

City of Laguna Beach

California



Adopted Budget

Fiscal Year 2002-03

Cover Art: "Get Ready for Dinner"
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City of Laguna Beach

ELECTED OFFICIALS

MAYOR

WAYNE BAGLIN

MAYOR PRO TEM

TONI ISEMAN

COUNCILMEMBER

STEVE DICTEROW

COUNCILMEMBER

PAUL FREEMAN

COUNCILMEMBER

CHERYL KINSMAN

CITY CLERK

VERNA ROLLINGER

CITY TREASURER

LAURA PARISI

Administration

City Manager

Kenneth Frank

Assistant City Manager

John Pietig

Director of Public Works/City Engineer

Steve May

Chief of Police

James Spreine

Fire Chief

Kenneth MacLeod

Director of Administrative Services

Vacant

Director of Community Development

Kyle Butterwick

Director of Community Services

Pat Barry

Marine Safety Chief

Mark Klosterman

Budget Preparation Team:

Finance Officer

Elizabeth Andrew

Accounting Technician - Budget Analyst

Magdalena Lotolc

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INTRODUCTION

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INTRODUCTION

“How To Use This Budget”

The Annual Budget for the City of Laguna Beach for fiscal year 2002-03 was adopted by Resolution 02.45 by the City Council on June 25, 2002.

The pages which immediately follow contain a copy of the City Manager’s Budget Transmittal that accompanied the Proposed Budget when it was first submitted to the City Council on April 26, 2002. The discussion of issues in the City Manager’s Budget Transmittal refers only to the Proposed Budget as submitted at that time.

Subsequent to its submittal on April 26, 2002 and the preparation of this Budget Transmittal, numerous modifications have been made to the Proposed Budget. These modifications are shown on pages xvi through 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 (Budget Detail by Fund)

The five sections are preceded by the City Manager’s Budget Transmittal and modifications to the Proposed Budget. If you are not familiar with the City’s budget, you may wish to review the section on city-wide summaries first. This will provide you with a broad overview of the City’s revenues, expenditures, beginning and ending balances, and it will also assist you in better understanding the issues raised in the Budget Transmittal and modifications to the Proposed Budget.

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

Section I: City-Wide Summaries

This section provides the broadest overview of the Adopted Budget. The first chart, "Beginning and Ending Balances," shows all of the City's funds and indicates the estimated beginning balances, revenues, transfers, expenditures and ending balances. At the top of this chart are shown the City's operating and capital project funds and at the bottom the City's internal service funds are shown.

Following is a chart entitled "Sources and Uses of Funds - Summary by Department and Fund." Similar to the first 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 departmental budgets. 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.

Section II: Revenue Budget

The Revenue Budget begins with a summary of *all* projected revenues shown by major source within each 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 chart that appears in the introductory section to the Expenditure Section (p. 28) 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 one for insurance and benefits. They are both shown at the end of the Expenditure Budget Section (pp. 145-147). 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. 149-170) 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 departments 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 Authority 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*.

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MEMORANDUM

DATE: April 26, 2002
TO: City Council
FROM: Kenneth Frank, City Manager
SUBJECT: TRANSMITTAL OF THE 2002-2003 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 2002-2003 is hereby presented. A public workshop and hearing concerning the budget is scheduled for Wednesday evening, May 22 at 6:00 p.m. A second public forum will be held on June 18; it is anticipated that the Council will adopt the budget at that session.

I. OVERALL CITY FINANCIAL POSTURE

Two factors beyond the control of the City Council or City staff will determine the City's financial health next fiscal year:

1. Despite huge surpluses for several years, the State of California has spent itself into a fiscal quagmire. Projections of next year's State budget deficit range from \$10 billion to \$17 billion. Extraordinary steps will be necessary to balance the State budget. The last time the State faced a financial deficit, in the early 1990's, the State balanced its budget on the backs of cities and counties. Next fiscal year, approximately \$1.9 million in property tax receipts will be transferred from the City of Laguna Beach because of the budget adjustments made in the early 1990's. While most State legislators and the Governor have pledged not to usurp local revenues to balance next year's State budget, it would not be out of the question for the State to abrogate as much as \$800,000 of Laguna Beach revenues from vehicle license fees or from property taxes.
2. An obscure case involving an individual property taxpayer in Seal Beach may have profound financial implications for the City of Laguna Beach, the Laguna Beach Unified School District and other governmental entities in Orange County that rely on property taxes. If a current court decision is allowed to stand, and if the assessment methodology mandated by that decision is applied throughout the County, the County Auditor-Controller has advised us that Laguna Beach would lose about \$800,000 each year in property taxes. Also, there could be a one-time refund exceeding \$1 million. It will probably be more than a year before this litigation is resolved. However, the Auditor-Controller could escrow some of the disputed funds at any time.

Except for the above two factors, the City of Laguna Beach has a stable financial base. Despite the slowdown in the U.S./California economy, especially the precipitous decline in travel related revenues in the fall of last year, Laguna Beach continues to have a strong revenue base, albeit not growing at the extent it did in the late 1990's. Fortunately, the present year's City budget underestimated the continuing strength of the economy in July and August of last year. As a result, the City has an unusually robust General Fund balance which will enable the City Council to complete several high priorities and to balance next year's budget with no decrease in service. Nonetheless, the 2002-03 budget will not afford the Council many opportunities to offer new services or expand existing programs. However, in recent years, there has been a significant enhancement in City programs, including the following:

- Staffing has been augmented with two additional Fire Battalion Chiefs, a permanent Lifeguard, a Police Detective, a Public Safety Dispatcher, a Traffic Maintenance Technician, an Associate Engineer, an Engineering Technician, three Sewer Maintenance employees, a Computer Network Administrator, a Code Enforcement Aide and a Water Quality Analyst.
- Transit services in the summer are increasing substantially. An additional bus was added to the Transit fleet last year. Two additional trams are proposed for this coming summer. Tram fares will be abolished, although parking fees at City lots have been increased to offset a portion of lost fares. Furthermore, through the use of taxi vouchers, the City has extended transit service to Sundays and into the evenings.
- The direct costs associated with observing an additional holiday next year have been incorporated into the preliminary spending plan; the loss of one day's productivity will be absorbed by the existing staff.
- Expenses to comply with the new regulations promulgated by the Regional Water Quality Control Board are included in next year's budget; in fact, a new division of Public Works has been created to accurately account for those costs. Since the program is just starting, it is not certain that we have projected sufficient resources, especially since the costs of countywide efforts are still under review by Orange County and the cities in the County.

In addition to absorbing these additional endeavors, the budget has increased because:

- Natural gas, electricity, gasoline and propane have increased dramatically in recent years.
- Investment rates have plummeted recently; investment earnings will be lower in the coming fiscal year unless there is a dramatic upturn in rates in the near future.
- Employee health insurance costs are escalating markedly. All employers are confronting similar increases.
- Laguna Beach and most other California jurisdictions are experiencing severe increases in workers compensation costs, particularly for fire personnel.

GENERAL FUND REVENUE OUTLOOK

General Fund revenue is estimated to be \$29,741,790. Key aspects of General Fund revenues include:

- Property taxes are projected to rise by 7%.

- Sales taxes and hotel taxes are projected to return to their level a year ago based on discussions with key hotel and restaurant operators in the City.
- The only rent projected from the Festival of Arts is \$230,080, which is designated for community agencies; there is no allocation to the General Fund or the Capital Improvement Fund based on the City Council's last formal offer to the Festival Board.
- The budget assumes \$100,000 from the State for the COPS program which helps to finance police officer positions; if that revenue is not included in the State budget, the police staffing level will need to be reviewed.

II. GENERAL FUND EXPENDITURE HIGHLIGHTS

General Fund spending is proposed at \$30,568,340, which is about 5% above the fiscal year 2001-02 budget that was adopted last June. There are very few changes from the present fiscal year. Highlights of the budget changes for each department are as follows:

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

There is virtually no change in any of these budgets. Modest inflationary increases have been approved. The City Clerk's budget includes \$25,000 to complete the scanning of public documents. Funding is also included for the municipal election in November.

ADMINISTRATIVE SERVICES DEPARTMENT

With the victory of Measure W, it is anticipated that the City's contribution to the El Toro Reuse Planning Authority should decline significantly. Laguna Beach has been contributing \$400,000 per year. As a placeholder, the proposed budget includes \$200,000 for that effort; hopefully, that amount can be reduced to release funds for other purposes. Last year, it appeared that the City would need to replace its mainframe finance computer. However, it is now evident that parts and service will remain available for the foreseeable future and that projected costs of \$500,000+ can be delayed for several years. On the other hand, an evaluation of the City's telephone system has revealed that the primary components of the equipment are outdated and parts and servicing may not be readily available. Because the telephone system is absolutely essential to the functioning of city government, the preliminary budget includes \$125,000 to replace the main switch and other key components.

FIRE DEPARTMENT

In recent years, funding for the Fire Department has increased dramatically. The City Council has:

- Added two Battalion Chiefs.
- Established a second paramedic unit.
- Provided onsite training for EMT and paramedic personnel.
- Increased the preventive maintenance of fire engines.
- Upgraded computers.
- Provided for fire protection classes on site.
- Increased the overtime allowance.

- Provided funding for preparation of a strategic plan.
- Reduced the length of time that fire engines remain in service.

During this upcoming fiscal year, the Fire Department will again assume the responsibility for the annual weed abatement program and the fuel modification program around the perimeter of the City. Having three Battalion Chiefs will allow the department to incorporate those functions into its overall fire prevention program.

POLICE DEPARTMENT

No new staffing initiatives are proposed for this department. However, last year, the Council added a Dispatcher and an Investigator. The budget assumes that the Legislature will extend the \$100,000 COPS grant, which pays for a portion of the new positions that were added in recent years. A second State grant, which was established to provide for capital equipment purchases, has not been included in the proposed budget given the State's precarious financial situation.

PUBLIC WORKS DEPARTMENT

As with the rest of City operations, there are virtually no increases proposed for next year. Several key components of the budget include:

- The Contractual Services account has been increased by \$30,000 to pay for the upkeep of Browns' Park and a new landscaped median on Coast Highway in South Laguna.
- Two parttime Laborers have been reclassified as fulltime personnel since they work 40 hours a week throughout the year.
- Under the current contract with Waste Management, there will be no rate increase for refuse collection in the coming fiscal year.
- A new Water Quality Division has been created to reflect the City's enhanced efforts. Two fulltime positions are included, one of which was added to the budget during the current year; the other was transferred from emergency preparedness planning in the Fire Department. Also, a portion of the Assistant City Manager's time is allocated to the water quality effort.

COMMUNITY DEVELOPMENT DEPARTMENT

The budget includes \$46,800 in expense for a parttime, contractual Building Inspector so that one of the City's permanent Inspectors can devote fulltime to construction in the Diamond/Crestview neighborhood. The proposed budget assumes a 4% increase in all Community Development fees to reflect the cost of living adjustment which has been negotiated with the Municipal Employees Association. Monitoring the water quality along the beaches by Treasure Island is again included in the proposed budget as required by the Coastal Development Permit for that project. Two reclassifications are proposed to recognize increased responsibilities.

COMMUNITY SERVICES DEPARTMENT

No significant changes are proposed for this department. However, within the department budget, there is a new division for the Business Improvement District. In June of this year, the Council will act on an Arts Commission recommendation to allocate about \$55,000 to the Arts Commission and a similar amount to art groups. These allocations would be in addition to the \$230,000 which is designated for community agencies through funds received from the Festival of Arts. In June of 2003, the allotments will each rise to about \$74,000 which represents a full 12 months of Business Improvement District revenues. Traditionally, the City Council has appointed two of its members to review the requests from community agencies prior to the adoption of the budget in June.

Next year's budget shows \$115,000 of revenue from the property which the City owns on Third Street. Offsetting expenses of \$115,000 have also been included since there may need to be relocation payments, depending upon the date which construction commences on the Community Center and Senior Center.

MARINE SAFETY DEPARTMENT

Two years ago, the department was allocated a fourth fulltime position – the first permanent staffing change in 20 years. Next year's budget continues the existing service level but includes funding to start replacing the lifeguard towers with equipment that provides more protection from the sun for our personnel. One Marine Safety Officer is reclassified to Lieutenant. Assuming that the park at Treasure Island opens early next year, it will be necessary to augment the Marine Safety budget, starting in the spring, to provide lifeguard services at those beaches. Sales tax revenue from Treasure Island will be sufficient to offset that additional cost. Neither the revenue nor expenses are budgeted at this time.

IV. UNFUNDED BUDGET REQUESTS

General Fund revenues for fiscal year 2002-2003 are expected to be \$29,741,790. Expenditures of \$30,568,340 are recommended. After the transfer of \$700,000 from the Parking Fund, other transfers from Federal and State grants, and the transfer of \$1,000,000 from the General Fund to the Capital Improvement Fund for the Community Center, the General Fund balance would be \$3,184,942 which is only \$128,000 above the 10% reserve requirement of the Municipal Code. If the projected membership for the El Toro Reuse Planning Authority is less than \$200,000, additional funds would be released for other purposes.

In the event that additional funding is available, the Council may want to consider an allocation to the Boys and Girls Club which is conducting a capital campaign to renovate and expand its facilities. The Club provides recreation and educational services, which in many other communities is provided directly by a municipal government. A separate request has been submitted by the Boys and Girls Club to the City Council.

Also, the Council may want to consider transferring perhaps \$100,000 from the General Fund to the Sewer Fund to help defray some of the costs associated with relocating the sewer lines for the Laguna Canyon Channel. Even with the proposed 10% sewer rate increase, the Sewer Fund will have virtually

no reserve next year. Transferring a small amount to the Sewer Fund would provide at least a minimal reserve for that \$4 million program.

In the event further funding is available, it is recommended that the following items be added to the preliminary budget in the order listed:

1. Hire a Second Information Systems Staff Member (\$80,000 annually) – A year ago, the Council authorized a fulltime position to manage and repair our personal computer network. Given the increasing reliance on the computer network, it is becoming imperative that a second position be added so that there is adequate back up in the event that the primary staff person is unavailable. Also, the second position would help to reduce the number of complaints from departments which are rising as everyone's expectation for the use and availability of the computer network grows daily. Considering the present budget outlook in Sacramento, I am extremely hesitant to recommend any additional ongoing expenses, but adding this position is almost essential for the continuing function of the City which has become increasingly dependent upon the computer network.
2. Hire a Director for the Sewer and Water Quality Functions (\$120,000 annually) – At present, the Assistant City Manager is supervising these two key functions. By providing adequate management oversight of the Sewer Division, we have been able to develop a Long-Range Strategic Plan for enhancing sewer service and the supervision and direction of the sewer operations have been dramatically improved. There will be an even greater need for technical skills in this function as the City embarks on the capital projects delineated in the Strategic Plan, particularly if a substantial loan is received from the State Water Resources Control Board. At the same time, there is an acute need for general management assistance in operating the City. By hiring a fulltime department director, the Assistant City Manager would be assigned a multitude of other responsibilities that are high priorities for the City Council and for the community.

V. SEWER FUND

This year and next, significant changes are in the works for the Sewer Division. By adopting the Long-Range Strategic Plan, the Council has established major priorities for upcoming budgets. Key proposals for next fiscal year include:

- Spending approximately \$1.6 million (half of which are Federal grant funds) to replace and reline damaged portions of the sewer mains. These needs were identified as part of the video taping of the lines during the present year.
- Allocating \$750,000 to relocate the sewer conduits on Broadway in conjunction with the Laguna Channel construction.
- Evaluating the North Coast Interceptor and the sewer pump stations (\$125,000).

Next year's sewer budget is predicated on a 10% rate increase starting July 1. (A second 10% rise is projected for the following fiscal year.) Even with the rate increase, the City was compelled to delay the renovation of facilities at the treatment plant; the 2003-04 budget will need to allocate about \$1 million for those capital expenses.

VI. TRANSIT FUND

For the last several years, the City has not contributed General Funds or Parking Funds to the transit system. However, a subsidy will be needed in the current year and next fiscal year as well. Additional costs are being incurred for the provision of evening transit service through taxicab vouchers, the addition of three summer trams, the elimination of fares for the summer tram system, and the retention of a consultant to evaluate the routing of the summer trams. Our transit costs have risen substantially in the last few years so that the City no longer has a sizeable surplus in its State transit allocation. In fact, it is not clear that we will be able to purchase both of the replacement trams that had originally been anticipated. We are working with the Orange County Transportation Authority to identify revenues to replace the trams as scheduled. At this moment, it is projected that almost \$250,000 from the Parking Fund will be needed to balance the transit expenses next year. That includes an allowance of \$150,000 (half subsidized by State funds) for the special service necessary to accommodate disabled individuals. In order to conserve funding, trams stewards are included in the budget only during peak hours, i.e., 12:00 p.m. to 8:00 p.m., on Fridays, Saturdays and Sundays for this coming summer.

VII. PARKING FUND

Parking Fund receipts exceed expenses by an average of \$500,000 annually, even after \$700,000 per year is transferred to the General Fund and even with the subsidy to the Transit Fund. After considering all of the potential funding commitments directed by members of the City Council, the Parking Fund is expected to contain approximately \$1 million which has not been allocated to a particular project as of June 30, 2003. These commitments include \$500,000 for the Community Center and \$1 million for an extension of the parking garage under the Community Clinic. The budget includes \$35,000 in the contractual account of the Parking Fund to pay for the holiday lighting that is installed by the Chamber of Commerce. In previous years, the City Council has given the Chamber of Commerce the option of installing the holiday lighting or having a two week period during which parking meters are not enforced in the downtown area.

VIII. STREET LIGHTING FUND

The Street Lighting account continues to be healthy. Ongoing revenues exceed expenses by about \$300,000 per year. Design is currently underway for the undergrounding of utilities in the Central Business District; several years ago, the Council appropriated \$1.5 million from the Street Lighting Fund for that purpose. The Council has also already appropriated funds for City costs associated with the underground assessment district on High Drive. While no extraordinary expenses are proposed next year from this fund, future budgets will need to consider approximately \$500,000 to repair the streets in the downtown area after the undergrounding project is completed. Also, there are other underground districts in process, such as the Loma Terrace project, which will require a contribution from the City in future years.

IX. GAS TAX FUND

Because the gas tax is based on a flat amount per gallon, this revenue source does not keep pace with inflation. It is extremely unlikely that the City can accomplish its goal of resurfacing all the streets over a ten-year period without augmenting this project from the General Fund. In April, the Council

transferred \$400,000 from the General Fund to help repave the streets in North Laguna. Also, all of the projects had to be delayed one year to raise enough money to finance the Alta Vista/Terry Road resurfacing. Nonetheless, visible improvements will be evident throughout the City once the North Laguna, Temple Hills, Alta Vista/Terry Road and Glenneyre/El Toro resurfacing is completed during the end of this calendar year. Funds are included in next year's spending plan to engineer the repaving of streets in the Central Business District. Actual resurfacing is scheduled for the 2003-04 year after the utilities are placed underground.

X. PARK IN-LIEU, ART IN-LIEU, DRAINAGE IN-LIEU, HOUSING IN-LIEU AND PARKING IN-LIEU FUNDS

The Housing In-Lieu Fund continues to pay approximately \$14,000 each year for the housing subsidies for several senior citizens who were forced to leave Treasure Island. Although no other expenditure is proposed at this time, it is possible that an additional allocation from the Housing Fund may be needed to complete the financing package for the 30 units at 450 Glenneyre. No appropriation is recommended at this point from the Parking In-Lieu Fund, although the City Council has committed to provide 23 public parking spaces at 450 Glenneyre which will utilize all of the revenue presently in that account. In order to renovate Bluebird Park, it is recommended that \$300,000 from the Park In-Lieu Fund be transferred to the Capital Improvement Fund for that project.

XI. CAPITAL IMPROVEMENT FUND

The blue pages near the back of the Preliminary Budget depict the recommended capital improvement program for fiscal year 2002-2003. Starting in July of 2006, the Ten Year Capital Improvement Program assumes a \$1 million per year augmentation from the hotel tax at Treasure Island. That annual allocation will expedite the renovation of dilapidated City facilities, including fire stations, the corporation yard, the lifeguard headquarters, the animal shelter, the parks nursery and other City buildings. The upcoming budget contains \$75,000 to evaluate the condition of City facilities.

Other projects for next fiscal year include:

- Completion of the funding for the community center, recognizing that State grant funds – which had been anticipated in the range of \$1 million – will not be forthcoming in the near future.
- Construction of Bluebird Park, which has become a much more substantial effort than originally envisioned. The budget assumes a total cost of \$900,000 from the following sources:
 - State Park Bond revenues (\$293,000)
 - Capital Improvement Fund (\$307,000)
 - Park In-Lieu Fund (\$300,000)
- The construction of new sidewalks on Park Avenue between St. Anns and Wendt, on North Coast Highway between Ledroit and Viejo, and on South Coast Highway between Moss and Cardinal. The proposed budget projects \$320,000 for construction of these facilities. Because of severe design constraints on the Moss to Cardinal project, the staff expects to return to the City Council in the near future for direction as to whether this is a viable project given the topography adjacent to the street.

XII. 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 \$1.5 million next fiscal year. The property tax override adds less than 5% to the base property tax rate.

XIII. INTERNAL SERVICE FUNDS

The Automotive Replacement Fund provides financing to replace the City's fleet of vehicles as they end their useful lives. Next year's most significant purchase is for a new street sweeper.

Insurance costs are increasing across the board. Property insurance premiums are expected to skyrocket as we renew our policies. Employee health insurance has been rising dramatically in each of the last two years. Two years ago, we budgeted \$4,100 per employee for health, dental, life and disability insurance; next year's budget proposes an allocation of \$5,500 for those purposes. Employee costs have also increased since employees pay a portion of the cost for dependent medical coverage.

EXHIBIT A
MODIFICATIONS TO THE 2002-03
PROPOSED BUDGET
AS ADOPTED BY THE CITY COUNCIL ON JUNE 25, 2002

I. GENERAL FUND

1. Increase the allotment for the NPDES Program from \$100,000 to \$114,000.
2. Eliminate \$24,000 in anticipated revenue from the State's reimbursement of mandated costs.
3. Appropriate \$9,000 to install catch basin filters at storm drain inlets above Treasure Island.
4. Reduce the starting balance in the General Fund by \$38,200 to reflect Council actions since publication of the preliminary budget.
5. Increase fee revenue from Police and Animal Services by \$46,000.
6. Increase revenue from Community Development fees by \$185,000.
7. Add a position of Information Systems Specialist (\$72,000), effective August 1.
8. Effective February 1, add a Department Director position that would manage a portion of the Public Works functions including the Sewer Division, storm drains and water quality (\$60,000)
9. Appropriate \$3,000 for a nuisance water diversion project by the Emerald Bay Services District.
10. Appropriate \$2,000 to continue a pilot project to collect dog waste at open space areas.
11. Appropriate \$12,000 for the City's share of a study to determine the feasibility of a parking garage behind the Playhouse.
12. Appropriate \$12,000 to maintain the Smithcliffs accessway starting January 1, 2003.
13. Appropriate \$50,000 for the capital campaign of the Boys & Girls Club.
14. Appropriate \$10,000 for a traffic signal consultant.
15. Transfer \$42,610 from narcotics forfeitures and appropriate \$42,610 for an additional public safety dispatcher.

Exhibit A
Modifications to 2002-03 Proposed Budget
Page 2

II. CAPITAL IMPROVEMENT FUND

16. Appropriate \$500,000 from the Capital Improvement Fund for the Heisler Park Preservation/Restoration Project.
17. Appropriate \$10,000 for sealing the 1500 block of Morningside.
18. Delete \$300,000 for costs associated with nuisance water diversion/Laguna Canyon Channel Construction.
19. Appropriate \$50,000 for the design of a new Marine Safety Headquarters.
20. Appropriate \$100,000 for the Village Entrance Project.

III. COMMUNITY CENTER/SENIOR CENTER/COMMUNITY CLINIC

No changes from the Preliminary Budget.

IV. SEWER FUND

21. Delete \$750,000 for sewer modifications associated with the Laguna Canyon Channel project.
22. Increase the City's contribution to capital improvements at SOCWA by \$137,000.
23. Modify the Sewer System Strategic Plan to depict \$1.2 million in projects at the South Orange County Wastewater Authority in the 2003-04 fiscal year.

V. TRANSIT FUND

24. Appropriate \$40,000 for a van for senior transportation through Sally's Fund and \$230,000 for a new trolley.

VI. PARKING FUND

25. Transfer \$50,000 to the General Fund and appropriate that amount for the El Toro Reuse Planning Authority.

Exhibit A
Modifications to 2002-03 Proposed Budget
Page 3

26. Increase revenue from parking meters by \$700,000 to reflect a rate increase of 50 cents per hour, appropriate \$65,000 for parking meter maintenance including \$21,000 for change machines, and transfer \$585,000 to the General Fund and \$50,000 to the Capital Improvement Fund for the following purposes:

	<u>AMOUNT</u>
1. Acquisition of new finance/personnel computer system	\$ 50,000
2. Maintenance of City trees (CIF)	\$ 25,000
3. Water quality projects	\$ 20,000
4. South Laguna Village capital improvements (CIF)	\$ 25,000
5. Grant to Boys & Girls Club	\$100,000
6. Grant to Chamber of Commerce	\$ 45,000
7. Grant to Community Clinic	\$250,000
8. Grant to Laguna Beach Live	\$ 5,000
9. Grant to Cross Cultural Task Force (Day Laborer Center)	\$ 2,500
10. Grant to No Square Theater	\$ 2,500
11. Parking and Traffic Study for Central Business District	\$110,000

VII. AUTOMOTIVE REPLACEMENT FUND

27. Delete \$185,000 for the purchase of a street sweeper.

VII. DRAINAGE IN-LIEU FUND

28. Transfer \$50,000 to the Capital Improvement Fund and appropriate that amount for minor drainage projects in the 1300 block of Skyline Drive and the 500 block of Mystic Way.

Section I

City-Wide Summaries

Beginning & Ending Balances.....	page 3
Sources & Uses of Funds by Department.....	page 4
History of Authorized Positions.....	page 5

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Beginning and Ending Balances

Fiscal Year 2002-03

**All
Funds¹**

	Estimated Beginning Balance July 1, 2002	Estimated Revenues	Transfers In (Out)	Estimated Expenditures	Estimated Ending Balance June 30, 2003
<u>Operating and Capital Project Funds</u>					
General	\$4,149,292	\$29,948,790	\$477,610 ²	\$31,489,950	\$3,085,742 ⁶
Open Space	518,533	0	0	0	518,533
Capital Improvement	339,809	2,115,000	2,900,000 ³	5,290,000	64,809
Parking Authority	1,862,369	3,767,000	(3,133,000) ⁴	1,465,990	1,030,379
Parking in Lieu	441,101	0	0	0	441,101
Park in Lieu	300,794	0	(300,000)	0	794
Art in Lieu	100,891	0	0	0	100,891
Drainage	195,148	0	(50,000)	0	145,148
Housing in Lieu	318,911	0	0	14,400	304,511
Gas Tax	200,149	777,000	0	770,000	207,149
Street Lighting	726,372	580,600	0	212,410	1,094,562
Sewer	753,834	5,323,000	0	5,451,570	625,264
Spec. Revenue & Grants ⁵	686,117	115,000	(142,610)	15,000	643,507
Debt Service	118,514	1,779,000	0	1,518,360	379,154
Transit	2,000	1,564,500	248,000	1,812,500	2,000
Total	10,713,834	45,969,890	0	48,040,180	8,643,544
<u>Internal Service Funds</u>					
Insurance	(710,212)	5,527,210	0	4,775,940	41,058
Vehicle Replacement	259,757	778,880	0	298,760	739,877
Total	(\$450,455)	\$6,306,090	\$0	\$5,074,700	\$780,935

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

² Includes *transfers in* of \$1,335,000 from the Parking Authority Fund, \$142,610 from the Special Revenue and Grants Fund and *transfers out* of \$1,000,000 to the Capital Improvement Fund.

³ Includes *transfers in* of \$1,550,000 from the Parking Authority Fund, \$1,000,000 from General Fund, \$300,000 from the Park in Lieu Fund and \$50,000 from the Drainage Fund.

⁴ Includes *transfers out* of \$1,335,000 to the General Fund, \$1,550,000 to the Capital Improvement Fund and \$248,000 to the Transit Fund.

⁵ Includes police grants, asset forfeitures, water quality grants, Community Development Block Grants, December 1997 OES Rainstorm Grants and February 1998 FEMA/OES Rainstorm Grants.

⁶ In addition, the City Council has established a contingency reserve of \$500,000 which is not shown in this fund balance.

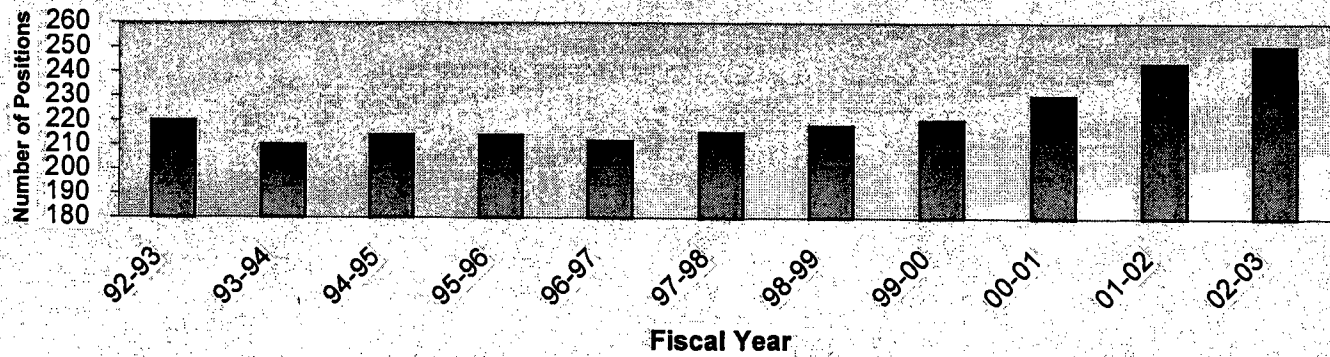
Sources & Uses of Funds¹
Summary by Department and Fund

All 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
SOURCES OF FUNDS																		
BEGINNING BALANCE - JUNE 30, 2002	10,713,834	4,149,292	1,862,369	753,834	2,000	339,809	200,149	686,117	726,372	195,148	518,533	118,514	441,101	300,794	318,911	100,891	259,757	(710,212)
Revenues	45,969,890	29,948,790	3,767,000	5,323,000	1,564,500	2,115,000	777,000	115,000	580,600	0	0	1,779,000	0	0	0	0	778,880	5,527,210
Transfers: In/(Out)	0	477,610	(3,133,000)	0	248,000	2,900,000	0	(142,610)	0	(50,000)	0	0	0	(300,000)	0	0	0	0
TOTAL SOURCES OF FUNDS	56,683,724	34,575,692	2,496,369	6,076,834	1,814,500	5,354,809	977,149	658,507	1,306,972	145,148	518,533	1,897,514	441,101	794	318,911	100,891	1,038,637	4,816,998
USES OF FUNDS																		
City Council (p. 33)	93,320	93,320																
City Manager (p. 34)	318,480	318,480																
City Clerk (p. 36)	255,140	255,140																
City Treasurer (p. 38)	104,820	104,820																
City Attorney (p. 40)	430,000	430,000																
Administrative Services (p. 41)	3,685,590	2,167,230										1,518,360						
Police (p. 53)	8,465,680	7,859,040	606,640															
Fire (p.70)	8,404,980	6,404,980																
Marine Safety (p. 79)	1,369,910	1,369,910																
Public Works (p. 85)	21,937,130	7,541,300	859,350	5,451,570	1,812,500	5,290,000	770,000		212,410									
Community Development (p. 115)	2,343,030	2,343,030																
Community Services (p. 129)	2,632,100	2,602,700						15,000							14,400			
TOTAL USES OF FUNDS	48,040,180	31,489,950	1,465,990	5,451,570	1,812,500	5,290,000	770,000	15,000	212,410	0	0	1,518,360	0	0	14,400	0	298,760	4,775,940
ENDING BALANCE - JUNE 30, 2003	8,643,544	3,085,742	1,030,379	625,264	2,000	64,809	207,149	643,507	1,094,562	145,148	518,533	379,154	441,101	794	304,511	100,891	739,877	41,058

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

History of Authorized Positions



Fiscal Year	Council & Clerk	City Manager	City Treas.	Police ¹	Fire	Admin. Services	Public Works ²	Comm Devel.	Comm. Service	Marine Safety	Total
72-73	2.0	2.0	1.0	54.0	34.0	9.0	69.0	8.0	3.00	3.0	185.00
73-74	2.7	2.0	1.0	56.0	33.0	8.7	64.0	15.0	3.00	3.0	188.40
74-75	3.0	2.0	1.0	55.0	29.5	7.5	58.5	13.0	3.00	3.0	175.50
75-76	3.0	2.0	1.0	54.5	30.0	7.5	56.5	14.0	3.00	3.0	174.50
76-77	2.0	2.0	1.0	56.0	30.0	9.0	57.0	15.0	4.00	3.0	179.00
77-78	1.0	2.0	1.0	60.0	31.0	10.0	59.0	17.0	4.00	3.0	188.00
78-79	1.0	2.0	1.0	64.5	31.0	10.0	59.3	16.0	3.00	3.0	190.80
79-80	2.0	2.0	1.0	65.5	34.0	9.0	53.2	14.0	2.00	3.0	185.70
80-81	2.0	2.0		65.5	34.0	9.0	53.3	14.0	3.00	3.0	185.80
81-82	2.0	2.0	.5	66.5	32.0	9.0	53.3	14.0	3.00	3.0	185.30
82-83	2.0	2.0	.5	66.0	35.0	9.0	52.0	14.0	3.50	3.0	187.00
83-84	2.0	2.0	.5	66.0	35.0	9.0	50.0	14.0	3.50	3.0	185.00
84-85	2.0	2.0	.5	66.0	35.0	9.0	50.0	14.5	4.20	3.0	186.20
85-86	2.0	2.0	.5	66.5	35.0	9.0	49.0	16.6	4.20	3.0	187.80
86-87	2.0	2.0	.5	67.5	35.0	9.0	50.0	16.6	4.20	3.0	189.80
87-88	2.0	2.0	.5	67.0	34.0	9.0	48.0	17.0	3.80	3.0	186.30
88-89	2.0	2.0	.5	75.0	40.0	9.0	52.0	21.0	3.80	3.0	208.30
89-90	2.0	2.0	.5	77.0	40.0	10.0	53.0	21.0	3.80	3.0	212.30
90-91	2.0	2.0	.5	79.0	43.0	9.0	57.0	22.6	4.75	3.0	222.85
91-92	2.0	2.0	.5	79.0	43.0	9.0	58.0	22.6	4.80	3.0	223.90
92-93	2.0	2.0	.5	79.0	40.0	9.0	58.0	21.6	4.80	3.0	219.90
93-94	2.0	2.0	.5	77.0	36.0	8.6	56.0	20.1	4.80	3.0	210.00
94-95	2.0	2.0	.5	77.0	42.0	8.6	54.0	20.1	4.80	3.0	214.00
95-96	2.0	2.0	.5	79.0	43.0	8.6	52.0	19.1	4.75	3.0	213.95
96-97	2.0	2.0	.5	79.5	43.0	9.0	49.0	19.0	4.75	3.0	211.75
97-98	2.0	2.0	.5	81.0	43.0	9.4	49.0	20.0	5.25	3.0	215.18
98-99	2.0	2.0	.5	82.0	43.0	9.5	50.0	20.2	5.75	3.0	217.95
99-00	2.0	2.0	.5	82.0	43.0	9.5	50.0	21.4	6.75	3.0	220.15
00-01	2.0	2.0	.5	84.0	44.0	10.5	55.0	21.4	6.75	4.0	230.15
01-02	2.0	2.0	.5	85.0	44.0	10.5	66.0	22.6	6.75	4.0	243.35
02-03	2.0	3.0	.5	86.0	44.0	11.6	69.0	23.6	6.75	4.0	250.45

¹ Includes Animal Services and Parking Enforcement

² Includes Parking Administration, Sewer and Transit

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Section II

Revenues

Revenue Summary.....	page 8
General Fund Analysis.....	page 10
Revenue Detail.....	page 15
Description of Key Revenue Sources.....	page 25

Revenue Summary

Fiscal Year 2002-03

**All
Funds**

	<u>Amount</u>	<u>% of Total</u>
General Fund		
Property Tax	12,414,000	
Sales Tax	3,530,000	
Transient Occupancy Tax	3,700,000	
Business License Tax	620,000	
Other Taxes	758,000	
Licenses & Permits	835,800	
Code Enforcement Citations	5,000	
Use of Money & Property	1,710,430	
Revenue from Other Agencies	1,572,640	
Charges for Current Services	4,515,580	
Reimbursements & Contributions	274,240	
Other Revenue	13,100	
Subtotal General Fund	<u>29,948,790</u>	65.0%
Capital Improvement Fund		
Parking & Other Fines	1,197,000	
Real Property Transfer Tax	300,000	
Building Construction Tax	320,000	
Revenue from Other Agencies	293,000	
Other Revenue	5,000	
Subtotal Capital Improvement	<u>2,115,000</u>	4.6%
Parking Authority Fund		
Parking Lots & Meters	2,989,000	
Parking Permits & Other Revenue	778,000	
Subtotal Parking Authority Fund	<u>3,767,000</u>	8.2%
Sewer Fund		
Sewer Service Charges	4,410,000	
Revenue from Other Agencies	873,000	
Other Revenue	40,000	
Subtotal Sewer Fund	<u>5,323,000</u>	11.6%

Revenue Summary (Con't.)
Fiscal Year 2002-03

**All
Funds**

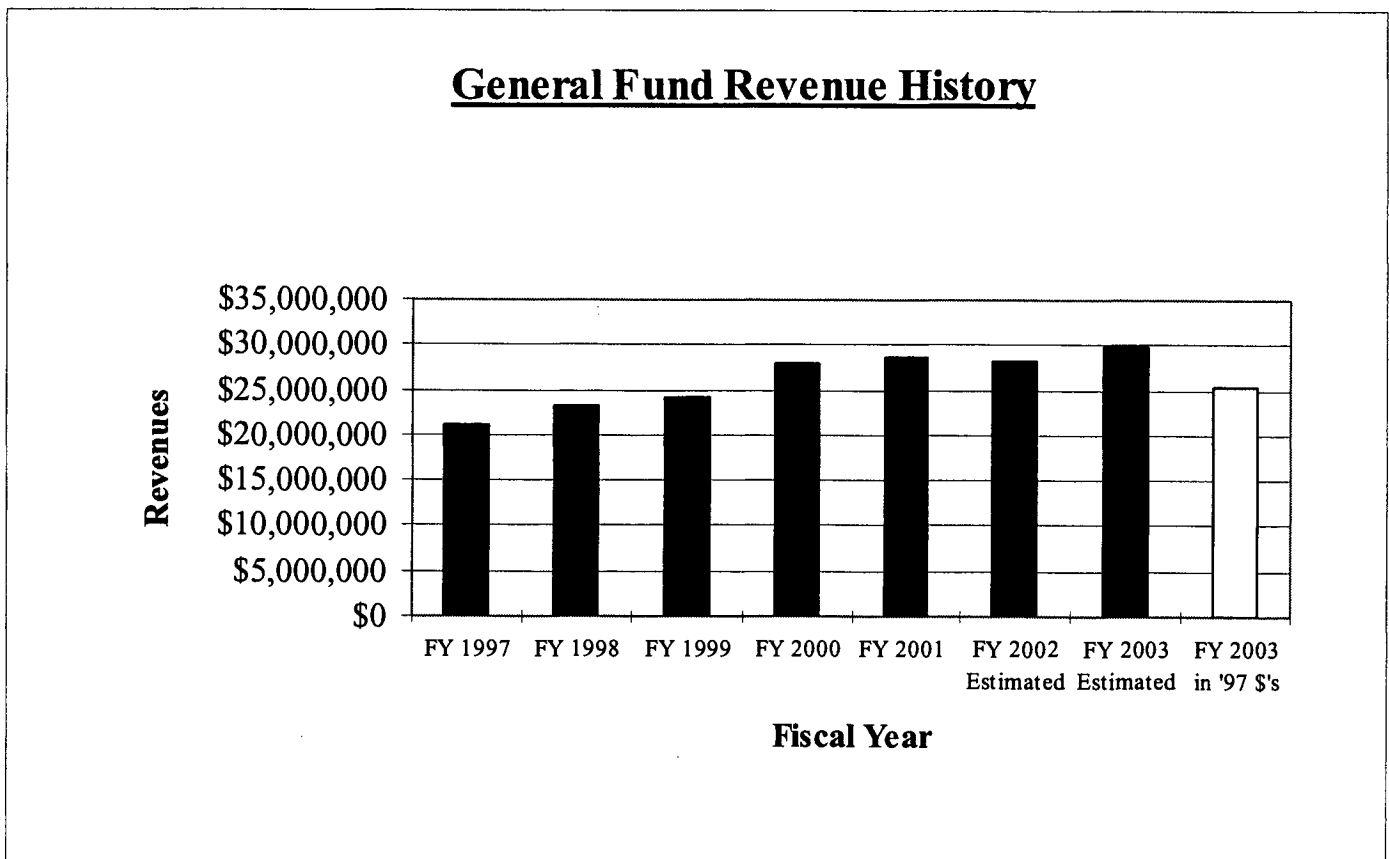
	<u>Amount</u>	<u>% of Total</u>
Transit Fund		
State Grants	1,158,000	
Bus Fares & Other Bus Income	139,000	
Revenue from Other Agencies	125,500	
Parking Authority Fund Subsidy in Lieu of Tram Fares	142,000	
Subtotal Transit Fund	<u>1,564,500</u>	3.4%
Street Lighting Fund	580,600	1.3%
Gas Tax Fund	777,000	1.7%
Debt Service Fund	1,779,000	3.9%
Special Revenue & Grants Fund	115,000	0.3%
TOTAL ALL REVENUES	<u><u>\$45,969,890</u></u>	100.0%

General Fund Analysis

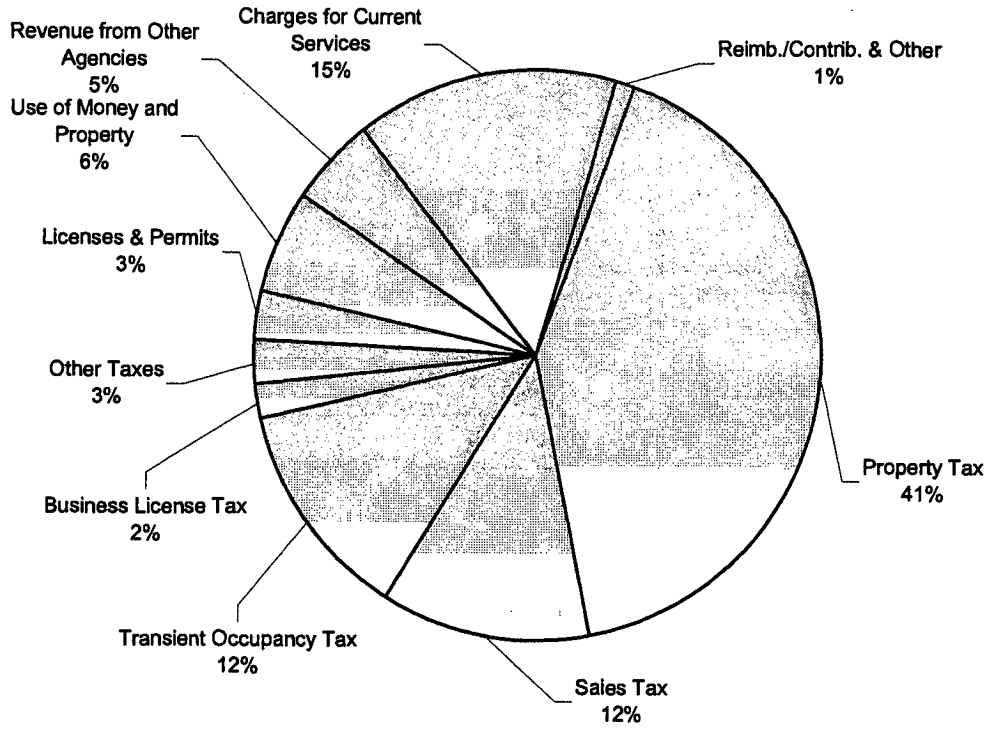
As shown on the Revenue Summary, the City relies on the General Fund as its primary source of operating revenues. The following three charts provide an overview of the history, composition and use of General Fund revenues.

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

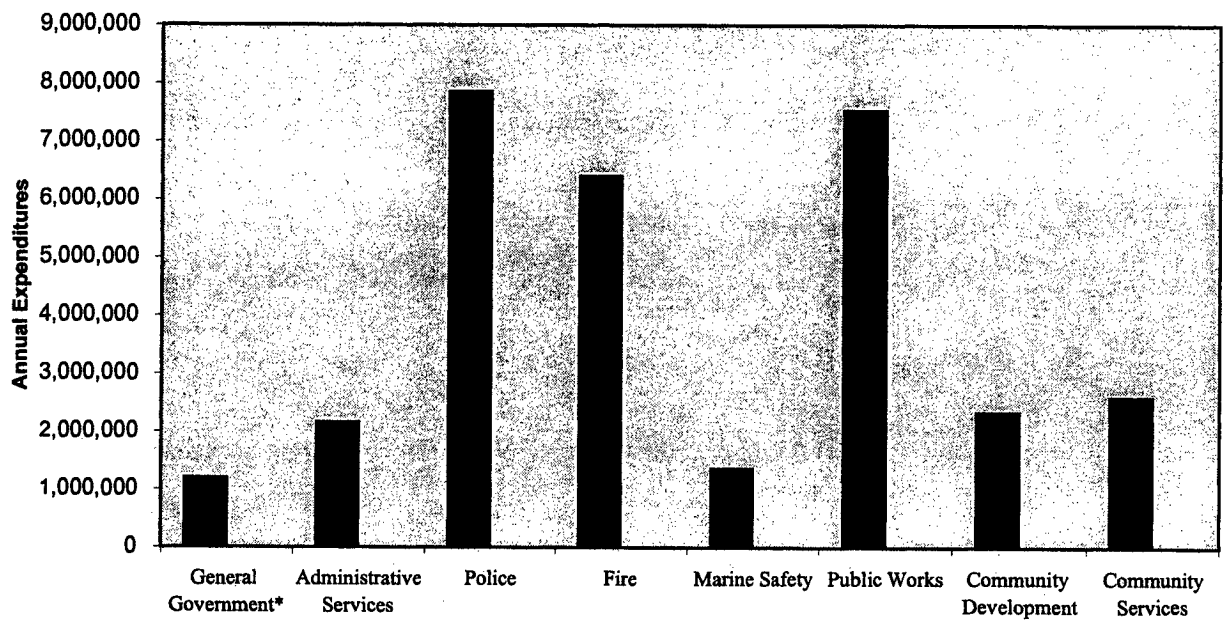
In the bar charts showing revenue histories, an unshaded bar has been added to the far right side of each graph to show the impact of inflation over the period of time covered by the graph. This unshaded bar is labeled "FY 2003 in '97 \$'s." The value for this bar is arrived at by applying the inflation rate over the preceding years to the amount of revenue projected for Fiscal Year 2003. For example, in looking at the General Fund Revenue History shown immediately below, revenues have grown about forty percent since 1997. But, when measured in dollars that are adjusted for inflation (the unshaded bar), the *purchasing power* of the revenues in 2003 has actually increased by about twenty percent.



General Fund Revenue Source

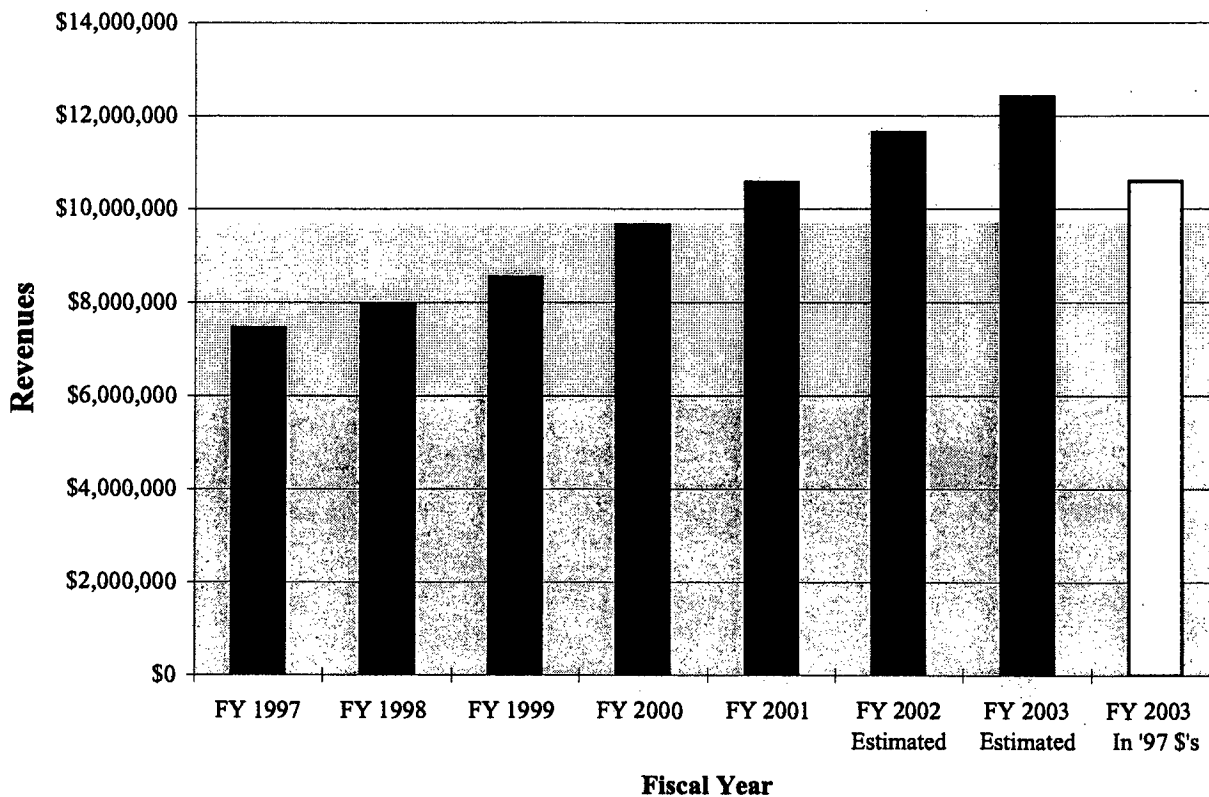


General Fund Expenditures by Department

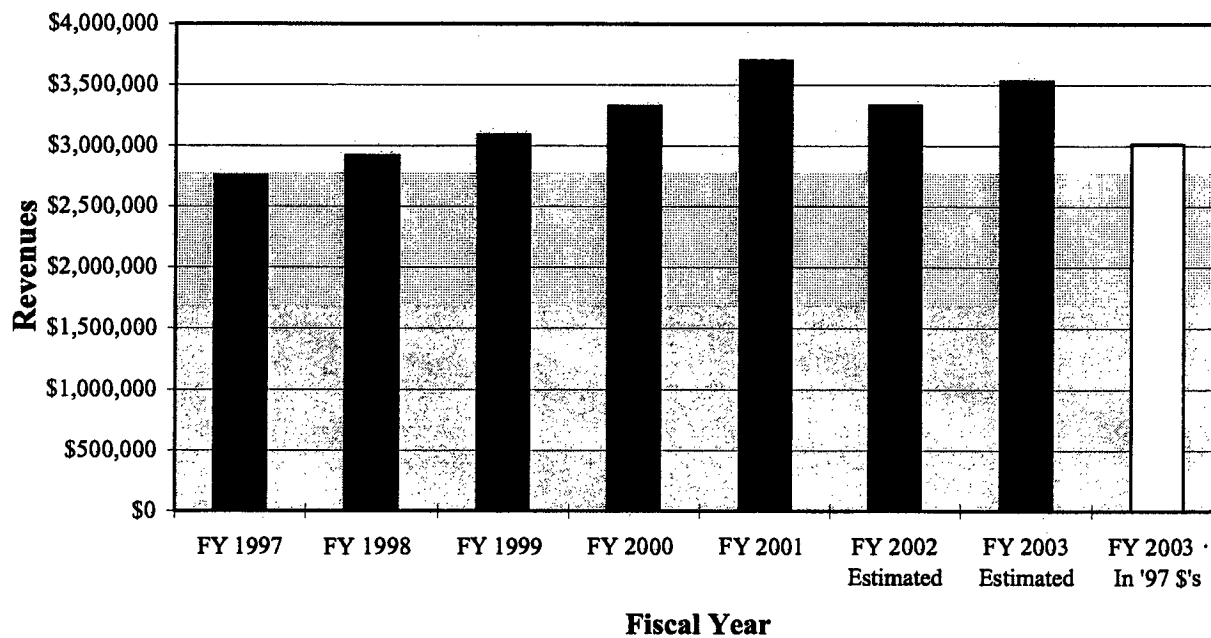


* Includes City Council, City Manager, City Clerk, City Treasurer and City Attorney.

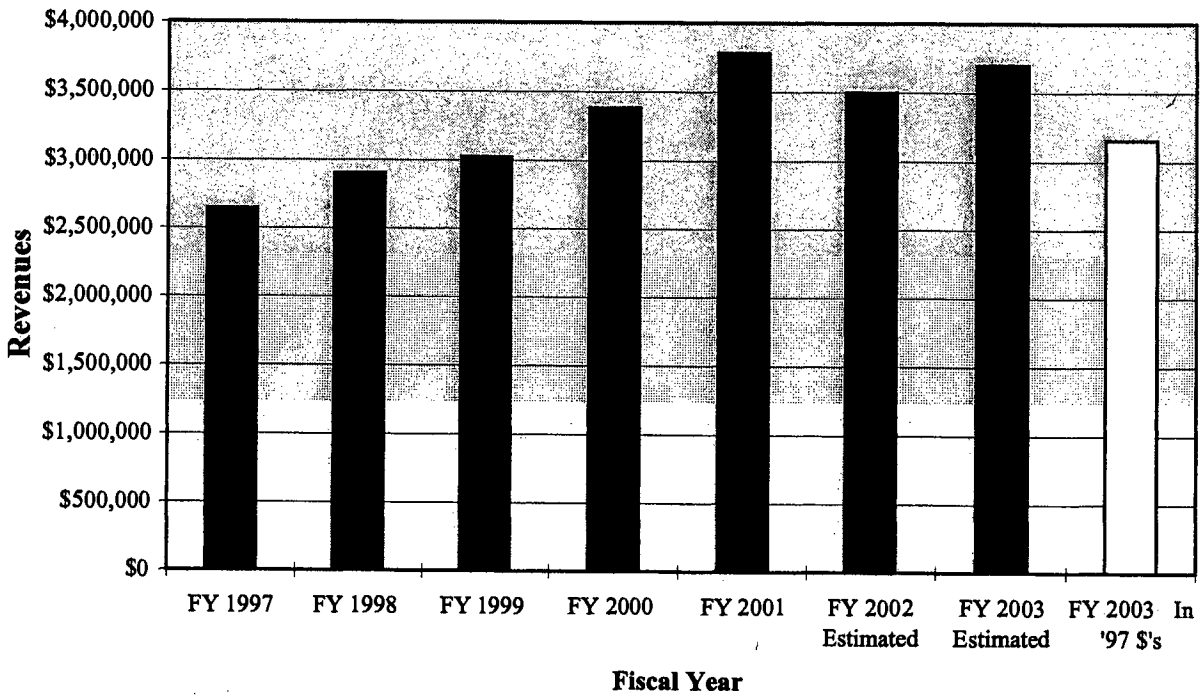
Property Tax



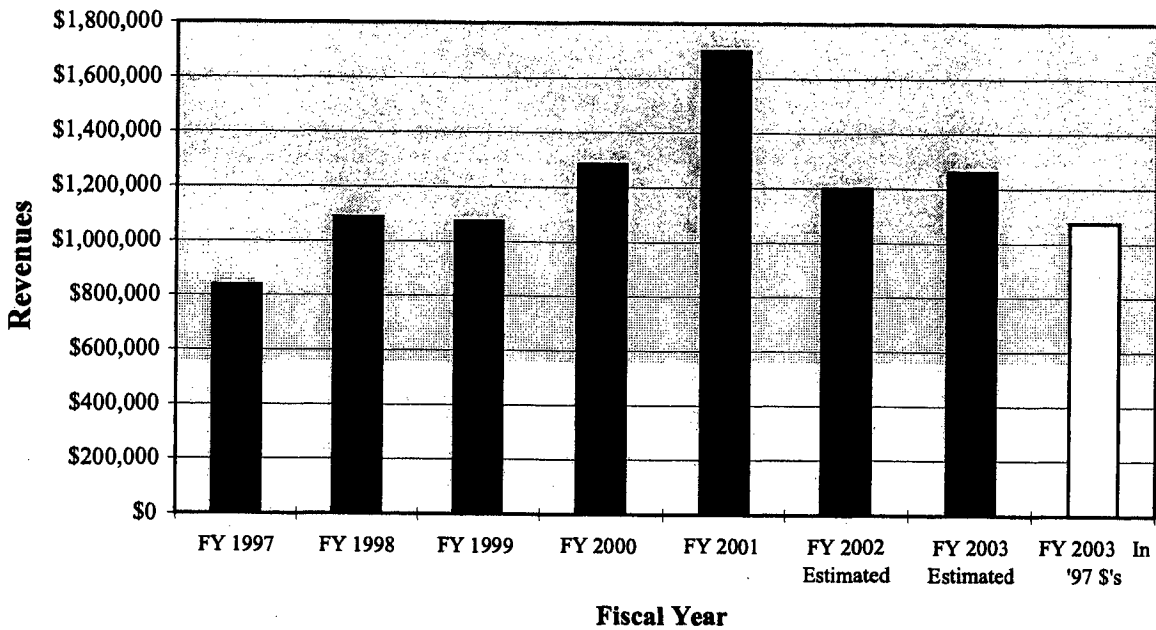
Sales Tax



Transient Occupancy Tax



Investment Income



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Revenue Detail

Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
110	GENERAL FUND				
	<u>Property Tax</u>				
3010	Current Unsecured	\$9,208,730	\$9,744,000	\$10,304,000	\$11,032,000
3015	Public Utility	149,870	164,800	161,000	172,000
3020	Current Unsecured	551,185	576,700	589,000	630,000
3025	Supplemental Apportionment	381,628	335,000	360,000	350,000
3030	Prior Years	131,978	130,000	130,000	130,000
3050	Delinquent Taxes - Interest & Penalties	146,883	100,000	100,000	100,000
	Subtotal	10,570,274	11,050,500	11,644,000	12,414,000
	<u>Other Taxes</u>				
3101	Sales Tax - General	3,446,775	3,200,000	3,100,000	3,300,000
3103	Sales Tax - Public Safety	254,042	230,000	230,000	230,000
3112	Transient Occupancy Tax	3,783,349	3,700,000	3,500,000	3,700,000
3118	Franchise Tax - Trash	115,562	118,000	118,000	118,000
3119	Franchise Tax - Cable TV	387,617	380,000	370,000	380,000
3120	Franchise Tax - Natural Gas	83,162	70,000	70,000	85,000
3121	Franchise Tax - Electric	161,562	150,000	160,000	175,000
3135	Business License Tax	623,337	600,000	620,000	620,000
	Subtotal	8,855,406	8,448,000	8,168,000	8,608,000
	<u>Licenses and Permits</u>				
3300	Animal Licenses	50,011	50,000	50,000	64,000
3310	Building Permits	450,921	489,600	480,000	619,000
3313	Plumbing Permits	23,307	26,110	23,000	24,000
3316	Electric Permits	47,877	50,050	45,000	47,000
3319	Mechanical Permits	21,283	20,670	20,000	20,800
3320	Coastal Development Permits	21,130	21,760	21,000	22,000
3328	Public Works Permits	5,953	4,000	5,000	5,000
3335	Grading Permits	5,975	7,620	5,000	5,200
3340	Temporary Use Permits	2,139	2,180	6,000	2,100
3345	Conditional Use Permits	17,750	22,640	15,000	15,600
3350	Encroachment Permits	4,800	3,260	3,000	3,100
3360	Alarm Permits	14,125	19,000	8,000	8,000
	Subtotal	665,271	716,890	681,000	835,800
	<u>Fines and Penalties</u>				
3440	Citations - Code Enforcement			5,700	5,000
	Subtotal	0	0	5,700	5,000

Revenue Detail (Con't.)
Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
<u>Use of Money and Property</u>					
3500	Investment Earnings	1,700,382	1,325,000	1,200,000	1,260,000
3510	Rent - Commuity Center	11,755	11,000	11,000	11,000
3515	Rent - Festival of Arts	301,004	301,000	310,600	230,080
3520	Rent - Third Street	106,236	160,000	105,000	115,000
3530	Rent - Moulton Playhouse	8,050	8,100	8,100	8,100
3540	Rent - Anneliese Pre-School	61,308	56,000	59,400	61,250
3550	Rent - Miscellaneous	27,295	25,000	25,000	25,000
	Subtotal	2,216,030	1,886,100	1,719,100	1,710,430
<u>From Other Agencies</u>					
3601	Motor Vehicle In-Lieu Tax	1,293,716	1,200,000	1,200,000	1,300,000
3615	Homeowners Property Tax Relief	161,991	157,000	158,000	158,000
3635	Peace Officers Standards & Training	30,662	41,160	30,000	43,990
3638	Motor Vehicle Off Highway	494	400	400	400
3640	State Recycling Grant	9,252	7,800	7,800	6,850
3641	Used Oil Recycling Block Grant				10,900
3680	General Disaster Grant - OES			3,543	
3690	Mutual Aid Contract	14,260		35,000	
3705	Abandoned Vehicle Program	58,231	45,000	50,000	50,000
3707	ERAF Repayments	139,932			
3730	Air Quality Management District	816	2,500	2,500	2,500
3860	Disaster Relief Grant - Federal	1,787		55,340	
	Subtotal	1,711,141	1,453,860	1,542,583	1,572,640
<u>Charges for Current Services</u>					
3901	Variance	95,786	76,160	65,000	78,000
3904	Zone Change	1,355			
3905	Biological Habitat Mitigation	2,680		2,000	2,000
3907	Plan Check Fees - Building	265,970	282,880	230,000	260,000
3909	Plan Check Fees - Zoning	48,774	45,620	45,000	54,500
3910	Design Review	137,198	141,440	140,000	169,000
3915	Subdivision Fees	14,915	8,700	8,000	8,300
3923	General Plan Amendment	3,706	2,180	1,000	1,000
3926	Environmental Report	30,770	14,140	14,000	14,500
3930	Real Property Report	106,900	137,090	96,000	116,000
3935	Design Review Appeals	8,075	10,880	5,000	6,000
3940	Other Filing and Permit Fees	22,324	24,820	20,000	27,000

Revenue Detail (Con't.)
Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
3942	Use & Occupancy Inspection Fees	17,217	15,230	17,000	21,000
3943	Grading Fee - Diamond/Crestview			10,000	20,000
3944	Floor Area Fee - Diamond/Crestview			8,500	17,000
3950	Other Inspection Fees	496	400	400	400
3955	Special Policing Fees	5,995	8,000	8,000	8,000
3956	False Alarm Fees	23,205	20,000	24,000	26,000
3957	Finger Printing	1,915	2,000	2,000	2,900
3958	Police Reports	8,457	8,000	8,000	16,200
3960	Vehicle Towing & Release Fees	10,800	12,000	12,000	22,800
3965	Animal Services - Laguna Woods	43,569	60,000	60,000	62,840
3970	Animal Shelter Fees	19,612	20,000	20,000	27,000
3978	Weed and Lot Cleaning	64,649	93,430	60,000	75,870
3980	Landscape Development Fee	13,475	10,000	10,000	10,000
4003	Business Improvement District		555,000	555,000	740,000
4005	Refuse Service Charges	1,497,548	1,580,470	1,506,000	1,540,250
4010	Paramedic Non-Resident Fees	20,380	20,000	20,000	20,000
4011	Paramedic Medical Supplies Fees	31,033	10,000	10,000	10,000
4012	Swimming Pool Classes	88,967	100,000	90,000	90,000
4013	Swimming Pool Use Fees	42,701	45,000	42,000	42,000
4014	Marine Safety Beach Classes	77,576	65,000	75,000	75,000
4020	Recreation - Social & Cultural	576,834	525,000	585,000	575,000
4021	Recreation - Basketball Leagues	4,200	7,000	4,800	4,800
4024	Recreation - Adult Softball	9,078	10,000	10,000	10,000
4030	Recreation - Misc. Sports Programs	55,399	40,000	50,000	50,000
4038	Recreation - Special Programs	5,848	18,000	6,000	8,000
4040	Passport to Laguna Tickets	22,960	20,000	20,000	
4041	Recreation - Brochure Advertising	36,425	35,000	32,000	32,000
4042	Recreation - Park Weddings	48,260	47,000	47,000	61,000
4043	Recreation - Film Permits	10,725	8,000	8,000	8,000
4044	Recreation - Miscellaneous Fees	3,033	2,000	2,000	2,000
4048	City Hall Parking	122,841	115,000	120,000	144,000
4130	Lifeguard Services - Private Beaches	18,227	18,000	19,000	19,000
4140	Sale of Maps, Books & Copying	10,818	11,970	8,000	8,300
4150	Assessment District Service-Fees	65,989	28,810	29,000	28,920
4160	Returned Check Fee	1,303	1,000	1,000	1,000
	Subtotal	3,697,988	4,255,220	4,105,700	4,515,580

Revenue Detail (Con't.)
Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
<u>Other Revenue</u>					
4202	Sale of Real & Personal Property	500,335	2,000	2,000	2,000
4220	Police Auction	905	1,000	2,000	1,000
4230	Miscellaneous Income	8,548	10,000	10,000	10,100
4280	Over and Short	613			
	Subtotal	510,401	13,000	14,000	13,100
<u>Reimbursements & Contributions</u>					
Reimbursements:					
4301	SB 90 Reimbursements	48,022	24,000	24,000	
4302	RNSP Overtime	40,323	20,000	20,000	20,000
4303	Lifeguard Training - SA College	7,488	20,000	8,000	10,000
4312	Other Agencies	13,373	16,000	16,000	16,000
4314	Festival of Arts Parking Plan	19,603	21,500	22,000	22,500
4320	Workers' Compensation Insurance	169,276	120,000	160,000	160,000
4330	Property Damage	20,994	2,000	3,000	3,000
4357	School District	40,951	51,850	45,000	25,740
4359	Nuisance Abatement		1,000		
4360	Miscellaneous	10,705	7,000	5,000	5,000
Contributions:					
4370	Non-Government Sources	2,415	12,000	2,000	2,000
4375	Animal Shelter	15,732	5,000	12,000	5,000
4376	D.A.R.E.	11,739	5,000	6,000	5,000
	Subtotal	400,621	305,350	323,000	274,240
GENERAL FUND TOTAL		28,627,132	28,128,920	28,203,083	29,948,790
114 OPEN SPACE FUND					
OPEN SPACE FUND TOTAL		0	0	0	0

Revenue Detail (Con't.)
Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
116	CAPITAL IMPROVEMENT FUND				
3138	Real Property Transfer Tax	339,768	350,000	330,000	300,000
3144	Building Construction Tax	400,855	275,000	320,000	320,000
3410	Vehicle Code Fines	368,742	350,000	225,000	325,000
3415	Municipal Code Fines - Other	42,349	31,000	37,000	37,000
3420	Municipal Code Fines - Parking	792,878	830,000	720,000	775,000
3422	Municipal Code Fines - DMV	77,054	100,000	60,000	60,000
3515	Rent - Festival of Arts	312,151	312,000	332,110	
3663	Coastal Conservancy Grant - Brown's Park		275,000	275,000	
3671	State Park Bond		303,664	303,664	293,000
3959	Auto Immobilization Fee	5,535	5,000	5,000	5,000
4360	Reimbursements - Miscellaneous			193,000	
	CAPITAL IMPROVEMENT FUND TOTAL	2,339,332	2,831,664	2,800,774	2,115,000
118	PARKING AUTHORITY FUND				
4051	Parking Meter Zones	1,660,140	1,604,000	1,620,000	2,143,000
4071	Parking Lot Meters & Fees	689,260	634,000	651,500	846,000
4084	Parking Permits	776,381	100,000	90,000	770,000
4202	Sale of Real & Personal Property	2,735	3,000	3,000	3,000
4230	Miscellaneous Income	8,243	10,000	5,000	5,000
4280	Over and Short	(7)			
	PARKING AUTHORITY FUND TOTAL	3,136,752	2,351,000	2,369,500	3,767,000
120	PARKING IN-LIEU FUND				
3500	Investment Earnings	26,375		17,000	
	PARKING IN-LIEU FUND TOTAL	26,375	0	17,000	0
122	PARK IN-LIEU FUND				
3160	Park In-Lieu Fee	176,791		68,100	
3500	Investment Earnings	15,857		13,000	
	PARK IN-LIEU FUND TOTAL	192,648	0	81,100	0

Revenue Detail (Con't.)
Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
123 ART IN-LIEU FUND					
3150	Art In-Lieu Fee	48,959			
3500	Investment Earnings	7,509		5,000	
4370	Contributions - Non-Government Sources	10,000		11,500	
ART IN-LIEU FUND TOTAL		66,468	0	16,500	0
124 DRAINAGE FUND					
3170	Drainage In-Lieu Fee	109,910		45,000	
3500	Investment Earnings	5,792		5,000	
DRAINAGE FUND TOTAL		115,702	0	50,000	0
127 HOUSING IN-LIEU FUND					
3185	Housing In-Lieu Fee	103,168		60,800	
3500	Investment Earnings	15,102		13,000	
HOUSING IN-LIEU FUND TOTAL		118,270	0	73,800	0
132 GAS TAX FUND					
3102	Sales Tax - Measure M	263,867	230,000	250,000	250,000
3500	Investment Earnings	94,750	20,000	50,000	10,000
3620	OCTA Gas Tax Exchange	583,200			
3624	Gasoline Tax - Section 2105	153,827	151,000	151,000	150,000
3625	Gasoline Tax - Section 2106	104,412	105,000	100,000	100,000
3626	Gasoline Tax - Section 2107	203,266	190,000	190,000	190,000
3627	Gasoline Tax - Section 2107.5	6,000	6,000	5,000	5,000
3631	Traffic Congestion Relief Fund	180,205		72,000	72,000
3820	Arterial Hwy Rehabilitation Program		508,000	508,000	
GAS TAX FUND TOTAL		1,589,527	1,210,000	1,326,000	777,000
134 STREET LIGHTING DISTRICT FUND					
3010	Property Taxes - Current Secured	345,141	340,000	384,200	395,100
3015	Property Taxes - Public Utility	5,021	5,000	5,400	5,500
3020	Property Taxes - Current Unsecured	20,712	20,000	22,000	23,000
3025	Property Taxes - Suppl. Apportionment	14,341	10,000	15,000	14,000

Revenue Detail (Con't.)
Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
3030	Property Taxes - Prior Years	4,730	5,000	5,000	5,000
3040	Property Taxes - Other	118,879	110,000	126,000	130,000
3050	Property Taxes - Interest & Penalties	1,867	2,000	2,000	2,000
3615	Homeowners Property Tax Relief	6,087	6,000	5,900	6,000
4360	Reimbursements - Miscellaneous			2,100	
4370	Contributions - Non-Government Sources	7,000			
STREET LIGHTING DISTRICT FUND TOTAL		523,778	498,000	567,600	580,600
 137 SEWER FUND					
3825	EPA Appropriations Act Grant				873,000
3982	Sewer Service Charges	3,796,890	3,873,400	3,863,300	4,260,000
3986	Sewer Connection Charges	223,773	150,000	200,000	150,000
4207	Sale of AWMA Capacity	65,000			
4313	North Coast Interceptor Reimbursement	11,479	10,000	10,000	10,000
4360	Reimbursements - Miscellaneous	168,709	50,000	30,000	30,000
4370	Contributions - Non-Government Sources	5,500			
SEWER FUND TOTAL		4,271,351	4,083,400	4,103,300	5,323,000
 139 SPECIAL REVENUE & GRANTS FUND					
POLICE GRANTS:					
3500	Investment Earnings	3,673		3,600	
<u>State Grants:</u>					
3658	COPS 2002				100,000
3659	DUI Checkpoint	15,970			
3660	COPS 1999	40,730			
3661	COPS 2000	68,076			
3665	State Technology 1999	40,000			
3668	COPS 2001		100,000	100,000	
3667	State Technology 2000	9,471		49,600	
3669	Alcohol Beverage Control		16,006	16,006	
Subtotal State Grants		174,247	116,006	165,606	100,000

Revenue Detail (Con't.)
Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
<u>Federal Grants:</u>					
3754	COPS Hiring 1998	18,230			
3757	COPS More 1998	200,301			
3758	Department of Justice 2000-01	3,051			
3759	Local Law Enforcement Block 1999	34,994			
3760	Local Law Enforcement Block 2000		28,800	28,800	
3761	Department of Justice 2001-02		7,417	7,417	
	Subtotal Federal Grants	256,576	36,217	36,217	0
	POLICE GRANTS TOTAL	434,496	152,223	205,423	100,000
 ASSET FORFEITURES:					
3430	Asset Forfeitures - RNSP	2,042		9,600	
3435	Asset Forfeitures - LBPB	47,039		4,900	
3500	Investment Earnings	2,478		4,200	
	ASSET FORFEITURES TOTAL	51,559	0	18,700	0
 WATER QUALITY GRANTS:					
3664	OC Urban Runoff Diversion		30,000	30,000	
	WATER QUALITY GRANTS TOTAL	0	30,000	30,000	0
 COMMUNITY DEVELOPMENT BLOCK GRANT:					
3810	Community Development Block Grant	8,680	15,000	15,000	15,000
	COMM. DEV. BLOCK GRANT TOTAL	8,680	15,000	15,000	15,000
 DISASTER GRANTS:					
<u>December 1997 OES Rainstorm:</u>					
3680	General Disaster Grant - OES			1,100	
	Dec. 1997 OES Rainstorm Total	0	0	1,100	0
 <u>February 1998 FEMA/OES Rainstorm:</u>					
3680	General Disaster - OES	15,523		550	
3860	General Disaster - FEMA	47,195			
3862	FEMA Hazard Mitigation	138,508			
	Feb. 1998 FEMA/OES Rainstorm Total	201,226	0	550	0
	DISASTER GRANTS TOTAL	201,226	0	1,650	0
	SPECIAL REVENUE & GRANTS FUND TOTAL	695,961	197,223	270,773	115,000

Revenue Detail (Con't.)
Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
144 DEBT SERVICE FUND					
3010	Property Taxes - Current Secured	1,610,646	1,630,000	1,553,000	1,553,000
3015	Property Taxes - Public Utility	26,015	26,000	36,000	36,000
3020	Property Taxes - Current Unsecured	29,763	32,000	28,000	28,000
3025	Property Taxes - Suppl. Apportionment	115,584	82,000	100,000	100,000
3030	Property Taxes - Prior Years	31,171	36,000	31,000	31,000
3040	Property Taxes - Other		200		
3050	Property Taxes - Interest & Penalties	10,482	9,000	9,000	9,000
3500	Investment Earnings	87,249	77,000	10,000	10,000
3615	Homeowners Property Tax Relief	15,352	15,000	12,000	12,000
4550	General Obligation Bond Proceeds	13,379,676			
	DEBT SERVICE FUND TOTAL	15,305,938	1,907,200	1,779,000	1,779,000
310 TRANSIT FUND					
3102	Measure M	481	500	500	500
3105	Transportaion Tax - Operating	428,834	495,600	495,600	654,500
3108	Transportaion Tax - Capital	182,305	257,000	257,000	503,500
3500	Investment Earnings	95			
3720	OCTA Operating Assistance	125,000	125,000	125,000	125,000
4091	Main Line Regular Fares	32,585	34,000	30,000	30,000
4092	Main Line AQMD Passes	22,379	19,000	19,000	19,000
4093	Transit Plus Taxi Vouchers	1,900	10,000	10,000	10,000
4094	Act V Lot Park & Ride				49,000
4095	Main Line Regular Passes	6,325	7,000	7,000	7,000
4096	Bus Charter Fees	25,254	24,000	27,000	24,000
4097	Festival Regular Fares	35,983	40,000	36,000	142,000 *
4098	Festival AQMD Passes	5,903	5,000	5,000	
4099	Festival Regular Passes	68,883	63,000	66,800	
4202	Sale of Real & Personal Property			6,100	
4390	Contributions From Other Funds	6,558			
	TRANSIT FUND TOTAL	942,485	1,080,100	1,085,000	1,564,500
	ALL OPERATING FUNDS TOTAL	\$57,951,719	\$42,287,507	\$42,743,430	\$45,969,890

* Fares paid by Parking Authority Fund as of July 1, 2002.

Revenue Detail (Con't.)
Fiscal Year 2002-2003

**All
Funds**

Object	Account Title	Actual 2000-01	Adopted Budget 2001-02	Revised Estimate 2001-02	Adopted Budget 2002-03
<u>INTERNAL SERVICE FUNDS</u>					
126 INSURANCE & BENEFITS FUND					
4320	Workers' Compensation Insurance Reimb.	\$20,000		\$23,400	
4360	Reimbursement - Miscellaneous			296,400	\$250,000
4400	Employer - General Liability	1,272,690	\$1,272,800	1,272,800	1,311,000
4403	Employer - Workers' Compensation	1,007,000	1,205,010	1,205,010	1,874,000
4406	Employer - Group Insurance	728,765	953,080	990,000	1,137,000
4412	Employer - Dental Insurance	132,728	139,520	142,000	142,000
4420	Employer - Life Insurance	11,231	6,000	11,000	9,500
4425	Employer - Long Term Disability	52,438	37,700	35,000	11,000
4430	Employer - Unemployment Insurance	29,608			64,000
4440	Employee - Medical Insurance	178,972	191,460	205,000	245,000
4452	Employee - Dental Insurance	47,287	34,660	45,000	36,000
4460	Employee Benefit - Comp Time	3,330	1,120	1,120	12,250
4461	Employee Benefit - Vacation	144,670	138,950	138,950	241,760
4462	Employee Benefit - Sick Leave	125,440	130,610	130,610	193,700
INSURANCE & BENEFITS FUND TOTAL		\$3,754,159	\$4,110,910	\$4,496,290	\$5,527,210
128 VEHICLE REPLACEMENT FUND					
3500	Investment Earnings	19,830	19,400	19,400	17,000
3560	Vehicle Use Rent	636,600	656,160	656,160	761,880
4202	Sale of Real & Personal Property	23,424		10,000	
4390	Contributions From Other Funds	18,912			
VEHICLE REPLACEMENT FUND TOTAL		698,766	675,560	685,560	778,880

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 thirty (30) days or less.

Use of Money and Property: 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.

Charges for Current Services: 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.

Description of Key Revenue Sources (*con't*)

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 and Fees: 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 per 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

General Government.....	page 29
Administrative Services Department.....	page 41
Police Department.....	page 53
Fire Department.....	page 70
Marine Safety Department.....	page 79
Public Works Department.....	page 85
Community Development Department.....	page 115
Community Services Department.....	page 129
Internal Service Funds.....	page 145

Each of the above departments are further broken down by division and the budgets for each division are shown within their respective departments. The *chart on the next page* (p. 28) 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.

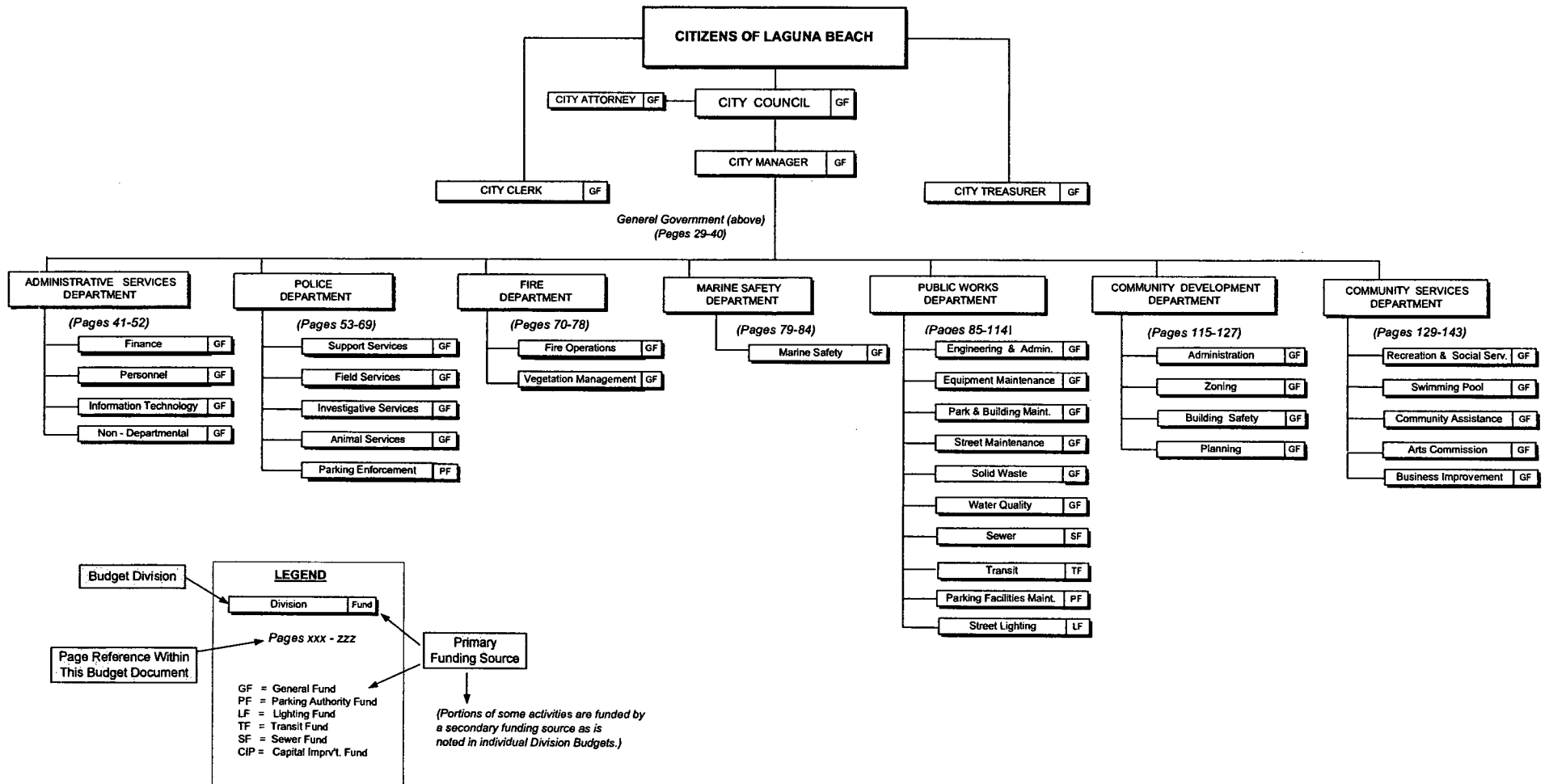
For the most part, all of the expenditure items within each division are funded from a single fund source; that fund is shown at the top right-hand corner of the division budget. In the few cases where a particular expenditure item is funded from a source other than the fund shown at the top of the division 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 chart entitled "Sources & Uses of Funds - *Summary by Department and Fund*" on page 4 of this budget.

**Organization Chart
Expenditure Budget**

All
Divisions

**City of Laguna Beach
FY 2002-03 Budget Structure**



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. Effective December the stipend will be \$425 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 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, Telecommunications Committee, Heritage Committee, HIV Advisory Committee, Housing and Human Affairs Committee, Open Space Committee, Parking, Traffic and Circulation Committee, and the Recreation Committee. Also, a Task Force on strategic planning (Vision Committee) is presently functioning.

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.

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, 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 \$5,500 per month for up to 60 hours of legal services, with additional litigation billed at \$170 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.

Major Initiatives:

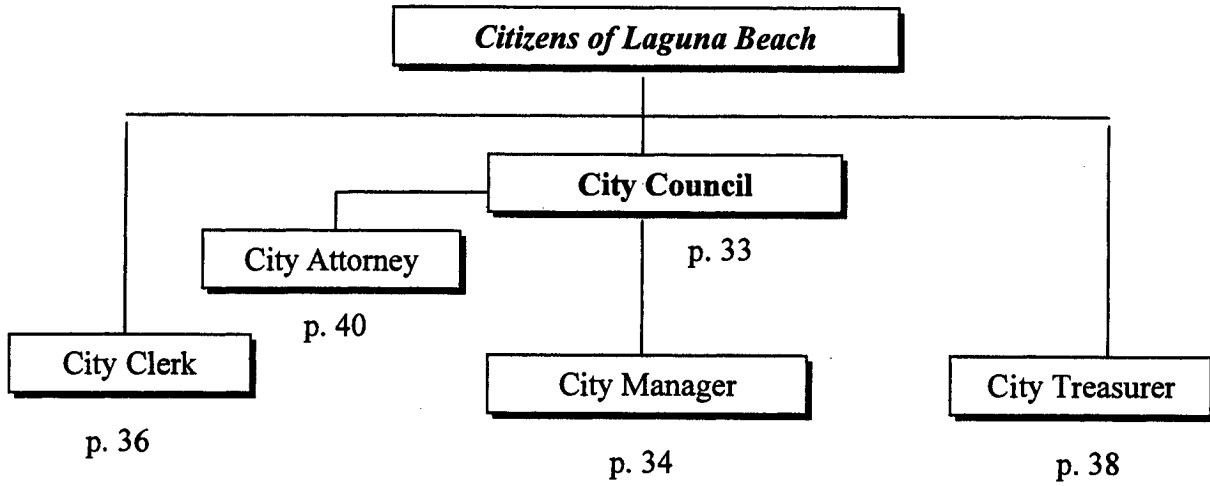
City Clerk -

- To continue to serve as a valuable resource to the public, staff and City Council
- To provide access to the City's archives on the internet network

City Treasurer -

- Obtain designation of Certified California Municipal Treasurer

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:

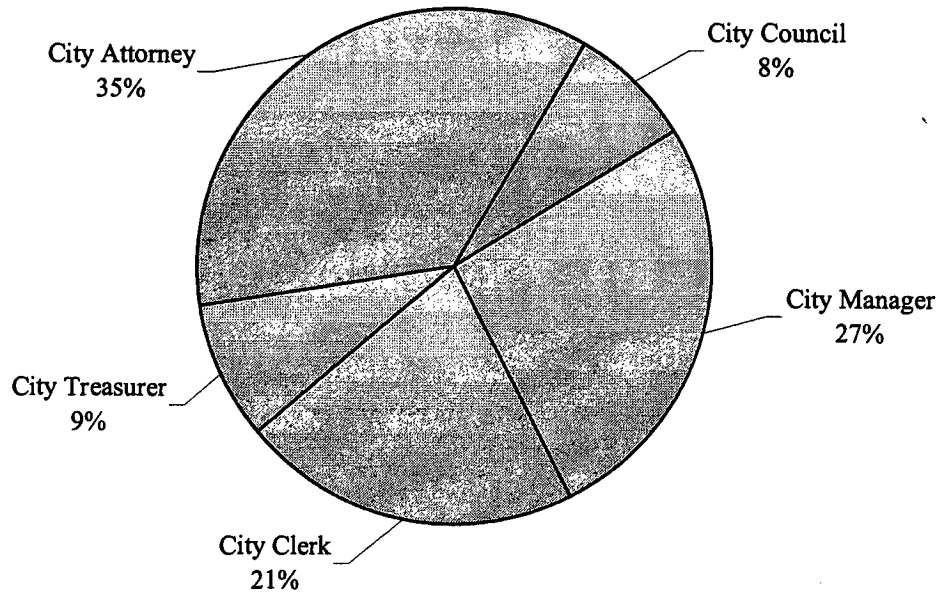


General Government Budget Summary

*All
Divisions*

<u>Department</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
City Council	\$23,320	\$70,000				\$93,320
City Manager	296,090	22,390				\$318,480
City Clerk	170,960	59,180		25,000		\$255,140
City Treasurer	61,300	43,520				\$104,820
City Attorney		430,000				\$430,000
Department Total	\$551,670	\$625,090	\$0	\$25,000	\$0	\$1,201,760

Summary By Department Total



City Council**General Fund/1101**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Salaries and Wages</u>					
1003	Salaries, Part Time	\$18,277	\$18,000	\$22,380	\$22,380
1101	Retirement	97			
1103	P.A.R.S. Retirement	488	550	670	670
1318	Medicare Insurance	265	270	270	270
	Subtotal	19,127	18,820	23,320	23,320
<u>Maintenance and Operations</u>					
2011	Training, Travel and Dues	20,931	32,150	32,830	32,830
2031	Telephone	741	740	770	770
2101	Materials and Supplies	864	1,200	1,200	1,200
2281	Printing	4,752	3,300	3,400	3,400
2401	Contractual Services	19,142	33,500	29,500	29,500
2432	Postage	1,820	2,200	2,300	2,300
	Subtotal	48,250	73,090	70,000	70,000
	Grand Total	\$67,377	\$91,910	\$93,320	\$93,320

City Manager*General Fund/1201*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Salaries and Wages</u>					
1001	Salaries, Full Time	\$203,337	\$206,750	\$265,940	\$265,940
1038	Sick Leave Payoff	2,770	5,100	8,400	8,400
1040	Vacation Payoff			1,180	1,180
1101	Retirement	2,698			
1201	Workers' Compensation	400	470	940	940
1300	Employee Group Insurance	9,030	14,270	17,940	17,940
1318	Medicare Insurance	845	840	1,690	1,690
	Subtotal	219,080	227,430	296,090	296,090
<u>Maintenance and Operations</u>					
2011	Training, Travel and Dues	9,363	10,960	10,650	10,650
2024	Electricity	490	620	510	510
2027	Water	43	50	50	50
2031	Telephone	1,650	1,230	1,700	1,700
2101	Materials and Supplies	1,909	3,570	3,780	3,780
2170	General Insurance	3,200	3,610	4,300	4,300
2222	Repairs and Maint. Other		800	1,000	1,000
2281	Printing	32	400	400	400
	Subtotal	16,687	21,240	22,390	22,390
	Grand Total	\$235,767	\$248,670	\$318,480	\$318,480

City Manager Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.	Adopted		Department	Adopted	
	Budget	Request	Budget	Budget	Request	Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
City Manager	1	1	1	\$149,030	\$149,030	\$149,030
Assistant City Manager*		1	1		56,890	56,890
Secretary to City Manager	1	1	1	57,720	60,020	60,020
TOTAL	2	3	3	\$206,750	\$265,940	\$265,940

* As of February 1, 2003

City Clerk

General Fund/1301

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures 2000-01	2001-02	Request 2002-03	Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$122,055	\$132,930	\$138,240	\$138,240
1003	Salaries, Part Time	10,718	6,240	6,490	6,490
1006	Salaries, Overtime	4,493	5,200	5,410	5,410
1038	Sick Leave Payoff	780	390	4,600	4,600
1040	Vacation Payoff	2,160	2,050	3,490	3,490
1101	Retirement	1,619			
1103	P.A.R.S. Retirement	402	230	240	240
1201	Workers' Compensation	240	280	610	610
1300	Employee Group Insurance	8,200	9,800	11,000	11,000
1318	Medicare Insurance	878	770	880	880
Subtotal		151,545	157,890	170,960	170,960
Maintenance and Operations					
2011	Training, Travel and Dues	3,041	3,060	3,160	3,160
2024	Electricity	490	610	510	510
2027	Water	24	30	20	20
2031	Telephone	1,069	810	1,100	1,100
2101	Materials and Supplies	9,018	9,160	10,530	10,530
2170	General Insurance	1,930	2,200	2,760	2,760
2222	Repairs and Maint. Other	362	1,600	1,600	1,600
2281	Printing		10,000	10,000	10,000
2302	Legal Advertising	2,757	9,000	9,000	9,000
2401	Contractual Services	18,687	15,200	20,500	20,500
Subtotal		37,378	51,670	59,180	59,180
Capital Outlay					
5408	Office Furniture and Equipment				
<i>(Prior Years' Capital Outlay shown in Total Only)</i>					
Subtotal		2,000	4,000	0	0
Special Programs					
8300	Scanning Project Programming			31,000	25,000
Subtotal		0	0	31,000	25,000
Grand Total		\$190,923	\$213,560	\$261,140	\$255,140

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
	City Clerk	1	1	1	\$85,810	\$89,240
Deputy City Clerk	1	1	1	47,120	49,000	49,000
TOTAL	2	2	2	\$132,930	\$138,240	\$138,240

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$36,546	\$48,430	\$50,630	\$50,630
1038	Sick Leave Payoff	450	810	1,150	1,150
1040	Vacation Payoff		2,710	2,980	2,980
1101	Retirement	512			
1201	Workers' Compensation	60	1,030	300	300
1300	Employee Group Insurance	4,100	4,900	5,500	5,500
1318	Medicare Insurance	536	700	740	740
	Subtotal	42,204	58,580	61,300	61,300
Maintenance and Operations					
2011	Training, Travel and Dues	2,488	2,150	3,420	2,700
2024	Electricity	490	520	510	510
2027	Water	24	30	20	20
2031	Telephone	604	450	850	850
2101	Materials and Supplies	648	580	690	690
2170	General Insurance	440	570	930	930
2222	Repairs and Maint. Other	647	500	500	500
2401	Contractual Services	41,782	34,770	42,120	37,320
	Subtotal	47,123	39,570	49,040	43,520
Capital Outlay					
5408	Office Furniture and Equipment				
	Subtotal	3,981	0	0	0
	Grand Total	\$93,308	\$98,150	\$110,340	\$104,820

(Prior Years' Capital Outlay shown in Total Only)

City Treasurer Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
City Treasurer	0.5	0.5	0.5	\$48,430	\$50,630	\$50,630
TOTAL	0.5	0.5	0.5	\$48,430	\$50,630	\$50,630

City Attorney

General Fund/1501

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures	2001-02	Request	Budget
		2000-01		2002-03	2002-03
<u>Maintenance and Operations</u>					
2401	Contractual Services	\$360,044	\$430,000	\$430,000	\$430,000
	Grand Total	\$360,044	\$430,000	\$430,000	\$430,000

Administrative Services Department

The Administrative Services Department is comprised of four divisions; Personnel, Information Technology, Finance and Non-Departmental. This department also provides technical support to all operating departments. There are 11.6 authorized positions, which are filled by 13 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 of the division include maintenance of personnel records for the City's 250 full-time and 220 part-time employees. It also includes responsibility for recruitment and selection, 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 compensation, classification and employee benefits programs; oversees equal employment opportunity programs; ensures compliance with State and Federal employment mandates; and coordinates employee safety and workers' compensation programs. Personnel is also responsible for the interpretation and implementation of the Memoranda of Understanding and Personnel Rules and Regulations with employee bargaining units. Staff support is provided to the Personnel Board.

Information Technology - This division provides information technology support for the City's internal computer network, including the operation, maintenance and repair of network hardware and client workstations. Primary responsibilities include the following: day-to-day network center operation, including the provision of a safe and secure environment for centralized data libraries and equipment; maintenance of documentation for hardware and software components: routine installation, troubleshooting and repair for servers, hubs, cabling, personal computers and related peripherals; formulation and review of client/server procedures, software platforms and the acquisition of assets to ensure overall systems compatibility and the maintenance of a technologically unified workforce; provide city-wide coordination for compatible and cohesive data formats and general implementation assistance of information technology to other city departments. This division also manages the City's web site and it's enhancement. Staff support is provided to the Telecommunications Committee.

Finance - This division performs all finance, accounting, business licensing and cashiering functions for the City. It also prepares and monitors the City's annual budget. 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 9,100 payroll and 6,900 vendor checks. The division also provides accounting for approximately \$46 million in revenues and approximately \$48 million in 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 mainframe financial computer.

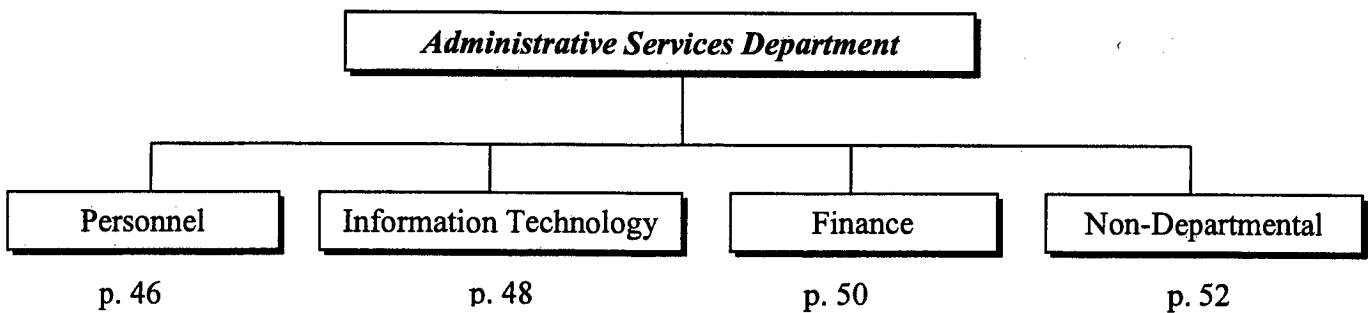
An annual audit by an independent certified public accountant is administered and financed through this division's contractual service account.

Non-Departmental - This division includes city-wide costs, such as for telephone maintenance, stationary, postage, and other city-wide projects. These costs have been centralized for budgetary purposes. Additionally, costs to administer the general obligation debt issued to purchase the Laguna Laurel open space are included in this division.

Major Initiatives:

- Implement improvements to the workers' compensation program through claim management and department training with a goal of reducing work related injuries and lost time
- Use web technology to enhance public information, communication and staff resources through web site enhancements and internet access
- Implement phase one of the GASB 34 financial statements reporting requirements

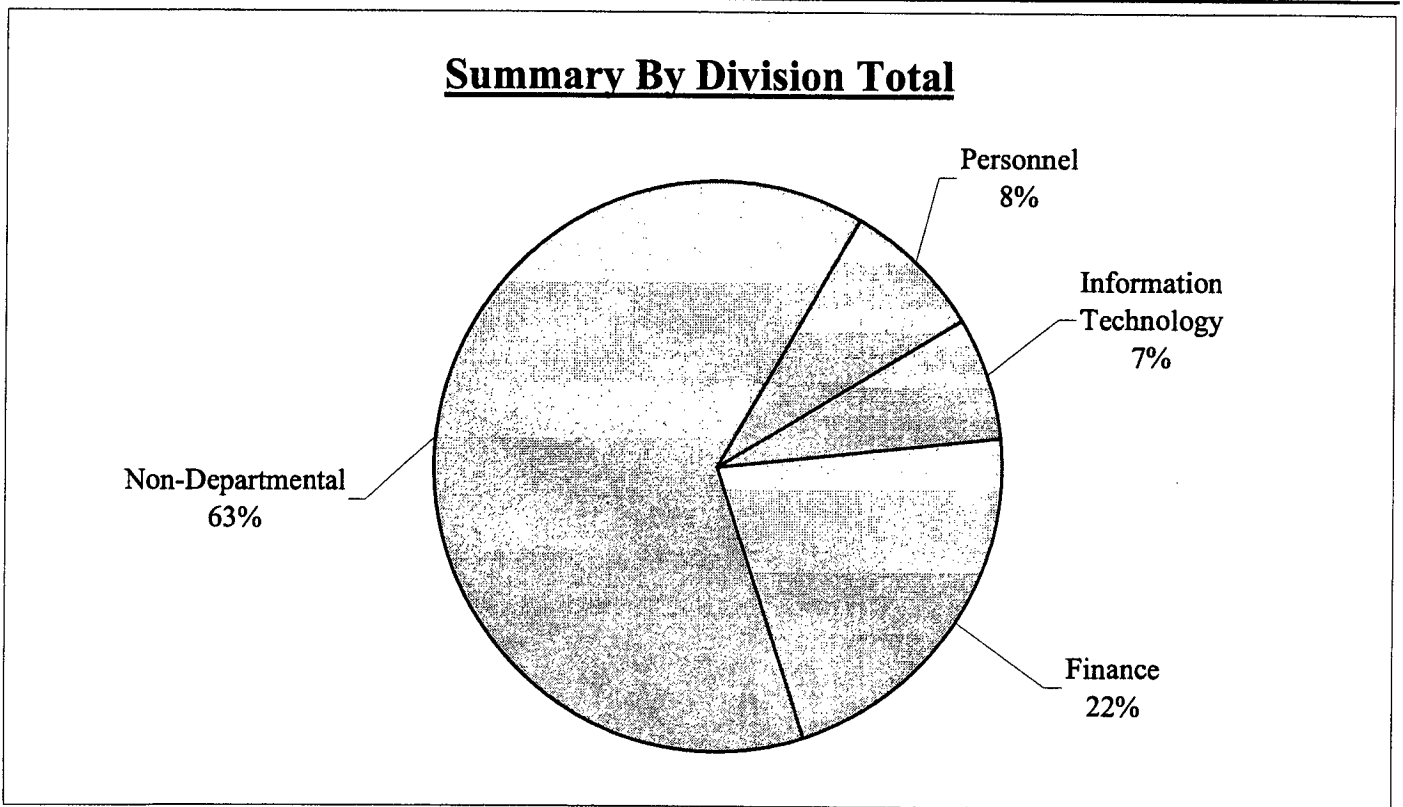
The chart below shows the budget structure of the Administrative Services Department. The numbers below each division indicate the pages that follow in which a more detailed budget can be found:



**Administrative Services Department
Budget Summary**

**All
Divisions**

Division	MAJOR CATEGORY OF EXPENDITURE					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Personnel	\$161,470	\$87,390	\$2,000	\$41,800		\$292,660
Information Technology	158,150	66,440	31,800			\$256,390
Finance	598,530	142,290	9,200	50,000		\$800,020
Non-Departmental	192,640	1,306,880	125,000	712,000		\$2,336,520
Department Total	\$1,110,790	\$1,603,000	\$168,000	\$803,800	\$0	\$3,685,590



**Administrative Services Department
Budget Detail**

**All
Divisions**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$713,275	\$862,040	\$981,320	\$981,320
1003	Salaries, Part Time	30,075	36,430	42,240	42,240
1006	Salaries, Overtime	944			
1009	Salaries, Redistributed	(17,340)	(18,880)	(20,640)	(20,640)
1038	Sick Leave Payoff	5,620	3,500	9,460	9,460
1040	Vacation Payoff	12,140	5,590	11,330	11,330
1101	Retirement	17,502	273,840		
1103	P.A.R.S. Retirement	1,147	1,370	1,580	1,580
1201	Workers' Compensation	2,860	3,540	9,070	9,070
1300	Employee Group Insurance	43,050	51,450	63,340	63,340
1318	Medicare Insurance	8,303	11,630	13,090	13,090
	Subtotal	817,576	1,230,510	1,110,790	1,110,790
Maintenance and Operations					
2011	Training, Travel and Dues	8,604	10,690	13,620	13,620
2024	Electricity	1,961	2,410	2,530	2,530
2027	Water	131	130	140	140
2031	Telephone	8,091	6,100	8,900	8,900
2101	Materials and Supplies	32,740	43,290	44,120	44,120
2150	Rents and Leases	9,110	9,900	16,500	16,500
2170	General Insurance	8,800	9,750	13,450	13,450
2222	Repairs and Maint. Other	39,611	33,730	69,440	69,440
2281	Printing	13,077	10,580	13,620	13,620
2302	Legal Advertising	33,680	26,000	26,000	26,000
2401	Contractual Services	241,212	130,650	134,510	134,510
2432	Postage	45,253	42,000	49,500	49,500
2501	Bond Principal	16,132,583	945,000	970,000	970,000
2521	Bond Interest	947,013	888,410	543,360	543,360
2804	Costs Redistributed	(215,880)	(267,430)	(302,690)	(302,690)
2956	Gas Tax Exchange	583,200			
	Subtotal	17,889,186	1,891,210	1,603,000	1,603,000
Capital Outlay					
5408	Office Furniture & Equipment	11,490	33,100	23,800	23,800
5622	Other Equipment			153,700	144,200
	Subtotal	11,490	33,100	177,500	168,000
Special Programs					
	Special Programs	952,723	523,658	308,800	803,800
	Subtotal	952,723	523,658	308,800	803,800
	Grand Total	\$19,670,975	\$3,678,478	\$3,200,090	\$3,685,590

**Administrative Services Department
Position Summary**

**All
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Deputy City Manager	1			\$121,350		
Director of Administrative Services		1	1		\$132,280	\$132,280
Finance Officer	1	1	1	100,010	104,000	104,000
Admin.Svc.Mgr/Personnel Officer	1	1	1	92,700	96,400	96,400
Associate Accountant	0.6	0.6	0.6	37,020	39,980	39,980
Accounting Technicians	1.5	1.6	1.6	77,500	85,980	85,980
Computer Network Admin.	1	1	1	80,180	83,390	83,390
Information System Specialist*		1	1		61,070	61,070
Account Clerk	0.6	0.6	0.6	23,190	24,120	24,120
Personnel Specialists	1.8	1.8	1.8	81,110	86,650	86,650
Senior Clerks	2	2	2	64,440	77,480	77,480
Non-Departmental				177,040	189,970	189,970
Supplemental Hours				7,500		
TOTAL	10.5	11.6	11.6	\$862,040	\$981,320	\$981,320

* As of August 1, 2002

Personnel Division*Administrative Services
General Fund/1601*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$120,642	\$136,110	\$143,840	\$143,840
1006	Salaries, Overtime	325			
1038	Sick Leave Payoff	1,900	1,960	1,000	1,000
1040	Vacation Payoff	4,740	3,960	2,970	2,970
1101	Retirement	1,593			
1201	Workers' Compensation	240	270	570	570
1300	Employee Group Insurance	8,200	9,800	11,000	11,000
1318	Medicare Insurance	1,772	1,970	2,090	2,090
	Subtotal	139,412	154,070	161,470	161,470
Maintenance and Operations					
2011	Training, Travel and Dues	3,165	3,040	3,220	3,220
2024	Electricity	490	590	510	510
2027	Water	24	30	20	20
2031	Telephone	2,137	1,500	2,100	2,100
2101	Materials and Supplies	11,711	11,990	11,990	11,990
2170	General Insurance	1,870	2,120	2,610	2,610
2222	Repairs and Maint. Other	300	280	490	490
2281	Printing	2,292	1,210	1,210	1,210
2302	Legal Advertising	33,680	26,000	26,000	26,000
2401	Contractual Services	43,977	38,940	39,240	39,240
	Subtotal	99,646	85,700	87,390	87,390
Capital Outlay					
5408	(R) Personal Computer			2,000	2,000
	Subtotal	0	0	2,000	2,000
Special Programs					
8000	DMV Requirements	1,268	2,000	2,000	2,000
8031	Educational Reimbursement	18,790	20,000	16,000	16,000
8039	Employee Training	15,360	23,800	23,800	23,800
	Subtotal	35,418	45,800	41,800	41,800
	Grand Total	\$274,476	\$285,570	\$292,660	\$292,660

Personnel 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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Admin. Services Manager/ Personnel Officer	1	1	1	\$92,700	\$96,400	\$96,400
Personnel Specialist	1	1	1	43,410	47,440	47,440
TOTAL	2	2	2	\$136,110	\$143,840	\$143,840

Information Technology Services

*Administrative Services
General Fund 1603*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$77,100	\$80,180	\$144,460	\$144,460
1038	New Sick Leave Payoff			970	970
1040	Vacation Payoff			950	950
1101	Retirement	1,038			
1201	Workers' Compensation			340	340
1300	Employee Group Insurance	4,100	4,900	10,540	10,540
1318	Medicare Insurance			890	890
	Subtotal	82,238	85,080	158,150	158,150
Maintenance and Operations					
2011	Training, Travel and Dues	279	500	3,000	3,000
2024	Electricity			490	490
2027	Water			20	20
2031	Telephone			800	800
2101	Materials and Supplies	4,500	4,500	4,500	4,500
2150	Rents and Leases	9,110	8,900	15,500	15,500
2170	General Insurance			1,530	1,530
2222	Repairs and Maint. Other	19,868	13,000	48,000	48,000
2281	Printing		250		
2401	Contractual Services	1,443	2,200	3,600	3,600
2804	Costs Redistributed	(11,000)	(11,000)	(11,000)	(11,000)
	Subtotal	24,200	18,350	66,440	66,440
Capital Outlay					
5622	(R) Four Network Hubs	-	-	3,200	3,200
5622	(R) Air Conditioning/Network Office	-	-	5,000	5,000
5622	(A) Netscreen Firewall Appliances	-	-	3,000	3,000
5622	(R) Call Accounting Server			5,000	5,000
5622	(A) 2nd Emergency Elec. Circuit			3,000	3,000
5622	(A) Protocol Analyzer	-	-	5,500	
5408	(A) Office Equip.-Info.Sys.Specialist	-	-	5,000	5,000
5408	(A) Anti-virus Software	-	-	2,500	2,500
5408	(R) Upgrade Six Servers to Win 2000	-	-	5,100	5,100
5622	(A) Portable LCD Video Project	-	-	4,000	
	Subtotal	8,714	15,000	41,300	31,800
Special Programs					
8028	Network Internet Connection	46,028			
8029	Wide Area Network Installation	30,797			
	Subtotal	76,825		0	
	Grand Total	\$191,977	\$118,430	\$265,890	\$256,390

Information Technology 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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Computer Network Admin.	1	1	1	80,180	83,390	83,390
Information System Specialist*		1	1		61,070	61,070
TOTAL	1	2	2	\$80,180	\$144,460	\$144,460

* As of August 1, 2002

Finance Division

*Administrative Services
General Fund/1602 & 1701*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$372,437	\$468,710	\$503,050	\$503,050
1003	Salaries, Part Time	30,075	36,430	42,240	42,240
1006	Salaries, Overtime	619			
1009	Salaries, Redistributed	(17,340)	(18,880)	(20,640)	(20,640)
1038	Sick Leave Payoff	3,720	1,540	7,490	7,490
1040	Vacation Payoff	7,400	1,630	7,410	7,410
1101	Retirement	5,602			
1103	P.A.R.S. Retirement	1,147	1,370	1,580	1,580
1201	Workers' Compensation	2,620	3,270	8,160	8,160
1300	Employee Group Insurance	30,750	36,750	41,800	41,800
1318	Medicare Insurance	5,436	6,960	7,440	7,440
	Subtotal	442,466	537,780	598,530	598,530
Maintenance and Operations					
2011	Training, Travel and Dues	5,160	7,150	7,400	7,400
2024	Electricity	1,471	1,820	1,530	1,530
2027	Water	107	100	100	100
2031	Telephone	5,954	4,600	6,000	6,000
2101	Materials and Supplies	4,544	10,550	9,680	9,680
2150	Rents and Leases		1,000	1,000	1,000
2170	General Insurance	6,930	7,630	9,310	9,310
2222	Repairs and Maint. Other	4,399	6,250	8,190	8,190
2281	Printing	10,785	9,120	12,410	12,410
2401	Contractual Services	124,462	84,510	86,670	86,670
	Subtotal	163,812	132,730	142,290	142,290
Capital Outlay					
5408	(R) Four Personal Computers			8,000	8,000
5408	(R) Network Printer			1,200	1,200
	Subtotal	2,776	7,100	9,200	9,200
Special Programs					
8307	New Accounting System				50,000
	Subtotal	0	0	0	50,000
	Grand Total	\$609,054	\$677,610	\$750,020	\$800,020

Finance Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept.	Adopted	Budget	Department	Adopted
	2001-02	Request	Budget	2001-02	Request	Budget
	2002-03	2002-03	2001-02	2002-03	2002-03	
Deputy City Manager	1			\$121,350		
Director of Administrative Services		1	1		\$132,280	\$132,280
Finance Officer	1	1	1	100,010	104,000	104,000
Associate Accountant	0.6	0.6	0.6	37,020	39,980	39,980
Accounting Technicians	1.5	1.6	1.6	77,500	85,980	85,980
Personnel Specialist	0.8	0.8	0.8	37,700	39,210	39,210
Senior Clerks	2	2	2	64,440	77,480	77,480
Account Clerk	0.6	0.6	0.6	23,190	24,120	24,120
Supplemental Hours				7,500		
TOTAL	7.5	7.6	7.6	\$468,710	\$503,050	\$503,050

Non-Departmental Division

*Administrative Services
General Fund/1781*

Account No. Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages				
1001 Salaries, Full Time	\$143,096	\$177,040	\$189,970	\$189,970
1101 Retirement	9,269	273,840		
1318 Medicare Insurance	1,095	2,700	2,670	2,670
Subtotal	153,460	453,580	192,640	192,640
Maintenance and Operations				
2101 Materials and Supplies	11,985	16,250	17,950	17,950
2222 Repairs and Maint. Other	15,044	14,200	12,760	12,760
2401 Contractual Services*	71,330	5,000	5,000	5,000
2432 Postage	45,253	42,000	49,500	49,500
2501 Bond Principal*	16,132,583	945,000	970,000	970,000
2521 Bond Interest*	947,013	888,410	543,360	543,360
2804 Costs Redistributed	(204,880)	(256,430)	(291,690)	(291,690)
2956 Gas Tax Exchange	583,200			
Subtotal	17,601,528	1,654,430	1,306,880	1,306,880
Capital Outlay				
5408 Office Furniture and Equipment				
5622 (R) Phone Switch Board			125,000	125,000
Subtotal	0	11,000	125,000	125,000
Special Programs				
8001 El Toro Reuse Plan Authority	397,636	400,000	200,000	250,000
8012 Hospitality Association	167,320	47,858		45,000
8027 Community Vision Program	95,524			
8041 Laguna Art Museum Grant	150,000			
8113 City Web Site Enhancement		25,000		
8115 Community/Senior Ctr.Consult.	30,000			
8204 LAFCO Funding		5,000	5,000	5,000
8308 Boys & Girls Club Grant			50,000	150,000
8309 Community Clinic Grant				250,000
8310 Playhouse Parking Study			12,000	12,000
Subtotal	840,480	477,858	267,000	712,000
Grand Total	\$18,595,468	\$2,596,868	\$1,891,520	\$2,336,520

* Funded from Laguna Laurel Debt Service Fund

Police Department

The Police Department's budget is organized into five activities and provides general law enforcement services, including animal control. There are eighty-six positions, fifty of which are sworn personnel. In addition, the department utilizes 10 reserve officers, 18 senior volunteers, 8 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 one 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, city wide emergency preparedness, court liaison duties and processing/monitoring of special permits (e.g., taxi and tow yard, etc.). Staffing consists of ten sworn and four non-sworn personnel, all of whom are involved in multi-faceted criminal investigations. The division also handles several administrative assignments. The Neighborhood Watch Program develops preventive measures to reduce crime in the community and provides safety programs to our schools. 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 a local informal level. Division personnel also supplant field operations as increased service demands dictate.

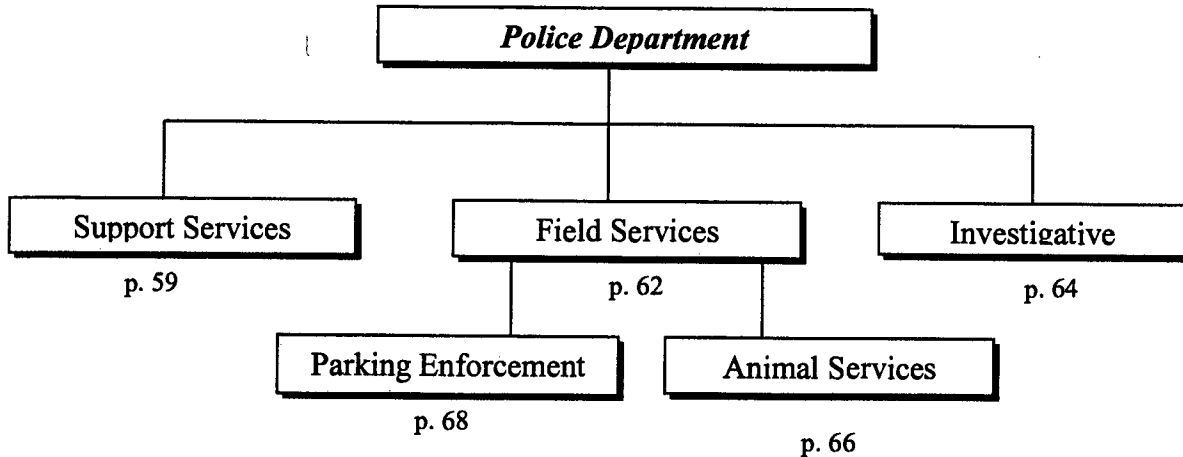
Support Services - This division provides technical support functions for the department as a whole, in addition to the management of records, facility maintenance, purchasing, computer systems, planning and research, public safety communications (Police, Fire and Marine Safety-during the winter months), parking services, vehicle maintenance, trustee program, jail operations and statistical services. The most critical responsibility involves the Public Safety Communications Section staffed by ten full-time and two part-time dispatchers who process emergency and non-emergency calls for service which total more than 36,000 annually. The Records Section is staffed by five civilians 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 records division processed in excess of 49,000 documented police activities in 2000. The division also handles fleet maintenance for 35 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 39 volunteers, the Animal Shelter cares for more than 600 impounded animals each year. In addition, three animal services officers enforce animal regulations within Laguna Beach and the community of Laguna Woods. 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:

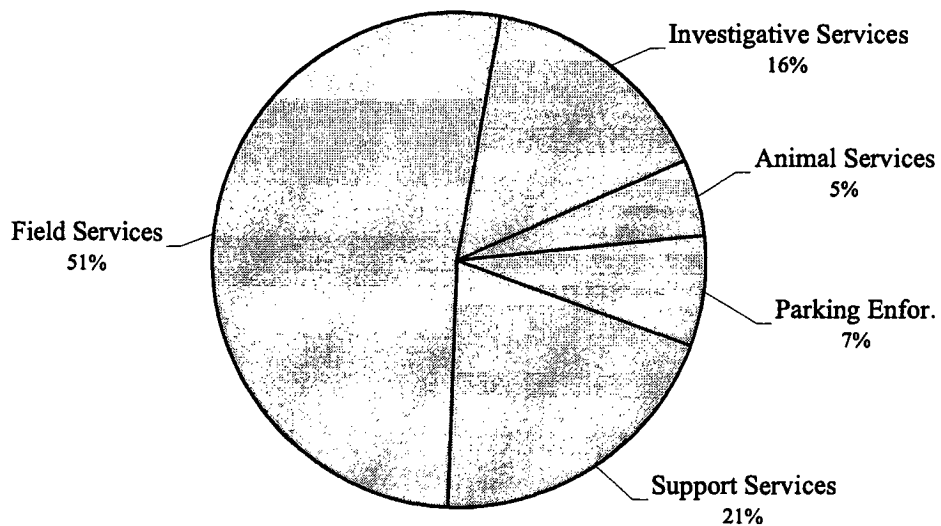


Police Department Budget Summary

*All
Divisions*

<u>Division</u>	MAJOR CATEGORY OF EXPENDITURE					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Support Services	\$1,292,790	\$358,700	\$46,000	\$2,000	\$0	\$1,699,490
Field Services	3,993,770	399,380		10,000	0	\$4,403,150
Investigative Services	1,097,010	170,280	1,840	48,990	0	\$1,318,120
Animal Services	349,670	81,620	1,990	5,000	0	\$438,280
Parking Enforcement	511,200	93,440	2,000		0	\$606,640
Department Total	\$7,244,440	\$1,103,420	\$51,830	\$65,990	\$0	\$8,465,680

Summary By Division Total



**Police Department
Budget Detail**

**All
Divisions**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$4,454,840	\$4,946,520	\$5,174,330	\$5,174,330
1003	Salaries, Part Time	160,420	162,710	175,730	175,730
1006	Salaries, Overtime	320,191	315,035	325,170	325,170
1038	Sick Leave Payoff	51,890	50,310	69,630	69,630
1040	Vacation Payoff	43,120	48,040	89,350	89,350
1042	Comp Time Payoffs	950	940	10,260	10,260
1053	Holiday Allowance	89,100	76,500	94,830	94,830
1101	Retirement	362,459	351,970	337,600	337,600
1103	P.A.R.S. Retirement	5,120	5,310	5,720	5,720
1201	Workers' Compensation	230,190	243,900	429,360	429,360
1300	Employee Group Insurance	346,450	416,500	473,000	473,000
1318	Medicare Insurance	45,621	53,961	59,460	59,460
	Subtotal	6,110,351	6,671,696	7,244,440	7,244,440
Maintenance and Operations					
2001	Uniforms and Laundry	54,278	54,087	49,620	48,420
2011	Training, Travel and Dues	8,024	16,900	18,790	18,790
2021	Natural Gas	5,742	4,730	5,970	5,970
2024	Electricity	24,238	29,500	25,210	25,210
2027	Water	6,629	4,990	6,030	6,030
2031	Telephone	50,387	43,560	50,190	50,190
2051	Gas and Lubrications	60,366	79,600	62,440	62,440
2101	Materials and Supplies	89,811	103,190	110,910	104,910
2150	Rents and Leases	148,832	198,980	171,280	171,280
2170	General Insurance	293,790	317,070	260,900	260,900
2201	Repairs and Maint. Auto.	75,575	76,410	72,210	72,210
2222	Repairs and Maint. Other	39,812	97,960	65,680	65,680
2281	Printing	12,093	28,720	26,620	26,620
2401	Contractual Services	146,157	171,980	176,090	174,870
2432	Postage	2,880	9,900	9,900	9,900
	Subtotal	1,018,614	1,237,577	1,111,840	1,103,420

Police Department
Budget Detail (Con't)

All
Divisions

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures		Request	Budget
		2000-01	2001-02	2002-03	2002-03
<u>Capital Outlay</u>					
5408	Office Furniture & Equipment	51,496	66,310	54,990	43,990
5622	Other Equipment	52,267	5,700	61,880	7,840
	Subtotal	103,763	72,010	116,870	51,830
<u>Special Programs</u>					
	Special Programs	511,387	53,150	65,990	65,990
	Subtotal	511,387	53,150	65,990	65,990
	Grand Total	\$7,744,115	\$8,034,433	\$8,539,140	\$8,465,680

**Police Department
Position Summary**

**All
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Chief of Police	1	1	1	\$121,350	\$132,280	\$132,280
Captains	3	2	2	300,030	208,000	208,000
Police Lieutenant		1	1		96,400	96,400
Sergeants	9	9	9	698,660	729,130	729,130
Police Officers II	6	6	6	400,560	416,580	416,580
Investigators	7	7	7	437,150	454,650	454,650
Police Officers	24	24	24	1,463,970	1,520,420	1,520,420
Dispatchers	6	7	7	260,690	308,880	308,880
Senior Dispatchers	3	3	3	149,700	155,670	155,670
Senior Records Clerks	2	3	3	80,060	126,340	126,340
Records Clerks	5	4	4	178,990	142,580	142,580
Administrative Secretary	1	1	1	41,490	45,530	45,530
Supply Clerk	1	1	1	40,450	44,180	44,180
Administrative Clerk	1	1	1	41,410	43,070	43,070
Comm. Serv. Officers II	2			94,240		
Comm. Serv. Officers	1	3	3	44,600	133,690	133,690
Senior Clerk	1	1	1	38,650	40,200	40,200
Kennel Manager	1	1	1	44,600	46,390	46,390
Animal Serv. Officers	3	3	3	127,260	134,350	134,350
Kennel Aides	2	2	2	77,300	80,400	80,400
Parking Control Officers	5	5	5	196,790	206,410	206,410
Computer Operator	1	1	1	44,600	46,390	46,390
Bilingual Pay				4,500	5,400	5,400
Education Incentive				49,870	47,790	47,790
Uniform Pay				9,600	9,600	9,600
TOTAL	85	86	86	\$4,946,520	\$5,174,330	\$5,174,330

Support Services Division*Police Department
General Fund/2101*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$883,469	\$1,018,700	\$1,102,100	\$1,102,100
1003	Salaries, Part Time	51,021	23,200	30,640	30,640
1006	Salaries, Overtime	53,934	16,290	23,710	23,710
1009	Salaries, Redistributed	(79,910)	(83,110)	(89,440)	(89,440)
1038	Sick Leave Payoff	9,160	9,490	13,210	13,210
1040	Vacation Payoff	9,160	8,170	14,300	14,300
1042	Comp Time Payoffs	100	890	2,770	2,770
1053	Holiday Allowance	10,836	12,780	17,370	17,370
1101	Retirement	37,765	31,250	30,740	30,740
1103	P.A.R.S. Retirement	1,932	870	1,100	1,100
1201	Workers' Compensation	72,850	42,040	20,670	20,670
1300	Employee Group Insurance	82,000	98,000	115,500	115,500
1318	Medicare Insurance	10,142	10,430	10,120	10,120
	Subtotal	1,142,459	1,189,000	1,292,790	1,292,790
Maintenance and Operations					
2001	Uniforms and Laundry	4,346	3,420	6,200	5,000
2011	Training, Travel and Dues	2,009	2,990	7,240	7,240
2024	Electricity	21,087	25,760	21,930	21,930
2027	Water	1,797	1,230	1,180	1,180
2031	Telephone	41,563	36,440	41,290	41,290
2051	Gas and Lubrications	2,556	3,740	2,940	2,940
2101	Materials and Supplies	33,946	41,030	39,600	39,600
2150	Rents and Leases	9,587	38,590	14,590	14,590
2170	General Insurance	85,870	92,700	70,870	70,870
2201	Repairs and Maint. Auto.	3,514	2,200	2,800	2,800
2222	Repairs and Maint. Other	26,624	75,960	43,080	43,080
2281	Printing	4,158	10,900	9,000	9,000
2401	Contractual Services	82,115	96,850	99,180	99,180
2432	Postage	106			
	Subtotal	319,278	431,810	359,900	358,700

Support Services Division (cont.)

**Police Department
General Fund/2101**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Capital Outlay					
5408	(A) MDC Antenna Sites	-	-	20,000	20,000
5408	(R) Eight Personal Computers	-	-	16,000	16,000
5408	(R) Two Computers/Alarm Program			4,000	4,000
5408	(A) Three Personal Computers			11,000	
5622	(R) PD Logon/File Server	-	-	6,000	6,000
5622	(A) Motorcycle Trailer	-	-	2,220	
5622	(R) Dispatch Comm. Console	-	-	34,000	
	Subtotal	32,595	28,810	93,220	46,000
Special Programs					
8061	O. C. Human Relations Comm.		1,990	2,000	2,000
8335	County Wide 800 MHZ Network	209,737			
	Subtotal	209,737	1,990	2,000	2,000
	Grand Total	\$1,704,069	\$1,651,610	\$1,747,910	\$1,699,490

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Chief of Police	1	1	1	\$121,350	\$132,280	\$132,280
Captain	1	1	1	100,010	104,000	104,000
Sergeant	1	1	1	79,120	80,990	80,990
Dispatchers*	6	7	7	260,690	308,880	308,880
Sr. Dispatchers	3	3	3	149,700	155,670	155,670
Sr. Records Clerk	1	1	1	38,650	40,200	40,200
Records Clerks	4	4	4	140,340	142,580	142,580
Admin. Secretary	1	1	1	41,490	45,530	45,530
Supply Clerk	1	1	1	40,450	44,180	44,180
Administrative Clerk	1	1	1	41,410	43,070	43,070
Bilingual Pay				1,800	2,700	2,700
Education Incentive				3,690	2,020	2,020
TOTAL	20	21	21	\$1,018,700	\$1,102,100	\$1,102,100

* Seventh Dispatcher funded by a transfer from the Asset Forfeiture Fund.

Field Services Division

*Police Department
General Fund/2102*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	2,349,138	\$2,538,060	\$2,645,430	\$2,645,430
1003	Salaries, Part Time	95,414	110,730	115,160	115,160
1006	Salaries, Overtime	231,522 *	230,490	239,710	239,710
1009	Salaries, Redistributed	19,900	20,700	21,530	21,530
1038	Sick Leave Payoff	28,520	27,930	38,460	38,460
1040	Vacation Payoff	23,500	24,880	52,710	52,710
1042	Comp Time Payoffs	440	10	5,470	5,470
1053	Holiday Allowance	65,756	55,830	67,140	67,140
1101	Retirement	257,783	257,470	247,570	247,570
1103	P.A.R.S. Retirement	2,645 *	3,370	3,500	3,500
1201	Workers' Compensation	75,730	136,890	315,560	315,560
1300	Employee Group Insurance	157,850	186,200	209,000	209,000
1318	Medicare Insurance	24,206	29,240	32,530	32,530
	Subtotal	3,332,404	3,621,800	3,993,770	3,993,770
Maintenance and Operations					
2001	Uniforms and Laundry	41,988 *	43,017 *	35,600	35,600
2011	Training, Travel and Dues	1,698	3,710	4,180	4,180
2051	Gas and Lubrications	48,446	61,890	48,150	48,150
2101	Materials and Supplies	19,556	23,060	21,200	21,200
2150	Rents and Leases	110,593	111,980	113,900	113,900
2170	General Insurance	114,520	123,410	107,730	107,730
2201	Repairs and Maint. Auto.	59,722	61,360	56,560	56,560
2222	Repairs and Maint. Other	4,255	6,660	6,660	6,660
2281	Printing	1,516	2,420	2,420	2,420
2401	Contractual Services	3,333	2,980	2,980	2,980
	Subtotal	405,627	440,487	399,380	399,380
Capital Outlay					
5622	(R) Two Radar Units			6,080	
5622	(R) Two Handheld Radar Units			3,460	
5622	(A) Digital Camera			990	
5622	(R) Roadspike Device			890	
	Subtotal	60,888	32,000	11,420	0
Special Programs					
8311	Traffic Signal Consulatant			10,000	10,000
8950	Mobile Data Computers*	262,214			
	Subtotal	262,214	0	10,000	10,000
	Grand Total	\$4,061,133	\$4,094,287	\$4,414,570	\$4,403,150

* Partly or fully funded by a police grant in the Special Revenue and Grants Fund.

Field 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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Captain	1	1	1	\$100,010	\$104,000	\$104,000
Police Sergeants	7	7	7	540,420	565,850	565,850
Police Officers II	6	6	6	400,560	416,580	416,580
Police Officers	24	24	24	1,463,970	1,520,420	1,520,420
Bilingual Pay				1,800	1,800	1,800
Education Incentive				31,300	36,780	36,780
TOTAL	38	38	38	\$2,538,060	\$2,645,430	\$2,645,430

Investigative Services Division

*Police Department
General Fund/2104*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$708,734	\$818,250	\$825,820	\$825,820
1006	Salaries, Overtime	30,639	60,325 *	53,510	53,510
1038	Sick Leave Payoff	9,500	9,320	13,410	13,410
1040	Vacation Payoff	5,940	9,250	13,160	13,160
1042	Comp Time Payoffs		20	1,440	1,440
1053	Holiday Allowance	6,696	2,140	3,410	3,410
1101	Retirement	60,424	63,250	59,290	59,290
1201	Workers' Compensation	71,850	29,130	44,090	44,090
1300	Employee Group Insurance	49,200	63,700	71,500	71,500
1318	Medicare Insurance	7,589	10,301	11,380	11,380
	Subtotal	950,572	1,065,686	1,097,010	1,097,010
Maintenance and Operations					
2001	Uniforms and Laundry	3,976	3,500	3,500	3,500
2011	Training, Travel and Dues	4,128	8,130 *	6,300	6,300
2051	Gas and Lubrications	3,898	6,520	5,090	5,090
2101	Materials and Supplies	13,280	14,370 *	23,230	18,230
2150	Rents and Leases	10,412	15,860	14,800	14,800
2170	General Insurance	84,030	89,850	68,860	68,860
2201	Repairs and Maint. Auto.	8,157	6,500	6,500	6,500
2222	Repairs and Maint. Other	1,028	2,200	2,200	2,200
2281	Printing	2,105	3,000	2,800	2,800
2401	Contractual Services	34,788	41,700	43,220	42,000
	Subtotal	165,802	191,630	176,500	170,280
Capital Outlay					
5622	(A) Video Capture System			6,400	
5622	(A) CPR Mannequin			1,840	1,840
	Subtotal	4,455	7,500	8,240	1,840
Special Programs					
8118	P.O.S.T. Reimb. Training	33,031	41,160	43,990	43,990
8244	D.A.R.E. Program	2,339	5,000	5,000	5,000
	Subtotal	35,370	46,160	48,990	48,990
	Grand Total	\$1,156,199	\$1,310,976	\$1,330,740	\$1,318,120

* Partly funded by a police grant in the Special Revenue and Grants Fund.

Investigative Services Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
		Dept.	Adopted		Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Police Captain	1			\$100,010		
Police Lieutenant		1	1		\$96,400	\$96,400
Police Sergeant	1	1	1	79,120	82,290	82,290
Investigators	7	7	7	437,150	454,650	454,650
Comm. Serv. Officers II	2			94,240		
Comm. Serv. Officers	1	3	3	44,600	133,690	133,690
Senior Clerk	1	1	1	38,650	40,200	40,200
Education Incentive				14,880	8,990	8,990
Uniform Pay				9,600	9,600	9,600
TOTAL	13	13	13	\$818,250	\$825,820	\$825,820

Animal Services Division

*Police Department
General Fund/2201*

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures 2000-01	2001-02	Request 2002-03	Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$216,813	\$249,160	\$261,140	\$261,140
1003	Salaries, Part Time	2,568	16,660	17,330	17,330
1006	Salaries, Overtime	1,360	5,600	5,820	5,820
1038	Sick Leave Payoff	1,860	1,410	1,960	1,960
1040	Vacation Payoff	1,440	2,170	3,210	3,210
1053	Holiday Allowance	2,587	5,750	6,910	6,910
1101	Retirement	2,733			
1103	P.A.R.S. Retirement	96	620	650	650
1201	Workers' Compensation	7,540	10,810	16,800	16,800
1300	Employee Group Insurance	24,600	29,400	33,000	33,000
1318	Medicare Insurance	1,490	1,520	2,850	2,850
	Subtotal	263,087	323,100	349,670	349,670
Maintenance and Operations					
2001	Uniforms and Laundry	1,455	1,820	1,820	1,820
2011	Training, Travel and Dues	167	270	270	270
2021	Natural Gas	5,742	4,730	5,970	5,970
2024	Electricity	3,151	3,740	3,280	3,280
2027	Water	4,832	3,760	4,850	4,850
2031	Telephone	3,665	3,040	3,700	3,700
2051	Gas and Lubrications	3,968	4,750	3,710	3,710
2101	Materials and Supplies	20,313	18,880	18,880	18,880
2150	Rents and Leases	8,720	18,600	14,280	14,280
2170	General Insurance	3,370	4,550	5,200	5,200
2201	Repairs and Maint. Auto.	753	2,400	2,400	2,400
2222	Repairs and Maint. Other	3,725	3,100	3,700	3,700
2281	Printing	1,149	1,600	1,600	1,600
2401	Contractual Services	8,804	11,960	11,960	11,960
	Subtotal	69,814	83,200	81,620	81,620
Capital Outlay					
5408	(A) Copier/Printer			1,990	1,990
	Subtotal	0	0	1,990	1,990
Special Programs					
8243	Animal Shelter Donations	4,066	5,000	5,000	5,000
	Subtotal	4,066	5,000	5,000	5,000
	Grand Total	\$336,967	\$411,300	\$438,280	\$438,280

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Kennel Manager	1	1	1	\$44,600	\$46,390	\$46,390
Animal Serv. Officers	3	3	3	127,260	134,350	134,350
Kennel Aides	2	2	2	77,300	80,400	80,400
TOTAL	6	6	6	\$249,160	\$261,140	\$261,140

Parking Enforcement Division

*Police Department
Parking Authority Fund/2301*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Salaries and Wages</u>					
1001	Salaries, Full Time	\$296,686	\$322,350	\$339,840	\$339,840
1003	Salaries, Part Time	11,417	12,120	12,600	12,600
1006	Salaries, Overtime	2,736	2,330	2,420	2,420
1009	Salaries, Redistributed	60,010	62,410	67,910	67,910
1038	Sick Leave Payoff	2,850	2,160	2,590	2,590
1040	Vacation Payoff	3,080	3,570	5,970	5,970
1042	Comp Time Payoffs	410	20	580	580
1053	Holiday Allowance	3,225			
1101	Retirement	3,754			
1103	P.A.R.S. Retirement	447	450	470	470
1201	Workers' Compensation	2,220	25,030	32,240	32,240
1300	Employee Group Insurance	32,800	39,200	44,000	44,000
1318	Medicare Insurance	2,194	2,470	2,580	2,580
	Subtotal	421,829	472,110	511,200	511,200
<u>Maintenance and Operations</u>					
2001	Uniforms and Laundry	2,513	2,330	2,500	2,500
2011	Training, Travel and Dues	22	1,800	800	800
2031	Telephone	5,159	4,080	5,200	5,200
2051	Gas and Lubrications	1,498	2,700	2,550	2,550
2101	Materials and Supplies	2,716	5,850	8,000	7,000
2150	Rents and Leases	9,520	13,950	13,710	13,710
2170	General Insurance	6,000	6,560	8,240	8,240
2201	Repairs and Maint. Auto.	3,429	3,950	3,950	3,950
2222	Repairs and Maint. Other	4,180	10,040	10,040	10,040
2281	Printing	3,165	10,800	10,800	10,800
2401	Contractual Services	17,117	18,490	18,750	18,750
2432	Postage	2,774	9,900	9,900	9,900
	Subtotal	58,093	90,450	94,440	93,440
<u>Capital Outlay</u>					
5408	(R) Personal Computer			2,000	2,000
	Subtotal	5,825	3,700	2,000	2,000
	Grand Total	\$485,747	\$566,260	\$607,640	\$606,640

Parking Enforcement Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.	Adopted	Budget	Department	Adopted	Budget
	Budget	Request		Request	Budget	
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Parking Control Officers	5	5	5	\$196,790	\$206,410	\$206,410
Computer Operator	1	1	1	44,600	46,390	46,390
Senior Records Clerks	1	2	2	41,410	86,140	86,140
Records Clerk	1			38,650		
Bilingual Pay				900	900	900
TOTAL	8	8	8	\$322,350	\$339,840	\$339,840

Fire Department

The Fire Department is organized into two budgetary divisions, Fire Operations and Vegetation Management. Under the Fire Operations Division personnel responded to 2310 emergency calls in 2001. Seventy percent of the emergency incidents are medical aids and traffic accidents, twenty percent are fires (structure, vehicle, and vegetation), and ten percent are miscellaneous incidents (e.g. flooding, mud slides, and hazardous conditions.) The Department maintains a fully equipped emergency response force of twelve firefighters on duty at all times, for a total of thirty-nine suppression personnel, four staff officers, one administrative secretary, and fifteen reserve firefighters. A description of services provided 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 twenty-four 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 engine utilized for emergencies or when an engine is out of service. Station Two has a four-wheel drive brush engine that is specifically designed to go into the wildland interface areas. Station Four has a hazardous material squad that is equipped to handle light fuel spills. Station One has an utility truck that responds to public service incidents, such as flooding, mudslides, and hazardous conditions. The Department also has access to a "Type I" structure engine supplied by the California 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 in the state.

The Department has fifteen personnel with paramedic training. They staff two paramedic engine companies that respond from Station One and Station Four. These engine companies have specialized equipment for medical incidents and at least two personnel are paramedics. Paramedics respond to all medical emergencies within the City.

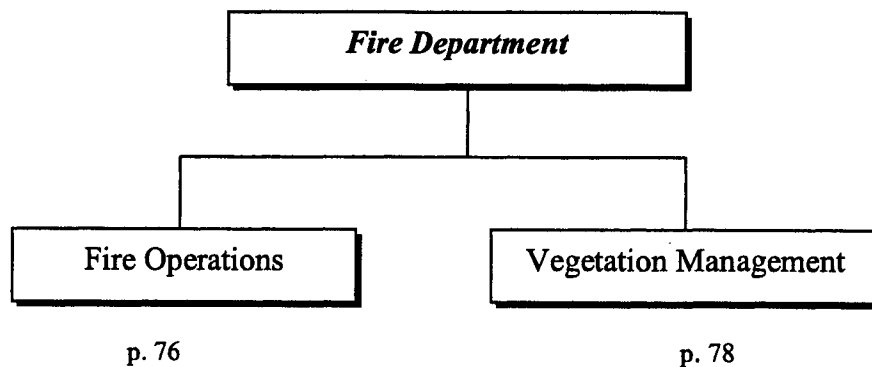
Apart from fire suppression and paramedic responsibilities, fire personnel are involved in a number of other support functions. They maintain the stations and associated equipment, participate in advanced training programs, and conduct fire prevention inspections in the local businesses. Personnel also conduct inspection originated from hazard complaints regarding fire safety issues, such a inspections of homes adjacent to the interface areas.

Vegetation Management – The Vegetation Management Division oversees both the fuel modification and weed abatement programs. The Department manages an extensive fuel modification program covering sixty miles around the City. Through the use of hand crews and goats, fuel breaks are established and maintained in an effort to lessen the threat of fire. The weed abatement program reduces fire hazards that result from uncontrolled growth of vegetation on private property. Through this proactive 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 questions with reimbursement later sought from the owner.

Major Initiatives:

- Implement an engine company business fire safety inspection program. All personnel will continue to receive training on fire code regulations. Records management for this program will be reviewed and upgraded.
- Reassume responsibility for the Vegetation Management Program that includes weed abatement and fuel modification.
- Enhance the training and professional development of chief officers and fire captains.
- Implement the FEMA grant for a "Wellness and Fitness" program.
- Continue to review and enhance Fire Department communications and dispatch procedures (including procurement of a new paging system to alert fire companies and command personnel).

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

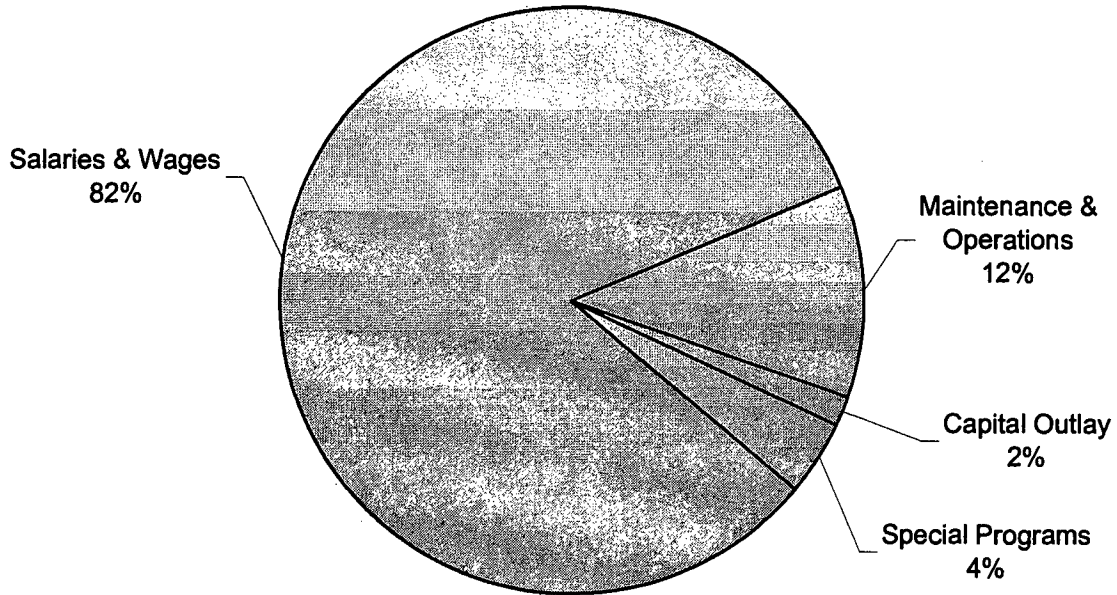


Fire Department Budget Summary

*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	\$5,269,260	\$693,900	\$101,700	\$46,200		\$6,111,060
Vegetation Management	14,620	61,300		218,000		\$293,920
Department Total	\$5,283,880	\$755,200	\$101,700	\$264,200	\$0	\$6,404,980

Summary By Category Total



Fire Department Budget Detail

*All
Divisions*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Salaries and Wages</u>					
1001	Salaries, Full Time	\$2,578,276	\$3,083,160	\$3,195,770	\$3,195,770
1003	Salaries, Part Time	29,136	43,680	47,320	40,000
1006	Salaries, Overtime	671,100	460,000	499,200	478,000
1038	Sick Leave Payoff	24,630	26,160	40,110	40,110
1040	Vacation Payoff	58,920	54,970	75,260	75,260
1053	Holiday Allowance	2,283			
1059	Residency Incentive		6,180	20,000	20,000
1101	Retirement	271,753	239,070	289,070	289,070
1103	P.A.R.S. Retirement	1,096	1,640	1,770	1,500
1201	Workers' Compensation	482,610	596,770	860,430	860,430
1300	Employee Group Insurance	177,880	210,700	242,000	242,000
1318	Medicare Insurance	26,052	37,560	41,980	41,740
	Subtotal	4,323,736	4,759,890	5,312,910	5,283,880
<u>Maintenance and Operations</u>					
2001	Uniforms and Laundry	53,820	63,000	78,350	66,000
2011	Training, Travel and Dues	34,638	43,560	56,950	47,880
2021	Natural Gas	4,038	3,860	4,200	4,200
2024	Electricity	12,995	17,930	13,520	13,520
2027	Water	3,534	3,570	3,600	3,600
2031	Telephone	22,113	24,860	24,430	24,430
2051	Gas and Lubrications	16,970	30,470	23,400	23,400
2101	Materials and Supplies	56,045	82,420	75,970	65,300
2150	Rents and Leases	135,344	139,200	175,920	175,920
2170	General Insurance	47,880	56,090	70,100	70,100
2201	Repairs and Maint. Auto.	102,225	105,000	93,000	93,000
2222	Repairs and Maint. Other	30,992	67,750	53,400	53,400
2281	Printing	2,719	3,000	3,550	3,550
2401	Contractual Services	231,614	59,730	112,900	110,900
	Subtotal	754,927	700,440	789,290	755,200

Fire Department
Budget Detail (Con't)

*All
Divisions*

Account	Actual	Budget	Department	Adopted
No. Account Title	Expenditures	Budget	Request	Budget
	2000-01	2001-02	2002-03	2002-03
<u>Capital Outlay</u>				
5203 Buildings	52,945			
5305 Improvements Other Than Bldgs	2,043	15,000	35,000	15,000
5408 Office Furniture & Equipment	14,004	24,800	9,000	2,500
5510 Automotive Equipment	1,172	60,000	35,000	
5622 Other Equipment	48,253	22,300	84,200	84,200
Subtotal	118,417	122,100	163,200	101,700
<u>Special Programs</u>				
Special Programs	119,708	30,000	279,200	264,200
Subtotal	119,708	30,000	279,200	264,200
Grand Total	\$5,316,788	\$5,612,430	\$6,544,600	\$6,404,980

Fire Department
Position Summary

All
Divisions

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Fire Chief	1	1	1	\$121,260	\$132,180	\$132,180
Battalion Chiefs	3	3	3	299,790	311,760	311,760
Fire Captains	12	12	12	822,700	858,720	858,720
Fire Engineers	12	12	12	713,080	743,760	743,760
Firefighters	15	15	15	755,600	763,830	763,830
Administrative Secretary	1	1	1	47,120	49,010	49,010
Acting Pay				32,830	34,480	34,480
Holiday Pay				93,710	92,490	92,490
Paramedic Pay				135,780	139,460	139,460
Education Pay				61,290	70,080	70,080
TOTAL	44	44	44	\$3,083,160	\$3,195,770	\$3,195,770

Fire Operations Division*Fire Department
General Fund/2401*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$2,578,276	\$3,083,160	\$3,195,770	\$3,195,770
1003	Salaries, Part Time	29,136	43,680	47,320	40,000
1006	Salaries, Overtime	671,100	460,000	499,200	478,000
1009	Salaries, Redistributed			(14,590)	(14,590)
1038	Sick Leave Payoff	24,630	26,160	40,110	40,110
1040	Vacation Payoff	58,920	54,970	75,260	75,260
1053	Holiday Allowance	2,283			
1059	Residency Incentive		6,180	20,000	20,000
1101	Retirement	271,753	239,070	289,070	289,070
1103	P.A.R.S. Retirement	1,096	1,640	1,770	1,500
1201	Workers' Compensation	482,610	596,770	860,400	860,400
1300	Employee Group Insurance	177,880	210,700	242,000	242,000
1318	Medicare Insurance	26,052	37,560	41,980	41,740
	Subtotal	4,323,736	4,759,890	5,298,290	5,269,260
Maintenance and Operations					
2001	Uniforms and Laundry	53,820	63,000	78,350	66,000
2011	Training, Travel and Dues	34,638	43,560	56,950	47,880
2021	Natural Gas	4,038	3,860	4,200	4,200
2024	Electricity	12,995	17,930	13,520	13,520
2027	Water	3,534	3,570	3,600	3,600
2031	Telephone	22,113	24,860	24,430	24,430
2051	Gas and Lubrications	16,970	30,470	23,030	23,030
2101	Materials and Supplies	56,045	82,420	75,670	65,000
2150	Rents and Leases	135,344	139,200	175,920	175,920
2170	General Insurance	47,880	56,090	69,770	69,770
2201	Repairs and Maint. Auto.	102,225	105,000	93,000	93,000
2222	Repairs and Maint. Other	30,992	67,750	53,400	53,400
2281	Printing	2,719	3,000	3,250	3,250
2401	Contractual Services	231,614	59,730	52,900	50,900
	Subtotal	754,927	700,440	727,990	693,900
Capital Outlay					
5622	(R) Twenty Five Pagers	-	-	25,000	25,000
5408	(R) Network Color Printer	-	-	4,500	2,500
5622	(R) Two Paramedic Defibrillators	-	-	30,000	30,000
5622	(R) Four Defibrillators	-	-	14,000	14,000
5622	(A) Six Mobile/Portable Radios	-	-	5,000	5,000

Fire Operations Division (Con't.)

*Fire Department
General Fund/2401*

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures		Request	Budget
		2000-01	2001-02	2002-03	2002-03
5305	(A) Sta.2: Diesel Exhaust System	-	-	15,000	15,000
5622	(A) Rope Rescue Tripod	-	-	3,700	3,700
5622	(R) Sta.4: Hose Storage Rack	-	-	1,500	1,500
5622	(R) Two Hazardous Monitors	-	-	5,000	5,000
5305	(A) Sta.4: Dorm Divider	-	-	10,000	
5305	(A) Sta.2: Training Room Door	-	-	10,000	
5408	(A) Muti-Media Projector	-	-	4,500	
5510	(A) Sedan for Fire Chief	-	-	35,000	
Subtotal		118,417	122,100	163,200	101,700
Special Programs					
8005	Paramedic Medical Supplies	26,687	30,000	31,200	31,200
8026	25 Portable 800 MHZ Radios	93,021			
8301	Hazardous Mat. Mitigation			30,000	15,000
Subtotal		119,708	30,000	61,200	46,200
Grand Total		\$5,316,788	\$5,612,430	\$6,250,680	\$6,111,060

Vegetation Management Division*Fire Department
General Fund/2501*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1009	Salaries, Redistributed			\$14,590	\$14,590
1201	Workers' Compensation			30	30
	Subtotal	0	0	14,620	14,620
Maintenance and Operations					
2051	Gas and Lubrications			370	370
2101	Materials and Supplies			300	300
2170	General Insurance			330	330
2281	Printing			300	300
2401	Contractual Services			60,000	60,000
	Subtotal	0	0	61,300	61,300
Special Programs					
8040	Fuel Modification Program			218,000	218,000
	Subtotal	0	0	218,000	218,000
	Grand Total	\$0 *	\$0 *	\$293,920	\$293,920

* Activity in prior years was in the Public Works Department.

Marine Safety Department

The Marine Safety Department is responsible for 4.7 miles of City coastline and 14 square miles of ocean. Marine Safety has four full-time positions along with approximately 100 seasonal and recurrent positions. Lifeguard services are provided 24 hours a day, 365 days a year. Marine Safety's primary duties are ocean rescue, emergency medical treatment, prevention, enforcement and public assistance. The Department also provides technical rescue response in scuba search and recovery, cliff rescue, flood "swift water" response and backcountry extrication. During an average year, Marine Safety personnel rescue 1,500 beach-goers and give medical attention to another 2,500 people. Lifeguards also enforce beach and marine municipal ordinances, and issue 45,000 safety warnings annually. The Marine Safety Department is organized into three divisions: Field Operations (summer), Junior Lifeguards and Field Operations (off-season).

Field Operations (summer) – Summer deployment consists of 43 positions per day providing lifeguard coverage to the City and Irvine Cove beaches. Summer operations are structured into four divisions. Division One covers Irvine Cove to Rockpile beach and is serviced by eight lifeguard towers and a mobile unit with two supervisors. Division Two covers Main Beach and is serviced by 12 lifeguard positions and three supervisors. Division Three covers Sleepy Hollow beach to Treasure Island and is serviced by 11 lifeguard towers and a mobile unit with two supervisors. Division Four consists of dispatching, administrative, training and maintenance services.

Junior Lifeguards – The Junior Lifeguard Program instructs the youth of Laguna Beach and surrounding areas in ocean awareness and safety, self-rescue skills, marine ecology, basic first aid and responsible enjoyment of our coastal resources. Each year approximately 300 youths between the ages of 8 and 15 participate in the program. A Junior Lifeguard Coordinator, two Lead Instructors, four Assistant Instructors and three Youth Aides supervise the participants. The Community Services Department handles advertising and registration for the program.

Field Operations (off-season) – Off-season deployment is initiated from September 7 to June 19. Operations during the off-season consist of four full-time lifeguards and 20 seasonal and recurrent staff. Several deployment schedules (skeleton coverage and reduced coverage) are utilized to address varied seasonal and weekend demands. Winter operations are structured into four areas. Field Operations include patrol duties, marine ecological patrol, scheduled coverage, emergency incident response and nighttime response.

Administrative duties include all department management responsibilities. Training involves strict standards that must be adhered to for full-time staff, winter recurrent personnel, seasonal employees, new recruits and technical rescue teams. Ninety percent of the Department's training takes place during off-season operations. Maintenance Operations require the servicing and upkeep of 27 lifeguard towers and phone lines, three mobile units, Marine Safety headquarters and the Main Beach tower. Ninety five percent of the Department's maintenance takes place during the off-season.

Major Initiatives:

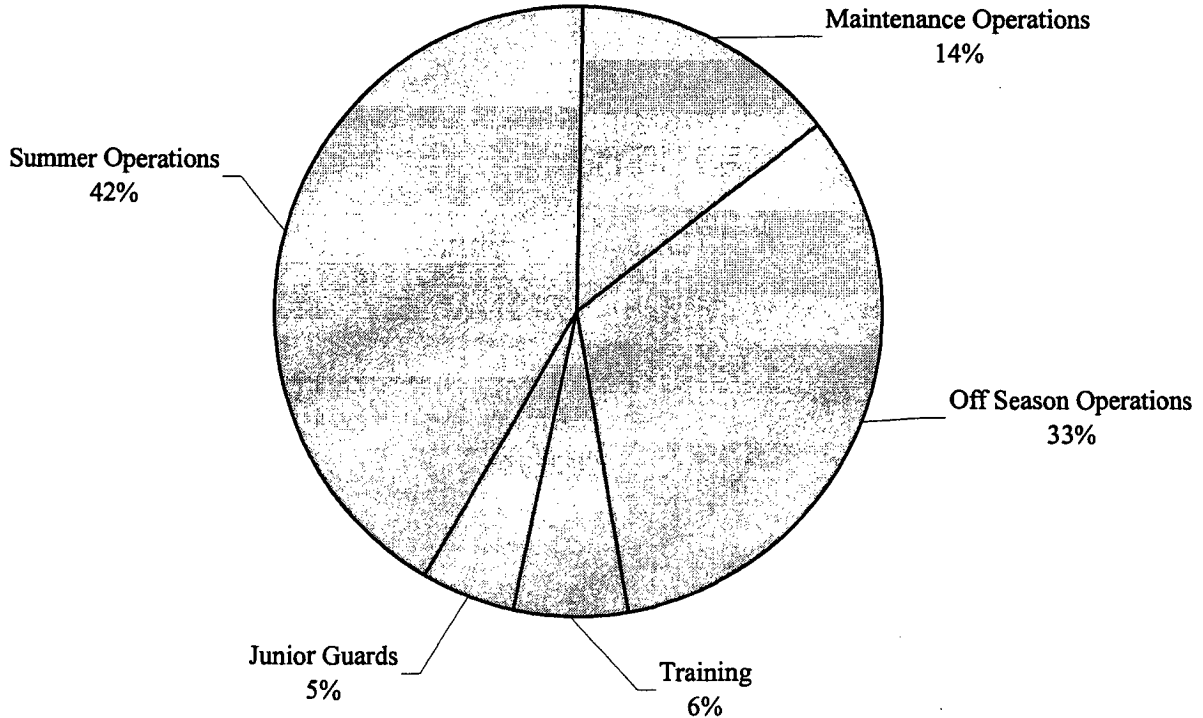
- Develop options to increase lifeguard recruitment
- Explore shared cost options and grant monies for lifeguard vessel

Marine Safety Department Budget Summary

*All
Divisions*

<u>Division</u>	MAJOR CATEGORY OF EXPENDITURE					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Marine Safety	\$1,008,890	\$190,570	\$108,130	\$62,320	\$0	\$1,369,910
Department Total	\$1,008,890	\$190,570	\$108,130	\$62,320	\$0	\$1,369,910

Summary By Operation Total



Marine Safety Department Budget Detail

*All
Divisions*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$217,150	\$247,330	\$270,220	\$270,220
1003	Salaries, Part Time	509,045	568,220	593,270	593,270
1006	Salaries, Overtime	35,715	23,800	24,750	24,750
1038	Sick Leave Payoff	3,250	3,250	5,870	5,870
1040	Vacation Payoff			1,410	1,410
1042	Comp Time Payoffs			430	430
1053	Holiday Allowance	354			
1101	Retirement	22,915	22,310	24,380	24,380
1103	P.A.R.S. Retirement	19,980	21,310	22,250	22,250
1201	Workers' Compensation	13,930	15,930	31,420	31,420
1300	Employee Group Insurance	16,400	19,600	22,000	22,000
1318	Medicare Insurance	11,074	12,180	12,890	12,890
	Subtotal	849,813	933,930	1,008,890	1,008,890
Maintenance and Operations					
2001	Uniforms and Laundry	11,264	15,200	15,810	15,810
2011	Training, Travel and Dues	12,650	7,630	7,630	7,630
2021	Natural Gas	555	620	580	580
2024	Electricity			490	490
2027	Water			80	80
2031	Telephone	9,346	7,120	9,300	9,300
2051	Gas and Lubrications	2,567	5,470	3,820	3,820
2101	Materials and Supplies	42,879	37,020	54,400	54,400
2150	Rents and Leases	16,880	18,040	32,640	32,640
2170	General Insurance	11,290	12,990	22,190	22,190
2201	Repairs and Maint. Auto.	2,985	6,000	8,700	6,000
2222	Repairs and Maint. Other	8,738	13,290	15,150	13,290
2281	Printing	600	600	750	750
2401	Contractual Services	16,019	22,590	23,590	23,590
	Subtotal	135,773	146,570	195,130	190,570
Capital Outlay					
5622	(A) Six Mobile Data Computers	-	-	72,000	
5622	(R) Five Lifeguard Towers	-	-	75,000	75,000
5408	(R) Personal Computer	-	-	3,500	2,000
5408	(R) First Aid Room Cabinets	-	-	8,000	
5622	(R) Six Defibrillators	-	-	25,200	21,000
5510	(A) Chevy Tahoe Vehicle	-	-	60,000	
5622	(A) Storage Racks and Shelves	-	-	2,000	2,000

**Marine Safety Department
Budget Detail (Con't)**

**All
Divisions**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
5622	(R) Scuba Rescue Equipment	-	-	3,330	3,330
5622	(R) Four Rescue Boards	<i>(Prior Years' Capital Outlay shown in Total Only)</i>		4,800	4,800
5622	(R) Cliff Rescue Equipment			2,900	
5622	(A) Six Marine Ecological Signs	-	-	15,000	
	Subtotal	38,626	31,010	271,730	108,130
Special Programs					
8026	Portable 800 MHZ Radios			62,320	62,320
8335	County Wide 800 MHZ Network	24,917			
	Subtotal	24,917	0	62,320	62,320
	Grand Total	\$1,049,129	\$1,111,510	\$1,538,070	\$1,369,910

**Marine Safety Department
Position Summary**

**All
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Marine Safety Chief	1	1	1	\$88,360	\$96,400	\$96,400
Marine Safety Lieutenant	1	2	2	61,010	126,900	126,900
Marine Safety Officers	2	1	1	97,480	46,560	46,560
Uniform Allowance				480	360	360
TOTAL	4	4	4	\$247,330	\$270,220	\$270,220

Public Works Department

The Public Works Department provides a range of public services for the City of Laguna Beach. The department is organized into ten divisions: Engineering and Administration, Equipment Maintenance, Parks and Building Maintenance, Street Maintenance, Solid Waste, Sewer, Water Quality, Transit, Parking Facilities Maintenance and Street Lighting. There are 69 employees in the department. Following are descriptions of services provided by each division:

Engineering and Administration - This division has nine employees who are responsible for managing the division, performing clerical functions, coordinating assessment district activities, overseeing capital improvement projects and inspecting various public and private projects.

Equipment Maintenance - This division has three employees who are responsible for the routine repair, replacement and maintenance of City vehicles and equipment. The division maintains over 150 pieces of equipment, including a variety of heavy and light-duty trucks and vehicles, medium sized tractors and specialized equipment.

Parks and Building Maintenance - The 21 employees in this division perform maintenance activities at 69 separate parks and facilities totaling more than 56 acres. City buildings approximate 60,000 square feet, including 11 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.

Street Maintenance - This division has 14.5 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 weekly. 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. This 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.

Solid Waste - More than 90 percent of this division's budget represents expenditures associated with contracted services including trash collection and disposal, recycling and hazardous waste disposal. One 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 95 miles of sewer lines, 26 pump stations and the four-mile North Coast Interceptor which transmits sewage to the regional treatment plant. The division includes 11.75 full-time employees. Division functions include cleaning sewer lines and maintaining sewer lift stations, alarm systems, generators, nuisance water diversions and the transmission line. This division temporarily reports to the Assistant City Manager.

Water Quality - The Water Quality Division is a new division formed to implement the water quality permit approved by the San Diego Regional Water Quality Control Board on February 13, 2002. The new permit identifies multiple tasks cities and counties must complete to comply with the permit and reduce water pollution. This division consists of 2.25 full-time employees responsible for coordinating permit compliance with other city departments, businesses, residents, contractors and the County. In order to carry out these responsibilities, the division will provide education to the community on activities to reduce water pollution, encourage participation and take enforcement actions when necessary. This division temporarily reports to the Assistant City Manager.

Transit - The 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 State sales tax on gasoline, air quality subvention funds, fare box revenues and private charters. The Transit Fund also includes funds for OCTA paratransit service.

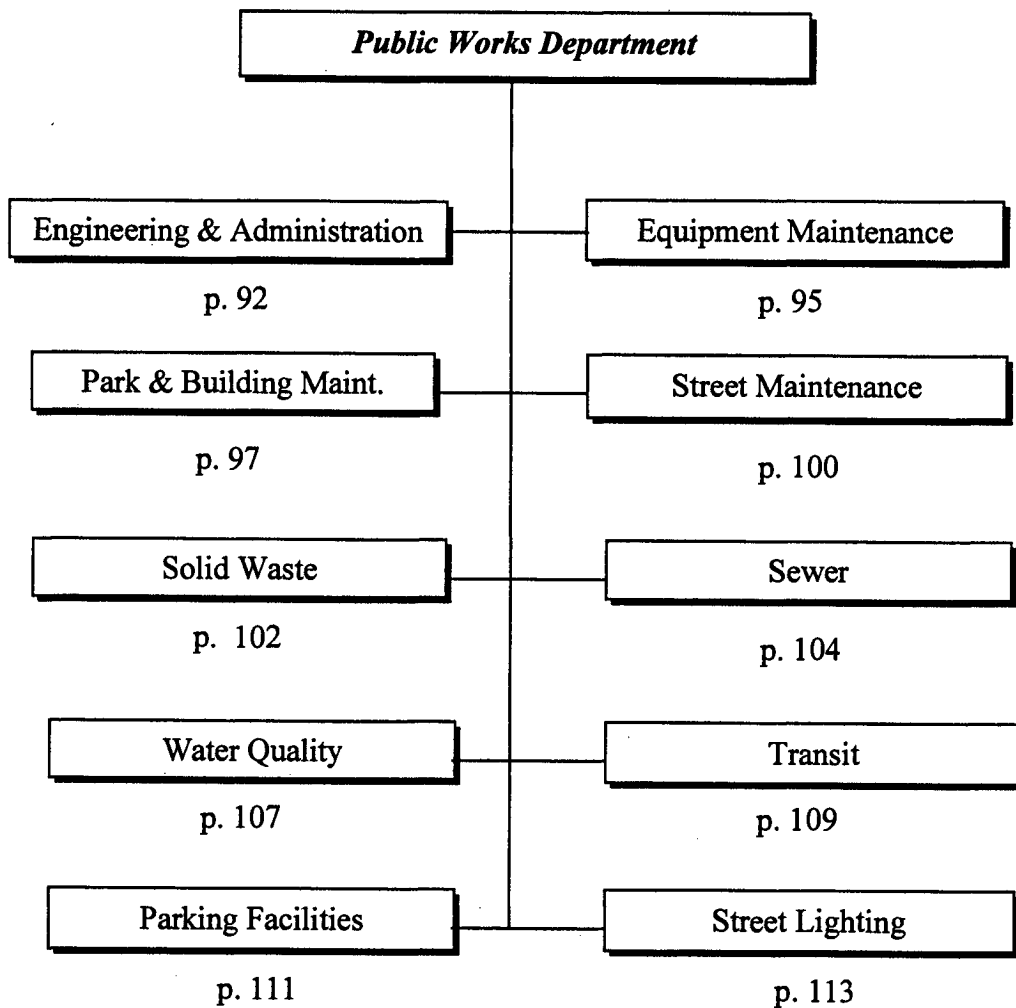
Parking Facilities Maintenance - This division has 3.5 employees who maintain more than 2,100 parking meters. Functions include installation, maintenance and replacement of meters, parking permit machines and change machines. In addition, the division collects meter revenue daily. Part-time staff assists 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 rights-of-way. These restricted funds provide for electrical energy, maintenance and repair for street lights. This is accomplished with the cooperation of Southern California Edison and SDG&E.

Major Initiatives:

- Renovate Bluebird Park play equipment and restroom facilities
- Resurface Alta Vista, Terry Road, Hinkle Place and Alexander
- Design resurfacing projects for the Downtown area and Arch Beach Heights
- Complete numerous construction projects designed in prior fiscal years

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

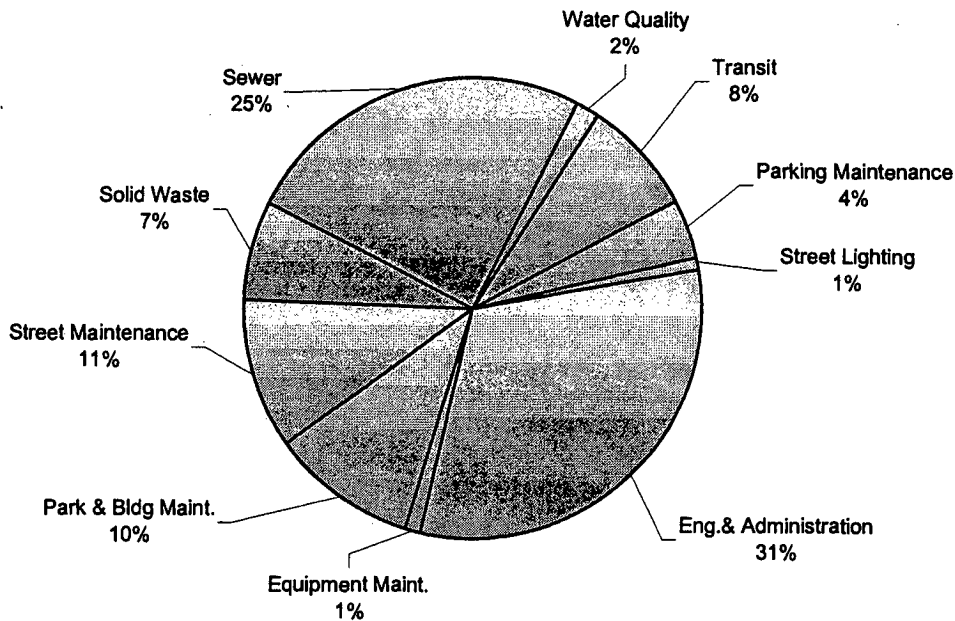


Public Works Department Budget Summary

*All
Divisions*

<u>Division</u>	MAJOR CATEGORY OF EXPENDITURE					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Eng. & Administration	\$682,070	\$101,110	\$12,000	\$11,500	6,060,000	\$6,866,680
Equipment Maint.	161,710	70,680	29,250			\$261,640
Park & Bldg Maint.	1,266,420	977,480	2,000			\$2,245,900
Street Maintenance	963,860	1,332,020	14,100			\$2,309,980
Solid Waste	74,990	1,460,230		17,750		\$1,552,970
Sewer	869,050	2,467,720	69,400	18,400	2,027,000	\$5,451,570
Water Quality	170,030	11,600	2,000	180,500		\$364,130
Transit	749,740	369,260	500,000	193,500		\$1,812,500
Parking Facilities Maint.	354,430	334,420	28,500	142,000		\$859,350
Street Lighting	13,360	199,050				\$212,410
Department Total	\$5,305,660	\$7,323,570	\$657,250	\$563,650	\$8,087,000	\$21,937,130

Summary By Division Total



**Public Works Department
Budget Detail**

**All
Divisions**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$2,550,346	\$3,261,800	\$3,653,180	\$3,618,290
1003	Salaries, Part Time	457,758	420,580	507,300	515,330
1006	Salaries, Overtime	125,542	99,280	122,870	124,870
1009	Salaries, Redistributed	34,640	38,510	40,270	40,270
1038	Sick Leave Payoff	17,458	16,940	27,100	27,100
1039	Old Sick Leave Payoff	32			
1040	Vacation Payoff	16,475	13,160	32,940	32,940
1042	Comp Time Payoffs	2,380	50	1,430	1,430
1059	Residency Incentive		10,000	10,000	10,000
1101	Retirement	32,131			
1103	P.A.R.S. Retirement	18,309	15,790	19,020	19,330
1201	Workers' Compensation	242,770	310,310	488,110	488,110
1300	Employee Group Insurance	235,070	323,810	385,010	379,510
1318	Medicare Insurance	31,199	42,560	48,840	48,480
	Subtotal	3,764,110	4,552,790	5,336,070	5,305,660
Maintenance and Operations					
2001	Uniforms and Laundry	25,553	33,330	36,150	36,150
2011	Training, Travel and Dues	22,574	26,810	33,870	30,370
2021	Natural Gas	5,851	6,880	6,080	6,080
2024	Electricity	325,562	408,400	388,030	388,030
2027	Water	111,014	117,030	135,670	130,670
2031	Telephone	29,816	27,070	31,090	31,090
2051	Gas and Lubrications	127,294	191,710	163,490	163,490
2101	Materials and Supplies	702,245	722,570	770,800	740,100
2150	Rents and Leases	353,979	358,520	440,760	440,760
2160	Lease Payments-Debt Service	538,335	590,000	600,000	600,000
2170	General Insurance	872,240	837,110	892,950	892,950
2201	Repairs and Maint. Auto.	139,415	138,570	177,000	167,400
2222	Repairs and Maint. Other	299,056	249,260	259,790	259,790
2281	Printing	20,622	38,200	42,250	37,250
2302	Legal Advertising		1,000	1,000	1,000
2401	Contractual Services	2,047,667	2,140,080	2,186,510	2,134,530
2402	Contractual SOCWA Operation	861,000	951,770	996,000	996,000
2432	Postage	132	4,500	10,500	8,500
2460	Contributions to Other Funds	20,000			
2508	Vehicle Cost Redistribution	(28,964)	(42,550)	(44,200)	(39,600)
2804	Costs Redistributed	212,200	263,750	299,010	299,010
	Subtotal	6,685,591	7,064,010	7,426,750	7,323,570

**Public Works Department
Budget Detail (Con't)**

**All
Divisions**

Account No. Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Capital Outlay</u>				
5102 Land	139,400			
5305 Improvements Other Than Bldgs			85,000	
5408 Office Furniture & Equipment	41,685	15,000	59,200	19,200
5510 Automotive Equipment	14,391	220,000	500,000	500,000
5622 Other Equipment	128,966	276,600	142,550	138,050
Subtotal	<u>324,442</u>	<u>511,600</u>	<u>786,750</u>	<u>657,250</u>
<u>Special Programs</u>				
Special Programs	562,748	473,300	715,650	563,650
Subtotal	<u>562,748</u>	<u>473,300</u>	<u>715,650</u>	<u>563,650</u>
<u>Capital Improvements</u>				
Capital Improvement Projects	5,142,476	9,585,600	8,887,000	8,087,000
Subtotal	<u>5,142,476</u>	<u>9,585,600</u>	<u>8,887,000</u>	<u>8,087,000</u>
Grand Total	<u>\$16,479,367</u>	<u>\$22,187,300</u>	<u>\$23,152,220</u>	<u>\$21,937,130</u>

**Public Works 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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Asst.City Mgr/Dir of Mun.Svc.				\$10,110		
Director of Public Works/City Eng.	1	1	1	121,350	\$132,280	\$132,280
Assistant City Manager*	1	1	1	121,350	132,280	132,280
Deputy Director Public Works	1	1	1	92,700	96,400	96,400
Project Director	1	1	1	88,360	96,400	96,400
Asst City Engineer	1	1	1	88,360	104,000	104,000
Parks & Buildings Manager	1	1	1	88,360	96,400	96,400
Associate Engineer	1	1	1	70,980	77,200	77,200
Engineering Technician	1	1	1	56,910	60,630	60,630
Senior Administrative Analyst	1	1	1	70,510	73,330	73,330
Project Managers	2	2	2	138,240	146,660	146,660
Senior Water Quality Analyst		1	1		73,330	73,330
Administrative Secretary	1	1	1	47,120	49,000	49,000
Senior Clerk	1	1	1	35,610	40,200	40,200
Administrative Clerks	2	2	2	70,120	84,770	84,770
Environmental Specialist	1	1	1	47,120	49,000	49,000
Equipment Mechanics	2	2	2	86,480	102,290	102,290
Maintenance Workers	7	7	7	211,770	227,570	227,570
Maint Lead Workers	7	7	7	364,860	371,240	371,240
Maintenance Workers II	8	8	8	352,540	361,050	361,050
Maintenance Workers I	9	12	12	310,870	432,620	432,620
Parks Gardeners	5	6	6	220,990	276,650	276,650
Equipment Operator	1	1	1	47,120	49,000	49,000
Motor Sweeper Operators	2	2	2	69,800	90,970	90,970
Senior Sewer Serv. Supervisor	1	1	1	64,080	66,630	66,630
Senior Mechanic Maint Superv.	1	1	1	64,070	66,630	66,630
Maintenance Supervisors	2	2	2	116,590	121,260	121,260
Traffic Maintenance Tech.	1	1	1	47,120	48,420	48,420
Lead Bus Driver	1	1	1	47,120	49,010	49,010
Bus Drivers	3	2	1	111,190	77,960	43,070
TOTAL	66	70	69	\$3,261,800	\$3,653,180	\$3,618,290

* As of February 1, 2003, the Assistant City Manager position will be moved to City Manager's Department and this position will become a department director position that will manage a portion of Public Works functions including the Sewer Division, storm drains and water quality.

Engineering & Administration Division

*Public Works
General Fund/3101*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$639,307	\$697,260	\$707,870	\$707,870
1006	Salaries, Overtime	3,306	5,200	5,410	5,410
1009	Salaries, Redistributed	(133,460)	(127,630)	(105,250)	(105,250)
1038	Sick Leave Payoff	3,210	4,350	6,350	6,350
1040	Vacation Payoff	2,910	3,260	7,500	7,500
1101	Retirement	7,997			
1201	Workers' Compensation	660	1,000	2,470	2,470
1300	Employee Group Insurance	36,220	49,410	49,500	49,500
1318	Medicare Insurance	5,806	8,010	8,220	8,220
	Subtotal	565,956	640,860	682,070	682,070
Maintenance and Operations					
2011	Training, Travel and Dues	13,948	13,400	12,470	12,470
2021	Natural Gas	951	1,100	990	990
2024	Electricity	3,923	5,310	4,080	4,080
2027	Water	2,621	3,580	3,290	3,290
2031	Telephone	13,060	10,500	13,000	13,000
2051	Gas and Lubrications	1,572	3,160	3,160	3,160
2101	Materials and Supplies	7,499	14,750	15,300	12,200
2150	Rents and Leases	5,472	5,450	6,600	6,600
2170	General Insurance	8,180	7,830	15,150	15,150
2222	Repairs and Maint. Other	2,900	1,450	1,450	1,450
2281	Printing	1,003	5,000	4,500	4,500
2302	Legal Advertising		1,000	1,000	1,000
2401	Contractual Services	11,803		30,000	22,000
2460	Contributions to Other Funds	20,000			
2804	Costs Redistributed	1,220	1,220	1,220	1,220
	Subtotal	94,152	73,750	112,210	101,110
Capital Outlay					
5408	(R) Six Personal Computers			12,000	12,000
					<i>(Prior Years' Capital Outlay shown in Total Only)</i>
	Subtotal	173,021	4,800	12,000	12,000

Engineering & Administration Division (Con't.)

*Public Works
General Fund/3101*

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures 2000-01	2001-02	Request 2002-03	Budget 2002-03
Special Programs					
8040	Fuel Modification Program**	214,500	211,000		
8095	AQMD Grant Funds	816	2,500	2,500	2,500
8202	South Laguna CIP Plan		15,000		
8312	Treasure Island Catch Basins			9,000	9,000
	Subtotal	215,316	228,500	11,500	11,500
Capital Improvements					
	Capital Improvement Projects	3,163,216	5,355,000	6,110,000	6,060,000 *
	Subtotal	3,163,216	5,355,000	6,110,000	6,060,000
	Grand Total	\$4,211,661	\$6,302,910	\$6,927,780	\$6,866,680

* Represents twenty two individual projects funded from a variety of sources (project #'s 1 through 18 and 25 through 28). See Capital Improvement Project Summary (pp. 151-156) for funding details and reference to Project Descriptions.

** This program was transferred to the Fire Department in fiscal year 2002-03.

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Asst. City Mgr/Dir of Mun. Svc.				\$10,110		
Director of Public Works/City Eng.	1	1	1	121,350	\$132,280	\$132,280
Project Director	1	1	1	88,360	96,400	96,400
Asst. City Engineer	1	1	1	88,360	104,000	104,000
Associate Engineer	1	1	1	70,980	77,200	77,200
Engineering Technician	1	1	1	56,910	60,630	60,630
Project Managers	2	2	2	138,240	146,660	146,660
Environmental Specialist	1			47,120		
Administrative Secretary	1	1	1	47,120	49,000	49,000
Administrative Clerk	1	1	1	28,710	41,700	41,700
TOTAL	10	9	9	\$697,260	\$707,870	\$707,870

Equipment Maintenance Division

*Public Works
General Fund/3102*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$86,683	\$118,220	\$136,950	\$136,950
1003	Salaries, Part Time	16,139			
1006	Salaries, Overtime	2,020	4,160	4,330	4,330
1038	Sick Leave Payoff	530	310	680	680
1040	Vacation Payoff	520		680	680
1101	Retirement	907			
1103	P.A.R.S. Retirement	627			
1201	Workers' Compensation	21,860	1,920	530	530
1300	Employee Group Insurance	8,200	14,700	16,500	16,500
1318	Medicare Insurance	1,520	1,780	2,040	2,040
Subtotal		139,006	141,090	161,710	161,710
Maintenance and Operations					
2001	Uniforms and Laundry	2,364	2,490	2,620	2,620
2011	Training, Travel and Dues	650	930	950	950
2021	Natural Gas	1,358	1,310	1,410	1,410
2024	Electricity	8,435	9,800	8,770	8,770
2051	Gas and Lubrications	4,994	5,080	4,840	4,840
2101	Materials and Supplies	12,060	12,000	12,500	12,500
2170	General Insurance	1,390	1,610	2,340	2,340
2201	Repairs and Maint. Auto.	74,646	75,970	76,000	71,400
2222	Repairs and Maint. Other	3,453	3,500	3,500	3,500
2281	Printing	200	200	250	250
2401	Contractual Services	1,878	1,600	1,700	1,700
2508	Vehicle Cost Redistribution	(28,964)	(42,550)	(44,200)	(39,600)
Subtotal		82,464	71,940	70,680	70,680
Capital Outlay					
5305	(A) Enclosure for Hoist	-	-	85,000	
5622	(R) Fuel Tank Monitoring System	-	-	10,000	10,000
5622	(A) Exhaust Ventilation System			8,000	8,000
5622	(R) Garage Door			5,500	5,500
5622	(A) Emission Testing Software			3,000	3,000
5622	(R) Drill Press	-	-	2,750	2,750
Subtotal		17,858	73,200	114,250	29,250
Grand Total		\$239,328	\$286,230	\$346,640	\$261,640

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
	Equipment Mechanics	2	2	2	\$86,480	\$102,290
Maintenance Worker I	1	1	1	31,740	34,660	34,660
TOTAL	3	3	3	\$118,220	\$136,950	\$136,950

Park & Building Maintenance Division

Public Works
General Fund/3104

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$646,608	\$796,800	\$928,450	\$928,450
1003	Salaries, Part Time	116,983	60,160	22,710	22,710
1006	Salaries, Overtime	23,654	15,000	22,800	22,800
1009	Salaries, Redistributed	(20,110)	(21,630)	(21,750)	(21,750)
1038	Sick Leave Payoff	5,490	4,030	7,740	7,740
1040	Vacation Payoff	7,360	5,190	10,220	10,220
1042	Comp Time Payoffs	2,380	50	1,430	1,430
1101	Retirement	8,021			
1103	P.A.R.S. Retirement	4,808	2,260	850	850
1201	Workers' Compensation	86,970	132,020	169,210	169,210
1300	Employee Group Insurance	75,850	90,650	115,500	115,500
1318	Medicare Insurance	7,515	8,580	9,260	9,260
	Subtotal	965,529	1,093,110	1,266,420	1,266,420
Maintenance and Operations					
2001	Uniforms and Laundry	7,580	9,700	10,240	10,240
2011	Training, Travel and Dues	1,632	1,500	1,500	1,500
2021	Natural Gas	1,294	820	1,350	1,350
2024	Electricity	31,309	34,880	32,560	32,560
2027	Water	78,427	85,000	100,000	95,000
2051	Gas and Lubrications	29,254	45,900	31,920	31,920
2101	Materials and Supplies	194,360	184,290	199,290	187,290
2150	Rents and Leases	142,344	146,660	156,990	156,990
2170	General Insurance	35,790	41,460	58,740	58,740
2201	Repairs and Maint. Auto.	193			
2222	Repairs and Maint. Other	74,403	87,760	90,040	90,040
2281	Printing	98	250	250	250
2401	Contractual Services	282,112	268,320	337,360	310,380
2804	Costs Redistributed	1,220	1,220	1,220	1,220
	Subtotal	880,016	907,760	1,021,460	977,480
Capital Outlay					
5408	(R) Personal Computer			2,000	2,000
5622	(A) Mounted Projector			15,000	
	Subtotal	24,391	13,000	17,000	2,000

Park & Building Maintenance Division (Con't.)

*Public Works
General Fund/3104*

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures		Request	Budget
		2000-01	2001-02	2002-03	2002-03
Special Programs					
8026	Portable 800 MHZ Radios	10,200			
8050	Brown Prop-551 S. Coast Hwy	64			
8106	Top of the World Enhance.	25,000			
8205	City Hall Exterior Painting		75,000		
8999	Fred Lang Exterior/Interior Paint			50,000	
	Subtotal	35,264	75,000	50,000	0
Capital Improvements					
	Capital Improvement Projects	33,116			
	Subtotal	33,116	0	0	0
	Grand Total	\$1,938,316	\$2,088,870	\$2,354,880	\$2,245,900

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Parks & Buildings Manager	1	1	1	\$88,360	\$96,400	\$96,400
Maint. Lead Workers	2	2	2	105,980	108,250	108,250
Parks Gardeners	5	6	6	220,990	276,650	276,650
Maintenance Workers II	3	3	3	133,830	139,140	139,140
Maintenance Workers I	3	7	7	101,500	240,790	240,790
Maintenance Workers	3.5	2	2	104,730	67,220	67,220
Administrative Clerk	1			41,410		
TOTAL	18.5	21	21	\$796,800	\$928,450	\$928,450

Street Maintenance Division

Public Works
General Fund/3106

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$532,180	\$642,690	\$715,630	\$715,630
1003	Salaries, Part Time	50,206	83,090	73,810	73,810
1006	Salaries, Overtime	20,165	16,230	20,800	20,800
1009	Salaries, Redistributed	(45,710)	(47,530)	(49,060)	(49,060)
1038	Sick Leave Payoff	2,450	2,440	4,950	4,950
1040	Vacation Payoff	2,490	2,260	6,620	6,620
1101	Retirement	7,012			
1103	P.A.R.S. Retirement	1,937	3,120	2,770	2,770
1201	Workers' Compensation	34,010	39,360	99,160	99,160
1300	Employee Group Insurance	55,350	68,600	79,750	79,750
1318	Medicare Insurance	6,470	8,530	9,430	9,430
	Subtotal	666,560	818,790	963,860	963,860
Maintenance and Operations					
2001	Uniforms and Laundry	5,555	6,890	7,970	7,970
2011	Training, Travel and Dues	2,012	1,130	1,140	1,140
2024	Electricity	12			
2027	Water	9,404	6,150	7,700	7,700
2051	Gas and Lubrications	26,968	42,460	34,830	34,830
2101	Materials and Supplies	241,723	264,700	281,700	266,700
2150	Rents and Leases	135,589	134,760	143,760	143,760
2170	General Insurance	769,500	674,440	682,780	682,780
2222	Repairs and Maint. Other	8,304	9,000	9,000	9,000
2281	Printing	307	700	1,000	1,000
2401	Contractual Services	155,393	177,800	175,920	175,920
2804	Costs Redistributed	1,220	1,220	1,220	1,220
	Subtotal	1,355,987	1,319,250	1,347,020	1,332,020
Capital Outlay					
5408	(A) Work Order System	-	-	40,000	
5408	(R) Personal Computer			2,000	2,000
5408	(R) Traffic Analysis Software			1,200	1,200
5622	(R) Trailer for Concrete Saw			8,500	8,500
5622	(R) Concrete Dust Vacuum	-	-	1,200	1,200
5622	(A) Handheld Scarifier	-	-	1,200	1,200
	Subtotal	40,474	74,600	54,100	14,100
Special Programs					
8026	Portable 800 MHZ Radios	6,900			
	Subtotal	6,900	0	0	0
Capital Improvements					
9035	Temple Hills Guard Rail Repair	15,147			
	Subtotal	15,147	0	0	0
	Grand Total	\$2,085,068	\$2,212,640	\$2,364,980	\$2,309,980

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Deputy Director Public Works	1	1	1	\$92,700	\$96,400	\$96,400
Maintenance Lead Workers	3	3	3	158,970	165,330	165,330
Maintenance Workers II	3	3	3	129,510	139,140	139,140
Maintenance Workers I	2	2	2	70,660	76,770	76,770
Maintenance Worker	0.5	1	1	14,760	33,610	33,610
Equipment Operator	1	1	1	47,120	49,000	49,000
Motor Sweeper Operators	2	2	2	69,800	90,970	90,970
Traffic Maintenance Tech.	0.5	0.5	0.5	23,560	24,210	24,210
Senior Clerk	1	1	1	35,610	40,200	40,200
TOTAL	14	14.5	14.5	\$642,690	\$715,630	\$715,630

Solid Waste Division*Public Works
General Fund/3201*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$64,197	\$70,510	\$73,330	\$73,330
1006	Salaries, Overtime	1,420			
1009	Salaries, Redistributed	2,770	3,450	(6,420)	(6,420)
1038	Sick Leave Payoff	10		810	810
1040	Vacation Payoff	10		400	400
1101	Retirement	829			
1201	Workers' Compensation	120	140	310	310
1300	Employee Group Insurance	4,100	4,900	5,500	5,500
1318	Medicare Insurance	951	1,020	1,060	1,060
	Subtotal	74,407	80,020	74,990	74,990
Maintenance and Operations					
2011	Training, Travel and Dues	85	780	780	780
2031	Telephone	911	800	900	900
2101	Materials and Supplies	37	1,600	1,600	1,600
2170	General Insurance	980	1,070	1,610	1,610
2281	Printing	131	3,750	3,750	3,750
2401	Contractual Services	1,337,965	1,470,960	1,440,000	1,440,000
2432	Postage	18	1,500	1,500	1,500
2804	Cost Redistributed	7,840	9,800	10,090	10,090
	Subtotal	1,347,967	1,490,260	1,460,230	1,460,230
Special Programs					
8105	Recycling Grant Programs	17,306	7,800	6,850	6,850
8117	Used Oil Recycling			10,900	10,900
	Subtotal	17,306	7,800	17,750	17,750
	Grand Total	\$1,439,680	\$1,578,080	\$1,552,970	\$1,552,970

Solid Waste Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Sr. Administrative Analyst	1	1	1	\$70,510	\$73,330	\$73,330
TOTAL	1	1	1	\$70,510	\$73,330	\$73,330

Sewer Division**Public Works
Sewer Fund/3301 & 3302**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$291,642	\$548,840	\$570,520	\$570,520
1003	Salaries, Part Time	9,939			
1006	Salaries, Overtime	56,332	34,600	39,160	39,160
1009	Salaries, Redistributed	89,070	80,100	71,360	71,360
1038	Sick Leave Payoff	1,300	740	2,320	2,320
1040	Vacation Payoff	470	630	4,500	4,500
1059	Residency Incentive		10,000	10,000	10,000
1101	Retirement	3,587			
1103	P.A.R.S. Retirement	463			
1201	Workers' Compensation	53,500	65,860	100,170	100,170
1300	Employee Group Insurance	28,700	53,900	64,630	64,630
1318	Medicare Insurance	2,659	6,070	6,390	6,390
	Subtotal	537,662	800,740	869,050	869,050
Maintenance and Operations					
2001	Uniforms and Laundry	3,752	6,100	6,750	6,750
2011	Training, Travel and Dues	3,107	7,280	13,100	11,100
2021	Natural Gas	1,879	3,290	1,950	1,950
2024	Electricity	104,361	139,810	158,000	158,000
2027	Water	16,911	18,900	22,140	22,140
2031	Telephone	15,010	14,920	15,360	15,360
2051	Gas and Lubrications	9,891	13,500	11,650	11,650
2101	Materials and Supplies	105,578	96,700	109,450	109,450
2150	Rents and Leases	58,283	63,010	96,770	96,770
2160	Lease Payments-Debt Service	538,335	590,000	600,000	600,000
2170	General Insurance	36,090	92,230	114,310	114,310
2201	Repairs and Maint. Auto.	15,531	10,600	34,400	29,400
2222	Repairs and Maint. Other	195,813	132,000	139,000	139,000
2281	Printing	225	2,000	8,000	3,000
2401	Contractual Services	110,467	34,550	49,400	49,400
2402	Contractual SOCWA Operation	861,000	951,770	996,000	996,000
2432	Postage			2,000	
2804	Costs Redistributed	57,710	74,510	103,440	103,440
	Subtotal	2,133,943	2,251,170	2,481,720	2,467,720

Sewer Division (Con't)**Public Works
Sewer Fund/3301 & 3302**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Capital Outlay					
5622	(A) Safety Backup Camera	-	-	2,500	2,500
5622	(A) Portable Generator	-	-	3,000	3,000
5622	(R) Two Breathing Systems	-	-	2,800	2,800
5622	(A) 1 Ton Portable Chain Hoist			2,000	2,000
5622	(A) 300 ft of Rigid Pipe			5,500	5,500
5622	(A) Submersible Pump/Hose	-	-	1,100	1,100
5622	(A) Two Submersible Motors	-	-	12,500	12,500
5622	(R) Bluebird AWMA Generator	-	-	40,000	40,000
	Subtotal	68,698	71,000	69,400	69,400
Special Programs					
8111	H2O Quality Control Board Fine	60,000			
8206	Wastewater Grease Control Prog.			18,400	18,400
	Subtotal	60,000	0	18,400	18,400
Capital Improvements					
	Capital Improvement Projects	1,669,073	2,680,600	2,777,000	2,027,000 *
	Subtotal	1,669,073	2,680,600	2,777,000	2,027,000
	Grand Total	\$4,469,376	\$5,803,510	\$6,215,570	\$5,451,570

* Represents six projects funded from the Sewer Fund (projects #19 through 24). See Capital Improvement Project Summary (pp. 151-156) for funding details and reference to project descriptions.

Sewer 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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Assistant City Manager*	1	0.75	0.75	\$121,350	\$99,210	\$99,210
Administrative Clerk		1	1		43,070	43,070
Sr. Sewer Serv Supervisor	1	1	1	64,080	66,630	66,630
Maintenance Lead Workers	2	2	2	99,910	97,660	97,660
Maintenance Supervisor	1	1	1	58,300	60,630	60,630
Maintenance Workers II	1	1	1	44,600	36,380	36,380
Maintenance Workers I	2	1	1	68,320	40,200	40,200
Maintenance Workers	3	4	4	92,280	126,740	126,740
TOTAL	11	11.75	11.75	\$548,840	\$570,520	\$570,520

* As of February 1, 2003, the Assistant City Manager position will be moved to City Manager's Department and this position will become a department director position that will manage a portion of Public Works functions including the Sewer Division, storm drains and water quality.

Water Quality Division*Public Works
General Fund/3303*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Salaries and Wages</u>					
1001	Salaries, Full Time			\$155,400	\$155,400
1300	Employee Group Insurance			12,380	12,380
1318	Medicare Insurance			2,250	2,250
	Subtotal	0	0	170,030	170,030
<u>Maintenance and Operations</u>					
2011	Training, Travel and Dues			2,500	1,000
2031	Telephone			1,000	1,000
2051	Gas and Lubrications			600	600
2101	Materials and Supplies			1,200	600
2201	Repairs and Maint. Auto.			500	500
2222	Repairs and Maint. Other			400	400
2401	Contractual Services			3,500	3,500
2432	Postage			4,000	4,000
	Subtotal	0	0	13,700	11,600
<u>Capital Outlay</u>					
5408	(R) Personal Computer			2,000	2,000
	Subtotal	0	0	2,000	2,000
<u>Special Programs</u>					
8002	Aliso Creek water Study		100,000	125,000	20,000
8026	Portable 800 Mhz Radios			3,500	3,500
8107	Water Quality	208,735			
8303	Public Education			30,000	20,000
8313	Emerald Bay Nuisance Water			3,000	3,000
8314	Water Quality Special Projects				20,000
8533	NPDES Storm Water Permit	10,769	22,000	114,000	114,000
	Subtotal	219,504	122,000	275,500	180,500
	Grand Total	\$219,504	\$122,000	\$461,230	\$364,130

Water Quality Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.	Adopted		Department	Adopted	
	Budget	Request	Budget	Budget	Request	Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Assistant City Manager*		0.25	0.25		\$33,070	\$33,070
Sr. Water Quality Analyst		1	1		73,330	73,330
Environmental Specialist		1	1		49,000	49,000
TOTAL		2.25	2.25	\$0	\$155,400	\$155,400

* As of February 1, 2003, the Assistant City Manager position will be moved to City Manager's Department and this position will become a department director position that will manage a portion of Public Works functions including the Sewer Division, storm drains and water quality.

Transit DivisionPublic Works
Transit Fund/3401,3402 & 3404

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$145,733	\$222,380	\$193,600	\$158,710
1003	Salaries, Part Time	251,483	261,730	388,070	361,710
1006	Salaries, Overtime	14,106	18,890	24,960	24,960
1009	Salaries, Redistributed	43,610	46,410	49,060	49,060
1038	Sick Leave Payoff	248	1,180	1,980	1,980
1039	Old Sick Leave Payoff	32			
1040	Vacation Payoff	895		910	910
1101	Retirement	1,946			
1103	P.A.R.S. Retirement	9,849	9,820	14,550	13,560
1201	Workers' Compensation	41,350	69,250	115,060	115,060
1300	Employee Group Insurance	12,300	24,500	22,000	16,500
1318	Medicare Insurance	5,381	6,710	8,180	7,290
	Subtotal	526,933	660,870	818,370	749,740
Maintenance and Operations					
2001	Uniforms and Laundry	4,847	6,700	7,060	7,060
2011	Training, Travel and Dues	818	800	1,000	1,000
2021	Natural Gas	369	360	380	380
2024	Electricity	4,155	4,900	4,320	4,320
2031	Telephone	323	290	280	280
2051	Gas and Lubrications	53,326	79,620	74,950	74,950
2101	Materials and Supplies	18,214	22,730	24,260	24,260
2150	Rents and Leases	3,631		28,000	28,000
2170	General Insurance	13,400	13,850	12,800	12,800
2201	Repairs and Maint. Auto.	47,353	50,000	64,000	64,000
2222	Repairs and Maint. Other	6,594	6,750	7,100	7,100
2281	Printing	7,714	10,500	14,500	14,500
2401	Contractual Services	4,995	18,500	63,030	46,030
2804	Costs Redistributed	59,050	75,330	84,580	84,580
	Subtotal	224,789	290,330	386,260	369,260
Capital Outlay					
5510	(R) Two Golden Gate Trolleys			460,000	460,000
5510	(A) Van For ACCESS Program			40,000	40,000
	Subtotal	0	257,000	500,000	500,000
Special Programs					
8026	Portable 800 MHZ Radios			3,500	3,500
8108	Transit Evening Services	8,458	40,000	40,000	40,000
8304	Paratransit Costs			150,000	150,000
	Subtotal	8,458	40,000	193,500	193,500
	Grand Total	\$760,180	\$1,248,200	\$1,898,130	\$1,812,500

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Lead Bus Driver	1	1	1	\$47,120	\$49,010	\$49,010
Bus Drivers	3	2	1	111,190	77,960	43,070
Sr. Mechanic Maint. Supervisor	1	1	1	64,070	66,630	66,630
TOTAL	5	4	3	\$222,380	\$193,600	\$158,710

Parking Facilities Maintenance Division

*Public Works
Parking Authority Fund/3501*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$143,996	\$165,100	\$171,430	\$171,430
1003	Salaries, Part Time	13,008	15,600	22,710	57,100
1006	Salaries, Overtime	4,539	5,200	5,410	7,410
1009	Salaries, Redistributed	81,220	86,810	88,970	88,970
1038	Sick Leave Payoff	4,220	3,890	2,270	2,270
1040	Vacation Payoff	1,820	1,820	2,110	2,110
1101	Retirement	1,832			
1103	P.A.R.S. Retirement	625	590	850	2,150
1201	Workers' Compensation	4,290	750	1,200	1,200
1300	Employee Group Insurance	14,350	17,150	19,250	19,250
1318	Medicare Insurance	897	1,860	2,010	2,540
	Subtotal	270,797	298,770	316,210	354,430
Maintenance and Operations					
2001	Uniforms and Laundry	1,455	1,450	1,510	1,510
2011	Training, Travel and Dues	322	990	430	430
2024	Electricity	1,686	1,940	1,750	1,750
2027	Water	3,651	3,400	2,540	2,540
2031	Telephone	512	560	550	550
2051	Gas and Lubrications	1,289	1,620	1,540	1,540
2101	Materials and Supplies	122,648	122,000	122,000	122,000
2150	Rents and Leases	8,660	8,640	8,640	8,640
2170	General Insurance	3,870	4,310	5,220	5,220
2201	Repairs and Maint. Auto.	1,692	2,000	2,100	2,100
2222	Repairs and Maint. Other	7,323	6,800	7,300	7,300
2281	Printing	10,944	15,500	10,000	10,000
2401	Contractual Services	69,365	68,350	70,600	70,600
2432	Postage	114	3,000	3,000	3,000
2804	Costs Redistributed	83,940	100,450	97,240	97,240
	Subtotal	317,471	341,010	334,420	334,420
Capital Outlay					
5622	(R) Bill Changer			7,500	7,500
5622	(A) Change Machines			10,500	21,000
	Subtotal	0	18,000	18,000	28,500
Special Programs					
8026	Portable 800 MHZ Radios			7,000	
8305	Festival Tram Fares			142,000	142,000
	Subtotal	0	0	149,000	142,000
	Grand Total	\$588,268	\$657,780	\$817,630	\$859,350

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Maintenance Supervisor	1	1	1	\$58,290	\$60,630	\$60,630
Traffic Maintenance Tech.	0.5	0.5	0.5	\$23,560	24,210	24,210
Maintenance Worker II	1	1	1	44,600	46,390	46,390
Maintenance Worker I	1	1	1	38,650	40,200	40,200
Equipment Operator						
TOTAL	3.5	3.5	3.5	\$165,100	\$171,430	\$171,430

Street Lighting Division*Public Works
Street Lighting Fund/3601*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Salaries and Wages</u>					
1009	Salaries, Redistributed	\$10,960	\$11,390	\$13,360	\$13,360
	Subtotal	10,960	11,390	13,360	13,360
<u>Maintenance and Operations</u>					
2024	Electricity	171,681	211,760	178,550	178,550
2101	Materials and Supplies	126	3,500	3,500	3,500
2222	Repairs and Maint. Other	266	2,000	2,000	2,000
2401	Contractual Services	26,865	15,000	15,000	15,000
	Subtotal	198,938	232,260	199,050	199,050
<u>Capital Improvements</u>					
	Capital Improvements	261,924	1,550,000		
	Subtotal	261,924	1,550,000	0	0
	Grand Total	\$471,822	\$1,793,650	\$212,410	\$212,410

Weed Abatement Division*Public Works
General Fund/3105*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1009	Salaries, Redistributed	\$6,290	\$7,140		
1201	Workers' Compensation	10	10		
	Subtotal	6,300	7,150	0	0
Maintenance and Operations					
2051	Gas and Lubrications		370		
2101	Materials and Supplies		300		
2170	General Insurance	3,040	310		
2281	Printing		300		
2401	Contractual Services	46,824	85,000		
	Subtotal	49,864	86,280	0	0
	Grand Total	\$56,164	\$93,430	\$0	\$0 *

* This division was moved to the Fire Department in fiscal year 2002-03.

Community Development Department

The Community Development Department is organized into the following four divisions: Administration, Planning, Building Safety and Zoning. 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. Major goals or initiatives for the department this year include completion of the Document Imaging Project, completion of the Village Entrance Master Plan and completion of a Parking Management Plan for the Central Business District.

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, evaluation of building bulk and mass criteria and reevaluation of the View Preservation Ordinance. The Planning Division provides staff support to the Planning Commission.

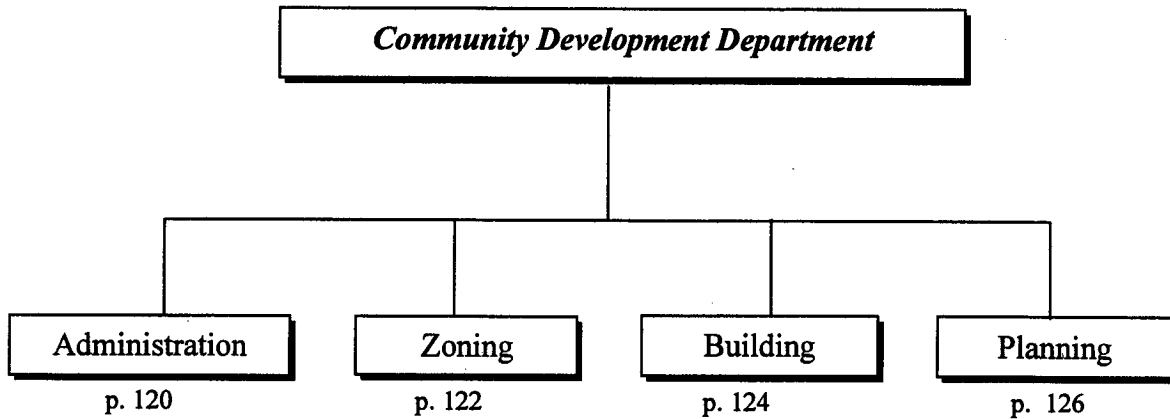
Building Safety Division – The Building Division is managed by the City's Building Official and is principally engaged in the physical development of the City. Specifically, the division provides building plan checks (for compliance with the Uniform Building Code), issues computer generated building 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 covering the operational expenses of the division. In the 2001 calendar year, the Building Division issued 1,616 permits for a total permit valuation of \$80 million.

Zoning Division – This division is managed by the City's Zoning Administrator and principally engages 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.

Major Initiatives:

- Complete Document Imaging Project
- Complete the Village Entrance Master Plan
- Complete Parking Management Plan for Central Business District

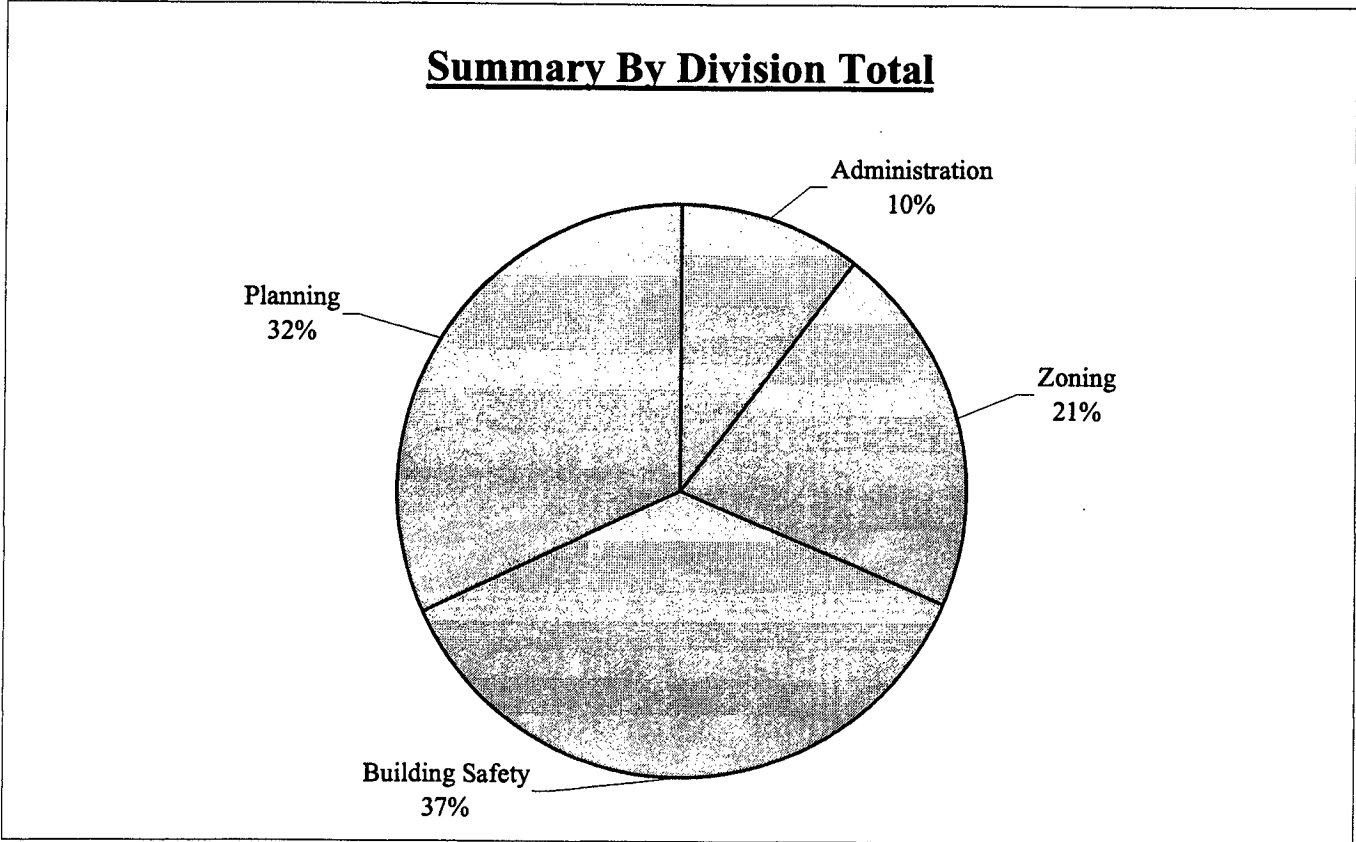
The chart below shows the budget structure of the Community Development Department. The numbers below each activity indicate the pages that follow in which a more detailed budget can be found:



Community Development Department Budget Summary

All Divisions

<u>Division</u>	MAJOR CATEGORY OF EXPENDITURE					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Administration	\$195,540	\$40,420	\$2,000	\$500	\$0	\$238,460
Zoning	463,480	31,970			0	\$495,450
Building Safety	743,430	108,280	12,000		0	\$863,710
Planning	497,700	31,410	17,800	198,500	0	\$745,410
Department Total	\$1,900,150	\$212,080	\$31,800	\$199,000	\$0	\$2,343,030



**Community Development Department
Budget Detail**

**All
Divisions**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$1,322,322	\$1,425,020	\$1,550,740	\$1,550,740
1003	Salaries, Part Time	88,969	101,940	73,230	73,230
1006	Salaries, Overtime	22,157	29,440	31,690	31,690
1038	Sick Leave Payoff	16,380	19,730	23,790	23,790
1040	Vacation Payoff	12,520	11,230	19,710	19,710
1055	Relocation Costs	3,000			
1101	Retirement	17,489			
1103	P.A.R.S. Retirement	3,371	3,820	2,750	2,750
1201	Workers' Compensation	30,980	29,320	48,820	48,820
1300	Employee Group Insurance	87,740	110,740	129,800	129,800
1318	Medicare Insurance	17,513	18,330	19,620	19,620
	Subtotal	1,622,441	1,749,570	1,900,150	1,900,150
Maintenance and Operations					
2011	Training, Travel and Dues	8,627	17,050	20,200	19,200
2024	Electricity	8,827	10,730	9,180	9,180
2027	Water	363	310	300	300
2031	Telephone	11,120	8,440	10,050	10,050
2051	Gas and Lubrications	3,637	5,590	4,750	4,750
2101	Materials and Supplies	19,018	19,960	25,010	22,150
2150	Rents and Leases	14,570	14,640	20,340	20,340
2170	General Insurance	25,250	24,580	32,480	32,480
2201	Repairs and Maint. Auto.	15	1,000	1,400	1,400
2222	Repairs and Maint. Other	891	4,800	4,800	4,800
2281	Printing	6,544	14,800	14,800	14,800
2401	Contractual Services	41,421	141,950	74,950	68,950
2804	Costs Redistributed	3,680	3,680	3,680	3,680
	Subtotal	143,963	267,530	221,940	212,080
Capital Outlay					
5408	Office Furniture & Equipment	58,409	37,500	55,500	31,800
	Subtotal	58,409	37,500	55,500	31,800
Special Programs					
	Special Programs	120,572	107,500	164,000	199,000
	Subtotal	120,572	107,500	164,000	199,000
	Grand Total	\$1,945,385	\$2,162,100	\$2,341,590	\$2,343,030

**Community Development Department
Position Summary**

**All
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Dir. of Community Dev.	1	1	1	\$115,790	\$120,420	\$120,420
Asst. Dir. Comm. Dev.	1	1	1	92,700	104,000	104,000
Building Official	1	1	1	92,700	96,400	96,400
Zoning Administrator	1	1	1	88,360	96,400	96,400
Sr.Code Enfor. Officer	1	1	1	58,290	60,630	60,630
Code Enfor. Aide	1	1	1	36,600	46,380	46,380
Principal Planner	0.8	0.8	0.8	60,730	63,150	63,150
Senior Planners	2.8	3.8	3.8	197,430	275,170	275,170
Associate Planner	1	1	1	64,070	52,230	52,230
Assistant Planner	1			47,360		
Sr. Plan Checker	1	1	1	84,200	87,560	87,560
Building Inspectors	3	3	3	174,870	181,890	181,890
Sr. Building Inspector	1	1	1	64,070	66,630	66,630
Administrative Secretaries	2	2	2	91,440	94,910	94,910
Permit Aide	1	1	1	44,610	46,380	46,380
Administrative Clerk	1	1	1	41,410	43,070	43,070
Senior Clerks	1	2	2	34,170	77,540	77,540
Typist Clerk	1	1	1	36,220	37,980	37,980
TOTAL	22.6	23.6	23.6	\$1,425,020	\$1,550,740	\$1,550,740

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

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$156,647	\$162,910	\$169,420	\$169,420
1006	Salaries, Overtime	3,305	5,100	5,300	5,300
1038	Sick Leave Payoff	610	1,170	1,670	1,670
1040	Vacation Payoff		520	1,450	1,450
1101	Retirement	2,079			
1201	Workers' Compensation	360	2,510	5,910	5,910
1300	Employee Group Insurance	8,200	9,800	11,000	11,000
1318	Medicare Insurance	705	750	790	790
	Subtotal	171,906	182,760	195,540	195,540
Maintenance and Operations					
2011	Training, Travel and Dues	3,609	4,500	6,550	5,550
2024	Electricity	8,827	10,730	9,180	9,180
2027	Water	363	310	300	300
2031	Telephone	11,120	8,440	10,050	10,050
2101	Materials and Supplies	3,109	1,500	1,900	1,500
2150	Rents and Leases	3,430	3,480	6,600	6,600
2170	General Insurance	2,630	2,680	3,220	3,220
2222	Repairs and Maint. Other	401	400	400	400
2281	Printing	13			
2401	Contractual Services	532	1,000	2,700	2,700
2804	Costs Redistributed	920	920	920	920
	Subtotal	34,954	33,960	41,820	40,420
Capital Outlay					
5408	(R) Personal Computer			2,200	2,000
	Subtotal		7,000	2,200	2,000
Special Programs					
8015	Heritage Committee	454	500	500	500
8025	Aerial Topography	16,000			
8109	Village Entr. Design Competition	12,000 *	20,000		
	Subtotal	28,454	20,500	500	500
	Grand Total	\$288,206	\$244,220	\$240,060	\$238,460

* Funded by the Parking Authority Fund.

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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Dir. of Community Dev.	1	1	1	\$115,790	\$120,420	\$120,420
Administrative Secretary	1	1	1	47,120	49,000	49,000
TOTAL	2	2	2	\$162,910	\$169,420	\$169,420

Zoning Division

*Community Development
General Fund/4102*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Salaries and Wages</u>					
1001	Salaries, Full Time	\$278,435	\$325,390	\$351,060	\$351,060
1003	Salaries, Part Time	32,927	37,730	43,560	43,560
1006	Salaries, Overtime	10,293	12,140	12,880	12,880
1038	Sick Leave Payoff	4,980	5,470	6,210	6,210
1040	Vacation Payoff	3,130	1,870	3,590	3,590
1101	Retirement	3,640			
1103	P.A.R.S. Retirement	1,235	1,410	1,640	1,640
1201	Workers' Compensation	12,550	700	6,730	6,730
1300	Employee Group Insurance	19,680	28,420	31,900	31,900
1318	Medicare Insurance	4,649	5,420	5,910	5,910
	Subtotal	371,519	418,550	463,480	463,480
<u>Maintenance and Operations</u>					
2011	Training, Travel and Dues	308	4,450	5,350	5,350
2101	Materials and Supplies	4,100	3,800	4,910	4,910
2170	General Insurance	4,930	5,380	7,190	7,190
2222	Repairs and Maint. Other	255	100	100	100
2281	Printing	2,351	3,500	3,500	3,500
2401	Contractual Services	8,283	10,000	16,000	10,000
2804	Costs Redistributed	920	920	920	920
	Subtotal	21,147	28,150	37,970	31,970
<u>Capital Outlay</u>					
5408	(A) Two Compaq Pocket PCs			2,200	
	Subtotal	0	10,000	2,200	0
	Grand Total	\$392,666	\$456,700	\$503,650	\$495,450

Zoning 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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Zoning Administrator	1	1	1	\$88,360	\$96,400	\$96,400
Sr.Code Enfor. Officer	1	1	1	58,290	60,630	60,630
Code Enfor. Aide	1	1	1	36,600	46,380	46,380
Senior Planner	0.8	0.8	0.8	56,410	58,670	58,670
Administrative Secretary	1	1	1	44,320	45,910	45,910
Administrative Clerk	1	1	1	41,410	43,070	43,070
TOTAL	5.8	5.8	5.8	\$325,390	\$351,060	\$351,060

Building Safety DivisionCommunity Development
General Fund/4104

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$507,274	\$530,840	\$594,380	\$594,380
1003	Salaries, Part Time	51,190	60,610	23,990	23,990
1006	Salaries, Overtime	8,273	6,070	7,010	7,010
1038	Sick Leave Payoff	8,050	9,200	10,470	10,470
1040	Vacation Payoff	7,730	7,300	10,820	10,820
1101	Retirement	6,784			
1103	P.A.R.S. Retirement	1,943	2,270	900	900
1201	Workers' Compensation	17,320	25,280	34,430	34,430
1300	Employee Group Insurance	36,080	44,100	55,000	55,000
1318	Medicare Insurance	6,591	6,140	6,430	6,430
	Subtotal	651,235	691,810	743,430	743,430
Maintenance and Operations					
2011	Training, Travel and Dues	2,266	2,670	2,770	2,770
2051	Gas and Lubrications	3,637	5,590	4,750	4,750
2101	Materials and Supplies	4,455	5,660	5,740	5,740
2150	Rents and Leases	11,140	11,160	13,740	13,740
2170	General Insurance	11,490	10,100	14,110	14,110
2201	Repairs and Maint. Auto.	15	1,000	1,400	1,400
2222	Repairs and Maint. Other		300	4,300	4,300
2281	Printing	948	4,300	4,300	4,300
2401	Contractual Services	27,506	129,450	56,250	56,250
2804	Costs Redistributed	920	920	920	920
	Subtotal	62,377	171,150	108,280	108,280
Capital Outlay					
5408	(R) Six Personal Computers			14,600	12,000
				<i>(Prior Years' Capital Outlay shown in Total Only)</i>	
	Subtotal	0	14,500	14,600	12,000
Special Programs					
8102	Treasure Island Plan Check	70,870			
	Subtotal	70,870	0	0	0
	Grand Total	\$784,482	\$877,460	\$866,310	\$863,710

Building Safety Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Building Officials	1	1	1	\$92,700	\$96,400	\$96,400
Sr. Plan Checker	1	1	1	84,200	87,560	87,560
Building Inspectors	3	3	3	174,870	181,890	181,890
Sr. Building Inspector	1	1	1	64,070	66,630	66,630
Permit Aide	1	1	1	44,610	46,380	46,380
Senior Clerks	1	2	2	34,170	77,540	77,540
Typist Clerk	1	1	1	36,220	37,980	37,980
TOTAL	9	10	10	\$530,840	\$594,380	\$594,380

Planning Division

*Community Development
General Fund/4106*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$379,966	\$405,880	\$435,880	\$435,880
1003	Salaries, Part Time	4,852	3,600	5,680	5,680
1006	Salaries, Overtime	286	6,130	6,500	6,500
1038	Sick Leave Payoff	2,740	3,890	5,440	5,440
1040	Vacation Payoff	1,660	1,540	3,850	3,850
1055	Relocation Costs	3,000			
1101	Retirement	4,986			
1103	P.A.R.S. Retirement	193	140	210	210
1201	Workers' Compensation	750	830	1,750	1,750
1300	Employee Group Insurance	23,780	28,420	31,900	31,900
1318	Medicare Insurance	5,568	6,020	6,490	6,490
	Subtotal	427,781	456,450	497,700	497,700
Maintenance and Operations					
2011	Training, Travel and Dues	2,444	5,430	5,530	5,530
2101	Materials and Supplies	7,354	9,000	12,460	10,000
2170	General Insurance	6,200	6,420	7,960	7,960
2222	Repairs and Maint. Other	235	4,000		
2281	Printing	3,232	7,000	7,000	7,000
2401	Contractual Services	5,100	1,500		
2804	Costs Redistributed	920	920	920	920
	Subtotal	25,485	34,270	33,870	31,410
Capital Outlay					
5408	(R) Two Personal Computers	-	-	5,800	5,800
5408	(A) Census Software	-	-	1,000	1,000
5408	(A) File Net Software			8,000	8,000
5408	(A) Geo Compression Software			4,700	
5408	(A) GPS Pathfinder/Software			1,500	1,500
5408	(A) 3D Visualization Software	-	-	9,000	
5408	(A) ARC View 8.1 Software	-	-	1,500	1,500
5408	(A) Unexpected Software Needs	-	-	5,000	
	Subtotal	5,517	6,000	36,500	17,800
Special Programs					
8103	Treasure Island Marine Plan	21,248	87,000	88,500	88,500
8315	Parking Management Study			75,000	110,000
	Subtotal	21,248	87,000	163,500	198,500
	Grand Total	\$480,031	\$583,720	\$731,570	\$745,410

Planning 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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Asst. Director Comm. Dev.	1	1	1	\$92,700	\$104,000	\$104,000
Principal Planner	0.8	0.8	0.8	60,730	63,150	63,150
Senior Planners	2	3	3	141,020	216,500	216,500
Associate Planner	1	1	1	64,070	52,230	52,230
Assistant Planner	1			47,360		
TOTAL	5.8	5.8	5.8	\$405,880	\$435,880	\$435,880

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Community Services Department

The Community Services Department is organized into five Divisions: Recreation and Social Services, Swimming Pool, Arts Commission, Community Assistance and the Business Improvement District. There are 6.75 authorized full-time positions, approximately 80 seasonal and part-time positions, and more than 140 contracted instructors. A description of services provided by each division is as follows:

Recreation and Social Services - The Recreation and Social Services Division consists of 4.75 full-time and approximately 45 seasonal employees. It provides a variety of recreation and cultural activities and supplements the social services and senior citizen needs in the community. The Division is responsible for a variety of activities: sports programs for both youth and adults; parenting and tiny tot classes; various dance and exercise activities. Senior programs are offered at little or no charge. A quarterly brochure of activities is mailed to all Laguna Beach residents. In addition, the Division manages the City Hall Recreation Building, Lang Park Community Center and the Veteran's Memorial Community Center (Senior Center), the Cold Weather Shelter and non-metered parking lot programs. Class fees, sports programs, permit charges, program advertising, rents, leases and special program reimbursements generate about 78% of the Division's budget, excluding the cost of operating the parking lots.

Swimming Pool - This Division has one full-time Pool Manager and approximately 35 seasonal personnel. The Division is responsible for managing the aquatic facility shared with the Laguna Beach Unified School District. Apart from maintaining the pool and related equipment, a variety of special programs are offered through the Recreation Division: beginning through advanced Red Cross swim lessons, lap swimming, aquatic exercises, youth swim teams, water safety certification, etc. The cost to operate the pool is approximately \$293,000 per year, \$26,000 of which is reimbursed by the School District for shared operating expenses which include utilities, chemicals, testing supplies, deck furniture, mats and general repairs and maintenance (30% of totals). The various swim programs and facility rentals generate an additional \$132,000. Currently, operating costs exceed revenues by approximately \$135,000 per year.

Arts Commission - The Arts Commission consists of eight appointed community members. The Commission makes recommendations to the City Council about Art in Public Places projects and manages special projects, which include Music in the Park, holiday palettes, banners and artist designed benches. A full-time Arts Coordinator serves as liaison to the Commission and the City's arts

organizations and galleries, also prepares the City's Community Cultural Calendar, Public Art Brochure and The Artist Directory.

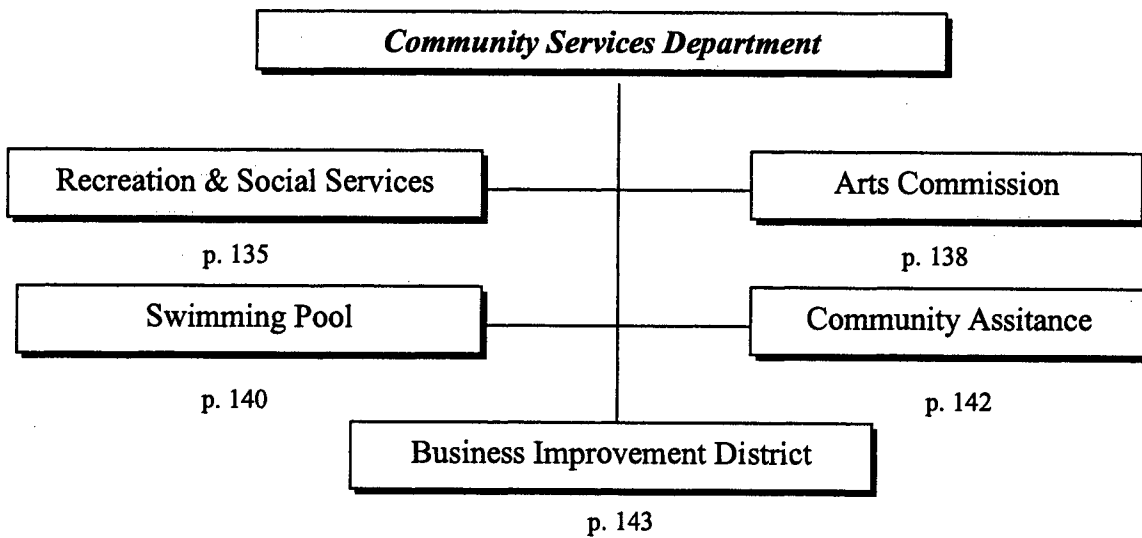
Community Assistance - The Community Assistance Grant Program provides funds to help support local community organizations that represent the arts and social services. The allocation prior to adoption of the budget for fiscal year 2002-03 was \$230,080. This amount represents the lease payment anticipated from the Festival of Arts. The City Council appoints two Council members to recommend the allocation of this money.

Business Improvement District – the Business Improvement District was established to fund activities that promote tourism and related tourist events. The funds are generated from a 2% assessment from hotels. One half of the funds are allocated to the Laguna Beach Hospitality association and the other half is distributed equally the Arts Commission, Laguna Art Museum, Laguna Playhouse, Art Institute of Southern California and a fund to which various community arts organizations will be able to apply for funds.

Major Initiatives:

- Continue planning process for a new community/senior center
- Continue development process for an affordable housing project at 450 Glenneyre
- Assist South Coast YMCA in its installation of a supervised skateboard park

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

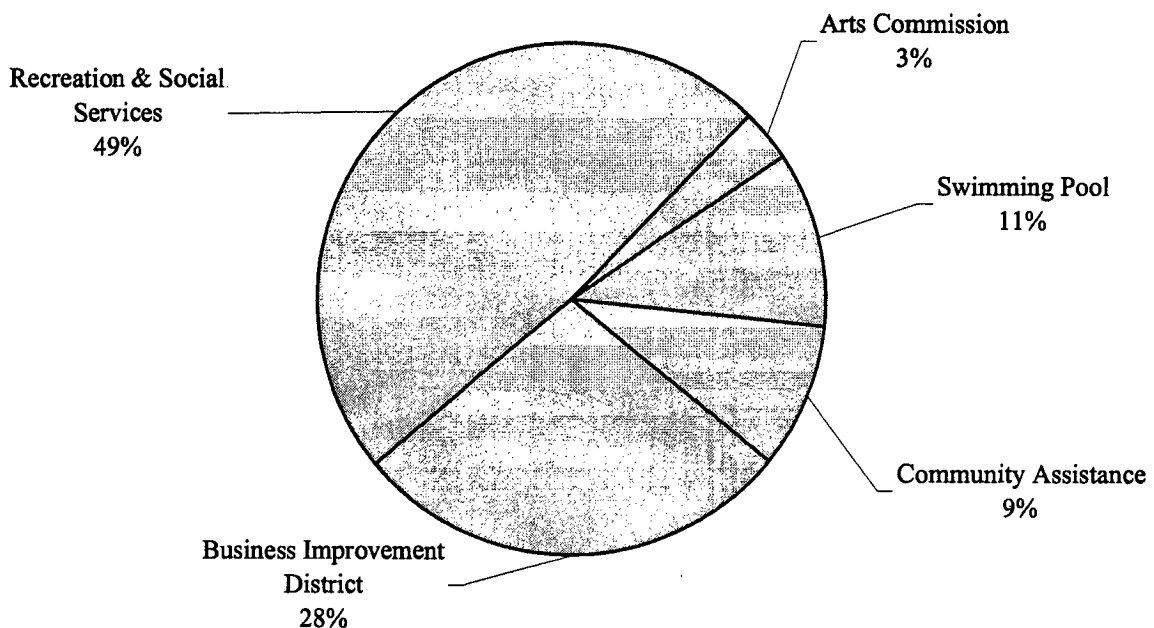


Community Services Department Budget Summary

*All
Divisions*

<u>Division</u>	MAJOR CATEGORY OF EXPENDITURE					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Recreation & Social Serv.	\$463,010	\$639,960		\$166,900		\$1,269,870
Arts Commission	67,080	3,830		17,460		\$88,370
Swimming Pool	142,490	151,290				\$293,780
Community Assistance		240,080				\$240,080
Business Improv. District				740,000		\$740,000
Department Total	\$672,580	\$1,035,160	\$0	\$924,360	\$0	\$2,632,100

Summary By Division Total



**Community Services Department
Budget Detail**

**All
Divisions**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$363,212	\$389,820	\$412,530	\$412,530
1003	Salaries, Part Time	159,073	197,900	209,560	209,560
1006	Salaries, Overtime	3,574	3,120	2,180	2,180
1009	Salaries, Redistributed	(17,300)	(19,630)	(19,630)	(19,630)
1038	Sick Leave Payoff	2,460	4,420	5,570	5,570
1040	Vacation Payoff	230	1,200	5,020	5,020
1042	Comp Time Payoffs		130	130	130
1101	Retirement	4,785			
1103	P.A.R.S. Retirement	6,461	7,410	7,860	7,860
1201	Workers' Compensation	2,960	3,460	4,940	4,940
1300	Employee Group Insurance	27,680	33,080	37,130	37,130
1318	Medicare Insurance	5,846	6,900	7,290	7,290
	Subtotal	558,981	627,810	672,580	672,580
Maintenance and Operations					
2001	Uniforms and Laundry	3,250	3,100	3,100	3,100
2011	Training, Travel and Dues	8,052	9,100	10,340	10,020
2021	Natural Gas	39,519	32,630	41,100	41,100
2024	Electricity	24,186	38,170	25,160	25,160
2027	Water	4,359	6,760	6,430	6,430
2031	Telephone	6,526	4,000	6,540	6,540
2101	Materials and Supplies	47,111	48,550	53,810	51,100
2150	Rents and Leases	22,988	25,010	25,710	25,710
2170	General Insurance	7,870	8,830	10,940	10,940
2222	Repairs and Maint. Other	12,632	16,100	20,300	16,800
2281	Printing	26,754	36,600	37,450	37,450
2401	Contractual Services	489,491	471,860	551,240	551,240
2432	Postage	6,377	9,130	9,490	9,490
	Community Assistance	212,000	226,100	488,340	240,080
	Subtotal	911,115	935,940	1,289,950	1,035,160
Capital Outlay					
5408	Office Furniture & Equipment	5,694	6,500		
5622	Other Equipment	60,468	80,000	5,000	
	Subtotal	66,162	86,500	5,000	0

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

**All
Divisions**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Special Programs</u>					
	Special Programs	3,056,181	803,170	925,740	924,360
	Subtotal	3,056,181	803,170	925,740	924,360
<u>Capital Improvements</u>					
	Capital Improvement Projects	66,352			
	Subtotal	66,352	0	0	0
	Grand Total	\$4,658,791	\$2,453,420	\$2,893,270	\$2,632,100

**Community Services Department
Position Summary**

**All
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Dir Rec. & Soc. Services	1	1	1	\$104,720	\$108,900	\$108,900
Recreation Supervisors	2	2	2	116,580	121,260	121,260
Sr. Services Coordinator	0.75	0.75	0.75	34,320	38,560	38,560
Administrative Secretary	1	1	1	46,560	49,000	49,000
Arts Coordinator	1	1	1	50,040	53,740	53,740
Pool Manager	1	1	1	37,600	41,070	41,070
TOTAL	6.75	6.75	6.75	\$389,820	\$412,530	\$412,530

Recreation & Social Services Division

Community Services
General Fund/5101

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Salaries and Wages</u>					
1001	Salaries, Full Time	\$284,755	\$302,180	\$317,720	\$317,720
1003	Salaries, Part Time	85,963	111,060	117,450	117,450
1006	Salaries, Overtime	953	420	830	830
1009	Salaries, Redistributed	(17,300)	(19,630)	(19,630)	(19,630)
1038	Sick Leave Payoff	2,460	4,090	4,970	4,970
1040	Vacation Payoff	230	1,200	4,520	4,520
1101	Retirement	3,747			
1103	P.A.R.S. Retirement	3,621	4,160	4,400	4,400
1201	Workers' Compensation	2,680	1,180	2,060	2,060
1300	Employee Group Insurance	19,480	23,280	26,130	26,130
1318	Medicare Insurance	3,631	4,320	4,560	4,560
	Subtotal	390,220	432,260	463,010	463,010
<u>Maintenance and Operations</u>					
2001	Uniforms and Laundry	1,398	1,400	1,400	1,400
2011	Training, Travel and Dues	5,814	6,420	7,020	6,700
2021	Natural Gas	3,566	2,630	3,710	3,710
2024	Electricity	4,920	6,040	5,120	5,120
2027	Water	1,360	1,960	1,630	1,630
2031	Telephone	5,701	3,100	5,700	5,700
2101	Materials and Supplies	26,655	26,750	30,510	27,800
2150	Rents and Leases	22,869	24,880	25,570	25,570
2170	General Insurance	5,620	6,210	7,550	7,550
2222	Repairs and Maint. Other	5,842	7,600	11,300	7,800
2281	Printing	26,631	35,700	36,250	36,250
2401	Contractual Services	444,766	421,860	501,240	501,240
2432	Postage	6,377	9,130	9,490	9,490
	Subtotal	561,519	553,680	646,490	639,960
<u>Capital Outlay</u>					
5408	Office Furniture and Equipment				
	Subtotal	3,796	4,500	0	0

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

Recreation & Social Services Division (Cont.)

*Community Services
General Fund/5101*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Special Programs					
8017	Cold Weather Shelter*	8,679	15,000	15,000	15,000
8021	Housing Assistance**	14,400	14,400	14,400	14,400
8032	Community/Senior Center	2,907,701			
8092	Festival of Arts Parking Program	23,315	21,500	22,500	22,500
8112	Even Start Program Assistance	10,000			
8116	Third Street Operating Costs	31,733	160,000	115,000	115,000
	Subtotal	2,995,828	210,900	166,900	166,900
Capital Improvements					
9034	Soccer Field	50,000			
9102	Joseph Brown Park Design	16,352			
	Subtotal	66,352	0	0	0
	Grand Total	\$4,017,715	\$1,201,340	\$1,276,400	\$1,269,870

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

** Funded from the Housing in Lieu Fund.

Recreation & Social Services Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept. Budget	Request	Adopted Budget	Department Budget	Request	Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Dir. Rec. & Soc. Services	1	1	1	\$104,720	\$108,900	\$108,900
Recreation Supervisors	2	2	2	116,580	121,260	121,260
Sr. Services Coordinator	0.75	0.75	0.75	34,320	38,560	38,560
Administrative Secretary	1	1	1	46,560	49,000	49,000
TOTAL	4.75	4.75	4.75	\$302,180	\$317,720	\$317,720

Arts Commission DivisionCommunity Services
General Fund/5151

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$45,072	\$50,040	\$53,740	\$53,740
1003	Salaries, Part Time	3,360	3,840	5,760	5,760
1038	New Sick Leave Payoff		330	480	480
1040	Vacation Payoff			290	290
1101	Retirement	607			
1103	P.A.R.S. Retirement	126	140	220	220
1201	Workers' Compensation	80	100	230	230
1300	Employee Group Insurance	4,100	4,900	5,500	5,500
1318	Medicare Insurance	702	790	860	860
	Subtotal	54,047	60,140	67,080	67,080
Maintenance and Operations					
2011	Training, Travel and Dues	559	800	900	900
2101	Materials and Supplies	957	800	900	900
2170	General Insurance	650	790	1,030	1,030
2281	Printing	55	700	1,000	1,000
	Subtotal	2,221	3,090	3,830	3,830
Capital Outlay					
5622	(A) One Storage Bin			5,000	
	Subtotal	1,067	2,000	5,000	0
Special Programs					
8004	Arts Commission Program	16,257	17,270	18,840	17,460
8023	Passport To Laguna	22,802	20,000		
8944	Sculpture Program	913			
8945	Artistic Bench Program	20,381			
	Subtotal	60,353	37,270	18,840	17,460
	Grand Total	\$117,688	\$102,500	\$94,750	\$88,370

Arts Commission 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
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Arts Coordinator	1	1	1	\$50,040	\$53,740	\$53,740
TOTAL	1	1	1	\$50,040	\$53,740	\$53,740

Swimming Pool Division

Community Services
General Fund/2602

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$33,385	\$37,600	\$41,070	\$41,070
1003	Salaries, Part Time	69,750	83,000	86,350	86,350
1006	Salaries, Overtime	2,621	2,700	1,350	1,350
1038	New Sick Leave Payoff			120	120
1040	Vacation Payoff			210	210
1042	Comp Time Payoffs		130	130	130
1101	Retirement	431			
1103	P.A.R.S. Retirement	2,714	3,110	3,240	3,240
1201	Workers' Compensation	200	2,180	2,650	2,650
1300	Employee Group Insurance	4,100	4,900	5,500	5,500
1318	Medicare Insurance	1,513	1,790	1,870	1,870
	Subtotal	114,714	135,410	142,490	142,490
Maintenance and Operations					
2001	Uniforms and Laundry	1,852	1,700	1,700	1,700
2011	Training, Travel and Dues	1,679	1,880	2,420	2,420
2021	Natural Gas	35,953	30,000	37,390	37,390
2024	Electricity	19,266	32,130	20,040	20,040
2027	Water	2,999	4,800	4,800	4,800
2031	Telephone	825	900	840	840
2101	Materials and Supplies	19,499	21,000	22,400	22,400
2150	Rents and Leases	119	130	140	140
2170	General Insurance	1,600	1,830	2,360	2,360
2222	Repairs and Maint. Other	6,790	8,500	9,000	9,000
2281	Printing	68	200	200	200
2401	Contractual Services	44,725	50,000	50,000	50,000
	Subtotal	135,375	153,070	151,290	151,290
Capital Outlay					
5408	Office Furniture and Equipment				
5622	Other Equipment				
	Subtotal	61,299	80,000	0	0
	Grand Total	\$311,388	\$368,480	\$293,780	\$293,780

Swimming Pool Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept. Budget	Dept. Request	Dept. Adopted Budget	Department Budget	Department Request	Department Adopted Budget
	2001-02	2002-03	2002-03	2001-02	2002-03	2002-03
Swimming Pool Manager	1	1	1	\$37,600	\$41,070	\$41,070
TOTAL	1	1	1	\$37,600	\$41,070	\$41,070

Community Assistance

Community Services General Fund/5201

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Community Request 2002-03	Adopted Budget 2002-03
2900	Contingency		\$700		\$80
2901	Laguna Art Museum	\$48,000	4,000	\$42,260	2,300
2902	Ballet Pacifica	3,800			
2904	Community Art Project	1,200	3,500		
2905	Laguna Beach Resource Center	5,000	10,000	25,000	20,000
2906	Art Institute of Southern California	6,000	2,000		
2907	Bluebell Foundation for Cats			3,500	1,500
2908	Friends of The Laguna Beach Library	2,000	1,000	5,000	1,000
2911	Hortense Miller Gardens	1,000	1,000	3,000	3,000
2912	No Square Theater	8,000	20,000	25,000	17,500
2913	Binky Patrol Comforting Covers	200			
2915	Chamber of Commerce	10,000	30,000	75,000	15,000
2916	Laguna Club for Kids	3,500	3,500	20,000	15,000
2917	Community Clinic	10,000	15,000	15,000	10,000
2918	CA Choreographers Dance Festival	2,500	6,200	9,750	8,000
2920	Friends of Sea Lions		1,000	5,000	1,000
2921	1st Thursday's Art Walk	3,000	5,600	8,240	6,000
2922	Boys & Girls Club	12,500	10,000	25,000	12,000
2923	CSP Youth Shelter	4,400	7,000	10,000	5,000
2924	Laguna Beach Seniors	7,500	11,000	25,000	15,000
2925	Laguna Beach Community Band	200	2,000	4,000	2,000
2929	Laguna Playhouse	7,500	6,400	20,300	6,400
2931	Sally's Fund	5,000	10,000	15,000	14,900
2932	Coastal Family Therapy		5,000	25,000	15,000
2933	Exchange Club of Laguna Beach		6,200	10,000	1,000
2934	Niguel Parent Participation		1,000		
2938	Friendship Shelter	2,000	2,000	15,560	10,000
2940	Cross Cultural Task Force	40,000	29,000	40,000	24,500
2942	Schoolpower		500	1,650	500
2943	Aids Services/HIV Committee	19,000	20,000		
2945	SOC/OSC			2,500	900
2947	Laguna Beach Historical Society			5,000	1,000
2949	Laguna Outreach Art (LOCA)	4,500	7,000	9,080	8,000
2952	RUFF	500	500	500	500
2955	Brandy's Friends	4,700	5,000	10,000	7,500
2958	South Coast Medical Center			2,000	
2961	Children's Repertory Theater			3,000	1,000
2962	Feedback Foundation, Inc.			8,000	4,000
2963	Laguna Beach Lawn Bowling Club			3,000	1,000
2964	Laguna Beach Live!			15,000	7,500
2965	Laguna Canyon Foundation			2,000	2,000
Grand Total		\$212,000	\$226,100	\$488,340	\$240,080

Business Improvement District

*Community Services
General Fund/5202*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Agency Request 2002-03	Adopted Budget 2002-03
Special Programs					
8004	Arts Commission		\$55,500 *	\$74,000	\$74,000 **
8012	Laguna Beach Visitor's Bureau		277,500	370,000	370,000
8041	Laguna Art Museum		55,500	74,000	74,000
8200	Laguna Moulton Playhouse		55,500	74,000	74,000
8201	Art Institute of So. California		55,500	74,000	74,000
8203	Community Arts Organizations		55,500 *	74,000	74,000 **
Grand Total			\$0	\$555,000	\$740,000
				\$740,000	\$740,000

* This amount will be allocated by the City Council in June of 2002 after a recommendation by the Arts Commission. It is based on three quarters of assessments actually received in FY 2001-02.

** This amount is expected to be collected in FY 2002-03. The exact amount, which will cover all four quarters, will be allocated by the City Council in June of 2003.

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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 & Benefits Fund**

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1040	Vacation Payoff	\$266,051	\$138,950	\$242,670	\$242,670
1041	Sick Leave Payoff	201,213	130,610	195,680	195,680
1042	Comp Time Payoffs	11,120	1,120	12,250	12,250
1201	Workers' Comp. Insurance	1,339,619	1,205,010	1,393,000	1,393,000
1300	Health Insurance	1,012,887	1,144,540	1,359,000	1,359,000
1300	Dental Insurance	175,841	174,180	175,000	175,000
1300	Life Insurance	9,564	9,690	9,840	9,840
1300	Long Term Disability Ins.	46,256	46,950	63,000	63,000
1300	Unemployment Insurance	3,313	9,480	10,000	10,000
1318	Medicare Insurance	2,837		4,500	4,500
	Subtotal	3,068,701	2,860,530	3,464,940	3,464,940
Maintenance and Operations					
2170	General Insurance	1,162,159	1,272,800	1,311,000	1,311,000
	Subtotal	1,162,159	1,272,800	1,311,000	1,311,000
	Grand Total	\$4,230,860	\$4,133,330	\$4,775,940	\$4,775,940

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

Description	Division	Department Request 2002-03	Adopted Budget 2002-03
<u>Police Department:</u>			
SUV, 4-Door	2102	\$32,500	
Marked 4-Door Sedan	2102	25,900	\$25,900
One Traffic Motorcycle	2102	10,960	10,960
Marked Parking Enforcement Vehicle	2301	23,900	23,900
	Subtotal	93,260	60,760
<u>Fire Department:</u>			
Extended Cab 1 Ton Pickup	2401	42,200	
Med/Full Size SUV 4WD	2401	63,000	63,000
	Subtotal	105,200	63,000
<u>Pubic Works Department:</u>			
Ext. Cab, Coated Bed Ford Ranger	3104	18,500	18,500
Ford F350 4WD 1 Ton Truck	3104	40,000	40,000
Ford F350 4WD 1 Ton Truck	3106	42,500	42,500
Extended Cab, 1/2 Ton Ford Ranger	3106	18,500	18,500
7' Flatbed, 1/2 Ton Pickup Truck	3104	18,500	18,500
7' Flatbed, 1/2 Ton Pickup Truck	3104	18,500	18,500
7' Flatbed, 1/2 Ton Pickup Truck	3104	18,500	18,500
Catapillar Backhoe	3104	75,000	
	Subtotal	250,000	175,000
	GRAND TOTAL	\$448,460	\$298,760

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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, buildings, parks, street lights, and storm drains.

The following schedules are included on the pages that follow:

1. **"Capital Improvement Project Summary"** (page 151). This schedule provides a summary of all capital improvement projects budgeted for Fiscal Year 2002-03.
2. **"Capital Project Descriptions"** (pages 153-156). This schedule provides a more detailed description of each of the projects budgeted for Fiscal Year 2002-03.
3. **"Ten Year Capital Improvement Plan"** (pages 157-170). This schedule shows all proposed capital projects for the next 10 years, through Fiscal Year 2011-12. A one page funding summary for the entire ten year plan is shown on page 159.

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Fiscal Year 2002/03
CAPITAL IMPROVEMENT PROJECT SUMMARY
(See following Pages for Description of Each Project)

CAPITAL IMPROVEMENT FUND:

1. Community Center Construction	\$2,000,000	¹
2. Community Clinic Parking Garage Expansion	1,000,000	²
3. Queda Way Retaining Wall Construction	30,000	
4. Bluebird Park and Restroom Renovation	900,000	³
5. City Facilities Study	75,000	
6. El Bosque Street Drainage Modification	50,000	
7. Diamond Crestview Street Widening, 2236 Crestview Drive	85,000	
8. Park Avenue Sidewalk Const., St. Ann's to Wendt Terrace	120,000	
9. North Coast Hwy Sidewalk Const., Ledroit to Viejo Street	100,000	
10. South Coast Hwy Sidewalk Const., Moss St. to Cardinal Place	100,000	
11. Corporation Yard Parking Lot Oil Separator	70,000	
12. Heisler Park Restoration and Preservation	500,000	
13. Morningside Drive Slurry Seal	10,000	
14. South Laguna Tree Planting and Maintenance	25,000	
15. South Laguna Village Capital Improvements	25,000	
16. Corporation Yard Parking/Village Entrance Parking Structure	100,000	
17. Lifeguard Headquarters Renovation Design	50,000	
18. 501 Mystic Way/1336 Skyline Drive Storm Drain Construction	50,000	
Subtotal	\$5,290,000	

SEWER FUND:

19. Citywide Sewer Lining and Spot Repairs	1,600,000	⁴
20. North Coast Interceptor Assessment Study	80,000	
21. Pump Station Assessment Study	45,000	
22. Alarms for Heisler Park and the Animal Shelter	10,000	
23. Victoria II Pump Station Control Panel Replacement	30,000	
24. SOCWA Capital Improvements	262,000	
Subtotal	\$2,027,000	

GAS TAX FUND:

25. Arch Beach Heights Resurfacing Design	40,000	
26. Forest Avenue Resurfacing Design	20,000	
27. Alta Vista, Terry Road, Hinkle Place, Alexander Resurfacing	690,000	
28. Downtown Resurfacing Design	20,000	
Subtotal	\$770,000	

TOTAL OF ALL PROJECTS FOR 2002/03

\$8,087,000

¹ Includes transfer of \$500,000 from the General Fund, \$500,000 from the General Fund PERS refund, and \$500,000 from the Parking Authority Fund.

² Includes transfer of \$1,000,000 from the Parking Authority Fund

³ Includes \$293,000 from State Park Bond revenue and a \$300,000 transfer from the Park-in-Lieu Fund.

⁴ Includes the federal EPA grant and City matching funds.

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Fiscal Year 2002/03
CAPITAL PROJECT DESCRIPTIONS

CAPITAL IMPROVEMENT FUND

1. Community Center Construction: (\$2,000,000)

Design for construction of a Community Center on Third Street was initiated in FY 2001/02. These funds are for construction of that facility. \$500,000 will be transferred from the General Fund, \$500,000 will be transferred from a General Fund PERS refund, and \$500,000 will be transferred from the Parking Authority Fund.

2. Community Clinic Parking Garage Expansion: (\$1,000,000)

These funds will be set aside for expansion of a proposed parking garage to be constructed below the Community Center property and Community Clinic property.

3. Queda Way Retaining Wall Construction: (\$30,000)

A five-foot length of wooden retaining wall at 2737 Queda Way has collapsed, leaving the road edge unsupported. This project will replace the collapsed retaining wall.

4. Bluebird Park and Restroom Renovation: (\$900,000)

This project will replace the playground equipment, reconstruct the restroom facility, and construct handicap access to the restroom at Bluebird Park.

5. City Facilities Study: (\$75,000)

Many City building facilities are in need of refurbishment or expansion. These facilities include City Hall, the Corporation Yard, fire stations, lifeguard facilities, Legion Hall, the Nursery and the Animal Shelter. The costs of needed improvements have not been established; although, it is expected that costs will be on the order of \$7,000,000 over the next ten years. The 10-year Capital Improvement Program includes \$100,000 to initiate design in year three, and \$1,000,000 for construction each year thereafter. This study will determine the need for various improvements, and will establish expected costs and prioritization.

6. El Bosque Street Drainage Modification: (\$50,000)

A portion of El Bosque Street, just northeast of Catalina Street, has settled and subsided to the extent that several inches of water continually collects and ponds in front of a residential driveway. This project will construct street improvements that will allow the area to drain.

7. Diamond Crestview Street Widening, 2236 Crestview Drive: (\$85,000)

The prior year budget included funds for construction of street widening at various locations within the Diamond Crestview area. Widening of the curve near 2236 Crestview Drive will require the reconstruction of a private garage. The property owner will participate in the cost of construction of a new garage. These funds will be the City's contribution to the garage reconstruction cost.

8. Park Avenue Sidewalk Construction, Saint Ann's Drive to Wendt Terrace: (\$120,000)

Design was initiated in FY 2001/02 for a sidewalk along the southeasterly side of Park Avenue from Saint Ann's Drive to Wendt Terrace. This project will provide for construction of that sidewalk.

9. North Coast Highway Sidewalk Construction, Ledroit Street to Viejo Street: (\$100,000)

Design was initiated in FY 2001/02 for a sidewalk along the inland side of North Coast Highway from Ledroit Street to Viejo Street. This project will provide for construction of that sidewalk.

10. South Coast Highway Sidewalk Construction, Moss Street to Cardinal Place: (\$100,000)

Design was initiated in FY 2001/02 for a sidewalk along the inland side of South Coast Highway from Moss Street to Cardinal Place. This project will provide for construction of that sidewalk.

11. Corporation Yard Parking Lot Oil Separator: (\$70,000)

The City's Corporation Yard is used for storage of all City vehicles and equipment. Runoff from the Yard, including all oil residue, drains directly into Laguna Canyon Channel. This project will provide for design and construction of an oil separator to remove oil from runoff from the Yard.

12. Heisler Park Restoration and Preservation: (\$500,000)

Heisler Park is in need of extensive renovation to preserve this regional coastal park resource. An application has been submitted for State Park Grant funds for various renovation and restoration improvements including sidewalk replacement, drainage improvements, and bluff stabilization. The budgeted amount is the City's portion of the renovation and restoration project.

13. Morningside Drive Slurry Seal: (\$10,000)

Morningside Drive pavement has exhibited significant cracking due to ground settlement. The street will be slurry sealed to prevent water infiltration until the pavement rehabilitation project scheduled for 2004/05.

14. South Laguna Tree Planting and Maintenance: (\$25,000)

Fifty street trees in South Laguna have been added to the list of City maintained trees, pending agreement with the property owners. These funds will be used to trim these trees by contract services. Any remaining funds will be used for the South Laguna Village capital improvement.

15. South Laguna Village Capital Improvements: (\$25,000)

This project will involve various aesthetics and pedestrian access improvement within the South Laguna Village area, and will include sidewalk, benches, tree planting, and architectural treatments.

16. Corporation Yard Parking/Village Entrance Parking Structure: (\$100,000)

This project provides for the design of a parking structure, improvements to the Corporate Yard, and overall beautification of the village entrance.

17. Lifeguard Headquarters Renovation Design: (\$50,000)

The Lifeguard Headquarters building at Main Beach is in need of renovation. This project will provide for design of that renovation.

18. 501 Mystic Way/1336 Skyline Drive Storm Drain Construction: (\$50,000)

Nuisance water flows from Mystic Way onto Hilledge Drive will be intercepted by a new drainage system that will connect to the recently constructed storm drain in Hilledge Drive. Secondly, the recently constructed storm drain in Skyline Drive will be extended approximately 300 feet to intercept street flows at a higher point.

SEWER FUND

19. Citywide Sewer Lining and Spot Repairs: (\$1,600,000)

Recent video inspection of sewer lines throughout the City has identified various lines that need either excavation and repair or lining to eliminate potential blockages, possible leakage, and root intrusion. This project will provide the needed repairs or lining. \$873,000 is included from an anticipated federal EPA grant.

20. North Coast Interceptor Assessment Study: (\$80,000)

The North Coast Interceptor (NCI) carries all wastewater from that part of the City lying north of Nyes Place to the Coastal Treatment Plant. The NCI was constructed in 1974 and has not been inspected or evaluated since that time. This study will provide an evaluation of the NCI and will identify alternatives for providing continued, reliable transmission of wastewater to the Coastal Treatment Plant.

21. Pump Station Assessment Study: (\$45,000)

The City's sewer service area, north of Nyes Place, has 26 sewer pump stations that range in age from 60 years old to 27 years old. A study is needed to evaluate the City's pump stations and provide recommendations and cost estimates for needed upgrades.

22. Alarms For Heisler Park and Animal Shelter: (\$10,000)

Sewer pump stations at Heisler Park and the Animal Shelter currently do not have alarm systems to notify City staff of pump station failures. This project will install monitoring and alarm systems at these two sewer pump stations.

23. Victoria II Pump Station Control Panel Replacement: (\$30,000)

The electrical panel at the Victoria Pump Station has reached the end of its useful life. This project will provide for a new electrical panel at the pump station.

24. SOCWA Capital Improvements: (\$262,000)

The South Orange County Wastewater Authority (SOCWA) has adopted capital improvement program for improvement of treatment and transmission systems that serve the City. This appropriation is the City's contribution toward identified SOCWA improvements. It is important to note that due to funding shortfalls, SOCWA has had to postpone and reprogram various treatment plant projects into its capital improvement program. This will result in the need for the City to budget approximately \$1,137,000 next fiscal year to cover its share of treatment plant projects.

GAS TAX FUND

25. Arch Beach Heights Resurfacing Design: (\$40,000)

This project will provide for design of the resurfacing of all streets within the Arch Beach Heights neighborhood. Funds for resurfacing are included in year two of the 10-year CIP.

26. Forest Avenue Resurfacing Design: (\$20,000)

This project will provide for design of the resurfacing of Forest Avenue from Glenneyre Street to Broadway. Funds for resurfacing are included in year two of the 10-year CIP.

27. Alta Vista, Terry Road, Hinkle Place, Alexander Resurfacing: (\$690,000)

This project will provide for resurfacing of all streets within the Alta Vista, Terry Road, Hinkle Place, and Alexander Road areas. Bids for resurfacing these areas were received in FY 2001/02.

28. Downtown Resurfacing Design: (\$20,000)

This project will provide for design of the resurfacing of all streets within the Downtown area. Funds for resurfacing are included in year two of the 10-year CIP.

City of Laguna Beach

**TEN YEAR
CAPITAL IMPROVEMENT PLAN**

Fiscal Year 2002/03 through 2011/12

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FUNDING SUMMARY
TEN YEAR CAPITAL IMPROVEMENT PLAN
Fiscal Year 2002/03 through Fiscal Year 2011/12

Year	Capital Improvement Fund	Sewer Fund	Gas Tax Fund	Total
1. 2002/03	\$5,290,000 ¹	\$2,027,000 ²	\$770,000	\$8,087,000
2. 2003/04	3,000,000 ³	5	1,400,000 ⁴	4,400,000
3. 2004/05	2,000,000	5	700,000	2,700,000
4. 2005/06	2,000,000	5	800,000	2,800,000
5. 2006/07	3,000,000	5	800,000	3,800,000
6. 2007/08	3,000,000	5	800,000	3,800,000
7. 2008/09	3,000,000	5	800,000	3,800,000
8. 2009/10	3,000,000	5	800,000	3,800,000
9. 2010/11	3,000,000	5	800,000	3,800,000
10. 2011/12	3,000,000	5	800,000	3,800,000
TOTAL	<u><u>\$30,290,000</u></u>	<u><u>\$2,027,000</u></u>	<u><u>\$8,470,000</u></u>	<u><u>\$40,787,000</u></u>

¹ Includes: (a) transfer of \$500,000 from General Fund, \$500,000 from General Fund PERS refund, and a transfer of \$500,000 from the Parking Authority Fund for the Community Center; (b) transfer of \$1,000,000 from the Parking Authority Fund for the Community Clinic Parking Expansion; and (c) from State Park Bond revenue of \$293,000 together with a transfer of \$300,000 from the Park-in-lieu Fund for Bluebird Park and Restroom Renovation.

² Includes the Federal EPA grant and City matching funds.

³ Includes \$1,000,000 from State Park Bond revenue for Heisler Park Improvements.

⁴ Includes \$100,000 from OCTA for Federal Highway Rehabilitation Program for Forest Avenue Resurfacing.

⁵ Sewer Fund Projects for years 2 through 10 are included in the Sewer System Strategic Plan.

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TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2002/03

Year One

CAPITAL IMPROVEMENT FUND:

1. Community Center Construction	\$2,000,000	¹
2. Community Clinic Parking Garage Expansion	1,000,000	²
3. Queda Way Retaining Wall Construction	30,000	
4. Bluebird Park and Restroom Renovation	900,000	³
5. City Facilities Study	75,000	
6. El Bosque Street Drainage Modification Construction	50,000	
7. Diamond Crestview Street Widening Const., 2236 Crestview Dr.	85,000	
8. Park Avenue Sidewalk Const., St. Ann's to Wendt Terrace	120,000	
9. North Coast Hwy Sidewalk Const., Ledroit to Viejo Street	100,000	
10. South Coast Hwy Sidewalk Const., Moss St. to Cardinal Place	100,000	
11. Corporation Yard Parking Lot Oil Separator	70,000	
12. Heisler Park Restoration and Preservation	500,000	
13. Morningside Drive Slurry Seal	10,000	
14. South Laguna Tree Planting and Maintenance	25,000	
15. South Laguna Village Capital Improvements	25,000	
16. Corporation Yard Parking/Village Entrance Parking Structure	100,000	
17. Lifeguard Headquarters Renovation Design	50,000	
18. 501 Mystic Way/1336 Skyline Drive Storm Drain Construction	50,000	
Total Cost of 2002/03 Capital Improvement Fund Projects	\$5,290,000	

SEWER FUND:

19. Citywide Sewer Lining and Spot Repairs	1,600,000	⁴
20. North Coast Interceptor Assessment Study	80,000	
21. Pump Station Assessment Study	45,000	
22. Alarms for Heisler Park and the Animal Shelter	10,000	
23. Victoria II Pump Station Control Panel Replacement	30,000	
24. SOCWA Capital Improvements	262,000	
Total Cost of 2002/03 Sewer Fund Capital Improvement Projects	\$2,027,000	

GAS TAX FUND:

25. Arch Beach Heights Resurfacing Design	40,000	
26. Forest Avenue Resurfacing Design	20,000	
27. Alta Vista, Terry Road, Hinkle Place, Alexander Resurfacing	690,000	
28. Downtown Resurfacing Design	20,000	
Total Cost of 2002/03 Gas Tax Fund Capital Improvement Projects	\$770,000	

TOTAL OF ALL PROJECTS FOR FY 2002/03

\$8,087,000

¹ Includes transfer of \$500,000 from the General Fund, \$500,000 from the Genral Fund PERS refund, and \$500,000 from the Parking Authority Fund.

² Includes transfer of \$1,000,000 from the Parking Authority Fund

³ Includes \$293,000 from State Park Bond revenue and a \$300,000 transfer from the Park-in-Lieu Fund.

⁴ Includes the federal EPA grant and City matching funds.

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2003/04

Year Two

CAPITAL IMPROVEMENT FUND

1. Lang Park Play Equipment Replacement	\$80,000	
2. Riddle Field Restroom Renovation	200,000	
3. South Main Beach Restroom Repair	250,000	
4. Brooks Street Stairs Repair	100,000	
5. Heisler Park Improvements	1,000,000	¹
6. Ruby Street Lookout Deck Replacement	40,000	
7. City Wide Alley Paving	150,000	
8. City Wide Sidewalk, Curb & Gutter Reconstruction	100,000	
9. Drainage Study for Hillside Street Runoff	50,000	
10. Crestview Pl. to Ruby Pl. Emergency Access Stairs	100,000	
11. Mystic Hills Atlantic Storm Drain Construction	100,000	
12. Oak Street Storm Drain Construction	80,000	
13. St. Ann's Drive Retaining Wall Construction	80,000	
14. Cress Street Storm Drain Construction	100,000	
15. Monterey Street Access Ramp Construction	50,000	
16. Ocean Way Storm Drain Construction	40,000	
17. Storm Drain GIS Database Preparation	130,000	
18. Top of The World Storm Drain Replacement	250,000	
19. Louise Street Storm Drain Construction	100,000	
Total Cost of 2003/04 Capital Improvement Fund Projects		\$3,000,000

GAS TAX FUND CAPITAL IMPROVEMENTS

20. Forest Avenue Resurfacing	\$200,000	²
21. Arch Beach Heights Resurfacing	700,000	
22. Downtown Resurfacing	500,000	³
Total Cost of 2003/04 Gas Tax Fund Capital Improvement Projects		\$1,400,000

TOTAL OF ALL PROJECTS FOR FY 2003/04 \$4,400,000

¹ Includes \$1,000,000 from State Park Bond revenue

² Includes \$100,000 from OCTA for Federal Highway Rehabilitation Program

³ Includes \$500,000 from Street Lighting Fund

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2004/05

Year Three

CAPITAL IMPROVEMENT FUND

1. Fisherman's Cove Stairs Repair	\$75,000	
2. Moulton Meadows Park Tot Lot Replacement	80,000	
3. Alta Laguna Park Tot Lot Replacement	60,000	
4. City Building Facilities Design	100,000	
5. Bridge Road Storm Drain Reconstruction	60,000	
6. Skyline Dr. Gutter Reconstruction	50,000	
7. Brooks Street Storm Drain Construction	100,000	
8. Thalia Street Stairs Repair	75,000	
9. Act V Storm Drain Extension Construction	400,000	
10. Starlit/Bluebird Storm Drain Replacement	300,000	
11. Anita Street Storm Drain Construction and Stairs Repair	125,000	
12. Mountain Road Storm Drain Construction	125,000	
13. Rimrock/Bluebird Storm Drain Replacement	250,000	
14. City Wide Alley Paving	200,000	
Total Cost of 2004/05 Capital Improvement Fund Projects		\$2,000,000

GAS TAX FUND CAPITAL IMPROVEMENTS

15. Bluebird Canyon Resurfacing	<u>\$700,000</u>	
Total Cost of 2004/05 Gas Tax Fund Capital Improvement Projects		\$700,000

TOTAL OF ALL PROJECTS FOR 2004/05 \$2,700,000

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2005/06

Year Four

CAPITAL IMPROVEMENT FUND

1. Shaw's Cove Stairs Repair	\$100,000	
2. City Building Facilities Renovation Phase I	1,000,000	
3. Oak Street Stairs Repair	100,000	
4. Thurston Park Renovation	200,000	
5. Pepper Tree Park Renovation	100,000	
6. City Wide Alley Paving	200,000	
7. Laguna Canyon Road Median Renovation and Relandscaping	300,000	
Total Cost of 2005/06 Capital Improvement Fund Projects		\$2,000,000

GAS TAX FUND CAPITAL IMPROVEMENTS

8. West of South Coast Hwy., Cleo St. to Nyes Place Resurfacing	\$400,000	
9. Mountain to Nyes Pl. Resurfacing	400,000	
Total Cost of 2005/06 Gas Tax Fund Capital Improvement Projects		\$800,000

TOTAL OF ALL PROJECTS FOR FY 2005/06 \$2,800,000

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2006/07

Year Five

CAPITAL IMPROVEMENT FUND

1. Strand Stairs Construction	\$175,000
2. City Building Facilities Renovation Phase II	1,000,000
3. Mystic Hills Phase II Storm Drain Construction	700,000
4. Sunset Ridge Storm Drain Construction	350,000
5. City Wide Sidewalk Repair	250,000
6. City Wide Retaining Wall Construction	200,000
7. City Wide Alley Paving	200,000
8. City Wide Curb & Gutter Replacement	125,000

Total Cost of 2006/07 Capital Improvement Fund Projects **\$3,000,000**

GAS TAX FUND CAPITAL IMPROVEMENTS

9. Oriole/Meadowlark Resurfacing	\$500,000
10. Canyon Acres/Frontage Road Resurfacing	300,000

Total Cost of 2006/07 Gas Tax Fund Capital Improvement Projects **\$800,000**

TOTAL OF ALL PROJECTS FOR FY 2006/07 **\$3,800,000**

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2007/08

Year Six

CAPITAL IMPROVEMENT FUND

1. North Laguna Storm Drain Construction	\$1,000,000	
2. Upper Park Avenue Storm Drain Installation	350,000	
3. City Building Facilities Renovation Phase III	1,000,000	
4. City Wide Alley Paving	200,000	
5. Solana Way/South Coast Hwy. Storm Drain	150,000	
6. Festival Storm Drain Construction Under Broadway	250,000	
7. Calliope Street Storm Drain Construction	50,000	
Total Cost of 2007/08 Capital Improvement Fund Projects		\$3,000,000

GAS TAX FUND CAPITAL IMPROVEMENTS

8. Rembrandt/Van Dyke Resurfacing	\$800,000	
Total Cost of 2007/08 Gas Tax Fund Capital Improvement Projects		\$800,000

TOTAL OF ALL PROJECTS FOR FY 2007/08 \$3,800,000

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2008/09

Year Seven

CAPITAL IMPROVEMENT FUND

1. Lang Park Roof Renovation	\$50,000	
2. City Building Facilities Renovation Phase IV	1,000,000	
3. City Wide Master Drainage Plan Construction	600,000	
4. Arch Street Storm Drain Construction	400,000	
5. City Wide Alley Paving	200,000	
6. North Coast Hwy. Storm Drain, Alley Behind 1254 NCH to Cajon	200,000	
7. Ocean Front Retaining Wall Replacement	150,000	
8. Alta Vista Retaining Wall Replacement Phase 2	400,000	
Total Cost of 2008/09 Capital Improvement Fund Projects		\$3,000,000

GAS TAX FUND CAPITAL IMPROVEMENTS

9. Anita to Cress/Temple Ter. to Coast Hwy. Resurfacing	\$800,000	
Total Cost of 2008/09 Gas Tax Fund Capital Improvement Projects		\$800,000
TOTAL OF ALL PROJECTS FOR FY 2008/09		<u>\$3,800,000</u>

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2009/10

Year Eight

CAPITAL IMPROVEMENT FUND

1. City Wide Master Drainage Plan Construction	\$700,000
2. City Building Facilities Renovation Phase V	1,000,000
3. Y Place Storm Drain	150,000
4. Main Beach Boardwalk and Stair Repair	400,000
5. Main Beach Park Bench Replacement	50,000
6. City Wide Alley Paving	200,000
7. City Wide Sidewalk Construction	500,000

Total Cost of 2009/10 Capital Improvement Fund Projects \$3,000,000

GAS TAX FUND CAPITAL IMPROVEMENTS

8. Skyline/Upper Park Ave. Resurfacing	\$800,000
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Total Cost of 2009/10 Gas Tax Fund Capital Improvement Projects \$800,000

TOTAL OF ALL PROJECTS FOR FY 2009/10 \$3,800,000

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2010/11

Year Nine

CAPITAL IMPROVEMENT FUND

1. Moulton Meadows Park and Alta Laguna Park Renovation	\$200,000	
2. City Building Facilities Renovation Phase VI	1,000,000	
3. Crescent Bay Beach Ramp Extension Construction	100,000	
4. South Main Beach Ramp Construction	100,000	
5. Coast Hwy. Median Const., 10th Ave. to South City Limits	500,000	
6. Glenneyre St. Sidewalk Const., Calliope to Bluebird	100,000	
7. City Wide Alley Paving	200,000	
8. Catalina and El Camino Del Mar Median Construction	150,000	
9. Old Top of The World Park Rehabilitation	150,000	
10. City Wide Master Drainage Plan Construction	500,000	
Total Cost of 2010/11 Capital Improvement Fund Projects		\$3,000,000

GAS TAX FUND CAPITAL IMPROVEMENTS

11. City Wide Slurry Seal, Phase I	\$800,000	
Total Cost of 2010/11 Gas Tax Fund Capital Improvement Projects		\$800,000
TOTAL OF ALL PROJECTS FOR FY 2010/11		\$3,800,000

TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2002/03 through Fiscal Year 2011/12

Fiscal Year 2011/12

Year Ten

CAPITAL IMPROVEMENT FUND

1. Holly/Brooks Storm Drain Construction	\$150,000
2. Arch Beach Heights Storm Drain Construction	300,000
3. City Building Facilities Renovation Phase VII	1,000,000
4. City Wide Alley Paving	200,000
5. Alexander Road Drainage Reconstruction	150,000
6. City Wide Retaining Wall Construction	600,000
7. City Wide Master Drainage Plan Construction	600,000

Total Cost of 2011/12 Capital Improvement Fund Projects **\$3,000,000**

GAS TAX FUND CAPITAL IMPROVEMENTS

8. City Wide Slurry Seal, Phase II	\$800,000
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Total Cost of 2011/12 Gas Tax Fund Capital Improvement Projects **\$800,000**

TOTAL OF ALL PROJECTS FOR FY 2011/12 **\$3,800,000**

Section V

APPENDIX

Budget Detail By Fund
(For Major Funds Only)

All Funds Summary¹

Fund Detail

Account No.	Account Title	Actual Expenditures [*] 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$12,561,359	\$14,603,800	\$15,692,900	\$15,658,010
1003	Salaries, Part Time	1,463,471	1,555,700	1,677,520	1,678,230
1006	Salaries, Overtime	1,183,716	935,875	1,011,270	992,070
1038	Sick Leave Payoff	125,688	130,610	195,680	195,680
1039	Old Sick Leave Payoff	32			
1040	Vacation Payoff	145,565	138,950	242,670	242,670
1042	Comp Time Payoffs	3,330	1,120	12,250	12,250
1053	Holiday Allowance	91,737	76,500	94,830	94,830
1055	Relocation Costs	3,000			
1059	Residency Incentive		16,180	30,000	30,000
1101	Retirement	733,960	887,190	651,050	651,050
1103	P.A.R.S. Retirement	56,374	57,430	61,860	61,900
1201	Workers' Compensation	1,007,000	1,205,010	1,874,000	1,874,000
1300	Employee Group Insurance	955,600	1,194,850	1,386,720	1,381,220
1318	Medicare Insurance	148,132	185,701	206,750	206,150
	Subtotal	18,478,964	20,988,916	23,137,500	23,078,060
Maintenance and Operations					
2001	Uniforms and Laundry	148,165	168,717	183,030	169,480
2011	Training, Travel and Dues	138,992	180,060	211,460	196,850
2021	Natural Gas	55,705	48,720	57,930	57,930
2024	Electricity	399,239	508,890	465,650	465,650
2027	Water	126,121	132,900	152,340	147,340
2031	Telephone	141,463	124,380	144,920	144,920
2051	Gas and Lubrications	210,834	312,840	257,900	257,900
2101	Materials and Supplies	1,002,288	1,071,510	1,151,220	1,098,280
2150	Rents and Leases	701,703	764,290	883,150	883,150
2160	Lease Pymnts-Debt Service	538,335	590,000	600,000	600,000
2170	General Insurance	1,272,690	1,272,800	1,311,000	1,311,000
2201	Repairs and Maint. Auto.	320,215	326,980	352,310	340,010
2222	Repairs and Maint. Other	432,741	485,790	491,660	486,300

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
		Expenditures		Request	Budget
No.	Account Title	2000-01	2001-02	2002-03	2002-03
2281	Printing	87,193	146,200	152,840	147,840
2302	Legal Advertising	36,437	36,000	36,000	36,000
2401	Contractual Services	3,653,236	3,652,310	3,781,910	3,715,910
2402	Contractual SOCWA Operations	861,000	951,770	996,000	996,000
2432	Postage	56,462	67,730	81,690	79,690
2460	Contributions to Other Funds	20,000			
2501	Bond Principal	16,132,583	945,000	970,000	970,000
2508	Vehicle Cost Redistribution	(28,964)	(42,550)	(44,200)	(39,600)
2521	Bond Interest	947,013	888,410	543,360	543,360
2956	OCTA Gas Tax Exchange	583,200			
	Community Assistance	212,000	226,100	488,340	240,080
	Subtotal	28,048,651	12,858,847	13,268,510	12,848,090
Capital Outlay					
5102	Land	139,400			
5203	Buildings	52,945			
5305	Improv.Other Than Buildings	2,043	15,000	120,000	15,000
5408	Office Furniture & Equipment	197,760	195,210	213,990	123,290
5510	Automotive Equipment	15,563	280,000	595,000	500,000
5622	Other Equipment	319,579	407,610	647,560	480,420
	Subtotal	727,290	897,820	1,576,550	1,118,710
Special Programs					
	Special Programs	5,348,236	1,990,778	2,552,700	2,908,320
	Subtotal	5,348,236	1,990,778	2,552,700	2,908,320
Capital Improvements					
	Capital Improvement Projects	5,208,828	9,585,600	8,887,000	8,087,000
	Subtotal	5,208,828	9,585,600	8,887,000	8,087,000
	Grand Total	\$57,811,969	\$46,321,961	\$49,422,260	\$48,040,180

General Fund Summary

Fund Detail

Account No. Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages				
1001 Salaries, Full Time	\$11,683,302	\$13,345,130	\$14,417,510	\$14,417,510
1003 Salaries, Part Time	1,177,624	1,266,250	1,254,140	1,246,820
1006 Salaries, Overtime	1,089,910	865,980	939,320	918,120
1009 Salaries, Redistributed	(284,870)	(287,120)	(290,660)	(290,660)
1038 Sick Leave Payoff	117,070	122,640	186,520	186,520
1040 Vacation Payoff	139,300	132,930	229,180	229,180
1042 Comp Time Payoffs	2,920	1,100	11,670	11,670
1053 Holiday Allowance	88,512	76,500	94,830	94,830
1055 Relocation Costs	3,000			
1059 Residency Incentive		6,180	20,000	20,000
1101 Retirement	722,841	887,190	651,050	651,050
1103 P.A.R.S. Retirement	44,971	46,570	45,990	45,720
1201 Workers' Compensation	905,640	1,044,120	1,625,330	1,625,330
1300 Employee Group Insurance	867,450	1,060,100	1,236,840	1,236,840
1318 Medicare Insurance	136,897	168,460	187,590	187,350
Subtotal	16,694,567	18,736,030	20,609,310	20,580,280
Maintenance and Operations				
2001 Uniforms and Laundry	132,547	144,720	165,210	151,660
2011 Training, Travel and Dues	134,723	167,190	196,130	183,520
2021 Natural Gas	53,457	45,070	55,600	55,600
2024 Electricity	117,356	150,480	123,030	123,030
2027 Water	105,559	110,600	127,660	122,660
2031 Telephone	120,459	104,530	123,530	123,530
2051 Gas and Lubrications	144,830	215,400	167,210	167,210
2101 Materials and Supplies	753,006	818,230	884,010	832,070
2150 Rents and Leases	621,609	678,690	736,030	736,030
2170 General Insurance	1,213,330	1,155,850	1,170,430	1,170,430
2201 Repairs and Maint. Auto.	252,210	260,430	247,860	240,560
2222 Repairs and Maint. Other	218,565	328,200	326,220	320,860
2281 Printing	65,145	107,400	109,540	109,540
2302 Legal Advertising	36,437	36,000	36,000	36,000
2401 Contractual Services	3,353,097	3,492,420	3,560,130	3,511,130
2432 Postage	53,574	54,830	66,790	66,790

General Fund Summary (Con't)

Fund Detail

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures		Request	Budget
		2000-01	2001-02	2002-03	2002-03
2460	Contributions to Other Funds	20,000			
2508	Vehicle Cost Redistribution	(28,964)	(42,550)	(44,200)	(39,600)
2804	Costs Redistributed	(200,700)	(250,290)	(285,260)	(285,260)
2956	OCTA Exchange Expenditure	583,200			
	Community Assistance	212,000	226,100	488,340	240,080
	Subtotal	7,961,440	7,803,300	8,254,260	7,865,840
Capital Outlay					
5203	Buildings	52,945			
5305	Improv. Other Than Buildings	2,043	15,000	120,000	15,000
5408	Office Furniture & Equipment	175,583	151,710	211,990	121,290
5510	Automotive Equipment	15,563	60,000	95,000	
5622	Other Equipment	215,898	286,910	560,160	382,520
	Subtotal	462,032	513,620	987,150	518,810
Special Programs					
	Special Programs	4,915,808	1,921,378	2,162,400	2,525,020
	Subtotal	4,915,808	1,921,378	2,162,400	2,525,020
Capital Improvements					
	Capital Improvement Projects	15,147			
	Subtotal	15,147	0	0	0
	Grand Total	\$30,048,994	\$28,974,328	\$32,013,120	\$31,489,950

Parking Authority Fund Summary

*Fund
Detail*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$440,682	\$487,450	\$511,270	\$511,270
1003	Salaries, Part Time	24,425	27,720	35,310	69,700
1006	Salaries, Overtime	7,275	7,530	7,830	9,830
1009	Salaries, Redistributed	141,230	149,220	156,880	156,880
1038	Sick Leave Payoff	7,070	6,050	4,860	4,860
1040	Vacation Payoff	4,900	5,390	8,080	8,080
1042	Comp Time Payoffs	410	20	580	580
1053	Holiday Allowance	3,225			
1101	Retirement	5,586			
1103	P.A.R.S. Retirement	1,072	1,040	1,320	2,620
1201	Workers' Compensation	6,510	25,780	33,440	33,440
1300	Employee Group Insurance	47,150	56,350	63,250	63,250
1318	Medicare Insurance	3,091	4,330	4,590	5,120
	Subtotal	692,626	770,880	827,410	865,630
Maintenance and Operations					
2001	Uniforms and Laundry	3,968	3,780	4,010	4,010
2011	Training, Travel and Dues	344	2,790	1,230	1,230
2024	Electricity	1,686	1,940	1,750	1,750
2027	Water	3,651	3,400	2,540	2,540
2031	Telephone	5,671	4,640	5,750	5,750
2051	Gas and Lubrications	2,787	4,320	4,090	4,090
2101	Materials and Supplies	125,364	127,850	130,000	129,000
2150	Rents and Leases	18,180	22,590	22,350	22,350
2170	General Insurance	9,870	10,870	13,460	13,460
2201	Repairs and Maint. Auto.	5,121	5,950	6,050	6,050
2222	Repairs and Maint. Other	11,503	16,840	17,340	17,340
2281	Printing	14,109	26,300	20,800	20,800
2401	Contractual Services	86,482	86,840	89,350	89,350
2432	Postage	2,888	12,900	12,900	12,900
2804	Costs Redistributed	83,940	100,450	97,240	97,240
	Subtotal	375,564	431,460	428,860	427,860

Parking Authority Fund Summary (Con't)

*Fund
Detail*

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Capital Outlay					
5408	Office Furniture & Equipment	3,665	3,700	2,000	2,000
5622	Other Equipment	2,160	18,000	18,000	28,500
	Subtotal	5,825	21,700	20,000	30,500
Special Programs					
	Special Programs	12,000		149,000	142,000
	Subtotal	12,000	0	149,000	142,000
Capital Improvements					
	Capital Improvement Projects	367,511			
	Subtotal	367,511	0	0	0
	Grand Total	\$1,453,526	\$1,224,040	\$1,425,270	\$1,465,990

Sewer Fund Summary

Fund Detail

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$291,642	\$548,840	\$570,520	\$570,520
1003	Salaries, Part Time	9,939			
1006	Salaries, Overtime	56,332	34,600	39,160	39,160
1009	Salaries, Redistributed	89,070	80,100	71,360	71,360
1038	Sick Leave Payoff	1,300	740	2,320	2,320
1040	Vacation Payoff	470	630	4,500	4,500
1059	Residency Incentive		10,000	10,000	10,000
1101	Retirement	3,587			
1103	P.A.R.S. Retirement	463			
1201	Workers' Compensation	53,500	65,860	100,170	100,170
1300	Employee Group Insurance	28,700	53,900	64,630	64,630
1318	Medicare Insurance	2,659	6,070	6,390	6,390
	Subtotal	537,662	800,740	869,050	869,050
Maintenance and Operations					
2001	Uniforms and Laundry	3,752	6,100	6,750	6,750
2011	Training, Travel and Dues	3,107	7,280	13,100	11,100
2021	Natural Gas	1,879	3,290	1,950	1,950
2024	Electricity	104,361	139,810	158,000	158,000
2027	Water	16,911	18,900	22,140	22,140
2031	Telephone	15,010	14,920	15,360	15,360
2051	Gas and Lubrications	9,891	13,500	11,650	11,650
2101	Materials and Supplies	105,578	96,700	109,450	109,450
2150	Rents and Leases	58,283	63,010	96,770	96,770
2160	Lease Pymts-Debt Service	538,335	590,000	600,000	600,000
2170	General Insurance	36,090	92,230	114,310	114,310
2201	Repairs and Maint. Auto.	15,531	10,600	34,400	29,400
2222	Repairs and Maint. Other	195,813	132,000	139,000	139,000
2281	Printing	225	2,000	8,000	3,000
2401	Contractual Services	110,467	34,550	49,400	49,400
2402	Contractual SOCWA Operations	861,000	951,770	996,000	996,000
2432	Postage			2,000	
2804	Costs Redistributed	57,710	74,510	103,440	103,440
	Subtotal	2,133,943	2,251,170	2,481,720	2,467,720

Sewer Fund Summary (Con't)

*Fund
Detail*

Account No. Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
<u>Capital Outlay</u>				
5408 Office Furniture & Equipment	6,941	6,000		
5622 Other Equipment	61,757	65,000	69,400	69,400
Subtotal	68,698	71,000	69,400	69,400
<u>Special Programs</u>				
Special Programs	60,000		18,400	18,400
Subtotal	60,000	0	18,400	18,400
<u>Capital Improvements</u>				
Capital Improvement Projects	1,669,073	2,680,600	2,777,000	2,027,000
Subtotal	1,669,073	2,680,600	2,777,000	2,027,000
Grand Total	\$4,469,376	\$5,803,510	\$6,215,570	\$5,451,570

Transit Fund Summary

Fund Detail

Account No.	Account Title	Actual Expenditures 2000-01	Budget 2001-02	Department Request 2002-03	Adopted Budget 2002-03
Salaries and Wages					
1001	Salaries, Full Time	\$145,733	\$222,380	\$193,600	\$158,710
1003	Salaries, Part Time	251,483	261,730	388,070	361,710
1006	Salaries, Overtime	14,106	18,890	24,960	24,960
1009	Salaries, Redistributed	43,610	46,410	49,060	49,060
1038	Sick Leave Payoff	248	1,180	1,980	1,980
1039	Old Sick Leave Payoff	32			
1040	Vacation Payoff	895		910	910
1101	Retirement	1,946			
1103	P.A.R.S. Retirement	9,849	9,820	14,550	13,560
1201	Workers' Compensation	41,350	69,250	115,060	115,060
1300	Employee Group Insurance	12,300	24,500	22,000	16,500
1318	Medicare Insurance	5,381	6,710	8,180	7,290
	Subtotal	526,933	660,870	818,370	749,740
Maintenance and Operations					
2001	Uniforms and Laundry	4,847	6,700	7,060	7,060
2011	Training, Travel and Dues	818	800	1,000	1,000
2021	Natural Gas	369	360	380	380
2024	Electricity	4,155	4,900	4,320	4,320
2031	Telephone	323	290	280	280
2051	Gas and Lubrications	53,326	79,620	74,950	74,950
2101	Materials and Supplies	18,214	22,730	24,260	24,260
2150	Rents and Leases	3,631		28,000	28,000
2170	General Insurance	13,400	13,850	12,800	12,800
2201	Repairs and Maint. Auto.	47,353	50,000	64,000	64,000
2222	Repairs and Maint. Other	6,594	6,750	7,100	7,100
2281	Printing	7,714	10,500	14,500	14,500
2401	Contractual Services	4,995	18,500	63,030	46,030
2804	Costs Redistributed	59,050	75,330	84,580	84,580
	Subtotal	224,789	290,330	386,260	369,260
Capital Outlay					
5510	Automotive Equipment		220,000	500,000	500,000
5622	Other Equipment		37,000		
	Subtotal	0	257,000	500,000	500,000
Special Programs					
	Special Programs	8,458	40,000	193,500	193,500
	Subtotal	8,458	40,000	193,500	193,500
	Grand Total	\$760,180	\$1,248,200	\$1,898,130	\$1,812,500