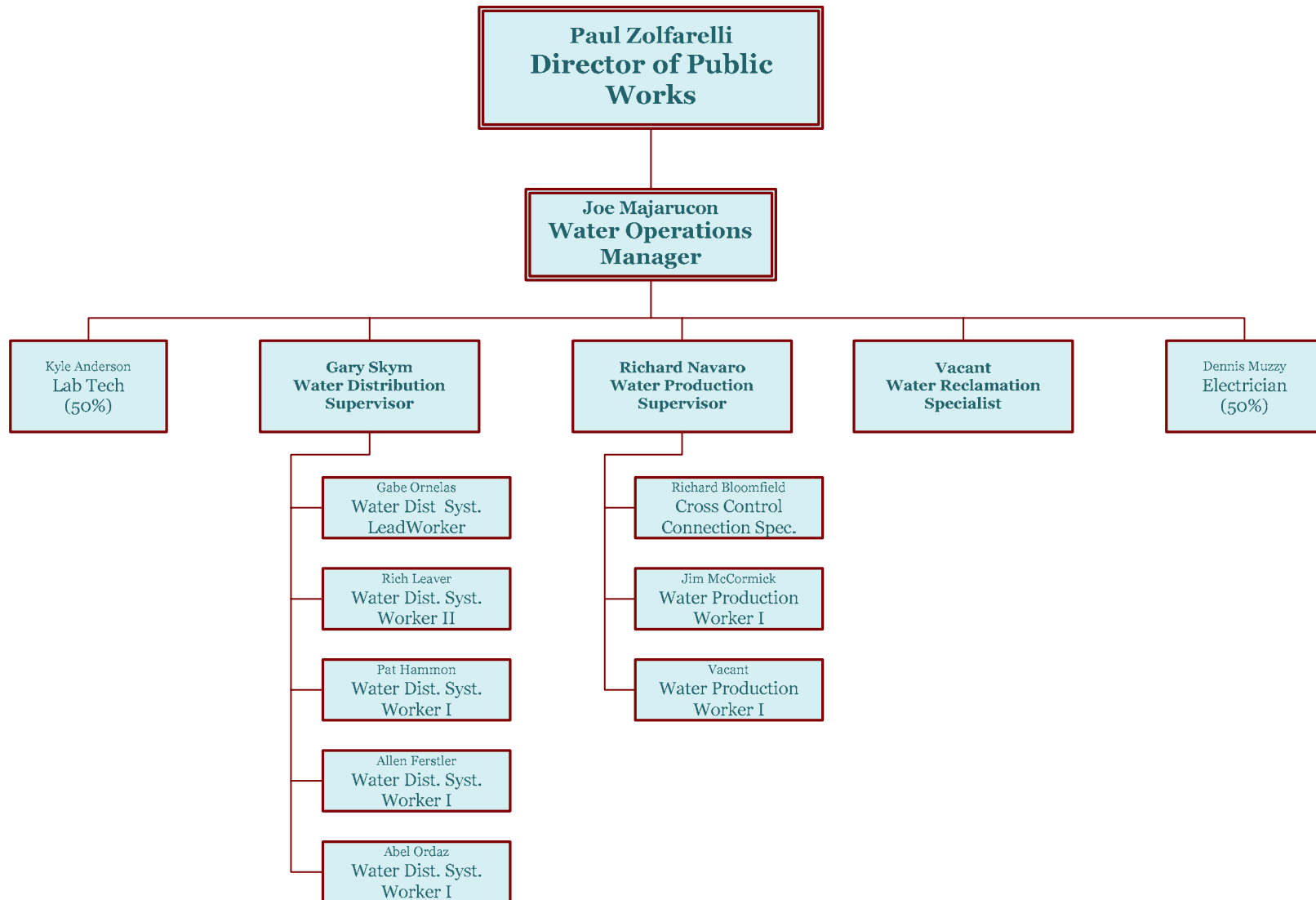
This fund provides a source of funding for scheduled and on-going replacement of fixed assets.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Capital Outlay	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
Total	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 1,000</u></u>	<u><u>\$ 1,000</u></u>
Annual Percentage Change					0.00%



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Water Enterprise



Water Enterprise



The ***Water Division*** of the Public Works Department is responsible for supplying potable water to the City through a production and delivery system that includes water wells and pump stations, water distribution mains and water from the Randall Bold Treatment Plant. The Utility Billing Division of the Finance Department is responsible for the monthly billing and daily payment collection for Water customers. It also oversees the Meter reading and Customer Service functions related to water service for both residential and commercial customers.

Divisions

Water
Utility Billing
Non-Potable Water

Mission Statement

To ensure that the community has a safe and adequate potable water supply in compliance with all State and Federal regulations.

Water Enterprise

Services

Water Distribution Improvements
Well Reconditioning
Well Monitoring
Well Rehabilitation and Site Improvements
Water System Upgrades

Department Accomplishments

- Completed valve turning/flushing program
- PM's are done for the water system
- Upgraded backflow devices at Zone 1 Pump Station
- Put new 2.0 MG reservoir on line
- Put new Brentwood Hills Pump Station on line

Water Enterprise



Department Goals

- Inspect Zone 1 4.3 MG Reservoir
- Implement Cathodic Protection (TEST) Program
- Implement water audit and leak detection program
- Include water information and tips on the web page

Budget For Fiscal Years 2003/04 - 2004/05

WATER ENTERPRISE - OPERATIONS AND DEBT SERVICE TEN YEAR PROJECTION

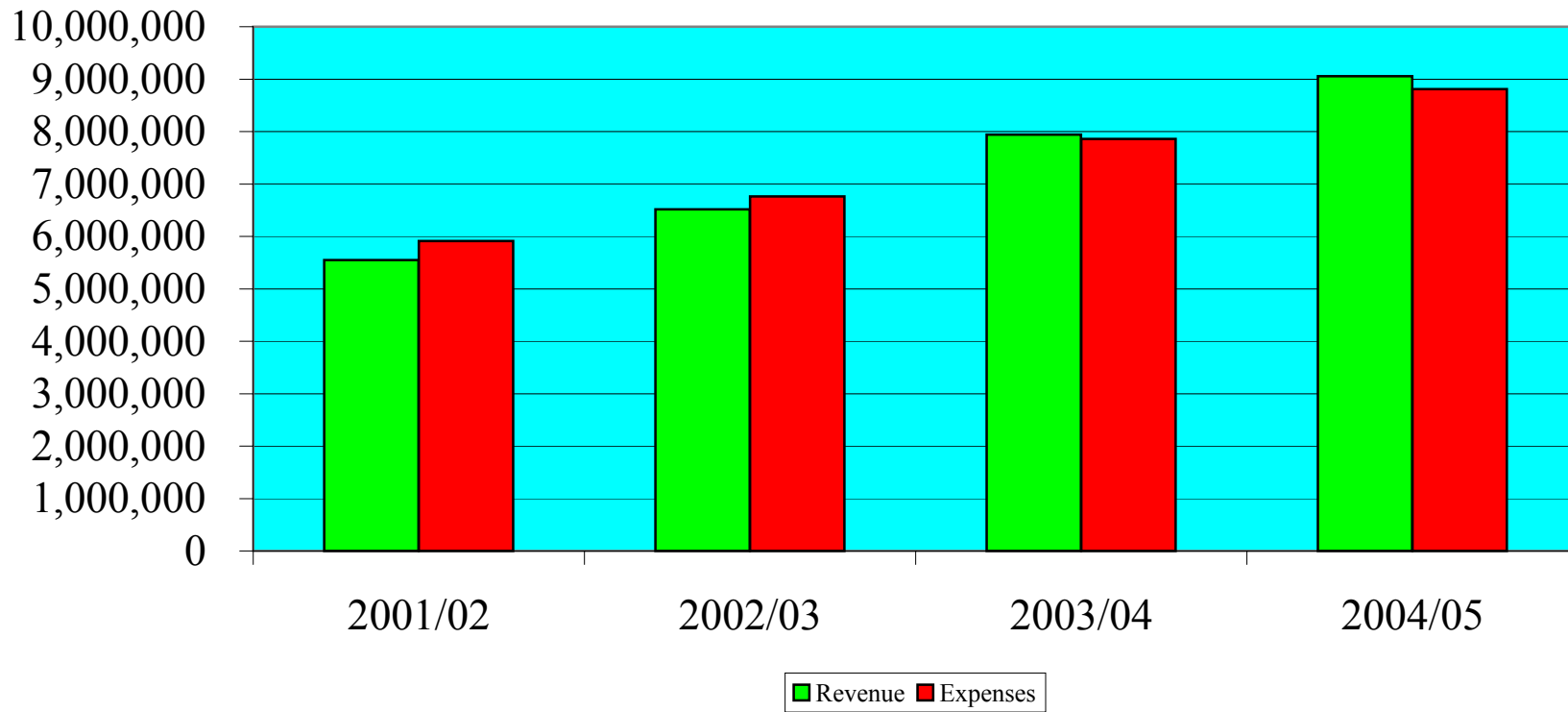
	<u>2002/03 Projected</u>	<u>2003/04 Budget</u>	<u>2004/05 Budget</u>	<u>2005/06 Projected</u>	<u>2006/07 Projected</u>	<u>2007/08 Projected</u>	<u>2008/09 Projected</u>	<u>2009/10 Projected</u>	<u>2010/11 Projected</u>	<u>2011/12 Projected</u>
Fund Balance 7/01	<u>\$ 2,141,774</u>	<u>\$ 1,892,302</u>	<u>\$ 1,972,397</u>	<u>\$ 2,214,846</u>	<u>\$ 2,714,877</u>	<u>\$ 3,214,920</u>	<u>\$ 3,714,996</u>	<u>\$ 4,215,091</u>	<u>\$ 4,715,212</u>	<u>\$ 5,215,350</u>
Add:										
Revenues	<u>6,514,760</u>	<u>7,941,461</u>	<u>9,054,464</u>	<u>9,112,775</u>	<u>9,587,665</u>	<u>9,943,371</u>	<u>10,379,805</u>	<u>10,833,067</u>	<u>11,314,231</u>	<u>11,559,334</u>
Total Revenue	<u>6,514,760</u>	<u>7,941,461</u>	<u>9,054,464</u>	<u>9,112,775</u>	<u>9,587,665</u>	<u>9,943,371</u>	<u>10,379,805</u>	<u>10,833,067</u>	<u>11,314,231</u>	<u>11,559,334</u>
Less:										
Operations	<u>6,764,232</u>	<u>7,861,366</u>	<u>8,812,015</u>	<u>8,612,744</u>	<u>9,087,622</u>	<u>9,443,295</u>	<u>9,879,710</u>	<u>10,332,946</u>	<u>10,814,093</u>	<u>11,059,189</u>
Total Appropriations	<u>6,764,232</u>	<u>7,861,366</u>	<u>8,812,015</u>	<u>8,612,744</u>	<u>9,087,622</u>	<u>9,443,295</u>	<u>9,879,710</u>	<u>10,332,946</u>	<u>10,814,093</u>	<u>11,059,189</u>
Revenue Over(Under) Appropriations	<u>(249,472)</u>	<u>80,095</u>	<u>242,449</u>	<u>500,031</u>	<u>500,043</u>	<u>500,076</u>	<u>500,095</u>	<u>500,121</u>	<u>500,138</u>	<u>500,145</u>
Fund Balance 6/30	<u>\$ 1,892,302</u>	<u>\$ 1,972,397</u>	<u>\$ 2,214,846</u>	<u>\$ 2,714,877</u>	<u>\$ 3,214,920</u>	<u>\$ 3,714,996</u>	<u>\$ 4,215,091</u>	<u>\$ 4,715,212</u>	<u>\$ 5,215,350</u>	<u>\$ 5,715,495</u>

Budget For Fiscal Years 2003/04 - 2004/05

WATER ENTERPRISE - SUMMARY

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
560 Water Enterprise	\$ 778,363	\$ 6,319,760	\$ 6,623,762	\$ 474,361	\$ 7,730,211	\$ 7,717,461	\$ 487,111	\$ 8,826,651	\$ 8,667,600	\$ 646,162
562 Water Capital Projects	2,695,537	455,000	368,415	2,782,122	6,329,200	8,829,200	282,122	17,679,533	18,402,533	(440,878)
563 Water Replacement	0	100,000	0	100,000	300,000	5,000	395,000	300,000	5,000	690,000
570 Water Plant Debt Service	1,363,411	195,000	140,470	1,417,941	211,250	143,905	1,485,286	227,813	144,415	1,568,684
Total Water	\$ 4,837,311	\$ 7,069,760	\$ 7,132,647	\$ 4,774,424	\$ 14,570,661	\$ 16,695,566	\$ 2,649,519	\$ 27,033,997	\$ 27,219,548	\$ 2,463,968

Water Enterprise Operations and Debt Service Historical Revenue and Expense Analysis



Budget For Fiscal Years 2003/04 - 2004/05

WATER ENTERPRISE FUND - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
560 - Water Enterprise					
40085 Vacant Parcel Charges	\$ 0	\$ 0	\$ 103,260	\$ 113,586	\$ 124,945
43300 Investment Income	66,267	50,000	100,000	200,000	225,000
43500 Late Charges	114,397	120,000	95,000	104,500	114,950
45550 Water Usage	3,340,556	3,850,000	4,000,000	4,850,000	5,520,000
45557 Base Meter Charge	1,310,821	1,750,000	1,750,000	2,100,000	2,400,000
45558 Fireline Charges	3,981	4,000	4,000	4,500	5,000
45559 Non-Potable	225,378	200,000	0	50,000	75,000
45560 Meter Installation Fee	2,325	2,500	2,500	2,625	2,756
45561 Application Fees	28,457	30,000	55,000	60,000	72,000
45565 Hydrant Meter Usage	147,026	210,600	175,000	210,000	252,000
46700 Other Income	37,354	35,000	35,000	35,000	35,000
Total Water Enterprise	\$ 5,276,562	\$ 6,252,100	\$ 6,319,760	\$ 7,730,211	\$ 8,826,651
562 - Water Capital Projects					
47100 Transfer from General Fund	\$ 71,000	\$ 0	\$ 0	\$ 0	\$ 0
47250 Transfer from Water Facilities Fee	1,951,152	400,000	400,000	5,964,700	5,114,600
47560 Transfer from Water Fund	113,000	55,000	55,000	176,000	376,433
State Financing	0	0	0	0	12,000,000
49905 RDA Contributions	0	0	0	188,500	188,500
Total Water Capital Projects	\$ 2,135,152	\$ 455,000	\$ 455,000	\$ 6,329,200	\$ 17,679,533
563 - Water Replacement					
47560 Transfer from Water Fund	\$ 0	\$ 0	\$ 100,000	\$ 300,000	\$ 300,000
Total Water Replacement	\$ 0	\$ 0	\$ 100,000	\$ 300,000	\$ 300,000
570 - Water Plant Debt Service					
40085 Vacant Parcel Charge	\$ 88,110	\$ 60,000	\$ 0	\$ 0	\$ 0
43300 Investment Income	68,322	70,000	70,000	80,000	90,000
45555 New Facility Charge	116,022	115,000	125,000	131,250	137,813
Total Water Plant Debt Service	\$ 272,454	\$ 245,000	\$ 195,000	\$ 211,250	\$ 227,813
TOTAL WATER REVENUES	\$ 7,684,168	\$ 6,952,100	\$ 7,069,760	\$ 14,570,661	\$ 27,033,997
Annual Percentage Change			-8.00%	106.10%	85.54%

Budget For Fiscal Years 2003/04 - 2004/05

WATER ENTERPRISE FUND - EXPENDITURES

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>560 - Water Enterprise</u>					
560-5501 Water Operations	\$ 5,629,854	\$ 6,719,440	\$ 6,351,549	\$ 7,101,125	\$ 7,855,217
560-5502 Water Utility Billing	200,593	230,607	238,413	360,323	379,420
560-5504 Non-Potable	<u>0</u>	<u>0</u>	<u>33,800</u>	<u>256,013</u>	<u>432,963</u>
Total Water Enterprise	\$ 5,830,447	\$ 6,950,047	\$ 6,623,762	\$ 7,717,461	\$ 8,667,600
<u>562 - Water Capital Projects</u>					
562-MISC Capital Projects	<u>\$ 1,799,898</u>	<u>\$ 368,415</u>	<u>\$ 368,415</u>	<u>\$ 8,829,200</u>	<u>\$ 18,402,533</u>
Total Water Capital Projects	\$ 1,799,898	\$ 368,415	\$ 368,415	\$ 8,829,200	\$ 18,402,533
<u>563 - Water Replacement</u>					
563- Replacement Services	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
Total Water Replacement	\$ 0	\$ 0	\$ 0	\$ 5,000	\$ 5,000
<u>570 - Water Plant Debt Service</u>					
570-5701 Debt Service	<u>\$ 81,465</u>	<u>\$ 143,000</u>	<u>\$ 140,470</u>	<u>\$ 143,905</u>	<u>\$ 144,415</u>
Total Water Plant Debt Service	\$ 81,465	\$ 143,000	\$ 140,470	\$ 143,905	\$ 144,415
TOTAL WATER EXPENDITURES	<u><u>\$ 7,711,810</u></u>	<u><u>\$ 7,461,462</u></u>	<u><u>\$ 7,132,647</u></u>	<u><u>\$ 16,695,566</u></u>	<u><u>\$ 27,219,548</u></u>
Annual Percentage Change			-7.51%	134.07%	63.03%

Budget For Fiscal Years 2003/04 - 2004/05

WATER ENTERPRISE FUND - EXPENDITURE SUMMARY

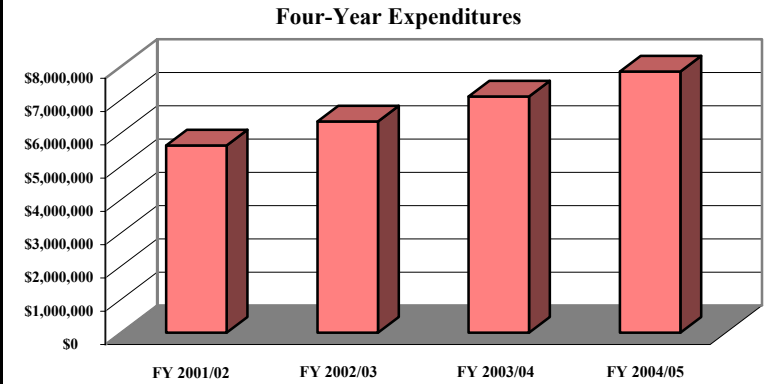
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Personnel Services	\$ 988,209	\$ 1,278,606	\$ 1,240,288	\$ 1,562,909	\$ 1,805,098
Supplies and Services	4,429,666	4,296,797	4,435,544	4,931,596	5,371,549
Internal Service	249,904	260,327	260,327	283,141	300,550
Capital Outlay	2,044,031	1,625,732	1,196,488	9,917,920	19,742,351
Total	\$ 7,711,810	\$ 7,461,462	\$ 7,132,647	\$ 16,695,566	\$ 27,219,548
Personnel					
560-5501 Water Operations	\$ 882,601	\$ 1,119,378	\$ 1,089,383	\$ 1,376,848	\$ 1,529,300
560-5502 Water Utility Billing	105,608	159,228	150,905	186,061	196,151
560-5504 Non-Potable	0	0	0	0	79,647
Total Personnel	\$ 988,209	\$ 1,278,606	\$ 1,240,288	\$ 1,562,909	\$ 1,805,098
Supplies and Service					
560-5501 Water Operations	\$ 4,298,373	\$ 4,169,649	\$ 4,266,997	\$ 4,516,156	\$ 4,924,678
560-5502 Water Utility Billing	49,828	44,148	60,277	82,813	86,458
560-5504 Non-Potable	0	0	27,800	253,722	285,998
570-5701 Water Debt Service	81,465	83,000	80,470	78,905	74,415
Total Supplies and Services	\$ 4,429,666	\$ 4,296,797	\$ 4,435,544	\$ 4,931,596	\$ 5,371,549
Internal Service					
560-5501 Water Operations	\$ 227,468	\$ 235,671	\$ 235,671	\$ 254,091	\$ 260,021
560-5502 Water Utility Billing	22,436	24,656	24,656	26,759	27,311
560-5504 Non-Potable	0	0	0	2,291	13,218
Total Internal Service	\$ 249,904	\$ 260,327	\$ 260,327	\$ 283,141	\$ 300,550
Capital Outlay					
560-5501 Water Operations	\$ 221,412	\$ 1,194,742	\$ 759,498	\$ 954,030	\$ 1,141,218
560-5502 Water Utility Billing	22,721	2,575	2,575	64,690	69,500
560-5504 Non-Potable	0	0	6,000	0	54,100
562-MISC Water CIP Projects	1,799,898	368,415	368,415	8,829,200	18,402,533
563 Water Replacement	0	0	0	5,000	5,000
570-5701 Water Debt Service	0	60,000	60,000	65,000	70,000
Total Capital Outlay	\$ 2,044,031	\$ 1,625,732	\$ 1,196,488	\$ 9,917,920	\$ 19,742,351

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: Water Enterprise Fund	Department: Public Works
Fund/Division Number: 560-5501	Division: Water Operations

Performance Measures

- Produced 1,660,242,570 gallons of water from the wells
- Purchased 936,846,498 gallons of water from Randall Bold
- Completed all major and minor PM work on the water system
- Addressed all RMP audit items; all items will be in place by July 2003
- Completed turning/exercising 1/3 (1,300) of the valves in the City



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 882,601	\$ 1,119,378	\$ 1,089,383	\$ 1,376,848	\$ 1,529,300
Supplies and Services	4,298,373	4,169,649	4,266,997	4,516,156	4,924,678
Internal Service	227,468	235,671	235,671	254,091	260,021
Capital Outlay	221,412	1,194,742	759,498	954,030	1,141,218
Total	\$ 5,629,854	\$ 6,719,440	\$ 6,351,549	\$ 7,101,125	\$ 7,855,217
Annual Percentage Change			12.82%	11.80%	10.62%

Commentary

The water enterprise fund will see an increase of 11.80% over the previous year. The increase is largely due to the increased number of water connections and the resulting increased utility costs and the addition of a new maintenance worker. In addition, the City will be certifying two employees to begin a cathodic protection program. This program will enable the staff to test existing cathodic test stations and monitor the condition of the water system. This monitoring program will enable the staff to prioritize and plan maintenance.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Enterprise Fund	Department:	Public Works
Fund/Division Number:	560-5501	Division:	Water Operations

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
BUDGETED STAFFING LEVEL					
Director of Public Works	0.25	0.25	0.25	0.16	0.16
Administrative Assistant II	0.00	0.75	0.75	0.95	0.95
Administrative Assistant I	0.25	0.00	0.00	0.00	0.00
Administrative Program Analyst	0.50	0.50	0.50	0.25	0.25
Administrative Secretary	0.33	0.33	0.33	0.25	0.25
Cross-Connection Specialist	1.00	1.00	1.00	1.00	1.00
Electrician	0.00	0.50	0.50	0.50	0.50
Laboratory Tech	0.00	0.00	0.00	0.50	0.50
Water Distribution System Worker I	4.00	3.00	3.00	3.00	3.00
Water Distribution System Worker II	1.00	1.00	1.00	1.00	1.00
Purchasing Assistant	0.34	0.34	0.34	0.34	0.34
Water Customer Service Tech.	1.00	1.00	1.00	1.00	1.00
Water Distribution Lead Worker	1.00	1.00	1.00	1.00	1.00
Water Distribution Supervisor	1.00	1.00	1.00	1.00	1.00
Water Operations Manager	0.50	1.00	1.00	1.00	1.00
Water Production Supervisor	1.00	1.00	1.00	1.00	1.00
Water Production Worker I	0.00	1.00	1.00	1.00	1.00
Water Service Worker II	1.00	1.00	1.00	1.00	1.00
Total FTE	13.17	14.67	14.67	14.95	14.95

PERSONNEL SERVICES

50100 Salary - Regular	\$ 575,352	\$ 754,145	\$ 755,022	\$ 881,552	\$ 964,074
50121 Salary - Cross Training	0	700	1,050	1,050	1,050
50150 Salary - Bilingual	225	300	900	750	750
51200 Salary - Overtime	47,262	27,565	27,000	31,800	30,900
51205 Salary - Part-time	46,776	25,000	0	20,000	20,000
51215 Salary - Standby	18,484	19,500	14,100	24,069	25,055
51305 Management Incentive	13	0	154	108	108
52300 Deferred Comp.	1,006	1,650	2,310	1,861	1,861
52305 Life Insurance	1,188	1,724	1,832	1,942	2,156
52310 Health Insurance	59,028	95,265	91,724	115,175	135,160
52311 Flexible Benefits	106	80	83	83	83
52315 Dental Insurance	13,523	23,125	21,084	24,398	29,342
52316 Employee Assist Program	364	496	543	583	654
52318 Vision Care	3,978	5,016	5,193	5,292	6,795
52320 Retiree Medical	20,182	20,088	20,323	22,453	24,025
52800 Unemployment Insurance	690	0	0	0	0
53400 Retirement	59,646	93,274	97,760	173,411	204,482
53405 Survivor Benefit	0	510	528	538	574
53410 Workers Comp. Ins.	18,414	25,313	26,431	43,096	49,357
53415 Medicare	12,016	9,930	10,124	12,015	13,179
53420 FICA Tax	0	1,550	0	1,240	1,240
53425 LTD Insurance	4,348	14,147	13,222	15,432	18,455
Total	\$ 882,601	\$ 1,119,378	\$ 1,089,383	\$ 1,376,848	\$ 1,529,300

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Enterprise Fund	Department:	Public Works
Fund/Division Number:	560-5501	Division:	Water Operations

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
SUPPLIES AND SERVICES					
60100 Office Expense	\$ 10,352	\$ 16,000	\$ 14,400	\$ 17,600	\$ 16,000
60110 Publications, Dues, Licenses	7,227	10,400	10,000	13,365	10,400
60130 Clothing Expense	4,672	9,120	7,113	9,120	9,576
60132 Safety Supplies	8,692	16,700	16,136	16,500	16,500
60140 Special Supplies	8,093	8,000	7,500	8,000	8,400
70100 Utilities	603,036	554,000	602,000	698,040	802,746
70110 Equipment/Vehicle Maintenance	20,873	19,000	19,000	83,950	19,950
70111 Production	270,954	271,825	260,000	287,588	296,215
70114 Distribution Expense	152,000	185,050	160,000	190,601	188,751
70115 Building/Facility Maintenance	7,890	10,000	6,800	10,000	10,500
70125 Rental of Equipment	1,581	5,000	3,000	4,500	4,500
70130 Insurance	24,617	20,096	20,000	39,431	41,969
70140 Special Services	143,344	185,000	140,000	185,000	175,000
70142 Permits/Fees/Tolls	17,866	20,000	18,000	25,000	25,750
70145 Communication	21,170	20,000	15,600	20,600	21,630
70150 Advertising	5,572	6,500	800	6,000	6,800
70160 Travel, Lodging & Meals	4,864	7,000	5,500	7,000	7,426
70170 Training & Conferences	5,522	12,000	10,000	14,000	14,420
70180 Purchased Water	1,223,109	1,070,977	1,063,977	1,285,172	1,349,430
70181 Non-Potable Water	220,218	39,000	124,000	0	0
70200 Interfund Services	502,279	552,007	552,007	650,000	682,500
70227 Public Relations	5,520	5,000	1,600	5,000	5,000
70239 Legal Services	6,708	9,156	1,000	7,906	7,906
70240 Contractual Services	45,832	99,750	60,000	99,750	90,000
70400 NPDES	13,411	26,250	5,000	26,250	26,250
90000 Interest Expense	526,901	496,818	531,780	523,009	513,495
95500 Depreciation Expense	411,665	470,595	587,379	258,369	549,159
95501 Amortization Expense	24,405	24,405	24,405	24,405	24,405
Total	\$ 4,298,373	\$ 4,169,649	\$ 4,266,997	\$ 4,516,156	\$ 4,924,678

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Enterprise Fund	Department:	Public Works
Fund/Division Number:	560-5501	Division:	Water Operations

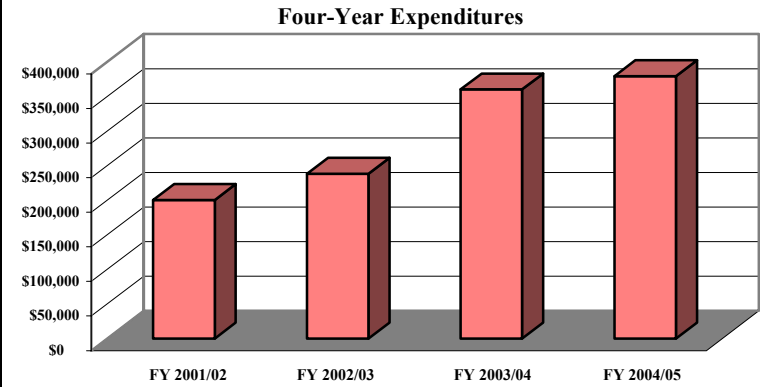
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 23,959	\$ 37,570	\$ 37,570	\$ 51,144	\$ 52,507
82702 Vehicle Replacement	119,732	114,866	114,866	112,326	112,326
82703 Information Systems	4,152	8,204	8,204	8,322	8,322
82704 Building Replacement Fund	12,000	12,000	12,000	16,421	16,421
82705 Tuition Program	0	3,125	3,125	628	628
82706 Fleet Maintenance	67,625	59,906	59,906	65,250	69,817
Total	\$ 227,468	\$ 235,671	\$ 235,671	\$ 254,091	\$ 260,021
<u>CAPITAL OUTLAY</u>					
80562 Transfer to Water Capital Projects	\$ 113,000	\$ 848,200	\$ 55,000	\$ 176,000	\$ 376,433
80563 Transfer to Water Replacement	0	0	100,000	300,000	300,000
90010 Loan Principal Expense	0	186,942	444,898	456,830	464,785
90058 Information Systems	0	0	0	1,200	0
90075 Meters	77,907	35,000	35,000	0	0
90230 Equipment	30,505	124,600	124,600	20,000	0
Total	\$ 221,412	\$ 1,194,742	\$ 759,498	\$ 954,030	\$ 1,141,218

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: Water Enterprise Fund	Department: Finance Department
Fund/Division Number: 560-5502	Division: Water Utility Billing

Description

The Utility Billing Division of the Finance Department is responsible for the monthly billing and daily payment collection of water, sewer and solid waste services. It also oversees the Meter Reading and Customer Service Functions regarding water service for both residential and commercial customers.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Expenditure Summary					
Personnel Services	\$ 105,608	\$ 159,228	\$ 150,905	\$ 186,061	\$ 196,151
Supplies and Services	49,828	44,148	60,277	82,813	86,458
Internal Service	22,436	24,656	24,656	26,759	27,311
Capital Outlay	22,721	2,575	2,575	64,690	69,500
Total	\$ 200,593	\$ 230,607	\$ 238,413	\$ 360,323	\$ 379,420
Annual Percentage Change			18.85%	51.13%	5.30%

Commentary

In Fiscal Year 2002/03, Utility Billing converted the billing cycle from once a month to four times a month.

The Utility Billing Division has assumed responsibility for the purchasing of residential and hydrant meters and all related items. Therefore, the capital outlay has increased significantly.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Enterprise Fund	Department:	Finance Department
Fund/Division Number:	560-5502	Division:	Water Utility Billing

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Finance & Information Systems	0.03	0.03	0.03	0.03	0.03
Utility Billing Supervisor	0.40	0.40	0.40	0.40	0.40
Accountant II	0.33	0.33	0.33	0.00	0.00
Accounting Assistant I	0.33	0.33	0.33	0.33	0.33
Accounting Assistant II	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.00	0.05	0.00	0.05	0.05
Finance Operations Manager	0.00	0.00	0.00	0.33	0.33
Management Analyst	0.00	0.00	0.05	0.00	0.00
Total FTE	2.09	2.14	2.14	2.14	2.14

<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 81,452	\$ 114,875	\$ 114,529	\$ 127,578	\$ 131,612
50150 Salary - Bilingual	323	198	198	198	198
51200 Salary - Overtime	(14)	1,000	1,000	500	500
51205 Salary - Part-time	1,822	0	0	0	0
51305 Management Incentive	2	0	20	20	20
52300 Deferred Comp.	171	1,007	1,040	1,003	1,003
52305 Life Insurance	149	400	377	470	512
52310 Health Insurance	6,248	14,407	8,219	16,487	18,134
52311 Flexible Benefits	106	80	83	83	83
52315 Dental Insurance	1,838	3,497	1,990	3,492	3,937
52316 Employee Assist Program	53	75	79	83	88
52318 Vision Care	560	759	759	758	912
53400 Retirement	9,088	14,882	14,837	25,114	27,936
53405 Survivor Benefit	0	77	77	77	77
53410 Workers Comp. Ins.	1,832	4,034	4,009	6,096	6,598
53415 Medicare	1,348	1,683	1,679	1,868	1,926
53425 LTD Insurance	630	2,254	2,007	2,235	2,615
Total	\$ 105,608	\$ 159,228	\$ 150,905	\$ 186,061	\$ 196,151

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Enterprise Fund	Department:	Finance Department
Fund/Division Number:	560-5502	Division:	Water Utility Billing

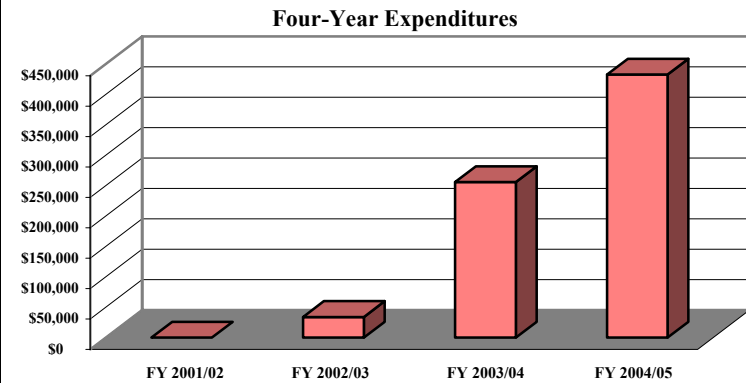
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 27,213	\$ 26,850	\$ 26,850	\$ 25,025	\$ 27,293
60110 Publications, Dues, Licenses	339	200	35	200	200
70110 Equipment/Vehicle Maintenance	967	1,200	100	1,500	1,500
70130 Insurance	1,754	1,598	1,850	3,288	3,265
70140 Special Services	7,178	4,500	23,742	37,500	38,500
70145 Communication	524	1,000	450	1,000	1,000
70160 Travel, Lodging & Meals	533	1,300	250	1,900	2,300
70170 Training & Conferences	813	2,000	2,000	4,500	4,500
70239 Legal Services	0	500	0	500	500
74000 Bad Debt Expense	10,507	5,000	5,000	7,400	7,400
Total	\$ 49,828	\$ 44,148	\$ 60,277	\$ 82,813	\$ 86,458
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 14,744	\$ 16,047	\$ 16,047	\$ 20,691	\$ 21,243
82703 Information Systems	3,492	3,900	3,900	3,765	3,765
82704 Building Replacement Fund	4,200	4,200	4,200	2,200	2,200
82705 Tuition Program	0	509	509	103	103
Total	\$ 22,436	\$ 24,656	\$ 24,656	\$ 26,759	\$ 27,311
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 2,190	\$ 0
90075 Meters	0	0	0	62,500	69,500
90230 Equipment	22,721	2,575	2,575	0	0
Total	\$ 22,721	\$ 2,575	\$ 2,575	\$ 64,690	\$ 69,500

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: Water Enterprise Fund	Department: Public Works
Fund/Division Number: 560-5504	Division: Non-Potable Water

Description

The Water Division of the Public Works Department is responsible for supplying non-potable water, which is treated at the wastewater treatment plant to full Title 22 requirements, to the City. The non-potable water is not fit for human consumption, but may be used for either irrigation or industrial purposes.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 79,647
Supplies and Services	0	0	27,800	253,722	285,998
Internal Service	0	0	0	2,291	13,218
Capital Outlay	0	0	6,000	0	54,100
Total	\$ 0	\$ 0	\$ 33,800	\$ 256,013	\$ 432,963
Annual Percentage Change				657.43%	69.12%

Commentary

In fiscal year 2002/03 funds from the water enterprise were used to support this program. As reclaimed water from the Wastewater Treatment Plant becomes available in 2003, and the number of connections increases, the non-potable water maintenance costs will see a corresponding increase in cost. Staff will also purchase spare motors, bearings and other parts to minimize a mechanical failure.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Enterprise Fund	Department:	Public Works
Fund/Division Number:	560-5504	Division:	Non-Potable Water

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Water Reclamation Specialist	0.00	0.00	0.00	0.00	1.00
Total FTE	0.00	0.00	0.00	0.00	1.00
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 0	\$ 0	\$ 0	\$ 0	\$ 51,690
51200 Salary - Overtime	0	0	0	0	1,800
52305 Life Insurance	0	0	0	0	96
52310 Health Insurance	0	0	0	0	8,474
52315 Dental Insurance	0	0	0	0	1,840
52316 Employee Assist Program	0	0	0	0	41
52318 Vision Care	0	0	0	0	426
53400 Retirement	0	0	0	0	10,955
53405 Survivor Benefit	0	0	0	0	36
53410 Workers Comp. Ins.	0	0	0	0	2,592
53415 Medicare	0	0	0	0	749
53425 LTD Insurance	0	0	0	0	949
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 79,647

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Enterprise Fund	Department:	Public Works
Fund/Division Number:	560-5504	Division:	Non-Potable Water

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 0	\$ 0	\$ 660	\$ 660
60110 Publications, Dues, Licenses	0	0	0	700	700
60130 Clothing Expense	0	0	0	988	1,200
60132 Safety Supplies	0	0	0	700	700
60140 Special Supplies	0	0	0	700	1,000
70100 Utilities	0	0	0	131,342	144,400
70110 Equipment/Vehicle Maintenance	0	0	20,000	38,000	39,140
70130 Insurance	0	0	0	32	2,248
70140 Special Services	0	0	7,300	4,000	4,500
70142 Permits, Fees, Tolls	0	0	0	1,000	1,000
70145 Communication	0	0	500	1,000	1,200
70150 Advertising	0	0	0	700	1,200
70160 Travel, Lodging & Meals	0	0	0	1,800	1,800
70170 Training & Conferences	0	0	0	600	750
70181 Non-Potable Water	0	0	0	38,000	52,000
70240 Contractual Services	0	0	0	29,000	29,000
70400 NPDES	0	0	0	4,500	4,500
Total	\$ 0	\$ 0	\$ 27,800	\$ 253,722	\$ 285,998
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 0	\$ 0	\$ 0	\$ 5,219
82702 Vehicle Replacement	0	0	0	0	4,587
82703 Information Systems	0	0	0	0	960
82706 Fleet Maintenance	0	0	0	2,291	2,452
Total	\$ 0	\$ 0	\$ 0	\$ 2,291	\$ 13,218
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 0	\$ 31,100
90230 Equipment	0	0	6,000	0	23,000
Total	\$ 0	\$ 0	\$ 6,000	\$ 0	\$ 54,100

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Project Fund	Department:	Water Enterprise
Fund/Division Number:	562-MISC	Division:	Water CIP Projects

Description

Water Improvements are projects connected with the Water Enterprise, which include potable drinking water, new water sources, booster stations, water wells, treatment facilities, and reservoirs .

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Capital Outlay	\$ 1,799,898	\$ 368,415	\$ 368,415	\$ 8,829,200	\$ 18,402,533
Total	<u>\$ 1,799,898</u>	<u>\$ 368,415</u>	<u>\$ 368,415</u>	<u>\$ 8,829,200</u>	<u>\$ 18,402,533</u>
Annual Percentage Change			-79.53%	2296.54%	108.43%

Commentary

A major expenditure in 2003/04 is the Surface Water Treatment Facility project, which includes expanding or constructing a new facility adjacent to the Randall Bold Water Treatment Plant. The 2003/04 cost is \$5.5 million.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Project Fund	Department:	Water Enterprise
Fund/Division Number:	562-MISC	Division:	Water CIP Projects

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>PROJECTS</u>					
562-5617 Chlormination of Wells	\$ 0	\$ 0	\$ 0	\$ 500	\$ 806,000
Landscaping Project for Water Prd. Facilities	0	0	0	0	185,000
Marsh Creek Outfall Structures	0	0	0	42,000	0
562-5623 Orchard Dr. Waterline Replace	3,216	23,286	23,286	0	0
Sarah Street Water Distribution System Improvement	0	0	0	0	176,613
562-5626 Steel Reservoir	145,895	17	17	0	0
562-5629 Surface Water Treatment Facility Phases I & II	100,000	0	0	5,530,000	13,500,000
Underground Water System Corrosion Mitigation	0	0	0	69,000	69,000
562-5620 Water Dist Telemetry/Scada	141,986	26,791	26,791	785,000	0
562-5621 Water Distrib. System Rehab	20,186	10,836	10,836	55,000	55,000
562-5602 Water Reservoir I	4,704	273,651	273,651	0	0
562-5628 Water System Connections	446	0	0	38,500	582,100
Well #11	0	0	0	0	538,000
562-5615 Well #14	329,924	18,108	18,108	0	0
Well #15	0	0	0	915,000	0
562-5613 Well Abandonment	0	0	0	0	80,820
562-5624 Well Disinfection System Upgrade	0	0	0	306,000	140,000
562-5619 Well Monitoring	56,605	0	0	79,000	64,000
562-5616 Well Rehabs	94,403	15,618	15,618	397,200	125,000
Zone I Equalization Storage Reservoirs - Phase 1-6	0	0	0	200,000	892,500
562-5622 Zone I Water Line Relocation	0	0	0	118,500	0
Zone I Water System Upgrades - Downtown	0	0	0	188,500	188,500
562-5627 Zone II Res (2nd)	902,533	108	108	105,000	1,000,000
Total	\$ 1,799,898	\$ 368,415	\$ 368,415	\$ 8,829,200	\$ 18,402,533

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Project Fund	Department:	Water Enterprise
Fund/Division Number:	563	Division:	Water Replacement

Description

This fund provides a source of funding for scheduled and on-going replacement of fixed assets.

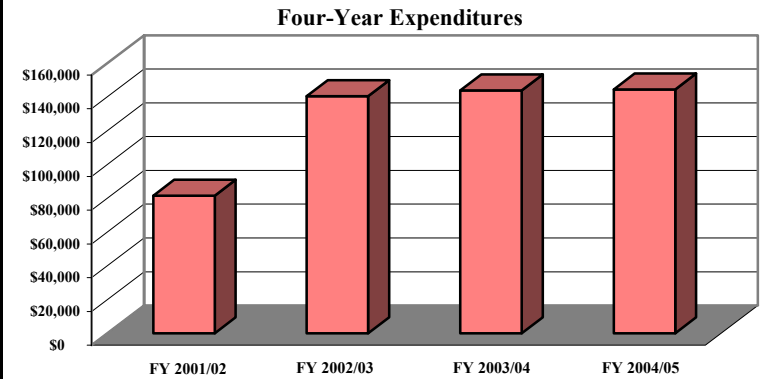
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Capital Outlay	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
Total	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 5,000</u></u>	<u><u>\$ 5,000</u></u>
Annual Percentage Change					0.00%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: Water Project Fund	Department: Water Enterprise
Fund/Division Number: 570-5701	Division: Debt Service

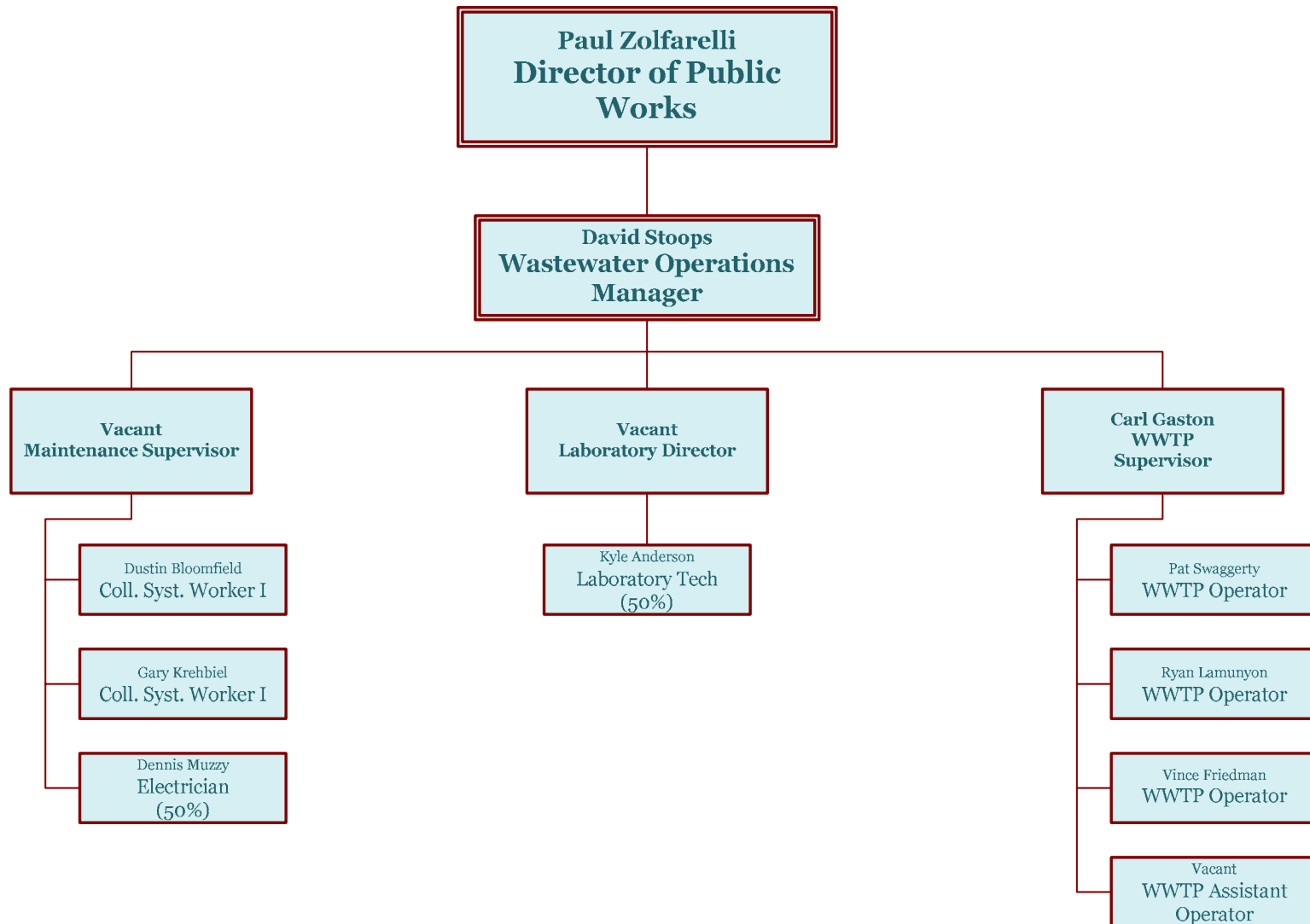
Description

In order to improve the quality of its domestic water supply, the City developed the "1983 Brentwood New Water Supply Project" with project construction completed in 1984. Work consisted of installing a 16" water main from downtown to the East Bay Municipal Utility District's Mokelumne Aqueduct and construction of a filtration/chlorinator treatment plant at the water source location.



		2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>						
70140	Co. Assmt. Collection Fee	\$ 4,075	\$ 7,500	\$ 5,000	\$ 7,500	\$ 7,500
90000	Interest Expense	77,390	75,500	75,470	71,405	66,915
90010	Principal	0	60,000	60,000	65,000	70,000
	Total	\$ 81,465	\$ 143,000	\$ 140,470	\$ 143,905	\$ 144,415
	Annual Percentage Change			72.43%	2.45%	0.35%

Wastewater Enterprise



Wastewater Enterprise



Divisions

***Wastewater
Utility Billing***

The ***Wastewater Division*** of the Public Works Department operates and maintains the City's Wastewater Treatment Plant. Operational since July of 2002, the City's new 5.0 million gallon tertiary process treatment plant that will provide reclaimed water for a variety of landscape and industrial uses. The Utility Billing Division of the Finance Department is responsible for the monthly billing and daily payment collection of Wastewater customers.

Mission Statement

To provide cost effective wastewater treatment for the City in a manner friendly to the environment and in compliance with all State and Federal rules and regulations.

Wastewater Enterprise

Services

City Wide Wastewater Rehabilitation
Non-Potable Water Distribution System
Sewer Collection System Upgrades
Wastewater Treatment Plant Expansion

Department Accomplishments

- Completed construction of the new treatment facility
- Decommissioning and removal of the old treatment facility
- Hired three new staff members

Wastewater Enterprise



Department Goals

- Full certification by the California Environmental Laboratory Accreditation Program (ELAP)
- Hire for a new position as a Maintenance Supervisor
- Establish benchmark information to be able to target process and budget controls
- Start discharging Title 22 water to off-site users

Budget For Fiscal Years 2003/04 - 2004/05

WASTEWATER ENTERPRISE - OPERATIONS TEN YEAR PROJECTION

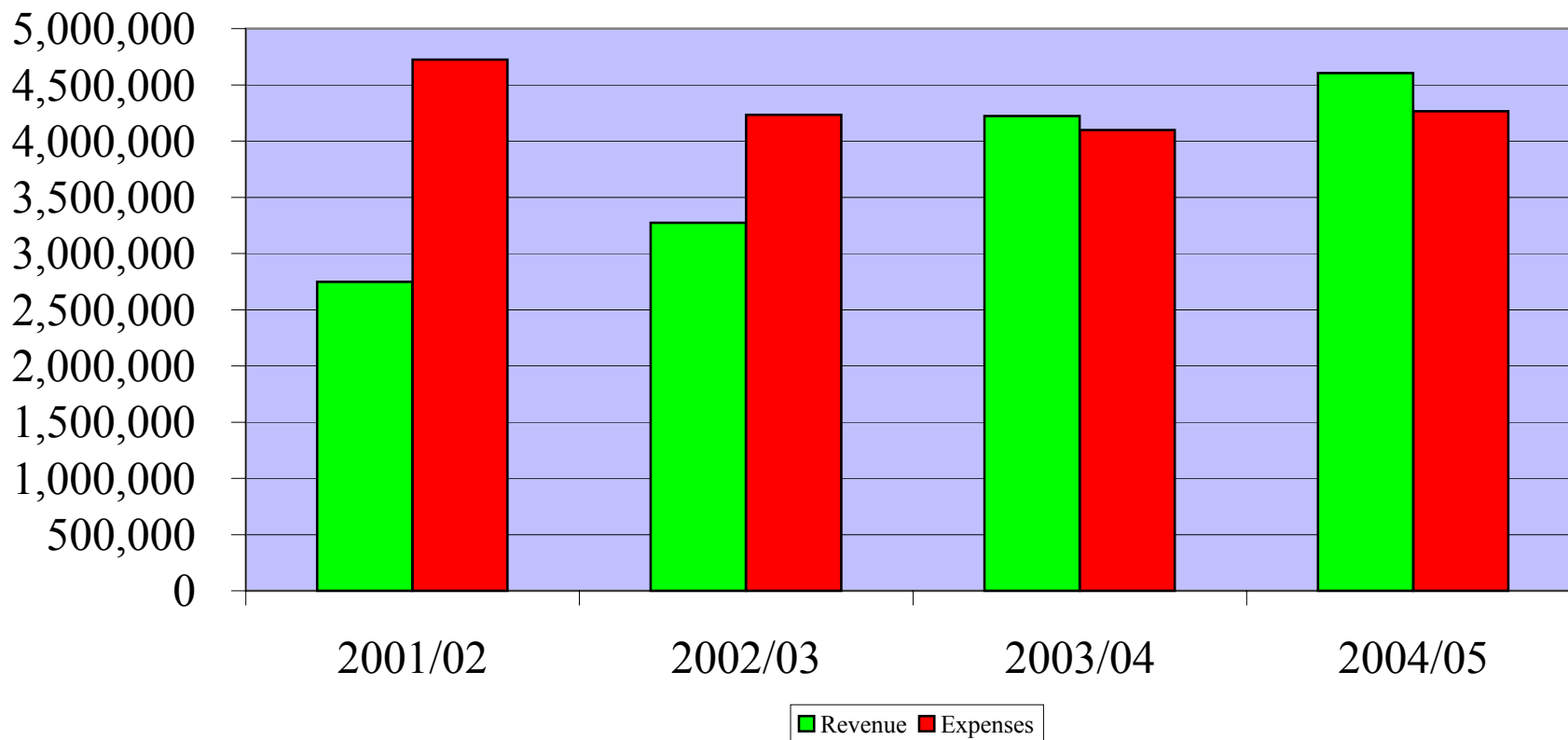
	2002/03 Projected	2003/04 Budget	2004/05 Budget	2005/06 Projected	2006/07 Projected	2007/08 Projected	2008/09 Projected	2009/10 Projected	2010/11 Projected	2011/12 Projected
Fund Balance 7/01	\$ 1,207,710	\$ 247,191	\$ 371,319	\$ 709,386	\$ 753,005	\$ 952,988	\$ 1,153,007	\$ 1,353,062	\$ 1,553,175	\$ 1,753,303
Add:										
Revenues	3,273,946	4,221,487	4,603,509	5,318,485	6,049,134	6,272,226	6,480,932	6,813,856	7,057,770	7,319,478
Total Revenue	3,273,946	4,221,487	4,603,509	5,318,485	6,049,134	6,272,226	6,480,932	6,813,856	7,057,770	7,319,478
Less:										
Operations	4,234,465	4,097,359	4,265,442	5,274,866	5,849,151	6,072,207	6,280,877	6,613,743	6,857,642	7,119,337
Total Appropriations	4,234,465	4,097,359	4,265,442	5,274,866	5,849,151	6,072,207	6,280,877	6,613,743	6,857,642	7,119,337
Revenue Over(Under) Appropriations	(960,519)	124,128	338,067	43,619	199,983	200,019	200,055	200,113	200,128	200,141
Fund Balance 6/30	\$ 247,191	\$ 371,319	\$ 709,386	\$ 753,005	\$ 952,988	\$ 1,153,007	\$ 1,353,062	\$ 1,553,175	\$ 1,753,303	\$ 1,953,444

Budget For Fiscal Years 2003/04 - 2004/05

WASTEWATER ENTERPRISE - SUMMARY

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
590 Wastewater Enterprise	\$ 1,207,710	\$ 3,273,946	\$ 4,234,465	\$ 247,191	\$ 4,221,487	\$ 4,097,359	\$ 371,319	\$ 4,603,509	\$ 4,265,442	\$ 709,386
592 Wastewater Capital Projects	40,016,559	4,557,000	4,266,837	40,306,722	1,651,635	1,385,135	40,573,222	2,520,240	2,304,240	40,789,222
593 Wastewater Replacement	0	100,000	0	100,000	250,000	1,000	349,000	250,000	1,000	598,000
Total Wastewater	\$ 41,224,269	\$ 7,930,946	\$ 8,501,302	\$ 40,653,913	\$ 6,123,122	\$ 5,483,494	\$ 41,293,541	\$ 7,373,749	\$ 6,570,682	\$ 42,096,608

Wastewater Enterprise Operations Historical Revenue and Expense Analysis



Budget For Fiscal Years 2003/04 - 2004/05

WASTEWATER ENTERPRISE FUND - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>590 - Wastewater Enterprise</u>					
40090 Vacant Parcel Charges	\$ 117,480	\$ 123,375	\$ 137,680	\$ 158,332	\$ 174,165
43300 Investment Income	36,894	40,000	90,000	150,000	175,000
43500 Late Charges	0	0	30,000	33,000	36,300
45561 Application Fees	13,878	15,400	15,266	21,000	23,000
45570 Wastewater Charges	2,482,710	2,961,600	3,000,000	3,857,155	4,193,044
46700 Other Income	96,910	5,000	1,000	2,000	2,000
Total Wastewater Enterprise	\$ 2,747,872	\$ 3,145,375	\$ 3,273,946	\$ 4,221,487	\$ 4,603,509
<u>592 - Wastewater Capital Projects</u>					
46700 Other Income	\$ 3,181	\$ 1,000	\$ 1,000	\$ 0	\$ 0
46715 Developer Contributions	0	0	0	0	702,000
47255 Transfer from Sewer Facility	20,723,878	400,000	400,000	1,385,135	1,491,740
47590 Transfer from Sewer Fund	1,506,662	4,156,000	4,156,000	156,000	266,000
48302 Transfer from RDA -Low Income	79,808	0	0	0	0
48321 Transfer from Administration	26,603	0	0	0	0
49905 Transfer from RDA	50,000	0	0	110,500	60,500
Total Wastewater Capital Projects	\$ 22,390,132	\$ 4,557,000	\$ 4,557,000	\$ 1,651,635	\$ 2,520,240
<u>593 - Wastewater Replacement</u>					
47590 Transfer from Wastewater Fund	\$ 0	\$ 0	\$ 100,000	\$ 250,000	\$ 250,000
Total Wastewater Replacement	\$ 0	\$ 0	\$ 100,000	\$ 250,000	\$ 250,000
TOTAL WASTEWATER REVENUES	\$ 25,138,004	\$ 7,702,375	\$ 7,930,946	\$ 6,123,122	\$ 7,373,749
Annual Percentage Change			-68.45%	-22.79%	20.42%

Budget For Fiscal Years 2003/04 - 2004/05

WASTEWATER ENTERPRISE FUND - EXPENDITURES

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
590 - Wastewater Enterprise					
590-5801 Wastewater Operations	\$ 4,567,511	\$ 4,250,072	\$ 4,032,791	\$ 3,841,854	\$ 3,994,128
590-5802 Wastewater Utility Billing	<u>156,478</u>	<u>188,982</u>	<u>201,674</u>	<u>255,505</u>	<u>271,314</u>
Total Wastewater Enterprise	\$ 4,723,989	\$ 4,439,054	\$ 4,234,465	\$ 4,097,359	\$ 4,265,442
592 - Wastewater Capital Projects					
592-MISC Capital Projects	<u>\$ 23,211,812</u>	<u>\$ 4,266,837</u>	<u>\$ 4,266,837</u>	<u>\$ 1,385,135</u>	<u>\$ 2,304,240</u>
Total Wastewater Capital Projects	\$ 23,211,812	\$ 4,266,837	\$ 4,266,837	\$ 1,385,135	\$ 2,304,240
593 - Wastewater Replacement					
593 Replacement Service	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>
Total Wastewater Replacement	\$ 0	\$ 0	\$ 0	\$ 1,000	\$ 1,000
TOTAL WASTEWATER EXPENDITURES	<u><u>\$ 27,935,801</u></u>	<u><u>\$ 8,705,891</u></u>	<u><u>\$ 8,501,302</u></u>	<u><u>\$ 5,483,494</u></u>	<u><u>\$ 6,570,682</u></u>
Annual Percentage Change			-69.57%	-35.50%	19.83%

Budget For Fiscal Years 2003/04 - 2004/05

WASTEWATER ENTERPRISE FUND - EXPENDITURE SUMMARY

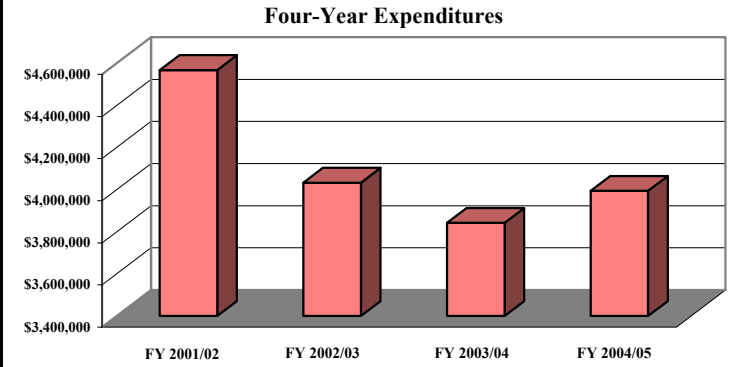
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Personnel Services	\$ 697,447	\$ 1,093,448	\$ 982,671	\$ 1,289,226	\$ 1,384,164
Supplies and Services	1,883,908	2,454,307	2,261,450	2,106,676	2,164,599
Internal Service	243,450	295,666	295,666	355,851	375,464
Capital Outlay	25,110,996	4,862,470	4,961,515	1,731,741	2,646,455
Total	\$ 27,935,801	\$ 8,705,891	\$ 8,501,302	\$ 5,483,494	\$ 6,570,682
<u>Personnel</u>					
590-5801 Wastewater Operations	\$ 615,050	\$ 963,967	\$ 856,321	\$ 1,128,146	\$ 1,209,015
590-5802 Wastewater Utility Billing	82,397	129,481	126,350	161,080	175,149
Total Personnel	\$ 697,447	\$ 1,093,448	\$ 982,671	\$ 1,289,226	\$ 1,384,164
<u>Supplies and Services</u>					
590-5801 Wastewater Operations	\$ 1,845,156	\$ 2,410,418	\$ 2,201,738	\$ 2,026,313	\$ 2,080,513
590-5802 Wastewater Utility Billing	38,752	43,889	59,712	80,363	84,086
Total Supplies and Services	\$ 1,883,908	\$ 2,454,307	\$ 2,261,450	\$ 2,106,676	\$ 2,164,599
<u>Internal Service</u>					
590-5801 Wastewater Operations	\$ 230,546	\$ 282,629	\$ 282,629	\$ 343,979	\$ 363,385
590-5802 Wastewater Utility Billing	12,904	13,037	13,037	11,872	12,079
Total Internal Service	\$ 243,450	\$ 295,666	\$ 295,666	\$ 355,851	\$ 375,464
<u>Capital Outlay</u>					
590-5801 Wastewater Operations	\$ 1,876,759	\$ 593,058	\$ 692,103	\$ 343,416	\$ 341,215
590-5802 Wastewater Utility Billing	22,425	2,575	2,575	2,190	0
592 Wastewater CIP Projects	23,211,812	4,266,837	4,266,837	1,385,135	2,304,240
593 Wastewater Replacement	0	0	0	1,000	1,000
Total Capital Outlay	\$ 25,110,996	\$ 4,862,470	\$ 4,961,515	\$ 1,731,741	\$ 2,646,455

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: Wastewater Enterprise Fund	Department: Public Works
Fund/Division Number: 590-5801	Division: Wastewater Operations

Description

- Treated 865 million gallons of wastewater
- Treated 1,022 tons of solids
- Processed 860 wet tons of bio-solids for disposal



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 615,050	\$ 963,967	\$ 856,321	\$ 1,128,146	\$ 1,209,015
Supplies and Services	1,845,156	2,410,418	2,201,738	2,026,313	2,080,513
Internal Service	230,546	282,629	282,629	343,979	363,385
Capital Outlay	1,876,759	593,058	692,103	343,416	341,215
Total	\$ 4,567,511	\$ 4,250,072	\$ 4,032,791	\$ 3,841,853	\$ 3,994,128
Annual Percentage Change			-11.71%	-4.73%	3.96%

Commentary

Increases in the 2003/04 budget include handling costs, due to the new treatment process, and the addition of a new employee for the new treatment facility. Utility charges decreased after the initial start-up of the new facility.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Wastewater Enterprise Fund	Department:	Public Works
Fund/Division Number:	590-5801	Division:	Wastewater Operations

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Public Works	0.25	0.25	0.25	0.16	0.16
Wastewater Operations Manager	0.00	1.00	1.00	1.00	1.00
Water Operations Manager	0.50	0.50	0.00	0.00	0.00
Administrative Assistant I	0.25	0.25	0.00	0.00	0.00
Administrative Program Analyst	0.50	0.50	0.50	0.50	0.50
Administrative Secretary	0.33	0.33	0.33	0.25	0.25
Collection Systems Worker	2.00	2.00	2.00	2.00	2.00
Purchasing Assistant	0.33	0.33	0.33	0.33	0.33
Electrician	0.00	0.50	0.50	0.50	0.50
Administrative Assistant II	0.00	0.50	0.75	0.95	0.95
Wastewater Assistant Operator	0.00	0.00	0.00	1.00	1.00
Wastewater Laboratory Technician I	0.00	1.00	1.00	0.50	0.50
Wastewater Maintenance Supervisor	0.00	0.00	1.00	1.00	1.00
Wastewater Treatment Plant Operator I	2.00	2.00	1.00	1.00	1.00
Wastewater Treatment Plant Operator II	1.00	1.00	0.00	0.00	0.00
Wastewater Treatment Plant Operator III	0.00	0.00	2.00	2.00	2.00
Wastewater Treatment Plant Supervisor	1.00	1.00	1.00	1.00	1.00
Total FTE	8.16	11.16	11.66	12.19	12.19
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 436,564	\$ 654,522	\$ 581,556	\$ 725,689	\$ 764,202
50121 Salary - Cross Training	0	700	0	1,050	1,050
50150 Salary - Bilingual	225	300	300	300	300
51200 Salary - Overtime	17,098	16,537	16,000	16,537	17,364
51205 Salary - Part-time	0	18,522	0	17,640	18,582
51215 Salary - Standby	26,288	22,400	32,000	15,944	16,517
51305 Management Incentive	13	0	154	108	108
52300 Deferred Comp.	1,006	2,970	2,310	2,191	2,191
52305 Life Insurance	921	1,858	1,580	1,783	1,896
52310 Health Insurance	35,837	75,029	67,042	93,912	103,298
52311 Flexible Benefits	106	80	83	83	83
52315 Dental Insurance	8,269	18,213	15,079	19,894	22,425
52316 Employee Assist Program	256	391	431	475	500
52318 Vision Care	2,766	3,951	4,128	4,315	5,193
52320 Retiree Medical Ins.	19,336	21,950	22,206	24,957	26,704
53400 Retirement	44,899	81,218	74,441	142,687	162,025
53405 Survivor Benefit	0	402	420	439	439
53410 Workers Comp. Ins.	11,293	22,040	20,140	35,533	39,263
53415 Medicare	6,920	9,418	8,382	10,816	11,388
53420 FICA	0	1,148	0	1,094	1,152
53425 LTD Insurance	3,253	12,318	10,068	12,698	14,334
Total	\$ 615,050	\$ 963,967	\$ 856,321	\$ 1,128,146	\$ 1,209,015

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Wastewater Enterprise Fund	Department:	Public Works
Fund/Division Number:	590-5801	Division:	Wastewater Operations

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 5,982	\$ 7,665	\$ 7,665	\$ 5,600	\$ 6,155
60110 Publications, Dues, Licenses	1,305	2,750	2,500	4,700	5,000
60130 Clothing	4,891	6,000	6,000	5,000	6,000
60132 Safety Supplies	3,832	10,000	10,000	10,000	10,000
60140 Special Supplies	28,471	20,000	19,200	8,600	15,000
70100 Utilities	285,560	445,000	480,000	416,000	436,800
70110 Equipment/Vehicle Maintenance	8,398	10,000	10,000	28,400	10,400
70115 Building/Facility Maintenance	13,185	20,282	18,900	20,200	20,200
70125 Rental of Equipment	71,978	89,217	86,000	6,000	6,120
70130 Insurance	13,275	10,664	10,600	22,179	23,213
70140 Special Services	118,328	138,662	138,662	41,800	42,636
70142 Permits/Fees/Tolls	12,671	15,000	14,800	12,250	12,495
70145 Communication	8,438	10,000	10,000	10,500	11,025
70150 Advertising	1,476	2,000	2,000	4,000	4,000
70160 Travel, Lodging & Meals	2,905	2,850	2,850	4,250	5,250
70170 Training & Conferences	3,946	6,583	6,583	9,875	9,875
70200 Interfund Services	250,506	387,878	387,878	525,000	551,250
70227 Public Relations	5,520	5,000	5,000	5,000	5,000
70239 Legal Services	8,505	6,250	6,250	6,250	6,250
70240 Contractual Services	24,063	16,216	15,000	28,000	39,000
70400 NPDES	3,860	50,000	45,000	71,530	39,173
71111 Treatment Maintenance	226,265	225,000	225,000	209,000	208,780
71112 Collection/Lift Station Maintenance	6,024	36,250	21,250	21,250	32,393
71113 Sludge Removal	34,429	61,933	61,933	167,880	167,880
71114 Lab Analysis	0	2,500	2,200	3,250	4,500
70239 Legal Services	0	0	0	5,000	5,000
90000 Interest Expense	136,192	127,718	128,651	123,397	120,951
90077 Damages	0	245,000	0	0	0
95500 Depreciation Expense	559,050	443,899	471,715	245,301	270,066
95501 Amortization Expense	6,101	6,101	6,101	6,101	6,101
Total	\$ 1,845,156	\$ 2,410,418	\$ 2,201,738	\$ 2,026,313	\$ 2,080,513

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Wastewater Enterprise Fund	Department:	Public Works
Fund/Division Number:	590-5801	Division:	Wastewater Operations

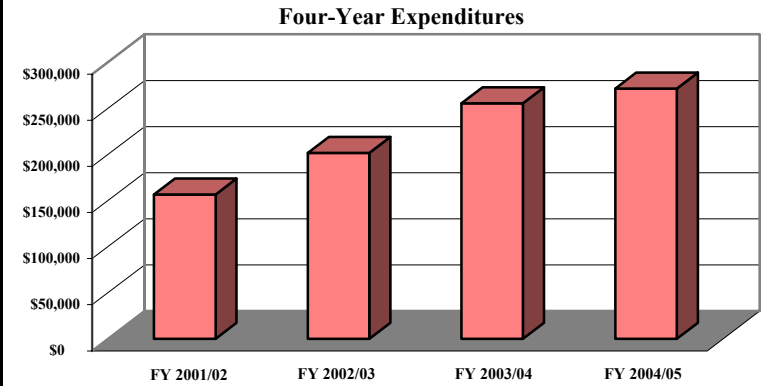
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 16,587	\$ 28,684	\$ 28,684	\$ 39,857	\$ 40,920
82702 Vehicle Replacement	122,883	131,015	131,015	136,531	144,431
82703 Information Systems	2,706	6,765	6,765	6,985	6,985
82704 Building Replacement Fund	12,000	12,000	12,000	43,665	43,665
82705 Tuition Program	0	2,461	2,461	495	495
82706 Fleet Maintenance	76,370	101,704	101,704	116,446	126,889
Total	\$ 230,546	\$ 282,629	\$ 282,629	\$ 343,979	\$ 363,385
<u>CAPITAL OUTLAY</u>					
80336 CIP Project	\$ 350,000	\$ 0	\$ 250,000	\$ 0	\$ 0
80592 Sewer CIP Project	1,506,662	512,000	160,000	0	0
80593 Transfer to Wastewater Replacement	0	0	100,000	250,000	250,000
90010 Principal Expense	0	81,058	182,103	53,170	55,215
90058 Information Systems	0	0	0	1,200	0
90230 Equipment	20,097	0	0	39,046	36,000
Total	\$ 1,876,759	\$ 593,058	\$ 692,103	\$ 343,416	\$ 341,215

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Wastewater Enterprise Fund	Department:	Finance & Information Systems
Fund/Division Number:	590-5802	Division:	Wastewater Utility Billing

Description

The Utility Billing Division of the Finance Department is responsible for the monthly billing and daily payment collection of water, sewer and solid waste services. It also oversees the Meter Reading and Customer Service functions regarding water service for both residential and commercial customers.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 82,397	\$ 129,481	\$ 126,350	\$ 161,080	\$ 175,149
Supplies and Services	38,752	43,889	59,712	80,363	84,086
Internal Service	12,904	13,037	13,037	11,872	12,079
Capital Outlay	<u>22,425</u>	<u>2,575</u>	<u>2,575</u>	<u>2,190</u>	<u>0</u>
Total	<u>\$ 156,478</u>	<u>\$ 188,982</u>	<u>\$ 201,674</u>	<u>\$ 255,505</u>	<u>\$ 271,314</u>
Annual Percentage Change			28.88%	26.69%	6.19%

Commentary

In Fiscal Year 2002/03, Utility Billing converted the billing cycle from once a month to four times a month.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Wastewater Enterprise Fund	Department:	Finance Department
Fund/Division Number:	590-5802	Division:	Wastewater Utility Billing

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Finance & Information Systems	0.04	0.03	0.03	0.04	0.04
Utility Billing Supervisor	0.30	0.30	0.30	0.30	0.30
Accountant II	0.34	0.34	0.34	0.00	0.00
Finance Operations Manager	0.00	0.00	0.00	0.34	0.34
Accounting Assistant I	1.34	1.34	1.34	1.34	1.34
Administrative Secretary	0.00	0.05	0.00	0.05	0.05
Management Analyst	0.00	0.00	0.05	0.00	0.00
Total FTE	2.02	2.06	2.06	2.07	2.07

PERSONNEL SERVICES

50100	Salary - Regular	\$ 61,417	\$ 90,181	\$ 89,831	\$ 108,052	\$ 115,032
50150	Salary - Bilingual	299	804	804	804	804
51200	Salary - Overtime	71	1,000	1,000	500	500
51205	Salary - Part-time	3,208	0	0	0	0
51305	Management Incentive	2	0	21	27	27
52300	Deferred Comp	161	890	923	898	898
52305	Life Insurance	142	368	349	446	486
52310	Health Insurance	4,324	13,876	11,735	15,947	17,541
52311	Flexible Benefits	114	80	83	83	83
52315	Dental Insurance	2,153	3,368	2,943	3,378	3,808
52316	Employee Assist Program	47	72	76	81	85
52318	Vision Care	498	731	731	733	882
53400	Retirement	6,715	11,768	11,723	21,398	24,553
53405	Survivor Benefit	0	74	74	75	75
53410	Workers Comp. Ins.	1,553	3,167	3,145	5,163	5,767
53415	Medicare	1,202	1,332	1,328	1,592	1,693
53425	LTD Insurance	491	1,770	1,586	1,904	2,917
Total		\$ 82,397	\$ 129,481	\$ 126,350	\$ 161,080	\$ 175,149

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Wastewater Enterprise Fund	Department:	Finance Department
Fund/Division Number:	590-5802	Division:	Wastewater Utility Billing

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 24,681	\$ 26,850	\$ 26,850	\$ 25,025	\$ 27,293
60110 Publications, Dues, Licenses	116	200	35	200	200
70110 Equipment/Vehicle Maintenance	767	1,200	100	1,500	1,500
70130 Insurance	1,498	1,339	1,600	2,838	2,893
70140 Special Services	7,353	4,500	23,427	35,500	36,500
70145 Communication	491	1,000	450	1,000	1,000
70160 Travel, Lodging & Meals	8	1,300	250	1,900	2,300
70170 Training & Conferences	50	2,000	2,000	4,500	4,500
70239 Legal Services	0	500	0	500	500
74000 Bad Debt Expense	3,788	5,000	5,000	7,400	7,400
Total	\$ 38,752	\$ 43,889	\$ 59,712	\$ 80,363	\$ 84,086
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 7,372	\$ 6,442	\$ 6,442	\$ 7,804	\$ 8,011
82703 Information Systems	1,332	1,903	1,903	1,769	1,769
82704 Building Replacement Fund	4,200	4,200	4,200	2,200	2,200
82705 Tuition Program	0	492	492	99	99
Total	\$ 12,904	\$ 13,037	\$ 13,037	\$ 11,872	\$ 12,079
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 2,190	\$ 0
90230 Equipment	22,425	2,575	2,575	0	0
Total	\$ 22,425	\$ 2,575	\$ 2,575	\$ 2,190	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Wastewater CIP Projects	Department:	Wastewater Enterprise
Fund/Division Number:	592-MISC	Division:	Wastewater CIP Projects

Description

Wastewater Improvements include projects which accept wastewater and assure delivery to the wastewater treatment plant. Projects to meet the needs as the community grows.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget

Expenditure Summary

Capital Outlay	\$ 23,211,812	\$ 4,266,837	\$ 4,266,837	\$ 1,385,135	\$ 2,304,240
Total	<u>\$ 23,211,812</u>	<u>\$ 4,266,837</u>	<u>\$ 4,266,837</u>	<u>\$ 1,385,135</u>	<u>\$ 2,304,240</u>
Annual Percentage Change			-81.62%	-67.54%	66.35%

Commentary

The decrease in expenditures in 2003/04 are the result of spending \$47 million in 2002/03 to construct the Wastewater Treatment Plant. 2003/04 expenditures consist mainly of expansion and on-going maintenance.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Wastewater CIP Projects	Department:	Wastewater Enterprise
Fund/Division Number:	592-MISC	Division:	Wastewater CIP Projects

	2001/02		2002/03		2002/03		2003/04		2004/05
	Actual		Budget		Projected		Budget		Budget
<u>SUPPLIES AND SERVICES</u>									
592-5910 Brentwood Blvd Wastewater	\$ 175,232	\$	69,117	\$	69,117	\$	0	\$	0
592-5908 City Wide Wastewater Rehabilitation	0		0		0		0		0
592-5907 Lone Tree Sewer/Water	404,169		150,266		150,266		0		0
592-5912 Non-Potable Water Distribution System I	7,500		303,207		303,207		490,000		0
Non-Potable Water Distribution System II	0		0		0		8,000		2,192,740
Non-Potable Water Distribution System III	0		0		0		1,000		1,000
Sewer Collection System Upgrade - Downtown	0		0		0		0		110,500
592-5911 Wastewater Treatment Plant 5MGD	22,624,911		3,744,247		3,744,247		886,135		0
Total	\$ 23,211,812	\$	4,266,837	\$	4,266,837	\$	1,385,135	\$	2,304,240

Budget For Fiscal Years 2003/04 - 2004/05

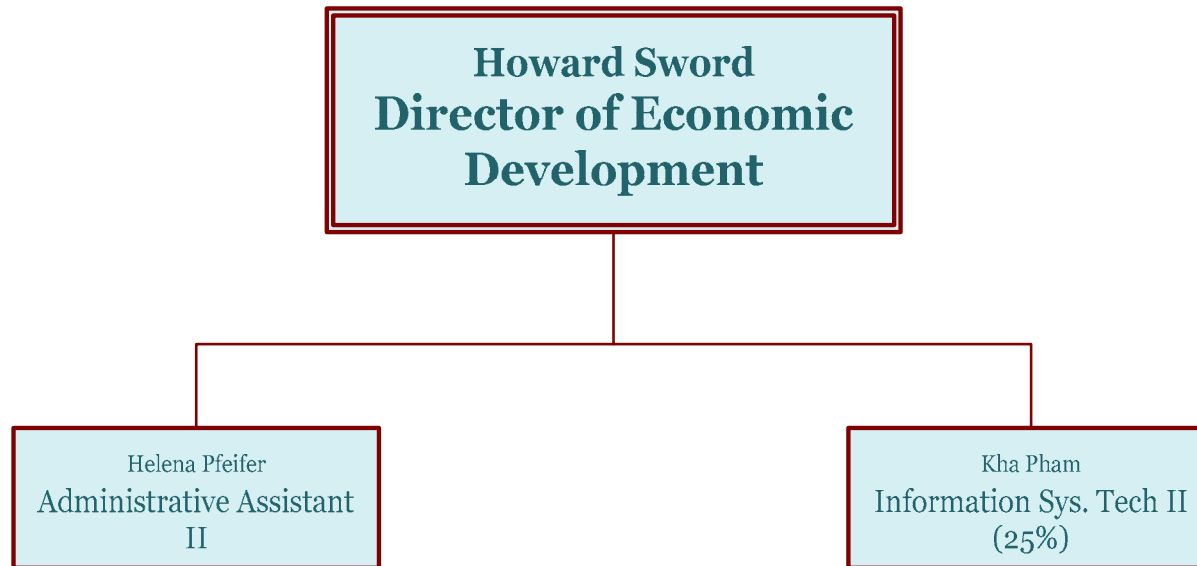
Fund Title:	Wastewater Enterprise Fund	Department:	Wastewater Enterprise
Fund/Division Number:	593	Division:	Wastewater Replacement

Description

This fund provides a source of funding for scheduled and on-going replacement of fixed assets.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Capital Outlay	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>1,000</u>	\$ <u>1,000</u>
Total	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>	\$ <u><u>0</u></u>	\$ <u><u>1,000</u></u>	\$ <u><u>1,000</u></u>
Annual Percentage Change					0.00%

City Rental Enterprise



City Rental Enterprise



The ***Economic Development Department*** is the property manager for the Brentwood Technology Incubator Center, which accelerates the formulation, growth and success of small, technology-based companies in Brentwood. The 17,000 square foot facility offers affordable space and shared office equipment services, making it possible to provide an affordable workplace for our resident entrepreneurs. In addition, the City has provided an adjacent 17,000 square foot facility to fulfill Los Medanos College local campus requirements and programs. As the anchor tenant, the City manages the rental accounts for this Center.

Mission Statement

The mission of the Technology Incubator is to promote and support small business opportunities in the City of Brentwood by renting affordable office space, including receptionist and support services, on a month to month basis.

City Rental Enterprise

Services

Brentwood Technology &
Education Center
Los Medanos College

Department Accomplishments

- Provided affordable month-to-month office rental to start-up companies
- Began remodeling to demise large areas into smaller offices to increase available office space
- Leased space to 25 tenants
- Provided state of the art technology for telecommunications and computer networks featuring 2-megabyte bandwidth
- Provided fully equipped copy room, workroom and three conference rooms for tenants

City Rental Enterprise



Department Goals

- Continue remodeling to demise large areas into smaller offices to increase available office space
- Achieve 90% occupancy rate
- Continue to provide support staff and services to tenants

Budget For Fiscal Years 2003/04 - 2004/05

CITY RENTAL ENTERPRISE - OPERATIONS TEN YEAR PROJECTION

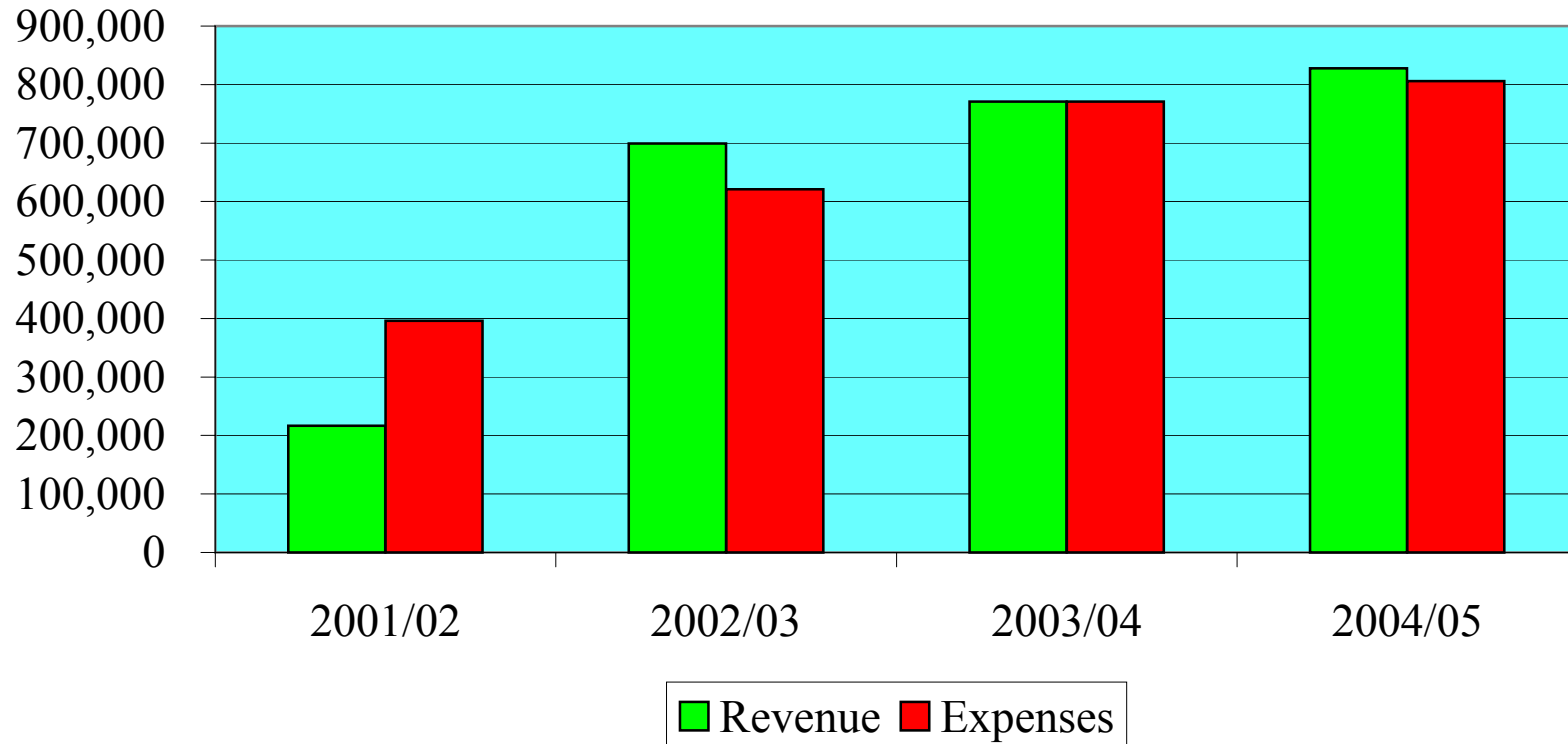
	2002/03 Projected	2003/04 Budget	2004/05 Budget	2005/06 Projected	2006/07 Projected	2007/08 Projected	2008/09 Projected	2009/10 Projected	2010/11 Projected	2011/12 Projected
Fund Balance 7/01	\$ 2,766,320	\$ 2,844,935	\$ 2,845,090	\$ 2,867,118	\$ 2,898,306	\$ 2,939,435	\$ 2,991,336	\$ 3,054,898	\$ 3,131,065	\$ 3,220,845
Add:										
Revenues	699,464	770,800	827,900	869,295	912,760	958,398	1,006,318	1,056,634	1,109,465	1,164,938
Total Revenue	699,464	770,800	827,900	869,295	912,760	958,398	1,006,318	1,056,634	1,109,465	1,164,938
Less:										
Operations	620,849	770,645	805,872	838,107	871,631	906,496	942,756	980,466	1,019,685	1,060,472
Total Appropriations	620,849	770,645	805,872	838,107	871,631	906,496	942,756	980,466	1,019,685	1,060,472
Revenue Over(Under) Appropriations	78,615	155	22,028	31,188	41,129	51,902	63,562	76,167	89,780	104,466
Fund Balance 6/30	\$ 2,844,935	\$ 2,845,090	\$ 2,867,118	\$ 2,898,306	\$ 2,939,435	\$ 2,991,336	\$ 3,054,898	\$ 3,131,065	\$ 3,220,845	\$ 3,325,311

Budget For Fiscal Years 2003/04 - 2004/05

CITY RENTAL ENTERPRISE - SUMMARY

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
501-5001 CAM Main Rental	\$ 2,766,320	\$ 39,800	\$ 229,396	\$ 2,576,724	\$ 39,800	\$ 416,787	\$ 2,199,737	\$ 39,800	\$ 425,865	\$ 1,813,672
501-5002 College Rental	0	281,160	99,100	182,060	326,000	102,605	405,455	356,000	107,735	653,720
501-5003 Incubator Rental	0	378,504	292,353	86,151	405,000	251,253	239,898	432,100	272,272	399,726
Total City Rentals	\$ 2,766,320	\$ 699,464	\$ 620,849	\$ 2,844,935	\$ 770,800	\$ 770,645	\$ 2,845,090	\$ 827,900	\$ 805,872	\$ 2,867,118

City Rentals Operations Historical Revenue and Expense Analysis



Budget For Fiscal Years 2003/04 - 2004/05

CITY RENTALS ENTERPRISE FUND - REVENUE & EXPENDITURES SUMMARY

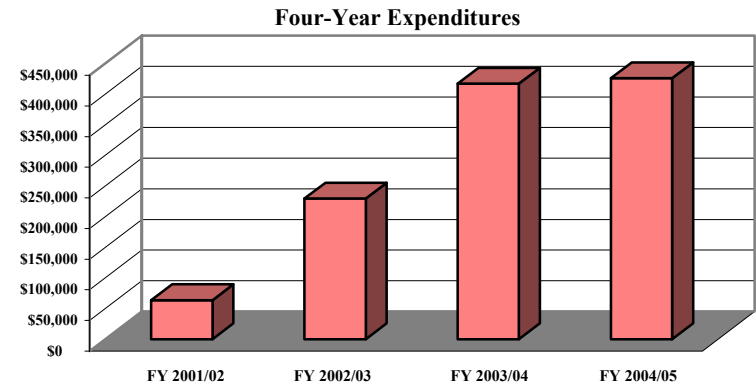
	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
Revenues					
47345 Transfer from CIP 2001	\$ 3,000,000	\$ 0	\$ 0	\$ 0	\$ 0
46700 Other Income	5	0	5,800	5,800	5,800
Total Other Revenue	\$ 3,000,005	\$ 0	\$ 5,800	\$ 5,800	\$ 5,800
501-5001 - CAM Main Rental Revenue					
45550 User Fees	\$ 37,227	\$ 70,958	\$ 34,000	\$ 34,000	\$ 34,000
Total CAM Main Rental	\$ 37,227	\$ 70,958	\$ 34,000	\$ 34,000	\$ 34,000
501-5002 - College Rental					
43320.17 College Rental	\$ 104,167	\$ 90,000	\$ 243,000	\$ 290,000	\$ 320,000
46703 Reimbursement	6,220	0	38,160	36,000	36,000
Total College Rental	\$ 110,387	\$ 90,000	\$ 281,160	\$ 326,000	\$ 356,000
501-5003 - Incubator Rental					
43320.17 Incubator Rental	\$ 59,402	\$ 343,964	\$ 368,504	\$ 395,000	\$ 422,100
46700 Other Income	4,050	0	4,000	4,000	4,000
46703 Reimbursement	5,770	0	6,000	6,000	6,000
Total Incubator Rental	\$ 69,222	\$ 343,964	\$ 378,504	\$ 405,000	\$ 432,100
TOTAL CITY RENTAL REVENUES	\$ 3,216,841	\$ 504,922	\$ 699,464	\$ 770,800	\$ 827,900
Annual Percentage Change			-78.26%	10.20%	7.41%
Expenditures					
501-5001 Cam Main Rental	\$ 63,699	\$ 323,614	\$ 229,396	\$ 416,787	\$ 425,865
501-5002 College Rental	51,595	79,973	99,100	102,605	107,735
501-5003 Incubator Rental	280,732	155,191	292,353	251,253	272,272
TOTAL CITY RENTAL EXPENDITURES	\$ 396,026	\$ 558,778	\$ 620,849	\$ 770,645	\$ 805,872
Annual Percentage Change			56.77%	24.13%	4.57%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	City Rentals Enterprise Fund	Department:	Economic Development
Fund/Division Number:	501-5001	Division:	CAM Main Rental

Description

The City is the owner of a 34,500 square foot building which houses the Brentwood Technology Incubator Center and the Los Medanos College satellite campus in the Brentwood Center located on the corner of Brentwood Boulevard and Sand Creek Road. As the anchor tenant, the City is the Property Manager for the Brentwood Center.



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget

Expenditure Summary

Supplies and Services	\$ 63,699	\$ 256,128	\$ 157,550	\$ 315,674	\$ 319,325
Internal Service	0	64,986	64,986	16,113	16,540
Capital Outlay	0	2,500	6,860	85,000	90,000
Total	<u>\$ 63,699</u>	<u>\$ 323,614</u>	<u>\$ 229,396</u>	<u>\$ 416,787</u>	<u>\$ 425,865</u>
Annual Percentage Change			260.12%	81.69%	2.18%

Commentary

The increase in the 2003/04 budget is due to the repayment of the loan used for the purchase and remodeling of the Brentwood Technology center.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	City Rentals Enterprise Fund	Department:	Economic Development
Fund/Division Number:	501-5001	Division:	CAM Main Rental

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 500	\$ 1,000	\$ 0	\$ 0
70100 Utility Services	19,881	10,000	15,000	15,750	16,538
70115 Building /Facility Maintenance	38,199	61,525	40,000	42,000	44,100
70130 Insurance	5,619	14,003	14,050	33,674	37,043
70140 Special Services	0	0	2,500	2,625	2,756
70200 Interfund Services	0	85,100	0	0	0
90000 Interest Expense	0	85,000	85,000	221,625	218,888
Total	\$ 63,699	\$ 256,128	\$ 157,550	\$ 315,674	\$ 319,325
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 12,239	\$ 12,239	\$ 16,040	\$ 16,467
82703 Information Systems	0	52,383	52,383	0	0
82705 Tuition Program	0	364	364	73	73
Total	\$ 0	\$ 64,986	\$ 64,986	\$ 16,113	\$ 16,540
<u>CAPITAL OUTLAY</u>					
80336 Transfer to CIP	\$ 0	\$ 0	\$ 4,360	\$ 0	\$ 0
90010 Principal	0	0	0	85,000	90,000
90230 Equipment	0	2,500	2,500	0	0
Total	\$ 0	\$ 2,500	\$ 6,860	\$ 85,000	\$ 90,000

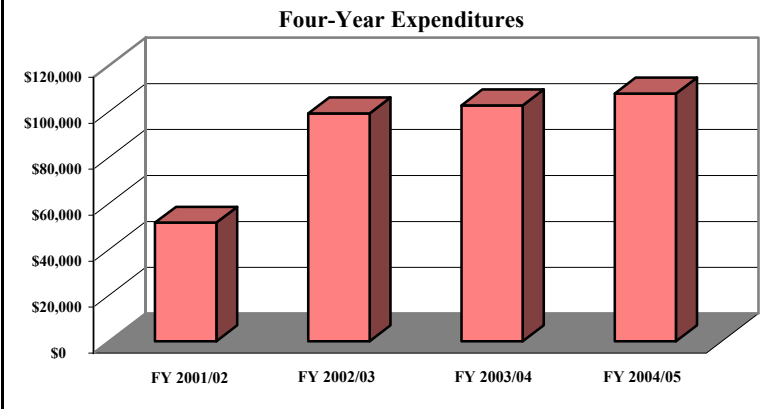
Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: City Rentals Enterprise Fund
Fund/Division Number: 501-5002

Department: Economic Development
Division: College Rental

Description

The City has provided a 17,250 square foot facility to fulfill Los Medanos College local campus requirements and programs.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
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Expenditure Summary

Supplies and Services	\$ 51,595	\$ 79,973	\$ 99,100	\$ 102,605	\$ 107,735
Total	<u>\$ 51,595</u>	<u>\$ 79,973</u>	<u>\$ 99,100</u>	<u>\$ 102,605</u>	<u>\$ 107,735</u>
Annual Percentage Change			92.07%	3.54%	5.00%

Commentary

Los Medanos College, in its second year of operation, has enrolled 565 full-time equivalent students which is far beyond original expectations.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	City Rentals Enterprise Fund	Department:	Economic Development
Fund/Division Number:	501-5002	Division:	College

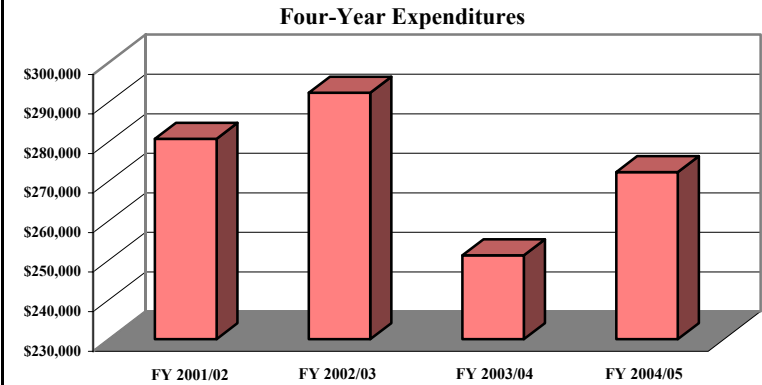
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 0	\$ 100	\$ 100	\$ 105	\$ 110
70100 Utility Services	26,472	30,873	40,000	41,500	43,575
70115 Building /Facility Maintenance	10,043	25,000	25,000	26,000	27,300
70140 Special Services	14,732	24,000	34,000	35,000	36,750
70145 Communication	70	0	0	0	0
70240 Contractual Services	278	0	0	0	0
Total	\$ 51,595	\$ 79,973	\$ 99,100	\$ 102,605	\$ 107,735

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: City Rentals Enterprise Fund	Department: Economic Development
Fund/Division Number: 501-5003	Division: Incubator Rental

Description

The Economic Development Department is the property manager for the Brentwood Technology Incubator Center, which accelerates the formulation, growth and success of small, technology-based companies in Brentwood. The 17,250 square foot facility offers affordable space and shared office equipment services, making it possible to reduce many of the costs associated with establishing and operating a small business.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
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Expenditure Summary

Personnel Services	\$ 33,625	\$ 103,991	\$ 104,453	\$ 107,368	\$ 116,443
Supplies and Services	234,817	51,200	137,400	138,885	145,829
Capital Outlay	12,290	0	50,500	5,000	10,000
Total	\$ 280,732	\$ 155,191	\$ 292,353	\$ 251,253	\$ 272,272
Annual Percentage Change			4.14%	-14.06%	8.37%

Commentary

The decrease in the 2003/04 budget is due to remodeling of the Technology Center, a major portion was completed in 2002/03.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	City Rentals Enterprise Fund	Department:	Economic Development
Fund/Division Number:	501-5003	Division:	Incubator Rental

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Administrative Assistant II	0.75	1.00	1.00	1.00	1.00
Information Systems Manager	0.00	0.15	0.15	0.00	0.00
Information Systems Technician II	0.00	0.50	0.50	0.50	0.50
Total FTE	0.75	1.65	1.65	1.50	1.50

PERSONNEL SERVICES

50100 Salary - Regular	\$ 27,637	\$ 74,322	\$ 75,528	\$ 72,475	\$ 77,218
51200 Salary - Overtime	1,153	0	1,500	0	0
52300 Deferred Comp	0	198	198	0	0
52305 Life Insurance	58	223	215	137	143
52310 Health Insurance	0	11,093	9,330	11,556	12,711
52311 Flexible Benefits	0	0	0	83	83
52315 Dental Insurance	1,070	2,693	2,147	2,448	2,759
52316 Employee Assist Program	25	58	61	59	62
52318 Vision Care	266	584	584	531	639
53400 Retirement	2,823	9,612	9,767	14,244	16,365
53405 Survivor Benefit	0	59	59	54	54
53410 Workers Comp. Ins.	0	2,610	2,644	3,463	3,871
53415 Medicare	395	1,081	1,098	1,051	1,120
53425 LTD Insurance	198	1,458	1,321	1,268	1,418
Total	\$ 33,625	\$ 103,991	\$ 104,453	\$ 107,368	\$ 116,443

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	City Rentals Enterprise Fund	Department:	Economic Development
Fund/Division Number:	501-5003	Division:	Incubator Rental

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 10,220	\$ 5,700	\$ 10,000	\$ 10,250	\$ 10,763
60103 Copy Machine	6,937	0	10,000	10,500	11,025
60105 Postage	2,097	0	0	0	0
60110 Publication & Dues	373	0	0	0	0
60140 Special Supplies	222	0	0	0	0
70100 Utility Services	19,378	24,000	26,000	26,300	27,615
70115 Building /Facility Maintenance	17,992	20,000	20,000	20,000	21,000
70140 Special Services	41,864	1,500	5,700	5,800	6,090
70145 Communication	37,411	0	49,000	49,000	51,450
70150 Advertising	6,434	0	1,500	1,575	1,654
70160 Travel, Lodging & Meals	1,472	0	100	105	110
70170 Training/Conference Registration	0	0	100	105	110
70240 Contractual Services	417	0	15,000	15,250	16,013
95500 Depreciation Expense	90,000	0	0	0	0
Total	\$ 234,817	\$ 51,200	\$ 137,400	\$ 138,885	\$ 145,829
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 12,290	\$ 0	\$ 50,500	\$ 5,000	\$ 10,000
Total	\$ 12,290	\$ 0	\$ 50,500	\$ 5,000	\$ 10,000



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Budget For Fiscal Years 2003/04 - 2004/05

DEVELOPMENT SERVICES FUND - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>283-2101 - Building</u> Merged with General Fund, July 1, 2002					
43300 Investment Income	\$ 300,171	\$ 0	\$ 0	\$ 0	\$ 0
45520 Encroachment Permit Fee	3,040	0	0	0	0
45522 Engineering Inspection Fee	15,936	0	0	0	0
45529 Reimbursements for Services	3,347	0	0	0	0
45600 Building Permits	2,553,733	0	0	0	0
45600.01 Building Permits-Electrical	15,312	0	0	0	0
45600.02 Building Permits-Plumbing	19,984	0	0	0	0
45600.03 Building Permits-Mechanical	1,535	0	0	0	0
45600.04 Building Permits	15,239	0	0	0	0
45605 Building Office Automation	40,326	0	0	0	0
45607 Building Plan Check Fee	1,430,582	0	0	0	0
45608 Building Citations	263	0	0	0	0
46700 Other Income	(1,246)	0	0	0	0
Total Building	\$ 4,398,222	\$ 0	\$ 0	\$ 0	\$ 0
<u>283-2201 - Planning</u> Merged with General Fund, July 1, 2002					
45500 Filing Fees	\$ 200	\$ 0	\$ 0	\$ 0	\$ 0
45503 General Plan Update	1,169	0	0	0	0
45505.01 Administrative Sign	6,857	0	0	0	0
45505.02 Annexation	(25)	0	0	0	0
45505.03 Conditional Use Permit	33,741	0	0	0	0
45505.04 Design Review	175,307	0	0	0	0
45505.05 Variance	13,437	0	0	0	0
45505.06 Temporary Use Permit	6,781	0	0	0	0
45505.07 Tentative Parcel Map	52,213	0	0	0	0
45505.08 Tentative Subdivision	201,969	0	0	0	0
45505.09 General Plan Amendment	8,540	0	0	0	0
45505.10 Rezoning	41,579	0	0	0	0
45505.11 Landscape Plan Review	8,983	0	0	0	0
45505.12 Development Agreement	6,948	0	0	0	0
45505.13 Amendments	45,893	0	0	0	0
45505.14 Time Extension	23,849	0	0	0	0
45505.16 Daycare	(1,000)	0	0	0	0
45505.18 Categorical Exemption	2,261	0	0	0	0
45505.19 Negative Declaration	5,206	0	0	0	0
45505.20 Mitigated Negative Declaration	47,115	0	0	0	0
45505.22 Street Addressing	1,658	0	0	0	0
45505.23 Special Services Fee	74,435	0	0	0	0
Total Planning	\$ 757,116	\$ 0	\$ 0	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

DEVELOPMENT SERVICES FUND - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
284-2301 - Engineering <i>Merged with General Fund, July 1, 2002</i>					
43300 Investment Income	\$ 428,750	\$ 0	\$ 0	\$ 0	\$ 0
45513 Tentative Map Reviews	39,549	0	0	0	0
45514 County Delta Express Fee	63,584	0	0	0	0
45515 Constr Development Fee	1,512	0	0	0	0
45520 Encroachment Permit	17,453	0	0	0	0
45521 Grading Permit	5,356	0	0	0	0
45522 Engineering Inspection	1,269,139	0	0	0	0
45523 Lot Line Adjustments	32,550	0	0	0	0
45524 Assessment Respreads	9,434	0	0	0	0
45526 Plan Check Administration Fee	567,287	0	0	0	0
45528 Plans, Specs, & Copies	170	0	0	0	0
45528.01 Engineering Design Standards	1,351	0	0	0	0
45528.02 Standard Plans & Specs.	2,969	0	0	0	0
45528.03 Misc. Copies & Contract Docs	3,481	0	0	0	0
45529 Inspection Reimbursements	247,850	0	0	0	0
45531 Base may revision fee	26,409	0	0	0	0
46628 Facility Fee Administration	237,299	0	0	0	0
46700 Other Income	1,610	0	0	0	0
46750 CIFP Personnel Reimbursement	121,692	0	0	0	0
Total Engineering	\$ 3,077,445	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL DEVELOPMENT SERVICES REVENUE	\$ 8,232,783	\$ 0	\$ 0	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

DEVELOPMENT SERVICES FUND - EXPENDITURE SUMMARY

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>COMMUNITY DEVELOPMENT DEPARTMENT</u> <i>Merged with General Fund, July 1, 2002</i>					
<u>Building</u>					
283-2101 Building Division	\$ 2,662,642	\$ 0	\$ 0	\$ 0	\$ 0
<u>Planning</u>					
283-2201 Planning Division	\$ 1,148,692	\$ 0	\$ 0	\$ 0	\$ 0
283-2202 Planning Commission	18,515	0	0	0	0
Total Community Development	\$ 3,829,849	\$ 0	\$ 0	\$ 0	\$ 0
<u>ENGINEERING DEPARTMENT</u> <i>Merged with General Fund, July 1, 2002</i>					
284-2301 Development Engineering	\$ 1,685,635	\$ 0	\$ 0	\$ 0	\$ 0
284-2302 Construction Inspection	543,512	0	0	0	0
284-2303 Engineering Services (Traffic)	261,259	0	0	0	0
284-2304 NPDES Unit	224,402	0	0	0	0
Total Engineering	\$ 2,714,808	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL DEVELOPMENT SERVICES FUND	\$ 6,544,657	\$ 0	\$ 0	\$ 0	\$ 0



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Budget For Fiscal Years 2003/04 - 2004/05

SPECIAL REVENUE FUNDS - RESERVES

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues	Projected Expenditures		Budget Revenues	Budget Appropriations		Budget Revenues	Budget Appropriations	
		02/03	02/03		03/04	03/04		04/05	04/05	
Fund #										
203-207 Gas Tax	\$ 157	\$ 566,000	\$ 566,157	\$ 0	\$ 680,700	\$ 680,700	\$ 0	\$ 744,800	\$ 744,800	\$ 0
215 Youth Diversion Program	20,310	63,658	75,013	8,955	2,100	9,211	1,844	7,998	9,842	0
216 Police Grants	245,535	143,753	121,060	268,228	10,000	278,228	0	0	0	0
217 Other Grants	5,923	44,117	42,005	8,035	82,308	90,343	0	0	0	0
220 Economic Development Fund	0	10,000	10,000	0	80,000	80,000	0	20,000	20,000	0
280 Asset Forfeiture Fund	14,035	420	0	14,455	520	500	14,475	520	500	14,495
281 Abandoned Vehicle Abatement Fund	9,283	4,850	9,000	5,133	10,250	9,000	6,383	10,250	9,000	7,633
293 Measure C Fund	114,360	337,000	422,500	28,860	350,000	347,500	31,360	375,000	378,750	27,610
Sub-Totals	\$ 409,603	\$ 1,169,798	\$ 1,245,735	\$ 333,666	\$ 1,215,878	\$ 1,495,482	\$ 54,062	\$ 1,158,568	\$ 1,162,892	\$ 49,738
Facility Fees										
250 Water Facility Fee	\$ 8,873,120	\$ 12,623,146	\$ 9,786,489	\$ 11,709,777	\$ 7,750,000	\$ 11,496,430	\$ 7,963,347	\$ 3,900,000	\$ 7,996,330	\$ 3,867,017
251 Roadway Fee	2,951,825	12,099,329	13,325,035	1,726,119	11,235,000	15,181,462	(2,220,343)	8,835,000	6,613,389	1,268
252 Parks/Trails Fee	2,494,552	8,291,382	5,273,545	5,512,389	9,100,000	14,374,379	238,010	5,850,000	6,888,227	(800,217)
253 Storm Drain Fee	344,090	112,240	65,703	390,627	10,000	4,000	396,627	10,000	4,000	402,627
255 Wastewater Facility Fee	9,614,521	8,448,090	5,617,901	12,444,710	5,400,000	4,290,145	13,554,565	3,660,000	4,888,750	12,325,815
256 Community Facility Fee	1,494,698	4,240,815	2,911,499	2,824,014	2,200,000	7,122,336	(2,098,322)	1,980,000	697,025	(815,347)
260 Open Space Fee	179,752	7,500	12,000	175,252	7,500	37,000	145,752	7,500	37,000	116,252
261 Facility Fee Administration	3,201,319	1,133,500	2,500	4,332,319	900,000	260,000	4,972,319	830,000	280,000	5,522,319
262 Agriculture Conservation	1,453,906	1,250,000	68,273	2,635,633	600,000	121,431	3,114,202	650,000	127,503	3,636,699
Sub-Totals	\$ 30,607,783	\$ 48,206,002	\$ 37,062,945	\$ 41,750,840	\$ 37,202,500	\$ 52,887,183	\$ 26,066,157	\$ 25,722,500	\$ 27,532,224	\$ 24,256,433

Budget For Fiscal Years 2003/04 - 2004/05

SPECIAL REVENUE FUNDS - RESERVES

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
Assessment Districts										
230 98-1 City Wide	\$ 354,068	\$ 1,254,279	\$ 1,528,845	\$ 79,502	\$ 1,494,594	\$ 1,503,001	\$ 71,095	\$ 1,717,750	\$ 1,579,398	\$ 209,447
231 Community Facilities District #2	(5,157)	17,157	12,000	0	76,778	76,778	0	227,730	227,730	0
232 Community Facilities District #3	0	0	0	0	0	0	0	72,270	72,270	0
600 94-1 Blackhawk	102,822	319,238	549,964	(127,904)	463,905	707,750	(371,749)	484,400	533,137	(420,486)
603 95-5 California Spirit	82,356	92,291	68,099	106,548	60,122	166,670	0	94,725	94,725	0
604 95-6 Gerry Ranch	39,458	2,200	13,192	28,466	2,245	30,711	0	8,235	8,235	0
605 95-2 Hawthorn Landing	76,981	43,468	64,535	55,914	74,021	129,935	0	83,297	83,297	0
606 95-7 Greystone	38,723	73,078	71,749	40,052	78,362	118,414	0	106,739	106,739	0
607 95-8 Garin Ranch	70,432	118,139	157,108	31,463	145,508	176,971	0	171,400	171,400	0
609 97-1 Hancock	188,096	105,567	85,207	208,456	121,838	330,294	0	230,250	230,250	0
611 98-5 Arroyo Seco	15,107	6,403	14,052	7,458	12,486	19,944	0	16,756	16,756	0
612 98-3 Solana	29,685	13,164	15,006	27,843	12,819	40,662	0	22,629	22,629	0
613 98-4 Birchwood Estates	32,393	1,275	6,464	27,204	4,063	31,267	0	18,258	18,258	0
614 99-3 Spa L	273,504	20,150	126,359	167,295	172,344	339,639	0	218,046	218,046	0
615 99-4 California Grove	29,912	1,800	8,423	23,289	7,871	31,160	0	8,570	8,570	0
616 99-5 Deer Creek	14,450	139,142	23,809	129,783	159,852	289,635	0	169,443	169,443	0
617 99-6 Trailside	17,397	7,460	10,332	14,525	5,152	19,677	0	8,188	8,188	0
618 99-7 Termo	48,087	42,287	21,011	69,363	92,990	162,353	0	102,305	102,305	0
619 99-8 Gerry Ryder	53,312	45,479	51,905	46,886	47,483	71,750	22,619	50,285	72,904	0
620 99-9 Richmond America	81,194	31,395	26,521	86,068	51,206	137,274	0	88,117	88,117	0
621 00-2 Lyon Woodfield	4,198	8,327	4,468	8,057	4,410	12,467	0	7,901	7,901	0
622 00-3 CA Orchard	38,539	13,671	18,394	33,816	40,990	74,806	0	47,336	47,336	0
623 00-4 Brentwood Park	21,394	60,402	36,051	45,745	65,580	111,325	0	70,684	70,684	0
624 01-1 Laird Property	1,899	7,678	3,275	6,302	26,800	33,102	0	28,408	28,408	0
625 02-2 Oakstreet (Schuler-Lyon)	0	0	0	0	7,180	7,180	0	7,611	7,611	0
626 02-3 Apricot Way (Pringle)	0	0	0	0	36,314	36,314	0	38,493	38,493	0
627 02-4 Braddock & Logan	0	0	0	0	1,129	1,129	0	1,197	1,197	0
628 02-5 Sand Creek & Brentwood Blvd	0	10,000	3	9,997	0	9,997	0	318	318	0
629 02-6 Balfour & John Muir	0	7,001	1	7,000	2,715	9,715	0	7,306	7,306	0
630 02-7 San Jose & Sand Creek	0	10,001	1	10,000	7,416	17,416	0	13,210	13,210	0
631 02-8 Lone Tree Arco	0	10,001	2	9,999	0	9,999	0	315	315	0
632 02-9 Balfour Plaza	0	0	0	0	4,820	4,820	0	5,302	5,302	0
Sub-Totals	\$ 1,608,850	\$ 2,461,053	\$ 2,916,776	\$ 1,153,127	\$ 3,280,993	\$ 4,712,155	\$ (278,035)	\$ 4,127,474	\$ 4,060,478	\$ (211,039)
SPECIAL REVENUE FUNDS TOTAL	\$ 32,626,236	\$ 51,836,853	\$ 41,225,456	\$ 43,237,633	\$ 41,699,371	\$ 59,094,820	\$ 25,842,184	\$ 31,008,542	\$ 32,755,594	\$ 24,095,132

Budget For Fiscal Years 2003/04 - 2004/05

SPECIAL REVENUE FUNDS - REVENUE

		2001/02	2002/03	2002/03	2003/04	2004/05
		Actual	Budget	Projected	Budget	Budget
<u>203-207 - Gas Tax Funds</u>						
41170	2105 Gas Tax	\$ 0	\$ 150,000	\$ 185,000	\$ 247,200	\$ 260,000
41170	2106 Gas Tax	269,421	150,000	125,000	140,000	156,800
41172	2107 Gas Tax	208,190	275,000	250,000	287,500	322,000
41174	2107.5 Gas Tax	6,000	5,000	6,000	6,000	6,000
	Total Gas Tax	\$ 483,611	\$ 580,000	\$ 566,000	\$ 680,700	\$ 744,800
<u>215 - Youth Diversion Program</u>						
43300	Investment Income	\$ 166	\$ 0	\$ 350	\$ 100	\$ 100
44481	Diversion Grant	42,108	42,108	42,108	0	0
45530	Counseling Fees	2,312	0	1,200	0	0
46700	Other Income (Panel Fee)	1,951	2,000	0	2,000	2,500
47100	Transfer from General Fund	25,000	40,000	20,000	0	5,398
	Total Youth Diversion Program	\$ 71,537	\$ 84,108	\$ 63,658	\$ 2,100	\$ 7,998
<u>216 - Police Grants</u>						
43300	Investment Income	\$ 14,353	\$ 0	\$ 12,800	\$ 10,000	\$ 0
44454	Gang Suppression	100,506	0	100,000	0	0
44462	COPS Fast Grant	37,813	100,000	19,912	0	0
44491	Equipment & Training Grant	0	0	11,041	0	0
44491	LLEBG Vehicle Theft Grant	13,450	0	0	0	0
44491	LLEBG Dare Grant	9,974	0	0	0	0
	Total Police Grants	\$ 176,096	\$ 100,000	\$ 143,753	\$ 10,000	\$ 0
<u>217 - Other Grants</u>						
43300	Investment Income	\$ 762	\$ 100	\$ 100	\$ 100	\$ 0
44472	Grants	49,815	32,906	32,906	82,208	0
46715	Contributions	8,000	0	0	0	0
47100	Transfer from General Fund	0	11,111	11,111	0	0
	Total Other Grants	\$ 58,577	\$ 44,117	\$ 44,117	\$ 82,308	\$ 0
<u>220 - Economic Development Fund</u>						
45515	Development Fee	\$ 0	\$ 10,000	\$ 10,000	\$ 80,000	\$ 20,000
	Total Economic Development	\$ 0	\$ 10,000	\$ 10,000	\$ 80,000	\$ 20,000

Budget For Fiscal Years 2003/04 - 2004/05

SPECIAL REVENUE FUNDS - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>280 - Asset Forfeiture Fund</u>					
43300 Interest Income	\$ 744	\$ 500	\$ 20	\$ 20	\$ 20
46800 Forfeiture Funds	992	2,000	400	500	500
Total Asset Forfeiture	\$ 1,736	\$ 2,500	\$ 420	\$ 520	\$ 520
<u>281 - Abandoned Vehicle Abatement Fund</u>					
43300 Interest Income	\$ 426	\$ 500	\$ 350	\$ 250	\$ 250
46800 Forfeiture Funds	12,658	10,000	4,500	10,000	10,000
Total Abandoned Vehicle Abatement	\$ 13,084	\$ 10,500	\$ 4,850	\$ 10,250	\$ 10,250
<u>293 - Measure C Fund</u>					
43300 Investment Income	\$ 4,824	\$ 0	\$ 0	\$ 0	\$ 0
46710 Measure C Funds	337,623	350,000	337,000	350,000	375,000
Total Measure C	\$ 342,447	\$ 350,000	\$ 337,000	\$ 350,000	\$ 375,000
<u>230 - City Wide Park Assessment District</u>					
40065 Assessments	\$ 719,044	\$ 940,251	\$ 944,779	\$ 1,134,994	\$ 1,415,000
43300 Investment Income	8,411	25,000	2,500	2,600	2,750
46700 Other Income	5	0	7,000	7,000	0
48100 General Fund Transfer	223,000	223,000	300,000	350,000	300,000
Total City Wide Park Assessment District	\$ 950,460	\$ 1,188,251	\$ 1,254,279	\$ 1,494,594	\$ 1,717,750
<u>231 - Community Facilities District #2</u>					
40065 Assessments	\$ 0	\$ 0	\$ 1,575	\$ 76,778	\$ 227,730
47100 General Fund Transfer	0	0	15,582	0	0
Total Community Facilities District #2	\$ 0	\$ 0	\$ 17,157	\$ 76,778	\$ 227,730
<u>232 - Community Facilities District #3</u>					
40065 Assessments	\$ 0	\$ 0	\$ 0	\$ 0	\$ 72,270
Total Community Facilities District #3	\$ 0	\$ 0	\$ 0	\$ 0	\$ 72,270

Budget For Fiscal Years 2003/04 - 2004/05

SPECIAL REVENUE FUNDS - REVENUE

		2001/02	2002/03	2002/03	2003/04	2004/05
		Actual	Budget	Projected	Budget	Budget
Landscape Assessment Districts						
600	94-1 Blackhawk	\$ 300,167	\$ 316,147	\$ 319,238	\$ 463,905	\$ 484,400
603	95-5 California Spirit & Glory	65,234	92,294	92,291	60,122	94,725
604	95-6 Gerry Ranch	4,141	2,200	2,200	2,245	8,235
605	95-2 Hawthorn Landing	46,356	43,471	43,468	74,021	83,297
606	95-7 Greystone	47,342	73,078	73,078	78,362	106,739
607	95-8 Garin Ranch	105,169	118,139	118,139	145,508	171,400
609	97-1 Hancock	95,112	104,897	105,567	121,838	230,250
611	98-5 Arroyo Seco	2,348	6,403	6,403	12,486	16,756
612	98-3 Solana	3,559	13,164	13,164	12,819	22,629
613	98-4 Birchwood Estates	2,937	1,275	1,275	4,063	18,258
614	99-3 Spa L	47,148	20,149	20,150	172,344	218,046
615	99-4 California Grove	3,221	1,800	1,800	7,871	8,570
616	99-5 Deer Creek	8,592	139,144	139,142	159,852	169,443
617	99-6 Trailside	3,170	7,460	7,460	5,152	8,188
618	99-7 Termo	8,102	42,443	42,287	92,990	102,305
619	99-8 Gerry Ryder	25,639	45,480	45,479	47,483	50,285
620	99-9 Richmond America	14,850	31,397	31,395	51,206	88,117
621	00-2 Lyon Woodfield	8,321	8,328	8,327	4,410	7,901
622	00-3 CA Orchard	26,682	13,665	13,671	40,990	47,336
623	00-4 Brentwood Park	27,701	60,402	60,402	65,580	70,684
624	01-1 Laird Property	8,681	7,678	7,678	26,800	28,408
625	02-2 Oakstreet	0	0	0	7,180	7,611
626	02-3 Apricot Way	0	0	0	36,314	38,493
627	02-4 Braddock & Logan	0	0	0	1,129	1,197
628	02-5 Sand Creek & Brentwood Blvd	0	0	10,000	0	318
629	02-6 Balfour & John Muir	0	0	7,001	2,715	7,306
630	02-7 San Jose & Sand Creek	0	0	10,001	7,416	13,210
631	02-8 Lone Tree Arco	0	0	10,001	0	315
632	02-9 Balfour Plaza	0	0	0	4,820	5,302
Total Landscape Assessment Districts		\$ 854,472	\$ 1,149,014	\$ 1,189,617	\$ 1,709,621	\$ 2,109,724

Budget For Fiscal Years 2003/04 - 2004/05

SPECIAL REVENUE FUNDS - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>250 - Water Facility Fee</u>					
43300 Interest Income	\$ 401,112	\$ 300,000	\$ 650,000	\$ 750,000	\$ 750,000
45515 Developer Fee	7,184,769	6,403,621	11,970,146	7,000,000	3,150,000
46700 Other Income	0	0	3,000	0	0
Total Water Facility Fee	\$ 7,585,881	\$ 6,703,621	\$ 12,623,146	\$ 7,750,000	\$ 3,900,000
<u>251 - Roadway Facility Fee</u>					
43300 Interest Income	\$ 328,361	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000
45515 Developer Fee	6,763,139	9,867,866	11,769,329	11,200,000	8,800,000
45516 Mark Roos Credit	0	0	15,000	10,000	10,000
46700 Other Income	158,481	0	250,000	0	0
46715 Contributions	300,000	0	40,000	0	0
47336 Tsf. CIP Project	152,961	0	0	0	0
Total Roadway Facility Fee	\$ 7,702,942	\$ 9,967,866	\$ 12,099,329	\$ 11,235,000	\$ 8,835,000
<u>252 - Parks/Trails Fee</u>					
43300 Interest Income	\$ 185,964	\$ 25,000	\$ 200,000	\$ 300,000	\$ 300,000
45515 Developer Fee	5,942,584	6,706,041	8,091,382	8,800,000	5,550,000
46700 Other Income	224	0	0	0	0
47336 Tsf. CIP Project	17,249	0	0	0	0
47522 Tsf. CIP Parks	82,822	0	0	0	0
Total Parks/Trails Fee	\$ 6,228,843	\$ 6,731,041	\$ 8,291,382	\$ 9,100,000	\$ 5,850,000
<u>253 - Storm Drain Fee</u>					
43300 Interest Income	\$ 21,462	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
45515 Developer Fee	0	0	102,240	0	0
47336 Tsf. CIP Project	84,389	0	0	0	0
Total Storm Drain Fee	\$ 105,851	\$ 5,000	\$ 112,240	\$ 10,000	\$ 10,000

Budget For Fiscal Years 2003/04 - 2004/05

SPECIAL REVENUE FUNDS - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>255 - Wastewater Facility Fee</u>					
43300 Interest Income	\$ 475,750	\$ 100,000	\$ 600,000	\$ 600,000	\$ 600,000
45514 Excess Capacity Fee	8,800	0	17,600	0	0
45515 Developer Fee	5,036,149	4,571,995	7,830,490	4,800,000	3,060,000
47590 Wastewater Enterprise	19,504,127	0	0	0	0
Total Wastewater Facility Fee	\$ 25,024,826	\$ 4,671,995	\$ 8,448,090	\$ 5,400,000	\$ 3,660,000
<u>256 - Community Facility Fee</u>					
43300 Interest Income	\$ 52,561	\$ 15,000	\$ 100,000	\$ 50,000	\$ 50,000
45515 Developer Fee	1,979,301	2,040,000	4,140,815	2,150,000	1,930,000
47100 Tsf. General Fund	2,000,000	0	0	0	0
47336 Tsf. CIP Project	1,706	0	0	0	0
Total Community Facility Fee	\$ 4,033,568	\$ 2,055,000	\$ 4,240,815	\$ 2,200,000	\$ 1,980,000
<u>260 - Open Space Fee</u>					
43300 Interest Income	\$ 10,356	\$ 5,000	\$ 7,500	\$ 7,500	\$ 7,500
Total Open Space Fee	\$ 10,356	\$ 5,000	\$ 7,500	\$ 7,500	\$ 7,500
<u>261 - Facility Fee Administration</u>					
43300 Interest Income	\$ 151,653	\$ 80,000	\$ 175,000	\$ 200,000	\$ 200,000
45515 Developer Fee	0	0	13,500	0	0
46630 Facility Fee Funds Admin	814,324	775,000	945,000	700,000	630,000
Total Facility Fee Administration	\$ 965,977	\$ 855,000	\$ 1,133,500	\$ 900,000	\$ 830,000
<u>262 - Agriculture Conservation</u>					
43300 Interest Income	\$ 47,888	\$ 20,000	\$ 90,000	\$ 100,000	\$ 150,000
45515 Developer Fee	993,220	0	1,160,000	500,000	500,000
Total Agriculture Conservation	\$ 1,041,108	\$ 20,000	\$ 1,250,000	\$ 600,000	\$ 650,000
TOTAL SPECIAL REVENUE	\$ 55,651,372	\$ 34,533,013	\$ 51,836,853	\$ 41,699,371	\$ 31,008,542
Annual Percentage Change			-6.85%	-19.56%	-25.64%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Gas Tax	Department:	Public Services
Fund/Division Number:	203-207	Division:	Street Maintenance

Description

Funds collected under Sections 2105, 2106 and 2107 of the Streets and Highway Code are distributed to cities primarily on the basis of population and are deposited into the Gasoline Tax Funds. Funds are generally used for engineering, acquisitions of rights of way, roadway maintenance and construction of streets.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
80100 Transfer to General Fund - 2105	\$ 158,661	\$ 150,000	\$ 185,157	\$ 220,400	\$ 237,500
80100 Transfer to General Fund - 2106	110,267	150,000	125,000	156,200	172,100
80100 Transfer to General Fund - 2107	208,650	225,000	250,000	295,500	325,700
80100 Transfer to General Fund - 2107.5	6,098	5,000	6,000	8,600	9,500
Total	\$ 483,676	\$ 530,000	\$ 566,157	\$ 680,700	\$ 744,800
Annual Percentage Change			17.05%	20.23%	9.42%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Economic Development Fund	Department:	Economic Development
Fund/Division Number:	220-0001		

Description

The revenue for this fund is derived from fees collected from the development of property in the Harvest Business Park.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
80100 Transfer to General Fund	\$ 7,438	\$ 0	\$ 10,000	\$ 80,000	\$ 20,000
Total	\$ 7,438	\$ 0	\$ 10,000	\$ 80,000	\$ 20,000

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Asset Forfeiture Fund	Department:	Police
Fund/Division Number:	280-0001		

Description

These are either property or funds seized by the Police Department. After the case has been tried and a guilty verdict is returned, the funds are considered forfeited. This fund must be used specifically for drug prevention programs.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
75700 Disposition	\$ 0	\$ 2,000	\$ 0	\$ 500	\$ 500
Total	<u>\$ 0</u>	<u>\$ 2,000</u>	<u>\$ 0</u>	<u>\$ 500</u>	<u>\$ 500</u>

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Abandoned Vehicle Abatement Fund	Department:	Police
Fund/Division Number:	281-0001		

Description

Legislature passed AB 4114 in September 1990 to include a \$1 fee in vehicle registration fees, to be deposited in the Abandoned Vehicle Trust Fund. This fee was established to financially assist local governments with the growing problem of abandoned vehicles. These funds can only be used for the abatement removal and disposal as public nuisances of any abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof from private or public property.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70140 Expenditures	\$ 5,347	\$ 0	\$ 1,000	\$ 1,000	\$ 1,000
80100 Abatement	10,000	7,000	7,000	7,000	7,000
90230 Equipment/Vehicles/Furniture	0	3,000	1,000	1,000	1,000
Total	\$ 15,347	\$ 10,000	\$ 9,000	\$ 9,000	\$ 9,000
Annual Percentage Change			-41.36%	0.00%	0.00%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Measure C	Department:	Public Services
Fund/Division Number:	293-0001	Division:	Traffic/Street Maintenance

Description

According to Measure C, local jurisdictions receive their Local Street Maintenance Fund allocation once their Growth Management Compliance checklist has been adopted by the Authority. The allocation is based on a formula where 18% of the budgeted sales tax revenues are distributed to local jurisdictions on the basis of their relative road mileage and population. These funds can only be spent on the following: local streets and road purposes; transit operations; growth management planning and compliance; bicycle and pedestrian trails; parking facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 439	\$ 1,000	\$ 2,500	\$ 2,500	\$ 2,500
80100 Transfer to General Fund	160,000	320,000	320,000	175,000	201,250
80336 CIP Projects	100,000	100,000	100,000	170,000	175,000
Total	\$ 260,439	\$ 421,000	\$ 422,500	\$ 347,500	\$ 378,750
Annual Percentage Change			62.23%	-17.75%	8.99%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Youth Diversion Program	Department:	Police Department
Fund/Division Number:	215-2401 and 2403	Division:	Youth Diversion Program

Description

The Juvenile Diversion Program is a comprehensive community resource that receives its primary funding from the State Realignment Fund Juvenile Subvention Act. This Program has been funded by this grant since 1979. Through diversion and community education, the Juvenile Diversion Program assists families in resolving the legal conflicts in their juvenile's life.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 57,818	\$ 61,429	\$ 66,036	\$ 0	\$ 0
Supplies and Services	9,295	12,840	8,756	9,167	9,798
Internal Service	0	221	221	44	44
Capital Outlay	3,323	0	0	0	0
Total	\$ 70,436	\$ 74,490	\$ 75,013	\$ 9,211	\$ 9,842
Annual Percentage Change			6.50%	-87.72%	6.85%

Commentary

The Diversion Coordinator is responsible, in conjunction with Reach Alliance, for managing the Diversion contracts. Additionally the Juvenile Diversion Coordinator locates grant opportunities, assists in writing new grants and manages existing grants. Grant funding (AB90) pays a large portion of the Coordinator's salary and benefits. It does not however, cover the operating expenses of the office, which are incurred by the Police Department. This budget request represents a cooperative funding arrangement between the City of Brentwood and the AB90 grant. It is the goal of this office to seek grants that will further the mission of Youth & Family Services and support the families served.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Youth Diversion Program	Department:	Police Department
Fund/Division Number:	215-2401 and 2403	Division:	Youth Diversion Program

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Juvenile Diversion Coordinator	1.00	0.60	0.60	0.00	0.00
Internal Services Tech I	0.00	1.00	1.00	0.00	0.00
Total FTE	1.00	1.60	1.60	0.00	0.00
<u>PERSONNEL SERVICES</u>					
50100 Salary - Regular	\$ 42,298	\$ 42,950	\$ 44,916	\$ 0	\$ 0
51200 Salary - Overtime	549	1,000	2,800	0	0
52305 Life Insurance	79	91	138	0	0
52310 Health Insurance	6,386	6,723	7,702	0	0
52311 Flexible Benefits	106	80	0	0	0
52315 Dental Insurance	1,472	1,632	979	0	0
52316 Employee Assist Program	33	35	59	0	0
52318 Vision Care Benefits	354	354	566	0	0
53400 Retirement	4,473	5,554	5,809	0	0
53405 Survivor Benefit	0	36	58	0	0
53410 Workers Comp. Ins.	1,134	1,508	1,572	0	0
53415 Medicare	610	623	651	0	0
53425 Long Term Disability	324	843	786	0	0
Total	\$ 57,818	\$ 61,429	\$ 66,036	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Youth Diversion Program	Department:	Police Department
Fund/Division Number:	215-2401 and 2403	Division:	Youth Diversion Program

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 3,616	\$ 3,599	\$ 3,086	\$ 1,300	\$ 1,430
60110 Publications, Dues, Licenses	219	100	50	300	330
70110 Equipment/Vehicle Maintenance	1,428	2,033	1,000	0	0
70120 Rental of Building	1,498	1,575	1,570	1,575	1,732
70130 Insurance	1,126	535	550	2,092	2,016
70145 Communication	759	1,093	500	0	0
70160 Travel, Lodging & Meals	0	1,050	500	1,500	1,650
70170 Training & Conferences	0	525	500	1,000	1,100
70239 Legal Services	0	650	200	500	550
70240 Contractual Services	649	1,680	800	900	990
Total	\$ 9,295	\$ 12,840	\$ 8,756	\$ 9,167	\$ 9,798
<u>INTERNAL SERVICE</u>					
82705 Tuition Program	\$ 0	\$ 221	\$ 221	\$ 44	\$ 44
Total	\$ 0	\$ 221	\$ 221	\$ 44	\$ 44
<u>CAPITAL OUTLAY</u>					
90230 Equipment	\$ 3,323	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 3,323	\$ 0	\$ 0	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Police Grants	Department:	Police Department
Fund/Division Number:	216	Division:	Police Grants

Description

The State Legislature funded each law enforcement jurisdiction fund from the State Citizens Option for Public Safety (COPS) Program (AB 3229). These funds were based on a per capita amount. The amount of money for Brentwood was \$107,985. The caveat placed on this funding is money to be used for high technology. Future funds are an estimate only, and additional funds would be derived from other Grant Funds. These funds would have specific plans for expenditures.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 23,415	\$ 11,821	\$ 11,821	\$ 10,000	\$ 0
Supplies and Services	16,767	8,622	8,622	10,000	0
Capital Outlay	47,147	100,617	100,617	258,228	0
Total	\$ 87,329	\$ 121,060	\$ 121,060	\$ 278,228	\$ 0
Annual Percentage Change			38.63%	129.83%	-100.00%
<u>Funding</u>					
High Technology Grant	\$ 37,813	\$ 19,912	\$ 19,912	\$ 0	\$ 0
Other Grants	123,930	111,041	111,041	0	0
City Funding	3,205	1,227	1,227	0	0
Total	\$ 164,948	\$ 132,180	\$ 132,180	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Other Grants	Department:	Finance & Information Systems
Fund/Division Number:	217	Division:	Other Grants

Description

These are grants received needing segregated fund accounting, for grants other than police grants.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 18,416	\$ 5,814	\$ 5,814	\$ 0	\$ 0
Supplies and Services	34,238	36,191	36,191	90,343	0
Total	\$ 52,654	\$ 42,005	\$ 42,005	\$ 90,343	\$ 0
Annual Percentage Change			-20.22%	115.08%	-100.00%
<u>Funding</u>					
Other Grants	\$ 52,816	\$ 32,906	\$ 32,906	\$ 82,208	\$ 0
City Funding	11,111	0	0	0	0
Total	\$ 63,927	\$ 32,906	\$ 32,906	\$ 82,208	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Water Facility	Department:	Development Services
Fund/Division Number:	250-0001		

Description

Future public facilities, including parks, thoroughfares, storm drain, water and wastewater facilities, are in part funded from fees collected at the time building permits are issued.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
45516 Mark-Roos Credits (92-1)	\$ 122,280	\$ 38,938	\$ 15,000	\$ 10,000	\$ 5,000
70140 Special Services	65,032	35,000	20,000	25,000	25,000
70200 Interfund Services	192,015	230,000	230,000	210,000	225,000
80335 Project Administration	392,008	700,000	600,000	620,000	640,000
80336 Tsf. CIP Projects	155,000	0	0	0	0
80562 CIP Projects	1,951,151	4,636,502	6,428,720	8,281,430	4,881,330
81xxx Developer Reimbursements	1,069,701	1,413,410	1,792,769	1,650,000	1,520,000
90000 Interest Expense	27,053	0	0	0	0
90053 Water Rights	561,302	0	700,000	700,000	700,000
Total	\$ 4,535,542	\$ 7,053,850	\$ 9,786,489	\$ 11,496,430	\$ 7,996,330
Annual Percentage Change			115.77%	17.47%	-30.45%

Commentary

More Information can be found in the adopted 2003/04 Capital Improvement Program Budget.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Roadway Improvements	Department:	Development Services
Fund/Division Number:	251-0001		

Description

Future public facilities, including parks, thoroughfares, storm drain, water and wastewater facilities, are in part funded from fees collected at the time building permits are issued.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
45516 Mark-Roos Credits (92-1)	\$ 68,972	\$ 8,916	\$ 5,000	\$ 5,000	\$ 2,500
70140 Special Services	106,184	15,000	10,000	20,000	20,000
70200 Interfund Services	217,055	250,000	250,000	276,000	285,000
80335 Project Administration	428,941	755,000	600,000	820,000	850,000
80336 CIP Projects	13,344,648	15,586,541	7,861,192	11,160,462	2,805,889
80445 Roadway Bond Debt Service	70,000	400,000	400,000	400,000	400,000
81xxx Developer Reimbursements	3,505,166	2,787,556	4,198,843	2,500,000	2,250,000
Total	\$ 17,740,966	\$ 19,803,013	\$ 13,325,035	\$ 15,181,462	\$ 6,613,389
Annual Percentage Change			-24.89%	13.93%	-56.44%

Commentary

More Information can be found in the adopted 2003/04 Capital Improvement Program Budget.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Parks & Trails	Department:	Development Services
Fund/Division Number:	252-0001		

Description

Future public facilities, including parks, thoroughfares, storm drain, water and wastewater facilities, are in part funded from fees collected at the time building permits are issued.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 104,525	\$ 6,000	\$ 25,000	\$ 25,000	\$ 25,000
70200 Interfund Services	200,993	240,000	240,000	230,000	240,000
80335 Project Administration	405,846	904,000	650,000	685,000	700,000
80336 CIP Projects	450,000	560,000	200,000	0	0
80520 Park Enterprise Planning	864,292	914,607	1,074,868	1,171,255	1,215,513
80522 CIP Park Projects	2,121,846	4,431,932	715,693	9,763,124	2,457,714
81xxx Developer Reimbursements	3,184,667	2,177,693	2,367,984	2,500,000	2,250,000
Total	\$ 7,332,169	\$ 9,234,232	\$ 5,273,545	\$ 14,374,379	\$ 6,888,227
Annual Percentage Change			-28.08%	172.58%	-52.08%

Commentary

More Information can be found in the adopted 2003/04 Capital Improvement Program Budget.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Storm Drain	Department:	Development Services
Fund/Division Number:	253-0001		

Description

Future public facilities, including parks, thoroughfares, storm drain, water and wastewater facilities, are in part funded from fees collected at the time building permits are issued.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 0	\$ 1,000	\$ 0	\$ 1,000	\$ 1,000
70200 Interfund Services	3,750	3,000	3,000	3,000	3,000
73000 Refund	0	0	62,703	0	0
80266 MR Drainage	55,100	0	0	0	0
Total	\$ 58,850	\$ 4,000	\$ 65,703	\$ 4,000	\$ 4,000
Annual Percentage Change			11.64%	-93.91%	0.00%

Commentary

More Information can be found in the adopted 2003/04 Capital Improvement Program Budget .

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Wastewater Facility	Department:	Development Services
Fund/Division Number:	255-0001		

Description

Future public facilities, including parks, thoroughfares, storm drain, water and wastewater facilities, are in part funded from fees collected at the time building permits are issued.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
45516 Mark-Roos Credits (92-1)	\$ 252,262	\$ 80,329	\$ 35,000	\$ 25,000	\$ 20,000
70140 Special Services	48,095	6,000	6,000	10,000	10,000
70200 Interfund Services	141,122	170,000	170,000	141,500	150,000
80335 Project Administration	284,364	500,000	400,000	420,000	435,000
80592 CIP Projects	20,723,878	5,979,185	3,354,979	1,143,645	1,828,750
81xxx Developer Reimbursements	1,138,946	1,776,616	1,651,922	1,050,000	945,000
90010 Principal Expense	0	0	0	1,500,000	1,500,000
Total	\$ 22,588,667	\$ 8,512,130	\$ 5,617,901	\$ 4,290,145	\$ 4,888,750
Annual Percentage Change			-75.13%	-23.63%	13.95%

Commentary

More Information can be found in the adopted 2003/04 Capital Improvement Program Budget.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Community Facilities Fund	Department:	Development Services
Fund/Division Number:	256-0001		

Description

Future public facilities, including parks, thoroughfares, storm drain, water and wastewater facilities, are in part funded from fees collected at the time building permits are issued.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 279,470	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
70200 Interfund Services	54,012	65,000	65,000	77,000	85,000
70225 Professional Services	28,978	0	20,000	25,000	25,000
80335 Project Administration	109,074	192,000	150,000	225,000	235,000
80336 CIP Projects	2,798,760	3,664,162	2,607,469	6,664,336	221,025
81xxx Developer Reimbursement	45,411	154,781	63,030	125,000	125,000
Total	\$ 3,315,705	\$ 4,081,943	\$ 2,911,499	\$ 7,122,336	\$ 697,025
Annual Percentage Change			-12.19%	144.63%	-90.21%

Commentary

More Information can be found in the adopted 2003/04 Capital Improvement Program Budget.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Open Space	Department:	Development Services
Fund/Division Number:	260-0001		

Description

Future public facilities, including parks, thoroughfares, storm drain, water and wastewater facilities, are in part funded from fees collected at the time building permits are issued.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70200 Interfund Services	\$ 13,050	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
80336 CIP Projects	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
Total	<u>\$ 13,050</u>	<u>\$ 12,000</u>	<u>\$ 12,000</u>	<u>\$ 37,000</u>	<u>\$ 37,000</u>
Annual Percentage Change			-8.05%	208.33%	0.00%

Commentary

More Information can be found in the adopted 2003/04 Capital Improvement Program Budget.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Facility Fee Administration	Department:	Development Services
Fund/Division Number:	261-0001		

Description

Future public facilities, including parks, thoroughfares, storm drain, water and wastewater facilities, are in part funded from fees collected at the time building permits are issued.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 3,232	\$ 7,500	\$ 2,500	\$ 5,000	\$ 5,000
70200 Interfund Services	0	0	0	25,000	30,000
80335 CIP Administration	0	0	0	230,000	245,000
Total	\$ 3,232	\$ 7,500	\$ 2,500	\$ 260,000	\$ 280,000
Annual Percentage Change			-22.65%	10300.00%	7.69%

Commentary

More Information can be found in the adopted 2003/04 Capital Improvement Program Budget.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Agriculture Conservation	Department:	Development Services
Fund/Division Number:	262-0001		

Description

The Agricultural Conservation fee is an agricultural land conversion mitigation fee. The fee is being collected to partially address the impact to the environment associated with the permanent conversion of productive farmland, within Brentwood, to urban uses. The fee is collected based on Policy 1.14 of the Conservation/Open Space Element of the General Plan. The policy is worded as follows:

"1.14 - Secure Agricultural Lands: Establish a program which secures permanent agricultural on land designated for agriculture in the city and/or County General Plan. The program should include joint use concepts (e.g. wastewater irrigation), land dedication (e.g. secured through development agreements) and a transfer of development/in lieu fee ordinance. The program should also create incentives for continuing agriculture (e.g. long-term irrigation water contracts) and assurances that potential ag-urban conflicts will be mitigated."

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 0	\$ 5,186	\$ 15,559	\$ 62,240	\$ 65,352
Supplies and Services	0	40,443	47,674	54,151	56,859
Capital Outlay	0	5,040	5,040	5,040	5,292
Total	\$ 0	\$ 50,669	\$ 68,273	\$ 121,431	\$ 127,503
Annual Percentage Change				77.86%	5.00%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Agriculture Conservation	Department:	Development Services
Fund/Division Number:	262-0001	Division:	

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Executive Director	0.00	0.50	0.50	0.50	0.50
Administrative Secretary	0.00	0.00	0.00	0.10	0.10
Total FTE	0.00	0.50	0.50	0.60	0.60

PERSONNEL SERVICES

50100 Salary - Regular	\$ 0	\$ 5,186	\$ 15,559	\$ 62,240	\$ 65,352
Total	\$ 0	\$ 5,186	\$ 15,559	\$ 62,240	\$ 65,352

SUPPLIES AND SERVICES

60100 Office Expense	\$ 0	\$ 1,258	\$ 1,258	\$ 1,288	\$ 1,352
70100 Utility Services	0	1,520	1,520	1,520	1,596
70130 Insurance	0	0	1,813	1,813	1,904
70140 Special Services	0	0	5,418	7,500	7,875
70145 Communication	0	1,800	1,800	1,800	1,890
70160 Travel, Lodging & Meals	0	365	365	730	767
70170 Training & Conferences	0	1,500	1,500	3,500	3,675
70225 Professional Services	0	10,000	10,000	12,000	12,600
70239 Legal Services	0	24,000	24,000	24,000	25,200
Total	\$ 0	\$ 40,443	\$ 47,674	\$ 54,151	\$ 56,859

CAPITAL OUTLAY

90230 Equipment	\$ 0	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,292
Total	\$ 0	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,292

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	98-1 City Wide Assessment District	Department:	Parks and Recreation
Fund/Division Number:	230-2501	Division:	Maintenance

Description

This Division of the Parks and Recreation Department coordinates the maintenance activities for the City Wide Benefit District. This Division contracts for, monitors, and provides administrative support for maintenance personnel that maintain parks and facilities throughout Brentwood in accordance with established standards.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 351,342	\$ 388,006	\$ 385,737	\$ 440,884	\$ 466,311
Supplies and Services	619,104	914,863	1,081,276	1,018,995	1,068,709
Internal Service	16,350	32,084	32,084	43,122	44,378
Capital Outlay	<u>0</u>	<u>9,958</u>	<u>29,748</u>	<u>0</u>	<u>0</u>
Total	<u>\$ 986,796</u>	<u>\$ 1,344,911</u>	<u>\$ 1,528,845</u>	<u>\$ 1,503,001</u>	<u>\$ 1,579,398</u>
Annual Percentage Change			54.93%	-1.69%	5.08%

Commentary

The City must maintain a standard of 5 acres per 1,000 population. Consequently, this division growth is a function of any increase in the City's park acreage.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	98-1 City Wide Assessment District	Department:	Parks and Recreation
Fund/Division Number:	230-2501	Division:	Maintenance

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Parks and Recreation	0.40	0.40	0.40	0.30	0.30
Parks Services Manager	0.20	0.20	0.20	0.20	0.20
Parks/Landscape Supervisor	0.50	0.50	0.50	0.50	0.50
Parks/Landscape Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
Parks/Landscape Maintenance Worker I	2.00	2.00	2.00	2.00	2.00
Accounting Technician II	0.30	0.30	0.30	0.30	0.30
Accountant I	0.25	0.25	0.25	0.25	0.25
Administrative Assistant II	0.75	0.75	0.75	0.75	0.75
Total FTE	5.40	5.40	5.40	5.30	5.30

230-2501 - PERSONNEL SERVICES

50100 Salary - Regular	\$ 266,300	\$ 282,164	\$ 282,973	\$ 302,921	\$ 313,621
50150 Salary - Bilingual	138	300	300	300	300
51200 Salary - Overtime	2,693	0	1,300	0	0
51205 Salary - Part-time	1,566	0	0	0	0
51305 Management Incentive	20	0	246	203	203
52300 Deferred Comp. Benefits	969	1,122	1,122	990	990
52305 Life Insurance	708	842	816	844	901
52310 Health Insurance	29,382	36,304	33,264	40,831	44,912
52311 Flexible Benefits	106	80	83	83	83
52315 Dental Insurance	7,008	8,813	7,705	8,650	9,750
52316 Employee Assist Program	177	189	200	207	217
52318 Vision Care Benefits	1,898	1,912	1,912	1,876	2,258
53400 Retirement	27,658	36,530	36,634	59,596	66,532
53405 Survivor Benefit	0	194	194	191	191
53410 Workers Comp. Ins.	6,746	9,907	9,906	14,474	15,724
53415 Medicare	3,973	4,112	4,127	4,414	4,569
53425 Long Term Disability	2,000	5,537	4,955	5,304	6,060
Total	\$ 351,342	\$ 388,006	\$ 385,737	\$ 440,884	\$ 466,311

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	98-1 City Wide Assessment District	Department:	Parks and Recreation
Fund/Division Number:	230-2501	Division:	Maintenance

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
230-2501 Administration	\$ 84,054	\$ 43,572	\$ 64,184	\$ 102,541	\$ 106,430
230-2502 Apple hill Park	39,874	52,084	51,810	40,552	42,580
230-2503 City Pool	0	0	999	0	0
230-2504 Creekside Park	57,683	60,867	89,204	71,764	75,351
230-2505 Summerwood Park	44,151	39,061	50,549	41,020	43,071
230-2506 Garin Park	16,847	54,942	79,665	64,847	68,091
230-2507 Calif Spirit & Glory Park	30,176	25,798	38,515	32,559	34,187
230-2508 McClarren Park	35,518	36,766	53,198	36,706	38,542
230-2509 City Pool Park	16,751	13,131	45,387	51,917	54,513
230-2510 Loma Vista Park	77,996	65,860	91,807	86,275	90,590
230-2511 Sunset Park	74,956	90,670	90,582	86,241	90,553
230-2512 Marsh Creek Staging Area	10,406	15,957	8,347	6,415	6,736
230-2513 Brentwood City Park	71,691	71,784	60,542	56,279	59,092
230-2514 Curtis Park	8,505	5,403	6,297	3,278	3,442
230-2515 Windsor Way	7,413	8,745	8,625	6,096	6,400
230-2516 Homecoming Park	11,558	12,283	17,732	12,529	13,154
230-2517 Marsh Creek Vista Park	7,019	5,408	6,161	3,724	3,910
230-2518 Orchard Park	12,745	51,570	57,341	48,058	50,462
230-2519 Miwok Park	1,004	69,372	87,368	81,222	85,283
230-2520 Summerset Park	83	2,802	6,701	2,577	2,706
230-2521 Arbor View Park (Pulte)	197	43,329	39,730	47,453	49,826
230-2522 Lake Park (Hancock)	6,237	17,961	17,570	14,211	14,922
230-2523 Balfour-Guthrie Park	140	47,381	37,855	42,567	44,696
230-2524 Skate Park	4,100	22,359	11,989	11,006	11,556
230-2525 Walnut Park (Grupe)	0	57,758	59,118	45,123	47,379
230-2526 Brookfield Unit 4 Park	0	0	0	21,645	22,728
230-2527 Brookfield Unit 6 Park	0	0	0	2,390	2,509
Total	\$ 619,104	\$ 914,863	\$ 1,081,276	\$ 1,018,995	\$ 1,068,709

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	98-1 City Wide Assessment District	Department:	Parks and Recreation
Fund/Division Number:	230-2501	Division:	Maintenance

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 14,020	\$ 14,020	\$ 18,151	\$ 18,442
82702 Vehicle Replacement	9,763	9,763	9,763	12,222	12,548
82703 Information Systems	1,999	3,040	3,040	2,925	2,892
82705 Tuition Program	0	1,191	1,191	234	234
82706 Fleet Maintenance	4,588	4,070	4,070	9,590	10,262
Total	\$ 16,350	\$ 32,084	\$ 32,084	\$ 43,122	\$ 44,378

<u>CAPITAL OUTLAY</u>					
230-2502 Apple Hill Park	\$ 0	\$ 0	\$ 4,222	\$ 0	\$ 0
230-2504 Creekside Park	0	9,958	12,734	0	0
230-2506 Garin Park	0	0	806	0	0
230-2508 McClarren Park	0	0	6,336	0	0
230-2514 Curtis Park	0	0	793	0	0
230-2523 Balfour-Guthrie Park	0	0	871	0	0
230-2524 Skate Park	0	0	3,986	0	0
Total	\$ 0	\$ 9,958	\$ 29,748	\$ 0	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Community Facilities District #2	Department:	Finance
Fund/Division Number:	231	Division:	Community Facilities District #2

Description

Special Tax Funding for fire/EMS/public safety personnel, police services, acquisitions and maintenance of open space, clean water maintenance, construction and maintenance of joint-use school facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 14,404	\$ 0	\$ 12,000	\$ 0	\$ 0
80100 Transfer to General Fund	<u>0</u>	<u>0</u>	<u>0</u>	<u>76,778</u>	<u>227,730</u>
Total	<u>\$ 14,404</u>	<u>\$ 0</u>	<u>\$ 12,000</u>	<u>\$ 76,778</u>	<u>\$ 227,730</u>
Annual Percentage Change			-16.69%	539.82%	196.61%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Community Facilities District #3	Department:	Finance
Fund/Division Number:	232	Division:	Community Facilities District #3

Description

Special Tax Funding for fire/EMS/public safety personnel, police services, acquisitions and maintenance of open space, clean water maintenance, construction and maintenance of joint-use school facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
80100 Transfer to General Fund	\$ 0	\$ 0	\$ 0	\$ 0	\$ 72,270
Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 72,270
Annual Percentage Change					

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	94-1 Blackhawk LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	600-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 18,655	\$ 110,036	\$ 149,074	\$ 9,360	\$ 9,828
70180 Purchased Water	0	0	0	70,338	73,855
70110 Maintenance Personnel	80,565	106,867	97,279	127,859	89,251
70140 Special Services	254,351	14,322	12,579	15,297	16,062
70145 Communication	0	0	719	755	793
70200 Interfund Services	30,000	30,000	38,749	75,670	79,453
70240 Contractual Services	248,253	340,235	251,564	408,471	263,895
Total	\$ 631,824	\$ 601,460	\$ 549,964	\$ 707,750	\$ 533,137
Annual Percentage Change			-12.96%	28.69%	-24.67%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	95-5 CA Spirit LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	603-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 15,271	\$ 21,502	\$ 21,137	\$ 11,815	\$ 12,407
70180 Purchased Water	0	0	0	11,553	12,131
70110 Maintenance Personnel	5,725	7,852	9,074	11,512	12,088
70115 Building/Facility Maint. Non-Routine	0	0	1,935	5,200	5,460
70140 Special Services	3,268	3,426	3,017	2,127	2,233
70200 Interfund Services	6,500	6,500	9,431	9,645	10,127
70240 Contractual Services	12,616	52,549	23,505	38,360	40,279
82708 Park Assessment Replacement	0	0	0	76,458	0
Total	\$ 43,380	\$ 91,829	\$ 68,099	\$ 166,670	\$ 94,725
Annual Percentage Change			56.98%	144.75%	-43.17%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	95-6 Gerry Ranch LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	604-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 1,329	\$ 2,777	\$ 1,761	\$ 1,317	\$ 1,383
70180 Purchased Water	0	0	0	592	622
70110 Maintenance Personnel	760	1,042	558	751	788
70115 Building/Facility Maint. Non-Routine	0	0	6,004	661	694
70140 Special Services	925	620	546	231	242
70200 Interfund Services	5,000	5,000	1,708	839	881
70240 Contractual Services	4,988	5,244	2,615	3,453	3,625
82708 Park Assessment Replacement	0	0	0	22,867	0
Total	\$ 13,002	\$ 14,683	\$ 13,192	\$ 30,711	\$ 8,235
Annual Percentage Change			1.46%	132.80%	-73.19%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	95-2 Hawthorn LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	605-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 8,971	\$ 10,525	\$ 23,086	\$ 15,372	\$ 16,140
70180 Purchased Water	0	0	0	9,872	10,366
70110 Maintenance Personnel	5,725	7,852	6,694	9,760	10,248
70115 Building/Facility Maint. Non-Routine	0	0	5,915	1,322	1,388
70140 Special Services	3,651	2,268	2,011	1,766	1,854
70145 Communication	159	0	936	983	1,032
70200 Interfund Services	6,500	6,500	6,287	8,482	8,906
70240 Contractual Services	16,650	31,262	19,606	31,774	33,363
82708 Park Assessment Replacement	0	0	0	50,604	0
Total	\$ 41,656	\$ 58,407	\$ 64,535	\$ 129,935	\$ 83,297
Annual Percentage Change			54.92%	101.34%	-35.89%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	95-7 Greystone LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	606-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 20,403	\$ 31,115	\$ 35,320	\$ 20,693	\$ 21,729
70180 Purchased Water	0	0	0	23,794	24,983
70110 Maintenance Personnel	16,678	22,860	6,545	8,809	9,250
70115 Building/Facility Maint. Non-Routine	0	0	1,210	0	0
70140 Special Services	4,282	2,629	2,316	2,223	2,334
70200 Interfund Services	5,000	5,000	7,238	10,869	11,412
70240 Contractual Services	18,230	16,648	19,120	35,267	37,031
82708 Park Assessment Replacement	0	0	0	16,759	0
Total	\$ 64,593	\$ 78,252	\$ 71,749	\$ 118,414	\$ 106,739
Annual Percentage Change			11.08%	65.04%	-9.86%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	95-8 Garin LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	607-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 39,627	\$ 43,164	\$ 52,627	\$ 22,503	\$ 22,600
70180 Purchased Water	0	0	0	36,465	36,500
70110 Maintenance Personnel	26,752	36,688	20,193	26,628	26,700
70115 Building/Facility Maint. Non-Routine	0	0	8,960	0	0
70140 Special Services	6,498	3,771	3,267	4,075	4,178
70200 Interfund Services	15,000	15,000	10,382	20,163	21,171
70240 Contractual Services	51,688	45,622	61,679	67,137	60,251
Total	\$ 139,565	\$ 144,245	\$ 157,108	\$ 176,971	\$ 171,400
Annual Percentage Change			12.57%	12.64%	-3.15%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	97-1 Hancock LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	609-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 2,126	\$ 5,733	\$ 19,484	\$ 17,987	\$ 18,886
70180 Purchased Water	0	0	0	15,435	16,207
70110 Maintenance Personnel	12,717	17,441	22,350	32,334	33,950
70115 Building/Facility Maint. Non-Routine	0	0	3,018	0	0
70140 Special Services	2,931	5,252	4,651	4,579	4,808
70145 Communication	0	0	557	585	614
70200 Interfund Services	12,500	12,500	13,894	21,508	22,583
70240 Contractual Services	6,973	129,052	21,253	108,736	114,174
82708 Park Assessment Replacement	0	0	0	129,130	19,028
Total	\$ 37,247	\$ 169,978	\$ 85,207	\$ 330,294	\$ 230,250
Annual Percentage Change			128.76%	287.64%	-30.29%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	98-5 Arroyo Seco LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	611-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 11,258	\$ 2,174	\$ 6,787	\$ 4,098	\$ 4,306
70180 Purchased Water	0	0	0	3,371	3,540
70110 Maintenance Personnel	1,165	1,598	855	1,151	1,209
70115 Building/Facility Maint. Non-Routine	0	0	404	0	0
70140 Special Services	684	458	404	355	373
70200 Interfund Services	3,000	3,000	1,261	1,706	1,791
70240 Contractual Services	6,360	3,606	4,341	5,274	5,537
82708 Park Assessment Replacement	0	0	0	3,989	0
Total	\$ 22,467	\$ 10,836	\$ 14,052	\$ 19,944	\$ 16,756
Annual Percentage Change			-37.45%	41.93%	-15.98%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	98-3 Solana LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	612-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 4,704	\$ 7,584	\$ 6,383	\$ 5,460	\$ 5,733
70180 Purchased Water	0	0	0	4,896	5,141
70110 Maintenance Personnel	4,205	5,767	1,488	2,102	2,207
70115 Building/Facility Maint. Non-Routine	0	0	368	0	0
70140 Special Services	862	578	509	474	498
70200 Interfund Services	3,000	3,000	1,591	2,304	2,419
70240 Contractual Services	1,723	3,429	4,667	6,315	6,631
82708 Park Assessment Replacement	0	0	0	19,111	0
Total	\$ 14,494	\$ 20,358	\$ 15,006	\$ 40,662	\$ 22,629
Annual Percentage Change			3.53%	170.97%	-44.35%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	98-4 Birchwood Estates LLD Assessment District	Department:	Parks and Recreation
Fund/Division Number:	613-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 3,000	\$ 1,800	\$ 3,500	\$ 3,675
70180 Purchased Water	0	0	0	2,500	2,625
70110 Maintenance Personnel	2,229	3,057	1,636	2,202	2,312
70115 Building/Facility Maint. Non-Routine	0	0	294	0	0
70140 Special Services	536	359	317	367	386
70200 Interfund Services	3,000	3,000	990	1,860	1,952
70240 Contractual Services	0	6,984	1,427	6,960	7,308
82708 Park Assessment Replacement	0	0	0	13,878	0
Total	\$ 5,765	\$ 16,400	\$ 6,464	\$ 31,267	\$ 18,258
Annual Percentage Change			12.12%	383.71%	-41.61%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	99-3 Spa L	Department:	Parks and Recreation
Fund/Division Number:	614-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 13,477	\$ 15,585	\$ 31,074	\$ 24,454	\$ 25,678
70180 Purchased Water	0	0	0	24,825	26,065
70110 Maintenance Personnel	6,891	9,450	10,227	37,409	39,280
70115 Building/Facility Maint. Non-Routine	0	0	3,843	750	788
70140 Special Services	7,876	5,239	4,588	4,699	4,934
70145 Communication	17		629	660	693
70200 Interfund Services	10,000	10,000	14,224	22,203	23,313
70240 Contractual Services	7,684	79,352	61,774	92,662	97,295
82708 Park Assessment Replacement	0	0	0	131,977	0
Total	\$ 45,945	\$ 119,626	\$ 126,359	\$ 339,639	\$ 218,046
Annual Percentage Change			175.02%	168.79%	-35.80%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	99-4 California Grove	Department:	Parks and Recreation
Fund/Division Number:	615-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 3,675	\$ 895	\$ 2,100	\$ 2,205
70180 Purchased Water	0	0	0	1,045	1,098
70110 Maintenance Personnel	811	1,112	595	801	841
70115 Building/Facility Maint. Non-Routine	0	0	1,402	0	0
70140 Special Services	757	507	447	220	232
70200 Interfund Services	3,000	3,000	1,397	873	916
70240 Contractual Services	2,693	2,332	3,687	3,122	3,278
82708 Park Assessment Replacement	0	0	0	22,999	0
Total	\$ 7,261	\$ 10,626	\$ 8,423	\$ 31,160	\$ 8,570
Annual Percentage Change			16.00%	269.94%	-72.50%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	99-5 Deer Creek	Department:	Parks and Recreation
Fund/Division Number:	616-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 4,200	\$ 0	\$ 9,450	\$ 9,923
70180 Purchased Water	0	0	0	5,070	5,324
70110 Maintenance Personnel	0	0	20,454	16,918	17,764
70140 Special Services	1,429	1,219	813	1,812	1,902
70200 Interfund Services	3,000	3,000	2,542	7,829	8,221
70240 Contractual Services	0	81,539	0	37,125	33,756
82708 Park Assessment Replacement	0	0	0	211,431	92,553
Total	\$ 4,429	\$ 89,958	\$ 23,809	\$ 289,635	\$ 169,443
Annual Percentage Change			437.57%	1116.49%	-41.50%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	99-6 Trailside	Department:	Parks and Recreation
Fund/Division Number:	617-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 312	\$ 2,100	\$ 1,211	\$ 1,023	\$ 1,074
70180 Purchased Water	0	0	0	1,800	1,890
70110 Maintenance Personnel	507	695	372	450	473
70115 Building/Facility Maint. Non-Routine	0	0	1,764	0	0
70140 Special Services	723	479	422	210	220
70200 Interfund Services	3,000	3,000	1,320	834	876
70240 Contractual Services	1,189	6,084	5,243	3,481	3,655
82708 Park Assessment Replacement	0	0	0	11,879	0
Total	\$ 5,731	\$ 12,358	\$ 10,332	\$ 19,677	\$ 8,188
Annual Percentage Change			80.28%	90.45%	-58.39%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	99-7 Termo	Department:	Parks and Recreation
Fund/Division Number:	618-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 2,500	\$ 0	\$ 20,159	\$ 21,168
70180 Purchased Water	0	0	0	8,040	8,442
70110 Maintenance Personnel	0	0	11,752	3,954	4,152
70140 Special Services	2,923	1,959	1,725	2,049	2,151
70200 Interfund Services	5,000	5,000	5,395	10,417	10,938
70240 Contractual Services	0	42,017	2,139	52,814	55,454
82708 Park Assessment Replacement	0	0	0	64,920	0
Total	\$ 7,923	\$ 51,476	\$ 21,011	\$ 162,353	\$ 102,305
Annual Percentage Change			165.19%	672.70%	-36.99%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	99-8 Gerry Ryder	Department:	Parks and Recreation
Fund/Division Number:	619-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 3,000	\$ 7,580	\$ 5,419	\$ 5,689
70180 Purchased Water	0	0	0	9,000	9,150
70110 Maintenance Personnel	1,925	2,640	15,210	20,471	21,495
70115 Building/Facility Maint. Non-Routine	0	0	3,302	0	0
70140 Special Services	1,472	853	751	1,800	1,890
70200 Interfund Services	5,000	5,000	2,348	9,872	10,366
70240 Contractual Services	640	57,029	22,714	23,157	24,314
82708 Park Assessment Replacement	0	0	0	2,031	0
Total	\$ 9,037	\$ 68,522	\$ 51,905	\$ 71,750	\$ 72,904
Annual Percentage Change			474.36%	38.23%	1.61%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	99-9 Richmond America	Department:	Parks and Recreation
Fund/Division Number:	620-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 4,500	\$ 0	\$ 3,360	\$ 3,528
70180 Purchased Water	0	0	0	690	725
70110 Maintenance Personnel	9,171	12,577	10,338	16,217	17,028
70115 Building/Facility Maint. Non-Routine	0	0	515	0	0
70140 Special Services	2,102	1,418	1,206	1,771	1,859
70200 Interfund Services	5,000	5,000	3,765	8,973	9,421
70240 Contractual Services	0	37,593	10,697	52,910	55,556
82708 Park Assessment Replacement	0	0	0	53,353	0
Total	\$ 16,273	\$ 61,088	\$ 26,521	\$ 137,274	\$ 88,117
Annual Percentage Change			62.98%	417.60%	-35.81%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	00-2 Lyon Woodfield	Department:	Parks and Recreation
Fund/Division Number:	621-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 1,500	\$ 1,184	\$ 1,437	\$ 1,508
70180 Purchased Water	0	0	0	1,050	1,103
70110 Maintenance Personnel	0	0	446	601	631
70140 Special Services	916	571	503	218	229
70200 Interfund Services	3,000	3,000	1,572	804	845
70240 Contractual Services	0	2,160	763	3,415	3,585
82708 Park Assessment Replacement	0	0	0	4,942	0
Total	\$ 3,916	\$ 7,231	\$ 4,468	\$ 12,467	\$ 7,901
Annual Percentage Change			14.10%	179.03%	-36.62%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	00-3 CA Orchard	Department:	Parks and Recreation
Fund/Division Number:	622-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 5,861	\$ 1,525	\$ 4,306	\$ 19,853	\$ 20,844
70180 Purchased Water	0	0	0	330	347
70110 Maintenance Personnel	1,824	2,501	2,380	3,253	3,416
70115 Building/Facility Maint. Non-Routine	0	0	1,101	0	0
70140 Special Services	2,977	1,413	1,148	1,088	1,143
70200 Interfund Services	3,000	3,000	3,571	4,820	5,061
70240 Contractual Services	308	19,195	5,888	15,738	16,525
82708 Park Assessment Replacement	0	0	0	29,724	0
Total	\$ 13,970	\$ 27,634	\$ 18,394	\$ 74,806	\$ 47,336
Annual Percentage Change			31.67%	306.69%	-36.72%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	00-4 Brentwood Park	Department:	Parks and Recreation
Fund/Division Number:	623-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 2,000	\$ 12,150	\$ 6,510	\$ 6,836
70180 Purchased Water	0	0	0	14,637	15,369
70110 Maintenance Personnel	0	0	4,054	6,907	7,253
70115 Building/Facility Maint. Non-Routine	0	0	695	0	0
70140 Special Services	2,652	1,727	1,414	1,469	1,542
70200 Interfund Services	3,000	3,000	4,754	7,197	7,557
70240 Contractual Services	0	32,417	12,984	30,597	32,127
82708 Park Assessment Replacement	0	0	0	44,008	0
Total	\$ 5,652	\$ 39,144	\$ 36,051	\$ 111,325	\$ 70,684
Annual Percentage Change			537.85%	208.80%	-36.51%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	01-1 Laird Property	Department:	Parks and Recreation
Fund/Division Number:	624-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 0	\$ 0	\$ 2,100	\$ 2,205
70180 Purchased Water	0	0	0	720	756
70110 Maintenance Personnel	2,500	2,500	0	9,599	10,079
70140 Special Services	1,457	362	694	514	539
70200 Interfund Services	2,500	2,500	2,581	2,237	2,349
70240 Contractual Services	0	0	0	5,755	6,043
82708 Park Replacement	0	0	0	12,177	6,437
Total	\$ 6,457	\$ 5,362	\$ 3,275	\$ 33,102	\$ 28,408
Annual Percentage Change			-49.28%	910.75%	-14.18%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	02-2 Oakstreet (Schuler-Lyon)	Department:	Parks and Recreation
Fund/Division Number:	625-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 4	\$ 0	\$ 0	\$ 303	\$ 319
70200 Interfund Services	0	0	0	241	263
82708 Park Replacement	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,636</u>	<u>7,029</u>
Total	<u>\$ 4</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 7,180</u>	<u>\$ 7,611</u>
Annual Percentage Change					6.00%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	02-3 Apricot Way (Pringle)	Department:	Parks and Recreation
Fund/Division Number:	626-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 0	\$ 0	\$ 2,415	\$ 2,536
70180 Purchased Water	0	0	0	581	610
70110 Maintenance Personnel	0	0	0	7,758	8,146
70140 Special Services	2	0	0	545	577
70200 Interfund Services	0	0	0	2,419	2,540
70240 Contractual Services	0	0	0	8,903	9,348
82708 Park Replacement	0	0	0	13,693	14,736
Total	\$ 2	\$ 0	\$ 0	\$ 36,314	\$ 38,493
Annual Percentage Change					6.00%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	02-4 Braddock & Logan	Department:	Parks and Recreation
Fund/Division Number:	627-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 0	\$ 0	\$ 0	\$ 51	\$ 54
70200 Interfund Services	0	0	0	250	262
82708 Park Replacement	0	0	0	828	881
Total	\$ 0	\$ 0	\$ 0	\$ 1,129	\$ 1,197
Annual Percentage Change					6.02%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	02-5 Sandcreek & Brentwood Blvd.	Department:	Parks and Recreation
Fund/Division Number:	628-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 0	\$ 0	\$ 3	\$ 52	\$ 56
70200 Interfund Services	0	0	0	250	262
82708 Park Replacement	0	0	0	9,695	0
Total	\$ 0	\$ 0	\$ 3	\$ 9,997	\$ 318
Annual Percentage Change					-96.82%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	02-6 Balfour & John Muir	Department:	Parks and Recreation
Fund/Division Number:	629-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 0	\$ 0	\$ 839	\$ 882
70180 Purchased Water	0	0	0	300	315
70110 Maintenance Personnel	0	0	0	1,001	1,051
70140 Special Services	0	0	1	128	134
70200 Interfund Services	0	0	0	744	781
70240 Contractual Services	0	0	0	3,946	4,143
82708 Park Replacement	0	0	0	2,757	0
Total	\$ 0	\$ 0	\$ 1	\$ 9,715	\$ 7,306
Annual Percentage Change					-24.80%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	02-7 San Jose & Sand Creek	Department:	Parks and Recreation
Fund/Division Number:	630-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 0	\$ 0	\$ 5,879	\$ 6,174
70180 Purchased Water	0	0	0	300	315
70110 Maintenance Personnel	0	0	0	1,001	1,051
70140 Special Services	0	0	1	230	242
70200 Interfund Services	0	0	0	1,322	1,388
70240 Contractual Services	0	0	0	3,631	3,812
82708 Park Replacement	0	0	0	5,053	228
Total	\$ 0	\$ 0	\$ 1	\$ 17,416	\$ 13,210
Annual Percentage Change					-24.15%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	02-8 Lone Tree Arco	Department:	Parks and Recreation
Fund/Division Number:	631-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70140 Special Services	\$ 0	\$ 0	\$ 2	\$ 50	\$ 53
70200 Interfund Services	0	0	0	250	262
82708 Park Replacement	0	0	0	9,699	0
Total	\$ 0	\$ 0	\$ 2	\$ 9,999	\$ 315
Annual Percentage Change					-96.85%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	02-9 Balfour Plaza	Department:	Parks and Recreation
Fund/Division Number:	632-6101	Division:	Lighting & Landscape/Parks

Description

Pursuant to Section 22585 of the Streets and Highways Code, this Assessment District was formed to operate, maintain and service all the public landscaping improvements consisting of plant materials, shrubs, trees, ground cover, irrigation systems, pathways, hardscapes, walls, fences, lighting, creek landscaping and park and recreation facilities.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
70100 Utilities	\$ 0	\$ 0	\$ 0	\$ 735	\$ 772
70180 Purchased Water	0	0	0	165	173
70110 Maintenance Personnel	0	0	0	551	578
70140 Special Services	0	0	0	75	79
70200 Interfund Services	0	0	0	412	433
70240 Contractual Services	0	0	0	1,918	2,014
82708 Park Replacement	0	0	0	964	1,253
Total	\$ 0	\$ 0	\$ 0	\$ 4,820	\$ 5,302
Annual Percentage Change					10.00%

Budget For Fiscal Years 2003/04 - 2004/05

INTERNAL SERVICE FUNDS - RESERVES

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
Fund #										
700 Emergency Preparedness	\$ 2,000,000	\$ 3,150,000	\$ 0	\$ 5,150,000	\$ 200,000	\$ 25,000	\$ 5,325,000	\$ 250,000	\$ 35,000	\$ 5,540,000
701 Information Services	4,439	646,034	625,871	24,602	907,595	911,464	20,733	952,391	960,626	12,498
702 Vehicle/Equipment Replacement	1,402,372	1,406,512	785,293	2,023,591	1,631,551	1,151,798	2,503,344	1,857,834	1,546,244	2,814,934
703 Information Systems Replacement	767,497	375,057	319,793	822,761	337,835	386,793	773,803	341,210	486,793	628,220
704 Building Replacement Fund	574,669	361,980	259,699	676,950	465,716	493,111	649,555	465,716	447,214	668,057
705 Tuition Program	0	50,402	1,500	48,902	9,995	10,000	48,897	9,995	10,000	48,892
706 Fleet Maintenance	(8,185)	603,112	473,562	121,365	768,125	707,984	181,506	859,490	808,636	232,360
708 LLD Assessment Replacement	0	0	0	0	971,562	25,000	946,562	142,145	25,000	1,063,707
Total Internal Service Funds	\$ 4,740,792	\$ 6,593,097	\$ 2,465,718	\$ 8,868,171	\$ 5,292,379	\$ 3,711,150	\$ 10,449,400	\$ 4,878,781	\$ 4,319,513	\$ 11,008,668

Budget For Fiscal Years 2003/04 - 2004/05

INTERNAL SERVICE FUNDS - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
700 - Emergency Preparedness					
43300 Investment Income	\$ 0	\$ 0	\$ 150,000	\$ 200,000	\$ 250,000
47100 Proceeds - General Fund	0	3,000,000	3,000,000	0	0
47283 Proceeds - Community Development	1,000,000	0	0	0	0
47284 Proceeds - Engineering	1,000,000	0	0	0	0
Total Emergency Preparedness	\$ 2,000,000	\$ 3,000,000	\$ 3,150,000	\$ 200,000	\$ 250,000
701 - Information Services					
48100 Proceeds - General Fund	\$ 220,176	\$ 353,459	\$ 353,458	\$ 512,451	\$ 533,940
48230 Proceeds - City Wide	0	14,020	14,020	18,151	18,442
48283 Proceeds - Community Development	66,348	0	0	0	0
48284 Proceeds - Engineering	40,546	0	0	0	0
48301 Proceeds - Downtown RDA	0	3,494	3,494	10,554	10,835
48302 Proceeds - RDA Debt Service	0	1,747	1,747	5,536	5,684
48321 Proceeds - RDA North Admin	0	3,494	3,494	0	0
48335 Proceeds - CIP	39,440	60,438	60,438	82,740	90,164
48501 Proceeds - City Rentals	0	12,239	12,239	16,040	16,467
48520 Proceeds - Parks	10,566	94,778	54,527	62,099	63,754
48540 Proceeds - Solid Waste Enterprise	21,511	36,153	36,153	59,353	63,546
48560 Proceeds - Water Enterprise	38,703	53,618	53,617	71,835	78,969
48590 Proceeds - Wastewater Enterprise	23,959	35,126	35,126	47,661	48,931
48704 Proceeds - Building Replacement	2,826	4,073	4,073	8,007	8,220
48706 Proceeds - Fleet Maintenance	0	10,648	10,648	10,168	10,439
46635 Info Systems Services	41,005	0	0	0	0
46700 Other Income	163	0	0	0	0
46750 CIFP Personnel Reimbursement	1,402	0	0	0	0
43300 Interest Income	2,179	40,000	3,000	3,000	3,000
Total Information Services	\$ 508,824	\$ 723,287	\$ 646,034	\$ 907,595	\$ 952,391

Budget For Fiscal Years 2003/04 - 2004/05

INTERNAL SERVICE FUNDS - REVENUE

		2001/02	2002/03	2002/03	2003/04	2004/05
		Actual	Budget	Projected	Budget	Budget
<u>702 - Vehicle/Equipment Replacement Fund</u>						
48100	Proceeds - General Fund	\$ 407,449	\$ 760,000	\$ 767,450	\$ 841,562	\$ 902,751
48230	Proceeds - City Wide	9,763	9,763	9,763	12,222	12,548
48283	Proceeds - Community Development	47,321	0	0	0	0
48284	Proceeds - Engineering	26,583	0	0	0	0
48335	Proceeds - CIP	10,829	12,952	12,952	21,886	21,886
48520	Proceeds - Parks	19,454	36,186	34,864	25,358	25,358
48540	Proceeds - Solid Waste Enterprise	215,465	244,922	243,305	349,122	476,403
48560	Proceeds - Water Enterprise	119,732	114,866	114,866	112,326	116,913
48590	Proceeds - Wastewater Enterprise	122,883	129,398	131,015	136,531	144,431
48701	Proceeds - Information Services	10,045	10,045	10,045	10,045	10,045
48704	Proceeds - Building Replacement	0	3,798	3,798	14,329	14,329
48706	Proceeds - Fleet Maintenance	0	3,054	3,054	8,170	8,170
46700	Other	9,000	0	400	0	0
43300	Interest Income	58,430	125,000	75,000	100,000	125,000
Total Vehicle/Equipment Replacement		\$ 1,056,954	\$ 1,449,984	\$ 1,406,512	\$ 1,631,551	\$ 1,857,834
<u>703 - Information Systems Replacement</u>						
48100	Proceeds - General Fund	\$ 81,735	\$ 126,510	\$ 126,510	\$ 133,621	\$ 134,845
48230	Proceeds - City Wide	1,999	3,040	3,040	2,925	2,892
48283	Proceeds - Community Development	13,908	0	0	0	0
48284	Proceeds - Engineering	10,345	0	0	0	0
48301	Proceeds - RDA Downtown Administrative	0	1,928	772	1,608	1,608
48302	Proceeds - RDA Debt Service	0	0	386	402	402
48321	Proceeds - RDA North Admin	0	0	772	0	0
48335	Proceeds - CIP	24,063	23,817	23,817	24,082	24,898
48501	Proceeds - City Rentals	0	52,383	52,383	0	0
48520	Proceeds - Parks	1,936	25,832	15,148	13,925	13,925
48540	Proceeds - Solid Waste Enterprise	3,882	7,522	8,616	11,478	11,886
48560	Proceeds - Water Enterprise	7,644	12,104	12,104	12,087	13,047
48590	Proceeds - Wastewater Enterprise	4,038	8,667	8,668	8,754	8,754
48701	Proceeds - Information Services	89,580	95,067	95,068	100,364	100,364
48704	Proceeds - Building Replacement	540	1,008	1,008	1,416	1,416
48706	Proceeds - Fleet Maintenance	0	1,765	1,765	2,173	2,173
43300	Interest Income	22,309	30,000	25,000	25,000	25,000
Total Information Systems Replacement		\$ 261,979	\$ 389,643	\$ 375,057	\$ 337,835	\$ 341,210

Budget For Fiscal Years 2003/04 - 2004/05

INTERNAL SERVICE FUNDS - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
704 - Building Replacement Fund					
48100 Proceeds - General Fund	\$ 85,188	\$ 158,040	\$ 158,040	\$ 234,600	\$ 234,600
48283 Proceeds - Community Development	51,600	0	0	0	0
48284 Proceeds - Engineering	21,252	0	0	0	0
48335 Proceeds - CIP	30,000	30,000	30,000	36,000	36,000
48520 Proceeds - Parks	15,000	15,000	15,000	64,735	64,735
48540 Proceeds - Solid Waste Enterprise	10,200	11,040	11,040	18,620	18,620
48560 Proceeds - Water Enterprise	16,200	16,200	16,200	18,621	18,621
48590 Proceeds - Wastewater Enterprise	16,200	16,200	16,200	45,865	45,865
48701 Proceeds - Information Services	0	0	0	6,696	6,696
48706 Proceeds - Fleet Maintenance	0	0	0	15,579	15,579
43320 Rental Income	99,212	58,000	90,500	0	0
46700 Other Income	0	1,000	0	0	0
43300 Interest Income	26,472	50,000	25,000	25,000	25,000
Total Building Replacement	\$ 371,324	\$ 355,480	\$ 361,980	\$ 465,716	\$ 465,716
705 - Tuition Program					
48100 Proceeds - General Fund	\$ 0	\$ 29,280	\$ 29,282	\$ 5,888	\$ 5,888
48215 Proceeds - Youth and Family	0	220	221	44	44
48230 Proceeds - City Wide	0	1,191	1,191	234	234
48301 Proceeds - RDA Downtown Administrative	0	260	260	52	52
48302 Proceeds - RDA Debt Service	0	130	130	26	26
48321 Proceeds - RDA North Administrative	0	260	260	0	0
48335 Proceeds - CIP	0	3,628	3,628	729	729
48501 Proceeds - City Rentals	0	364	364	73	73
48520 Proceeds - Parks	0	2,745	2,745	552	552
48540 Proceeds - Solid Waste Enterprise	0	3,003	3,003	604	604
48560 Proceeds - Water Enterprise	0	3,634	3,634	731	731
48590 Proceeds - Wastewater Enterprise	0	2,953	2,953	594	594
48701 Proceeds - Information Systems	0	1,092	1,092	219	219
48704 Proceeds - Building Replacement	0	442	441	89	89
48706 Proceeds - Fleet Maintenance	0	798	798	160	160
43300 Interest Income	0	0	400	0	0
Total Tuition Program	\$ 0	\$ 50,000	\$ 50,402	\$ 9,995	\$ 9,995

Budget For Fiscal Years 2003/04 - 2004/05

INTERNAL SERVICE FUNDS - REVENUE

		2001/02	2002/03	2002/03	2003/04	2004/05
		Actual	Budget	Projected	Budget	Budget
706 - Fleet Maintenance						
48100	Proceeds - General Fund	\$ 88,502	\$ 142,808	\$ 142,808	\$ 179,011	\$ 194,779
48230	Proceeds - City Wide	4,588	4,070	4,070	9,590	10,262
48283	Proceeds - Community Development	22,939	0	0	0	0
48284	Proceeds - Engineering	11,470	0	0	0	0
48335	Proceeds - CIP	6,882	4,070	4,070	9,280	9,930
48520	Proceeds - Parks	9,176	17,319	14,911	11,600	12,412
48540	Proceeds - Solid Waste Enterprise	150,005	265,003	265,003	352,882	409,824
48560	Proceeds - Water Enterprise	67,625	59,906	59,906	67,541	72,269
48590	Proceeds - Wastewater Enterprise	76,370	101,704	101,704	116,446	126,889
48701	Proceeds - Information Services	4,588	4,070	4,070	4,582	4,903
48704	Proceeds - Building Replacement	0	2,035	2,035	6,874	7,355
48706	Proceeds - Fleet Maintenance	0	2,035	2,035	7,819	8,367
46700	Other Income	1,695	0	0	0	0
43300	Interest Income	270	2,500	2,500	2,500	2,500
Total Fleet Maintenance		\$ 444,110	\$ 605,520	\$ 603,112	\$ 768,125	\$ 859,490

Budget For Fiscal Years 2003/04 - 2004/05

INTERNAL SERVICE FUNDS - REVENUE

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
708 - LLD Assessment Replacement					
48603 Proceeds - 95-5 CA Spirit	\$ 0	\$ 0	\$ 0	\$ 76,458	\$ 0
48604 Proceeds - 95-6 Gerry Ranch	0	0	0	22,867	0
48605 Proceeds - 95-2 Hawthorn	0	0	0	50,604	0
48606 Proceeds - 95-7 Greystone	0	0	0	16,759	0
48609 Proceeds - 97-1 Hancock	0	0	0	129,130	19,028
48611 Proceeds - 98-5 Arroyo Seco	0	0	0	3,989	0
48612 Proceeds - 98-3 Solana	0	0	0	19,111	0
48613 Proceeds - 98-4 Birchwood Estates	0	0	0	13,878	0
48614 Proceeds - 99-3 Spa L	0	0	0	131,977	0
48615 Proceeds - 99-4 CA Grove	0	0	0	22,999	0
48616 Proceeds - 99-5 Deer Creek	0	0	0	211,431	92,553
48617 Proceeds - 99-6 Trailside	0	0	0	11,879	0
48618 Proceeds - 99-7 Termo	0	0	0	64,920	0
48619 Proceeds - 99-8 Gerry Ryder	0	0	0	2,031	0
48620 Proceeds - 99-9 Richmond AM	0	0	0	53,353	0
48621 Proceeds - 00-2 Lyon Woodfield	0	0	0	4,942	0
48622 Proceeds - 00-3 CA Orchard	0	0	0	29,724	0
48623 Proceeds - 00-4 Brentwood Park	0	0	0	44,008	0
48624 Proceeds - 01-1 Laird Property	0	0	0	12,177	6,437
48625 Proceeds - 02-2 Oakstreet (Schuler-Lyon)	0	0	0	6,636	7,029
48626 Proceeds - 02-3 Apricot Way (Pringle)	0	0	0	13,693	14,736
48627 Proceeds - 02-4 Braddock & Logan	0	0	0	828	881
48628 Proceeds - 02-5 Sand Creek & Brentwood B	0	0	0	9,695	0
48629 Proceeds - 02-6 Balfour & John Muir	0	0	0	2,757	0
48630 Proceeds - 02-7 San Jose & Sand Creek	0	0	0	5,053	228
48631 Proceeds - 02-8 Lone Tree Arco	0	0	0	9,699	0
48632 Proceeds - 02-9 Balfour Plaza	0	0	0	964	1,253
Total LLD Assessment Replacement	\$ 0	\$ 0	\$ 0	\$ 971,562	\$ 142,145
TOTAL INTERNAL SERVICES REVENUE	\$ 4,643,191	\$ 6,573,914	\$ 6,593,097	\$ 5,292,379	\$ 4,878,781

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Emergency Preparedness Fund	Department:	Finance Department
Fund/Division Number:	700-7001	Division:	Emergency Preparedness

Description

The purpose of this fund is to enable the City to be financially prepared to respond to a critical incident or catastrophic event. In some cases, state and federal agencies, charitable organizations, insurance and other sources have assisted communities by eventually providing some financial relief. However, the need for immediate access to sufficient City funds may be a critical factor in our ability to provide an efficient and effective response to an overwhelming incident.

Monies would be drawn on this account to fund additional full and part-time employee salaries, overtime, outside/additional personnel, experts, temporary shelter, emergency operating center(s), equipment, tools, supplies, subsistence, communication, transportation, forensics, specialty needs, cleanup, relief and/or any other need relevant to a crisis.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Supplies and Services	\$ 0	\$ 0	\$ 0	\$ 10,000	\$ 10,000
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>25,000</u>
Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 25,000</u>	<u>\$ 35,000</u>
Annual Percentage Change				100.00%	40.00%

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Information Services Fund	Department:	Finance & Information Systems
Fund/Division Number:	701-7101	Division:	Information Services

Description

The Information Services Division develops and coordinates the City's Information Systems needs. Goals include 1) development of long-range policies and standards for acquiring, maintaining and replacing equipment and software; and 2) responsive and on-going support and training for computer equipment software and for the telephone system.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 388,931	\$ 451,264	\$ 436,196	\$ 695,111	\$ 744,524
Supplies and Services	53,676	75,031	73,400	87,687	87,875
Internal Service	104,213	110,275	110,275	121,906	122,227
Capital Outlay	5,422	6,000	6,000	6,760	6,000
Total	\$ 552,242	\$ 642,570	\$ 625,871	\$ 911,464	\$ 960,626
Annual Percentage Change			13.33%	45.63%	5.39%

Commentary

Information Services Division added two additional staff members in Fiscal Year 2002/03 in order to keep pace with the demands of the City's growth.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Information Services Fund	Department:	Finance & Information Systems
Fund/Division Number:	701-7101	Division:	Information Services

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
Chief Information Systems Officer	0.00	0.00	0.00	1.00	1.00
Director of Finance and Info. Systems	0.20	0.20	0.20	0.20	0.20
Information Systems Manager	1.00	0.85	0.85	0.00	0.00
Administrative Assistant II	0.00	0.75	0.75	0.30	0.30
Administrative Secretary	0.20	0.00	0.00	0.20	0.20
GIS Coordinator	0.50	0.50	0.50	0.50	0.50
Information Systems Specialist I	1.00	0.00	0.00	0.00	0.00
Information Systems Technician I	0.00	1.00	1.00	2.00	2.00
Information Systems Technician II	2.00	1.50	1.50	1.50	1.50
Juv. Diversion Coord/IS Technician	0.00	0.40	0.40	0.00	0.00
Management Analyst	0.00	0.20	0.20	0.35	0.35
Webmaster	0.00	1.00	1.00	1.00	1.00
Total FTE	4.90	6.40	6.40	7.05	7.05

PERSONNEL SERVICES

50100 Salary - Regular	\$ 316,209	\$ 328,212	\$ 310,286	\$ 476,354	\$ 501,733
51200 Salary - Overtime	1,621	3,000	3,500	8,000	8,000
51205 Salary - Part-time	0	8,000	8,000	3,000	3,000
51305 Management Incentive	10	0	123	136	136
52300 Deferred Comp.	1,368	1,386	2,838	3,366	3,366
52305 Life Insurance	836	968	1,119	1,756	1,906
52310 Health Insurance	15,337	33,279	36,598	54,313	59,742
52311 Flexible Benefits Plan	106	80	83	83	83
52315 Dental Insurance	3,596	8,078	7,691	11,506	12,969
52316 Employee Assist Program	147	173	237	275	289
52318 Vision Care	1,606	1,752	2,266	2,496	3,003
52320 Retiree Medical	1,062	1,350	1,369	1,525	1,632
53400 Retirement	32,463	41,799	40,127	93,623	106,334
53405 Survivor Benefit	0	178	230	254	254
53410 Workers Comp. Ins.	7,721	11,348	11,148	22,907	25,308
53415 Medicare	4,519	4,823	4,658	7,001	7,369
53420 FICA	0	496	496	186	186
53425 LTD Insurance	2,330	6,342	5,427	8,332	9,214
Total	\$ 388,931	\$ 451,264	\$ 436,196	\$ 695,111	\$ 744,524

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Information Services Fund	Department:	Finance & Information Systems
Fund/Division Number:	701-7101	Division:	Information Services

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 4,588	\$ 1,050	\$ 7,200	\$ 1,050	\$ 1,050
60110 Publications, Dues, Licenses	200	500	200	500	500
70110 Equipment/Vehicle Maintenance	3,308	7,500	7,000	8,960	8,960
70130 Insurance	6,896	3,981	4,000	12,177	12,365
70140 Special Services	9,320	30,000	21,000	30,000	30,000
70145 Communication	3,336	2,500	2,500	3,500	3,500
70160 Travel, Lodging & Meals	2,278	2,500	2,500	3,500	3,500
70170 Training & Conferences	4,439	7,000	7,000	8,000	8,000
70240 Contractual Services	19,311	20,000	22,000	20,000	20,000
Total	\$ 53,676	\$ 75,031	\$ 73,400	\$ 87,687	\$ 87,875
<u>INTERNAL SERVICE</u>					
82702 Vehicle Replacement	\$ 10,045	\$ 10,045	\$ 10,045	\$ 10,045	\$ 10,045
82703 Information Systems	89,580	95,068	95,068	100,364	100,364
82704 Building Replacement Fund	0	0	0	6,696	6,696
82705 Tuition Program	0	1,092	1,092	219	219
82706 Fleet Maintenance	4,588	4,070	4,070	4,582	4,903
Total	\$ 104,213	\$ 110,275	\$ 110,275	\$ 121,906	\$ 122,227
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 6,760	\$ 6,000
90230 Equipment	5,422	6,000	6,000	0	0
Total	\$ 5,422	\$ 6,000	\$ 6,000	\$ 6,760	\$ 6,000

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Vehicle/Equipment Replacement Fund	Department:	Finance & Information Systems
Fund/Division Number:	702-7201	Division:	Vehicle/Equipment Replacement

Description

This fund provides a source of funding for scheduled vehicle and equipment replacement.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Supplies and Services	\$ 23,275	\$ 23,975	\$ 38,493	\$ 51,845	\$ 52,091
Capital Outlay	<u>169,922</u>	<u>740,968</u>	<u>746,800</u>	<u>1,099,953</u>	<u>1,494,153</u>
Total	<u>\$ 193,197</u>	<u>\$ 764,943</u>	<u>\$ 785,293</u>	<u>\$ 1,151,798</u>	<u>\$ 1,546,244</u>
Annual Percentage Change			306.47%	46.67%	34.25%

Commentary

The vehicle replacement fund will replace 24 vehicles in FY 2003/04.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Vehicle/Equipment Replacement Fund	Department:	Finance & Information Systems
Fund/Division Number:	702-7201	Division:	Vehicle/Equipment Replacement

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
70110 Equipment/Vehicle Maintenance	\$ 0	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
70130 Insurance	9,517	8,182	17,700	36,427	38,385
90000 Interest	13,758	10,793	10,793	5,418	3,706
Total	\$ 23,275	\$ 23,975	\$ 38,493	\$ 51,845	\$ 52,091
<u>CAPITAL OUTLAY</u>					
90010 Leases	\$ 0	\$ 96,800	\$ 96,800	\$ 31,825	\$ 31,825
90230 Equipment	169,922	644,168	650,000	1,068,128	1,462,328
Total	\$ 169,922	\$ 740,968	\$ 746,800	\$ 1,099,953	\$ 1,494,153

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Information Systems Replacement Fund	Department:	Finance & Information Systems
Fund/Division Number:	703-7301	Division:	Information Systems Replacement

Description

The purpose of this fund is to provide for the ongoing replacement of the information system such as computers and the phone system. Funding sources are from all City departmental budgets.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Supplies and Services	\$ 13,696	\$ 12,500	\$ 27,793	\$ 36,793	\$ 36,793
Capital Outlay	<u>4,657</u>	<u>304,704</u>	<u>292,000</u>	<u>350,000</u>	<u>450,000</u>
Total	<u>\$ 18,353</u>	<u>\$ 317,204</u>	<u>\$ 319,793</u>	<u>\$ 386,793</u>	<u>\$ 486,793</u>
Annual Percentage Change			1642.46%	20.95%	25.85%

Commentary

The increase in the 2003/04 budget is due to the new accounting software.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Information Systems Replacement Fund	Department:	Finance & Information Systems
Fund/Division Number:	703-7301	Division:	Information Systems Replacement

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 3,374	\$ 2,500	\$ 1,500	\$ 2,500	\$ 2,500
70110 Equipment/Vehicle Maintenance	4,559	5,000	2,000	5,000	5,000
70120 Rental of Land & Building	0	0	19,293	19,293	19,293
70140 Special Services	5,763	5,000	5,000	10,000	10,000
Total	\$ 13,696	\$ 12,500	\$ 27,793	\$ 36,793	\$ 36,793
<u>CAPITAL OUTLAY</u>					
80337 Transfer to Accounting Software	\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 200,000
90058 Information Systems	0	0	82,000	250,000	250,000
90230 Equipment	4,657	304,704	210,000	0	0
Total	\$ 4,657	\$ 304,704	\$ 292,000	\$ 350,000	\$ 450,000

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Building Replacement Fund	Department:	Parks and Recreation
Fund/Division Number:	704-7400 through 7412	Division:	Building Replacement Fund

Description

The purpose of this fund is to provide a source of funding for future city facilities. Funding sources are from all City departmental budgets and rental income from city-owned property.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 134,305	\$ 161,957	\$ 161,107	\$ 252,810	\$ 269,633
Supplies and Services	106,250	40,460	60,737	73,040	68,172
Internal Service	3,366	11,355	11,355	30,715	31,409
Capital Outlay	<u>75,522</u>	<u>48,256</u>	<u>26,500</u>	<u>136,546</u>	<u>78,000</u>
Total	<u><u>\$ 319,443</u></u>	<u><u>\$ 262,028</u></u>	<u><u>\$ 259,699</u></u>	<u><u>\$ 493,111</u></u>	<u><u>\$ 447,214</u></u>
Annual Percentage Change			-18.70%	89.88%	-9.31%

Commentary

Significant changes in 2002/03 and 2003/04 result from the addition of a custodian to set up, takedown and respond to emergencies that occur within City facilities, roof replacement at City Hall, addition of a trailer at the Solid Waste Division, the Community Center upgrade and additional funding for the Internal Service replacement funds..

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Building Replacement Fund	Department:	Parks and Recreation
Fund/Division Number:	704-7401 through 7412	Division:	Building Replacement Fund

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Facilities Manager	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Custodian	0.00	0.00	0.00	1.00	1.00
Total FTE	2.00	2.00	2.00	3.00	3.00

PERSONNEL SERVICES

50100 Salary - Regular	\$ 110,324	\$ 118,849	\$ 119,064	\$ 173,484	\$ 181,509
52300 Deferred Comp.	1,140	1,320	1,320	1,320	1,320
52305 Life Insurance	424	532	489	673	720
52310 Health Insurance	4,973	13,446	13,263	23,112	25,422
52311 Flexible Benefits Plan	0	80	83	83	83
52315 Dental Insurance	2,458	3,264	2,640	4,896	5,519
52316 Employee Assist Program	66	70	74	117	123
52318 Vision Care	738	708	708	1,062	1,278
53400 Retirement	11,668	15,370	15,398	34,097	38,468
53405 Survivor Benefit	0	72	72	108	108
53410 Workers Comp. Ins.	0	4,172	4,168	8,289	9,100
53415 Medicare	1,659	1,742	1,746	2,535	2,651
53425 LTD Insurance	855	2,332	2,083	3,034	3,333
Total	\$ 134,305	\$ 161,957	\$ 161,107	\$ 252,810	\$ 269,633

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Building Replacement Fund	Department:	Parks and Recreation
Fund/Division Number:	704-7401 through 7412	Division:	Building Replacement Fund

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
704-7400 Administration	\$ 3,690	\$ 3,911	\$ 8,737	\$ 23,478	\$ 17,925
704-7401 City Hall	51,464	4,000	6,000	0	0
704-7402 Community Development	8,654	3,000	1,000	8,000	8,000
704-7403 Health Center	0	3,000	4,000	10,562	11,247
704-7404 One Stop	0	0	2,000	2,000	2,000
704-7406 Community Building	22,873	5,000	17,000	20,000	20,000
704-7407 Police Building Replacement	13,299	0	0	0	0
704-7408 Chamber Bldg. Replacement	6,270	18,549	6,000	6,000	6,000
704-7410 Women's Club	0	0	6,000	0	0
704-7411 Library Building Replacement	0	3,000	10,000	3,000	3,000
Total	\$ 106,250	\$ 40,460	\$ 60,737	\$ 73,040	\$ 68,172
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 2,826	\$ 4,073	\$ 4,073	\$ 8,007	\$ 8,220
82702 Vehicle Replacement	0	3,798	3,798	14,329	14,329
82703 Information Systems	540	1,008	1,008	1,416	1,416
82705 Tuition Program	0	441	441	89	89
82706 Fleet Maintenance	0	2,035	2,035	6,874	7,355
Total	\$ 3,366	\$ 11,355	\$ 11,355	\$ 30,715	\$ 31,409
<u>CAPITAL OUTLAY</u>					
80336 Capital Improvement Program	\$ 50,000	\$ 0	\$ 0	\$ 65,546	\$ 50,000
90130 Buildings	9,375	0	0	46,000	28,000
90230 Equipment	16,147	48,256	26,500	25,000	0
Total	\$ 75,522	\$ 48,256	\$ 26,500	\$ 136,546	\$ 78,000

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Tuition Program Fund	Department:	Finance & Information Systems
Fund/Division Number:	705-7501	Division:	Tuition Program

Description

The purpose of this fund is to assist employees in continuing their education in order to either maintain or improve knowledge, skills and professional growth in their current position or profession. Eligible employees receive reimbursement for educational expenses for high school, college and university classes.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Supplies and Services	\$ 0	\$ 50,000	\$ 1,500	\$ 10,000	\$ 10,000
Total	\$ 0	\$ 50,000	\$ 1,500	\$ 10,000	\$ 10,000
Annual Percentage Change			100.00%	566.67%	0.00%

Commentary

The significant increase in the 2003/04 budget is the City expects more employees to use the program.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Fleet Maintenance	Department:	Public Works
Fund/Division Number:	706-7601	Division:	Fleet Maintenance

Description

In-house equipment repair and service was initiated when the City assumed Solid Waste collection responsibilities in 1993. Since then, the function has expanded to include all of Public Works equipment and recently to include the other City departments. This program represents the first year of the transition towards full time repair and servicing of equipment for the entire City.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 182,893	\$ 256,078	\$ 185,149	\$ 363,391	\$ 433,265
Supplies and Services	250,038	292,366	248,463	284,374	330,483
Internal Service	0	18,300	18,300	44,069	44,888
Capital Outlay	18,752	21,650	21,650	16,150	0
Total	\$ 451,683	\$ 588,394	\$ 473,562	\$ 707,984	\$ 808,636
Annual Percentage Change			4.84%	49.50%	14.22%

Commentary

Fleet Maintenance anticipates expanding its operation to include P.M.'s and maintenance on the Police Department fleet. The division will also work to improve its computerized maintenance records.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Fleet Maintenance	Department:	Public Works
Fund/Division Number:	706-7601	Division:	Fleet Maintenance

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
Director of Public Works	0.12	0.12	0.12	0.17	0.17
Administrative Assistant II	0.00	0.50	0.50	0.45	0.45
Assistant Equipment Mechanic	2.00	2.00	2.00	2.00	2.00
Fleet Manager	0.00	0.00	0.00	1.00	1.00
Senior Equipment Mechanic	1.00	1.00	1.00	1.00	1.00
Total FTE	3.12	3.62	3.62	4.62	4.62

PERSONNEL SERVICES

50100 Salary - Regular	\$ 137,449	\$ 179,437	\$ 132,675	\$ 243,944	\$ 290,981
51200 Salary - Overtime	5,191	8,598	2,000	4,500	5,500
51305 Management Incentive	6	0	74	115	115
52300 Deferred Comp	0	158	158	1,544	224
52305 Life Insurance	230	392	374	662	563
52310 Health Insurance	14,337	24,337	17,913	35,592	39,150
52311 Flexible Benefits Plan	0	80	83	83	83
52315 Dental Insurance	3,320	5,908	4,276	7,540	8,499
52316 Employee Assist Program	84	127	134	180	189
52318 Vision Care	910	1,281	1,281	1,635	1,968
53400 Retirement	14,288	23,205	17,158	47,945	61,669
53405 Survivor Benefit	0	130	130	166	166
53410 Workers Comp. Ins.	4,035	6,300	4,645	11,656	14,589
53415 Medicare	1,997	2,604	1,927	3,561	4,224
53425 LTD Insurance	1,046	3,521	2,321	4,267	5,344
Total	\$ 182,893	\$ 256,078	\$ 185,149	\$ 363,391	\$ 433,265

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Fleet Maintenance	Department:	Public Works
Fund/Division Number:	706-7601	Division:	Fleet Maintenance

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 2,626	\$ 2,000	\$ 2,940	\$ 3,500	\$ 3,000
60110 Publications, Dues, Licenses	42	300	220	300	300
60130 Clothing Expense	1,501	2,520	2,500	2,520	2,520
60132 Safety Supplies	1,633	1,500	1,092	1,500	1,500
60140 Special Supplies	171,186	210,000	210,000	200,000	225,000
70100 Utility Services	7,581	7,000	6,325	8,000	8,500
70110 Equipment/Vehicle Maintenance	2,570	3,605	852	22,500	42,500
70115 Building/Facility Maintenance	5,318	1,600	816	1,600	1,800
70125 Rental of Equipment	10,668	3,800	5,320	4,800	5,000
70130 Insurance	3,936	2,297	2,500	6,204	6,913
70140 Special Services	35,421	5,000	1,300	3,000	3,000
70142 Permits/Fees/Tolls	0	0	8	300	300
70145 Communication	2,530	3,150	2,292	3,150	3,150
70150 Advertising	451	263	1,146	1,000	1,000
70160 Travel, Lodging & Meals	448	2,625	500	3,000	3,000
70170 Training & Conferences	1,424	2,500	500	3,000	3,000
70240 Contractual Services	2,703	34,000	10,152	20,000	20,000
80450 Leased Vehicle	0	10,206	0	0	0
Total	\$ 250,038	\$ 292,366	\$ 248,463	\$ 284,374	\$ 330,483
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 10,648	\$ 10,648	\$ 10,168	\$ 10,439
82702 Vehicle Replacement	0	3,054	3,054	8,170	8,170
82703 Information Systems	0	1,765	1,765	2,173	2,173
82704 Building Replacement Fund	0	0	0	15,579	15,579
82705 Tuition Program	0	798	798	160	160
82706 Fleet Maintenance	0	2,035	2,035	7,819	8,367
Total	\$ 0	\$ 18,300	\$ 18,300	\$ 44,069	\$ 44,888
<u>CAPITAL OUTLAY</u>					
90058 Information Systems	\$ 0	\$ 0	\$ 0	\$ 3,000	\$ 0
90230 Equipment	18,752	21,650	21,650	13,150	0
Total	\$ 18,752	\$ 21,650	\$ 21,650	\$ 16,150	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	LLD Assessment Replacement	Department:	Finance & Information Systems
Fund/Division Number:	708-7801	Division:	LLD Assessment Replacement

Description

The fund provides a source of funding for scheduled and on-going replacement of fixed assets.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 25,000	\$ 25,000
Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>
Annual Percentage Change					0.00%

Budget For Fiscal Years 2003/04 - 2004/05

DEBT SERVICE FUNDS - SUMMARY OF FUND BALANCES

	Fund Balance & Reserves at 6/30/02	2002/03		Fund Balance & Reserves at 6/30/03	2003/04		Fund Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Actual Revenues 02/03	Actual Expenditures 02/03		Budget Revenues 03/04	Budget Appropriations 03/04		Budget Revenues 04/05	Budget Appropriations 04/05	
Debt Service Funds										
445 CIP 2001 Revenue Bonds	\$ 2,010,559	\$ 2,427,900	\$ 1,947,900	\$ 2,490,559	\$ 2,490,000	\$ 2,097,075	\$ 2,883,484	\$ 2,490,000	\$ 2,102,607	\$ 3,270,877
447 ABAG - XXVI	228,747	321,155	320,445	229,457	86,198	315,655	0	0	0	0
448 General Obligation Bonds	30,357	261,000	208,666	82,691	267,860	265,860	84,691	263,660	261,660	86,691
450 Lease/Purchase - Streets	0	73,324	73,324	0	73,324	73,324	0	73,324	73,324	0
Assessment Districts										
428 1993 Reassessment District	943,061	580,028	704,145	818,944	570,000	712,928	676,016	570,000	724,425	521,591
439 CIFP 2002-1 Assessment District	0	1,183,314	448,017	735,297	466,801	1,197,098	5,000	1,200,651	1,200,651	5,000
440 2002 A & B Refinance Bonds	0	563,504	563,504	0	1,325,607	1,325,607	0	1,330,474	1,330,474	0
441 CIFP 94-1 Assessment District	5,274,853	3,436,141	3,242,350	5,468,644	3,400,000	3,196,834	5,671,810	3,410,700	3,210,719	5,871,791
442 CIFP 98-1 Assessment District	1,262,329	728,829	1,444,166	546,992	725,000	723,716	548,276	725,000	726,246	547,030
443 CIFP 99-1 Assessment District	1,172,711	659,171	294,002	1,537,880	665,000	668,391	1,534,489	665,000	670,728	1,528,761
444 CIFP 00-1 Assessment District	1,854,213	1,004,124	989,500	1,868,837	995,000	996,951	1,866,886	1,005,000	1,000,831	1,871,055
465 CIFP 92-1, 96R Refinance Assessment District	2,348,052	1,679,797	2,021,308	2,006,541	1,685,000	1,671,138	2,020,403	1,685,000	1,671,426	2,033,977
Total Debt Service Funds	\$ 15,124,882	\$ 12,918,287	\$ 12,257,327	\$ 15,785,842	\$ 12,749,790	\$ 13,244,577	\$ 15,291,055	\$ 13,418,809	\$ 12,973,091	\$ 15,736,773

Budget For Fiscal Years 2003/04 - 2004/05

DEBT SERVICE FUNDS - SUMMARY OF REVENUES

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>445 - CIP 2001 Revenue Bonds</u>					
43300 Investment Income	\$ 70,826	\$ 90,000	\$ 90,000	\$ 100,000	\$ 100,000
47251 Transfer from Roadway	0	0	400,000	400,000	400,000
49900 Advance from RDA	160,000	1,704,000	1,937,900	1,990,000	1,990,000
Total CIP 2001 Revenue Bonds	\$ 230,826	\$ 1,794,000	\$ 2,427,900	\$ 2,490,000	\$ 2,490,000
<u>447 - ABAG Loan - XXVI - COP's</u>					
43300 Investment Income	\$ 5,202	\$ 10,000	\$ 2,500	\$ 2,000	\$ 0
49900 Advance from RDA	300,000	309,000	318,655	84,198	0
Total ABAG Loan -XXVI - COP's	\$ 305,202	\$ 319,000	\$ 321,155	\$ 86,198	\$ 0
<u>448 - General Obligation Bond</u>					
43300 Investment Income	\$ 8,932	\$ 2,000	\$ 0	\$ 2,000	\$ 2,000
49900 Tax Levy	0	208,000	261,000	265,860	261,660
Total General Obligation Bond	\$ 8,932	\$ 210,000	\$ 261,000	\$ 267,860	\$ 263,660
<u>450-4104 - Lease/Purchase - Streets</u>					
47100 Transfer from General Fund	\$ 0	\$ 0	\$ 73,324	\$ 73,324	\$ 73,324
Total Lease/Purchase - Streets	\$ 0	\$ 0	\$ 73,324	\$ 73,324	\$ 73,324

Budget For Fiscal Years 2003/04 - 2004/05

DEBT SERVICE FUNDS - SUMMARY OF REVENUES

ASSESSMENT DISTRICTS	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>428 - 1993 Reassessment District</u>					
40065 Improvement Bond	\$ 690,569	\$ 740,000	\$ 575,028	\$ 565,000	\$ 565,000
43300 Investment Income	10,854	25,000	5,000	5,000	5,000
Total 1993 Reassessment District	\$ 701,423	\$ 765,000	\$ 580,028	\$ 570,000	\$ 570,000
<u>439 - CIPF 2002-1 Assessment District</u>					
40065 Improvement Bond	\$ 0	\$ 0	\$ 1,174,314	\$ 448,801	\$ 1,182,651
43300 Investment Income	0	0	9,000	18,000	18,000
Total CIPF 2002-1 Assessment District	\$ 0	\$ 0	\$ 1,183,314	\$ 466,801	\$ 1,200,651
<u>440 - Series 2002 A & B Refinance</u>					
47442 CIPF 98-1 Transfer	\$ 0	\$ 0	\$ 293,002	\$ 689,216	\$ 691,746
47443 CIPF 99-1 Transfer	0	0	270,502	636,391	638,728
Total Series 2002 A & B Refinance	\$ 0	\$ 0	\$ 563,504	\$ 1,325,607	\$ 1,330,474
<u>441 - CIPF 94-1 Assessment District</u>					
40065 Improvement Bond	\$ 3,203,520	\$ 3,035,000	\$ 3,236,141	\$ 3,200,000	\$ 3,210,700
43300 Investment Income	186,625	200,000	200,000	200,000	200,000
Total CIPF 94-1 Assessment District	\$ 3,390,145	\$ 3,235,000	\$ 3,436,141	\$ 3,400,000	\$ 3,410,700
<u>442 - CIPF 98-1 Assessment District</u>					
40065 Improvement Bond	\$ 714,058	\$ 686,899	\$ 723,829	\$ 725,000	\$ 725,000
43300 Investment Income	20,254	50,000	5,000	0	0
Total CIPF 98-1 Assessment District	\$ 734,312	\$ 736,899	\$ 728,829	\$ 725,000	\$ 725,000
<u>443 - CIPF 99-1 Assessment District</u>					
40065 Improvement Bond	\$ 686,950	\$ 608,000	\$ 656,171	\$ 665,000	\$ 665,000
43300 Investment Income	18,888	55,000	3,000	0	0
Total CIPF 99-1 Assessment District	\$ 705,838	\$ 663,000	\$ 659,171	\$ 665,000	\$ 665,000

Budget For Fiscal Years 2003/04 - 2004/05

DEBT SERVICE FUNDS - SUMMARY OF REVENUES

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>444 - CIFP 00-1 Assessment District</u>					
40065 Improvement Bond	\$ 984,044	\$ 957,000	\$ 990,624	\$ 980,000	\$ 990,000
43300 Investment Income	28,659	25,000	13,500	15,000	15,000
47344 Tsf. From CIFP 2000-01	903	0	0	0	0
Total CIFP 00-1Assessment District	\$ 1,013,606	\$ 982,000	\$ 1,004,124	\$ 995,000	\$ 1,005,000
<u>465 - CIFP 92-1, 96R Refinance Assessment District</u>					
40065 Improvement Bond	\$ 1,725,085	\$ 1,697,085	\$ 1,609,797	\$ 1,610,000	\$ 1,610,000
43300 Investment Income	53,460	70,000	70,000	75,000	75,000
Total CIFP 92-1, 96R Refinance Assessment Dist.	\$ 1,778,545	\$ 1,767,085	\$ 1,679,797	\$ 1,685,000	\$ 1,685,000

Budget For Fiscal Years 2003/04 - 2004/05

DEBT SERVICE FUNDS - SUMMARY OF EXPENDITURES

Description

This fund provides a summary of the accumulation of resources to pay debt obligations incurred by the City to finance City Capital Improvement Projects and the purchase of equipment.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>445 - CIP 2001 Revenue Bonds</u>					
70140 Special Services	\$ 3,925	\$ 0	\$ 10,000	\$ 10,000	\$ 10,000
90000 Interest	0	1,348,317	1,492,900	1,477,075	1,457,607
90010 Loan Principal	0	445,000	445,000	610,000	635,000
Total CIP 2001 Revenue Bonds	\$ 3,925	\$ 1,793,317	\$ 1,947,900	\$ 2,097,075	\$ 2,102,607
<u>447 - ABAG XXVI - COP's</u>					
70140 Special Services	\$ 1,961	\$ 0	\$ 1,790	\$ 895	\$ 0
90000 Interest	55,556	28,655	28,655	9,760	0
90010 Loan Principal	270,000	290,000	290,000	305,000	0
Total ABAG XXVI - COP's	\$ 327,517	\$ 318,655	\$ 320,445	\$ 315,655	\$ 0
<u>448 - General Obligation Bonds</u>					
90000 Interest	\$ 0	\$ 208,000	\$ 208,666	\$ 160,860	\$ 156,660
90010 Loan Principal	0	0	0	105,000	105,000
Total General Obligation Bonds	\$ 0	\$ 208,000	\$ 208,666	\$ 265,860	\$ 261,660
<u>450-4104 - Lease/Purchase - Streets</u>					
90000 Interest	\$ 1,312	\$ 0	\$ 0	\$ 8,479	\$ 6,455
90010 Loan Principal	24,846	0	73,324	64,845	66,869
Total Lease/Purchase - Streets	\$ 26,158	\$ 0	\$ 73,324	\$ 73,324	\$ 73,324

Budget For Fiscal Years 2003/04 - 2004/05

DEBT SERVICE FUNDS - SUMMARY OF EXPENDITURES

Description

This fund provides a summary of the accumulation of resources to pay debt obligations incurred by the City to finance City Capital Improvement Projects and the purchase of equipment.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>ASSESSMENT DISTRICTS</u>					
<u>428 - 1993 Reassessment District</u>					
70140 Special Services	\$ 7,980	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000
70200 Administration	6,044	6,000	6,500	7,000	7,000
90000 Interest	206,947	236,596	172,645	145,928	117,425
90010 Loan Principal	455,000	510,000	510,000	545,000	585,000
Total 1993 Reassessment District	\$ 675,971	\$ 762,596	\$ 704,145	\$ 712,928	\$ 724,425
<u>439 - CIPF 2002-1 Debt Service</u>					
70140 Special Services	\$ 0	\$ 0	\$ 3,000	\$ 7,500	\$ 7,500
70200 Administration	0	0	3,000	6,500	6,500
90000 Interest	0	0	442,017	933,098	926,651
90010 Loan Principal	0	0	0	250,000	260,000
Total CIPF 2002-1 Debt Service	\$ 0	\$ 0	\$ 448,017	\$ 1,197,098	\$ 1,200,651
<u>440 - Series 2002 A & B Refinance</u>					
70140 Special Services	\$ 0	\$ 0	\$ 1,000	\$ 2,500	\$ 2,500
70200 Administration	0	0	0	2,500	2,500
90000 Interest	0	110,500	562,504	898,607	887,474
90010 Loan Principal	0	0	0	422,000	438,000
Total Series 2002 A & B Refinance	\$ 0	\$ 110,500	\$ 563,504	\$ 1,325,607	\$ 1,330,474
<u>441 - CIPF 94-1 Assessment District</u>					
70140 Special Services	\$ 87,397	\$ 60,000	\$ 75,000	\$ 80,000	\$ 85,000
70200 Administration	29,700	30,000	32,000	35,000	40,000
90000 Interest	2,335,771	2,334,604	2,325,350	2,241,834	2,200,719
90010 Loan Principal	1,110,000	810,000	810,000	840,000	885,000
Total CIPF 94-1 Assessment District	\$ 3,562,868	\$ 3,234,604	\$ 3,242,350	\$ 3,196,834	\$ 3,210,719

Budget For Fiscal Years 2003/04 - 2004/05

DEBT SERVICE FUNDS - SUMMARY OF EXPENDITURES

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>442 - CIFP 98-1 Assessment District</u>					
70140 Special Services	\$ 27,120	\$ 20,000	\$ 20,000	\$ 22,000	\$ 22,000
70200 Administration	8,979	10,000	10,000	12,500	12,500
80440 Transfer to Series 2002 A & B	0	0	293,002	689,216	691,746
90000 Interest	536,038	546,899	0	0	0
90010 Loan Principal	150,000	160,000	1,121,164	0	0
Total CIFP 98-1 Assessment District	\$ 722,137	\$ 736,899	\$ 1,444,166	\$ 723,716	\$ 726,246
<u>443 - CIFP 99-1 Debt Service</u>					
70140 Special Services	\$ 22,362	\$ 20,000	\$ 20,000	\$ 22,000	\$ 22,000
70200 Administration	3,225	3,500	3,500	10,000	10,000
80440 Transfer to Series 2002 A & B	0	0	270,502	636,391	638,728
90000 Interest	506,309	504,300	0	0	0
90010 Loan Principal	130,000	135,000	0	0	0
Total CIFP 99-1 Debt Service	\$ 661,896	\$ 662,800	\$ 294,002	\$ 668,391	\$ 670,728
<u>444 - CIFP 2000-1 Debt Service</u>					
70140 Special Services	\$ 13,128	\$ 15,000	\$ 20,000	\$ 22,000	\$ 25,000
70200 Administration	8,635	3,500	9,500	10,000	10,000
90000 Interest	783,231	783,231	780,000	774,951	765,831
90010 Loan Principal	0	180,000	180,000	190,000	200,000
Total CIFP 2000-1 Debt Service	\$ 804,994	\$ 981,731	\$ 989,500	\$ 996,951	\$ 1,000,831
<u>465 - CIFP 92-1, 96R Refinance Assessment District</u>					
70140 Special Services	\$ 38,589	\$ 40,000	\$ 44,000	\$ 45,000	\$ 45,000
70200 Administration	17,626	20,000	18,900	25,000	25,000
90000 Interest	499,134	1,017,085	1,268,408	876,138	841,426
90010 Loan Principal	0	690,000	690,000	725,000	760,000
Total CIFP 92-1, 96R Refinance Assessment District	\$ 555,349	\$ 1,767,085	\$ 2,021,308	\$ 1,671,138	\$ 1,671,426



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Brentwood Redevelopment Agency

List of Officers Fiscal Years 2003/04 - 2004/05

Brian Swisher
Chairman

Annette Beckstrand
Vice-Chairman

Ana B. Gutierrez
Bill Hill
Pete Petrovich
Board Members

Submitted by
John Stevenson
Executive Director

Pamela Ehler
Agency Treasurer

Gina Rozenski
Redevelopment/Economic Development Analyst

Brentwood Redevelopment Agency



Divisions

*North Brentwood
Downtown*

Summarized herein are all revenues received by the Agency and expenditures associated with the Debt Service Fund, Operating/Administration/Capital Project Fund, and Housing Fund. This budget details revenues and expenditures for the two merged redevelopment project areas and the Low-Moderate Housing Fund. Additionally, the budget details all debt repayments anticipated for the fiscal year as well as Capital projects that are funded by the Agency. Some Agency funds are transferred to the City for funding of City Capital Improvement Projects as detailed in the City's CIP Budget.

Mission Statement

*It is the mission of the **Brentwood Redevelopment Agency** to implement redevelopment projects in support of the City of Brentwood and to promote, establish, develop and support economic development, business and affordable housing opportunities with the Brentwood Redevelopment Project and the Merged Redevelopment Project Areas.*

Brentwood Redevelopment Agency

Services

Operating/Administration/Capital Projects

Debt Service

Low-Moderate Housing

Department Accomplishments

- Commenced the Downtown Parking Structure Study
- Finalized the Reimbursement Agreement for roadway improvements at Sand Creek Business Center and Gregory Ranch
- Adopted three Amendments to the Redevelopment Plans
- Adopted and implemented Business Relocation Assistance Program
- Finalized Reimbursement Agreement with City for infrastructure improvements at Sunset Industrial Complex
- Funded the restoration of the Delta Theater marquee
- Funded the acquisition and construction of three surface parking lots in Downtown, adding 93 spaces
- Funded the Downtown summertime concert series
- Partially funded the Downtown marketing plan co-sponsored with the Brentwood Chamber of Commerce
- Funded reconstruction of Brentwood Boulevard, between Spruce Street and Sycamore Avenue
- Finalized negotiations with Brentwood Ready Mix for relocation to Sunset Industrial Complex
- Funded water and/or sewer improvements for 47 households and six businesses in North Brentwood Project Area
- Finalized DDA with RHS Construction for development of nine sfr's to be offered first to Brentwood residents and workers
- Finalized DDA with Christian Church Homes for development of 40 VL senior apartments
- Commenced the Economic Strategic Plan Studies for Downtown and North Brentwood Project Areas
- Purchased lot on Oak St. and Walnut Blvd. for ultimate assemblage of parcels and development of retail/restaurant site
- Established the Project Area Committee
- Funded new and replacement street lights in Village Drive neighborhood
- Repaid City loans in the amount of \$2,258,000
- Adopted Mid-term Progress report on 5-Year Implementation Plan

Brentwood Redevelopment Agency

Department Goals

- Continue the Downtown Parking Structure Study; manage and implement recommended goals and objectives
- Consider negotiating a Reimbursement Agreement for roadway improvements at Central Business Park, a 40-acre, mixed-use commercial and housing project
- Continue implementation of Business Relocation Assistance Program
- Support reinvestment projects in the Downtown such as special events and marketing programs
- Consider funding reconstruction of Brentwood Boulevard between Lone Tree Way and Grant Street
- Consider funding extension of O'Hara Avenue to Second Street at Central Boulevard
- Continue funding water and/or sewer improvements in North Brentwood Project Area
- Consider partially funding the Downtown and North Brentwood Boulevard Corridor Specific Plans
- Consider funding water and sewer improvements in Downtown to support parking structure
- Continue the Economic Strategic Plan Studies for Downtown and North Brentwood Project Areas; manage and implement approved recommendations
- Prepare RFP for solicitation of interested developers for assemblage and development of retail/restaurant site on southeast corner of Oak Street and Walnut Boulevard; negotiate and prepare DDA
- Continue staffing the Project Area Committee
- Manage and monitor the Casitas Del Sol housing project in accordance with DDA
- Manage and monitor the Sycamore Place II housing project in accordance with DDA
- Monitor the repayment from City of RDA loan for infrastructure costs at Sunset Industrial Complex
- Manage and monitor the financial assistance to Sand Creek Business Park and Gregory Ranch projects
- Develop, recommend and implement long-term housing strategies, plans and programs for Agency housing goals
- Continue to participate in affordable housing developments within Merged Redevelopment Project Areas
- Consider bonding capacity and strategies in light of proposed State budget cuts
- Consider expanding commercial, retail and industrial opportunities to promote long-term development growth within the Merged Redevelopment Project Areas
- Prepare Third 5-year Implementation Plan and Second 10-year Housing Production Plan



Budget For Fiscal Years 2003/04 - 2004/05

REDEVELOPMENT AGENCY TEN YEAR PROJECTION

	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12
Fund Balance 7/01	\$ 17,955,928	\$ 14,393,955	\$ 15,339,988	\$ 12,689,356	\$ 12,467,177	\$ 12,273,933	\$ 12,166,192	\$ 12,170,152	\$ 12,350,592	\$ 12,726,058
Add:										
Revenues	6,656,720	8,379,122	4,872,653	4,273,066	4,528,269	4,812,387	5,126,082	5,480,811	5,860,290	6,266,249
Total Revenue	6,656,720	8,379,122	4,872,653	4,273,066	4,528,269	4,812,387	5,126,082	5,480,811	5,860,290	6,266,249
Less:										
Operations	10,218,693	7,433,090	7,523,285	4,495,245	4,721,513	4,920,128	5,122,122	5,300,371	5,484,824	5,675,696
Total Appropriations	10,218,693	7,433,090	7,523,285	4,495,245	4,721,513	4,920,128	5,122,122	5,300,371	5,484,824	5,675,696
Revenue Over(Under) Appropriations	(3,561,973)	946,032	(2,650,632)	(222,179)	(193,244)	(107,741)	3,960	180,440	375,466	590,553
Fund Balance 6/30	<u>\$ 14,393,955</u>	<u>\$ 15,339,988</u>	<u>\$ 12,689,356</u>	<u>\$ 12,467,177</u>	<u>\$ 12,273,933</u>	<u>\$ 12,166,192</u>	<u>\$ 12,170,152</u>	<u>\$ 12,350,592</u>	<u>\$ 12,726,058</u>	<u>\$ 13,316,611</u>

Budget For Fiscal Years 2003/04 - 2004/05

REDEVELOPMENT AGENCY BUDGET SUMMARY

	Fund Balance & Reserves at 6/30/02	2002/03		Balance & Reserves at 6/30/03	2003/04		Balance & Reserves at 6/30/04	2004/05		Fund Balance & Reserves at 6/30/05
		Projected Revenues 02/03	Projected Expenditures 02/03		Budget Revenues 03/04	Budget Expenditures 03/04		Budget Revenues 04/05	Budget Expenditures 04/05	
<u>Downtown Project</u>										
301 - Administration Fund	\$ 15,296,340	\$ 899,286	\$ 4,522,402	\$ 11,673,224	\$ 4,689,881	\$ 3,362,311	\$ 13,000,794	\$ 936,053	\$ 3,600,045	\$ 10,336,803
302 - Low & Mod Housing	1,716,147	923,271	811,943	1,827,475	789,848	1,398,424	1,218,899	839,320	1,129,128	929,091
303 - Debt Service	779,219	2,231,782	2,117,745	893,256	2,899,393	2,672,355	1,120,294	3,097,280	2,794,112	1,423,462
Total Downtown Project	17,791,706	4,054,339	7,452,090	14,393,955	8,379,122	7,433,090	15,339,988	4,872,653	7,523,285	12,689,356
<u>North Brentwood Project</u>										
321 - Administration Fund <i>Merged with Fund 301 July 1, 2003</i>	(3,882)	1,105,215	1,101,333	0	0	0	0	0	0	0
323 - Debt Service <i>Merged with Fund 303 July 1, 2003</i>	168,104	1,497,166	1,665,270	0	0	0	0	0	0	0
Total North Brentwood Project	164,222	2,602,381	2,766,603	0	0	0	0	0	0	0
Grand Total	\$ 17,955,928	\$ 6,656,720	\$ 10,218,693	\$ 14,393,955	\$ 8,379,122	\$ 7,433,090	\$ 15,339,988	\$ 4,872,653	\$ 7,523,285	\$ 12,689,356

Budget For Fiscal Years 2003/04 - 2004/05

REDEVELOPMENT AGENCY BUDGET - REVENUE

		2001/02	2002/03	2002/03	2003/04	2004/05
		Actual	Budget	Projected	Budget	Budget
301 - Administration & Projects						
43300	Investment Income	\$ 335,280	\$ 250,000	\$ 360,000	\$ 300,000	\$ 200,000
43324	Land Sale Proceeds	0	227,000	0	3,978,000	300,000
47300	Transfer from RDA-Project Fund	127,827	0	0	0	0
47303	Transfer from Downtown RDA DEBT	0	466,067	379,346	411,881	436,053
48336	Transfer from CIP Project (refund)	16,304	0	159,940	0	0
48445	Transfer from CIP 2001 Revenue Bond	16,341,937	0	0	0	0
49900	Proceeds from City	225,000	0	0	0	0
	Total Administration & Projects	\$ 17,046,348	\$ 943,067	\$ 899,286	\$ 4,689,881	\$ 936,053
302 - Low/Moderate Housing						
40075	Low Income Housing	\$ 584,617	\$ 556,237	\$ 653,271	\$ 719,848	\$ 769,320
43300	Investment Income	73,545	75,000	70,000	70,000	70,000
43324	Land Sale Proceeds	0	200,000	200,000	0	0
47322	Transfer from NBRDA-Low & Mod	126,400	0	0	0	0
48336	Transfer from CIP Project	80,800	0	0	0	0
	Total Low/Moderate Housing	\$ 865,362	\$ 831,237	\$ 923,271	\$ 789,848	\$ 839,320
303 - Debt Service						
40070	Tax Increment	\$ 1,523,085	\$ 1,492,213	\$ 1,675,394	\$ 2,879,393	\$ 3,077,280
43300	Investment Income	57,372	50,000	40,000	20,000	20,000
47323	Transfer from North Brentwood RDA Debt	0	0	516,388	0	0
48445	Transfer from CIP 2001 Revenue Bond	3,284,025	0	0	0	0
49900	Proceeds from City	5,800	0	0	0	0
	Total Debt Service	\$ 4,870,282	\$ 1,542,213	\$ 2,231,782	\$ 2,899,393	\$ 3,097,280



Budget For Fiscal Years 2003/04 - 2004/05

REDEVELOPMENT AGENCY BUDGET - REVENUE

		2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>321 - North Brentwood RDA Administration</u> <i>Moving to Redevelopment Agency Fund 301 effective July 1, 2003</i>						
43324	Land Sale Proceeds	\$ 0	\$ 1,393,920	\$ 0	\$ 0	\$ 0
47301	Transfer from Downtown RDA Admin	0	625,000	788,623	0	0
47323	Transfer from N BRWD RDA Debt Service	71,150	316,592	316,592	0	0
49900	Proceeds from City	<u>240,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total North Brentwood RDA Administration		\$ 311,150	\$ 2,335,512	\$ 1,105,215	\$ 0	\$ 0
 <u>323 - North Brentwood RDA Debt Service</u> <i>Moving to Redevelopment Agency Fund 303 effective July 1, 2003</i>						
40070	Tax Increment	\$ 815,383	\$ 732,736	\$ 937,691	\$ 0	\$ 0
43300	Investment Income	5,759	0	6,260	0	0
46700	Other Income	7,050	0	0	0	0
47321	Transfer from North Brentwood RDA Admin	0	554,000	553,215	0	0
49900	Proceeds from City	<u>9,587</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total North Brentwood RDA Debt Service		\$ 837,779	\$ 1,286,736	\$ 1,497,166	\$ 0	\$ 0
 TOTAL REDEVELOPMENT REVENUES		 <u>\$ 23,930,921</u>	 <u>\$ 6,938,765</u>	 <u>\$ 6,656,720</u>	 <u>\$ 8,379,122</u>	 <u>\$ 4,872,653</u>

Budget For Fiscal Years 2003/04 - 2004/05

REDEVELOPMENT AGENCY BUDGET - EXPENDITURES

Description

Summarized herein are expenditures associated with the Agency's Operating/Administration/Capital Project Fund, Housing Fund and Debt Service Fund. This budget details expenditures for the two merged redevelopment project areas, including all debt repayments, statutory and negotiated pass-through payments, financial participation in commercial, industrial and housing projects with public and private entities, operation and administration expenses of the Agency, and Capital Projects that are funded by the Agency. Agency funds are transferred to the City for funding of City Capital Improvement Projects as detailed in the City's Budget.

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel	\$ 13,109	\$ 322,629	\$ 323,736	\$ 403,476	\$ 437,834
Administration	380,050	200,000	200,000	250,000	275,000
Supplies and Services	62,679	84,119	104,185	142,151	150,247
Professional Services	237,537	470,910	294,800	554,000	730,200
Contribution to Other Agencies	105,855	1,307,135	74,699	2,485,000	775,000
Land	21,020	928,672	575,042	0	1,500,000
Capital Projects	789,239	5,608,159	6,075,542	1,337,989	1,296,945
Pass Thru Agreements	297,320	307,220	383,525	810,845	985,309
Debt Service	6,594,518	2,313,948	2,187,164	1,449,629	1,372,750
Total	\$ 8,501,327	\$ 11,542,792	\$ 10,218,693	\$ 7,433,090	\$ 7,523,285
Annual Percentage Change			20.20%	-27.26%	1.21%

Commentary

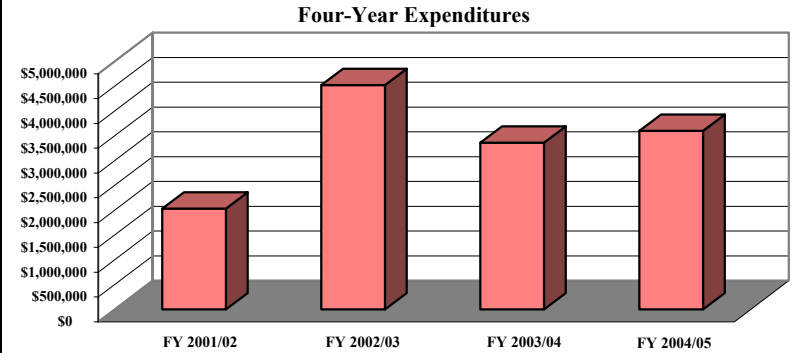
Agency funding of Capital Improvements has been consolidated with the Operating/Administration Fund. Due to the two redevelopment projects being financially merged in 2000, funds have been consolidated effectively reducing 5 funds to 3 acting funds for greater manageability. In February 2003, the Agency identified several Capital Improvement Projects, totaling approximately \$4.6M, to be financed by its remaining 2001 TAB proceeds over the next two year budget period. Pass-through agreement payments increase in 2003/04 due to a step-up in negotiated payments and implementation of statutory and ERAF payments.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title: General Fund	Department: Redevelopment Agency
Fund/Division Number: 301-0001	Division: Administration & Projects

Description

Summarized herein are expenditures for the Agency's Operating/Administration/Capital Project Fund. Included are identification of agency financial participation in both commercial and industrial projects with public and private entities, routine operating and administration expenses, and funding of selected capital improvement projects.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 5,243	\$ 129,427	\$ 132,639	\$ 189,403	\$ 204,582
Supplies and Services	279,569	453,076	345,637	2,242,586	1,022,076
Internal Service	0	4,526	4,526	12,214	12,495
Capital Outlay	1,749,041	4,077,450	4,039,600	918,108	2,360,892
Total	\$ 2,033,853	\$ 4,664,479	\$ 4,522,402	\$ 3,362,311	\$ 3,600,045
Annual Percentage Change			122.36%	-25.65%	7.07%

Commentary

Due to the two Redevelopment Project Areas being financially merged in 2000, the previously separated Operating/Administration Funds for each Project Area were consolidated into this Fund 301. Furthermore, Capital Projects funded by the Agency's 2001 TAB are included in this Fund 301. Personnel costs are appropriately allocated between Fund 301 and the Housing Fund 302. Agency financial participation in private projects is identified as "Contribution to Other Agencies". Revenues consist of interest income and land sales.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Redevelopment Agency	Department:	Redevelopment Agency
Fund/Division Number:	301-0001	Division:	Administration & Projects

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>BUDGETED STAFFING LEVEL</u>					
City Attorney	0.00	0.04	0.04	0.00	0.00
Accountant I	0.00	0.08	0.08	0.00	0.00
City Clerk/Director of Admin Servs	0.00	0.04	0.04	0.00	0.00
Director of Finance & Info Systems	0.00	0.06	0.06	0.00	0.00
Redevelopment Manager	0.00	0.40	0.40	0.60	0.60
City Manager	0.00	0.06	0.06	0.00	0.00
Economic Development Director	0.00	0.20	0.20	0.32	0.32
Redevelopment Technician	0.00	0.30	0.30	0.60	0.60
Total FTE	0.00	1.18	1.18	1.52	1.52

PERSONNEL SERVICES

50100	Salary - Regular	\$ 4,516	\$ 97,818	\$ 95,597	\$ 133,951	\$ 142,395
51200	Salary - Overtime	21	0	5,100	1,411	1,482
51205	Salary - Part-time	0	0	1,140	0	0
51305	Management Incentive	0	432	652	217	217
52300	Deferred Comp	0	1,162	1,162	1,214	1,214
52305	Life Insurance	6	488	473	652	732
52310	Health Insurance	169	7,933	7,627	11,710	12,880
52311	Flexible Benefits	0	80	83	83	83
52315	Dental Insurance	66	1,926	1,508	2,481	2,796
52316	Employee Assist Program	2	41	44	59	62
52318	Vision Care Benefits	24	418	418	538	648
53400	Retirement	345	12,417	12,363	26,327	30,178
53405	Survivor Benefit	0	42	42	55	55
53410	Workers Comp. Ins.	0	3,371	3,347	6,400	7,139
53415	Medicare	68	1,415	1,412	1,963	2,085
53425	Long Term Disability	26	1,884	1,672	2,343	2,615
Total		\$ 5,243	\$ 129,427	\$ 132,639	\$ 189,403	\$ 204,582

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Redevelopment Agency	Department:	Redevelopment Agency
Fund/Division Number:	301-0001	Division:	Administration & Projects

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 3,898	\$ 2,000	\$ 2,000	\$ 3,000	\$ 3,000
60110 Publications, Dues, Licenses	0	0	0	2,300	2,485
70120 Rental of Land & Buildings	0	0	12,460	10,961	11,509
70130 Insurance	733	1,112	1,112	3,325	3,372
70140 Special Services	5,652	26,800	27,485	65,300	69,610
70145 Communication	0	0	0	720	750
70150 Advertising	72	0	0	500	500
70160 Travel, Lodging & Meals	967	4,000	2,000	2,950	3,150
70170 Training & Conference Registrations	0	0	1,300	5,000	5,500
70190 Contributions to Other Agency	1,697	30,000	30,000	1,437,330	25,000
70200 Administration	161,235	80,000	80,000	200,000	220,000
70225 Professional Services	80,034	274,164	174,280	461,200	577,200
70239 Legal Services	16,868	35,000	15,000	50,000	100,000
90000 Interest Expense	8,413	0	0	0	0
Total	\$ 279,569	\$ 453,076	\$ 345,637	\$ 2,242,586	\$ 1,022,076
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 3,494	\$ 3,494	\$ 10,554	\$ 10,835
82703 Information Systems	0	772	772	1,608	1,608
82705 Tuition Program	0	260	260	52	52
Total	\$ 0	\$ 4,526	\$ 4,526	\$ 12,214	\$ 12,495

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Redevelopment Agency	Department:	Redevelopment Agency
Fund/Division Number:	301-0001	Division:	Administration & Projects

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>CAPITAL OUTLAY</u>					
80321 Transfer to N. Brentwood RDA Admin	\$ 0	\$ 625,000	\$ 788,623	\$ 0	\$ 0
82336 Transfer to CIP Projects	0	3,050,000	3,050,157	391,108	608,892
82520 Transfer to Parks and Recreation	0	0	0	150,000	0
82562 Transfer to Water Capital Projects	0	188,500	0	263,500	188,500
82592 Transfer to Sewer Capital Project II	0	171,000	162,000	110,500	60,500
90010 Loan Principal Expense	1,696,367	0	0	0	0
90051 Earthquake Revitalization	2,415	0	2,500	3,000	3,000
90100 Land/Right-of-Way	21,020	40,950	34,320	0	1,500,000
90110 Rehabilitation Program	27,500	0	0	0	0
90230 Equipment	1,739	2,000	2,000	0	0
Total	\$ 1,749,041	\$ 4,077,450	\$ 4,039,600	\$ 918,108	\$ 2,360,892

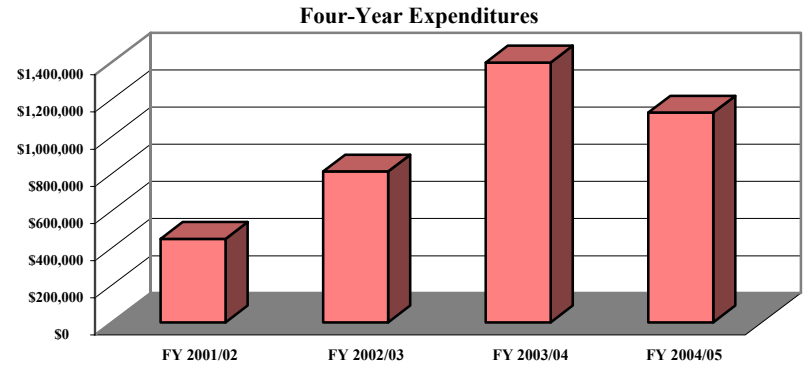


Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Redevelopment Agency	Department:	Redevelopment Agency
Fund/Division Number:	302-0001	Division:	Low/Moderate Housing

Description

Summarized herein are expenditures associated with the Agency's Low/Moderate Housing Fund. As mandated by Community Redevelopment Law, 20% of all tax increment revenues received by a redevelopment agency must be set-aside for the sole purpose of preserving, improving and increasing affordable housing within the redevelopment project area.



	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
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Expenditure Summary

Personnel Services	\$ 2,622	\$ 63,775	\$ 63,258	\$ 214,073	\$ 233,252
Supplies and Services	266,592	276,736	135,979	1,170,387	889,764
Internal Service	0	2,263	2,263	5,964	6,112
Capital Outlay	<u>180,430</u>	<u>540,722</u>	<u>610,443</u>	<u>8,000</u>	<u>0</u>
Total	<u>\$ 449,644</u>	<u>\$ 883,496</u>	<u>\$ 811,943</u>	<u>\$ 1,398,424</u>	<u>\$ 1,129,128</u>
Annual Percentage Change			80.57%	72.23%	-19.26%

Commentary

Proposed expenditures in support of the Agency's housing development programs for this two-year budget period include increased personnel costs, financial support of the Gregory Ranch town home project, development and implementation of long-term housing strategies, plans and programs, and compliance with Agency's 10-year housing production requirements.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Redevelopment Agency	Department:	Redevelopment Agency
Fund/Division Number:	302-0001	Division:	Low/Moderate Housing

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>BUDGETED STAFFING LEVEL</u>					
City Attorney	0.00	0.02	0.02	0.00	0.00
Accountant I	0.00	0.04	0.04	0.00	0.00
City Clerk/Director of Admin Service	0.00	0.02	0.02	0.00	0.00
Director of Finance & Info Systems	0.00	0.03	0.03	0.00	0.00
Redevelopment Manager	0.00	0.20	0.20	0.40	0.40
City Manager	0.00	0.03	0.03	0.00	0.00
Economic Development Director	0.00	0.10	0.10	0.08	0.08
Housing Manager	0.00	0.00	0.00	1.00	1.00
Redevelopment Technician	0.00	0.15	0.15	0.15	0.15
Total FTE	0.00	0.59	0.59	1.63	1.63

PERSONNEL SERVICES

50100	Salary - Regular	\$ 2,258	\$ 48,009	\$ 47,798	\$ 152,539	\$ 163,728
51200	Salary - Overtime	11	0	100	471	494
51305	Management Incentive	0	216	326	54	54
52300	Deferred Comp	0	581	581	1,954	1,954
52305	Life Insurance	3	244	237	878	991
52310	Health Insurance	84	3,967	3,813	12,558	13,813
52311	Flexible Benefits	0	0	0	83	83
52315	Dental Insurance	33	963	754	2,660	2,999
52316	Employee Assist Program	1	21	22	64	67
52318	Vision Care Benefits	12	209	209	577	694
53400	Retirement	173	6,209	6,181	29,980	34,700
53405	Survivor Benefit	0	21	21	59	59
53410	Workers Comp. Ins.	0	1,685	1,673	7,288	8,209
53415	Medicare	34	708	706	2,241	2,403
53425	Long Term Disability	13	942	836	2,668	3,007
Total		\$ 2,622	\$ 63,775	\$ 63,258	\$ 214,073	\$ 233,252

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Redevelopment Agency	Department:	Redevelopment Agency
Fund/Division Number:	302-0001	Division:	Low/Moderate Housing

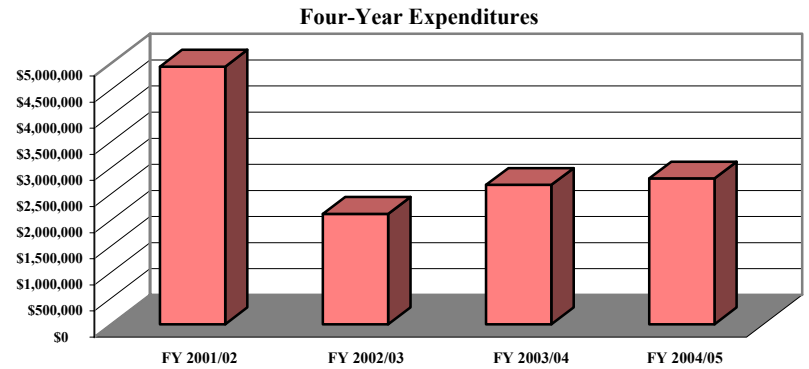
	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>SUPPLIES AND SERVICES</u>					
60100 Office Expense	\$ 989	\$ 1,500	\$ 1,500	\$ 2,000	\$ 2,100
60110 Publications, Dues, Licenses	0	0	0	700	775
70100 Utility Services	36	50	50	0	0
70120 Rental of Lands & Buildings	0	0	3,115	4,132	4,339
70130 Insurance	0	655	700	3,540	3,600
70140 Special Services	30,088	7,250	7,500	14,600	15,600
70145 Communication	0	0	0	720	750
70150 Advertising	0	0	0	250	275
70160 Travel, Lodging & Meals	200	2,000	615	1,475	1,575
70170 Training & Conference Registration	0	0	500	2,500	2,750
70190 Contributions to Other Agency	104,158	174,699	44,699	1,047,670	750,000
70200 Administration	57,580	40,000	40,000	50,000	55,000
70225 Professional Services	8,340	25,582	23,300	22,800	28,000
70239 Legal Services	15,201	25,000	14,000	20,000	25,000
75336 Advance to CIP Projects	50,000	0	0	0	0
Total	\$ 266,592	\$ 276,736	\$ 135,979	\$ 1,170,387	\$ 889,764
<u>INTERNAL SERVICE</u>					
82701 Information Services	\$ 0	\$ 1,747	\$ 1,747	\$ 5,536	\$ 5,684
82703 Information Systems	0	386	386	402	402
82705 Tuition Program	0	130	130	26	26
Total	\$ 0	\$ 2,263	\$ 2,263	\$ 5,964	\$ 6,112
<u>CAPITAL OUTLAY</u>					
82336 Transfer to Sewer/Water Project	\$ 0	\$ 0	\$ 64,920	\$ 0	\$ 0
82592 Transfer to Sewer Capital Project	79,808	0	4,801	0	0
90010 Loan Principal Expense	100,000	0	0	0	0
90058 Information Systems	0	0	0	2,000	0
90110 Land	0	540,722	540,722	0	0
90230 Equipment	622	0	0	6,000	0
Total	\$ 180,430	\$ 540,722	\$ 610,443	\$ 8,000	\$ 0

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Redevelopment Agency	Department:	Redevelopment Agency
Fund/Division Number:	303-0001	Division:	Debt Service

Description

Summarized herein are expenditures associated with the Agency's Debt Service Fund.



	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Supplies and Services	\$ 919,408	\$ 412,600	\$ 1,028,949	\$ 999,629	\$ 977,750
Capital Outlay	<u>4,015,941</u>	<u>1,285,185</u>	<u>1,088,796</u>	<u>1,672,726</u>	<u>1,816,362</u>
Total	<u><u>\$ 4,935,349</u></u>	<u><u>\$ 1,697,785</u></u>	<u><u>\$ 2,117,745</u></u>	<u><u>\$ 2,672,355</u></u>	<u><u>\$ 2,794,112</u></u>
Annual Percentage Change			-57.09%	26.19%	4.56%

Commentary

Due to the two Redevelopment Project Areas being financially merged in 2000, the Debt Service Funds for each Project Area were consolidated into this Fund 303. Annual principal and interest payments on the Agency's 2001 Tax Allocation Bond and the 1992 Certificates of Participation are paid from this Fund 303. The COPs shall be fully paid by 2003/04. The Agency's negotiated and statutory pass-through payments and ERAF payments are also paid directly from this Fund 303. Pass-through payments increase in 2003/04 due to a step-up in negotiated payments and implementation of statutory payments from both Project Areas. All outstanding loans to the City were repaid during the last fiscal year.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Redevelopment Agency
Fund/Division Number:	303-0001	Division:	Debt Service

	2001/02 Actual	2002/03 Budget	2002/03 Projected	2003/04 Budget	2004/05 Budget
<u>SUPPLIES AND SERVICES</u>					
70140 Special Services	\$ 2,275	\$ 700	\$ 0	\$ 0	\$ 0
90000 Interest Expense	917,133	411,900	1,028,949	999,629	977,750
Total	\$ 919,408	\$ 412,600	\$ 1,028,949	\$ 999,629	\$ 977,750
 <u>CAPITAL OUTLAY</u>					
80301 Transfer to RDA Admin	\$ 0	\$ 466,067	\$ 379,346	\$ 411,881	\$ 436,053
82445 Transfer to CIP 2001 Revenue Bond	531,141	0	0	0	0
90010 Loan Principal Expense	3,484,800	719,118	605,000	450,000	395,000
90023 Pass-Through Agreement Pymt	0	100,000	104,450	810,845	985,309
Total	\$ 4,015,941	\$ 1,285,185	\$ 1,088,796	\$ 1,672,726	\$ 1,816,362

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	General Fund	Department:	Redevelopment Agency
Fund/Division Number:	321-0001	Division:	North Brentwood RDA Administration

Description

Summarized herein are expenditures for the Agency's Operating/Administration/Capital Project Fund. Included are identification of agency financial participation in both commercial and industrial projects with public and private entities, routine operating and administration expenses, and funding of selected capital improvement projects.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Personnel Services	\$ 5,244	\$ 129,427	\$ 127,839	\$ 0	\$ 0
Supplies and Services	292,620	1,316,037	176,753	0	0
Internal Service	0	4,526	4,526	0	0
Capital Outlay	<u>28,342</u>	<u>1,140,000</u>	<u>792,215</u>	<u>0</u>	<u>0</u>
Total	<u>\$ 326,206</u>	<u>\$ 2,589,990</u>	<u>\$ 1,101,333</u>	<u>\$ 0</u>	<u>\$ 0</u>
Annual Percentage Change			237.62%		

Commentary

Moving to Redevelopment Agency Fund 301 effective, July 1, 2003.

Budget For Fiscal Years 2003/04 - 2004/05

Fund Title:	Redevelopment Agency	Department:	Redevelopment Agency
Fund/Division Number:	323-0001	Division:	North Brentwood RDA Debt Service

Description

Summarized herein are expenditures associated with the Agency's Debt Service Fund.

	2001/02	2002/03	2002/03	2003/04	2004/05
	Actual	Budget	Projected	Budget	Budget
<u>Expenditure Summary</u>					
Supplies and Services	\$ 137,605	\$ 340,130	\$ 0	\$ 0	\$ 0
Capital Outlay	<u>618,670</u>	<u>1,366,912</u>	<u>1,665,270</u>	<u>0</u>	<u>0</u>
Total	<u>\$ 756,275</u>	<u>\$ 1,707,042</u>	<u>\$ 1,665,270</u>	<u>\$ 0</u>	<u>\$ 0</u>
Annual Percentage Change			120.19%		

Commentary

Moving to Redevelopment Agency Fund 303 effective, July 1, 2003.

RESOLUTION NO. RA-69

A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF BRENTWOOD ADOPTING ITS 2003/04 and 2004/05 BUDGET AND AUTHORIZING EXPENDITURES FOR FISCAL YEAR 2003/04.

WHEREAS, the Redevelopment Agency of the City of Brentwood (“Agency”) has reviewed the financial condition of the Agency; and

WHEREAS, the Agency’s Merged Brentwood and North Brentwood Project Fund, Debt Service Fund, and Low/Moderate Housing Fund are stable and healthy; and

WHEREAS, the Agency desires to memorialize its expenditure approvals for redevelopment projects and activities that will facilitate commercial, retail, and industrial development programs, public improvements and facilities programs, and the assistance and participation in the expansion and improvement of the supply of very low, low and moderate income housing, while investing tax increment receipts and bond proceeds in projects that will generate increased tax increment; and

WHEREAS, a duly noticed public hearing was held on June 10, 2003.

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

Section 1. The Agency hereby finds and determines that the planning and administrative expenses in the Low/Moderate Housing Fund are necessary for the production, improvement, or preservation of very low, low and moderate income housing, and for programs and activities authorized under Health & Safety Code Section 33334.2.

Section 2. The Redevelopment Agency of the City of Brentwood hereby adopts its 2003/04 and 2004/05 Budget and authorizes expenditures for Fiscal Year 2003/04.

PASSED, APPROVED AND ADOPTED by the Redevelopment Agency of the City of Brentwood at a regular meeting held on the 10th day of June, 2003 by the following vote:

AYES: Councilmembers Beckstrand, Gutierrez, Hill, Mayor Swisher
NOES: Councilmember Petrovich
ABSENT: None

Brian Swisher

Brian Swisher,
Agency Chairman

ATTEST:

Karen Diaz

Karen Diaz, CMC
Agency Secretary



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Budget For Fiscal Years 2003/04 - 2004/05

ADOPTED EQUIPMENT LIST

Department	Division	Item	2003/04	2004/05
Administration	Human Resources	Workstation and (3) Fireproof File Cabinets	8,000	
Engineering	Capital Improvement Program	Vehicle	22,000	
Engineering	Capital Improvement Program	Workstations, Furniture and File Cabinets	32,500	28,000
Community Development	Building	Inspector Vehicle	22,500	
Community Development	Building	Workstations and Rolling File Cabinets	47,500	9,500
Community Development	Planning	Workstations and Rolling File Cabinets	39,500	9,500
Economic Development	Incubator Rental	Office Furniture	5,000	10,000
Finance & Information Systems	Finance	Workstation	1,995	
Finance & Information Systems	Purchasing	Workstation	1,150	
Parks and Recreation	Building Replacement	Utility 1/2 Ton Truck	25,000	
Parks and Recreation	Parks Planning	Park Signage (3)	19,500	19,500
Parks and Recreation	Recreation Administration	Portable Park Stage	150,000	
Police Department	Police	Patrol Vehicle	34,000	35,700
Public Works	Fleet Maintenance	Forklift, 6,000 lbs (used)	5,650	
Public Works	Fleet Maintenance	Workstation	7,500	
Public Works	Non-Potable Water	F-150 Truck		23,000
Public Works	Solid Waste Operations	Collection Trucks	190,000	190,000
Public Works	Solid Waste Transfer Station	Workstation	5,000	5,000
Public Works	Streets	Boom Truck	80,000	
Public Works	Streets	Holding Tank		30,000
Public Works	Streets	Slurry Truck		280,000
Public Works	Wastewater Operations	Fork Lift for Rags and Poly	15,046	
Public Works	Wastewater Operations	F-150 Truck with boxes and rack	24,000	
Public Works	Wastewater Operations	F-350 Service Truck with Hoist and Boxes		36,000
Public Works	Water Operations	F-150 Truck	20,000	
Redevelopment Agency	Low/Moderate Housing	Workstation	6,000	
Total Adopted Equipment			\$ 761,841	\$ 676,200

Budget For Fiscal Years 2003/04 - 2004/05

VEHICLE REPLACEMENT (FUND #702)

Department	Division	Item	2003/04	2004/05
Engineering	Capital Improvement Program	Ford Explorer		29,040
Engineering	Construction Inspection	Jeep 4 Wheel Drive (2)		53,280
Engineering	Construction Inspection	Jeep Cherokee		24,618
Community Development	Building	Honda Civic		23,572
Finance & Information Systems	Information Systems	Ford Ranger	19,200	
Parks and Recreation	City Wide Assessment District	Ford F-150 Pickup (2)		43,200
Parks and Recreation	City Wide Assessment District	John Deere Tractor	26,637	
Parks and Recreation	Parks Planning	Jeep Cherokee		30,000
Parks and Recreation	Recreation Administration	Dodge Caravan		25,200
Police Department	Police	Chevrolet Tahoe		60,000
Police Department	Police	Chrysler PT Cruiser		33,333
Police Department	Police	Ford Bronco		38,448
Police Department	Police	Ford Crown Victoria (2)		85,333
Police Department	Police	Ford Crown Victoria (6)	282,665	
Police Department	Police	Ford Expedition	36,000	
Police Department	Police	Ford Expedition		40,000
Police Department	Police	Ford F-150 Pickup w/MDS	45,552	
Police Department	Police	Ford Taurus		21,333
Police Department	Police	Ford Taurus (2)	42,666	
Police Department	Police	Ford Van (2)		47,334
Police Department	Police	Harley Davidson Motorcycle (2)	58,666	
Police Department	Police	Kawasaki KZ 1000-P15 (2)		40,000
Police Department	Police	Suzuki Motorcycle (2)		20,000
Police Department	Police	Toyota Corolla		4,000
Police Department	Police	Utility Trailer-Radar		21,600
Public Works	Fleet Maintenance	Chevy Truck		14,960
Public Works	Fleet Maintenance	Ford F-150		23,333
Public Works	Solid Waste Operations	Automated Garbage Truck	157,500	
Public Works	Solid Waste Operations	Automated Garbage Truck		155,728
Public Works	Solid Waste Operations	FL Garbage Truck	177,638	
Public Works	Solid Waste Operations	FL Garbage Truck (2)		315,000
Public Works	Solid Waste Operations	Ford F-150 Pickup	22,857	
Public Works	Streets	Dodge Pickup	19,688	
Public Works	Streets	Ford F-150 Pickup	23,333	
Public Works	Streets	Ford Ranger	20,417	
Public Works	Wastewater Operations	Ford Crown Victoria		3,600

Budget For Fiscal Years 2003/04 - 2004/05

VEHICLE REPLACEMENT (FUND #702)

Department	Division	Item	2003/04	2004/05
Public Works	Wastewater Operations	Ford F-150 Pickup	27,767	
Public Works	Wastewater Operations	Ford F-250 Pickup	42,000	
Public Works	Wastewater Operations	Ford Ranger		36,167
Public Works	Wastewater Operations	Tractor	39,874	
Public Works	Wastewater Operations	Vactor Jet Rodder Truck		125,356
Public Works	Wastewater Operations	Wilbur Ellis Spray Rig Trailer		9,240
Public Works	Water Operations	Case Backhoe/Loader		73,600
Public Works	Water Operations	Ford Dump Truck		60,852
Public Works	Water Operations	Pickup Truck	25,667	
Public Works	Water Operations	Wacker		4,200
Total Vehicle Replacement			<u>\$ 1,068,127</u>	<u>\$ 1,462,327</u>

Budget For Fiscal Years 2003/04 - 2004/05

COMPENSATION PLAN

BARGAINING UNIT & POSITION	STEP A	STEP B	STEP C	STEP D	STEP E
MANAGEMENT & MID-MANAGEMENT					
Accountant I	4,463	4,686	4,920	5,166	5,424
Accountant II	4,920	5,166	5,424	5,696	5,980
Accountant III	5,424	5,696	5,980	6,279	6,593
Administrative Program Analyst	4,013	4,214	4,424	4,646	4,878
Arts Service Manager	5,443	5,715	6,001	6,301	6,616
Assistant City Clerk	4,406	4,626	4,857	5,100	5,355
Assistant City Engineer	7,850	8,243	8,655	9,088	9,542
Assistant City Manager	9,092	9,546	10,024	10,525	11,051
Assistant Engineer	5,445	5,718	6,004	6,304	6,619
Assistant Finance Director	7,612	7,993	8,392	8,812	9,252
Assistant Planner	4,992	5,242	5,504	5,779	6,068
Associate Engineer	6,003	6,303	6,618	6,949	7,296
Associate Planner	5,503	5,779	6,067	6,371	6,689
Chief Bldg. Official	7,559	7,937	8,334	8,750	9,188
Chief Information Systems Officer	7,807	8,197	8,607	9,038	9,490
Chief of Planning	7,559	7,937	8,334	8,750	9,188
City Attorney	10,322	10,838	11,380	11,949	12,546
City Clerk/Director of Admin Services	8,044	8,446	8,868	9,312	9,777
City Engineer	9,092	9,546	10,024	10,525	11,051
City Manager	12,108	12,714	13,349	14,017	14,718
Development Project Manager	6,001	6,301	6,616	6,947	7,294
Director of Community Development	9,092	9,546	10,024	10,525	11,051
Director of Economic Development	8,446	8,868	9,312	9,777	10,266
Director of Finance and Info Systems	9,092	9,546	10,024	10,525	11,051
Director of Parks and Recreation	8,446	8,868	9,312	9,777	10,266
Director of Public Works	8,446	8,868	9,312	9,777	10,266
Engineering Project/Contract Manager	5,445	5,718	6,004	6,304	6,619
Facilities Manager	5,505	5,780	6,069	6,373	6,691
Fleet Manager	5,495	5,769	6,058	6,361	6,679
Finance Operations Manager	6,238	6,550	6,877	7,221	7,582
Grants Administrator	5,273	5,537	5,813	6,104	6,409
Grants Writer	4,142	4,350	4,567	4,795	5,035
Housing Manager	6,939	7,286	7,651	8,033	8,435
Human Resources Manager	6,600	6,930	7,277	7,641	8,023
Management Analyst	4,954	5,202	5,462	5,735	6,022
Neighborhood Preservation Spec.	4,907	5,152	5,410	5,680	5,964
Park Planner	5,505	5,780	6,069	6,373	6,691
Parks Services Manager	6,029	6,330	6,647	6,979	7,328

Budget For Fiscal Years 2003/04 - 2004/05

COMPENSATION PLAN

BARGAINING UNIT & POSITION	STEP A	STEP B	STEP C	STEP D	STEP E
Police Chief	9,830	10,322	10,838	11,380	11,949
Police Lieutenant	7,264	7,627	8,009	8,409	8,830
Purchasing Agent	4,831	5,073	5,327	5,593	5,873
Recreation Manager	5,443	5,715	6,001	6,301	6,616
Redevelopment/Economic Devel Analyst	6,393	6,712	7,048	7,400	7,771
Redevelopment Manager	7,558	7,936	8,333	8,750	9,187
Redevelopment Specialist	5,076	5,330	5,597	5,876	6,170
Right-of-Way Agent	6,464	6,787	7,127	7,483	7,857
Senior Associate Engineer	6,301	6,616	6,947	7,294	7,659
Senior Financial Analyst	6,428	6,750	7,087	7,442	7,814
Senior Engineer	6,618	6,949	7,296	7,661	8,044
Senior Planner	6,222	6,533	6,860	7,203	7,563
Solid Waste Manager	5,908	6,203	6,514	6,839	7,181
Streets Manager	5,908	6,203	6,514	6,839	7,181
Supervising Engineer	7,296	7,661	8,044	8,446	8,868
Utility Billing Supervisor	4,297	4,512	4,737	4,974	5,223
Wastewater Operations Manager	5,908	6,203	6,514	6,839	7,181
Water Operations Manager	5,908	6,203	6,514	6,839	7,181
Webmaster	4,487	4,712	4,947	5,195	5,455
OFFICE EMPLOYEES					
Accounting Assistant I	2,907	3,052	3,205	3,365	3,534
Accounting Assistant II	3,205	3,365	3,534	3,710	3,896
Accounting Technician I	3,408	3,578	3,757	3,945	4,142
Accounting Technician II	3,757	3,945	4,142	4,350	4,567
Accounting Technician III	4,143	4,350	4,567	4,796	5,036
Administrative Assistant I	2,799	2,939	3,086	3,240	3,402
Administrative Assistant II	3,086	3,241	3,403	3,573	3,752
Administrative Secretary	3,643	3,825	4,016	4,217	4,427
Code Enforcement Officer I	4,449	4,672	4,905	5,151	5,408
Code Enforcement Officer II	4,906	5,151	5,409	5,679	5,963
Code Enforcement Technician I	3,320	3,486	3,660	3,843	4,035
Code Enforcement Technician II	3,661	3,844	4,036	4,238	4,449
Combination Building Inspector I	4,449	4,672	4,905	5,151	5,408
Combination Building Inspector II	4,905	5,150	5,408	5,678	5,962
Construction Inspector I	4,573	4,802	5,042	5,294	5,558
Construction Inspector II	5,041	5,293	5,558	5,836	6,128
Custodian	2,852	2,995	3,144	3,302	3,467
Deputy City Clerk	3,806	3,996	4,196	4,406	4,626

Budget For Fiscal Years 2003/04 - 2004/05

COMPENSATION PLAN

BARGAINING UNIT & POSITION	STEP A	STEP B	STEP C	STEP D	STEP E
Economic Development Technician	3,980	4,179	4,388	4,608	4,838
Engineering Services Specialist I	4,588	4,818	5,059	5,311	5,577
Engineering Services Specialist II	5,057	5,310	5,575	5,854	6,146
Engineering Technician I	4,163	4,371	4,590	4,819	5,060
Engineering Technician II	4,590	4,819	5,060	5,313	5,579
Executive Assistant	4,276	4,489	4,714	4,949	5,197
Executive Secty to the Police Chief	4,276	4,489	4,714	4,949	5,197
Facility Maintenance Worker	3,832	4,024	4,225	4,436	4,658
Geographic Info Systems Coordinator	6,345	6,662	6,995	7,345	7,712
Human Resources Assistant	3,462	3,635	3,817	4,008	4,208
Human Resources Specialist	4,411	4,631	4,863	5,106	5,361
Information Systems Specialist I	5,324	5,590	5,869	6,163	6,471
Information Systems Specialist II	5,870	6,163	6,471	6,795	7,135
Information Systems Technician I	3,757	3,945	4,142	4,350	4,567
Information Systems Technician II	4,143	4,350	4,567	4,796	5,035
Payroll Specialist	4,141	4,348	4,566	4,794	5,034
Permits Technician I	3,611	3,792	3,982	4,181	4,390
Permits Technician II	3,982	4,181	4,390	4,610	4,840
Plan Check Engineer	5,487	5,762	6,050	6,352	6,670
Planning Technician I	3,611	3,792	3,982	4,181	4,390
Planning Technician II	3,982	4,181	4,390	4,610	4,840
Police Records Clerk I	3,192	3,352	3,520	3,696	3,880
Police Records Clerk II	3,520	3,696	3,881	4,075	4,278
Police Records Clerk III	3,879	4,073	4,277	4,491	4,715
Purchasing Assistant	4,026	4,228	4,439	4,661	4,894
Receptionist	2,799	2,939	3,086	3,240	3,402
Recreation Services Coordinator	3,893	4,088	4,292	4,507	4,732
Recreation Services Supervisor	4,507	4,732	4,968	5,217	5,478
Redevelopment Technician	3,982	4,181	4,390	4,610	4,840
Right-of-Way Technician	3,982	4,181	4,390	4,610	4,840
Senior Code Enforcement Officer	5,411	5,681	5,965	6,264	6,577
Senior Combination Building Inspector	5,409	5,680	5,964	6,262	6,575
Senior Permits Technician	4,391	4,611	4,841	5,084	5,338
Senior Planning Technician	4,391	4,611	4,841	5,084	5,338
Supervising Construction Inspector	5,559	5,837	6,129	6,436	6,758
PUBLIC WORKS-MAINTENANCE					
Assistant Equipment Mechanic	3,549	3,726	3,912	4,108	4,313
Collection System Worker	3,743	3,930	4,127	4,333	4,550

Budget For Fiscal Years 2003/04 - 2004/05

COMPENSATION PLAN

BARGAINING UNIT & POSITION	STEP A	STEP B	STEP C	STEP D	STEP E
Cross-Connection Control Specialist	3,855	4,047	4,250	4,462	4,685
Electrician	4,363	4,581	4,810	5,051	5,303
Parks/Landscape Maint. Worker I	3,258	3,421	3,592	3,772	3,960
Parks/Landscape Maint. Worker II	3,592	3,771	3,960	4,158	4,366
Parks/Landscape Specialist	3,961	4,159	4,367	4,585	4,814
Parks/Landscape Supervisor	4,507	4,732	4,968	5,217	5,478
Street Maintenance Lead Worker	4,130	4,336	4,553	4,781	5,020
Street Maintenance Worker I	3,257	3,420	3,591	3,771	3,959
Street Maintenance Worker II	3,591	3,770	3,959	4,157	4,365
Senior Equipment Mechanic	4,403	4,623	4,854	5,097	5,351
Solid Waste Equipment Operator I	3,644	3,826	4,017	4,218	4,429
Solid Waste Equipment Operator II	4,016	4,217	4,428	4,649	4,882
Streets Supervisor	5,111	5,366	5,634	5,916	6,212
Street Sweeper Operator	3,743	3,930	4,127	4,333	4,550
Wastewater Laboratory Technician I	3,903	4,098	4,303	4,518	4,744
Wastewater Laboratory Technician II	4,302	4,517	4,743	4,980	5,229
Wastewater Maintenance Supervisor	4,443	4,666	4,899	5,144	5,401
Wastewater Treatment Plant Operator Assistant	3,087	3,242	3,404	3,574	3,753
Wastewater Treatment Plant Operator I	3,762	3,950	4,148	4,355	4,573
Wastewater Treatment Plant Operator II	4,148	4,356	4,573	4,802	5,042
Wastewater Treatment Plant Operator III	4,573	4,802	5,042	5,294	5,559
Wastewater Treatment Plant Supv.	4,898	5,143	5,401	5,671	5,954
Water Customer Service Technician	4,001	4,201	4,411	4,631	4,863
Water Distribution Lead Worker	4,445	4,667	4,901	5,146	5,403
Water Distribution Supervisor	5,111	5,366	5,634	5,916	6,212
Water Production Supervisor	5,111	5,366	5,634	5,916	6,212
Water Service Worker I	3,292	3,457	3,629	3,811	4,001
Water Service Worker II	3,629	3,810	4,001	4,201	4,411
POLICE					
Community Service Officer I	3,175	3,334	3,500	3,675	3,859
Community Service Officer II	3,499	3,674	3,858	4,051	4,253
Police Officer	4,791	5,030	5,282	5,546	5,823
Sergeant	5,686	5,970	6,268	6,582	6,911

Budget For Fiscal Years 2003/04 - 2004/05

NEW PERSONNEL REQUESTS

Department	Division	Requested Title	2003/04	2004/05
Community Development	Building	Combination Building Inspector II	1	
Community Development	Building	Combination Building Inspector II	1 (3/04)	
Community Development	Planning	Associate Planner		1
Engineering	Construction Inspections/CIP	Supervising Construction Inspector	1	
Engineering	Development Engineering	Engineering Technician I	1 (9/03)	
Finance and Information Systems	Financial Services/IS/UB	Administrative Secretary	1	
Finance and Information Systems	Financial Services/Purchasing	Accounting Technician I	1 (1/04)	
Parks and Recreation	Arts Commission	Arts Service Manager		1
Parks and Recreation	Building Replacement	Custodian	1	
Parks and Recreation	Capital Improvement Program	Parks Landscape Supervisor	1	
Parks and Recreation	Police Activity League	Recreation Services Supervisor	1	
Parks and Recreation	Village Drive	Recreation Services Coordinator	1	
Police Department	Police	Custodian		1
Police Department	Police	Lieutenant		1
Police Department	Police	Police Officer	1	
Police Department	Police	Police Officer	1	
Police Department	Police	Police Officer	1	
Police Department	Police	Police Officer		1
Police Department	Police	Police Officer		1
Police Department	Police	Police Officer		1
Police Department	Police	Sergeant	1	
Public Works	All five divisions	Administrative Assistant II	1	
Public Works	Fleet Maintenance	Fleet Manager	1 (1/04)	
Public Works	Non-Potable Water	Water Reclamation Specialist		1
Public Works	Solid Waste Operations	Administrative Assistant II	1	
Public Works	Solid Waste Operations	SW Equipment Operator II	1	
Public Works	Solid Waste Operations	SW Equipment Operator II	1 (4/04)	
Public Works	Solid Waste Operations	SW Equipment Operator II		1 (9/04)
Public Works	Streets	Electrician		1
Public Works	Wastewater Operations	Operator Assistant	1 (9/03)	
Public Works	Water Operations	Maintenance Worker I		1
Redevelopment Agency	Redevelopment Agency	Housing Manager	1	
		Total New Positions	<u>21</u>	<u>11</u>

Budget For Fiscal Years 2003/04 - 2004/05

SUMMARY OF POSITIONS

	<u>96/97</u> <u>Actual</u>	<u>97/98</u> <u>Actual</u>	<u>98/99</u> <u>Actual</u>	<u>99/00</u> <u>Actual</u>	<u>2000/01</u> <u>Actual</u>	<u>2001/02</u> <u>Actual</u>	<u>2002/03</u> <u>Projected</u>	<u>2003/04</u> <u>Budget</u>	<u>2004/05</u> <u>Budget</u>
<u>AUTHORIZED REGULAR POSITIONS</u>									
<u>Admin v</u>									
Administration	2.30	2.80	3.80	4.80	4.90	3.16	3.90	2.50	3.00
City Clerk	1.40	1.60	1.60	1.60	2.00	3.00	3.40	3.50	3.50
Human Resources	0.00	0.00	2.00	3.00	3.00	2.00	3.45	4.00	4.00
<u>Attorney</u>	0.00	0.00	0.00	1.00	1.00	1.32	1.40	1.50	1.50
<u>Economic Development</u>									
Administration	1.50	1.50	0.50	0.50	1.25	3.32	1.50	1.60	1.60
City Rentals	0.00	0.00	0.00	0.00	0.00	0.75	1.65	1.50	1.50
<u>Finance and Information Systems</u>									
Finance	6.20	7.00	6.55	8.30	7.64	6.90	7.65	8.50	8.50
Purchasing	0.00	0.00	0.00	0.00	0.00	1.25	1.00	1.80	1.80
Information Services	0.00	0.20	2.20	2.20	3.20	4.90	6.40	7.05	7.05
Non-Departmental		0.00	1.25	0.25	0.25	0.00	0.00	0.30	0.30
Water Utility Billing	1.20	1.40	1.40	1.40	1.40	2.09	2.14	2.14	2.14
Wastewater Utility Billing	1.00	1.20	1.20	1.30	1.30	2.02	2.06	2.07	2.07
Solid Waste Utility Billing	1.10	1.40	1.40	2.30	2.30	1.99	2.04	2.04	2.04
<u>Police Activity League</u>	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00
<u>Police Department</u>									
Sworn	27.00	31.00	32.00	31.00	36.00	36.00	52.00	56.00	60.00
Non-Sworn	6.60	7.00	9.00	8.00	11.00	12.00	14.00	15.00	16.00
<u>Community Development</u>									
Building Division	9.30	8.75	11.00	11.50	16.00	12.80	15.30	21.10	21.10
Planning Division	3.50	4.55	6.60	6.10	6.70	9.20	10.20	8.50	9.50
<u>Engineering</u>									
Development Engineering	5.80	4.70	4.90	6.30	7.30	5.85	7.65	8.45	8.45
Transportation Division	2.10	1.20	1.30	1.50	1.50	2.05	2.05	2.25	2.25
Construction Inspection Division	3.40	2.55	2.50	2.50	4.40	5.30	4.00	4.80	4.80
NPDES Division	0.00	0.00	0.00	0.95	1.05	1.05	1.35	1.35	1.35
Capital Improvements Program	3.20	8.15	12.55	13.65	15.25	18.25	18.45	20.10	20.10
<u>Public Works</u>									
Administration	1.30	1.50	1.50	0.20	0.20	0.00	0.00	0.00	0.00
Maintenance Service Center	0.00	0.00	0.00	0.00	0.00	3.12	3.62	4.62	4.62
Streets Division	3.95	5.55	5.75	6.45	9.70	9.13	10.13	10.87	11.87
Water Division	6.85	5.00	7.05	9.55	10.84	13.17	14.67	14.95	14.95
Non-Potable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Polybutylene	2.00	2.00	2.00	2.00	2.00	0.00	0.00	0.00	0.00
Wastewater Division	5.05	4.30	5.55	6.55	7.91	8.16	11.66	12.19	12.19
Solid Waste Division	6.15	6.15	7.65	10.05	11.10	9.21	11.21	12.70	13.70
Solid Waste Transfer Station	0.00	0.00	0.00	0.00	0.00	1.21	1.21	2.67	2.67

Budget For Fiscal Years 2003/04 - 2004/05

SUMMARY OF POSITIONS

	<u>96/97</u>	<u>97/98</u>	<u>98/99</u>	<u>99/00</u>	<u>2000/01</u>	<u>2001/02</u>	<u>2002/03</u>	<u>2003/04</u>	<u>2004/05</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
<u>Parks and Recreation</u>									
Park Maintenance Assessment District	0.00	0.00	0.40	4.50	3.66	5.40	5.40	5.30	5.30
Park Enterprise	0.00	0.00	0.00	3.70	6.43	4.65	5.65	5.65	5.65
Pool Enterprise	0.00	0.00	0.00	0.00	1.50	2.00	2.00	2.00	2.00
Community Center	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Landscape Division	0.90	1.50	2.25	1.95	2.77	2.75	2.75	2.75	2.75
Park Planning Division	0.20	0.50	0.60	1.40	3.90	4.80	4.80	4.45	4.45
Building Replacement Fund	0.00	0.00	0.00	1.00	1.00	2.00	2.00	3.00	3.00
Village Resource Center	0.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	0.00
<u>Agriculture Conservation</u>	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.60	0.60
<u>Redevelopment Agency</u>	0.00	0.00	0.00	0.00	0.00	0.00	2.95	3.15	3.15
TOTAL REGULAR EMPLOYEES	102.00	111.50	134.50	155.50	189.45	202.80	244.14	262.95	272.45
<u>ELECTED & APPOINTED EMPLOYEES</u>									
Legislative	5.00	5.00	5.00	5.00	5.00	5.00	5.00	6.00	6.00
Planning Commission	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Art Commission	0.00	0.00	0.00	0.00	0.00	0.50	0.50	0.50	1.00
TOTAL ELECTED & APPOINTED Employees	10.00	10.00	10.00	10.00	10.00	10.50	10.50	11.50	12.00
<u>GRANT FUNDED EMPLOYEES</u>									
Youth Diversion Program	5.00	1.00	1.00	1.00	1.00	1.00	1.60	0.00	0.00
<u>PART-TIME EMPLOYEES</u>									
Police Reserves	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00
GRAND TOTALS	117.00	122.50	145.50	166.50	200.45	215.30	257.24	275.45	285.45

Budget For Fiscal Years 2003/04 - 2004/05

**City of Brentwood
BASIC DATA**

Date of Incorporation:	January 19, 1948
Forms of Government:	General Law Council-Manager
Fiscal Year Begins:	July 1
Area of City:	13.85 Sq Miles
Population as of January 2003:	33,021
Per Capital Income	\$43,983

<u>Number of Full-time Equivalent Positions</u>	<u>Year End</u>
272.45	2004
254.74	2003
215.30	2002
200.45	2001
166.50	2000
145.50	1999
122.50	1998
117.00	1997
87.75	1996
77.88	1995
61.20	1994
58.75	1993

<u>Public Schools</u>	
Elementary	5
Intermediate	2
High School	2

<u>Miles of Streets</u>	
Arterial Miles	20
Local Miles	141
Miles of Sanitary Sewers	83
Miles of Water mains	113
Number of Street Lights	2,905

<u>Municipal Wastewater System</u>	
Number of lift stations	4
Sanitary	3
Storm	1
Number of connections	10,780
Average daily flow	3.6 million gallons

<u>Municipal Water System</u>	
Number of wells	7
Number of reservoirs	4
Storage capacity (gallons)	10.8 million gallons
Average daily consumption	20.52 ac.ft
Peak daily consumption	10.7 MGD
Number of fire hydrants	1,348
Number of connections	10,758

<u>Municipal Solid Waste</u>	
Number of Residential Services	9,870
Number of Commercial Services	385

<u>Parks and Recreation</u>	
Play lots	1.65 Acres
Neighborhood Parks	75.89 Acres
Aquatic Complex	7.5 Acres
Community Playfields	10 Acres

<u>Parks Facilities</u>	
Tennis Courts	3
Multi-use ball fields	12
Baseball fields	6
Football/soccer fields	9
Basketball/surfaced courts	10
Permanent park buildings	6
Playgrounds	20
Picnic grounds	23

<u>Police Protection</u>	
Sworn Officers	56
Non-Sworn	14
Reserves	3
Vehicles	31
Motorcycles	5

<u>East Diablo Fire District</u>	
Stations located in Brentwood	2
Firefighters	12



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GUIDE TO FUNDS BY FUND NUMBER

Fund Accounting System

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

A fund is an accounting entity with a self-balancing set of accounts established to record the financial position and results of operations of a specific governmental activity. An account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. The City maintains the following fund types and account groups:

Types of Funds

Governmental Fund Types

General Fund is the general operating fund of the City and accounts for all unrestricted financial resources except those required to be accounted for in another fund.

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

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

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

Proprietary Funds

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

Internal Service Funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the City or to other governmental units on a cost-reimbursement basis.

Fiduciary Fund Types

Agency Funds account for assets held by the City as trustee or agent for individuals, private organizations, other governmental units and/or other funds. These funds are custodial in nature (assets correspond with liabilities) and do not involve measurement of results of operations.

Account Groups

General Fixed Assets Account Group accounts for and controls all City general fixed assets, other than those in the proprietary funds, of long-term character such as land, buildings and structures, and major equipment.

General Long-Term Debt Account Group accounts for the City's outstanding long-term liabilities that are expected to be paid from future revenues of the governmental funds.

GUIDE TO FUNDS BY FUND NUMBER

- 100 General Fund** – The general fund is used to account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.
- 203 Gas Tax** – This Fund accounts for revenues and expenditures received from the State of California under Street and Highways Code Section 2105. The allocations must be spent for street maintenance, construction and a limited amount for engineering.
- 205 Gas Tax** – This Fund accounts for revenues and expenditures received from the State of California under Street and Highways Code Section 2106. The allocations must be spent for street maintenance, construction and a limited amount for engineering.
- 206 Gas Tax** – This Fund accounts for revenues and expenditures received from the State of California under Street and Highways Code Section 2107. The allocations must be spent for street maintenance, construction and a limited amount for engineering.
- 207 Gas Tax** – This Fund accounts for revenues and expenditures received from the state of California under Street and Highways Code Section 2107.5. The allocations must be spent for street maintenance, construction and a limited amount for engineering.
- 215 Youth Diversion** – This fund was established from Assembly Bill 90 to assist families in resolving the legal conflicts in their juvenile’s life.
- 216 Police Grants** – This fund was established to account for miscellaneous Federal, State and County grants requiring segregated fund accounting.
- 217 Other Grants** – This fund was established to account for grants received needing segregated fund accounting, for grants other than police grants.
- 220 Economic Development** – This fund was established to enhance economic development from fees collected from the development of property in Harvest Business Park.
- 230 98-1 Park Maintenance Assessment District** – This fund was established to account for special benefit assessments levied on property owners for citywide parks maintenance.

GUIDE TO FUNDS BY FUND NUMBER

- 231 Community Facilities District** – This fund was established for fire/EMS/public safety personnel, police services, acquisitions and maintenance of open space, clean water maintenance, construction and maintenance of joint-use school facilities.
- 250 Water Facility** – This fund accounts for revenues and expenditures from fees collected from developers for the design and construction of water facilities within the City of Brentwood.
- 251 Thoroughfares** – This fund accounts for revenues and expenditures from fees collected from developers for the design and construction of roadways within the City of Brentwood.
- 252 Parks and Trails** – This fund accounts for revenues and expenditures from fees collected from developers for the design and construction of parks within the City of Brentwood.
- 253 Storm Drainage** – This fund was established for revenues and expenditures from fees collected from developers for the design and construction of Storm Drainage Systems within the City of Brentwood. This fee is no longer collected.
- 255 Wastewater Facility** – This fund accounts for revenues and expenditures from fees collected from developers for the design and construction of Wastewater Facilities within the City of Brentwood.
- 256 Community Facilities Fee** – This fund accounts for revenues and expenditures from fees collected from developers for the design and construction of Public Facilities within the City of Brentwood.
- 258 Drainage Fee** – This fund accounts for revenues and expenditures from fees collected from developers for the design and construction of storm drains, graded open channels and detention basins to assist in flood control or drainage of the City.
- 259 Bypass Authority** – This fund accounts for revenues and expenditures from fees collected from developers for the design and construction of the Bypass within the City of Brentwood. These funds are collected and need distributed to the Bypass Authority.
- 260 Open Space** – This fund was established for revenues and expenditures from fees collected from developers for the preservation of Open Space within the City of Brentwood.

GUIDE TO FUNDS BY FUND NUMBER

- 261 Facility Fee Administration** – This fee accounts for revenues and expenditures from fees collected from developers for administration of the Developer Facility Fee Program.
- 262 Agriculture Conservation** – This fund was established to partially address the impact to the environment associated with the permanent conversion of productive farmland within Brentwood to urban uses.
- 266 Mark Roos Drainage Credit** – This fund was established to account for reimbursements (credits) from Capital Improvement Program 92-1, for the design and construction of a drainage system in that District.
- 280 Asset Forfeiture** – Property or funds seized by the Police Department. After the case has been tried and a guilty verdict is returned, the funds are considered forfeited. This fund must be used specifically for drug prevention programs.
- 281 Vehicle Abatement** – These funds can only be used for the abatement removal and disposal, as public nuisances, of any abandoned, wrecked, dismantled or inoperative vehicles or parts thereof from private or public property.
- 293 Measure C** – This fund was established to account for the local jurisdictions portion of the Local Street Maintenance Fund allocation. These funds can only be spent on local streets and roads, transit operations, growth management planning and compliance, bicycle and pedestrian trails, and parking facilities.
- 301 Downtown Redevelopment Administration** – To account for all revenues received by the Agency and expenditures associated with operating administration and capital projects within the Downtown Redevelopment project area.
- 302 Downtown Redevelopment Low Income Housing** – To account for the Agency's 20% tax increment set-aside monies to be used to increase and improve the community's supply of low and moderate income housing in the Downtown Redevelopment project areas.
- 303 Downtown Redevelopment Debt Service** – A Redevelopment Agency Fund receiving tax increment used to pay bond and other project area debts within the Downtown Redevelopment project area.
- 318 Downtown Redevelopment Long-Term Debt** – To account for long-term liabilities of the Downtown Redevelopment project area.

GUIDE TO FUNDS BY FUND NUMBER

- 328 North Brentwood Redevelopment Long Term Debt** – To account for long-term liabilities of the North Brentwood project area.
- 335 Capital Improvement Program** – To account for the administration associated with the acquisition and construction of major capital facilities other than those financed by proprietary funds.
- 336 Roadway Capital Improvement Projects** – To account for the acquisition and construction of new streets and reconstruction of existing streets.
- 337 Community Facility Capital Improvement Projects** – To account for the acquisition and construction of City facility, such as a library, a community center, or a City Hall.
- 339 Capital Improvement Financing Program 2002-1** – Acquisition account for bond proceeds used to finance infrastructure improvements for Assessment Districts.
- 340 2002 Series A & B Bonds** – Acquisition account for bond proceeds used to finance infrastructure improvements for Assessment Districts.
- 341 Capital Improvement Financing Program 94-1 Assessment District** – Acquisition account for bond proceeds used to finance infrastructure improvements for Assessment Districts.
- 342 Capital Improvement Financing Program 98-2 Assessment District** – Acquisition account for bond proceeds used to finance infrastructure improvements for Assessment Districts.
- 343 Capital Improvement Financing Program 99-1 Assessment District** – Acquisition account for bond proceeds used to finance infrastructure improvements for Assessment Districts.
- 344 Capital Improvement Financing Program 2000-01 CIP Project Fund** – Acquisition account for bond proceeds used to finance infrastructure improvements for Assessment Districts.
- 345 Capital Improvement Program 2001 Revenue Bonds** – Acquisition account for bond proceeds used to finance infrastructure improvements for Assessment Districts.

GUIDE TO FUNDS BY FUND NUMBER

- 347 ABAG XXVI – COPS** – Acquisition account for bond proceeds used to finance utility construction projects.
- 371 BIFA 96 Roadway Bonds** – Bond proceeds used to finance Roadway infrastructure.
- 392 Street Improvements** – To account for expenditures associated with street capital improvement projects.
- 428 1993 Reassessment District Debt's** – To account for CIFP Tax Assessments receipts and debt service payment on CIFP Infrastructure Revenue Bonds.
- 439 Capital Improvement Financing Program 2002-1 Debt Service** – To account for CIFP Tax Assessments receipts and debt service payment on CIFP Infrastructure Revenue Bonds.
- 440 2002 A & B Refinance Bonds** – To account for Tax Assessments receipts and debt service payment on 2002 A & B Refinance Bonds.
- 441 Capital Improvement Financing Program 94-1 Debt Service** – To account for CIFP Tax Assessments receipts and debt service payment on CIFP Infrastructure Revenue Bonds.
- 442 Capital Improvement Financing Program 98-1 Debt Service** – To account for CIFP Tax Assessments receipts and debt service payment on CIFP Infrastructure Revenue Bonds.
- 443 Capital Improvement Financing Program 99-1 Debt Service** – To account for CIFP Tax Assessments receipts and debt service payment on CIFP Infrastructure Revenue Bonds.
- 444 Capital Improvement Financing Program 2000-01 Debt Service** – To account for CIFP Tax Assessments receipts and debt service payment on CIFP Infrastructure Revenue Bonds
- 445 Capital Improvement Program 2001 Revenue Bonds Debt Service** – To account for CIFP Tax Assessment receipts and debt service payment on CIFP Infrastructure Revenue Bonds.
- 446 Tabs-Debt Service (Multi-Year)** – This fund provides a summary of the accumulation of resources to pay debt obligations incurred by the City to finance City Capital Improvement Projects.

GUIDE TO FUNDS BY FUND NUMBER

- 448 General Obligation Bond** – To account for General Obligation Bond debt service payments for the police station.
- 450 Leases** – This fund provides a summary of the accumulation of resources to pay debt obligations incurred by the City to finance City equipment.
- 465 96R Assessment District Debt's** – To account for CIFP Tax Assessment receipts and debt service payment on CIFP Infrastructure Revenue Bonds.
- 471 96 Series Roadway Bonds Debt** – This fund provides a summary of the accumulation of resources to pay debt obligations incurred by the City to finance City Capital Improvement Projects for roadway improvement.
- 501 City Rentals** – To account for revenues and expenditures associated with the rentals of City owned Buildings.
- 520 Park and Recreation Enterprise** – To account for the maintenance and operation of the City-owned and maintained park and recreation facilities programs.
- 521 Parks and Recreation Arts Commission** – To account for revenues and expenditures associated with the Parks and Recreation Arts Commission.
- 522 Parks and Recreation Capital Improvement Projects** – To account for expenditures associated with Parks and Recreation capital improvement projects.
- 523 Parks Replacement** – To account for revenues and expenditures associated with the replacements of park capital assets and infrastructures.
- 540 Solid Waste Enterprise** – To account for the operation and maintenance of the collection of solid waste generated within City limits.
- 542 Solid Waste Capital Improvement Projects** – To account for expenditures associated with solid waste capital improvement projects.
- 543 Solid Waste Replacement** – To account for revenues and expenditures associated with the replacements of solid waste capital assets and infrastructures.

GUIDE TO FUNDS BY FUND NUMBER

- 560 Water Enterprise** – To account for the City’s water operations and maintenance, which supply water to the City.
- 562 Water Capital Improvement Projects** – To account for expenditures associated with water capital improvement projects.
- 563 Water Replacement** – To account for revenues and expenditures associated with the replacements of water capital assets and infrastructures.
- 570 Water Project Fund** – To account for the state loan to finance the wastewater treatment plant.
- 590 Wastewater Enterprise** – To account for the operation and maintenance of the wastewater system, which is funded by user charges and other fees.
- 592 Wastewater Capital Improvement Projects** – To account for expenditures associated with wastewater capital improvement projects.
- 593 Wastewater Replacement** – To account for revenues and expenditures associated with the replacements of wastewater capital assets and infrastructures.
- 600 94-1 Blackhawk LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 601 95-3 Pheasant Run LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 602 95-4 Diablo Estates Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 603 95-5 CA Spirit LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 604 95-6 Gerry Ranch LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.

GUIDE TO FUNDS BY FUND NUMBER

- 605 95-2 Hawthorn LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 606 95-7 Greystone LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 607 95-8 Garin Ranch LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 608 97-2 Marsh Creek LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 609 97-1 Hancock LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 610 97-3 Brentwood Park Apartment LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 611 98-5 Arroyo Seco LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 612 98-3 Solana LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 613 98-4 Birchwood Estates LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 614 99-3 SPA L LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 615 99-4 California Grove LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.

GUIDE TO FUNDS BY FUND NUMBER

- 616 99-5 Deer Creek LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 617 99-6 Trailside LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 618 99-7 Termo LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 619 99-8 Gerry Ryder LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 620 99-9 Richmond AM LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 621 00-2 Lyon Woodfield Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 622 00-3 California Orchard LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 623 00-4 Brentwood Park LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 624 01-1 Laird Property LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 625 02-2 Oak Street (Schuler-Lyon) LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 626 02-3 Apricot Way (Pringle) LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.

GUIDE TO FUNDS BY FUND NUMBER

- 627 02-4 Braddock & Logan LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 628 02-5 Sand Creek & Brentwood LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 629 02-6 Balfour & John Muir LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 630 02-7 San Jose & Sand Creek LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 631 02-8 Lone tree (ARCO) LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 632 02-9 Balfour Plaza LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 633 02-10 Lone Tree Center LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 634 02-11 Lone Tree Plaza LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 635 02-12 Sunset Industrial LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 636 02-13 Stonehaven LLD Assessment District** – To account for special benefit assessments levied on property owners for street lighting and landscape maintenance.
- 700 Emergency Preparedness** – An internal service fund that is used to account for the accumulation of funds and associated expenditures related to emergency preparedness.

GUIDE TO FUNDS BY FUND NUMBER

- 701 Information Services** – An internal service fund that is used to account for computer and phone services provided to City departments.
- 702 Vehicle Replacement** – An internal service fund that is used to account for the accumulation of funds and associated expenditures related to vehicle/equipment replacement.
- 703 Information System Replacement** – An internal service fund that is used to account for the accumulation of funds and associated expenditures related to information systems replacement.
- 704 Building Replacement** – An internal service fund that is used to account for the accumulation of funds and associated expenditures related to building replacement.
- 705 Tuition Program** – An internal service fund that is used to account for the accumulation of funds and associated expenditures related to continuing education.
- 706 Fleet Maintenance** – An Internal Service Fund that is used to account for motor vehicle maintenance services provided to City departments.
- 708 Park Assessment Replacement** – An internal service fund that is used to account for the accumulation of funds and associated expenditures related to park assessment reserves.
- 850 Asset Seizure** – To account for monies seized from asset seizure cases which will be used exclusively to support law enforcement and prosecutorial efforts of the agency.
- 900 General Fixed Assets Group** – To account for all fixed assets used in governmental fund type.
- 950 General Long Term Debt** – To account for general obligations of the City with a long-term repayment schedule.

GLOSSARY

(All entries are alphabetized by letter rather than by word so that multiple-word terms are treated as single words. In order to gain a fuller understanding of a term, it will sometimes help to refer to the definition of another term. In these cases, the additional term is printed in SMALL CAPITALS).

A-87 Cost Allocation Plan, is a circular published by the Federal Government’s Office of Management and Budget (OMB), that establishes principles and standards for determining costs applicable to Federal grants, contracts, and other agreements. These principles and standards recognize “Total Cost” as allowable direct cost plus allowable indirect costs, less applicable credits. The significant difference between this plan and a “Full Cost Allocation Plan” is that “Legislative” costs are not allowable under the A-87 plan.

Absorption Rate: An estimate of the expected annual sales or new occupancy of a particular type of land use.

Account: A subdivision within a fund for the purpose of classifying transactions.

Account Number: Numeric identification of the account. Typically a unique number or series of numbers. The City of Brentwood’s account number structure is comprised of three fields of characters. The first field is three characters wide and identifies the various unique FUNDS within the accounting system. The next field contains four characters and identifies the DIVISION within the city. The final field contains four characters and identifies the object code of the account number. The same OBJECT CODE may be used in many divisions. The combination of the three fields provides for a unique number for the transaction.

Accounting System: The total set of records and procedures that are used to record, classify, and report information on an entity’s financial status and operations.

Accrual Basis of Accounting: The method of accounting under which revenues are recorded when they are earned (regardless of when cash is received) and expenditures are recorded when goods and services are received (regardless if disbursements are actually made at that time).

Activity: A function or a group of related functions for which the budgetary unit is responsible; for Brentwood’s budgeting purposes, an activity is the same as a program.

Actual Cost: The amount paid for asset; not its market value, insurable value, or retail value. It generally includes freight-in and installation costs, but not interest on the debt to acquire it.

GLOSSARY

Ad Valorem: Latin for according to value. An ad valorem tax is assessed on the value of goods or property; not on the quantity, weight, extent, etc.

Administrative Expense: Often grouped with General Expenses, expenses that are not as easily associated with a specific function as are direct costs of providing services.

Adjusting Entry: A journal entry posted to the accounting records at the end of an accounting period to record a transaction or event which was not properly posted during the accounting period for various reasons.

Adopted Budget: A budget which typically has been reviewed by the public and “Adopted” (approved) by the City Council prior to the start of the fiscal year.

Allocable Costs: Are costs that are allocable to a particular cost objective to the extent of benefits received by such objective.

Allocation: A distribution of funds or an expenditure limit established for an organizational unit.

Applied Overhead: Amount of OVERHEAD expenses that are charged on a COST ACCOUNTING system to production job or a department.

Appropriation: An authorization by the City Council to make expenditures and to incur obligations for specific amounts and purposes. All annual appropriations lapse at fiscal year end.

Appropriations Limit: As defined by Section 8 of Article XIII B of the California Constitution, enacted by the passage of Proposition 4 at the November 6, 1979, general election, the growth in the level of certain appropriations from tax proceeds are generally limited to the level of the prior year’s appropriation limit as adjusted for changes in cost of living and population. Other adjustments may be made for such reasons as the transfer of services from one government entity to another.

Appropriation Resolution: The official enactment by the City Council to establish legal authority for City officials to obligate and expend resources.

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

GLOSSARY

Arbitrage: The simultaneous purchase and sale of the same or an equivalent security in order to profit from price discrepancies. In government finance, the most common occurrence of arbitrage involves the investment of the proceeds from the sale of tax-exempt securities in a taxable money market instrument that yields a higher rate, resulting in interest revenue in excess of interest costs.

Assessments: Charges made to parties for actual services or benefits received.

Assets: Government-owned property that has monetary value.

Audit: A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations.

Audit Trail: Documentation which permits the sequence of financial transactions to be followed.

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

Average Cost: Total of all costs for all units bought (or produced) divided by the number of units acquired (or produced).

Balance Available: The amount of money available for appropriation or encumbrance. It is the excess of cash and near-cash assets of a fund over its liabilities and reserves; or commonly called surplus available for appropriation. It is also the unobligated balance of an appropriation which may be encumbered for the purposes of the specific appropriation.

Baseline Budget: A baseline budget reflects the anticipated costs of carrying out the current level of service or activities as authorized by the City Council in the current budget. It includes an adjustment for cost increases, but does not include changes in service or authorized positions over that authorized by the City Council.

Benefits, Fringe: Indirect compensation provided by employees. See FRINGE BENEFITS.

Boilerplate: A standardized or preprinted form.

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

GLOSSARY

Budget: A plan of financial operation, for a set time period, which identifies specific types and levels of services to be provided, proposed appropriations or expenses, and the recommended means of financing them.

Budget Amendments: The Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve line item budgetary transfers between expenditure objects of the budget as long as it is in the same fund and within the same division.

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

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

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

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

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

Budgetary Unit: An organizational component budgeted separately; usually a department or a division.

Capital Improvement Budget: A financial plan of authorized expenditures for tangible, long-term construction of, or improvements to, public physical facilities.

Capital Improvement Plan (CIP): A long-term plan (usually five or more years) for multi-year projects such as street or park improvements, building construction, and various kinds of major facility maintenance. The projects set out in the plan usually require funding beyond the one-year period of the annual budget and the plan details funding sources and expenditure amounts.

Capital Outlay: Expenditures which result in the acquisition of, or addition to, fixed assets. A capital item is tangible, durable, non-consumable, costs \$10,000 or more, and has a useful life of more than ten years.

Capital Project Fund: A governmental fund used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds and trust funds.

GLOSSARY

Carryover or Carry Forward: Process of carrying a budgeted and encumbered item from the current fiscal year to the next fiscal year. For example, a purchase order for a budgeted computer purchase order for a budgeted computer purchase is placed in FY 2000/2001. The budget for FY computer 2001/2002 did not include a purchase of a computer. The unspent FY 2000/2002 budget is adjusted (increased) for this purchase.

Cash Basis or Cash Method: Is an accounting method that recognizes income and deductions when money is received or paid. The MODIFIED-ACCRUAL method is the preferred method for government organizations.

Certificate of Participation (COP): Obligations of a public entity based on a lease or installment sale agreement.

Compensation: DIRECT and INDIRECT monetary and non monetary rewards given to employees on the basis of the value of the job, their personal contributions and their performance. These rewards must meet both the organization's ability to pay and any governing legal regulations.

Component Units: Legally separate entities that are part of the government's operations.

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

Consumer Price Index (CPI): Measure of change in consumerism as determined by a monthly survey of the U.S. Bureau of Labor Statistics. Many pension and employment contracts are tied to changes in the consumer prices as protection against inflation and reduced purchasing power. Among the CPI components are the costs of housing, food, transportation, and electricity. Also known as the Cost-of-Living Index.

Contingency: An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as flood emergencies, Federal mandates, shortfalls in revenue, and similar events.

Contingency Fund: Amount reserved for a possible loss.

Contractual Services: A series of object codes, which include the expense of custodial, janitorial, and other services procured independently by contract or agreement with an individual, firm, corporation or other governmental units.

GLOSSARY

Controllable Costs: Costs that can be influenced by the department involved, unlike other fixed costs such as rent, which is contracted by lease in advance.

Costs: Amount of money that must be paid to acquire something, purchase price or expense.

Cost Accounting: Is the continuous process of analyzing, classifying, recording and summarizing cost data within the confines and controls of a formal cost accounting system and reporting them to users on a regular basis.

Cost Allocation Plan: The documentation identifying, accumulating, and distributing allowable costs under grants and contracts together with the allocation method used.

Cost Approach: Method of appraising property based on adding the reproduction cost of improvements, less depreciation, to the market value of the site.

Cost Basis: Original price of an asset, used in determining depreciation and capital gains or losses. It usually is the purchase price, but in the case of an inheritance or gift is the market value of the asset at the time of receipt.

Cost of Living Allowance (COLA): Adjustment of wages designed to offset changes in the cost of living, usually as measured by the consumer price index. COLA's are key bargaining issues in labor contracts and are politically sensitive elements of Social Security payments and Federal Pensions because they affect millions of people.

Current Year: Is the FISCAL YEAR in process.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

Debt Service Fund: A governmental fund used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

Deficit: (1) Insufficiency in the account or number, whether as the result of defaults and misappropriations or of mistakes or shrinkage in value. (2) Excess of the government's spending over its revenues.

GLOSSARY

Deflation: Decline in the prices of goods and services. Deflation is the reverse of INFLATION; it should not be confused with disinflation which is a slowing down in the rate of price increases.

Demand: Economic expression of desire and ability to pay for goods and services. Demand is neither need nor desire, the essence of demand is the willingness to exchange value (goods, labor, money) for varying amounts of goods or services, depending upon the price asked.

Department: A basic organizational unit of government which is functionally unique in its delivery of services. It's components are organizationally arranged as follows: Department (such as Public Works), Division (such as Parks Maintenance) and Program (such as Tree Replacement).

Depreciation: The process of allocating the cost of a capital asset to the periods during which the asset is used.

Designated Fund Balance: A portion of unreserved fund balance designed by city policy for a specific future use.

Development: In real estate, process of placing improvements on or to a parcel of land; projects where such improvements are being made. Such improvements may include drainage, utilities, subdividing, access, buildings, and any combination of these elements.

Direct Cost: Costs changed easily by management decisions such as advertising, repairs and maintenance, and research and development; also called managed costs.

Direct Labor: Cost of personnel that can be identified in the product or SERVICE, such as SALARY of the person who provides the direct service.

Discretionary Costs: Costs changed easily by management decisions such as advertising, repairs and maintenance, and research and development; also called managed costs.

Division: An organizational component of a department, which may be further subdivided into programs.

Division Overhead: The cost of the division's indirect labor and material/supplies divided by the division's direct salary and wages cost. The result is expressed as a percentage to be applied to direct salary and wages.

GLOSSARY

Economic Growth Rate: Rate of change in Gross National Product (GNP) as expressed in an annual percentage. If adjusted for inflation, it is called the *real economic growth rate*.

Effective Interest Methods: Premiums, discounts, bond issuance costs amortized over life of debt issue.

Encumbrance: The commitment of appropriated funds to purchase goods or services. An encumbrance is not an expenditure. An encumbrance reserves funds to be expended.

Enterprise Fund: A proprietary fund used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the legislative body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The rate schedule for these services are established to insure that revenues are adequate to meet all necessary expenditures.

ERP – Enterprise Resource Planning: Integrating all departments and functions across a company on to a single computer system that can serve all those different department's particular needs.

Equity: The difference between fund assets and fund liabilities.

Estimate: To approximate.

Estimated Economic (Useful) Life: The period over which property is expected to be usable, by one or more users, with normal repairs and maintenance, for the purposes(s) for which it is intended.

Expenditure/Expense: The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expenditure is actually paid. This term applies to Governmental Funds. The term expense is used for Enterprise and Internal Service Funds. (An encumbrance is not an expenditure).

Expenditure Object Code: Unique identification number and title for a minor expenditure category. Represents the most detailed level of budgeting and recording of expenditures, referred to as a "line item."

Fee: Cost of Service.

GLOSSARY

Fiduciary Funds: Are one of the three types of funds utilized by government agencies. These are also referred to as Trust and Agency Funds. These funds account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds.

Fiscal Year: The 12-month period for recording financial transactions specified by the City of Brentwood as beginning July 1, 1998 and ending June 30, 1999.

Fixed Assets: Assets of long-term character such as land, buildings, machinery, equipment, and furniture.

Fixed Asset Management: Tagging and preparing asset ledgers for plant, facilities, and equipment; recording changes in asset status; and conducting periodic inventories of assets.

Fixed Cost: A cost that remains constant regardless of volume or demand. Fixed include salaries, interest expense, rent, depreciation, and insurance expenses.

Forecasts: Estimates of the future impact of current revenue and expenditure policies based on specific assumptions about future conditions such as inflation or population growth. Forecasts are neither predictions about the future nor a statement of policy intentions.

Fringe Benefits: Compensation that an employer contributes to its employees such as social security, retirement, life/health insurance, or training supplements. Fringe benefits can be either mandatory, such as PERS contributions, or voluntary, such as health insurance benefits.

Full-time Equivalent (FTE): Positions or fractions there-of based on full-time definition of forty hours of work per week.

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

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

GLOSSARY

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

Fund Balance: The excess of assets over liabilities and reserves; also known as surplus funds. This term applies to governmental funds only.

Gas Tax Fund: A fund to account for receipts and expenditures of money apportioned under Street and Highway Code section 2105, 2106, 2107, and 2107.5 of the State of California.

General Fund: A governmental fund used to account for resources traditionally associated with government which are not required legally or by sound financial management to be accounted for in another fund.

General and Administrative Expense (G & A): The cost of administration that operates in an indirect manner. Indirect services as accounting, payroll, human resources and building use are part of the G&A expense.

Generally Accepted Accounting Principles (GAAP): Conventions, rules and procedures that define accepted accounting practice, including broad guidelines as well as detailed procedures.

General Obligation Bond: Or GO Bonds are usually limited by state law as to the amount as well as the length of indebtedness that a government can have. These “Full Faith and Credit” bonds are secured by all of the financial assets of the local government, including property taxes.

Goal: A general statement of broad direction, purpose, or intent which describes the essential reason for existence and which is not limited to a one-year time frame. Generally, a goal does not change from year to year.

Government Accounting: Principles and procedures in accounting for federal, state and local governmental units. The National Council on Governmental Accounting establishes rules. Unlike commercial accounting for corporations, encumbrances and budgets are recorded in the accounts. Assets of a governmental unit are restricted for designated purposes.

Government Enterprise: Governmentally sponsored business activity. A utility plant may be a government enterprise, which raises revenue by charging for its services.

GLOSSARY

Government Fund: This category of funds account for all records or operations not normally found in business; GENERAL FUND, SPECIAL REVENUE FUND, DEBT SERVICE FUNDS AND CAPITAL PROJECT FUNDS are subsets of this category.

Grant: Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant awarded by the Federal Government.

Gross National Product (GNP): Total final value of goods and services produced in a national economy over a particular period of time, usually one year. The GNP growth rate is the primary indicator of the status of the economy.

Historical Cost: Actual expenses incurred during the previous fiscal years and is the basis for how trends are determined. Accounting principle requiring that all financial statement items be based on original cost or acquisition cost.

Hourly Billing Rate: The rate of a position on an hourly schedule including the cost of the positions hourly SALARY plus the hourly FRINGE BENEFITS costs, plus the DIVISION or DEPARTMENT OVERHEAD costs plus the City's GENERAL AND ADMINISTRATIVE costs. This "Total" labor cost per hour is used to determine various costs of services provided to the public.

Indirect Cost: Actual expenses incurred during the previous fiscal years and is the basis for how trends are determined. Accounting principle requiring that all financial statement items be based on original cost or acquisition cost.

Inflation: Rise in the prices of goods and services, as happens when spending increases relative to the supply of goods on the market.

Infrastructure: The physical assets of the City, i.e., streets, water, wastewater, public buildings, and parks, and the support structures within a development.

Interest Revenues: Revenues received as interest from the investment of funds not immediately required to meet cash disbursements obligations.

Internal Audit: The review of financial transactions in both the finance department and in operating departments for compliance with local policy and Generally Accepted Accounting Principles.

Internal Service Fund: A proprietary fund used to account for the financing of goods and services provided by one department to another department on a cost-reimbursement basis.

GLOSSARY

Investment: Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals, or base payments.

Jurisdiction: Geographic or political entity governed by a particular legal system or body of laws.

Landscape and Lighting Maintenance District Funds: Funds to account for revenues derived from annual assessments which are used to pay the cost incurred by the City for landscape maintenance and street lighting maintenance.

Liability: Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. Encumbrances are not considered to be liabilities.

Line-item Budget: A budget that lists detailed expenditures categories (personnel, operating, contractual, internal services and capital outlay) separately, along with the amount budgeted for each specific category.

Lump Sum: Typically a single payment instead of a series of installments.

Man Hour: Unit of labor or productivity that one person produces in one hour's time. It is used as a method of determining the labor content of a particular project. For example, if a particular project takes 3 man-hours to complete then the total cost can be accurately projected using the HOURLY BILLING RATES for the position.

Material: Goods used in the providing services or products.

Matrix: Mathematical term describing a rectangular array of elements (numerical data, parameters or variables). Each element within a matrix has a unique position, defined by the row and column.

Millage Rate: Is the tax rate expressed in mills per dollar; i.e., 1 mill equal \$1 per \$1,000 of assessed valuation.

Modeling: Designing and manipulating a mathematical representation that simulates an economic system or corporate financial application so that the effect of changes can be studied and forecast.

Modified Accrual Basis or Modified Accrual Method: An accounting method whereby income and expense items are recognized, as they are available and measurable.

GLOSSARY

Net: (1) Figure remaining after all relevant deductions have been made from the gross amount. (2) To arrive at the difference between additions and subtractions or plus amounts and minus amounts.

Object Codes: Specific numerical classifications for which money is allocated for disbursements. The City of Brentwood uses object codes as the last five characters of the account number and represents the lowest level of classification within the General Ledger accounting system.

Objective: Measurable statement of the intended beneficial and tangible effects of a program's activities. An objective is a specific target toward which a manager can plan, schedule work activities, and make staff assignments. An objective is stated in quantifiable terms such that it is possible to know when it has been achieved, *i.e.*, to increase an activity by a specific amount by a certain date, to maintain a service level, to reduce the incidence of something by a specific amount by a given date, or to eliminate a problem by a set date. The emphasis is on performance and its measurability.

Operating Expense: A series of object codes which include expenditures for items which primarily benefit the current period and are not defined as personnel services, contractual services or capital outlays.

Operational Audit: Process to determine ways to improve production and services.

Ordinance: The laws of a municipality.

Organization: Organized structure of roles and responsibilities functioning to accomplish predetermined objectives.

Organization Chart: A chart showing the interrelationships of positions within an organization in terms of authority and responsibilities. There are basically three patterns of organization: line organization, functional organization and line and staff organization.

Overage: Too much, opposite of shortage.

Overhead: Indirect expenses of running an organization not directly associated with a particular item of service. For example, wages paid to an employee providing a service and the costs of the required materials for performing the service are DIRECT COSTS. Electricity and building insurance are overhead expenses. By applying a factor called the burden rate, cost accounting attempts to allocate OVERHEAD, where possible, to the cost of the services provided.

GLOSSARY

Overtime: Time worked in excess of an agreed upon time for normal working hours by an employee. Hourly or non exempt employees must be compensated at the rate of one and one-half their normal hourly rate for overtime work beyond 40 hours in a workweek. Working on holidays or weekends is sometimes referred to as overtime work.

Payroll: Aggregate periodic amount an organization pays its workers, lists of employees and their compensation.

Per Capita: By or for each individual. Anything figured per capita is calculated by the number of individuals involved and is divided equally among all. For example, if property taxes total \$1 million in a city and there are 10,000 inhabitants, the per capital property tax is \$100.

Performance Measures: Specific quantitative measures of work performed within a program (*i.e.*, miles of streets cleaned). Also, specific quantitative measures of results obtained through a program (*i.e.*, percent reduction in response time compared to previous year).

Period: Interval of time as long or short as fits the situation.

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

Personnel Years: The actual or estimated portion of a position expended for the performance of work. For example, a full-time position which was filled by an employee for half of a year would result in an expenditure of 0.5 personnel years. Generally, one personnel year equals 2,080 hours of compensated work and leave-time.

Prepaid: Expense paid in advance, such as a one-year insurance policy paid when purchased or rent paid in advance of the period covered.

Prior Year: is the FISCAL YEAR preceding the CURRENT YEAR.

Program: An organized self-contained set of related work activities within a department or division which are directed toward common objectives and represent a well-defined expenditure of City resources.

Projection: Estimate of future performance made by economists, corporate planners and credit and securities analysts, typically using historic trends and other assumed input.

GLOSSARY

Pro Rata: Proportionate allocation. For example, a pro rata property tax rebate might be divided proportionately (prorate) among taxpayers based on their original assessments, so that each gets the same percentage.

Purchase Order: An order issued by the Purchasing Department which authorizes the delivery of specific goods or services, and incurrence of a debt for them.

Purchase Requisition: The initial purchase request document that, if approved, is the basis for the preparation of the official purchase order.

Redevelopment Fund: A fund to account for transactions related to proceeds from bonds and other resources and their use to perform redevelopment activities within specific project areas.

Reserve: That portion of a fund's balance legally restricted for a specific purpose and, therefore, not available for general appropriation.

Reserved Fund Balance: For governmental funds and expendable trust funds, the portion of fund balance that is not available for appropriation because it is either legally restricted or not spendable.

Resolution: (1) in general, expression of desire or intent. (2) legal order by a government entity.

Retained Earnings: The accumulated earnings of an Enterprise or Internal Service Fund which have been retained in the fund and are not reserved for any specific purpose.

Revenues: Funds received from various sources and treated as income to the City which are used to finance expenditures. Examples are tax payments, fees for services, receipts from other governments, fines, grants, licenses, permits, shared revenue, and interest income.

Rollover: Similar to carryover, yet used primarily in adjusting anticipated or budgeted amounts in the future years to actual amounts.

Salary & Wages: An employee's monetary compensation for employment.

GLOSSARY

Salary Savings: Salary savings reflect personnel cost savings resulting from vacancies and as a result of employee turnover. The amount of budgeted salary savings is generally based upon experience.

Segment: Section or sub-division.

Service: Work done by one person that benefits another.

Service Departments: Sections, programs or departments of an on-going organization giving service.

Special District: A designated geographic area established to provide a specialized service (e.g., Landscape Maintenance District).

Special Revenue Fund: A governmental fund type used to account for specific revenues that are legally restricted to expenditures for particular purposes.

Spreadsheet: Table of numbers arranged in rows or columns, related by formulas.

Staff: In general, persons in an organization.

Statement of Net Activities: Reports net (expense) revenue of functions.

Statement of Net Assets: Includes all assets and liabilities.

Subventions: That portion of revenues collected by other government agencies on the City's behalf.

Take Home Pay: Amount of wages a worker actually receives after all deductions, including taxes, have been made.

Target: Desired amount or level of performance to obtain.

Total Cost: Are costs including all ancillary costs. For example, the total cost of a project would include the **DIRECT COSTS** and **INDIRECT COSTS**.

GLOSSARY

Transient Occupancy Tax: This tax is collected from the operators of hotels and motels located within the City. A percentage of this tax is then remitted to the City

Trend: In general, any line of movement.

Trust and Agency Fund: Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies.

Unit Cost: Compare the volume of work anticipated to the items needed to complete the work and the funds required to purchase these items.

Unreserved Fund Balance: In a governmental or expendable trust fund, the balance of net financial resources that are spendable or available for appropriation.

Update: Revise printed information according to the most current information available.

User Charge: Charges or fees levied to recipients of a particular service.

Variable: Data item that can change its value; also called a *factor* or an *element*.

Variance: Difference between actual experience and budgeted or projected experience in any financial category.

Worksheet: Paper used for intermediate calculations.



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ACRONYMS

ABAG - Association of **B**ay **A**rea **G**overnments

ACAP - Apartment Communities Assisting Progress is a program designed to enhance the quality of life in specifically multi-family residential development.

ADA - New Federal legislation for the **A**merican **D**isabilities **A**ct requires the accessibility of public facilities for handicapped persons.

APB – Applicable Pronouncements – **B**usiness Activities

ARB – Accounting **R**esearch **B**ulletins

AQMD - The **A**ir **Q**uality **M**aintenance **D**istrict program has been established to reduce air pollution through community based transportation sources.

BAAQMD - **B**ay **A**rea **A**ir **Q**uality **M**anagement **D**istrict

BACUP - **B**rentwood **A**ctive **C**itizen **U**niform **P**atrol, police volunteers.

BART - **B**ay **A**rea **R**apid **T**ransit

BEDC - **B**rentwood **E**conomic **D**evelopment **C**ommittee

BLA - **B**icycle **L**ane **A**ccount

BMP – **B**est **M**anagement **P**ractice

CACEO - **C**alifornia **A**ssociation of **C**ode **E**nforcement **O**fficers

CAFR - The **C**omprehensive **A**nnual **F**inancial **R**eport is prepared in conformity with Generally Accepted Account Principals (GAAP) as set forth by the Governmental Accounting Standards Boards (GASB).

ACRONYMS

CALBO - California **B**uilding **O**fficials

CALPERLA - California **P**ublic **E**mloyers **L**abor **R**elations Association

CALTRANS -This is the Transportation Department for the State of California.

CAPS - **C**ycle and **P**edestrian **S**afety Program is a grant program designed to reduce the number of traffic collisions involving bicyclists and pedestrians.

CCC - Contra Costa County

CCCFC - Contra Costa County **F**lood **C**ontrol

CCCMRMIA - Contra Costa County **M**unicipal **R**isk **M**anagement **I**nsurance **A**uthority

CCO - Contract **C**hange **O**rders

CCTA - Contra Costa **T**ransportation **A**uthority

CCWD - Contra Costa **W**ater **D**istrict

CDBG - The **C**ommunity **D**evelopment **B**lock **G**rant program is funded by the Department of Housing and Urban Development of the Federal Government.

CEPO - Continuing **E**ducation for **P**rofessionals and **O**rganizations

CEQA - California **E**nvironmental **Q**uality **A**ct

CFD - A **C**ommunity **F**acilities **D**istrict is established as a funding mechanism for capital improvements for a specific area of development.

ACRONYMS

CHPR-O - The California Housing Rehabilitation Program provides deferred rehabilitation loans to eligible income occupant homeowners.

CIFP - Capital Improvement Financing Plan

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

CMP - The Congestion Management Plan is required for consideration of Measure “I” funding of transportation improvements.

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

COPS - Implementation of Community Oriented Problem Solving bringing all City Departments together as a team.

CPI - Consumer Price Index

CPM - Critical Path Method (Scheduling)

CSMFO - California Society of Municipal Finance Officers. The purpose of this organization is to promote professional administration of municipal finance and to strive for the attainment of professional status of all those responsible for the conduct of the activities of the field.

CTC - California Transportation Commission

CUP - Conditional Use Permit

DIA - Deferred Improvement Agreement

EBICBO - East Bay International Conference of Building Inspectors

EBMUD - East Bay Municipal Utility District.

ACRONYMS

EBRPD - East Bay Regional Park District

ECCID - East Contra Costa Irrigation District

EDU - Equivalent Dwelling Unit.

EIR - Environmental Impact Report

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

ERWQA - Effluent and Recovery Water Quality Assessment

FASB – Financial Accounting Standards Board

FAU - The Federal Aid Urban program provides for funding of transportation improvements in urbanized areas and regional agencies allocate monies to local governments based on population.

FEMA - Federal Emergency Management Agency is the Governing agency for emergency services nationwide.

FM - Final Map

FTE - The designation of staffing based on the Full Time Equivalent for personnel using a guideline of 2,080 hours per year (1.0 FTE) or for 1,040 hours (0.5 FTE).

GAAP - Generally Accepted Accounting Principles

GASB – Governmental Accounting Standards Board

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

ACRONYMS

GIS - A computer based **Geographic Information System** is being established by the Information Services Division for the tracking and monitoring of development projects.

GP -**General Plan**

GPA - **General Plan Amendment**

HCD - Department of **Housing and Community Development** sets the standards for quality and workmanship in the rehabilitation of rental properties.

HCM - **Highway Capacity Manual**

HVAC - **Heating, Ventilation and Air Conditioning System**

IAEI - **International Association of Electrical Inspectors**

IAPMO - **International Association of Plumbing and Mechanical Officials**

ICBO - **International Conference of Building Inspectors**

ICMA - **International City Managers Association**

IFCI - **International Fire Code Institute.**

IRNET - **Inland Regional Narcotics Enforcement Team** is a program designed to enhance law enforcement's ability by using monies seized from drug offenders.

ISTEA - **Intermodal Surface Transportation Efficiency Act.** This fund was created to administer those monies the City has secured for various street and traffic signal projects from the federal government.

K & B - **Kaufman and Broad (Developer)**

ACRONYMS

L.F. - Linear foot/feet. Measurement term different from cubic foot and square foot.

LAFCO - Local Agency Formation Commission

LAIF - Local Agency Investment Fund. State pool of municipal funds.

LIS - A computer based Land Information System is being established for the automation of Building Permits and Inspections.

LLD - Landscape and Lighting District

MDT - The Mobile Data Terminal Program set up for direct communication between the police officer and the dispatcher.

MGD - Millions of gallons per day. Rating used in infrastructure projects (water).

MhZ – Megahertz is a designation of the broadcast capability of a local government radio system.

MOE - The Maintenance of Effort criteria that must be met in street improvements mandated by the State.

MTC - Metropolitan Transportation Commission

NBCA - North Brentwood Citizens Advisory

NFPA - National Fire Protection Association

NPDES - National Pollution Discharge Elimination System

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

OES - The Office of Emergency Services is responsible for disaster/emergency response.

ACRONYMS

POST - **P**eace **O**fficer **S**tandards and **T**raining **A**ct regulates law enforcement standards.

R/R - **R**ailroad

RAD Cop - The **R**esource and **D**irection **O**fficer **P**rogram places an officer on an alternate education campus to provide a positive and approachable role model for delinquent and at-risk youth.

RCHC - **R**ural **C**alifornia **H**ousing **C**orporation (Developer)

RDA - The **R**edevlopment **A**gency of the City of Brentwood is a major funding source for many of the capital projects.

RFP - **R**equst for **P**roposal

ROW - A **R**ight-of-**W**ay is the public designation for space needed to accommodate streets, public utilities and other public facilities.

RTIP - **R**egional **T**ransportation **I**mprovement **P**rogram

RTPC - **R**egional **T**ransportation **P**lanning **C**ommittee

SOI - **S**phere of **I**nfluence

SPA - **S**pecial **P**lanning **A**rea

SPPR - **S**outhern **P**acific **R**ailroad

SPTCo - **S**outhern **P**acific **T**ransportation **C**ompany

STIP - **S**tate **T**ransportation **I**mprovement **P**rogram

STP-CALTRANS - Reviews all street and traffic projects according to the **S**tate **T**ransportation **P**rogram which outlines the long term capital needs for local government.

ACRONYMS

SWPPP – Storm Water Pollution Prevention Plan

TDA - Transportation Development Act. This document includes numerous abbreviations and acronyms in need of explanation. Thus, a list of acronyms is provided to aid the reader when the context does not define the meaning.

TI - Tax Increment

TIP - Transportation Improvement Program

TOPO - Topography, map or exhibit depicting elevations, contours and land form configurations.

TSM - Transportation Systems Management

UP - Union Pacific

UPS – An Uninterrupted Power System is used for the computer system and provides for a basic public safety communications system during times of power outages.

VCP – Vitriified Clay Pipe. A type of pipe made of various clays and used in the construction of sewer and storm drain projects.

W.E.T. - Water Emergency Team

WCD - Water Conservation District

WTP - Water Treatment Plant

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