

City of Laguna Beach
California



Adopted Budget
Fiscal Year 1998-99

As advertised in this notice, the City Council held a Public Hearing on August 6, 1998 to hear comments from the community and to make a final decision on whether to raise the Sewer Service Fee or to consider other options such as to delay the construction of the improvements or to borrow money from other City funds.

At the conclusion of the Pubic Hearing, the decision was made to *not* increase the Sewer Service Fee, but rather to borrow an additional \$290,000 from the City's Parking Authority to design and construct a second portion of the initial list of projects. This second portion of funded projects is shown below:

Design and Construction:

Bonn Drive Force Main Reconstruction	\$ 70,000
Laguna Pump Station Valve Repair	60,000
Crescent Bay Force Main Reconstruction	<u>20,000</u>
Sub-Total: Design and Construction	150,000

Design Only:

Summit Drive Main Lining	
AWMA Pump Station Wetwell Repair	
5 th Avenue Nuisance Water Abatement	
Main Beach Nuisance Water Abatement	
Crescent Bay Nuisance Water Abatement	
Backup Generator at Fisherman's Cove and Shaw's Cove	
Emerald Bay Siphon Relining	
Sub-Total: Design Costs Only	<u>140,000</u>
Total: New Appropriations (Funded By An Additional Loan From Parking Authority)	<u>\$ 290,000</u>

The decision to fund only this second portion of projects was made with the anticipation that the revenue to construct the remaining projects as well as the revenue to repay the total loan of \$490,000 would be generated by the sale of the City's surplus capacity in the regional wastewater treatment authority (Aliso Water Management Agency) which may occur within the next twelve months.

**ADDENDUM TO THE FISCAL YEAR 1998-99 ADOPTED
BUDGET**

(Prepared August 13, 1998)

On June 16, 1998 the City Council adopted the Annual Budget for Fiscal Year 1998-99 as reflected in the accompanying document. On that same date, the City Council also discussed the possibility of increasing the number of sewer capital improvement projects to enhance ocean water quality. Towards this end, a proposal was made to add the following projects:

Bonn Drive Force Main Reconstruction	\$ 70,000
Beach/Mermaid Main Resconstruction ¹	180,000
Laguna Pump Station Valve Repair	60,000
Crescent Bay Force Main Reconstruction	20,000
Summit Drive Main Lining	50,000
AWMA Pump Station Wetwell Repair	70,000
5 th Avenue Nuisance Water Abatement	70,000
Main Beach Nuisance Water Abatement	40,000
Crescent Bay Nuisance Water Abatement	50,000
Backup Generator at Fisherman's Cove and Shaw's Cove	200,000
Emerald Bay Siphon Relining	<u>175,000</u>
Total:	\$ <u>985,000</u>

Central to this discussion was whether the City should wait the several years it would take for the Sewer Fund to generate the \$985,000 necessary to construct the improvements, or whether it would be more prudent to construct those improvements immediately by loaning the Sewer Fund money from other sources such as the City's Parking Authority, or by increasing sewer service fees to generate the needed dollars.

At the conclusion of this discussion on June 16th, the City Council made a decision to loan the Sewer Fund \$200,000 from the Parking Authority to initially fund only a portion of the needed projects. This decision is reflected in the list of funded sewer projects in the accompanying budget document (page 175).

At that same time, the City Council also gave consideration to increasing the Sewer Service Fee by 28.5% for a one year period to generate the funds needed to construct the remaining projects. This proposal was conveyed to the community by written notice mailed individually to each household and business that were currently paying the Sewer Service Fee.

¹ This project was subsequently funded as a part of the initial Adopted Budget.

City of Laguna Beach

ELECTED OFFICIALS

MAYOR	STEVE DICTEROW
MAYOR PRO TEM	WAYNE BAGLIN
COUNCILMEMBER	KATHLEEN BLACKBURN
COUNCILMEMBER	PAUL FREEMAN
COUNCILMEMBER	WAYNE PETERSON
CITY CLERK	VERNA ROLLINGER
CITY TREASURER	SUSAN MORSE

Administration

City Manager	Kenneth Frank
Assistant City Manager - Director of Municipal Services	Terry Brandt
Deputy City Manager - Director of Administrative Services	Sanford Groves
Chief of Police	James Spreine
Director of Community Development	Kyle Butterwick
Director of Community Services	Pat Barry
Fire Chief	Bill Edmundson
Budget Preparation Team:	
Finance Officer	Elizabeth Andrew
Administrative Services Manager	Raquel Muñoz
Account Technician - Budget Analyst	Magdalena M. Lotolc

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INTRODUCTION

INTRODUCTION

“How To Use This Budget”

The Annual Budget for the City of Laguna Beach for fiscal Year 1998-99 was adopted by the City Council on June 16, 1998.

The pages which immediately follow contain a copy of the City Manager's Budget Message that accompanied the Proposed Budget when it was first submitted to the City Council on April 29, 1998. The discussion of issues in the City Manager's Budget Message refers only to the Proposed Budget as submitted at that time.

Subsequent to its submittal on April 29, 1998 and the preparation of this Budget Message, numerous modifications have been made to the Proposed Budget. These modifications are shown on pages xvii and xviii, and they have been incorporated into the body of this budget document within the columns marked “Adopted Budget”.

This document is divided into five sections:

1. City-Wide Summaries
2. Revenues
3. Expenditures
4. Capital Improvement Program
5. Appendix (Detail by Fund)

The five sections are preceded by the City Manager's Budget Message. This is a report which provides an overview of the City's Budget and a current perspective on a variety of issues which affect the budget.

If you are not familiar with the City's budget, you may wish to review the section on city-wide summaries before reading the City Manager's Budget Message. This will provide you with a broad overview of the City's revenues, expenditures, and beginning and ending balances, and will assist you in better understanding the issues raised in the Budget Message.

The following provides a brief description of each of the sections contained in the Budget.

Section I: City-Wide Summaries

This section provides the broadest overview of the Proposed Budget. The chart on page three entitled “Beginning and Ending Balances” shows all of the City's funds and indicates the estimated beginning balances, revenues, transfers, expenditures, and ending balances.

The City's operating and capital project funds are shown at the top of the chart, and the City's internal service funds are shown at the bottom.

Page five contains a fold-out chart entitled "Sources and Uses of Funds - *Summary by Department and Fund*". Similar to the previous chart, this chart also shows the revenues, expenditures, and balances for each fund. The difference is that this chart also indicates how *funding is allocated* among the various departments. A page number is provided next to each department which refers to the pages within this budget document that provide more detailed information regarding that department's budget.

Page six contains another fold-out chart entitled: "Sources and Uses of Funds - *Summary by Division and Fund*." This chart shows the same information as the previous chart except that the funding information is broken down to the division level.

Section II: Revenue Budget

The Revenue Budget begins with a summary of *all* projected revenues shown by major source within fund.

It is followed by a bar and pie chart analysis of the City's *General Fund* which summarizes various aspects of the *General Fund's* revenues, expenditures, and history.

This section concludes with a detailed breakdown and history for each individual revenue source organized by fund, and a description of key sources of revenues.

Section III: Expenditure Budget

1. Organization by Department and Division

The expenditure budgets in this document are organized by Department and are disaggregated down to the Division level. For the most part, all of the expenditure items within each Division are funded from a single fund source and that fund is shown at the top right-hand corner of the division budget. In the few cases where a particular expenditure item is funded from a source other than the fund shown at the top of the division budget, a footnote is included indicating the source of funding.

The fold-out chart that appears in the introductory section to the Expenditure Section (p. 32.1) shows all of the City's departments and divisions and how they are organized within the Expenditure Section of this budget. For quick reference this chart contains page references to the individual departments.

2. Internal Service Funds

The City has two internal service funds: one for vehicle replacement and a second for insurance and benefits. They are both shown at the end of the Expenditure Budget Section (pp. 167-172). An internal service fund is a revolving fund which is established to isolate the costs of a particular function, and then to allocate those costs to the various operating divisions.

Costs for the functions of the internal service funds are allocated to individual operating divisions through the use of an annual rate which is adjusted each year to reflect anticipated costs. For example, the rates for vehicle replacement are based on the specific vehicles assigned to each division, and the rates for employee medical insurance are based on the number of employees in each division.

Based on this rate, each division pays to the internal service fund an annual amount which is shown as an expenditure item in each division's budget. This payment becomes the revenue for the internal service fund which in turn directly pays for the goods and services provided, such as new vehicles or medical insurance.

The advantage of establishing rate-based internal service funds is that they provide an accounting mechanism to build up reserves to pay for very expensive items, such as the purchase of a fire truck or the payment of a large insurance claim. This allows the City to spread out the cost for these items over many years. Additionally, a rate-based vehicle replacement internal service fund more accurately assigns the cost of equipment over the period during which the equipment is used.

Section IV: Capital Improvement Program

This Section (pp. 173-194) contains a listing of all capital improvement projects budgeted for this year. Additionally, it indicates the source of funding and provides a more detailed description of the scope and location for each project. The amounts budgeted for each project are also included within the expenditure budgets for each of the operating divisions that are responsible for managing the projects.

This section also contains the City's Ten Year Capital Improvement Plan which indicates by year the estimated cost and funding source for each project included within the plan.

Section V: Appendix

This section shows the detailed expenditure budgets for the City's principal funds including the General Fund, the Parking Fund, the Sewer Fund, and the Transit Fund. It also shows a summary for All Funds Combined.

In the Expenditure Section of this budget document, these detailed expenditure budgets are *arrayed by department and division*. In this Appendix Section, the detailed expenditure budgets are *arrayed by fund*.

MEMORANDUM

DATE: April 29, 1998
TO: City Council
FROM: *fk* Kenneth Frank, City Manager
SUBJECT: TRANSMITTAL OF THE 1998-99 PRELIMINARY BUDGET

Chapter 3.24 of the Laguna Beach Municipal Code requires the City Manager to submit a proposed budget to the City Council by May 1 of each year. In compliance with that mandate, the preliminary spending plan for fiscal year 1998-99 is hereby presented. A public workshop concerning the budget is scheduled for 9:00 a.m. on Saturday, May 9. A public hearing is planned for the City Council meeting of May 19. A third public forum will be held on June 16 with the anticipation that the Council would adopt the budget at that session.

I. OVERALL CITY FINANCIAL POSTURE

Were it not for the extensive damage inflicted by this winter's interminable rainstorms, the City would be in splendid financial shape. However, during this year, the General Fund was required to absorb approximately \$2 million of expenses that will not be reimbursed by State and Federal disaster assistance. Moreover, as depicted in the proposed Capital Improvement Program for next fiscal year, an array of previously unknown drainage deficiencies has come to our attention; these need to be corrected as soon as possible. A \$1 million supplement to the normal capital improvement program is recommended to ameliorate those drainage deficiencies.

In addition, the proposed budget for next fiscal year:

- Eschews any increase in fees or taxes.
- Augments staffing by two positions. An additional police officer is being hired with the salary being subsidized for three years by Federal and State grants. An Assistant City Engineer position has been created to reduce the inimical backlog of capital improvements emanating from the series of disasters which has beset the City in the last few years.
- Finances most departmental requests for replacement of existing equipment, and, to the extent possible, for acquisition of new equipment which will not require a recurring annual expense.

- Requires a transfer of \$700,000 from the Parking Fund to balance the General Fund; this has been necessary since the State usurped \$1.2 million in annual property taxes..

II. DISCRETIONARY REVENUE

While the entire City budget for next fiscal year will approach \$33 million, a significant portion of that spending is nondiscretionary, i.e., the City Council does not enjoy unfettered authority to use that money on any municipal purpose. For example, the extractions from developers such as park, housing and drainage fees must be spent only for those specific purposes. Charges for recreation programs, refuse collection, sewer service, and building permits must be used for their intended purposes. Federal and State grants are tightly circumscribed in their use. Street lighting and gas tax revenues are restricted for prescribed purposes.

After these circumscribed revenues are excised from the budget, approximately \$18 million remains for the Council to apportion among the gamut of municipal services. In the proposed budget for Fiscal Year 1998-99, those discretionary funds are allocated roughly as follows:

<u>Police</u> including Animal Control	32%
<u>Fire</u> including paramedics	25%
<u>Municipal Services</u> including streets, beaches, parks and parking facilities	22%
<u>General Government</u> including City Council, City Clerk, City Manager, City Attorney, Personnel, Finance and Non-Departmental	12%
<u>Community Services</u> including recreation, lifeguards, senior services, swimming pool and community agencies	7%
<u>Community Development</u> including planning, building and zoning	2%

III. GENERAL FUND REVENUE OUTLOOK FOR FISCAL YEAR 1998-99

General Fund revenue is estimated to be \$21,360,138. Salient features include:

- Property tax revenues are projected to rise by 4%.
- A 2% increase in sales taxes is projected for next year.
- For the transient occupancy tax, the assumption is that the hotels will be able to maintain their current level of revenue adjusted upward only slightly to reflect a full year of operation for the Aliso Creek Inn.
- The County lifeguard subsidy has been terminated after gradually being reduced for several years.
- Rent from the Festival of Arts is budgeted at only \$125,000 in the General Fund; that amount equals the proposed allocation for community agencies. The remainder of the rent from the Festival of Arts is allotted to the Capital Improvement Fund.

IV. GENERAL FUND EXPENDITURE HIGHLIGHTS

ALL DEPARTMENTS

General Fund spending is proposed at \$22,210,930 which is about \$960,000 (4.5%) above the original adopted budget for 1997-98. Significant changes are discussed in this section of the budget message.

CITY COUNCIL, CITY MANAGER, CITY CLERK, CITY TREASURER, AND CITY ATTORNEY

The only salient change proposed for these departments is a substantial decrease in the budget for legal services. In 1997-98, \$450,000 was allocated for the City Attorney's budget, which includes the cost of contracting with the District Attorney to process Municipal Code violations. Next year, we are recommending an appropriation of \$390,000. Costs for legal services have declined sharply in the last two years as depicted on the following schedule:

98-99 (Proposed)	\$ 390,000	93-94	\$ 566,339
97-98 (Estimated)	390,000	92-93	499,907
96-97	357,207	91-92	423,967
95-96	452,635	90-91	417,750
94-95	640,934		

ADMINISTRATIVE SERVICES DEPARTMENT

The Personnel and Finance functions have been combined into an Administrative Services Department to reflect the way in which those units are being managed. Expenses which cannot easily be categorized to one of the department budgets, such as the annual debt service on the Laguna Canyon bonds, are reflected in the Non-Departmental budget under the purview of Administrative Services. Key highlights for next fiscal year include:

- Continued participation in the El Toro Reuse Planning Authority is budgeted at \$100,000; however, Laguna's share will be substantially higher.
- Funding for the Visitors Bureau has increased again because of the escalation in bed taxes.
- The Library subsidy is no longer needed.
- Within the Non-Departmental budget, a 4% allowance is included for salary increases which have been negotiated with the employee associations. The actual increase will not be known until the Fall because it will be based on a cost of living escalator related to the annual increase in the City's property tax base.
- The Contractual Services account has been increased by almost \$10,000 to enhance the personal computer support that is available to City departments. With the increasing reliance on personal computers, it has become essential to augment our technical assistance to the departments.

- Twenty thousand dollars (\$20,000) is budgeted to complete our internal computer network including City facilities away from City Hall (e.g., new corporation yard; fire stations, etc.).
- There is a staffing reorganization in the Personnel function which will reduce salary costs.

POLICE DEPARTMENT

At its March 3 meeting, the City Council approved an additional police officer who will be partially funded by a new Federal grant for the first three years. State grant money will pay the remainder of the salary. With that staffing augmentation, the Council will have added four new police officers since 1995. Also, a transcription system for police reports has saved the equivalent of one police officer's time. Next year's budget shows a decrease in contractual services because Orange County has eliminated jail booking fees. The current spending plan included \$29,000 for that purpose.

FIRE DEPARTMENT

The preliminary budget for next fiscal year continues funding for the three permanent firefighters, the emergency management coordinator, and the fuel modification program. With the present allowance for fuel modification, the entire fuelbreak along the perimeter of the City will be grazed each year. The budget also includes substantial expenses for replacement of equipment and station repairs. The overtime budget has again been augmented to address an ever increasing problem with sick leave and industrial disability. During the present year, the Council has been compelled to increase the Fire Department's overtime budget due to on-the-job injuries. Unless there is an improvement in that area, the allowance proposed for next fiscal year will probably not be sufficient to fully fund the overtime needs associated with constant manning of all the stations.

MUNICIPAL SERVICES DEPARTMENT

Hiring an additional engineer is the most significant change to this department's budget. That position reflects the City Council's commitment to enhance the quality of the City's infrastructure. The Assistant City Engineer will be intimately involved in carrying out the multitude of new projects which are already underway as a result of the winter storms and the proposed projects in the budget for next fiscal year. Substantial improvements are underway to the City's aging sewer system and to drainage facilities. Next year's budget includes a \$300,000 reduction in spending because the Main Beach Park bonds will be retired with money which is already in a reserve fund. Earlier this year, the Council had requested that we return with a comprehensive program to enhance the cleanliness of the community. A draft program has been developed but a final recommendation has been delayed because the staff is focusing on storm repairs and because the money which could have been available for an enhanced program has been shifted to emergency repairs. Nonetheless, the budget recommends the purchase of a sidewalk/parking lot cleaner which will significantly improve the effectiveness of existing personnel. Later this year, we will return to the Council with a complete report as to future options for a more ambitious Citywide endeavor. The Refuse Division budget

reflects the present collection and disposal system. When the Council adopts a new system, the budget will need to be modified to reflect that change.

COMMUNITY DEVELOPMENT DEPARTMENT

Last year, the Council augmented this department's staffing with the addition of a planning assistant. Next year, the most significant change proposed is the transfer of one planner from the Planning Division to the Zoning Division. This transfer of responsibilities was necessary during the current year to handle the vastly increased workload in Zoning. The planner will be responsible for checking zoning submittals, providing advice to the public, and assisting the Zoning Administrator with the Design Review Board meetings. No planning, zoning or building fee increase is recommended next year even though costs have risen in the several years since the last adjustment. However, once the 1997-98 costs are finalized, the staff will recommend fee increases that would take effect on July 1, 1999.

COMMUNITY SERVICES DEPARTMENT

Last year, this Department's budget was supplemented by adding about 30 days of service for the community swimming pool and by hiring a half-time Arts Coordinator. Next year's budget continues those services. For many years, the allowance for Community Assistance Funding has been calibrated at 15% of the revenue from the Festival of Arts. The current allowance is \$75,000, although the Council approved extraordinary grants for the Laguna Beach Art Museum, the Community Clinic and AIDS Service Agencies. With the redemption of the Main Beach Park bonds, it is recommended that the annual allowance for community agencies be increased to 25% of the Festival rent which would provide \$125,000 next fiscal year. At its budget workshop, the Council may want to designate two of its members to review the Community Assistance requests and to proffer a recommendation to the full Council.

V. COMPARISON OF GENERAL FUND REVENUES AND EXPENDITURES

General Fund revenues for Fiscal Year 1998-99 are estimated to be \$21,360,138. Expenditures of \$22,210,930 are recommended. After the transfer of \$700,000 from the Parking Fund, the General Fund balance would be \$2,350,008 which is \$128,915 above the 10% reserve requirement of the Municipal Code. The next section of this budget message describes options for augmenting the preliminary budget based on entreaties by the Council, by other individuals or organizations, or by City departments. However, because annual revenue is less than projected expenditures for next fiscal year, the Council should be chary in adding ongoing expenses.

VI. UNFUNDED BUDGET REQUESTS

With very minor exceptions (e.g., purchasing a sidewalk sweeper) none of the many requests for budget augmentations have been recommended because of funding constraints. This section of the budget message outlines this surfeit of requests and estimates their costs so that the City Council

could consider which, if any, of these meritorious programs should be included in the 1998-99 adopted budget.

1. Community Agencies -- The proposed budget calls for the Community Assistance allocation to increase from \$75,000 in 1997-98 to \$125,000 next year. Because of the recommendation to substantially increase the Community Assistance Fund, the preliminary budget does not include special allocations for the Community Clinic, the Laguna Beach Art Museum or AIDS Services Agencies. In 1997-98, those three purposes were allotted \$145,000 of which \$125,000 was outside of the Community Assistance Fund.
2. School District Community Use Facilities -- The School District is bereft of funds to adequately maintain recreation facilities which are used both by school students and by other residents. At present, the City and District share the costs of the swimming pool. The City pays for the resurfacing and general maintenance at the high school tennis courts. Also, school teams are allowed to use City facilities without charge including the Alta Laguna tennis courts, the baseball field at Alta Laguna, and Riddle Field. Nonetheless, given the intense use of School District facilities, coupled with the District's austere financial situation, the Council may wish to provide further succor to maintain community use facilities.
3. El Toro Reuse Planning Authority -- While \$100,000 is already incorporated into the recommended budget, the City's share of this agency's costs is projected at \$220,000 for 1998-99. Because an airport at El Toro would be enormously detrimental to the public weal, the Council should consider supplementing the preliminary allocation.
4. Restroom Cleaning -- This Fall, the new public restrooms at the Ocean Avenue parking lot are scheduled to open. Under the preliminary budget, existing staff would be deployed from other functions to clean this facility. To ensure adequate maintenance, \$5,000 should be budgeted for salaries and supplies for ten months.
5. Marine Safety Part-time Salaries -- Marine safety costs have escalated in recent years because of adherence to the Fair Labor Standards Act and increases in part-time compensation. It would be desirable to further augment the division budget. For example, we are not yet sure of the school calendar for next year. It is conceivable that our part-time salaries will not suffice to provide staffing during the full summer season depending upon when the District ends classes in June of 1999.
6. Dispatcher -- While the Council has recently added a dispatcher, another person could be hired to ensure two employees on each shift. A full time dispatcher would cost approximately \$35,000 to \$47,000 per year, depending upon seniority.
7. Fire Department Overtime -- In the last three years, the Fire Department has not stayed within its overtime budget because of injuries among its personnel. The proposed budget may not include sufficient funding given our recent history of overtime expenses.

8. Assessment District Staff Support -- Approximately 15 underground utility assessment districts are in various stages of completion. No staff has been added to administer these programs. The projects could be expedited if a half-time administrative position starting at the planning aide level were added. This would cost approximately \$16,000 per year.
9. Paramedic Assessment Unit -- Assigning a paramedic to the three shifts of Engine Company No. 1 would supplement our paramedic unit which operates out of Station 2. While one paramedic could not perform all of the EMT II functions, he/she would be able to furnish an initial level of assistance beyond what firefighters are trained to do. To implement this program, approximately \$16,500 would be needed for additional equipment. There would also be an ongoing increase in salaries for the paramedic bonus of approximately \$8,000 per year.
10. Lang Park After School Staffing -- At Top of the World Park and at Moulton Meadows Park, the City affords an after school and summer recreation program. This ensures that an adult is at those facilities during hours when children are most likely playing without parental supervision. Extending that program to Lang Park would cost approximately \$12,000.
11. Geologic Hazards Mapping -- About 20 years ago, potential geologic hazards were depicted on a map using the information available at that time. Subsequently, an enormous amount of additional data has been developed which would enable the City to more precisely portray latent geologic hazards. Mapping this data - at a one time cost of \$50,000 - would assist during the review of new subdivisions and individual building applications.
12. Building Division Software -- Several years ago, the processing of Building Division permits was expedited through use of computers. While state of the art at that time, the computer software has quickly become outdated and will need to be replaced in the near future at a cost of \$32,000.
13. Animal Shelter Education -- Staff at the shelter would like to establish an educational center to improve the public information which is offered to school children and other visitors. Such a program would entail one time costs of approximately \$1,500.
14. Full-time Arts Coordinator -- The Council has received a petition from the Arts Commission to employ a full-time rather than a half-time Arts Coordinator. That request would cost approximately \$21,000 next fiscal year.
15. External E-Mail/Internet Connection -- Interest has been expressed in having the City departments accessible through external computers. The Council has recently approved the retention of a telephone/computer consultant to assist us in analyzing alternatives for this service. It appears that ongoing costs would be about \$30,000 per year.
16. Citywide Clean Up Campaign -- In the present year, the Council augmented the Municipal Services budget to allow an increased clean up of City beaches. This has been extremely effective in the North Laguna beaches where it has been implemented. Any sizeable litter is

XIII. TRANSIT FUND

Congress has not completed its deliberations on a reauthorization of Federal transportation programs. Federal transit funding for the current fiscal year is still uncertain. However, it appears that small transit systems will enjoy some level of continued operating subsidies; hence, \$114,000 in Federal funding is projected for next fiscal year. With that Federal subsidy, the transfer from the Parking Fund to the Transit Fund will be \$84,450.

XIV. DEBT SERVICE FUND

Servicing the debt on the general obligation bonds, which were issued for the acquisition of land in Laguna Canyon, will cost about \$1.8 million in 1998-99. The property tax override, which adds almost 6% to the base property tax rate, will finance that payment.

XV. INTERNAL SERVICE FUNDS

The automotive replacement fund provides financing to maintain the City's fleet of vehicles. Adequate funds are being set aside to replace our vehicles as they end their useful lives. The Police Department has been able to extend the lives of some of its vehicles by significant renovation of the cars. However, next year's budget calls for replacing five patrol cars and the Department's four-wheel drive vehicle. Also, there is a sizeable allowance to replace the existing street sweeper. The new vehicle will dump refuse directly from the street sweeper to a bin. At present, our sweeper empties onto the ground and the refuse must be transferred by a loader into the bin.

EXHIBIT B
MODIFICATIONS TO THE 1998-99
PRELIMINARY BUDGET

1. Eliminate \$9,140 for purchase of a police motorcycle in the Vehicle Replacement Fund.
2. Increase revenues by \$10,000 to reflect the leasing of space at Fire Station #2 to our local ambulance company.
3. Increase the part-time salaries by \$5,000 in the Parks Division of Municipal Services to clean the Forest Lane restrooms.
4. Increase the Fire Department overtime allowance by \$15,000 to lessen the need for a mid-year increase.
5. Increase by \$5,000 the Community Development Department budget for the one time cost of converting South Laguna files from microfiche to a digital format.
6. Allocate an additional \$125,000 for the City's participation in the El Toro Reuse Planning Authority.
7. Increase part-time labor costs in Marine Safety by \$56,640 to pay for enhanced lifeguard coverage as follows:
 - a. Start summer coverage on Saturday, June 19, 1999 rather than Friday, June 25 (\$17,360).
 - b. Increase September weekends from reduced coverage to skeleton coverage (\$5,460).
 - c. Increase the first weekend in June, 1999, from reduced coverage to skeleton coverage (\$1,820).
 - d. Increase hazardous conditions coverage at the discretion of the Chief of Marine Safety (\$32,000).
8. Appropriate \$24,000 to establish a paramedic assessment unit at Fire Station #1.
9. Allocate \$20,000 to the Community Clinic in addition to Community Assistance Funding.
10. Appropriate \$85,000 to the Museum of Art for capital costs associated with improving the air conditioning/humidity control at the Museum with the condition that the City and the Museum attempt to negotiate an agreement under which the Museum building would revert to City ownership if the Museum ceases operation.
11. Appropriate \$10,000 to convert one police officer position to police sergeant starting November 1.

12. Increase funding by \$20,000 for the Arts Coordinator to make that position full-time.
13. Adopt the Community Assistance Fund allocations in the amount of \$125,000 as recommended by the subcommittee.
14. Appropriate \$676,000 for replacement of the Sleepy Hollow Sewer Main by (1) reducing the Sewer Fund balance by \$200,000, (2) drawing down \$236,000 which is in reserve at AWMA, (3) delaying the Laguna Beach Pump Station project for one year, and (4) transferring \$200,000 from the Parking Fund to the Sewer Fund.
15. Augment the South Laguna Village Storm Drain project by \$340,000 by appropriating \$55,000 from the Drainage Fund and \$285,000 from the Capital Improvement Fund.
16. Augment the Insurance Fund by any proceeds up to \$500,000 which the City receives from the settlement of the lawsuit between Orange County and Merrill Lynch; any amount over \$500,000 would be placed in the Contingency Reserve.
17. Replenish the Reserve for Contingencies by capturing any funds above the projected General Fund balance on June 30, 1998.
18. Increase the Vehicle Replacement Fund budget by \$187,500 for the purchase of a Type III wildland fire engine.
19. Decrease the City Attorney budget by \$20,000 and the Vehicle Rents and Leases budget in Marine Safety by \$6,000.
20. Notify residents of the City's proposal to increase residential and commercial sewer rates by approximately 28% for a period of one year to raise an additional \$1 million to construct needed repairs to the City's sewer system.
21. Allocate \$5,000 to the Chamber of Commerce for the creation of a Laguna Beach Chamber of Commerce internet web site.

Section I

City-Wide Summaries

Beginning & Ending Balances.....	page 3
Sources & Uses of Funds (by Department).....	page 5
Sources & Uses of Funds (by Division).....	page 6
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Beginning and Ending Balances

Fiscal Year 1998-99

All
Funds¹

	Estimated Beginning Balance July 1, 1998 ²	Estimated Revenues	Transfers In (Out)	Estimated Expenditures	Estimated Ending Balance June 30, 1999
<u>Operating and Capital Project Funds</u>					
General	2,744,400	21,370,138	700,000	22,555,570	2,258,968
Open Space	806,900	0	0	0	806,900
Capital Improvement	168,700	2,122,000	60,000	2,217,000	133,700
Parking Authority	351,900	2,705,600	(984,450) ³	1,006,840	1,066,210
Parking In Lieu	357,600	18,700	0	0	376,300
Park In Lieu	50,300	6,600	0	0	56,900
Art In Lieu	66,800	3,600	0	0	70,400
Drainage	59,600	4,700	0	55,000	9,300
Housing In Lieu	25,100	1,300	0	14,400	12,000
Gas Tax	471,500	736,000	0	600,000	607,500
Street Lighting	1,738,800	385,784	0	252,840	1,871,744
Sewer	738,700	4,041,000	200,000	4,913,380	66,320
Spec. Rev. & Grants	0	20,000	0	20,000	0
Debt Service	1,782,600	1,827,000	0	1,826,130	1,783,470
Transit	2,000	653,400	24,450 ⁴	677,850	2,000
Total	9,364,900	33,895,822	0	34,139,010	9,121,712
<u>Internal Service Funds</u>					
Insurance	242,900	2,937,350	0	2,917,670	262,580
Auto Replacement	1,307,300	518,160	0	693,570	1,131,890
Total	1,550,200	3,455,510	0	3,611,240	1,394,470

¹ Includes all operating, capital project, and internal service funds. Excludes trust and agency, carryover, and special assessment district funds.

² Includes only funds which are available for new appropriations.

³ Includes *transfers out* of \$700,000 to the General Fund, \$200,000 to the Sewer Fund, and \$84,450 to the Transit Fund.

⁴ Includes *transfer out* of \$60,000 to Capital Improvement Fund for OCTA funded restroom project; and *transfer in* of City transit subsidy of \$84,450 from Parking Fund.

Sources & Uses of Funds¹
Summary by Department and Fund

SOURCES OF FUNDS	Total Budget (All Funds)	Total Budget Allocated by Fund													Internal Service Funds					
		General Fund	Parking Authority	Sewer Fund	Transit Fund	Capital Improvement	Gas Tax	Spec. Rev. & Grants	Street Lighting	Drainage Fund	Open Space	Debt Service	Parking In Lieu	Park In Lieu	Housing In Lieu	Art In Lieu	Vehicle Repl.	Insurance		
BEGINNING BALANCE: July 1, 1998																				
Revenues	\$9,364,900	\$2,744,400	\$351,900	\$738,700	\$2,000	\$166,700	\$471,500	\$0	\$1,738,600	\$59,600	\$806,900	\$1,782,600	\$357,600	\$50,300	\$25,100	\$66,800	\$1,307,300	\$242,900		
Transfers: In/(Out)	33,895,822	21,370,138	2,705,600	4,041,000	653,400	2,122,000	736,000	20,000	385,784	4,700		1,827,000	18,700	6,600	1,300	3,600	518,160	2,937,350		
	0	700,000	-984,450	200,000	24,450	60,000														
TOTAL SOURCES OF FUNDS	43,260,722	24,814,538	2,073,050	4,979,700	679,850	2,350,700	1,207,500	20,000	2,124,584	64,300	806,900	3,609,600	376,300	56,900	26,400	70,400	1,825,460	3,180,250		
USES OF FUNDS																				
City Council (p. 39)	73,820																			
City Manager (p. 41)	228,220																			
City Clerk (p. 43)	168,440																			
City Treasurer (p. 45)	62,200																			
City Attorney (p. 47)	370,000																			
Administrative Services (p. 49)	3,690,620																			
Police (p. 63)	6,931,720																			
Fire (p. 83)	4,671,460																			
Municipal Services (p. 97)	14,443,850																			
Community Development (p. 131)	1,456,000																			
Community Services (p. 147)	2,042,680																			
TOTAL USES OF FUNDS	34,139,010	22,555,570	1,006,840	4,913,380	677,850	2,217,000	600,000	20,000	252,840	55,000	0	1,826,130	0	0	14,400	0	693,570	2,917,670		
ENDING BALANCE: June 30, 1999	\$9,121,712	\$2,258,968	\$1,066,210	\$66,320	\$2,000	\$133,700	\$607,500	\$0	\$1,871,744	\$9,300	\$806,900	\$1,783,470	\$376,300	\$56,900	\$12,000	\$70,400	\$1,131,890	\$262,580		

¹ Includes all operating, capital project, and internal service funds. Excludes trust and agency carryover, and special assessment district funds.

Proposed Sources & Uses of Funds¹
Summary by Division and Fund
Fiscal Year 1998-99

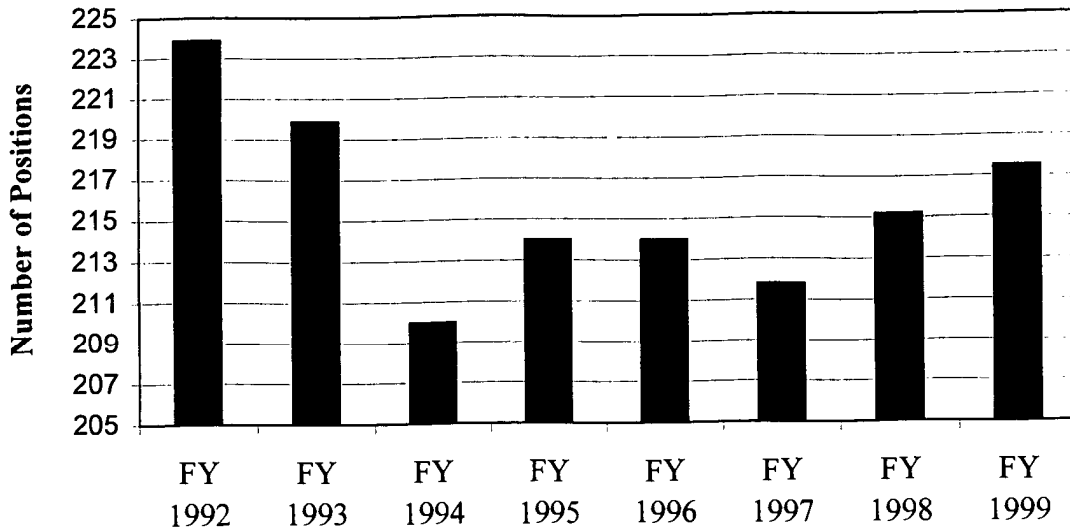
**All
Funds**

	Total Funds Budgeted	Funding Distribution														
		General Fund	Parking Auth.	Sewer	Transit	Capital Impv't.	Gas Tax	Spec. Rev. & Grants	Street Lighting	Drainage	Open Space	Debt Service	Parking In Lieu	Park In Lieu	Housing In Lieu	Art In Lieu
SOURCES OF FUNDS																
FISCAL YEAR 1999:																
Est. Beginning Balance ²	9,364,900	2,744,400	351,900	738,700	2,000	168,700	471,500	0	1,738,800	59,600	806,900	1,782,600	357,600	50,300	25,100	66,800
Revenues	33,895,822	21,370,138	2,705,600	4,041,000	853,400	2,122,000	735,000	20,000	385,784	4,700		1,827,000	18,700	6,600	1,300	3,600
Transfers: In/(Out)	0	700,000	-984,450	200,000	24,450	60,000										
TOTAL SOURCES (Funds Available)	43,260,722	24,814,538	2,073,050	4,979,700	679,850	2,350,700	1,207,500	20,000	2,124,584	64,300	806,900	3,609,600	376,300	56,900	26,400	70,400
USES OF FUNDS																
City Council	73,820	73,820														
City Manager	228,220	228,220														
City Clerk	168,440	168,440														
City Treasurer	62,200	62,200														
City Attorney	370,000	*370,000														
General Gov't. Total:	902,680	902,680														
Administrative Services:																
Personnel	193,470	193,470														
Finance	626,440	626,440														
Non-Departmental	2,870,710	1,044,680										1,826,130				
Department Total	3,690,620	1,864,490										1,826,130				
Police:																
Support Services	1,411,960	1,411,960														
Field Services	3,555,020	3,555,020														
Investigative Services	1,144,910	1,144,910														
Animal Services	324,340	324,340														
Parking Enforcement	495,490		495,490													
Department Total	6,931,720	6,436,230	495,490													
Fire:																
Fire Operations	4,565,730	4,565,730														
Weed Abatement	105,730	105,730														
Department Total	4,671,460	4,671,460														
Municipal Services:																
GENERAL OPERATIONS																
Engineering & Administration	3,237,080	577,080			2,005,000	600,000			55,000							
Equipment Maintenance	208,880	208,880														
Parks & Buildings	1,828,560	1,616,560			212,000											
Street Maintenance	1,642,450	1,642,450														
Solid Waste	1,171,460	1,171,460														
Parking Facilities Maintenance	511,350		511,350													
Street Lighting	252,840							252,840								
Sub-Total: General Operations	8,852,620	5,216,430	511,350		2,217,000	600,000		252,840	55,000							
SEWER																
Sewer	4,055,220			4,055,220												
No. Coast Interceptor	858,160			858,160												
Sub-Total: Sewer	4,913,380			4,913,380												
TRANSIT																
Administration	104,320			104,320												
Maintenance	178,240			178,240												
Operations	395,290			395,290												
Sub-Total: Transit	677,850			677,850												
Department Total	14,443,850	5,216,430	511,350	4,913,380	677,850	2,217,000	600,000	252,840	55,000							
Community Development:																
Administration	203,020	203,020														
Zoning	308,700	308,700														
Building Safety	496,160	496,160														
Planning	448,120	448,120														
Department Total	1,456,000	1,456,000														
Community Services:																
Recreation & Social Services	765,190	730,790					20,000								14,400	
Community Assistance	125,000	125,000														
Marine Safety	908,120	908,120														
Pool	182,270	182,270														
Arts Commission	62,100	62,100														
Department Total	2,042,680	2,008,280					20,000								14,400	
TOTAL EXPENDITURES	34,139,010	22,555,570	1,006,840	4,913,380	677,850	2,217,000	600,000	20,000	252,840	55,000	0	1,826,130	0	0	14,400	0
EST. ENDING BALANCE	9,121,712	2,258,968	1,066,210	66,320	2,000	133,700	607,500	0	1,871,744	9,300	806,900	1,783,470	376,300	56,900	12,000	70,400
		General Fund	Parking Auth.	Sewer	Transit	Capital Impv't.	Gas Tax	Spec.Rev. & Grants	Street Lighting	Drainage	Open Space	Debt Service	Parking In Lieu	Park In Lieu	Housing In Lieu	Art In Lieu

1. Includes all operating and capital project funds. Excludes Trust and Agency, Internal Service, Carryover, and Special Assessment District funds.

2. Includes only funds available for new appropriations.

History of Authorized Positions



Fiscal Year	Council & Clerk	City Manager	City Treas.	Police ¹	Fire	Admin. Services	Municipal Services ²	Comm. Devel.	Comm. Service	Total
70-71	3.0	2.0	.5	46.0	33.0	6.5	70.0	10.0	5.30	176.3
71-72	2.0	2.0	.5	52.0	33.0	9.7	73.0	8.0	6.00	186.2
72-73	2.0	2.0	1.0	54.0	34.0	9.0	69.0	8.0	6.00	185.0
73-74	2.7	2.0	1.0	56.0	33.0	8.7	64.0	15.0	6.00	188.4
74-75	3.0	2.0	1.0	55.0	29.5	7.5	58.5	13.0	6.00	175.5
75-76	3.0	2.0	1.0	54.5	30.0	7.5	56.5	14.0	6.00	174.5
76-77	2.0	2.0	1.0	56.0	30.0	9.0	57.0	15.0	7.00	179.0
77-78	1.0	2.0	1.0	60.0	31.0	10.0	59.0	17.0	7.00	188.0
78-79	1.0	2.0	1.0	64.5	31.0	10.0	59.3	16.0	6.00	190.8
79-80	2.0	2.0	1.0	65.5	34.0	9.0	53.2	14.0	5.00	185.7
80-81	2.0	2.0		65.5	34.0	9.0	53.3	14.0	6.00	185.8
81-82	2.0	2.0	.5	66.5	32.0	9.0	53.3	14.0	6.00	185.3
82-83	2.0	2.0	.5	66.0	35.0	9.0	52.0	14.0	6.50	187.0
83-84	2.0	2.0	.5	66.0	35.0	9.0	50.0	14.0	6.50	185.0
84-85	2.0	2.0	.5	66.0	35.0	9.0	50.0	14.5	7.20	186.2
85-86	2.0	2.0	.5	66.5	35.0	9.0	49.0	16.6	7.20	187.8
86-87	2.0	2.0	.5	67.5	35.0	9.0	50.0	16.6	7.20	189.8
87-88	2.0	2.0	.5	67.0	34.0	9.0	48.0	17.0	6.80	186.3
88-89	2.0	2.0	.5	75.0	40.0	9.0	52.0	21.0	6.80	208.3
89-90	2.0	2.0	.5	77.0	40.0	10.0	53.0	21.0	6.80	212.3
91-92	2.0	2.0	.5	79.0	43.0	9.0	58.0	22.6	7.80	223.9
92-93	2.0	2.0	.5	79.0	40.0	9.0	58.0	21.6	7.80	219.9
93-94	2.0	2.0	.5	77.0	36.0	8.6	56.0	20.1	7.80	210.0
94-95	2.0	2.0	.5	77.0	42.0	8.6	54.0	20.1	7.80	214.0
95-96	2.0	2.0	.5	79.0	43.0	8.6	52.0	19.1	7.75	214.0
96-97	2.0	2.0	.5	79.5	43.0	9.0	49.0	19.0	7.75	211.8
97-98	2.0	2.0	.5	81.0	43.0	9.4	49.0	20.0	8.25	215.2
98-99	2.0	2.0	.5	82.0	43.0	9.5	50.0	20.2	8.75	218.0

¹ Includes Animal Services and Parking Enforcement

² Includes Parking Administration, Sewer and Transit

Section II

Revenues

Revenue Summary.....	page 10
General Fund Analysis.....	page 12
Revenue Detail.....	page 17
Description of Key Revenue Sources.....	page 28

Revenue Summary
Fiscal Year 1998-99

**All
Funds**

	<u>Amount</u>	<u>% of Total</u>
General Fund		
Property Tax	7,891,300	
Sales Tax	2,862,956	
Transient Lodging Tax	2,909,300	
Business License Tax	590,000	
Other Taxes	922,000	
Licenses & Permits	508,800	
Fines & Penalties	125,000	
Use of Money & Property	1,124,000	
Revenue from Other Agencies	1,431,282	
Charges for Service	2,753,500	
Reimbursements	227,000	
Other Revenue	25,000	
Subtotal General Fund	<u>21,370,138</u>	63%
Capital Improvement Fund		
Parking & Other Fines	941,000	
Building Construction Tax	250,000	
Other Revenue	931,000	
Subtotal Capital Improvement	<u>2,122,000</u>	6%
Parking Authority Fund		
Parking Meter Income	1,934,700	
Parking Permits & Other Revenue	770,900	
Subtotal Parking Authority Fund	<u>2,705,600</u>	8%
Sewer Fund		
Sewer Service Charges	3,535,000	
Other Revenue	506,000	
Subtotal Sewer Fund	<u>4,041,000</u>	12%

Revenue Summary (Con't.)
Fiscal Year 1998-99

**All
Funds**

	<u>Amount</u>	<u>% of Total</u>
Transit Fund		
State & Federal Grants	199,000	
Bus Fares & Other Bus Income	357,400	
Tram Fares	97,000	
Subtotal Transit Fund	<u>653,400</u>	2%
Street Lighting Fund	385,784	1%
Gas Tax Fund	736,000	2%
Debt Service Fund	1,827,000	5%
Other Revenues		
Drainage In Lieu Fund	4,700	
Housing In Lieu Fund	1,300	
Art In Lieu Fund	3,600	
Park In Lieu Fund	6,600	
Parking In Lieu Fund	18,700	
Open Space Fund	0	
Special Revenue & Grants Fund	20,000	
Subtotal Other Revenues	<u>54,900</u>	0%
 TOTAL ALL REVENUES	 <u><u>\$33,895,822</u></u>	 100%

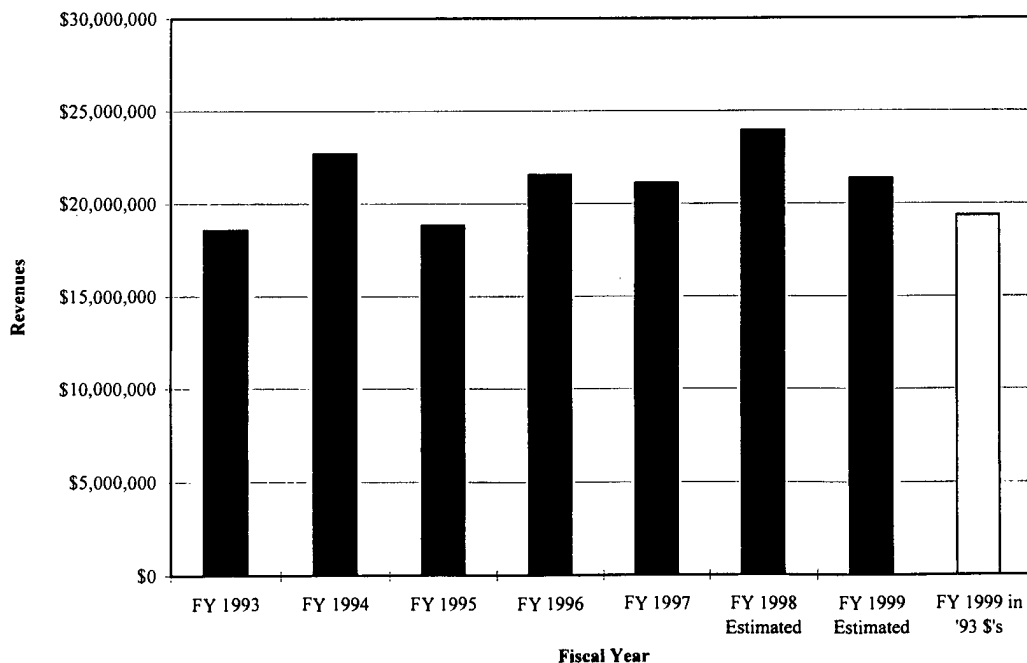
General Fund Analysis

As shown on the Summary Chart on the prior page, the City relies on the General Fund as its primary source of operating revenues. The following three charts provide an overview of the history, composition, and use of General Fund Revenues.

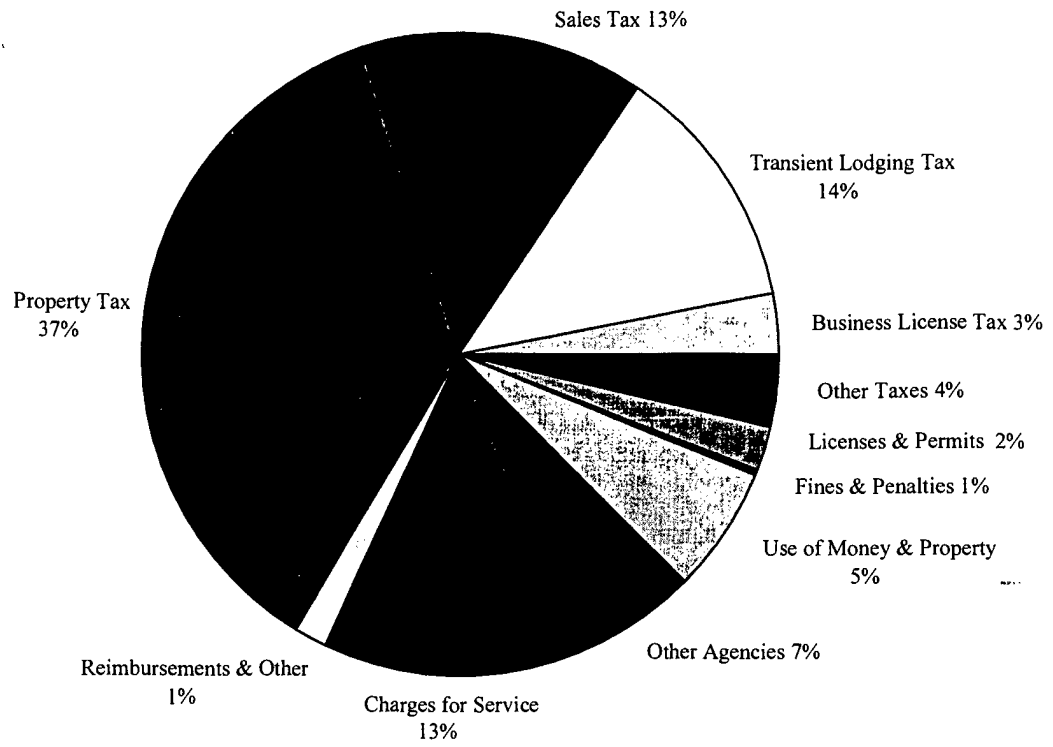
The additional charts on succeeding pages provide a history for significant components of the general fund revenue including property tax, retail sales tax, transient occupancy tax, and investment earnings.

In the bar charts showing revenue histories, an unshaded bar has been added to the far right side of each graph to show the impact of inflation over the period of time covered by the graph. This unshaded bar is labeled "FY 1999 in '93 \$'s." The value for this bar is arrived at by applying the inflation rate over the prior six years to the amount of revenue projected for Fiscal Year 1999. For example, in looking at the General Fund Revenue History shown immediately below, revenues are in fact growing somewhat since 1993. However, when measured in "real" dollars that are adjusted for inflation (the unshaded bar), the purchasing power of the revenues in 1999 is actually somewhat less than what would be indicated by looking only at "real" dollars. In terms of *purchasing power*, the City's General Fund Revenues have only grown by about 4% since 1993. This is even more significant when looking at some of the subsequent historical trends. With Property Taxes, for example, what appears to be *growth* when looking at real dollars, is actually *decline* when looking at purchasing power.

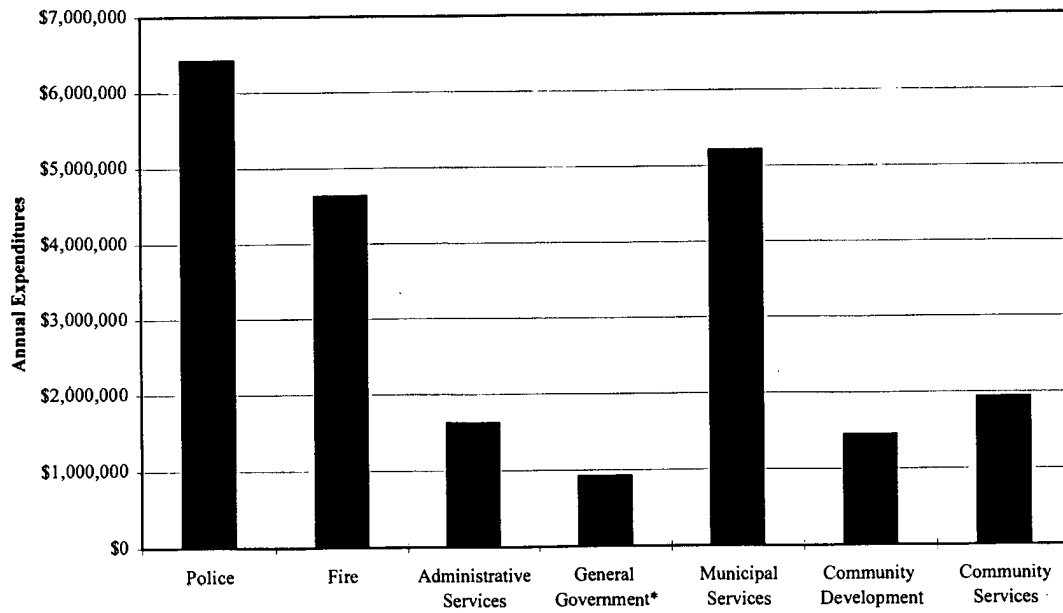
General Fund Revenue History



General Fund Revenue by Source

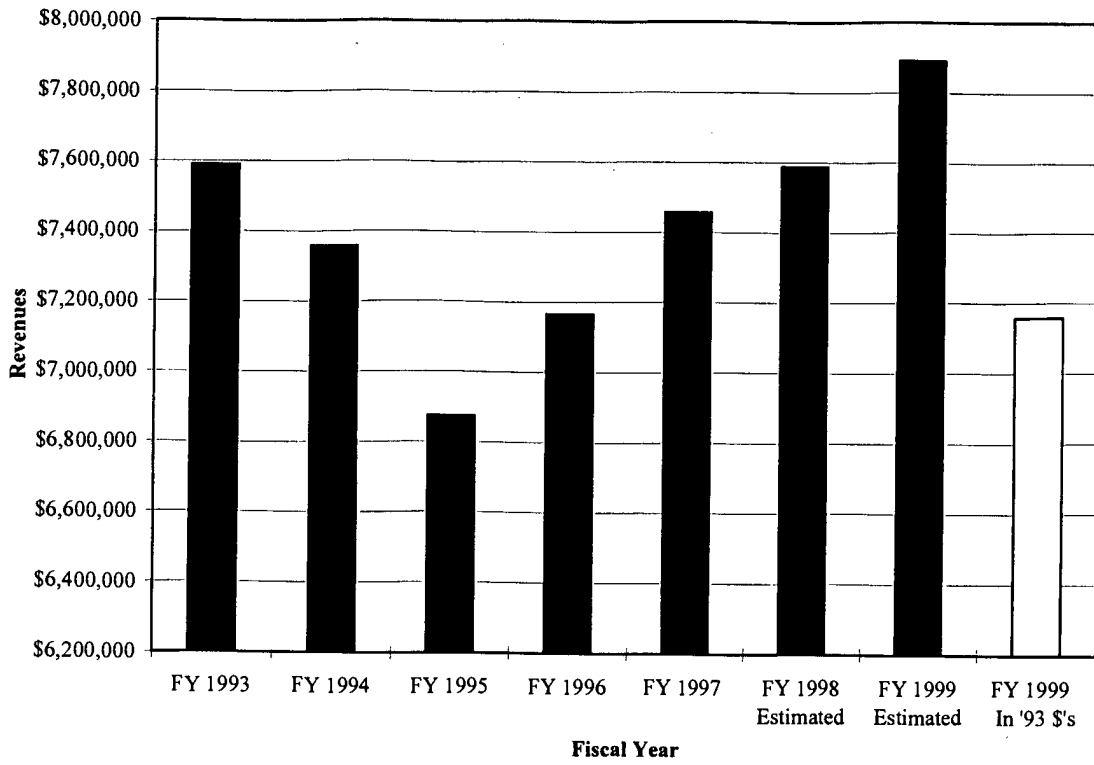


General Fund Expenditures by Department

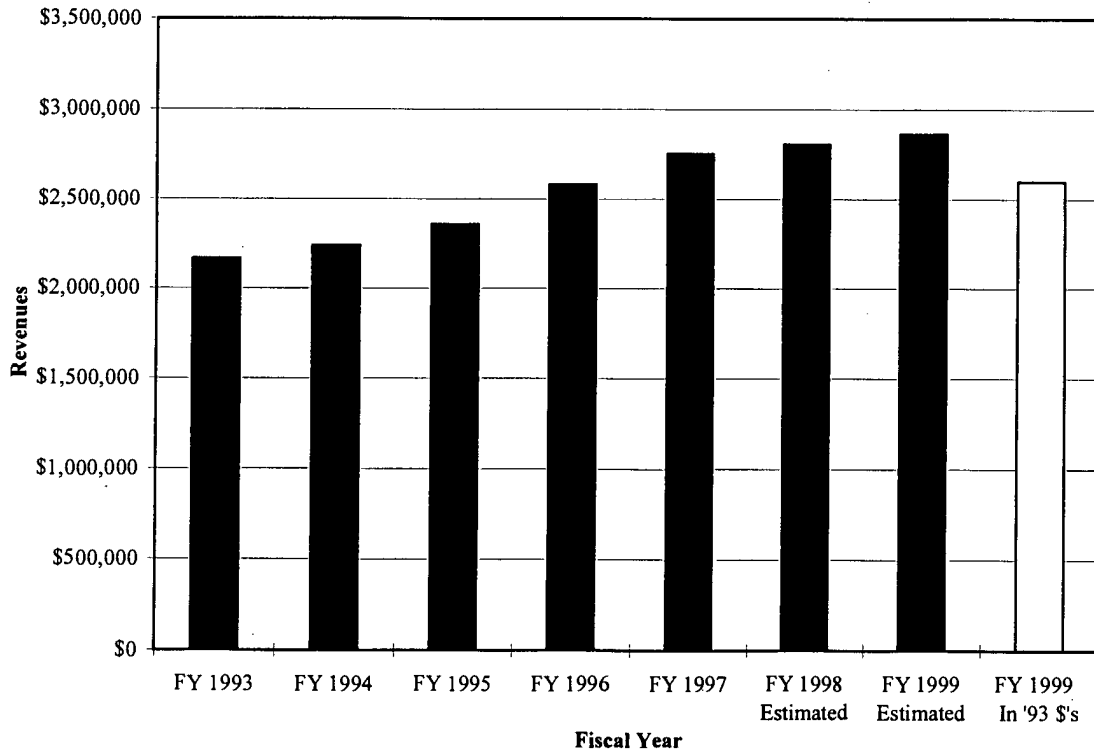


* Includes City Council, Manager, Clerk, Treasurer, and Attorney.

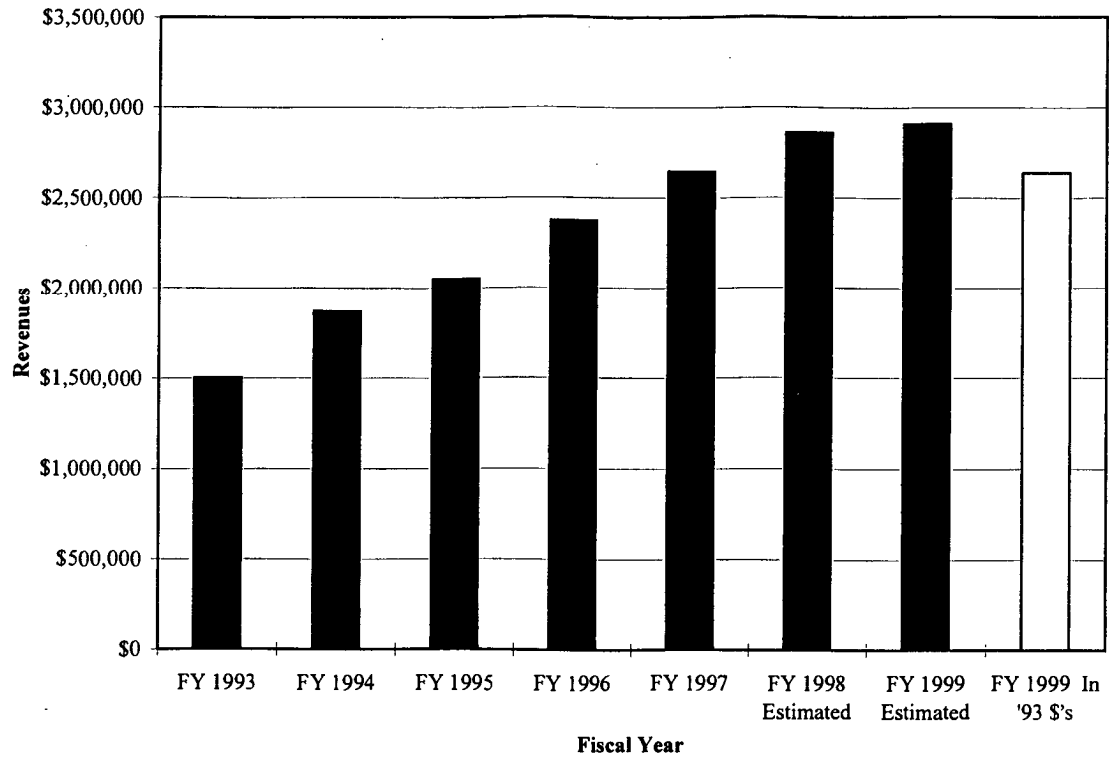
Property Tax



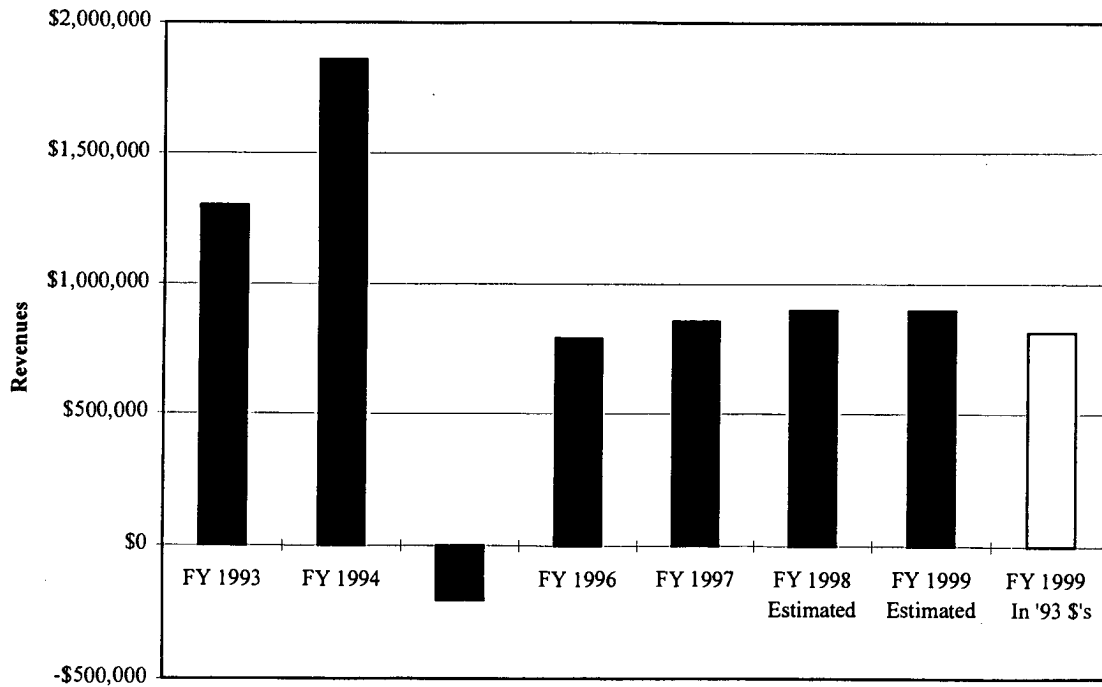
Retail Sales Tax



Transient Occupancy Tax



Investment Income



Expenditures by Department: "Now & Then"
General Fund

	<i>"Now"</i> <u>Fiscal Year 1999</u>	<i>"Then"</i> <u>Fiscal Year 1988</u>
Police Department	29%	29%
Fire Department	21%	19%
Administrative Services	8%	6%
General Government	4%	5%
Municipal Services	23%	26%
Community Development	6%	7%
Community Services	9%	8%
	<hr/> <u>100%</u> <hr/>	<hr/> <u>100%</u> <hr/>

Revenues by Source: "Now & Then"
General Fund

	<i>"Now"</i> <u>Fiscal Year 1999</u>	<i>"Then"</i> <u>Fiscal Year 1988</u>
Property Tax	37%	38%
Sales Tax	13%	14%
Transient Lodging Tax	14%	9%
Business License Tax	3%	3%
Other Taxes	4%	3%
Licenses & Permits	2%	3%
Fines & Penalties	1%	2%
Use of Money and Property	5%	7%
Other Agencies	7%	9%
Charges for Service	13%	11%
Reimbursements & Other	1%	1%
	<hr/> <u>100%</u> <hr/>	<hr/> <u>• 100%</u> <hr/>

Revenue Detail
Fiscal Year 1998-99

**All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
110 GENERAL FUND				
<u>PROPERTY TAX</u>				
3010 CURRENT SECURED	\$6,461,370	\$6,429,978	\$6,574,993	\$6,837,981
3015 PUBLIC UTILITY	142,889	153,000	156,442	162,700
3020 CURRENT UNSECURED	320,623	420,648	430,112	447,317
3025 SUPPLEMENTAL APPORTIONMENT	100,330	105,774	108,154	112,480
3030 PRIOR YEARS	241,757	236,640	241,964	251,642
3040 OTHER PROPERTY TAXES	56			
3050 INT.&PEN.ON DELINQUENT TAXES	190,497	74,460	76,135	79,180
Subtotal	7,457,522	7,420,500	7,587,800	7,891,300
<u>OTHER TAXES</u>				
3101 SALES TAX	2,751,783	2,759,700	2,806,820	2,862,956
3112 TRANSIENT LODGING TAX	2,644,814	2,590,200	2,859,300	2,909,300
3118 FRANCHISE TAX TRASH	112,115	118,000	118,000	118,000
3119 FRANCHISE TAX CABLE TV	245,654	242,000	242,000	242,000
3120 FRANCHISE TAX NATURAL GAS	56,700	62,000	62,000	62,000
3121 FRANCHISE TAX ELECTRIC	147,160	150,000	150,000	150,000
3135 BUSINESS LICENSE TAX	538,736	560,000	638,000	590,000
3138 REAL PROPERTY TRANSFER TAX	209,982	200,000	350,000	350,000
Subtotal	6,706,944	6,681,900	7,226,120	7,284,256
<u>LICENSES AND PERMITS</u>				
3300 ANIMAL LICENSES	50,901	45,000	50,000	50,000
3310 BUILDING PERMITS	303,899	282,000	334,300	334,300
3313 PLUMBING PERMITS	16,238	16,000	16,000	16,000
3316 ELECTRIC PERMITS	27,624	25,000	28,000	28,000
3319 MECHANICAL PERMITS	13,101	11,000	14,000	14,000
3320 COASTAL DEVELOPMENT PERMITS	15,636	18,000	18,000	18,000
3328 PUBLIC WORKS PERMITS	4,360	4,000	4,000	4,000
3335 GRADING PERMITS	4,020	3,000	6,000	6,000
3340 TEMPORARY USE PERMITS	1,984	2,300	2,300	2,300
3345 CONDITIONAL USE PERMITS	19,223	15,000	19,200	19,200
3350 ENCROACHMENT PERMITS	2,640	2,000	2,000	2,000
3360 ALARM PERMITS	13,030	15,000	15,000	15,000
Subtotal	472,656	438,300	508,800	508,800

Revenue Detail (Con't.)
Fiscal Year 1998-99

**All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
FINES AND PENALTIES				
3410 VEHICLE CODE FINES	97,045	105,000	105,000	105,000
3430 NARCOTIC FORFEITURES	45,229	20,000	20,000	20,000
Subtotal	142,274	125,000	125,000	125,000
USE OF MONEY AND PROPERTY				
3500 INVESTMENT EARNINGS	836,801	688,500	900,000	900,000
3510 COMMUNITY CENTER RENT	16,135	15,000	15,000	15,000
3515 FESTIVAL PROPERTY RENT	592,451	500,000	500,000	125,000
3530 MOULTON PLAYHOUSE RENT	7,200	7,200	7,200	7,200
3540 ANNELIESE PRE-SCHOOL RENT	47,190	49,200	48,100	48,800
3550 MISCELLANEOUS RENTS	16,248	20,000	18,000	28,000
Subtotal	1,516,025	1,279,900	1,488,300	1,124,000
FROM OTHER AGENCIES				
3601 MOTOR VEHICLE IN-LIEU TAX	940,114	941,800	987,100	987,100
3615 HOMEOWNERS PROP. TAX RELIEF	142,194	143,000	143,000	143,000
3635 PEACE OFF.STANDARDS & TRAINING	15,262	34,400	34,400	36,600
3638 MOTOR VEHICLE OFF HIGHWAY	381	400	400	400
3701 LIFEGUARD COUNTY CONTRACT	15,652	8,700	8,700	
3705 ABANDONED VEHICLE PROGRAM	60,293	40,000	40,000	40,000
3730 AQMD GRANT		25,000	25,000	25,000
3690 MUTUAL AID CONTRACT	45,532			
3706 ORANGE CO.SETTLEMENT CLAIM	295		166,000	
3850 FEDERAL LAW ENFORCEMENT GRANT	79,108	90,700	166,593	77,752
3851 STATE LAW ENFORCEMENT GRANTS	55,381	33,300	55,430	55,430
3860 GEN. DISASTER GRANT - FEMA	403,043		1,477,350	53,000

Revenue Detail (Con't.)

Fiscal Year 1998-99

All
Funds

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
3680 GEN. DISASTER GRANT - OES	139,404		844,068	13,000
3861 FIRE DISASTER GRANT - FEMA	(315,715)			
3681 FIRE DISASTER GRANT - OES	(68,762)			
3855 FUEL MODIFICATION PROGRAM	206,285		1,800	
4331 REIMB. INSURANCE-OCT. FIRE	101,919			
Subtotal	1,820,386	1,317,300	3,949,841	1,431,282
<u>CHARGES FOR CURRENT SERVICES</u>				
3901 VARIANCE	57,856	67,000	67,000	67,000
3904 ZONE CHANGE		500	500	500
3907 PLAN CHECK FEES	170,413	153,000	187,400	187,400
3909 PLAN CHECK-ZONING FEES	27,865	20,000	40,000	40,000
3910 DESIGN REVIEW	98,749	93,000	100,000	100,000
3915 SUBDIVISION FEES	13,719	14,000	14,000	14,000
3923 GENERAL PLAN AMENDMENT		2,200	2,200	2,000
3926 ENVIRONMENTAL REPORT	7,055	10,000	10,000	10,000
3930 REAL PROPERTY REPORT	101,395	100,000	140,000	140,000
3940 OTHER FILING AND PERMIT FEES	17,266	20,000	20,000	20,000
3942 USE & OCCUPANCY INSPECT. FEES	8,168	9,000	12,000	12,000
3950 OTHER INSPECTION FEES	545	1,500	1,500	1,500
3955 SPECIAL POLICING FEES	19,160	14,000	14,000	14,000
3956 FALSE ALARM FEES	27,400	34,000	34,000	34,000
3957 FINGER PRINTING	2,730	2,500	2,500	2,500
3958 POLICE REPORTS	8,648	9,000	9,000	9,000
3960 VEHICLE TOWING/RELEASE FEES	3,210	6,000	6,000	6,000
3970 ANIMAL SHELTER FEES	24,320	25,000	25,000	25,000
3978 WEED AND LOT CLEANING	61,860	85,000	85,000	85,000
4005 REFUSE SERVICE CHARGES	1,199,330	1,193,330	1,193,330	1,171,500
4010 PARAMEDIC NON-RESIDENT FEES	12,360	20,000	20,000	20,000
4011 PARAMEDIC MEDICAL SUPPLIES FEES	11,468	22,500	22,500	22,500
4012 SWIMMING POOL CLASSES	74,742	55,000	75,000	75,000
3980 LANDSCAPE DEVELOPMENT FEE	5,083		6,000	6,000

Revenue Detail (Con't.)*Fiscal Year 1998-99***All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
4013 SWIMMING POOL USE FEES	36,477	34,000	39,000	39,000
4014 MARINE SAFETY BEACH CLASSES	43,709	54,000	50,000	50,000
4020 RECREATION SOCIAL/CULTURAL	304,831	220,000	290,000	290,000
4021 RECREATION BASKETBALL LEAGUES	8,755	13,200	13,200	15,000
4024 RECREATION ADULT SOFTBALL	2,650	7,700	9,500	9,500
4030 RECREATION MISC.SPORTS PROG.	3,571	4,500	4,500	4,200
4033 RECREATION BEACH BASKETBALL		900	300	300
4038 RECREATION SPECIAL PROGRAMS	19,743	13,400	13,400	15,200
4044 RECREATION MISCELLANEOUS FEES	57,270	39,000	39,000	39,000
4048 CITY HALL PARKING	135,615	134,000	134,000	134,000
4130 LIFEGUARD SVS. PRIVATE BEACHES	33,850	37,850	37,900	41,200
4140 SALE OF MAPS, BOOKS, COPYING	8,348	11,000	11,000	11,000
4150 BOND SERVICE FEE IMPROV. DIST.	21,920	29,000	39,000	39,000
4160 RETURNED CHECK FEE	834	1,200	1,200	1,200
Subtotal	2,630,915	2,556,280	2,768,930	2,753,500
OTHER REVENUE				
4202 SALE OF REAL&PERSONAL PROP.	2,294	2,000	2,000	2,000
4220 POLICE AUCTION	2,113	3,000	3,000	3,000
4230 MISCELLANEOUS INCOME	25,653	30,000	20,000	20,000
4280 OVER AND SHORT	48			
4290 PRIOR YEAR ADJUSTMENT	(6,577)			
Subtotal	23,531	35,000	25,000	25,000
REIMBURSEMENTS & CONTRIBUTIONS				
4312 REIMBURSEMENT OTHER AGENCIES	31,636	30,000	24,000	28,000
4320 REIMBURSEMENT WKR.'S COMP. INSU	116,306	65,000	80,000	65,000
4330 REIMBURSEMENT PROPERTY DAMAGE	10,544	5,000	15,000	5,000
4357 REIMBURSEMENT SCHOOL DISTRICT	(148)	26,000	26,000	26,000
4360 REIMBURSEMENT MISCELLANEOUS	68,845	65,000	46,700	33,000
4370 CONTRIB. NON GOVT.SOURCES	13,875	30,300	27,000	20,000
4375 CONTRIBUTIONS ANIMAL SHELTER	7,736	5,000	5,000	5,000
4376 CONTRIBUTION D.A.R.E.	5,000	5,000	5,000	5,000

Revenue Detail (Con't.)*Fiscal Year 1998-99***All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
4377 CONTRIBUTIONS CANINE PROGRAM			6,350	
4301 SB 90 REIMBURSEMENTS	83,526	40,000	40,000	40,000
4359 NUISANCE ABATEMENT	19,646			
Subtotal	<u>356,966</u>	<u>271,300</u>	<u>275,050</u>	<u>227,000</u>
GENERAL FUND TOTAL	<u>21,127,219</u>	<u>20,125,480</u>	<u>23,954,841</u>	<u>21,370,138</u>
114 OPEN SPACE FUND				
3686 CAL TRANS MITIGATION GRANT	340,000			
3687 STATE PARKS MITIGATION GRANT	173,000			
OPEN SPACE FUND TOTAL	<u>513,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
116 CAPITAL IMPROVEMENT FUND				
3144 BUILDING CONSTRUCTION TAX	145,508	100,000	250,000	250,000
3415 MUNICIPAL CODE FINES - OTHER	21,113	20,000	20,000	20,000
3420 MUNICIPAL CODE FINES - PARKING	850,319	780,000	850,000	850,000
3422 MUNICIPAL CODE FINES - DMV HOLDS	93,255	150,000	71,000	71,000
3515 FESTIVAL RENT				375,000
3959 AUTO IMMOBILIZATION FEE	7,065	6,000	6,000	6,000
4360 MISCELLANEOUS REIMB.	100,000			
4370 CONTRIB. FROM NON-GOVT SOURCES				550,000
CAPITAL IMPROVEMENT FUND TOTAL	<u>1,217,260</u>	<u>1,056,000</u>	<u>1,197,000</u>	<u>2,122,000</u>

Revenue Detail (Con't.)*Fiscal Year 1998-99***All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
118 PARKING AUTHORITY FUND				
4051 PARKING METERS ZONE A	243,987	300,000	320,000	320,000
4052 PARKING METERS ZONE B	334,029	284,000	300,000	300,000
4053 PARKING METERS ZONE C	443,661	387,000	387,000	387,000
4054 PARKING METERS ZONE D	302,519	261,000	261,000	261,000
4055 PARKING METERS ZONE E	118,541	115,000	115,000	115,000
4056 PARKING METERS ZONE F	93,171	87,000	87,000	87,000
4057 PARKING METERS ZONE G	39,987	35,000	35,000	35,000
4071 PARKING METERS GLENNEYRE LOT	263,454	241,000	241,000	241,000
4072 PARKING METERS OCEAN LOT A	32,050	28,000	28,000	28,000
4073 PARKING METERS OCEAN LOT B	42,902	35,700	35,700	35,700
4074 PARKING METERS BROADWAY LOT	41,889	39,000	39,000	39,000
4075 PARKING METERS PEPPERTREE LOT	58,079	54,000	54,000	54,000
4076 PARKING METERS MERMAID LOT	25,822	23,000	23,000	23,000
4077 PARKING METERS POST OFFICE	11,013	9,000	9,000	9,000
4078 PARKING FEES LUMBER YARD	103,621	95,000	112,000	112,000
4084 PARKING PERMITS	626,412	70,000	100,000	626,400
4230 MISCELLANEOUS INCOME	11,916	10,000	13,000	13,000
4079 MERMAID GARAGE	5,018	4,000	18,500	19,500
4202 SALE OF LAND			447,600	
4280 OVER AND SHORT	(278)			
PARKING AUTHORITY FUND TOTAL	2,797,793	2,077,700	2,625,800	2,705,600
120 PARKING IN-LIEU FUND				
3180 PARKING IN-LIEU FEE	44,780			
3500 INVESTMENT EARNINGS	16,409	18,700	18,700	18,700
PARKING IN-LIEU FUND TOTAL	61,189	18,700	18,700	18,700

Revenue Detail (Con't.)
Fiscal Year 1998-99

**All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
122 PARK IN-LIEU FUND				
3160 PARK IN-LIEU FEE	36,246		14,100	
3500 INVESTMENT EARNINGS	6,306	6,600	6,600	6,600
PARK IN-LIEU FUND TOTAL	42,552	6,600	20,700	6,600
123 ART IN-LIEU FUND				
3150 ART IN-LIEU FEE	278		100	
3500 INVESTMENT EARNINGS	3,257	3,600	3,600	3,600
ART IN-LIEU FUND TOTAL	3,535	3,600	3,700	3,600
124 DRAINAGE FUND				
3170 DRAINAGE IN-LIEU FEE	28,371		41,800	
3500 INVESTMENT EARNINGS	4,091	4,700	4,700	4,700
DRAINAGE FUND TOTAL	32,462	4,700	46,500	4,700
127 HOUSING IN-LIEU FUND				
3185 HOUSING IN-LIEU FEE			100	
3500 INVESTMENT EARNINGS	5,045	1,300	1,300	1,300
HOUSING IN-LIEU FUND TOTAL	5,045	1,300	1,400	1,300

Revenue Detail (Con't.)*Fiscal Year 1998-99***All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
132 GAS TAX FUND				
3102 SALES TAX - MEASURE M	194,544	199,700	220,000	229,000
3500 INVESTMENT EARNINGS	33,912	60,000	35,000	35,000
3624 GASOLINE TAX - SECTION 2105	142,485	143,000	143,000	151,000
3625 GASOLINE TAX - SECTION 2106	98,441	98,600	98,600	105,000
3626 GASOLINE TAX - SECTION 2107	199,965	200,400	200,400	211,000
3627 GASOLINE TAX - SECTION 2107.5	5,000	5,000	5,000	5,000
3642 STATE SIDEWALK GRANT	15,471	15,500		
4360 MISC. REIMBURSEMENTS			13,000	
GAS TAX FUND TOTAL	689,818	722,200	715,000	736,000
134 STREET LIGHTING DIST. FUND				
3010 CURRENT SECURED	235,193	244,800	249,696	259,684
3015 PUBLIC UTILITY	4,749	5,100	5,100	5,100
3020 CURRENT UNSECURED	11,509	16,300	16,300	16,300
3025 SUPPLEMENTAL APPORTIONMENT	3,611	5,100	5,100	5,100
3030 PRIOR YEARS	8,432	6,600	6,600	6,600
3040 OTHER PROPERTY TAXES	83,440	86,700	86,700	86,700
3050 INT.&PEN.ON DELINQUENT TAXES	3,837	2,100	2,100	2,100
3615 HOMEOWNERS PROP. TAX RELIEF	5,116	4,200	4,200	4,200
LIGHTING FUND TOTAL	355,887	370,900	375,796	385,784

Revenue Detail (Con't.)

Fiscal Year 1998-99

**All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
137 SEWER FUND				
3982 SEWER SERVICE CHARGES	3,597,059	3,535,000	3,535,000	3,535,000
3986 SEWER CONNECTION CHARGES	135,310	100,000	100,000	125,000
4207 SALE OF AWMA CAPACITY	172,542			
4312 REIMBURSE.OTHER AGENCIES	15,000			
4313 REIMB. NO. COAST INTERCEPTOR	10,978	15,000	15,000	15,000
4354 INTEREST-A.W.M.A. BOND RES.	101,029	30,000	30,000	266,000
4360 REIMBURSEMENTS	105,938	200,000	200,000	100,000
4330 REIMB. PROPERTY DAMAGE	6,874			
SEWER FUND TOTAL	4,144,730	3,880,000	3,880,000	4,041,000
139 SPECIAL REVENUE & GRANT FUND				
3810 HOUSING COMM. DEV. GRANT	42,813	12,000	20,000	20,000
4290 PRIOR YEAR ADJUSTMENT	(3,000)			
SPECIAL REVENUE FUND TOTAL	39,813	12,000	20,000	20,000
144 DEBT SERVICE FUND				
3010 SECURED PROPERTY TAX	1,677,350	1,656,000	1,656,000	1,650,000
3015 PUBLIC UTILITY	39,543	40,000	33,000	30,000
3020 CURRENT UNSECURED	5,628	35,000	12,000	10,000
3025 SUPPLEMENTAL APPORTIONMENT	32,019	30,000	30,000	30,000
3030 PRIOR YEARS	86,207	30,000	40,000	40,000
3050 INT.&PEN.ON DELINQUENT TAXES	24,110	12,000	12,000	12,000
3500 INVESTMENT EARNINGS	58,154	30,000	45,000	35,000
3615 HOMEOWNERS PROPERTY TAX RELIE	20,739	25,000	20,000	20,000
DEBT SERVICE FUND TOTAL	1,943,750	1,858,000	1,848,000	1,827,000

Revenue Detail (Con't.)*Fiscal Year 1998-99***All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
310 TRANSIT FUND				
3102 MEASURE M		500	500	500
3105 TRANSPORTATION TAX - OPERATING	302,442	259,960	259,960	281,900
3108 TRANSPORTATION TAX - CAPITAL	29,553		300,000	
3108 OCTA RESTROOM CONSTR. GRANT				60,000
3730 AQMD FUNDING	23,000	35,000	25,000	25,000
3835 UMTA GRANT OPERATING SEC. 9	114,343	114,000	114,000	114,000
4090 BUS FARES	46,990	32,000	32,000	34,000
4093 TRAM FARES	87,134	88,000	97,000	97,000
4094 BUS PASSES	22,207	25,000	25,000	25,000
4096 BUS CHARTER FEES	13,418	18,000	18,000	16,000
3500 INVESTMENT EARNINGS	20,886			
TRANSIT FUND TOTAL	659,973	572,460	871,460	653,400
ALL OPERATING FUNDS TOTAL	\$33,634,026	\$30,709,640	\$35,578,897	\$33,895,822

Revenue Detail (Con't.)
Fiscal Year 1998-99

**All
Funds**

Object Account Title	Actual 1996-97	Budget 1997-98	Revised Estimate 1997-98	Adopted Budget 1998-99
<u>INTERNAL SERVICE FUNDS</u>				
126 INSURANCE FUND				
4320 REIMB. WORKERS COMP. INSURANCE	\$8,200			
4400 GENERAL LIABILITY-EMPLOYER	820,705	\$880,410	\$880,410	\$881,400
4403 WORKERS' COMP.-EMPLOYER	691,357	698,130	698,130	698,120
4406 GROUP INSURANCE-EMPLOYER		654,500	654,500	667,420
4412 DENTAL INSURANCE-EMPLOYER	129,882	130,900	130,900	127,150
4420 LIFE INSURANCE-EMPLOYER	9,328	12,900	12,900	11,000
4425 LONG TERM DISABILITY-EMPLOYER	34,344	51,500	51,500	51,000
4430 UNEMPLOYMENT INSUR.-EMPLOYER	19,928	30,100	30,100	29,000
4440 MED. INSURANCE-EMPLOYEE		139,200	139,200	149,750
4452 DENTAL INSURANCE-EMPLOYEE	39,281	33,000	33,000	33,000
4461 EMPLOYEE BENEFIT - VACATION	754,711	146,410	146,410	146,410
4462 EMPLOYEE BENEFIT - NEW SICK	424,423	143,100	143,100	143,100
INSURANCE FUND TOTAL	\$2,932,159	\$2,920,150	\$2,920,150	\$2,937,350
128 VEHICLE REPLACEMENT FUND				
3560 VEHICLE USE RENT	346,906	482,160	482,160	518,160
4202 SALE OF REAL&PERSONAL PROPERTY	22,600			
VEHICLE REPLACEMENT FUND TOTAL	369,506	482,160	482,160	518,160

Description of Key Revenue Sources

Property Tax: All real and tangible personal property in the State is subject to a property tax equal to 1% of its "full cash value." Valuations of real property are frozen at the value of the property in 1975, with an allowable adjustment of up to 2% per year for inflation. However, property is reassessed to its current value when a change of ownership occurs. In addition, new construction is assessed at its current value.

Sales Tax: The City's share of sales tax is equal to 1% of total taxable sales generated within the City (or 1.00% of the 7.75% local sales tax rate). The balance of the local sales tax rate is distributed to the County of Orange, the State of California, and the Orange County Transportation Authority.

Transient Occupancy Tax: Hotel/motel guests within the City of Laguna Beach pay a transient occupancy tax ("bed tax") of 10% of the room charge for stays of less than thirty (30) days.

Use of Money: This revenue category includes interest the City earns on its cash balances as well as rents it collects from various City owned property.

Business License Tax: All businesses in the City, with the exception of certain exempt concerns, pay a business license tax depending on type of business and gross receipts.

Licenses and Permits: Revenue in this category is generated from a variety of licenses and permits issued by the City such as animal licenses, building permits, grading permits, and conditional use permits.

Service Charges: Revenue in this category is generated from fees collected for specific City services including police and fire service charges, land use planning fees, recreation fees, refuse charges, etc.

From Other Agencies: This revenue category reflects subventions and other payments received from other governmental agencies (Federal, State, and County). The majority of this revenue is from the City's share of Motor Vehicle License Fees. This latter fee is equal to 2% of the market value of the motor vehicle, and is collected by the State in lieu of personal property tax. The allocation is based on population.

Franchise Tax: This revenue is generated from the taxes paid by businesses that have a franchise in the City involving use of the public right-of-way (e.g. cable television, natural gas, and electric).

Parking Meters: Revenue is generated from parking meters and City-owned parking lots as well as from resident, business, and shopper parking permits.

Parking-In-Lieu Fees: When additions are made to a structure in the downtown area or there is a change in use that necessitates more parking, additional parking must be provided and/or in lieu parking certificates equal to the number of spaces required must be purchased. The fee is approximately \$8,000/certificate.

Housing-In-Lieu Fees: The California Government Code requires new housing developments to provide, where feasible, housing units for low income people. When developing three or more units in Laguna Beach, the City requires an in-lieu fee of approximately \$10,000 per lot or unit for this purpose.

Park-In-Lieu Fees: The City requires the dedication of land and/or the payment of a fee as a condition of approval for a tentative subdivision map or a parcel map. This in-lieu fee varies depending on density.

Drainage-In-Lieu Fees: This fee is levied as a condition of approval for a final subdivision map and is used to defray the costs of needed drainage facilities such as new storm drains. This in-lieu fee varies depending on density.

Art-In-Lieu Fees: Depending on the size of a project, developers are required to install a public art piece or contribute funds for this purpose equal to one and one-quarter percent of the project's total value.

Section III

Expenditures

The Expenditure Section of the budget is organized by department as shown below:

General Government.....	p. 33
Administrative Services Department.....	p. 49
Police Department.....	p. 63
Fire Department.....	p. 83
Municipal Services Department.....	p. 97
Community Development Department.....	p. 131
Community Services Department.....	p. 147
Internal Service Funds.....	p. 167

Each of the above departments are further broken-down by division and the budgets for each division are shown within their respective departments. The *fold-out chart on the next page* (p. 32.1) shows all of the City's operating departments and divisions and how they are organized within the Expenditure Section of this budget. For quick reference this chart also contains the page numbers of the individual departments.

For the most part, all of the expenditure items within each division are funded from a single fund source; that fund is shown at the top right-hand corner of the division budget. In the few cases where a particular expenditure item is funded from a source other than the fund shown at the top of the division budget, a footnote is included indicating the source of funding.

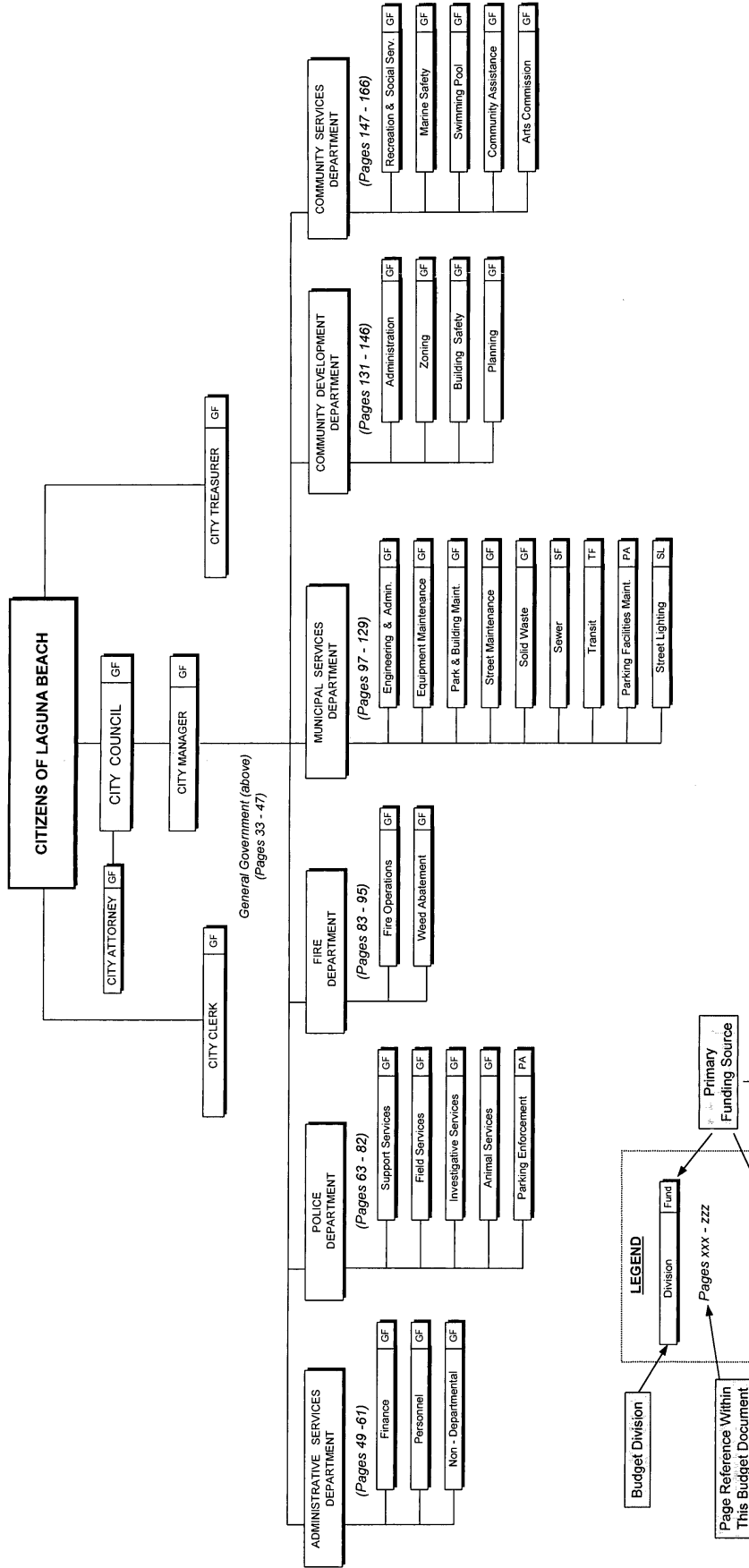
For a broad overview of the Expenditure Budget and a more detailed picture of the funding source for *each department*, see the fold-out chart on page 5 of this budget.

For a broad overview of the funding for *each division*, see the fold-out chart on page 6 of this budget.

**Organization Chart
Expenditure Budget**

All
Divisions

City of Laguna Beach
FY 1998-99 Budget Structure



Budget Division → **LEGEND** → **Division** → **Fund** → **Pages xxx - zzz** → **Primary Funding Source**

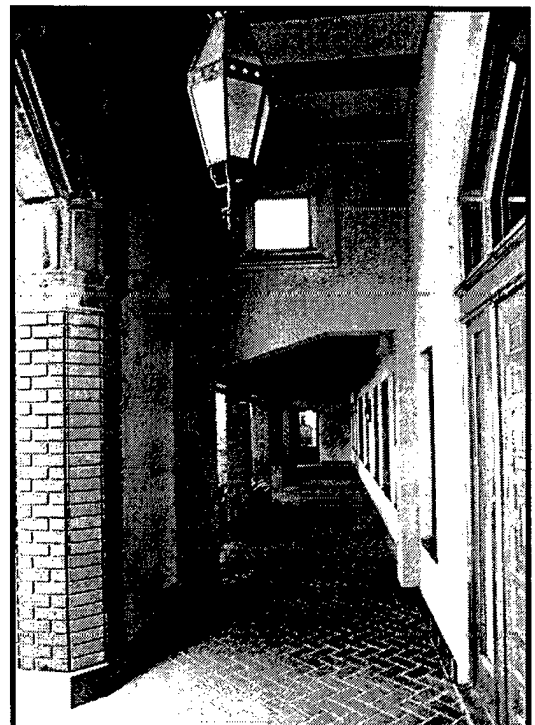
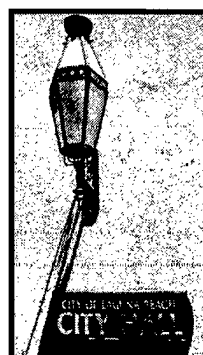
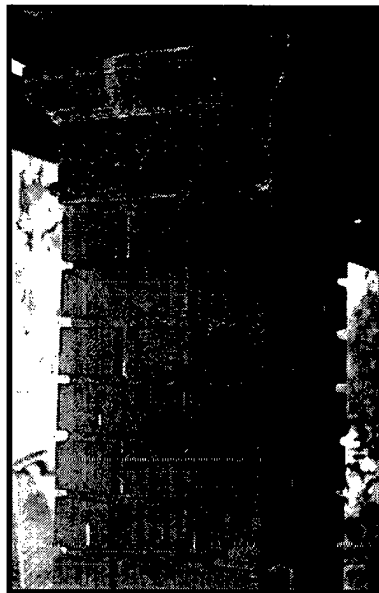
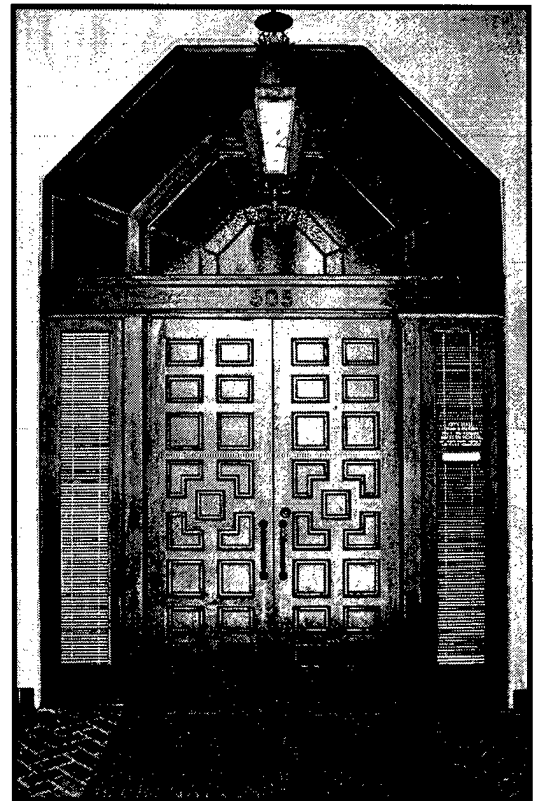
Page Reference Within This Budget Document → **Primary Funding Source**

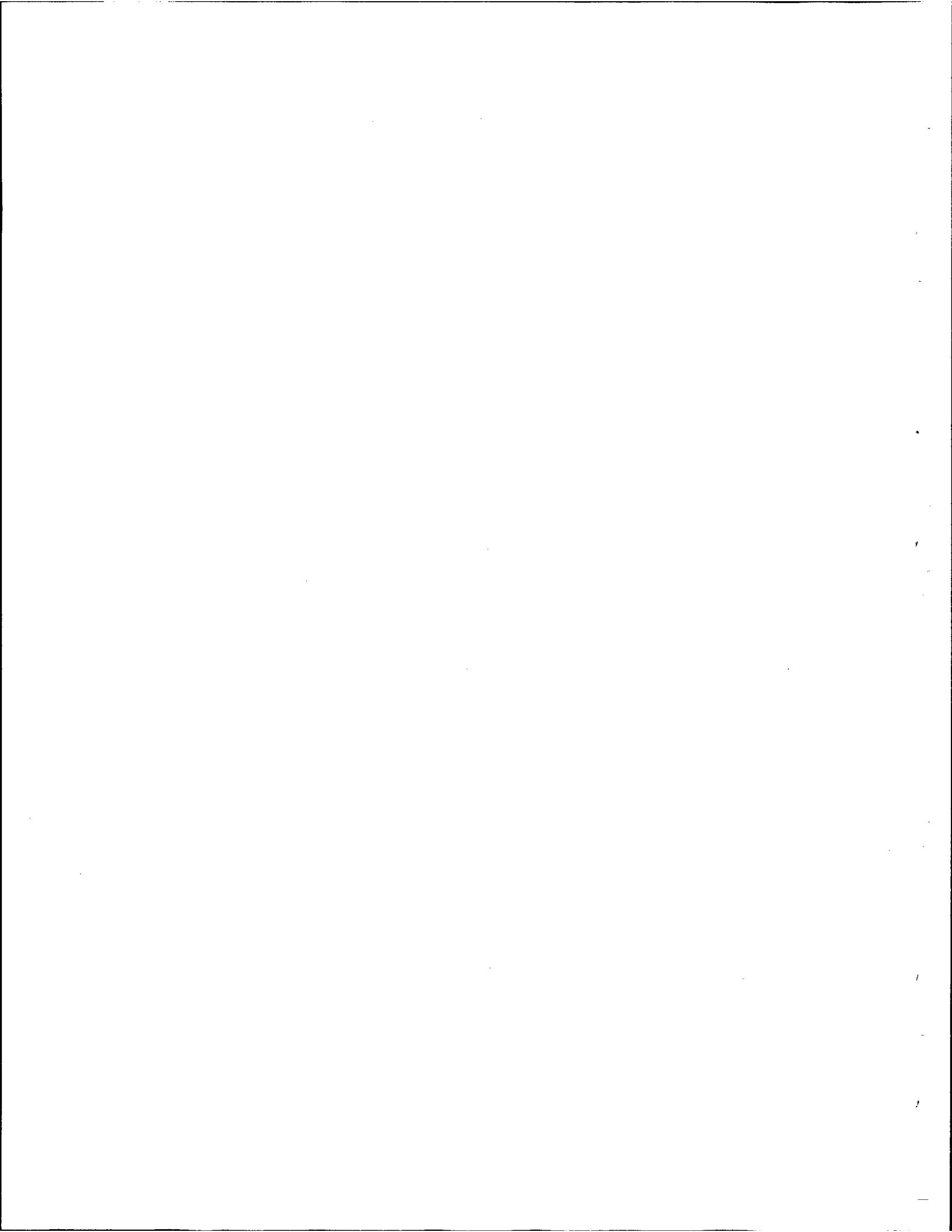
(Portions of some divisions are funded by a secondary funding source as noted in individual Division Budgets.)

- GF = General Fund
- PA = Parking Authority Fund
- LF = Lighting Fund
- TF = Transit Fund
- SF = Sewer Fund
- CP = Capital Imp'vt Fund

General Government

Fiscal Year
1998-99





General Government

The General Government Operations provide the legislative and chief executive functions of the City. Included are the elected positions in the City -- City Councilmembers, City Clerk, and City Treasurer. The City Manager, City Attorney and all Commissioners are appointed. A description of each operation is as follows:

City Council - The five member City Council is elected at large. Each Councilmember serves a four-year term. The Council is responsible for the legislative functions of the City. Its meetings are generally held the first and third Tuesdays of each month starting at 6:00 p.m. Each Councilmember receives a stipend of \$300 per month. Included in this budget are the expenses of various intergovernmental organizations, such as the League of California Cities and the Southern California Association of Governments. Within the Contractual Services account is a retainer for representation in Washington, D.C. The City Council also prepares an Annual Report that is distributed to all residents.

In order to secure greater input regarding issues of community interest and concern, the City Council created the following commissions, boards, and committees: Arts Commission, Board of Adjustment/Design Review Board, Personnel Board, Planning Commission, Telecommunication Committee, Heritage Committee, HIV Advisory Committee, Housing and Human Affairs Committee, Open Space Committee, Parking, Traffic and Circulation Committee, and the Recreation Committee

City Manager - Under the provisions of the Municipal Code, the City Manager is responsible for the administrative functions of the City. With the exception of the City Clerk and City Treasurer--both of whom are elected--each of the City Department Heads reports to the City Manager who, in turn, reports to the City Council. The Secretary to the City Manager assists the City Manager and the five Councilmembers.

City Clerk - The City Clerk is elected and serves a four-year term. The department is comprised of two employees, the City Clerk and the Deputy City Clerk. The City Clerk is the City's Legislative Administrator whose duties include: preparation of agenda packets and minutes for all City Council meetings, administration of the City's records management system, maintenance of the Municipal Code, processing of legal documents (e.g., ordinances, resolutions, contracts, agreements, deeds and easements, permits, in-lieu certificates, historic register applications, domestic partnership registrations, etc.), and administration of certain tort claims.

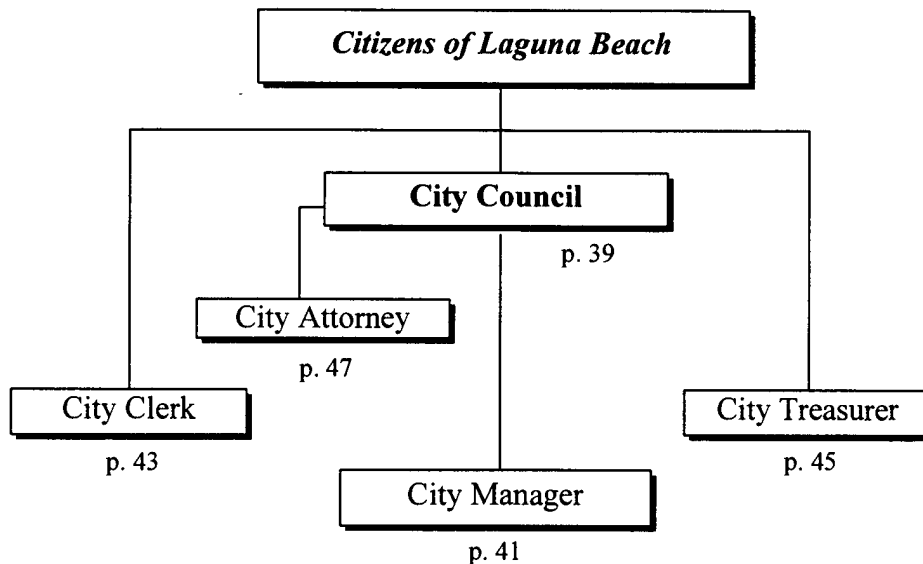
The City Clerk also serves as the City's Election Official, responsible for municipal elections and ensuring that filing requirements are adhered to by elected as well as appointed officials pursuant to the Political Reform Act.

The City Clerk's Department serves as the Public Information Office and resource center for the public, providing information about various services and/or referrals to other sources. The City Clerk administers a computer based bulletin board and the City's web side.

City Treasurer - The City Treasurer is elected at large and serves a four-year term. Working in a part-time capacity, the Treasurer's primary responsibilities include the following: receiving for safekeeping all funds coming into the city treasury, ensuring compliance with laws governing public funds, reviewing City warrants to ensure payment is made to legally designated individuals, overseeing the investment portfolio and preparation of monthly reports of investment earnings, monitoring cash flow, conducting periodic audits of money collected through the City's transit and parking systems, acting as trustee between property owners and holders of various City bonds, and providing technical assistance with special assessment districts.

City Attorney - The City Attorney advises City officers in all legal matters pertaining to the business of the City. The department budget provides funds for legal services related to general City activities and for civil litigation in which the City is involved. City Attorney services are provided via a contract with a private law firm, Rutan and Tucker. The contract provides for a retainer of \$4,200 per month for up to 60 hours of legal services, with additional litigation billed at \$150 per hour. The department budget includes funds for retention of other attorneys when Rutan and Tucker has a conflict of interest, or when specialized expertise is necessary. Funds to pay for the District Attorney to prosecute Municipal Code violations are also included in this budget.

The chart below shows the budget structure of the General Government Operations. The numbers below each division indicate the pages that follow in which a more detailed budget can be found:



**General Government
Budget Summary**

**All
Divisions**

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Program	Capital Projects	
City Council	\$19,090	\$54,730	\$0	\$0	\$0	\$73,820
City Manager	209,530	18,690	0	0	0	\$228,220
City Clerk	126,530	41,910	0	0	0	\$168,440
City Treasurer	34,300	25,700	2,200	0	0	\$62,200
City Attorney	0	370,000	0	0	0	\$370,000
Department Total	\$389,450	\$511,030	\$2,200	\$0	\$0	\$902,680

City Council**General Fund/1101**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1003	Salaries, Part Time	\$18,000	\$18,000	\$18,000	\$18,000
1101	Retirement	386	270	280	280
1103	P.A.R.S. Retirement	540	540	540	540
1318	Medicare Insurance	261	270	270	270
	Subtotal	19,187	19,080	19,090	19,090
Maintenance and Operations					
2011	Training, Travel and Dues	11,504	24,220	24,220	24,220
2031	Telephone	793	690	710	710
2101	Materials and Supplies	394	1,200	1,200	1,200
2281	Printing	2,138	3,000	3,000	3,000
2401	Contractual Services	14,025	21,300	23,500	23,500
2432	Postage	2,081	2,100	2,100	2,100
	Subtotal	30,935	52,510	54,730	54,730
	Grand Total	\$50,122	\$71,590	\$73,820	\$73,820

City Manager

General Fund/1201

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$174,752	\$168,770	\$175,740	\$175,740
1038	Sick Leave Payoff	1,452	4,620	4,620	4,620
1040	Vacation Payoff		2,150	2,150	2,150
1101	Retirement	17,994	12,730	13,610	13,610
1201	Workers' Compensation	588	720	700	700
1300	Employee Group Insurance	9,208	11,820	11,990	11,990
1318	Medicare Insurance	720	700	720	720
	Subtotal	204,714	201,510	209,530	209,530
Maintenance and Operations					
2011	Training, Travel and Dues	10,573	8,960	9,220	9,220
2024	Electricity	548	600	570	570
2027	Water	86	70	90	90
2031	Telephone	1,061	1,180	1,120	1,120
2101	Materials and Supplies	4,156	3,440	3,440	3,440
2170	General Insurance	3,517	3,650	3,550	3,550
2222	Repairs and Maint. Other	120	300	300	300
2281	Printing	55	400	400	400
	Subtotal	20,116	18,600	18,690	18,690
Capital Outlay					
5408	Office Furniture and Equipment				
	Subtotal	0	2,300	0	0
	Grand Total	\$224,830	\$222,410	\$228,220	\$228,220

*Prior Years' Capital Outlay shown in
Total Only)*

City Manager Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept. Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
City Manager	1	1	1	\$120,400	\$126,420	\$126,420
Secretary To City Mgr.	1	1	1	48,370	49,320	49,320
TOTAL	2	2	2	\$168,770	\$175,740	\$175,740

City Clerk

General Fund/1301

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$100,015	\$110,180	\$102,840	\$102,840
1003	Salaries, Part Time	952			
1006	Salaries, Overtime	3,020	3,100	3,100	3,100
1038	Sick Leave Payoff	2,852	2,890	2,890	2,890
1040	Vacation Payoff	7,688	640	640	640
1101	Retirement	11,183	8,310	7,960	7,960
1103	P.A.R.S. Retirement	36			
1201	Workers' Compensation	1,084	1,080	350	350
1300	Employee Group Insurance	5,517	8,200	8,200	8,200
1318	Medicare Insurance	14		550	550
Subtotal		132,361	134,400	126,530	126,530
Maintenance and Operations					
2011	Training, Travel and Dues	1,926	2,120	3,410	2,270
2024	Electricity	512	560	540	540
2027	Water	43	30	40	40
2031	Telephone	709	660	710	710
2101	Materials and Supplies	7,933	7,600	9,620	8,600
2170	General Insurance	2,043	2,170	2,150	2,150
2222	Repairs and Maint. Other	725	1,000	1,600	1,600
2281	Printing	4,165	9,000	11,000	9,000
2302	Legal Advertising	1,201	2,000	2,000	2,000
2401	Contractual Services	7,790	200	20,500	15,000
Subtotal		27,047	25,340	51,570	41,910
Capital Outlay					
5408	Office Furniture and Equipment				
Subtotal		3,249	2,800	0	0
Grand Total		\$162,657	\$162,540	\$178,100	\$168,440

Prior Years' Capital Outlay shown in Total Only)

City Clerk Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
City Clerk	1	1	1	\$70,690	\$68,630	\$68,630
Deputy City Clerk	1	1	1	39,490	34,210	34,210
TOTAL	2	2	2	\$110,180	\$102,840	\$102,840

City Treasurer**General Fund/1401**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$25,311	\$24,960	\$26,710	\$26,710
1038	Sick Leave Payoff	1,143	690	690	690
1040	Vacation Payoff		650	650	650
1101	Retirement	2,551	1,880	2,070	2,070
1201	Workers' Compensation	67	80	80	80
1300	Employee Group Insurance	6,432	4,100	4,100	4,100
	Subtotal	35,504	32,360	34,300	34,300
Maintenance and Operations					
2011	Training, Travel and Dues	1,241	1,340	1,440	1,440
2024	Electricity	147	160	150	150
2027	Water	43	30	40	40
2031	Telephone	448	330	370	370
2101	Materials and Supplies	271	360	690	690
2170	General Insurance	450	480	470	470
2222	Repairs and Maint. Other		180	180	180
2281	Printing			60	60
2401	Contractual Services	5,715	22,280	22,300	22,300
	Subtotal	8,315	25,160	25,700	25,700
Capital Outlay					
5408	One Personal Computer (R)			2,200	2,200
	Subtotal	0	0	2,200	2,200
	Grand Total	\$43,819	\$57,520	\$62,200	\$62,200

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Administrative Services Department

The Administrative Services Department is comprised of three divisions; Personnel, Finance and Non-Departmental. This department also provides technical support to all operating departments. There are 9.4 authorized positions which are filled by 10 staff members. A description of services provided by each division is as follows:

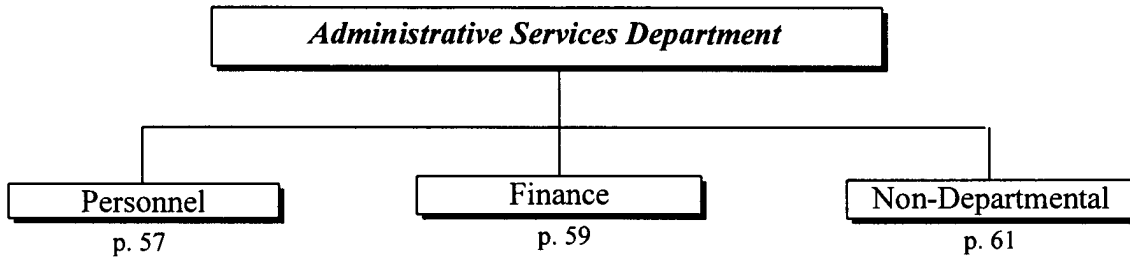
Personnel - This division provides internal support to all operating departments. The division has two employees: the Administrative Services Manager/Personnel Officer and a Personnel Specialist. Responsibilities include maintenance of personnel records for the City's 217.5 full-time and 220 part-time employees. It also includes responsibility for recruitment, testing, hiring and orientation of all new employees. Annually the division conducts approximately 50 recruitments, reviews more than 1,600 applications, and processes between 500 and 1,000 Personnel Action Forms. Personnel also manages employee training and development programs; administers the City's position classification, compensation, and benefits system; oversees equal employment opportunity programs; ensures compliance with Federal and State mandates; coordinates the safety and employee suggestions program; and administers the workers' compensation, and health insurance plans. Personnel is also responsible for the implementation and daily interpretation of the Memoranda of Understanding with employee associations. Staff support is also provided to the Telecommunications Committee and Personnel Board.

Finance - This division performs all finance, accounting, business licensing, and cashing functions for the City. It also prepares and monitors the City's annual budget. The division has eight employees: Director of Administrative Services/Deputy City Manager, Finance Officer, one part-time Accountant, one Accounting Technician, one part-time Accounting Technician, one part-time Business License Aide/Personnel Specialist, one Cashier, and one part-time Account Clerk. Primary responsibilities include the following: daily processing of accounts payable, accounts receivable, fixed assets, and payroll. This division is also responsible for the daily processing of payments to the City, in-coming and out-going mail, and the issuing of 13,000 parking permits biannually. Annually, the division issues more than 9,200 payroll and 5,600 vendor checks. The division also provides accounting for approximately \$32 million in revenues and expenditures, and coordinates inventory of the City's general fixed assets. In addition, the division is responsible for closing the City's financial records at year end. The Finance Division maintains the City's main frame financial computer.

An annual audit by an independent certified public accountant is administered and financed through this division's contractual services account. Staff support is also provided to the City's Open Space Committee and the Public Improvement Corporation.

Non-Departmental - This division includes City-wide costs, such as for telephone and computer maintenance, stationary, postage, and office equipment. These costs have been centralized for budgetary purposes. The costs associated with labor agreements and employee exceptional performance pay are also centralized here and are later allocated on a departmental basis to reflect actual expenses at year's end. The Hospitality Association that provides funding for the Visitors Bureau has also been included in this budget. Additionally costs to administer the general obligation debt issued to purchase the Laguna Laurel open space are included in this division.

The chart below shows the budget structure of the Administrative Services Department. The numbers below each division indicate the pages that follow in which a more detailed budget can be found:



***Administrative Services Department
Budget Summary***

***All
Divisions***

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Personnel	\$130,990	\$32,580	\$2,200	\$27,700	\$0	\$193,470
Finance	469,840	148,500	8,100	0	0	\$626,440
Non-Departmental	667,750	1,674,030	44,100	484,830	0	\$2,870,710
Department Total	\$1,268,580	\$1,855,110	\$54,400	\$512,530	\$0	\$3,690,620

Administrative Services Department Budget Detail

*All
Divisions*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$416,375	\$737,670	\$1,095,950	\$1,095,950
1003	Salaries, Part Time	12,704	16,000	17,620	17,620
1006	Salaries, Overtime	1,737			
1009	Salaries, Redistributed	(15,680)	(16,150)	(14,980)	(14,980)
1038	Sick Leave Payoff	4,942	7,550	7,550	7,550
1039	Old Sick Leave Payoff	2,862			
1040	Vacation Payoff	21,635	9,180	9,180	9,180
1101	Retirement	46,035	37,600	98,920	98,920
1103	P.A.R.S. Retirement	473	600	660	660
1201	Workers' Compensation	2,550	2,730	1,520	1,520
1300	Employee Group Insurance	31,464	41,410	38,950	38,950
1318	Medicare Insurance	5,390	5,710	13,210	13,210
1319	Flexible Benefit Claims	1,419			
Subtotal		531,906	842,300	1,268,580	1,268,580
Maintenance and Operations					
2011	Training, Travel and Dues	7,921	8,240	9,130	9,130
2024	Electricity	1,909	2,120	2,000	2,000
2027	Water	216	160	210	210
2031	Telephone	5,748	5,230	5,280	5,280
2101	Materials and Supplies	32,261	35,050	31,140	31,140
2150	Rents and Leases	1,164	1,250	1,280	1,280
2170	General Insurance	8,406	9,570	9,460	9,460
2222	Repairs and Maint. Other	19,912	29,540	35,460	35,460
2281	Printing	9,083	11,560	12,240	12,240
2302	Legal Advertising	3,641	2,000	2,500	2,500
2401	Contractual Services	131,213	104,000	140,720	110,720
2432	Postage	30,184	35,000	37,000	37,000
2450	Retirement Rebate	(547,893)			
2501	Bond Principal		695,000	750,000	750,000
2521	Bond Interest		1,128,930	1,071,130	1,071,130
2804	Costs Redistributed	(212,205)	(209,400)	(222,440)	(222,440)
2915	Chamber of Commerce	5,000			
2935	South Coast Hospital	1,000			
Subtotal		(502,440)	1,858,250	1,885,110	1,855,110

**Administrative Services Department
Budget Detail (Con't)**

**All
Divisions**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
<u>Capital Outlay</u>					
5408	Office Furniture & Equipment	12,876	6,150	84,400	54,400
	Subtotal	12,876	6,150	84,400	54,400
<u>Special Programs</u>					
	Special Programs	164,673	281,290	277,530	512,530
	Subtotal	164,673	281,290	277,530	512,530
<u>Capital Improvements</u>					
	Capital Improvement Projects	670,340			
	Subtotal	670,340	0	0	0
	Grand Total	\$877,355	\$2,987,990	\$3,515,620	\$3,690,620

**Administrative Services Department
Position Summary**

**All
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.		Adopted	Department		Adopted
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Deputy City Manager	1	1	1	\$97,060	\$98,950	\$98,950
Finance Officer	1	1	1	83,790	85,460	85,460
Accountant	0.6	0.6	0.6	29,310	29,880	29,880
Accounting Technicians	1.5	1.5	1.5	69,410	66,240	66,240
Admin. Ser. Mgr/Pers. Off.	1	1	1	77,710	79,220	79,220
Administrative Aide	1			45,970		
Personnel Specialists		1.8	1.8		61,310	61,310
Business License Aide	0.7			26,170		
Typist Clerk	2	2	2	49,430	46,540	46,540
Account Clerk	0.6	0.6	0.6	19,430	19,810	19,810
Supplemental Hours					7,500	7,500
Non-Departmental				239,390	601,040	601,040
TOTAL	9.4	9.5	9.5	\$737,670	\$1,095,950	\$1,095,950

Personnel Division*Administrative Services
General Fund/1601*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$115,628	\$123,680	\$108,320	\$108,320
1003	Salaries, Part Time	1,315			
1006	Salaries, Overtime	290			
1038	Sick Leave Payoff		1,530	1,530	1,530
1040	Vacation Payoff	2,360	2,610	2,610	2,610
1101	Retirement	12,136	9,330	8,380	8,380
1103	P.A.R.S. Retirement	49			
1201	Workers' Compensation	304	380	380	380
1300	Employee Group Insurance	8,425	8,200	8,200	8,200
1318	Medicare Insurance	1,730	1,800	1,570	1,570
1319	Flexible Benefit Claims	1,419			
	Subtotal	143,656	147,530	130,990	130,990
Maintenance and Operations					
2011	Training, Travel and Dues	2,196	2,340	2,440	2,440
2024	Electricity	476	520	500	500
2027	Water	43	30	40	40
2031	Telephone	1,357	1,230	1,250	1,250
2101	Materials and Supplies	5,979	7,910	6,570	6,570
2170	General Insurance	2,043	2,360	2,350	2,350
2222	Repairs and Maint. Other	282	320	320	320
2281	Printing	525	1,000	1,000	1,000
2302	Legal Advertising	3,641	2,000	2,500	2,500
2401	Contractual Services	13,450	15,610	15,610	15,610
	Subtotal	29,992	33,320	32,580	32,580
Capital Outlay					
5408	One Personal Computer (R)			2,200	2,200
	Subtotal	2,333	0	2,200	2,200
Special Programs					
8000	DMV Requirements	920	2,000	2,000	2,000
8031	Educational Reimbursement	9,788	13,600	13,600	13,600
8039	Employee Training	6,017	11,100	12,100	12,100
	Subtotal	16,725	26,700	27,700	27,700
	Grand Total	\$192,706	\$207,550	\$193,470	\$193,470

Personnel Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept.	Adopted	Budget	Department	Adopted
	1997-98	Request	Budget	1997-98	Request	Budget
Admin. Services Manager/ Personnel Officer	1	1	1	\$77,710	\$79,220	\$79,220
Administrative Aide	1			45,970		
Personnel Specialist		1	1		29,100	29,100
TOTAL	2	2	2	\$123,680	\$108,320	\$108,320

Finance Division*Administrative Services
General Fund/1701 & 1602*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$300,747	\$374,600	\$386,590	\$386,590
1003	Salaries, Part Time	11,389	16,000	17,620	17,620
1006	Salaries, Overtime	1,447			
1009	Salaries, Redistributed	(15,680)	(16,150)	(14,980)	(14,980)
1038	Sick Leave Payoff	4,942	6,020	6,020	6,020
1039	Old Sick Leave Payoff	2,862			
1040	Vacation Payoff	19,275	6,570	6,570	6,570
1101	Retirement	33,899	28,270	29,920	29,920
1103	P.A.R.S. Retirement	424	600	660	660
1201	Workers' Compensation	2,246	2,350	1,140	1,140
1300	Employee Group Insurance	23,039	33,210	30,750	30,750
1318	Medicare Insurance	3,660	3,910	5,550	5,550
	Subtotal	388,250	455,380	469,840	469,840
Maintenance and Operations					
2011	Training, Travel and Dues	5,725	5,900	6,690	6,690
2024	Electricity	1,433	1,600	1,500	1,500
2027	Water	173	130	170	170
2031	Telephone	4,391	4,000	4,030	4,030
2101	Materials and Supplies	9,553	7,700	9,230	9,230
2150	Rents and Leases	1,164	1,250	1,280	1,280
2170	General Insurance	6,363	7,210	7,110	7,110
2222	Repairs and Maint. Other	10,438	17,120	17,140	17,140
2281	Printing	8,558	10,560	11,240	11,240
2401	Contractual Services	72,929	83,390	90,110	90,110
	Subtotal	120,727	138,860	148,500	148,500
Capital Outlay					
5408	Personal Computer (R)	-	-	2,200	2,200
5408	Validator Slip Printers			900	900
5408	Counter Remodel			5,000	5,000
	Subtotal	10,543	6,150	8,100	8,100
	Grand Total	\$519,520	\$600,390	\$626,440	\$626,440

Finance Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.	Adopted	Dept.	Adopted	Adopted	
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Deputy City Manager	1	1	1	\$97,060	\$98,950	\$98,950
Finance Officer	1	1	1	83,790	85,460	85,460
Accountant	0.6	0.6	0.6	29,310	29,880	29,880
Accounting Technicians	1.5	1.5	1.5	69,410	66,240	66,240
Business License Aide	0.7			26,170		
Personnel Specialist		0.8	0.8		32,210	32,210
Account Clerk	0.6	0.6	0.6	19,430	19,810	19,810
Typist Clerk	2	2	2	49,430	46,540	46,540
Supplemental Hours					7,500	7,500
TOTAL	7.4	7.5	7.5	\$374,600	\$386,590	\$386,590

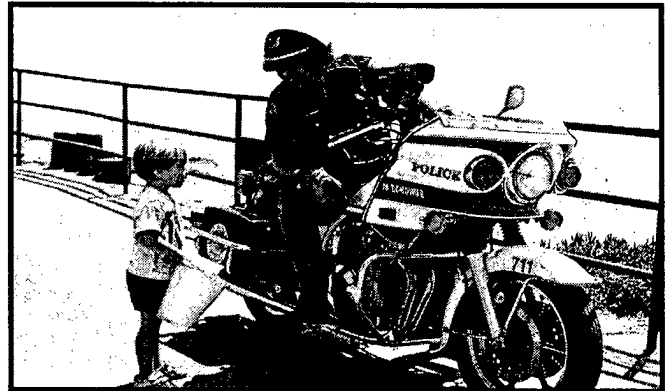
Non-Departmental Division**Administrative Services
General Fund/1781**

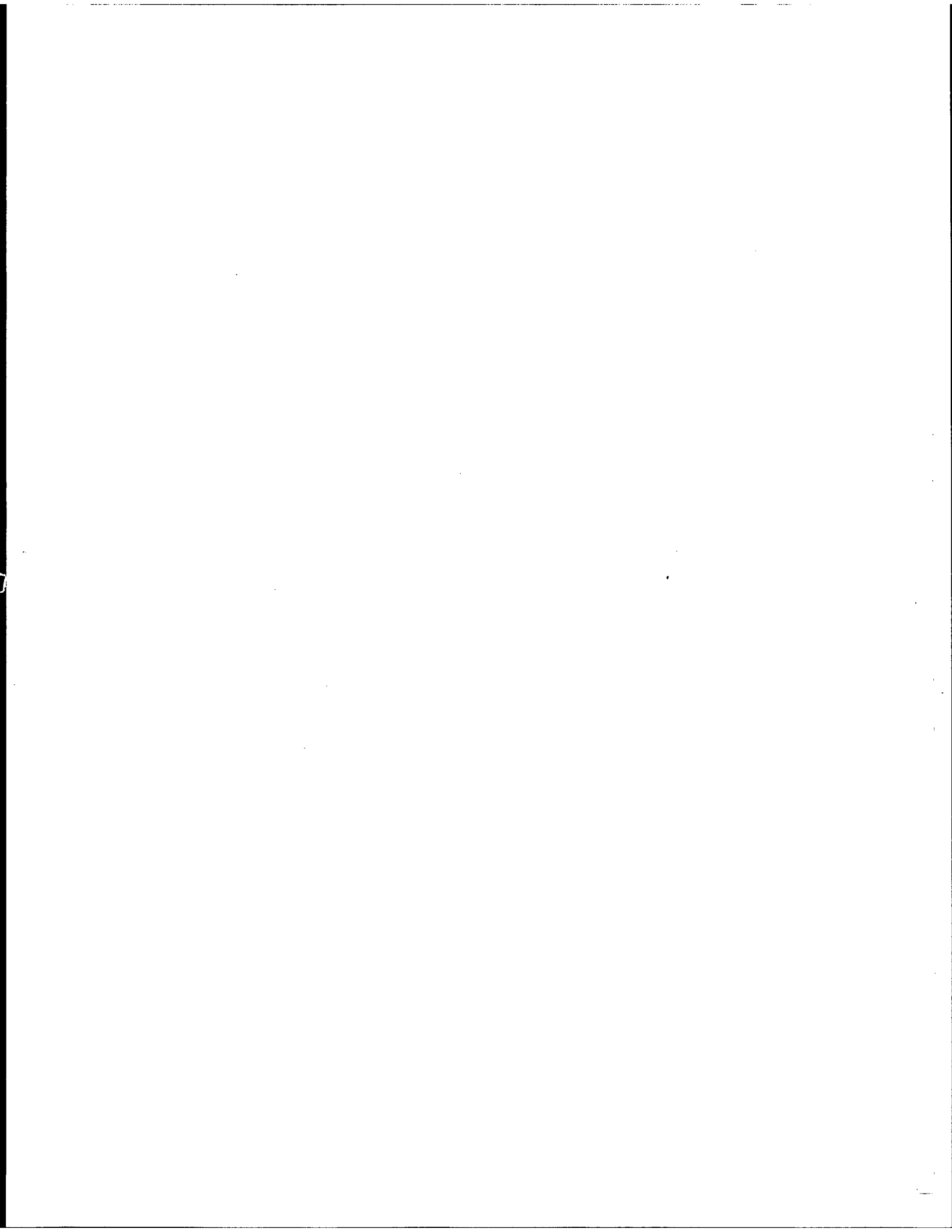
Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time		\$239,390	\$601,040	\$601,040
1101	Retirement			60,620	60,620
1318	Medicare Insurance			6,090	6,090
	Subtotal	0	239,390	667,750	667,750
Maintenance and Operations					
2101	Materials and Supplies	16,729	19,440	15,340	15,340
2222	Repairs and Maint. Other	9,192	12,100	9,000	9,000
2401	Contractual Services	44,834		30,000	
2401	Contractual Services**		5,000	5,000	5,000
2432	Postage	30,184	35,000	37,000	37,000
2450	Retirement Rebate	(547,893)			
2501	Bond Principal**		695,000	750,000	750,000
2521	Bond Interest**		1,128,930	1,071,130	1,071,130
2804	Costs Redistributed	(212,205)	(209,400)	(213,440)	(213,440)
2915	Chamber of Commerce	5,000			
2935	South Coast Hospital	1,000			
	Subtotal	(653,159)	1,686,070	1,704,030	1,674,030
Capital Outlay					
5408	Telephone Hardware			1,100	1,100
5408	Telephone Enhancement			9,000	9,000
5408	External E-mail/Internet			30,000	
5408	LAN Network			20,000	20,000
5408	Telephone Expansion			14,000	14,000
	Subtotal	0	0	74,100	44,100
Special Programs					
8001	El Toro Reuse Plan Authority	21,000		100,000	225,000
8012	Visitor's Bureau	116,281	128,920	149,830	149,830
8018	O.C. Library Contribution	10,667	10,670		
8041	Museum Grant		75,000		85,000
8804	Community Clinic Grant		40,000		20,000
8900	Chamber of Commerce Contrib.				5,000
	Subtotal	147,948	254,590	249,830	484,830
Capital Improvements					
9722	Acquisition Orange Coast Prop.	631,102			
9724	Acquisition GTE Property	39,238			
	Subtotal	670,340	0	0	0
	Grand Total	\$165,129	\$2,180,050	\$2,695,710	\$2,870,710

** Funded from Laguna Laurel Service Fund

Police Department

Fiscal Year
1998-99





Police Department

The Police Department's budget is organized into five activities and provides general law enforcement services, including animal control. There are eighty one authorized positions, forty-eight of which are sworn personnel. In addition, the department utilizes 8 reserve officers, 22 senior volunteers, 10 police explorers, and 8 seasonal positions during the summer months. The following is a description of the services provided by each division:

Field Services - This division consists primarily of uniformed field personnel responsible for enforcement of municipal, state and federal laws. The Patrol Section, with its twenty-five field officers, is the main response team for calls for service. Officers are responsible for a specific area and respond to calls, patrol trouble spots, and document incidents in that area. The Traffic Unit with four motorcycle officers supports the patrol officers' duties. They investigate complex traffic collisions, enforce traffic violations, and are used as normal beat officers as deployment demands increase. The canine officer also supports the patrol functions. Reserve officers, police explorers and retired senior volunteers perform many duties which would otherwise be assigned to full time employees. Six sergeants are assigned to Field Services as watch commanders and as the traffic unit supervisor.

Investigative Services - This division is responsible for investigation of crimes, internal affairs, property/evidence, background investigations of new employees, forensic services, court liaison duties and processing/monitoring of special permits (e.g., taxi and tow yard, etc.). Staffing consists of eight sworn and four non-sworn personnel, all of whom are involved in criminal investigations. The division also handles several administrative assignments. The Neighborhood Watch Program develops preventive measures to reduce crime in the community. The D.A.R.E. program works closely with youth in the classroom to instill resistance to addictive behavior. The CSP Youth Diversion Program provides a diversion alternative to the juvenile justice system by allowing minor juvenile indiscretions to be handled at an informal level. Division personnel also supplant field operations as increased demands dictate.

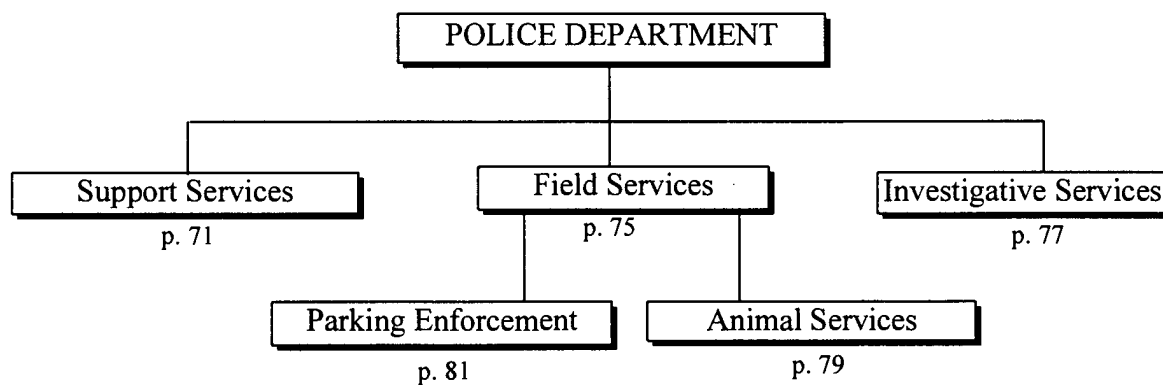
Support Services - This division provides support functions for the department as a whole, including management of records, facility maintenance, purchasing, computer systems, planning and research, public safety communications, parking services, vehicle maintenance, trusty program, jail operations and statistical services. The most

critical responsibility involves the Public Safety Communications Section staffed by eight dispatchers who process emergency and non-emergency calls which total more than 30,000 annually. The Records Section is staffed by five personnel who assist the public at the business counter, process reports, compile statistical information and help prepare documentation for arrests, criminal cases and court citations. The division also handles fleet maintenance for 38 vehicles, processes the department's payroll, and co-manages the parking enforcement program.

Animal Services Section - Under the auspices of the Field Services Division and with three full time personnel and approximately 25 volunteers, the Animal Shelter cares for more than 600 impounded animals each year. In addition, two animal services officers enforce animal regulations. The staff in this section also licenses more than 2,500 animals, oversees the City's dog park and assists with the rehabilitation and release of injured wild animals and birds.

Parking Enforcement - Under both Field and Support Services Divisions, this unit has five full-time personnel and two part-time summer enforcement officers, as well as three support staff who are responsible for processing more than 50,000 parking citations per year and for collection of fines. The officers enforce all parking regulations, remove traffic hazards, monitor abandoned vehicles, etc. All parking personnel are equipped and trained to provide immediate field support during major incidents, disasters and traffic/crowd control situations.

The chart below shows the budget structure of the Police Department. The numbers below each division indicate the pages that follow in which a more detailed budget can be found:



Police Department
Budget Summary

All
Divisions

<u>Division</u>	MAJOR CATEGORY OF EXPENDITURE					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Support Services	\$1,095,840	\$294,530	\$20,090	\$1,500	\$0	\$1,411,960
Field Services	3,246,000	288,060	20,960	0	0	\$3,555,020
Investigative Services	957,980	148,040	2,270	36,620	0	\$1,144,910
Animal Services	252,840	66,500	0	5,000	0	\$324,340
Parking Enforcement	411,420	81,870	2,200	0	0	\$495,490
Department Total	\$5,964,080	\$879,000	\$45,520	\$43,120	\$0	\$6,931,720

Police Department Budget Detail

**All
Divisions**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$3,627,679	\$3,851,930	\$4,052,360	\$4,039,580
1003	Salaries, Part Time	110,742	131,510	145,940	145,940
1006	Salaries, Overtime	256,223	264,570	267,550	267,550
1038	Sick Leave Payoff	58,227	54,370	54,370	54,370
1039	Old Sick Leave Payoff	4,847			
1040	Vacation Payoff	52,704	55,430	55,430	55,430
1053	Holiday Allowance	61,120	59,420	62,840	62,840
1101	Retirement	682,821	639,530	681,740	679,190
1103	P.A.R.S. Retirement	3,582	4,220	4,670	4,670
1201	Workers' Compensation	321,228	305,760	276,800	276,800
1300	Employee Group Insurance	291,286	332,100	336,200	336,200
1318	Medicare Insurance	31,038	37,440	41,690	41,510
	Subtotal	5,501,497	5,736,280	5,979,590	5,964,080
Maintenance and Operations					
2001	Uniforms and Laundry	42,829	42,820	43,280	43,280
2011	Training, Travel and Dues	5,259	7,070	9,660	8,580
2021	Natural Gas	4,542	4,790	3,970	3,970
2024	Electricity	22,438	26,080	23,320	23,320
2027	Water	8,374	8,280	6,400	6,400
2031	Telephone	38,622	40,690	40,350	40,350
2051	Gas and Lubrications	42,066	45,330	46,170	46,170
2101	Materials and Supplies	82,456	84,910	93,340	91,440
2150	Rents and Leases	55,689	98,470	131,540	131,540
2170	General Insurance	297,060	287,470	184,160	184,160
2201	Repairs and Maint. Auto.	95,551	88,550	68,410	68,410
2222	Repairs and Maint. Other	50,109	51,240	51,240	51,240
2281	Printing	17,528	21,850	25,700	25,700
2401	Contractual Services	134,122	173,060	144,840	144,840
2432	Postage	6,685	9,600	9,600	9,600
	Subtotal	903,330	990,210	881,980	879,000

***Police Department
Budget Detail (Con't)***

***All
Divisions***

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
<u>Capital Outlay</u>					
5510	Automotive Equipment			33,170	14,670
5408	Office Furniture & Equipment	24,928	30,880	23,770	22,290
5622	Other Equipment	10,318	10,590	10,760	8,560
	Subtotal	35,246	41,470	67,700	45,520
<u>Special Programs</u>					
	Special Programs	277,911	95,920	43,120	43,120
	Subtotal	277,911	95,920	43,120	43,120
	Grand Total	\$6,717,984	\$6,863,880	\$6,972,390	\$6,931,720

Police Department Position Summary

*All
Divisions*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	<u>Budget</u>	<u>Dept. Request</u>	<u>Adopted Budget</u>	<u>Budget</u>	<u>Department Request</u>	<u>Adopted Budget</u>
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Chief of Police	1	1	1	\$97,060	\$98,950	\$98,950
Captain	1	1	1	83,790	85,460	85,460
Police Lieutenant	2	2	2	155,420	158,440	158,440
Sergeant	8	9	9*	502,640	583,740	570,960
Police Officers II	5	5	5	276,600	284,800	284,800
Investigators	6	6	6	310,500	319,740	319,740
Police Officers	25	25	25	1,200,730	1,279,340	1,279,340
Dispatchers	7	7	7	270,360	281,180	281,180
Senior Dispatcher	1	1	1	41,810	42,620	42,620
Senior Records Clerks	2	2	2	69,440	70,780	70,780
Records Clerks	5	5	5	150,010	156,950	156,950
Administrative Secretary	1	1	1	39,490	40,260	40,260
Supply Clerk	1	1	1	37,390	28,430	28,430
Administrative Clerk	1	1	1	34,720	35,390	35,390
Comm. Serv. Officers II	2	2	2	78,980	80,520	80,520
Comm. Serv. Officer	1	1	1	37,390	38,120	38,120
Senior Clerk	1	1	1	32,380	33,020	33,020
Kennel Manager	1	1	1	37,390	38,120	38,120
Animal Serv. Officers	2	2	2	74,780	76,240	76,240
Kennel Aides	2	2	2	64,760	66,040	66,040
Parking Control Officers	5	5	5	164,580	168,710	168,710
Computer Operator	1	1	1	37,390	38,120	38,120
Bilingual Pay				5,400	4,500	4,500
Education Incentive				40,520	34,490	34,490
Uniform Pay				8,400	8,400	8,400
TOTAL	81	82	82	\$3,851,930	\$4,052,360	\$4,039,580

* One Police Officer converted to a Police Sergeant as of November 1, 1998.

Support Services Division

*Police Department
General Fund/2101*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$739,679	\$819,560	\$834,310	\$834,310
1003	Salaries, Part Time	13,775	15,010	16,100	16,100
1006	Salaries, Overtime	15,764	12,300	12,790	12,790
1009	Salaries, Redistributed	(65,807)	(67,780)	(73,000)	(73,000)
1038	Sick Leave Payoff	12,873	11,690	11,690	11,690
1039	Old Sick Leave Payoff	4,621			
1040	Vacation Payoff	15,031	9,040	9,040	9,040
1053	Holiday Allowance	5,831	10,430	10,910	10,910
1101	Retirement	103,355	94,020	97,180	97,180
1103	P.A.R.S. Retirement	550	560	600	600
1201	Workers' Compensation	316,239	99,960	88,820	88,820
1300	Employee Group Insurance	65,505	77,900	77,900	77,900
1318	Medicare Insurance	6,921	8,840	9,500	9,500
Subtotal		1,234,337	1,091,530	1,095,840	1,095,840
Maintenance and Operations					
2001	Uniforms and Laundry	3,538	2,800	3,100	3,100
2011	Training, Travel and Dues	980	2,010	2,470	2,370
2024	Electricity	19,116	22,780	20,010	20,010
2027	Water	2,979	2,280	2,980	2,980
2031	Telephone	33,144	32,620	32,130	32,130
2051	Gas and Lubrications	1,736	1,330	1,330	1,330
2101	Materials and Supplies	34,793	35,030	43,230	41,330
2150	Rents and Leases	6,422	7,270	8,850	8,850
2170	General Insurance	290,369	92,160	58,440	58,440
2201	Repairs and Maint. Auto.	2,549	2,100	2,100	2,100
2222	Repairs and Maint. Other	33,742	34,600	34,600	34,600
2281	Printing	5,949	6,400	8,900	8,900
2401	Contractual Services	81,521	106,350	78,390	78,390
Subtotal		516,838	347,730	296,530	294,530
Capital Outlay					
5408	Fax (R)	-	-	2,040	2,040
5408	Six Personal Computers (R)	<i>(Prior Years' Capital Outlay shown in Total Only)</i>		13,200	13,200
5408	Two Laserjet Network Printers (R)			3,200	3,200
5408	21" Computer Color Monitor (A)	-	-	1,650	1,650
Subtotal		22,345	28,990	20,090	20,090

Support Services Division (cont.)*Police Department
General Fund/2101*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Special Programs					
8009	HIV Advisory Committee	647	1,000		
8010	Aids Services Agencies		9,000		
8060	Report Writing Program	28,288			
8061	O. C. Human Relations Comm.	1,500	1,500	1,500	1,500
8335	County Wide 800 MHZ Network	206,569			
	Subtotal	237,004	11,500	1,500	1,500
	Grand Total	\$2,010,524	\$1,479,750	\$1,413,960	\$1,411,960

Support Services Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Chief of Police	1	1	1	\$97,060	\$98,950	\$98,950
Lieutenant	1	1	1	77,710	79,220	79,220
Sergeant	1	1	1	62,830	64,860	64,860
Dispatchers	7	7	7	270,360	281,180	281,180
Sr. Dispatcher	1	1	1	41,810	42,620	42,620
Sr. Records Clerk	1	1	1	34,720	35,390	35,390
Records Clerks	4	4	4	117,630	123,930	123,930
Admin. Secretary	1	1	1	39,490	40,260	40,260
Supply Clerk	1	1	1	37,390	28,430	28,430
Administrative Clerk	1	1	1	34,720	35,390	35,390
Bilingual Pay				2,700	900	900
Education Incentive				3,140	3,180	3,180
TOTAL	19	19	19	\$819,560	\$834,310	\$834,310

Field Services Division

**Police Department
General Fund/2102**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$1,849,058	\$1,969,520	\$2,127,400	\$2,114,620
1003	Salaries, Part Time	73,870	97,470	105,760	105,760
1006	Salaries, Overtime	192,672	200,600	201,140	201,140
1009	Salaries, Redistributed	16,443	17,360	15,550	15,550
1038	Sick Leave Payoff	30,386	27,550	27,550	27,550
1039	Old Sick Leave Payoff	210			
1040	Vacation Payoff	29,208	26,780	26,780	26,780
1053	Holiday Allowance	45,845	43,170	45,870	45,870
1101	Retirement	420,437	406,370	439,980	437,430
1103	P.A.R.S. Retirement	2,156	2,950	3,170	3,170
1201	Workers' Compensation		99,960	88,820	88,820
1300	Employee Group Insurance	140,581	151,700	155,800	155,800
1318	Medicare Insurance	16,703	19,910	23,690	23,510
	Subtotal	2,817,569	3,063,340	3,261,510	3,246,000
Maintenance and Operations					
2001	Uniforms and Laundry	33,869	33,880	33,880	33,880
2011	Training, Travel and Dues	979	1,100	2,130	2,130
2051	Gas and Lubrications	34,467	33,980	35,100	35,100
2101	Materials and Supplies	11,529	12,070	13,060	13,060
2150	Rents and Leases	20,717	53,760	81,210	81,210
2170	General Insurance		92,160	58,440	58,440
2201	Repairs and Maint. Auto.	83,864	75,600	55,460	55,460
2222	Repairs and Maint. Other	3,083	3,500	3,500	3,500
2281	Printing	1,708	2,100	2,300	2,300
2401	Contractual Services	2,393	2,980	2,980	2,980
	Subtotal	192,609	311,130	288,060	288,060
Capital Outlay					
5510	Emergency Command Post (A)	-	-	3,880	3,880
5510	Six Patrol Light Bars (R)			8,030	8,030
5510	Four Patrol Car Unitrols (R)			2,760	2,760
5622	Three Radar Units (A)	-	-	6,290	6,290
	Subtotal	3,585	6,640	20,960	20,960
	Grand Total	\$3,013,763	\$3,381,110	\$3,570,530	\$3,555,020

Field Services Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept.	Adopted	Budget	Department	Adopted
	1997-98	Request	Budget	Request	Budget	
	1998-99	1998-99	1997-98	1998-99	1998-99	
Captain	1	1	1	\$83,790	\$85,460	\$85,460
Police Sergeants	6	7	7*	376,980	454,020	441,240
Police Officers II	5	5	5	276,600	284,800	284,800
Police Officers	25	25	25	1,200,730	1,279,340	1,279,340
Bilingual Pay				1,800	1,800	1,800
Education Incentive				29,620	21,980	21,980
TOTAL	37	38	38	\$1,969,520	\$2,127,400	\$2,114,620

* One Police Officer converted to a Police Sergeant as of November 1, 1998.

Investigative Services Division

*Police Department
General Fund/2104*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$607,987	\$616,850	\$634,110	\$634,110
1003	Salaries, Part Time	9,053			
1006	Salaries, Overtime	45,168	45,750	47,550	47,550
1038	Sick Leave Payoff	8,480	9,770	9,770	9,770
1040	Vacation Payoff	4,264	12,820	12,820	12,820
1053	Holiday Allowance	3,848	1,740	1,890	1,890
1101	Retirement	112,342	105,030	108,720	108,720
1103	P.A.R.S. Retirement	339			
1201	Workers' Compensation		99,960	88,820	88,820
1300	Employee Group Insurance	42,711	49,200	49,200	49,200
1318	Medicare Insurance	4,333	4,940	5,100	5,100
Subtotal		838,525	946,060	957,980	957,980
Maintenance and Operations					
2001	Uniforms and Laundry	1,818	2,800	2,800	2,800
2011	Training, Travel and Dues	2,580	2,890	3,990	3,010
2051	Gas and Lubrications	2,695	5,240	4,960	4,960
2101	Materials and Supplies	10,652	13,810	12,320	12,320
2150	Rents and Leases	15,380	19,760	21,560	21,560
2170	General Insurance		92,160	58,440	58,440
2201	Repairs and Maint. Auto.	3,598	5,200	5,000	5,000
2222	Repairs and Maint. Other	723	1,200	1,200	1,200
2281	Printing	1,118	1,950	2,100	2,100
2401	Contractual Services	31,235	37,290	36,650	36,650
Subtotal		69,799	182,300	149,020	148,040
Capital Outlay					
5510	Mid-size 4-door Sedan (A)			18,500	
5622	Two Bullet Proof Vests (R)			2,270	2,270
Subtotal		6,733	3,950	20,770	2,270
Special Programs					
8118	P.O.S.T. Reimb. Training	22,104	34,420	36,620	36,620
8244	D.A.R.E. Program	6,587	5,000		
8805	Neighborhood Watch Grant		40,000		
Subtotal		28,691	79,420	36,620	36,620
Grand Total		\$943,748	\$1,211,730	\$1,164,390	\$1,144,910

Investigative Services Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Police Lieutenant	1	1	1	\$77,710	\$79,220	\$79,220
Police Sergeant	1	1	1	62,830	64,860	64,860
Investigators	6	6	6	310,500	319,740	319,740
Comm. Serv. Officers II	2	2	2	78,980	80,520	80,520
Comm. Serv. Officer	1	1	1	37,390	38,120	38,120
Senior Clerk	1	1	1	32,380	33,020	33,020
Bilingual Pay				900	900	900
Education Incentive				7,760	9,330	9,330
Uniform Pay				8,400	8,400	8,400
TOTAL	12	12	12	\$616,850	\$634,110	\$634,110

Animal Services DivisionPolice Department
General Fund/2201

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$170,976	\$176,930	\$180,400	\$180,400
1003	Salaries, Part Time	8,810	9,430	12,660	12,660
1006	Salaries, Overtime	1,640	4,170	4,320	4,320
1038	Sick Leave Payoff	2,495	2,120	2,120	2,120
1040	Vacation Payoff	1,818	3,340	3,340	3,340
1053	Holiday Allowance	2,963	4,080	4,170	4,170
1101	Retirement	19,015	13,730	14,360	14,360
1103	P.A.R.S. Retirement	331	350	470	470
1201	Workers' Compensation	4,989	4,800	9,240	9,240
1300	Employee Group Insurance	15,677	20,500	20,500	20,500
1318	Medicare Insurance	1,088	1,200	1,260	1,260
	Subtotal	229,802	240,650	252,840	252,840
Maintenance and Operations					
2001	Uniforms and Laundry	1,214	1,140	1,300	1,300
2011	Training, Travel and Dues		270	270	270
2021	Natural Gas	4,542	4,790	3,970	3,970
2024	Electricity	3,322	3,300	3,310	3,310
2027	Water	5,395	6,000	3,420	3,420
2031	Telephone	2,937	2,370	2,520	2,520
2051	Gas and Lubrications	1,917	2,730	2,730	2,730
2101	Materials and Supplies	19,626	18,150	18,880	18,880
2150	Rents and Leases	5,162	8,720	8,720	8,720
2170	General Insurance	6,691	5,720	3,620	3,620
2201	Repairs and Maint. Auto.	1,856	1,700	1,900	1,900
2222	Repairs and Maint. Other	4,920	2,500	2,500	2,500
2281	Printing	1,271	1,400	1,600	1,600
2401	Contractual Services	8,265	11,760	11,760	11,760
	Subtotal	67,118	70,550	66,500	66,500
Capital Outlay					
5508	Educational Center (R)			(Prior Years' Capital Outlay shown in Total Only) 1,480	
5622	Air Conditioning Unit (R)			2,200	
	Subtotal	172	0	3,680	0
Special Programs					
8185	Estate Donation Expenditures	4,466			
8243	Animal Shelter Donations	3,813	5,000	5,000	5,000
9556	Jan 95 Storm	3,937			
	Subtotal	12,216	5,000	5,000	5,000
	Grand Total	\$309,308	\$316,200	\$328,020	\$324,340

Animal Services Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Kennel Manager	1	1	1	\$37,390	\$38,120	\$38,120
Animal Serv. Officers	2	2	2	74,780	76,240	76,240
Kennel Aides	2	2	2	64,760	66,040	66,040
TOTAL	5	5	5	\$176,930	\$180,400	\$180,400

Parking Enforcement Division

*Police Department
Parking Fund/2301*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$259,979	\$269,070	\$276,140	\$276,140
1003	Salaries, Part Time	5,234	9,600	11,420	11,420
1006	Salaries, Overtime	979	1,750	1,750	1,750
1009	Salaries, Redistributed	49,364	50,420	57,450	57,450
1038	Sick Leave Payoff	3,993	3,240	3,240	3,240
1039	Old Sick Leave Payoff	16			
1040	Vacation Payoff	2,383	3,450	3,450	3,450
1053	Holiday Allowance	2,633			
1101	Retirement	27,672	20,380	21,500	21,500
1103	P.A.R.S. Retirement	206	360	430	430
1201	Workers' Compensation		1,080	1,100	1,100
1300	Employee Group Insurance	26,812	32,800	32,800	32,800
1318	Medicare Insurance	1,993	2,550	2,140	2,140
	Subtotal	381,264	394,700	411,420	411,420
Maintenance and Operations					
2001	Uniforms and Laundry	2,390	2,200	2,200	2,200
2011	Training, Travel and Dues	720	800	800	800
2031	Telephone	2,541	5,700	5,700	5,700
2051	Gas and Lubrications	1,251	2,050	2,050	2,050
2101	Materials and Supplies	5,856	5,850	5,850	5,850
2150	Rents and Leases	8,008	8,960	11,200	11,200
2170	General Insurance		5,270	5,220	5,220
2201	Repairs and Maint. Auto.	3,684	3,950	3,950	3,950
2222	Repairs and Maint. Other	7,641	9,440	9,440	9,440
2281	Printing	7,482	10,000	10,800	10,800
2401	Contractual Services	10,708	14,680	15,060	15,060
2432	Postage	6,685	9,600	9,600	9,600
	Subtotal	56,966	78,500	81,870	81,870
Capital Outlay					
5408	Personal Computer (A)			2,200	2,200
	Subtotal	2,411	1,890	2,200	2,200
	Grand Total	\$440,641	\$475,090	\$495,490	\$495,490

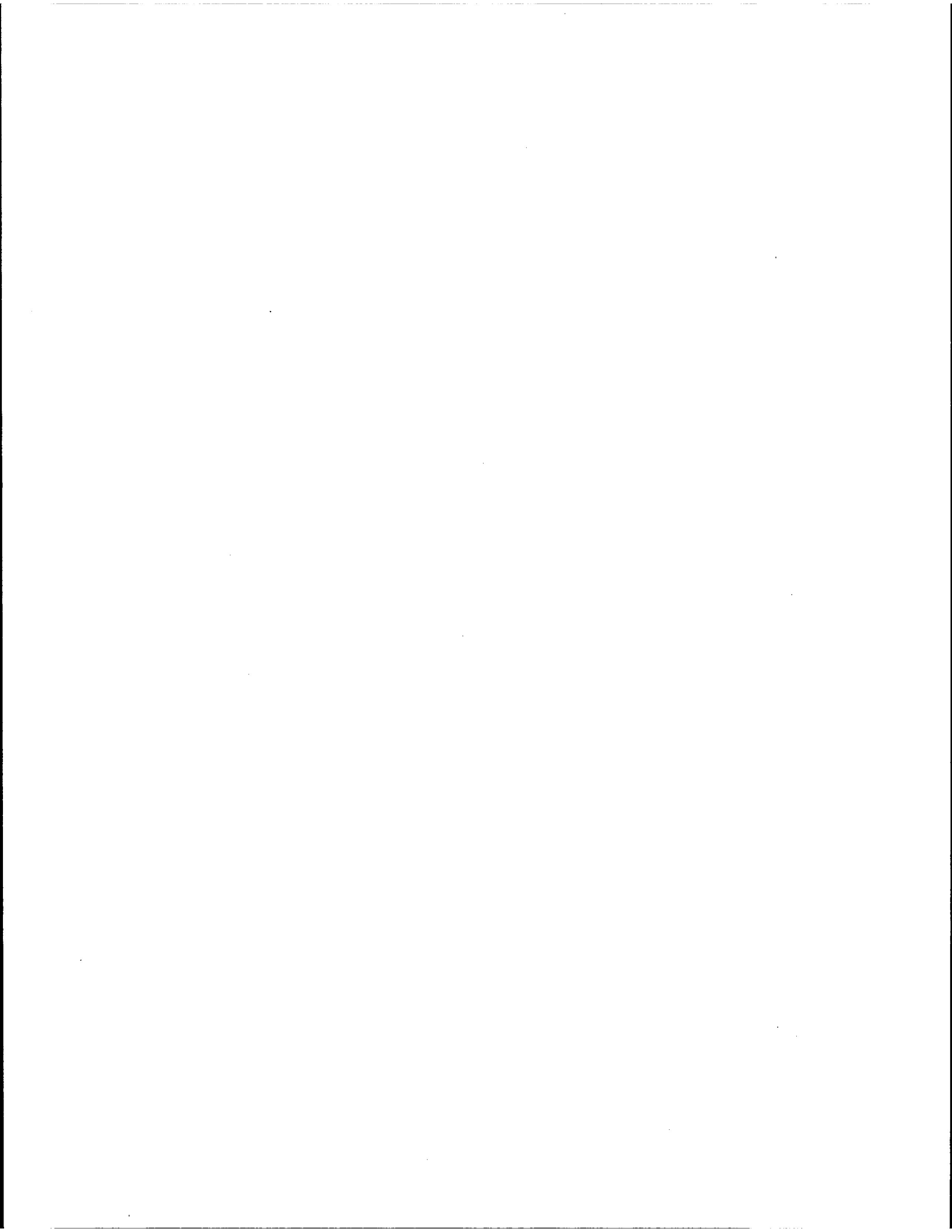
Parking Enforcement Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Parking Control Officers	5	5	5	\$164,580	\$168,710	\$168,710
Computer Operator	1	1	1	37,390	38,120	38,120
Senior Records Clerk	1	1	1	34,720	35,390	35,390
Records Clerk	1	1	1	32,380	33,020	33,020
Bilingual Pay				900	900	900
TOTAL	8	8	8	\$269,970	\$276,140	\$276,140

Fire Department

Fiscal Year
1998-99





Fire Department

The Fire Department is organized into two budgetary divisions, Fire Operations and Weed Abatement, and responds to approximately 2,000 calls for service each year. Seventy percent of the service calls are medical aids and traffic accidents, 20% are house, vehicle and vegetation fires, and 10% are miscellaneous incidents (e. g. flooding, mud slides). The Department maintains a fully-equipped emergency response force of twelve firefighters on duty at all times for a total of 39 employees assigned to suppression, 4 staff personnel, and 15 reserves. A description of services provided by each division is as follows:

Fire Operations - There are four fire stations in the city: Station One at City Hall, Station Two on Agate Street, Station Three at Top of the World, and Station Four in South Laguna. Each station has a Fire Captain, Fire Engineer, and Firefighter who work 24 hour shifts from 7:00 a.m. to 7:00 a.m. One engine company operates out of each station and there is one reserve unit as backup. Station Four has a brush unit that is specifically designed to go into open space areas. Station Two has a hazardous material unit that is equipped to handle light fuel spills. Station One has a utility vehicle that responds to public service calls such as flooding and mud slides. The Department also has access to one engine supplied by the State Office of Emergency Services which is activated as part of the mutual aid system in the case of a major wildland fire or other emergency.

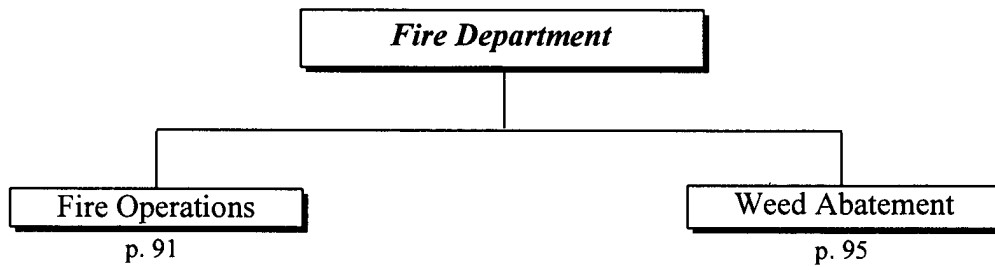
The Department has eleven personnel with paramedic training. Engine 2 at Station 2 has been designated as the paramedic unit given its central location. This engine company has specialized equipment and at least two of its three personnel are paramedics. Paramedics respond to all medical emergencies.

Apart from fire suppression and paramedic responsibilities, fire personnel are involved in a number of other activities. They maintain the stations and associated equipment, participate in advanced training programs, and conduct fire prevention inspections in local businesses as well as residences adjacent to open space areas.

The Fire Prevention/Emergency Management Specialist is responsible for coordinating the City's Emergency Plan, implementing safety element guidelines, and managing an extensive fuel modification program covering 60 miles around the City. Through use of hand crews and goats, fuel breaks are established and maintained in an effort to lessen the threat of fire.

Weed Abatement - The weed abatement division oversees a program to reduce fire hazards that result from uncontrolled growth of vegetation on private property. Through this pro-active program, property owners are notified of the need to eliminate hazardous vegetation and are given a specified amount of time in which to do so. If the hazard is not abated, the budget contains funding for contractual labor to clear the property in question with reimbursement later sought from the owner.

The chart below shows the budget structure of the Fire Department. The numbers below each activity indicate the pages that follow in which a more detailed budget can be found:



**Fire Department
Budget Summary**

**All
Divisions**

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Fire Operations	\$3,755,400	\$505,050	\$72,280	\$233,000	\$0	\$4,565,730
Weed Abatement	5,230	100,500	0	0	0	\$105,730
Department Total	\$3,760,630	\$605,550	\$72,280	\$233,000	\$0	\$4,671,460

Fire Department Budget Detail

*All
Divisions*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$2,261,138	\$2,353,520	\$2,441,290	\$2,447,510
1003	Salaries, Part Time	21,987	30,240	32,460	32,460
1006	Salaries, Overtime	264,568	225,000	259,500	274,290
1007	Salaries, Overtime Mutual Aid	19,221			
1038	Sick Leave Payoff	21,066	20,330	20,330	20,330
1039	Old Sick Leave Payoff	7,637			
1040	Vacation Payoff	64,999	43,330	43,330	43,330
1053	Holiday Allowance	1,121			
1101	Retirement	485,920	470,850	494,320	495,560
1103	P.A.R.S. Retirement	722	1,130	1,220	1,220
1201	Workers' Compensation	96,039	177,170	244,520	244,520
1300	Employee Group Insurance	172,408	176,300	176,300	176,300
1318	Medicare Insurance	17,307	21,220	24,810	25,110
Subtotal		3,434,133	3,519,090	3,738,080	3,760,630
Maintenance and Operations					
2001	Uniforms and Laundry	46,050	35,140	46,630	46,630
2011	Training, Travel and Dues	11,380	15,000	15,000	15,000
2021	Natural Gas	2,945	2,220	2,470	2,470
2024	Electricity	12,562	17,000	15,060	15,060
2027	Water	2,897	4,390	3,970	3,970
2031	Telephone	25,898	23,640	23,510	23,510
2051	Gas and Lubrications	10,497	15,725	15,730	15,730
2101	Materials and Supplies	46,645	50,135	51,660	51,660
2150	Rents and Leases	83,025	95,890	118,470	118,470
2170	General Insurance	182,038	167,780	55,610	55,610
2201	Repairs and Maint. Auto.	96,303	70,560	73,560	73,560
2222	Repairs and Maint. Other	42,819	43,280	45,900	45,900
2281	Printing	2,162	3,300	3,050	3,050
2401	Contractual Services	75,750	131,930	137,930	134,930
Subtotal		640,971	675,990	608,550	605,550

Fire Department
Budget Detail (Con't)

All
Divisions

Account No. Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
<u>Capital Outlay</u>				
5203 Buildings		30,000	25,370	22,500
5408 Office Furniture & Equipment	4,888	21,300	25,370	7,120
5622 Other Equipment	80,803	40,910	42,660	42,660
Subtotal	85,691	92,210	93,400	72,280
<u>Special Programs</u>				
Special Programs	290,909	215,000	238,000	233,000
Subtotal	290,909	215,000	238,000	233,000
Grand Total	\$4,451,704	\$4,502,290	\$4,678,030	\$4,671,460

**Fire Department
Position Summary**

**All
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget 1997-98	Request 1998-99	Budget 1998-99	Budget 1997-98	Request 1998-99	Budget 1998-99
Fire Chief	1	1	1	\$97,060	\$98,950	\$98,950
Battalion Chief	1	1	1	83,790	85,460	85,460
Fire Captains	12	12	12	682,480	703,440	703,440
Fire Engineers	12	12	12	592,080	609,720	615,940
Firefighters	15	15	15	620,570	633,170	633,170
Administrative Secretary	1	1	1	39,490	40,260	40,260
Comm. Serv. Officer II	1	1	1	32,870	35,180	35,180
Acting Pay				28,360	29,200	29,200
Holiday Pay				64,250	68,090	68,090
Paramedic Pay				83,680	93,880	93,880
Education Pay				28,890	43,940	43,940
TOTAL	43	43	43	\$2,353,520	\$2,441,290	\$2,447,510

Fire Operations Division**Fire Department
General Fund/2401**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$2,261,138	\$2,353,520	\$2,441,290	\$2,447,510
1003	Salaries, Part Time	21,987	30,240	32,460	32,460
1006	Salaries, Overtime	264,568	225,000	259,500	274,290
1007	Salaries, Overtime Mutual Aid	19,221			
1009	Salaries, Redistributed	-4,500	(4,640)	(5,220)	(5,220)
1038	Sick Leave Payoff	21,066	20,330	20,330	20,330
1039	Old Sick Leave Payoff	7,637			
1040	Vacation Payoff	64,999	43,330	43,330	43,330
1053	Holiday Allowance	1,121			
1101	Retirement	485,920	470,850	494,320	495,560
1103	P.A.R.S. Retirement	722	1,130	1,220	1,220
1201	Workers' Compensation	96,039	177,160	244,510	244,510
1300	Employee Group Insurance	172,408	176,300	176,300	176,300
1318	Medicare Insurance	17,307	21,220	24,810	25,110
	Subtotal	3,429,633	3,514,440	3,732,850	3,755,400
Maintenance and Operations					
2001	Uniforms and Laundry	46,050	35,140	46,630	46,630
2011	Training, Travel and Dues	11,380	15,000	15,000	15,000
2021	Natural Gas	2,945	2,220	2,470	2,470
2024	Electricity	12,562	17,000	15,060	15,060
2027	Water	2,897	4,390	3,970	3,970
2031	Telephone	25,898	23,640	23,510	23,510
2051	Gas and Lubrications	10,497	15,500	15,500	15,500
2101	Materials and Supplies	46,493	49,910	51,430	51,430
2150	Rents and Leases	83,025	95,890	118,470	118,470
2170	General Insurance	181,498	167,690	54,870	54,870
2201	Repairs and Maint. Auto.	96,303	70,560	73,560	73,560
2222	Repairs and Maint. Other	42,819	43,280	45,900	45,900
2281	Printing	2,159	3,000	2,750	2,750
2401	Contractual Services	28,274	34,930	38,930	35,930
	Subtotal	592,800	578,150	508,050	505,050
Capital Outlay					
5203	Two Apparatus Doors	-	-	15,000	15,000
5203	Kitchen Remodel/Sta.3	-	-	7,500	7,500
5203	Block Wall Planter	-	-	2,870	
5408	HP Software Program	-	-	10,050	

Fire Operations Division (Con't.)

*Fire Department
General Fund/2401*

Account		Actual Expenditures	Budget	Department Request	Adopted Budget
No.	Account Title	1996-97	1997-98	1998-99	1998-99
5408	One Pentium Computer	-	-	2,200	
5408	Two Refrigerators	-	-	1,840	1,840
5408	Athletic Equipment			9,000	3,000
5408	Three Office Desks			2,280	2,280
5622	Paramedic Assessment Unit	-	-	16,450	16,450
5622	Fire Nozzles	-	-	7,750	7,750
5622	Master Stream Appliance	-	-	2,850	2,850
5622	Fire Ladders	-	-	2,860	2,860
5622	Hydraulic Rescue Spreader	-	-	2,850	2,850
5622	Emergency Station Generator	-	-	9,900	9,900
	Subtotal	85,691	92,210	93,400	72,280
Special Programs					
8005	Paramedic Medical Supplies	15,862	30,000	30,000	30,000
8040	Fuel Break Maintenance	275,047	170,000	208,000	203,000
8801	Fire Video		15,000		
	Subtotal	290,909	215,000	238,000	233,000
	Grand Total	\$4,399,033	\$4,399,800	\$4,572,300	\$4,565,730

Fire Operations Position Summary

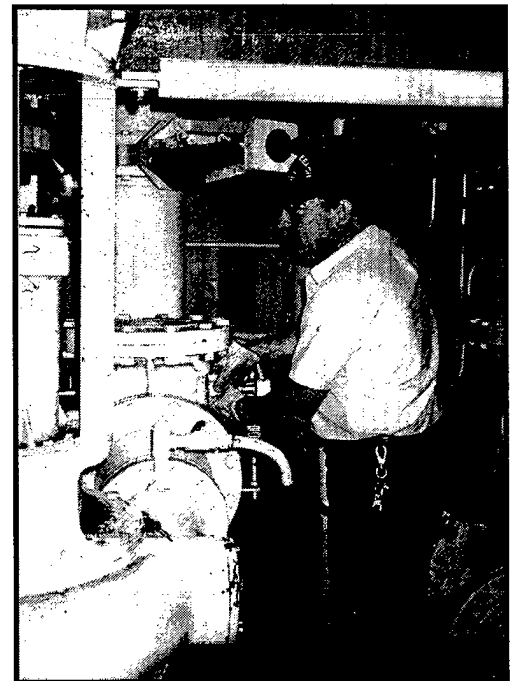
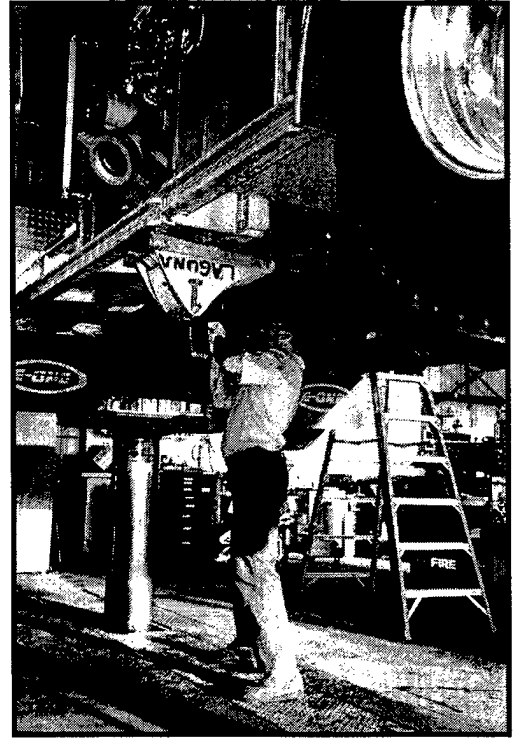
<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Fire Chief	1	1	1	\$97,060	\$98,950	\$98,950
Battalion Chief	1	1	1	83,790	85,460	85,460
Fire Captains	12	12	12	682,480	703,440	703,440
Fire Engineers	12	12	12	592,080	609,720	615,940
Firefighters	15	15	15	620,570	633,170	633,170
Administrative Secretary	1	1	1	39,490	40,260	40,260
Comm. Serv. Officer II	1	1	1	32,870	35,180	35,180
Acting Pay				28,360	29,200	29,200
Holiday Pay				64,250	68,090	68,090
Paramedic Pay				83,680	93,880	93,880
Education Pay				28,890	43,940	43,940
TOTAL	43	43	43	\$2,353,520	\$2,441,290	\$2,447,510

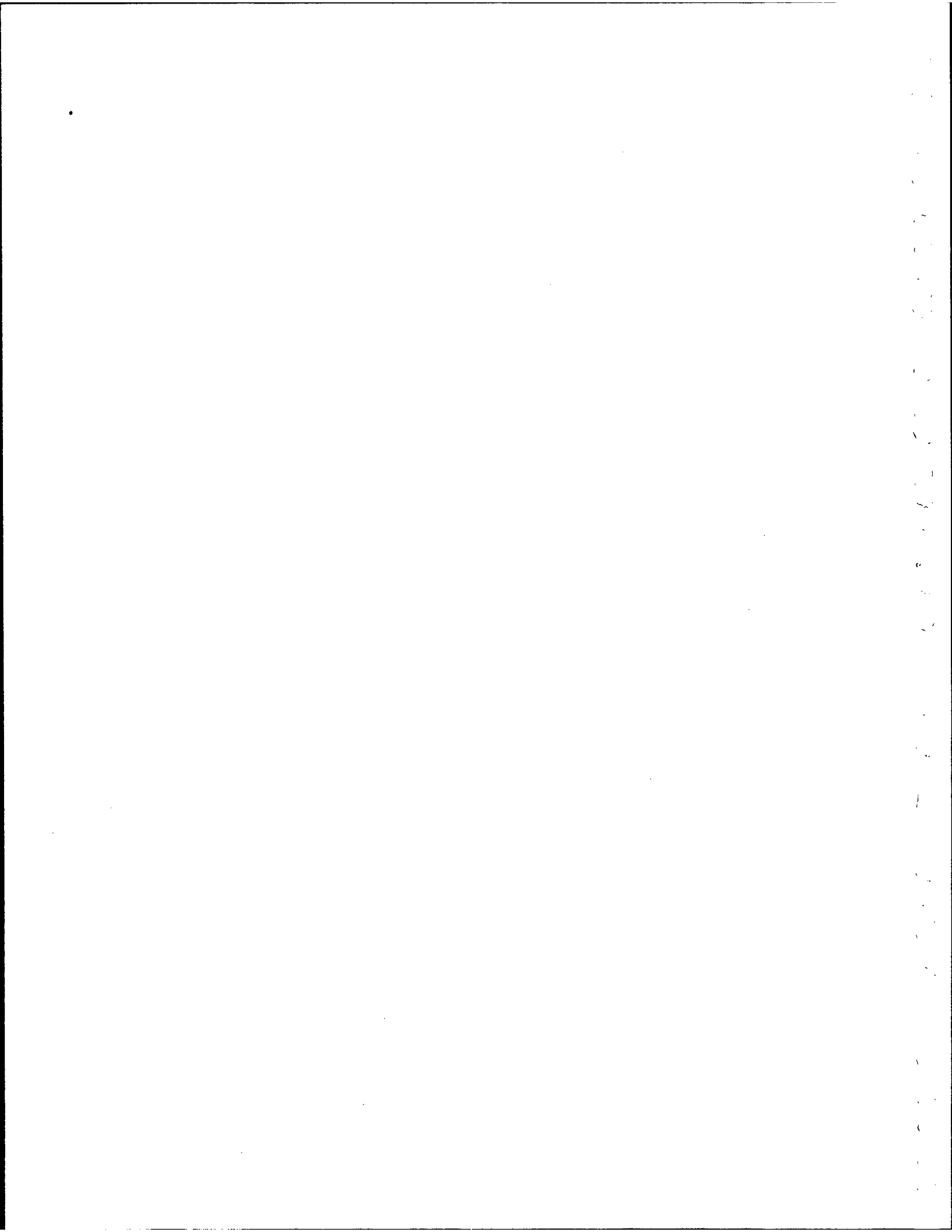
Weed Abatement Division**Fire Department
General Fund/2501**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1009	Salaries, Redistributed	4,500	4,640	5,220	5,220
1201	Workers' Compensation		10	10	10
	Subtotal	4,500	4,650	5,230	5,230
Maintenance and Operations					
2051	Gas and Lubrications		225	230	230
2101	Materials and Supplies	152	225	230	230
2170	General Insurance	540	90	740	740
2281	Printing	3	300	300	300
2401	Contractual Services	47,476	97,000	99,000	99,000
	Subtotal	48,171	97,840	100,500	100,500
	Grand Total	\$52,671	\$102,490	\$105,730	\$105,730

Municipal Services

Fiscal Year
1998-99





Municipal Services Department

The Municipal Services Department provides a wide range of public services for the City of Laguna Beach and is organized into nine divisions including: Engineering and Administration, Equipment Maintenance, Park and Building Maintenance, Street Maintenance, Solid Waste, Sewer, Transit, Parking Facilities Maintenance and Street Lighting. Capital Improvement Projects are included within the respective division budgets. Collectively, there are 50 employees in the Municipal Services Department. Following are descriptions of the services provided by each division:

Engineering and Administration - This division has six employees who are responsible for managing the department, performing clerical functions, coordinating assessment district activities, overseeing capital improvement projects, and inspecting various public and private projects. This budget includes costs for the newly approved Assistant City Engineer position.

Equipment Maintenance - This division has two employees who are responsible for the routine repair, replacement and maintenance of City vehicles and equipment. The division maintains over 120 pieces of equipment, including a variety of heavy and light-duty trucks and vehicles, medium sized tractors, and specialized equipment.

Park and Building Maintenance - The 15.5 employees in this division perform maintenance activities at 59 separate parks and facilities totaling more than 40 acres. City buildings approximate 60,000 square feet, including ten public restrooms throughout the City. Part-time staff assists with litter control and downtown cleanup. The City contracts with private companies for custodial services at City Hall, Legion Hall, Lang Park, and for turf mowing in the parks. This budget also includes funds for disposal of waste generated at parks, beaches, and on public streets. In addition, the budget provides for abatement of invasive weeds in public open space areas.

Street Maintenance - This division has 12.5 employees who maintain City streets, sidewalks, and storm drains. The City has approximately 80 miles of paved streets and 800 storm drain inlets, catch basins and outlets. In residential areas, streets are swept biweekly. In the downtown area, streets are swept seven days per week during the summer and six days per week at other times of the year. The division also manages vegetation abatement in the public right of way and the downtown daily clean up program. This budget provides for contractual services including: tree trimming, median maintenance, street striping and disposal of construction debris and litter. The budgeted amount for waste disposal reflects the reduced County landfill fee.

Solid Waste - More than 90 percent of this division's budget represents expenses associated with contracted services including trash collection, recycling, dump fees, and hazardous waste disposal. One full-time employee administers the solid waste contract, manages compliance with environmental regulations and mandates, and handles citizen requests for information, special services, and complaint resolution. This division's costs are recovered through a solid waste assessment on individual property tax bills.

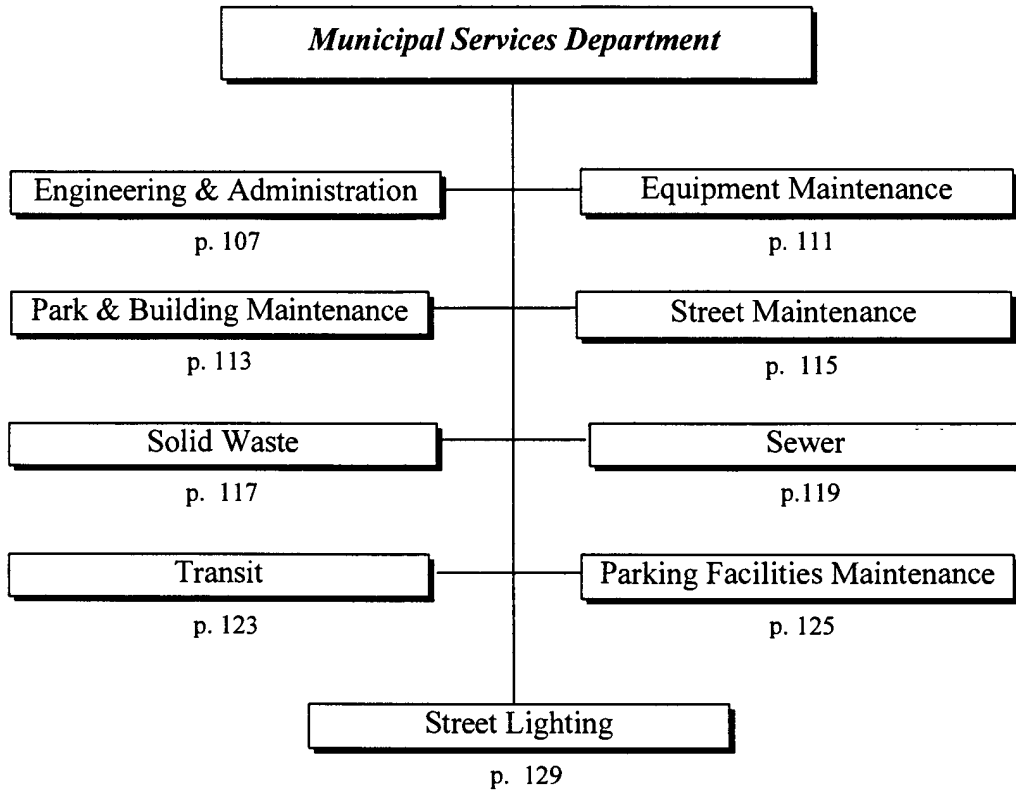
Sewer - The Sewer Division is responsible for maintaining 90 miles of sewer main, 26 pump stations and the 4-mile North Coast Interceptor. There are seven full-time employees included in the two division budgets. Division functions include cleaning the sewer mains and manholes with rodding and hydro-jet equipment, and maintaining of pump stations which include telemetry, backup generators, pumps and motors. Maintaining the North Coast Interceptor also involves cleaning six air-release valves and inspecting the pipeline.

Transit - Transit Division budgets include costs associated with administering, operating and maintaining the City's transit system. Services provided include the Mainline Transit System, which is an intra-city system that serves as a feeder service to the Orange County Transit Authority bus system; Festival Service, which is offered during the ten-week summer festival season; and Charter Service, which allows private parties to schedule private service during non-festival months (September through June). The City receives revenue from a variety of sources to fund the transit operations. Sources include federal operating funds, State sales tax on gasoline, air quality subvention funds, fare box revenues and private charters. The Transit Fund also includes money received from OCTA for paratransit service. For the past several years, the City has transferred funds to the Transit Fund from the Parking Authority Fund. This transfer is necessary due to a significant decrease of available federal operating funds for transit systems nationwide.

Parking Facilities Maintenance - This division has three full time employees who maintain more than 2,100 parking meters. Functions include installation, maintenance and replacement of meters, parking permit machines, and change machines. In addition, the division collects meter revenue daily. Part-time staff assists with meter collection and parking lot maintenance.

Street Lighting - This fund represents property tax revenue collected for the restricted purpose of lighting the City's public streets. These restricted funds provide that all street lights are powered with electricity, regularly maintained, and repaired when needed. This is accomplished with the cooperation of Southern California Edison.

The chart below shows the budget structure of the Municipal Services Department. The numbers below each division indicate the pages that follow in which a more detailed budget can be found:



Municipal Services Department
Budget Detail (Con't)

All
Divisions

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures		Request	Budget
		1996-97	1997-98	1998-99	1998-99
Capital Outlay					
5408	Office Furniture & Equipment	22,960	7,500	5,350	5,350
5510	Automotive Equipment	492,607			
5511	Auto Equipment Capitalized	(461,952)			
5622	Other Equipment	82,928	142,500	192,800	180,500
5623	Other Equipment Capitalized	(4,598)			
	Subtotal	131,945	150,000	198,150	185,850
Special Programs					
	Special Programs	41,669	67,330	97,330	97,330
	Subtotal	41,669	67,330	97,330	97,330
Capital Improvements					
	Capital Improvement Projects	4,471,366	4,637,000	4,274,000	5,230,000
	Subtotal	4,471,366	4,637,000	4,274,000	5,230,000
	Grand Total	\$13,430,391	\$13,802,350	\$13,495,550	\$14,443,850

***Municipal Services Department
Position Summary***

***All
Divisions***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Asst. City Mgr/Dir of Municipal Services	1	1	1	\$97,060	\$98,950	\$98,950
Asst Dir/City Engineer	1	1	1	87,800	89,500	89,500
Asst City Engineer		1	1		56,020	56,020
Deputy Director M.S.	1	1	1	77,710	79,220	79,220
Parks & Buildings Manager	1	1	1	67,340	68,640	68,640
Sr. Project Coordinator	1	2	2	53,720	109,520	109,520
Project Coordinator	1			51,130		
Administrative Secretary	1	1	1	35,780	38,340	38,340
Senior Clerks	2	2	2	64,760	66,040	66,040
Environmental Specialist	1	1	1	48,850	49,800	49,800
Equipment Mechanic	1	1	1	41,270	44,160	44,160
Maintenance Workers	4	3.5	3.5	100,910	85,740	85,740
Maint Lead Workers	6	6	6	260,180	269,040	269,040
Maintenance Workers II	6	5	5	220,850	186,390	186,390
Maintenance Workers I	7	8.5	8.5	209,110	241,350	241,350
Parks Gardeners	8	8	8	300,840	297,580	297,580
Equipment Operator	1	1	1	39,490	40,260	40,260
Motor Sweeper Operator	1	1	1	32,870	28,620	28,620
Sr. Sewer Serv. Supervisor	1	1	1	53,720	54,760	54,760
Mechanic Maint Supervisor	1	1	1	46,520	49,800	49,800
Maintenance Supervisor	1	1	1	48,850	49,800	49,800
Lead Bus Driver	1	1	1	37,000	37,540	37,540
Bus Driver	1	1	1	34,720	35,390	35,390
Standby Pay				12,000		
TOTAL	49	50	50	\$2,022,480	\$2,076,460	\$2,076,460

Engineering & Administration Division

*Municipal Services
General Fund/3101*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$332,694	\$325,490	\$392,330	\$392,330
1003	Salaries, Part Time	1,710			
1006	Medicare Insurance	3,294	2,000	2,000	2,000
1009	Salaries, Redistributed	(120,325)	(123,930)	(116,690)	(116,690)
1038	Sick Leave Payoff	3,193	7,350	7,350	7,350
1040	Vacation Payoff		4,140	4,140	4,140
1101	Retirement	33,647	24,550	30,380	30,380
1103	PARS Retirement	64			
1201	Workers' Compensation	143,086	98,890	87,610	87,610
1300	Employee Group Insurance	21,971	20,500	24,600	24,600
1318	Medicare Insurance	1,705	1,820	2,700	2,700
Subtotal		421,039	360,810	434,420	434,420
Maintenance and Operations					
2011	Training, Travel and Dues	3,190	3,480	4,440	4,040
2021	Natural Gas	1,078	980	1,010	1,010
2024	Electricity	3,419	3,730	3,580	3,580
2027	Water	5,123	2,590	5,000	5,000
2031	Telephone	11,114	9,320	9,630	9,630
2051	Gas and Lubrications	776	950	950	950
2101	Materials and Supplies	4,640	5,070	5,570	5,570
2150	Rents and Leases	3,119	3,530	3,530	3,530
2170	General Insurance	3,128	3,720	3,870	3,870
2222	Repairs and Maint. Other	826	1,450	1,450	1,450
2281	Printing	124	200	300	300
2302	Legal Advertising		1,000	1,000	1,000
2401	Contractual Services	128			
2804	Costs Redistributed			1,000	1,000
Subtotal		36,665	36,020	41,330	40,930
Capital Outlay					
5408	Two Pentium Computers	<i>(Prior Years' Capital Outlay shown in Total Only)</i>		4,400	4,400
Subtotal		0	5,400	4,400	4,400

Engineering & Administration Division (Con't)

*Municipal Services
General Fund/3101*

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures		Request	Budget
		1996-97	1997-98	1998-99	1998-99
Special Programs					
8002	Aliso Creek Water Study	7,000	25,000	25,000	25,000
8003	Heisler Park Recon. Study			30,000	30,000
8024	Trip Reduction Plan	1,408			
8095	AQMD Grant Funds	25,410	25,000	25,000	25,000
8533	NPDES Storm Water Inspect.	7,851	17,330	17,330	17,330
8611	Nuisance Abatement 93 Fire				
	Subtotal	41,669	67,330	97,330	97,330
Capital Improvements					
	Capital Improvement Projects	3,288,132	3,445,000	2,320,000	2,660,000*
	Subtotal	3,288,132	3,445,000	2,320,000	2,660,000
	Grand Total	\$3,787,505	\$3,914,560	\$2,897,480	\$3,237,080

* Represents fifteen individual projects funded from a variety of sources (Project #s 1, 2, 5, 8 through 16, 18, 26 and 27. See Capital Improvement Project Summary (pp. 175-180) for funding details and project description.

Engineering & Administration Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Asst. City Mgr/Dir of Municipal Services	1	1	1	\$97,060	\$98,950	\$98,950
Asst. Dir./City Engineer	1	1	1	87,800	89,500	89,500
Asst. City Engineer		1	1		56,020	56,020
Sr. Project Coordinator	1	2	2	53,720	109,520	109,520
Project Coordinator	1			51,130		
Administrative Secretary	1	1	1	35,780	38,340	38,340
TOTAL	5	6	6	\$325,490	\$392,330	\$392,330

Equipment Maintenance Division

*Municipal Services
General Fund/3102*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
<u>Salaries and Wages</u>					
1001	Salaries, Full Time	\$65,435	\$63,990	\$70,230	\$70,230
1003	Salaries, Part Time	11,224	19,760	20,750	20,750
1006	Salaries, Overtime	3,544	3,000	3,000	3,000
1038	Sick Leave Payoff	657	470	470	470
1040	Vacation Payoff	1,569	160	160	160
1101	Retirement	6,595	4,820	5,440	5,440
1103	P.A.R.S. Retirement	421	740	780	780
1201	Workers' Compensation	381	5,290	5,620	5,620
1300	Employee Group Insurance	5,080	8,200	8,200	8,200
1318	Medicare Insurance	453	660	720	720
Subtotal		95,359	107,090	115,370	115,370
<u>Maintenance and Operations</u>					
2001	Uniforms and Laundry	2,815	1,420	1,590	1,590
2011	Training, Travel and Dues	1,134	480	680	680
2021	Natural Gas	1,302	1,290	1,240	1,240
2024	Electricity	7,508	7,500	7,170	7,170
2051	Gas and Lubrications	3,551	4,620	3,530	3,530
2101	Materials and Supplies	8,193	8,500	9,800	9,800
2170	General Insurance	1,252	1,630	1,650	1,650
2201	Repairs and Maint. Auto.	61,987	60,000	60,000	60,000
2222	Repairs and Maint. Other	3,588	3,000	3,200	3,200
2281	Printing	55	200	200	200
2401	Contractual Services	1,259			
2508	Vehicle Cost Redistribution	(19,024)	(19,760)	(26,700)	(26,700)
2804	Costs Redistributed			(5,000)	(5,000)
Subtotal		73,620	68,880	57,360	57,360
<u>Capital Outlay</u>					
5408	Laser Printer (R)			950	950
5622	Emission Analyzer			35,200	35,200
5622	CD Library			4,200	
Subtotal		7,182	12,100	40,350	36,150
Grand Total		\$176,161	\$188,070	\$213,080	\$208,880

Equipment Maintenance Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Equipment Mechanic	1	1	1	\$41,270	\$44,160	\$44,160
Maintenance Worker	1	1	1	22,720	26,070	26,070
TOTAL	2	2	2	\$63,990	\$70,230	\$70,230

Park & Building Maintenance Division

*Municipal Services
General Fund/3104*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$568,575	\$597,660	\$592,330	\$592,330
1003	Salaries, Part Time	53,536	61,450	65,850	70,610
1006	Salaries, Overtime	8,141	6,900	6,840	6,840
1009	Salaries, Redistributed	(15875)	(16,350)	(17850)	(17,850)
1038	Sick Leave Payoff	6,689	8,720	8,720	8,720
1039	Old Sick Leave Payoff	18			
1040	Vacation Payoff	8,282	6,840	6,840	6,840
1101	Retirement	62,424	45,410	45,870	45,870
1103	P.A.R.S. Retirement	1,262	2,300	2,470	2,640
1201	Workers' Compensation	7,611	7,920	13,150	13,150
1300	Employee Group Insurance	58,646	63,550	61,500	61,500
1318	Medicare Insurance	4,863	5,190	5,640	5,710
	Subtotal	764,172	789,590	791,360	796,360
Maintenance and Operations					
2001	Uniforms and Laundry	6,348	5,730	5,730	5,730
2011	Training, Travel and Dues	674	750	750	750
2021	Natural Gas	758	600	620	620
2024	Electricity	34,149	34,730	33,400	33,400
2027	Water	85,569	76,600	92,040	92,040
2051	Gas and Lubrications	20,080	23,410	23,410	23,410
2101	Materials and Supplies	148,757	147,440	156,150	156,150
2150	Rents and Leases	99,566	125,110	124,970	124,970
2160	Lease Payments-Debt Service	303,835	309,270	8,000	8,000
2170	General Insurance	20,170	49,700	66,420	66,420
2222	Repairs and Maint. Other	59,552	62,800	62,800	62,800
2281	Printing	101	250	250	250
2401	Contractual Services	196,391	229,720	219,660	219,660
2804	Costs Redistributed			1,000	1,000
	Subtotal	975,950	1,066,110	795,200	795,200
Capital Outlay					
5408	Office Furniture & Equipment				
5622	Parking Lot Sweeper			25,000	25,000
	Subtotal	21,159	0	25,000	25,000
Capital Improvements					
	Capital Improvement Projects	157,295	100,000	212,000	212,000 *
	Subtotal	157,295	100,000	212,000	212,000
	Grand Total	\$1,918,576	\$1,955,700	\$1,823,560	\$1,828,560

* Represents four projects funded from the Capital Improvement Fund (Projects #3,4,6 and #7). See Capital Improvement Project Summary (p. 175) for details and reference to Project Descriptions.

Park & Building Maintenance Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Parks & Buildings Manager	1	1	1	\$67,340	\$68,640	\$68,640
Maint. Lead Worker	1	1	1	44,420	45,290	45,290
Maintenance Worker II	2	2	2	74,780	74,570	74,570
Maintenance Workers I	2.5	2	2	77,900	61,270	61,270
Parks Gardeners	8	8	8	300,840	297,580	297,580
Senior Clerk	1	1	1	32,380	33,020	33,020
Maintenance Workers		0.5	0.5		11,960	11,960
TOTAL	15.5	15.5	15.5	\$597,660	\$592,330	\$592,330

Street Maintenance Division

*Municipal Services
General Fund/3106*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
<u>Salaries and Wages</u>					
1001	Salaries, Full Time	\$455,004	\$477,440	\$478,410	\$478,410
1003	Salaries, Part Time	33,854	62,790	71,800	71,800
1006	Salaries, Overtime	20,331	10,000	10,000	10,000
1009	Salaries, Redistributed	(47,187)	(48,600)	(41,910)	(41,910)
1038	Sick Leave Payoff	1,903	5,240	5,240	5,240
1040	Vacation Payoff	1,881	2,300	2,300	2,300
1053	Holiday Allowance	166			
1101	Retirement	47,690	36,010	37,050	37,050
1103	P.A.R.S. Retirement	1,320	2,350	2,690	2,690
1201	Workers' Compensation	2,001	3,210	3,120	3,120
1300	Employee Group Insurance	50,212	51,250	51,250	51,250
1318	Medicare Insurance	4,962	5,580	5,680	5,680
	Subtotal	572,137	607,570	625,630	625,630
<u>Maintenance and Operations</u>					
2001	Uniforms and Laundry	4,868	4,500	5,000	5,000
2011	Training, Travel and Dues	355	950	950	950
2024	Electricity		300	80	80
2027	Water	6,820	5,200	4,900	4,900
2051	Gas and Lubrications	18,941	22,040	19,360	19,360
2101	Materials and Supplies	226,037	180,000	215,000	215,000
2150	Rents and Leases	74,073	83,410	86,860	86,860
2170	General Insurance	165,922	268,000	470,250	470,250
2201	Repairs and Maint. Auto.	29			
2222	Repairs and Maint. Other	7,458	8,000	8,000	8,000
2281	Printing	175	500	500	500
2401	Contractual Services	91,679	132,340	142,520	142,520
2804	Costs Redistributed			1,000	1,000
	Subtotal	596,357	705,240	954,420	954,420
<u>Capital Outlay</u>					
5622	Traffic Counter	-	-	1,500	1,500
5622	Layton Tow Paver			38,900	38,900
5622	Concrete Saw			14,000	14,000
5622	Wacker Compactor			3,000	3,000
5622	Crafco Crack Router	-	-	8,100	
5622	Sandbag Filling Equipment	-	-	5,000	5,000
	Subtotal	7,239	24,000	70,500	62,400
	Grand Total	\$1,175,733	\$1,336,810	\$1,650,550	\$1,642,450

*(Prior Years' Capital Outlay shown
in Total Only)*

Street Maintenance Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Deputy Director M.S.	1	1	1	\$77,710	\$79,220	\$79,220
Maintenance Lead Workers	3	3	3	133,260	135,870	135,870
Maintenance Workers II	2	2	2	74,780	76,240	76,240
Maintenance Workers I	1.5	1.5	1.5	35,860	37,470	37,470
Maintenance Workers	2	2	2	51,090	47,710	47,710
Equipment Operator	1	1	1	39,490	40,260	40,260
Motor Sweeper Operator	1	1	1	32,870	28,620	28,620
Senior Clerk	1	1	1	32,380	33,020	33,020
TOTAL	12.5	12.5	12.5	\$477,440	\$478,410	\$478,410

Solid Waste Division*Municipal Services
General Fund/3201*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$41,563	\$48,850	\$49,800	\$49,800
1003	Salaries, Part Time	408			
1009	Salaries, Redistributed	21,344	11,990	4,400	4,400
1038	Sick Leave Payoff	24	120	120	120
1040	Vacation Payoff	32	120	120	120
1101	Retirement	4,251	3,690	3,860	3,860
1103	P.A.R.S. Retirement	15			
1201	Workers' Compensation	123	210	190	190
1300	Employee Group Insurance	2,702	4,100	4,100	4,100
1318	Medicare Insurance	581	710	720	720
	Subtotal	71,043	69,790	63,310	63,310
Maintenance and Operations					
2011	Training, Travel and Dues	943	550	550	550
2031	Telephone	645	300	550	550
2051	Gas and Lubrications		100		
2101	Materials and Supplies	4,384	8,470	8,470	8,470
2170	General Insurance	825	1,270	1,160	1,160
2281	Printing	3,397	3,750	3,750	3,750
2401	Contractual Services	1,081,826	1,093,770	1,079,510	1,079,510
2432	Postage	1,553	4,700	4,700	4,700
2804	Cost Redistributed	6,792	10,630	9,460	9,460
	Subtotal	1,100,365	1,123,540	1,108,150	1,108,150
Capital Outlay					
5408	Office Furniture & Equipment	2,261			
	Subtotal	2,261	0	0	0
	Grand Total	\$1,173,669	\$1,193,330	\$1,171,460	\$1,171,460

Solid Waste Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Administrative Analyst	1	1	1	\$48,850	\$49,800	\$49,800
TOTAL	1	1	1	\$48,850	\$49,800	\$49,800

Sewer Division**Municipal Services
Sewer Fund/3301 & 3302**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$214,320	\$272,190	\$261,810	\$261,810
1003	Salaries, Part Time	33,247	18,620		
1006	Salaries, Overtime	23,354	20,000	26,000	26,000
1009	Salaries, Redistributed	73,093	75,290	80,580	80,580
1038	Sick Leave Payoff	2,758	1,960	1,960	1,960
1040	Vacation Payoff	529	2,100	2,100	2,100
1101	Retirement	23,099	19,920	20,260	20,260
1103	P.A.R.S. Retirement	1,215	700		
1201	Workers' Compensation	1,312	1,430	7,720	7,720
1300	Employee Group Insurance	22,688	28,700	28,700	28,700
1318	Medicare Insurance	1,895	2,810	2,100	2,100
	Subtotal	397,510	443,720	431,230	431,230
Maintenance and Operations					
2001	Uniforms and Laundry	4,019	3,300	3,400	3,400
2011	Training, Travel and Dues	855	1,550	1,630	1,630
2021	Natural Gas	3,538	3,200	3,040	3,040
2024	Electricity	111,172	107,000	96,830	96,830
2027	Water	20,918	17,100	21,750	21,750
2031	Telephone	16,227	14,830	14,720	14,720
2051	Gas and Lubrications	6,977	7,800	7,430	7,430
2101	Materials and Supplies	86,995	88,400	90,000	90,000
2150	Rents and Leases	36,829	57,450	55,430	55,430
2160	Lease Payments-Debt Service	665,989	664,000	664,000	664,000
2170	General Insurance	27,574	22,220	21,120	21,120
2201	Repairs and Maint. Auto.	5,960	7,000	8,290	8,290
2222	Repairs and Maint. Other	105,445	100,200	120,200	120,200
2281	Printing	192	250	2,000	2,000
2401	Contractual Services	9,833	15,250	15,250	15,250
2402	Contractual AWMA Operation	1,210,441	1,024,000	909,000	909,000
2804	Costs Redistributed	58,808	61,320	62,160	62,160
	Subtotal	2,371,772	2,194,870	2,096,250	2,096,250
Capital Outlay					
5622	Replacement Pumps			30,000	30,000
5622	Laguna Cyn Channel Pump			10,000	10,000
5622	Arrow Board Conversion/Solar			3,500	3,500
5622	Two Vehicle Back-up Cameras			2,400	2,400
	Subtotal	62,324	100,000	45,900	45,900

Sewer Division (con't)*Municipal Services
Sewer Fund/3301 & 3302*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Capital Improvements					
	Capital Improvement Projects	940,844	1,092,000	1,724,000	2,340,000*
	Subtotal	940,844	1,092,000	1,724,000	2,340,000
	Grand Total	\$3,772,450	\$3,830,590	\$4,297,380	\$4,913,380

* Represents seven projects funded from the Sewer Fund. See Capital Improvement Project Summary (pp 175-180) for funding details and project descriptions.

Sewer Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept.	Adopted	Budget	Department	Adopted
	1997-98	Request	Budget	Request	Budget	Request
Sr. Sewer Serv Supervisor	1	1	1	\$53,720	\$54,760	\$54,760
Maintenance Lead Worker	2	2	2	82,500	87,880	87,880
Maintenance Workers II	1			33,900		
Maintenance Workers I	2	4	4	62,970	119,170	119,170
Maintenance Worker	1			27,100		
Standby Pay				12,000		
TOTAL	7	7	7	\$272,190	\$261,810	\$261,810

Transit Division*Municipal Services
Transit Fund/3401,3402 & 3404*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$109,165	\$118,240	\$122,730	\$122,730
1003	Salaries, Part Time	172,408	206,360	220,150	220,150
1006	Salaries, Overtime	18,054	11,500	11,500	11,500
1009	Salaries, Redistributed	44,055	45,370	38,620	38,620
1038	Sick Leave Payoff	1,427	1,390	1,390	1,390
1040	Vacation Payoff		1,390	1,390	1,390
1101	Retirement	12,018	8,920	9,510	9,510
1103	P.A.R.S. Retirement	6,707	7,740	8,260	8,260
1201	Workers' Compensation	1,206	1,220	15,720	15,720
1300	Employee Group Insurance	10,516	12,300	12,300	12,300
1318	Medicare Insurance	3,842	4,360	4,610	4,610
	Subtotal	379,398	418,790	446,180	446,180
Maintenance and Operations					
2001	Uniforms and Laundry	3,897	4,000	4,230	4,230
2011	Training, Travel and Dues	1,000	800	800	800
2021	Natural Gas	344	330	320	320
2024	Electricity	3,698	6,000	4,460	4,460
2031	Telephone	405	400	400	400
2051	Gas and Lubrications	37,722	45,560	37,620	37,620
2101	Materials and Supplies	24,016	18,500	21,600	21,600
2170	General Insurance	54,599	18,760	15,960	15,960
2201	Repairs and Maint. Auto.	45,421	50,000	45,000	45,000
2222	Repairs and Maint. Other	5,790	5,300	5,700	5,700
2281	Printing	8,776	8,700	8,500	8,500
2401	Contractual Services	8,661	9,300	24,300	24,300
2460	Bad Debt Expense	3,580			
2804	Costs Redistributed	61,637	47,470	62,780	62,780
	Subtotal	259,546	215,120	231,670	231,670
Capital Outlay					
5510	Automotive Equipment	492,607			
5511	Auto Equipment Capitalized	(461,952)			
5622	Other Equipment	3,496			
5623	Other Equipment Capitalized	(4,598)			
	Subtotal	29,553	0	0	0
	Grand Total	\$668,497	\$633,910	\$677,850	\$677,850

Transit Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Lead Bus Driver	1	1	1	\$37,000	\$37,540	\$37,540
Bus Driver	1	1	1	34,720	35,390	35,390
Mechanic Maint. Supervisor	1	1	1	46,520	49,800	49,800
TOTAL	3	3	3	\$118,240	\$122,730	\$122,730

Parking Facilities Maintenance Division*Municipal Services
Parking Fund/3501*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$119,464	\$118,620	\$108,820	\$108,820
1003	Salaries, Part Time	19,108	25,740	27,850	27,850
1006	Salaries, Overtime	4,566	4,000	4,500	4,500
1009	Salaries, Redistributed	68,495	70,060	74,630	74,630
1038	Sick Leave Payoff	2,868	3,000	3,000	3,000
1040	Vacation Payoff		1,650	1,650	1,650
1101	Retirement	12,715	8,950	8,420	8,420
1103	P.A.R.S. Retirement	594	970	1,040	1,040
1201	Workers' Compensation	1,964	1,080	1,100	1,100
1300	Employee Group Insurance	11,231	12,300	12,300	12,300
1318	Medicare Insurance	712	900	1,330	1,330
	Subtotal	241,717	247,270	244,640	244,640
Maintenance and Operations					
2001	Uniforms and Laundry	1,050	850	1,130	1,130
2011	Training, Travel and Dues	442	250	780	780
2021	Natural Gas	100			
2024	Electricity	3,096	6,400	4,130	4,130
2027	Water	997	1,400	910	910
2031	Telephone	691	770	730	730
2051	Gas and Lubrications	1,271	1,620	1,500	1,500
2101	Materials and Supplies	115,745	112,600	110,700	110,700
2150	Rents and Leases	3,393	3,390	6,420	6,420
2170	General Insurance	10,157	5,270	5,220	5,220
2201	Repairs and Maint. Auto.	1,494	1,500	1,500	1,500
2222	Repairs and Maint. Other	6,741	7,150	6,150	6,150
2281	Printing	2,532	10,000	7,000	7,000
2401	Contractual Services	17,947	17,500	18,500	18,500
2432	Postage		3,000	3,000	3,000
2804	Costs Redistributed	84,968	89,980	87,040	87,040
	Subtotal	250,624	261,680	254,710	254,710

Parking Facilities Maintenance Division

*Municipal Services
Parking Fund/3501*

Account No.	Account Title	Actual Expenditures 1995-96	Adopted Budget 1996-97	Department Request 1997-98	Adopted Budget 1998-99
Capital Outlay					
5622	One Ticket Machine (R)			12,000	12,000
	Subtotal	2,227	8,500	12,000	12,000
Capital Improvements					
	Capital Improvement Projects	25,400			
	Subtotal	25,400	0	0	0
	Grand Total	\$519,968	\$517,450	\$511,350	\$511,350

Parking Facilities Maintenance Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.	Adopted		Department	Adopted	
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Maintenance Supervisor	1	1	1	\$48,850	\$49,800	\$49,800
Maintenance Worker II	1	1	1	37,390	35,580	35,580
Maintenance Worker I	1	1	1	32,380	23,440	23,440
TOTAL	3	3	3	\$118,620	\$108,820	\$108,820

Street Lighting Division**Municipal Services
Street Lighting Fund/3601**

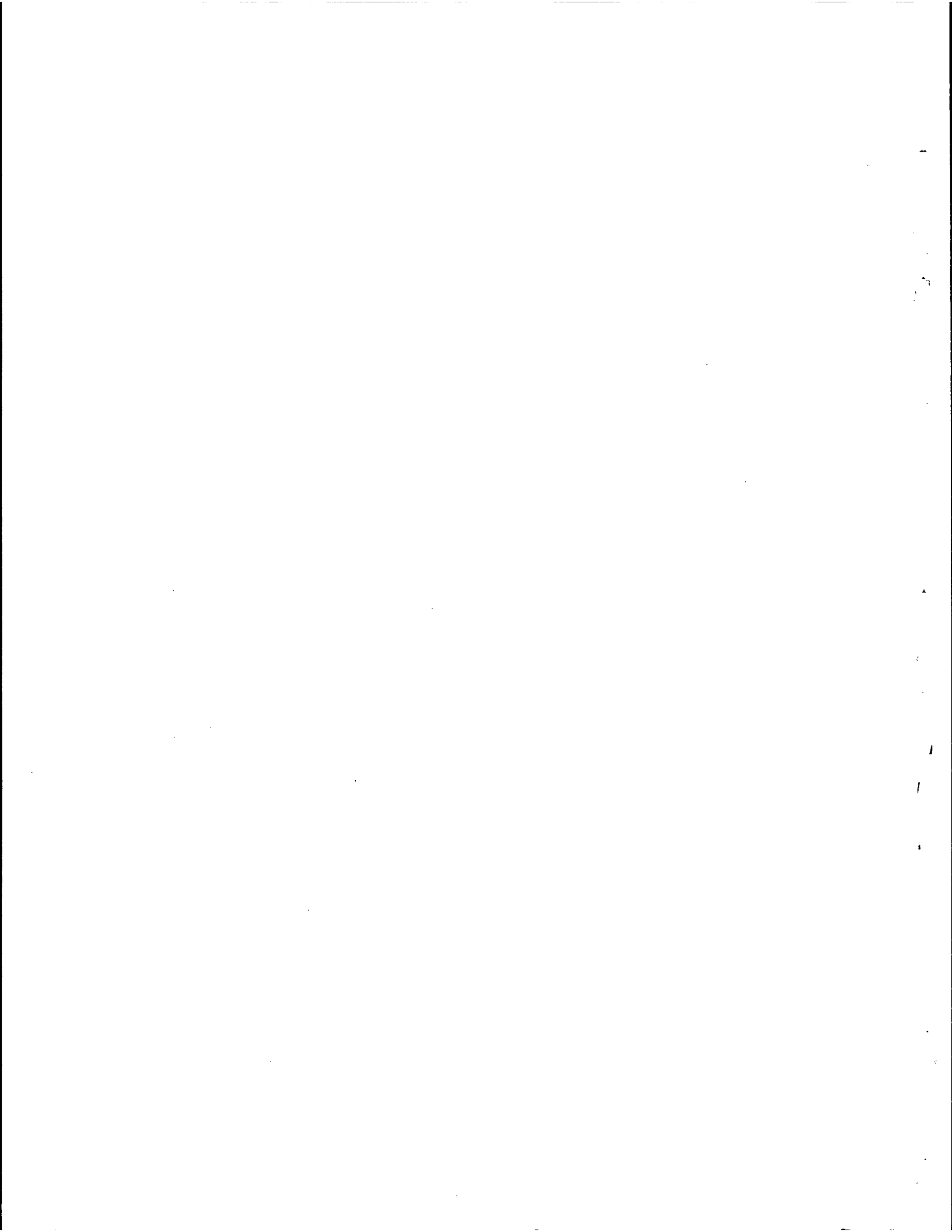
Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1009	Salaries, Redistributed	8,193	8,430	9,340	9,340
	Subtotal	8,193	8,430	9,340	9,340
Maintenance and Operations					
2024	Electricity	167,505	204,000	175,000	175,000
2101	Materials and Supplies	2,439	2,500	3,500	3,500
2222	Repairs and Maint. Other		2,000	2,000	2,000
2401	Contractual Services		15,000	45,000	45,000
	Subtotal	169,944	223,500	225,500	225,500
Capital Improvements					
	Capital Improvement Projects	59,695		118,000	18,000*
	Subtotal	59,695	0	118,000	18,000
	Grand Total	\$237,832	\$231,930	\$352,840	\$252,840

* See Project #17 in Capital Improvement Project Summary (pp 175-180).

Community Development

Fiscal Year
1998-99





Community Development Department

The Community Development Department is organized into four operational divisions: Administrative, Planning, Building Safety and Zoning. There are twenty authorized positions; each division is supervised by management personnel. A description of services provided by each division is as follows:

Administrative Division - The Administrative Division consists of the Director of Community Development and an administrative secretary. The Director is responsible for the overall operation of the Department, including the Department work priorities, budget, personnel and project scheduling.

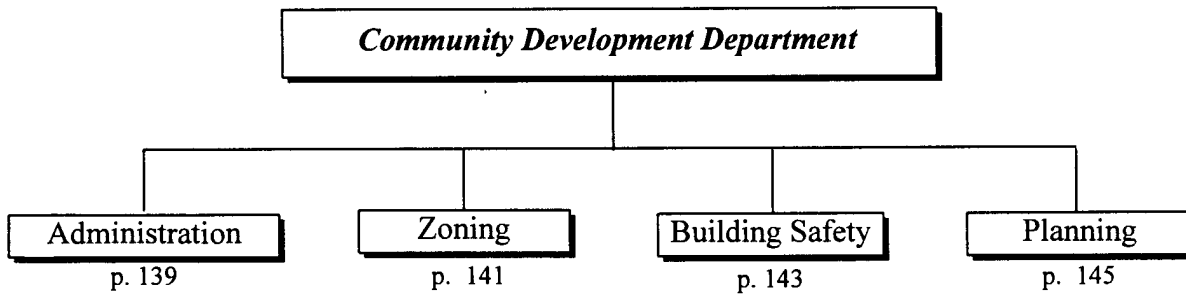
Planning Division - This Division is managed by the Assistant Director of Community Development and is responsible for all current and advanced planning projects, such as Conditional Use Permits, Subdivisions, Specific Plans, and the City General Plan. The Planning Division is also responsible for the City's Historic Preservation Program and the majority of the Department's Special Projects. Current Special Projects that maintain high City Council priority include the reuse of Treasure Island, Village Entrance Master Plan, update of the Downtown Specific Plan and implementation of the Safety Element. The Planning Division provides staff support to the Planning Commission.

Building Safety Division - The Building Division is managed by the City's Building Official and is principally engaged in the physical development of the City. Specifically, the Division provides building plan checks (for compliance with the Uniform Building Code), issues computer generated building permits, conducts all field inspections, and provides clerical support at the public counter. This division is financially self-sustaining, with building permit and plan check fees generally covering the operational expenses of the Division. In the 1997 calendar year, the Building Division issued 1,365 permits for a total permit valuation of \$35,655,671.

Zoning Division - This Division is managed by the City's Zoning Administrator and is principally engaged in zoning plan check functions and provides staff support to the Design Review Board. The Zoning Division is responsible for the administration of the Zoning Code, including enforcement of City Zoning Regulations. The Zoning Division staff is also involved in the processing of sign permits, certificates of use, and real property reports.

The Department is also responsible for the operation and maintenance of a computer network for approximately 60 users throughout the City Hall building. Network activities include e-mail, Internet access, fax, database, and file services.

The chart below shows the budget structure of the Community Development Department. The numbers below each activity indicate the pages that follow in which a more detailed budget can be found:



**Community Development Department
Budget Summary**

**All
Divisions**

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Administration	\$166,090	\$35,230	\$1,200	\$500	\$0	\$203,020
Zoning	293,560	15,140	0	0	0	\$308,700
Building Safety	464,890	31,270	0	0	0	\$496,160
Planning	416,190	31,930	0	0	0	\$448,120
Department Total	\$1,340,730	\$113,570	\$1,200	\$500	\$0	\$1,456,000

**Community Development Department
Budget Detail**

**All
Divisions**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$959,365	\$1,047,570	\$1,097,480	\$1,097,480
1003	Salaries, Part Time	11,270	10,800	12,240	12,240
1006	Salaries, Overtime	12,277	12,870	14,830	14,830
1038	Sick Leave Payoff	12,716	18,200	18,200	18,200
1040	Vacation Payoff	20,568	12,770	12,770	12,770
1101	Retirement	104,354	79,060	84,980	84,980
1103	P.A.R.S. Retirement	423	400	460	460
1201	Workers' Compensation	62,075	60,210	5,200	5,200
1300	Employee Group Insurance	76,313	82,000	82,820	82,820
1318	Medicare Insurance	10,336	11,090	11,750	11,750
	Subtotal	1,269,697	1,334,970	1,340,730	1,340,730
Maintenance and Operations					
2011	Training, Travel and Dues	6,825	8,290	9,220	9,220
2024	Electricity	7,813	8,510	8,180	8,180
2027	Water	518	400	240	240
2031	Telephone	8,586	9,680	9,110	9,110
2051	Gas and Lubrications	3,050	2,690	2,690	2,690
2101	Materials and Supplies	15,426	12,750	18,600	18,600
2150	Rents and Leases	7,353	9,800	9,800	9,800
2170	General Insurance	18,931	21,670	22,240	22,240
2201	Repairs and Maint. Auto.	134	500	500	500
2222	Repairs and Maint. Other	4,552	6,590	6,590	6,590
2281	Printing	4,895	11,700	12,000	12,000
2401	Contractual Services	30,438	1,600	6,400	11,400
2804	Costs Redistributed			3,000	3,000
	Subtotal	108,521	94,180	108,570	113,570
Capital Outlay					
5408	Office Furniture & Equipment	107,681	1,200	43,200	1,200
	Subtotal	107,681	1,200	43,200	1,200
Special Programs					
	Special Programs	32,023	45,500	50,500	500
	Subtotal	32,023	45,500	50,500	500
	Grand Total	\$1,517,922	\$1,475,850	\$1,543,000	\$1,456,000

**Community Development Department
Position Summary**

**All
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Dir. of Community Dev.	1	1	1	\$97,060	\$98,950	\$98,950
Asst. Dir. Comm. Dev.	1	1	1	77,710	79,220	79,220
Building Official	1	1	1	77,710	79,220	79,220
Zoning Administrator	1	1	1	67,340	68,640	68,640
Sr. Code Enfor. Officer	1	1	1	48,850	49,800	49,800
Principal Planners	1.8	1.8	1.8	114,530	116,750	116,750
Senior Planner	1	1.8	1.8	58,400	104,890	104,890
Associate Planners	1.6	1	1	85,950	54,760	54,760
Sr. Plan Checker	1	1	1	58,400	64,860	64,860
Planning Technician	1	1	1	21,000	32,270	32,270
Building Inspectors	2	2	2	97,700	99,600	99,600
Sr. Building Inspector	1	1	1	53,720	54,760	54,760
Administrative Secretaries	2	2	2	74,050	75,000	75,000
Administrative Clerk	1	1	1	34,720	35,390	35,390
Senior Clerks	1.63	2.6	2.6	52,780	83,370	83,370
Typist Clerk	1			27,650		
TOTAL	20.03	20.2	20.2	\$1,047,570	\$1,097,480	\$1,097,480

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Administration Division**Community Development
General Fund/4101**

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$128,921	\$135,610	\$139,210	\$139,210
1006	Salaries, Overtime	1,936	2,010	2,260	2,260
1038	Sick Leave Payoff		3,220	3,220	3,220
1040	Vacation Payoff	3,373	510	510	510
1101	Retirement	13,317	10,230	10,780	10,780
1201	Workers' Compensation	62,075	15,050	1,300	1,300
1300	Employee Group Insurance	10,510	8,200	8,200	8,200
1318	Medicare Insurance	555	590	610	610
	Subtotal	220,687	175,420	166,090	166,090
Maintenance and Operations					
2011	Training, Travel and Dues	3,013	3,580	3,700	3,700
2024	Electricity	7,813	8,510	8,180	8,180
2027	Water	518	400	240	240
2031	Telephone	8,586	9,680	9,110	9,110
2101	Materials and Supplies	1,125	1,400	2,200	2,200
2170	General Insurance	18,931	5,420	5,560	5,560
2222	Repairs and Maint. Other	442	490	490	490
2401	Contractual Services	12,332			5,000
2804	Costs Redistributed			750	750
	Subtotal	52,760	29,480	30,230	35,230
Capital Outlay					
5408	Digital Camera	-	-	1,200	1,200
5408	Software Upgrade			32,000	
5408	Digital Projector			10,000	
	Subtotal	107,592	1,200	43,200	1,200
Special Programs					
8015	Heritage Committee	498	500	500	500
8802	Aerial Maps		20,000		
8803	Digital Base Map		25,000		
	Subtotal	498	45,500	500	500
	Grand Total	\$381,537	\$251,600	\$240,020	\$203,020

Administration Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Dir. of Community Dev.	1	1	1	\$97,060	\$98,950	\$98,950
Administrative Secretary	1	1	1	38,550	40,260	40,260
TOTAL	2	2	2	\$135,610	\$139,210	\$139,210

Zoning Division*Community Development
General Fund/4102 & 4201*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$151,146	\$184,070	\$231,550	\$231,550
1003	Salaries, Part Time	8,640	7,200	8,640	8,640
1006	Salaries, Overtime	5,427	5,650	5,750	5,750
1038	Sick Leave Payoff	3,036	3,660	3,660	3,660
1040	Vacation Payoff	5,568	1,880	1,880	1,880
1101	Retirement	16,288	13,890	17,930	17,930
1103	P.A.R.S. Retirement	324	250	320	320
1201	Workers' Compensation		15,050	1,300	1,300
1300	Employee Group Insurance	9,728	16,400	19,680	19,680
1318	Medicare Insurance	1,792	2,140	2,850	2,850
	Subtotal	201,949	250,190	293,560	293,560
Maintenance and Operations					
2011	Training, Travel and Dues	417	650	850	850
2101	Materials and Supplies	3,532	2,800	4,200	4,200
2170	General Insurance		5,420	5,560	5,560
2222	Repairs and Maint. Other	740	580	580	580
2281	Printing	2,618	3,200	3,200	3,200
2401	Contractual Services	32			
2804	Costs Redistributed			750	750
	Subtotal	7,339	12,650	15,140	15,140
	Grand Total	\$209,288	\$262,840	\$308,700	\$308,700

Building Safety Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Building Officials	1	1	1	\$77,710	\$79,220	\$79,220
Sr. Plan Checker	1	1	1	58,400	64,860	64,860
Building Inspectors	2	2	2	97,700	99,600	99,600
Sr. Building Inspector	1	1	1	53,720	54,760	54,760
Administrative Clerk	1	1	1	34,720	35,390	35,390
Senior Clerks	0.63	1.6	1.6	20,400	50,350	50,350
Typist Clerk	1			27,650		
TOTAL	7.63	7.6	7.6	\$370,300	\$384,180	\$384,180

Planning Division

*Community Development
General Fund/4106 & 4201*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$341,811	\$357,590	\$342,540	\$342,540
1003	Salaries, Part Time	2,630	3,600	3,600	3,600
1006	Salaries, Overtime	3,174	4,110	5,530	5,530
1038	Sick Leave Payoff	3,086	5,010	5,010	5,010
1040	Vacation Payoff	2,376	3,620	3,620	3,620
1101	Retirement	36,197	26,990	26,520	26,520
1103	P.A.R.S. Retirement	99		140	140
1201	Workers' Compensation		15,050	1,300	1,300
1300	Employee Group Insurance	27,311	26,240	23,780	23,780
1318	Medicare Insurance	4,057	4,330	4,150	4,150
	Subtotal	420,741	446,540	416,190	-416,190
Maintenance and Operations					
2011	Training, Travel and Dues	1,780	2,040	2,250	2,250
2101	Materials and Supplies	7,093	5,000	6,900	6,900
2170	General Insurance		5,410	5,560	5,560
2222	Repairs and Maint. Other	2,336	4,570	4,570	4,570
2281	Printing	1,604	5,500	5,500	5,500
2401	Contractual Services	18,074	1,600	6,400	6,400
2804	Costs Redistributed			750	750
	Subtotal	30,887	24,120	31,930	31,930
Capital Outlay					
5408	Office Furniture and Equipment	89			
	Subtotal	89	0	0	0
Special Programs					
8999	Geological Hazard Map			50,000	
	Subtotal	0	0	50,000	0
	Grand Total	\$451,717	\$470,660	\$498,120	\$448,120

**Community Services Department
Position Summary**

**All
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept.	Adopted	Budget	Department	Adopted
	1997-98	Request	Budget	1997-98	Request	Budget
	1998-99	1998-99	1998-99	1998-99	1998-99	1998-99
Dir Rec. & Soc. Services	1	1	1	\$87,800	\$89,500	\$89,500
Recreation Supervisors	2	2	2	97,700	99,600	99,600
Sr. Services Coordinator	0.75	0.75	0.75	32,490	33,120	33,120
Administrative Secretary	1	1	1	33,810	31,190	31,190
Arts Coordinator	0.5	0.5	1	16,500	16,770	33,170
Marine Safety Chief	1	1	1	67,340	68,640	68,640
Marine Safety Lieutenant	1	1	1	51,130	52,130	52,130
Marine Safety Officer	1	1	1	37,990	40,660	40,660
Uniform Allowance				240	240	240
TOTAL	8.25	8.25	8.75	\$425,000	\$431,850	\$448,250

Recreation/Social Services DivisionCommunity Services
General Fund/5101

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$238,202	\$251,800	\$253,410	\$253,410
1003	Salaries, Part Time	73,165	78,810	95,090	85,640
1006	Salaries, Overtime	2,905			
1009	Salaries, Redistributed	(16,113)	(16,110)	(16,140)	(16,140)
1038	Sick Leave Payoff	3,109	4,300	4,300	4,300
1040	Vacation Payoff	570	1,650	1,650	1,650
1101	Retirement	25,366	19,000	19,620	19,620
1103	P.A.R.S. Retirement	3,199	2,960	3,560	3,210
1201	Workers' Compensation	1,159	1,020	960	960
1300	Employee Group Insurance	19,511	19,480	19,480	19,480
1318	Medicare Insurance	2,987	3,370	3,610	3,470
	Subtotal	354,060	366,280	385,540	375,600
Maintenance and Operations					
2001	Uniforms and Laundry	1,335	1,380	1,400	1,400
2011	Training, Travel and Dues	4,104	5,060	5,160	5,160
2021	Natural Gas	2,344	2,150	2,160	2,160
2024	Electricity	4,621	5,040	4,840	4,840
2027	Water	2,188	330	780	780
2031	Telephone	2,333	2,330	2,210	2,210
2101	Materials and Supplies	18,786	19,690	25,050	23,050
2150	Rents and Leases	16,184	17,030	17,500	17,500
2170	General Insurance	9,152	5,930	5,980	5,980
2222	Repairs and Maint. Other	4,964	5,600	5,600	5,600
2281	Printing	18,948	19,200	20,520	20,520
2401	Contractual Services	229,645	179,680	236,920	236,920
2432	Postage	7,895	7,570	7,570	7,570
	Subtotal	322,499	270,990	335,690	333,690
Capital Outlay					
5408	Office Furniture & Equipment	4,810	8,200		
	Subtotal	4,810	8,200	0	0

Recreation/Social Services Division (cont.)

*Community Services
General Fund/5101*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Special Programs					
8011	Roller Hockey Rink Contrib.	20,000			
8017	Cold Weather Shelter	7,877	12,000	20,000	20,000 *
8019	La Playa Day Care	5,000			
8021	Housing Assistance	12,000		14,400	14,400
8092	Festival Parking Program	14,616	21,000	21,500	21,500
	Subtotal	59,493	33,000	55,900	55,900
Capital Improvements					
	Capital Improvement Projects	30,411	0		
	Subtotal	30,411	0	0	0
	Grand Total	\$771,273	\$678,470	\$777,130	\$765,190

* Funded from a Community Development Block Grant in the Special Revenue and Grant Fund.

Recreation/Social Services Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Dir. Rec. & Soc. Services	1	1	1	\$87,800	\$89,500	\$89,500
Recreation Supervisors	2	2	2	97,700	99,600	99,600
Sr. Services Coordinator	0.75	0.75	0.75	32,490	33,120	33,120
Administrative Secretary	1	1	1	33,810	31,190	31,190
TOTAL	4.75	4.75	4.75	\$251,800	\$253,410	\$253,410

Marine Safety Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Marine Safety Chief	1	1	1	\$67,340	\$68,640	\$68,640
Marine Safety Lieutenant	1	1	1	51,130	52,130	52,130
Marine Safety Officer	1	1	1	37,990	40,660	40,660
Uniform Allowance				240	240	240
TOTAL	3	3	3	\$156,700	\$161,670	\$161,670

Swimming Pool DivisionCommunity Services
General Fund/2602

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1003	Salaries, Part Time	\$58,993	\$66,270	\$75,110	\$75,110
1006	Salaries, Overtime	2,837			
1103	P.A.R.S. Retirement	2,262	2,480	2,820	2,820
1201	Workers' Compensation		180	200	200
1318	Medicare Insurance	839	960	1,090	1,090
	Subtotal	64,931	69,890	79,220	79,220
Maintenance and Operations					
2001	Uniforms and Laundry	802	800	1,700	1,700
2011	Training, Travel and Dues	814	1,430	1,500	1,500
2021	Natural Gas	17,584	17,970	19,700	19,700
2024	Electricity	17,005	18,140	17,760	17,760
2027	Water	3,997	4,400	2,960	2,960
2031	Telephone	978	810	820	820
2101	Materials and Supplies	14,385	12,150	13,150	13,150
2170	General Insurance		1,130	1,260	1,260
2222	Repairs and Maint. Other	4,864	5,000	6,000	6,000
2281	Printing	476	200	200	200
2401	Contractual Services	25,614	25,000	30,000	30,000
	Subtotal	86,519	87,030	95,050	95,050
Capital Outlay					
5622	Insulated Pool Blanket			8,000	8,000
	Subtotal	0	0	8,000	8,000
Special Programs					
8016	Contribution LBUSD	2,000			
	Subtotal	2,000	0	0	0
	Grand Total	\$153,450	\$156,920	\$182,270	\$182,270

Arts Commission DivisionCommunity Services
General Fund/5151

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time		\$16,500	16,770	\$33,170
1003	Salaries, Part Time	3,360	3,360	3,360	3,360
1101	Retirement		1,210	1,300	2,600
1103	P.A.R.S. Retirement	126	130	130	130
1300	Employee Group Insurance		2,050	2,050	4,100
1318	Medicare Insurance	49	290	290	540
	Subtotal	3,535	23,540	23,900	43,900
Maintenance and Operations					
2011	Training, Travel and Dues	444	500	700	500
2101	Materials and Supplies	482	400	500	500
2281	Printing	10	200	400	400
	Subtotal	936	1,100	1,600	1,400
Capital Outlay					
5408	Personal Computer			2,200	2,200
5408	Desk and Return			2,000	2,000
	Subtotal	4,810	8,200	4,200	4,200
Special Programs					
8004	Arts Commission Program	12,179	11,600	12,600	12,600
	Subtotal	12,179	11,600	12,600	12,600
	Grand Total	\$16,650	\$36,240	\$42,300	\$62,100

Arts Commision Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.	Adopted		Department	Adopted	
	Budget	Request	Budget	Budget	Request	Budget
	1997-98	1998-99	1998-99	1997-98	1998-99	1998-99
Arts Coordinator	0.5	0.5	1	\$16,500	\$16,770	\$33,170
TOTAL	0.5	0.5	1	\$16,500	\$16,770	\$33,170

Community Assistance

Community Services General Fund/5201

Account No.	Account Title	Actual Expenditure 1996-97	Budget 1997-98	Agency Request 1998-99	Adopted Budget 1998-99
2900	CONTINGENCY		\$3,955		
2901	LAGUNA ART MUSEUM ¹			\$15,000	\$15,000
2904	COMMUNITY ART PROJECT			1,000	1,000 ⁶
2905	LAGUNA BEACH RESOURCE CENTER			1,000	1,000
2906	ART INSTITUTE	7,000	4,500	5,000	5,000
2909	LAGUNA POETS	500	500	500	500
2911	HORTENSE MILLER GARDENS	500	500	10,000	10,000 ⁵
2915	CHAMBER OF COMMERCE	5,000	5,000	5,000	5,000
2916	LAGUNA CLUB FOR KIDS	3,000	3,344	4,000	4,000
2917	COMMUNITY CLINIC	9,500	10,000 ²	20,000	20,000 ³
2919	FEED BACK FOUNDATION	2,000			
2920	FRIENDS OF SEA LIONS	4,000	4,344	4,000	4,000
2922	BOYS & GIRLS CLUB	3,000	3,344	6,000	6,000 ⁴
2923	CSP YOUTH SHELTER	5,000	5,343	5,000	5,000
2924	LAGUNA BEACH SENIORS	5,000	7,500	7,500	7,500
2928	HUMAN OPTIONS	1,000			
2929	LAGUNA PLAYHOUSE	5,000	5,000	5,000	5,000
2931	SALLY'S FUND	2,000	2,688	3,000	3,000
2938	FRIENDSHIP SHELTER	1,000	1,688	2,000	2,000
2939	LAGUNA SHANTI	8,000			
2940	CROSS CULTURAL TASK FORCE	500	843	1,000	1,000
2942	SCHOOLPOWER	1,000	1,343	2,500	2,500
2943	AIDS SERVICES/HIV COMMITTEE ³	8,000	10,000	20,000	20,000
2947	LB HISTORICAL SOCIETY	500			
2948	PATRIOTS' DAY PARADE	500	844	1,500	1,500
2949	LAGUNA OUTREACH ART (LOCA)	2,000	2,000	2,000	2,000
2952	RUFF	250	421	500	500
2955	BRANDY'S FRIENDS	1,500	1,843	2,500	2,500
2958	SOUTH COAST MEDICAL CENTER			1,000	1,000
Grand Total		\$75,750	\$75,000	\$125,000	\$125,000

¹ Received \$75,000 in FY 1997-98 from Non-Departmental Budget.

² Received additional \$40,000 in FY 1997-98 from Non-Departmental Budget.

³ 1/2 of Community Clinic is for HIV related activities.

⁴ \$2,000 of the allocation is for extraordinary costs of mudslide repairs.

⁵ \$9,000 of the allocation is for extraordinary costs of landslide repairs.

⁶ Disbursement of this grant is contingent upon the organization obtaining nonprofit status.

Internal Service Funds

The following pages contain the budgets for the City's two internal service funds: one for vehicle replacement and one for insurance and benefits. As explained earlier in this budget document, an internal service fund is a revolving fund which is established to isolate the costs of a particular function and then to allocate those costs to the various operating divisions.

Costs for the functions of the internal service funds are allocated to individual operating divisions through the use of an annual rate which is adjusted each year to reflect anticipated costs. For example, the rates for vehicle replacement are based on the specific vehicles assigned to each division, and the rates for employee medical insurance are based on the number of employees in each division.

Based on this rate, each division pays to the internal service fund an annual amount which is shown as an expenditure item in the division budget. This payment becomes the revenue for the internal service fund which in turn directly pays for the goods and services provided, such as new vehicles or medical insurance.

The advantage of establishing rate-based internal service funds is that they provide an accounting mechanism to build up reserves to pay for very expensive items, such as the purchase of a fire truck or the payment of a large insurance claim. This allows the City to spread out the cost for these items over many years instead of having to pay the entire cost in a single year. Additionally, a rate-based vehicle replacement internal service fund more accurately assigns the cost of using equipment over the period during which the equipment is used.

Insurance & Benefits*Internal Service Fund
Insurance Fund*

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1038	Sick Leave Payoff	\$424,423	\$143,100	\$143,100	\$143,100
1040	Vacation Payoff	754,712	146,410	146,410	146,410
1201	Workers' Compensation	773,385	698,340	698,340	698,340
1303	Health Insurance	4,584	772,340	817,170	817,170
1306	Dental Insurance	120,700	141,000	140,250	140,250
1309	Life Insurance	9,709	11,000	11,000	11,000
1313	Long Term Disability Ins.	40,827	48,000	49,000	49,000
1316	Unemployment Insurance	30,799	20,000	29,000	29,000
1318	Medicare Insurance			2,000	2,000
	Subtotal	2,159,139	1,980,190	2,036,270	2,036,270
Maintenance and Operations					
2170	General Insurance	991,004	880,180	881,400	881,400
	Subtotal	991,004	880,180	881,400	881,400
	Grand Total	\$3,150,143	\$2,860,370	\$2,917,670	\$2,917,670

Vehicle Replacement*Internal Service Fund
Vehicle Replacement Fund/1761*

Description	Division	Department Request 1997-98	Adopted Budget 1998-99
Police:			
Marked Utility Style Vehicle	2102	29,650	29,650
Marked Police Vehicles (5)	2102	123,920	123,920
Cargo Van	2102	22,000	22,000
Marked Motorcycle	2102	9,140	
	Subtotal	<u>184,710</u>	<u>175,570</u>
Fire:			
Type III Wildland Firetruck		187,500	187,500
Municipal Services:			
Full Size Van	3104	32,000	25,750
Ford Ranger w/Toolboxes	3104	21,000	21,000
Ford Ranger w/Toolboxes	3104	22,000	22,000
Ford Ranger w/Lift Gate	3104	21,600	21,600
Ford F350 w/Safety Light System	3104	29,400	29,400
Super Duty Ford Truck	3106	35,000	35,000
Mobil Street Sweeper	3106	150,000	150,000
Cargo Mini Van	3501	25,750	25,750
	Subtotal	<u>336,750</u>	<u>330,500</u>
	GRAND TOTAL	<u>\$708,960</u>	<u>\$693,570</u>

Section IV

CAPITAL IMPROVEMENT PROGRAM

Introduction

The City's Capital Improvement Program includes major projects undertaken for the purpose of replacing or constructing new portions of the City's physical infrastructure system including, for example, its streets, sewers, building, parks, street lights, and storm drains.

The following schedules are included on the pages that follow:

1. "**Capital Improvement Project Summary**" (page 175). This schedule provides a summary of all capital improvement projects budgeted for Fiscal Year 1998-1999.
2. "**Capital Project Descriptions**" (pages 177-180). This schedule provides a more detailed description of each of the projects budgeted for Fiscal Year 1998-1999.
3. "**Ten Year Capital Improvement Plan**" (pages 181-194). This schedule provides a ten year schedule through Fiscal Year 2007-2008 for all capital projects proposed at this time. A one page funding summary for the entire the year plan is shown on page 183.

Fiscal Year 1998/99

CAPITAL IMPROVEMENT PROJECT SUMMARY

(See following Pages for Description of Each Project)

CAPITAL IMPROVEMENT FUND:

1.	Beach Stair Repair Projects	\$350,000	
2.	Bluebird Emergency Access Engineering	80,000	
3.	Bus Depot Restroom Construction ¹	120,000	
4.	Dog Park Bridge Installation	50,000	
5.	Catalina Sidewalk Construction	10,000	
6.	Main Beach Boardwalk Replacement	12,000	
7.	Main Beach Tot Lot Replacement	30,000	
8.	Mystic Way Storm Drain Replacement	25,000	
9.	Terry Road Storm Drain Reconstruction	75,000	
10.	Virginia Way Storm Drain Construction	50,000	
11.	North Laguna Drainage Projects	300,000	
12.	Hilledge Storm Drain Construction	250,000	
13.	Rancho Laguna Culvert Construction Projects	100,000	
14.	Ledroit/San Joaquin Storm Drain Construction	400,000	
15.	Mystic Hills Drainage Study	50,000	
16.	South Laguna Drainage Study (5th to 10th Avenues)	30,000	
17.	Mermaid Street Parking Lot Lighting ²	18,000	
18.	South Laguna Village Storm Drain	285,000	
	Subtotal		\$2,235,000

SEWER FUND:

19.	Anita Pump Station Access Rd. Widening	20,000	
20.	Beach/Mermaid Main Reconstruction	180,000	
21.	Los Robles Area Main Reconstruction	800,000	
22.	South Coast Highway Manhole Adjustments	9,000	
23.	Nyes Place Pipeline Repair	70,000	
24.	Sleepy Hollow Sewer Main Reconstruction	676,000	
25.	AWMA Coastal Plant Improvements	585,000	
	Subtotal		\$2,340,000

DRAINAGE FUND:

26.	South Laguna Village Storm Drain	55,000	
	Subtotal		\$55,000

GAS TAX FUND:

27.	Lower Park Ave to Thalia/Wendt to Coast Hwy Resurfacing	600,000	
	Subtotal		\$600,000

TOTAL OF ALL PROJECTS FOR 1998/99

\$5,230,000

¹ \$60,000 funded from OCTA construction grant.

² \$18,000 funded from Street Lighting Fund

Fiscal Year 1998/99
CAPITAL PROJECT DESCRIPTIONS

CAPITAL IMPROVEMENT FUND:

1. BEACH STAIR REPAIR PROJECTS: (\$350,000)

A series of winter rains has caused slope failure and erosion of the street end of St. Ann's. A caisson wall is proposed to provide lateral stability for the slope adjacent to the road and the concrete stairs require replacement. Also, the concrete stairs leading to the beaches at the end of Pearl Street and at Diver's Cove need to be replaced.

2. BLUEBIRD EMERGENCY ACCESS ROAD ENGINEERING: (\$80,000)

To provide a secondary ingress and egress for the Bluebird Canyon area, an emergency access road is proposed to be constructed from Bluebird Canyon Road to the existing ridgeline fire road. The first phase of this project is currently underway and involves development of an Environmental Impact Report. These funds will allow for the preparation of plans and specifications for the road.

3. BUS DEPOT RESTROOM CONSTRUCTION: (\$120,000)

The existing building at the downtown bus depot is not suitable for reuse. The building will be demolished and a new public restroom will be constructed.

4. DOG PARK BRIDGE INSTALLATION: (\$50,000)

A license agreement with GTE requires that the City construct a new public access way to the park. A wooden, pedestrian access bridge, spanning the 60 foot wide creek bed, would provide direct and level access to the park while allowing for maximum water flow in the creek bed. Installation of utility meters and repair of the irrigation system are also included.

5. CATALINA SIDEWALK CONSTRUCTION: (\$10,000)

A sidewalk and retaining wall will be constructed on Catalina at Legion to complete the sidewalk facilities at this location.

6. MAIN BEACH BOARDWALK REPLACEMENT: (\$12,000)

The wooden boardwalk area at the north end of Main Beach has deteriorated due to vehicular access needs at this end of the park. A forty two foot portion of the boardwalk will be replaced with concrete to provide a safer walking area for pedestrians and vehicular access.

7. MAIN BEACH TOT LOT REPLACEMENT: (\$30,000)

New tot lot equipment will replace older play components at the south end of Main Beach to improve safety.

8. MYSTIC WAY STORM DRAIN REPLACEMENT: (\$25,000)

The existing 12" storm drain line between Mystic Way and Vista Lane is deteriorated and needs to be replaced.

9. TERRY ROAD STORM DRAIN RECONSTRUCTION: (\$75,000)

To improve drainage facilities on Terry Road, 400 feet of storm drain pipe and four catch basins will be reconstructed from Rounseval Terrace to Coast Highway.

10. VIRGINIA WAY STORM DRAIN CONSTRUCTION: (\$50,000)

A new storm drain will be constructed from Virginia Way, near Three Arch Bay, to an existing catch basin in Coast Highway. The storm drain will collect runoff from the private street portion of Virginia Way.

11. NORTH LAGUNA DRAINAGE PROJECTS: (\$300,000)

During heavy rains, storm flows leave the streets and flow into alleys and private properties where the flows cannot be accommodated. Flooding of private properties resulted last winter at various locations on Monterey, Cypress, Cliff and Cedar Way. Storm drains, catch basins and pavement modifications will be constructed to better accommodate heavy storm flows.

12. HILLEDGE STORM DRAIN CONSTRUCTION: (\$250,000)

The construction of storm drain along Hilledge Drive and Blumont Street to Park Avenue is proposed to replace existing, deteriorated and inadequate storm drains that run through private properties.

13. RANCHO LAGUNA CULVERT CONSTRUCTION PROJECTS: (\$100,000)

Enlarged culverts under Bluebird Canyon Drive at Rancho Laguna Road and Rancho Laguna Road at Morningside Drive will be constructed to allow debris to pass through these storm drain systems.

14. LEDROIT/ SAN JOAQUIN STORM DRAIN CONSTRUCTION: (\$400,000)

Presently, runoff from Sunset Ridge Drive and Ledroit Street is carried in a deteriorated storm drain that passes below several homes downstream. Leakage from the old pipe can cause damage to homes in this area. A new storm drain will be constructed within Ledroit Street and San Joaquin Street, east of North Coast Highway.

15. MYSTIC HILLS DRAINAGE STUDY: (\$50,000)

Winter rains caused severe erosion of slopes below Mystic Hills, in the areas above Park Avenue, above Canyon Acres, and above City Hall. Alternative means for carrying storm flows down the slopes will be studied.

16. SOUTHLAGUNA DRAINAGE STUDY (5TH TO 10TH AVENUES): (\$30,000)

An engineering study prepared for the South Laguna village area did not cover the coastal area. Recent storms resulted in serious erosion problems in this vicinity. These funds will be used to study drainage on the ocean side of South Coast Highway between 5th and 10th Avenues.

17. MERMAID STREET PARKING LOT LIGHTING: (\$18,000)

The installation of security lights at the perimeter of this parking lot will improve visibility and safety and general aesthetics in this area.

18. SOUTHLAGUNA VILLAGE STORM DRAIN: (\$285,000)

This project was planned and bid in FY 97/98. This augmented funding is necessary to provide for the construction of a major storm drain in the Village area.

SEWER FUND

19. ANITA PUMP STATION ACCESS RD. WIDENING: (\$20,000)

The access road to Anita pump station needs to be widened to allow safe and easy access by maintenance vehicles.

20. BEACH/MERMAID MAIN RECONSTRUCTION: (\$180,000)

The sewer lines between Beach Street and Mermaid are deteriorated and undersized and are proposed to be reconstructed with 10" main.

21. LOS ROBLES AREA MAIN RECONSTRUCTION: (\$800,000)

Sewer lines in the area generally bounded by El Bosque, Goff Street, Short Street and Park Avenue are deteriorated and undersized, measuring 4" and 6" in diameter. 6,600 lineal feet will be reconstructed with an 8" main and four laterals in the alley by the library will be extended. The Park Avenue segment goes from Through Street to just past St. Ann's Drive.

22. SOUTH COAST HIGHWAY MANHOLE ADJUSTMENTS: (\$9,000)

Manholes along South Coast Highway need to be raised to accommodate street improvements to be completed by Caltrans.

23. NYES PLACE PIPELINE REPAIR: (\$70,000)

A 10 foot portion of the North Coast Interceptor within the Nyes/ Dumond Drive underpass of Coast Highway needs to be repaired. The pipe began leaking and was repaired temporarily in 1997.

24. SLEEPY HOLLOW SEWER MAIN RECONSTRUCTION: (\$676,000)

Installation of new sewer line within Sleepy Hollow Lane will replace the old siphon line that runs along the beach area fronting Vacation Village to the Cleo Street sewer pump station. The project will also enlarge the Cleo Street pump station to increase storage capacity.

25. AWMA COASTAL PLANT IMPROVEMENTS: (\$585,000)

Improvements required at the Coastal Treatment Plant include foul air safety modifications, export sludge line replacement, and repair of the treatment plant access road.

DRAINAGE FUND

26. SOUTHLAGUNA VILLAGE STORM DRAIN: (\$55,000)

This project was planned and bid in FY 97/98. This augmented funding is necessary to provide for the construction of a major storm drain in the Village area.

GAS TAX FUND

27. PARK AVE TO THALIA/WENDT TO COAST HWY RESURFACING (\$600,000)

This project will result in the resurfacing of public streets between lower Park Avenue, Wendt Terrace, Thalia and Coast Highway. This project is part of a systematic program to resurface all public streets over an eleven year period.

TOTAL OF ALL PROJECTS FOR FISCAL YEAR 1998/99: \$5,230,000

City of Laguna Beach

**TEN YEAR
CAPITAL IMPROVEMENT PLAN**

Fiscal Year 1998/99 through 2007/08

FUNDING SUMMARY
TEN YEAR CAPITAL IMPROVEMENT PLAN
Fiscal Year 1998/99 through Fiscal Year 2007/08
(\$000's)

Year	Capital Improvement Fund	Sewer Fund	Gas Tax Fund	Drainage Fund	Parking Authority Fund	Total
1. 1998/99	\$2,235 ¹	\$2,340	\$600	\$55	\$0	\$5,230
2. 1999/00	1,830	810	550	0	3,000	6,190
3. 2000/01	1,320	750	700	0	0	2,770
4. 2001/02	1,375	550	685	0	0	2,610
5. 2002/03	1,380	550	535	0	0	2,465
6. 2003/04	1,405	550	830	0	0	2,785
7. 2004/05	1,565	550	650	0	0	2,765
8. 2005/06	1,500	560	640	0	0	2,700
9. 2006/07	1,540	490	650	0	0	2,680
10. 2007/08	1,525	580	650	0	0	2,755
TOTAL	\$15,675	\$7,730	\$6,490	\$55	\$3,000	\$32,950

¹ \$60,000 will be received from OCTA for the renovation of the bus depot restroom and \$18,000 funded from Street Lighting Fund.

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 1998/99

Year One

CAPITAL IMPROVEMENT FUND

1.	Beach Stair Repair Projects	\$350,000	
2.	Bluebird Emergency Access Engineering	80,000	
3.	Bus Depot Restroom Construction	120,000 ¹	
4.	Dog Park Bridge Installation	50,000	
5.	Catalina Sidewalk Construction	10,000	
6.	Main Beach Boardwalk Replacement	12,000	
7.	Main Beach Tot Lot Replacement	30,000	
8.	Mystic Way Storm Drain Replacement	25,000	
9.	Terry Road Storm Drain Reconstruction	75,000	
10.	Virginia Way Storm Drain Construction	50,000	
11.	North Laguna Drainage Projects	300,000	
12.	Hilledge Storm Drain Construction	250,000	
13.	Rancho Laguna Culvert Construction Projects	100,000	
14.	Ledroit/San Joaquin Storm Drain Construction	400,000	
15.	Mystic Hills Drainage Study	50,000	
16.	South Laguna Drainage Study (5th to 10th Avenues)	30,000	
17.	Mermaid Street Parking Lot Lighting	18,000 ²	
18.	South Laguna Storm Drain	285,000	
Total Cost of 1998/99 Capital Improvement Fund Projects			\$2,235,000

SEWER FUND CAPITAL IMPROVEMENTS

19.	Anita Pump Station Access Rd. Widening	20,000	
20.	Beach/Mermaid Main Reconstruction	180,000	
21.	Los Robles Area Main Reconstruction	800,000	
22.	South Coast Highway Manhole Adjustments	9,000	
23.	Nyes Place Pipeline Repair	70,000	
24.	Sleepy Hollow Sewer Main	676,000	
25.	AWMA Coastal Plant Improvements	585,000	
Total Cost of 1998/99 Sewer Fund Capital Improvement Projects			2,340,000

DRAINAGE FUND:

26.	South Laguna Storm Drain	55,000	
Total Cost of 1998/99 Drainage Fund Capital Improvement Projects			55,000

GAS TAX FUND CAPITAL IMPROVEMENTS

27.	Lower Park Ave to Thalia/Wendt to Coast Hwy Resurfacing	600,000	
Total Cost of 1998/99 Gas Tax Fund Capital Improvement Projects			600,000

TOTAL OF ALL PROJECTS FOR 1998/99	\$5,230,000
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¹ \$60,000 funded from OCTA construction grant.

² \$18,000 funded from the Street Lighting Fund.

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 1999/00

Year Two

CAPITAL IMPROVEMENT FUND

1.	Mystic Hills Storm Drain Construction	\$600,000	
2.	Canyon Acres Storm Drain Construction	350,000	
3.	Virginia Park Drive Storm Drain Installation	150,000	
4.	Laguna Canyon Flood Control Construction	200,000 ¹	
5.	Alta Vista Way Storm Drain Replacement	30,000	
6.	Bluebird Emergency Access Construction	<u>500,000</u>	
Total Cost of 1999/00 Capital Improvement Fund Projects			\$1,830,000

PARKING AUTHORITY FUND

7.	Village Entrance Project Construction	<u>3,000,000</u>	
Total Cost of 1999/00 Parking Authority Fund Projects			3,000,000

SEWER FUND CAPITAL IMPROVEMENTS

8.	Bonn Drive Force Main Reconstruction	70,000	
9.	Crescent Bay Force Main Reconstruction	20,000	
10.	Summit Drive Main Lining	50,000	
11.	Sewer Relocations for Laguna Canyon Flood Control Channel	600,000	
12.	AWMA Pump Station Wetwell Repair	<u>70,000</u>	
Total Cost of 1999/00 Sewer Fund Capital Improvement Projects			810,000

GAS TAX FUND CAPITAL IMPROVEMENTS

13.	North Laguna – North of Beverly Resurfacing	<u>550,000</u>	
Total Cost of 1999/00 Gas Tax Fund Capital Improvement Projects			550,000

TOTAL OF ALL PROJECTS FOR 1999/00

\$6,190,000

¹ City costs for construction of proposed flood control improvements.

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 2000/01

Year Three

CAPITAL IMPROVEMENT FUND

1.	Alta Vista Retaining Wall Replacement (Phase 2)	\$300,000
2.	Oak/Brooks/Cress Storm Drains Installation	200,000
3.	Crescent Bay Restroom Renovation	100,000
4.	City Facilities Painting/Repair	75,000
5.	South Laguna Storm Drain Construction (5th - 10th Avenue)	250,000
6.	North Main Beach Restroom Rehabilitation	100,000
7.	Riddle Field Renovation	100,000
8.	Picnic Beach Table Renovation	30,000
9.	Village Green Park Renovation	30,000
10.	Animal Shelter Modifications	50,000
11.	Third Avenue Median Landscaping	10,000
12.	Temple Hills Storm Drain Replacement	75,000
		<hr/>
Total Cost of 2000/01 Capital Improvement Fund Projects		\$1,320,000

SEWER FUND CAPITAL IMPROVEMENTS

13.	Siphon Relining from Cliff to Yard	350,000
14.	City Hall Trunk Sewer Relocation	400,000
		<hr/>
Total Cost of 2000/01 Sewer Fund Capital Improvement Projects		750,000

GAS TAX FUND CAPITAL IMPROVEMENTS

15.	Alta Vista/ Terry Road/ Temple Hills Resurfacing	700,000 ¹
		<hr/>
Total Cost of 2000/01 Gas Tax Fund Capital Improvement Projects		700,000

TOTAL OF ALL PROJECTS FOR 2000/01 \$2,770,000

¹ Originally, this area was scheduled to be resurfaced in 2003/04 but was advanced to allow new storm drain projects to be constructed before resurfacing the area between Mountain Road to Nyes Place. As a result of increased funding, additional projects have been programmed into this Capital Improvement Plan.

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 2001/02

Year Four

CAPITAL IMPROVEMENT FUND

1.	Starlit/Bluebird Storm Drain Replacement	\$300,000	
2.	Shuffleboard Court Conversion	100,000	
3.	Circle Way Stairs Repair	50,000	
4.	Shaw's Cove Stairs Repair	50,000	
5.	Brooks Street Stairs Repair	75,000	
6.	South Main Beach Restroom Renovation	100,000	
7.	Arch Street Storm Drain Installation	300,000	
8.	Fire Station Repairs	150,000	
9.	Soccer Field Construction	<u>250,000</u>	
Total Cost of 2001/02 Capital Improvement Fund Projects			\$1,375,000

SEWER FUND CAPITAL IMPROVEMENTS

10.	Main Reconstruction in Downtown Area	350,000	
11.	Backup Generation Installation at Fisherman's and Shaw's Coves	<u>200,000</u>	
Total Cost of 2001/02 Sewer Fund Capital Improvement Projects			550,000

GAS TAX FUND CAPITAL IMPROVEMENTS

12.	Arch Beach Heights Resurfacing	465,000	
13.	Bluebird Canyon Resurfacing	<u>220,000</u>	
Total Cost of 2001/02 Gas Tax Fund Capital Improvement Projects			685,000

TOTAL OF ALL PROJECTS FOR 2001/02 \$2,610,000

TEN YEAR CAPITAL IMPROVEMENT PLAN
Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 2002/03

Year Five

CAPITAL IMPROVEMENT FUND

1.	Rimrock/Bluebird Storm Drain Replacement	\$200,000
2.	Sidewalk Repair	250,000
3.	Curb and Gutter Repair	150,000
4.	Construction of Retaining Walls	150,000
5.	Bluebird Park Restrooms Renovation	80,000
6.	Bluebird Tot Lot Renovation	50,000
7.	5th Avenue Debris Rack Installation	50,000
8.	Oak St. Storm Drain Construction	50,000
9.	Brooks St. Storm Drain Construction	100,000
10.	Cress St. Storm Drain Construction	100,000
11.	Arch Beach Storm Drain Construction	200,000
		200,000

Total Cost of 2002/03 Capital Improvement Fund Projects

\$1,380,000

SEWER FUND CAPITAL IMPROVEMENTS

12.	Emerald Bay Syphon Relining	175,000
13.	AWMA Facilities Repair	375,000
		375,000

Total Cost of 2002/03 Sewer Fund Capital Improvement Projects

550,000

GAS TAX FUND CAPITAL IMPROVEMENTS

14.	West of Coast Hwy/ Beverly to Nyes Resurfacing	
	Canyon Acres Resurfacing	
	Frontage Road Resurfacing	385,000
15.	Downtown Resurfacing	150,000
		150,000

Total Cost of 2002/03 Gas Tax Fund Capital Improvement Projects

535,000

TOTAL OF ALL PROJECTS FOR 2002/03

\$2,465,000

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 2003/04

Year Six

CAPITAL IMPROVEMENT FUND

1.	Riddle Field Restroom Renovation	\$100,000
2.	Upper Park Avenue Storm Drain Installation	350,000
3.	Top of the World Storm Drain Replacement	250,000
4.	Nuisance Water Abatement Projects	150,000
5.	Bridge Road Storm Drain Replacement	50,000
6.	Sunset Ridge Storm Drain Construction	350,000
7.	Anita St. Storm Drain Construction	55,000
8.	Mountain Rd. Storm Drain Construction	70,000
9.	Gleneyre St. Storm Drain Construction (to Coast Highway)	<u>30,000</u>
Total Cost of 2003/04 Capital Improvement Fund Projects		\$1,405,000

SEWER FUND CAPITAL IMPROVEMENTS

10.	Arch Beach Heights Pump Station Access Road Repaving	15,000
11.	Various Pump Stations Wet Well Coating	250,000
12.	Various New Generators Design Engineering	185,000
13.	Citywide GIS Sewer System Data Base and Management System	<u>100,000</u>
Total Cost of 2003/04 Sewer Fund Capital Improvement Projects		550,000

GAS TAX FUND CAPITAL IMPROVEMENTS

14.	Mountain to Nyes Resurfacing	
	Oriole/ Meadowlark Resurfacing	
	Rembrandt/ Van Dyke Resurfacing	<u>830,000</u>
Total Cost of 2003/04 Gas Tax Fund Capital Improvement Projects		830,000

TOTAL OF ALL PROJECTS FOR 2003/04 \$2,785,000

TEN YEAR CAPITAL IMPROVEMENT PLAN
Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 2004/05

Year Seven

CAPITAL IMPROVEMENT FUND

1.	Cleo Street Stairs Repair	\$75,000
2.	Fisherman's Cove Stairs Repair	75,000
3.	South Coast Highway Sidewalk Construction	150,000
4.	Sidewalk Repair	100,000
5.	Construction of Retaining Walls	100,000
6.	City Hall Facility Repairs	150,000
7.	Guardrail Repair	100,000
8.	Anita Street Stairs Repair	75,000
9.	Thalia Street Stairs Repair	75,000
10.	Oak Street Stairs Repair	75,000
11.	West Street Inlet Ramp Construction	40,000
12.	South Laguna Storm Drain Construction	550,000

Total Cost of 2004/05 Capital Improvement Fund Projects **\$1,565,000**

SEWER FUND CAPITAL IMPROVEMENTS

13.	Victoria I & II Pump Stations Back-Up Generators Construction	350,000
14.	Various Pump Stations Controls Replacement	200,000

Total Cost of 2004/05 Sewer Fund Capital Improvement Projects **550,000**

GAS TAX FUND CAPITAL IMPROVEMENTS

15.	Skyline/ Upper Park Avenue Resurfacing	650,000
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Total Cost of 2004/05 Gas Tax Fund Capital Improvement Projects **650,000**

TOTAL OF ALL PROJECTS FOR 2004/05 **\$2,765,000**

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 2005/06

Year Eight

CAPITAL IMPROVEMENT FUND

1.	Main Beach Boardwalk/Stairs Repair	\$150,000
2.	Library/Third Street Alley Repaving	75,000
3.	Sidewalk Repair in Downtown Area	250,000
4.	Construction of Retaining Walls	200,000
5.	Curb and Gutter Reconstruction	125,000
6.	Handrail Replacement	50,000
7.	South Laguna Storm Drain Construction	650,000

Total Cost of 2005/06 Capital Improvement Fund Projects **\$1,500,000**

SEWER FUND CAPITAL IMPROVEMENTS

8.	Sewer Main Lining	300,000
9.	Various Pump Stations Valves and Pumps Replacement	200,000
10.	Cress St. Sewer Siphon Replacement	60,000

Total Cost of 2005/06 Sewer Fund Capital Improvement Projects **560,000**

GAS TAX FUND CAPITAL IMPROVEMENTS

11.	Anita to Cress/ Temple Terrace to Coast Hwy Resurfacing	640,000
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Total Cost of 2005/06 Gas Tax Fund Capital Improvement Projects **640,000**

TOTAL OF ALL PROJECTS FOR 2005/06

2,700,000

TEN YEAR CAPITAL IMPROVEMENT PLAN
Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 2006/07

Year Nine

CAPITAL IMPROVEMENT FUND

1.	North Laguna Storm Drain Installation	\$950,000
2.	Master Drainage Plan Improvements	550,000
3.	Calliope St. Storm Drain Construction	<u>40,000</u>

Total Cost of 2006/07 Capital Improvement Fund Projects **\$1,540,000**

SEWER FUND CAPITAL IMPROVEMENTS

4.	Irvine Cove Pump Station Backup Generator Construction	100,000
5.	Various Pump Stations Valves and Pumps Replacement	250,000
6.	Rockledge Road Sewer Replacement	110,000
7.	Summit Drive and Capistrano Avenue Sewer Replacement	<u>30,000</u>

Total Cost of 2006/07 Sewer Fund Capital Improvement Projects **490,000**

GAS TAX FUND CAPITAL IMPROVEMENTS

8.	Top of the World, North Laguna, and South Laguna Slurry Sealing	<u>650,000</u>
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Total Cost of 2006/07 Gas Tax Fund Capital Improvement Projects **650,000**

TOTAL OF ALL PROJECTS FOR 2006/07 **\$2,680,000**

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 1998/99 through Fiscal Year 2007/08

Fiscal Year 2007/08

Year Ten

CAPITAL IMPROVEMENT FUND

1.	Alley Paving	\$150,000
2.	The Strand Stairs Installation	100,000
3.	Pinecrest Storm Drain Reconstruction	150,000
4.	Pepper Tree Parking Lot Repair	100,000
5.	Ocean Front Retaining Wall Replacement	50,000
6.	Alta Laguna/Moulton Meadows Restroom Renovation	100,000
7.	Heisler Park Renovation	200,000
8.	Master Drainage Plan Improvements	<u>675,000</u>

Total Cost of 2007/08 Capital Improvement Fund Projects **\$1,525,000**

SEWER FUND CAPITAL IMPROVEMENTS

9.	Temple Terrace and Third St. Alley Manhole Construction	10,000
10.	Keller Way and Sailing Way Sewer Replacement	20,000
11.	Hill St. to High Dr. Alley Sewer Reconstruction	70,000
12.	Forest Ave./Third St. Trunk Sewer Reconstruction	425,000
13.	Catalina/Upland and Solana Way Sewer Reconstruction	<u>55,000</u>

Total Cost of 2007/08 Sewer Fund Capital Improvement Projects **580,000**

GAS TAX FUND CAPITAL IMPROVEMENTS

14.	City wide Slurry Seal Project	<u>650,000</u>
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Total Cost of 2007/08 Gas Tax Fund Capital Improvement Projects **650,000**

TOTAL OF ALL PROJECTS FOR 2007/08 **\$2,755,000**

Section V

APPENDIX

(Budget Detail By Fund)

All Funds Summary¹

Fund Detail

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$9,856,052	\$10,742,080	\$11,500,680	\$11,510,520
1003	Salaries, Part Time	989,673	1,154,110	1,269,900	1,291,370
1006	Salaries, Overtime	643,535	577,940	625,820	640,610
1007	Salaries, Overtime-Mutual Aid	19,221			
1009	Salaries, Redistributed		(10,000)		
1038	Sick Leave Payoff	125,026	143,100	143,100	143,100
1039	Old Sick Leave Payoff	15,364			
1040	Vacation Payoff	180,457	146,410	146,410	146,410
1053	Holiday Allowance	62,676	59,420	62,840	62,840
1101	Retirement	1,609,664	1,453,760	1,597,760	1,597,750
1103	P.A.R.S. Retirement	36,904	42,020	46,690	47,490
1201	Workers' Compensation	682,091	698,130	698,180	698,180
1300	Employee Group Insurance	806,615	890,660	895,340	897,390
1318	Medicare Insurance	95,405	111,840	130,820	131,500
1319	Flexible Benefit Claims	1,419			
	Subtotal	15,124,102	16,009,470	17,117,540	17,167,160
Maintenance and Operations					
2001	Uniforms and Laundry	118,448	107,780	123,410	123,410
2011	Training, Travel and Dues	73,374	93,700	102,530	99,710
2021	Natural Gas	35,080	34,020	34,950	34,950
2024	Electricity	398,102	447,870	397,070	397,070
2027	Water	137,789	120,980	139,330	139,330
2031	Telephone	120,693	123,850	118,150	118,150
2051	Gas and Lubrications	146,137	171,835	160,380	160,380
2101	Materials and Supplies	869,010	819,715	891,680	886,760
2150	Rents and Leases	389,810	504,470	579,290	573,290
2160	Lease Pymnts-Debt Service	969,824	973,270	672,000	672,000
2170	General Insurance	815,335	880,180	881,480	881,480
2201	Repairs and Maint. Auto.	311,024	280,610	259,760	259,760
2222	Repairs and Maint. Other	321,527	337,430	368,460	368,460

¹ Includes all operating and capital project funds. Excludes trust and agency, internal service funds, carryover, contingency reserves, and special assesment district funds.

All Funds Summary (Con't)

Fund Detail

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures	1997-98	Request	Budget
		1996-97		1998-99	1998-99
2281	Printing	74,922	104,860	111,670	109,670
2302	Legal Advertising	4,842	5,000	5,500	5,500
2401	Contractual Services	2,435,814	2,636,860	2,713,980	2,660,480
2402	Contractual AWMA Operation	1,210,441	1,024,000	909,000	909,000
2432	Postage	48,398	61,970	63,970	63,970
2450	Retirement Rebate	(547,893)			
2460	Bad Debt Expense	3,580			
2501	Bond Principal	645,000	695,000	750,000	750,000
2508	Vehicle Cost Redistribution	(19,024)	(19,760)	(26,700)	(26,700)
2521	Bond Interest	1,182,525	1,128,930	1,071,130	1,071,130
	Community Assistance	81,750	75,000	125,000	125,000
	Subtotal	9,826,508	10,607,570	10,452,040	10,382,800
Capital Outlay					
5203	Buildings		30,000	25,370	22,500
5408	Office Furniture & Equipment	182,121	84,230	191,190	98,960
5510	Automotive Equipment	492,607		33,170	14,670
5511	Auto Equipment Capitalized	(461,952)			
5622	Other Equipment	179,354	209,900	342,440	267,940
5623	Other Equipment Capitalized	(4,598)			
	Subtotal	387,532	324,130	592,170	404,070
Special Programs					
	Special Programs	878,251	749,640	774,980	954,980
	Subtotal	878,251	749,640	774,980	954,980
Capital Improvements					
	Capital Improvement Projects	5,174,723	4,637,000	4,374,000	5,230,000
	Subtotal	5,174,723	4,637,000	4,374,000	5,230,000
	Grand Total	\$31,391,116	\$32,327,810	\$33,310,730	\$34,139,010

General Fund Summary

Fund Detail

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$9,153,124	\$9,963,960	\$10,731,180	\$10,741,020
1003	Salaries, Part Time	759,676	893,790	1,010,480	1,031,950
1006	Salaries, Overtime	596,582	540,690	582,070	596,860
1007	Salaries, Overtime-Mutual Ai	19,221			
1009	Salaries, Redistributed	(243,200)	(259,570)	(260,620)	(260,620)
1038	Sick Leave Payoff	113,980	133,510	133,510	133,510
1039	Old Sick Leave Payoff	15,348			
1040	Vacation Payoff	177,545	137,820	137,820	137,820
1053	Holiday Allowance	60,043	59,420	62,840	62,840
1101	Retirement	1,534,160	1,395,590	1,538,070	1,538,060
1103	P.A.R.S. Retirement	28,181	32,250	36,960	37,760
1201	Workers' Compensation	677,609	693,320	672,540	672,540
1300	Employee Group Insurance	735,368	804,560	809,240	811,290
1318	Medicare Insurance	86,963	101,220	120,640	121,320
1319	Flexible Benefit Claims	1,419			
Subtotal		13,716,019	14,496,560	15,574,730	15,624,350
Maintenance and Operations					
2001	Uniforms and Laundry	107,092	97,430	112,450	112,450
2011	Training, Travel and Dues	70,357	90,300	98,520	95,700
2021	Natural Gas	31,098	30,490	31,590	31,590
2024	Electricity	112,631	124,470	116,650	116,650
2027	Water	115,874	102,480	116,670	116,670
2031	Telephone	100,829	102,150	96,600	96,600
2051	Gas and Lubrications	98,916	114,805	111,780	111,780
2101	Materials and Supplies	633,959	591,865	660,030	655,110
2150	Rents and Leases	341,580	434,670	506,240	500,240
2160	Lease Pymnts-Debt Service	303,835	309,270	8,000	8,000
2170	General Insurance	723,005	828,660	833,960	833,960
2201	Repairs and Maint. Auto.	254,465	218,160	201,020	201,020
2222	Repairs and Maint. Other	195,910	213,340	224,970	224,970
2281	Printing	55,940	75,910	83,370	81,370

General Fund Summary (Con't)

Fund Detail

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures	1997-98	Request	Budget
		1996-97	1997-98	1998-99	1998-99
2302	Legal Advertising	4,842	5,000	5,500	5,500
2401	Contractual Services	2,385,354	2,560,130	2,590,870	2,537,370
2432	Postage	41,713	49,370	51,370	51,370
2450	Retirement Rebate	(547,893)			
2508	Vehicle Cost Redistribution	(19,024)	(19,760)	(26,700)	(26,700)
2521	Bond Interest				
2804	Costs Redistributed	(205,413)	(198,770)	(211,980)	(211,980)
	Community Assistance	81,750	75,000	125,000	125,000
	Subtotal	4,886,820	5,804,970	5,735,910	5,666,670
Capital Outlay					
5203	Buildings		30,000	25,370	22,500
5408	Office Furniture & Equipment	177,483	82,340	188,990	96,760
5510	Automotive Equipment			33,170	14,670
5622	Other Equipment	113,534	101,400	284,540	210,040
	Subtotal	291,017	213,740	532,070	343,970
Special Programs					
	Special Programs	826,374	737,640	740,580	920,580
	Subtotal	826,374	737,640	740,580	920,580
Capital Improvements					
	Capital Improvement Projects	45,426			
	Subtotal	45,426	0	0	0
	Grand Total	\$19,765,656	\$21,252,910	\$22,583,290	\$22,555,570

Parking Fund Summary

Fund Detail

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$379,443	\$387,690	\$384,960	\$384,960
1003	Salaries, Part Time	24,342	35,340	39,270	39,270
1006	Salaries, Overtime	5,545	5,750	6,250	6,250
1009	Salaries, Redistributed	117,859	120,480	132,080	132,080
1038	Sick Leave Payoff	6,861	6,240	6,240	6,240
1039	Old Sick Leave Payoff	16			
1040	Vacation Payoff	2,383	5,100	5,100	5,100
1053	Holiday Allowance	2,633			
1101	Retirement	40,387	29,330	29,920	29,920
1103	P.A.R.S. Retirement	800	1,330	1,470	1,470
1201	Workers' Compensation	1,964	2,160	2,200	2,200
1300	Employee Group Insurance	38,043	45,100	45,100	45,100
1318	Medicare Insurance	2,705	3,450	3,470	3,470
	Subtotal	622,981	641,970	656,060	656,060
Maintenance and Operations					
2001	Uniforms and Laundry	3,440	3,050	3,330	3,330
2011	Training, Travel and Dues	1,162	1,050	1,580	1,580
2021	Gas-Natural	100			
2024	Electricity	3,096	6,400	4,130	4,130
2027	Water	997	1,400	910	910
2031	Telephone	3,232	6,470	6,430	6,430
2051	Gas and Lubrications	2,522	3,670	3,550	3,550
2101	Materials and Supplies	121,601	118,450	116,550	116,550
2150	Rents and Leases	11,401	12,350	17,620	17,620
2170	General Insurance	10,157	10,540	10,440	10,440
2201	Repairs and Maint. Auto.	5,178	5,450	5,450	5,450
2222	Repairs and Maint. Other	14,382	16,590	15,590	15,590
2281	Printing	10,014	20,000	17,800	17,800
2401	Contractual Services	28,655	32,180	33,560	33,560
2432	Postage	6,685	12,600	12,600	12,600
2804	Costs Redistributed	84,968	89,980	87,040	87,040
	Subtotal	307,590	340,180	336,580	336,580

Parking Fund Summary (Con't)

Fund Detail

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Capital Outlay					
5408	Office Furniture & Equipment	4,638	1,890	2,200	2,200
5622	Other Equipment		8,500	12,000	12,000
	Subtotal	4,638	10,390	14,200	14,200
Special Programs					
	Special Programs	752,227	1,700,000		
	Subtotal	752,227	1,700,000	0	0
	Grand Total	\$1,687,436	\$2,692,540	\$1,006,840	\$1,006,840

Sewer Fund Summary

Fund Detail

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$214,320	\$272,190	\$261,810	\$261,810
1003	Salaries, Part Time	33,247	18,620		
1006	Salaries, Overtime	23,354	20,000	26,000	26,000
1009	Salaries, Redistributed	73,093	75,290	80,580	80,580
1038	Sick Leave Payoff	2,758	1,960	1,960	1,960
1040	Vacation Payoff	529	2,100	2,100	2,100
1101	Retirement	23,099	19,920	20,260	20,260
1103	P.A.R.S. Retirement	1,215	700		
1201	Workers' Compensation	1,312	1,430	7,720	7,720
1300	Employee Group Insurance	22,688	28,700	28,700	28,700
1318	Medicare Insurance	1,895	2,810	2,100	2,100
	Subtotal	397,510	443,720	431,230	431,230
Maintenance and Operations					
2001	Uniforms and Laundry	4,019	3,300	3,400	3,400
2011	Training, Travel and Dues	855	1,550	1,630	1,630
2021	Natural Gas	3,538	3,200	3,040	3,040
2024	Electricity	111,172	107,000	96,830	96,830
2027	Water	20,918	17,100	21,750	21,750
2031	Telephone	16,227	14,830	14,720	14,720
2051	Gas and Lubrications	6,977	7,800	7,430	7,430
2101	Materials and Supplies	86,995	88,400	90,000	90,000
2150	Rents and Leases	36,829	57,450	55,430	55,430
2160	Lease Pymnts-Debt Service	665,989	664,000	664,000	664,000
2170	General Insurance	27,574	22,220	21,120	21,120
2201	Repairs and Maint. Auto.	5,960	7,000	8,290	8,290
2222	Repairs and Maint. Other	105,445	100,200	120,200	120,200
2281	Printing	192	250	2,000	2,000
2401	Contractual Services	9,833	15,250	15,250	15,250
2402	Contractual AWMA Operation	1,210,441	1,024,000	909,000	909,000
2804	Costs Redistributed	58,808	61,320	62,160	62,160
	Subtotal	2,371,772	2,194,870	2,096,250	2,096,250

Sewer Fund Summary (Con't)

Fund Detail

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Capital Outlay					
5622	Other Equipment	62,324	100,000	45,900	45,900
	Subtotal	62,324	100,000	45,900	45,900
Capital Improvements					
	Capital Improvement Projects	940,844	1,092,000	1,724,000	2,340,000
	Subtotal	940,844	1,092,000	1,724,000	2,340,000
	Grand Total	\$3,772,450	\$3,830,590	\$4,297,380	\$4,913,380

Transit Fund Summary

Fund Detail

Account No.	Account Title	Actual Expenditures 1996-97	Budget 1997-98	Department Request 1998-99	Adopted Budget 1998-99
Salaries and Wages					
1001	Salaries, Full Time	\$109,165	\$118,240	\$122,730	\$122,730
1003	Salaries, Part Time	172,408	206,360	220,150	220,150
1006	Salaries, Overtime	18,054	11,500	11,500	11,500
1009	Salaries, Redistributed	44,055	45,370	38,620	38,620
1038	Sick Leave Payoff	1,427	1,390	1,390	1,390
1040	Vacation Payoff		1,390	1,390	1,390
1101	Retirement	12,018	8,920	9,510	9,510
1103	P.A.R.S. Retirement	6,707	7,740	8,260	8,260
1201	Workers' Compensation	1,206	1,220	15,720	15,720
1300	Employee Group Insurance	10,516	12,300	12,300	12,300
1318	Medicare Insurance	3,842	4,360	4,610	4,610
	Subtotal	379,398	418,790	446,180	446,180
Maintenance and Operations					
2001	Uniforms and Laundry	3,897	4,000	4,230	4,230
2011	Training, Travel and Dues	1,000	800	800	800
2021	Natural Gas	344	330	320	320
2024	Electricity	3,698	6,000	4,460	4,460
2031	Telephone	405	400	400	400
2051	Gas and Lubrications	37,722	45,560	37,620	37,620
2101	Materials and Supplies	24,016	18,500	21,600	21,600
2170	General Insurance	54,599	18,760	15,960	15,960
2201	Repairs and Maint. Auto.	45,421	50,000	45,000	45,000
2222	Repairs and Maint. Other	5,790	5,300	5,700	5,700
2281	Printing	8,776	8,700	8,500	8,500
2401	Contractual Services	8,661	9,300	24,300	24,300
2460	Bad Debt Services	3,580			
2804	Costs Redistributed	61,637	47,470	62,780	62,780
	Subtotal	259,546	215,120	231,670	231,670
Capital Outlay					
5510	Automotive Equipment	492,607			
5511	Auto Equipment Capitalized	(461,952)			
5622	Other Equipment	3,496			
5623	Other Equipment Capitalized	(4,598)			
	Subtotal	29,553	0	0	0
	Grand Total	\$668,497	\$633,910	\$677,850	\$677,850