

RESOLUTION NO. 03-79

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF LOS ALTOS
ADOPTING THE SERVICE AND FINANCIAL PLAN AND CAPITAL IMPROVEMENT
PROGRAM FOR FISCAL YEARS 2003-2004 AND 2004-2005

WHEREAS, it has been determined that the adoption of a two-year service and financial plan is an effective and prudent management tool;

NOW, THEREFORE, BE IT HEREBY RESOLVED that:

1. The City Council adopts the Service and Financial Plan and the proposed amendments for fiscal year 2003-2004 and 2004-2005 as submitted; and
2. The City Council adopts those capital improvement projects listed as being undertaken in 2003-2004 and 2004-2005 in the Capital Improvement Program as the Capital Improvement Program for those respective fiscal years based on the funding in the cash flow analysis; and
3. Said Plan and Program will be otherwise known as the City's "Budget" for the respective fiscal years; and
4. City programs, services, and activities will be provided and maintained within the confines of this Budget and be consistent with adopted Financial Policies.
5. Funds are deemed appropriated for those purposes and in amounts contained in said Budget and the City Manager is authorized to approve expenditures and transfers of these funds to the extent allowed by law and Financial Policies. In addition to transfers included in this Budget, any fund balance in excess of \$300,000 (Three Hundred Thousand Dollars) remaining in the general fund at the end of each fiscal year shall be transferred to the Capital Projects Fund. General Fund Operating Reserve and Emergency Reserves will be funded prior to the transfer of fund balances in excess of \$300,000.
6. Encumbrances and capital improvement projects that have not been completed at the end of each fiscal year shall be reappropriated in the next fiscal year.

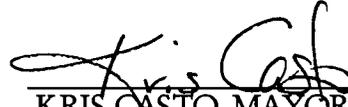
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I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 10^h day of June, 2003, by the following roll call vote:

AYES: Mayor Casto, Councilmembers Becker, Lear, La Poll, and Moss

NOES: None

ABSENT: None


KRIS CASTO, MAYOR

Attest:


CAROL SCHARZ, CITY CLERK

Revenues Summary

	2000-2001 <u>Actual</u>	2001-02 <u>Actual</u>	2002-03 <u>Budget</u>	2003-04 <u>Request</u>	2004-05 <u>Request</u>
<u>GENERAL PURPOSE REVENUES</u>					
Property Tax	5,341,863	6,148,343	6,400,000	6,698,000	7,012,000
Sales Tax	3,125,442	2,572,772	2,625,000	2,570,000	2,738,500
Utility Users Tax	1,825,109	1,832,299	1,675,000	1,725,000	1,775,000
Motor Vehicle in Lieu	1,504,217	1,548,970	1,575,000	1,700,000	1,700,000
Recreation Fees	1,360,790	1,640,517	1,650,000	1,417,550	1,443,362
Interest Income	1,236,949	766,689	812,000	500,000	550,000
Comm. Develop. Fees/Permits	1,787,006	1,457,113	1,400,000	1,672,000	1,710,000
Franchise Fees	909,915	1,009,282	940,000	1,046,083	1,063,167
Transient Occupancy Tax	0	254,887	495,000	1,000,000	1,100,000
Enterprise Admin. Fees	519,000	532,000	545,400	507,000	505,560
Business License Tax	290,975	312,243	325,000	325,000	325,000
Rental Income	261,676	270,363	267,000	270,000	270,000
Documentary Transfer Tax	436,326	345,742	350,000	350,000	350,000
Police Service Fees	161,671	205,291	185,750	127,000	129,250
Gas Tax (general)	156,000	160,000	164,000	182,500	188,100
All Other	1,477,755	757,753	654,637	720,000	729,550
TOTAL GENERAL	20,394,693	19,814,264	20,063,787	20,810,133	21,589,489
<u>CAPITAL PROGRAM REVENUES</u>					
Community Development Block Grant				101,834	101,834
Gas Tax (capital)	390,000	383,000	419,000	367,000	354,900
In Lieu Parkland Fees	22,000	9,000	18,000	50,000	50,000
Park Development	4,000	4,000	4,000	4,000	4,000
Grants	0	1,043,000	1,917,000	395,781	0
Safe Routes to School Grant				800,000	
Interest Income	1,000	8,000	1,000	1,500	1,500
Other	0	124,000	267,000	0	0
County Measure A/B Funds	589,000	57,000	0	0	0
Traffic Congestion Relief (State)	204,000	70,000	0	60,000	60,000
TEA-21 Program Funds	253,000	0	0	0	0
TOTAL CAPITAL	1,463,000	1,698,000	2,626,000	1,780,115	572,234

Revenues Summary (continued)

	2000-01 <u>Actual</u>	2001-02 <u>Actual</u>	2002-03 <u>Budget</u>	2003-04 <u>Request</u>	2004-05 <u>Request</u>
<u>GRANT FUNDS</u>					
COMMUNITY DEVELOPMENT BLOCK GRANT					
Community Based Organization Support				35,366	35,366
Urban County Rehab Services				<u>20,000</u>	<u>20,000</u>
TOTAL CDBG				<u>55,366</u>	<u>55,366</u>
TOTAL GENERAL PURPOSE & CAPITAL REVENUES	<u>21,857,693</u>	<u>21,512,264</u>	<u>22,689,787</u>	<u>22,645,614</u>	<u>22,217,089</u>
<u>ENTERPRISE FUNDS</u>					
SEWER					
Sewer Service Fees	2,333,739	2,342,805	2,374,000	3,000,000	3,310,000
Connection Fees	135,030	109,921	66,500	100,000	100,000
All Other	<u>108,767</u>	<u>10,495</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SEWER	<u>2,577,536</u>	<u>2,463,222</u>	<u>2,440,500</u>	<u>3,100,000</u>	<u>3,410,000</u>
SOLID WASTE					
Solid Waste Admin/Disposal	1,072,659	929,000	990,000	900,000	900,000
Surcharges	44,143	52,169	98,000	48,000	48,000
Landfill Tax	19,023	28,312	25,000	25,000	25,000
Recycling Revenue	<u>30,315</u>	<u>14,691</u>	<u>30,000</u>	<u>15,000</u>	<u>15,000</u>
TOTAL SOLID WASTE	<u>1,166,139</u>	<u>1,024,172</u>	<u>1,143,000</u>	<u>988,000</u>	<u>988,000</u>
TOTAL ENTERPRISE FUNDS	<u>3,743,675</u>	<u>3,487,394</u>	<u>3,583,500</u>	<u>4,088,000</u>	<u>4,398,000</u>
GRAND TOTAL	<u>25,601,368</u>	<u>24,999,658</u>	<u>26,273,287</u>	<u>26,733,614</u>	<u>26,615,089</u>

Expenditure Summary

	2000-2001	2001-02	2002-03	2003-04	2004-05
	Actual	Actual	Budget	Request	Request
<u>PUBLIC SAFETY</u>					
Police Services	4,358,595	4,907,672	5,124,024	5,284,889	5,472,484
Police Traffic Safety	71,490	115,438	217,077	252,756	264,783
Fire Suppression/Prevention/EMS	2,781,282	2,852,172	2,942,293	2,977,964	3,037,348
Communications	777,770	879,814	890,441	953,449	992,930
Subtotal	7,989,138	8,755,097	9,173,835	9,469,058	9,767,545
<u>PUBLIC WORKS</u>					
Maintenance Supervision/Mngmnt	400,129	517,778	413,925	527,408	527,543
Streets	370,417	347,465	601,747	578,399	601,382
Traffic Control	208,587	207,867	269,464	260,200	267,706
Parks & Street Landscaping	1,156,172	1,143,785	1,380,179	1,407,547	1,466,947
Facility Maintenance	332,208	394,119	509,121	504,789	523,081
Subtotal	2,467,513	2,611,013	3,174,436	3,278,343	3,386,659
<u>RECREATION</u>					
Recreation	1,804,188	1,749,998	1,873,917	1,660,140	1,717,497
Senior Programs	27,816	35,390	60,989	97,079	100,531
Subtotal	1,832,004	1,785,388	1,934,906	1,757,219	1,818,029
<u>COMMUNITY DEVELOPMENT</u>					
Planning & Building	1,236,911	1,153,215	1,270,177	1,419,834	1,486,360
Engineering	611,870	757,663	822,767	926,264	974,212
Economic Development	59,456	53,966	48,080	59,804	62,696
Subtotal	1,908,237	1,964,844	2,141,024	2,405,902	2,523,268
<u>INTERNAL/COMMUNITY SERVICES</u>					
City Council	122,279	152,776	158,394	273,540	170,554
City Management	350,083	374,387	421,725	462,885	484,073
City Attorney	122,130	207,100	105,156	218,820	229,561
Administration/Financial Mngmnt	902,129	964,987	1,001,959	1,044,493	1,093,142
Central Services	82,407	106,760	77,677	75,105	75,389
Cable Television	64,102	111,809	80,769	151,000	126,700
Volunteer Program	23,521	27,141	36,773	30,484	31,834
General Appropriations	121,605	170,774	179,845	123,549	118,099
Subtotal	1,788,255	2,115,734	2,062,298	2,379,876	2,329,352
TOTAL-Operating Cost	15,985,146	17,232,076	18,486,498	19,290,398	19,824,852

Expenditure Summary (continued)

	2000-2001	2001-02	2002-03	2003-04	2004-05
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Request</u>	<u>Request</u>
 <u>CAPITAL IMPROVEMENT PROGRAM</u>					
Project Costs	2,506,574	4,662,183	3,561,500	2,601,900	3,367,700
Non Project Costs					
Congestion Management	12,838	16,433	25,700	0	0
Debt Service	243,448	250,818	315,700	312,000	313,000
Capital Project Admin	98,000	98,000	98,000	59,600	58,160
Transfer to Facility Repl. Reserve	405,000	405,000	405,000	405,000	405,000
Transfer to Com Impr. Reserve	5,000	5,000	5,000	5,000	5,000
 TOTAL-Capital Program	 <u>3,270,860</u>	 <u>5,437,434</u>	 <u>4,410,900</u>	 <u>3,383,500</u>	 <u>4,148,860</u>
 <u>COMMUNITY DEVELOPMENT BLOCK GRANT</u>					
Operating and CBO expenses			<u>35,793</u>	<u>55,366</u>	<u>55,366</u>
 TOTAL-CDBG Operating			 <u>35,793</u>	 <u>55,366</u>	 <u>55,366</u>
 <u>ENTERPRISE FUNDS</u>					
Sewer & Storm Drain Services	2,650,902	3,061,503	3,877,101	3,485,388	3,505,417
Sewer & Storm Drain Capital Projects	36,810	146,531	629,000	295,000	144,000
Solid Waste Collection Management	830,337	1,051,365	1,413,860	1,488,458	1,532,217
 TOTAL-Enterprise Funds	 <u>3,481,239</u>	 <u>4,112,868</u>	 <u>5,290,961</u>	 <u>4,973,846</u>	 <u>5,037,634</u>
 TOTAL EXPENDITURES	 <u>22,737,245</u>	 <u>26,782,378</u>	 <u>28,224,152</u>	 <u>27,703,110</u>	 <u>29,066,712</u>

2003 - 2004

CAPITAL IMPROVEMENT PROJECTS

1.	Animal Control Field and Shelter Services	\$60,000
2.	Annual Accessibility Improvements	\$64,000
3.	Annual Concrete Repair	\$125,000
4.	Almond Avenue Safe Routes to School Grant Project	\$550,000
5.	Biennial Sewer System Repairs	\$264,000
6.	City Hall Office Design and Carpeting	\$118,000
7.	City Hall Heating, Ventilation and Air Conditioning System	\$10,000
8.	Communications Center Design	\$20,000
9.	Document Management, Phase 2	\$143,500
11.	Council Chambers Projection Equipment	\$16,400
12.	Electrical Service Improvements	\$24,000
13.	Evapotranspiration Controllers at City Parks	\$55,000
14.	Grant Road Safe Routes to School Grant Project	\$336,000
15.	Heritage Oaks Park Playground Renovation	\$80,000
16.	Hillview Restroom Renovation	\$112,000
17.	Human Resources Information System	\$15,000
18.	Municipal Service Center Warehouse Roof	\$52,000
19.	Marymeade Park Playground Renovation	\$180,000
20.	McKenzie Park Playground Renovation	\$180,000
21.	Service Review for the Recreation Department	\$50,000
22.	Traffic Impact Fee Study	\$50,000
23.	Additional Funding for MSC Washdown Pad	\$62,000
24.	Additional funding for Hetch Hetchy Path	\$330,000
	Total Projects	\$2,896,900

2004 - 2005

CAPITAL IMPROVEMENT PROJECTS

1.	Annual Accessibility Improvements	\$64,000
2.	Annual Concrete Repair	\$50,000
3.	Annual Street Resurfacing	\$590,000
4.	Traffic Calming	\$150,000
5.	Biennial Sewer Main Video Inspection	\$144,000
6.	Biennial Street Slurry Seal	\$463,000
7.	Communications Center Renovation	\$340,000
8.	Document Management, Phase 3	\$95,700
9.	Hillview Community Center Improvements	\$1,440,000
10.	Hillview Community Center Water Main Replacement	\$95,000
11.	Hillview Whistle Stop Park Playground Renovation	\$80,000
	Total Projects	\$3,511,700