

# City of Laguna Beach

California



**Adopted Budget**  
*Fiscal Year 2003-04*

**Cover Art: "Sunset at Heisler"**  
**Jacobus**  
**Courtesy of the Festival of Arts**

# City of Laguna Beach

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## ELECTED OFFICIALS

**MAYOR**

**MAYOR PRO TEM**

**COUNCILMEMBER**

**COUNCILMEMBER**

**COUNCILMEMBER**

**CITY CLERK**

**CITY TREASURER**

**TONI ISEMAN**

**CHERYL KINSMAN**

**WAYNE BAGLIN**

**STEVE DICTEROW**

**ELIZABETH PEARSON**

**VERNA ROLLINGER**

**LAURA PARISI**

## Administration

City Manager

Assistant City Manager

Director of Administrative Services

Director of Public Works/City Engineer

Director of Community Development

Director of Community Services

Director of Water Quality

Chief of Police

Fire Chief

Marine Safety Chief

Kenneth Frank

John Pietig

Richard Swanson

Steve May

John Montgomery (Acting)

Pat Barry

David Shissler

James Spreine

Kenneth MacLeod

Mark Klosterman

Budget Preparation Team:

Finance Officer

Accountant

Elizabeth Andrew

Magdalena Lotolc

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# **INTRODUCTION**

## ***“How To Use This Budget”***

The Annual Budget for the City of Laguna Beach for fiscal year 2003-04 was adopted by Resolution 03.050 by the City Council on June 17, 2003.

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 25, 2003. 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 25, 2003 and the preparation of this Budget Transmittal, numerous modifications have been made to the Proposed Budget. These modifications are shown on pages xiv through xv, 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. Appendix (Budget Detail by Fund)
5. Capital Improvement Program

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. 155-157). 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: 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*.

#### **Section V: Capital Improvement Program**

This Section (pp. 169-205) 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.

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**MEMORANDUM**

**DATE:** April 25, 2003  
**TO:** City Council  
**FROM:** Kenneth Frank, City Manager  
**SUBJECT: TRANSMITTAL OF THE 2003-2004 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 2003-2004 is hereby presented. A public workshop and hearing concerning the budget is scheduled for Saturday, May 10 at 9:00 a.m. A second public forum will be held on June 17; it is anticipated that the Council will adopt the budget at that session.

**I. OVERALL CITY FINANCIAL POSTURE**

After enjoying several years of a booming economy, which allowed the City to augment its services and staffing, we are approaching the 2003-2004 fiscal year in a relatively austere condition. No new programs whatsoever are anticipated. On the contrary, it is difficult to present a balanced budget and maintain existing service levels. Numerous factors contribute to this astringent fiscal projection:

- The State plans to pare about \$300,000 of revenue from Laguna Beach next year. However, the budget assumes that the State will not usurp motor vehicle revenues which in theory are a constitutionally protected revenue source for local governments. If the State decides to abrogate these revenues, the budget will need substantial revisions which will reduce staffing and decrease services.
- Retirement costs are escalating ominously because the State retirement system is losing money on its investments. The following table depicts the increase in retirement rates for the next two years.

	<u>General Employees</u>	<u>Public Safety Employees</u>
Present	-0-	-0-
July 1, 2003	-0-	4%
July 1, 2004	5%	14%

- Employee health costs and workers compensation expenses are soaring, as they are everywhere else in California. Those two expenses will absorb \$3.3 million in the next fiscal year – almost 10% of the City's General Fund.
- Investment returns have declined precipitously because interest rates are abnormally depressed.

The Council should be aware that the initial budget projection for the following fiscal year (2004-2005) portends staff reductions and diminished services. Therefore, this preliminary budget minimizes increases in operating costs. No new staff positions are envisioned and no initiatives that would require ongoing costs are included in the proposed budget, except in the Sewer Fund.

## **II. GENERAL FUND REVENUE OUTLOOK**

General Fund revenue is estimated to be \$31,550,300. Salient aspects of General Fund revenue include:

- Property taxes are expected to rise by 7%.
- Sales and hotel taxes are projected to be stable; there is a slight increase in sales tax revenue from the Montage Hotel.
- Income from investments is expected to decline by \$300,000.
- Revenue from the Festival of Arts will diminish as a result of the new lease; the budget includes only \$174,000, all of which is allocated for community agency funding.
- The budget includes our entire allocation of \$1.3 million from the Motor Vehicle In-Lieu fee, assuming that the State will honor its commitment to local governments.
- Charges for building, planning and zoning services are expected to increase substantially to ensure that, to the extent legally possible, fees are sufficient to cover services requested by applicants. In fact, the budget assumes increases in these fees which will be before the City Council in May. Without full cost recovery, about \$130,000 in reductions will be necessary.

## **III. GENERAL FUND EXPENDITURE HIGHLIGHTS**

General Fund spending is proposed at \$32,246,500, which is about 2.4% above the budget for the current year. There are virtually no changes from the present fiscal year. Departmental requests for capital outlay have been slashed in order to balance the budget. The few variances are highlighted in the following paragraphs:

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

Modest inflationary increases have been approved in these departmental budgets. The City Manager's budget includes a full year of funding for the Assistant City Manager position which was added during the present year.

## ADMINISTRATIVE SERVICES DEPARTMENT

In the Non-Departmental budget, the contribution to the El Toro Reuse Planning Authority has been decreased from \$250,000 to \$50,000; it may be possible to eliminate any funding since the airport proposal is dormant.

## FIRE DEPARTMENT

In recent years, funding for the Fire Department has increased incessantly; however, next year's budget contains no new initiatives. The budget depicts a reduction of three fulltime firefighter positions – an illusion since those three positions have not been filled for several years. Instead, the City is utilizing existing personnel on an overtime basis for vacation and sick leave relief. Next year's budget reflects that reality; the money that had previously been budgeted for fulltime salaries is now being allocated for overtime.

## POLICE DEPARTMENT

Despite an expected reduction of \$100,000 in State grant funding, which pays for a portion of two police officers, the budget is able to absorb that expense within the General Fund. Therefore, no reduction in police staffing is proposed.

## PUBLIC WORKS DEPARTMENT

As with the rest of City operations, there are virtually no increases proposed for next year. Minor modifications within the budget include:

- The Contractual Services account includes \$15,000 to open the walkway at Smithcliffs effective July 1; within the last year, the department has also started maintaining Browns' Park and a new median on Coast Highway in South Laguna.
- Some staff positions and budget allocations have been transferred to a new Department of Water Quality; however, the number of positions remains the same.
- Within the Streets Division, funding is provided to implement a new work order system so that service requests and personnel assignments can be monitored more effectively.
- The Solid Waste budget includes funding for a household hazardous waste pick up every two years; in May, the staff will be recommending a program to collect these materials year-around.

## WATER QUALITY DEPARTMENT

This function includes a new Department Director position that was filled during the current fiscal year. Sewer services and water quality are encompassed within this new organization. Two full-time positions are budgeted for water quality education and enforcement. A description of sewer activities is provided in Section XI.

## COMMUNITY DEVELOPMENT DEPARTMENT

This year, the budget included funds for a part-time, contractual Building Inspector so that one of the City's permanent inspectors could devote fulltime to the Diamond/Crestview neighborhood. Since it appears that construction may be ebbing slightly and since funds are much tighter than in previous years, that contract position has been eliminated from the budget. Since the Montage Hotel and its adjacent condominiums have been completed, the excising of the contract position is clearly warranted.

Fees are anticipated to rise substantially to ensure full cost recovery where legally feasible. This subject will be on a separate City Council agenda in May. If those fee increases are not approved, approximately \$130,000 will need to be excised from the preliminary budget.

The preliminary budget still includes a recently retained, part-time, zoning plan checker and a contractual landscape architect. The continuation of those positions – or at least the hours for which they are retained – will depend entirely on permit activity in the upcoming year.

In order to more accurately reflect the origin of code enforcement cases, one code enforcement position is attributed to the Building Division, whereas in past years both of the code enforcement personnel were budgeted under Zoning.

Within the Planning Division budget, \$98,000 is included for next year's mandatory monitoring of the ocean waters offshore of Treasure Island.

## COMMUNITY SERVICES DEPARTMENT

No significant changes are proposed for this department. Also, as directed by the City Council, cultural arts expenses are depicted in a new organization.

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. That will probably be a thankless task since there is \$471,000 of requests chasing \$174,000 in available funding.

The budget includes a minor personnel change, i.e., to transfer a long term, part-time employee from a temporary wage scale to a part-time permanent position.

Revenues include \$130,000 in rent from houses which the City owns on Third Street. Those revenues are applied to the cost of operating the units and to future payments to which the existing residents are entitled when they relocate from the units.

MARINE SAFETY DEPARTMENT

During the current year, the budget in the Marine Safety Department was augmented to reflect the extension of service to Treasure Island, including a new, two-person field unit which will patrol the southern portion of the City's service area. That additional service is included in next year's proposed budget. Sales taxes from Treasure Island will offset that extra cost. A Marine Safety Lieutenant is being reclassified to Captain to reflect increasing job responsibilities.

CULTURAL ARTS DEPARTMENT

This department encompasses Arts Commission programs and the Business Improvement District. The Business Improvement District revenues are increasing dramatically as a result of the Montage Hotel. In fiscal year 2001-02, the Business Improvement District generated about \$530,000. Next fiscal year, that total will more than double to about \$1,230,000. The preponderance of those funds are already committed to the Visitors Bureau and to specified art organizations.

**IV. GENERAL FUND SUMMARY**

General Fund revenues for fiscal year 2003-2004 are expected to be \$31,550,300. As in the previous ten years, \$700,000 is transferred to the General Fund from the Parking Fund resulting in total available revenues of \$32,250,300. Expenditures are estimated at \$32,246,500, which is \$3,800 less than anticipated revenue.

Because the starting fund balance in the current fiscal year was substantially higher than originally forecast, the ending fund balance on June 30, 2004 is estimated to be \$3,705,298. That amount is about \$480,000 above the 10% reserve requirement of the Municipal Code.

Therefore, the preliminary spending plan for 2003-04 could be augmented by about \$435,000. City Departments have submitted "wish lists" of items they would like included in the budget. It is recommended that the following, one-time, nonrecurring expenses be added to the budget:

Retile swimming pool locker rooms	\$ 19,000
Purchase florescent pedestrian crossing signs	\$ 15,000
Replace four lifeguard towers	\$ 60,000
Retain a consultant to evaluate dispatch operations	\$ 70,000
Start reserving funds to replace the Finance computer	\$185,000
Purchase updated Citywide aerial photos	<u>\$ 85,000</u>
TOTAL	\$434,000

No items from the Police Department's supplemental list have been included in this recommendation; however, when the State budget is resolved, there may still be some grant money for police services. Upgrading the communications center (\$43,000) would be a high priority if funds become available through grants or asset forfeitures.

## **V. TRANSIT FUND**

Summer transit services have been expanded markedly in the last few years. Ridership has skyrocketed due to the increased service and the elimination of fares. Unfortunately, the City's transit costs have also risen substantially. Next year's budget includes almost \$350,000 in subsidies to the Transit Fund:

- \$260,000 is transferred from parking revenues to cover tram fees during the summer; however, \$72,000 is offset by parking fees at the Act V lot.
- \$12,000 is included in the budget because the Council has directed that the main line system be free during the summer.
- \$133,000 is transferred from the Parking Fund to the Transit Fund in order to match for State revenues.
- \$20,000 is included for the nighttime and Sunday taxi service; a portion is offset by \$5,000 in revenue.

The Transit budget is still not final inasmuch as grant applications are presently under consideration by the Orange County Transportation Authority. Council action will be needed to determine the final service level for the transit system after OCTA makes a decision on the grant request.

## **VI. PARKING FUND**

Each year, on the average, the Parking Fund nets \$425,000 after all expenses and transfers are considered. That amount varies significantly since parking permits are sold once every two years. By the end of next fiscal year, the Parking Fund should have a balance of about \$430,000; that surplus will increase to about \$1.1 million by June 30, 2005. The Parking Fund budget includes \$35,000 in the contractual account to pay for the holiday lighting that is installed by the Chamber of Commerce.

## **VII. STREET LIGHTING FUND**

The Street Lighting account continues to be healthy. Ongoing revenues exceed operating expenses by about \$400,000 per year. That surplus has enabled the City Council to allocate reserves in the Street Lighting Fund for the undergrounding of utilities in the Central Business District. That construction project is currently in progress. Because the undergrounding of the street lights and related electrical facilities will seriously depreciate the quality of the streets in the Central Business District, next year's budget recommends that \$600,000 be appropriated from this account to rehabilitate the downtown streets and alleys. There are other underground districts in process, such as in the Loma Terrace neighborhood, which will require contributions from the City through this source in future years.



### **VIII. 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 absolutely impossible for the City to adequately pave public streets without significant transfers from the General Fund or Capital Improvement Fund. Next year's budget recommends that \$622,000 be transferred from the Capital Improvement Fund to the Gas Tax Fund so that all of the streets in Arch Beach Heights can be repaved. This will be the largest single resurfacing program in the City's history. As mentioned previously, the downtown area will be resurfaced as well using funding from the Street Light account.

### **IX. PARK IN-LIEU, ART IN-LIEU, DRAINAGE IN-LIEU, HOUSING IN-LIEU AND PARKING IN-LIEU FUNDS**

At this point, no appropriations are recommended for any of these accounts as part of the preliminary budget. However, it is likely at some point in the year the Arts Commission will recommend some allotments from the Art In-Lieu Fund for public art endeavors.

### **X. CAPITAL IMPROVEMENT FUND**

The blue pages near the back of the Preliminary Budget depict the recommended Capital Improvement Program for fiscal year 2003-2004. They also include a Ten-Year Capital Improvement Program, which has been refined substantially from previous versions. Key tenets of the Ten-Year Capital Improvement Plan are:

1. The street repaving schedule is a high priority. Since the gas tax has never been sufficient to maintain streets and since that tax is not adjusted for inflation, it will be necessary to transfer money from the Capital Improvement Fund to the Gas Tax Fund every year.
2. Any construction at the Village Entrance will be financed from the Parking Fund; neither the revenues nor the expenses have been included in the Capital Improvement Program.
3. Both the corporate yard relocation and the community/senior center projects have already been funded; (this is probably not an accurate assumption given the difficulty which the seniors are having in raising money for their portion of the project on Third Street.)
4. The renovation and preservation of Heisler Park will cost approximately \$2 million, half of which will be secured from State and/or Federal grants.
5. There will be no increase in the revenues which accrue to the Capital Improvement Fund; however, the Council could raise parking fines to augment revenue.
6. The Montage Hotel will generate \$3 million per year in transient occupancy taxes; half of that money will be deposited in the Capital Improvement Fund starting July 1, 2006.

7. The first year of the program includes \$20,000 to analyze the current condition of the City owned portion of the Laguna Canyon flood control channel. Since we have no idea of the condition of that facility, there are no construction funds included at this point in the Ten-Year Plan.
8. Capital improvements financed through the Sewer Fund are not included in this program because they have separate sources of funding and there is a strategic plan pertaining only to the sewer system. The Ten-Year Sewer Plan is depicted separately in the budget after the general Capital Improvement Program.

Major capital projects for next fiscal year include:

- Starting a long term, comprehensive program to repair existing sidewalks. Next year, \$100,000 is proposed for work in the downtown.
- Analyzing the condition of the portion of the Laguna Canyon Channel which is owned by the City.
- Replacing the dilapidated stairs at Brooks Street.
- Replacing play equipment at Lang Park.
- Updating the City's Master Plan of Storm Drains, which has not been revised for almost 20 years.

#### **XI. SEWER FUND**

Recently, the City Council adopted a Ten Year Capital Improvement Plan to renovate the sewer system. Pages 201-205 of this budget depict that extensive effort. Funding for these improvements comes primarily from a sewer service charge. Effective July 1, 2003, that rate will be \$32.67 per month for a single family home. Commercial rates, which are predicated on the volume of water consumed, will also be rising 10% in July. A State loan will enable the City to accelerate the capital projects.

Key components of the 2003-04 Sewer Fund budget are:

• Capital improvements (collection system)	\$6.2 million
• Debt service (treatment facilities)	\$ .6 million
• Sewage treatment	\$1.2 million
• Collection system operations	<u>\$1.9 million</u>
Total	\$9.9 million

#### **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 \$1.6 million. The property tax override adds about 4% 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. No additional vehicles are financed from this account; however, next year's budget replaces several expensive items such as a large pickup truck in the Fire Department, a back hoe in Public Works, and a sewer cleaning vehicle in Water Quality.

Costs for property insurance, workers compensation and health insurance are escalating dramatically. As indicated previously, this is one of the most significant problems facing the City. Fortunately, our liability experience has improved since the rainstorms of 1997-98. Therefore, next year's budget proposes a significant decrease in that account. With another dry winter, that trend should continue in future budgets as well.

**EXHIBIT A  
MODIFICATIONS TO THE 2003-04  
PRELIMINARY BUDGET  
AS ADOPTED BY THE CITY COUNCIL ON JUNE 17, 2003**

**I. GENERAL FUND**

1. Reduce General Fund revenue from Real Property Reports by \$29,000 to reflect the City Council's action not to increase these fees.
2. Transfer \$48,000 in expenses for membership dues to various organizations and Washington D.C. lobbying from the City Council's budget to the City Manager's budget.
3. Transfer \$29,900 from the City Treasurer's contractual services account to the Assessment District Debt Service account.
4. Appropriate \$60,400 from the General Fund for costs incurred by Orange County in maintaining the 800 MHz system; all of the cities and the County have agreed to this process and the cost will be distributed to Police, Fire, Marine Safety and Public Works.
5. Appropriate \$11,900 for an additional hour per day for the City Treasurer to process money from parking and change machines.
6. Increase General Fund revenues in Account 4302 for reimbursement for the police officers serving on the Regional Narcotics Suppression Program from \$20,000 to \$40,000.
7. Restructure the staffing in the Finance Division by increasing the hours of the Accountant to full-time, while reducing the salary schedules for the Accountant and the Accounting Technician to recover all of the cost of the additional hours.
8. Increase the contractual services account in the City Treasurer's budget by \$1,200 to reflect the new armored car contract.
9. Appropriate the following amounts, with actual disbursement contingent upon adoption of a State budget which does not contain any further significant cuts for Laguna Beach:

Retime swimming pool locker rooms	\$ 19,000
Replace four lifeguard towers (after evaluation this summer)	\$ 60,000
Reserve for replacing the Finance computer	\$185,000
Purchase updated Citywide aerial photos	\$ 85,000
Install marine protection signs	\$ 6,000
Contribute to water quality education	<u>\$ 5,000</u>
<b>TOTAL</b>	<b>\$360,000</b>

10. Transfer \$98,000 for the Treasure Island Marine Plan from the Planning Division of Community Development to the Water Quality Department.
11. Appropriate \$7,000 for improvements to Riddle Field contingent upon a 50% match from Little League.

**Exhibit A**  
**Modifications to the 2003-04 Preliminary Budget**  
**As Adopted by the City Council on June 17, 2003**  
**Page 2**

**II. NON GENERAL FUND MODIFICATIONS**

1. Increase revenue in the Capital Improvement Fund by \$150,000 each year as a result of Council action to increase the fine from parking violations.
2. Appropriate \$29,300 from the Parking Fund for the downtown parking/traffic study.
3. Appropriate \$23,000 from the Sewer Fund to replace the computer hardware and software that operates the alarm system for the sewer pump stations. This funding will upgrade the backup capability and reliability of this essential system.
4. Raise parking fees at the Act V lot from \$3 to \$4 on July 1, 2003 and to \$5 on July 1, 2004, thereby increasing transit revenue by \$24,000 next year and reducing the transfer from the Parking Fund by an equal amount.
5. Increase revenue and expenses in the Special Revenue and Grants Fund for a domestic preparedness grant of \$14,056 in the Police Department.
6. Change the description in the Capital Improvement Program (page 180) for the Gainsborough Retaining Wall Repair to 800 Block of Summit Retaining Wall Repair; the intent was to repair the wall on Summit as a high priority.
7. Increase Transit Fund revenue and expenses by \$150,000 for purchase of an additional mainline transit bus which has been approved by OCTA.

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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 2003-04

# All Funds<sup>1</sup>

	Estimated Beginning Balance July 1, 2003	Estimated Revenues	Transfers In (Out)	Estimated Expenditures	Estimated Ending Balance June 30, 2004
<b><u>Operating and Capital Project Funds</u></b>					
General	\$3,690,560	\$31,541,300	\$729,300 <sup>2</sup>	\$32,686,400	\$3,274,760 <sup>5</sup>
Open Space	518,533	0	0	0	518,533
Capital Improvement	344,044	1,951,000	(622,000)	1,090,000	583,044
Parking Authority	251,806	2,577,000	(838,250) <sup>3</sup>	1,591,000	399,556
Parking in Lieu	12,284	0	0	0	12,284
Park in Lieu	2,725	0	0	0	2,725
Art in Lieu	125,753	0	0	0	125,753
Drainage	233,975	0	0	0	233,975
Housing in Lieu	837	0	0	0	837
Gas Tax	293,598	855,000	622,000	1,770,000	598
Street Lighting	263,245	623,600	0	831,000	55,845
Sewer	517,783	9,843,000	0	9,903,700	457,083
Spec. Revenue & Grants <sup>4</sup>	691,798	24,056	0	24,056	691,798
Debt Service	1,740,943	1,736,000	0	1,626,600	1,850,343
Transit	2,000	1,713,950	108,950	1,822,900	2,000
<b>Total</b>	<b>8,689,884</b>	<b>50,864,906</b>	<b>0</b>	<b>51,345,656</b>	<b>8,209,134</b>
<b><u>Internal Service Funds</u></b>					
Insurance	562,743	5,229,700	0	5,115,300	677,143
Vehicle Replacement	834,936	839,600	0	400,300	1,274,236
<b>Total</b>	<b>\$1,397,679</b>	<b>\$6,069,300</b>	<b>\$0</b>	<b>\$5,515,600</b>	<b>\$1,951,379</b>

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

<sup>2</sup> Includes a transfer in of \$729,300 from the Parking Authority Fund.

<sup>3</sup> Includes transfers out of \$729,300 to the General Fund and \$108,950 to the Transit Fund.

<sup>4</sup> Includes asset forfeitures, Community Development Block Grants, December 1997 OES rainstorm Grants and February 1998 FEMA/OES Rainstorm Grants.

<sup>5</sup> In addition, the City Council has established a contingency reserve of \$500,000 which is not shown in this fund balance.

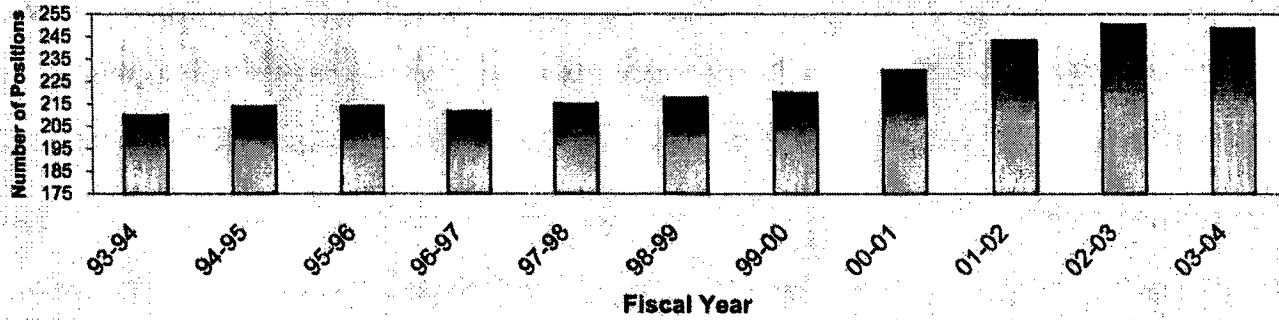
**Sources & Uses of Funds<sup>1</sup>**  
Summary by Department and Fund

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
<b>SOURCES OF FUNDS</b>																		
BEGINNING BALANCE July 1, 2003	8,689,884	3,690,560	251,806	517,783	2,000	344,044	293,598	691,798	263,245	233,975	518,533	1,740,943	12,284	2,725	837	125,753	834,936	562,743
Revenues	50,884,906	31,541,300	2,577,000	9,843,000	1,713,950	1,951,000	855,000	24,056	623,600	0	0	1,736,000	0	0	0	0	839,600	5,229,700
Transfers: In/(Out)	0	729,300	(838,250)	0	108,950	(622,000)	622,000	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL SOURCES OF FUNDS</b>	<b>59,554,790</b>	<b>35,961,160</b>	<b>1,990,556</b>	<b>10,360,783</b>	<b>1,824,900</b>	<b>1,673,044</b>	<b>1,770,598</b>	<b>715,854</b>	<b>886,845</b>	<b>233,975</b>	<b>518,533</b>	<b>3,476,943</b>	<b>12,284</b>	<b>2,725</b>	<b>837</b>	<b>125,753</b>	<b>1,674,536</b>	<b>5,792,443</b>
<b>USES OF FUNDS</b>																		
City Council (p. 33)	55,300	55,300																
City Manager (p. 34)	525,740	525,740																
City Clerk (p. 36)	241,430	241,430																
City Treasurer (p. 38)	98,400	98,400																
City Attorney (p. 40)	445,000	445,000																
Administrative Services (p. 41)	3,197,530	1,570,930										1,626,600						
Police (p. 53)	8,949,856	8,314,000	621,800					14,056										
Fire (p.70)	6,751,100	6,751,100																
Marine Safety (p. 81)	1,496,800	1,496,800																
Public Works (p. 87)	13,618,300	7,135,200	969,200	1,822,900	1,090,000	1,770,000			831,000									
Water Quality (p. 111)	10,317,000	413,300		9,903,700														
Community Development (p. 122)	2,448,300	2,448,300																
Community Services (p. 135)	1,866,500	1,856,500						10,000										
Cultural Arts (p. 147)	1,334,400	1,334,400																
<b>TOTAL USES OF FUNDS</b>	<b>51,345,656</b>	<b>32,686,400</b>	<b>1,591,000</b>	<b>9,903,700</b>	<b>1,822,900</b>	<b>1,090,000</b>	<b>1,770,000</b>	<b>24,056</b>	<b>831,000</b>	<b>0</b>	<b>0</b>	<b>1,626,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,300</b>	<b>5,115,300</b>
ENDING BALANCE June 30, 2004	8,209,134	3,274,760	398,556	457,083	2,000	583,044	598	691,798	55,845	233,975	518,533	1,850,343	12,284	2,725	837	125,753	1,274,236	677,143

<sup>1</sup> 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	City Clerk	City Manager	City Treas.	Admin. Services	Police <sup>1</sup>	Fire	Marine Safety	Public Works <sup>2</sup>	Water Quality	Comm. Devel.	Comm. Service	Cultural Arts	Total
73-74	2.7	2	1	8.7	56.0	33.0	3	64.0		15	3		188.40
74-75	3	2	1	7.5	55.0	29.5	3	58.5		13	3		175.50
75-76	3	2	1	7.5	54.5	30.0	3	56.5		14	3		174.50
76-77	2	2	1	9	56.0	30.0	3	57.0		15	4		179.00
77-78	1	2	1	10	60.0	31.0	3	59.0		17	4		188.00
78-79	1	2	1	10	64.5	31.0	3	59.3		16	3		190.80
79-80	2	2	1	9	65.5	34.0	3	53.2		14	2		185.70
80-81	2	2		9	65.5	34.0	3	53.3		14	3		185.80
81-82	2	2	.5	9	66.5	32.0	3	53.3		14	3		185.30
82-83	2	2	.5	9	66.0	35.0	3	52.0		14.0	3.50		187.00
83-84	2	2	.5	9	66.0	35.0	3	50.0		14.0	3.50		185.00
84-85	2	2	.5	9	66.0	35.0	3	50.0		14.5	4.20		186.20
85-86	2	2	.5	9	66.5	35.0	3	49.0		16.6	4.20		187.80
86-87	2	2	.5	9	67.5	35.0	3	50.0		16.6	4.20		189.80
87-88	2	2	.5	9	67.0	34.0	3	48.0		17.0	3.80		186.30
88-89	2	2	.5	9	75.0	40.0	3	52.0		21.0	3.80		208.30
89-90	2	2	.5	10	77.0	40.0	3	53.0		21.0	3.80		212.30
90-91	2	2	.5	9	79.0	43.0	3	57.0		22.6	4.75		222.85
91-92	2	2	.5	9	79.0	43.0	3	58.0		22.6	4.80		223.90
92-93	2	2	.5	9	79.0	40.0	3	58.0		21.6	4.80		219.90
93-94	2	2	.5	8.6	77.0	36.0	3	56.0		20.1	4.80		210.00
94-95	2	2	.5	8.6	77.0	42.0	3	54.0		20.1	4.80		214.00
95-96	2	2	.5	8.6	79.0	43.0	3	52.0		19.1	4.75		213.95
96-97	2	2	.5	9	79.5	43.0	3	49.0		19.0	4.75		211.75
97-98	2	2	.5	9.4	81.0	43.0	3	49.0		20.0	5.25		215.18
98-99	2	2	.5	9.5	82.0	43.0	3	50.0		20.2	5.75		217.95
99-00	2	2	.5	9.5	82.0	43.0	3	50.0		21.4	6.75		220.15
00-01	2	2	.5	10.5	84.0	44.0	4	55.0		21.4	6.75		230.15
01-02	2	2	.5	10.5	85.0	44.0	4	66.0		22.6	6.75		243.35
02-03	2	3	.5	11.6	86.0	44.0	4	69.0		23.6	6.75		250.45
03-04	2	3	.625	12	86.0	41.0	4	54.0	15	23.6	6.50	1	248.725

<sup>1</sup> Includes Animal Services and Parking Enforcement.

<sup>2</sup> Includes Parking Administration and Transit

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## Section II

# Revenues

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

# Revenue Summary

## Fiscal Year 2003-04

**All  
Funds**

	<u>Amount</u>	<u>% of Total</u>
<b>General Fund</b>		
Property Tax	13,376,000	
Sales Tax	3,690,000	
Transient Occupancy Tax	3,700,000	
Business License Tax	660,000	
Other Taxes	820,000	
Licenses & Permits	854,600	
Citations	4,000	
Use of Money & Property	1,364,000	
Revenue from Other Agencies	1,531,200	
Charges for Current Services	5,246,700	
Reimbursements & Contributions	281,800	
Other Revenue	13,000	
Subtotal General Fund	<u>31,541,300</u>	61.98%
<b>Capital Improvement Fund</b>		
Parking & Other Fines	1,276,000	
Real Property Transfer Tax	350,000	
Building Construction Tax	320,000	
Other Revenue	5,000	
Subtotal Capital Improvement	<u>1,951,000</u>	3.8%
<b>Parking Authority Fund</b>		
Parking Lots & Meters	2,469,000	
Parking Permits & Other Revenue	108,000	
Subtotal Parking Authority Fund	<u>2,577,000</u>	5.1%
<b>Sewer Fund</b>		
Sewer Service Charges	4,848,000	
Revenue from Other Agencies	611,000	
Loan Proceeds	4,300,000	
Other Revenue	84,000	
Subtotal Sewer Fund	<u>9,843,000</u>	19.4%

**Revenue Summary (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

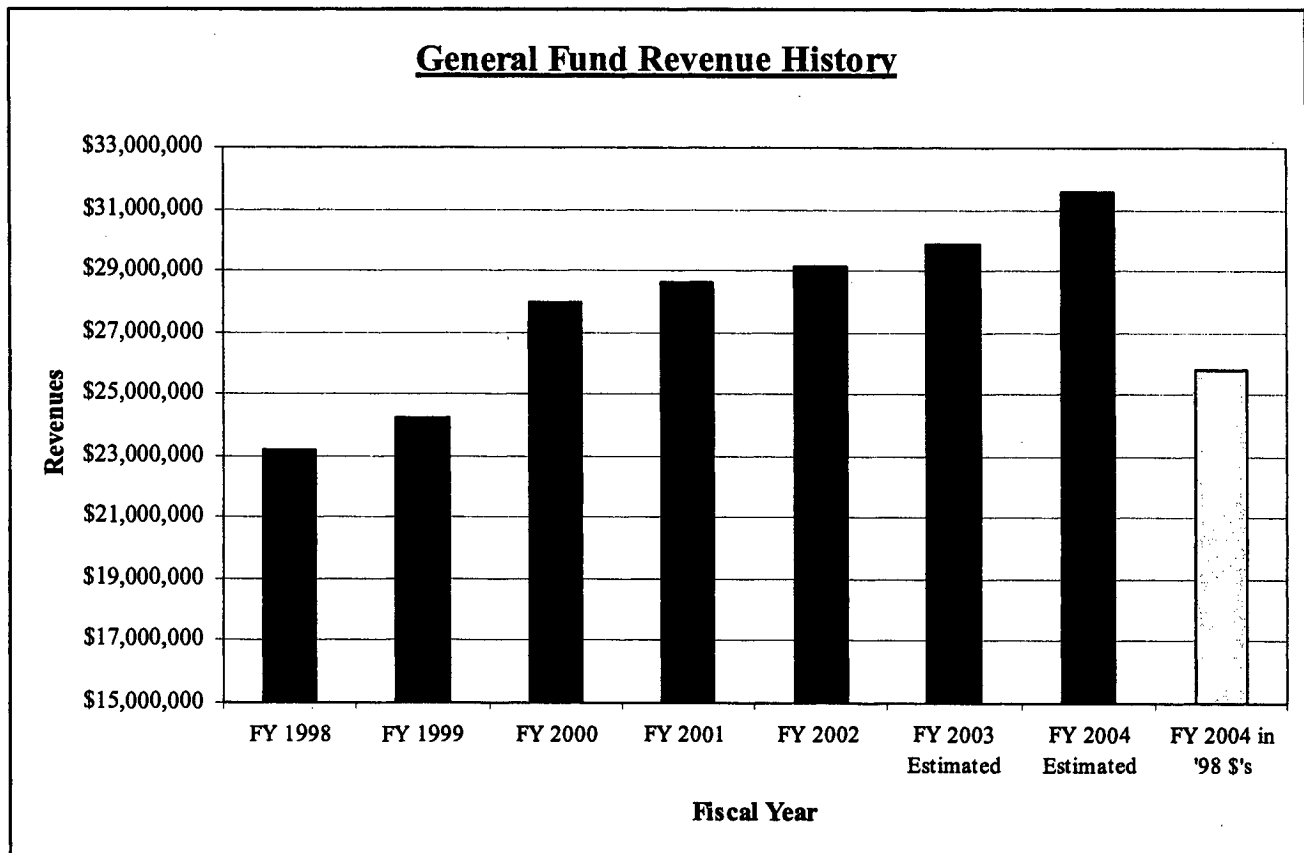
	<u>Amount</u>	<u>% of Total</u>
<b>Transit Fund</b>		
State Grants	1,136,450	
Bus Fares & Other Bus Income	180,000	
Revenue from Other Agencies	125,500	
Parking Authority Fund Subsidy in Lieu of Tram & Bus Fares	272,000	
Subtotal Transit Fund	<u>1,713,950</u>	3.4%
<b>Street Lighting Fund</b>	<b>623,600</b>	1.2%
<b>Gas Tax Fund</b>	<b>855,000</b>	1.7%
<b>Debt Service Fund</b>	<b>1,736,000</b>	3.4%
<b>Special Revenue &amp; Grants Fund</b>	<b>24,056</b>	0.02%
<b>TOTAL ALL REVENUES</b>	<u><u>\$50,864,906</u></u>	<b>100.0%</b>

## 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.

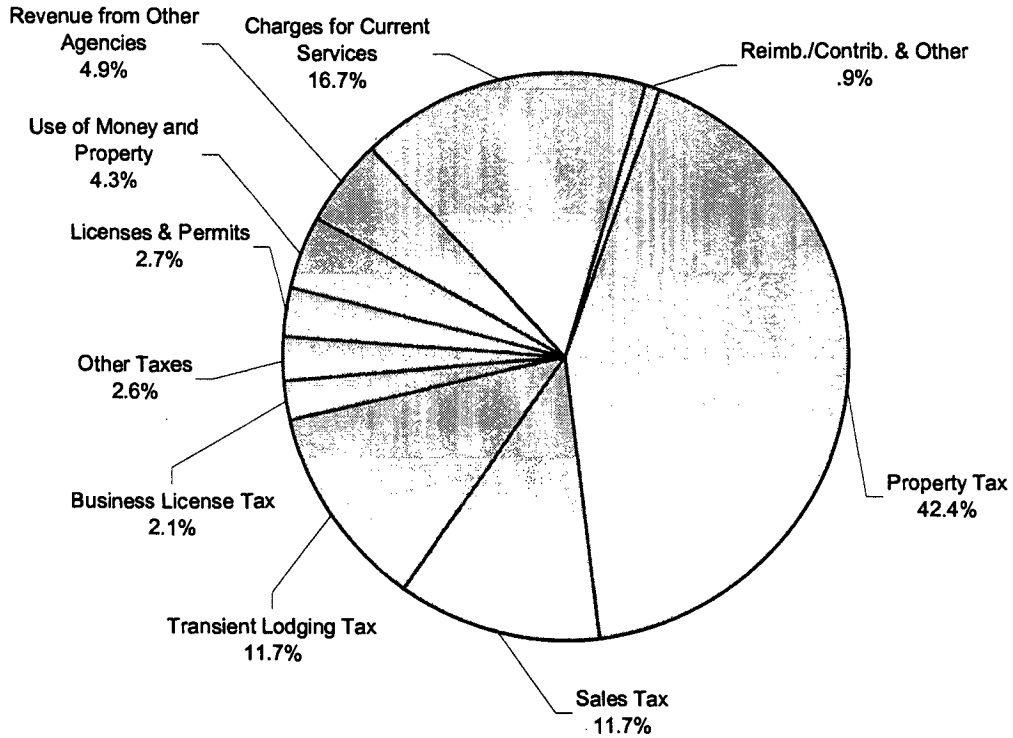
The additional charts on succeeding pages provide a history for significant components of the general fund revenue including property tax, sales tax, transient occupancy tax and investment income.

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 2004 in '98 \$'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 2004. For example, in looking at the General Fund Revenue History shown immediately below, revenues have grown about thirty six percent since 1998. But, when measured in dollars that are adjusted for inflation (the unshaded bar), the *purchasing power* of the revenues in 2004 has actually increased by about eleven percent.

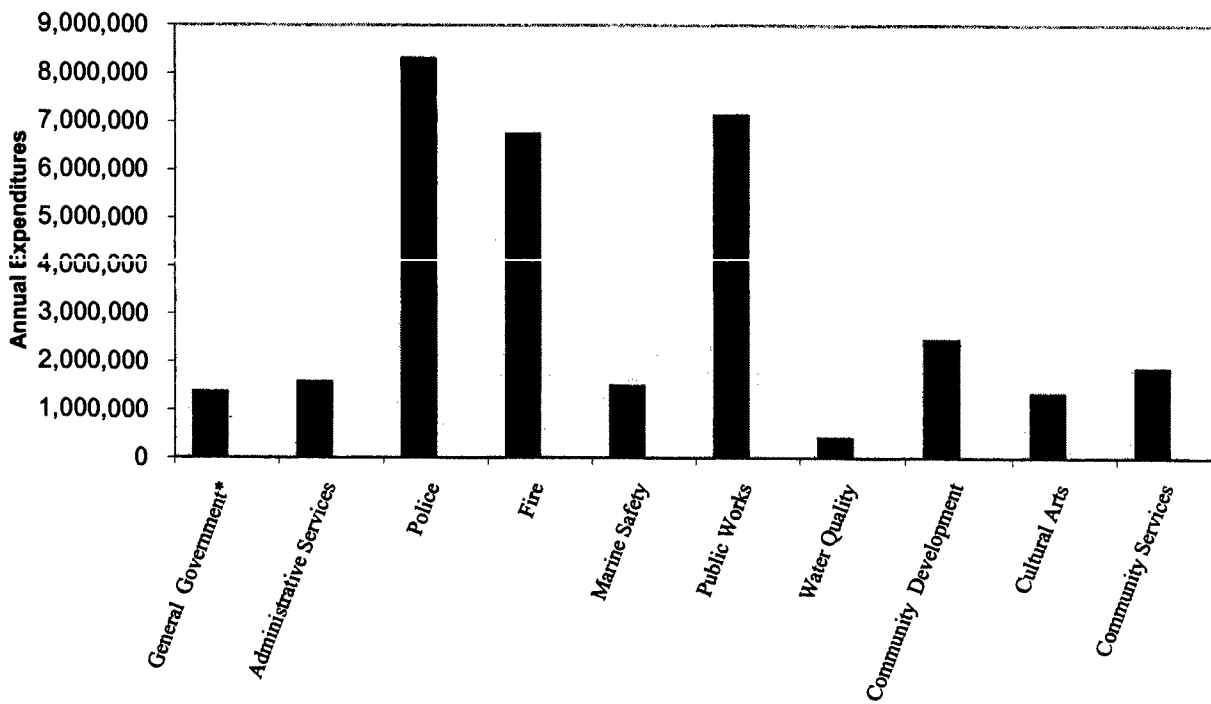




### General Fund Revenue Source

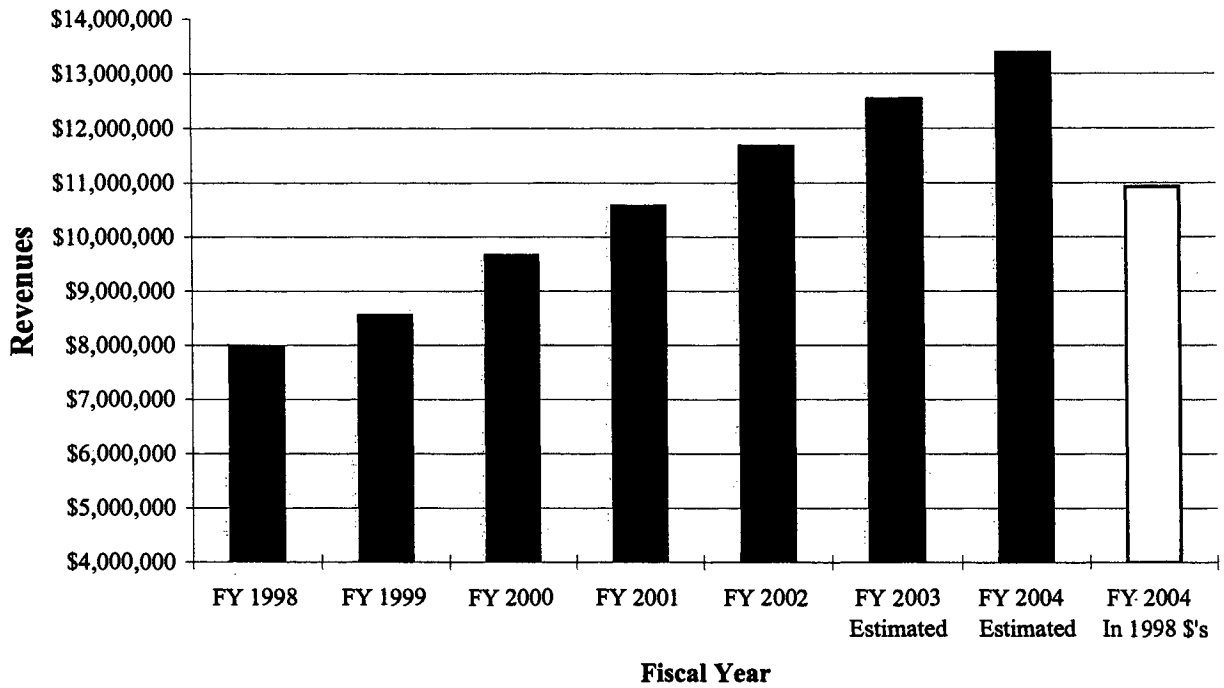


### General Fund Expenditures by Department

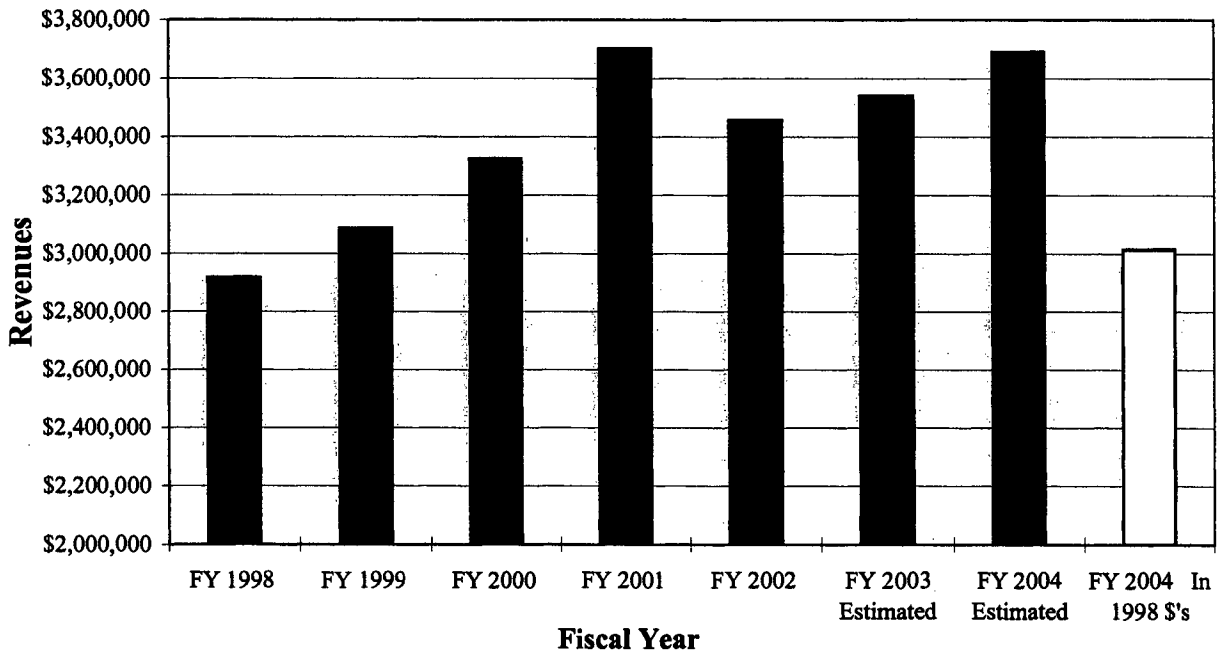


\* Includes City Council, City Manager, City Clerk, City Treasurer and City Attorney.

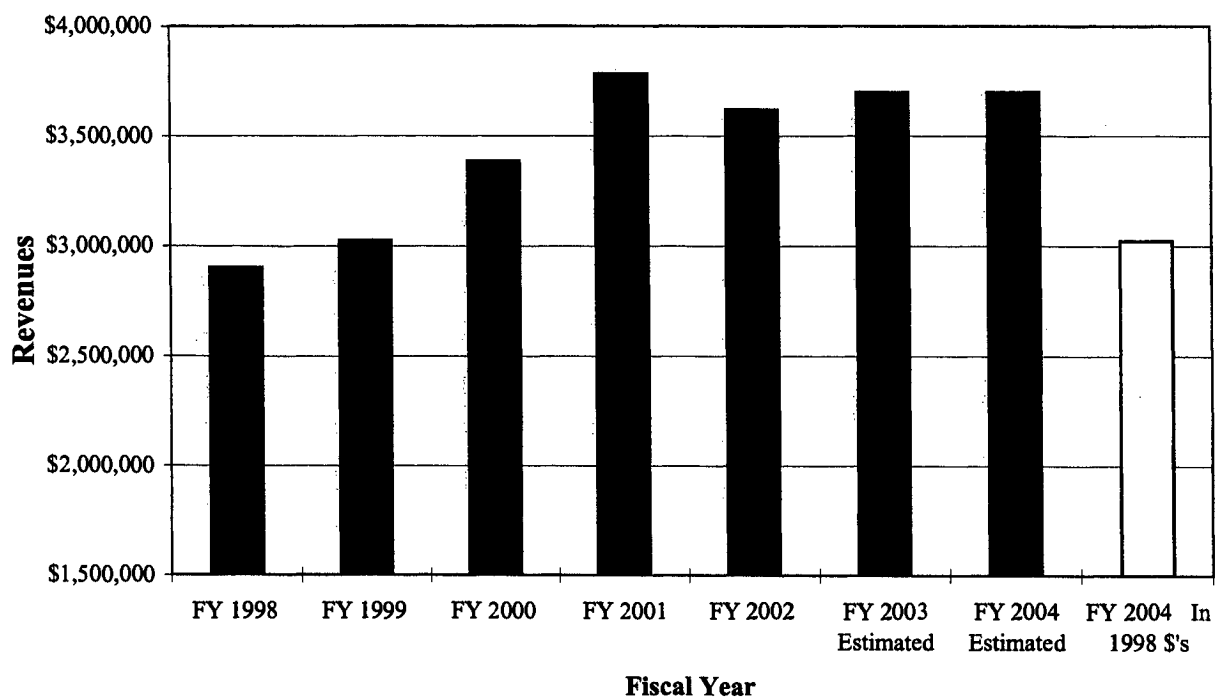
### Property Tax



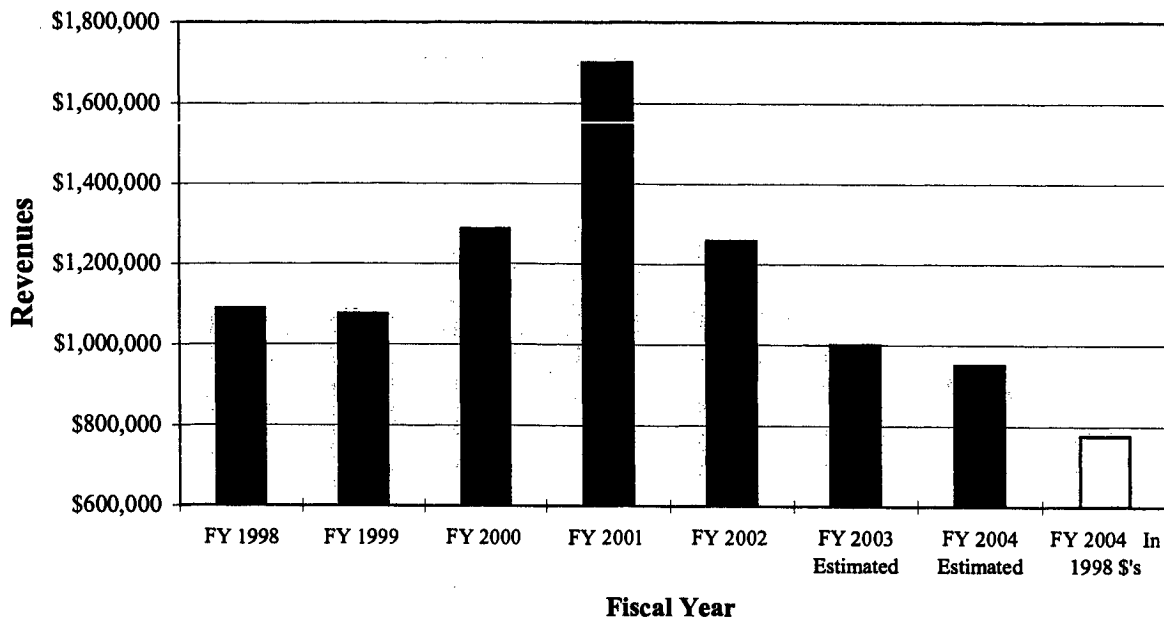
### Sales Tax



### Transient Occupancy Tax



### Investment Income



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**Revenue Detail**  
*Fiscal Year 2003-04*

**All  
Funds**

Object Account Title	Actual 2001-02	Adopted Budget 2002-03	Revised Estimate 2002-03	Adopted Budget 2003-04
<b>110 GENERAL FUND</b>				
<b><u>Property Tax</u></b>				
3010 Current Secured	\$10,249,613	\$11,032,000	\$11,124,000	\$11,908,000
3015 Public Utility	165,499	172,000	160,000	171,000
3020 Current Unsecured	575,734	630,000	609,000	652,000
3025 Supplemental Apportionment	429,191	350,000	400,000	400,000
3030 Prior Years	141,865	130,000	140,000	140,000
3040 Other Property Taxes	3			
3050 Delinquent Taxes - Interest & Penalties	105,590	100,000	105,000	105,000
Subtotal	<u>11,667,495</u>	<u>12,414,000</u>	<u>12,538,000</u>	<u>13,376,000</u>
<b><u>Other Taxes</u></b>				
3101 Sales Tax - General	3,213,449	3,300,000	3,300,000	3,450,000
3103 Sales Tax - Public Safety	243,418	230,000	240,000	240,000
3112 Transient Occupancy Tax	3,619,060	3,700,000	3,700,000	3,700,000
3118 Franchise Tax - Trash	142,296	118,000	140,000	140,000
3119 Franchise Tax - Cable TV	369,695	380,000	370,000	380,000
3120 Franchise Tax - Natural Gas	106,470	85,000	100,000	100,000
3121 Franchise Tax - Electricity	206,046	175,000	200,000	200,000
3135 Business License Tax	665,611	620,000	640,000	660,000
Subtotal	<u>8,566,045</u>	<u>8,608,000</u>	<u>8,690,000</u>	<u>8,870,000</u>
<b><u>Licenses and Permits</u></b>				
3300 Animal Licenses	54,590	64,000	64,000	64,000
3310 Building Permits	520,321	619,000	570,000	635,000
3313 Plumbing Permits	26,258	24,000	28,000	31,000
3316 Electric Permits	39,660	47,000	47,000	44,000
3319 Mechanical Permits	20,036	20,800	20,800	22,000
3320 Coastal Development Permits	19,459	22,000	22,000	20,800
3328 Public Works Permits	7,170	5,000	8,000	7,000
3335 Grading Permits	4,664	5,200	5,200	5,900
3340 Temporary Use Permits	5,836	2,100	2,100	2,100
3345 Conditional Use Permits	17,895	15,600	15,600	15,600
3350 Encroachment Permits	3,880	3,100	4,000	4,200
3355 Sandblasting Permits	85			
3360 Alarm Permits	3,530	8,000	2,000	3,000
Subtotal	<u>723,384</u>	<u>835,800</u>	<u>788,700</u>	<u>854,600</u>
<b><u>Fines and Penalties</u></b>				
3440 Citations - Code Enforcement	100	5,000	2,000	2,000
3441 Citations - Water Quality			2,000	2,000
Subtotal	<u>100</u>	<u>5,000</u>	<u>4,000</u>	<u>4,000</u>

**Revenue Detail (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

Object Account Title	Actual 2001-02	Adopted Budget 2002-03	Revised Estimate 2002-03	Adopted Budget 2003-04
<b><u>Use of Money and Property</u></b>				
3500 Investment Earnings	1,257,699	1,260,000	1,000,000	950,000
3510 Rent - Community Center	13,876	11,000	11,000	11,000
3515 Rent - Festival of Arts	310,606	230,080	174,000	174,000
3520 Rent - Third Street	113,438	115,000	115,000	130,000
3530 Rent - Moulton Playhouse	8,050	8,100	8,000	8,000
3540 Rent - Anneliese Pre-School	55,541	61,250	65,000	65,000
3550 Rent - Miscellaneous	25,745	25,000	26,000	26,000
Subtotal	<u>1,784,955</u>	<u>1,710,430</u>	<u>1,399,000</u>	<u>1,364,000</u>
<b><u>From Other Agencies</u></b>				
3601 Motor Vehicle In-Lieu Tax	1,306,007	1,300,000	1,300,000	1,300,000
3615 Homeowners Property Tax Relief	165,331	158,000	164,000	164,000
3635 Peace Officers Standards & Training	29,182	43,990	14,000	
3638 Motor Vehicle Off Highway	568	400	1,000	0
3640 State Recycling Grant	14,564	6,850	6,850	6,850
3641 Used Oil Recycling Block Grant	7,804	10,900	10,900	7,400
3680 OES Domestic Preparedness Grant			3,543	
3682 OES Flood Hazard Mitigation Grant			17,700	
3690 Mutual Aid Contract	34,390		29,300	
3705 Abandoned Vehicle Program	56,671	50,000	50,000	50,000
3706 Orange County Settlement Claim			7,700	
3707 ERAF Repayments	23,701			
3730 Air Quality Management District		2,500	2,500	2,500
3860 Disaster Relief Grant - Federal	1,789			
3863 FEMA Fire Prevention Grant			51,975	
Subtotal	<u>1,640,007</u>	<u>1,572,640</u>	<u>1,659,468</u>	<u>1,531,200</u>
<b><u>Charges for Current Services</u></b>				
3901 Variance	75,397	78,000	85,000	97,000
3905 Biological Habitat Mitigation	1,974	2,000	2,000	2,000
3907 Plan Check Fees - Building	233,829	260,000	260,000	289,000
3909 Plan Check Fees - Zoning	56,475	54,500	82,000	102,000
3910 Design Review	137,157	169,000	169,000	211,000
3915 Subdivision Fees	10,998	8,300	6,000	6,200
3923 General Plan Amendment		1,000	1,000	
3926 Environmental Report	13,703	14,500	10,000	10,400
3930 Real Property Report	115,465	116,000	116,000	116,000
3935 Design Review Appeals	5,840	6,000	6,000	7,000
3940 Other Filing and Permit Fees	25,818	27,000	27,000	34,000

**Revenue Detail (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

Object Account Title	Actual 2001-02	Adopted Budget 2002-03	Revised Estimate 2002-03	Adopted Budget 2003-04
3942 Use & Occupancy Inspection Fees	19,710	21,000	21,000	26,000
3943 Grading Fee - Diamond/Crestview	3,000	20,000	3,000	10,000
3944 Floor Area Fee - Diamond/Crestview	3,476	17,000	3,000	10,000
3950 Other Inspection Fees	3,670	400	1,000	1,000
3955 Special Policing Fees	5,469	8,000	8,000	8,000
3956 False Alarm Fees	27,200	26,000	14,000	25,000
3957 Finger Printing	850	2,900	1,000	1,000
3958 Police Reports	7,378	16,200	12,000	12,000
3960 Vehicle Towing & Release Fees	11,140	22,800	15,000	22,000
3965 Animal Services - Laguna Woods	60,420	62,840	62,840	65,400
3970 Animal Shelter Fees	24,212	27,000	27,000	27,000
3978 Weed and Lot Cleaning	63,954	75,870	60,000	72,500
3980 Landscape Development Fee	12,120	10,000	10,000	12,000
4003 Business Improvement District	528,881	740,000	740,000	1,230,000
4005 Refuse Service Charges	1,553,347	1,540,250	1,540,000	1,579,000
4010 Paramedic Non-Resident Fees	37,092	20,000	35,000	35,000
4011 Paramedic Medical Supplies Fees	19,076	10,000	20,000	20,000
4012 Swimming Pool Classes	87,397	90,000	84,000	84,000
4013 Swimming Pool Use Fees	43,819	42,000	43,000	43,000
4014 Marine Safety Beach Classes	81,895	75,000	82,000	82,000
4020 Recreation - Social & Cultural	587,529	575,000	610,000	600,000
4021 Recreation - Basketball Leagues	4,125	4,800	4,800	4,800
4024 Recreation - Adult Softball	9,825	10,000	10,000	10,000
4030 Recreation - Misc. Sports Programs	74,001	50,000	75,000	75,000
4038 Recreation - Special Programs	10,060	8,000	6,000	6,000
4040 Passport to Laguna Tickets	16,870			
4041 Recreation - Brochure Advertising	32,440	32,000	35,000	35,000
4042 Recreation - Park Weddings	50,375	61,000	61,000	61,000
4043 Recreation - Film Permits	8,500	8,000	8,000	8,000
4044 Recreation - Miscellaneous Fees	2,966	2,000	2,000	2,000
4048 City Hall Parking	123,601	144,000	144,000	144,000
4130 Lifeguard Services - Private Beaches	18,998	19,000	19,000	19,000
4140 Sale of Maps, Books & Copying	9,755	8,300	14,000	10,400
4150 Assessment District Service Fees	32,454	28,920	32,000	31,000
4160 Returned Check Fee	975	1,000	1,000	1,000
Subtotal	4,253,236	4,515,580	4,567,640	5,246,700

**Revenue Detail (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

Object Account Title	Actual 2001-02	Adopted Budget 2002-03	Revised Estimate 2002-03	Adopted Budget 2003-04
<b><u>Other Revenue</u></b>				
4202 Sale of Real & Personal Property	2,180	2,000	2,000	2,000
4220 Police Auction	2,023	1,000	1,000	1,000
4230 Miscellaneous Income	14,377	10,100	10,100	10,000
4280 Over and Short	34			
Subtotal	18,614	13,100	13,100	13,000
<b><u>Reimbursements &amp; Contributions</u></b>				
Reimbursements:				
4301 State Mandated Costs	56,797			
4302 RNSP Overtime	39,726	20,000	20,000	40,000
4303 Lifeguard Training - SA College	4,040	10,000	2,100	
4312 Other Agencies	18,402	16,000	40,000	16,000
4314 Festival of Arts Parking Plan	22,035	22,500	22,800	24,800
4320 Workers' Compensation Insurance	250,168	160,000	160,000	160,000
4330 Property Damage	4,841	3,000	3,000	3,000
4357 School District	39,653	25,740	25,700	26,000
4360 Miscellaneous	7,055	5,000	9,000	5,000
Contributions:				
4370 Non-Government Sources	450	2,000	2,700	2,000
4375 Animal Shelter	15,003	5,000	12,500	5,000
4376 D.A.R.E.	12,000	5,000	5,000	
4377 Canine	1,000			
Subtotal	471,170	274,240	302,800	281,800
<b>GENERAL FUND TOTAL</b>	<b>29,125,006</b>	<b>29,948,790</b>	<b>29,962,708</b>	<b>31,541,300</b>
<b>114 OPEN SPACE FUND</b>				
<b>OPEN SPACE FUND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Revenue Detail (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

Object Account Title	Actual 2001-02	Adopted Budget 2002-03	Revised Estimate 2002-03	Adopted Budget 2003-04
<b>116 CAPITAL IMPROVEMENT FUND</b>				
3138 Real Property Transfer Tax	391,411	300,000	365,000	350,000
3144 Building Construction Tax	420,914	320,000	320,000	320,000
3410 Vehicle Code Fines	274,260	325,000	260,000	260,000
3415 Municipal Code Fines - Other	21,025	37,000	21,000	21,000
3420 Municipal Code Fines - Parking	735,059	775,000	775,000	925,000
3422 Municipal Code Fines - DMV	73,904	60,000	87,000	70,000
3515 Rent - Festival of Arts*	322,110			
3663 Coastal Conservancy - Brown's Park	206,104			
3671 State Park Bond	239,853	293,000	293,000	
3959 Auto Immobilization Fee	4,025	5,000	5,000	5,000
4370 Contributions Non-Govt Sources			1,200	
<b>CAPITAL IMPROVEMENT FUND TOTAL</b>	<b>2,688,665</b>	<b>2,115,000</b>	<b>2,127,200</b>	<b>1,951,000</b>
<b>118 PARKING AUTHORITY FUND</b>				
4051 Parking Meter Zones	1,760,785	2,143,000	1,768,000	1,734,000
4071 Parking Lot Meters & Fees	692,827	846,000	729,000	735,000
4084 Parking Permits	102,277	770,000	770,000	100,000
4202 Sale of Real & Personal Property	3,635	3,000	3,000	3,000
4230 Miscellaneous Income	4,330	5,000	5,000	5,000
4280 Over and Short	(20)			
<b>PARKING AUTHORITY FUND TOTAL</b>	<b>2,563,834</b>	<b>3,767,000</b>	<b>3,275,000</b>	<b>2,577,000</b>
<b>120 PARKING IN-LIEU FUND</b>				
3500 Investment Earnings	19,183		9,000	
<b>PARKING IN-LIEU FUND TOTAL</b>	<b>19,183</b>	<b>0</b>	<b>9,000</b>	<b>0</b>
<b>122 PARK IN-LIEU FUND</b>				
3160 Park In-Lieu Fee	109,665		16,000	
3500 Investment Earnings	16,366		8,000	
<b>PARK IN-LIEU FUND TOTAL</b>	<b>126,031</b>	<b>0</b>	<b>24,000</b>	<b>0</b>

\* Beginning in fiscal year 2002-03, amounts received from the Festival of Arts will be set aside in a deposit account.

**Revenue Detail (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

Object Account Title	Actual 2001-02	Adopted Budget 2002-03	Revised Estimate 2002-03	Adopted Budget 2003-04
<b>123 ART IN-LIEU FUND</b>				
3150 Art In-Lieu Fee	14,816		95,000	
3500 Investment Earnings	6,367		4,000	
4370 Contributions-Non-Govt. Sources	11,500			
<b>ART IN-LIEU FUND TOTAL</b>	<b>32,683</b>	<b>0</b>	<b>99,000</b>	<b>0</b>
<b>124 DRAINAGE FUND</b>				
3170 Drainage In-Lieu Fee	95,540		29,000	
3500 Investment Earnings	8,287		6,000	
<b>DRAINAGE FUND TOTAL</b>	<b>103,827</b>	<b>0</b>	<b>35,000</b>	<b>0</b>
<b>127 HOUSING IN-LIEU FUND</b>				
3185 Housing In-Lieu Fee	144,305		125,000	
3500 Investment Earnings	16,442		10,000	
4551 County Loan Proceeds			192,163	
<b>HOUSING IN-LIEU FUND TOTAL</b>	<b>160,747</b>	<b>0</b>	<b>327,163</b>	<b>0</b>
<b>132 GAS TAX FUND</b>				
3102 Sales Tax - Measure M	278,390	250,000	270,000	270,000
3500 Investment Earnings	91,577	10,000	50,000	10,000
3620 OCTA Gas Tax Exchange	671,400			
3624 Gasoline Tax - Section 2105	151,042	150,000	150,000	150,000
3625 Gasoline Tax - Section 2106	98,672	100,000	100,000	100,000
3626 Gasoline Tax - Section 2107	198,589	190,000	190,000	190,000
3627 Gasoline Tax - Section 2107.5	5,000	5,000	5,000	5,000
3631 Traffic Congestion Relief Fund	60,179	72,000	27,000	
3633 RACTC Road Resurfacing Grant			6,000	
3820 Arterial Highway Rehabilitation Program				130,000
<b>GAS TAX FUND TOTAL</b>	<b>1,554,849</b>	<b>777,000</b>	<b>798,000</b>	<b>855,000</b>

**Revenue Detail (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

Object Account Title	Actual 2001-02	Adopted Budget 2002-03	Revised Estimate 2002-03	Adopted Budget 2003-04
<b>134 STREET LIGHTING DISTRICT FUND</b>				
3010 Property Taxes - Current Secured	381,982	395,100	389,000	417,000
3015 Property Taxes - Public Utility	5,572	5,500	5,400	5,000
3020 Property Taxes - Current Unsecured	21,515	23,000	23,000	25,000
3025 Property Taxes - Suppl. Apportionment	16,038	14,000	17,000	18,000
3030 Property Taxes - Prior Years	5,331	5,000	5,000	5,000
3040 Property Taxes - Other	131,378	130,000	145,500	146,000
3050 Property Taxes - Interest & Penalties	1,964	2,000	2,000	2,000
3615 Homeowners Property Tax Relief	6,178	6,000	5,600	5,600
4360 Reimbursements - Miscellaneous	2,081			
<b>STREET LIGHTING DISTRICT FUND TOTAL</b>	<b>572,039</b>	<b>580,600</b>	<b>592,500</b>	<b>623,600</b>
<b>137 SEWER FUND</b>				
3825 EPA Appropriations Act Grant		873,000	873,000	611,000
3982 Sewer Service Charges	3,974,133	4,260,000	4,271,000	4,698,000
3986 Sewer Connection Charges	242,358	150,000	150,000	150,000
4313 North Coast Interceptor Reimbursement	24,143	10,000	38,000	74,000
4360 Reimbursements - Miscellaneous	30,914	30,000		10,000
4551 Loan Proceeds				4,300,000
<b>SEWER FUND TOTAL</b>	<b>4,271,548</b>	<b>5,323,000</b>	<b>5,332,000</b>	<b>9,843,000</b>
<b>SPECIAL REVENUE &amp; GRANTS FUNDS</b>				
<b>133 POLICE GRANTS</b>				
3500 Investment Earnings	4,972			
<u>State Grants:</u>				
3658 COPS 2002		100,000	100,000	
3661 COPS 2000	31,925			
3668 COPS 2001	100,087			
3667 State Technology 2000	49,598			
3669 Alcohol Beverage Control	3,998			
3670 State Technology 2001			37,400	
Subtotal State Grants	185,608	100,000	137,400	0

**Revenue Detail (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

<b>Object Account Title</b>	<b>Actual 2001-02</b>	<b>Adopted Budget 2002-03</b>	<b>Revised Estimate 2002-03</b>	<b>Adopted Budget 2003-04</b>
<b>Federal Grants:</b>				
3751 Local Law Enforcement Block Grant 2003			17,993	
3758 Department of Justice 2000-01	(477)			
3761 Department of Justice 2001-02	1,427			
3763 Local Law Enforcement Block Grant 2002			29,900	
3764 DOJ State Domestic Preparedness				14,056
Subtotal Federal Grants	950	0	47,893	14,056
<b>POLICE GRANTS TOTAL</b>	<b>191,530</b>	<b>100,000</b>	<b>185,293</b>	<b>14,056</b>
<b>135 ASSET FORFEITURES</b>				
3430 Asset Forfeitures - RNSP	9,533		300	
3435 Asset Forfeitures - LBPD	72,111		2,500	
3500 Investment Earnings	8,536		5,000	
<b>ASSET FORFEITURES TOTAL</b>	<b>90,180</b>	<b>0</b>	<b>7,800</b>	<b>0</b>
<b>138 WATER QUALITY GRANTS</b>				
3500 Investment Earnings	3,201			
3664 OC Urban Runoff Diversion	48,000			
<b>WATER QUALITY GRANTS TOTAL</b>	<b>51,201</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>139 COMMUNITY DEVELOPMENT BLOCK GRANT</b>				
3810 Community Development Block Grant	8,825	15,000	15,000	10,000
<b>COMM. DEV. BLOCK GRANT TOTAL</b>	<b>8,825</b>	<b>15,000</b>	<b>15,000</b>	<b>10,000</b>
<b>200-201 DISASTER GRANTS:</b>				
<b><u>December 1997 OES Rainstorm</u></b>				
3680 General Disaster Grant - OES	1,146			
Dec. 1997 OES Rainstorm Total	1,146	0	0	0
<b><u>February 1998 FEMA/OES Rainstorm</u></b>				
3680 General Disaster - OES	1,938			
3860 General Disaster - FEMA	4,095			
Feb. 1998 FEMA/OES Rainstorm Total	6,033	0	0	0
<b>DISASTER GRANTS TOTAL</b>	<b>7,179</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SPECIAL REVENUE &amp; GRANTS TOTAL</b>	<b>348,915</b>	<b>115,000</b>	<b>208,093</b>	<b>24,056</b>

**Revenue Detail (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

Object Account Title	Actual 2001-02	Adopted Budget 2002-03	Revised Estimate 2002-03	Adopted Budget 2003-04
<b>144 DEBT SERVICE FUND</b>				
3010 Property Taxes - Current Secured	1,544,741	1,553,000	1,532,000	1,532,000
3015 Property Taxes - Public Utility	36,928	36,000	24,700	25,000
3020 Property Taxes - Current Unsecured	25,705	28,000	29,000	29,000
3025 Property Taxes - Suppl. Apportionment	93,284	100,000	78,400	79,000
3030 Property Taxes - Prior Years	33,821	31,000	31,000	31,000
3050 Property Taxes - Interest & Penalties	10,545	9,000	9,000	9,000
3500 Investment Earnings	28,439	10,000	20,000	20,000
3615 Homeowners Property Tax Relief	13,004	12,000	11,500	11,000
<b>DEBT SERVICE FUND TOTAL</b>	<b>1,786,467</b>	<b>1,779,000</b>	<b>1,735,600</b>	<b>1,736,000</b>
<b>310 TRANSIT FUND</b>				
3102 Measure M		500	500	500
3105 Transportation Tax - Operating	562,792	654,500	654,500	686,450
3108 Transportation Tax - Capital	214,248	503,500	1,253,500	450,000
3109 Transportation Demand Mgmt Grant			168,750	
3500 Investment Earnings	4,523			
3720 OCTA Operating Assistance	125,000	125,000	125,000	125,000
4090 Main Line Summer Fares				12,000 *
4091 Main Line Regular Fares	27,355	30,000	30,000	30,000
4092 Main Line AQMD Passes	27,250	19,000	24,000	20,000
4093 Transit Plus Taxi Vouchers	4,872	10,000	5,000	5,000
4094 Act V Lot Park & Ride		49,000	71,700	96,000
4095 Main Line Regular Passes	8,046	7,000	3,500	5,000
4096 Bus Charter Fees	32,791	24,000	20,000	24,000
4097 Festival Regular Fares	37,398	142,000 *	240,000 *	260,000 *
4098 Festival AQMD Passes	7,648			
4099 Festival Regular Passes	69,000			
4202 Sale of Real & Personal Property	7,288			
4390 Contributions From Other Funds	48,642			
<b>TRANSIT FUND TOTAL</b>	<b>1,176,853</b>	<b>1,564,500</b>	<b>2,596,450</b>	<b>1,713,950</b>
<b>ALL OPERATING FUNDS TOTAL</b>	<b>\$44,530,647</b>	<b>\$45,969,890</b>	<b>\$47,121,714</b>	<b>\$50,864,906</b>

\* Fares paid by Parking Authority Fund.

**Revenue Detail (Con't.)**  
*Fiscal Year 2003-04*

**All  
Funds**

Object Account Title	Actual 2001-02	Adopted Budget 2002-03	Revised Estimate 2002-03	Adopted Budget 2003-04
<b><u>INTERNAL SERVICE FUNDS</u></b>				
<b>126 INSURANCE &amp; BENEFITS FUND</b>				
4320 Workers' Compensation Ins. Reimb.	\$57,307			
4360 Reimbursement - Miscellaneous	302,125	\$250,000	\$292,600	
4400 Employer - General Liability	1,272,800	1,311,000	1,311,000	\$700,000
4403 Employer - Workers' Compensation	1,205,010	1,874,000	1,874,000	2,088,300
4406 Employer - Group Insurance	1,001,205	1,137,000	1,137,000	1,230,600
4412 Employer - Dental Insurance	146,666	142,000	142,000	127,700
4420 Employer - Life Insurance	6,298	9,500	9,500	9,200
4425 Employer - Long Term Disability	39,575	11,000	64,000	61,500
4430 Employer - Unemployment Insurance		64,000	11,000	15,800
4440 Employee - Medical Insurance	212,929	245,000	245,000	302,000
4445 Employee - Retiree/Cobra			146,000	158,000
4452 Employee - Dental Insurance	51,854	36,000	50,000	51,000
4460 Employee Benefit - Comp Time	1,120	12,250	12,250	15,200
4461 Employee Benefit - Vacation	138,950	241,760	241,760	256,800
4462 Employee Benefit - Sick Leave	129,430	193,700	193,700	213,600
<b>INSURANCE &amp; BENEFITS FUND TOTAL</b>	<b>\$4,565,269</b>	<b>\$5,527,210</b>	<b>\$5,729,810</b>	<b>\$5,229,700</b>
<b>128 VEHICLE REPLACEMENT FUND</b>				
3500 Investment Earnings	17,366	17,000	17,000	17,000
3560 Vehicle Use Rent	656,160	761,880	761,880	822,600
4202 Sale of Real & Personal Property	38,762		9,000	
4390 Contributions From Other Funds	57,127			
<b>VEHICLE REPLACEMENT FUND TOTAL</b>	<b>769,415</b>	<b>778,880</b>	<b>787,880</b>	<b>839,600</b>

## 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% 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 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

<b>General Government.....</b>	<b>page 29</b>
<b>Administrative Services Department.....</b>	<b>page 41</b>
<b>Police Department.....</b>	<b>page 53</b>
<b>Fire Department.....</b>	<b>page 70</b>
<b>Marine Safety Department.....</b>	<b>page 81</b>
<b>Public Works Department.....</b>	<b>page 87</b>
<b>Water Quality Department.....</b>	<b>page 111</b>
<b>Community Development Department.....</b>	<b>page 122</b>
<b>Community Services Department.....</b>	<b>page 135</b>
<b>Cultural Arts Department.....</b>	<b>page 147</b>
<b>Internal Service Funds.....</b>	<b>page 155</b>

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.

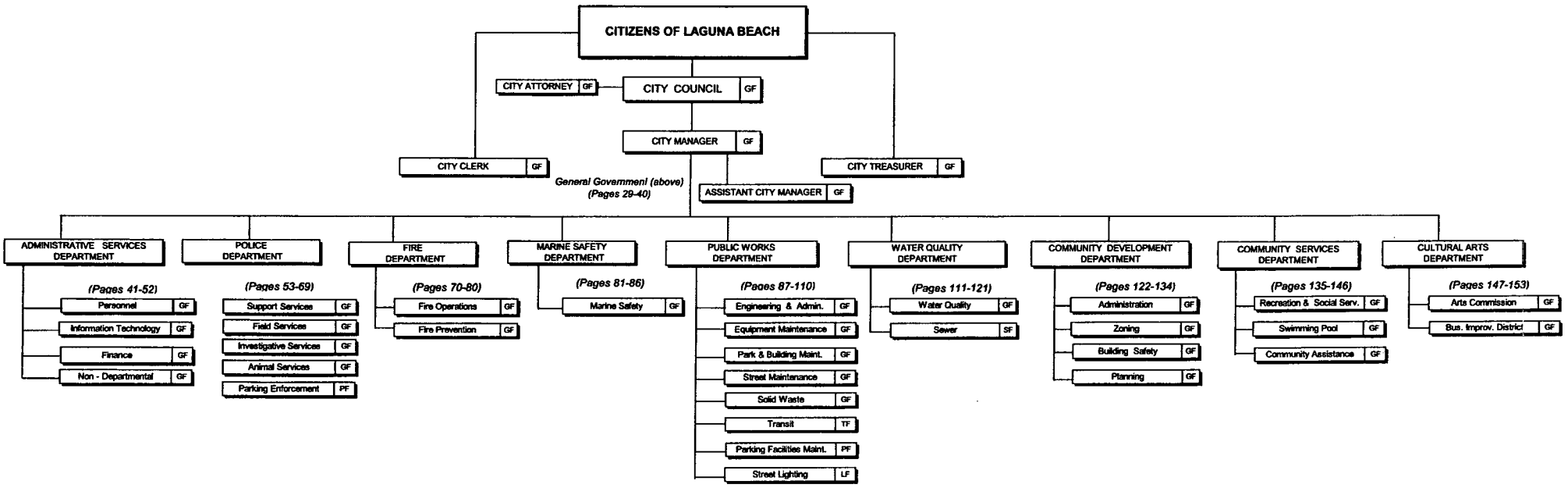
For the most part, all of the expenditure items within each division are funded from a single fund source; that fund is shown at the top right-hand corner of the division budget. In the few cases where a particular expenditure item is funded from a source other than the fund shown at the top of the division 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 2003-04 Budget Structure**



General Government (above)  
(Pages 29-40)

**Budget Division** → **LEGEND**

Division	Fund
----------	------

**Page Reference Within This Budget Document** → **Pages xxx - zzz**

**Primary Funding Source**

- GF = General Fund
- PF = Parking Authority Fund
- LF = Lighting Fund
- TF = Transit Fund
- SF = Sewer Fund
- CIP = Capital Imprvt. Fund

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

# 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 and City Attorney are appointed.

**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. 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 has 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, Recreation Committee and the Waste Water Committee.

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

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

The City Clerk also serves as the City's Election Official, responsible for municipal elections and ensuring that filing requirements are adhered to by elected as well as appointed officials pursuant to the Political Reform Act. The City Clerk's Department serves as the Public Information Office and resource center for the public, providing information about various services and/or referrals to other sources.

**City Treasurer** - The City Treasurer is elected and serves a four-year term. The Treasurer's primary responsibilities include the following: receiving for safekeeping all funds coming into the City treasury, monitoring compliance with laws governing public funds, overseeing the investment portfolio and preparation of monthly investment reports, 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.

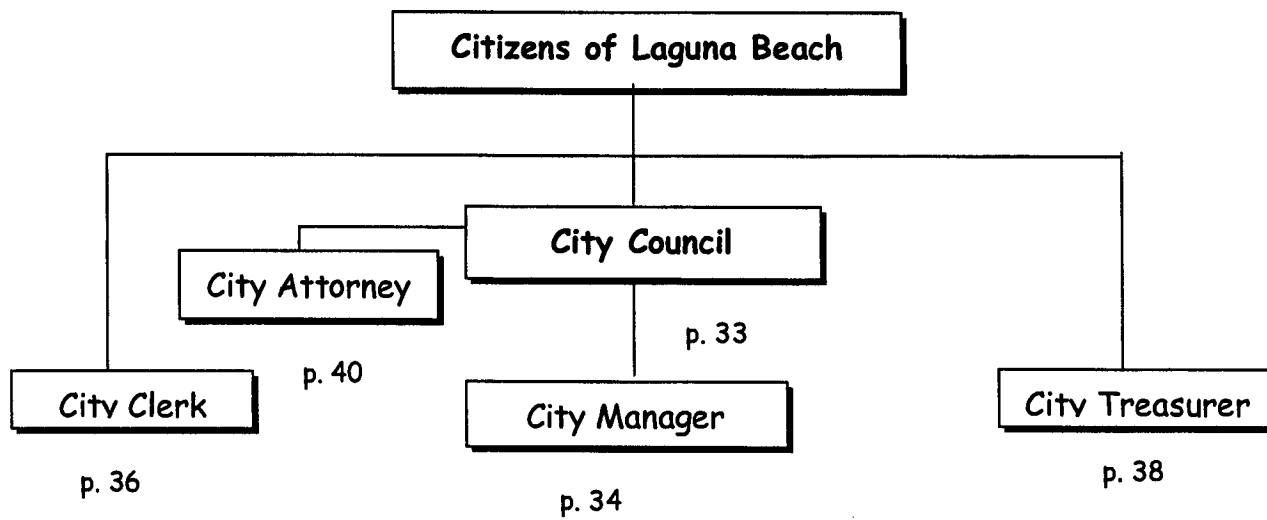
**City Attorney** - The City Attorney advises City officers in all legal matters pertaining to the business of the City. The department budget provides funds for legal services related to general City activities and for civil litigation in which the City is involved. City Attorney services are provided 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

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:

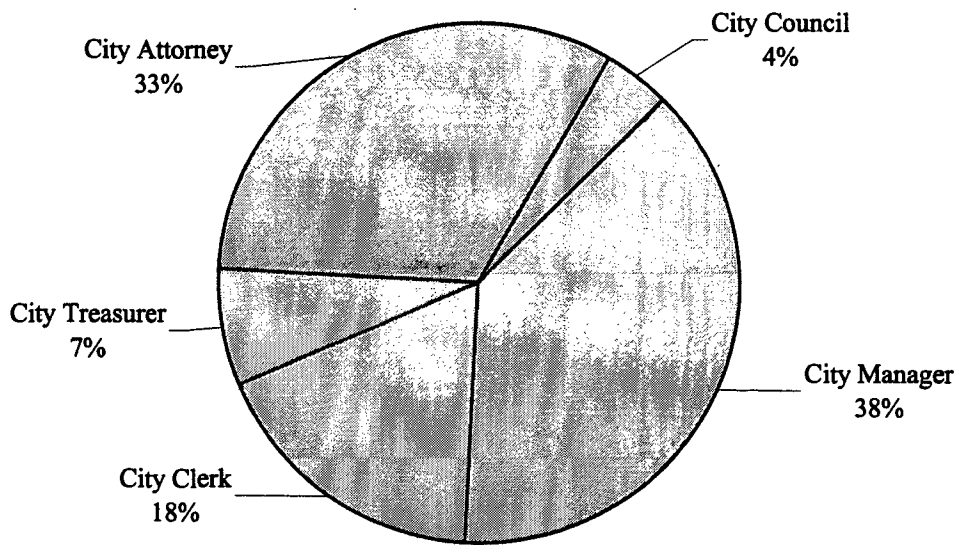


# General Government Budget Summary

*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	\$27,100	\$28,200				\$55,300
City Manager	440,900	84,840				\$525,740
City Clerk	188,000	38,430		15,000		\$241,430
City Treasurer	79,100	16,300	3,000			\$98,400
City Attorney		445,000				\$445,000
<b>Department Total</b>	<b>\$735,100</b>	<b>\$612,770</b>	<b>\$3,000</b>	<b>\$15,000</b>	<b>\$0</b>	<b>\$1,365,870</b>

## Summary By Department Total



**City Council****General Fund/1101**

<b>Account No.</b>	<b>Account Title</b>	<b>Actual Expenditures 2001-02</b>	<b>Budget 2002-03</b>	<b>Department Request 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b><u>Salaries and Wages</u></b>					
1003	Salaries, Part Time	\$18,000	\$22,380	\$25,500	\$25,500
1101	Retirement			400	400
1103	P.A.R.S. Retirement	540	670	800	800
1318	Medicare Insurance	261	270	400	400
	<b>Subtotal</b>	<b>18,801</b>	<b>23,320</b>	<b>27,100</b>	<b>27,100</b>
<b><u>Maintenance and Operations</u></b>		<b>38,430</b>			
2011	Training, Travel and Dues	20,340	32,830	17,300	15,800
2031	Telephone	568	770	600	600
2101	Materials and Supplies	753	1,200	1,500	1,500
2281	Printing	6,188	3,400	4,500	4,500
2401	Contractual Services	18,200	29,500	3,500	3,500
2432	Postage	5,400	2,300	2,300	2,300
	<b>Subtotal</b>	<b>51,449</b>	<b>70,000</b>	<b>29,700</b>	<b>28,200</b>
	<b>Grand Total</b>	<b>\$70,250</b>	<b>\$93,320</b>	<b>\$56,800</b>	<b>\$55,300</b>

**City Manager***General Fund/1201*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$213,302	\$265,940	\$369,800	\$369,800
1038	Sick Leave Payoff	5,100	8,400	9,900	9,900
1040	Vacation Payoff		1,180	1,300	1,300
1059	Residency Incentive			7,500	7,500
1101	Retirement			25,900	25,900
1201	Workers' Compensation	470	940	1,100	1,100
1300	Employee Group Insurance	10,715	17,940	22,500	22,500
1318	Medicare Insurance	38,430	1,690	2,900	2,900
	<b>Subtotal</b>	<b>268,017</b>	<b>296,090</b>	<b>440,900</b>	<b>440,900</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	7,126	10,650	33,400	32,400
2024	Electricity	621	510	700	700
2027	Water	24	50	40	40
2031	Telephone	1,499	1,700	3,000	3,000
2101	Materials and Supplies	1,920	3,780	11,300	6,300
2170	General Insurance	3,610	4,300	5,400	5,400
2222	Repairs and Maint. Other		1,000	1,300	1,300
2281	Printing	2,031	400	600	600
2401	Contractual Services	1,400		35,100	35,100
	<b>Subtotal</b>	<b>18,231</b>	<b>22,390</b>	<b>90,840</b>	<b>84,840</b>
	<b>Grand Total</b>	<b>\$286,248</b>	<b>\$318,480</b>	<b>\$531,740</b>	<b>\$525,740</b>



## *City Manager Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
City Manager	1	1	1	\$149,030	\$169,900	\$169,900
Assistant City Manager	1	1	1	56,890 *	136,200	136,200
Secretary to City Manager	1	1	1	60,020	63,700	63,700
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>\$265,940</b>	<b>\$369,800</b>	<b>\$369,800</b>

*\* As of February 2003.*

**City Clerk**

General Fund/1301

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$133,030	\$138,240	\$142,400	\$142,400
1003	Salaries, Part Time	12,101	6,490	6,700	6,700
1006	Salaries, Overtime	4,002	5,410	5,600	5,600
1038	Sick Leave Payoff	390	4,600	6,100	6,100
1040	Vacation Payoff	2,050	3,490	3,900	3,900
1101	Retirement			9,900	9,900
1103	P.A.R.S. Retirement	454	240	300	300
1201	Workers' Compensation	280	610	600	600
1300	Employee Group Insurance	9,800	11,000	11,600	11,600
1318	Medicare Insurance	913	880	900	900
	<b>Subtotal</b>	<b>163,020</b>	<b>170,960</b>	<b>188,000</b>	<b>188,000</b>
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	1,809	3,160	3,300	3,300
2024	Electricity	621	510	700	700
2027	Water	24	20	30	30
2031	Telephone	929	1,100	1,000	1,000
2101	Materials and Supplies	7,182	10,530	10,600	10,600
2170	General Insurance	2,200	2,760	2,800	2,800
2222	Repairs and Maint. Other	1,600	1,600	1,600	800
2281	Printing	2,785	10,000	10,000	10,000
2302	Legal Advertising	3,084	9,000	9,000	9,000
2401	Contractual Services	1,651	20,500	200	200
	<b>Subtotal</b>	<b>21,885</b>	<b>59,180</b>	<b>39,230</b>	<b>38,430</b>
<b><u>Capital Outlay</u></b>					
5408	Office Furniture and Equipment	3,571			
	<b>Subtotal</b>	<b>3,571</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>Special Programs</u></b>					
8300	Scanning Project Programming		25,000	15,000	15,000
	<b>Subtotal</b>	<b>0</b>	<b>25,000</b>	<b>15,000</b>	<b>15,000</b>
	<b>Grand Total</b>	<b>\$188,476</b>	<b>\$255,140</b>	<b>\$242,230</b>	<b>\$241,430</b>

***City Clerk Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	<b>Budget</b>	<b>Dept.</b>	<b>Adopted</b>	<b>Budget</b>	<b>Department</b>	<b>Adopted</b>
	<b>2002-03</b>	<b>Request</b>	<b>Budget</b>	<b>2002-03</b>	<b>Request</b>	<b>Budget</b>
	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>
City Clerk	1	1	1	\$89,240	\$91,900	\$91,900
Deputy City Clerk	1	1	1	49,000	50,500	50,500
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$138,240</b>	<b>\$142,400</b>	<b>\$142,400</b>

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$48,140	\$50,630	\$63,100	\$63,100
1038	Sick Leave Payoff	810	1,150	1,600	1,600
1040	Vacation Payoff	2,710	2,980	3,000	3,000
1101	Retirement			4,300	4,300
1201	Workers' Compensation	1,030	300	400	400
1300	Employee Group Insurance	4,900	5,500	5,800	5,800
1318	Medicare Insurance	669	740	900	900
	<b>Subtotal</b>	<b>58,259</b>	<b>61,300</b>	<b>79,100</b>	<b>79,100</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	2,433	2,700	3,900	3,200
2024	Electricity	621	510	700	700
2027	Water	24	20	100	100
2031	Telephone	524	850	900	900
2101	Materials and Supplies	572	690	700	700
2170	General Insurance	570	930	900	900
2222	Repairs and Maint. Other	263	500	500	500
2401	Contractual Services	32,092	37,320	9,300	9,300
	<b>Subtotal</b>	<b>37,099</b>	<b>43,520</b>	<b>17,000</b>	<b>16,300</b>
<b>Capital Outlay</b>					
5408	(R) Personal Computer & Printer			3,000	3,000
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>
	<b>Grand Total</b>	<b>\$95,358</b>	<b>\$104,820</b>	<b>\$99,100</b>	<b>\$98,400</b>

## City Treasurer Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	<b>Budget</b>	<b>Dept.</b>	<b>Adopted</b>	<b>Budget</b>	<b>Department</b>	<b>Adopted</b>
	<b>2002-03</b>	<b>Request</b>	<b>Budget</b>	<b>2002-03</b>	<b>Request</b>	<b>Budget</b>
	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>
City Treasurer	0.5	0.625	0.625	\$50,630	\$63,100	\$63,100
<b>TOTAL</b>	0.5	0.625	0.625	\$50,630	\$63,100	\$63,100

**City Attorney**

**General Fund/1501**

<b>Account No.</b>	<b>Account Title</b>	<b>Actual Expenditures 2001-02</b>	<b>Budget 2002-03</b>	<b>Department Request 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b><u>Maintenance and Operations</u></b>					
2401	Contractual Services	\$395,974	\$430,000	\$445,000	\$445,000
	<b>Grand Total</b>	<b>\$395,974</b>	<b>\$430,000</b>	<b>\$445,000</b>	<b>\$445,000</b>

# 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: a Personnel Officer and a Personnel Specialist. Responsibilities of the division include maintenance of personnel records for the City's 248 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 2,500 applications and processes approximately 1,400 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. Staff support is provided to the Telecommunications Committee.

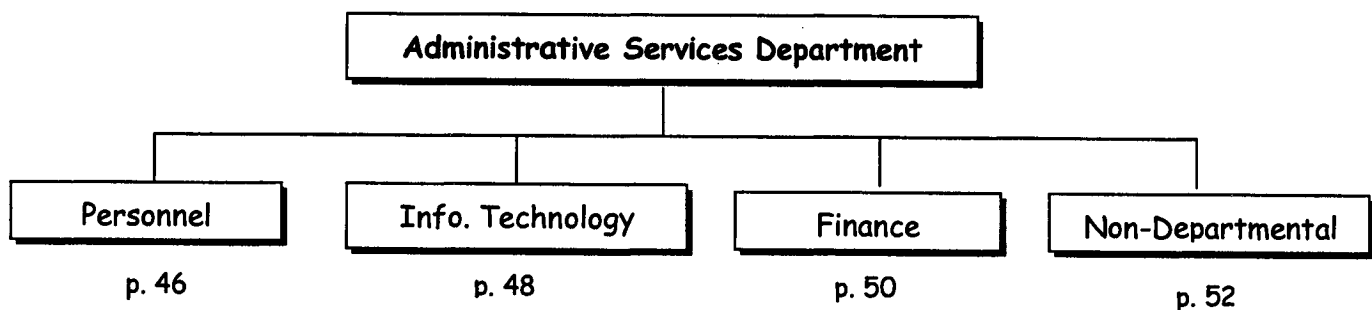
**Finance** - This division performs all finance, accounting, business licensing and cashiering functions for the City. It also prepares and monitors the City's annual budget. Primary responsibilities include the following: daily processing of accounts payable, accounts receivable, fixed assets and payroll. 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 \$49 million in revenues and approximately \$45 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:**

- Continue to focus on workers' compensation program improvements through claim management and department training with a goal of reducing work related injuries and lost time
- Issue financial statements that meet the reporting requirements of GASB 34
- Start the process of selecting a new accounting system

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



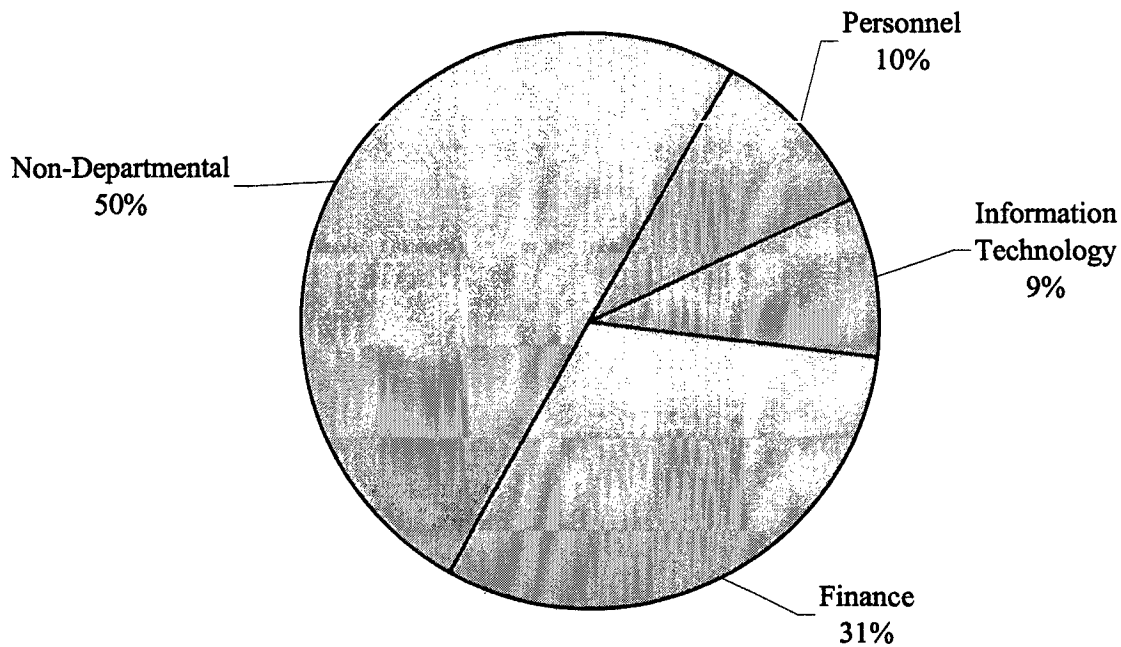


# Administrative Services Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Personnel	\$177,900	\$87,430	\$2,200	\$41,900		\$309,430
Information Technology	181,000	82,700	18,000			\$281,700
Finance	660,000	147,100	10,400	185,000		\$1,002,500
Non-Departmental	218,100	1,330,800		55,000		\$1,603,900
<b>Department Total</b>	<b>\$1,237,000</b>	<b>\$1,648,030</b>	<b>\$30,600</b>	<b>\$281,900</b>	<b>\$0</b>	<b>\$3,197,530</b>

## Summary By Division Total



**Administrative Services Department**  
**Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$836,398	\$981,320	\$1,008,800	\$1,008,800
1003	Salaries, Part Time	14,587	42,240	50,100	50,100
1006	Salaries, Overtime	486		1,400	1,400
1009	Salaries, Redistributed	(18,880)	(20,640)	(21,700)	(21,700)
1038	Sick Leave Payoff	3,500	9,460	10,100	10,100
1040	Vacation Payoff	5,590	11,330	11,000	11,000
1101	Retirement	116,890		76,500	76,500
1103	P.A.R.S. Retirement	533	1,580	1,900	1,900
1201	Workers' Compensation	3,540	9,070	15,700	15,700
1300	Employee Group Insurance	51,450	63,340	69,500	69,500
1318	Medicare Insurance	9,506	13,090	13,700	13,700
	<b>Subtotal</b>	<b>1,023,600</b>	<b>1,110,790</b>	<b>1,237,000</b>	<b>1,237,000</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	12,514	13,620	14,400	14,400
2024	Electricity	2,485	2,530	3,300	3,300
2027	Water	97	140	230	230
2031	Telephone	7,939	8,900	8,400	8,400
2101	Materials and Supplies	33,922	44,120	41,300	41,300
2150	Rents and Leases	11,461	16,500	16,500	16,500
2170	General Insurance	9,750	13,450	15,200	15,200
2222	Repairs and Maint. Other	40,452	69,440	71,400	71,100
2281	Printing	9,471	13,620	10,800	10,800
2302	Legal Advertising	24,546	26,000	26,000	26,000
2401	Contractual Services	208,034	134,510	142,800	142,800
2432	Postage	30,502	49,500	40,000	40,000
2501	Bond Principal		970,000	1,120,000	1,120,000
2521	Bond Interest	389,240	543,360	501,600	501,600
2804	Costs Redistributed	(267,430)	(302,690)	(363,600)	(363,600)
2956	Gas Tax Exchange	671,400			
	<b>Subtotal</b>	<b>1,184,383</b>	<b>1,603,000</b>	<b>1,648,330</b>	<b>1,648,030</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	22,910	23,800	12,600	12,600
5622	Other Equipment		144,200	18,000	18,000
	<b>Subtotal</b>	<b>22,910</b>	<b>168,000</b>	<b>30,600</b>	<b>30,600</b>
<b>Special Programs</b>					
	Special Programs	584,213	803,800	281,900	281,900
	<b>Subtotal</b>	<b>584,213</b>	<b>803,800</b>	<b>281,900</b>	<b>281,900</b>
	<b>Grand Total</b>	<b>\$2,815,106</b>	<b>\$3,685,590</b>	<b>\$3,197,830</b>	<b>\$3,197,530</b>

**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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Director of Administrative Services	1	1	1	\$132,280	\$136,200	\$136,200
Finance Officer	1	1	1	104,000	112,500	112,500
Adm.Svc.Mgr/Personnel Officer	1			96,400		
Personnel Officer		1	1		99,300	99,300
Associate Accountant	0.6			39,980		
Accountant		1	1		59,500	59,500
Accounting Technicians	1.6	0.6	0.6	85,980	33,200	33,200
Computer Network Administrator	1	1	1	83,390	85,900	85,900
Information System Specialist	1	1	1	61,070	68,200	68,200
Account Clerk	0.6	0.6	0.6	24,120	24,800	24,800
Senior Account Clerk		1	1		35,700	35,700
Personnel Specialists	1.8	1.8	1.8	86,650	90,900	90,900
Senior Clerks	2	2	2	77,480	66,900	66,900
Non-Departmental				189,970	195,700	195,700
<b>TOTAL</b>	<b>11.6</b>	<b>12</b>	<b>12</b>	<b>\$981,320</b>	<b>\$1,008,800</b>	<b>\$1,008,800</b>

\* As of August 2002.

**Personnel Division**Administrative Services  
General Fund/1601

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$131,509	\$143,840	\$149,800	\$149,800
1006	Salaries, Overtime	15			
1038	Sick Leave Payoff	1,960	1,000	1,100	1,100
1040	Vacation Payoff	3,960	2,970	2,200	2,200
1101	Retirement			10,500	10,500
1201	Workers' Compensation	270	570	500	500
1300	Employee Group Insurance	9,800	11,000	11,600	11,600
1318	Medicare Insurance	1,884	2,090	2,200	2,200
	<b>Subtotal</b>	<b>149,398</b>	<b>161,470</b>	<b>177,900</b>	<b>177,900</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	3,067	3,220	3,500	3,500
2024	Electricity	621	510	700	700
2027	Water	24	20	30	30
2031	Telephone	1,872	2,100	2,000	2,000
2101	Materials and Supplies	10,653	11,990	10,900	10,900
2170	General Insurance	2,120	2,610	2,700	2,700
2222	Repairs and Maint. Other	845	490	500	200
2281	Printing	2,971	1,210	1,400	1,400
2302	Legal Advertising	24,546	26,000	26,000	26,000
2401	Contractual Services	61,240	39,240	40,000	40,000
	<b>Subtotal</b>	<b>107,959</b>	<b>87,390</b>	<b>87,730</b>	<b>87,430</b>
<b>Capital Outlay</b>					
5408	(R) Personal Computer			2,200	2,200
	<b>Subtotal</b>	<b>0</b>	<b>2,000</b>	<b>2,200</b>	<b>2,200</b>
<b>Special Programs</b>					
8000	DMV Requirements	1,523	2,000	2,000	2,000
8031	Educational Reimbursement	9,927	16,000	16,000	16,000
8039	Employee Training	3,644	23,800	23,900	23,900
	<b>Subtotal</b>	<b>15,094</b>	<b>41,800</b>	<b>41,900</b>	<b>41,900</b>
	<b>Grand Total</b>	<b>\$272,451</b>	<b>\$292,660</b>	<b>\$309,730</b>	<b>\$309,430</b>

***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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Adm.Svc.Mgr/Personnel Officer	1			\$96,400		
Personnel Officer		1	1		\$99,300	\$99,300
Personnel Specialist	1	1	1	47,440	50,500	50,500
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$143,840</b>	<b>\$149,800</b>	<b>\$149,800</b>

# Information Technology Services

*Administrative Services  
General Fund 1603*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$80,184	\$144,460	\$154,100	\$154,100
1006	Salaries, Overtime	231			
1038	New Sick Leave Payoff		970	1,300	1,300
1040	Vacation Payoff		950	1,700	1,700
1101	Retirement			10,800	10,800
1201	Workers' Compensation		340	500	500
1300	Employee Group Insurance	4,900	10,540	11,600	11,600
1318	Medicare Insurance		890	1,000	1,000
	<b>Subtotal</b>	<b>85,315</b>	<b>158,150</b>	<b>181,000</b>	<b>181,000</b>
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	3,122	3,000	3,000	3,000
2024	Electricity		490	700	700
2027	Water		20	100	100
2031	Telephone	750	800	800	800
2101	Materials and Supplies	3,979	4,500	4,500	4,500
2150	Rents and Leases	10,957	15,500	15,500	15,500
2170	General Insurance		1,530	2,700	2,700
2222	Repairs and Maint. Other	22,024	48,000	63,400	63,400
2401	Contractual Services	4,288	3,600	3,000	3,000
2804	Costs Redistributed	(11,000)	(11,000)	(11,000)	(11,000)
	<b>Subtotal</b>	<b>34,120</b>	<b>66,440</b>	<b>82,700</b>	<b>82,700</b>
<b><u>Capital Outlay</u></b>					
5622	(A) Security Enclosure Equipment	-	-	2,000	2,000
5622	(R) Five SCSI Disk Drives			4,000	4,000
5622	(A) Two Network Switching Hubs			2,000	2,000
5622	(R) Two Anti-Virus Servers	-	-	10,000	10,000
	<b>Subtotal</b>	<b>18,491</b>	<b>31,800</b>	<b>18,000</b>	<b>18,000</b>
<b><u>Special Programs</u></b>					
8028	Network Internet Connection	3,396			
8029	Wide Area Network Installation	6,595			
8113	City Web Site Enhancement	50,517			
	<b>Subtotal</b>	<b>60,508</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$198,434</b>	<b>\$256,390</b>	<b>\$281,700</b>	<b>\$281,700</b>

***Information Technology Division Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept. Budget	Dept. Request	Dept. Adopted Budget	Dept. Budget	Dept. Request	Dept. Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Computer Network Admin.	1	1	1	\$83,390	\$85,900	\$85,900
Information System Specialist	1	1	1	61,070	68,200	68,200
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$144,460</b>	<b>\$154,100</b>	<b>\$154,100</b>

*\* As of August 2002.*

**Finance Division**

*Administrative Services  
General Fund/1602 & 1701*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$446,307	\$503,050	\$509,200	\$509,200
1003	Salaries, Part Time	14,587	42,240	50,100	50,100
1006	Salaries, Overtime	240		1,400	1,400
1009	Salaries, Redistributed	(18,880)	(20,640)	(21,700)	(21,700)
1038	Sick Leave Payoff	1,540	7,490	7,700	7,700
1040	Vacation Payoff	1,630	7,410	7,100	7,100
1101	Retirement			35,600	35,600
1103	P.A.R.S. Retirement	533	1,580	1,900	1,900
1201	Workers' Compensation	3,270	8,160	14,700	14,700
1300	Employee Group Insurance	36,750	41,800	46,300	46,300
1318	Medicare Insurance	6,128	7,440	7,700	7,700
	<b>Subtotal</b>	<b>492,105</b>	<b>598,530</b>	<b>660,000</b>	<b>660,000</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	6,325	7,400	7,900	7,900
2024	Electricity	1,864	1,530	1,900	1,900
2027	Water	73	100	100	100
2031	Telephone	5,317	6,000	5,600	5,600
2101	Materials and Supplies	5,233	9,680	9,100	9,100
2150	Rents and Leases	504	1,000	1,000	1,000
2170	General Insurance	7,630	9,310	9,800	9,800
2222	Repairs and Maint. Other	4,683	8,190	7,500	7,500
2281	Printing	6,500	12,410	9,400	9,400
2401	Contractual Services	91,057	86,670	94,800	94,800
	<b>Subtotal</b>	<b>129,186</b>	<b>142,290</b>	<b>147,100</b>	<b>147,100</b>
<b>Capital Outlay</b>					
5408	(R) Two Personal Computers			4,400	4,400
5408	(A) Weighing/Postage Machine			6,000	6,000
	<b>Subtotal</b>	<b>4,419</b>	<b>9,200</b>	<b>10,400</b>	<b>10,400</b>
<b>Special Programs</b>					
8307	New Accounting System		50,000	185,000	185,000
	<b>Subtotal</b>	<b>0</b>	<b>50,000</b>	<b>185,000</b>	<b>185,000</b>
	<b>Grand Total</b>	<b>\$625,710</b>	<b>\$800,020</b>	<b>\$1,002,500</b>	<b>\$1,002,500</b>



## *Finance 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Director of Administrative Services	1	1	1	\$132,280	\$136,200	\$136,200
Finance Officer	1	1	1	104,000	112,500	112,500
Associate Accountant	0.6			39,980		
Accountant		1	1		59,500	59,500
Accounting Technicians	1.6	0.6	0.6	85,980	33,200	33,200
Senior Account Clerk		1	1		35,700	35,700
Account Clerk	0.6	0.6	0.6	24,120	24,800	24,800
Personnel Specialist	0.8	0.8	0.8	39,210	40,400	40,400
Senior Clerks	2	2	2	77,480	66,900	66,900
<b>TOTAL</b>	<b>7.6</b>	<b>8</b>	<b>8</b>	<b>\$503,050</b>	<b>\$509,200</b>	<b>\$509,200</b>

# Non-Departmental Division

*Administrative Services  
General Fund/1781*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$178,398	\$189,970	\$195,700	\$195,700
1101	Retirement	116,890		19,600	19,600
1318	Medicare Insurance	1,494	2,670	2,800	2,800
	Subtotal	296,782	192,640	218,100	218,100
<b>Maintenance and Operations</b>					
2101	Materials and Supplies	14,057	17,950	16,800	16,800
2222	Repairs and Maint. Other**	12,900	12,760		
2401	Contractual Services*	51,449	5,000	5,000	5,000
2432	Postage	30,502	49,500	40,000	40,000
2501	Bond Principal*		970,000	1,120,000	1,120,000
2521	Bond Interest*	389,240	543,360	501,600	501,600
2804	Costs Redistributed	(256,430)	(291,690)	(352,600)	(352,600)
2956	Gas Tax Exchange	671,400			
	Subtotal	913,118	1,306,880	1,330,800	1,330,800
<b>Capital Outlay</b>					
5622	Other Equipment		125,000		
	Subtotal	0	125,000	0	0
<b>Special Programs</b>					
8001	El Toro Reuse Plan Authority	397,909	250,000	50,000	50,000
8012	Hospitality Association***	47,858	45,000		
8027	Community Vision Program	10,312			
8051	Housing Equity Purchase	3,395			
8113	City Web Site Enhancement	8,832			
8115	Community/Senior Ctr.Consult.	30,000			
8204	LAFCO Funding	3,801	5,000	5,000	5,000
8308	Boys & Girls Club Grant		150,000		
8309	Community Clinic Grant		250,000		
8310	Playhouse Parking Study		12,000		
9374	Open Space Acquisition	6,504			
	Subtotal	508,611	712,000	55,000	55,000
	<b>Grand Total</b>	<b>\$1,718,511</b>	<b>\$2,336,520</b>	<b>\$1,603,900</b>	<b>\$1,603,900</b>

\* Funded from Laguna Laurel Debt Service Fund.

\*\* In fiscal year 2003-04, the phone contract was moved to the Information Technology Division.

\*\*\* These costs are now funded in the Business Improvement District.

# 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, 24 community volunteers, 8 police explorers, and 8 seasonal positions during the summer months. The following is a description of the services provided by each division:

**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 dispatchers and one part-time dispatcher. These highly trained personnel process emergency and non-emergency police activities, which totaled more than 49,400 in 2002. The records section is staffed by five civilians and is assisted by the department's Citizen's on Patrol (COP) staff. The records division is responsible for assisting the public at the business counter, processing reports, compiling statistical information pursuant to local, state and federal mandates, preparation of court documents and all citations. The Support Services division also handles fleet maintenance for 37 vehicles, processes the departmental payroll and co-manages the parking enforcement program.

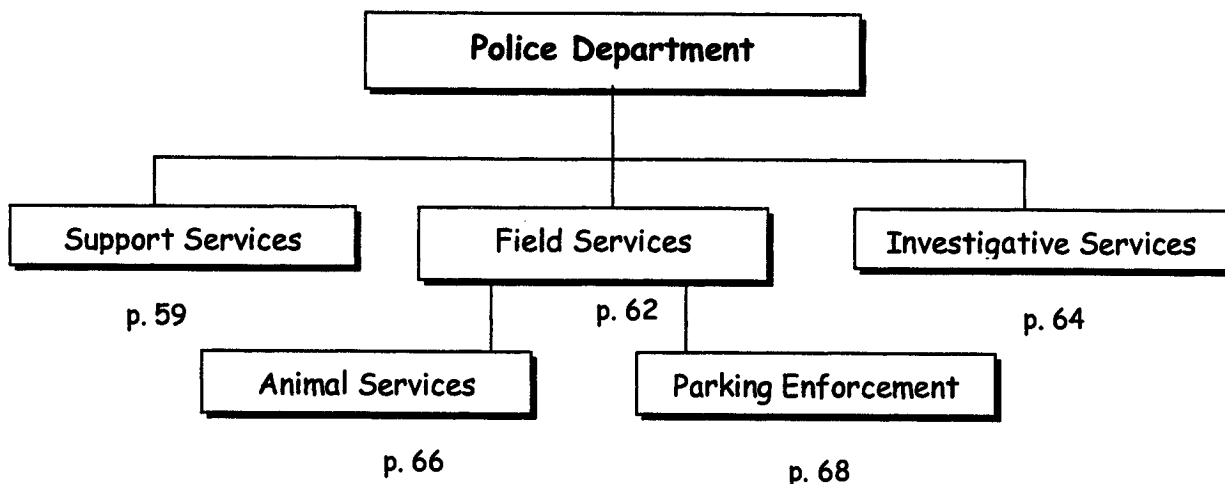
**Field Services** - This division consists primarily of uniformed field personnel responsible for enforcement of municipal, state and federal laws. The Patrol Section, with its twenty-five field officers, is the main response team for calls for service. Officers are responsible for a specific area and 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 nine 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.

**Animal Services Section** - Under the auspices of the Field Services Division and with three full time personnel and approximately 43 volunteers, the Animal Shelter cares for more than 400 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 4,000 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 42,000 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:

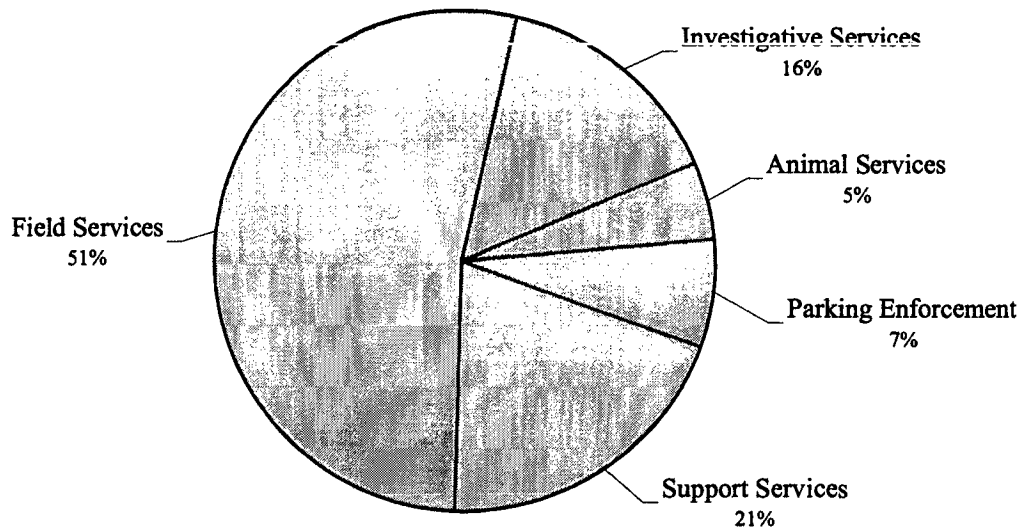


# Police Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Support Services	\$1,422,600	\$357,800	\$19,700	\$2,000		\$1,802,100
Field Services	4,347,800	372,300	14,056			\$4,734,156
Investigative Services	1,185,300	138,300		20,000		\$1,343,600
Animal Services	361,200	82,000		5,000		\$448,200
Parking Enforcement	541,200	80,600				\$621,800
<b>Department Total</b>	<b>\$7,858,100</b>	<b>\$1,031,000</b>	<b>\$33,756</b>	<b>\$27,000</b>	<b>\$0</b>	<b>\$8,949,856</b>

## Summary By Division Total



# Police Department Budget Detail

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$4,693,024	\$5,174,330	\$5,330,200	\$5,330,200
1003	Salaries, Part Time	155,678	175,730	185,000	173,200
1006	Salaries, Overtime	364,642	325,170	330,800	330,800
1038	Sick Leave Payoff	50,310	69,630	78,400	78,400
1040	Vacation Payoff	48,040	89,350	103,900	103,900
1042	Comp Time Payoffs	940	10,260	7,900	7,900
1053	Holiday Allowance	102,968	94,830	98,100	98,100
1101	Retirement	345,078	337,600	602,200	602,200
1103	P.A.R.S. Retirement	5,190	5,720	6,200	5,800
1201	Workers' Compensation	243,900	429,360	571,900	571,900
1300	Employee Group Insurance	416,500	473,000	493,000	493,000
1318	Medicare Insurance	51,465	59,460	62,700	62,700
<b>Subtotal</b>		<b>6,477,735</b>	<b>7,244,440</b>	<b>7,870,300</b>	<b>7,858,100</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	50,037	48,420	50,400	49,400
2011	Training, Travel and Dues	10,862	18,790	19,500	15,500
2021	Natural Gas	3,575	5,970	4,300	4,300
2024	Electricity	30,410	25,210	31,600	31,600
2027	Water	6,768	6,030	6,600	6,600
2031	Telephone	49,399	50,190	52,300	52,300
2051	Gas and Lubrications	49,551	62,440	63,300	63,300
2101	Materials and Supplies	87,676	104,910	105,600	100,600
2150	Rents and Leases	183,684	171,280	201,300	201,100
2170	General Insurance	317,070	260,900	125,900	125,900
2201	Repairs and Maint. Auto.	84,283	72,210	76,500	76,500
2222	Repairs and Maint. Other	68,152	65,680	100,300	96,100
2281	Printing	22,673	26,620	28,600	28,600
2401	Contractual Services	150,384	174,870	175,200	168,500
2432	Postage	11,828	9,900	10,700	10,700
<b>Subtotal</b>		<b>1,126,352</b>	<b>1,103,420</b>	<b>1,052,100</b>	<b>1,031,000</b>

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

***All***  
***Divisions***

Account No.    Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Capital Outlay</u></b>				
5305    Improvements Other Than Buildings			50,000	
5408    Office Furniture & Equipment	25,864	43,990	19,700	19,700
5622    Other Equipment	65,951	7,840	22,056	14,056
<b>Subtotal</b>	<b>91,815</b>	<b>51,830</b>	<b>91,756</b>	<b>33,756</b>
<b><u>Special Programs</u></b>				
Special Programs	99,056	65,990	48,600	27,000
<b>Subtotal</b>	<b>99,056</b>	<b>65,990</b>	<b>48,600</b>	<b>27,000</b>
<b>Grand Total</b>	<b>\$7,794,958</b>	<b>\$8,465,680</b>	<b>\$9,062,756</b>	<b>\$8,949,856</b>

# 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Chief of Police	1	1	1	\$132,280	\$136,200	\$136,200
Captains	2	2	2	208,000	225,000	225,000
Police Lieutenant	1	1	1	96,400	99,300	99,300
Sergeants	9	9	9	729,130	764,200	764,200
Police Officers II	6	6	6	416,580	429,000	429,000
Investigators	7	7	7	454,650	466,600	466,600
Police Officers	24	24	24	1,520,420	1,551,600	1,551,600
Dispatchers	7	7	7	308,880	314,600	314,600
Senior Dispatchers	3	3	3	155,670	160,300	160,300
Senior Records Clerks	3	3	3	126,340	122,700	122,700
Records Clerks	4	4	4	142,580	159,900	159,900
Administrative Secretary	1	1	1	45,530	50,500	50,500
Supply Clerk	1	1	1	44,180	37,500	37,500
Administrative Clerk	1	1	1	43,070	44,400	44,400
Comm. Serv. Officers I		1	1		44,800	44,800
Comm. Serv. Officers II	3	2	2	133,690	95,600	95,600
Senior Clerk	1	1	1	40,200	41,400	41,400
Kennel Manager	1	1	1	46,390	47,800	47,800
Animal Serv. Officers	3	3	3	134,350	129,500	129,500
Kennel Aides	2	2	2	80,400	82,800	82,800
Parking Control Officers	5	5	5	206,410	205,100	205,100
Computer Operator	1	1	1	46,390	47,800	47,800
Education Incentive				47,790	57,400	57,400
Bilingual Pay				5,400	5,400	5,400
Uniform Pay				9,600	10,800	10,800
<b>TOTAL</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>\$5,174,330</b>	<b>\$5,330,200</b>	<b>\$5,330,200</b>



**Support Services Division***Police Department  
General Fund/2101*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$923,720	\$1,102,100	\$1,139,800	\$1,139,800
1003	Salaries, Part Time	33,935	30,640	39,900	28,100
1006	Salaries, Overtime	68,351	23,710	27,800	27,800
1009	Salaries, Redistributed	(83,110)	(89,440)	(94,800)	(94,800)
1038	Sick Leave Payoff	9,490	13,210	14,300	14,300
1040	Vacation Payoff	8,170	14,300	12,900	12,900
1042	Comp Time Payoffs	890	2,770	2,700	2,700
1053	Holiday Allowance	13,052	17,370	20,600	20,600
1101	Retirement	29,438	30,740	102,600	102,600
1103	P.A.R.S. Retirement	1,248	1,100	1,500	1,100
1201	Workers' Compensation	42,040	20,670	33,500	33,500
1300	Employee Group Insurance	98,000	115,500	121,800	121,800
1318	Medicare Insurance	9,702	10,120	12,200	12,200
	<b>Subtotal</b>	<b>1,154,926</b>	<b>1,292,790</b>	<b>1,434,800</b>	<b>1,422,600</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	3,352	5,000	7,000	6,000
2011	Training, Travel and Dues	1,716	7,240	7,600	3,600
2024	Electricity	26,712	21,930	27,800	27,800
2027	Water	1,052	1,180	1,100	1,100
2031	Telephone	40,983	41,290	43,700	43,700
2051	Gas and Lubrications	2,614	2,940	3,200	3,200
2101	Materials and Supplies	34,569	39,600	44,000	40,000
2150	Rents and Leases	30,229	14,590	14,600	14,400
2170	General Insurance	92,700	70,870	26,300	26,300
2201	Repairs and Maint. Auto.	863	2,800	3,500	3,500
2222	Repairs and Maint. Other	59,367	43,080	77,700	77,700
2281	Printing	9,965	9,000	11,000	11,000
2401	Contractual Services	94,181	99,180	103,000	99,500
	<b>Subtotal</b>	<b>398,303</b>	<b>358,700</b>	<b>370,500</b>	<b>357,800</b>

**Support Services Division (cont.)**

**Police Department  
General Fund/2101**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Capital Outlay</b>					
5408	(R) Six Computers	-	-	13,200	13,200
5408	(R) Six Ergonomic Chairs			6,500	6,500
5305	Remodel Communications Ctr			43,000	
5305	Remodel Records Division			7,000	
	<b>Subtotal</b>	<b>22,413</b>	<b>46,000</b>	<b>69,700</b>	<b>19,700</b>
<b>Special Programs</b>					
8061	O. C. Human Relations Comm.	1,900	2,000	2,000	2,000
8335	County-Wide 800 MHZ Network	18,455			
	<b>Subtotal</b>	<b>20,355</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
	<b>Grand Total</b>	<b>\$1,595,997</b>	<b>\$1,699,490</b>	<b>\$1,877,000</b>	<b>\$1,802,100</b>

## Support Services Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept. Budget	Request	Adopted Budget	Department Budget	Request	Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Chief of Police	1	1	1	\$132,280	\$136,200	\$136,200
Captain	1	1	1	104,000	112,500	112,500
Sergeant	1	1	1	80,990	81,800	81,800
Dispatchers	7	7	7	308,880	314,600	314,600
Sr. Dispatchers	3	3	3	155,670	160,300	160,300
Sr. Records Clerk	1	1	1	40,200	33,900	33,900
Records Clerks	4	4	4	142,580	159,900	159,900
Admin. Secretary	1	1	1	45,530	50,500	50,500
Supply Clerk	1	1	1	44,180	37,500	37,500
Administrative Clerk	1	1	1	43,070	44,400	44,400
Bilingual Pay				2,700	2,700	2,700
Education Incentive				2,020	4,300	4,300
Uniform Pay					1,200	1,200
<b>TOTAL</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>\$1,102,100</b>	<b>\$1,139,800</b>	<b>\$1,139,800</b>

**Field Services Division**Police Department  
General Fund/2102

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	2,507,898	\$2,645,430	\$2,733,500	\$2,733,500
1003	Salaries, Part Time	101,829	115,160	115,200	115,200
1006	Salaries, Overtime	239,349	239,710	237,400	237,400
1009	Salaries, Redistributed	20,700	21,530	22,500	22,500
1038	Sick Leave Payoff	27,930	38,460	43,200	43,200
1040	Vacation Payoff	24,880	52,710	68,300	68,300
1042	Comp Time Payoffs	10	5,470	3,900	3,900
1053	Holiday Allowance	82,184	67,140	67,100	67,100
1101	Retirement	256,095	247,570	356,700	356,700
1103	P.A.R.S. Retirement	3,186	3,500	3,500	3,500
1201	Workers' Compensation	136,890	315,560	448,600	448,600
1300	Employee Group Insurance	186,200	209,000	214,600	214,600
1318	Medicare Insurance	27,224	32,530	33,300	33,300
	<b>Subtotal</b>	<b>3,614,375</b>	<b>3,993,770</b>	<b>4,347,800</b>	<b>4,347,800</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	38,759 *	35,600	35,600	35,600
2011	Training, Travel and Dues	2,602	4,180	4,300	4,300
2051	Gas and Lubrications	39,596	48,150	47,900	47,900
2101	Materials and Supplies	19,502	21,200	17,500	17,500
2150	Rents and Leases	111,645	113,900	132,100	132,100
2170	General Insurance	123,410	107,730	62,700	62,700
2201	Repairs and Maint. Auto.	68,427	56,560	60,100	60,100
2222	Repairs and Maint. Other	4,508	6,660	6,700	6,700
2281	Printing	2,481	2,420	2,400	2,400
2401	Contractual Services	2,719	2,980	3,000	3,000
	<b>Subtotal</b>	<b>413,649</b>	<b>399,380</b>	<b>372,300</b>	<b>372,300</b>
<b>Capital Outlay</b>					
5622	Other Equipment	49,598 *		14,056	14,056 *
	<b>Subtotal</b>	<b>49,598</b>	<b>0</b>	<b>14,056</b>	<b>14,056</b>
<b>Special Programs</b>					
8311	Traffic Signal Consultant		10,000	2,600	
8950	Mobile Data Computers	32,493 *			
	<b>Subtotal</b>	<b>32,493</b>	<b>10,000</b>	<b>2,600</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$4,110,115</b>	<b>\$4,403,150</b>	<b>\$4,736,756</b>	<b>\$4,734,156</b>

\* 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>		
	<b>Budget</b>	<b>Dept.</b>	<b>Adopted</b>	<b>Budget</b>	<b>Department</b>	<b>Adopted</b>
	<b>2002-03</b>	<b>Request</b>	<b>Budget</b>	<b>2002-03</b>	<b>Request</b>	<b>Budget</b>
	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>
Captain	1	1	1	\$104,000	\$112,500	\$112,500
Police Sergeants	7	7	7	565,850	596,500	596,500
Police Officers II	6	6	6	416,580	429,000	429,000
Police Officers	24	24	24	1,520,420	1,551,600	1,551,600
Education Incentive				36,780	42,100	42,100
Bilingual Pay				1,800	1,800	1,800
<b>TOTAL</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>\$2,645,430</b>	<b>\$2,733,500</b>	<b>\$2,733,500</b>

# Investigative Services Division

*Police Department  
General Fund/2104*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	751,887	\$825,820	\$854,200	\$854,200
1006	Salaries, Overtime	53,350	53,510	57,400	57,400
1038	Sick Leave Payoff	9,320	13,410	16,600	16,600
1040	Vacation Payoff	9,250	13,160	14,500	14,500
1042	Comp Time Payoffs	20	1,440	900	900
1053	Holiday Allowance	165	3,410	3,500	3,500
1101	Retirement	59,545	59,290	100,000	100,000
1201	Workers' Compensation	29,130	44,090	51,000	51,000
1300	Employee Group Insurance	63,700	71,500	75,400	75,400
1318	Medicare Insurance	10,518	11,380	11,800	11,800
<b>Subtotal</b>		<b>986,885</b>	<b>1,097,010</b>	<b>1,185,300</b>	<b>1,185,300</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	3,244	3,500	3,500	3,500
2011	Training, Travel and Dues	5,511	6,300	6,500	6,500
2051	Gas and Lubrications	3,046	5,090	5,500	5,500
2101	Materials and Supplies	12,215	18,230	19,200	18,200
2150	Rents and Leases	9,410	14,800	27,500	27,500
2170	General Insurance	89,850	68,860	22,800	22,800
2201	Repairs and Maint. Auto.	7,452	6,500	6,500	6,500
2222	Repairs and Maint. Other	312	2,200	2,200	2,200
2281	Printing	1,546	2,800	2,800	2,800
2401	Contractual Services	33,138	42,000	42,800	42,800
<b>Subtotal</b>		<b>165,724</b>	<b>170,280</b>	<b>139,300</b>	<b>138,300</b>
<b><u>Capital Outlay</u></b>					
5622	(A) Walk-In Freezer			8,000	
		<i>(Prior Years' Capital Outlay shown in Total Only)</i>			
<b>Subtotal</b>		<b>17,961</b>	<b>1,840</b>	<b>8,000</b>	<b>0</b>
<b><u>Special Programs</u></b>					
8118	P.O.S.T. Reimb. Training	37,916	43,990	39,000	20,000
8244	D.A.R.E. Program	2,016	5,000		
<b>Subtotal</b>		<b>39,932</b>	<b>48,990</b>	<b>39,000</b>	<b>20,000</b>
<b>Grand Total</b>		<b>\$1,210,502</b>	<b>\$1,318,120</b>	<b>\$1,371,600</b>	<b>\$1,343,600</b>

\* 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. Budget	Request	Adopted Budget	Department Budget	Request	Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Police Lieutenant	1	1	1	\$96,400	\$99,300	\$99,300
Police Sergeant	1	1	1	82,290	85,900	85,900
Investigators	7	7	7	454,650	466,600	466,600
Comm. Serv. Officer I		1	1		44,800	44,800
Comm. Serv. Officers II	3	2	2	133,690	95,600	95,600
Senior Clerk	1	1	1	40,200	41,400	41,400
Education Incentive				8,990	11,000	11,000
Uniform Pay				9,600	9,600	9,600
<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>\$825,820</b>	<b>\$854,200</b>	<b>\$854,200</b>

**Animal Services Division***Police Department  
General Fund/2201*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$205,077	\$261,140	\$260,100	\$260,100
1003	Salaries, Part Time	10,883	17,330	17,300	17,300
1006	Salaries, Overtime	2,725	5,820	5,800	5,800
1038	Sick Leave Payoff	1,410	1,960	2,000	2,000
1040	Vacation Payoff	2,170	3,210	3,100	3,100
1053	Holiday Allowance	4,262	6,910	6,900	6,900
1101	Retirement			18,800	18,800
1103	P.A.R.S. Retirement	410	650	700	700
1201	Workers' Compensation	10,810	16,800	8,900	8,900
1300	Employee Group Insurance	29,400	33,000	34,800	34,800
1318	Medicare Insurance	1,897	2,850	2,800	2,800
	<b>Subtotal</b>	<b>269,044</b>	<b>349,670</b>	<b>361,200</b>	<b>361,200</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	1,549	1,820	1,800	1,800
2011	Training, Travel and Dues		270	300	300
2021	Natural Gas	3,575	5,970	4,300	4,300
2024	Electricity	3,698	3,280	3,800	3,800
2027	Water	5,716	4,850	5,500	5,500
2031	Telephone	3,392	3,700	3,500	3,500
2051	Gas and Lubrications	3,205	3,710	4,000	4,000
2101	Materials and Supplies	20,759	18,880	18,900	18,900
2150	Rents and Leases	18,600	14,280	14,400	14,400
2170	General Insurance	4,550	5,200	5,900	5,900
2201	Repairs and Maint. Auto.	2,751	2,400	2,400	2,400
2222	Repairs and Maint. Other	3,092	3,700	3,700	3,700
2281	Printing	1,635	1,600	1,600	1,600
2401	Contractual Services	8,444	11,960	11,900	11,900
	<b>Subtotal</b>	<b>80,966</b>	<b>81,620</b>	<b>82,000</b>	<b>82,000</b>
<b>Capital Outlay</b>					
5408	Office Furniture and Equipment		1,990		
	<b>Subtotal</b>	<b>0</b>	<b>1,990</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8243	Animal Shelter Donations	6,276	5,000	5,000	5,000
	<b>Subtotal</b>	<b>6,276</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
	<b>Grand Total</b>	<b>\$356,286</b>	<b>\$438,280</b>	<b>\$448,200</b>	<b>\$448,200</b>



***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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Kennel Manager	1	1	1	\$46,390	\$47,800	\$47,800
Animal Serv. Officers	3	3	3	134,350	129,500	129,500
Kennel Aides	2	2	2	80,400	82,800	82,800
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>\$261,140</b>	<b>\$260,100</b>	<b>\$260,100</b>

## Parking Enforcement Division

*Police Department  
Parking Authority Fund/2301*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$304,442	\$339,840	\$342,600	\$342,600
1003	Salaries, Part Time	9,031	12,600	12,600	12,600
1006	Salaries, Overtime	867	2,420	2,400	2,400
1009	Salaries, Redistributed	62,410	67,910	72,300	72,300
1038	Sick Leave Payoff	2,160	2,590	2,300	2,300
1040	Vacation Payoff	3,570	5,970	5,100	5,100
1042	Comp Time Payoffs	20	580	400	400
1053	Holiday Allowance	3,305			
1101	Retirement			24,100	24,100
1103	P.A.R.S. Retirement	346	470	500	500
1201	Workers' Compensation	25,030	32,240	29,900	29,900
1300	Employee Group Insurance	39,200	44,000	46,400	46,400
1318	Medicare Insurance	2,124	2,580	2,600	2,600
	<b>Subtotal</b>	<b>452,505</b>	<b>511,200</b>	<b>541,200</b>	<b>541,200</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	3,133	2,500	2,500	2,500
2011	Training, Travel and Dues	1,033	800	800	800
2031	Telephone	5,024	5,200	5,100	5,100
2051	Gas and Lubrications	1,090	2,550	2,700	2,700
2101	Materials and Supplies	631	7,000	6,000	6,000
2150	Rents and Leases	13,800	13,710	12,700	12,700
2170	General Insurance	6,560	8,240	8,200	8,200
2201	Repairs and Maint. Auto.	4,790	3,950	4,000	4,000
2222	Repairs and Maint. Other	873	10,040	10,000	5,800
2281	Printing	7,046	10,800	10,800	10,800
2401	Contractual Services	11,902	18,750	14,500	11,300
2432	Postage	11,828	9,900	10,700	10,700
	<b>Subtotal</b>	<b>67,710</b>	<b>93,440</b>	<b>88,000</b>	<b>80,600</b>
<b><u>Capital Outlay</u></b>					
5408	Office Furniture and Equipment	1,843	2,000		
	<b>Subtotal</b>	<b>1,843</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$522,058</b>	<b>\$606,640</b>	<b>\$629,200</b>	<b>\$621,800</b>

***Parking Enforcement Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Parking Control Officers	5	5	5	\$206,410	\$205,100	\$205,100
Computer Operator	1	1	1	46,390	47,800	47,800
Senior Records Clerks	2	2	2	86,140	88,800	88,800
Bilingual Pay				900	900	900
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>\$339,840</b>	<b>\$342,600</b>	<b>\$342,600</b>

# Fire Department

The Fire Department is organized into two budgetary divisions, Fire Operations/Training and Fire Prevention. The Department responds to approximately 2,400 requests for emergency service. The majority (50%) of these incidents are emergency medical related. Responses to fires in buildings, vehicles or the wild land account for another 15% of the Departments emergency responses. 15% of emergency responses are to rescues involving trapped persons as a result of vehicle accidents, falls from a cliff, construction site accidents, and weather related incidents. The Department also responds to spills and releases of hazardous materials, public service and other miscellaneous requests. The Department maintains a fully-equipped emergency response force of twelve firefighters on duty at all times assigned to suppression, 4 staff personnel, and 15 reserves. A description of services provided by each division is as follows:

**Fire Operation/Training Division** - There are four fire stations in the City: Station One at City Hall, Station Two on Agate Street, Station Three at Top of the World, and Station Four in South Laguna. Each station has a Fire Captain, Fire Engineer, and Firefighter who work 24 hour shifts from 7:00 a.m. to 7:00 a.m. One engine company operates out of each station and there is one reserve unit as backup. Station Two has a four-wheel drive brush unit that is specifically designed to go into the wild land interface areas. Station Four has a hazardous material unit that is equipped to handle light fuel spills. Station One has a utility vehicle that responds to public service calls such as flooding and mudslides. The Department also has access to one engine supplied by the State Office of Emergency Services which is activated as part of the mutual aid system in the case of a major wild land fire or other emergency. 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 emergency incidents and at least two firefighters are paramedics. Firefighter/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 activities. They maintain the stations and associated equipment, participate in advanced and skills maintenance-training programs, and conduct fire prevention inspections in local businesses as well as residences adjacent to open space areas.

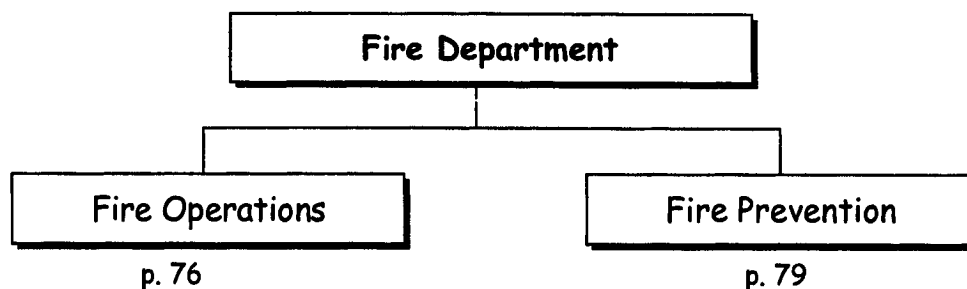
**Fire Prevention Division** - The fire prevention division manages the daily fire prevention activities and inspections of the engine companies; the plan review and new construction process; supervises the fire investigators; and oversees the vegetation management programs (weed abatement and fuel modification).

The vegetation management program is divided into two sub-divisions, weed abatement and fuel-modification. The weed abatement program reduces fire hazards that result from uncontrolled growth of vegetation on private properties. The fuel management program consists of approximately 1,500 acres surrounding the exterior of the City along the open wild land areas, where the vegetation is reduced creating fuel breaks to protect residential structures. The fuel modification program is accomplished and maintained through the use of a herd of goats.

**Major Initiatives:**

- The Department will be fully re-assimilating the responsibility for the Vegetation Management program that includes Weed Abatement and Fuel Modification.
- Enhance the training and professional development of the chief officers and fire captains.
- Fully implement the FEMA grant for the "Enhancement of a Fire Prevention Program" that was received last year.
- Continue to review and enhance Fire Department communications and dispatch procedures.
- Enhance the Information Technology capabilities of the Fire Department through improvements in telecommunications, network connections, and software and hardware acquisitions where applicable and in concert with the City's Information Technology Division's recommendations.
- Address the repairs needed to the Fire Department's facilities and fire stations through the establishment of priorities in concert with funding availabilities for immediate needs and support the City's Facility Study that will be conducted by a consultant for future predicted issues.

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

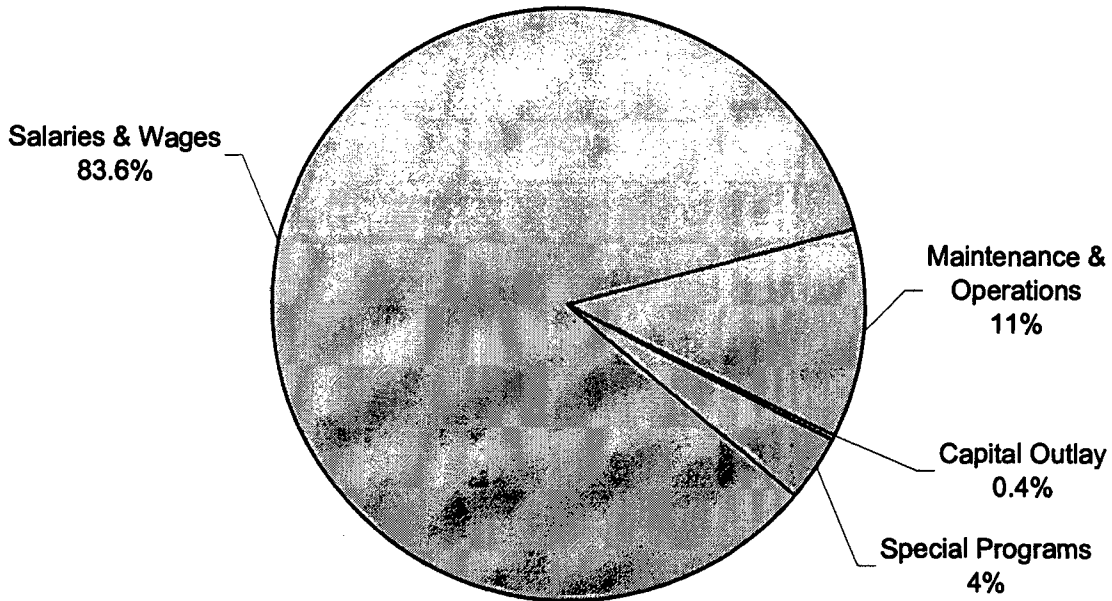


# Fire Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Fire Operations	\$5,487,400	\$731,000	\$20,700			\$6,239,100
Fire Prevention	145,400	126,500	7,100	233,000		\$512,000
<b>Department Total</b>	<b>\$5,632,800</b>	<b>\$857,500</b>	<b>\$27,800</b>	<b>\$233,000</b>	<b>\$0</b>	<b>\$6,751,100</b>

## Summary By Category Total



## Fire Department Budget Detail

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$2,650,054	\$3,195,770	\$3,232,900	\$3,232,900
1003	Salaries, Part Time	23,298	40,000	55,300	50,400
1006	Salaries, Overtime	817,185	478,000	676,500	676,500
1007	Salaries, Overtime-Mutual Aid	39,461			
1038	Sick Leave Payoff	26,160	40,110	39,700	39,700
1040	Vacation Payoff	54,970	75,260	64,000	64,000
1042	Comp Time Payoffs			4,600	4,600
1053	Holiday Allowance	1,120			
1055	Relocation Costs	7,000			
1059	Residency Incentive		20,000	20,000	20,000
1101	Retirement	260,524	289,070	424,700	424,700
1103	P.A.R.S. Retirement	874	1,500	2,100	1,900
1201	Workers' Compensation	596,770	860,430	835,500	835,500
1300	Employee Group Insurance	210,700	242,000	237,800	237,800
1318	Medicare Insurance	30,818	41,740	45,000	44,800
	<b>Subtotal</b>	<b>4,718,934</b>	<b>5,283,880</b>	<b>5,638,100</b>	<b>5,632,800</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	46,227	66,000	90,800	66,000
2011	Training, Travel and Dues	37,640	47,880	61,600	51,000
2021	Natural Gas	5,117	4,200	5,100	5,100
2024	Electricity	17,093	13,520	17,800	17,800
2027	Water	4,114	3,600	3,900	3,900
2031	Telephone	22,301	24,430	27,600	27,600
2051	Gas and Lubrications	14,059	23,400	24,400	22,700
2101	Materials and Supplies	81,959	65,300	66,000	49,300
2110	Paramedic Medical Supplies			56,000	52,000
2150	Rents and Leases	140,290	175,920	170,600	170,600
2170	General Insurance	56,090	70,100	69,800	69,800
2201	Repairs and Maint. Auto.	79,461	93,000	97,700	95,200
2222	Repairs and Maint. Other	34,983	53,400	77,600	71,500
2281	Printing	3,634	3,550	3,700	3,700
2401	Contractual Services	202,435	110,900	170,300	151,300
	<b>Subtotal</b>	<b>745,403</b>	<b>755,200</b>	<b>942,900</b>	<b>857,500</b>

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

***All***  
***Divisions***

Account	Actual	Budget	Department	Adopted
No.    Account Title	Expenditures	Budget	Request	Budget
	2001-02	2002-03	2003-04	2003-04
<b><u>Capital Outlay</u></b>				
5203	Buildings		135,000	
5305	Improvements Other Than Bldgs.	15,140	15,000	30,000
5408	Office Furniture & Equipment	31,924	2,500	6,100      2,600
5510	Automotive Equipment	59,572		
5622	Other Equipment	6,160	84,200	85,200      25,200
	Subtotal	112,796	101,700	256,300      27,800
<b><u>Special Programs</u></b>				
	Special Programs	82,956	264,200	417,000      233,000
	Subtotal	82,956	264,200	417,000      233,000
	Grand Total	\$5,660,089	\$6,404,980	\$7,254,300      \$6,751,100



# 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Fire Chief	1	1	1	\$132,180	\$136,200	\$136,200
Battalion Chiefs	3	3	3	311,760	337,200	337,200
Fire Captains	12	12	12	858,720	904,800	904,800
Fire Engineers	12	12	12	743,760	782,700	782,700
Firefighters	15	12	12	763,830	666,500	666,500
Administrative Secretary	1	1	1	49,010	50,500	50,500
Paramedic Pay				139,460	147,100	147,100
Acting Pay				34,480	37,000	37,000
Holiday Pay				92,490	95,000	95,000
Education Pay				70,080	75,900	75,900
<b>TOTAL</b>	<b>44</b>	<b>41</b>	<b>41</b>	<b>\$3,195,770</b>	<b>\$3,232,900</b>	<b>\$3,232,900</b>

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

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$2,650,054	\$3,195,770	\$3,120,500	\$3,120,500
1003	Salaries, Part Time	23,298	40,000	44,900	40,000
1006	Salaries, Overtime	817,185	478,000	676,500	676,500
1007	Salaries, Overtime-Mutual Aid	39,461			
1009	Salaries, Redistributed		(14,590)		
1038	Sick Leave Payoff	26,160	40,110	39,700	39,700
1040	Vacation Payoff	54,970	75,260	64,000	64,000
1042	Comp Time Payoffs			4,600	4,600
1053	Holiday Allowance	1,120			
1055	Relocation Costs	7,000			
1059	Residency Incentive		20,000	20,000	20,000
1101	Retirement	260,524	289,070	410,200	410,200
1103	P.A.R.S. Retirement	874	1,500	1,700	1,500
1201	Workers' Compensation	596,770	860,400	835,400	835,400
1300	Employee Group Insurance	210,700	242,000	232,000	232,000
1318	Medicare Insurance	30,818	41,740	43,200	43,000
	<b>Subtotal</b>	<b>4,718,934</b>	<b>5,269,260</b>	<b>5,492,700</b>	<b>5,487,400</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	46,227	66,000	88,300	63,500
2011	Training, Travel and Dues	37,640	47,880	55,200	44,600
2021	Natural Gas	5,117	4,200	5,100	5,100
2024	Electricity	17,093	13,520	17,800	17,800
2027	Water	4,114	3,600	3,900	3,900
2031	Telephone	22,301	24,430	27,600	27,600
2051	Gas and Lubrications	14,059	23,030	22,300	20,600
2101	Materials and Supplies	81,959	65,000	64,000	47,300
2110	Paramedic Medical Supplies			56,000	52,000
2150	Rents and Leases	140,290	175,920	161,200	161,200
2170	General Insurance	56,090	69,770	69,500	69,500
2201	Repairs and Maint. Auto.	79,461	93,000	95,200	92,700
2222	Repairs and Maint. Other	34,983	53,400	77,600	71,500
2281	Printing	3,634	3,250	3,400	3,400
2401	Contractual Services	202,435	50,900	50,300	50,300
	<b>Subtotal</b>	<b>745,403</b>	<b>693,900</b>	<b>797,400</b>	<b>731,000</b>

**Fire Operations Division (Con't.)**

**Fire Department  
General Fund/2401**

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures		Request	Budget
		2001-02	2002-03	2003-04	2003-04
<b>Capital Outlay</b>					
5622	(R) Two 800 MHZ Radios	-	-	9,000	9,000
5622	(A) Two Thermal Image Cameras	-	-	60,000	
5622	(R) Chain Saw	-	-	2,000	2,000
5622	(A) Two Self Cont. Breathing App.	-	-	5,200	5,200
5622	(A) One 800 MHZ Radio	-	-	4,500	4,500
5305	(R) Sta.4: Emergency Generator	-	-	30,000	
5408	(A) Computer Software	-	-	2,500	
5203	Sta.3: Kitchen Remodel	-	-	60,000	
5203	Sta.4: Various Repairs	-	-	75,000	
	<b>Subtotal</b>	<b>112,796</b>	<b>101,700</b>	<b>248,200</b>	<b>20,700</b>
<b>Special Programs</b>					
8005	Paramedic Medical Supplies*	32,957	31,200		
8026	25 Portable 800 MHZ Radios	49,999			
8301	Hazardous Materials Mitigation*		15,000		
8999	Paramedic Training			109,000	
8999	Dispatch Consultant			75,000	
	<b>Subtotal</b>	<b>82,956</b>	<b>46,200</b>	<b>184,000</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$5,660,089</b>	<b>\$6,111,060</b>	<b>\$6,722,300</b>	<b>\$6,239,100</b>

\* These costs are now budgeted in account 2110.

## Fire Operations Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Fire Chief	1	1	1	\$132,180	\$136,200	\$136,200
Battalion Chiefs	3	2	2	311,760	224,800	224,800
Fire Captains	12	12	12	858,720	904,800	904,800
Fire Engineers	12	12	12	743,760	782,700	782,700
Firefighters	15	12	12	763,830	666,500	666,500
Administrative Secretary	1	1	1	49,010	50,500	50,500
Paramedic Pay				139,460	147,100	147,100
Acting Pay				34,480	37,000	37,000
Holiday Pay				92,490	95,000	95,000
Education Pay				70,080	75,900	75,900
<b>TOTAL</b>	<b>44</b>	<b>40</b>	<b>40</b>	<b>\$3,195,770</b>	<b>\$3,120,500</b>	<b>\$3,120,500</b>

**Fire Prevention Division***Fire Department  
General Fund/2501*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time			\$112,400	\$112,400
1003	Salaries, Part Time			10,400	10,400
1009	Salaries, Redistributed		14,590		
1101	Retirement			14,500	14,500
1103	P.A.R.S. Retirement			400	400
1201	Workers' Compensation		30	100	100
1300	Employee Group Insurance			5,800	5,800
1318	Medicare Insurance			1,800	1,800
	<b>Subtotal</b>	<b>0</b>	<b>14,620</b>	<b>145,400</b>	<b>145,400</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry			2,500	2,500
2011	Training, Travel and Dues			6,400	6,400
2051	Gas and Lubrications		370	2,100	2,100
2101	Materials and Supplies		300	2,000	2,000
2150	Rents and Leases			9,400	9,400
2170	General Insurance		330	300	300
2201	Repairs and Maint. Auto.			2,500	2,500
2281	Printing		300	300	300
2401	Contractual Services		60,000	120,000	101,000
	<b>Subtotal</b>	<b>0</b>	<b>61,300</b>	<b>145,500</b>	<b>126,500</b>
<b>Capital Outlay</b>					
5408	(A) Laptop Computer			2,600	2,600
5622	(A) 800 MHZ Radio			4,500	4,500
5408	(A) Computer Software			1,000	
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>8,100</b>	<b>7,100</b>
<b>Special Programs</b>					
8040	Fuel Modification Program		218,000	218,000	218,000
8301	Hazardous Materials Mitigation			15,000	15,000
	<b>Subtotal</b>	<b>0</b>	<b>218,000</b>	<b>233,000</b>	<b>233,000</b>
	<b>Grand Total</b>	<b>\$0</b>	<b>\$293,920</b>	<b>\$532,000</b>	<b>\$512,000</b>

\* Activity in fiscal year 2001-02 was in the Public Works Department.

***Fire Prevention Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	<b>Budget</b>	<b>Dept.</b>	<b>Adopted</b>	<b>Budget</b>	<b>Department</b>	<b>Adopted</b>
	<b>2002-03</b>	<b>Request</b>	<b>Budget</b>	<b>2002-03</b>	<b>Request</b>	<b>Budget</b>
		<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2003-04</b>
Battalion Chief		1	1		112,400	112,400
<b>TOTAL</b>		1	1		\$112,400	\$112,400

# Marine Safety Department

The Marine Safety Department is responsible for 5.5 miles of City coastline and 17 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 beachgoers 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 48 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 Rock pile 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 Bluebird beach and is serviced by eight lifeguard towers and a mobile unit with two supervisors. Division Four covers from Pearl Street beach to Treasure Island and is serviced by seven lifeguard towers and a mobile unit with two supervisors. Division Five 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 400 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 and Training (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. Field Operations include patrol duties, marine ecological patrol, scheduled coverage, emergency incident response and nighttime response. Marine Safety has five separate levels of training that are required by the United States Surf Lifesaving Association. The specific levels of training are: Marine Safety Officer certification training, technical rescue training, supervisor training, recurrent training and rookie academy training. Most of the Marine Safety Department's training takes place in the off-season.

**Major Initiatives:**

- Coordinate the design and relocation of the Marine Safety Headquarters
- Initiate the replacement of old lifeguard chairs with lifeguard towers that provide more protection from the environment
- Submit grant applications to the California Department of Boating and Waterways for a lifeguard vessel
- Enhance Marine Safety communications and dispatch procedures by implementing a new paging system and station/incident alert system
- Continue to evaluate seasonal lifeguard recruitment procedures in order to enhance staffing levels throughout the summer

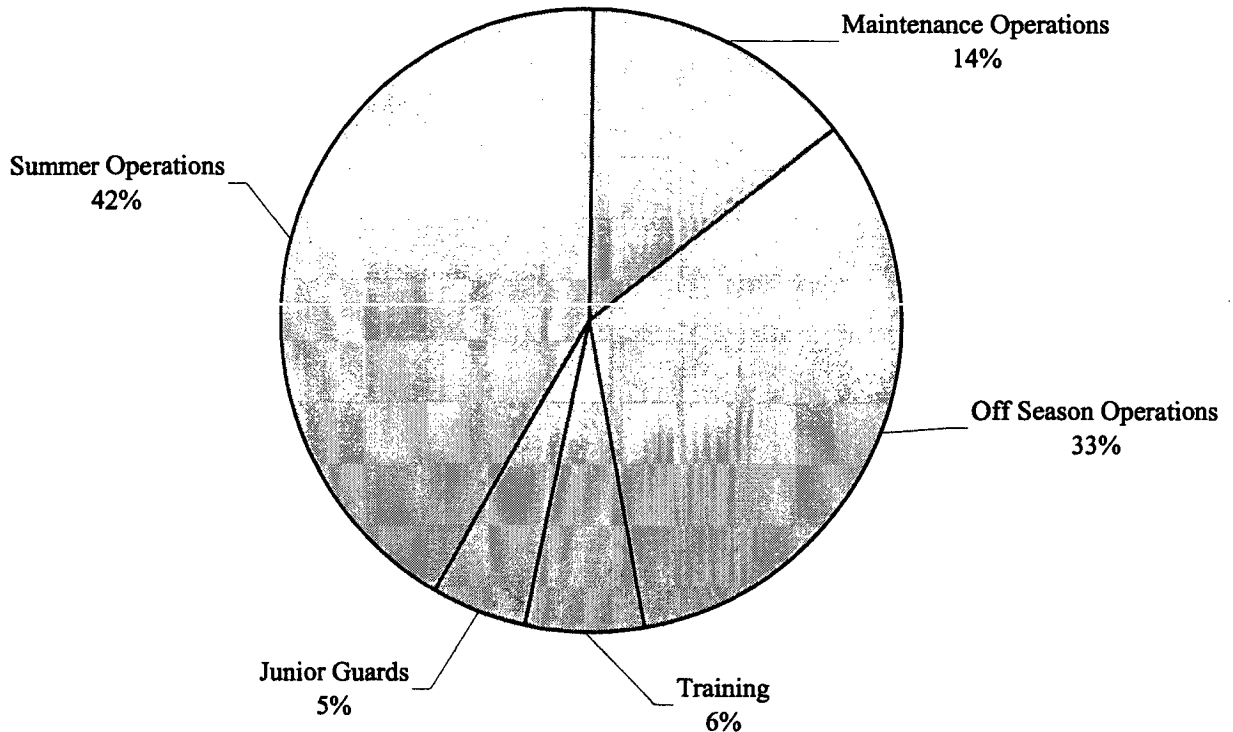


# Marine Safety Department Budget Summary

*All  
Divisions*

<u>Division</u>	<b>MAJOR CATEGORY OF EXPENDITURE</b>					<b>Division Total</b>
	<b>Salaries &amp; Wages</b>	<b>Maint. &amp; Operations</b>	<b>Capital Outlay</b>	<b>Special Programs</b>	<b>Capital Projects</b>	
<b>Marine Safety</b>	\$1,213,900	\$204,200	\$78,700			<b>\$1,496,800</b>
<b>Department Total</b>	<b>\$1,213,900</b>	<b>\$204,200</b>	<b>\$78,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,496,800</b>

## Summary By Operation Total



**Marine Safety Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$244,399	\$270,220	\$287,400	\$287,400
1003	Salaries, Part Time	512,027	593,270	692,300	692,300
1006	Salaries, Overtime	46,739	24,750	32,100	32,100
1038	Sick Leave Payoff	3,250	5,870	4,700	4,700
1040	Vacation Payoff		1,410	1,300	1,300
1042	Comp Time Payoffs		430		
1053	Holiday Allowance	680			
1101	Retirement	23,859	24,380	37,000	37,000
1103	P.A.R.S. Retirement	20,343	22,250	26,000	26,000
1201	Workers' Compensation	15,930	31,420	95,200	95,200
1300	Employee Group Insurance	19,600	22,000	23,200	23,200
1318	Medicare Insurance	11,677	12,890	14,700	14,700
	<b>Subtotal</b>	<b>898,504</b>	<b>1,008,890</b>	<b>1,213,900</b>	<b>1,213,900</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	14,739	15,810	17,100	17,100
2011	Training, Travel and Dues	8,290	7,630	8,000	8,000
2021	Natural Gas	430	580	500	500
2024	Electricity		490	700	700
2027	Water		80	100	100
2031	Telephone	8,792	9,300	10,000	10,000
2051	Gas and Lubrications	2,426	3,820	4,300	4,300
2101	Materials and Supplies	37,345	54,400	56,000	56,000
2150	Rents and Leases	16,920	32,640	32,600	32,600
2170	General Insurance	12,990	22,190	16,800	16,800
2201	Repairs and Maint. Auto.	8,516	6,000	10,500	8,000
2222	Repairs and Maint. Other	14,163	13,290	27,100	23,200
2281	Printing	933	750	900	900
2401	Contractual Services	17,061	23,590	26,000	26,000
	<b>Subtotal</b>	<b>142,605</b>	<b>190,570</b>	<b>210,600</b>	<b>204,200</b>
<b>Capital Outlay</b>					
5622	(R) Four Lifeguard Towers	-	-	60,000	60,000
5622	(A) Station Alarm	-	-	19,000	
5622	(A) Storage Container	-	-	3,500	3,500
5622	(R) Racks and Shelves			2,000	2,000
5408	(R) Copy Machine			2,800	2,800
5408	(R) Laser Printer	-	-	2,000	1,000
5622	(R) Cliff Rescue Equipment	-	-	2,800	
				<i>(Prior Years' Capital Outlay shown in Total Only)</i>	

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

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
5622	(R) Scuba Equipment	-	-	4,000	4,000
5622	(A) Three Rescue Boards	-	-	5,400	5,400
5408	(A) Mounted Video Projector	-	-	4,000	
5408	(R) Computer	-	-	2,200	
5622	(R) Main Beach Tower Stairway	-	-	8,900	
5622	(A) Dive Team Comm. Equip.	-	-	15,000	
5622	(A) Bulkhead Extention	-	-	18,000	
	<b>Subtotal</b>	<b>25,573</b>	<b>108,130</b>	<b>149,600</b>	<b>78,700</b>
<b>Special Programs</b>					
8026	Portable 800 MHZ Radios	22,610	62,320		
	<b>Subtotal</b>	<b>22,610</b>	<b>62,320</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$1,089,292</b>	<b>\$1,369,910</b>	<b>\$1,574,100</b>	<b>\$1,496,800</b>

**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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Marine Safety Chief	1	1	1	\$96,400	\$99,300	\$99,300
Marine Safety Captain		1	1		71,900	71,900
Marine Safety Lieutenant	2	1	1	126,900	65,400	65,400
Marine Safety Officers	1	1	1	46,560	50,300	50,300
Uniform Allowance				360	500	500
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>\$270,220</b>	<b>\$287,400</b>	<b>\$287,400</b>

# Public Works Department

The Public Works Department is organized into eight divisions: Engineering and Administration, Equipment Maintenance, Parks and Building Maintenance, Street Maintenance, Solid Waste, Transit, Parking Facilities Maintenance and Street Lighting. Capital Improvement Projects are included within the respective division budgets. There are 54 employees in the department. Following are descriptions of services provided by each division:

**Engineering and Administration** - This division has eight 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 85 separate parks and facilities totaling more than 56 acres. City buildings approximate 60,000 square feet, including 12 public restrooms throughout the City. Additional part-time staff assist with litter control and downtown cleanup. The City contracts with private companies for custodial services at City Hall, Legion Hall, and Lang Park, and for turf mowing in the parks. This budget also includes funds for disposal of waste generated at parks, beaches, and on public streets. In addition, the budget provides for abatement of invasive weeds in public open space areas.

**Street Maintenance** - This division has 15 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. The division

also manages vegetation abatement in the public right-of-way and the downtown daily clean-up program. This budget provides for contractual services including: tree trimming, median maintenance, street striping and disposal of construction debris and litter.

**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. State grant funds augment the division's programming for beverage container recycling and used oil recycling. This division's costs are recovered through a solid waste assessment on individual property tax bills.

**Transit** - The Transit Division budget includes 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 Transportation Authority (OCTA) 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. Funding sources include tax on gasoline, air quality subvention funds, fare box revenues, and private charters. The Transit Fund also includes funds for OCTA paratransit service.

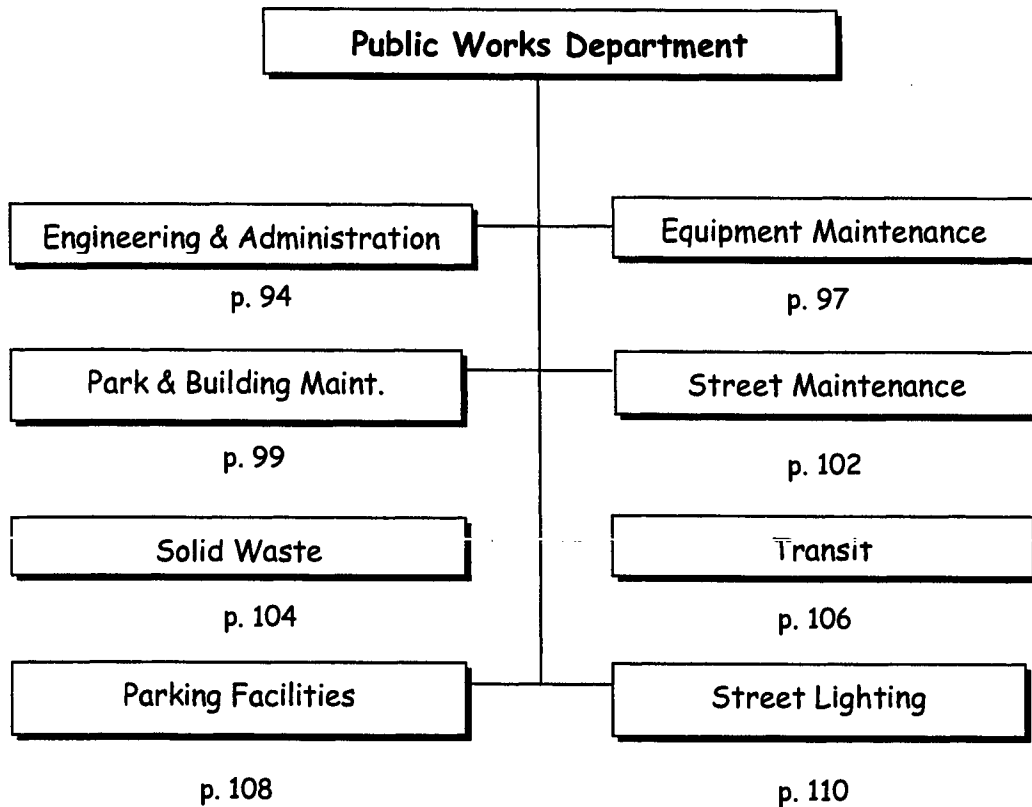
**Parking Facilities Maintenance** - This division has 3 employees who maintain more than 2,100 parking meters. Functions include installation, maintenance and replacement of meters, parking permit machines, and change machines. In addition, the division collects meter revenue daily. Part-time staff assist 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 streetlights. This is accomplished with the cooperation of Southern California Edison and SDG&E.

**Major Initiatives:**

- Complete the Master Plan of Drainage update and prepare a storm drain GIS database.
- Replace Boardwalk planks and repair steps at Main Beach.
- Replace beach access steps at Sleepy Hollow Lane and Brooks Street.
- Rehabilitate the Top of The World fire road.
- 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:

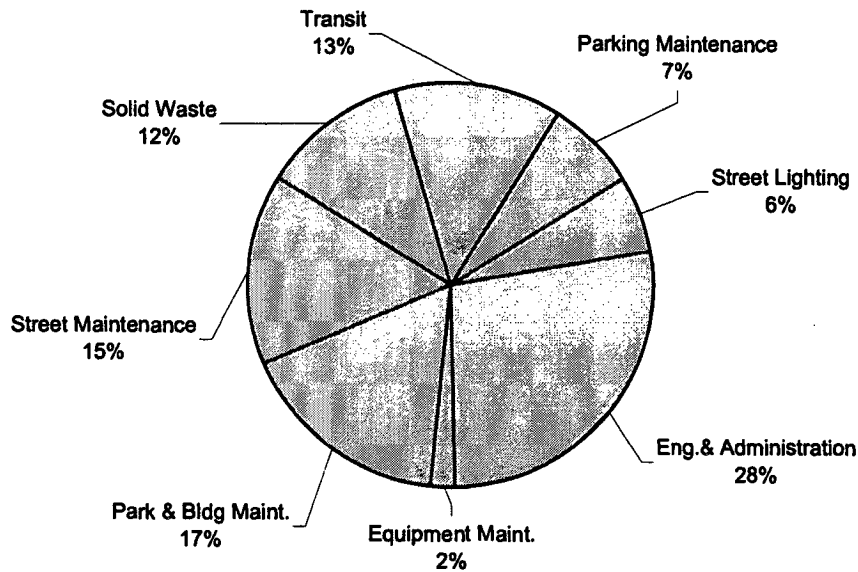


# Public Works Department Budget Summary

*All  
Divisions*

<u>Division</u>	<b>MAJOR CATEGORY OF EXPENDITURE</b>					<b>Division Total</b>
	<b>Salaries &amp; Wages</b>	<b>Maint. &amp; Operations</b>	<b>Capital Outlay</b>	<b>Special Programs</b>	<b>Capital Projects</b>	
<b>Eng. &amp; Administration</b>	\$763,100	\$108,800	\$2,000	\$2,500	\$2,860,000	<b>\$3,736,400</b>
<b>Equipment Maint.</b>	183,100	76,400				<b>\$259,500</b>
<b>Park &amp; Bldg Maint.</b>	1,369,400	951,000				<b>\$2,320,400</b>
<b>Street Maintenance</b>	1,077,700	976,800	32,000			<b>\$2,086,500</b>
<b>Solid Waste</b>	82,900	1,495,300		14,200		<b>\$1,592,400</b>
<b>Transit</b>	889,800	383,100	450,000	100,000		<b>\$1,822,900</b>
<b>Parking Facilities Maint.</b>	310,700	381,500	5,000	272,000		<b>\$969,200</b>
<b>Street Lighting</b>	14,100	216,900			600,000	<b>\$831,000</b>
<b>Department Total</b>	<b>\$4,690,800</b>	<b>\$4,589,800</b>	<b>\$489,000</b>	<b>\$388,700</b>	<b>\$3,460,000</b>	<b>\$13,618,300</b>

## Summary By Division Total





**Public Works Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$2,489,896	\$2,892,370	\$2,939,300	\$2,858,500
1003	Salaries, Part Time	466,839	515,330	551,200	571,600
1006	Salaries, Overtime	88,249	85,710	107,300	107,300
1009	Salaries, Redistributed	(41,590)	(31,090)	31,100	31,100
1038	Sick Leave Payoff	15,049	24,780	30,300	30,300
1039	Old Sick Leave Payoff	(830)			
1040	Vacation Payoff	10,099	28,440	37,000	37,000
1042	Comp Time Payoffs	50	1,430	1,800	1,800
1053	Holiday Allowance	204			
1101	Retirement			206,600	200,900
1103	P.A.R.S. Retirement	18,850	19,330	20,600	21,400
1201	Workers' Compensation	244,450	387,940	476,300	476,300
1300	Employee Group Insurance	269,910	302,500	324,500	312,900
1318	Medicare Insurance	33,619	39,840	42,900	41,700
	<b>Subtotal</b>	<b>3,594,795</b>	<b>4,266,580</b>	<b>4,768,900</b>	<b>4,690,800</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	24,252	29,400	30,700	30,700
2011	Training, Travel and Dues	14,249	18,270	20,200	19,200
2021	Natural Gas	2,592	4,130	3,100	3,100
2024	Electricity	251,840	230,030	262,000	262,000
2027	Water	103,602	108,530	100,600	100,600
2031	Telephone	14,994	14,730	17,000	16,500
2051	Gas and Lubrications	92,793	151,240	157,500	157,500
2101	Materials and Supplies	696,497	630,050	661,900	647,200
2150	Rents and Leases	328,017	343,990	420,000	388,000
2170	General Insurance	744,880	778,640	351,400	351,400
2201	Repairs and Maint. Auto.	140,001	137,500	148,600	148,600
2222	Repairs and Maint. Other	99,056	120,390	123,500	115,300
2281	Printing	22,452	34,250	46,000	46,000
2302	Legal Advertising		1,000	1,000	1,000
2401	Contractual Services	2,053,735	2,081,630	2,099,500	2,100,000
2432	Postage	3,067	4,500	4,500	4,500
2508	Vehicle Cost Redistribution	(23,077)	(39,600)	(39,600)	(39,600)
2804	Costs Redistributed	189,240	195,570	237,800	237,800
	<b>Subtotal</b>	<b>4,758,190</b>	<b>4,844,250</b>	<b>4,645,700</b>	<b>4,589,800</b>

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

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Capital Outlay</u></b>					
5203	Buildings	17,300			
5305	Improvements Other Than Bldgs			52,000	
5408	Office Furniture & Equipment	14,918	17,200	34,000	34,000
5510	Automotive Equipment		500,000	450,000	450,000
5622	Other Equipment	147,016	68,650	97,000	5,000
	<b>Subtotal</b>	<b>179,234</b>	<b>585,850</b>	<b>633,000</b>	<b>489,000</b>
<b><u>Special Programs</u></b>					
	Special Programs	341,280	364,750	433,700	388,700
	<b>Subtotal</b>	<b>341,280</b>	<b>364,750</b>	<b>433,700</b>	<b>388,700</b>
<b><u>Capital Improvements</u></b>					
	Capital Improvement Projects	2,839,382	6,060,000	3,460,000	3,460,000
	<b>Subtotal</b>	<b>2,839,382</b>	<b>6,060,000</b>	<b>3,460,000</b>	<b>3,460,000</b>
	<b>Grand Total</b>	<b>\$11,712,881</b>	<b>\$16,121,430</b>	<b>\$13,941,300</b>	<b>\$13,618,300</b>

\* Divisions that are part of the new Water Quality Department have been excluded and are shown in the new department.

**Public Works 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Director of Public Works/City Eng.	1	1	1	132,280	\$136,200	\$136,200
Assistant City Engineer	1	1	1	104,000	112,500	112,500
Deputy Director Public Works	1	1	1	96,400	99,300	99,300
Parks & Buildings Manager	1	1	1	96,400	99,300	99,300
Project Director	1	1	1	96,400	99,300	99,300
Associate Engineer	1	1	1	77,200	87,700	87,700
Engineering Technician	1			60,630		
Senior Administrative Analyst	1	1	1	73,330	75,500	75,500
Project Managers	2	1	1	146,660	75,500	75,500
Project Coordinator		1	1		65,400	65,400
Administrative Secretary	1	1	1	49,000	50,500	50,500
Senior Clerk	1	1	1	40,200	41,400	41,400
Administrative Clerk	1	1	1	41,700	44,000	44,000
Equipment Mechanics	2	2	2	102,290	109,400	109,400
Maintenance Workers	2.5	1	1	100,830	30,200	30,200
Maint Lead Workers	5	5	5	273,580	283,800	283,800
Maintenance Workers II	7	8	7	324,670	358,100	317,700
Maintenance Workers I	11	12	13	392,420	399,400	436,900
Parks Gardeners	6	6	6	276,650	276,200	276,200
Equipment Operator	1	1	1	49,000	50,500	50,500
Motor Sweeper Operators	2	2	2	90,970	99,600	99,600
Senior Mechanic Maint Superv.	1	1	1	66,630	68,600	68,600
Maintenance Supervisors	1	1	1	60,630	62,400	62,400
Traffic Maintenance Tech.	1	1	1	48,420	50,500	50,500
Lead Bus Driver	1	1	1	49,010	50,500	50,500
Bus Drivers	1	1	1	43,070	35,600	35,600
Meter Maintenance Technician		1			40,500	
Public Works Aide		1			37,400	
<b>TOTAL</b>	<b>54.5</b>	<b>56</b>	<b>54</b>	<b>\$2,892,370</b>	<b>\$2,939,300</b>	<b>\$2,858,500</b>

\* Divisions that are part of the new Water Quality Department have been excluded and are shown in the new department.

**Engineering & Administration Division****Public Works  
General Fund/3101**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$689,052	\$707,870	\$671,100	\$671,100
1006	Salaries, Overtime	9,706	5,410	5,700	5,700
1009	Salaries, Redistributed	(127,630)	(105,250)	(47,400)	(47,400)
1038	Sick Leave Payoff	4,350	6,350	11,400	11,400
1040	Vacation Payoff	3,260	7,500	17,800	17,800
1101	Retirement			47,000	47,000
1201	Workers' Compensation	1,000	2,470	2,400	2,400
1300	Employee Group Insurance	49,410	49,500	46,400	46,400
1318	Medicare Insurance	7,972	8,220	8,700	8,700
	<b>Subtotal</b>	<b>637,120</b>	<b>682,070</b>	<b>763,100</b>	<b>763,100</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	6,505	12,470	13,400	13,400
2021	Natural Gas	659	990	800	800
2024	Electricity	4,970	4,080	5,200	5,200
2027	Water	2,122	3,290	2,900	2,900
2031	Telephone	13,482	13,000	14,300	14,300
2051	Gas and Lubrications	1,452	3,160	3,000	3,000
2101	Materials and Supplies	15,422	12,200	13,400	13,400
2150	Rents and Leases	5,503	6,600	6,600	6,600
2170	General Insurance	7,830	15,150	13,300	13,300
2222	Repairs and Maint. Other	795	1,450	1,500	500
2281	Printing	3,210	4,500	5,500	5,500
2302	Legal Advertising		1,000	1,000	1,000
2401	Contractual Services	4,670	22,000	27,700	27,700
2804	Costs Redistributed	1,220	1,220	1,200	1,200
	<b>Subtotal</b>	<b>67,840</b>	<b>101,110</b>	<b>109,800</b>	<b>108,800</b>
<b>Capital Outlay</b>					
5408	(R) Computer			2,000	2,000
	<b>Subtotal</b>	<b>8,417</b>	<b>12,000</b>	<b>2,000</b>	<b>2,000</b>

**Engineering & Administration Division (Con't.)**

*Public Works  
General Fund/3101*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Special Programs</b>					
8040	Fuel Modification Program**	189,750			
8095	AQMD Grant Funds		2,500	2,500	2,500
8104	Treasure Island Value Eng.	48,139			
8110	Corporation Yard Space Study	19			
8312	Treasure Island Catch Basins		9,000		
8533	NPDES Storm Water Permit	18,346			
	<b>Subtotal</b>	<b>256,254</b>	<b>11,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	2,698,450	6,060,000	2,860,000	2,860,000 *
	<b>Subtotal</b>	<b>2,698,450</b>	<b>6,060,000</b>	<b>2,860,000</b>	<b>2,860,000</b>
	<b>Grand Total</b>	<b>\$3,668,081</b>	<b>\$6,866,680</b>	<b>\$3,737,400</b>	<b>\$3,736,400</b>

\* Represents twelve individual projects funded from a variety of sources (project #'s 1 through 12). See Capital Improvement Project Summary (p. 171). \*\* 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Director of Public Works/City Eng.	1	1	1	132,280	\$136,200	\$136,200
Asst. City Engineer	1	1	1	104,000	112,500	112,500
Project Director	1	1	1	96,400	99,300	99,300
Associate Engineer	1	1	1	77,200	87,700	87,700
Engineering Technician	1			60,630		
Project Managers	2	1	1	146,660	75,500	75,500
Project Coordinator		1	1		65,400	65,400
Administrative Secretary	1	1	1	49,000	50,500	50,500
Administrative Clerk	1	1	1	41,700	44,000	44,000
<b>TOTAL</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>\$707,870</b>	<b>\$671,100</b>	<b>\$671,100</b>

## Equipment Maintenance Division

*Public Works  
General Fund/3102*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$126,923	\$136,950	\$149,800	\$146,900
1006	Salaries, Overtime	4,397	4,330	4,600	4,600
1038	Sick Leave Payoff	310	680	500	500
1040	Vacation Payoff		680	700	700
1101	Retirement			10,500	10,300
1201	Workers' Compensation	1,920	530	500	500
1300	Employee Group Insurance	14,700	16,500	17,400	17,400
1318	Medicare Insurance	1,904	2,040	2,200	2,200
<b>Subtotal</b>		<b>150,154</b>	<b>161,710</b>	<b>186,200</b>	<b>183,100</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	2,284	2,620	2,600	2,600
2011	Training, Travel and Dues	160	950	1,000	1,000
2021	Natural Gas	912	1,410	1,100	1,100
2024	Electricity	11,512	8,770	12,000	12,000
2051	Gas and Lubrications	4,348	4,840	5,000	5,000
2101	Materials and Supplies	11,736	12,500	12,500	12,500
2170	General Insurance	1,610	2,340	2,600	2,600
2201	Repairs and Maint. Auto.	84,872	71,400	72,000	72,000
2222	Repairs and Maint. Other	4,125	3,500	4,500	4,500
2281	Printing	248	250	300	300
2401	Contractual Services	1,554	1,700	2,400	2,400
2508	Vehicle Cost Redistribution	(23,077)	(39,600)	(39,600)	(39,600)
<b>Subtotal</b>		<b>100,284</b>	<b>70,680</b>	<b>76,400</b>	<b>76,400</b>
<b><u>Capital Outlay</u></b>					
5305	(A) Covers For Vehicle Hoists	-	-	42,000	
5622	(R) Fuel Management System	<i>(Prior Years' Capital Outlay shown in Total Only)</i>		45,000	
5622	(R) Tool Box			25,500	
5622	(R) Outside Vehicle Hoist	-	-	15,500	
<b>Subtotal</b>		<b>9,329</b>	<b>29,250</b>	<b>128,000</b>	<b>0</b>
<b>Grand Total</b>		<b>\$259,767</b>	<b>\$261,640</b>	<b>\$390,600</b>	<b>\$259,500</b>

## *Equipment Maintenance Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept. Budget	Request	Adopted Budget	Department Budget	Request	Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Equipment Mechanics	2	2	2	\$102,290	\$109,400	\$109,400
Maintenance Worker I	1		1	34,660		37,500
Maintenance Worker II		1			40,400	
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>\$136,950</b>	<b>\$149,800</b>	<b>\$146,900</b>



**Park & Building Maintenance Division***Public Works  
General Fund/3104*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$742,076	\$928,450	\$925,500	\$925,500
1003	Salaries, Part Time	89,820	22,710	35,700	27,000
1006	Salaries, Overtime	14,747	22,800	23,500	23,500
1009	Salaries, Redistributed	(21,630)	(21,750)	(22,600)	(22,600)
1038	Sick Leave Payoff	4,030	7,740	8,700	8,700
1040	Vacation Payoff	5,190	10,220	10,300	10,300
1042	Comp Time Payoffs	50	1,430	1,100	1,100
1053	Holiday Allowance	204			
1101	Retirement			65,200	65,200
1103	P.A.R.S. Retirement	3,606	850	1,300	1,000
1201	Workers' Compensation	132,020	169,210	198,500	198,500
1300	Employee Group Insurance	90,650	115,500	121,800	121,800
1318	Medicare Insurance	8,394	9,260	9,500	9,400
	<b>Subtotal</b>	<b>1,069,157</b>	<b>1,266,420</b>	<b>1,378,500</b>	<b>1,369,400</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	10,674	10,240	10,300	10,300
2011	Training, Travel and Dues	2,734	1,500	1,500	1,500
2021	Natural Gas	773	1,350	900	900
2024	Electricity	38,004	32,560	39,500	39,500
2027	Water	91,025	95,000	86,500	86,500
2051	Gas and Lubrications	22,442	31,920	34,300	34,300
2101	Materials and Supplies	215,776	187,290	193,300	193,300
2150	Rents and Leases	146,414	156,990	155,900	155,900
2170	General Insurance	41,460	58,740	33,100	33,100
2201	Repairs and Maint. Auto.	2			
2222	Repairs and Maint. Other	52,554	90,040	90,100	83,200
2281	Printing		250	300	300
2401	Contractual Services	261,077	310,380	311,000	311,000
2804	Costs Redistributed	1,220	1,220	1,200	1,200
	<b>Subtotal</b>	<b>884,155</b>	<b>977,480</b>	<b>957,900</b>	<b>951,000</b>
<b>Capital Outlay</b>					
5203	Buildings	17,300			
5408	Office Furniture & Equipment	2,081	2,000		
	<b>Subtotal</b>	<b>19,381</b>	<b>2,000</b>	<b>0</b>	<b>0</b>

**Park & Building Maintenance Division (Con't)**

**Public Works  
General Fund/3104**

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures		Request	Budget
		2001-02	2002-03	2003-04	2003-04
<b>Special Programs</b>					
8106	Top of the World Enhance.	10,151			
8205	City Hall Exterior Painting	39,541			
8999	Parks Nursery			10,000	
8999	Field Employee Locker Area			15,000	
	Subtotal	49,692	0	25,000	0
<b>Capital Improvements</b>					
	Capital Improvement Projects	137,921			
	Subtotal	137,921	0	0	0
	Grand Total	\$2,160,306	\$2,245,900	\$2,361,400	\$2,320,400

## *Park & Building Maintenance Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.	Adopted		Department	Adopted	
	Budget 2002-03	Request 2003-04	Budget 2003-04	Budget 2002-03	Request 2003-04	Budget 2003-04
Parks & Buildings Manager	1	1	1	\$96,400	\$99,300	\$99,300
Maint. Lead Workers	2	2	2	108,250	113,500	113,500
Parks Gardeners	6	6	6	276,650	276,200	276,200
Maintenance Workers II	3	4	4	139,140	177,300	177,300
Maintenance Workers I	7	7	7	240,790	229,000	229,000
Maintenance Workers	2	1	1	67,220	30,200	30,200
<b>TOTAL</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>\$928,450</b>	<b>\$925,500</b>	<b>\$925,500</b>

# Street Maintenance Division

*Public Works  
General Fund/3106*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$527,493	\$715,630	\$770,600	\$733,200
1003	Salaries, Part Time	84,910	73,810	50,100	79,200
1006	Salaries, Overtime	25,540	20,800	35,000	35,000
1009	Salaries, Redistributed	(47,530)	(49,060)	(51,000)	(51,000)
1038	Sick Leave Payoff	2,440	4,950	5,200	5,200
1040	Vacation Payoff	2,260	6,620	5,300	5,300
1042	Comp Time Payoffs			700	700
1101	Retirement			54,200	51,500
1103	P.A.R.S. Retirement	3,342	2,770	1,900	3,000
1201	Workers' Compensation	39,360	99,160	119,100	119,100
1300	Employee Group Insurance	68,600	79,750	92,800	87,000
1318	Medicare Insurance	6,894	9,430	10,000	9,500
	<b>Subtotal</b>	713,309	963,860	1,093,900	1,077,700
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	4,988	7,970	8,100	8,100
2011	Training, Travel and Dues	2,466	1,140	1,300	1,300
2027	Water	6,081	7,700	7,500	7,500
2051	Gas and Lubrications	16,634	34,830	36,400	36,400
2101	Materials and Supplies	293,652	266,700	281,700	267,000
2150	Rents and Leases	153,410	143,760	181,200	181,200
2170	General Insurance	674,440	682,780	283,000	283,000
2222	Repairs and Maint. Other	29,271	9,000	9,000	9,000
2281	Printing	1,024	1,000	900	900
2401	Contractual Services	151,170	175,920	178,700	181,200
2804	Costs Redistributed	1,220	1,220	1,200	1,200
	<b>Subtotal</b>	1,334,356	1,332,020	989,000	976,800
<b><u>Capital Outlay</u></b>					
5408	(A) Work Order System	-	-	20,000	20,000
5408	(R) Computer			2,000	2,000
5305	(R) Lockers			10,000	
5408	(A) Software Data Filing System			10,000	10,000
5622	(A) Drill Breaker			6,000	
	<b>Subtotal</b>	125,438	14,100	48,000	32,000
	<b>Grand Total</b>	\$2,173,103	\$2,309,980	\$2,130,900	\$2,086,500

## Street Maintenance Division Position Summary

<b>Position Title</b>	<b>No. of Positions</b>			<b>Salaries</b>		
	<b>Budget</b>	<b>Dept. Request</b>	<b>Adopted Budget</b>	<b>Budget</b>	<b>Department Request</b>	<b>Adopted Budget</b>
	<b>2002-03</b>	<b>2003-04</b>	<b>2003-04</b>	<b>2002-03</b>	<b>2003-04</b>	<b>2003-04</b>
Deputy Director Public Works	1	1	1	\$96,400	\$99,300	\$99,300
Maintenance Lead Workers	3	3	3	165,330	170,300	170,300
Maintenance Workers II	3	2	2	139,140	92,600	92,600
Maintenance Workers I	2	4	4	76,770	129,000	129,000
Equipment Operator	1	1	1	49,000	50,500	50,500
Motor Sweeper Operators	2	2	2	90,970	99,600	99,600
Traffic Maintenance Tech.	0.5	1	1	24,210	50,500	50,500
Senior Clerk	1	1	1	40,200	41,400	41,400
Maintenance Worker	1			33,610		
Public Works Aide		1			37,400	
<b>TOTAL</b>	<b>14.5</b>	<b>16</b>	<b>15</b>	<b>\$715,630</b>	<b>\$770,600</b>	<b>\$733,200</b>

**Solid Waste Division***Public Works  
General Fund/3201*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$70,512	\$73,330	\$75,500	\$75,500
1009	Salaries, Redistributed	3,450	(6,420)	(6,100)	(6,100)
1038	Sick Leave Payoff		810	900	900
1040	Vacation Payoff		400	400	400
1101	Retirement			5,300	5,300
1201	Workers' Compensation	140	310	300	300
1300	Employee Group Insurance	4,900	5,500	5,500	5,500
1318	Medicare Insurance	995	1,060	1,100	1,100
	<b>Subtotal</b>	<b>79,997</b>	<b>74,990</b>	<b>82,900</b>	<b>82,900</b>
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	426	780	800	800
2031	Telephone	794	900	900	900
2101	Materials and Supplies	483	1,600	1,300	1,300
2170	General Insurance	1,070	1,610	1,400	1,400
2281	Printing	2,109	3,750	4,000	4,000
2401	Contractual Services	1,470,641	1,440,000	1,475,100	1,475,100
2432	Postage	1,870	1,500	1,500	1,500
2804	Cost Redistributed	9,800	10,090	10,300	10,300
	<b>Subtotal</b>	<b>1,487,193</b>	<b>1,460,230</b>	<b>1,495,300</b>	<b>1,495,300</b>
<b><u>Special Programs</u></b>					
8105	Recycling Grant Programs	7,594	6,850	6,800	6,800
8117	Used Oil Recycling	8,228	10,900	7,400	7,400
	<b>Subtotal</b>	<b>15,822</b>	<b>17,750</b>	<b>14,200</b>	<b>14,200</b>
	<b>Grand Total</b>	<b>\$1,583,012</b>	<b>\$1,552,970</b>	<b>\$1,592,400</b>	<b>\$1,592,400</b>

***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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Sr. Administrative Analyst	1	1	1	\$73,330	\$75,500	\$75,500
<b>TOTAL</b>	1	1	1	\$73,330	\$75,500	\$75,500

**Transit Division****Public Works  
Transit Fund/3401,3402 & 3404**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$147,826	\$158,710	\$154,700	\$154,700
1003	Salaries, Part Time	292,109	361,710	441,600	441,600
1006	Salaries, Overtime	29,212	24,960	32,300	32,300
1009	Salaries, Redistributed	46,410	49,060	51,500	51,500
1038	Sick Leave Payoff	29	1,980	1,000	1,000
1039	Old Sick Leave Payoff	(830)			
1040	Vacation Payoff	(2,431)	910	500	500
1101	Retirement			10,900	10,900
1103	P.A.R.S. Retirement	11,902	13,560	16,500	16,500
1201	Workers' Compensation	69,250	115,060	154,300	154,300
1300	Employee Group Insurance	24,500	16,500	17,400	17,400
1318	Medicare Insurance	6,255	7,290	9,100	9,100
	<b>Subtotal</b>	<b>624,232</b>	<b>749,740</b>	<b>889,800</b>	<b>889,800</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	5,249	7,060	8,100	8,100
2011	Training, Travel and Dues	1,038	1,000	1,100	1,100
2021	Natural Gas	248	380	300	300
2024	Electricity	5,968	4,320	6,200	6,200
2031	Telephone	229	280	300	300
2051	Gas and Lubrications	45,828	74,950	76,800	76,800
2101	Materials and Supplies	36,047	24,260	30,200	30,200
2150	Rents and Leases	14,050	28,000	64,000	32,000
2170	General Insurance	13,850	12,800	12,000	12,000
2201	Repairs and Maint. Auto.	53,438	64,000	74,500	74,500
2222	Repairs and Maint. Other	7,245	7,100	7,100	7,100
2281	Printing	6,468	14,500	14,500	14,500
2401	Contractual Services	53,872	46,030	17,400	15,400
2804	Costs Redistributed	75,330	84,580	104,600	104,600
	<b>Subtotal</b>	<b>318,860</b>	<b>369,260</b>	<b>417,100</b>	<b>383,100</b>
<b>Capital Outlay</b>					
5510	Automotive Equipment		500,000	450,000	450,000
	<b>Subtotal</b>	<b>0</b>	<b>500,000</b>	<b>450,000</b>	<b>450,000</b>
<b>Special Programs</b>					
8026	Portable 800 MHZ Radios		3,500		
8108	Transit Evening Services	19,512	40,000	40,000	20,000
8304	Paratransit Costs		150,000	80,000	80,000
	<b>Subtotal</b>	<b>19,512</b>	<b>193,500</b>	<b>120,000</b>	<b>100,000</b>
	<b>Grand Total</b>	<b>\$962,604</b>	<b>\$1,812,500</b>	<b>\$1,876,900</b>	<b>\$1,822,900</b>



***Transit Division Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.	Adopted		Department	Adopted	
	Budget 2002-03	Request 2003-04	Budget 2003-04	Budget 2002-03	Request 2003-04	Budget 2003-04
Lead Bus Driver	1	1	1	\$49,010	\$50,500	\$50,500
Bus Drivers	1	1	1	43,070	35,600	35,600
Sr. Mechanic Maint. Supervisor	1	1	1	66,630	68,600	68,600
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>\$158,710</b>	<b>\$154,700</b>	<b>\$154,700</b>

# Parking Facilities Maintenance Division

*Public Works  
Parking Authority Fund/3501*

Account No.    Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>				
1001 Salaries, Full Time	\$186,014	\$171,430	\$192,100	\$151,600
1003 Salaries, Part Time		57,100	23,800	23,800
1006 Salaries, Overtime	4,647	7,410	6,200	6,200
1009 Salaries, Redistributed	86,810	88,970	92,600	92,600
1038 Sick Leave Payoff	3,890	2,270	2,600	2,600
1040 Vacation Payoff	1,820	2,110	2,000	2,000
1101 Retirement			13,500	10,700
1103 P.A.R.S. Retirement		2,150	900	900
1201 Workers' Compensation	750	1,200	1,200	1,200
1300 Employee Group Insurance	17,150	19,250	23,200	17,400
1318 Medicare Insurance	1,205	2,540	2,300	1,700
<b>Subtotal</b>	<b>302,286</b>	<b>354,430</b>	<b>360,400</b>	<b>310,700</b>
<b>Maintenance and Operations</b>				
2001 Uniforms and Laundry	1,057	1,510	1,600	1,600
2011 Training, Travel and Dues	920	430	1,100	100
2024 Electricity	2,068	1,750	2,200	2,200
2027 Water	4,374	2,540	3,700	3,700
2031 Telephone	489	550	1,500	1,000
2051 Gas and Lubrications	2,089	1,540	2,000	2,000
2101 Materials and Supplies	123,381	122,000	126,500	126,500
2150 Rents and Leases	8,640	8,640	12,300	12,300
2170 General Insurance	4,310	5,220	6,000	6,000
2201 Repairs and Maint. Auto.	1,689	2,100	2,100	2,100
2222 Repairs and Maint. Other	4,490	7,300	9,300	9,000
2281 Printing	9,393	10,000	20,500	20,500
2401 Contractual Services	63,501	70,600	72,200	72,200
2432 Postage	1,197	3,000	3,000	3,000
2804 Costs Redistributed	100,450	97,240	119,300	119,300
<b>Subtotal</b>	<b>328,048</b>	<b>334,420</b>	<b>383,300</b>	<b>381,500</b>
<b>Capital Outlay</b>				
5622 (A) Change Machine			5,000	5,000
			<small>(Prior Years' Capital Outlay shown in Total Only)</small>	
<b>Subtotal</b>	<b>16,669</b>	<b>28,500</b>	<b>5,000</b>	<b>5,000</b>
<b>Special Programs</b>				
8305 Festival Tram Fares		142,000	260,000	260,000
8400 Main Line Fares			12,000	12,000
<b>Subtotal</b>	<b>0</b>	<b>142,000</b>	<b>272,000</b>	<b>272,000</b>
<b>Grand Total</b>	<b>\$647,003</b>	<b>\$859,350</b>	<b>\$1,020,700</b>	<b>\$969,200</b>

***Parking Facilities 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Maintenance Supervisor	1	1	1	\$60,630	\$62,400	\$62,400
Maintenance Worker II	1	1	1	46,390	47,800	47,800
Maintenance Worker I	1	1	1	40,200	41,400	41,400
Traffic Maintenance Tech.	0.5			\$24,210		
Meter Maintenance Technician		1			40,500	
<b>TOTAL</b>	<b>3.5</b>	<b>4</b>	<b>3</b>	<b>\$171,430</b>	<b>\$192,100</b>	<b>\$151,600</b>

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

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1009	Salaries, Redistributed	\$11,390	\$13,360	\$14,100	\$14,100
	Subtotal	11,390	13,360	14,100	14,100
<b>Maintenance and Operations</b>					
2024	Electricity	189,318	178,550	196,900	196,900
2101	Materials and Supplies		3,500	3,000	3,000
2222	Repairs and Maint. Other	576	2,000	2,000	2,000
2401	Contractual Services	7,883	15,000	15,000	15,000
	Subtotal	197,777	199,050	216,900	216,900
<b>Capital Improvements</b>					
	Capital Improvements	3,011		600,000	600,000
	Subtotal	3,011	0	600,000	600,000
	<b>Grand Total</b>	<b>\$212,178</b>	<b>\$212,410</b>	<b>\$831,000</b>	<b>\$831,000</b>

**Weed Abatement Division**Public Works  
General Fund/3105

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1009	Salaries, Redistributed	\$7,140			
1201	Workers' Compensation	10			
	Subtotal	7,150	0	0	0
<b>Maintenance and Operations</b>					
2170	General Insurance	310			
2401	Contractual Services	39,367			
	Subtotal	39,677	0	0	0
	<b>Grand Total</b>	<b>\$46,827</b>	<b>\$0 **</b>	<b>\$0 **</b>	<b>\$0 **</b>

\* Represents two projects (projects #13-14). See Capital Improvement Project Summary (p. 171) for details and reference.

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

# Water Quality Department

The new Water Quality Department provides a range of public services for the City of Laguna Beach. The department is organized into two divisions: Sewer and Water Quality. There are 15 employees in the department. The following are descriptions of services provided by each division:

**Sewer** - The Sewer Division is responsible for maintaining 95 miles of sewer lines, 26 pump stations and the four-mile North Coast Interceptor that transmits sewage to the regional treatment plant. Key functions include maintenance of the sewer system, moving forward an aggressive capital improvement program to reduce sewer spills, securing grants and low-interest funding, working with the Wastewater Advisory Committee, coordinating with the South Orange County Wastewater Authority, and complying with mandates from the Environmental Protection Agency and the Regional Water Quality Control Board.

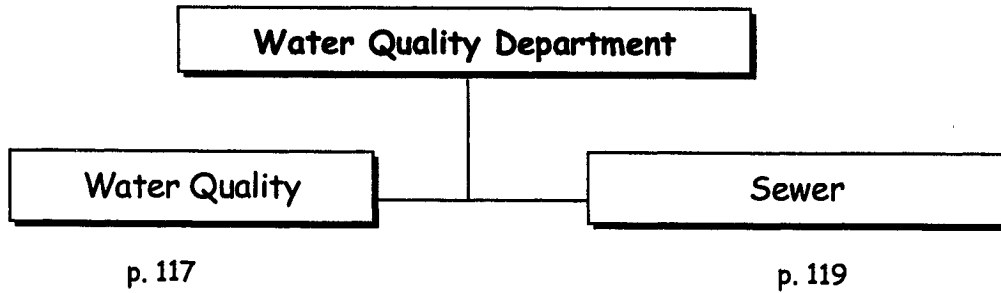
The division has 13 staff allocated to it for FY 2003-04. This includes 11 full-time positions, including 10 crewmembers and a project manager that was transferred from Public Works Engineering. The Division also houses the new Director of Water Quality and a secretarial position that are allocated throughout the department. During FY 2003-04, the new Director will focus primarily on expediting improvements to the sewer system.

**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 two full-time employees responsible for ensuring compliance with the new requirements. The employees coordinate with businesses, residents, contractors, special districts, and other City departments regarding the new permit. In order to carry out these responsibilities, the division will educate the community on activities to reduce water pollution and take enforcement actions when necessary.

**Major Initiatives:**

- Expedite improvements to the sewer system to reduce sewer spills
- Comply with the EPA Order for Compliance
- Implement a program to mitigate sewer spills caused by roots from private sewer laterals
- Effectively implement programs to reduce water pollution and meet the new water quality regulations

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

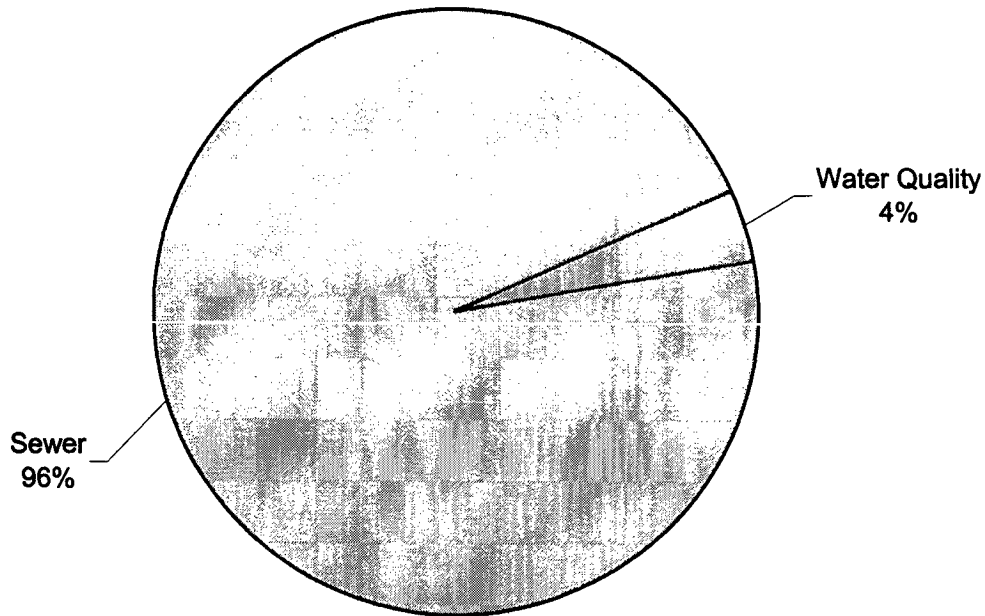


# Water Quality Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Sewer	\$1,030,500	\$2,607,300	\$20,600	\$32,300	\$6,213,000	\$9,903,700
Water Quality	164,100	15,000		234,200		\$413,300
<b>Department Total</b>	<b>\$1,194,600</b>	<b>\$2,622,300</b>	<b>\$20,600</b>	<b>\$266,500</b>	<b>\$6,213,000</b>	<b>\$10,317,000</b>

## Summary By Division Total



# Water Quality Department Budget Detail

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$536,148	\$725,920	\$841,100	\$841,100
1003	Salaries, Part Time	190		45,000	45,000
1006	Salaries, Overtime	42,518	39,160	56,700	56,700
1009	Salaries, Redistributed	80,100	71,360	10,800	10,800
1038	Sick Leave Payoff	740	2,320	4,100	4,100
1040	Vacation Payoff	630	4,500	6,400	6,400
1042	Comp Time Payoffs			300	300
1055	Relocation Costs	10,700			
1059	Residency Incentive	212	10,000	35,000	35,000
1101	Retirement			59,100	59,100
1103	P.A.R.S. Retirement	7		1,700	1,700
1201	Workers' Compensation	65,860	100,170	37,400	37,400
1300	Employee Group Insurance	56,350	77,010	87,000	87,000
1318	Medicare Insurance	6,495	8,640	10,000	10,000
	Subtotal	799,950	1,039,080	1,194,600	1,194,600
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	5,376	6,750	6,700	6,700
2011	Training, Travel and Dues	8,534	12,100	9,300	9,300
2021	Natural Gas	2,036	1,950	2,100	2,100
2024	Electricity	133,970	158,000	139,500	139,500
2027	Water	21,515	22,140	22,600	22,600
2031	Telephone	17,796	16,360	21,000	21,000
2051	Gas and Lubrications	9,137	12,250	11,300	11,300
2101	Materials and Supplies	132,782	110,050	113,400	113,400
2150	Rents and Leases	56,832	96,770	92,800	92,800
2160	Lease Payments-Debt Service	572,184	600,000	600,000	600,000
2170	General Insurance	92,230	114,310	66,000	66,000
2201	Repairs and Maint. Auto.	30,511	29,900	16,500	16,500
2222	Repairs and Maint. Other	61,246	139,400	112,300	112,300
2281	Printing	5,648	3,000	2,000	2,000
2401	Contractual Services	76,333	52,900	54,600	54,600
2402	Contractual SOCWA Operation	951,770	996,000	1,226,000	1,226,000
2432	Postage	2,207	4,000	4,000	4,000
2804	Costs Redistributed	74,510	103,440	122,200	122,200
	Subtotal	2,254,617	2,479,320	2,622,300	2,622,300



**Water Quality Department  
Budget Detail (Con't)**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	14,409	2,000		
5622	Other Equipment	850	69,400	20,600	20,600
	<b>Subtotal</b>	<b>15,259</b>	<b>71,400</b>	<b>20,600</b>	<b>20,600</b>
<b><u>Special Programs</u></b>					
	Special Programs	87,504	198,900	266,500	266,500
	<b>Subtotal</b>	<b>87,504</b>	<b>198,900</b>	<b>266,500</b>	<b>266,500</b>
<b><u>Capital Improvements</u></b>					
	Capital Improvement Projects	2,003,666	2,027,000	6,213,000	6,213,000
	<b>Subtotal</b>	<b>2,003,666</b>	<b>2,027,000</b>	<b>6,213,000</b>	<b>6,213,000</b>
	<b>Grand Total</b>	<b>\$5,160,996 *</b>	<b>\$5,815,700 *</b>	<b>\$10,317,000</b>	<b>\$10,317,000</b>

\* Divisions that were part of the Public Works Department have been included in this new department.

**Water Quality 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Assistant City Manager	1			\$ 132,280		
Water Quality Director		1	1		\$136,200	\$136,200
Project Manager		1	1		75,500	75,500
Sr. Water Quality Analyst	1	1	1	73,330	75,500	75,500
Environmental Specialist	1	1	1	49,000	50,500	50,500
Administrative Secretary		1	1		48,100	48,100
Administrative Clerk	1			43,070		
Sr. Sewer Serv Supervisor	1	1	1	66,630	68,700	68,700
Maintenance Lead Workers	2	1	1	97,660	56,800	56,800
Maintenance Supervisor	1	1	1	60,630	62,500	62,500
Maintenance Workers II	1	3	3	36,380	133,200	133,200
Maintenance Workers I	1	3	3	40,200	104,000	104,000
Maintenance Workers	4	1	1	126,740	30,100	30,100
<b>TOTAL</b>	<b>14</b>	<b>15</b>	<b>15</b>	<b>\$725,920</b>	<b>\$841,100</b>	<b>\$841,100</b>

**Water Quality Division****Water Quality  
General Fund/3303**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$33,358	\$155,400	\$126,000	\$126,000
1006	Salaries, Overtime	814		2,100	2,100
1009	Salaries, Redistributed			11,200	11,200
1038	Sick Leave Payoff			600	600
1040	Vacation Payoff			1,000	1,000
1042	Comp Time Payoffs			300	300
1055	Relocation Costs	1,373			
1101	Retirement			8,800	8,800
1201	Workers' Compensation			600	600
1300	Employee Group Insurance	2,450	12,380	11,600	11,600
1318	Medicare Insurance	502	2,250	1,900	1,900
	<b>Subtotal</b>	<b>38,497</b>	<b>170,030</b>	<b>164,100</b>	<b>164,100</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	787	1,000	1,000	1,000
2031	Telephone	220	1,000	1,500	1,500
2051	Gas and Lubrications		600	600	600
2101	Materials and Supplies	3,687	600	600	600
2170	General Insurance			2,900	2,900
2201	Repairs and Maint. Auto.		500	500	500
2222	Repairs and Maint. Other		400	300	300
2281	Printing	2,069			
2401	Contractual Services		3,500	3,600	3,600
2432	Postage		4,000	4,000	4,000
	<b>Subtotal</b>	<b>6,763</b>	<b>11,600</b>	<b>15,000</b>	<b>15,000</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	8,303	2,000		
	<b>Subtotal</b>	<b>8,303</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8002	Aliso Creek Study	6,026	20,000	20,000	20,000
8026	Portable 800 Mhz Radios		3,500		
8103	Treasure Island Marine Plan			98,000	98,000
8107	Water Quality	43,742			
8303	Public Education		20,000	25,000	25,000
8313	Emerald Bay Nuisance Water		3,000		
8314	Water Quality Special Projects		20,000		
8533	NPDES Storm Water Permit		114,000	91,200	91,200
	<b>Subtotal</b>	<b>49,768</b>	<b>180,500</b>	<b>234,200</b>	<b>234,200</b>
	<b>Grand Total</b>	<b>\$103,331</b>	<b>\$364,130</b>	<b>\$413,300</b>	<b>\$413,300</b>

## *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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Assistant City Manager	0.25			\$33,070		
Sr. Water Quality Analyst	1	1	1	73,330	\$75,500	\$75,500
Environmental Specialist	1	1	1	49,000	50,500	50,500
<b>TOTAL</b>	<b>2.25</b>	<b>2</b>	<b>2</b>	<b>\$155,400</b>	<b>\$126,000</b>	<b>\$126,000</b>

**Sewer Division****Water Quality  
Sewer Fund/3301 & 3302**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$502,790	\$570,520	\$715,100	\$715,100
1003	Salaries, Part Time	190		45,000	45,000
1006	Salaries, Overtime	41,704	39,160	54,600	54,600
1009	Salaries, Redistributed	80,100	71,360	(400)	(400)
1038	Sick Leave Payoff	740	2,320	3,500	3,500
1040	Vacation Payoff	630	4,500	5,400	5,400
1055	Relocation Costs	9,327			
1059	Residency Incentive	212	10,000	35,000	35,000
1101	Retirement			50,300	50,300
1103	P.A.R.S. Retirement	7		1,700	1,700
1201	Workers' Compensation	65,860	100,170	36,800	36,800
1300	Employee Group Insurance	53,900	64,630	75,400	75,400
1318	Medicare Insurance	5,993	6,390	8,100	8,100
	<b>Subtotal</b>	<b>761,453</b>	<b>869,050</b>	<b>1,030,500</b>	<b>1,030,500</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	5,376	6,750	6,700	6,700
2011	Training, Travel and Dues	7,747	11,100	8,300	8,300
2021	Natural Gas	2,036	1,950	2,100	2,100
2024	Electricity	133,970	158,000	139,500	139,500
2027	Water	21,515	22,140	22,600	22,600
2031	Telephone	17,576	15,360	19,500	19,500
2051	Gas and Lubrications	9,137	11,650	10,700	10,700
2101	Materials and Supplies	129,095	109,450	112,800	112,800
2150	Rents and Leases	56,832	96,770	92,800	92,800
2160	Lease Payments-Debt Service	572,184	600,000	600,000	600,000
2170	General Insurance	92,230	114,310	63,100	63,100
2201	Repairs and Maint. Auto.	30,511	29,400	16,000	16,000
2222	Repairs and Maint. Other	61,246	139,000	112,000	112,000
2281	Printing	3,579	3,000	2,000	2,000
2401	Contractual Services	76,333	49,400	51,000	51,000
2402	Contractual SOCWA Operation	951,770	996,000	1,226,000	1,226,000
2432	Postage	2,207			
2804	Costs Redistributed	74,510	103,440	122,200	122,200
	<b>Subtotal</b>	<b>2,247,854</b>	<b>2,467,720</b>	<b>2,607,300</b>	<b>2,607,300</b>

**Sewer Division (Con't)**

**Water Quality  
Sewer Fund/3301 & 3302**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Capital Outlay</b>					
5622	(R) Four Spare Computer Boards			10,000	10,000
5622	(R) Two Pumps for Sewer Station	(Prior Years' Capital Outlay shown in Total Only)		9,000	9,000
5622	(A) Pushrod and Cable	-	-	1,600	1,600
	<b>Subtotal</b>	<b>6,956</b>	<b>69,400</b>	<b>20,600</b>	<b>20,600</b>
<b>Special Programs</b>					
8206	Wastewater Grease Control Prog.	5,940	18,400	9,300	9,300
8210	NCI Emergency Repair	31,796			
8402	Alarm System Computer Equipment			23,000	23,000
	<b>Subtotal</b>	<b>37,736</b>	<b>18,400</b>	<b>32,300</b>	<b>32,300</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	2,003,666	2,027,000	6,213,000	6,213,000 *
	<b>Subtotal</b>	<b>2,003,666</b>	<b>2,027,000</b>	<b>6,213,000</b>	<b>6,213,000</b>
	<b>Grand Total</b>	<b>\$5,057,665</b>	<b>\$5,451,570</b>	<b>\$9,903,700</b>	<b>\$9,903,700</b>

\*Represents ten projects funded from the Sewer Fund. See Sewer Capital Improvement Project Section (p. 202) for 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Assistant City Manager	0.75			\$99,210		
Water Quality Director		1	1		\$136,200	\$136,200
Project Manager		1	1		75,500	75,500
Administrative Secretary		1	1		48,100	48,100
Administrative Clerk	1			43,070		
Sr. Sewer Serv Supervisor	1	1	1	66,630	68,700	68,700
Maintenance Lead Workers	2	1	1	97,660	56,800	56,800
Maintenance Supervisor	1	1	1	60,630	62,500	62,500
Maintenance Workers II	1	3	3	36,380	133,200	133,200
Maintenance Workers I	1	3	3	40,200	104,000	104,000
Maintenance Workers	4	1	1	126,740	30,100	30,100
<b>TOTAL</b>	<b>11.75</b>	<b>13</b>	<b>13</b>	<b>\$570,520</b>	<b>\$715,100</b>	<b>\$715,100</b>

# 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 continued work on the Document Imaging Project and the Village Entrance Master Plan, reevaluation of the View Preservation Ordinance and completion of a Parking Management Plan for the Central Business District.

**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.

**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 2002 calendar year, the Building Division issued 1,534 permits for a total permit valuation of \$55 million.

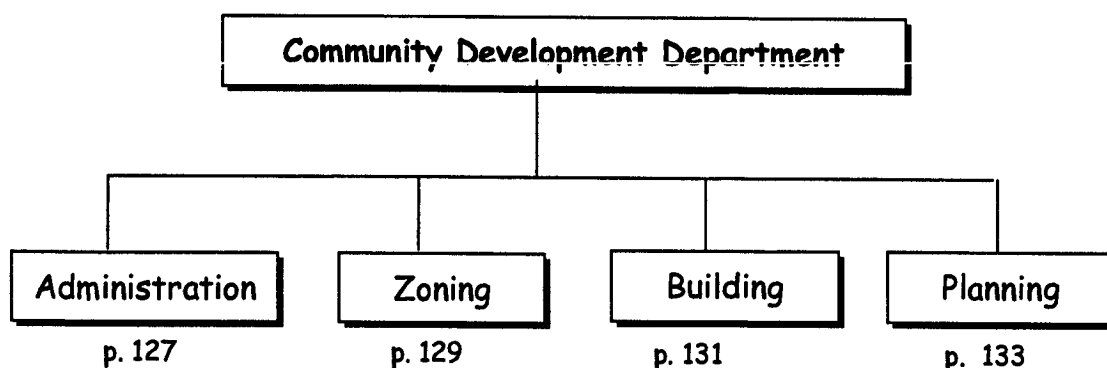


**Planning Division** - This Division is managed by the Assistant Director of Community Development and is responsible for all current and advanced planning projects, such as Conditional Use Permits, Subdivisions, Specific Plans and the City General Plan. The Planning Division is also responsible for 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, implementation of new development standards (Mansionization), establishment of new height standards for Tract 1954 and completing a new urban design plan for South Laguna. The Planning Division provides staff support to the Planning Commission.

**Major Initiatives:**

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

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

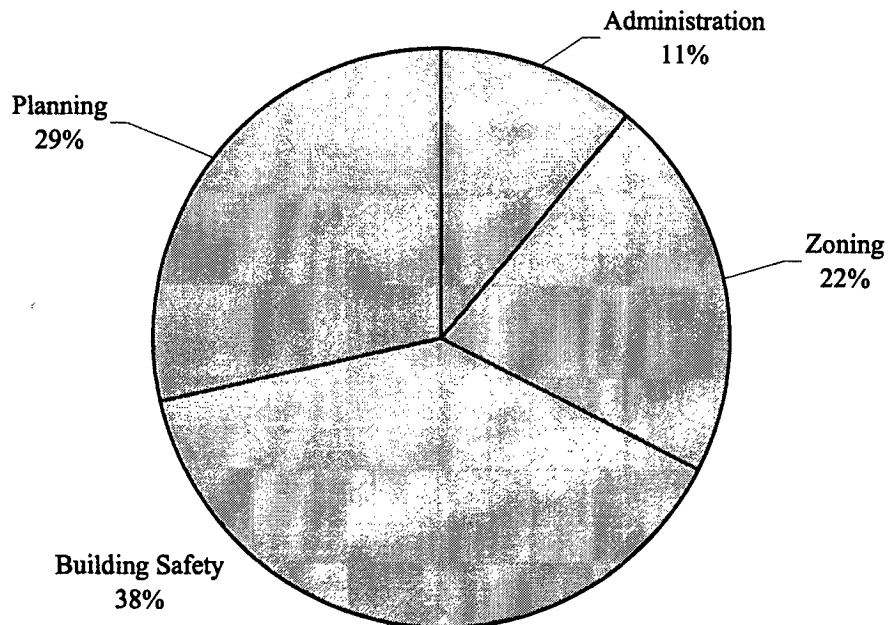


# Community Development Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Administration	\$220,600	\$48,700		\$500		\$269,800
Zoning	428,500	94,400	4,000			\$526,900
Building Safety	889,600	58,800				\$948,400
Planning	556,000	32,900		114,300		\$703,200
<b>Department Total</b>	<b>\$2,094,700</b>	<b>\$234,800</b>	<b>\$4,000</b>	<b>\$114,800</b>	<b>\$0</b>	<b>\$2,448,300</b>

## Summary By Division Total



**Community Development Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$1,454,056	\$1,550,740	\$1,621,900	\$1,621,900
1003	Salaries, Part Time	73,472	73,230	74,400	74,400
1006	Salaries, Overtime	29,579	31,690	32,000	32,000
1038	Sick Leave Payoff	19,730	23,790	23,600	23,600
1040	Vacation Payoff	11,230	19,710	19,300	19,300
1042	Comp Time Payoffs			400	400
1101	Retirement			113,600	113,600
1103	P.A.R.S. Retirement	2,822	2,750	2,800	2,800
1201	Workers' Compensation	29,320	48,820	49,300	49,300
1300	Employee Group Insurance	110,740	129,800	136,800	-136,800
1318	Medicare Insurance	18,800	19,620	20,600	20,600
	Subtotal	1,749,749	1,900,150	2,094,700	2,094,700
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	6,881	19,200	18,900	18,900
2024	Electricity	11,261	9,180	12,200	12,200
2027	Water	440	300	400	400
2031	Telephone	9,898	10,050	11,200	11,200
2051	Gas and Lubrications	3,691	4,750	5,000	5,000
2101	Materials and Supplies	27,368	22,150	23,900	23,900
2150	Rents and Leases	16,627	20,340	20,300	20,300
2170	General Insurance	24,580	32,480	32,200	32,200
2201	Repairs and Maint. Auto.	520	1,400	1,400	1,400
2222	Repairs and Maint. Other	1,186	4,800	800	800
2281	Printing	15,533	14,800	14,800	14,800
2401	Contractual Services	81,355	68,950	289,100	90,100
2804	Costs Redistributed	3,680	3,680	3,600	3,600
	Subtotal	203,020	212,080	433,800	234,800
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	47,823	31,800	178,100	4,000
	Subtotal	47,823	31,800	178,100	4,000
<b>Special Programs</b>					
	Special Programs	121,290	199,000	149,800	114,800
	Subtotal	121,290	199,000	149,800	114,800
	<b>Grand Total</b>	<b>\$2,121,882</b>	<b>\$2,343,030</b>	<b>\$2,856,400</b>	<b>\$2,448,300</b>

**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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Dir. of Community Dev.	1	1	1	\$120,420	\$124,000	\$124,000
Asst. Dir. Comm. Dev.	1	1	1	104,000	112,500	112,500
Building Official	1	1	1	96,400	99,300	99,300
Zoning Administrator	1	1	1	96,400	99,300	99,300
Sr.Code Enfor. Officer	1	1	1	60,630	62,400	62,400
Code Enfor. Aide	1	1	1	46,380	47,800	47,800
Principal Planner	0.8	0.8	0.8	63,150	65,000	65,000
Senior Planners	3.8	3.8	3.8	275,170	287,000	287,000
Associate Planner	1	1	1	52,230	56,500	56,500
Sr. Plan Checker	1	1	1	87,560	90,200	90,200
Building Inspectors	3	3	3	181,890	187,300	187,300
Sr. Building Inspector	1	1	1	66,630	75,500	75,500
Administrative Secretaries	2	2	2	94,910	98,600	98,600
Permit Aide	1	1	1	46,380	47,800	47,800
Administrative Clerk	1	1	1	43,070	44,400	44,400
Senior Clerks	2	2	2	77,540	82,900	82,900
Typist Clerk	1	1	1	37,980	41,400	41,400
<b>TOTAL</b>	<b>23.6</b>	<b>23.6</b>	<b>23.6</b>	<b>\$1,550,740</b>	<b>\$1,621,900</b>	<b>\$1,621,900</b>

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

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$161,491	\$169,420	\$174,500	\$174,500
1006	Salaries, Overtime	3,976	5,300	5,400	5,400
1038	Sick Leave Payoff	1,170	1,670	1,500	1,500
1040	Vacation Payoff	520	1,450	1,400	1,400
1101	Retirement			12,200	12,200
1201	Workers' Compensation	2,510	5,910	13,200	13,200
1300	Employee Group Insurance	9,800	11,000	11,600	11,600
1318	Medicare Insurance	741	790	800	800
	<b>Subtotal</b>	<b>180,208</b>	<b>195,540</b>	<b>220,600</b>	<b>220,600</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	3,197	5,550	4,800	4,800
2024	Electricity	11,261	9,180	12,200	12,200
2027	Water	440	300	400	400
2031	Telephone	9,898	10,050	11,200	11,200
2101	Materials and Supplies	1,802	1,500	1,500	1,500
2150	Rents and Leases	3,480	6,600	6,600	6,600
2170	General Insurance	2,680	3,220	3,300	3,300
2222	Repairs and Maint. Other		400	400	400
2281	Printing	123			
2401	Contractual Services		2,700	73,600	7,400
2804	Costs Redistributed	920	920	900	900
	<b>Subtotal</b>	<b>33,801</b>	<b>40,420</b>	<b>114,900</b>	<b>48,700</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	15,692	2,000		
	<b>Subtotal</b>	<b>15,692</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8015	Heritage Committee	227	500	500	500
8109	Village Entr. Design Competition	80,000			
	<b>Subtotal</b>	<b>80,227</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>Grand Total</b>	<b>\$309,928</b>	<b>\$238,460</b>	<b>\$336,000</b>	<b>\$269,800</b>

## Administration Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept.	Adopted				
	Budget	Request	Budget	Department	Adopted	
	2002-03	2003-04	2003-04	Request	Budget	
	2002-03	2003-04	2002-03	2003-04	2003-04	
Dir. of Community Dev.	1	1	1	\$120,420	\$124,000	\$124,000
Administrative Secretary	1	1	1	49,000	50,500	50,500
<b>TOTAL</b>	2	2	2	\$169,420	\$174,500	\$174,500

**Zoning Division**

**Community Development  
General Fund/4102**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$322,807	\$351,060	\$300,000	\$300,000
1003	Salaries, Part Time	34,668	43,560	44,100	44,100
1006	Salaries, Overtime	10,628	12,880	13,700	13,700
1038	Sick Leave Payoff	5,470	6,210	5,600	5,600
1040	Vacation Payoff	1,870	3,590	2,800	2,800
1042	Comp Time Payoffs			400	400
1101	Retirement			21,000	21,000
1103	P.A.R.S. Retirement	1,301	1,640	1,700	1,700
1201	Workers' Compensation	700	6,730	6,200	6,200
1300	Employee Group Insurance	28,420	31,900	27,800	27,800
1318	Medicare Insurance	5,169	5,910	5,200	5,200
	<b>Subtotal</b>	<b>411,033</b>	<b>463,480</b>	<b>428,500</b>	<b>428,500</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	430	5,350	5,400	5,400
2101	Materials and Supplies	7,044	4,910	4,900	4,900
2170	General Insurance	5,380	7,190	7,600	7,600
2222	Repairs and Maint. Other	315	100	100	100
2281	Printing	3,281	3,500	3,500	3,500
2401	Contractual Services	12,025	10,000	72,000	72,000
2804	Costs Redistributed	920	920	900	900
	<b>Subtotal</b>	<b>29,395</b>	<b>31,970</b>	<b>94,400</b>	<b>94,400</b>
<b>Capital Outlay</b>					
5408	(A) Steelcase Panels			4,000	4,000
	<b>Subtotal</b>	<b>10,562</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>
	<b>Grand Total</b>	<b>\$450,990</b>	<b>\$495,450</b>	<b>\$526,900</b>	<b>\$526,900</b>

## Zoning Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept. Budget	Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Zoning Administrator	1	1	1	\$96,400	\$99,300	\$99,300
Sr.Code Enfor. Officer *	1			60,630		
Code Enfor. Aide	1	1	1	46,380	47,800	47,800
Senior Planner	0.8	0.8	0.8	58,670	60,400	60,400
Administrative Secretary	1	1	1	45,910	48,100	48,100
Administrative Clerk	1	1	1	43,070	44,400	44,400
<b>TOTAL</b>	<b>5.8</b>	<b>4.8</b>	<b>4.8</b>	<b>\$351,060</b>	<b>\$300,000</b>	<b>\$300,000</b>

\* The Senior Code Enforcement Officer was moved to the Building Division.



**Building Safety Division**Community Development  
General Fund/4104

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$557,412	\$594,380	\$686,800	\$686,800
1003	Salaries, Part Time	35,232	23,990	24,900	24,900
1006	Salaries, Overtime	12,602	7,010	6,200	6,200
1038	Sick Leave Payoff	9,200	10,470	10,700	10,700
1040	Vacation Payoff	7,300	10,820	12,300	12,300
1101	Retirement			48,100	48,100
1103	P.A.R.S. Retirement	1,387	900	900	900
1201	Workers' Compensation	25,280	34,430	28,200	28,200
1300	Employee Group Insurance	44,100	55,000	63,800	63,800
1318	Medicare Insurance	7,047	6,430	7,700	7,700
	<b>Subtotal</b>	<b>699,560</b>	<b>743,430</b>	<b>889,600</b>	<b>889,600</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	1,299	2,770	2,800	2,800
2051	Gas and Lubrications	3,691	4,750	5,000	5,000
2101	Materials and Supplies	8,256	5,740	6,800	6,800
2150	Rents and Leases	13,147	13,740	13,700	13,700
2170	General Insurance	10,100	14,110	12,900	12,900
2201	Repairs and Maint. Auto.	520	1,400	1,400	1,400
2222	Repairs and Maint. Other	210	4,300	300	300
2281	Printing	3,540	4,300	4,300	4,300
2401	Contractual Services	67,714	56,250	143,500	10,700
2804	Costs Redistributed	920	920	900	900
	<b>Subtotal</b>	<b>109,397</b>	<b>108,280</b>	<b>191,600</b>	<b>58,800</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	14,809	12,000		
	<b>Subtotal</b>	<b>14,809</b>	<b>12,000</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8102	Treasure Island Plan Check	8,981			
	<b>Subtotal</b>	<b>8,981</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$832,747</b>	<b>\$863,710</b>	<b>\$1,081,200</b>	<b>\$948,400</b>

## *Building Safety Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Dept. Budget	Request	Adopted Budget	Department Budget	Request	Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Building Officials	1	1	1	\$96,400	\$99,300	\$99,300
Sr. Plan Checker	1	1	1	87,560	90,200	90,200
Building Inspectors	3	3	3	181,890	187,300	187,300
Sr. Building Inspector	1	1	1	66,630	75,500	75,500
Sr.Code Enfor. Officer		1	1		62,400	62,400
Permit Aide	1	1	1	46,380	47,800	47,800
Senior Clerks	2	2	2	77,540	82,900	82,900
Typist Clerk	1	1	1	37,980	41,400	41,400
<b>TOTAL</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>\$594,380</b>	<b>\$686,800</b>	<b>\$686,800</b>

**Planning Division**

**Community Development  
General Fund/4106**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$412,346	\$435,880	\$460,600	\$460,600
1003	Salaries, Part Time	3,572	5,680	5,400	5,400
1006	Salaries, Overtime	2,373	6,500	6,700	6,700
1038	Sick Leave Payoff	3,890	5,440	5,800	5,800
1040	Vacation Payoff	1,540	3,850	2,800	2,800
1101	Retirement			32,300	32,300
1103	P.A.R.S. Retirement	134	210	200	200
1201	Workers' Compensation	830	1,750	1,700	1,700
1300	Employee Group Insurance	28,420	31,900	33,600	33,600
1318	Medicare Insurance	5,843	6,490	6,900	6,900
	<b>Subtotal</b>	<b>458,948</b>	<b>497,700</b>	<b>556,000</b>	<b>556,000</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	1,955	5,530	5,900	5,900
2101	Materials and Supplies	10,266	10,000	10,700	10,700
2170	General Insurance	6,420	7,960	8,400	8,400
2222	Repairs and Maint. Other	661			
2281	Printing	8,589	7,000	7,000	7,000
2401	Contractual Services	1,616			
2804	Costs Redistributed	920	920	900	900
	<b>Subtotal</b>	<b>30,427</b>	<b>31,410</b>	<b>32,900</b>	<b>32,900</b>
<b>Capital Outlay</b>					
5408	(A) Color Aerial Photography	-	-	95,000	
5408	(A) IDM/FileNet GIS Project (Java)	-	-	7,000	
5408	(A) IDM/FileNet GIS Project			15,000	
5408	(A) Panagon/FileNet Database			25,000	
5408	(A) MrSID Encoder Software			1,700	
5408	(A) ARC View 8.2 Software	-	-	1,700	
5408	(A) ArcPad Application Builder	-	-	1,700	
5408	(A) 42" Color Map Plotter/Scanner			20,000	
5408	(A) Power Point Projector	-	-	7,000	
	<b>Subtotal</b>	<b>6,760</b>	<b>17,800</b>	<b>174,100</b>	<b>0</b>
<b>Special Programs</b>					
8103	Treasure Island Marine Plan	21,332	88,500		
8207	Aerial Photography	10,750		85,000	85,000
8315	Parking Management Study		110,000	29,300	29,300
8999	Noise Element Update			35,000	
	<b>Subtotal</b>	<b>32,082</b>	<b>198,500</b>	<b>149,300</b>	<b>114,300</b>
	<b>Grand Total</b>	<b>\$528,217</b>	<b>\$745,410</b>	<b>\$912,300</b>	<b>\$703,200</b>

***Planning 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Asst. Director Comm. Dev.	1	1	1	\$104,000	\$112,500	\$112,500
Principal Planner	0.8	0.8	0.8	63,150	65,000	65,000
Senior Planners	3	3	3	216,500	226,600	226,600
Associate Planner	1	1	1	52,230	56,500	56,500
<b>TOTAL</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>	<b>\$435,880</b>	<b>\$460,600</b>	<b>\$460,600</b>

# Community Services Department

The Community Services Department is organized into three Divisions: Recreation and Social Services, Swimming Pool and Community Assistance. There are 6.5 authorized full-time positions, approximately 80 seasonal and part-time positions, and more than 100 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 5.5 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 77% of the Division's budget, excluding the cost of operating the parking lots.

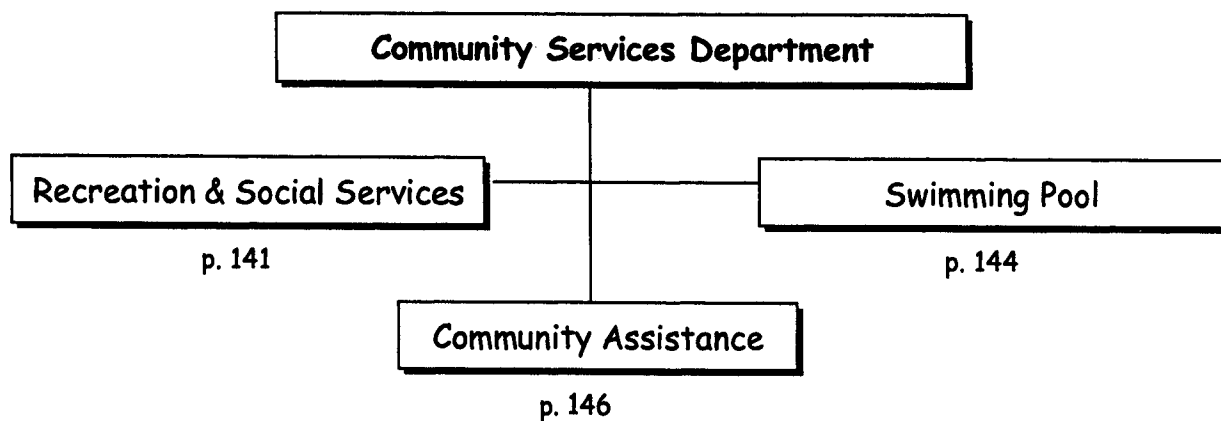
**Swimming Pool** - This Division has one full-time Pool Manager and approximately 35 seasonal personnel. The Division is responsible for managing the aquatic facility shared with the Laguna Beach Unified School District. Apart from maintaining the pool and related equipment, a variety of special programs 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 \$322,000 per year, \$32,000 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 \$127,000. Currently, operating costs exceed revenues by approximately \$163,000 per year.

**Community Assistance** - The Community Assistance Grant Program provides funds to help support local community organizations that represent the arts and social services. The allocation for fiscal year 2003-04 is \$174,000. 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.

**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:

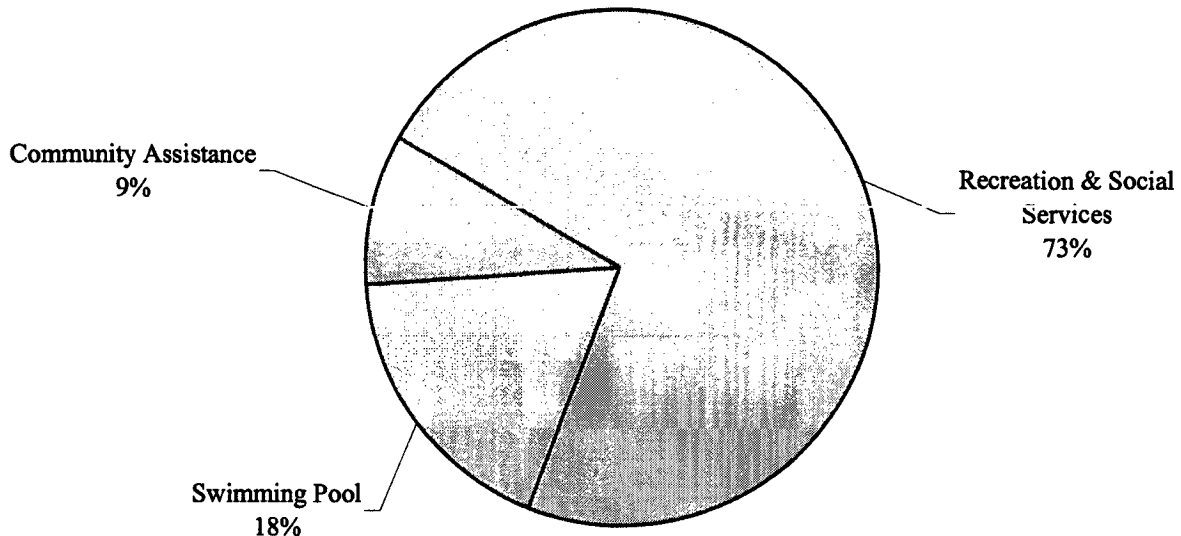


# Community Services Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Recreation & Social Serv.	\$515,300	\$657,800	\$6,500	\$171,800		\$1,351,400
Swimming Pool	154,100	149,300	37,700			\$341,100
Community Assistance		174,000				\$174,000
<b>Department Total</b>	<b>\$669,400</b>	<b>\$981,100</b>	<b>\$44,200</b>	<b>\$171,800</b>	<b>\$0</b>	<b>\$1,866,500</b>

## Summary By Division Total



**Community Services Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$335,630	\$358,790	\$394,800	\$394,800
1003	Salaries, Part Time	171,495	203,800	205,400	196,800
1006	Salaries, Overtime	3,486	2,180	2,200	2,200
1009	Salaries, Redistributed	(19,630)	(19,630)	(20,200)	(20,200)
1038	Sick Leave Payoff	4,090	5,090	5,400	5,400
1040	Vacation Payoff	1,200	4,730	5,900	5,900
1042	Comp Time Payoffs	130	130	200	200
1101	Retirement			27,600	27,600
1103	P.A.R.S. Retirement	6,840	7,640	7,700	7,400
1201	Workers' Compensation	3,360	4,710	4,700	4,700
1300	Employee Group Insurance	28,180	31,630	37,800	37,800
1318	Medicare Insurance	5,768	6,430	6,800	6,800
	<b>Subtotal</b>	<b>540,549</b>	<b>605,500</b>	<b>678,300</b>	<b>669,400</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	3,097	3,100	3,100	3,100
2011	Training, Travel and Dues	7,620	9,120	9,600	9,000
2021	Natural Gas	19,002	41,100	27,300	27,300
2024	Electricity	35,100	25,160	36,500	36,500
2027	Water	5,658	6,430	4,700	4,700
2031	Telephone	6,042	6,540	6,300	6,300
2101	Materials and Supplies	46,382	50,200	60,300	56,800
2150	Rents and Leases	23,650	25,710	26,400	26,400
2170	General Insurance	8,040	9,910	12,500	12,500
2222	Repairs and Maint. Other	19,931	16,800	22,700	19,200
2281	Printing	32,998	36,450	42,500	39,500
2401	Contractual Services	521,170	551,240	553,800	553,000
2432	Postage	9,136	9,490	12,800	12,800
	Community Assistance	234,900	240,080	470,900	174,000
	<b>Subtotal</b>	<b>972,726</b>	<b>1,031,330</b>	<b>1,289,400</b>	<b>981,100</b>
<b>Capital Outlay</b>					
5305	Improvements Other Than Buildings			19,000	19,000
5408	Office Furniture & Equipment	6,713		6,500	6,500
5622	Other Equipment	51,578		26,800	18,700
	<b>Subtotal</b>	<b>58,291</b>	<b>0</b>	<b>52,300</b>	<b>44,200</b>



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

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Special Programs</u></b>					
	Special Programs	920,575	166,900	356,800	171,800
	<b>Subtotal</b>	<b>920,575</b>	<b>166,900</b>	<b>356,800</b>	<b>171,800</b>
<b><u>Capital Improvements</u></b>					
	Capital Improvement Projects	8,051			
	<b>Subtotal</b>	<b>8,051</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$2,500,192</b>	<b>\$1,803,730</b>	<b>\$2,376,800</b>	<b>\$1,866,500</b>

**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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Dir Rec. & Soc. Services	1	1	1	\$108,900	\$112,200	\$112,200
Recreation Supervisors	2	2	2	121,260	124,800	124,800
Sr. Services Coordinator	0.75	0.75	0.75	38,560	41,500	41,500
Administrative Secretary	1	1	1	49,000	50,500	50,500
Typist Clerk		0.75	0.75		21,400	21,400
Pool Manager	1	1	1	41,070	44,400	44,400
<b>TOTAL</b>	<b>5.75</b>	<b>6.5</b>	<b>6.5</b>	<b>\$358,790</b>	<b>\$394,800</b>	<b>\$394,800</b>

## Recreation & Social Services Division

*Community Services  
General Fund/5101*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$298,169	\$317,720	\$350,400	\$350,400
1003	Salaries, Part Time	90,639	117,450	106,800	106,800
1006	Salaries, Overtime	2,134	830	900	900
1009	Salaries, Redistributed	(19,630)	(19,630)	(20,200)	(20,200)
1038	Sick Leave Payoff	4,090	4,970	5,200	5,200
1040	Vacation Payoff	1,200	4,520	4,900	4,900
1101	Retirement			24,500	24,500
1103	P.A.R.S. Retirement	3,784	4,400	4,000	4,000
1201	Workers' Compensation	1,180	2,060	2,000	2,000
1300	Employee Group Insurance	23,280	26,130	32,000	32,000
1318	Medicare Insurance	4,035	4,560	4,800	4,800
	<b>Subtotal</b>	<b>408,881</b>	<b>463,010</b>	<b>515,300</b>	<b>515,300</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	917	1,400	1,400	1,400
2011	Training, Travel and Dues	5,964	6,700	7,000	7,000
2021	Natural Gas	1,639	3,710	2,700	2,700
2024	Electricity	6,212	5,120	6,500	6,500
2027	Water	722	1,630	1,300	1,300
2031	Telephone	5,184	5,700	5,400	5,400
2101	Materials and Supplies	26,499	27,800	35,900	32,400
2150	Rents and Leases	23,531	25,570	26,200	26,200
2170	General Insurance	6,210	7,550	10,100	10,100
2222	Repairs and Maint. Other	8,753	7,800	13,200	9,700
2281	Printing	32,998	36,250	42,300	39,300
2401	Contractual Services	480,415	501,240	503,800	503,000
2432	Postage	9,136	9,490	12,800	12,800
	<b>Subtotal</b>	<b>608,180</b>	<b>639,960</b>	<b>668,600</b>	<b>657,800</b>
<b><u>Capital Outlay</u></b>					
5408	(A) Class System File Server		<i>(Prior Years' Capital Outlay shown in Total Only)</i>	6,500	6,500
	<b>Subtotal</b>	<b>6,171</b>	<b>0</b>	<b>6,500</b>	<b>6,500</b>

**Recreation & Social Services Division (Cont.)**

*Community Services  
General Fund/5101*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Special Programs</b>					
8017	Cold Weather Shelter*	8,823	15,000	10,000	10,000
8021	Housing Assistance**	11,771	14,400		
8032	Community/Senior Center***	815,396			
8092	Summer Festivals Parking Program	15,497	22,500	24,800	24,800
8114	3rd Street Relocation Payments			200,000	55,000
8116	Third Street Operating Costs	69,088	115,000	115,000	75,000
8401	Riddle Field Improvements			7,000	7,000
	<b>Subtotal</b>	<b>920,575</b>	<b>166,900</b>	<b>356,800</b>	<b>171,800</b>
<b>Capital Improvements</b>					
9102	Joseph Brown Park Design	8,051			
	<b>Subtotal</b>	<b>8,051</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$1,951,858</b>	<b>\$1,269,870</b>	<b>\$1,547,200</b>	<b>\$1,351,400</b>

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

\*\* Funded from the Housing in Lieu Fund.

\*\*\* Mostly funded by the Parking Authority Fund.

***Recreation & Social Services Division Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Budget	Dept. Request	Adopted Budget	Budget	Department Request	Adopted Budget
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Dir. Rec. & Soc. Services	1	1	1	\$108,900	\$112,200	\$112,200
Recreation Supervisors	2	2	2	121,260	124,800	124,800
Sr. Services Coordinator	0.75	0.75	0.75	38,560	41,500	41,500
Administrative Secretary	1	1	1	49,000	50,500	50,500
Typist Clerk		0.75	0.75		21,400	21,400
<b>TOTAL</b>	<b>4.75</b>	<b>5.5</b>	<b>5.5</b>	<b>\$317,720</b>	<b>\$350,400</b>	<b>\$350,400</b>

## Swimming Pool Division

*Community Services  
General Fund/2602*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$37,461	\$41,070	\$44,400	\$44,400
1003	Salaries, Part Time	80,856	86,350	98,600	90,000
1006	Salaries, Overtime	1,352	1,350	1,300	1,300
1038	New Sick Leave Payoff		120	200	200
1040	Vacation Payoff		210	1,000	1,000
1042	Comp Time Payoffs	130	130	200	200
1101	Retirement			3,100	3,100
1103	P.A.R.S. Retirement	3,056	3,240	3,700	3,400
1201	Workers' Compensation	2,180	2,650	2,700	2,700
1300	Employee Group Insurance	4,900	5,500	5,800	5,800
1318	Medicare Insurance	1,733	1,870	2,000	2,000
	<b>Subtotal</b>	131,668	142,490	163,000	154,100
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	2,180	1,700	1,700	1,700
2011	Training, Travel and Dues	1,656	2,420	2,600	2,000
2021	Natural Gas	17,363	37,390	24,600	24,600
2024	Electricity	28,888	20,040	30,000	30,000
2027	Water	4,936	4,800	3,400	3,400
2031	Telephone	858	840	900	900
2101	Materials and Supplies	19,883	22,400	24,400	24,400
2150	Rents and Leases	119	140	200	200
2170	General Insurance	1,830	2,360	2,400	2,400
2222	Repairs and Maint. Other	11,178	9,000	9,500	9,500
2281	Printing		200	200	200
2401	Contractual Services	40,755	50,000	50,000	50,000
	<b>Subtotal</b>	129,646	151,290	149,900	149,300
<b><u>Capital Outlay</u></b>					
5305	Retile Pool Locker Rooms			19,000	19,000
5622	(R) Pool Blankets			14,700	14,700
5622	(R) Pool Lane Lines			4,000	4,000
5622	(R) Pool Chemistry Controller			8,100	
	<b>Subtotal</b>	52,120	0	45,800	37,700
	<b>Grand Total</b>	\$313,434	\$293,780	\$358,700	\$341,100

***Swimming Pool 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
	Swimming Pool Manager	1	1	1	\$41,070	\$44,400
<b>TOTAL</b>	1	1	1	\$41,070	\$44,400	\$44,400

# Community Assistance

*Community Services  
General Fund/5201*

Account No.	Organization	Actual Expenditures 2001-02	Budget 2002-03	Community Request 2003-04	Adopted Budget 2003-04
	Art & Creativity for Healing, Inc.			\$10,500	
2907	Bluebell Foundation for Cats		\$1,500		
2922	Boys & Girls Club of Laguna Beach	\$10,000	12,000	25,000	\$9,000
2955	Brandy's Friends	5,000	7,500		
2918	Calif. Choreographers Dance Festival	6,200	8,000	10,800	7,000
2961	Children's Repertory Theater Co.		1,000	2,700	500
2932	Coastal Family Therapy Services	5,000	15,000	35,000	8,000
2904	Community Art Project	3,500			
2940	Cross Cultural Council	39,000	24,500	34,000	24,000
2923	CSP Youth Shelter	7,000	5,000	8,000	2,000
2933	Exchange Club of Laguna Beach	6,200	1,000		
2962	Feedback Foundation, Inc.		4,000	4,000	
2921	First Thursday's Art Walk	5,600	6,000	10,500	4,000
2908	Friends of Laguna Beach Library, Inc.	1,000	1,000	5,000	1,500
2920	Friends of the Sea Lions	1,000	1,000	2,500	1,000
2911	Friends of the Hortense Miller Garden	1,000	3,000	8,000	
2938	Friendship Shelter, Inc.	2,000	10,000	2,000	1,400
2943	HIV-Aids Commission	19,500		20,000	16,000
2901	Laguna Art Museum	4,000	2,300	13,000	
2963	Laguna Beach Lawn Bowling Club		1,000	3,000	
2915	Laguna Beach Chamber of Commerce	30,000	15,000	71,000	6,000
2917	Laguna Beach Community Clinic	15,000	10,000	15,000	10,000
2947	Laguna Beach Historical Society		1,000	4,000	900
2964	Laguna Beach Live!		7,500	20,500	8,000
2905	Laguna Beach Relief & Resource Center	10,000	20,000	25,000	15,400
2924	Laguna Beach Seniors, Inc.	11,000	15,000	25,000	13,000
2965	Laguna Canyon Foundation		2,000		
2916	Laguna Club for Kids, Inc.	3,500	15,000	20,000	8,000
2906	Laguna College of Art and Design	2,000			
2925	Laguna Community Concert Band	2,000	2,000	8,100	3,700
2949	Laguna Outreach Comm. Arts (LOCA)	7,000	8,000	12,900	5,500
2929	Laguna Playhouse	6,400	6,400	20,300	
2934	Niguel Parent Participation	1,000			
2912	No Square Theater	20,000	17,500	25,000	14,500
2952	Rescuing Unwanted Furry Friends (RUFF)	500	500	500	500
2931	Sally's Fund, Inc.	10,000	14,900	15,000	11,000
2942	Schoolpower	500	500	1,000	
2966	South County Senior Services, Inc.			5,600	2,000
2945	South OC Comm. Services Council		900	2,500	100
2910	STOP GAP			3,500	500
2967	Trans. Program of So.Coast Medical			2,000	500
2900	Contingency		80		
<b>Grand Total</b>		<b>\$234,900</b>	<b>\$240,080</b>	<b>\$470,900</b>	<b>\$174,000</b>



# Cultural Arts Department

The Cultural Arts Department is organized into two divisions: Arts Commission and Business Improvement District. A description of the services provided by each division is as follows:

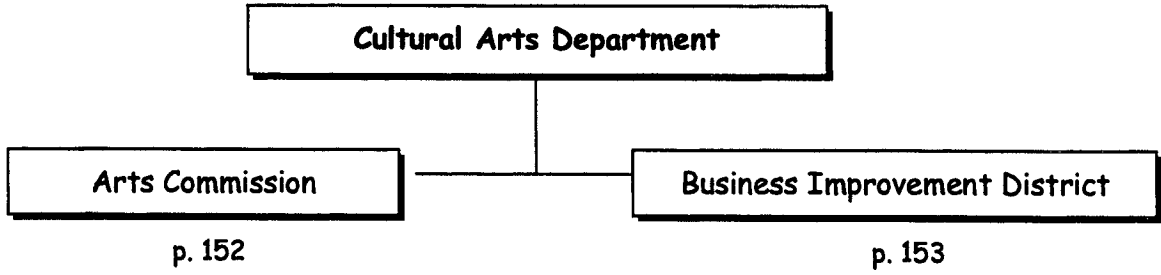
**Arts Commission** - The Arts Commission consists of eight appointed community members. The Commission makes recommendations to the City Council about cultural affairs. The Commission organizes special programs, which include Artist Designed Bench, Banner Competition, Music in the Park, Palette Competition, Art That's Small at City Hall, Student Art Competition and Senior Art Competition. A full-time Arts Coordinator serves as a liaison to the Commission and the City's arts organizations and galleries and also facilitates the Community Cultural Calendar, Public Art Brochure and Arts Directory.

**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 on hotel room receipts. One half is allocated to the Laguna Beach Hospitality Association and the other half is distributed equally among the Arts Commission, Cultural Art Funding, Laguna Art Museum, Laguna Playhouse and Laguna College of Art and Design.

## **Major Initiatives:**

- Continue to collaborate with developers in installing Art in Public Places.
- Continue to offer opportunities for Laguna Beach artists to display and perform their works.
- Initiate the new public art program "Art Stops" that will identify cultural art locations within the City.

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

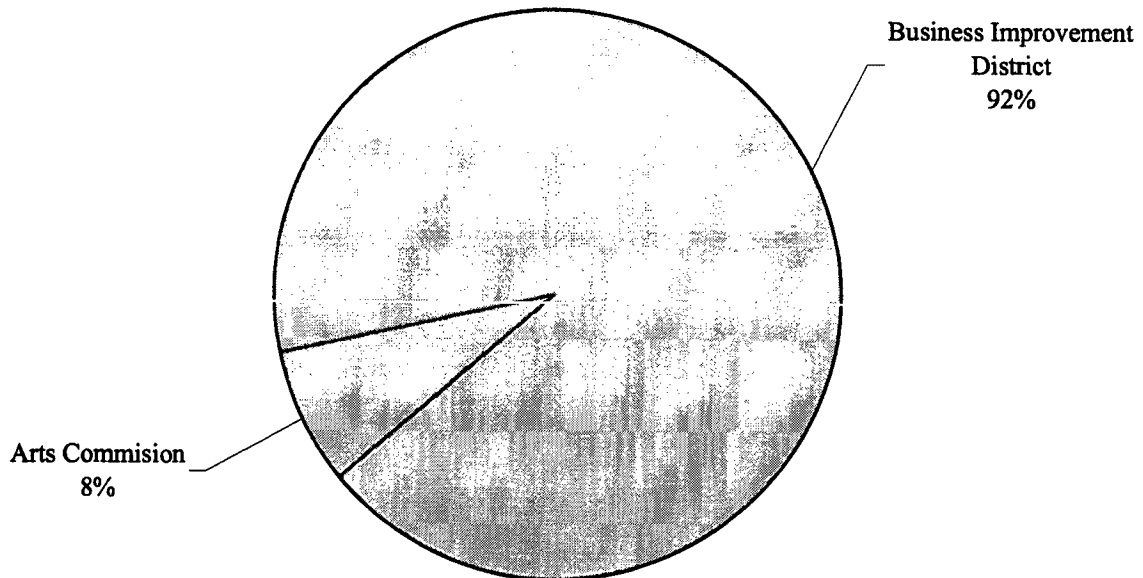


# Cultural Arts Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Arts Commission	\$80,800	\$4,100	\$2,000	\$17,500		\$104,400
Business Improv. District				1,230,000		\$1,230,000
<b>Department Total</b>	<b>\$80,800</b>	<b>\$4,100</b>	<b>\$2,000</b>	<b>\$1,247,500</b>	<b>\$0</b>	<b>\$1,334,400</b>

## Summary By Division Total



**Cultural Arts Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$50,502	\$53,740	\$62,400	\$62,400
1003	Salaries, Part Time	2,880	5,760	5,800	5,800
1038	Sick Leave Payoff	330	480	700	700
1040	Vacation Payoff		290	300	300
1101	Retirement			4,400	4,400
1103	P.A.R.S. Retirement	108	220	200	200
1201	Workers' Compensation	100	230	200	200
1300	Employee Group Insurance	4,900	5,500	5,800	5,800
1318	Medicare Insurance	774	860	1,000	1,000
	<b>Subtotal</b>	<b>59,594</b>	<b>67,080</b>	<b>80,800</b>	<b>80,800</b>
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	540	900	1,000	1,000
2101	Materials and Supplies	884	900	1,000	1,000
2170	General Insurance	790	1,030	1,100	1,100
2281	Printing	1,982	1,000	1,000	1,000
2401	Contractual Services	675			
	<b>Subtotal</b>	<b>4,871</b>	<b>3,830</b>	<b>4,100</b>	<b>4,100</b>
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	1,700		2,000	2,000
	<b>Subtotal</b>	<b>1,700</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>
<b><u>Special Programs</u></b>					
	Special Programs	548,592	757,460	1,248,700	1,247,500
	<b>Subtotal</b>	<b>548,592</b>	<b>757,460</b>	<b>1,248,700</b>	<b>1,247,500</b>
	<b>Grand Total</b>	<b>\$614,757</b>	<b>\$828,370</b>	<b>\$1,335,600</b>	<b>\$1,334,400</b>

**Cultural Arts 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
	2002-03	2003-04	2003-04	2002-03	2003-04	2003-04
Arts Coordinator	1	1	1	53,740	62,400	62,400
<b>TOTAL</b>	1	1	1	\$53,740	\$62,400	\$62,400

**Arts Commission Division**

*Cultural Arts  
General Fund/5151*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$50,502	\$53,740	\$62,400	\$62,400
1003	Salaries, Part Time	2,880	5,760	5,800	5,800
1038	New Sick Leave Payoff	330	480	700	700
1040	Vacation Payoff		290	300	300
1101	Retirement			4,400	4,400
1103	P.A.R.S. Retirement	108	220	200	200
1201	Workers' Compensation	100	230	200	200
1300	Employee Group Insurance	4,900	5,500	5,800	5,800
1318	Medicare Insurance	774	860	1,000	1,000
	<b>Subtotal</b>	<b>59,594</b>	<b>67,080</b>	<b>80,800</b>	<b>80,800</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	540	900	1,000	1,000
2101	Materials and Supplies	884	900	1,000	1,000
2170	General Insurance	790	1,030	1,100	1,100
2281	Printing	1,982	1,000	1,000	1,000
2401	Contractual Services	675			
	<b>Subtotal</b>	<b>4,871</b>	<b>3,830</b>	<b>4,100</b>	<b>4,100</b>
<b>Capital Outlay</b>					
5408	(A) Laptop Computer			(Prior Years' Capital Outlay shown in Total Only) 2,000	2,000
	<b>Subtotal</b>	<b>1,700</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>
<b>Special Programs</b>					
8004	Arts Commission Programs	19,744	17,460	18,700	17,500
8023	Passport To Laguna	17,398			
8944	Sculpture Program*	19,200			
8945	Artistic Bench Program*	15,145			
8946	Heisler Park Sculpture Install*	1,200			
	<b>Subtotal</b>	<b>72,687</b>	<b>17,460</b>	<b>18,700</b>	<b>17,500</b>
	<b>Grand Total</b>	<b>\$138,852</b>	<b>\$88,370</b>	<b>\$105,600</b>	<b>\$104,400</b>

\* Funded by the Art in Lieu Fund.

# Business Improvement District

Cultural Arts  
General Fund/5202

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
8012	Laguna Beach Visitor's Bureau	\$264,441	\$370,000	\$615,000	\$615,000
8041	Laguna Art Museum	52,888	74,000	123,000	123,000
8200	Laguna Moulton Playhouse	52,888	74,000	123,000	123,000
8201	Laguna College of Art and Design	52,888	74,000	123,000	123,000
8004	Arts Commission Special Programs	*	74,000	123,000	123,000
8203	Cultural Arts Funding	52,800	74,000	123,000	123,000
<b>Subtotal</b>		<b>\$475,905</b>	<b>\$740,000</b>	<b>\$1,230,000</b>	<b>\$1,230,000</b>

## ALLOCATIONS BY PROGRAM YEAR

Description	FY 2001-02	FY 2002-03	FY 2003-04
Laguna Beach Visitor's Bureau	\$264,441	\$370,000	\$615,000
Laguna Art Museum	52,888	74,000	123,000
Laguna College of Art and Design	52,888	74,000	123,000
Laguna Moulton Playhouse	52,888	74,000	123,000
Arts Commission Special Programs:			
Public Art Installation Competition	23,650		
Artist Designed Bench Competition		20,750	
Cultural Arts Information Publications	8,050	18,000	
Forest Avenue Sculpture Competition		20,750	
Performances in the Park	9,750	8,500	
Sculpture Rotation Program	7,500	6,000	
Music in the Park	2,600		
Design Logo	1,250		
<b>Subtotal</b>	<b>52,800</b>	<b>74,000</b>	<b>123,000</b>
Cultural Arts Funding:			
Calif. Choreographers Dance Festival	5,700	6,400	
Environmental Arts Corporation		2,300	
Festival of Arts		1,000	
First Thursday's Art Walk	4,000	10,000	
Laguna Beach Alliance for the Arts	15,000	19,000	
Laguna Beach Live!	1,600	5,500	
Laguna Community Concert Band	3,700	4,500	
Laguna Outreach Community Arts	6,200	8,500	
No Square Theater	7,700	8,000	
Sawdust Art Festival	8,600	8,800	
The Laguna Institute	300		
<b>Subtotal</b>	<b>52,800</b>	<b>74,000</b>	<b>123,000</b>
<b>Grand Total</b>	<b>\$528,705</b>	<b>\$740,000</b>	<b>\$1,230,000</b>

\* \$52,800 was allocated by the City Council in June of 2002 after a recommendation by the Arts Commission. These funds will be disbursed during fiscal year 2002-03.

\*\* These amounts have been recommended by the Arts Commission. 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**

<b>Account No.</b>	<b>Account Title</b>	<b>Actual Expenditures 2001-02</b>	<b>Budget 2002-03</b>	<b>Department Request 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b>Salaries and Wages</b>					
1040	Vacation Payoff	\$276,219	\$242,670	\$254,100	\$254,100
1041	Sick Leave Payoff	242,868	195,680	211,400	211,400
1042	Comp Time Payoffs	17,153	12,250	15,100	15,100
1201	Workers' Comp. Insurance	1,349,118	1,393,000	1,520,300	1,520,300
1300	Health Insurance	1,197,008	1,359,000	1,822,000	1,822,000
1300	Dental Insurance	170,749	175,000	192,400	192,400
1300	Life Insurance	9,452	9,840	10,300	10,300
1300	Long Term Disability Ins.	59,601	63,000	68,200	68,200
1300	Unemployment Insurance	17,486	10,000	17,500	17,500
1318	Medicare Insurance	2,580	4,500	5,000	5,000
	<b>Subtotal</b>	<b>3,342,234</b>	<b>3,464,940</b>	<b>4,116,300</b>	<b>4,116,300</b>
<b>Maintenance and Operations</b>					
2170	General Insurance	849,673	1,311,000	999,000	999,000
	<b>Subtotal</b>	<b>849,673</b>	<b>1,311,000</b>	<b>999,000</b>	<b>999,000</b>
	<b>Grand Total</b>	<b>\$4,191,907</b>	<b>\$4,775,940</b>	<b>\$5,115,300</b>	<b>\$5,115,300</b>

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

<b>Description</b>	<b>Division</b>	<b>Department Request 2003-04</b>	<b>Adopted Budget 2003-04</b>
<b><u>Police Department:</u></b>			
3/4 Ton Utility Vehicle	2101	\$21,200	\$21,200
SUV, 4-Door	2102	33,900	33,900
Three Marked 4-Door Sedans	2102	77,700	77,700
	<b>Subtotal</b>	<b>132,800</b>	<b>132,800</b>
<b><u>Fire Department:</u></b>			
2 Ton Squad, Crew Cab w/Cabinetry	2401	100,000	90,000
	<b>Subtotal</b>	<b>100,000</b>	<b>90,000</b>
<b><u>Pubic Works Department:</u></b>			
Caterpillar Backhoe	3104	82,000	82,000
All Terrain Vehicle	3104	5,500	5,500
Baseball Infield Groomer and Trailer	3104	16,000	
	<b>Subtotal</b>	<b>103,500</b>	<b>87,500</b>
<b><u>Water Quality Department:</u></b>			
Small Truck to Clean Lines in Easements	3301	90,000	90,000
	<b>Subtotal</b>	<b>90,000</b>	<b>90,000</b>
	<b>GRAND TOTAL</b>	<b>\$426,300</b>	<b>\$400,300</b>

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## Section IV

### **APPENDIX**

#### Budget Detail By Fund (For Major Funds Only)

# All Funds Summary<sup>1</sup>

## Fund Detail

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$13,684,579	\$15,658,010	\$16,294,100	\$16,213,300
1003	Salaries, Part Time	1,450,567	1,678,230	1,896,700	1,891,800
1006	Salaries, Overtime	1,396,886	992,070	1,244,600	1,244,600
1007	Salaries, Overtime-Mutual Aid	39,461			
1038	Sick Leave Payoff	129,459	195,680	214,600	214,600
1039	Old Sick Leave Payoff	(830)			
1040	Vacation Payoff	136,519	242,670	257,300	257,300
1042	Comp Time Payoffs	1,120	12,250	15,200	15,200
1053	Holiday Allowance	104,972	94,830	98,100	98,100
1055	Relocation Costs	17,700			
1059	Residency Incentive	212	30,000	62,500	62,500
1101	Retirement	746,351	651,050	1,592,200	1,586,500
1103	P.A.R.S. Retirement	56,561	61,900	70,300	70,200
1201	Workers' Compensation	1,205,010	1,874,000	2,088,300	2,088,300
1300	Employee Group Insurance	1,193,745	1,381,220	1,455,300	1,443,700
1318	Medicare Insurance	171,644	206,150	222,500	221,100
	<b>Subtotal</b>	<b>20,333,956</b>	<b>23,078,060</b>	<b>25,511,700</b>	<b>25,407,200</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	143,728	169,480	198,800	173,000
2011	Training, Travel and Dues	138,838	196,850	220,400	201,000
2021	Natural Gas	32,752	57,930	42,400	42,400
2024	Electricity	484,022	465,650	505,700	505,700
2027	Water	142,266	147,340	139,300	139,300
2031	Telephone	140,681	144,920	159,300	158,800
2051	Gas and Lubrications	171,657	257,900	265,800	264,100
2101	Materials and Supplies	1,155,242	1,098,280	1,153,500	1,108,600
2110	Paramedic Medical Supplies			56,000	52,000
2150	Rents and Leases	777,481	883,150	980,500	948,300
2160	Lease Payments-Debt Service	572,184	600,000	600,000	600,000
2170	General Insurance	1,272,800	1,311,000	700,000	700,000

<sup>1</sup> Includes all operating and capital project funds. Excludes trust and agency, internal service funds, carryovers, contingency reserves and special assessment district funds.

# All Funds Summary (Con't)

## Fund Detail

Account		Actual	Budget	Department	Adopted
No.	Account Title	Expenditures		Request	Budget
		2001-02	2002-03	2003-04	2003-04
2201	Repairs and Maint. Auto.	343,292	340,010	351,200	346,200
2222	Repairs and Maint. Other	341,032	486,300	539,100	512,100
2281	Printing	126,328	147,840	165,400	162,400
2302	Legal Advertising	27,630	36,000	36,000	36,000
2401	Contractual Services	3,760,499	3,715,910	4,004,400	3,779,400
2402	Contractual SOCWA Operations	951,770	996,000	1,226,000	1,226,000
2432	Postage	62,140	79,690	74,300	74,300
2501	Bond Principal		970,000	1,120,000	1,120,000
2508	Vehicle Cost Redistribution	(23,077)	(39,600)	(39,600)	(39,600)
2521	Bond Interest	389,240	543,360	501,600	501,600
2956	OCTA Gas Tax Exchange	671,400			
	Community Assistance	234,900	240,080	470,900	174,000
	<b>Subtotal</b>	<b>11,916,805</b>	<b>12,848,090</b>	<b>13,471,000</b>	<b>12,785,600</b>
<b>Capital Outlay</b>					
5203	Buildings	17,300		135,000	
5305	Improv.Other Than Buildings	15,140	15,000	151,000	19,000
5408	Office Furniture & Equipment	172,357	123,290	273,000	88,200
5510	Automotive Equipment	59,572	500,000	450,000	450,000
5622	Other Equipment	294,603	480,420	408,256	176,456
	<b>Subtotal</b>	<b>558,972</b>	<b>1,118,710</b>	<b>1,417,256</b>	<b>733,656</b>
<b>Special Programs</b>					
	Special Programs	2,799,872	2,908,320	3,218,000	2,746,200
	<b>Subtotal</b>	<b>2,799,872</b>	<b>2,908,320</b>	<b>3,218,000</b>	<b>2,746,200</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	4,857,603	8,087,000	9,673,000	9,673,000
	<b>Subtotal</b>	<b>4,857,603</b>	<b>8,087,000</b>	<b>9,673,000</b>	<b>9,673,000</b>
	<b>Grand Total</b>	<b>\$40,467,208</b>	<b>\$48,040,180</b>	<b>\$53,290,956</b>	<b>\$51,345,656</b>

# General Fund Summary

## Fund Detail

Account No. Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>				
1001 Salaries, Full Time	\$12,543,507	\$14,417,510	\$14,889,600	\$14,849,300
1003 Salaries, Part Time	1,149,237	1,246,820	1,373,700	1,368,800
1006 Salaries, Overtime	1,319,818	918,120	1,149,100	1,149,100
1007 Salaries, Overtime-Mutual Aid	39,461			
1009 Salaries, Redistributed	(287,120)	(290,660)	(230,100)	(230,100)
1038 Sick Leave Payoff	122,640	186,520	205,200	205,200
1040 Vacation Payoff	132,930	229,180	244,300	244,300
1042 Comp Time Payoffs	1,100	11,670	14,800	14,800
1053 Holiday Allowance	101,667	94,830	98,100	98,100
1055 Relocation Costs	8,373			
1059 Residency Incentive		20,000	27,500	27,500
1101 Retirement	746,351	651,050	1,493,400	1,490,500
1103 P.A.R.S. Retirement	44,304	45,720	50,700	50,600
1201 Workers' Compensation	1,044,120	1,625,330	1,866,100	1,866,100
1300 Employee Group Insurance	1,058,995	1,236,840	1,292,900	1,287,100
1318 Medicare Insurance	156,058	187,350	200,400	199,600
<b>Subtotal</b>	<b>18,181,441</b>	<b>20,580,280</b>	<b>22,675,700</b>	<b>22,620,900</b>
<b>Maintenance and Operations</b>				
2001 Uniforms and Laundry	128,913	151,660	179,900	154,100
2011 Training, Travel and Dues	126,357	183,520	209,100	190,700
2021 Natural Gas	30,468	55,600	40,000	40,000
2024 Electricity	152,698	123,030	160,900	160,900
2027 Water	116,377	122,660	113,000	113,000
2031 Telephone	117,363	123,530	132,900	132,900
2051 Gas and Lubrications	113,513	167,210	173,600	171,900
2101 Materials and Supplies	866,088	832,070	875,000	830,100
2110 Paramedic Medical Supplies			56,000	52,000
2150 Rents and Leases	684,159	736,030	798,700	798,500
2170 General Insurance	1,155,850	1,170,430	610,700	610,700
2201 Repairs and Maint. Auto.	252,864	240,560	254,600	249,600
2222 Repairs and Maint. Other	266,602	320,860	398,700	376,200
2281 Printing	99,842	109,540	117,600	114,600
2302 Legal Advertising	27,630	36,000	36,000	36,000
2401 Contractual Services	3,495,559	3,511,130	3,829,300	3,609,500



# General Fund Summary (Con't)

## Fund Detail

Account No. Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
2432 Postage	46,908	66,790	60,600	60,600
2508 Vehicle Cost Redistribution	(23,077)	(39,600)	(39,600)	(39,600)
2804 Costs Redistributed	(250,290)	(285,260)	(346,100)	(346,100)
2956 OCTA Exchange Expenditure Community Assistance	671,400 234,900	240,080	470,900	174,000
<b>Subtotal</b>	<b>8,314,124</b>	<b>7,865,840</b>	<b>8,131,800</b>	<b>7,489,600</b>
<b>Capital Outlay</b>				
5203 Buildings	17,300		135,000	
5305 Improv. Other Than Buildings	15,140	15,000	151,000	19,000
5408 Office Furniture & Equipment	162,800	121,290	273,000	88,200
5510 Automotive Equipment	59,572			
5622 Other Equipment	218,631	382,520	383,600	136,800
<b>Subtotal</b>	<b>473,443</b>	<b>518,810</b>	<b>942,600</b>	<b>244,000</b>
<b>Special Programs</b>				
Special Programs	1,776,599	2,525,020	2,783,700	2,331,900
<b>Subtotal</b>	<b>1,776,599</b>	<b>2,525,020</b>	<b>2,783,700</b>	<b>2,331,900</b>
<b>Grand Total</b>	<b>\$28,745,607</b>	<b>\$31,489,950</b>	<b>\$34,533,800</b>	<b>\$32,686,400</b>

# Parking Authority Fund Summary

*Fund  
Detail*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$490,456	\$511,270	\$534,700	\$494,200
1003	Salaries, Part Time	9,031	69,700	36,400	36,400
1006	Salaries, Overtime	5,514	9,830	8,600	8,600
1009	Salaries, Redistributed	149,220	156,880	164,900	164,900
1038	Sick Leave Payoff	6,050	4,860	4,900	4,900
1040	Vacation Payoff	5,390	8,080	7,100	7,100
1042	Comp Time Payoffs	20	580	400	400
1053	Holiday Allowance	3,305			
1101	Retirement			37,600	34,800
1103	P.A.R.S. Retirement	346	2,620	1,400	1,400
1201	Workers' Compensation	25,780	33,440	31,100	31,100
1300	Employee Group Insurance	56,350	63,250	69,600	63,800
1318	Medicare Insurance	3,329	5,120	4,900	4,300
	<b>Subtotal</b>	<b>754,791</b>	<b>865,630</b>	<b>901,600</b>	<b>851,900</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	4,190	4,010	4,100	4,100
2011	Training, Travel and Dues	1,953	1,230	1,900	900
2024	Electricity	2,068	1,750	2,200	2,200
2027	Water	4,374	2,540	3,700	3,700
2031	Telephone	5,513	5,750	6,600	6,100
2051	Gas and Lubrications	3,179	4,090	4,700	4,700
2101	Materials and Supplies	124,012	129,000	132,500	132,500
2150	Rents and Leases	22,440	22,350	25,000	25,000
2170	General Insurance	10,870	13,460	14,200	14,200
2201	Repairs and Maint. Auto.	6,479	6,050	6,100	6,100
2222	Repairs and Maint. Other	5,363	17,340	19,300	14,800
2281	Printing	16,439	20,800	31,300	31,300
2401	Contractual Services	75,403	89,350	86,700	83,500
2432	Postage	13,025	12,900	13,700	13,700
2804	Costs Redistributed	100,450	97,240	119,300	119,300
	<b>Subtotal</b>	<b>395,758</b>	<b>427,860</b>	<b>471,300</b>	<b>462,100</b>

# Parking Authority Fund Summary (Con't)

*Fund  
Detail*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	1,843	2,000		
5622	Other Equipment	16,669	28,500	5,000	5,000
	<b>Subtotal</b>	<b>18,512</b>	<b>30,500</b>	<b>5,000</b>	<b>5,000</b>
<b>Special Programs</b>					
	Special Programs	875,698	142,000	272,000	272,000
	<b>Subtotal</b>	<b>875,698</b>	<b>142,000</b>	<b>272,000</b>	<b>272,000</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	2,484			
	<b>Subtotal</b>	<b>2,484</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$2,047,243</b>	<b>\$1,465,990</b>	<b>\$1,649,900</b>	<b>\$1,591,000</b>

# Sewer Fund Summary

## Fund Detail

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$502,790	\$570,520	\$715,100	\$715,100
1003	Salaries, Part Time	190		45,000	45,000
1006	Salaries, Overtime	41,704	39,160	54,600	54,600
1009	Salaries, Redistributed	80,100	71,360	(400)	(400)
1038	Sick Leave Payoff	740	2,320	3,500	3,500
1040	Vacation Payoff	630	4,500	5,400	5,400
1055	Relocation Costs	9,327			
1059	Residency Incentive	212	10,000	35,000	35,000
1101	Retirement			50,300	50,300
1103	P.A.R.S. Retirement	7		1,700	1,700
1201	Workers' Compensation	65,860	100,170	36,800	36,800
1300	Employee Group Insurance	53,900	64,630	75,400	75,400
1318	Medicare Insurance	5,993	6,390	8,100	8,100
	<b>Subtotal</b>	<b>761,453</b>	<b>869,050</b>	<b>1,030,500</b>	<b>1,030,500</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	5,376	6,750	6,700	6,700
2011	Training, Travel and Dues	7,747	11,100	8,300	8,300
2021	Natural Gas	2,036	1,950	2,100	2,100
2024	Electricity	133,970	158,000	139,500	139,500
2027	Water	21,515	22,140	22,600	22,600
2031	Telephone	17,576	15,360	19,500	19,500
2051	Gas and Lubrications	9,137	11,650	10,700	10,700
2101	Materials and Supplies	129,095	109,450	112,800	112,800
2150	Rents and Leases	56,832	96,770	92,800	92,800
2160	Lease Payments-Debt Service	572,184	600,000	600,000	600,000
2170	General Insurance	92,230	114,310	63,100	63,100
2201	Repairs and Maint. Auto.	30,511	29,400	16,000	16,000
2222	Repairs and Maint. Other	61,246	139,000	112,000	112,000
2281	Printing	3,579	3,000	2,000	2,000
2401	Contractual Services	76,333	49,400	51,000	51,000
2402	Contractual SOCWA Operations	951,770	996,000	1,226,000	1,226,000
2432	Postage	2,207			
2804	Costs Redistributed	74,510	103,440	122,200	122,200
	<b>Subtotal</b>	<b>2,247,854</b>	<b>2,467,720</b>	<b>2,607,300</b>	<b>2,607,300</b>

# Sewer Fund Summary (Con't)

*Fund  
Detail*

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	6,106			
5622	Other Equipment	850	69,400	20,600	20,600
	<b>Subtotal</b>	<b>6,956</b>	<b>69,400</b>	<b>20,600</b>	<b>20,600</b>
<b><u>Special Programs</u></b>					
	Special Programs	37,736	18,400	32,300	32,300
	<b>Subtotal</b>	<b>37,736</b>	<b>18,400</b>	<b>32,300</b>	<b>32,300</b>
<b><u>Capital Improvements</u></b>					
	Capital Improvement Projects	2,003,666	2,027,000	6,213,000	6,213,000
	<b>Subtotal</b>	<b>2,003,666</b>	<b>2,027,000</b>	<b>6,213,000</b>	<b>6,213,000</b>
	<b>Grand Total</b>	<b>\$5,057,665</b>	<b>\$5,451,570</b>	<b>\$9,903,700</b>	<b>\$9,903,700</b>

# Transit Fund Summary

## Fund Detail

Account No.	Account Title	Actual Expenditures 2001-02	Budget 2002-03	Department Request 2003-04	Adopted Budget 2003-04
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$147,826	\$158,710	\$154,700	\$154,700
1003	Salaries, Part Time	292,109	361,710	441,600	441,600
1006	Salaries, Overtime	29,212	24,960	32,300	32,300
1009	Salaries, Redistributed	46,410	49,060	51,500	51,500
1038	Sick Leave Payoff	29	1,980	1,000	1,000
1039	Old Sick Leave Payoff	(830)			
1040	Vacation Payoff	(2,431)	910	500	500
1101	Retirement			10,900	10,900
1103	P.A.R.S. Retirement	11,902	13,560	16,500	16,500
1201	Workers' Compensation	69,250	115,060	154,300	154,300
1300	Employee Group Insurance	24,500	16,500	17,400	17,400
1318	Medicare Insurance	6,255	7,290	9,100	9,100
	<b>Subtotal</b>	<b>624,232</b>	<b>749,740</b>	<b>889,800</b>	<b>889,800</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	5,249	7,060	8,100	8,100
2011	Training, Travel and Dues	1,038	1,000	1,100	1,100
2021	Natural Gas	248	380	300	300
2024	Electricity	5,968	4,320	6,200	6,200
2031	Telephone	229	280	300	300
2051	Gas and Lubrications	45,828	74,950	76,800	76,800
2101	Materials and Supplies	36,047	24,260	30,200	30,200
2150	Rents and Leases	14,050	28,000	64,000	32,000
2170	General Insurance	13,850	12,800	12,000	12,000
2201	Repairs and Maint. Auto.	53,438	64,000	74,500	74,500
2222	Repairs and Maint. Other	7,245	7,100	7,100	7,100
2281	Printing	6,468	14,500	14,500	14,500
2401	Contractual Services	53,872	46,030	17,400	15,400
2804	Costs Redistributed	75,330	84,580	104,600	104,600
	<b>Subtotal</b>	<b>318,860</b>	<b>369,260</b>	<b>417,100</b>	<b>383,100</b>
<b>Capital Outlay</b>					
5510	Automotive Equipment		500,000	450,000	450,000
	<b>Subtotal</b>	<b>0</b>	<b>500,000</b>	<b>450,000</b>	<b>450,000</b>
<b>Special Programs</b>					
	Special Programs	19,512	193,500	120,000	100,000
	<b>Subtotal</b>	<b>19,512</b>	<b>193,500</b>	<b>120,000</b>	<b>100,000</b>
	<b>Grand Total</b>	<b>\$962,604</b>	<b>\$1,812,500</b>	<b>\$1,876,900</b>	<b>\$1,822,900</b>

## Section V

# **CAPITAL IMPROVEMENT PROGRAM – PUBLIC WORKS** **DEPARTMENT**

### *Introduction*

The City's Capital Improvement Program for the Public Works Department includes major projects to replace or construct portions of the City's physical infrastructure including, for example, its streets, buildings, parks, street lights and storm drains.

The following schedules are included on the pages that follow:

1. "Capital Improvement Project Summary" (page 171). This schedule summarizes all capital improvement projects budgeted for Fiscal Year 2003/04.
2. "Capital Project Information" (pages 172-185). These pages describe the projects budgeted for Fiscal Year 2003/04.
3. "Ten Year Capital Improvement Plan" (pages 186-197). A ten-year schedule is provided through Fiscal Year 2012/13 for all capital projects proposed at this time. A one-page funding summary for the entire Ten-Year Plan is shown on page 186. A revenue and budget projection schedule is shown on 187.
4. "Capital Improvements Not Included in the Ten-Year Plan" (pages 198-200) This schedule lists projects that have not been included in the Ten-Year Plan presented in order of cost.

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**Fiscal Year 2003/04**  
**CAPITAL IMPROVEMENT PROJECT SUMMARY**  
 See the Following Pages for Description of Each Project

**CAPITAL IMPROVEMENT FUND:**

1.	Citywide Sidewalk Repairs Phase I (Downtown)	\$100,000	
2.	Laguna Canyon Channel Repairs Engineering Analysis	20,000	
3.	Alexander Road Drainage Reconstruction	150,000	
4.	Top of the World Fire Road Rehabilitation	75,000	
5.	Louise Street Storm Drain Construction	150,000	
6.	Brooks Street Stairs Replacement	120,000	
7.	Lang Park Play Equipment Replacement	100,000	
8.	Storm Drain Master Plan Update and GIS Database Preparation	150,000	
9.	Summit Drive Retaining Wall Repair	150,000	
10.	Laguna Canyon Road Construction Staging Area	75,000	
	<b>Total Cost of 2003/04 Capital Improvement Fund Projects</b>	<b>\$1,090,000</b>	<b>\$1,090,000</b>

**GAS TAX FUND**

11.	Arch Beach Heights Streets Rehabilitation	\$1,500,000 <sup>1</sup>	
12.	Forest Avenue Rehabilitation	270,000	
	<b>Total Cost of 2003/04 Gas Tax Fund Capital Improvement Projects</b>	<b>\$1,770,000</b>	<b>\$1,770,000</b>

**STREET LIGHTING FUND**

13.	Downtown Streets Rehabilitation	\$500,000	
14.	Forest/Mermaid Alley Replacement	100,000	
	<b>Total Cost of 2003/04 Street Lighting Fund Capital Improvement Projects</b>	<b>\$600,000</b>	<b>\$600,000</b>

<b>TOTAL OF ALL PROJECTS FOR FY 2003/04</b>	<b>\$3,460,000</b>
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<sup>1</sup> \$622,000 funded by a transfer from the Capital Improvement Fund

# CIP Project Information

Capital Improvement Fund

## Citywide Sidewalk Repairs Phase I (Downtown)

CIP Ten-Year Plan Year: 1 03/04

CIP Number 1

### Project Description and Purpose:

A survey has been conducted of the downtown sidewalks. To maintain the downtown sidewalks in a safe condition, minor areas need to be removed and replaced. Repairs will be conducted on sidewalks located on Ocean Avenue, Forest Avenue, Beach Street, Third Street, Second Street, and Mermaid Street.

**Project Information Status:** Preliminary Project Information

**Project Type:** Sidewalks

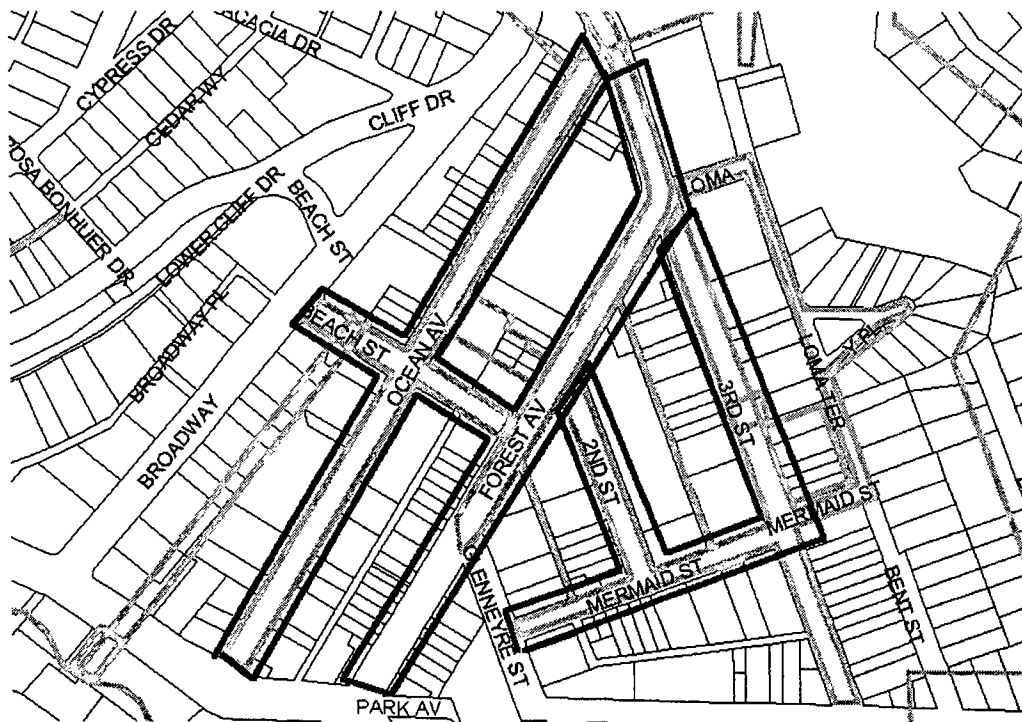
**Type of Work:** Replacement

**Projected Cost of Project** \$100,000

**Projected Cost with Inflation:** \$100,000

**Cost Estimate Year:** 2003

**Project Originator:** Bill Liebel



# CIP Project Information

Capital Improvement Fund

## Laguna Canyon Channel Repairs Engineering Analysis

CIP Ten-Year Plan Year: 1 03/04

CIP Number 2

### Project Description and Purpose:

An engineering analysis of the Laguna Canyon Channel will be conducted to determine necessary repairs. Core samples, x-ray investigation and destructive investigation should be considered necessary for the analysis of the existing concrete structure and outfall. The analysis will identify three types of repairs: immediate, short term, and long term in priority order. Future projects can then be included in the CIP Ten-Year Plan.

**Project Information Status:** Preliminary Project Information

**Project Type:** Drainage

**Type of Work:** Study

**Projected Cost of Project:** \$20,000

**Projected Cost with Inflation:** \$20,000

**Cost Estimate Year:** 2003

**Project Originator:** Steve May

# CIP Project Information

Capital Improvement Fund

## Alexander Road Drainage Reconstruction

CIP Ten-Year Plan Year: 1 03/04

CIP Number 3

### Project Description and Purpose:

Alexander Road will be reconstructed to improve drainage and prevent flooding of adjacent houses. The project will include introduction of a rolled curb and gutter and a down drain to convey storm flows to a nearby natural creek.

**Project Information Status:** Preliminary Project Information

**Project Type:** Drainage **Type of Work:** Construction

**Projected Cost of Project:** \$150,000 **Projected Cost with Inflation:** \$150,000

**Cost Estimate Year:** 2003 **Project Originator:** Derek Wieske



# CIP Project Information

Capital Improvement Fund

## Top of the World Fire Road Rehabilitation

CIP Ten-Year Plan Year: 1 03/04

CIP Number 4

### Project Description and Purpose:

The fire road between Arch Beach Heights and Top of the World needs to be resurfaced. The failed areas will be replaced and the entire road will be slurry sealed.

**Project Information Status:** Preliminary Project Information

**Project Type:** Streets

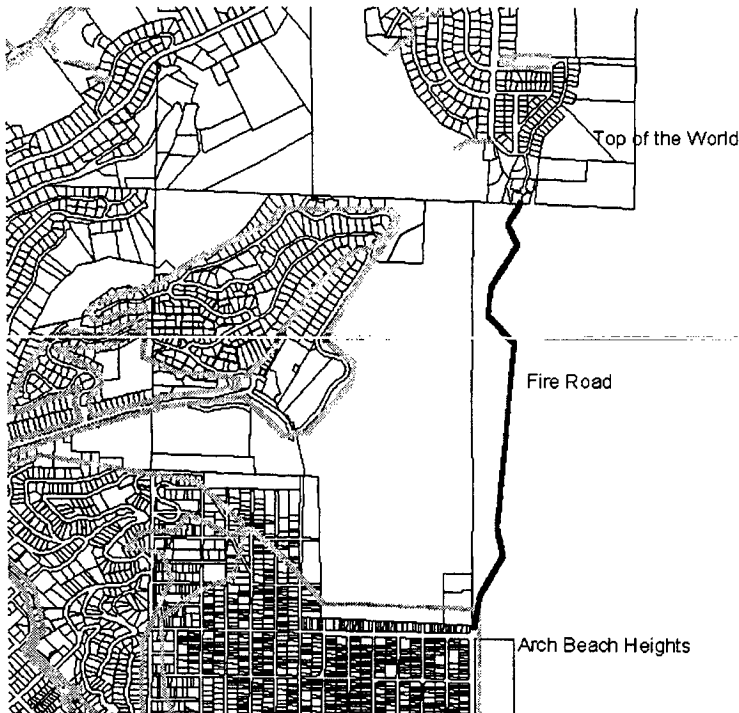
**Type of Work:** Rehabilitation

**Projected Cost of Project** \$75,000

**Projected Cost with Inflation:** \$75,000

**Cost Estimate Year:** 2003

**Project Originator:** Steve May



# CIP Project Information

Capital Improvement Fund

## Louise Street Storm Drain Construction

CIP Ten-Year Plan Year: 1 03/04

CIP Number 5

### Project Description and Purpose:

The existing storm drain from Louise Street discharges onto North Coast Highway southerly of Emerald Bay. This project will extend that storm drain northerly along North Coast Highway to the existing catch basin located on the north side of the southerly entrance to Emerald Bay.

**Project Information Status:** Preliminary Project Information

<b>Project Type:</b>	Drainage	<b>Type of Work:</b>	Construction
<b>Projected Cost of Project</b>	\$150,000	<b>Projected Cost with Inflation:</b>	\$150,000
<b>Cost Estimate Year:</b>	2003	<b>Project Originator:</b>	Steve May



# CIP Project Information

Capital Improvement Fund

## Brooks Street Beach Stairs Replacement

CIP Ten-Year Plan Year: 1 03/04

CIP Number 6

### Project Description and Purpose:

The concrete stairs have deteriorated and require replacement. Due to natural sand level changes, the existing stairs do not reach the sand for many months of the year. Routing the lower portion of the stairs northward may provide better protection from wave action. The final stair layout and orientation will be determined in the design process. The aluminum handrails will be replaced.

Project Information Status: Preliminary Project Information

Project Type: Stairs

Type of Work: Replacement

Projected Cost of Project \$120,000

Projected Cost with Inflation: \$120,000

Cost Estimate Year: 2003

Project Originator: Victor Hillstead



# CIP Project Information

Capital Improvement Fund

## Lang Park Play Equipment Replacement

CIP Ten-Year Plan Year: 1 03/04

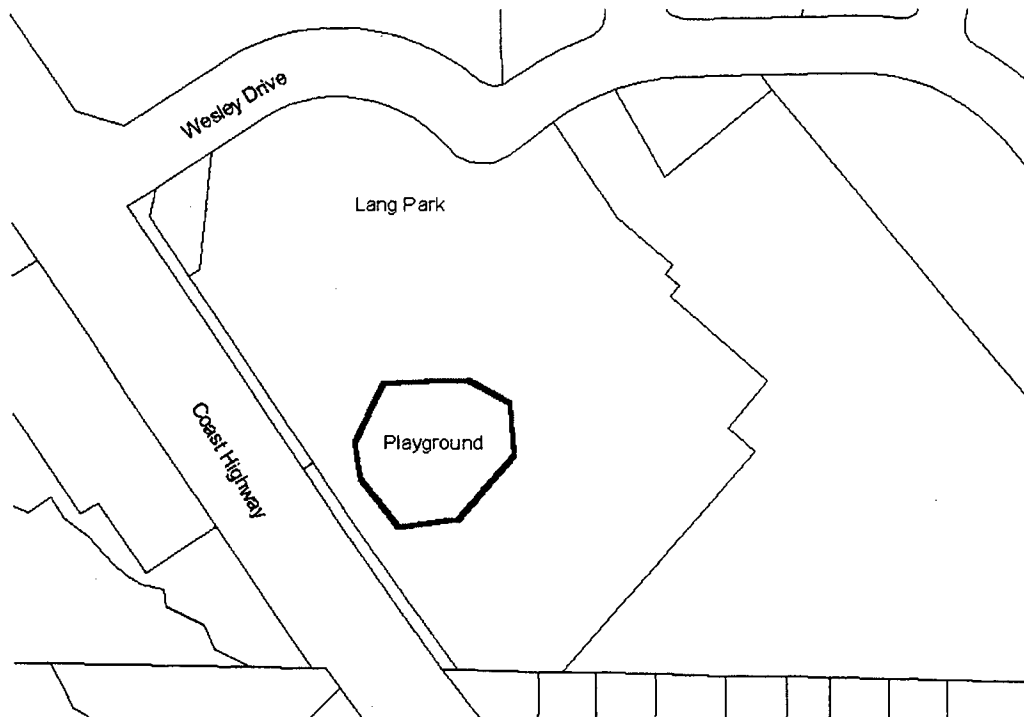
CIP Number 7

### Project Description and Purpose:

A playground safety audit was conducted for the Lang Park play equipment on September 18, 2000. The play equipment has reached the end of its servicable life and needs to be replaced. New play equipment will be installed and a new swing area will be constructed.

**Project Information Status:** Preliminary Project Information

<b>Project Type:</b>	Parks	<b>Type of Work:</b>	Replacement
<b>Projected Cost of Project</b>	\$100,000	<b>Projected Cost with Inflation:</b>	\$100,000
<b>Cost Estimate Year:</b>	2003	<b>Project Originator:</b>	Victor Hillstead





# CIP Project Information

Capital Improvement Fund

## Storm Drain Master Plan Update and GIS Database Preparation

CIP Ten-Year Plan Year: 1 03/04

CIP Number 8

### Project Description and Purpose:

This project will update and re-prioritize the Master Plan of Drainage with concerns identified since the plan was developed in 1984. During this process a GIS database of all City storm drain facilities will be prepared. Also included in this project is a review of hillside erosion. There are numerous locations throughout the city where dead end streets drain onto unprotected slopes. In some situations, this condition causes hillside erosion. The study would identify problematic locations and needed remedial actions, and would include these areas in the updated Master Plan of Drainage.

**Project Information Status:** Preliminary Project Information

<b>Project Type:</b>	Drainage	<b>Type of Work:</b>	Study
<b>Projected Cost of Project</b>	\$150,000	<b>Projected Cost with Inflation:</b>	\$150,000
<b>Cost Estimate Year:</b>	2003	<b>Project Originator:</b>	Steve May

# CIP Project Information

Capital Improvement Fund

## Summit Drive Retaining Wall Repair

CIP Ten-Year Plan Year: 1 03/04

CIP Number 9

### Project Description and Purpose:

The wood lagging retaining wall located in the 800 block of Summit Drive, below 885 Diamond Street, is rotted and failing. The wood lagging needs to be removed in small sections and replaced in kind.

**Project Information Status:** Preliminary Project Information

**Project Type:** Retaining Walls

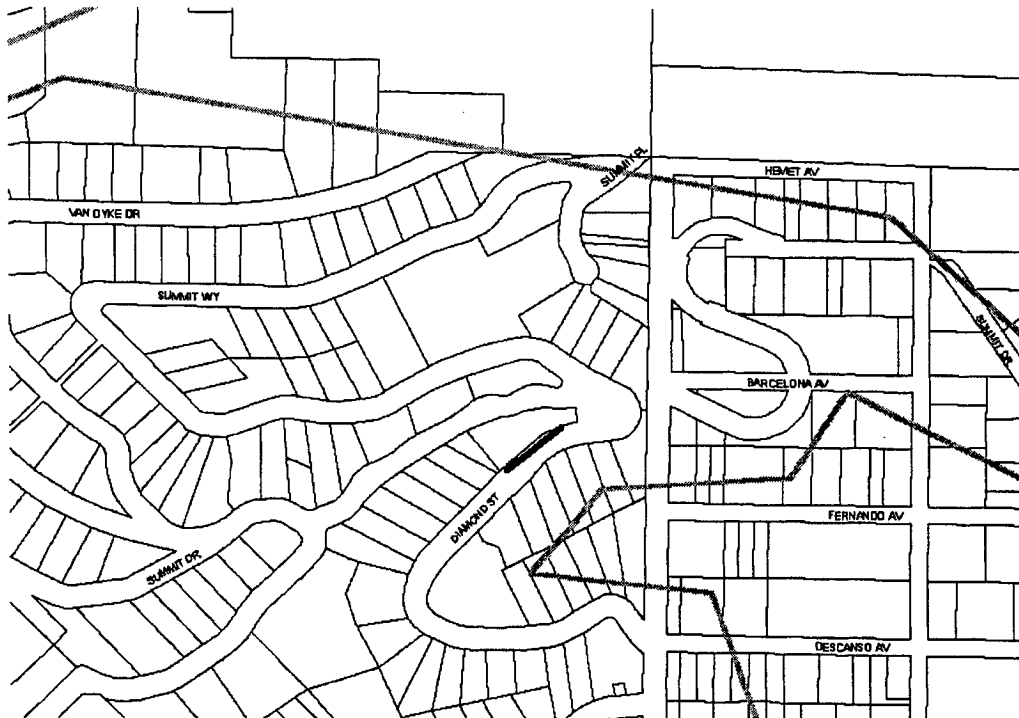
**Type of Work:** Rehabilitation

**Projected Cost of Project:** \$150,000

**Projected Cost with Inflation:** \$150,000

**Cost Estimate Year:** 2003

**Project Originator:** Steve May



# CIP Project Information

Capital Improvement Fund

## Laguna Canyon Road Construction Staging Area

CIP Ten-Year Plan Year: 1 03/04

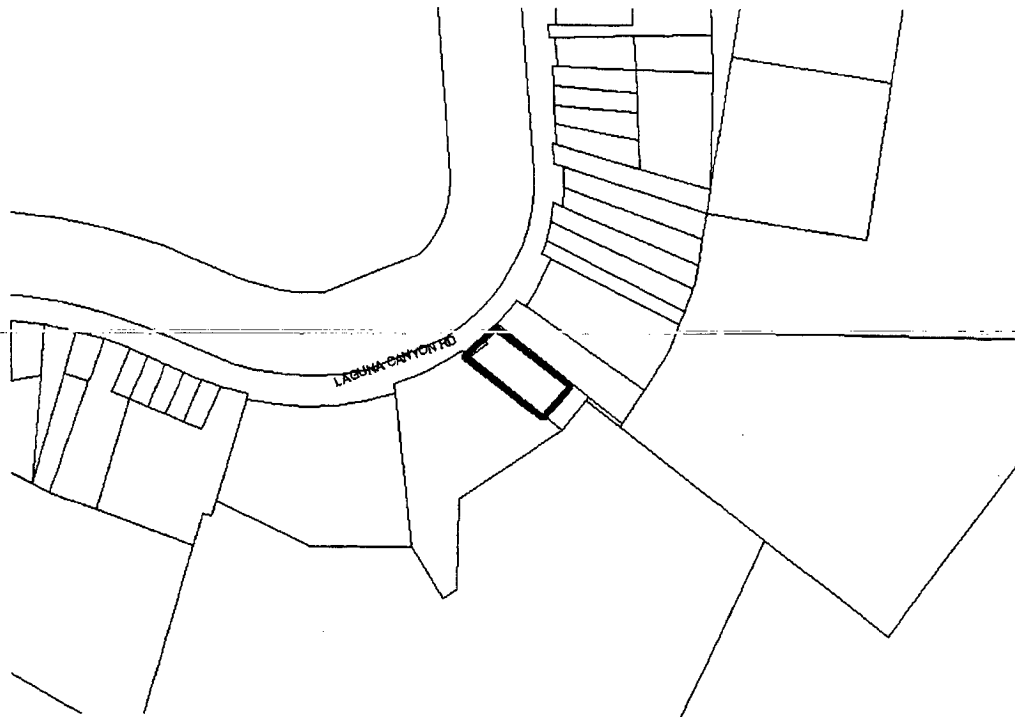
CIP Number 10

### Project Description and Purpose:

Each year, the City awards 15 to 20 construction contracts using private contractors. These contractors generally have no place within the City limits to store heavy equipment, materials and excavated soil. This project would create an area for this purpose at Big Bend. The design funds would be used to create preliminary plans sufficient for Design Review Board approval. Construction funds cover screened fencing, signage, road base, some paved areas, and any necessary Best Management Practices to ensure on site sediment retention.

### Project Information Status: Preliminary Project Information

Project Type:	Parking Facilities	Type of Work:	Construction
Projected Cost of Project	\$75,000	Projected Cost with Inflation:	\$75,000
Cost Estimate Year:	2003	Project Originator:	Derek Wieske



# CIP Project Information

Gas Tax Fund

## Arch Beach Heights Streets Rehabilitation

CIP Ten-Year Plan Year: 1 03/04

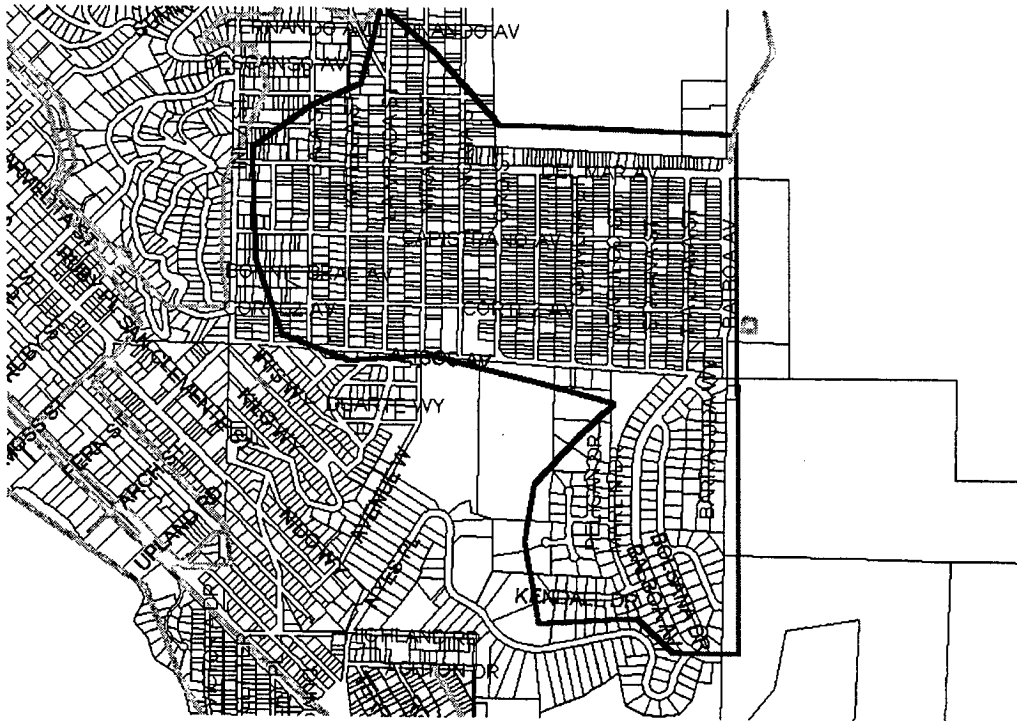
CIP Number 11

### Project Description and Purpose:

The resurfacing project is located in an area where the City just completed a major undergrounding project. Design funds were budgeted in the 02/03 fiscal year. This project is bounded approximately by the intersection of La Mirada Street and Summit Drive on the north; La Mirada Street and Bonita Way on the south; and, Nyes Place and Balboa Avenue on the east.

**Project Information Status:** Preliminary Project Information

<b>Project Type:</b>	Streets	<b>Type of Work:</b>	Rehabilitation
<b>Projected Cost of Project</b>	\$1,500,000	<b>Projected Cost with Inflation:</b>	\$1,500,000
<b>Cost Estimate Year:</b>	2003	<b>Project Originator:</b>	Derek Wieske



# CIP Project Information

Gas Tax Fund

## Forest Avenue Rehabilitation

CIP Ten-Year Plan Year: 1 03/04

CIP Number 12

### Project Description and Purpose:

In May 2002, the City submitted an application to the Orange County Transit Authority (OCTA) requesting \$130,500 in matching funding (50%) for resurfacing of Forest Avenue as part of the OCTA Arterial Highway Rehabilitation Program for the Fiscal Year 2002/03. The City will fund 100% of the design costs for the project. The project location is from Broadway Avenue to Glenneyre Street. The grant was subsequently approved, and design proposals have been received.

### Project Information Status: Preliminary Project Information

Project Type:	Streets	Type of Work:	Rehabilitation
Projected Cost of Project	\$270,000	Projected Cost with Inflation:	\$270,000
Cost Estimate Year:	2003	Project Originator:	Derek Wieske



# CIP Project Information

Street Lighting Fund

## Downtown Streets Rehabilitation

CIP Ten-Year Plan Year: 1 03/04

CIP Number 13

### Project Description and Purpose:

Streets in the downtown area will be resurfaced including Beach Street, Ocean Avenue, Mermaid Street, Second Street, Third Street, Loma Terrace and Y-Place. The project includes Third Street Hill, a street with a 30% grade that currently has a concrete surface. \$20,000 is budgeted in 02/03 for the design of this project.

**Project Information Status:** Preliminary Project Information

**Project Type:** Streets

**Type of Work:** Rehabilitation

**Projected Cost of Project** \$500,000

**Projected Cost with Inflation:** \$500,000

**Cost Estimate Year:** 2003

**Project Originator:** Derek Wieske



# CIP Project Information

Street Lighting Fund

## Forest/Mermaid Alley Replacement

CIP Ten-Year Plan Year: 1 03/04

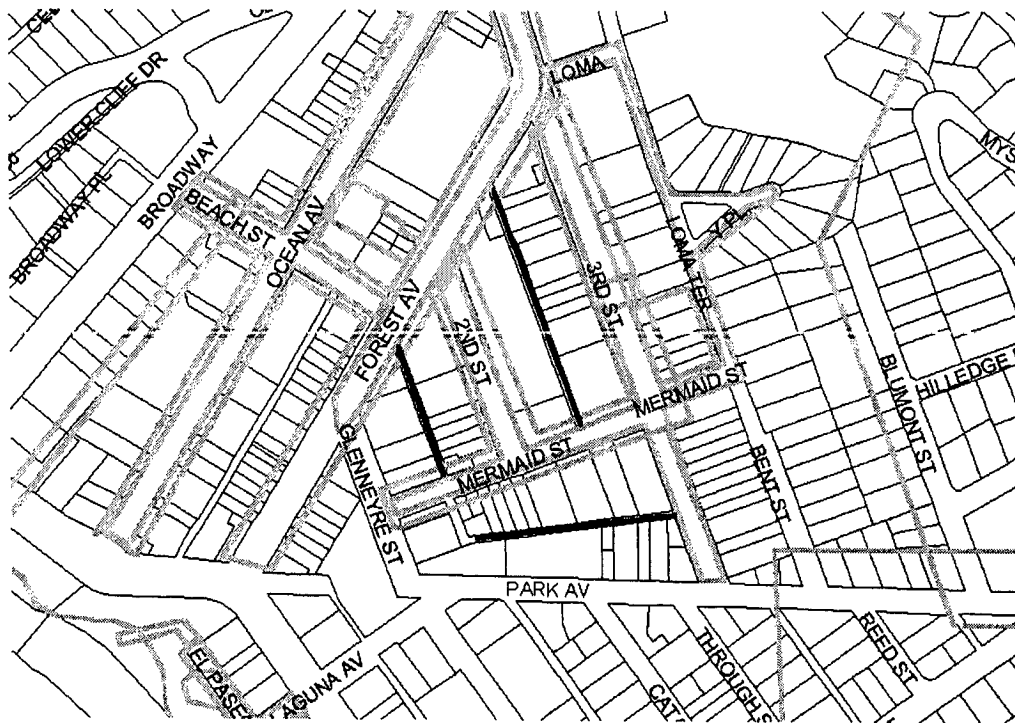
CIP Number 14

### Project Description and Purpose:

Remove and replace the paving of the alleys between Forest Avenue and Park Avenue in conjunction with the Downtown Street Rehabilitation project number 45.

**Project Information Status:** Preliminary Project Information

<b>Project Type:</b>	Alley	<b>Type of Work:</b>	Replacement
<b>Projected Cost of Project</b>	\$100,000	<b>Projected Cost with Inflation:</b>	\$100,000
<b>Cost Estimate Year:</b>	2003	<b>Project Originator:</b>	Steve May



**FUNDING SUMMARY**  
**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2003/04 through Fiscal Year 2012/13**

	<b>Year</b>	<b>Capital Improvement Fund</b>	<b>Gas Tax Fund</b>	<b>Street Lighting Fund</b>	<b>Total</b>
1.	2003/04	\$1,090,000	\$1,770,000 <sup>1</sup>	\$600,000	\$3,460,000
2.	2004/05	\$1,490,000	\$1,040,000 <sup>2</sup>		\$2,530,000
3.	2005/06	\$2,765,000 <sup>3</sup>	\$870,000 <sup>4</sup>		\$3,635,000
4.	2006/07	\$2,585,000	\$1,240,000 <sup>5</sup>	\$675,000	\$4,500,000
5.	2007/08	\$3,240,000	\$940,000 <sup>6</sup>		\$4,180,000
6.	2008/09	\$2,985,000	\$975,000 <sup>7</sup>		\$3,960,000
7.	2009/10	\$2,560,000	\$1,520,000 <sup>8</sup>		\$4,080,000
8.	2010/11	\$3,160,000	\$455,000		\$3,615,000
9.	2011/12	\$3,355,000	\$455,000		\$3,810,000
10.	2012/13	<u>\$3,395,000</u>	<u>\$455,000</u>		<u>\$3,850,000</u>
<b>TOTAL</b>		<u><u>\$26,625,000</u></u>	<u><u>\$9,720,000</u></u>	<u><u>\$1,275,000</u></u>	<u><u>\$37,620,000</u></u>

<sup>1</sup> Includes \$622,000 to be transferred from the Capital Improvement Fund for the Arch Beach Heights Streets Rehabilitation

<sup>2</sup> Includes \$315,000 to be transferred from the Capital Improvement Fund for the Upper Bluebird Canyon Streets Rehabilitation

<sup>3</sup> Includes \$1,000,000 to be received from State and/or Federal grants for the Preservation and Restoration of Heisler Park

<sup>4</sup> Includes \$145,000 to be transferred from the Capital Improvement Fund for the Mountain to Nyes Place Streets Rehabilitation

<sup>5</sup> Includes \$515,000 to be transferred from the Capital Improvement Fund for the Oriole/Meadowlark Streets Rehabilitation

<sup>6</sup> Includes \$215,000 to be transferred from the Capital Improvement Fund for the Rembrandt/Van Dyke/Diamond/Crestview Streets Rehabilitation

<sup>7</sup> Includes \$250,000 to be transferred from the Capital Improvement Fund for the Anita to Cress/Temple Ter./ To Coast Hwy Streets Rehabilitation

<sup>8</sup> Includes \$795,000 to be transferred from the Capital Improvement Fund for the Skyline/Upper Park Avenue Streets Rehabilitation



**CITY OF LAGUNA BEACH CAPITAL IMPROVEMENT PROGRAM REVENUE AND BUDGET PROJECTIONS**

Program Year	1	2	3	4	5	6	7	8	9	10
Fiscal Year	03/04	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13
<b>116 CAPITAL IMPROVEMENT FUND</b>										
Starting Fund Balance	\$ 344,000	\$ 433,000	\$ 429,000	\$ 320,000	\$ 521,000	\$ 367,000	\$ 433,000	\$ 379,000	\$ 520,000	\$ 466,000
3138 Real Property Transfer Tax	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
3144 Building Construction Tax	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000
3410 Vehicle Code Fines	260,000	260,000	260,000	260,000	260,000	260,000	260,000	260,000	260,000	260,000
3415 Municipal Code Fines Other	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000
3420 Municipal Code Fines Parking	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000	775,000
3422 Municipal Code Fines DMV	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
3671 State Park Bond			1,000,000							
3959 Auto Immobilization Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
new Hotel Taxes from Montage				1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
<b>Total Funds Available</b>	<b>\$ 2,145,000</b>	<b>\$ 2,234,000</b>	<b>\$ 3,230,000</b>	<b>\$ 3,621,000</b>	<b>\$ 3,822,000</b>	<b>\$ 3,668,000</b>	<b>\$ 3,734,000</b>	<b>\$ 3,680,000</b>	<b>\$ 3,821,000</b>	<b>\$ 3,767,000</b>
Transfer to Gas Tax Fund	(622,000)	(315,000)	(145,000)	(515,000)	(215,000)	(250,000)	(795,000)			
<b>CIP Budget</b>	<b>(1,090,000)</b>	<b>(1,190,000)</b>	<b>(2,765,000)</b>	<b>(2,585,000)</b>	<b>(3,240,000)</b>	<b>(2,985,000)</b>	<b>(2,560,000)</b>	<b>(3,180,000)</b>	<b>(3,355,000)</b>	<b>(3,395,000)</b>
<b>Ending Fund Balance</b>	<b>\$ 433,000</b>	<b>\$ 429,000</b>	<b>\$ 320,000</b>	<b>\$ 521,000</b>	<b>\$ 367,000</b>	<b>\$ 433,000</b>	<b>\$ 379,000</b>	<b>\$ 520,000</b>	<b>\$ 466,000</b>	<b>\$ 372,000</b>
<b>132 GAS TAX FUND</b>										
Starting Fund Balance	\$ 293,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Revenues	855,000	725,000	725,000	725,000	725,000	725,000	725,000	455,000	455,000	455,000
Transfer From CIP Fund	622,000	315,000	145,000	515,000	215,000	250,000	795,000			
<b>Total Funds Available</b>	<b>\$ 1,770,000</b>	<b>\$ 1,040,000</b>	<b>\$ 870,000</b>	<b>\$ 1,240,000</b>	<b>\$ 940,000</b>	<b>\$ 975,000</b>	<b>\$ 1,520,000</b>	<b>\$ 455,000</b>	<b>\$ 455,000</b>	<b>\$ 455,000</b>
<b>CIP Budget</b>	<b>(1,770,000)</b>	<b>(1,140,000)</b>	<b>(870,000)</b>	<b>(1,240,000)</b>	<b>(940,000)</b>	<b>(975,000)</b>	<b>(1,520,000)</b>	<b>(455,000)</b>	<b>(455,000)</b>	<b>(455,000)</b>
<b>Fund Balance</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>134 STREET LIGHTING DISTRICT FUND</b>										
Starting Fund Balance	\$ 263,000	\$ 55,600	\$ 388,900	\$ 1,563,500	\$ 1,330,000	\$ 1,789,000	\$ 2,266,300	\$ 2,762,700	\$ 3,278,900	\$ 3,815,800
Total Revenues (Property Taxes)	\$ 623,600	\$ 648,500	\$ 1,424,400	\$ 701,300	\$ 729,200	\$ 758,300	\$ 788,600	\$ 820,100	\$ 853,000	\$ 887,300
<b>Total Funds Available</b>	<b>\$ 886,600</b>	<b>\$ 704,100</b>	<b>\$ 1,813,300</b>	<b>\$ 2,264,800</b>	<b>\$ 2,059,200</b>	<b>\$ 2,547,300</b>	<b>\$ 3,054,900</b>	<b>\$ 3,582,800</b>	<b>\$ 4,131,900</b>	<b>\$ 4,703,100</b>
Operating Expenses	\$ (231,000)	\$ (240,200)	\$ (249,800)	\$ (259,800)	\$ (270,200)	\$ (281,000)	\$ (292,200)	\$ (303,900)	\$ (316,100)	\$ (328,700)
Capital Expenses	\$ 0	\$ (75,000)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>Proposed CIP Budget</b>	<b>\$ (800,000)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (875,000)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Ending Fund Balance</b>	<b>\$ 55,600</b>	<b>\$ 388,900</b>	<b>\$ 1,563,500</b>	<b>\$ 1,330,000</b>	<b>\$ 1,789,000</b>	<b>\$ 2,266,300</b>	<b>\$ 2,762,700</b>	<b>\$ 3,278,900</b>	<b>\$ 3,815,800</b>	<b>\$ 4,374,400</b>

Notes: The revenues and expenses of the Street Lighting District Fund include a 4 percent annual inflationary increase.

## TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2003/04 through Fiscal Year 2012/13

*Fiscal Year 2003/04*

*Year One*

**CAPITAL IMPROVEMENT FUND:**

1.	Citywide Sidewalk Repairs Phase I	\$100,000	
2.	Laguna Canyon Channel Repairs Engineering Analysis	20,000	
3.	Alexander Road Drainage Reconstruction	150,000	
4.	Top of the World Fire Road Rehabilitation	75,000	
5.	Louise Street Storm Drain Construction	150,000	
6.	Brooks Street Stairs Replacement	120,000	
7.	Lang Park Play Equipment Replacement	100,000	
8.	Storm Drain Master Plan Update and GIS Database Preparation	150,000	
9.	Summit Drive Retaining Wall Repair	150,000	
10.	Laguna Canyon Road Construction Staging Area	75,000	
<b>Total Cost of 2003/04 Capital Improvement Fund Projects</b>			<b>\$1,090,000</b>

**GAS TAX FUND**

11.	Arch Beach Heights Streets Rehabilitation	\$1,500,000 <sup>1</sup>	
12.	Forest Avenue Rehabilitation	270,000	
<b>Total Cost of 2003/04 Gas Tax Fund Capital Improvement Projects</b>			<b>\$1,770,000</b>

**STREET LIGHTING FUND**

13.	Downtown Streets Rehabilitation	\$500,000	
14.	Forest/Mermaid Alley Replacement	100,000	
<b>Total Cost of 2003/04 Street Lighting Fund Capital Improvement Projects</b>			<b>\$600,000</b>

<b>TOTAL OF ALL PROJECTS FOR FY 2003/04</b>	<b>\$3,460,000</b>
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<sup>1</sup> \$622,000 funded by a transfer from the Capital Improvement Fund

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2003/04 through Fiscal Year 2012/13

*Fiscal Year 2004/05*

*Year Two*

## CAPITAL IMPROVEMENT FUND

1. City Building Facilities Design	\$105,000	
2. Main Beach Boardwalk and Stair Replacement	415,000	
3. South Main Beach Restroom Replacement	260,000	
4. Bluebird Canyon Drive Nuisance Water Diversion Upgrade	30,000	
5. Citywide Sidewalk Repairs Phase II	105,000	
6. Diamond Street Beach Stairs Replacement	260,000	
7. Mystic Hills/Atlantic Storm Drain Construction	315,000	
<b>Total Cost of 2004/05 Capital Improvement Fund Projects</b>		<b>\$1,490,000</b>

## GAS TAX FUND CAPITAL IMPROVEMENTS

8. Upper Bluebird Canyon Streets Rehabilitation	\$1,040,000 <sup>1</sup>	
<b>Total Cost of 2004/05 Gas Tax Fund Capital Improvement Projects</b>		<b>\$1,040,000</b>

**TOTAL OF ALL PROJECTS FOR FY 2004/05** \$2,530,000

<sup>1</sup> \$315,000 funded by a transfer from the Capital Improvement Fund

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2003/04 through Fiscal Year 2012/13

*Fiscal Year 2005/06*

*Year Three*

## CAPITAL IMPROVEMENT FUND

1.	Heisler Park Monument Point Stairs Replacement	\$90,000	
2.	Heisler Park Preservation and Restoration	1,800,000 <sup>1</sup>	
3.	Heisler Park Rockpile Beach Stairs Replacement	215,000	
4.	North Laguna Alley Rehabilitation	660,000	
	<b>Total Cost of 2005/06 Capital Improvement Fund Projects</b>		<b>\$2,765,000</b>

## GAS TAX FUND CAPITAL IMPROVEMENTS

5.	Mountain to Nyes Place Streets Rehabilitation	\$435,000	
6.	West of S.Coast Hwy., Cleo St. to Nyes Place Street Rehabilitation	\$435,000 <sup>2</sup>	
	<b>Total Cost of 2005/06 Gas Tax Fund Capital Improvement Projects</b>		<b>\$870,000</b>

**TOTAL OF ALL PROJECTS FOR FY 2005/06**

**\$3,635,000**

<sup>1</sup> Includes \$1,000,000 grant funds from the California Coastal Conservancy

<sup>2</sup> \$145,000 funded by a transfer from the Capital Improvement Fund

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2003/04 through Fiscal Year 2012/13**

*Fiscal Year 2006/07*

*Year Four*

**CAPITAL IMPROVEMENT FUND**

1.	City Building Facilities Rehabilitation Phase I	\$565,000	
2.	Laguna Avenue Creation of Additional Parking	45,000	
3.	North Main Beach Restroom Replacement	225,000	
4.	Citywide Alley Paving Phase I	170,000	
5.	Citywide Sidewalk Repairs Phase III	115,000	
6.	South Laguna Village Commercial Streetscape Construction	520,000	
7.	St. Ann's Drive Retaining Wall Replacement	135,000	
8.	Thalia Street Stairs Replacement	170,000	
9.	Fire Station 2 Water Quality Runoff Construction	95,000	
10.	Fire Station 3 Water Quality Runoff Construction	45,000	
11.	Cliff Drive and Myrtle Nuisance Water Diversion	100,000	
12.	Cliff Drive Nuisance Water Diversion	100,000	
13.	Cress Street Nuisance Water Diversion	100,000	
14.	Gaviota Drive Nuisance Water Diversion	100,000	
15.	Mountain Road Nuisance Water Diversion	100,000	
	<b>Total Cost of 2006/07 Capital Improvement Fund Projects</b>		<b>\$2,585,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

16.	Canyon Acres/Frontage Road Rehabilitation	\$450,000	
17.	Oriole/Meadowlark Streets Rehabilitation	790,000 <sup>1</sup>	
	<b>Total Cost of 2006/07 Gas Tax Fund Capital Improvement Projects</b>		<b>\$1,240,000</b>

**STREET LIGHTING CAPITAL IMPROVEMENTS**

18.	Victoria Beach Street Light Replacement	\$675,000	
	<b>Total Cost of 2006/07 Street Lighting Fund Capital Improvement Projects</b>		<b>\$675,000</b>

	<b>TOTAL OF ALL PROJECTS FOR FY 2006/07</b>	<b>\$4,500,000</b>
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<sup>1</sup> \$515,000 funded by a transfer from the Capital Improvement Fund

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2003/04 through Fiscal Year 2012/13**

*Fiscal Year 2007/08*

*Year Five*

**CAPITAL IMPROVEMENT FUND**

1.	Alta Vista Way Retaining Wall Replacement Upper Section	\$1,170,000	
2.	City Building Facilities Rehabilitation Phase II	1,170,000	
3.	High School Tennis Court Lights Renovation	50,000	
4.	Laguna Canyon Channel Nuisance Water Diversion	470,000	
5.	North Main Beach Nuisance Water Diversion	105,000	
6.	Wilson Street Sidewalk Construction	175,000	
7.	Ocean Way Storm Drain Construction	50,000	
8.	Anita Street Sidewalk Construction	50,000	
<b>Total Cost of 2007/08 Capital Improvement Fund Projects</b>			<b>\$3,240,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

9.	Rembrandt/Van Dyke/Diamond/Crestview Streets Rehabilitation	\$940,000	
<b>Total Cost of 2007/08 Gas Tax Fund Capital Improvement Projects</b>			<b>\$940,000</b>
<b>TOTAL OF ALL PROJECTS FOR FY 2007/08</b>			<b>\$4,180,000</b>

<sup>1</sup> \$215,000 funded by a transfer from the Capital Improvement Fund

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2003/04 through Fiscal Year 2012/13**

*Fiscal Year 2008/09*

*Year Six*

**CAPITAL IMPROVEMENT FUND**

1.	5th Avenue Nuisance Water Diversion Upgrade	\$145,000	
2.	Alta Laguna Park Play Equipment Replacement	145,000	
3.	City Building Facilities Rehabilitation Phasc III	1,215,000	
4.	Moulton Meadows Park Play Equipment Replacement	145,000	
5.	Mountain Road Storm Drain Construction	150,000	
6.	Oak Street Beach Stairs Replacement	145,000	
7.	Ocean Front Retaining Wall Replacement	185,000	
8.	Aliso Way Nuisance Water Diversion	185,000	
9.	Top of The World Storm Drain Replacement	305,000	
10.	Citywide Alley Paving Phase II	185,000	
11.	Cress Street Sidewalk Construction	120,000	
12.	Calliope Street Storm Drain Construction	60,000	
<b>Total Cost of 2008/09 Capital Improvement Fund Projects</b>			<b>\$2,985,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

13.	Anita to Cress/Temple Terrace to Coast Hwy Streets Rehabilitation	\$975,000	
<b>Total Cost of 2008/09 Gas Tax Fund Capital Improvement Projects</b>			<b>\$975,000</b>
<b>TOTAL OF ALL PROJECTS FOR FY 2008/09</b>			<b>\$3,960,000</b>

<sup>1</sup> \$250,000 funded by a transfer from the Capital Improvement Fund

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2003/04 through Fiscal Year 2012/13

*Fiscal Year 2009/10*

*Year Seven*

## CAPITAL IMPROVEMENT FUND

1.	Alta Vista Retaining Wall Replacement Lower Section	\$350,000	
2.	Anita Street Beach Stairs Replacement	125,000	
3.	Anita Street Storm Drain Construction	160,000	
5.	Skyline Drive Gutter Replacement	75,000	
6.	Third Street Hill Retaining Wall Replacement	255,000	
7.	Citywide Alley Paving Phase III	190,000	
8.	Sleepy Hollow Beach Stairs Replacement	250,000	
9.	Cress Street Storm Drain Construction	125,000	
10.	Cypress Drive Curb & Gutter Replacement	50,000	
11.	Bridge Road Storm Drain Reconstruction	95,000	
12.	Starlit/Bluebird Storm Drain Replacement	380,000	
13.	Arch Street Storm Drain Construction	505,000	
	<b>Total Cost of 2009/10 Capital Improvement Fund Projects</b>		<b>\$2,560,000</b>

## GAS TAX FUND CAPITAL IMPROVEMENTS

14.	Skyline/Upper Park Avenue Streets Rehabilitation	\$1,520,000 <sup>1</sup>	
	<b>Total Cost of 2009/10 Gas Tax Fund Capital Improvement Projects</b>		<b>\$1,520,000</b>
	<b>TOTAL OF ALL PROJECTS FOR FY 2009/10</b>		<b>\$4,080,000</b>

<sup>1</sup> \$795,000 funded by a transfer from the Capital Improvement Fund



# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2003/04 through Fiscal Year 2012/13

*Fiscal Year 2010/11*

*Year Eight*

## CAPITAL IMPROVEMENT FUND

1. Cajon Street/Alley Storm Drain Construction	\$265,000	
2. City Building Facilities Rehabilitation Phase IV	1,315,000	
3. Glenneyre Street, Calliope to Bluebird, Sidewalk Replacement	130,000	
4. Hillcrest Drive Sidewalk Construction	130,000	
5. Main Beach Park Bench Replacement	65,000	
6. Mermaid Street Retaining Wall Replacement	105,000	
7. Moulton Meadows Park and Alta Laguna Park Rehabilitation	265,000	
8. Mystic Hills/Coral Drive Storm Drain Construction	525,000	
9. Ocean View Street Storm Drain Construction	65,000	
10. Oak Street Storm Drain Construction	165,000	
11. Brooks Street Storm Drain Construction	130,000	
<b>Total Cost of 2010/11 Capital Improvement Fund Projects</b>		<b>\$3,160,000</b>

## GAS TAX FUND CAPITAL IMPROVEMENTS

12. Citywide Slurry Seal, Phase I	\$455,000	
<b>Total Cost of 2010/11 Gas Tax Fund Capital Improvement Projects</b>		<b>\$455,000</b>
<b>TOTAL OF ALL PROJECTS FOR FY 2010/11</b>		<b>\$3,615,000</b>

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2003/04 through Fiscal Year 2012/13**

*Fiscal Year 2011/12*

*Year Nine*

**CAPITAL IMPROVEMENT FUND**

1.	10th Avenue Storm Drain Construction	\$410,000	
2.	Broadway/Festival of Arts Storm Drain Construction	410,000	
3.	City Building Facilities Rehabilitation Phase V	1,370,000	
4.	Shaw's Cove Stairs Replacement	205,000	
5.	Solana Way/South Coast Hwy. Storm Drain Construction	205,000	
6.	Terry Road Retaining Wall Replacement	105,000	
8.	Upper Oak Street Storm Drain Construction	310,000	
9.	Victoria Drive Beach Stairs Replacement	135,000	
10.	Y Place Storm Drain Construction	205,000	
<b>Total Cost of 2011/12 Capital Improvement Fund Projects</b>			<b>\$3,355,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

11.	Citywide Slurry Seal, Phase II	400,000	
12.	Myrtle Street and Cliff Drive Intersection Improvements	\$55,000	
<b>Total Cost of 2011/12 Gas Tax Fund Capital Improvement Projects</b>			<b>\$455,000</b>

<b>TOTAL OF ALL PROJECTS FOR FY 2011/12</b>	<b>\$3,810,000</b>
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**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2003/04 through Fiscal Year 2012/13**

*Fiscal Year 2012/13*

*Year Ten*

**CAPITAL IMPROVEMENT FUND**

1.	Catalina and El Camino Del Mar Median Construction	\$215,000	
2.	City Building Facilities Rehabilitation Phase VI	1,425,000	
3.	Holly/Brooks Storm Drain Construction	725,000	
4.	Laguna Canyon Road Median Rehabilitation and Relandscaping	425,000	
5.	San Remo Drive/Donna Drive Storm Drain Construction	320,000	
6.	Upper Cress Street Storm Drain Construction	285,000	
<b>Total Cost of 2012/13 Capital Improvement Fund Projects</b>			<b>\$3,395,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

7.	City Wide Slurry Seal, Phase III	\$455,000	
<b>Total Cost of 2012/13 Gas Tax Fund Capital Improvement Projects</b>			<b>\$455,000</b>
<b>TOTAL OF ALL PROJECTS FOR FY 2012/13</b>			<b>\$3,850,000</b>

## Capital Improvements Not Included In the Ten-Year Plan

Project Name	Number	Projected Cost <sup>1</sup> of Project
Laguna Canyon Channel Urban Runoff Recycling Facility Project Report	128	\$30,000
Third Street Median and Pedestrian Crossing Construction	134	\$30,000
Lifeguard Headquarters Connection to Sewer Backup Generator	147	\$35,000
High School Area Sidewalk Curb Ramps Construction	187	\$40,000
High School Tennis Court Additional Lighting Installation	202	\$45,000
Lang Park Roof Replacement	88	\$50,000
Glenneyre Street Channel Replacement	151	\$50,000
Sleepy Hollow Retaining Wall Replacement	181	\$50,000
Arroyo Drive Storm Drain Construction	165	\$50,000
Miramar Street Stairs Construction	211	\$50,000
Upper High Drive Storm Drain Construction	212	\$50,000
Barranca Street Storm Drain Construction	164	\$70,000
City Hall Slope Stabilization	129	\$80,000
Crestview Place Vehicle Turn-Around Construction	131	\$90,000
Hinkle Place/Coast Highway Intersection Improvement	180	\$95,000
Citywide Sidewalk Repairs Phase V	225	\$100,000
Crestview Place to Ruby Place Emergency Access Stair Construction	33	\$100,000
Crescent Bay Beach Ramp Extension	107	\$100,000
Monterey Street Access Ramp Construction	38	\$100,000
Pepper Tree Park Rehabilitation	65	\$100,000
Thurston Park Rehabilitation	64	\$100,000
Citywide Sidewalk Repairs Phase VI	226	\$100,000

1. Projected Cost of Project in 2003 Dollars

## Capital Improvements Not Included In the Ten-Year Plan

Project Name	Number	Projected Cost <sup>1</sup> of Project
Laguna Canyon Channel Rehabilitation	194	\$100,000
Citywide Sidewalk Repairs Phase IV	224	\$100,000
South Main Beach Ramp Construction	108	\$100,000
31300 Block of Coast Highway Storm Drain Construction	167	\$110,000
Fisherman's Cove Stairs Replacement	46	\$120,000
11th Avenue Storm Drain Construction	122	\$120,000
Pinecrest Drive Storm Drain Construction	150	\$150,000
Coast View, Temple Hills and Wendt Terrace Storm Drain Construction	161	\$150,000
Santa Cruz Street Storm Drain Construction	160	\$150,000
Moss Street Beach Stairs Replacement	177	\$150,000
Old Top of the World Park Rehabilitation	113	\$150,000
Sleepy Hollow Lane Nuisance Water Diversion	145	\$150,000
8th Avenue Storm Drain Construction	119	\$180,000
Wesley Drive and Lang Park Storm Drain Construction	114	\$180,000
Wesley Dr./Marilyn Dr. Storm Drain Construction	111	\$200,000
Laguna Canyon Road Sidewalk Construction	133	\$200,000
Moss Street Storm Drain Construction	157	\$200,000
Dumond Drive Beach Ramp Extension	179	\$200,000
Bluebird Creek Nature Trail	185	\$200,000
Cardinal Way Storm Drain Construction	166	\$240,000
Sunset Avenue Storm Drain Construction	170	\$240,000
Rimrock/Bluebird Storm Drain Replacement	58	\$250,000

1. Projected Cost of Project in 2003 Dollars

## Capital Improvements Not Included In the Ten-Year Plan

Project Name	Number	Projected Cost <sup>1</sup> of Project
Myrtle Street Storm Drain Construction	163	\$250,000
Coast Highway North of Three Arch Bay Storm Drain Construction	172	\$250,000
Wave Street Storm Drain Construction	153	\$250,000
Catalina Avenue Storm Drain Construction	169	\$250,000
El Toro Road Sidewalk Construction	132	\$250,000
Coast Highway to Aliso Creek Storm Drain Construction	168	\$250,000
Upper Anita Street Storm Drain Construction	159	\$300,000
Riddle Field Restroom Rehabilitation	25	\$340,000
Act V Storm Drain Extension	54	\$400,000
Scenic Drive Storm Drain Construction	171	\$400,000
Jasmine Street Storm Drain Construction	154	\$400,000
Coast Hwy., 10th Ave. to South City Limits, Median Construction	109	\$500,000
2900 Alta Laguna Blvd. Fire Station 3 Rehabilitation	83	\$550,000
Aster Street Storm Drain Construction	162	\$550,000
Canyon View Drive/Buena Vista Way Drainage Construction	183	\$650,000
Crescent Bay Drive Street Replacement	182	\$750,000
Upper Park Avenue Storm Drain Construction	81	\$1,000,000
City Building Facilities Rehabilitation Phase VII	118	\$1,000,000
Arch Beach Heights Storm Drain Replacement	117	\$2,000,000
31646 Second Avenue Fire Station 4 Replacement	90	\$2,150,000
Playhouse Parking Structure Construction	200	\$3,000,000
<b>65 Capital Improvements Not Included in the Ten-Year Plan Totaling</b>		<b>\$20,645,000</b>

1. Projected Cost of Project in 2003 Dollars

## **CAPITAL IMPROVEMENT PROGRAM –** **WATER QUALITY DEPARTMENT**

### *Introduction*

The City's Capital Improvement Program for the Water Quality Department includes major projects to replace or construct portions of the City's sewer system.

The following schedules are included on the pages that follow:

1. "Sewer Fund Ten Year Capital Improvement Plan" (pages 203-204). This schedule summarizes all capital improvement projects budgeted for Fiscal Year 2003/04.
2. "10 Year Sewer Fund Financial Plan" (page 205). This is a one-page summary of Sewer Fund revenue and budget projections for the next ten years.

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**SEWER FUND**  
**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2003/04 through Fiscal Year 2012/13**

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<b><i>Fiscal Year 2003/04</i></b>		<b><i>Year One</i></b>
1. Sewer pipe lining and reconstruction		\$2,500,000
2. Rehabilitation of 250 manholes		500,000
3. Relocate electrical panels for various lift stations		234,000
4. Add wet well gas detectors and approved electrical equipment		374,000
5. Rehabilitate portion of the NCI that is steel pipe at Nyes Place		416,000
6. Design parallel force main for Laguna SOCWA NCI line		279,000
7. Design parallel force main for Bluebird SOCWA NCI line		462,000
8. Design relocation of NCI at Aliso Creek channel crossing		114,000
9. Odor Control Improvements		114,000
10. SOCWA Treatment Plant Improvements		1,220,000
	<b>Total Cost - Year One</b>	<b>\$6,213,000</b>
 <b><i>Fiscal Year 2004/05</i></b>		 <b><i>Year Two</i></b>
11. Sewer pipe lining and rehabilitation		\$2,000,000
12. Construct parallel force main for Laguna SOCWA NCI line		1,159,000
13. Add generator, expand wet well, etc. at Shaw's Cove #14 with backup power to Boat Canyon #13 LS		838,000
14. Reconstruct NCI to take it out of Aliso Creek		476,000
15. Construct gravity sewer line to abandoned Heisler Park LS		50,000
16. SOCWA Treatment Plant Improvements		621,000
	<b>Total Cost - Year Two</b>	<b>\$5,144,000</b>
 <b><i>Fiscal Year 2005/06</i></b>		 <b><i>Year Three</i></b>
17. Add generators to five lift stations		\$394,000
18. Construct parallel force main for Bluebird SOCWA NCI line		1,998,000
19. SOCWA Treatment Plant Improvements		1,015,000
	<b>Total Cost - Year Three</b>	<b>\$3,407,000</b>
 <b><i>Fiscal Year 2006/07</i></b>		 <b><i>Year Four</i></b>
20. Reconstruct Third Street/Loma Terrace sewer pipe		\$585,000
21. Replace corroded electrical equipment at various stations		99,000
22. Inc. wet well retention time at Main Beach #11, Nyes Pl #24 LS, McKnight #16 and Bluebird Canyon #6		272,000
23. Wet well rehabilitation at various stations		249,000
24. SOCWA Treatment Plant Improvements		120,000
	<b>Total Cost - Year Four</b>	<b>\$1,325,000</b>
 <b><i>Fiscal Year 2007/08</i></b>		 <b><i>Year Five</i></b>
25. Replace pumps/motors at Laguna SOCWA LS (variable speed)		\$309,000
26. SOCWA Treatment Plant Improvements		546,000
	<b>Total Cost - Year Five</b>	<b>\$855,000</b>

**SEWER FUND**  
**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2003/04 through Fiscal Year 2012/13**

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<i><b>Fiscal Year 2008/09</b></i>	<i><b>Year Six</b></i>
27. Sewer line videoing and repairs	\$200,000
28. Replace pumps/motors at Bluebird SOCWA LS (variable speed)	437,000
29. SOCWA Treatment Plant Improvements	454,000
<b>Total Cost - Year Six</b>	<b>\$1,091,000</b>

<i><b>Fiscal Year 2009/10</b></i>	<i><b>Year Seven</b></i>
30. Sewer line videoing and repairs	\$700,000
31. Wet well rehabilitation Bonn Drive #21	21,000
32. SOCWA Treatment Plant Improvements	490,000
<b>Total Cost - Year Seven</b>	<b>\$1,211,000</b>

<i><b>Fiscal Year 2010/11</b></i>	<i><b>Year Eight</b></i>
33. Sewer line videoing and repairs	\$500,000
34. Rehabilitate NCI manholes	465,000
35. Install bypass pumping tees on various lift stations	56,000
36. Extend monorail Bluebird SOCWA #26 LS	53,000
37. Increase wet well retention time at Bluebird SOCWA #26 LS	623,000
38. SOCWA Treatment Plant Improvements	153,000
<b>Total Cost - Year Eight</b>	<b>\$1,850,000</b>

<i><b>Fiscal Year 2011/12</b></i>	<i><b>Year Nine</b></i>
39. Increase wet well retention time at Laguna SOCWA #25 LS	\$407,000
40. Sewer line videoing and repairs	600,000
41. SOCWA Treatment Plant Improvements	662,000
<b>Total Cost - Year Nine</b>	<b>1,669,000</b>

<i><b>Fiscal Year 2012/13</b></i>	<i><b>Year Ten</b></i>
42. Replace pumps/motors Laguna SOCWA #25 LS	\$376,000
43. Replace pumps/motors Bluebird SOCWA #26 LS	511,000
44. SOCWA Treatment Plant Improvements (est.)	500,000
<b>Total Cost - Year Ten</b>	<b>\$1,387,000</b>

<b>GRAND TOTAL OF 10-YEAR SEWER SYSTEM CIP</b>	<b>\$24,152,000</b>
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**Unfunded Projects List**

A. Abandon Santa Cruz #18 LS repl. with gravity line	\$120,000
B. Abandon Bernard Ct. #19 LS repl. with gravity line	260,000
C. Abandon Arch Beach Heights #22 LS repl. with gravity line	340,000
D. Laguna SOCWA NCI force main rehab.	1,309,000
E. Bluebird SOCWA NCI force main rehab.	2,325,000
	<b>\$ 4,354,000</b>

# 10-YEAR SEWER FUND FINANCIAL PLAN

(Figures in \$1,000s)

	Current Year FY 2002/03	Year 1 FY 2003/04	Year 2 FY 2004/05	Year 3 FY 2005/06	Year 4 FY 2006/07	Year 5 FY 2007/08	Year 6 FY 2008/09	Year 7 FY 2009/10	Year 8 FY 2010/11	Year 9 FY 2011/12	Year 10 FY 2012/13
<b>Beginning Fund Balance:</b>	2,136	518	480	458	187	141	108	218	586	442	531
<b>Revenues:</b>											
Sewer Service Charges	4,271	4,698	4,862	5,033	5,209	5,391	5,580	5,775	5,977	6,186	6,403
Rate Increases	10.00%	10.00%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Residential Rates (2)	29.70	32.67	33.81	35.00	36.22	37.49	38.80	40.16	41.57	43.02	44.53
Sewer Connection Charges	150	150	155	161	166	172	178	184	191	198	204
Miscellaneous Revenue:											
State Revolving Loan (1)		4,300	4,000	2,200	500	0	0	0	0	0	0
Federal Grant	873	611									
Emerald Bay Reimbursement	38	74	83	98	15	28	33	15	63	32	52
Miscellaneous Reimbursement	0	10	10	10	10	10	10	10	10	10	10
<b>Total Miscellaneous</b>	<b>911</b>	<b>4,995</b>	<b>4,093</b>	<b>2,308</b>	<b>525</b>	<b>38</b>	<b>43</b>	<b>25</b>	<b>73</b>	<b>42</b>	<b>62</b>
<b>Total Estimated Revenue</b>	<b>5,332</b>	<b>9,843</b>	<b>9,111</b>	<b>7,502</b>	<b>5,900</b>	<b>5,601</b>	<b>5,801</b>	<b>5,984</b>	<b>6,241</b>	<b>6,426</b>	<b>6,669</b>
<b>Expenses:</b>											
Total Operating Expenses	2,976	3,068	3,110	3,219	3,332	3,449	3,569	3,694	3,823	3,957	4,096
Inflation Adjustment			3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Debt Service:											
Debt Service SOCWA Plant Improvements	600	600	600	610	610	620	320				
Debt Service for City System			278	537	679	711	711	711	711	711	711
<b>Total Debt Service</b>	<b>600</b>	<b>600</b>	<b>878</b>	<b>1,147</b>	<b>1,289</b>	<b>1,331</b>	<b>1,031</b>	<b>711</b>	<b>711</b>	<b>711</b>	<b>711</b>
Capital:											
City pipes and manholes	2,833	3,000	2,000	0	585	0	200	700	500	600	0
City lift stations (excluing SOCWA stations)	170	580	888	394	610	0	0	21	56	0	0
NCI includes SOCWA stations	109	1,413	1,635	1,998	10	309	437	0	1,141	407	887
SOCWA Treatment Plant	262	1,220	621	1,015	120	546	454	490	153	662	500
<b>Total Capital Improvement Expenses</b>	<b>3,374</b>	<b>6,213</b>	<b>5,144</b>	<b>3,407</b>	<b>1,325</b>	<b>855</b>	<b>1,091</b>	<b>1,211</b>	<b>1,850</b>	<b>1,669</b>	<b>1,387</b>
<b>Total Budgeted Expenses</b>	<b>6,950</b>	<b>9,881</b>	<b>9,133</b>	<b>7,773</b>	<b>5,946</b>	<b>5,635</b>	<b>5,691</b>	<b>5,616</b>	<b>6,384</b>	<b>6,337</b>	<b>6,194</b>
<b>Revenues - Expenses</b>	<b>(1,618)</b>	<b>(38)</b>	<b>(22)</b>	<b>(271)</b>	<b>(45)</b>	<b>(33)</b>	<b>110</b>	<b>368</b>	<b>(144)</b>	<b>89</b>	<b>476</b>
<b>Ending Fund Balance</b>	<b>518</b>	<b>480</b>	<b>458</b>	<b>187</b>	<b>141</b>	<b>108</b>	<b>218</b>	<b>586</b>	<b>442</b>	<b>531</b>	<b>1,006</b>

(1) Borrow the amount shown each year at an estimated 2.6% for 20 years.

(2) The inflationary rate increases for years 2-10 must still go through the protest vote process.

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