

# City of Laguna Beach

## California



# Adopted Budget

*Fiscal Year 2004-05*

Cover Art: *Courtesy of Michael Hallinan*

*1464 Glenneyre, Laguna Beach CA*

# City of Laguna Beach

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## ELECTED OFFICIALS

**MAYOR**

**MAYOR PRO TEM**

**COUNCILMEMBER**

**COUNCILMEMBER**

**COUNCILMEMBER**

**CITY CLERK**

**CITY TREASURER**

**CHERYL KINSMAN**

**ELIZABETH PEARSON**

**WAYNE BAGLIN**

**STEVE DICTEROW**

**TONI ISEMAN**

**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

Pat Barry

David Shissler

James Spreine

Kenneth MacLeod

Mark Klosterman

Budget Preparation Team:

Interim Finance Officer  
Accountant

Francine Maldonado  
Magdalena Lotolc

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# **INTRODUCTION**

## ***“How To Use This Budget”***

The Annual Budget for the City of Laguna Beach for fiscal year 2004-05 was adopted by Resolution 04.060 by the City Council on June 15, 2004.

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 16, 2004. 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 16, 2004 and the preparation of this Budget Transmittal, numerous modifications have been made to the Proposed Budget. These modifications are shown on pages v through vi, 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 Exhibit A - Modifications to the Proposed Budget and the City Manager’s Transmittal. 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. 169-207) 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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**EXHIBIT A  
MODIFICATIONS TO THE 2004-05  
PRELIMINARY BUDGET  
AS ADOPTED BY THE CITY COUNCIL ON JUNE 15, 2004**

**I. GENERAL FUND**

1. Reduce sales tax revenue by \$675,000 for State takeaway.
2. Increase projected revenue from the transient occupancy tax by \$100,000.
3. Increase revenue from parking in the employees lot by \$10,000.
4. Increase estimated property taxes by \$35,000.
5. Transfer \$250,000 from the contingency reserve to the General Fund.
6. Increase anticipated State grant receipts for police services by \$75,000.
7. Reduce spending proposed in the preliminary budget as depicted in Section III of the City Council agenda report dated June 15, 2004 and summarized as follows:
 

a.	City Council	\$ 1,000
b.	City Manager	\$ 6,000
c.	City Clerk	\$ 3,000
d.	City Treasurer	\$ 1,000
e.	City Attorney	\$ 5,000
f.	Administrative Services Department	\$ 15,000
g.	Police Department	\$ 25,000 (\$100,000 w/o State grant)
h.	Fire Department	\$ 71,000
i.	Marine Safety Department	\$ 16,000
j.	Public Works Department	\$ 70,000
k.	Water Quality Department	\$ 4,000
l.	Community Development Department	\$ 44,000
m.	Community Services Department	\$ 12,000
n.	Cultural Arts Department	\$ 13,000
8. Restore cuts of \$10,000 for Fire reserve salaries, \$10,000 for materials in the Parks Division and \$6,000 in off-season lifeguard coverage.
9. Appropriate \$48,000 for a fulltime, civilian Marine Protection Officer in the Marine Safety Department.
10. Allocate the \$175,000 in Community Assistance funding as recommended in Section VI of the City Council agenda report dated June 15, 2004.
11. Appropriate \$23,409 for 2003-04 dues to the El Toro Reuse Planning Agency.

**Exhibit A**  
**Modifications to the 2004-05 Preliminary Budget**  
**As Adopted by the City Council on June 15, 2004**  
**Page 2**

**II. NON-GENERAL FUND MODIFICATIONS**

Parking Fund

1. Increase income from parking permits by \$210,000.
2. Augment revenue by \$8,000 from Lumberyard parking.
3. Increase receipts from parking lots by \$80,000.
4. Increase expenses by \$30,000 for credit card fees.
5. Eliminate \$14,000 subsidy for mainline summer fares.
6. Reduce Festival tram fare expenditures from \$310,000 to \$110,000.

Capital Improvement Fund

1. Raise parking fine revenue by \$25,000.

Transit Fund

1. Increase parking receipts by \$20,000.
2. Reduce Festival fare receipts from \$310,000 to \$110,000 and raise the transfer from the Parking Fund to the Transit Fund by an equal amount (\$200,000).
3. Restore 75 cent fares to mainline summer service thereby raising estimated fare receipts by \$14,000.

## MEMORANDUM

**DATE:** April 21, 2004  
**TO:** City Council  
**FROM:** Kenneth Frank, City Manager  
**SUBJECT: TRANSMITTAL OF THE 2004-2005 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 2004-2005 is hereby presented. A public workshop and hearing concerning the budget is scheduled for Saturday, May 22 at 9:00 a.m. A second public forum will be held on June 15; it is anticipated that the Council will adopt the budget at that session.

### **I. BALANCING THE STATE BUDGET**

“Shift and shaft Federalism” was a hallmark of our budgets in the early 1990’s as the State balanced its spending by usurping property taxes from cities and counties. Every year since then, about \$2 million of property taxes is shifted from the City of Laguna Beach to finance State services.

Next year, the Governor proposes to purloin another \$1.3 billion in property taxes to support the State’s profligate spending, coupled with a substantial cut in the motor vehicle fee for which State officials have graciously accepted full credit. Under the Governor’s preliminary budget, another \$550,000 in property taxes raised in Laguna Beach would be transferred out of the City to finance State obligations.

Therefore, as was the case in the early 1990’s, the municipal budget is heavily dependent upon State actions which will probably not be final until the summer or fall. The Council will need to adopt the budget in June and reconsider the level of local services after the State has determined our fate. This preliminary budget is presented without any State cuts so that the public has a full understanding of the service levels which are supported by our local revenues. When the State abrogates our revenues, the Council will need to consider cuts to local services.

In order to afford the Council maximum flexibility to deal with State cuts, there are several budgeted positions which are being left vacant. These include a police officer, a planner and a parks maintenance worker. As other positions become vacant, they will not be filled unless the State meets its moral obligation to return local revenues to the community in which they are generated.

## II. OVERALL CITY FINANCIAL POSTURE

Several factors have depreciated the City's financial position looking toward 2004-05 including:

- Expected property tax cuts of \$550,000 from the State; however, at this point, the proposed budget does not attempt to address that possible reduction.
- Exponential increases in retirement costs for employees because the State Public Employee Retirement System has experienced losses in its investment portfolio; the following table depicts the increase in rates which amounts to a \$1.3 million higher cost in the coming year:

	<u>General Employees</u>	<u>Public Safety Employees</u>
2002/03	0%	0%
2003/04	0%	4%
2004/05	5%	15%

- Exorbitant workers compensation expenses which are presently about \$2 million annually.
- Employee health costs which have been escalating faster than inflation for several years.
- Expected investment income which has dramatically declined from its zenith of \$1.7 million in 2000-01 to about \$725,000 next year because of abnormally depressed interest rates.

In order to submit a balanced budget, in which revenues equal expenses, several principles were adopted:

- No increase in full-time or part-time staffing hours, except for Marine Safety because of the timing of Labor Day.
- No new programs, services or initiatives.
- No inflationary adjustments in operating costs, except in rare circumstances (e.g., fuel for transit).
- No capital outlay for any department, except for items which could be financed from an expected surplus in the current year.

This lack of inflationary adjustment cannot continue in subsequent years without adversely impacting services. Hopefully, the worst of the retirement and workers comp increases have been experienced and the City will face a less austere situation in 2005-06; this assumes the Governor does not slash our revenue as he is presently proposing.

Because the City retired the debt at Treasure Island Park to save interest costs, several accounts temporarily show lower balances than will actually be available in the near future:

Open Space Fund	\$ 400,000
General Fund Contingency	\$ 500,000
Vehicle Replacement Fund	\$ 800,000
General Fund Surplus	\$1,500,000

Also, the Community Center/Senior Center/Clinic project account, for which money has already been appropriated in prior fiscal years, has advanced \$5 million to retire the debt. As hotel taxes are received from Treasure Island, they will automatically be deposited into these accounts. When the books are closed on FY 2003-04, it is expected that the Open Space Fund and the General Fund Contingency will be fully restored.

### III. GENERAL FUND REVENUE OUTLOOK

General Fund revenue is estimated to be \$33,748,300. Salient aspects of General Fund revenue include:

- Property taxes are expected to rise by 8%; this is the highest increase that I have ever estimated in the preliminary budget, but based on property sales, it should be reachable. Over the last four years, Laguna Beach has enjoyed substantial property tax increases as follows:

2000-01	9.43%
2001-02	10.38%
2002-03	8.56%
2003-04	8.75%

- Sales and hotel taxes are projected to be stable, except for a slight increase in sales taxes from the Montage Hotel. In the present year, hotel revenues are finally recovering to their historic high before the September 11 disaster.
- Income from investments is stable, but unfortunately it is at a record low.
- Charges for Community Development services have been raised already to recover the full expense of building and zoning services.
- Motor vehicle fees are based on 12 months of full returns; in the current year, the State abrogated about 25% of our motor vehicle fees.

#### **IV. GENERAL FUND EXPENDITURE HIGHLIGHTS**

General Fund spending is proposed at \$34,870,610, which is about 6.7% above the budget for the current year. Four percent (4%) of that amount is attributable to the PERS retirement rates. Without the unavoidable retirement spikes, the budget would rise by only 2.7%.

Another factor in next year's budget is cost of living increases negotiated with the three employee associations. Those contracts mandate 3% adjustments which have been included for all employees within the preliminary budget.

The few variances from the present budget are highlighted in the following paragraphs:

#### **CITY COUNCIL, CITY MANAGER, CITY CLERK, CITY TREASURER, CITY ATTORNEY AND ADMINISTRATIVE SERVICES DEPARTMENT**

While these budgets have been held at current levels, there is a one-time allocation of \$33,000 in the City Clerk's office to complete the multi-year task of placing City records on a computerized retrieval system. No funds are included in the budget for the El Toro Reuse Planning Agency since the El Toro Airport scheme has been defeated.

#### **POLICE DEPARTMENT**

No new services are proposed. However, a non-sworn position would replace a police officer in the Support Services Division. That technically oriented individual would supervise the records and dispatch functions which are becoming more complex.

#### **FIRE DEPARTMENT**

The only modification for 2004-05 is a reduction in the hours allocated to the Fire Chief. As in the current year, the proposed budget employs existing personnel on an overtime basis for vacation and sick leave relief.

#### **PUBLIC WORKS DEPARTMENT**

Except for minor cost neutral changes in position titles and duties, the budget for this Department is similar to the present year. The Fleet Maintenance Supervisor and the Lead Bus Driver will devote less time to administrative duties and more hours to operations, a part time driver and part time mechanic will become full time and the hours of part time personnel will be reduced.

## WATER QUALITY DEPARTMENT

While no new activities are contemplated, the budget includes money for the mandated water quality testing in Aliso Creek and the compulsory activities under the National Pollution Discharge Elimination System. Funding is continued for public education. This year, the \$93,000 for the required marine resource testing at Treasure Island is listed within this department's purview.

## COMMUNITY SERVICES DEPARTMENT

Because the Recreation Division is assuming supervision of the water polo club functions, there is an increase in expenses offset by higher revenue. Otherwise, there are no changes to this budget.

## COMMUNITY DEVELOPMENT DEPARTMENT

The 2004-05 preliminary budget shows no changes for the Department. No positions would be eliminated although one planning slot is presently vacant. The Department's request to hire a consultant to prepare illustrative design guidelines was excised from the budget because of funding constraints.

## MARINE SAFETY DEPARTMENT

Because Labor Day falls on September 6, there are several additional days of summer coverage which will cost \$29,000. That amount covers the same level of summer service as in previous years, but for a slightly longer period of time.

## CULTURAL ARTS DEPARTMENT

In the current year, art and cultural programs enjoyed a windfall as assessments from the Montage Hotel raised revenues by about \$450,000. For 2004-05, revenues from the Business Improvement District are anticipated to be stable.

## **V. GENERAL FUND SUMMARY**

General Fund revenues for fiscal year 2004-2005 are expected to be \$33,748,300. As in the previous ten years, \$700,000 is transferred to the General Fund from the Parking Fund resulting in total available revenues of \$34,448,300. Expenditures, including capital outlay, are estimated at \$34,870,610, which is about \$420,000 higher than revenues. Hence, balancing the budget necessitates the inclusion of \$400,000 in carryover from the current fiscal year. However, if all capital outlay \$421,500 were excised from the proposed budget, operating expenses would be a tiny fraction below revenue for 2004-2005.

Under the proposed budget, the ending fund balance on June 30, 2005 is estimated to be \$3,484,817, which is a grand total of \$756 above the 10% reserve requirement.



## **VI. TRANSIT FUND**

Summer transit services have been expanded markedly in the last several years. Ridership has skyrocketed due to the increased service and the elimination of fares. To continue that service, next year's budget includes \$364,000 in subsidies from the Parking Fund to the transit system:

- \$310,000 is allocated from parking revenues to cover tram fees during the summer.
- \$14,000 is included in the budget so that the main lines will be free during the summer.
- \$40,000 is transferred from the Parking Fund to the Transit Fund to complete a match of State revenues.

## **VII. PARKING FUND**

Each year, on the average, the Parking Fund nets \$460,000 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, June 30, 2005, the Parking Fund should have a balance of about \$1.5 million. (As this budget message is being written, the Council is considering whether to increase parking revenues; therefore, the information will be updated at the budget workshop in May.)

## **VIII. STREET LIGHTING FUND**

The Street Lighting account continues to be well funded from a dedicated portion of the property tax. Ongoing revenues exceed operating expenses by roughly \$400,000 per year. The only unusual cost next year is an estimated \$100,000 for the City's share as a property owner in the undergrounding of utilities in the Loma Terrace neighborhood.

## **IX. GAS TAX FUND**

Because the gas tax is based on a flat amount per gallon, this revenue source does not keep pace with inflation. It is absolutely impossible for the City to adequately pave public streets without significant transfers from the General Fund or the Capital Improvement Fund. Next year's budget recommends that \$196,000 be shifted from the Capital Improvement Fund to the Gas Tax Fund. With that infusion of revenue, the Gas Tax Fund will have slightly over \$1 million, which will be used to repave all of the streets in upper Bluebird Canyon.

## **X. OPEN SPACE, 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, in future years, the balances will be dedicated for various projects. The balance in the Open Space Fund is increasing slightly as environmental mitigation fees from Diamond Crestview houses are deposited into this account.

## **XI. CAPITAL IMPROVEMENT FUND**

The blue pages near the back of the Preliminary Budget depict the recommended Capital Improvement Program for fiscal year 2004-2005. They also include a Ten-Year Capital Improvement Program. Key tenets of the Ten-Year Capital Improvement Plan are:

- Street repaving continues to be a high priority. Transfers from the Capital Improvement account to the Gas Tax Fund will be needed every year to maintain the schedule.
- Any construction at the Village Entrance will be financed from the Parking Fund; no allocation has been included in the Capital Improvement Program.
- Both the corporate yard relocation and the community/senior center projects have already been funded.
- The renovation and preservation of Heisler Park will cost at least \$2 million; it is unlikely that the project will proceed without a substantial infusion of State and/or Federal grants.
- The Montage Hotel will generate sufficient transient occupancy taxes so that \$1.5 million annually could be deposited into the Capital Improvement Fund starting July 1, 2007.
- Sewer capital projects are not included in this account because they have separate sources of funding

Two of the major capital projects for next fiscal year are primarily grant funded. The State Water Resources Control Board has awarded the City more than \$1 million to construct additional nuisance water diversions. Caltrans has provided a grant of approximately \$300,000 to construct sidewalks adjacent to the high school. Except for those grant projects, the largest endeavor proposed for 2004-2005 is the replacement of the Main Beach boardwalk and the wooden stairs to Main Beach.

## **XII. SEWER FUND**

The Council has adopted a Long-Range Improvement Plan for the sewer system. Pages 203-207 of this budget depict that extensive effort. Funding for these improvements comes primarily from a sewer service charge applied to all properties in the City. Staff is proposing that effective July 1, 2004, the rate would be \$33.83 per month for a single family home. Commercial rates would also rise by 3.5% in July.

The City has secured a \$4 million low interest loan from the State Infrastructure Bank to accelerate many of the capital improvements. Additionally, the City is hopeful of obtaining a \$600,000 Federal grant to match an equal amount of City funds for the total reconstruction of the sewer pump station at Shaw's Cove. That project will include an emergency generator to provide back-up power to that facility and to the pump station at Fisherman's Cove.

### **XIII. 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 next year. The property tax override adds less than 4% to the base property tax rate.

### **XIV. INTERNAL SERVICE FUNDS**

The Automotive Replacement Fund provides financing to replace the City's fleet of vehicles as they end their useful lives. Additional vehicles are not financed from this account; next year's budget includes the ongoing program for replacing Police vehicles and other equipment. There may need to be a charge of about \$100,000 to the account if Chevrolet does not continue its subsidy of lifeguard vehicles.

The Insurance Fund is barely in the black. Health insurance premiums continue to escalate dramatically. An even more serious problem is workers compensation, the costs of which have exploded in the last decade to be a \$2 million a year problem for the City. Fortunately, our liability experience has improved since the rainstorms of 1997-98. Also, property insurance rates have stabilized after escalating in recent years.

# Section I

## City-Wide Summaries

<b>Beginning &amp; Ending Balances.....</b>	<b>page 3</b>
<b>Sources &amp; Uses of Funds by Department &amp; Fund</b>	<b>page 4</b>
<b>History of Authorized Positions.....</b>	<b>page 5</b>

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# Beginning and Ending Balances

## Fiscal Year 2004-05

**All  
Funds<sup>1</sup>**

	Estimated Beginning Balance July 1, 2004	Estimated Revenues	Transfers In (Out)	Estimated Expenditures	Estimated Ending Balance June 30, 2005
<b><u>Operating and Capital Project Funds</u></b>					
General	\$3,910,127	\$33,218,300	\$1,025,000 <sup>2</sup>	\$34,682,010	\$3,471,417 <sup>5</sup>
Open Space	178,029	10,000	0	0	188,029
Capital Improvement	10,627	3,219,000	(196,000)	2,630,000	403,627
Parking Authority	694,060	3,570,000	(920,100) <sup>3</sup>	1,511,600	1,832,360
Parking in Lieu	13,396	0	0	0	13,396
Park in Lieu	19,212	0	0	0	19,212
Art in Lieu	148,650	0	0	0	148,650
Drainage	291,586	0	0	0	291,586
Housing in Lieu	0	0	0	0	0
Gas Tax	90,899	754,000	196,000	1,040,000	899
Street Lighting	53,931	721,800	0	334,500	441,231
Wastewater	496,039	5,067,000	0	5,183,900	379,139
Spec. Revenue & Grants <sup>4</sup>	658,161	85,000	(75,000)	10,000	658,161
Debt Service	1,796,587	1,662,000	0	1,625,900	1,832,687
Transit	2,000	1,737,400	220,100	1,957,500	2,000
<b>Total</b>	<b>8,363,304</b>	<b>50,044,500</b>	<b>250,000</b>	<b>48,975,410</b>	<b>9,682,394</b>
<b><u>Internal Service Funds</u></b>					
Insurance	(175,810)	5,635,000	0	5,436,800	22,390
Vehicle Replacement	540,748	866,900	0	266,200	1,141,448
<b>Total</b>	<b>\$364,938</b>	<b>\$6,501,900</b>	<b>\$0</b>	<b>\$5,703,000</b>	<b>\$1,163,838</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 \$700,000 from the Parking Authority Fund, \$250,000 from Contingency Reserve Fund and \$75,000 from Special Revenue & Grants Fund.

<sup>3</sup> Includes transfers out of \$700,000 to the General Fund and \$220,100 to the Transit Fund.

<sup>4</sup> Includes Asset Forfeitures, Water Quality Grants, 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 \$250,000 which is not shown in this fund balance.

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

All Funds

	Total Budget (All Funds)	Total Budget Allocated by Fund														Internal Service Funds		
		General Fund	Parking Authority	Wastewater 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, 2004	8,363,304	3,910,127	694,060	496,039	2,000	10,627	90,899	658,161	53,931	291,586	178,029	1,796,587	13,396	19,212	0	148,650	540,748	(175,810)
Revenues	50,044,500	33,218,300	3,570,000	5,067,000	1,737,400	3,219,000	754,000	85,000	721,800	0	10,000	1,662,000	0	0	0	0	866,900	5,635,000
Transfers: In/(Out)	250,000	1,025,000	(920,100)	0	220,100	(196,000)	196,000	(75,000)	0	0	0	0	0	0	0	0	0	0
<b>TOTAL SOURCES OF FUNDS</b>	<b>58,657,804</b>	<b>38,153,427</b>	<b>3,343,960</b>	<b>5,563,039</b>	<b>1,959,500</b>	<b>3,033,627</b>	<b>1,040,899</b>	<b>668,161</b>	<b>775,731</b>	<b>291,586</b>	<b>188,029</b>	<b>3,458,587</b>	<b>13,396</b>	<b>19,212</b>	<b>0</b>	<b>148,650</b>	<b>1,407,648</b>	<b>5,459,190</b>
<b>USES OF FUNDS</b>																		
City Council (p. 33)	54,600	54,600																
City Manager (p. 34)	561,230	561,230																
City Clerk (p. 36)	298,330	298,330																
City Treasurer (p. 38)	99,530	99,530																
City Attorney (p. 40)	440,000	440,000																
Administrative Services (p. 41)	3,263,760	1,637,860										1,625,900						
Police (p. 53)	10,036,700	9,355,700	681,000															
Fire (p.70)	7,038,100	7,038,100																
Marine Safety (p. 81)	1,673,560	1,673,560																
Public Works (p. 87)	14,120,200	7,327,600	830,600		1,957,500	2,630,000	1,040,000		334,500									
Water Quality (p. 111)	5,607,800	423,900		5,183,900														
Community Development (p. 122)	2,566,200	2,566,200																
Community Services (p. 135)	1,891,000	1,881,000						10,000										
Cultural Arts (p. 147)	1,324,400	1,324,400																
<b>TOTAL USES OF FUNDS</b>	<b>48,975,410</b>	<b>34,682,010</b>	<b>1,511,600</b>	<b>5,183,900</b>	<b>1,957,500</b>	<b>2,630,000</b>	<b>1,040,000</b>	<b>10,000</b>	<b>334,500</b>	<b>0</b>	<b>0</b>	<b>1,625,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>266,200</b>	<b>5,436,800</b>
ENDING BALANCE: June 30, 2005	9,682,394	3,471,417	1,832,360	379,139	2,000	403,627	899	658,161	441,231	291,586	188,029	1,832,687	13,396	19,212	0	148,650	1,141,448	22,390

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

## Population and Assessed Valuation

**Population Estimate Year 2003** **24,589**  
**Assessed Valuation Fiscal Year 2003-04** **\$8,037,541,711**

## History of Authorized Positions

Fiscal Year	City Clerk	City Manager	City Treas.	Admin. Services	Police	Fire	Marine Safety	Public Works	Water Quality	Comm. Devel.	Comm. Service	Cultural Arts	Total
73-74	2.7	2	1	8.7	56	33	3	64		15	3		188.40
74-75	3	2	1	7.5	55	29.5	3	58.5		13	3		175.50
75-76	3	2	1	7.5	54.5	30	3	56.5		14	3		174.50
76-77	2	2	1	9	56	30	3	57		15	4		179.00
77-78	1	2	1	10	60	31	3	59		17	4		188.00
78-79	1	2	1	10	64.5	31	3	59.3		16	3		190.80
79-80	2	2	1	9	65.5	34	3	53.2		14	2		185.70
80-81	2	2		9	65.5	34	3	53.3		14	3		185.80
81-82	2	2	.5	9	66.5	32	3	53.3		14	3		185.30
82-83	2	2	.5	9	66	35	3	52		14	3.5		187.00
83-84	2	2	.5	9	66	35	3	50		14	3.5		185.00
84-85	2	2	.5	9	66	35	3	50		14.5	4.2		186.20
85-86	2	2	.5	9	66.5	35	3	49		16.6	4.2		187.80
86-87	2	2	.5	9	67.5	35	3	50		16.6	4.2		189.80
87-88	2	2	.5	9	67	34	3	48		17	3.8		186.30
88-89	2	2	.5	9	75	40	3	52		21	3.8		208.30
89-90	2	2	.5	10	77	40	3	53		21	3.8		212.30
90-91	2	2	.5	9	79	43	3	57		22.6	4.75		222.85
91-92	2	2	.5	9	79	43	3	58		22.6	4.8		223.90
92-93	2	2	.5	9	79	40	3	58		21.6	4.8		219.90
93-94	2	2	.5	8.6	77	36	3	56		20.1	4.8		210.00
94-95	2	2	.5	8.6	77	42	3	54		20.1	4.8		214.00
95-96	2	2	.5	8.6	79	43	3	52		19.1	4.75		213.95
96-97	2	2	.5	9	79.5	43	3	49		19.0	4.75		211.75
97-98	2	2	.5	9.4	81	43	3	49		20	5.25		215.18
98-99	2	2	.5	9.5	82	43	3	50		20.2	5.75		217.95
99-00	2	2	.5	9.5	82	43	3	50		21.4	6.75		220.15
00-01	2	2	.5	10.5	84	44	4	55		21.4	6.75		230.15
01-02	2	2	.5	10.5	85	44	4	66		22.6	6.75		243.35
02-03	2	3	.5	11.6	86	44	4	69		23.6	6.75		250.45
03-04	2	3	.625	12	86	41	4	54	15	23.6	6.5	1	248.725
04-05	2	3	.625	12	86	40.75	5	56	15	24	6.5	1	251.875



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## Section II

# Revenues

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

**Revenue Summary**  
*Fiscal Year 2004-05*

**All  
Funds**

	<b>Amount</b>	<b>% of Total</b>
<b>General Fund</b>		
Property Tax	14,873,000	
Sales Tax	3,385,000	
Transient Occupancy Tax	3,800,000	
Business License Tax	720,000	
Other Taxes	803,000	
Licenses & Permits	970,000	
Citations	5,000	
Use of Money & Property	1,131,500	
Revenue from Other Agencies	1,693,700	
Charges for Current Services	5,540,500	
Reimbursements & Contributions	283,600	
Other Revenue	13,000	
Subtotal General Fund	<b>33,218,300</b>	66.51%
<b>Capital Improvement Fund</b>		
Parking & Other Fines	1,226,000	
Real Property Transfer Tax	450,000	
Building Construction Tax	320,000	
State Grants	1,218,000	
Other Revenue	5,000	
Subtotal Capital Improvement	<b>3,219,000</b>	6.4%
<b>Parking Authority Fund</b>		
Parking Lots & Meters	2,568,000	
Parking Permits	990,000	
Other Revenue	12,000	
Subtotal Parking Authority Fund	<b>3,570,000</b>	7.1%
<b>Wastewater Fund</b>		
Wastewater Service Charges	5,020,000	
Other Revenue	47,000	
Subtotal Wastewater Fund	<b>5,067,000</b>	10.1%

**Revenue Summary (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

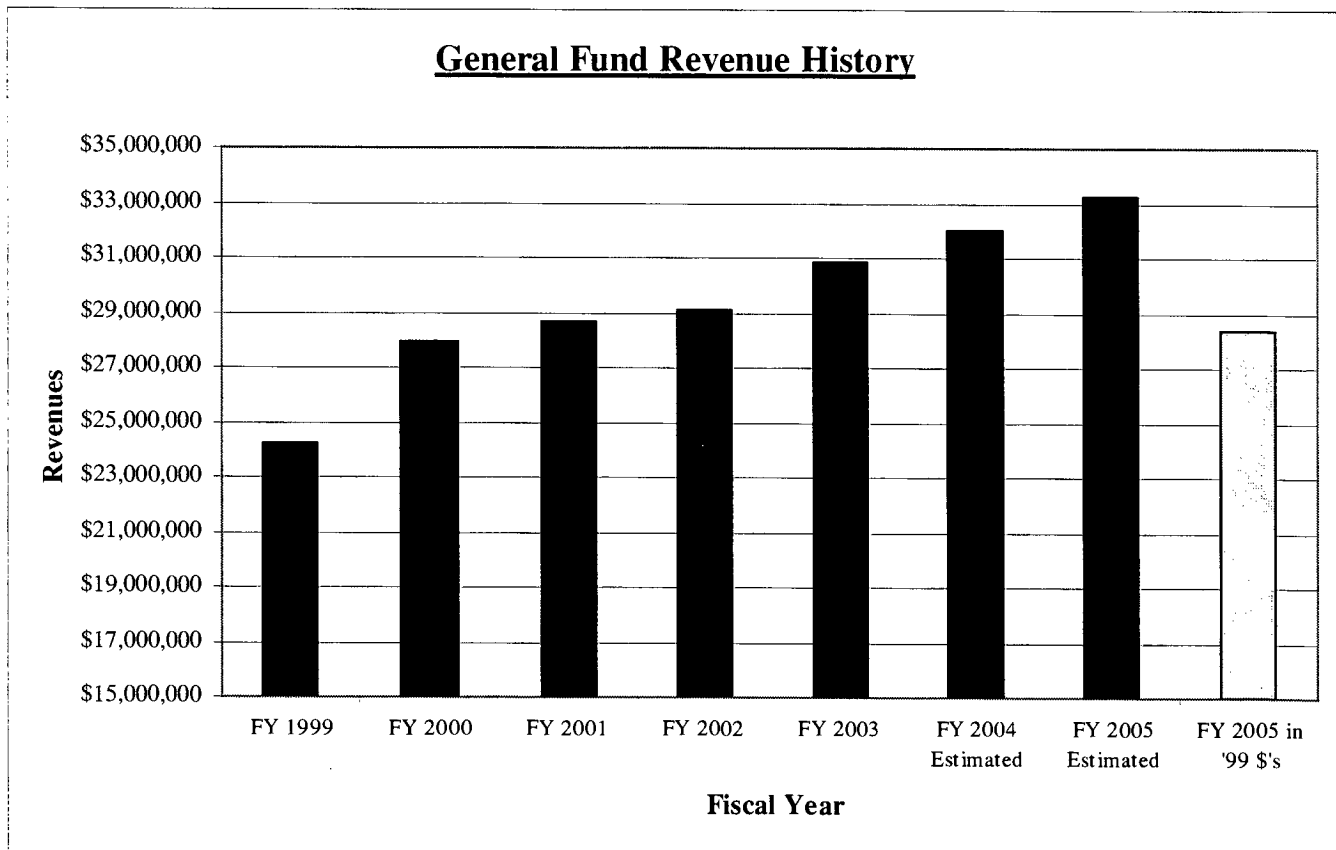
	<u>Amount</u>	<u>% of Total</u>
<b>Transit Fund</b>		
State Grants	1,185,000	
Bus Fares & Other Bus Income	25,900	
Revenue from Other Agencies	202,500	
Parking Authority Fund Subsidy in Lieu of Tram & Bus Fares	324,000	
Subtotal Transit Fund	<u>1,737,400</u>	3.5%
<b>Debt Service Fund</b>	<b>1,662,000</b>	3.3%
<b>Gas Tax Fund</b>	<b>754,000</b>	1.5%
<b>Street Lighting Fund</b>	<b>721,800</b>	1.4%
<b>Open Space Fund</b>	<b>10,000</b>	0.02%
<b>Special Revenue &amp; Grants Fund</b>	<b>85,000</b>	0.17%
<b>TOTAL ALL REVENUES</b>	<u><u><b>\$50,044,500</b></u></u>	<b>100.0%</b>

## General Fund Analysis

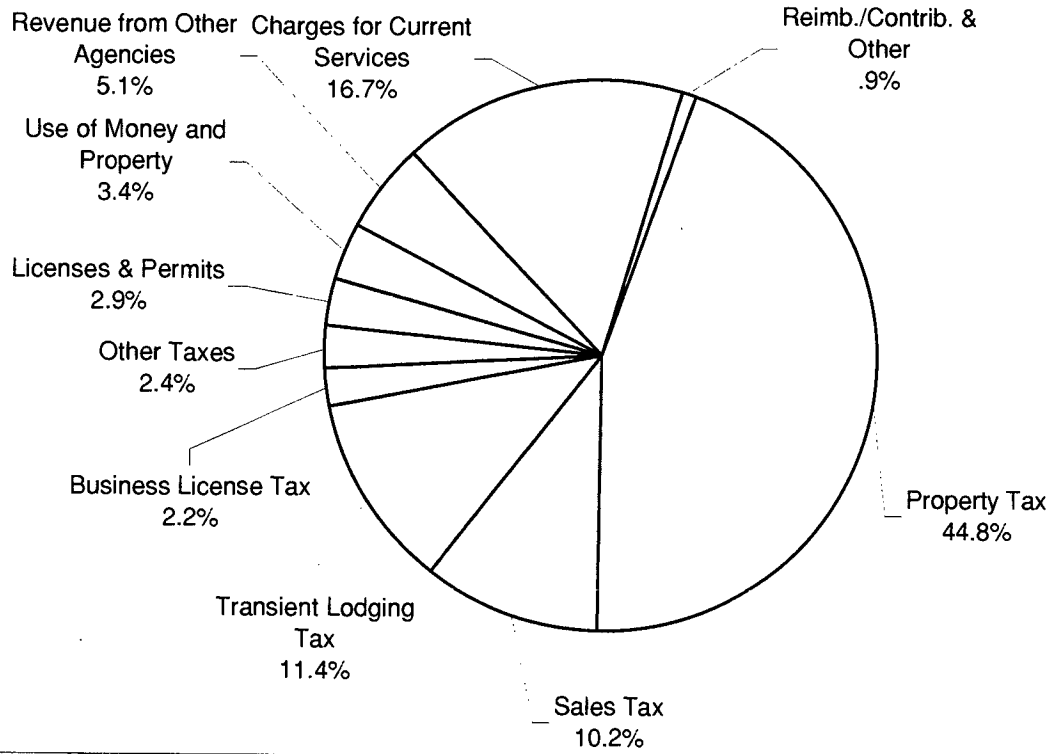
As shown on the Revenue Summary, the City relies on the General Fund as its primary source of operating revenues. The following three charts provide an overview of the history, composition and use of General Fund revenues.

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.

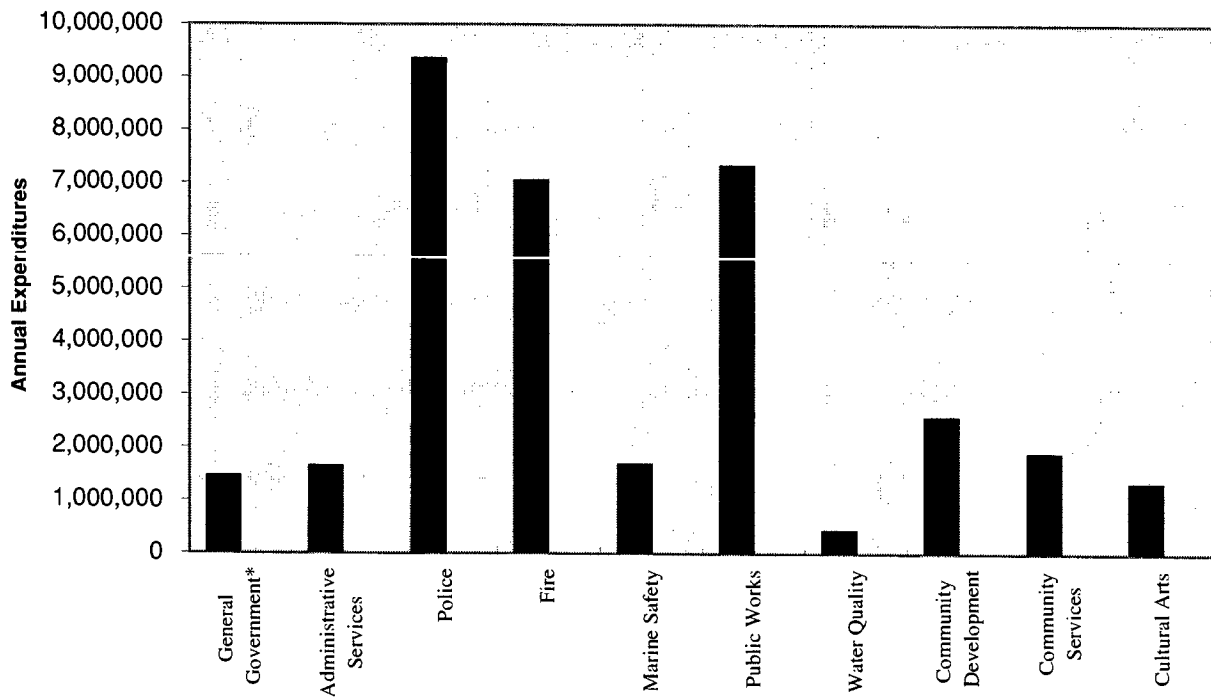
In the bar charts showing revenue histories, an unshaded bar has been added to the far right side of each graph to show the impact of inflation over the period of time covered by the graph. This unshaded bar is labeled "FY 2005 in '99 \$'s." The value for this bar is arrived at by applying the inflation rate over the preceding years to the amount of revenue projected for Fiscal Year 2005. For example, in looking at the General Fund Revenue History shown immediately below, revenues have grown about thirty nine percent since 1999. But, when measured in dollars that are adjusted for inflation (the unshaded bar), the *purchasing power* of the revenues in 2005 has actually increased by about eighteen percent.



### General Fund Revenue Source

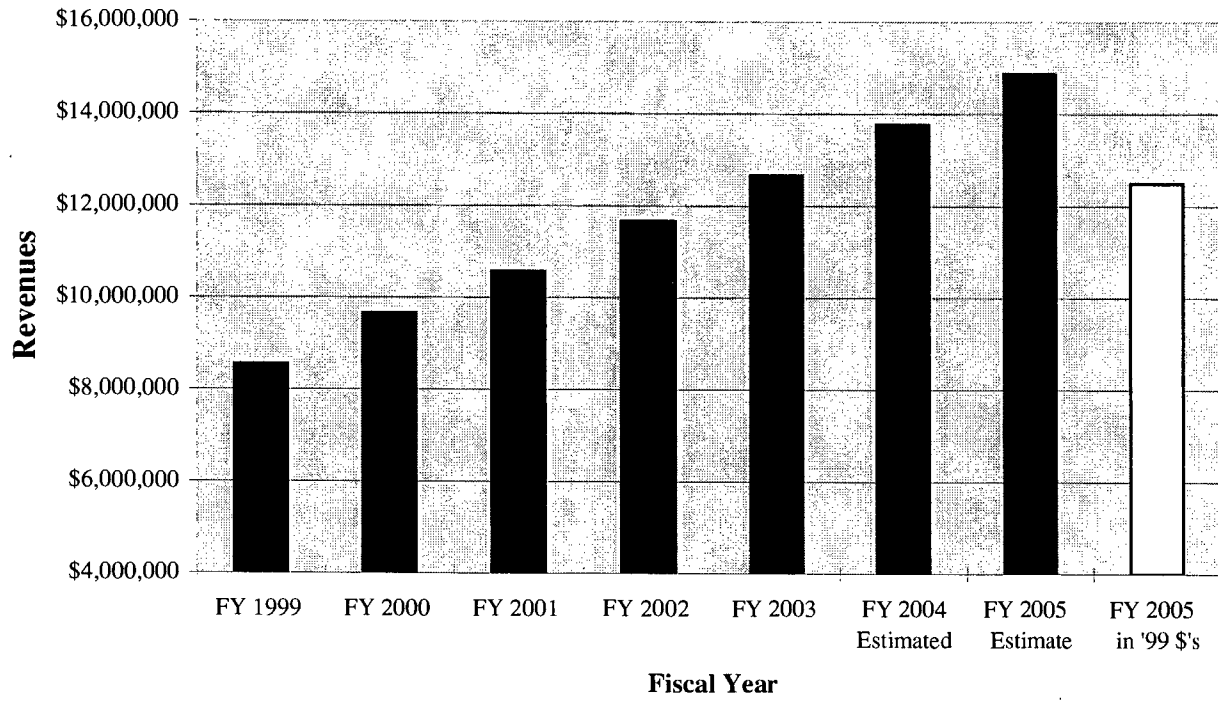


### General Fund Expenditures by Department

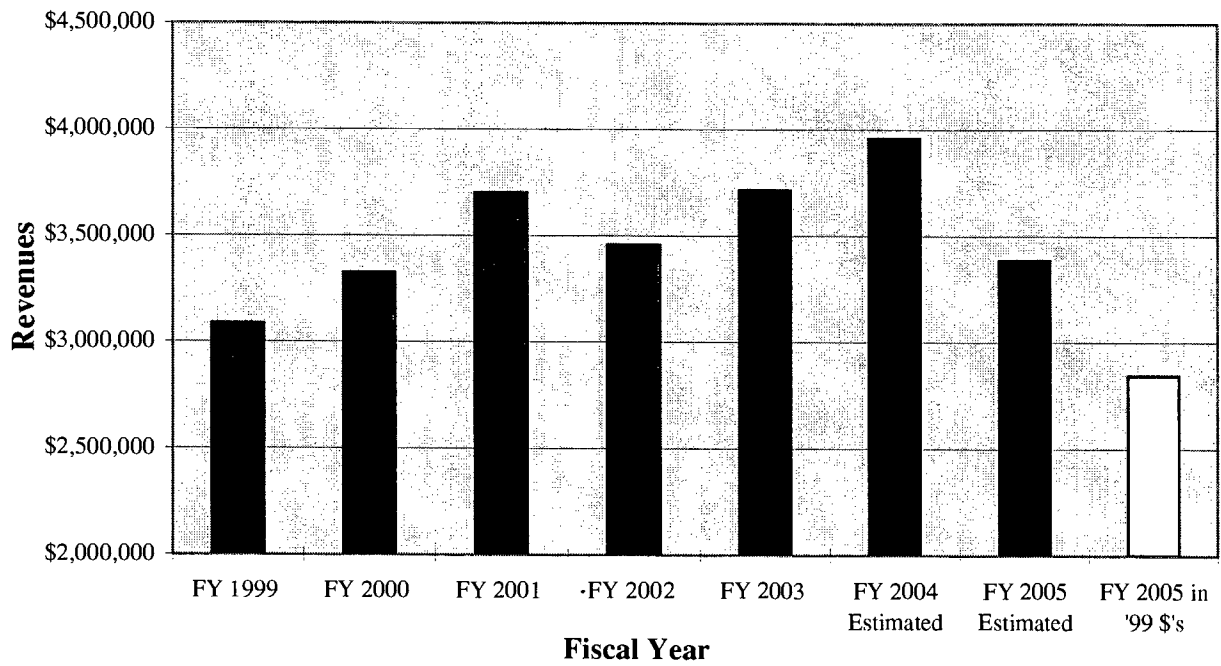


\* Includes City Council, City Manager, City Clerk, City Treasurer and City Attorney.

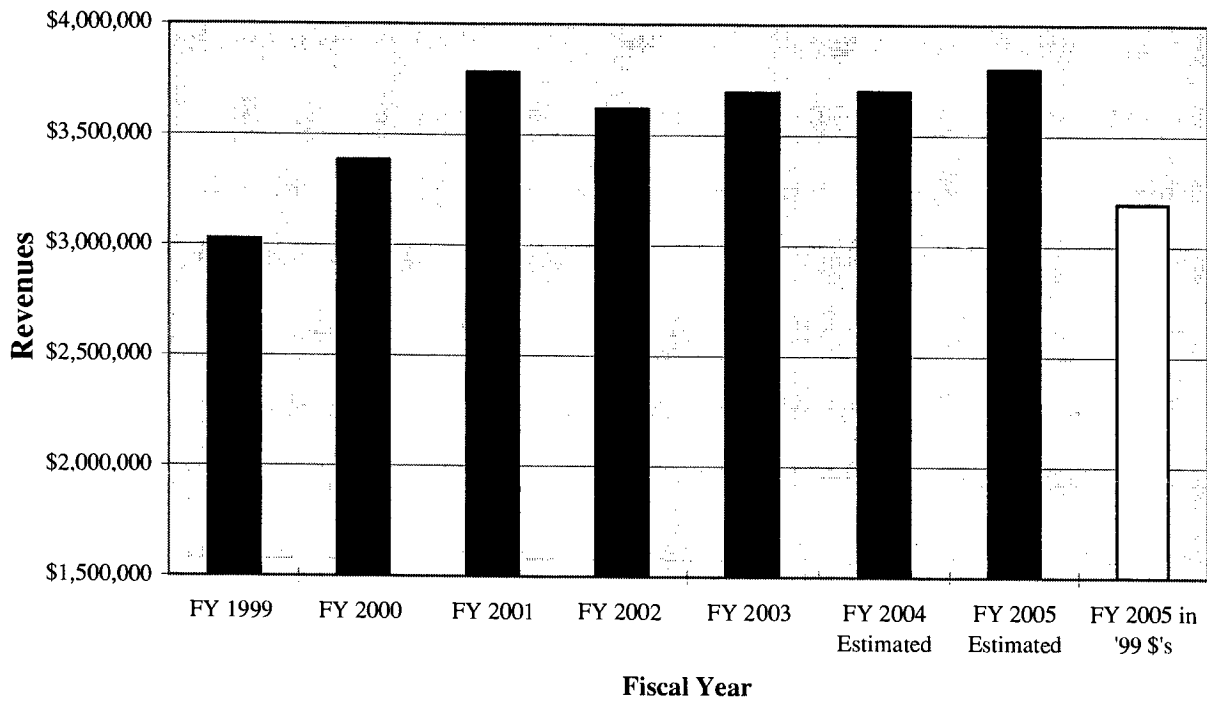
### Property Tax



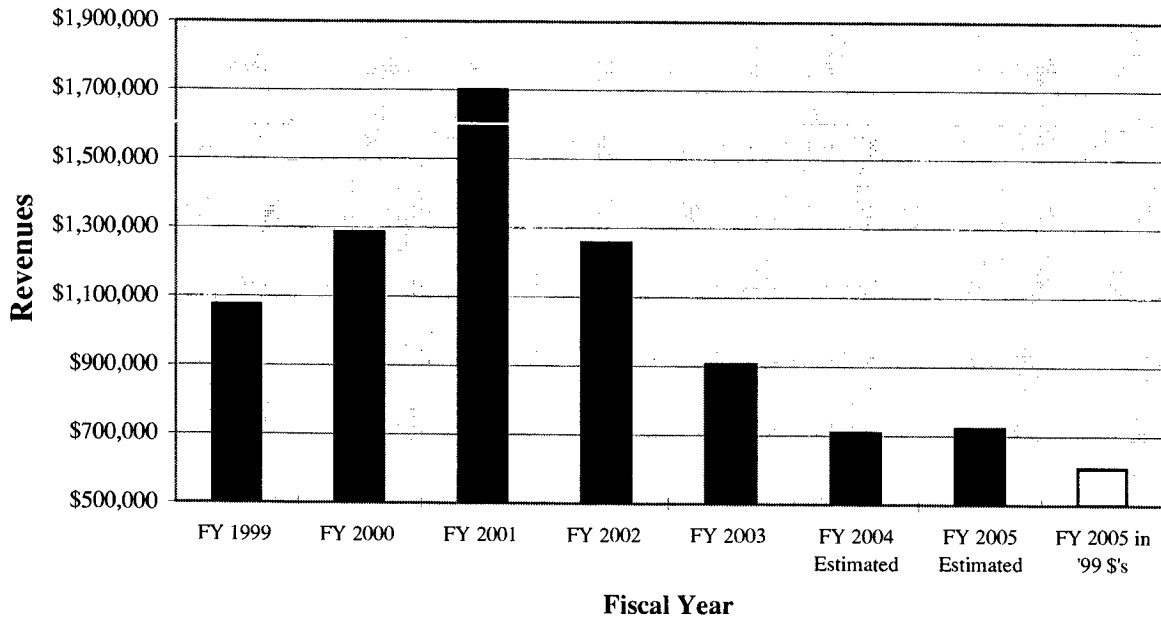
### Sales Tax



### Transient Occupancy Tax



### Investment Income





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**Revenue Detail**  
*Fiscal Year 2004-05*

**All  
Funds**

Object Account Title	Actual 2002-03	Adopted Budget 2003-04	Revised Estimate 2003-04	Adopted Budget 2004-05
<b>110 GENERAL FUND</b>				
<b><u>Property Tax</u></b>				
3010 Current Secured	\$11,158,864	\$11,908,000	\$12,383,000	\$13,419,000
3015 Public Utility	150,553	171,000	145,000	156,000
3020 Current Unsecured	603,699	652,000	651,000	703,000
3025 Supplemental Apportionment	500,234	400,000	345,000	345,000
3030 Prior Years	173,785	140,000	173,000	173,000
3040 Other Property Taxes	71			
3050 Interest & Penalties - Delinquencies	78,752	105,000	77,000	77,000
Subtotal	<u>12,665,958</u>	<u>13,376,000</u>	<u>13,774,000</u>	<u>14,873,000</u>
<b><u>Other Taxes</u></b>				
3101 Sales Tax - General	3,490,499	3,450,000	3,700,000	3,125,000
3103 Sales Tax - Public Safety	223,800	240,000	260,000	260,000
3112 Transient Occupancy Tax	3,694,378	3,700,000	3,700,000	3,800,000
3118 Franchise Tax - Trash	129,851	140,000	130,000	130,000
3119 Franchise Tax - Cable TV	379,237	380,000	380,000	380,000
3120 Franchise Tax - Natural Gas	63,961	100,000	70,000	70,000
3121 Franchise Tax - Electricity	223,752	200,000	223,000	223,000
3135 Business License Tax	712,297	660,000	720,000	720,000
Subtotal	<u>8,917,775</u>	<u>8,870,000</u>	<u>9,183,000</u>	<u>8,708,000</u>
<b><u>Licenses and Permits</u></b>				
3300 Animal Licenses	61,508	64,000	61,000	61,000
3310 Building Permits	613,754	635,000	638,000	719,500
3313 Plumbing Permits	31,784	31,000	31,000	31,900
3316 Electric Permits	56,615	44,000	56,000	57,700
3319 Mechanical Permits	21,418	22,000	22,000	22,700
3320 Coastal Development Permits	22,366	20,800	22,000	21,400
3328 Public Works Permits	8,844	7,000	7,000	7,000
3335 Grading Permits	6,446	5,900	5,000	6,200
3340 Temporary Use Permits	2,970	2,100	1,000	2,200
3345 Conditional Use Permits	19,555	15,600	19,000	16,100
3350 Encroachment Permits	7,020	4,200	5,000	4,300
3360 Alarm Permits	30,265	3,000	20,000	20,000
Subtotal	<u>882,545</u>	<u>854,600</u>	<u>887,000</u>	<u>970,000</u>
<b><u>Fines and Penalties</u></b>				
3440 Citations - Code Enforcement	1,585	2,000	5,000	2,000
3441 Citations - Water Quality	2,700	2,000	3,000	3,000
Subtotal	<u>4,285</u>	<u>4,000</u>	<u>8,000</u>	<u>5,000</u>

**Revenue Detail (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

Object Account Title	Actual 2002-03	Adopted Budget 2003-04	Revised Estimate 2003-04	Adopted Budget 2004-05
<b><u>Use of Money and Property</u></b>				
3500 Investment Earnings	907,555	950,000	709,000	722,000
3510 Rent - Community Center	10,408	11,000	5,000	5,000
3515 Rent - Festival of Arts	173,656	174,000	175,000	175,000
3520 Rent - Third Street	120,333	130,000	130,000	130,000
3530 Rent - Moulton Playhouse	8,050	8,000	8,500	8,500
3540 Rent - Anneliese Pre-School	61,119	65,000	63,000	65,000
3550 Rent - Miscellaneous	27,362	26,000	26,000	26,000
Subtotal	<u>1,308,483</u>	<u>1,364,000</u>	<u>1,116,500</u>	<u>1,131,500</u>
<b><u>From Other Agencies</u></b>				
3601 Motor Vehicle In-Lieu Tax	1,416,513	1,300,000	1,060,000	1,400,000
3615 Homeowners Property Tax Relief	168,758	164,000	184,000	190,000
3635 Peace Officers Standards & Training	30,889		25,000	44,000
3638 Motor Vehicle Off Highway	643	500	700	700
3640 State Recycling Grant		6,800	6,800	6,000
3641 Used Oil Recycling Block Grant	960	7,400	7,400	7,000
3690 Mutual Aid Contract	9,818			
3705 Abandoned Vehicle Program	44,563	50,000	45,000	45,000
3706 Orange County Settlement Claim	7,708			
3707 ERAF Repayments	23,700			
3730 Air Quality Management District		2,500	2,500	1,000
3860 FEMA Federal Grants	55,224			
3863 FEMA Fire Prevention Grant	2,022			
Subtotal	<u>1,760,798</u>	<u>1,531,200</u>	<u>1,331,400</u>	<u>1,693,700</u>
<b><u>Charges for Current Services</u></b>				
3901 Variance	79,852	97,000	110,000	103,000
3905 Biological Habitat Mitigation		2,000		
3907 Plan Check Fees - Building	275,884	289,000	300,000	309,000
3908 Water Quality Inspection Fees			60,000	60,000
3909 Plan Check Fees - Zoning	102,643	102,000	130,000	133,900
3910 Design Review	224,155	211,000	230,000	236,900
3915 Subdivision Fees	8,807	6,200	6,200	6,400
3923 General Plan Amendment	(1,060)			
3926 Environmental Report	4,465	10,400	4,000	10,700
3930 Real Property Report	143,695	116,000	170,000	164,800
3935 Design Review Appeals	8,880	7,000	7,000	7,200
3940 Other Filing & Permit Fees	35,769	34,000	34,000	35,000

**Revenue Detail (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

<b>Object</b>	<b>Account Title</b>	<b>Actual 2002-03</b>	<b>Adopted Budget 2003-04</b>	<b>Revised Estimate 2003-04</b>	<b>Adopted Budget 2004-05</b>
3942	Use & Occupancy Inspection Fees	29,502	26,000	30,000	30,900
3943	Grading Fee - Diamond/Crestview	4,284	10,000	4,000	4,000
3944	Floor Area Fee - Diamond/Crestview	5,271	10,000	5,000	5,000
3950	Other Inspection Fees	644	1,000	1,000	1,000
3955	Special Policing Fees	9,963	8,000	8,000	8,000
3956	False Alarm Fees	17,125	25,000	17,000	17,000
3957	Finger Printing	1,190	1,000	1,000	1,000
3958	Police Reports	14,374	12,000	14,000	14,000
3960	Vehicle Towing & Release Fees	22,313	22,000	22,000	22,000
3965	Animal Services - Laguna Woods	62,840	65,400	64,700	66,700
3970	Animal Shelter Fees	25,720	27,000	27,000	27,000
3978	Weed & Lot Cleaning	56,060	72,500	36,000	72,000
3980	Landscape Development Fee	23,565	12,000	24,000	30,000
4003	Business Improvement District	754,891	1,230,000	1,230,000	1,230,000
4005	Refuse Service Charges	1,561,691	1,579,000	1,565,000	1,629,500
4010	Paramedic Non-Resident Fees	27,068	35,000	35,000	35,000
4011	Paramedic Medical Supplies Fees	14,653	20,000	10,000	10,000
4012	Swimming Pool Classes	86,822	84,000	87,000	120,000
4013	Swimming Pool Use Fees	44,340	43,000	44,000	44,000
4014	Marine Safety Beach Classes	81,165	82,000	81,000	81,000
4020	Recreation - Social & Cultural	652,136	600,000	600,000	600,000
4021	Recreation - Basketball Leagues	4,205	4,800	4,800	4,800
4024	Recreation - Adult Softball	10,696	10,000	10,000	10,000
4030	Recreation - Misc. Sports Programs	102,997	75,000	95,000	95,000
4038	Recreation - Special Programs	4,002	6,000	6,000	6,000
4041	Recreation - Brochure Advertising	50,922	35,000	47,000	47,000
4042	Recreation - Park Weddings	58,425	61,000	61,000	61,000
4043	Recreation - Film Permits	7,782	8,000	11,000	8,000
4044	Recreation - Miscellaneous Fees	766	2,000	1,000	1,000
4048	City Hall Parking	146,746	144,000	145,000	155,000
4130	Lifeguard Services - Private Beaches	19,820	19,000	20,000	20,000
4140	Sale of Maps, Books & Copying	16,132	10,400	10,400	10,700
4150	Assessment District Service Fees	34,024	31,000	6,000	6,000
4160	Returned Check Fee	1,085	1,000	1,000	1,000
	<b>Subtotal</b>	<b>4,836,309</b>	<b>5,246,700</b>	<b>5,375,100</b>	<b>5,540,500</b>

**Revenue Detail (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

Object Account Title	Actual 2002-03	Adopted Budget 2003-04	Revised Estimate 2003-04	Adopted Budget 2004-05
<b><u>Other Revenue</u></b>				
4202 Sale of Real & Personal Property	1,745	2,000	2,000	2,000
4220 Police Auction	1,175	1,000	1,000	1,000
4230 Miscellaneous Income	10,799	10,000	10,000	10,000
4280 Over & Short	(131)			
4290 Prior Year Adjustment	(5,437)			
Subtotal	<u>8,151</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>
<b><u>Reimbursements &amp; Contributions</u></b>				
Reimbursements:				
4302 RNSP Overtime	43,304	40,000	40,000	40,000
4303 Lifeguard Training - Santa Ana College	2,855			
4312 Other Agencies	42,724	16,000	16,000	16,000
4314 Festival of Arts Parking Plan	22,872	24,800	25,000	25,600
4320 Workers' Compensation Insurance	239,289	160,000	210,000	160,000
4330 Property Damage	591	3,000	5,000	3,000
4357 School District	27,702	26,000	27,000	27,000
4360 Miscellaneous	13,906	5,000	5,000	5,000
Contributions:				
4370 Non-Government Sources	1,856	2,000	2,000	2,000
4375 Animal Shelter	106,766	5,000	8,000	5,000
4376 D.A.R.E.			6,000	
Subtotal	<u>501,865</u>	<u>281,800</u>	<u>344,000</u>	<u>283,600</u>
<b>GENERAL FUND TOTAL</b>	<b><u>30,886,169</u></b>	<b><u>31,541,300</u></b>	<b><u>32,032,000</u></b>	<b><u>33,218,300</u></b>
<b>114 OPEN SPACE FUND</b>				
3905 Mitigation Fees - Biological Habitat			27,000	10,000
<b>OPEN SPACE FUND TOTAL</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>27,000</u></b>	<b><u>10,000</u></b>

**Revenue Detail (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

Object Account Title	Actual 2002-03	Adopted Budget 2003-04	Revised Estimate 2003-04	Adopted Budget 2004-05
<b>116 CAPITAL IMPROVEMENT FUND</b>				
3138 Real Property Transfer Tax	456,213	350,000	450,000	450,000
3144 Building Construction Tax	284,982	320,000	320,000	320,000
3410 Vehicle Code Fines	252,914	260,000	260,000	260,000
3415 Municipal Code Fines - Other	22,613	21,000	21,000	21,000
3420 Municipal Code Fines - Parking	785,843	925,000	840,000	865,000
3422 Municipal Code Fines - DMV	99,618	70,000	80,000	80,000
3749 Transportation Enhancement Activities			318,000	
3959 Auto Immobilization Fee	4,410	5,000	5,000	5,000
4202 Sale of Real & Personal Property			1,165,000	
4280 Over & Short	11			
<u>State Grants:</u>				
3654 California Integrated Waste Mgmt			18,000	
3663 Coastal Conservancy - Brown's Park	2,802			
3671 State Park Bond	110,643			
3677 Caltrans Safe Route to School				298,000
3678 State Water Resources Control Board				920,000
<b>CAPITAL IMPROVEMENT FUND TOTAL</b>	<b>2,020,049</b>	<b>1,951,000</b>	<b>3,477,000</b>	<b>3,219,000</b>
<b>118 PARKING AUTHORITY FUND</b>				
3500 Investment Earnings	1,095			
4051 Parking Meter Zones	1,877,687	1,734,000	1,703,000	1,703,000
4071 Parking Lot Meters & Fees	790,169	735,000	773,000	865,000
4084 Parking Permits	781,168	100,000	100,000	990,000
4202 Sale of Real & Personal Property	2,277	3,000	3,000	3,000
4230 Miscellaneous Income	8,496	5,000	13,000	9,000
4280 Over & Short	(119)			
<b>PARKING AUTHORITY FUND TOTAL</b>	<b>3,460,773</b>	<b>2,577,000</b>	<b>2,592,000</b>	<b>3,570,000</b>
<b>120 PARKING IN-LIEU FUND</b>				
3500 Investment Earnings	10,195			
<b>PARKING IN-LIEU FUND TOTAL</b>	<b>10,195</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>122 PARK IN-LIEU FUND</b>				
3160 Park In-Lieu Fee	69,869		15,000	
3500 Investment Earnings	8,619		2,000	
<b>PARK IN-LIEU FUND TOTAL</b>	<b>78,488</b>	<b>0</b>	<b>17,000</b>	<b>0</b>

**Revenue Detail (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

Object Account Title	Actual 2002-03	Adopted Budget 2003-04	Revised Estimate 2003-04	Adopted Budget 2004-05
<b>123 ART IN-LIEU FUND</b>				
3150 Art In-Lieu Fee	105,647		9,000	
3500 Investment Earnings	4,250		3,000	
4370 Contributions-Non-Govt. Sources			11,900	
<b>ART IN-LIEU FUND TOTAL</b>	<b>109,897</b>	<b>0</b>	<b>23,900</b>	<b>0</b>
<b>124 DRAINAGE FUND</b>				
3170 Drainage In-Lieu Fee	41,845		38,000	
3500 Investment Earnings	7,765		5,000	
<b>DRAINAGE FUND TOTAL</b>	<b>49,610</b>	<b>0</b>	<b>43,000</b>	<b>0</b>
<b>127 HOUSING IN-LIEU FUND</b>				
3185 Housing In-Lieu Fee	125,469			
3500 Investment Earnings	13,246		1,000	
<b>HOUSING IN-LIEU FUND TOTAL</b>	<b>138,715</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
<b>132 GAS TAX FUND</b>				
3102 Sales Tax - Measure M	278,177	270,000	280,000	280,000
3500 Investment Earnings	58,510	10,000	20,000	20,000
3620 OCTA Gas Tax Exchange	456,000			
3624 Gasoline Tax - Section 2105	150,392	150,000	150,000	150,000
3625 Gasoline Tax - Section 2106	98,306	100,000	100,000	100,000
3626 Gasoline Tax - Section 2107	199,387	190,000	199,000	199,000
3627 Gasoline Tax - Section 2107.5	5,000	5,000	5,000	5,000
3631 Traffic Congestion Relief Fund	62,916			
3633 RACTC Road Resurfacing Grant	6,611			
3820 Arterial Highway Rehab Program	467,706	130,000	130,000	
<b>GAS TAX FUND TOTAL</b>	<b>1,783,005</b>	<b>855,000</b>	<b>884,000</b>	<b>754,000</b>

**Revenue Detail (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

Object Account Title	Actual 2002-03	Adopted Budget 2003-04	Revised Estimate 2003-04	Adopted Budget 2004-05
<b>134 STREET LIGHTING DISTRICT FUND</b>				
<u>Property Taxes:</u>				
3010 Current Secured	410,435	417,000	451,800	482,800
3015 Public Utility	5,069	5,000	5,000	5,000
3020 Current Unsecured	22,251	25,000	23,000	25,000
3025 Supplemental Apportionment	18,438	18,000	13,000	14,000
3030 Prior Years	6,494	5,000	6,000	6,000
3040 Other Property Taxes	146,708	146,000	170,000	181,000
3050 Interest & Penalties	2,699	2,000	2,000	2,000
3615 Homeowners Property Tax Relief	6,220	5,600	6,000	6,000
<b>STREET LIGHTING DISTRICT FUND TOTAL</b>	<b>618,314</b>	<b>623,600</b>	<b>676,800</b>	<b>721,800</b>
<b>137 WASTEWATER FUND</b>				
3825 EPA Appropriations Act Grant	815,073	611,000	611,000	
3982 Wastewater Service Charges	4,381,572	4,698,000	4,700,000	4,865,000
3986 Wastewater Connection Charges	160,775	150,000	175,000	155,000
4551 Loan Proceeds		4,300,000	4,000,000	
<u>Reimbursements:</u>				
4312 Other Agencies	1,721			
4313 North Coast Interceptor	50,107	74,000	37,000	37,000
4360 Miscellaneous	4,750	10,000	10,000	10,000
<b>WASTEWATER FUND TOTAL</b>	<b>5,413,998</b>	<b>9,843,000</b>	<b>9,533,000</b>	<b>5,067,000</b>
<b>SPECIAL REVENUE &amp; GRANTS FUNDS</b>				
<b>133 POLICE GRANTS</b>				
3500 Investment Earnings	3,724			
<u>State Grants:</u>				
3650 COPS 2004				75,000
3653 Office of Traffic Safety			9,883	
3656 COPS 2003			100,000	
3657 State Technology 2002			19,025	
3658 COPS 2002	100,029			
3670 State Technology 2001	25,070			
Subtotal State Grants	125,099	0	128,908	75,000



**Revenue Detail (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

Object Account Title	Actual 2002-03	Adopted Budget 2003-04	Revised Estimate 2003-04	Adopted Budget 2004-05
<u>Federal Grants:</u>				
3760 Local Law Enforcement Block 2000	28,802			
3762 Local Law Enforcement Block 2001			24,535	
3763 Local Law Enforcement Block 2002	10,650			
3764 DOJ State Domestic Preparedness		14,056	14,056	
Subtotal Federal Grants	39,452	14,056	38,591	0
POLICE GRANTS TOTAL	168,275	14,056	167,499	75,000
<b>135 ASSET FORFEITURES</b>				
3430 Asset Forfeitures - RNSP	270		19,000	
3435 Asset Forfeitures - LBPD	5,825		7,000	
3500 Investment Earnings	7,011		4,000	
ASSET FORFEITURES TOTAL	13,106	0	30,000	0
<b>138 WATER QUALITY GRANTS</b>				
3500 Investment Earnings	405			
3662 Federal TEA Program	250,698			
3664 OC Urban Runoff Diversion	19,338			
WATER QUALITY GRANTS TOTAL	270,441	0	0	0
<b>139 COMMUNITY DEVELOPMENT BLOCK GRANT</b>				
3810 Community Development Block Grant	11,146	10,000	10,000	10,000
COMM. DEV. BLOCK GRANT TOTAL	11,146	10,000	10,000	10,000
<b>201 FEB. 1998 FEMA/OES RAINSTORM GRANT</b>				
3860 General Disaster - FEMA	(2,011)			
FEB.1998 FEMA/OES RAIN. GRANTS TOTAL	(2,011)	0	0	0
<b>SPECIAL REVENUE &amp; GRANTS TOTAL</b>	<b>460,957</b>	<b>24,056</b>	<b>207,499</b>	<b>85,000</b>

**Revenue Detail (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

Object Account Title	Actual 2002-03	Adopted Budget 2003-04	Revised Estimate 2003-04	Adopted Budget 2004-05
<b>144 DEBT SERVICE FUND</b>				
<u>Property Taxes:</u>				
3010 Current Secured	1,529,382	1,532,000	1,494,000	1,494,000
3015 Public Utility	23,752	25,000	27,000	27,000
3020 Current Unsecured	27,775	29,000	26,000	26,000
3025 Supplemental Apportionment	87,099	79,000	53,000	53,000
3030 Prior Years	32,568	31,000	26,000	26,000
3040 Other Property Taxes	14			
3050 Interest & Penalties	8,623	9,000	5,000	5,000
3500 Investment Earnings	31,026	20,000	20,000	20,000
3615 Homeowners Property Tax Relief	11,873	11,000	11,000	11,000
<b>DEBT SERVICE FUND TOTAL</b>	<b>1,752,112</b>	<b>1,736,000</b>	<b>1,662,000</b>	<b>1,662,000</b>
<b>310 TRANSIT FUND</b>				
3102 Measure M		500	500	
3105 Transportation Tax - Operating	606,163	686,450	686,450	735,000
3108 Transportation Tax - Capital	668,724	450,000	650,000	450,000
3676 Federal TEA - 21 Grant				37,500
3500 Investment Earnings	2,765			
3720 OCTA Operating Assistance	125,000	125,000	165,000	165,000
4090 Main Line Summer Fares		12,000	14,000	14,000
4091 Main Line Regular Fares	26,450	30,000	20,000	25,000
4092 Main Line AQMD Passes	16,200	20,000	16,000	20,000
4093 Transit Plus Taxi Vouchers	4,300	5,000	4,000	5,000
4094 Act V Lot Park & Ride	76,218	96,000	90,000	130,000
4095 Main Line Regular Passes	3,870	5,000	3,000	5,000
4096 Bus Charter Fees	27,873	24,000	28,000	40,900
4097 Festival Regular Fares	240,002	260,000	282,000	110,000
4290 Prior Year Adjustment	306			
4360 Reimbursement Miscellaneous	2,001			
4370 Contributions-Non-Government Funds	3,000			
<b>TRANSIT FUND TOTAL</b>	<b>1,802,872</b>	<b>1,713,950</b>	<b>1,959,950</b>	<b>1,737,400</b>
<b>ALL OPERATING FUNDS TOTAL</b>	<b>\$48,585,154</b>	<b>\$50,864,906</b>	<b>\$53,136,149</b>	<b>\$50,044,500</b>

\* Fares paid by Parking Authority Fund.

**Revenue Detail (Con't.)**  
*Fiscal Year 2004-05*

**All  
Funds**

Object Account Title	Actual 2002-03	Adopted Budget 2003-04	Revised Estimate 2003-04	Adopted Budget 2004-05
<b><u>INTERNAL SERVICE FUNDS</u></b>				
<b>126 INSURANCE &amp; BENEFITS FUND</b>				
4320 Workers' Compensation Ins. Reimb.			\$90,000	
4360 Reimbursement - Miscellaneous	\$309,479		302,000	
4400 Employer - General Liability	1,311,000	\$700,000	700,000	\$700,000
4403 Employer - Workers' Compensation	1,874,000	2,088,300	2,088,300	2,100,000
4406 Employer - Group Insurance	1,148,442	1,230,600	1,230,600	1,490,000
4412 Employer - Dental Insurance	143,265	127,700	127,700	137,000
4420 Employer - Life Insurance	9,637	9,200	9,200	10,000
4425 Employer - Long Term Disability	64,698	61,500	61,500	87,000
4430 Employer - Unemployment Insurance	11,013	15,800	15,800	18,000
4440 Employee - Medical Insurance	254,574	302,000	302,000	327,300
4445 Employee - Retiree/Cobra	145,465	158,000	158,000	159,000
4452 Employee - Dental Insurance	51,272	51,000	51,000	50,600
4460 Employee Benefit - Comp Time	12,250	15,200	15,200	7,600
4461 Employee Benefit - Vacation	241,760	256,800	256,800	288,300
4462 Employee Benefit - Sick Leave	193,700	213,600	213,600	260,200
<b>INSURANCE &amp; BENEFITS FUND TOTAL</b>	<b>\$5,770,555</b>	<b>\$5,229,700</b>	<b>\$5,621,700</b>	<b>\$5,635,000</b>
<b>128 VEHICLE REPLACEMENT FUND</b>				
3500 Investment Earnings	14,089	17,000	14,000	14,000
3560 Vehicle Use Rent	761,880	822,600	822,000	852,900
4202 Sale of Real & Personal Property	9,783			
<b>VEHICLE REPLACEMENT FUND TOTAL</b>	<b>785,752</b>	<b>839,600</b>	<b>836,000</b>	<b>866,900</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 & 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 revenue is equal to 2% of the market value of motor vehicles, and 32.5% is collected by the State in-lieu of personal property tax. The remaining 67.5% is backfilled to the City by the State. The allocation made by the State 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.

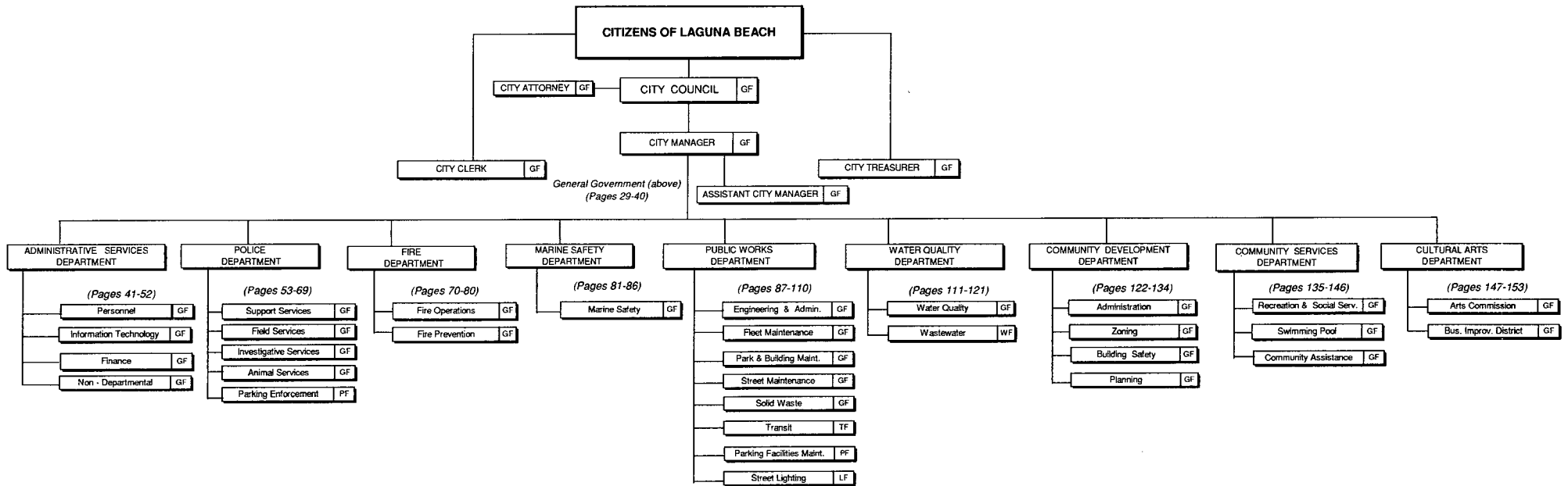
For the most part, all of the expenditure items within each division are funded from a single fund source; that fund is shown at the top right-hand corner of the division budget. In the few cases where a particular expenditure item is funded from a source other than the fund shown at the top of the division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

**Organization Chart  
Expenditure Budget**

All Divisions

**City of Laguna Beach  
FY 2004-05 Budget Structure**



**Budget Division** →

**Page Reference Within This Budget Document** →

**LEGEND**

Division Fund

Pages xxx - zzz

Primary Funding Source

GF = General Fund  
PF = Parking Authority Fund  
LF = Lighting Fund  
TF = Transit Fund  
WF = Wastewater Fund  
CIP = Capital Imprv't. 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. The City 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 and the Recreation Committee.

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



**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.

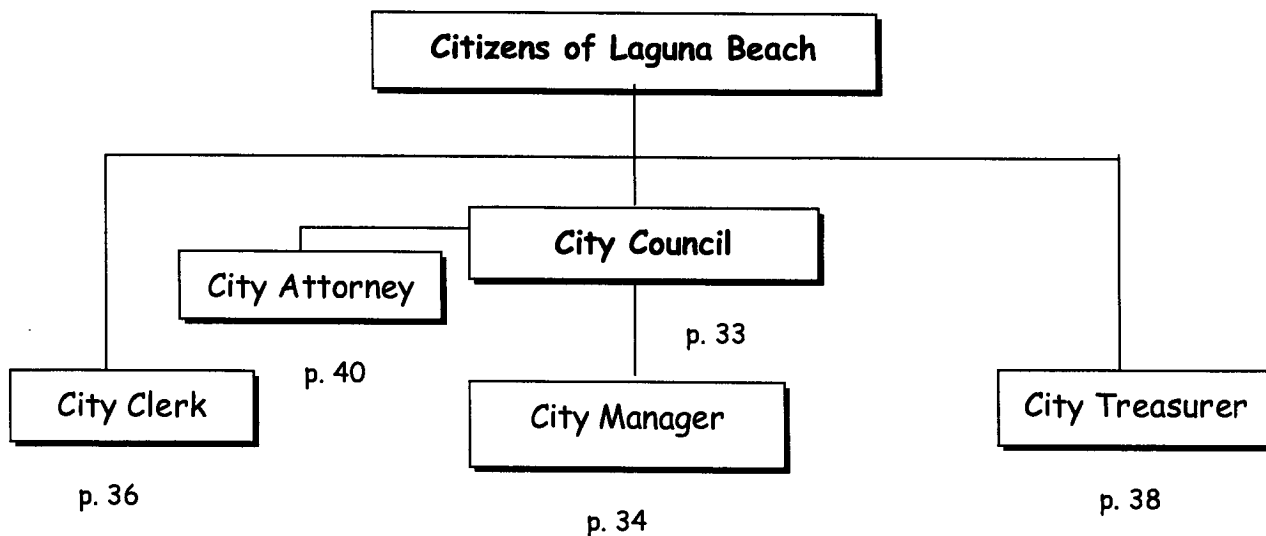
**City Attorney** - The City Attorney advises City officers in all legal matters pertaining to the business of the City. The department budget provides funds for legal services related to general City activities and for civil litigation in which the City is involved. City Attorney services are provided via a contract with a private law firm, Rutan and Tucker. The contract provides for a retainer of \$6,000 per month for up to 60 hours of legal services, with additional litigation billed at \$185 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:

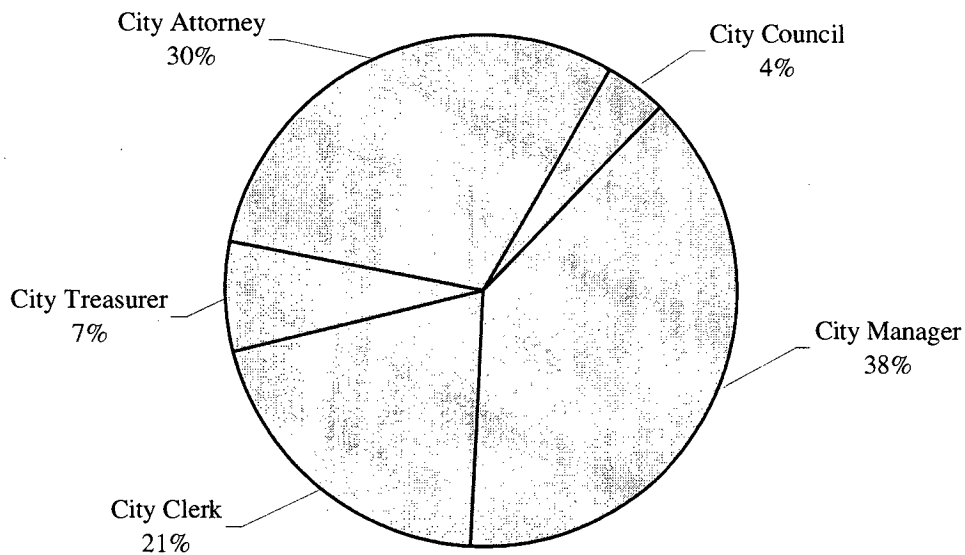


# General Government Budget Summary

**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	\$27,300	\$27,300				\$54,600
City Manager	481,800	79,430				\$561,230
City Clerk	204,300	60,730		\$33,300		\$298,330
City Treasurer	83,400	16,130				\$99,530
City Attorney		440,000				\$440,000
<b>Department Total</b>	<b>\$796,800</b>	<b>\$623,590</b>	<b>\$0</b>	<b>\$33,300</b>	<b>\$0</b>	<b>\$1,453,690</b>

## Summary By Department Total



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

<b>Account No.</b>	<b>Account Title</b>	<b>Actual Expenditures 2002-03</b>	<b>Adopted Budget 2003-04</b>	<b>Department Request 2004-05</b>	<b>Adopted Budget 2004-05</b>
<b><u>Salaries and Wages</u></b>					
1003	Salaries, Part Time	\$22,298	\$25,500	\$25,500	\$25,500
1101	Retirement		400	600	600
1103	P.A.R.S. Retirement	669	800	800	800
1318	Medicare Insurance	323	400	400	400
	<b>Subtotal</b>	<b>23,290</b>	<b>27,100</b>	<b>27,300</b>	<b>27,300</b>
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	22,015	15,800	16,100	14,800
2031	Telephone	674	600	700	700
2101	Materials and Supplies	918	1,500	1,500	1,500
2281	Printing	4,310	4,500	4,500	4,500
2401	Contractual Services	27,128	3,500	3,500	3,500
2432	Postage	1,856	2,300	2,300	2,300
	<b>Subtotal</b>	<b>56,901</b>	<b>28,200</b>	<b>28,600</b>	<b>27,300</b>
	<b>Grand Total</b>	<b>\$80,191</b>	<b>\$55,300</b>	<b>\$55,900</b>	<b>\$54,600</b>

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$259,002	\$369,800	\$380,900	\$380,900
1038	Sick Leave Payoff	8,400	9,900	12,100	12,100
1040	Vacation Payoff	1,180	1,300	2,400	2,400
1059	Residency Incentive		7,500	10,000	10,000
1101	Retirement		25,900	44,100	44,100
1201	Workers' Compensation	940	1,100	3,000	3,000
1300	Employee Group Insurance	14,331	22,500	26,200	26,200
1318	Medicare Insurance	1,379	2,900	3,100	3,100
	<b>Subtotal</b>	<b>285,232</b>	<b>440,900</b>	<b>481,800</b>	<b>481,800</b>
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	11,011	32,400	33,500	29,400
2024	Electricity	616	700	700	700
2027	Water	29	40	30	30
2031	Telephone	1,098	3,000	3,000	3,000
2101	Materials and Supplies	2,565	6,300	11,300	6,300
2170	General Insurance	4,300	5,400	5,700	5,700
2222	Repairs and Maint. Other		1,300	1,300	1,300
2281	Printing	(15)	600	600	600
2401	Contractual Services		35,100	35,400	32,400
	<b>Subtotal</b>	<b>19,604</b>	<b>84,840</b>	<b>91,530</b>	<b>79,430</b>
<b><u>Capital Outlay</u></b>					
5408	Office Furniture and Equipment	4,633			
	<b>Subtotal</b>	<b>4,633</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$309,469</b>	<b>\$525,740</b>	<b>\$573,330</b>	<b>\$561,230</b>

## City Manager Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
City Manager	1	1	1	\$169,900	\$175,000	\$175,000
Assistant City Manager	1	1	1	136,200	140,300	140,300
Secretary to City Manager	1	1	1	63,700	65,600	65,600
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>\$369,800</b>	<b>\$380,900</b>	<b>\$380,900</b>

**City Clerk**

General Fund/1301

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$138,371	\$142,400	\$146,700	\$146,700
1003	Salaries, Part Time	8,844	6,700	6,900	6,900
1006	Salaries, Overtime	4,492	5,600	5,800	5,800
1038	Sick Leave Payoff	4,600	6,100	7,400	7,400
1040	Vacation Payoff	3,490	3,900	4,100	4,100
1101	Retirement		9,900	17,000	17,000
1103	P.A.R.S. Retirement	332	300	300	300
1201	Workers' Compensation	610	600	1,200	1,200
1300	Employee Group Insurance	11,000	11,600	14,000	14,000
1318	Medicare Insurance	900	900	900	900
	<b>Subtotal</b>	<b>172,639</b>	<b>188,000</b>	<b>204,300</b>	<b>204,300</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	1,795	3,300	3,300	3,300
2024	Electricity	616	700	700	700
2027	Water	29	30	30	30
2031	Telephone	660	1,000	900	900
2101	Materials and Supplies	7,536	10,600	10,600	9,600
2170	General Insurance	2,760	2,800	2,200	2,200
2222	Repairs and Maint. Other		800	6,500	6,500
2281	Printing	6,616	10,000	10,000	6,500
2302	Legal Advertising	3,839	9,000	9,000	5,500
2401	Contractual Services	11,579	200	25,500	25,500
	<b>Subtotal</b>	<b>35,430</b>	<b>38,430</b>	<b>68,730</b>	<b>60,730</b>
<b>Special Programs</b>					
8300	Scanning Project Programming	17,468	15,000	33,300	33,300
	<b>Subtotal</b>	<b>17,468</b>	<b>15,000</b>	<b>33,300</b>	<b>33,300</b>
	<b>Grand Total</b>	<b>\$225,537</b>	<b>\$241,430</b>	<b>\$306,330</b>	<b>\$298,330</b>

## *City Clerk Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
City Clerk	1	1	1	\$91,900	\$94,700	\$94,700
Deputy City Clerk	1	1	1	50,500	52,000	52,000
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$142,400</b>	<b>\$146,700</b>	<b>\$146,700</b>



**City Treasurer****General Fund/1401**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$53,404	\$63,100	\$65,200	\$65,200
1038	Sick Leave Payoff	1,150	1,600	1,600	1,600
1040	Vacation Payoff	2,980	3,000	400	400
1101	Retirement	217	4,300	7,500	7,500
1201	Workers' Compensation	300	400	700	700
1300	Employee Group Insurance	5,500	5,800	7,000	7,000
1318	Medicare Insurance	785	900	1,000	1,000
<b>Subtotal</b>		<b>64,336</b>	<b>79,100</b>	<b>83,400</b>	<b>83,400</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	3,284	3,200	3,500	2,800
2024	Electricity	616	700	700	700
2027	Water	29	100	30	30
2031	Telephone	392	900	500	500
2101	Materials and Supplies	449	700	700	700
2170	General Insurance	930	900	900	900
2222	Repairs and Maint. Other		500	500	500
2401	Contractual Services	35,613	9,300	11,000	10,000
<b>Subtotal</b>		<b>41,313</b>	<b>16,300</b>	<b>17,830</b>	<b>16,130</b>
<b>Capital Outlay</b>					
5408	(R) Personal Computer & Printer		3,000		
<b>Subtotal</b>		<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>		<b>\$105,649</b>	<b>\$98,400</b>	<b>\$101,230</b>	<b>\$99,530</b>

***City Treasurer Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
City Treasurer	0.625	0.625	0.625	\$63,100	\$65,200	\$65,200
<b>TOTAL</b>	0.625	0.625	0.625	\$63,100	\$65,200	\$65,200

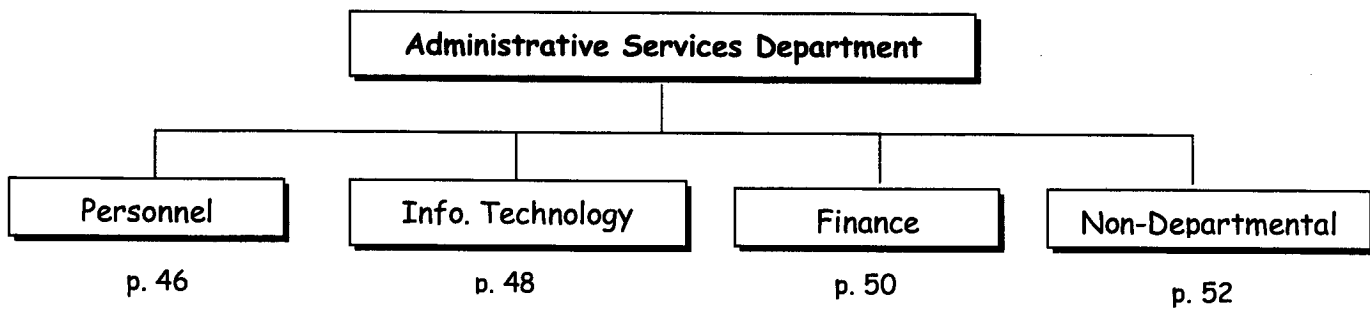
**Finance** - This division performs all finance, accounting, business licensing and cashiering functions for the City. It also prepares and monitors the City's annual budget. Primary responsibilities include the following: daily processing of accounts payable, accounts receivable, fixed assets and payroll. 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 \$50 million in revenues and approximately \$50 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.
- Continue with the selection and implementation of 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:

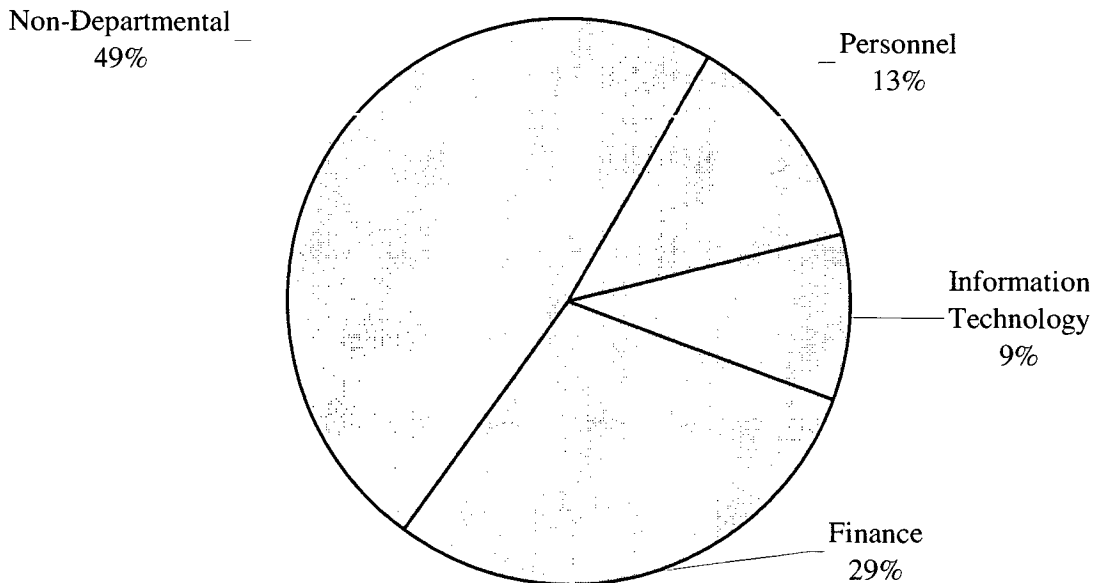


# Administrative Services Department Budget Summary

**All  
Divisions**

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Personnel	\$306,100	\$75,430		\$39,000		\$420,530
Information Technology	201,700	97,030	8,000			\$306,730
Finance	628,100	137,600	2,200	190,000		\$957,900
Non-Departmental	256,800	1,293,400		28,400		\$1,578,600
<b>Department Total</b>	<b>\$1,392,700</b>	<b>\$1,603,460</b>	<b>\$10,200</b>	<b>\$257,400</b>	<b>\$0</b>	<b>\$3,263,760</b>

## Summary By Division Total



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

**All**  
**Divisions**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$893,794	\$1,008,800	\$1,089,800	\$1,078,200
1003	Salaries, Part Time	28,216	50,100	47,600	45,600
1006	Salaries, Overtime	793	1,400	1,500	1,500
1009	Salaries, Redistributed	(20,640)	(21,700)	(21,900)	(21,900)
1038	Sick Leave Payoff	9,460	10,100	14,900	14,900
1040	Vacation Payoff	11,330	11,000	15,400	15,400
1101	Retirement	7,159	76,500	140,500	138,400
1103	P.A.R.S. Retirement	1,058	1,900	1,800	1,800
1201	Workers' Compensation	9,070	15,700	20,200	20,200
1300	Employee Group Insurance	63,340	69,500	84,000	84,000
1318	Medicare Insurance	10,512	13,700	14,800	14,600
	<b>Subtotal</b>	<b>1,014,092</b>	<b>1,237,000</b>	<b>1,408,600</b>	<b>1,392,700</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	11,838	14,400	14,200	11,200
2024	Electricity	2,946	3,300	3,100	3,100
2027	Water	130	230	160	160
2031	Telephone	6,573	8,400	8,000	8,000
2101	Materials and Supplies	31,211	41,300	44,300	39,000
2150	Rents and Leases	16,716	16,500	24,000	24,000
2170	General Insurance	13,450	15,200	12,200	12,200
2222	Repairs and Maint. Other	74,092	71,100	74,900	69,300
2281	Printing	8,393	10,800	13,300	11,200
2302	Legal Advertising	14,331	26,000	26,000	24,000
2401	Contractual Services	174,878	142,800	139,900	129,700
2432	Postage	42,903	40,000	45,000	45,000
2501	Bond Principal	970,000	1,120,000	1,165,000	1,165,000
2521	Bond Interest	543,356	501,600	455,900	455,900
2804	Costs Redistributed	(302,690)	(363,600)	(394,300)	(394,300)
2956	Gas Tax Exchange	456,000			
	<b>Subtotal</b>	<b>2,064,127</b>	<b>1,648,030</b>	<b>1,631,660</b>	<b>1,603,460</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	25,536	12,600	2,200	2,200
5622	Other Equipment	140,915	18,000	8,000	8,000
	<b>Subtotal</b>	<b>166,451</b>	<b>30,600</b>	<b>10,200</b>	<b>10,200</b>
<b>Special Programs</b>					
	Special Programs	592,492	281,900	236,000	257,400
	<b>Subtotal</b>	<b>592,492</b>	<b>281,900</b>	<b>236,000</b>	<b>257,400</b>
	<b>Grand Total</b>	<b>\$3,837,162</b>	<b>\$3,197,530</b>	<b>\$3,286,460</b>	<b>\$3,263,760</b>

**Administrative Services Department  
Position Summary**

**All  
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Director of Administrative Services	1	1	1	\$136,200	\$140,300	\$140,300
Finance Officer	1	1	1	112,500	115,900	115,900
Personnel Officer	1	1	1	99,300	102,300	102,300
Accountant	1	1	1	59,500	64,300	64,300
Accounting Technician	0.6	0.6	0.6	33,200	34,200	34,200
Computer Network Administrator	1	1	1	85,900	88,500	88,500
Information System Specialist	1	1	1	68,200	73,800	73,800
Account Clerk	0.6	0.6	0.6	24,800	25,600	25,600
Senior Account Clerk	1	1	1	35,700	49,000	49,000
Personnel Specialists	1.8	1.8	1.8	90,900	93,600	93,600
Senior Clerks	2	2	2	66,900	75,700	75,700
Non-Departmental				195,700	226,600	215,000
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>\$1,008,800</b>	<b>\$1,089,800</b>	<b>\$1,078,200</b>

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$112,437	\$149,800	\$238,600	\$238,600
1038	Sick Leave Payoff	1,000	1,100	3,100	3,100
1040	Vacation Payoff	2,970	2,200	5,100	5,100
1101	Retirement		10,500	27,500	27,500
1201	Workers' Compensation	570	500	1,700	1,700
1300	Employee Group Insurance	11,000	11,600	26,600	26,600
1318	Medicare Insurance	1,638	2,200	3,500	3,500
	<b>Subtotal</b>	<b>129,615</b>	<b>177,900</b>	<b>306,100</b>	<b>306,100</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	3,721	3,500	3,500	3,500
2024	Electricity	616	700	700	700
2027	Water	29	30	30	30
2031	Telephone	1,471	2,000	1,800	1,800
2101	Materials and Supplies	8,824	10,900	10,900	9,900
2170	General Insurance	2,610	2,700	3,300	3,300
2222	Repairs and Maint. Other	85	200	500	500
2281	Printing	1,448	1,400	1,700	1,700
2302	Legal Advertising	14,331	26,000	26,000	24,000
2401	Contractual Services	50,786	40,000	39,200	30,000
	<b>Subtotal</b>	<b>83,921</b>	<b>87,430</b>	<b>87,630</b>	<b>75,430</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	1,542	2,200		
	<b>Subtotal</b>	<b>1,542</b>	<b>2,200</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8000	DMV Requirements	1,614	2,000	2,000	2,000
8031	Educational Reimbursement	13,052	16,000	19,000	19,000
8039	Employee Training	6,590	23,900	20,000	18,000
	<b>Subtotal</b>	<b>21,256</b>	<b>41,900</b>	<b>41,000</b>	<b>39,000</b>
	<b>Grand Total</b>	<b>\$236,334</b>	<b>\$309,430</b>	<b>\$434,730</b>	<b>\$420,530</b>

***Personnel Division Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Personnel Officer	1	1	1	\$99,300	\$102,300	\$102,300
Personnel Specialists*	1	1.8	1.8	50,500	93,600	93,600
Senior Clerk*		1	1	66,900	42,700	42,700
<b>TOTAL</b>	<b>2</b>	<b>3.8</b>	<b>3.8</b>	<b>\$216,700</b>	<b>\$238,600</b>	<b>\$238,600</b>

\* One Senior Clerk and .8 Personnel Specialist were transferred from the Finance Division.



## Information Technology Services

*Administrative Services  
General Fund 1603*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$139,903	\$154,100	\$162,300	\$162,300
1038	New Sick Leave Payoff	970	1,300	2,400	2,400
1040	Vacation Payoff	950	1,700	2,000	2,000
1101	Retirement		10,800	18,700	18,700
1201	Workers' Compensation	340	500	1,200	1,200
1300	Employee Group Insurance	10,540	11,600	14,000	14,000
1318	Medicare Insurance	819	1,000	1,100	1,100
	<b>Subtotal</b>	153,522	181,000	201,700	201,700
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	1,949	3,000	3,000	1,000
2024	Electricity	483	700	500	500
2027	Water	23	100	30	30
2031	Telephone	1,180	800	1,200	1,200
2101	Materials and Supplies	3,690	4,500	4,500	4,500
2150	Rents and Leases	16,564	15,500	23,200	23,200
2170	General Insurance	1,530	2,700	2,200	2,200
2222	Repairs and Maint. Other	55,981	63,400	66,000	61,400
2401	Contractual Services	3,600	3,000	3,000	3,000
2804	Costs Redistributed	(11,000)	(11,000)		
	<b>Subtotal</b>	74,000	82,700	103,630	97,030
<b>Capital Outlay</b>					
5622	(A) Main Firewall Backup			8,000	8,000
	<b>Subtotal</b>	29,177	18,000	8,000	8,000
<b>Special Programs</b>					
8113	City Web Site Enhancement	8,616			
	<b>Subtotal</b>	8,616	0	0	0
	<b>Grand Total</b>	\$265,315	\$281,700	\$313,330	\$306,730

## *Information Technology Division Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Computer Network Admin.	1	1	1	\$85,900	\$88,500	\$88,500
Information System Specialist	1	1	1	68,200	73,800	73,800
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$154,100</b>	<b>\$162,300</b>	<b>\$162,300</b>

**Finance Division**

*Administrative Services  
General Fund 1701*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$440,994	\$509,200	\$462,300	\$462,300
1003	Salaries, Part Time	28,216	50,100	47,600	45,600
1006	Salaries, Overtime	793	1,400	1,500	1,500
1009	Salaries, Redistributed	(20,640)	(21,700)	(21,900)	(21,900)
1038	Sick Leave Payoff	7,490	7,700	9,400	9,400
1040	Vacation Payoff	7,410	7,100	8,300	8,300
1101	Retirement		35,600	53,500	53,500
1103	P.A.R.S. Retirement	1,058	1,900	1,800	1,800
1201	Workers' Compensation	8,160	14,700	17,300	17,300
1300	Employee Group Insurance	41,800	46,300	43,400	43,400
1318	Medicare Insurance	6,268	7,700	6,900	6,900
	<b>Subtotal</b>	<b>521,549</b>	<b>660,000</b>	<b>630,100</b>	<b>628,100</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	6,168	7,900	7,700	6,700
2024	Electricity	1,847	1,900	1,900	1,900
2027	Water	78	100	100	100
2031	Telephone	3,922	5,600	5,000	5,000
2101	Materials and Supplies	7,320	9,100	8,800	7,800
2150	Rents and Leases	152	1,000	800	800
2170	General Insurance	9,310	9,800	6,700	6,700
2222	Repairs and Maint. Other	7,351	7,500	8,400	7,400
2281	Printing	6,945	9,400	11,600	9,500
2401	Contractual Services	119,220	94,800	92,700	91,700
	<b>Subtotal</b>	<b>162,313</b>	<b>147,100</b>	<b>143,700</b>	<b>137,600</b>
<b>Capital Outlay</b>					
5408	(R) Personal Computer			2,200	2,200
	<b>Subtotal</b>	<b>9,974</b>	<b>10,400</b>	<b>2,200</b>	<b>2,200</b>
<b>Special Programs</b>					
8307	New Accounting System		185,000	190,000	190,000
	<b>Subtotal</b>	<b>0</b>	<b>185,000</b>	<b>190,000</b>	<b>190,000</b>
	<b>Grand Total</b>	<b>\$693,836</b>	<b>\$1,002,500</b>	<b>\$966,000</b>	<b>\$957,900</b>

## Finance Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Director of Administrative Services	1	1	1	\$136,200	\$140,300	\$140,300
Finance Officer	1	1	1	112,500	115,900	115,900
Accountant	1	1	1	59,500	64,300	64,300
Accounting Technician	0.6	0.6	0.6	33,200	34,200	34,200
Senior Account Clerk	1	1	1	35,700	49,000	49,000
Account Clerk	0.6	0.6	0.6	24,800	25,600	25,600
Senior Clerk*	2	1	1	66,900	33,000	33,000
Personnel Specialists*	0.8			40,400		
<b>TOTAL</b>	<b>8</b>	<b>6.2*</b>	<b>6.2*</b>	<b>\$509,200</b>	<b>\$462,300</b>	<b>\$462,300</b>

\* One Senior Clerk and .8 Personnel Specialist were transferred to the Personnel Division.

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$200,460	\$195,700	\$226,600	\$215,000
1101	Retirement	7,159	19,600	40,800	38,700
1318	Medicare Insurance	1,787	2,800	3,300	3,100
	<b>Subtotal</b>	<b>209,406</b>	<b>218,100</b>	<b>270,700</b>	<b>256,800</b>
<b>Maintenance and Operations</b>					
2101	Materials and Supplies	11,377	16,800	20,100	16,800
2222	Repairs and Maint. Other**	10,675			
2401	Contractual Services*	1,272	5,000	5,000	5,000
2432	Postage	42,903	40,000	45,000	45,000
2501	Bond Principal*	970,000	1,120,000	1,165,000	1,165,000
2521	Bond Interest*	543,356	501,600	455,900	455,900
2804	Costs Redistributed	(291,690)	(352,600)	(394,300)	(394,300)
2956	Gas Tax Exchange	456,000			
	<b>Subtotal</b>	<b>1,743,893</b>	<b>1,330,800</b>	<b>1,296,700</b>	<b>1,293,400</b>
<b>Capital Outlay</b>					
5622	Other Equipment	125,758			
	<b>Subtotal</b>	<b>125,758</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8001	El Toro Reuse Plan Authority	247,182	50,000		23,400
8008	Day Labor Hiring Site	12,000			
8012	Hospitality Association***	25,000			
8204	LAFCO Funding	3,438	5,000	5,000	5,000
8308	Boys & Girls Club Grant	125,000			
8309	Community Clinic Grant	150,000			
	<b>Subtotal</b>	<b>562,620</b>	<b>55,000</b>	<b>5,000</b>	<b>28,400</b>
	<b>Grand Total</b>	<b>\$2,641,677</b>	<b>\$1,603,900</b>	<b>\$1,572,400</b>	<b>\$1,578,600</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 86 positions, 50 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 two part-time dispatchers. These highly trained personnel process emergency and non-emergency police activities, which totaled more than 47,196 in 2003. The records section is staffed by five civilians and is assisted by the department's Citizen's on Patrol (COP) staff. The records section 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.

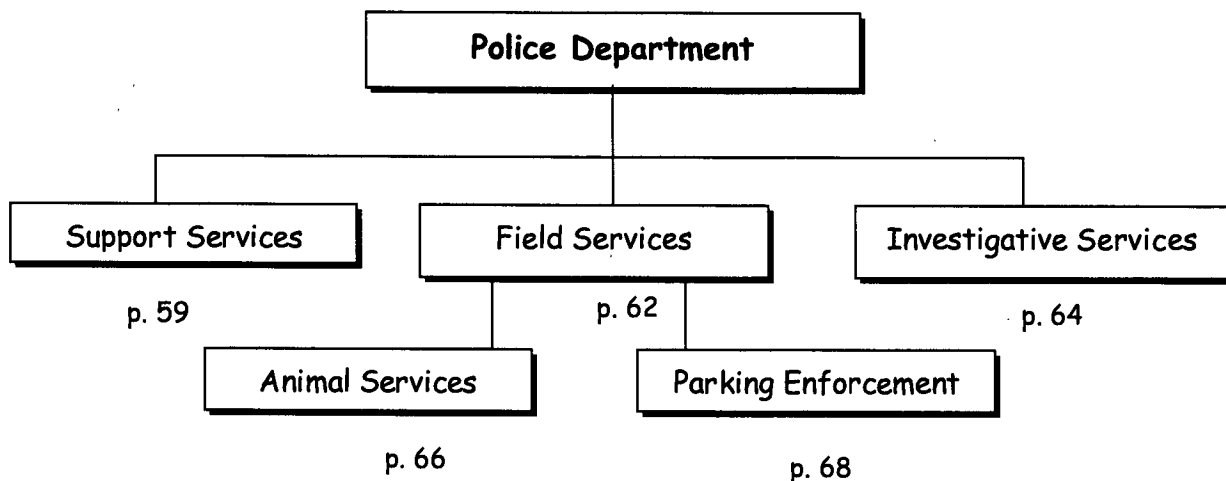
**Field Services** - This division consists primarily of uniformed field personnel responsible for enforcement of municipal, state and federal laws. The Patrol Section, with its twenty-five field officers, is the main response team for calls for service. Officers are responsible for a specific area and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

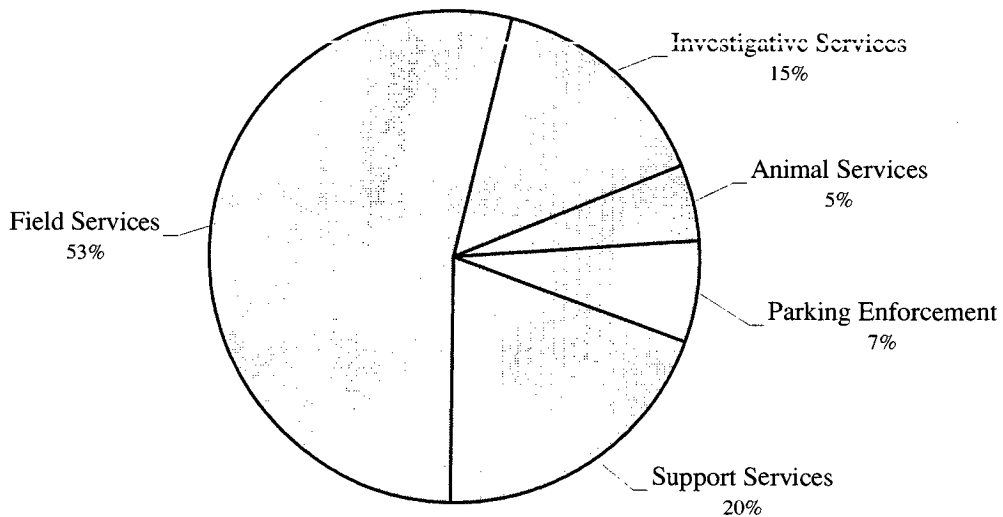


# Police Department Budget Summary

**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	\$1,605,200	\$336,900	\$45,600	\$2,000		<b>\$1,989,700</b>
Field Services	5,009,000	360,480				<b>\$5,369,480</b>
Investigative Services	1,321,500	134,220		44,000		<b>\$1,499,720</b>
Animal Services	396,500	95,300		5,000		<b>\$496,800</b>
Parking Enforcement	579,700	101,300				<b>\$681,000</b>
<b>Department Total</b>	<b>\$8,911,900</b>	<b>\$1,028,200</b>	<b>\$45,600</b>	<b>\$51,000</b>	<b>\$0</b>	<b>\$10,036,700</b>

## Summary By Division Total





***Police Department***  
**Budget Detail**

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

Account No.    Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>				
1001    Salaries, Full Time	\$5,002,314	\$5,330,200	\$5,505,300	\$5,505,300
1003    Salaries, Part Time	153,425	173,200	178,300	178,300
1006    Salaries, Overtime	362,717	330,800	340,700	340,700
1038    Sick Leave Payoff	69,630	78,400	95,400	95,400
1040    Vacation Payoff	89,426	103,900	111,200	111,200
1042    Comp Time Payoffs	10,260	7,900	6,500	6,500
1053    Holiday Allowance	97,930	98,100	101,400	101,400
1101    Retirement	326,807	602,200	1,128,500	1,128,500
1103    P.A.R.S. Retirement	5,062	5,800	5,900	5,900
1201    Workers' Compensation	429,360	571,900	770,100	770,100
1300    Employee Group Insurance	473,000	493,000	602,000	602,000
1318    Medicare Insurance	55,813	62,700	66,600	66,600
<b>Subtotal</b>	<b>7,075,744</b>	<b>7,858,100</b>	<b>8,911,900</b>	<b>8,911,900</b>
<b><u>Maintenance and Operations</u></b>				
2001    Uniforms and Laundry	48,326	49,400	49,400	45,400
2011    Training, Travel and Dues	9,109	15,500	15,500	13,500
2021    Natural Gas	5,504	4,300	5,500	5,500
2024    Electricity	29,627	31,600	29,800	29,800
2027    Water	7,992	6,600	8,100	8,100
2031    Telephone	58,326	52,300	60,800	60,800
2051    Gas and Lubrications	51,283	63,300	63,300	63,300
2101    Materials and Supplies	83,375	100,600	100,600	93,200
2150    Rents and Leases	166,014	201,100	198,800	198,800
2170    General Insurance	260,900	125,900	131,400	131,400
2201    Repairs and Maint. Auto.	85,139	76,500	79,000	79,000
2222    Repairs and Maint. Other	37,966	96,100	85,600	83,280
2281    Printing	15,483	28,600	28,600	27,400
2401    Contractual Services	169,522	168,500	172,400	178,020
2432    Postage	5,859	10,700	10,700	10,700
<b>Subtotal</b>	<b>1,034,425</b>	<b>1,031,000</b>	<b>1,039,500</b>	<b>1,028,200</b>

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

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

Account	Actual Expenditures	Adopted Budget	Department Request	Adopted Budget
No.    Account Title	2002-03	2003-04	2004-05	2004-05
<b><u>Capital Outlay</u></b>				
5408    Office Furniture & Equipment	80,425	19,700	37,600	37,600
5622    Other Equipment	45,981	14,056	8,000	8,000
<b>Subtotal</b>	<b>126,406</b>	<b>33,756</b>	<b>45,600</b>	<b>45,600</b>
<b><u>Special Programs</u></b>				
Special Programs	48,256	27,000	51,000	51,000
<b>Subtotal</b>	<b>48,256</b>	<b>27,000</b>	<b>51,000</b>	<b>51,000</b>
<b>Grand Total</b>	<b>\$8,284,831</b>	<b>\$8,949,856</b>	<b>\$10,048,000</b>	<b>\$10,036,700</b>

# Police Department Position Summary

*All  
Divisions*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Police Chief	1	1	1	\$136,200	\$140,300	\$140,300
Police Captains	2	2	2	225,000	231,800	231,800
Police Lieutenant	1	1	1	99,300	102,300	102,300
Police Sergeants	9	9	9	764,200	791,300	791,300
Police Officers II	6	6	6	429,000	441,900	441,900
Investigators	7	7	7	466,600	482,300	482,300
Police Officers	24	23	23	1,551,600	1,488,000	1,488,000
Dispatchers	7	7	7	314,600	345,600	345,600
Senior Dispatchers	3	3	3	160,300	173,300	173,300
Senior Records Clerks	3	2	2	122,700	91,400	91,400
Records Clerks	4	5	5	159,900	187,400	187,400
Administrative Secretary	1	1	1	50,500	52,000	52,000
Division Supervisor		1	1		83,700	83,700
Supply Clerk	1	1	1	37,500	46,700	46,700
Administrative Clerk	1	1	1	44,400	45,700	45,700
Comm. Serv. Officers I	1	1	1	44,800	46,900	46,900
Comm. Serv. Officers II	2	2	2	95,600	98,400	98,400
Senior Clerk	1	1	1	41,400	42,700	42,700
Kennel Manager	1	1	1	47,800	49,200	49,200
Animal Serv. Officers	3	3	3	129,500	137,500	137,500
Kennel Aides	2	2	2	82,800	85,400	85,400
Parking Control Officers	5	5	5	205,100	221,100	221,100
Computer Operator	1	1	1	47,800	49,200	49,200
Education Incentive				57,400	55,300	55,300
Bilingual Pay				5,400	4,500	4,500
Uniform Pay				10,800	9,600	9,600
Medical Coverage Waiver					1,800	1,800
<b>TOTAL</b>	<b>86</b>	<b>86</b>	<b>86</b>	<b>\$5,330,200</b>	<b>\$5,505,300</b>	<b>\$5,505,300</b>

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$1,028,229	\$1,139,800	\$1,178,800	\$1,178,800
1003	Salaries, Part Time	28,067	28,100	28,900	28,900
1006	Salaries, Overtime	60,702	27,800	28,600	28,600
1009	Salaries, Redistributed	(89,440)	(94,800)	(92,800)	(92,800)
1038	Sick Leave Payoff	13,210	14,300	13,500	13,500
1040	Vacation Payoff	14,300	12,900	13,100	13,100
1042	Comp Time Payoffs	2,770	2,700	1,200	1,200
1053	Holiday Allowance	14,257	20,600	21,200	21,200
1101	Retirement	28,679	102,600	172,000	172,000
1103	P.A.R.S. Retirement	1,110	1,100	1,100	1,100
1201	Workers' Compensation	20,670	33,500	79,900	79,900
1300	Employee Group Insurance	115,500	121,800	147,000	147,000
1318	Medicare Insurance	10,729	12,200	12,700	12,700
	<b>Subtotal</b>	<b>1,248,783</b>	<b>1,422,600</b>	<b>1,605,200</b>	<b>1,605,200</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	2,008	6,000	6,000	4,400
2011	Training, Travel and Dues	3,117	3,600	3,600	2,900
2024	Electricity	25,826	27,800	26,000	26,000
2027	Water	1,199	1,100	1,300	1,300
2031	Telephone	50,575	43,700	51,000	51,000
2051	Gas and Lubrications	2,586	3,200	3,500	3,500
2101	Materials and Supplies	23,897	40,000	40,000	37,600
2150	Rents and Leases	11,111	14,400	12,100	12,100
2170	General Insurance	70,870	26,300	27,000	27,000
2201	Repairs and Maint. Auto.	3,162	3,500	3,500	3,500
2222	Repairs and Maint. Other	22,123	77,700	63,000	61,800
2281	Printing	6,905	11,000	11,000	10,500
2401	Contractual Services	103,696	99,500	99,500	95,300
	<b>Subtotal</b>	<b>327,075</b>	<b>357,800</b>	<b>347,500</b>	<b>336,900</b>

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Capital Outlay</b>					
5408	(R) Copy Machine	-	-	25,000	25,000
5408	(R) Seven Computers	-	-	12,600	12,600
5622	(R) Firewall	-	-	8,000	8,000
	<b>Subtotal</b>	<b>45,388</b>	<b>19,700</b>	<b>45,600</b>	<b>45,600</b>
<b>Special Programs</b>					
8061	O. C. Human Relations Comm.	1,983	2,000	2,000	2,000
	<b>Subtotal</b>	<b>1,983</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
	<b>Grand Total</b>	<b>\$1,623,229</b>	<b>\$1,802,100</b>	<b>\$2,000,300</b>	<b>\$1,989,700</b>

## *Support Services Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Police Chief	1	1	1	\$136,200	\$140,300	\$140,300
Police Captain	1			112,500		
Police Lieutenant		1	1		102,300	102,300
Police Sergeant	1			81,800		
Dispatchers	7	7	7	314,600	345,600	345,600
Sr. Dispatchers	3	3	3	160,300	173,300	173,300
Sr. Records Clerk	1			33,900		
Records Clerks	4	5	5	159,900	187,400	187,400
Admin. Secretary	1	1	1	50,500	52,000	52,000
Division Supervisor		1	1		83,700	83,700
Supply Clerk	1	1	1	37,500	46,700	46,700
Administrative Clerk	1	1	1	44,400	45,700	45,700
Bilingual Pay				2,700	1,800	1,800
Education Incentive				4,300		
Uniform Pay				1,200		
<b>TOTAL</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>\$1,139,800</b>	<b>\$1,178,800</b>	<b>\$1,178,800</b>

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$2,600,331	\$2,733,500	\$2,787,600	\$2,787,600
1003	Salaries, Part Time	96,428	115,200	118,600	118,600
1006	Salaries, Overtime	247,638	237,400	244,500	244,500
1009	Salaries, Redistributed	21,530	22,500	22,900	22,900
1038	Sick Leave Payoff	38,460	43,200	55,000	55,000
1040	Vacation Payoff	52,786	68,300	78,700	78,700
1042	Comp Time Payoffs	5,470	3,900	5,000	5,000
1053	Holiday Allowance	74,931	67,100	69,500	69,500
1101	Retirement	241,814	356,700	688,300	688,300
1103	P.A.R.S. Retirement	2,870	3,500	3,600	3,600
1201	Workers' Compensation	315,560	448,600	633,500	633,500
1300	Employee Group Insurance	209,000	214,600	266,000	266,000
1318	Medicare Insurance	29,203	33,300	35,800	35,800
	<b>Subtotal</b>	<b>3,936,021</b>	<b>4,347,800</b>	<b>5,009,000</b>	<b>5,009,000</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	38,967	35,600	35,600	33,700
2011	Training, Travel and Dues	3,381	4,300	4,300	3,300
2051	Gas and Lubrications	39,504	47,900	46,700	46,700
2101	Materials and Supplies	14,363	17,500	17,500	15,100
2150	Rents and Leases	113,792	132,100	132,100	132,100
2170	General Insurance	107,730	62,700	56,000	56,000
2201	Repairs and Maint. Auto.	66,950	60,100	62,600	62,600
2222	Repairs and Maint. Other	8,856	6,700	6,700	6,080
2281	Printing	647	2,400	2,400	2,400
2401	Contractual Services	3,009	3,000	3,000	2,500
	<b>Subtotal</b>	<b>397,199</b>	<b>372,300</b>	<b>366,900</b>	<b>360,480</b>
<b>Capital Outlay</b>					
5408	Office Furniture and Equipment	40,367			
5622	Other Equipment	12,415	14,056		
	<b>Subtotal</b>	<b>52,782</b>	<b>14,056</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8311	Traffic Signal Consultant	3,789			
8950	Mobile Data Computers	2,059			
	<b>Subtotal</b>	<b>5,848</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$4,391,850</b>	<b>\$4,734,156</b>	<b>\$5,375,900</b>	<b>\$5,369,480</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>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Police Captain	1	1	1	\$112,500	\$115,900	\$115,900
Police Sergeants	7	8	8	596,500	702,800	702,800
Police Officers II	6	6	6	429,000	441,900	441,900
Police Officers	24	23	23	1,551,600	1,488,000	1,488,000
Education Incentive				42,100	35,400	35,400
Bilingual Pay				1,800	1,800	1,800
Medical Coverage Waiver					1,800	1,800
<b>TOTAL</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>\$2,733,500</b>	<b>\$2,787,600</b>	<b>\$2,787,600</b>



**Investigative Services Division**

*Police Department  
General Fund/2104*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$796,821	\$854,200	\$904,200	\$904,200
1006	Salaries, Overtime	51,196	57,400	59,100	59,100
1038	Sick Leave Payoff	13,410	16,600	21,500	21,500
1040	Vacation Payoff	13,160	14,500	12,400	12,400
1042	Comp Time Payoffs	1,440	900	300	300
1053	Holiday Allowance	1,981	3,500	3,600	3,600
1101	Retirement	56,314	100,000	193,700	193,700
1201	Workers' Compensation	44,090	51,000	23,400	23,400
1300	Employee Group Insurance	71,500	75,400	91,000	91,000
1318	Medicare Insurance	10,894	11,800	12,300	12,300
	<b>Subtotal</b>	<b>1,060,806</b>	<b>1,185,300</b>	<b>1,321,500</b>	<b>1,321,500</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	3,212	3,500	3,500	3,500
2011	Training, Travel and Dues	2,336	6,500	6,500	6,500
2051	Gas and Lubrications	3,336	5,500	5,900	5,900
2101	Materials and Supplies	18,418	18,200	18,200	16,100
2150	Rents and Leases	13,145	27,500	27,500	27,500
2170	General Insurance	68,860	22,800	24,200	24,200
2201	Repairs and Maint. Auto.	7,340	6,500	6,500	6,500
2222	Repairs and Maint. Other	1,510	2,200	2,200	2,200
2281	Printing	292	2,800	2,800	2,500
2401	Contractual Services	35,911	42,800	42,800	39,320
	<b>Subtotal</b>	<b>154,360</b>	<b>138,300</b>	<b>140,100</b>	<b>134,220</b>
<b>Capital Outlay</b>					
5622	Other Equipment	26,225			
	<b>Subtotal</b>	<b>26,225</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8118	P.O.S.T. Reimb. Training	32,421	20,000	44,000	44,000
8244	D.A.R.E. Program	4,014			
	<b>Subtotal</b>	<b>36,435</b>	<b>20,000</b>	<b>44,000</b>	<b>44,000</b>
	<b>Grand Total</b>	<b>\$1,277,826</b>	<b>\$1,343,600</b>	<b>\$1,505,600</b>	<b>\$1,499,720</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>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Police Captain		1	1		\$115,900	\$115,900
Police Lieutenant	1			\$99,300		
Police Sergeant	1	1	1	85,900	88,500	88,500
Investigators	7	7	7	466,600	482,300	482,300
Comm. Serv. Officer I	1	1	1	44,800	46,900	46,900
Comm. Serv. Officers II	2	2	2	95,600	98,400	98,400
Senior Clerk	1	1	1	41,400	42,700	42,700
Education Incentive				11,000	19,900	19,900
Uniform Pay				9,600	9,600	9,600
<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>\$854,200</b>	<b>\$904,200</b>	<b>\$904,200</b>

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$248,491	\$260,100	\$272,100	\$272,100
1003	Salaries, Part Time	17,693	17,300	17,800	17,800
1006	Salaries, Overtime	1,556	5,800	6,000	6,000
1038	Sick Leave Payoff	1,960	2,000	2,600	2,600
1040	Vacation Payoff	3,210	3,100	2,200	2,200
1053	Holiday Allowance	4,237	6,900	7,100	7,100
1101	Retirement		18,800	32,300	32,300
1103	P.A.R.S. Retirement	666	700	700	700
1201	Workers' Compensation	16,800	8,900	10,700	10,700
1300	Employee Group Insurance	33,000	34,800	42,000	42,000
1318	Medicare Insurance	2,559	2,800	3,000	3,000
	<b>Subtotal</b>	<b>330,172</b>	<b>361,200</b>	<b>396,500</b>	<b>396,500</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	1,901	1,800	1,800	1,300
2011	Training, Travel and Dues	275	300	300	
2021	Natural Gas	5,504	4,300	5,500	5,500
2024	Electricity	3,801	3,800	3,800	3,800
2027	Water	6,793	5,500	6,800	6,800
2031	Telephone	2,961	3,500	4,800	4,800
2051	Gas and Lubrications	4,514	4,000	4,300	4,300
2101	Materials and Supplies	21,311	18,900	18,900	18,400
2150	Rents and Leases	14,280	14,400	14,400	14,400
2170	General Insurance	5,200	5,900	17,800	17,800
2201	Repairs and Maint. Auto.	3,115	2,400	2,400	2,400
2222	Repairs and Maint. Other	5,442	3,700	3,700	3,200
2281	Printing	1,032	1,600	1,600	1,200
2401	Contractual Services	8,732	11,900	12,600	11,400
	<b>Subtotal</b>	<b>84,861</b>	<b>82,000</b>	<b>98,700</b>	<b>95,300</b>
<b>Special Programs</b>					
8185	Estate Donation Expenditures	1,344			
8243	Animal Shelter Donations	2,646	5,000	5,000	5,000
	<b>Subtotal</b>	<b>3,990</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
	<b>Grand Total</b>	<b>\$419,023</b>	<b>\$448,200</b>	<b>\$500,200</b>	<b>\$496,800</b>

***Animal Services Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Kennel Manager	1	1	1	\$47,800	\$49,200	\$49,200
Animal Serv. Officers	3	3	3	129,500	137,500	137,500
Kennel Aides	2	2	2	82,800	85,400	85,400
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>\$260,100</b>	<b>\$272,100</b>	<b>\$272,100</b>

**Parking Enforcement Division**

*Police Department  
Parking Authority Fund/2301*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$328,442	\$342,600	\$362,600	\$362,600
1003	Salaries, Part Time	11,237	12,600	13,000	13,000
1006	Salaries, Overtime	1,625	2,400	2,500	2,500
1009	Salaries, Redistributed	67,910	72,300	69,900	69,900
1038	Sick Leave Payoff	2,590	2,300	2,800	2,800
1040	Vacation Payoff	5,970	5,100	4,800	4,800
1042	Comp Time Payoffs	580	400		
1053	Holiday Allowance	2,524			
1101	Retirement		24,100	42,200	42,200
1103	P.A.R.S. Retirement	416	500	500	500
1201	Workers' Compensation	32,240	29,900	22,600	22,600
1300	Employee Group Insurance	44,000	46,400	56,000	56,000
1318	Medicare Insurance	2,428	2,600	2,800	2,800
	<b>Subtotal</b>	<b>499,962</b>	<b>541,200</b>	<b>579,700</b>	<b>579,700</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	2,238	2,500	2,500	2,500
2011	Training, Travel and Dues		800	800	800
2031	Telephone	4,790	5,100	5,000	5,000
2051	Gas and Lubrications	1,343	2,700	2,900	2,900
2101	Materials and Supplies	5,386	6,000	6,000	6,000
2150	Rents and Leases	13,686	12,700	12,700	12,700
2170	General Insurance	8,240	8,200	6,400	6,400
2201	Repairs and Maint. Auto.	4,572	4,000	4,000	4,000
2222	Repairs and Maint. Other	35	5,800	10,000	10,000
2281	Printing	6,607	10,800	10,800	10,800
2401	Contractual Services	18,174	11,300	14,500	29,500
2432	Postage	5,859	10,700	10,700	10,700
	<b>Subtotal</b>	<b>70,930</b>	<b>80,600</b>	<b>86,300</b>	<b>101,300</b>
<b>Capital Outlay</b>					
5408	Office Furniture and Equipment	2,011			
	<b>Subtotal</b>	<b>2,011</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$572,903</b>	<b>\$621,800</b>	<b>\$666,000</b>	<b>\$681,000</b>

## *Parking Enforcement Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Parking Control Officers	5	5	5	\$205,100	\$221,100	\$221,100
Computer Operator	1	1	1	47,800	49,200	49,200
Senior Records Clerks	2	2	2	88,800	91,400	91,400
Bilingual Pay				900	900	900
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>\$342,600</b>	<b>\$362,600</b>	<b>\$362,600</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, which account for the remaining 20% of the Fire Department's incident responses. The Department maintains a fully equipped emergency response force of twelve firefighters on duty at all times assigned to suppression, four staff personnel and fifteen reserves. A description of services provided by each division is as follows:

**Operations/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 wildland 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 Governor's Office of Emergency Services which is activated as part of the mutual aid system in the case of a major wildland fire or other emergency. The Department has 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 of the three firefighters are paramedics. Firefighter/Paramedics respond to all medical emergencies within the City. In addition to 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.

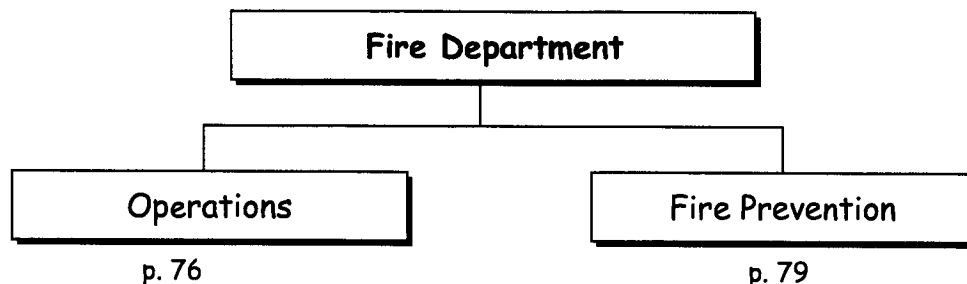
**Fire Prevention Division** - The fire prevention division manages the daily fire prevention activities and inspections of the engine companies; the plan review and new construction process; supervises the fire investigators; and oversees the vegetation management programs (weed abatement and fuel modification).

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 wildland 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:**

- Enhance the training and professional development of the chief officers and fire captains.
- 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:



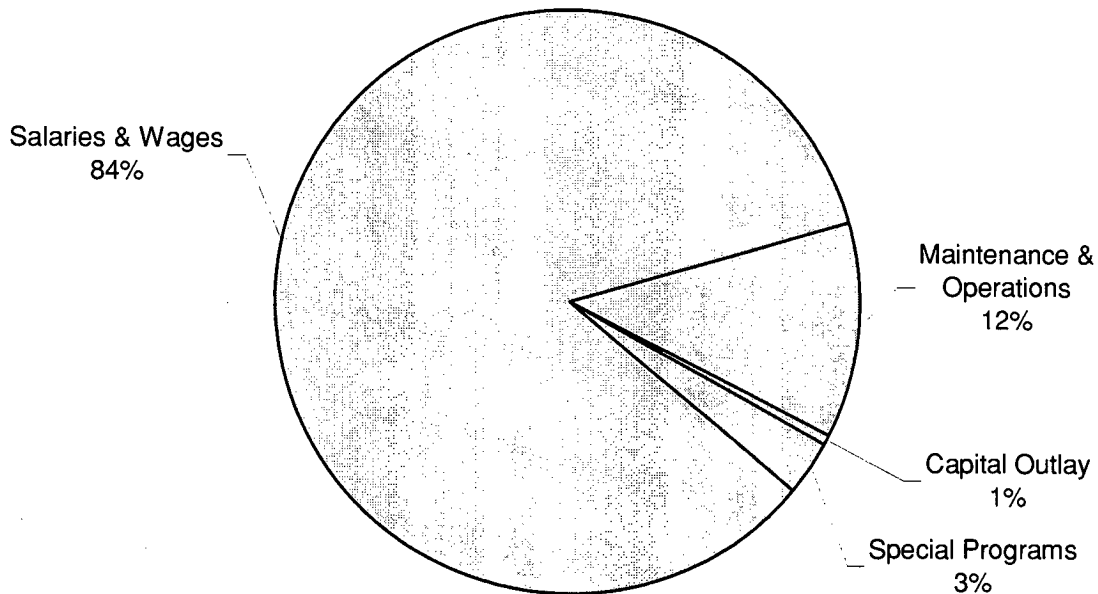


# Fire Department Budget Summary

*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	\$5,787,600	\$700,300	\$42,900			\$6,530,800
Fire Prevention	164,600	128,300	1,400	\$213,000		\$507,300
Department Total	<b>\$5,952,200</b>	<b>\$828,600</b>	<b>\$44,300</b>	<b>\$213,000</b>	<b>\$0</b>	<b>\$7,038,100</b>

## Summary By Category Total



## *Fire Department* **Budget Detail**

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$2,964,013	\$3,232,900	\$3,293,300	\$3,284,100
1003	Salaries, Part Time	39,029	50,400	54,800	44,500
1006	Salaries, Overtime	713,234	676,500	874,100	700,000
1007	Salaries, Overtime-Mutual Aid	15,585			
1038	Sick Leave Payoff	40,110	39,700	46,600	46,600
1040	Vacation Payoff	75,260	64,000	71,300	71,300
1042	Comp Time Payoffs		4,600		
1059	Residency Incentive	14,531	20,000	20,000	20,000
1101	Retirement	267,206	424,700	794,300	792,100
1103	P.A.R.S. Retirement	1,463	1,900	2,100	1,700
1201	Workers' Compensation	860,430	835,500	661,100	661,100
1300	Employee Group Insurance	242,000	237,800	285,300	285,300
1318	Medicare Insurance	35,189	44,800	48,200	45,500
	<b>Subtotal</b>	<b>5,268,050</b>	<b>5,632,800</b>	<b>6,151,100</b>	<b>5,952,200</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	61,453	66,000	66,000	63,000
2011	Training, Travel and Dues	45,748	51,000	51,000	48,000
2021	Natural Gas	3,108	5,100	4,100	4,100
2024	Electricity	16,938	17,800	17,000	17,000
2027	Water	4,717	3,900	4,700	4,700
2031	Telephone	23,440	27,600	28,900	28,900
2051	Gas and Lubrications	13,117	22,700	26,600	26,600
2101	Materials and Supplies	49,967	49,300	49,300	46,800
2110	Paramedic Medical Supplies		52,000	52,000	49,000
2150	Rents and Leases	174,297	170,600	174,700	174,700
2170	General Insurance	70,100	69,800	57,600	57,600
2201	Repairs and Maint. Auto.	86,043	95,200	95,200	91,700
2222	Repairs and Maint. Other	49,016	71,500	71,500	67,500
2281	Printing	1,255	3,700	3,700	3,700
2401	Contractual Services	105,964	151,300	151,300	145,300
	<b>Subtotal</b>	<b>705,163</b>	<b>857,500</b>	<b>853,600</b>	<b>828,600</b>

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

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

Account	Actual	Adopted	Department	Adopted
No.    Account Title	Expenditures	Budget	Request	Budget
	2002-03	2003-04	2004-05	2004-05
<b><u>Capital Outlay</u></b>				
5305	Improvements Other Than Bldgs	18,432		
5408	Office Furniture & Equipment	11,545	2,600	11,000
5622	Other Equipment	75,173	25,200	48,400
	<b>Subtotal</b>	<b>105,150</b>	<b>27,800</b>	<b>59,400</b>
<b><u>Special Programs</u></b>				
	Special Programs	306,062	233,000	233,000
	<b>Subtotal</b>	<b>306,062</b>	<b>233,000</b>	<b>213,000</b>
	<b>Grand Total</b>	<b>\$6,384,425</b>	<b>\$6,751,100</b>	<b>\$7,297,100</b>
		<b>\$7,038,100</b>		

**Fire Department  
Position Summary**

**All  
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Fire Chief	1	0.75	0.75	\$136,200	\$105,200	\$105,200
Fire Battalion Chiefs	3	3	3	337,200	347,400	338,200
Fire Captains	12	12	12	904,800	933,600	933,600
Fire Engineers	12	12	12	782,700	807,700	807,700
Firefighters	12	12	12	666,500	693,300	693,300
Administrative Secretary	1	1	1	50,500	52,000	52,000
Paramedic Pay				147,100	151,400	151,400
Acting Pay				37,000	38,100	38,100
Holiday Pay				95,000	91,200	91,200
Education Pay				75,900	72,000	72,000
Medical Coverage Waiver					1,400	1,400
<b>TOTAL</b>	<b>41</b>	<b>40.75</b>	<b>40.75</b>	<b>\$3,232,900</b>	<b>\$3,293,300</b>	<b>\$3,284,100</b>

## Fire Operations Division

*Fire Department  
General Fund/2401*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$2,964,013	\$3,120,500	\$3,177,500	\$3,168,300
1003	Salaries, Part Time	39,029	40,000	44,500	44,500
1006	Salaries, Overtime	713,234	676,500	874,100	700,000
1007	Salaries, Overtime-Mutual Aid	15,585			
1009	Salaries, Redistributed	(14,590)			
1038	Sick Leave Payoff	40,110	39,700	45,900	45,900
1040	Vacation Payoff	75,260	64,000	70,600	70,600
1042	Comp Time Payoffs		4,600		
1059	Residency Incentive	14,531	20,000	10,000	10,000
1101	Retirement	267,206	410,200	766,800	764,600
1103	P.A.R.S. Retirement	1,463	1,500	1,700	1,700
1201	Workers' Compensation	860,400	835,400	660,100	660,100
1300	Employee Group Insurance	242,000	232,000	278,300	278,300
1318	Medicare Insurance	35,189	43,000	46,200	43,600
	<b>Subtotal</b>	5,253,430	5,487,400	5,975,700	5,787,600
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	61,453	63,500	63,500	60,500
2011	Training, Travel and Dues	45,748	44,600	44,600	42,600
2021	Natural Gas	3,108	5,100	4,100	4,100
2024	Electricity	16,938	17,800	17,000	17,000
2027	Water	4,717	3,900	4,700	4,700
2031	Telephone	23,440	27,600	28,900	28,900
2051	Gas and Lubrications	13,117	20,600	24,500	24,500
2101	Materials and Supplies	49,489	47,300	47,300	45,300
2110	Paramedic Medical Supplies	*	52,000	52,000	49,000
2150	Rents and Leases	174,297	161,200	163,000	163,000
2170	General Insurance	69,770	69,500	55,800	55,800
2201	Repairs and Maint. Auto.	86,043	92,700	92,700	89,700
2222	Repairs and Maint. Other	49,016	71,500	71,500	67,500
2281	Printing	1,255	3,400	3,400	3,400
2401	Contractual Services	38,592	50,300	50,300	44,300
	<b>Subtotal</b>	636,983	731,000	723,300	700,300

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

**Fire Department  
General Fund/2401**

Account		Actual	Adopted	Department	Adopted
		Expenditures	Budget	Request	Budget
No.	Account Title	2002-03	2003-04	2004-05	2004-05
<b>Capital Outlay</b>					
5622	(A) Thermal Image Cameras	-	-	25,000	25,000
5622	(R) 800 MHZ Radio	-	-	4,500	
5408	(R) Three Computers			7,500	4,200
5622	(R) Two AE Defibrillators			5,000	5,000
5622	(R) Digital Camcorder	-	-	1,000	1,000
5622	(R) Rescue Safety Harness	-	-	3,200	3,200
5622	(A) 800 MHZ Portable Radio	-	-	4,500	4,500
5622	(A) Two Breathing Apparatuses	-	-	5,200	
	<b>Subtotal</b>	<b>105,150</b>	<b>20,700</b>	<b>55,900</b>	<b>42,900</b>
<b>Special Programs</b>					
8005	Paramedic Medical Supplies*	30,106			
8026	800 MHZ Radios	1,538			
8209	FEMA Wellness/Fitness Program	56,900			
8301	Hazardous Materials Mitigation**	17,271			
8318	FEMA Fire Prevention Grant	2,247			
	<b>Subtotal</b>	<b>108,062</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$6,103,625</b>	<b>\$6,239,100</b>	<b>\$6,754,900</b>	<b>\$6,530,800</b>

\* These costs were budgeted in account 8005 in fiscal year 2002-03. Starting in fiscal year 2003-04, these costs were budgeted in account 2110.

\*\* These costs were transferred to the Fire Prevention Division.

## *Fire Operations Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Fire Chief	1	0.75	0.75	\$136,200	\$105,200	\$105,200
Fire Battalion Chiefs	2	2	2	224,800	231,600	222,400
Fire Captains	12	12	12	904,800	933,600	933,600
Fire Engineers	12	12	12	782,700	807,700	807,700
Firefighters	12	12	12	666,500	693,300	693,300
Administrative Secretary	1	1	1	50,500	52,000	52,000
Paramedic Pay				147,100	151,400	151,400
Acting Pay				37,000	38,100	38,100
Holiday Pay				95,000	91,200	91,200
Education Pay				75,900	72,000	72,000
Medical Coverage Waiver					1,400	1,400
<b>TOTAL</b>	40	39.75	39.75	\$3,120,500	\$3,177,500	\$3,168,300

## Fire Prevention Division

*Fire Department  
General Fund/2501*

Account No.    Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>				
1001 Salaries, Full Time		\$112,400	\$115,800	\$115,800
1003 Salaries, Part Time		10,400	10,300	
1009 Salaries, Redistributed	\$14,590			
1038 Sick Leave Payoff			700	700
1040 Vacation Payoff			700	700
1059 Residency Incentive			10,000	10,000
1101 Retirement		14,500	27,500	27,500
1103 P.A.R.S. Retirement		400	400	
1201 Workers' Compensation	30	100	1,000	1,000
1300 Employee Group Insurance		5,800	7,000	7,000
1318 Medicare Insurance		1,800	2,000	1,900
<b>Subtotal</b>	<b>14,620</b>	<b>145,400</b>	<b>175,400</b>	<b>164,600</b>
<b>Maintenance and Operations</b>				
2001 Uniforms and Laundry		2,500	2,500	2,500
2011 Training, Travel and Dues		6,400	6,400	5,400
2051 Gas and Lubrications		2,100	2,100	2,100
2101 Materials and Supplies	478	2,000	2,000	1,500
2150 Rents and Leases		9,400	11,700	11,700
2170 General Insurance	330	300	1,800	1,800
2201 Repairs and Maint. Auto.		2,500	2,500	2,000
2281 Printing		300	300	300
2401 Contractual Services	67,372	101,000	101,000	101,000
<b>Subtotal</b>	<b>68,180</b>	<b>126,500</b>	<b>130,300</b>	<b>128,300</b>
<b>Capital Outlay</b>				
5408 (R) Personal Computer			2,500	1,400
5408 (A) Computer Software			1,000	
<b>Subtotal</b>	<b>0</b>	<b>7,100</b>	<b>3,500</b>	<b>1,400</b>
<b>Special Programs</b>				
8040 Fuel Modification Program	198,000	218,000	218,000	198,000
8301 Hazardous Materials Mitigation*		15,000	15,000	15,000
<b>Subtotal</b>	<b>198,000</b>	<b>233,000</b>	<b>233,000</b>	<b>213,000</b>
<b>Grand Total</b>	<b>\$280,800</b>	<b>\$512,000</b>	<b>\$542,200</b>	<b>\$507,300</b>

\* In fiscal year 2002-03, these costs were budgeted in the Fire Operations Division.



## *Fire Prevention Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Fire Battalion Chief	1	1	1	\$112,400	\$115,800	\$115,800
<b>TOTAL</b>	1	1	1	\$112,400	\$115,800	\$115,800

# 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. In addition, Marine Safety has one full-time Marine Protection Officer that is responsible for Marine Environment Education and Enforcement. 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 1,800 beach-goers and give medical attention to another 2,500 people. Lifeguards also enforce beach and marine municipal ordinances, and issue 80,000 safety warnings annually. The Marine Safety Department is organized into four divisions: Field Operations (summer), Junior Lifeguards, Field Operations, Training (off-season) and Marine Education and Enforcement.

**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 five 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, emergency incident response, nighttime response, marine ecological patrol protection and maintenance. 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.

**Marine Education and Enforcement** - The full-time Marine Protection Officer is responsible for educating school children, community service groups, residents and visitors about marine ecology. Also, on an ongoing basis the marine protection officer patrols beaches issuing warnings and citations regarding marine violations.

**Major Initiatives:**

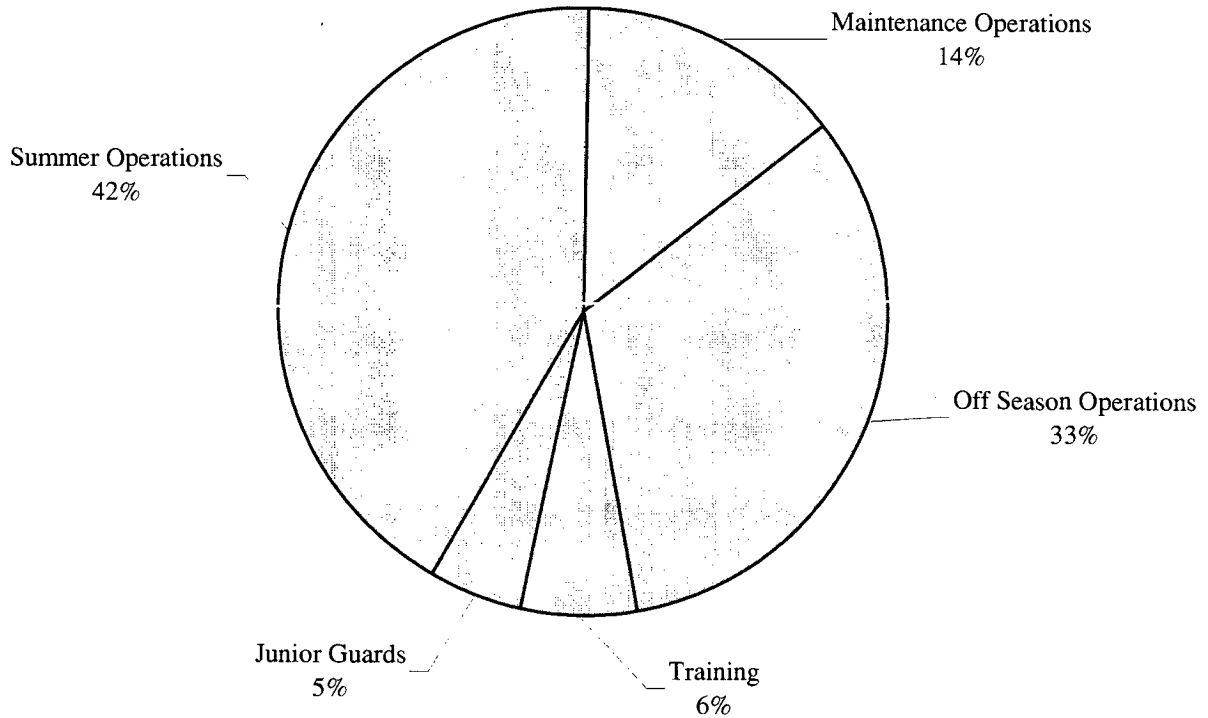
- Coordinate the design and relocation of the Marine Safety Headquarters
- Initiate the replacement of old lifeguard chairs with lifeguard towers that provide more protection from the environment
- Enhance Marine Safety communications and dispatch procedures by implementing a new paging system and station/incident 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>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Marine Safety	\$1,417,700	\$195,860	\$60,000			\$1,673,560
Department Total	\$1,417,700	\$195,860	\$60,000	\$0	\$0	\$1,673,560

## Summary By Operation Total



# Marine Safety Department Budget Detail

*All  
Divisions*

*General Fund/2601*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$270,065	\$287,400	\$301,500	\$339,000
1003	Salaries, Part Time	578,010	692,300	752,000	752,000
1006	Salaries, Overtime	47,740	32,100	33,100	33,100
1038	Sick Leave Payoff	5,870	4,700	5,500	5,500
1040	Vacation Payoff	1,410	1,300	1,800	1,800
1042	Comp Time Payoffs	430			
1053	Holiday Allowance	1,093			
1101	Retirement	24,234	37,000	71,800	76,400
1103	P.A.R.S. Retirement	22,814	26,000	28,200	28,200
1201	Workers' Compensation	31,420	95,200	132,000	132,000
1300	Employee Group Insurance	22,000	23,200	28,000	33,400
1318	Medicare Insurance	13,026	14,700	15,800	16,300
	<b>Subtotal</b>	1,018,112	1,213,900	1,369,700	1,417,700
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	16,758	17,100	17,600	17,100
2011	Training, Travel and Dues	7,487	8,000	8,200	8,000
2021	Natural Gas	583	500	600	600
2024	Electricity	321	700	400	400
2027	Water	55	100	60	60
2031	Telephone	13,076	10,000	13,000	13,000
2051	Gas and Lubrications	2,874	4,300	4,400	4,400
2101	Materials and Supplies	51,966	56,000	57,700	46,000
2150	Rents and Leases	32,800	32,600	32,600	32,600
2170	General Insurance	22,190	16,800	14,600	14,600
2201	Repairs and Maint. Auto.	5,945	8,000	8,200	8,000
2222	Repairs and Maint. Other	14,341	23,200	23,900	23,900
2281	Printing	1,222	900	1,200	1,200
2401	Contractual Services	25,013	26,000	26,800	26,000
	<b>Subtotal</b>	194,631	204,200	209,260	195,860
<b>Capital Outlay</b>					
5622	(R) Five Lifeguard Towers	-	-	102,500	60,000
5622	(A) Station Alert System	-	-	19,000	
5622	(A) Racks & Shelves	-	-	4,800	
5408	(R) Computer & Software			2,800	
5622	(R) Scuba Equipment			4,000	
5622	(R) Three Rescue Boards	-	-	5,400	
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 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
5622	(R) Main Beach Tower Stairway	-	-	8,900	
5622	(R) Bulkhead Extention	-	-	18,000	
5622	(A) Dive Team Comm. Equip.			15,000	
5408	(A) Video Projector	-	-	4,000	
5408	(A) High Power Binoculars	-	-	2,200	
5408	(R) Video Camera	-	-	1,800	
	<b>Subtotal</b>	<b>121,149</b>	<b>78,700</b>	<b>191,200</b>	<b>60,000</b>
<b>Special Programs</b>					
8026	Portable 800 MHZ Radios	48,730			
8335	County Wide 800 MHZ Network	20,329			
	<b>Subtotal</b>	<b>69,059</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$1,402,951</b>	<b>\$1,496,800</b>	<b>\$1,770,160</b>	<b>\$1,673,560</b>

**Marine Safety Department  
Position Summary**

**All  
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Chief of Marine Safety	1	1	1	\$99,300	\$102,300	\$102,300
Marine Safety Captain	1	1	1	71,900	76,900	76,900
Marine Safety Lieutenant	1	1	1	65,400	67,300	67,300
Marine Safety Officer	1	1	1	50,300	54,500	54,500
Marine Protection Officer			1			37,500
Uniform Allowance				500	500	500
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>\$287,400</b>	<b>\$301,500</b>	<b>\$339,000</b>

# Public Works Department

The Public Works Department is organized into eight divisions: Engineering and Administration, Fleet 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 56 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.

**Fleet 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 trimming of trees and turf mowing in the parks. This budget also includes funds for disposal of waste generated at parks, beaches, and on public streets.

**Street Maintenance** - This division has 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 the daily downtown clean-up program and abatement of street intersection obstructions. This budget provides for contractual services including: tree trimming within street area, street 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 a State tax on gasoline, air quality subvention funds, fare-box revenues, and private charters. Transit operations are also subsidized by parking receipts. The Transit Fund also includes funds for OCTA paratransit service.

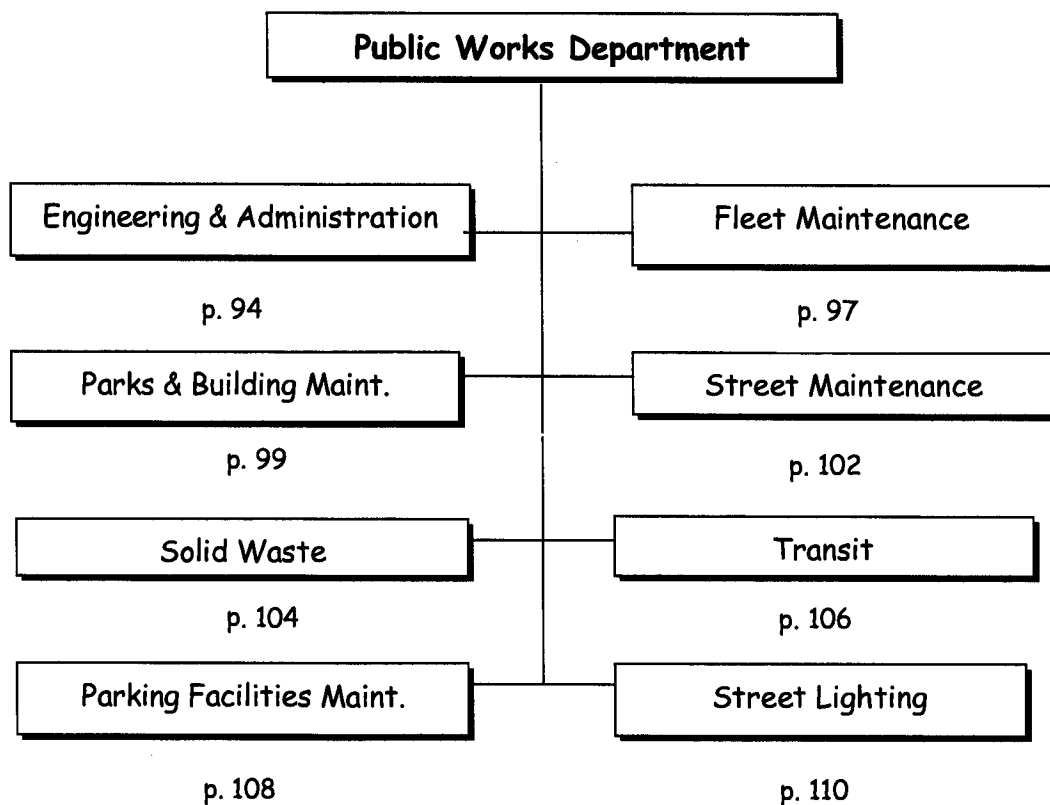
**Parking Facilities Maintenance** - This division has three employees who maintain more than 2,100 parking meters. Functions include installation, maintenance and replacement of meters, parking permit machines, and change machines. In addition, the division collects meter revenue daily. Part-time staff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

**Street Lighting** - This fund represents property tax revenue collected for the restricted purpose of lighting the City's public rights-of-way. These restricted funds provide for electrical energy, maintenance, and repair for street lights. This is accomplished with the cooperation of Southern California Edison and SDG&E.

**Major Initiatives:**

- Complete design of City building facilities upgrades.
- Design and construct nuisance water diversions at Laguna Canyon Channel, North Main Beach, Cliff Drive, Cress Street, Gaviota Drive, Bluebird Canyon and Mountain road.
- Design and construct sidewalk improvements around the high school.
- Replace play equipment at Lang Park.
- Replace stairs at Diamond Street.
- Replace boardwalk at Main Beach.
- 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:

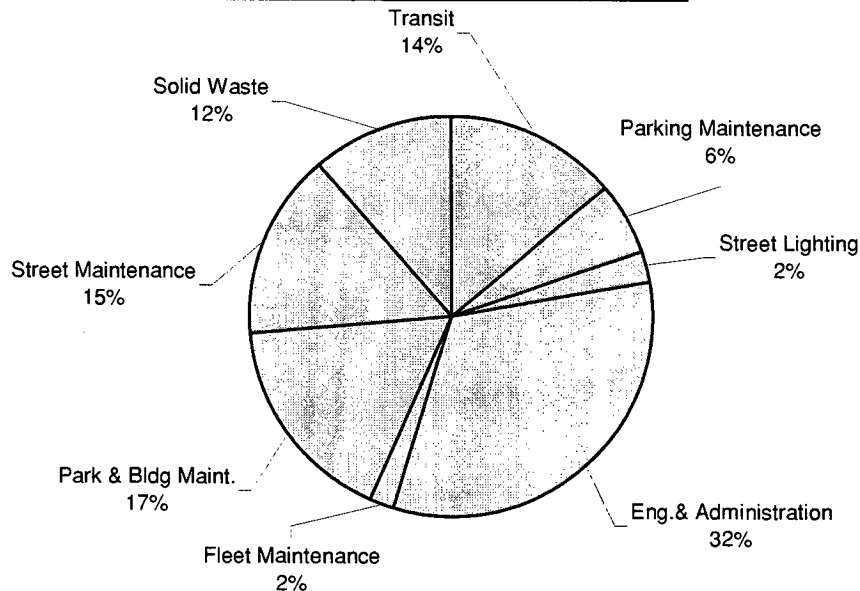


# Public Works Department Budget Summary

**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>	\$835,000	\$92,100	\$4,000	\$1,000	\$3,670,000	<b>\$4,602,100</b>
<b>Fleet Maintenance</b>	197,800	73,100				<b>\$270,900</b>
<b>Park &amp; Bldg Maint.</b>	1,372,400	1,007,800				<b>\$2,380,200</b>
<b>Street Maintenance</b>	1,201,300	890,200	1,400	10,000		<b>\$2,102,900</b>
<b>Solid Waste</b>	91,000	1,536,100	1,400	13,000		<b>\$1,641,500</b>
<b>Transit</b>	972,100	435,400	450,000	100,000		<b>\$1,957,500</b>
<b>Parking Facilities Maint.</b>	335,300	298,300	87,000	110,000		<b>\$830,600</b>
<b>Street Lighting</b>	14,500	220,000			100,000	<b>\$334,500</b>
<b>Department Total</b>	<b>\$5,019,400</b>	<b>\$4,553,000</b>	<b>\$543,800</b>	<b>\$234,000</b>	<b>\$3,770,000</b>	<b>\$14,120,200</b>

## Summary By Division Total



**Public Works Department**  
**Budget Detail**

**All**  
**Divisions**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$2,629,488	\$2,858,500	\$3,054,900	\$3,054,900
1003	Salaries, Part Time	422,617	571,600	517,000	517,000
1006	Salaries, Overtime	98,923	107,300	110,500	110,500
1009	Salaries, Redistributed	(31,090)	31,100	34,100	34,100
1038	Sick Leave Payoff	22,635	30,300	37,600	37,600
1040	Vacation Payoff	27,822	37,000	41,200	41,200
1042	Comp Time Payoffs	1,430	1,800	800	800
1101	Retirement		200,900	354,300	354,300
1103	P.A.R.S. Retirement	17,034	21,400	19,500	19,500
1201	Workers' Compensation	387,940	476,300	412,800	412,800
1300	Employee Group Insurance	302,500	312,900	392,000	392,000
1318	Medicare Insurance	35,676	41,700	44,700	44,700
	<b>Subtotal</b>	<b>3,914,975</b>	<b>4,690,800</b>	<b>5,019,400</b>	<b>5,019,400</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	25,987	30,700	30,800	30,800
2011	Training, Travel and Dues	13,650	19,200	18,700	10,300
2021	Natural Gas	3,782	3,100	3,800	3,800
2024	Electricity	239,021	262,000	252,100	252,100
2027	Water	111,571	100,600	111,700	111,700
2031	Telephone	15,032	16,500	15,900	15,900
2051	Gas and Lubrications	110,157	157,500	190,900	190,900
2101	Materials and Supplies	695,923	647,200	565,700	545,600
2150	Rents and Leases	358,551	388,000	416,700	416,700
2170	General Insurance	778,640	351,400	316,800	316,800
2201	Repairs and Maint. Auto.	143,973	148,600	150,600	150,600
2222	Repairs and Maint. Other	90,331	115,300	127,600	115,800
2281	Printing	35,883	46,000	38,600	38,600
2302	Legal Advertising		1,000	1,000	1,000
2401	Contractual Services	2,228,845	2,100,000	2,141,600	2,136,600
2432	Postage	4,768	4,500	4,700	4,700
2508	Vehicle Cost Redistribution	(38,568)	(39,600)	(40,900)	(40,900)
2804	Costs Redistributed	195,570	237,800	252,000	252,000
	Depreciation	(35,548)			
	<b>Subtotal</b>	<b>4,977,568</b>	<b>4,589,800</b>	<b>4,598,300</b>	<b>4,553,000</b>

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

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Capital Outlay</b>					
5305	Improvements Other Than Bldgs			15,000	
5408	Office Furniture & Equipment	16,364	34,000	35,800	6,800
5510	Automotive Equipment	1,103	450,000	475,000	450,000
5622	Other Equipment	108,100	5,000	285,500	87,000
	<b>Subtotal</b>	<b>125,567</b>	<b>489,000</b>	<b>811,300</b>	<b>543,800</b>
<b>Special Programs</b>					
	Special Programs	383,789	388,700	448,000	234,000
	<b>Subtotal</b>	<b>383,789</b>	<b>388,700</b>	<b>448,000</b>	<b>234,000</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	6,115,208	3,460,000	3,770,000	3,770,000
	<b>Subtotal</b>	<b>6,115,208</b>	<b>3,460,000</b>	<b>3,770,000</b>	<b>3,770,000</b>
	<b>Grand Total</b>	<b>\$15,517,107</b>	<b>\$13,618,300</b>	<b>\$14,647,000</b>	<b>\$14,120,200</b>

**Public Works Department  
Position Summary**

**All  
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Director of Public Works/City Eng.	1	1	1	\$136,200	\$140,300	\$140,300
Assistant City Engineer	1	1	1	112,500	115,900	115,900
Deputy Director Public Works	1	1	1	99,300	102,300	102,300
Parks & Buildings Manager	1	1	1	99,300	102,300	102,300
Project Director	1	1	1	99,300	102,300	102,300
Associate Civil Engineer	1	1	1	87,700	90,300	90,300
Senior Administrative Analyst	1	1	1	75,500	77,800	77,800
Project Manager	1	1	1	75,500	77,800	77,800
Project Coordinator	1	1	1	65,400	70,700	70,700
Administrative Secretary	1	1	1	50,500	52,000	52,000
Senior Clerk	1	1	1	41,400	42,700	42,700
Administrative Clerk	1	1	1	44,000	45,700	45,700
Equipment Mechanics	2	2	2	109,400	114,000	114,000
Maintenance Workers	1	2	2	30,200	66,200	66,200
Maint Lead Workers	5	5	5	283,800	292,300	292,300
Maintenance Workers II	7	5	5	317,700	241,500	241,500
Maintenance Workers I	13	14	14	436,900	507,000	507,000
Parks Gardeners	6	6	6	276,200	287,000	287,000
Equipment Operator	1	2	2	50,500	102,600	102,600
Motor Sweeper Operators	2	2	2	99,600	104,000	104,000
Senior Fleet Maint Supervisor	1	1	1	68,600	64,100	64,100
Maintenance Supervisors	1	1	1	62,400	64,300	64,300
Traffic Maintenance Tech.	1	1	1	50,500	52,000	52,000
Lead Bus Driver	1	1	1	50,500	52,000	52,000
Bus Drivers	1	2	2	35,600	84,200	84,200
Mdical Coverage Waiver					3,600	3,600
<b>TOTAL</b>	<b>54</b>	<b>56</b>	<b>56</b>	<b>\$2,858,500</b>	<b>\$3,054,900</b>	<b>\$3,054,900</b>

## Engineering & Administration Division

*Public Works  
General Fund/3101*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$696,721	\$671,100	\$696,800	\$696,800
1006	Salaries, Overtime	5,725	5,700	5,900	5,900
1009	Salaries, Redistributed	(105,250)	(47,400)	(49,200)	(49,200)
1038	Sick Leave Payoff	6,350	11,400	11,700	11,700
1040	Vacation Payoff	7,500	17,800	18,300	18,300
1101	Retirement		47,000	80,300	80,300
1201	Workers' Compensation	2,470	2,400	6,100	6,100
1300	Employee Group Insurance	49,500	46,400	56,000	56,000
1318	Medicare Insurance	8,082	8,700	9,100	9,100
<b>Subtotal</b>		671,098	763,100	835,000	835,000
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	8,873	13,400	12,900	7,000
2021	Natural Gas	896	800	900	900
2024	Electricity	4,764	5,200	5,200	5,200
2027	Water	2,379	2,900	2,400	2,400
2031	Telephone	13,788	14,300	13,800	13,800
2051	Gas and Lubrications	1,009	3,000	3,000	3,000
2101	Materials and Supplies	11,821	13,400	16,900	8,400
2150	Rents and Leases	6,625	6,600	6,600	6,600
2170	General Insurance	15,150	13,300	9,600	9,600
2222	Repairs and Maint. Other	305	500	1,000	1,000
2281	Printing	3,020	5,500	5,500	5,500
2302	Legal Advertising		1,000	1,000	1,000
2401	Contractual Services	34,335	27,700	27,700	27,700
2804	Costs Redistributed	1,220	1,200		
<b>Subtotal</b>		104,185	108,800	106,500	92,100
<b><u>Capital Outlay</u></b>					
5408	(R) Computer	-	-	2,000	1,400
5408	(R) ArcView Software Upgrade			2,600	2,600
5408	(A) HP Design Jet Plotter			7,000	
5408	(A) Folding/Stuffing Machine	-	-	5,000	
<b>Subtotal</b>		11,635	2,000	16,600	4,000

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

**Public Works  
General Fund/3101**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Special Programs</b>					
8095	AQMD Grant Funds		2,500	1,000	1,000
8202	South Laguna CIP Plan	13,850			
8312	Treasure Island Catch Basins	5,735			
8322	Laguna Cyn Flood Study	3,880			
	<b>Subtotal</b>	<b>23,465</b>	<b>2,500</b>	<b>1,000</b>	<b>1,000</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	5,680,625	2,860,000	3,670,000	3,670,000 *
	<b>Subtotal</b>	<b>5,680,625</b>	<b>2,860,000</b>	<b>3,670,000</b>	<b>3,670,000</b>
	<b>Grand Total</b>	<b>\$6,491,008</b>	<b>\$3,736,400</b>	<b>\$4,629,100</b>	<b>\$4,602,100</b>

\* Represents fifteen individual projects funded from a variety of sources (project #'s 1 through 13). See Capital Improvement Project Summary (p. 171).



## Engineering & Administration Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Director of Public Works/City Eng	1	1	1	136,200	\$140,300	\$140,300
Asst. City Engineer	1	1	1	112,500	115,900	115,900
Project Director	1	1	1	99,300	102,300	102,300
Associate Civil Engineer	1	1	1	87,700	90,300	90,300
Project Manager	1	1	1	75,500	77,800	77,800
Project Coordinator	1	1	1	65,400	70,700	70,700
Administrative Secretary	1	1	1	50,500	52,000	52,000
Administrative Clerk	1	1	1	44,000	45,700	45,700
Medical Coverage Waiver					1,800	1,800
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>\$671,100</b>	<b>\$696,800</b>	<b>\$696,800</b>

## Fleet Maintenance Division

*Public Works  
General Fund/3102*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$130,780	\$146,900	\$148,900	\$148,900
1003	Salaries, Part Time	3,469			
1006	Salaries, Overtime	5,054	4,600	4,700	4,700
1038	Sick Leave Payoff	680	500	1,700	1,700
1040	Vacation Payoff	680	700	900	900
1101	Retirement		10,300	17,100	17,100
1103	P.A.R.S. Retirement	137			
1201	Workers' Compensation	530	500	1,300	1,300
1300	Employee Group Insurance	16,500	17,400	21,000	21,000
1318	Medicare Insurance	2,020	2,200	2,200	2,200
	<b>Subtotal</b>	<b>159,850</b>	<b>183,100</b>	<b>197,800</b>	<b>197,800</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	2,444	2,600	2,600	2,600
2011	Training, Travel and Dues	589	1,000	1,000	500
2021	Natural Gas	1,167	1,100	1,200	1,200
2024	Electricity	10,330	12,000	10,400	10,400
2051	Gas and Lubrications	4,017	5,000	5,400	5,400
2101	Materials and Supplies	11,980	12,500	12,500	12,500
2170	General Insurance	2,340	2,600	2,200	2,200
2201	Repairs and Maint. Auto.	76,076	72,000	72,000	72,000
2222	Repairs and Maint. Other	4,895	4,500	4,500	4,500
2281	Printing	42	300	300	300
2401	Contractual Services	1,611	2,400	2,400	2,400
2508	Vehicle Cost Redistribution	(38,568)	(39,600)	(40,900)	(40,900)
	<b>Subtotal</b>	<b>76,923</b>	<b>76,400</b>	<b>73,600</b>	<b>73,100</b>
<b><u>Capital Outlay</u></b>					
5622	(R) Hydraulic Press			8,500	
5622	(R) Vehicle Hoist			11,000	
5622	(R) Four Tool Boxes			23,500	
	<b>Subtotal</b>	<b>33,663</b>	<b>0</b>	<b>43,000</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$270,436</b>	<b>\$259,500</b>	<b>\$314,400</b>	<b>\$270,900</b>

***Fleet Maintenance Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Equipment Mechanics	2	2	2	\$109,400	\$114,000	\$114,000
Maintenance Worker		1	1		33,100	33,100
Maintenance Worker I	1			37,500		
Medical Coverage Waiver					1,800	1,800
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>\$146,900</b>	<b>\$148,900</b>	<b>\$148,900</b>

## Park & Building Maintenance Division

*Public Works  
General Fund/3104*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$786,276	\$925,500	\$960,700	\$960,700
1003	Salaries, Part Time	34,274	27,000	28,800	28,800
1006	Salaries, Overtime	23,221	23,500	24,200	24,200
1009	Salaries, Redistributed	(21,750)	(22,600)	(23,100)	(23,100)
1038	Sick Leave Payoff	7,740	8,700	11,800	11,800
1040	Vacation Payoff	10,220	10,300	11,800	11,800
1042	Comp Time Payoffs	1,430	1,100	500	500
1101	Retirement		65,200	112,100	112,100
1103	P.A.R.S. Retirement	1,466	1,000	1,100	1,100
1201	Workers' Compensation	169,210	198,500	87,100	87,100
1300	Employee Group Insurance	115,500	121,800	147,000	147,000
1318	Medicare Insurance	8,458	9,400	10,400	10,400
	<b>Subtotal</b>	1,136,045	1,369,400	1,372,400	1,372,400
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	8,889	10,300	10,300	10,300
2011	Training, Travel and Dues	1,626	1,500	1,500	700
2021	Natural Gas	1,402	900	1,400	1,400
2024	Electricity	28,804	39,500	29,000	29,000
2027	Water	95,414	86,500	95,500	95,500
2051	Gas and Lubrications	25,057	34,300	36,300	36,300
2101	Materials and Supplies	173,342	193,300	193,300	183,300
2150	Rents and Leases	154,928	155,900	160,600	160,600
2170	General Insurance	58,740	33,100	96,200	96,200
2201	Repairs and Maint. Auto.	21			
2222	Repairs and Maint. Other	63,499	83,200	83,200	83,200
2281	Printing	372	300	300	300
2401	Contractual Services	423,265	311,000	311,000	311,000
2804	Costs Redistributed	1,220	1,200		
	<b>Subtotal</b>	1,036,579	951,000	1,018,600	1,007,800
<b><u>Capital Outlay</u></b>					
5622	(A) Gum Removal Machine			12,000	
5622	(R) Steam Pressure Washer		<i>(Prior Years' Capital Outlay shown in Total Only)</i>	45,000	
5305	(R) Council Chambers HVAC			15,000	
5510	(A) Utility Tractor & Trailer			25,000	
	<b>Subtotal</b>	10,714	0	97,000	0

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

*Public Works  
General Fund/3104*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Special Programs</b>					
8050	Brown Property-551 S. Coast Hwy	6,827			
8205	City Hall Exterior Painting	3,250			
	<b>Subtotal</b>	<b>10,077</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	37,774			
	<b>Subtotal</b>	<b>37,774</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$2,231,189</b>	<b>\$2,320,400</b>	<b>\$2,488,000</b>	<b>\$2,380,200</b>

## *Park & Building Maintenance Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Parks & Buildings Manager	1	1	1	\$99,300	\$102,300	\$102,300
Maint. Lead Workers	2	2	2	113,500	116,900	116,900
Parks Gardeners	6	6	6	276,200	287,000	287,000
Maintenance Workers II	4	2	2	177,300	98,400	98,400
Maintenance Workers I	7	10	10	229,000	356,100	356,100
Maintenance Workers	1			30,200		
<b>TOTAL</b>	21	21	21	\$925,500	\$960,700	\$960,700

# Street Maintenance Division

*Public Works  
General Fund/3106*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$614,213	\$733,200	\$781,100	\$781,100
1003	Salaries, Part Time	48,363	79,200	82,500	82,500
1006	Salaries, Overtime	29,156	35,000	36,000	36,000
1009	Salaries, Redistributed	(49,060)	(51,000)	(52,000)	(52,000)
1038	Sick Leave Payoff	4,950	5,200	6,400	6,400
1040	Vacation Payoff	6,620	5,300	6,800	6,800
1042	Comp Time Payoffs		700	300	300
1101	Retirement		51,500	90,700	90,700
1103	P.A.R.S. Retirement	1,914	3,000	3,100	3,100
1201	Workers' Compensation	99,160	119,100	130,800	130,800
1300	Employee Group Insurance	79,750	87,000	105,000	105,000
1318	Medicare Insurance	7,588	9,500	10,600	10,600
	<b>Subtotal</b>	842,654	1,077,700	1,201,300	1,201,300
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	4,099	8,100	8,100	8,100
2011	Training, Travel and Dues	1,515	1,300	1,300	500
2027	Water	7,948	7,500	7,900	7,900
2051	Gas and Lubrications	24,107	36,400	39,500	39,500
2101	Materials and Supplies	306,499	267,000	267,000	265,400
2150	Rents and Leases	163,690	181,200	203,200	203,200
2170	General Insurance	682,780	283,000	192,400	192,400
2201	Repairs and Maint. Auto.	581			
2222	Repairs and Maint. Other	8,293	9,000	9,000	9,000
2281	Printing	650	900	900	900
2401	Contractual Services	249,660	181,200	183,300	163,300
2804	Costs Redistributed	1,220	1,200		
	<b>Subtotal</b>	1,451,042	976,800	912,600	890,200
<b>Capital Outlay</b>					
5408	(R) Personal Computer			2,000	1,400
5622	(A) Petrol-Driven Drill Breaker			6,000	
5622	(R) Forklift			30,000	
5622	(A) Traffic Control Trailer			20,000	
	<b>Subtotal</b>	24,018	32,000	58,000	1,400
<b>Special Programs</b>					
8500	Visibility Vegetation Abatement			10,000	10,000
	<b>Subtotal</b>	0	0	10,000	10,000
	<b>Grand Total</b>	\$2,317,714	\$2,086,500	\$2,181,900	\$2,102,900

## Street Maintenance Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Deputy Director Public Works	1	1	1	\$99,300	\$102,300	\$102,300
Maintenance Lead Workers	3	3	3	170,300	175,400	175,400
Maintenance Workers II	2	2	2	92,600	93,900	93,900
Maintenance Workers I	4	3	3	129,000	108,200	108,200
Equipment Operator	1	2	2	50,500	102,600	102,600
Motor Sweeper Operators	2	2	2	99,600	104,000	104,000
Traffic Maintenance Tech.	1	1	1	50,500	52,000	52,000
Senior Clerk	1	1	1	41,400	42,700	42,700
<b>TOTAL</b>	15	15	15	\$733,200	\$781,100	\$781,100



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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$73,332	\$75,500	\$77,800	\$77,800
1009	Salaries, Redistributed	(6,420)	(6,100)	(6,000)	(6,000)
1038	Sick Leave Payoff	810	900	1,100	1,100
1040	Vacation Payoff	400	400	500	500
1101	Retirement		5,300	9,000	9,000
1201	Workers' Compensation	310	300	500	500
1300	Employee Group Insurance	5,500	5,500	7,000	7,000
1318	Medicare Insurance	1,026	1,100	1,100	1,100
	<b>Subtotal</b>	<b>74,958</b>	<b>82,900</b>	<b>91,000</b>	<b>91,000</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	618	800	800	400
2031	Telephone	582	900	800	800
2101	Materials and Supplies	984	1,300	1,300	1,300
2170	General Insurance	1,610	1,400	1,000	1,000
2281	Printing	1,034	4,000	5,000	5,000
2401	Contractual Services	1,411,432	1,475,100	1,514,600	1,514,600
2432	Postage	2,049	1,500	1,500	1,500
2804	Cost Redistributed	10,090	10,300	11,500	11,500
	<b>Subtotal</b>	<b>1,428,399</b>	<b>1,495,300</b>	<b>1,536,500</b>	<b>1,536,100</b>
<b>Capital Outlay</b>					
5408	(R) Personal Computer			2,000	1,400
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>2,000</b>	<b>1,400</b>
<b>Special Programs</b>					
8105	Recycling Grant Programs		6,800	6,000	6,000
8117	Used Oil Recycling	960	7,400	7,000	7,000
	<b>Subtotal</b>	<b>960</b>	<b>14,200</b>	<b>13,000</b>	<b>13,000</b>
	<b>Grand Total</b>	<b>\$1,504,317</b>	<b>\$1,592,400</b>	<b>\$1,642,500</b>	<b>\$1,641,500</b>

***Solid Waste Position Summary***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Sr. Administrative Analyst	1	1	1	\$75,500	\$77,800	\$77,800
<b>TOTAL</b>	1	1	1	\$75,500	\$77,800	\$77,800

**Transit Division****Public Works  
Transit Fund/3401,3402,3403 & 3404**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$131,942	\$154,700	\$233,400	\$233,400
1003	Salaries, Part Time	323,843	441,600	380,600	380,600
1006	Salaries, Overtime	28,081	32,300	33,300	33,300
1009	Salaries, Redistributed	49,060	51,500	52,900	52,900
1038	Sick Leave Payoff	(165)	1,000	700	700
1040	Vacation Payoff	292	500	400	400
1101	Retirement		10,900	27,000	27,000
1103	P.A.R.S. Retirement	13,023	16,500	14,400	14,400
1201	Workers' Compensation	115,060	154,300	184,900	184,900
1300	Employee Group Insurance	16,500	17,400	35,000	35,000
1318	Medicare Insurance	7,016	9,100	9,500	9,500
	<b>Subtotal</b>	<b>684,652</b>	<b>889,800</b>	<b>972,100</b>	<b>972,100</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	9,133	8,100	8,200	8,200
2011	Training, Travel and Dues	269	1,100	1,100	1,100
2021	Natural Gas	317	300	300	300
2024	Electricity	5,562	6,200	5,600	5,600
2031	Telephone	152	300	300	300
2051	Gas and Lubrications	53,411	76,800	103,800	103,800
2101	Materials and Supplies	27,910	30,200	32,200	32,200
2150	Rents and Leases	24,668	32,000	34,000	34,000
2170	General Insurance	12,800	12,000	11,400	11,400
2201	Repairs and Maint. Auto.	64,846	74,500	76,500	76,500
2222	Repairs and Maint. Other	5,862	7,100	18,900	7,100
2281	Printing	23,414	14,500	16,600	16,600
2401	Contractual Services	31,906	15,400	15,400	15,400
2804	Costs Redistributed	84,580	104,600	122,900	122,900
	Depreciation	(35,548)			
	<b>Subtotal</b>	<b>309,282</b>	<b>383,100</b>	<b>447,200</b>	<b>435,400</b>
<b>Capital Outlay</b>					
5408	(A) GPS Fleet Mgmt System			15,200	
5510	(R) Three Mainline Buses			450,000	450,000
	<b>Subtotal</b>	<b>1,103</b>	<b>450,000</b>	<b>465,200</b>	<b>450,000</b>
<b>Special Programs</b>					
8108	Transit Evening Services	17,200	20,000	20,000	20,000
8304	Paratransit Costs	87,465	80,000	80,000	80,000
	<b>Subtotal</b>	<b>104,665</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>Grand Total</b>	<b>\$1,099,702</b>	<b>\$1,822,900</b>	<b>\$1,984,500</b>	<b>\$1,957,500</b>

## *Transit Division Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Lead Bus Driver	1	1	1	\$50,500	\$52,000	\$52,000
Bus Drivers	1	2	2	35,600	84,200	84,200
Sr. Fleet Maint. Supervisor	1	1	1	68,600	64,100	64,100
Maintenance Worker		1	1		33,100	33,100
<b>TOTAL</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>\$154,700</b>	<b>\$233,400</b>	<b>\$233,400</b>

## Parking Facilities Maintenance Division

*Public Works  
Parking Authority Fund/3501*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$196,224	\$151,600	\$156,200	\$156,200
1003	Salaries, Part Time	12,668	23,800	25,100	25,100
1006	Salaries, Overtime	7,686	6,200	6,400	6,400
1009	Salaries, Redistributed	88,970	92,600	97,000	97,000
1038	Sick Leave Payoff	2,270	2,600	4,200	4,200
1040	Vacation Payoff	2,110	2,000	2,500	2,500
1101	Retirement		10,700	18,100	18,100
1103	P.A.R.S. Retirement	494	900	900	900
1201	Workers' Compensation	1,200	1,200	2,100	2,100
1300	Employee Group Insurance	19,250	17,400	21,000	21,000
1318	Medicare Insurance	1,486	1,700	1,800	1,800
	<b>Subtotal</b>	<b>332,358</b>	<b>310,700</b>	<b>335,300</b>	<b>335,300</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	1,422	1,600	1,600	1,600
2011	Training, Travel and Dues	160	100	100	100
2024	Electricity	1,937	2,200	1,900	1,900
2027	Water	5,830	3,700	5,900	5,900
2031	Telephone	510	1,000	1,000	1,000
2051	Gas and Lubrications	2,556	2,000	2,900	2,900
2101	Materials and Supplies	162,957	126,500	39,500	39,500
2150	Rents and Leases	8,640	12,300	12,300	12,300
2170	General Insurance	5,220	6,000	4,000	4,000
2201	Repairs and Maint. Auto.	2,449	2,100	2,100	2,100
2222	Repairs and Maint. Other	7,477	9,000	9,000	9,000
2281	Printing	7,351	20,500	10,000	10,000
2401	Contractual Services	73,275	72,200	72,200	87,200
2432	Postage	2,719	3,000	3,200	3,200
2804	Costs Redistributed	97,240	119,300	117,600	117,600
	<b>Subtotal</b>	<b>379,743</b>	<b>381,500</b>	<b>283,300</b>	<b>298,300</b>
<b><u>Capital Outlay</u></b>					
5622	(R) Change Machine			5,500	
5622	(R) Three Ticket Machines			30,000	
5622	(A) Two Handheld Radios			7,000	
5622	(A) 6 Tkt Machines-Glenn.Lot			87,000	87,000
	<b>Subtotal</b>	<b>44,434</b>	<b>5,000</b>	<b>129,500</b>	<b>87,000</b>
<b><u>Special Programs</u></b>					
8305	Festival Tram Fares	240,002	260,000	310,000	110,000
8316	4th Avenue/Coast Hwy Property	4,620			
8400	Main Line Fares		12,000	14,000	
	<b>Subtotal</b>	<b>244,622</b>	<b>272,000</b>	<b>324,000</b>	<b>110,000</b>
	<b>Grand Total</b>	<b>\$1,001,157</b>	<b>\$969,200</b>	<b>\$1,072,100</b>	<b>\$830,600</b>

## *Parking Facilities Maintenance Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Maintenance Supervisor	1	1	1	\$62,400	\$64,300	\$64,300
Maintenance Worker II	1	1	1	47,800	49,200	49,200
Maintenance Worker I	1	1	1	41,400	42,700	42,700
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>\$151,600</b>	<b>\$156,200</b>	<b>\$156,200</b>

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1009	Salaries, Redistributed	\$13,360	\$14,100	\$14,500	\$14,500
	<b>Subtotal</b>	<b>13,360</b>	<b>14,100</b>	<b>14,500</b>	<b>14,500</b>
<b><u>Maintenance and Operations</u></b>					
2024	Electricity	187,624	196,900	200,000	200,000
2101	Materials and Supplies	430	3,000	3,000	3,000
2222	Repairs and Maint. Other		2,000	2,000	2,000
2401	Contractual Services	3,361	15,000	15,000	15,000
	<b>Subtotal</b>	<b>191,415</b>	<b>216,900</b>	<b>220,000</b>	<b>220,000</b>
<b><u>Capital Improvements</u></b>					
	Capital Improvements	396,809	600,000	100,000	100,000
	<b>Subtotal</b>	<b>396,809</b>	<b>600,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>Grand Total</b>	<b>\$601,584</b>	<b>\$831,000</b>	<b>\$334,500</b>	<b>\$334,500</b>

\* Represents one project #14. See Capital Improvement Project Summary (p. 171) for details and reference.

# Water Quality Department

The Water Quality Department is organized into two Divisions: Wastewater and Water Quality. There are 16 employees in the Department. The following are descriptions of services provided by Division:

**Wastewater** - The Wastewater Division is responsible for maintaining 95 miles of sewer lines, 25 lift stations, the four-mile North Coast Interceptor that transmits sewage to the regional treatment plant and 13 Urban Runoff Diversion Units. Key functions include maintaining the sewer system, moving forward an aggressive capital improvement program to reduce sewer spills, securing grants and low-interest funding, coordinating with the South Orange County Wastewater Authority, complying with mandates from the Environmental Protection Agency and the Regional Water Quality Control Board, and advocating City policy necessary to meet EPA requirements.

The Division has 14 staff allocated to it for FY 2004-05. This includes 13 full-time positions, including 10 crewmembers, a project manager and one, newly authorized, part-time position to support the Private Sewer Lateral Program. The Division also houses the Director of Water Quality and a secretarial position that is allocated to both Divisions in the Department.

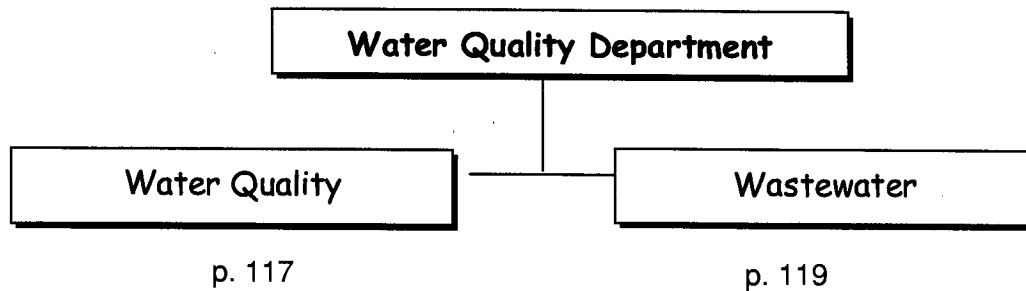
**Water Quality** - The Water Quality Division was formed to implement the water quality permit approved by the San Diego Regional Water Quality Control Board in 2002. The new permit identifies tasks which cities and counties must complete to comply with the permit and reduce water pollution. This division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



**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.
- Implement programs to reduce water pollution and meet the new water quality regulations.
- Acquire loan and grant funding to support the Wastewater System Improvements.

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:

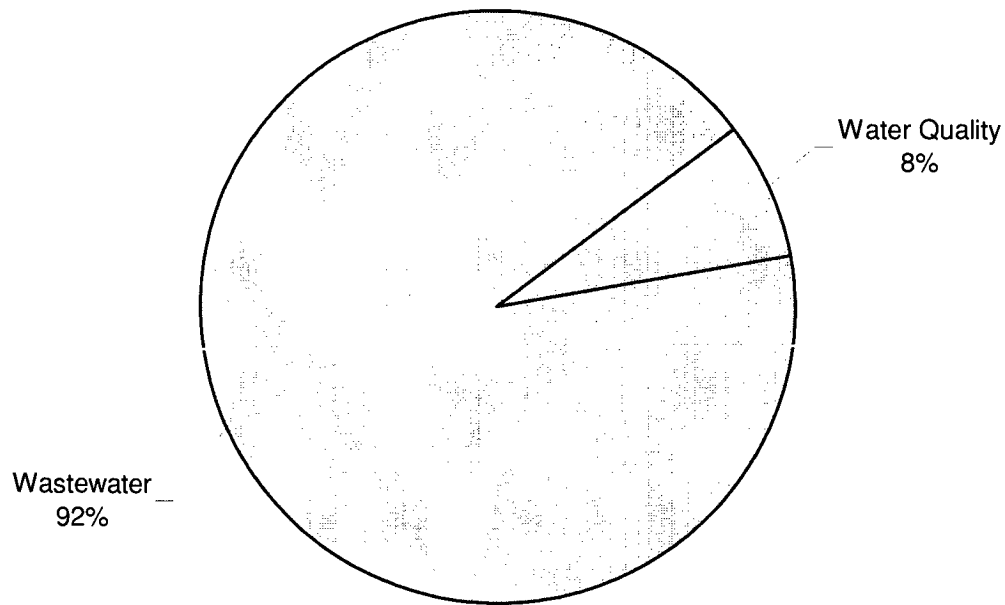


**Water Quality Department  
Budget Summary**

**All  
Divisions**

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Water Quality	\$179,100	\$14,000		\$230,800		<b>\$423,900</b>
Wastewater	1,107,100	2,779,500	\$20,000	6,300	\$1,271,000	<b>\$5,183,900</b>
<b>Department Total</b>	<b>\$1,286,200</b>	<b>\$2,793,500</b>	<b>\$20,000</b>	<b>\$237,100</b>	<b>\$1,271,000</b>	<b>\$5,607,800</b>

**Summary By Division Total**



# Water Quality Department Budget Detail

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$681,927	\$841,100	\$883,700	\$883,700
1003	Salaries, Part Time		45,000	53,000	53,000
1006	Salaries, Overtime	55,572	56,700	60,300	60,300
1009	Salaries, Redistributed	71,360	10,800	10,600	10,600
1038	Sick Leave Payoff	2,320	4,100	8,300	8,300
1040	Vacation Payoff	4,500	6,400	11,100	11,100
1042	Comp Time Payoffs		300	200	200
1055	Relocation Costs	5,000			
1059	Residency Incentive	8,410	35,000		
1101	Retirement		59,100	101,500	101,500
1103	P.A.R.S. Retirement		1,700	2,000	2,000
1201	Workers' Compensation	100,170	37,400	39,100	39,100
1300	Employee Group Insurance	77,010	87,000	105,000	105,000
1318	Medicare Insurance	8,717	10,000	11,400	11,400
	<b>Subtotal</b>	<b>1,014,986</b>	<b>1,194,600</b>	<b>1,286,200</b>	<b>1,286,200</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	5,113	6,700	6,700	6,700
2011	Training, Travel and Dues	10,313	9,300	9,300	9,300
2021	Natural Gas	1,725	2,100	1,900	1,900
2024	Electricity	125,240	139,500	126,100	126,100
2027	Water	20,188	22,600	20,500	20,500
2031	Telephone	21,504	21,000	21,800	21,800
2051	Gas and Lubrications	11,850	11,300	11,700	11,700
2101	Materials and Supplies	110,923	113,400	113,000	113,000
2150	Rents and Leases	90,750	92,800	92,800	92,800
2160	Lease Payments-Debt Service	524,241	600,000	600,000	600,000
2170	General Insurance	114,310	66,000	120,200	120,200
2201	Repairs and Maint. Auto.	41,678	16,500	16,400	16,400
2222	Repairs and Maint. Other	149,162	112,300	97,300	97,300
2281	Printing	2,555	2,000	2,500	2,500
2401	Contractual Services	78,013	54,600	52,500	52,500
2402	Contractual SOCWA Operation	963,051	1,226,000	1,241,000	1,241,000
2432	Postage	1,577	4,000	5,500	5,500
2521	Interest			100,000	100,000
2522	Loan Administration Fees			12,000	12,000
2804	Costs Redistributed	103,440	122,200	142,300	142,300
	<b>Subtotal</b>	<b>2,375,633</b>	<b>2,622,300</b>	<b>2,793,500</b>	<b>2,793,500</b>

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

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	2,000			
5622	Other Equipment	24,460	20,600	20,000	20,000
	<b>Subtotal</b>	26,460	20,600	20,000	20,000
<b><u>Special Programs</u></b>					
	Special Programs	228,057	266,500	246,100	237,100
	<b>Subtotal</b>	228,057	266,500	246,100	237,100
<b><u>Capital Improvements</u></b>					
	Capital Improvement Projects	2,820,266	6,213,000	1,271,000	1,271,000
	<b>Subtotal</b>	2,820,266	6,213,000	1,271,000	1,271,000
	<b>Grand Total</b>	<b>\$6,465,402</b>	<b>\$10,317,000</b>	<b>\$5,616,800</b>	<b>\$5,607,800</b>

**Water Quality Department  
Position Summary**

**All  
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Water Quality Director	1	1	1	\$136,200	\$140,300	\$140,300
Project Manager	1	1	1	75,500	77,800	77,800
Sr. Water Quality Analyst	1	1	1	75,500	77,800	77,800
Environmental Specialist	1	1	1	50,500	52,000	52,000
Administrative Secretary	1	1	1	48,100	51,800	51,800
Sr. Sewer Services Supervisor	1	1	1	68,700	70,700	70,700
Maintenance Lead Workers	1	1	1	56,800	58,400	58,400
Maintenance Supervisor	1	1	1	62,500	64,300	64,300
Maintenance Workers II	3	4	4	133,200	170,400	170,400
Maintenance Workers I	3	2	2	104,000	70,900	70,900
Maintenance Workers	1	1	1	30,100	40,300	40,300
Housing Assistance Program					9,000	9,000
<b>TOTAL</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>\$841,100</b>	<b>\$883,700</b>	<b>\$883,700</b>

## Water Quality Division

*Water Quality  
General Fund/3303*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$146,346	\$126,000	\$129,800	\$129,800
1006	Salaries, Overtime	6,120	2,100	2,300	2,300
1009	Salaries, Redistributed		11,200	12,400	12,400
1038	Sick Leave Payoff		600	1,400	1,400
1040	Vacation Payoff		1,000	1,000	1,000
1042	Comp Time Payoffs		300	200	200
1101	Retirement		8,800	15,000	15,000
1201	Workers' Compensation		600	1,100	1,100
1300	Employee Group Insurance	12,380	11,600	14,000	14,000
1318	Medicare Insurance	2,207	1,900	1,900	1,900
	<b>Subtotal</b>	167,053	164,100	179,100	179,100
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	1,268	1,000	1,000	1,000
2031	Telephone	2,315	1,500	2,400	2,400
2051	Gas and Lubrications	259	600	300	300
2101	Materials and Supplies	2,357	600	1,000	1,000
2170	General Insurance		2,900	2,000	2,000
2201	Repairs and Maint. Auto.	337	500	400	400
2222	Repairs and Maint. Other	112	300	300	300
2281	Printing	156		500	500
2401	Contractual Services	4,858	3,600	2,100	2,100
2432	Postage	844	4,000	4,000	4,000
	<b>Subtotal</b>	12,506	15,000	14,000	14,000
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	2,000			
	<b>Subtotal</b>	2,000	0	0	0
<b><u>Special Programs</u></b>					
8002	Aliso Creek Study		20,000	35,000	35,000
8026	Portable 800 Mhz Radios	3,670			
8103	Treasure Island Marine Plan		98,000	98,000	93,000
8107	Water Quality	33,461			
8303	Public Education	16,437	25,000	15,000	11,000
8314	Water Quality Special Projects	8,000		7,500	7,500
8533	NPDES Storm Water Permit	111,738	91,200	84,300	84,300
	<b>Subtotal</b>	173,306	234,200	239,800	230,800
<b><u>Capital Improvements</u></b>					
9029	Nuisance Water Diversion Project	455,317			
	<b>Subtotal</b>	455,317	0	0	0
	<b>Grand Total</b>	\$810,182	\$413,300	\$432,900	\$423,900

## Water Quality Position Summary

<b><u>Position Title</u></b>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Sr. Water Quality Analyst	1	1	1	\$75,500	\$77,800	\$77,800
Environmental Specialist	1	1	1	50,500	52,000	52,000
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$126,000</b>	<b>\$129,800</b>	<b>\$129,800</b>

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

Account No. Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>				
1001 Salaries, Full Time	\$535,581	\$715,100	\$753,900	\$753,900
1003 Salaries, Part Time		45,000	53,000	53,000
1006 Salaries, Overtime	49,452	54,600	58,000	58,000
1009 Salaries, Redistributed	71,360	(400)	(1,800)	(1,800)
1038 Sick Leave Payoff	2,320	3,500	6,900	6,900
1040 Vacation Payoff	4,500	5,400	10,100	10,100
1055 Relocation Costs	5,000			
1059 Residency Incentive	8,410	35,000		
1101 Retirement		50,300	86,500	86,500
1103 P.A.R.S. Retirement		1,700	2,000	2,000
1201 Workers' Compensation	100,170	36,800	38,000	38,000
1300 Employee Group Insurance	64,630	75,400	91,000	91,000
1318 Medicare Insurance	6,510	8,100	9,500	9,500
<b>Subtotal</b>	<b>847,933</b>	<b>1,030,500</b>	<b>1,107,100</b>	<b>1,107,100</b>
<b>Maintenance and Operations</b>				
2001 Uniforms and Laundry	5,113	6,700	6,700	6,700
2011 Training, Travel and Dues	9,045	8,300	8,300	8,300
2021 Natural Gas	1,725	2,100	1,900	1,900
2024 Electricity	125,240	139,500	126,100	126,100
2027 Water	20,188	22,600	20,500	20,500
2031 Telephone	19,189	19,500	19,400	19,400
2051 Gas and Lubrications	11,591	10,700	11,400	11,400
2101 Materials and Supplies	108,566	112,800	112,000	112,000
2150 Rents and Leases	90,750	92,800	92,800	92,800
2160 Lease Payments-Debt Service	524,241	600,000	600,000	600,000
2170 General Insurance	114,310	63,100	118,200	118,200
2201 Repairs and Maint. Auto.	41,341	16,000	16,000	16,000
2222 Repairs and Maint. Other	149,050	112,000	97,000	97,000
2281 Printing	2,399	2,000	2,000	2,000
2401 Contractual Services	73,155	51,000	50,400	50,400
2402 Contractual SOCWA Operation	963,051	1,226,000	1,241,000	1,241,000
2432 Postage	733		1,500	1,500
2521 Interest			100,000	100,000
2522 Loan Administration Fees			12,000	12,000
2804 Costs Redistributed	103,440	122,200	142,300	142,300
<b>Subtotal</b>	<b>2,363,127</b>	<b>2,607,300</b>	<b>2,779,500</b>	<b>2,779,500</b>



**Wastewater Division (Con't)**

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

Account No. Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Capital Outlay</b>				
5622 (R) Two Pumps and Motors	<i>(Prior Years' Capital Outlay shown in Total Only)</i>		20,000	20,000
<b>Subtotal</b>	24,460	20,600	20,000	20,000
<b>Special Programs</b>				
8206 Wastewater Grease Control Prog.	19,978	9,300	6,300	6,300
8208 Computerized Maint Mgmt System	29,654			
8210 NCI Emergency Repair	5,119			
8402 Alarm System Computer Equipment		23,000		
<b>Subtotal</b>	54,751	32,300	6,300	6,300
<b>Capital Improvements</b>				
Capital Improvement Projects	2,364,949	6,213,000	1,271,000	1,271,000 *
<b>Subtotal</b>	2,364,949	6,213,000	1,271,000	1,271,000
<b>Grand Total</b>	<b>\$5,655,220</b>	<b>\$9,903,700</b>	<b>\$5,183,900</b>	<b>\$5,183,900</b>

\*Represents three projects funded from the Wastewater Fund. See Water Quality Department Capital Improvement Project Section (p. 205) for project descriptions.

## *Wastewater Division Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Water Quality Director	1	1	1	\$136,200	\$140,300	\$140,300
Project Manager	1	1	1	75,500	77,800	77,800
Administrative Secretary	1	1	1	48,100	51,800	51,800
Sr. Sewer Services Supervisor	1	1	1	68,700	70,700	70,700
Maintenance Lead Workers	1	1	1	56,800	58,400	58,400
Maintenance Supervisor	1	1	1	62,500	64,300	64,300
Maintenance Workers II	3	4	4	133,200	170,400	170,400
Maintenance Workers I	3	2	2	104,000	70,900	70,900
Maintenance Workers	1	1	1	30,100	40,300	40,300
Housing Assistance Program					9,000	9,000
<b>TOTAL</b>	13	13	13	\$715,100	\$753,900	\$753,900

# Community Development Department

The Community Development Department is organized into the following four divisions: Administration, Zoning, Building and Planning. 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. The Director also supervises the Senior Code Enforcement Officer.

**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 certificates of use and real property reports. This division is financially self-sustaining with zoning review fees covering the operational expenses of the division.

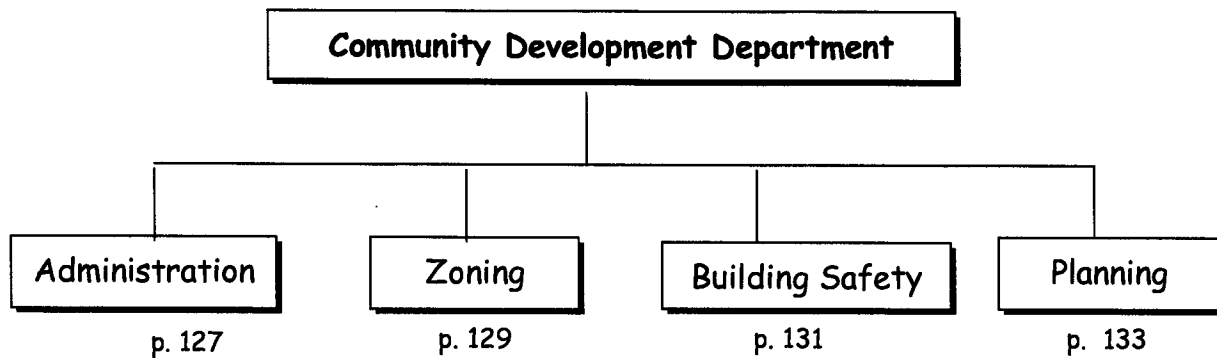
**Building Safety Division** - The Building Safety Division is managed by the City's Building Official. The Division provides building plan checks (for compliance with the Uniform Building Code), issues building permits, conducts all field inspections and provides clerical support at the public counter. This Division is financially self-sustaining with building permit and plan check fees covering the operational expenses of the Division. In the 2003 calendar year, the Building Safety Division issued 1,586 permits for a total permit valuation of \$54 million.

**Planning Division** - This Division is managed by the Planning Administrator 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 priorities are listed below. The Planning Division provides staff support to the Planning Commission.

**Major Initiatives:**

- Document Imaging Project.
- Village Entrance Master Plan.
- Traffic and Parking Management Plan for Central Business District.
- General Plan Updates (noise, historic resources and land use elements).
- GIS (Geographic Information System) Improvement and Maintenance.
- Water Quality Protection Program.

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:

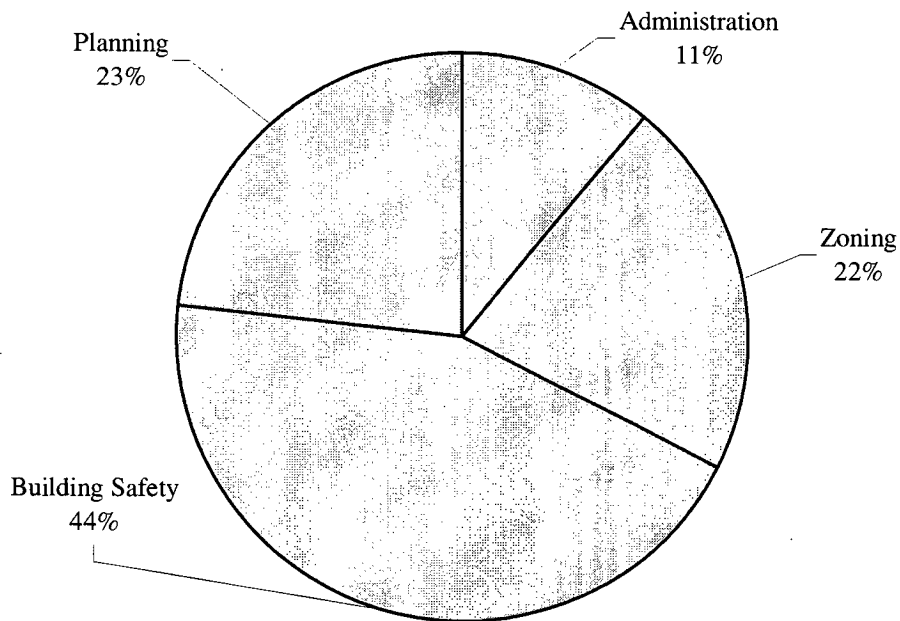


# Community Development Department Budget Summary

**All  
Divisions**

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division Total
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Administration	\$238,500	\$41,300		\$500		\$280,300
Zoning	482,100	19,100		51,000		\$552,200
Building Safety	974,500	56,700		105,000		\$1,136,200
Planning	566,100	31,400				\$597,500
<b>Department Total</b>	<b>\$2,261,200</b>	<b>\$148,500</b>	<b>\$0</b>	<b>\$156,500</b>	<b>\$0</b>	<b>\$2,566,200</b>

## Summary By Division Total



**Community Development Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$1,584,917	\$1,621,900	\$1,676,000	\$1,646,800
1003	Salaries, Part Time	66,044	74,400	76,200	76,200
1006	Salaries, Overtime	31,355	32,000	51,200	51,200
1038	Sick Leave Payoff	23,790	23,600	25,800	25,800
1040	Vacation Payoff	19,710	19,300	22,700	22,700
1042	Comp Time Payoffs		400	100	100
1101	Retirement		113,600	193,600	190,200
1103	P.A.R.S. Retirement	2,477	2,800	2,900	2,900
1201	Workers' Compensation	48,820	49,300	53,900	53,900
1300	Employee Group Insurance	129,800	136,800	165,200	166,600
1318	Medicare Insurance	20,458	20,600	25,300	24,800
	<b>Subtotal</b>	<b>1,927,371</b>	<b>2,094,700</b>	<b>2,292,900</b>	<b>2,261,200</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	7,741	18,900	18,900	18,900
2024	Electricity	11,234	12,200	11,800	11,800
2027	Water	517	400	500	500
2031	Telephone	7,561	11,200	10,200	10,200
2051	Gas and Lubrications	3,240	5,000	5,000	5,000
2101	Materials and Supplies	26,961	23,900	23,900	23,900
2150	Rents and Leases	20,348	20,300	20,300	20,300
2170	General Insurance	32,480	32,200	29,100	29,100
2201	Repairs and Maint. Auto.	75	1,400	1,400	1,400
2222	Repairs and Maint. Other	1,500	800	2,200	2,200
2281	Printing	11,401	14,800	14,800	14,800
2401	Contractual Services	125,852	90,100	16,900	10,400
2804	Costs Redistributed	3,680	3,600		
	<b>Subtotal</b>	<b>252,590</b>	<b>234,800</b>	<b>155,000</b>	<b>148,500</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	30,560	4,000		
	<b>Subtotal</b>	<b>30,560</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
	Special Programs	103,504	114,800	280,500	156,500
	<b>Subtotal</b>	<b>103,504</b>	<b>114,800</b>	<b>280,500</b>	<b>156,500</b>
	<b>Grand Total</b>	<b>\$2,314,025</b>	<b>\$2,448,300</b>	<b>\$2,728,400</b>	<b>\$2,566,200</b>

**Community Development Department  
Position Summary**

**All  
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Dir. of Community Dev.	1	1	1	\$124,000	\$127,700	\$127,700
Asst. Dir. Comm. Dev.	1	1		112,500	115,900	
Building Official	1	1	1	99,300	102,300	102,300
Zoning Administrator	1	1	1	99,300	102,300	102,300
Planning Administrator			1			102,300
Sr.Code Enfor. Officer	1	1	1	62,400	64,300	64,300
Code Enfor. Aide	1	1	1	47,800	49,200	49,200
Principal Planner	0.8	1.8	2	65,000	150,700	170,500
Senior Planners	3.8	2.8	1	287,000	217,800	77,800
Associate Planner	1	1	1	56,500	61,100	61,100
Assistant Planner			1			64,300
Sr. Plan Checker	1	1	1	90,200	92,900	92,900
Building Inspectors	3	2	2	187,300	128,600	128,600
Sr. Building Inspectors	1	2	2	75,500	148,500	148,500
Administrative Secretaries	2	2	2	98,600	104,000	104,000
Permit Aide	1	1	1	47,800	49,200	49,200
Administrative Clerk	1	1	1	44,400	45,700	45,700
Senior Clerks	2	2	2	82,900	85,300	85,300
Typist Clerk	1	1	2	41,400	30,500	70,800
<b>TOTAL</b>	<b>23.6</b>	<b>23.6</b>	<b>24</b>	<b>\$1,621,900</b>	<b>\$1,676,000</b>	<b>\$1,646,800</b>

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$169,425	\$174,500	\$179,700	\$179,700
1006	Salaries, Overtime	5,293	5,400	5,600	5,600
1038	Sick Leave Payoff	1,670	1,500	1,400	1,400
1040	Vacation Payoff	1,450	1,400	1,100	1,100
1101	Retirement		12,200	20,800	20,800
1201	Workers' Compensation	5,910	13,200	13,200	13,200
1300	Employee Group Insurance	11,000	11,600	14,000	14,000
1318	Medicare Insurance	787	800	2,700	2,700
	<b>Subtotal</b>	<b>195,535</b>	<b>220,600</b>	<b>238,500</b>	<b>238,500</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	3,151	4,800	4,800	4,800
2024	Electricity	11,234	12,200	11,300	11,300
2027	Water	517	400	500	500
2031	Telephone	7,561	11,200	9,500	9,500
2101	Materials and Supplies	1,581	1,500	1,500	1,500
2150	Rents and Leases	6,600	6,600	6,600	6,600
2170	General Insurance	3,220	3,300	2,600	2,600
2222	Repairs and Maint. Other	450	400	100	100
2401	Contractual Services	804	7,400	7,400	4,400
2804	Costs Redistributed	920	900		
	<b>Subtotal</b>	<b>36,038</b>	<b>48,700</b>	<b>44,300</b>	<b>41,300</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	1,664			
	<b>Subtotal</b>	<b>1,664</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8015	Heritage Committee	500	500	500	500
8109	Village Entr. Design Competition	15,000			
	<b>Subtotal</b>	<b>15,500</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>Grand Total</b>	<b>\$248,737</b>	<b>\$269,800</b>	<b>\$283,300</b>	<b>\$280,300</b>



## Administration Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Dir. of Community Dev.	1	1	1	\$124,000	\$127,700	\$127,700
Administrative Secretary	1	1	1	50,500	52,000	52,000
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$174,500</b>	<b>\$179,700</b>	<b>\$179,700</b>

## Zoning Division

*Community Development  
General Fund/4102*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$360,521	\$300,000	\$311,400	\$327,000
1003	Salaries, Part Time	39,327	44,100	44,800	44,800
1006	Salaries, Overtime	8,739	13,700	13,600	13,600
1038	Sick Leave Payoff	6,210	5,600	6,300	6,300
1040	Vacation Payoff	3,590	2,800	3,100	3,100
1042	Comp Time Payoffs		400	100	100
1101	Retirement		21,000	36,000	37,800
1103	P.A.R.S. Retirement	1,475	1,700	1,700	1,700
1201	Workers' Compensation	6,730	6,200	7,100	7,100
1300	Employee Group Insurance	31,900	27,800	33,600	35,000
1318	Medicare Insurance	5,772	5,200	5,400	5,600
	<b>Subtotal</b>	<b>464,264</b>	<b>428,500</b>	<b>463,100</b>	<b>482,100</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	80	5,400	5,400	5,400
2101	Materials and Supplies	7,502	4,900	4,900	4,900
2170	General Insurance	7,190	7,600	5,200	5,200
2222	Repairs and Maint. Other	255	100	100	100
2281	Printing	3,371	3,500	3,500	3,500
2401	Contractual Services	48,815	72,000		
2804	Costs Redistributed	920	900		
	<b>Subtotal</b>	<b>68,133</b>	<b>94,400</b>	<b>19,100</b>	<b>19,100</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment		4,000		
	<b>Subtotal</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8317	680 Catalina Nuisance Abatement	4,950			
8501	Landscape Review Consulting			30,000	51,000 *
8999	Zoning Plan Check Services			70,000	
8999	Illustrative Design Guideline			25,000	
	<b>Subtotal</b>	<b>4,950</b>	<b>0</b>	<b>125,000</b>	<b>51,000</b>
	<b>Grand Total</b>	<b>\$537,347</b>	<b>\$526,900</b>	<b>\$607,200</b>	<b>\$552,200</b>

\* Previously budgeted in Contractual Services (Account 2401).

## Zoning Division Position Summary

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Zoning Administrator	1	1	1	\$99,300	\$102,300	\$102,300
Code Enfor. Aide	1	1	1	47,800	49,200	49,200
Senior Planner	0.8	0.8	1	60,400	62,200	77,800
Administrative Secretary	1	1	1	48,100	52,000	52,000
Administrative Clerk	1	1	1	44,400	45,700	45,700
<b>TOTAL</b>	<b>4.8</b>	<b>4.8</b>	<b>5</b>	<b>\$300,000</b>	<b>\$311,400</b>	<b>\$327,000</b>

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

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$612,993	\$686,800	\$701,600	\$701,600
1003	Salaries, Part Time	21,317	24,900	25,700	25,700
1006	Salaries, Overtime	16,644	6,200	20,600	20,600
1038	Sick Leave Payoff	10,470	10,700	12,400	12,400
1040	Vacation Payoff	10,820	12,300	15,500	15,500
1101	Retirement		48,100	80,900	80,900
1103	P.A.R.S. Retirement	799	900	1,000	1,000
1201	Workers' Compensation	34,430	28,200	29,900	29,900
1300	Employee Group Insurance	55,000	63,800	77,000	77,000
1318	Medicare Insurance	7,639	7,700	9,900	9,900
	<b>Subtotal</b>	<b>770,112</b>	<b>889,600</b>	<b>974,500</b>	<b>974,500</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	2,476	2,800	2,800	2,800
2024	Electricity			500	500
2031	Telephone			700	700
2051	Gas and Lubrications	3,240	5,000	5,000	5,000
2101	Materials and Supplies	9,019	6,800	6,800	6,800
2150	Rents and Leases	13,748	13,700	13,700	13,700
2170	General Insurance	14,110	12,900	14,500	14,500
2201	Repairs and Maint. Auto.	75	1,400	1,400	1,400
2222	Repairs and Maint. Other	710	300	1,000	1,000
2281	Printing	2,077	4,300	4,300	4,300
2401	Contractual Services	76,194	10,700	9,500	6,000
2804	Costs Redistributed	920	900		
	<b>Subtotal</b>	<b>122,569</b>	<b>58,800</b>	<b>60,200</b>	<b>56,700</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	11,954			
	<b>Subtotal</b>	<b>11,954</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8102	Treasure Island Plan Check	2,628			
8502	Building Permit Software			55,000	55,000
8503	Document Scanning			50,000	50,000
	<b>Subtotal</b>	<b>2,628</b>	<b>0</b>	<b>105,000</b>	<b>105,000</b>
	<b>Grand Total</b>	<b>\$907,263</b>	<b>\$948,400</b>	<b>\$1,139,700</b>	<b>\$1,136,200</b>

## *Building Safety Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Building Official	1	1	1	\$99,300	\$102,300	\$102,300
Sr. Plan Checker	1	1	1	90,200	92,900	92,900
Building Inspectors	3	2	2	187,300	128,600	128,600
Sr. Building Inspectors	1	2	2	75,500	148,500	148,500
Sr.Code Enfor. Officer	1	1	1	62,400	64,300	64,300
Permit Aide	1	1	1	47,800	49,200	49,200
Senior Clerks	2	2	2	82,900	85,300	85,300
Typist Clerk	1	1	1	41,400	30,500	30,500
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>\$686,800</b>	<b>\$701,600</b>	<b>\$701,600</b>

**Planning Division**

**Community Development  
General Fund/4106**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$441,978	\$460,600	\$483,300	\$438,500
1003	Salaries, Part Time	5,400	5,400	5,700	5,700
1006	Salaries, Overtime	679	6,700	11,400	11,400
1038	Sick Leave Payoff	5,440	5,800	5,700	5,700
1040	Vacation Payoff	3,850	2,800	3,000	3,000
1101	Retirement		32,300	55,900	50,700
1103	P.A.R.S. Retirement	203	200	200	200
1201	Workers' Compensation	1,750	1,700	3,700	3,700
1300	Employee Group Insurance	31,900	33,600	40,600	40,600
1318	Medicare Insurance	6,260	6,900	7,300	6,600
	<b>Subtotal</b>	<b>497,460</b>	<b>556,000</b>	<b>616,800</b>	<b>566,100</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	2,034	5,900	5,900	5,900
2101	Materials and Supplies	8,859	10,700	10,700	10,700
2170	General Insurance	7,960	8,400	6,800	6,800
2222	Repairs and Maint. Other	85		1,000	1,000
2281	Printing	5,953	7,000	7,000	7,000
2401	Contractual Services	39			
2804	Costs Redistributed	920	900		
	<b>Subtotal</b>	<b>25,850</b>	<b>32,900</b>	<b>31,400</b>	<b>31,400</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	16,942			
	<b>Subtotal</b>	<b>16,942</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8103	Treasure Island Marine Plan	73,286			
8207	Aerial Photography		85,000		
8315	Parking Management Study	7,140	29,300		
8999	EIR for Village Entrance			50,000	
	<b>Subtotal</b>	<b>80,426</b>	<b>114,300</b>	<b>50,000</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$620,678</b>	<b>\$703,200</b>	<b>\$698,200</b>	<b>\$597,500</b>

## *Planning Division Position Summary*

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Asst. Director Comm. Dev. Planning Administrator	1	1	1	\$112,500	\$115,900	\$102,300
Principal Planner	0.8	1.8	2	65,000	150,700	170,500
Senior Planners	3	2		226,600	155,600	
Associate Planner	1	1	1	56,500	61,100	61,100
Assistant Planner			1			64,300
Typist Clerk			1			40,300
<b>TOTAL</b>	<b>5.8</b>	<b>5.8</b>	<b>6</b>	<b>\$460,600</b>	<b>\$483,300</b>	<b>\$438,500</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 85 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 40 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 and 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 88% 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 40 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 and water polo teams, water safety certification, etc. The cost to operate the pool is approximately \$340,000 per year, \$27,000 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 \$164,000. Currently, operating costs exceed revenues by approximately \$149,000 per year.

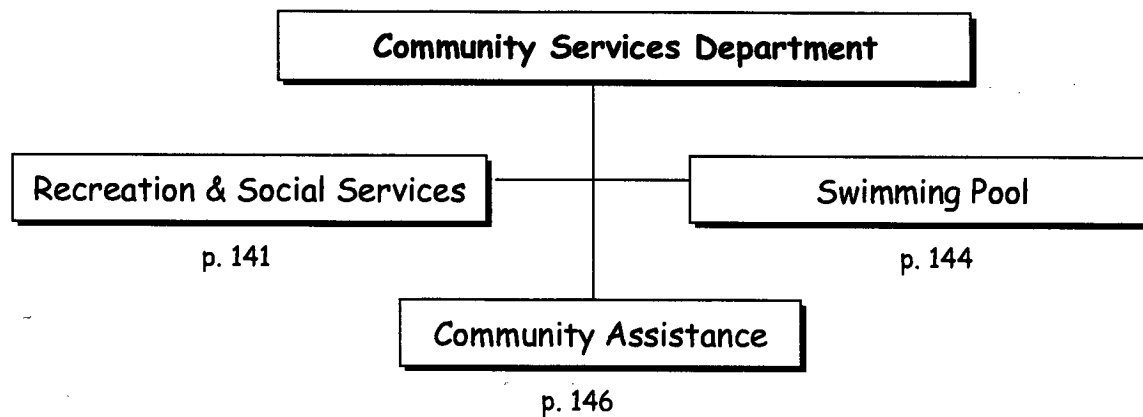


**Community Assistance** - The Community Assistance Grant Program provides funds to help support local community organizations that represent the arts and social services. The allocation for fiscal year 2004-05 is \$175,000. This amount represents the lease payment received from the Festival of Arts. The City Council usually appoints two Council members to recommend the allocation of this money.

**Major Initiatives:**

- Continue planning process for a new community/senior center
- 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:

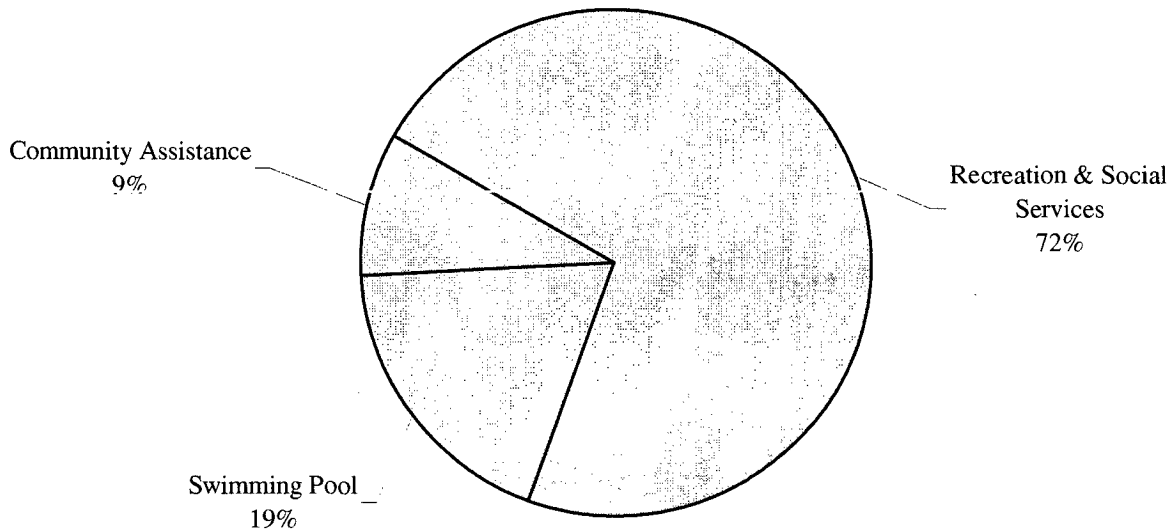


**Community Services Department  
Budget Summary**

**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.	\$546,200	\$651,000	\$2,800	\$165,600		\$1,365,600
Swimming Pool	165,600	175,800	9,000			\$350,400
Community Assistance		175,000				\$175,000
<b>Department Total</b>	<b>\$711,800</b>	<b>\$1,001,800</b>	<b>\$11,800</b>	<b>\$165,600</b>	<b>\$0</b>	<b>\$1,891,000</b>

**Summary By Division Total**



**Community Services Department**  
**Budget Detail**

**All**  
**Divisions**

Account No.    Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>				
1001 Salaries, Full Time	\$348,731	\$394,800	\$410,100	\$410,100
1003 Salaries, Part Time	191,760	196,800	206,200	198,200
1006 Salaries, Overtime	1,481	2,200	2,200	2,200
1009 Salaries, Redistributed	(19,630)	(20,200)	(22,800)	(22,800)
1038 Sick Leave Payoff	5,090	5,400	4,800	4,800
1040 Vacation Payoff	4,730	5,900	6,600	6,600
1042 Comp Time Payoffs	130	200		
1101 Retirement		27,600	47,500	47,500
1103 P.A.R.S. Retirement	7,585	7,400	7,700	7,300
1201 Workers' Compensation	4,710	4,700	5,400	5,400
1300 Employee Group Insurance	31,630	37,800	45,500	45,500
1318 Medicare Insurance	6,228	6,800	7,100	7,000
<b>Subtotal</b>	<b>582,445</b>	<b>669,400</b>	<b>720,300</b>	<b>711,800</b>
<b><u>Maintenance and Operations</u></b>				
2001 Uniforms and Laundry	3,037	3,100	3,100	3,100
2011 Training, Travel and Dues	8,299	9,000	9,600	9,500
2021 Natural Gas	27,885	27,300	27,000	27,000
2024 Electricity	36,143	36,500	36,200	36,200
2027 Water	6,140	4,700	6,200	6,200
2031 Telephone	4,538	6,300	5,800	5,800
2101 Materials and Supplies	46,495	56,800	58,300	54,900
2150 Rents and Leases	24,336	26,400	27,200	27,200
2170 General Insurance	9,910	12,500	8,300	8,300
2222 Repairs and Maint. Other	29,616	19,200	19,200	19,200
2281 Printing	34,980	39,500	39,800	39,800
2401 Contractual Services	580,066	553,000	576,000	576,000
2432 Postage	12,471	12,800	13,600	13,600
Community Assistance	239,437	174,000	445,540	175,000
<b>Subtotal</b>	<b>1,063,353</b>	<b>981,100</b>	<b>1,275,840</b>	<b>1,001,800</b>
<b><u>Capital Outlay</u></b>				
5203 Buildings			25,000	
5305 Improvements Other Than Buildings		19,000	10,000	
5408 Office Furniture & Equipment		6,500	4,300	2,800
5622 Other Equipment		18,700	9,000	9,000
<b>Subtotal</b>	<b>0</b>	<b>44,200</b>	<b>48,300</b>	<b>11,800</b>

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

**All  
Divisions**

Account No.    Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Special Programs</u></b>				
Special Programs	1,062,746	171,800	165,600	165,600
<b>Subtotal</b>	<b>1,062,746</b>	<b>171,800</b>	<b>165,600</b>	<b>165,600</b>
<b><u>Capital Improvements</u></b>				
Capital Improvement Projects	851,636			
<b>Subtotal</b>	<b>851,636</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>\$3,560,180</b>	<b>\$1,866,500</b>	<b>\$2,210,040</b>	<b>\$1,891,000</b>

**Community Services Department  
Position Summary**

**All  
Divisions**

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Dir of Community Services	1	1	1	\$112,200	\$115,500	\$115,500
Recreation Supervisors	2	2	2	124,800	128,600	128,600
Sr. Services Coordinator	0.75	0.75	0.75	41,500	42,800	42,800
Administrative Secretary	1	1	1	50,500	52,000	52,000
Typist Clerk	0.75	0.75	0.75	21,400	23,200	23,200
Pool Manager	1	1	1	44,400	48,000	48,000
<b>TOTAL</b>	<b>6.5</b>	<b>6.5</b>	<b>6.5</b>	<b>\$394,800</b>	<b>\$410,100</b>	<b>\$410,100</b>

**Recreation & Social Services Division**

*Community Services  
General Fund/5101*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$307,747	\$350,400	\$362,100	\$362,100
1003	Salaries, Part Time	101,537	106,800	110,400	103,400
1006	Salaries, Overtime	668	900	900	900
1009	Salaries, Redistributed	(19,630)	(20,200)	(22,800)	(22,800)
1038	Sick Leave Payoff	4,970	5,200	4,500	4,500
1040	Vacation Payoff	4,520	4,900	5,500	5,500
1101	Retirement		24,500	41,900	41,900
1103	P.A.R.S. Retirement	4,204	4,000	4,100	3,800
1201	Workers' Compensation	2,060	2,000	3,500	3,500
1300	Employee Group Insurance	26,130	32,000	38,500	38,500
1318	Medicare Insurance	4,338	4,800	5,000	4,900
	<b>Subtotal</b>	<b>436,544</b>	<b>515,300</b>	<b>553,600</b>	<b>546,200</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	1,397	1,400	1,400	1,400
2011	Training, Travel and Dues	6,766	7,000	7,000	6,900
2021	Natural Gas	1,994	2,700	2,400	2,400
2024	Electricity	6,156	6,500	6,200	6,200
2027	Water	980	1,300	1,000	1,000
2031	Telephone	3,709	5,400	4,900	4,900
2101	Materials and Supplies	25,125	32,400	32,400	29,000
2150	Rents and Leases	24,189	26,200	27,000	27,000
2170	General Insurance	7,550	10,100	6,300	6,300
2222	Repairs and Maint. Other	7,204	9,700	9,700	9,700
2281	Printing	34,845	39,300	39,600	39,600
2401	Contractual Services	539,844	503,000	503,000	503,000
2432	Postage	12,471	12,800	13,600	13,600
	<b>Subtotal</b>	<b>672,230</b>	<b>657,800</b>	<b>654,500</b>	<b>651,000</b>
<b>Capital Outlay</b>					
5408	(R) Two Personal Computers			4,300	2,800
5305	(R) LBHS Tennis Court Timers			10,000	
5203	(R) VMCC Renovation			25,000	
	<b>Subtotal</b>	<b>0</b>	<b>6,500</b>	<b>39,300</b>	<b>2,800</b>

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

**Community Services  
General Fund/5101**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Special Programs</b>					
8014	450 Glenneyre Low/Mod Housing*	945,443			
8017	Cold Weather Shelter**	11,141	10,000	10,000	10,000
8021	Housing Assistance***	8,400			
8032	Community/Senior Center	135			
8092	Summer Festivals Parking Program	20,995	24,800	25,600	25,600
8114	3rd Street Relocation Payments	6,613	55,000	55,000	55,000
8116	Third Street Operating Costs	70,019	75,000	75,000	75,000
8401	Riddle Field Improvements		7,000		
	<b>Subtotal</b>	<b>1,062,746</b>	<b>171,800</b>	<b>165,600</b>	<b>165,600</b>
<b>Capital Improvements</b>					
9034	Soccer Field	850,000			
9102	Joseph Brown Park Construction	1,636			
	<b>Subtotal</b>	<b>851,636</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$3,023,156</b>	<b>\$1,351,400</b>	<b>\$1,413,000</b>	<b>\$1,365,600</b>

\* \$505,361 funded by the Housing In-Lieu Fund and \$440,082 funded by the Parking In-Lieu Fund.

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

\*\*\* Funded by the Housing In-Lieu Fund.

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

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget	Dept. Request	Adopted Budget	Adopted Budget	Department Request	Adopted Budget
	2003-04	2004-05	2004-05	2003-04	2004-05	2004-05
Dir. Rec. & Soc. Services	1	1	1	\$112,200	\$115,500	\$115,500
Recreation Supervisors	2	2	2	124,800	128,600	128,600
Sr. Services Coordinator	0.75	0.75	0.75	41,500	42,800	42,800
Administrative Secretary	1	1	1	50,500	52,000	52,000
Typist Clerk	0.75	0.75	0.75	21,400	23,200	23,200
<b>TOTAL</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>	<b>\$350,400</b>	<b>\$362,100</b>	<b>\$362,100</b>



## Swimming Pool Division

*Community Services  
General Fund/2602*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$40,984	\$44,400	\$48,000	\$48,000
1003	Salaries, Part Time	90,223	90,000	95,800	94,800
1006	Salaries, Overtime	813	1,300	1,300	1,300
1038	New Sick Leave Payoff	120	200	300	300
1040	Vacation Payoff	210	1,000	1,100	1,100
1042	Comp Time Payoffs	130	200		
1101	Retirement		3,100	5,600	5,600
1103	P.A.R.S. Retirement	3,381	3,400	3,600	3,500
1201	Workers' Compensation	2,650	2,700	1,900	1,900
1300	Employee Group Insurance	5,500	5,800	7,000	7,000
1318	Medicare Insurance	1,890	2,000	2,100	2,100
	<b>Subtotal</b>	145,901	154,100	166,700	165,600
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	1,640	1,700	1,700	1,700
2011	Training, Travel and Dues	1,533	2,000	2,600	2,600
2021	Natural Gas	25,891	24,600	24,600	24,600
2024	Electricity	29,987	30,000	30,000	30,000
2027	Water	5,160	3,400	5,200	5,200
2031	Telephone	829	900	900	900
2101	Materials and Supplies	21,370	24,400	25,900	25,900
2150	Rents and Leases	147	200	200	200
2170	General Insurance	2,360	2,400	2,000	2,000
2222	Repairs and Maint. Other	22,412	9,500	9,500	9,500
2281	Printing	135	200	200	200
2401	Contractual Services	40,222	50,000	73,000	73,000
	<b>Subtotal</b>	151,686	149,300	175,800	175,800
<b><u>Capital Outlay</u></b>					
5622	(R) Pool Chemistry Controller			9,000	9,000
	<b>Subtotal</b>	0	37,700	9,000	9,000
	<b>Grand Total</b>	\$297,587	\$341,100	\$351,500	\$350,400

***Swimming Pool Division Position Summary***

<b><u>Position Title</u></b>	<b><i>No. of Positions</i></b>			<b><i>Salaries</i></b>		
	<b>Adopted Budget</b>	<b>Dept. Request</b>	<b>Adopted Budget</b>	<b>Adopted Budget</b>	<b>Department Request</b>	<b>Adopted Budget</b>
	<b>2003-04</b>	<b>2004-05</b>	<b>2004-05</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2004-05</b>
Pool Manager	1	1	1	\$44,400	\$48,000	\$48,000
<b>TOTAL</b>	1	1	1	\$44,400	\$48,000	\$48,000

**Community Assistance**

*Community Services  
General Fund/5201*

Account No.	Organization	Actual Expenditures 2002-03	Adopted Budget 2003-04	Community Request 2004-05	Adopted Budget 2004-05
2907	Bluebell Foundation for Cats	\$1,500			
2922	Boys & Girls Club of Laguna Beach	12,000	\$9,000	\$20,000	\$8,000
2955	Brandy's Friends	7,500			
2918	Calif. Choreographers Dance Festival	8,000	7,000	10,000	7,000
2961	Children's Repertory Theater Co.	1,000	500		
2932	Coastal Family Therapy Services	15,000	8,000	35,000	7,000
2940	Cross Cultural Council	24,500	24,000	28,000	24,000
2923	CSP Youth Shelter	5,000	2,000	9,400	1,000
2962	Feedback Foundation, Inc.	4,000			
2968	Festival of Arts			2,000	1,000
2921	First Thursday's Art Walk	6,000	4,000		
2908	Friends of Laguna Beach Library, Inc.	1,000	1,500	5,000	7,500
2920	Friends of the Sea Lions	1,000	1,000	10,000	5,000
2911	Friends of the Hortense Miller Garden	3,000		19,500	
2938	Friendship Shelter, Inc.	10,000	1,400	2,000	2,000
2943	HIV-Aids Commission	437	16,000	20,000	8,000
2901	Laguna Art Museum	2,300		4,000	
2963	Laguna Beach Lawn Bowling Club	1,000		3,500	
2915	Laguna Beach Chamber of Commerce	15,000	6,000	30,000	5,000
2917	Laguna Beach Community Clinic	10,000	10,000	15,000	8,000
2969	Laguna Beach Film Society (LAM)				1,500
2947	Laguna Beach Historical Society	1,000	900	5,000	1,000
2970	Laguna Beach H.S. Baseball Boosters			4,800	2,500
2964	Laguna Beach Live!	7,500	8,000	18,000	7,000
2905	Laguna Beach Relief & Resource Center	20,000	15,400	25,000	12,000
2924	Laguna Beach Seniors, Inc.	15,000	13,000	25,000	12,000
2965	Laguna Canyon Foundation	2,000			
2916	Laguna Club for Kids, Inc.	15,000	8,000	20,000	7,000
2925	Laguna Community Concert Band	2,000	3,700	20,000	4,000
2949	Laguna Outreach Comm. Arts (LOCA)	8,000	5,500	11,340	4,500
2929	Laguna Playhouse	6,400		14,400	4,000
2971	Men Alive - O.C. Gay Mens Chorus			15,000	200
2912	No Square Theater	17,500	14,500	25,000	10,000
2972	Ocean Laguna Foundation			4,200	4,200
2952	Rescuing Unwanted Furry Friends (RUFF)	500	500	500	500
	Rotary Club of Laguna Beach			1,000	
2931	Sally's Fund, Inc.	14,900	11,000	15,000	10,000
2942	Schoolpower	500			
2966	South County Senior Services, Inc.		2,000	16,800	10,000
2945	South OC Comm. Services Council	900	100	2,500	100
2910	STOP GAP		500	3,600	
2967	Trans. Program of So.Coast Medical		500	5,000	1,000
2900	Contingency				
<b>Grand Total</b>		<b>\$239,437</b>	<b>\$174,000</b>	<b>\$445,540</b>	<b>\$175,000</b>

# Cultural Arts Department

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

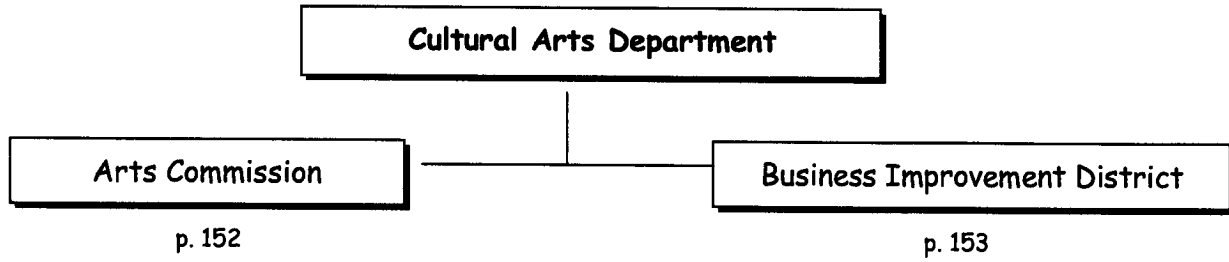
**Arts Commission** - The Arts Commission consists of eight appointed community members. The Commission makes recommendations to the City Council about cultural affairs. The Commission organizes special programs, which include Artist Designed Benches, Banner Competitions, Music in the Park, Palette Competitions, Art That's Small at City Hall, Student Art and Senior Art Competitions. A full-time Cultural Arts Manager 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.
- Update the community cultural plan.

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:

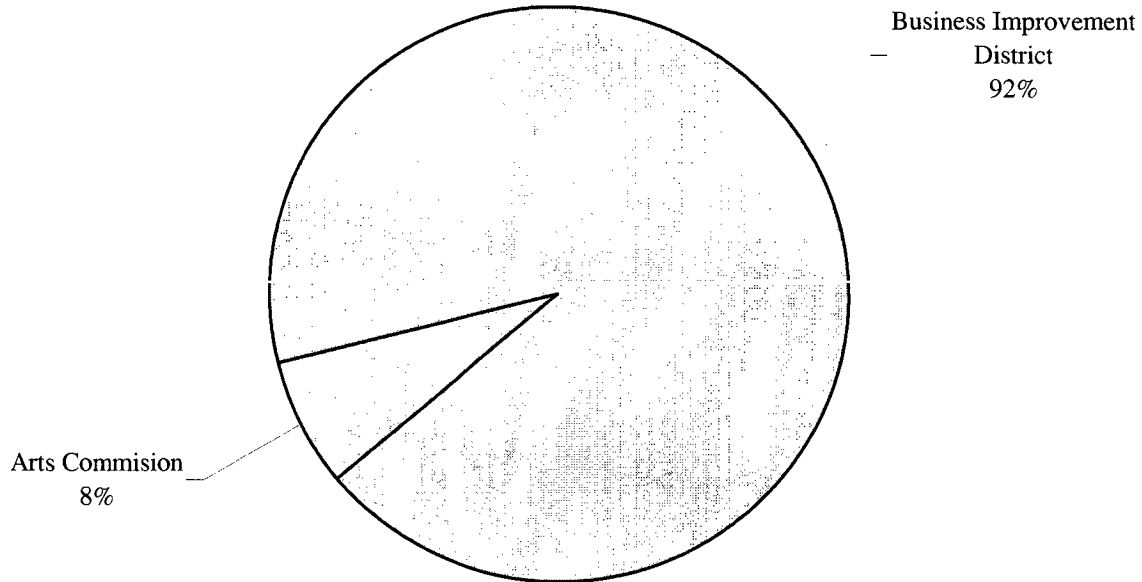


**Cultural Arts Department  
Budget Summary**

**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	\$87,500	\$3,600		\$3,300		\$94,400
Business Improv. District				1,230,000		\$1,230,000
<b>Department Total</b>	<b>\$87,500</b>	<b>\$3,600</b>	<b>\$0</b>	<b>\$1,233,300</b>	<b>\$0</b>	<b>\$1,324,400</b>

**Summary By Division Total**



**Cultural Arts Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$58,254	\$62,400	\$64,300	\$64,300
1003	Salaries, Part Time	5,040	5,800	5,800	5,800
1038	Sick Leave Payoff	480	700	900	900
1040	Vacation Payoff	290	300	400	400
1101	Retirement		4,400	7,400	7,400
1103	P.A.R.S. Retirement	189	200	200	200
1201	Workers' Compensation	230	200	500	500
1300	Employee Group Insurance	5,500	5,800	7,000	7,000
1318	Medicare Insurance	918	1,000	1,000	1,000
	<b>Subtotal</b>	<b>70,901</b>	<b>80,800</b>	<b>87,500</b>	<b>87,500</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	644	1,000	1,000	850
2101	Materials and Supplies	667	1,000	1,700	1,000
2170	General Insurance	1,030	1,100	1,000	1,000
2281	Printing	222	1,000	1,000	750
	<b>Subtotal</b>	<b>2,563</b>	<b>4,100</b>	<b>4,700</b>	<b>3,600</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment		2,000		
	<b>Subtotal</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
	Special Programs	801,913	1,247,500	1,247,500	1,233,300
	<b>Subtotal</b>	<b>801,913</b>	<b>1,247,500</b>	<b>1,247,500</b>	<b>1,233,300</b>
	<b>Grand Total</b>	<b>\$875,377</b>	<b>\$1,334,400</b>	<b>\$1,339,700</b>	<b>\$1,324,400</b>

***Cultural Arts Department  
Position Summary***

***All  
Divisions***

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted Budget 2003-04	Dept. Request 2004-05	Adopted Budget 2004-05	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
	Arts Coordinator	1			\$62,400	
Cultural Arts Manager		1	1		\$64,300	\$64,300
<b>TOTAL</b>	1	1	1	\$62,400	\$64,300	\$64,300



**Arts Commission Division**

*Cultural Arts  
General Fund/5151*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$58,254	\$62,400	\$64,300	\$64,300
1003	Salaries, Part Time	5,040	5,800	5,800	5,800
1038	New Sick Leave Payoff	480	700	900	900
1040	Vacation Payoff	290	300	400	400
1101	Retirement		4,400	7,400	7,400
1103	P.A.R.S. Retirement	189	200	200	200
1201	Workers' Compensation	230	200	500	500
1300	Employee Group Insurance	5,500	5,800	7,000	7,000
1318	Medicare Insurance	918	1,000	1,000	1,000
	<b>Subtotal</b>	<b>70,901</b>	<b>80,800</b>	<b>87,500</b>	<b>87,500</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	644	1,000	1,000	850
2101	Materials and Supplies	667	1,000	1,700	1,000
2170	General Insurance	1,030	1,100	1,000	1,000
2281	Printing	222	1,000	1,000	750
	<b>Subtotal</b>	<b>2,563</b>	<b>4,100</b>	<b>4,700</b>	<b>3,600</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment		2,000		
	<b>Subtotal</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8004	Arts Commission Programs	18,709	17,500	17,500	3,300
8944	Sculpture Program*	95,256			
8945	Artistic Bench Program*	1,000			
	<b>Subtotal</b>	<b>114,965</b>	<b>17,500</b>	<b>17,500</b>	<b>3,300</b>
	<b>Grand Total</b>	<b>\$188,429</b>	<b>\$104,400</b>	<b>\$109,700</b>	<b>\$94,400</b>

\* Funded by the Art in Lieu Fund.

**Business Improvement District****Cultural Arts  
General Fund/5202**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
8012	Laguna Beach Visitor's Bureau	\$377,447	\$615,000	\$615,000	\$615,000
8041	Laguna Art Museum	75,489	123,000	123,000	123,000
8200	Laguna Moulton Playhouse	75,489	123,000	123,000	123,000
8201	Laguna College of Art and Design	75,489	123,000	123,000	123,000
8004	Arts Commission Special Programs	9,334	123,000	123,000	123,000
8203	Cultural Arts Funding	73,700	123,000	123,000	123,000
<b>Subtotal</b>		<b>\$686,948</b>	<b>\$1,230,000</b>	<b>\$1,230,000</b>	<b>\$1,230,000</b>

**ALLOCATIONS BY PROGRAM YEAR**

Description	FY 2002-03	FY 2003-04	FY 2004-05
Laguna Beach Visitor's Bureau	\$377,447	\$615,000	\$615,000
Laguna Art Museum	75,489	123,000	123,000
Laguna Moulton Playhouse	75,489	123,000	123,000
Laguna College of Art and Design	75,489	123,000	123,000
Arts Commission Special Programs:			
Public Art Installation Competition		32,200	
Artist Designed Bench Competition	20,750	46,000	
Cultural Arts Information Publications	18,000	27,300	
Forest Avenue Sculpture Competition	20,750		
Performances	8,500	13,500	
Sculpture Rotation Program	6,000	4,000	
Subtotal	74,000 *	123,000 *	123,000
Cultural Arts Funding:			
Calif. Choreographers Dance Festival	6,400	10,500	
Environmental Arts Corporation	2,300	5,000	
Festival of Arts	1,000	2,000	
First Thursday's Art Walk	10,000	17,500	
Laguna Beach Alliance for the Arts	19,000	25,500	
Laguna Beach Live!	5,500	12,500	
Laguna Community Concert Band	4,500	8,000	
Laguna Tunes		4,000	
Laguna Outreach Community Arts	8,500	15,000	
No Square Theater	8,000	13,000	
Sawdust Art Festival	8,800	10,000	
Subtotal	74,000 *	123,000 *	123,000
<b>Grand Total</b>	<b>\$751,915</b>	<b>\$1,230,000</b>	<b>\$1,230,000</b>

\* 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 2004.

\*\* The remaining balance of \$1,489 will be allocated in June 2004.

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## Internal Service Funds

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

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

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

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

**Insurance & Benefits***Internal Service Fund  
Insurance & Benefits Fund*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1040	Vacation Payoff	\$324,687	\$254,100	\$284,100	\$284,100
1041	Sick Leave Payoff	265,666	211,400	256,400	256,400
1042	Comp Time Payoffs	(884)	15,100	7,500	7,500
1201	Workers' Comp. Insurance	2,656,410	1,520,300	2,100,000	2,100,000
1300	Health Insurance	1,545,299	1,822,000	1,977,800	1,977,800
1300	Dental Insurance	175,957	192,400	187,100	187,100
1300	Life Insurance	10,214	10,300	10,100	10,100
1300	Long Term Disability Ins.	72,226	68,200	87,300	87,300
1300	Unemployment Insurance	18,046	17,500	18,500	18,500
1318	Medicare Insurance	3,041	5,000	8,000	8,000
	<b>Subtotal</b>	<b>5,070,662</b>	<b>4,116,300</b>	<b>4,936,800</b>	<b>4,936,800</b>
<b>Maintenance and Operations</b>					
2170	General Insurance	1,163,208	999,000	500,000	500,000
	<b>Subtotal</b>	<b>1,163,208</b>	<b>999,000</b>	<b>500,000</b>	<b>500,000</b>
	<b>Grand Total</b>	<b>\$6,233,870</b>	<b>\$5,115,300</b>	<b>\$5,436,800</b>	<b>\$5,436,800</b>

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

Description	Division	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Police Department:</u></b>			
Five Marked Patrol Vehicles	2102	\$131,100	\$131,100
All Terrain Vehicle	2102	7,700	7,700
Marked Parking Enforcement Vehicle	2301	23,400	23,400
	<b>Subtotal</b>	<b>162,200</b>	<b>162,200</b>
<b><u>Fire Department:</u></b>			
Type-1 Fire Engine	2401	360,000	
3/4 T Extended Cabin Pickup Truck	2401	30,000	30,000
	<b>Subtotal</b>	<b>390,000</b>	<b>30,000</b>
<b><u>Public Works Department:</u></b>			
1/2 T Ford Ranger Truck (Flat Bed)	3104	25,000	25,000
1/2 T Ford Ranger Truck (Long Bed)	3501	26,000	26,000
	<b>Subtotal</b>	<b>51,000</b>	<b>51,000</b>
<b><u>Community Development Department:</u></b>			
Ford Ranger	4104	30,000	23,000
	<b>Subtotal</b>	<b>30,000</b>	<b>23,000</b>
	<b>GRAND TOTAL</b>	<b>\$633,200</b>	<b>\$266,200</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 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>				
1001 Salaries, Full Time	\$14,884,280	\$16,213,300	\$16,871,700	\$16,843,600
1003 Salaries, Part Time	1,515,283	1,891,800	1,923,300	1,903,000
1006 Salaries, Overtime	1,316,307	1,244,600	1,479,400	1,305,300
1007 Salaries, Overtime-Mutual Aid	15,585			
1038 Sick Leave Payoff	193,535	214,600	260,900	260,900
1040 Vacation Payoff	242,128	257,300	288,600	288,600
1042 Comp Time Payoffs	12,250	15,200	7,600	7,600
1053 Holiday Allowance	99,023	98,100	101,400	101,400
1055 Relocation Costs	5,000			
1059 Residency Incentive	22,941	62,500	30,000	30,000
1101 Retirement	625,623	1,586,500	2,908,600	2,903,700
1103 P.A.R.S. Retirement	58,683	70,200	71,400	70,600
1201 Workers' Compensation	1,874,000	2,088,300	2,100,000	2,100,000
1300 Employee Group Insurance	1,377,611	1,443,700	1,761,200	1,766,600
1318 Medicare Insurance	189,924	221,100	240,300	237,100
<b>Subtotal</b>	<b>22,432,173</b>	<b>25,407,200</b>	<b>28,044,400</b>	<b>27,818,400</b>
<b>Maintenance and Operations</b>				
2001 Uniforms and Laundry	160,674	173,000	173,600	166,100
2011 Training, Travel and Dues	152,934	201,000	202,800	179,850
2021 Natural Gas	42,587	42,400	42,900	42,900
2024 Electricity	463,318	505,700	478,600	478,600
2027 Water	151,397	139,300	152,010	152,010
2031 Telephone	152,874	158,800	169,500	169,500
2051 Gas and Lubrications	192,521	264,100	301,900	301,900
2101 Materials and Supplies	1,108,956	1,108,600	1,038,600	981,500
2110 Paramedic Medical Supplies		52,000	52,000	49,000
2150 Rents and Leases	883,812	948,300	987,100	987,100
2160 Lease Payments-Debt Service	524,241	600,000	600,000	600,000
2170 General Insurance	1,311,000	700,000	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	Adopted	Department	Adopted
		Expenditures	Budget	Request	Budget
No.	Account Title	2002-03	2003-04	2004-05	2004-05
2201	Repairs and Maint. Auto.	362,853	346,200	350,800	347,100
2222	Repairs and Maint. Other	446,024	512,100	510,500	486,780
2281	Printing	122,305	162,400	158,600	151,550
2302	Legal Advertising	18,170	36,000	36,000	30,500
2401	Contractual Services	3,909,418	3,779,400	3,797,800	3,765,920
2402	Contractual SOCWA Operations	963,051	1,226,000	1,241,000	1,241,000
2432	Postage	69,434	74,300	81,800	81,800
2501	Bond Principal	970,000	1,120,000	1,165,000	1,165,000
2508	Vehicle Cost Redistribution	(38,568)	(39,600)	(40,900)	(40,900)
2521	Interest	543,356	501,600	555,900	555,900
2522	Loan Administration Fees			12,000	12,000
2956	Gas Tax Exchange	456,000			
	Community Assistance	239,437	174,000	445,540	175,000
	Depreciation	(35,548)			
	<b>Subtotal</b>	<b>13,170,246</b>	<b>12,785,600</b>	<b>13,213,050</b>	<b>12,780,110</b>
<b>Capital Outlay</b>					
5203	Buildings			25,000	
5305	Improv.Other Than Buildings	18,432	19,000	25,000	
5408	Office Furniture & Equipment	184,237	88,200	101,700	55,000
5510	Automotive Equipment	1,103	450,000	475,000	450,000
5622	Other Equipment	502,604	176,456	559,300	230,700
	<b>Subtotal</b>	<b>706,376</b>	<b>733,656</b>	<b>1,186,000</b>	<b>735,700</b>
<b>Special Programs</b>					
	Special Programs	3,613,346	2,746,200	2,941,000	2,600,200
	<b>Subtotal</b>	<b>3,613,346</b>	<b>2,746,200</b>	<b>2,941,000</b>	<b>2,600,200</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	9,787,110	9,673,000	5,041,000	5,041,000
	<b>Subtotal</b>	<b>9,787,110</b>	<b>9,673,000</b>	<b>5,041,000</b>	<b>5,041,000</b>
	<b>Grand Total</b>	<b>\$49,709,251</b>	<b>\$51,345,656</b>	<b>\$50,425,450</b>	<b>\$48,975,410</b>

# General Fund Summary

## Fund Detail

Account No. Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>				
1001 Salaries, Full Time	\$13,692,091	\$14,849,300	\$15,365,600	\$15,337,500
1003 Salaries, Part Time	1,167,535	1,368,800	1,451,600	1,431,300
1006 Salaries, Overtime	1,229,463	1,149,100	1,379,200	1,205,100
1007 Salaries, Overtime-Mutual Aid	15,585			
1009 Salaries, Redistributed	(290,660)	(230,100)	(232,500)	(232,500)
1038 Sick Leave Payoff	186,520	205,200	246,300	246,300
1040 Vacation Payoff	229,256	244,300	270,800	270,800
1042 Comp Time Payoffs	11,670	14,800	7,600	7,600
1053 Holiday Allowance	96,499	98,100	101,400	101,400
1059 Residency Incentive	14,531	27,500	30,000	30,000
1101 Retirement	625,623	1,490,500	2,734,800	2,729,900
1103 P.A.R.S. Retirement	44,746	50,600	53,600	52,800
1201 Workers' Compensation	1,625,330	1,866,100	1,852,400	1,852,400
1300 Employee Group Insurance	1,233,231	1,287,100	1,558,200	1,563,600
1318 Medicare Insurance	172,483	199,600	216,700	213,500
<b>Subtotal</b>	<b>20,053,903</b>	<b>22,620,900</b>	<b>25,035,700</b>	<b>24,809,700</b>
<b>Maintenance and Operations</b>				
2001 Uniforms and Laundry	142,768	154,100	154,600	147,100
2011 Training, Travel and Dues	143,460	190,700	192,500	169,550
2021 Natural Gas	40,545	40,000	40,700	40,700
2024 Electricity	142,955	160,900	145,000	145,000
2027 Water	125,379	113,000	125,610	125,610
2031 Telephone	128,233	132,900	143,800	143,800
2051 Gas and Lubrications	123,620	171,900	180,900	180,900
2101 Materials and Supplies	803,707	830,100	845,900	788,800
2110 Paramedic Medical Supplies		52,000	52,000	49,000
2150 Rents and Leases	746,068	798,500	835,300	835,300
2170 General Insurance	1,170,430	610,700	560,000	560,000
2201 Repairs and Maint. Auto.	249,645	249,600	252,200	248,500
2222 Repairs and Maint. Other	283,600	376,200	373,600	361,680
2281 Printing	82,534	114,600	119,200	112,150
2302 Legal Advertising	18,170	36,000	36,000	30,500
2401 Contractual Services	3,708,275	3,609,500	3,625,300	3,563,420

# General Fund Summary (Con't)

## Fund Detail

Account	Actual	Adopted	Department	Adopted
No. Account Title	Expenditures	Budget	Request	Budget
	2002-03	2003-04	2004-05	2004-05
2432 Postage	60,123	60,600	66,400	66,400
2508 Vehicle Cost Redistribution	(38,568)	(39,600)	(40,900)	(40,900)
2804 Costs Redistributed	(285,260)	(346,100)	(382,800)	(382,800)
2956 Exchange Expenditure	456,000			
Community Assistance	239,437	174,000	445,540	175,000
<b>Subtotal</b>	8,341,121	7,489,600	7,770,850	7,319,710
<b>Capital Outlay</b>				
5203 Buildings			25,000	
5305 Improv. Other Than Buildings	18,432	19,000	25,000	
5408 Office Furniture & Equipment	135,118	88,200	86,500	55,000
5510 Automotive Equipment			25,000	
5622 Other Equipment	393,609	136,800	409,800	123,700
<b>Subtotal</b>	547,159	244,000	571,300	178,700
<b>Special Programs</b>				
Special Programs	2,124,182	2,331,900	2,500,700	2,373,900
<b>Subtotal</b>	2,124,182	2,331,900	2,500,700	2,373,900
<b>Grand Total</b>	<b>\$31,066,365</b>	<b>\$32,686,400</b>	<b>\$35,878,550</b>	<b>\$34,682,010</b>

# Parking Authority Fund Summary

*Fund  
Detail*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$524,666	\$494,200	\$518,800	\$518,800
1003	Salaries, Part Time	23,905	36,400	38,100	38,100
1006	Salaries, Overtime	9,311	8,600	8,900	8,900
1009	Salaries, Redistributed	156,880	164,900	166,900	166,900
1038	Sick Leave Payoff	4,860	4,900	7,000	7,000
1040	Vacation Payoff	8,080	7,100	7,300	7,300
1042	Comp Time Payoffs	580	400		
1053	Holiday Allowance	2,524			
1101	Retirement		34,800	60,300	60,300
1103	P.A.R.S. Retirement	910	1,400	1,400	1,400
1201	Workers' Compensation	33,440	31,100	24,700	24,700
1300	Employee Group Insurance	63,250	63,800	77,000	77,000
1318	Medicare Insurance	3,914	4,300	4,600	4,600
	<b>Subtotal</b>	<b>832,320</b>	<b>851,900</b>	<b>915,000</b>	<b>915,000</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	3,660	4,100	4,100	4,100
2011	Training, Travel and Dues	160	900	900	900
2024	Electricity	1,937	2,200	1,900	1,900
2027	Water	5,830	3,700	5,900	5,900
2031	Telephone	5,300	6,100	6,000	6,000
2051	Gas and Lubrications	3,899	4,700	5,800	5,800
2101	Materials and Supplies	168,343	132,500	45,500	45,500
2150	Rents and Leases	22,326	25,000	25,000	25,000
2170	General Insurance	13,460	14,200	10,400	10,400
2201	Repairs and Maint. Auto.	7,021	6,100	6,100	6,100
2222	Repairs and Maint. Other	7,512	14,800	19,000	19,000
2281	Printing	13,958	31,300	20,800	20,800
2401	Contractual Services	91,449	83,500	86,700	116,700
2432	Postage	8,578	13,700	13,900	13,900
2804	Costs Redistributed	97,240	119,300	117,600	117,600
	<b>Subtotal</b>	<b>450,673</b>	<b>462,100</b>	<b>369,600</b>	<b>399,600</b>

# Parking Authority Fund Summary (Con't)

*Fund  
Detail*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	2,011			
5622	Other Equipment	44,434	5,000	129,500	87,000
	<b>Subtotal</b>	46,445	5,000	129,500	87,000
<b><u>Special Programs</u></b>					
	Special Programs	259,622	272,000	324,000	110,000
	<b>Subtotal</b>	259,622	272,000	324,000	110,000
	<b>Grand Total</b>	<b>\$1,589,060</b>	<b>\$1,591,000</b>	<b>\$1,738,100</b>	<b>\$1,511,600</b>

# Wastewater Fund Summary

**Fund  
Detail**

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$535,581	\$715,100	\$753,900	\$753,900
1003	Salaries, Part Time		45,000	53,000	53,000
1006	Salaries, Overtime	49,452	54,600	58,000	58,000
1009	Salaries, Redistributed	71,360	(400)	(1,800)	(1,800)
1038	Sick Leave Payoff	2,320	3,500	6,900	6,900
1040	Vacation Payoff	4,500	5,400	10,100	10,100
1055	Relocation Costs	5,000			
1059	Residency Incentive	8,410	35,000		
1101	Retirement		50,300	86,500	86,500
1103	P.A.R.S. Retirement		1,700	2,000	2,000
1201	Workers' Compensation	100,170	36,800	38,000	38,000
1300	Employee Group Insurance	64,630	75,400	91,000	91,000
1318	Medicare Insurance	6,510	8,100	9,500	9,500
	<b>Subtotal</b>	<b>847,933</b>	<b>1,030,500</b>	<b>1,107,100</b>	<b>1,107,100</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	5,113	6,700	6,700	6,700
2011	Training, Travel and Dues	9,045	8,300	8,300	8,300
2021	Natural Gas	1,725	2,100	1,900	1,900
2024	Electricity	125,240	139,500	126,100	126,100
2027	Water	20,188	22,600	20,500	20,500
2031	Telephone	19,189	19,500	19,400	19,400
2051	Gas and Lubrications	11,591	10,700	11,400	11,400
2101	Materials and Supplies	108,566	112,800	112,000	112,000
2150	Rents and Leases	90,750	92,800	92,800	92,800
2160	Lease Payments-Debt Service	524,241	600,000	600,000	600,000
2170	General Insurance	114,310	63,100	118,200	118,200
2201	Repairs and Maint. Auto.	41,341	16,000	16,000	16,000
2222	Repairs and Maint. Other	149,050	112,000	97,000	97,000
2281	Printing	2,399	2,000	2,000	2,000
2401	Contractual Services	73,155	51,000	50,400	50,400
2402	Contractual SOCWA Operations	963,051	1,226,000	1,241,000	1,241,000
2432	Postage	733		1,500	1,500
2521	Interest			100,000	100,000
2522	Loan Administration Fees			12,000	12,000
2804	Costs Redistributed	103,440	122,200	142,300	142,300
	<b>Subtotal</b>	<b>2,363,127</b>	<b>2,607,300</b>	<b>2,779,500</b>	<b>2,779,500</b>

# Wastewater Fund Summary (Con't)

## *Fund Detail*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Capital Outlay</u></b>					
5622	Other Equipment	24,460	20,600	20,000	20,000
	<b>Subtotal</b>	24,460	20,600	20,000	20,000
<b><u>Special Programs</u></b>					
	Special Programs	54,751	32,300	6,300	6,300
	<b>Subtotal</b>	54,751	32,300	6,300	6,300
<b><u>Capital Improvements</u></b>					
	Capital Improvement Projects	2,364,949	6,213,000	1,271,000	1,271,000
	<b>Subtotal</b>	2,364,949	6,213,000	1,271,000	1,271,000
	<b>Grand Total</b>	<b>\$5,655,220</b>	<b>\$9,903,700</b>	<b>\$5,183,900</b>	<b>\$5,183,900</b>



# Transit Fund Summary

## *Fund Detail*

Account No.	Account Title	Actual Expenditures 2002-03	Adopted Budget 2003-04	Department Request 2004-05	Adopted Budget 2004-05
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$131,942	\$154,700	\$233,400	\$233,400
1003	Salaries, Part Time	323,843	441,600	380,600	380,600
1006	Salaries, Overtime	28,081	32,300	33,300	33,300
1009	Salaries, Redistributed	49,060	51,500	52,900	52,900
1038	Sick Leave Payoff	(165)	1,000	700	700
1040	Vacation Payoff	292	500	400	400
1101	Retirement		10,900	27,000	27,000
1103	P.A.R.S. Retirement	13,023	16,500	14,400	14,400
1201	Workers' Compensation	115,060	154,300	184,900	184,900
1300	Employee Group Insurance	16,500	17,400	35,000	35,000
1318	Medicare Insurance	7,016	9,100	9,500	9,500
	<b>Subtotal</b>	<b>684,652</b>	<b>889,800</b>	<b>972,100</b>	<b>972,100</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	9,133	8,100	8,200	8,200
2011	Training, Travel and Dues	269	1,100	1,100	1,100
2021	Natural Gas	317	300	300	300
2024	Electricity	5,562	6,200	5,600	5,600
2031	Telephone	152	300	300	300
2051	Gas and Lubrications	53,411	76,800	103,800	103,800
2101	Materials and Supplies	27,910	30,200	32,200	32,200
2150	Rents and Leases	24,668	32,000	34,000	34,000
2170	General Insurance	12,800	12,000	11,400	11,400
2201	Repairs and Maint. Auto.	64,846	74,500	76,500	76,500
2222	Repairs and Maint. Other	5,862	7,100	18,900	7,100
2281	Printing	23,414	14,500	16,600	16,600
2401	Contractual Services	31,906	15,400	15,400	15,400
2804	Costs Redistributed	84,580	104,600	122,900	122,900
	Depreciation	(35,548)			
	<b>Subtotal</b>	<b>309,282</b>	<b>383,100</b>	<b>447,200</b>	<b>435,400</b>
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment			15,200	
5510	Automotive Equipment	1,103	450,000	450,000	450,000
	<b>Subtotal</b>	<b>1,103</b>	<b>450,000</b>	<b>465,200</b>	<b>450,000</b>
<b><u>Special Programs</u></b>					
	Special Programs	104,665	100,000	100,000	100,000
	<b>Subtotal</b>	<b>104,665</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
	<b>Grand Total</b>	<b>\$1,099,702</b>	<b>\$1,822,900</b>	<b>\$1,984,500</b>	<b>\$1,957,500</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 2004 - 05.
2. "*Capital Project Information*" (pages 172-185). These pages describe the projects budgeted for Fiscal Year 2004 - 05.
3. "*Ten Year Capital Improvement Plan*" (pages 186-197). A ten-year schedule is provided through Fiscal Year 2013/14 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 198-201) 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 2004/05**  
**CAPITAL IMPROVEMENT PROJECT SUMMARY**  
 See the Following Pages for Description of Each Project

**CAPITAL IMPROVEMENT FUND:**

<u>Acct No.</u>			
1.	9029	Nuisance Water Diversions	\$920,000 <sup>1</sup>
2.	9422	High School Area Pedestrian Improvements	285,000 <sup>2</sup>
3.	9505	Terry Road Retaining Wall Replacement	125,000
4.	9303	City Building Facilities Design	105,000
5.	9506	Bluebird Canyon Drive Nuisance Water Diversion Upgrade	30,000
6.	9594	City Hall ADA Improvements	20,000
7.	9512	1375 Terrace Way Driveway Repair	15,000
8.	9915	31861 Coast Highway Storm Drain Supplemental Funding (Zimmerman)	240,000
9.	9211	Citywide Sidewalk Repairs	105,000
10.	9404	Lang Park Play Equipment Supplemental Funding	110,000
11.	9520	Main Beach Boardwalk and Stair Replacement	415,000
12.	9522	Diamond Street Beach Stairs Replacement	260,000
<b>Total Cost of 2004/05 Capital Improvement Fund Projects</b>			<b>\$2,630,000</b>
<b>GAS TAX FUND</b>			
13.	9523	Upper Bluebird Canyon Streets Rehabilitation	\$1,040,000 <sup>3</sup>
<b>Total Cost of 2004/05 Gas Tax Fund Capital Improvement Projects</b>			<b>\$1,040,000</b>
<b>STREET LIGHTING FUND</b>			
14.	9533	Loma Terrace Assessment District Construction (City Contribution)	\$100,000
<b>Total Cost of 2004/05 Street Lighting Fund Capital Improvement Projects</b>			<b>\$100,000</b>
<b>TOTAL OF ALL PROJECTS FOR FY 2004/05</b>			<b>\$3,770,000</b>

<sup>1</sup> \$920,000 funded by a grant from State Water Resources Control Board

<sup>2</sup> \$45,000 budgeted in prior year, \$298,000 funded by a grant from Caltrans Safe Route to School

<sup>3</sup> \$196,000 funded by a transfer from the Capital Improvement Fund

# CIP Project Information

Capital Improvement Fund

## Nuisance Water Diversions

CIP Ten-Year Plan Year: 1 04/05

CIP Number 1

### Project Description and Purpose:

Nuisance water diversions will be installed at North Main Beach, Laguna Canyon Channel at Main Beach, Cress Street, Mountain Road, Gaviota Drive, Cliff Drive (100 block), Cliff Drive (300 block), and Laguna Canyon Channel near Forest Avenue. \$1,200,000 of grant funding for this project has been obtained from the State Water Resources Control Board. \$280,000 of this grant funding became available in Fiscal Year 03/04 for the design of the project. \$920,000 will be available in Fiscal Year 04/05 for construction of the diversions. This Project provides for the construction of the nuisance water diversions at the eight locations listed above.

**Project Information Status:** Preliminary Project Information

**Project Type:** Drainage

**Type of Work:** Construction

**Projected Cost:** \$920,000

**Project Originator:** Steve May



# CIP Project Information

Capital Improvement Fund

## High School Area Pedestrian Improvements

CIP Ten-Year Plan Year: 1 04/05

CIP Number 2

### Project Description and Purpose:

The project is located by the High School on Wilson Street and St. Ann's Drive. Install sidewalk, curb and gutter, and 20 ADA access ramps near the High School on Park Ave and El Camino Del Mar. (Total project cost of \$330,000. Design budgeted in 2003/04 at \$45,000. Caltrans' Safe Routes to School Grant funding of \$298,000.)

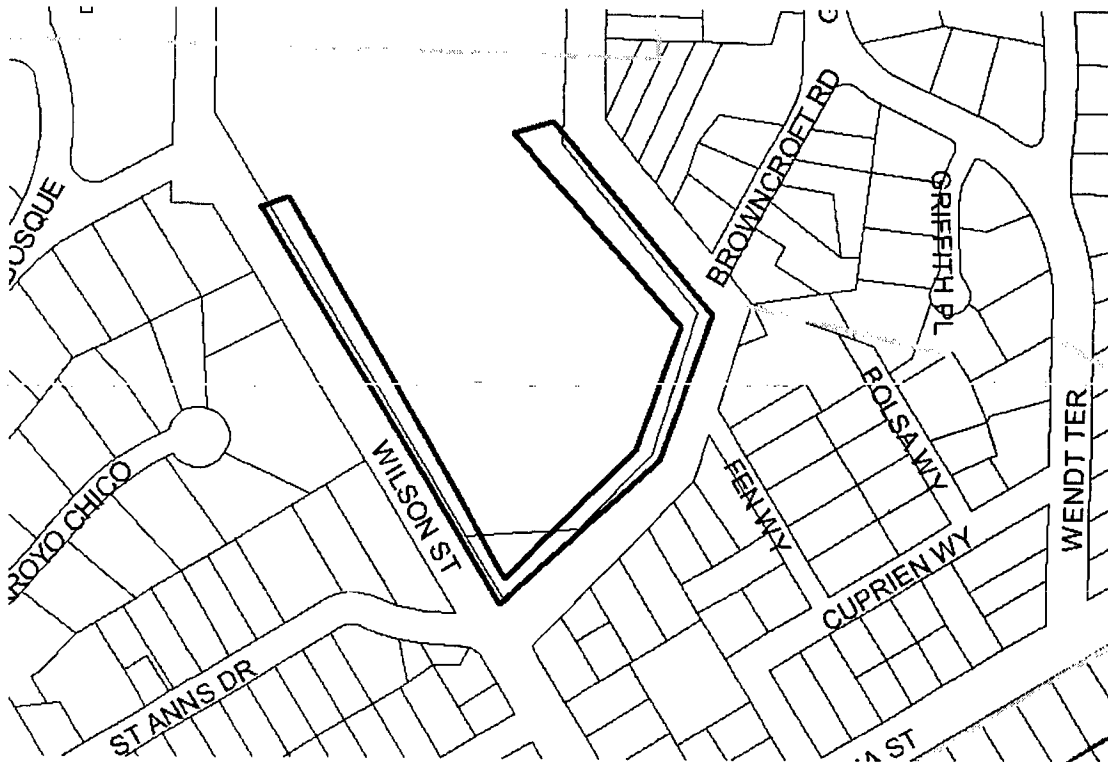
**Project Information Status:** Preliminary Project Information

**Project Type:** Sidewalks

**Type of Work:** Construction

**Projected Cost:** \$285,000

**Project Originator:** Bill Liebel



# CIP Project Information

Capital Improvement Fund

## Terry Road Retaining Wall Replacement

CIP Ten-Year Plan Year: 1 04/05

CIP Number 3

### Project Description and Purpose:

The existing wood retaining wall at the north end of the Terry Road cul-de-sac has failed and the public street is being undermined by erosion. A reinforced concrete retaining wall needs to be constructed to support the street and a storm drain needs to be installed from Terry Road to Ashton Drive.

**Project Information Status:** Preliminary Project Information

**Project Type:** Retaining Walls

**Type of Work:** Replacement

**Projected Cost:** \$125,000

**Project Originator:** Derek Wieske



# CIP Project Information

Capital Improvement Fund

## City Building Facilities Design

CIP Ten-Year Plan Year: 1 04/05

CIP Number 4

### Project Description and Purpose:

This project is the beginning of the design process for the high priority renovation projects identified in the City Facilities Study. Construction level documents for bidding and construction will be prepared for the highest priority project(s). For the purpose of the study and prioritization, City Facilities will be considered to be buildings or structures primarily occupied by City Staff. The City Facilities to be included in the study are listed in no particular order: City Hall, Fire Stations 1,2,3, and 4, Animal Shelter, Lifeguard Headquarters, Anneliese Pre-School at Lang Park, and Fred Lang Community Center.

**Project Information Status:** Preliminary Project Information

**Project Type:** City Facilities

**Type of Work:** Design

**Projected Cost:** \$105,000

**Project Originator:** Derek Wieske



# CIP Project Information

Capital Improvement Fund

## Bluebird Canyon Drive Nuisance Water Diversion Upgrade

CIP Ten-Year Plan Year: 1 04/05

CIP Number 5

### Project Description and Purpose:

Improve the diversion of nuisance water to the sewer. The current configuration allows debris to clog the inlet. This project will install a continuous deflection separator to protect the diversion valve from debris.

**Project Information Status:** Preliminary Project Information

**Project Type:** Water Quality

**Type of Work:** Rehabilitation

**Projected Cost:** \$30,000

**Project Originator:** Craig Justice



# CIP Project Information

Capital Improvement Fund

## City Hall ADA Improvements

CIP Ten-Year Plan Year: 1 04/05

CIP Number 6

### Project Description and Purpose:

Install ADA accessible counters at Community Development, Police Department, and Community Services.

**Project Information Status:** Preliminary Project Information

**Project Type:** City Buildings

**Type of Work:** Rehabilitation

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

**Project Originator:** Steve May

# CIP Project Information

Capital Improvement Fund

## 1375 Terrace Way Driveway Repair

CIP Ten-Year Plan Year: 1 04/05

CIP Number 7

### Project Description and Purpose:

This project would provide driveway modifications at 1375 Terrace Way to prevent street runoff from flowing onto private property.

**Project Information Status:** Preliminary Project Information

**Project Type:** Streets

**Type of Work:**

Replacement

**Projected Cost:** \$15,000

**Project Originator:**

Steve May



# CIP Project Information

Capital Improvement Fund

## 31861 Coast Highway Storm Drain Supplemental Funding (Zimmerman)

CIP Ten-Year Plan Year: 1 04/05

CIP Number 8

### Project Description and Purpose:

The prior year budget includes funds for construction of a storm drain from the 31800 block of Coast Highway to the ocean through 31861 Coast Highway. New water quality requirements will add costs to the project. This project is to provide supplemental funding in the amount of \$240,000 to the prior budget of \$210,000.

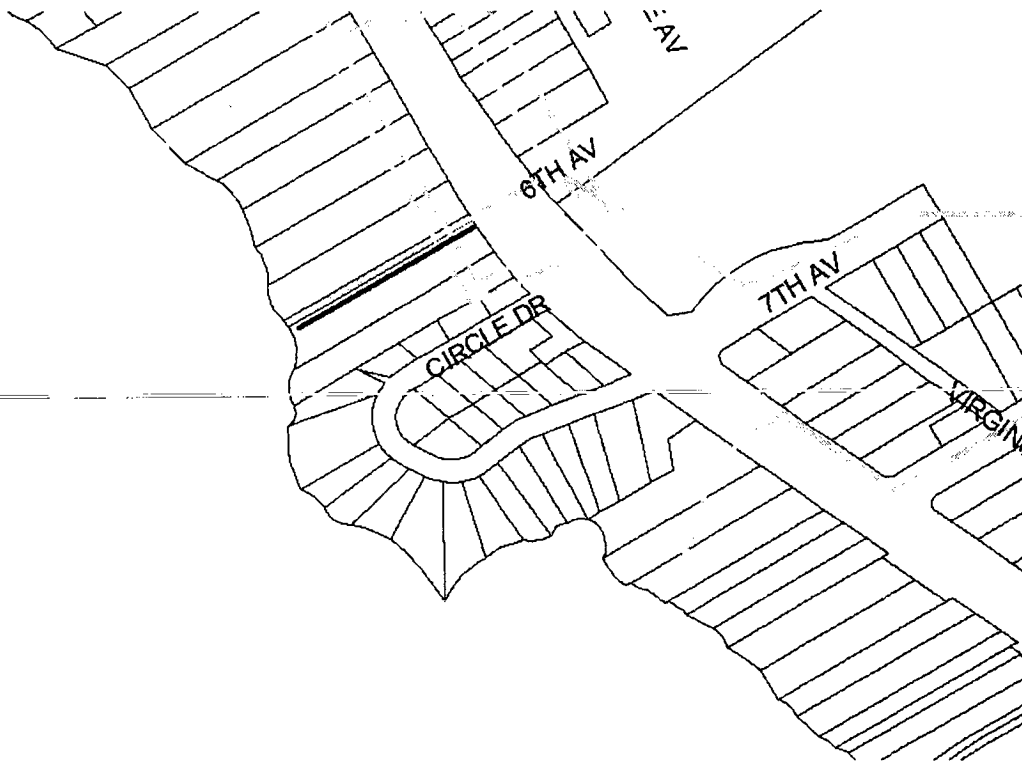
**Project Information Status:** Preliminary Project Information

**Project Type:** Drainage

**Type of Work:** Construction

**Projected Cost:** \$240,000

**Project Originator:** Steve May



# CIP Project Information

Capital Improvement Fund

## Citywide Sidewalk Repairs

CIP Ten-Year Plan Year: 1 04/05

CIP Number 9

### Project Description and Purpose:

To maintain the City sidewalks in an aesthetically pleasing and safe condition, minor areas need to be removed and replaced. Repairs will be conducted in various locations.

**Project Information Status:** Preliminary Project Information

**Project Type:** Sidewalks

**Type of Work:** Replacement

**Projected Cost:** \$105,000

**Project Originator:** Bill Liebel

# CIP Project Information

Capital Improvement Fund

## Lang Park Play Equipment Supplemental Funding

CIP Ten-Year Plan Year: 1 04/05

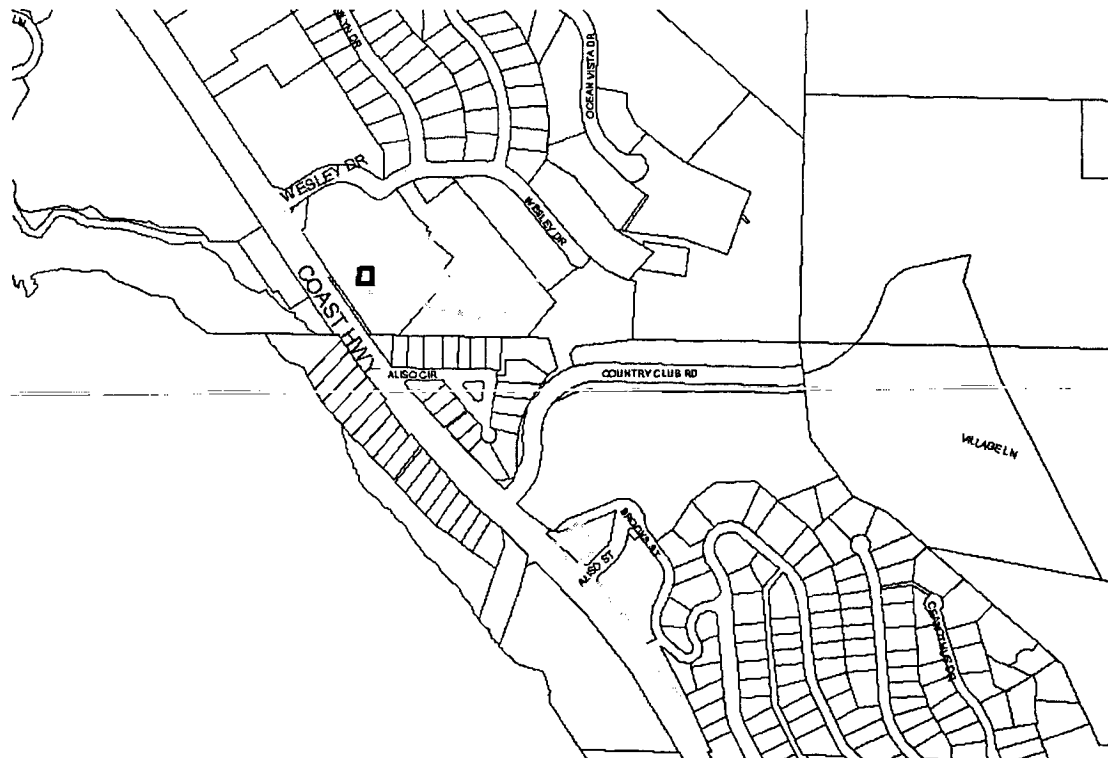
CIP Number 10

### Project Description and Purpose:

In 03/04, \$100,000 was included in the Capital Improvement Program to replace the play equipment at Lang Park. During the 03/04 Fiscal Year, \$60,000 was diverted from the Lang Park project to the Bluebird Park Renovation Project, leaving only \$40,000 in the Lang Park Play Equipment Replacement account. Since that time, the cost of play equipment has risen and additional site work to install the swings in a new play area has been identified. These costs are estimated to be \$50,000. This project is supplemental funding for two purposes: (1) to restore the \$60,000 diverted in 03/04; and, (2) provide \$50,000 in additional funding for the project. The total supplemental funding of \$110,000 for this project will bring the Lang Park Play Equipment Replacement Project to a total cost of \$150,000.

**Project Information Status:** Preliminary Project Information

<b>Project Type:</b>	Parks	<b>Type of Work:</b>	Construction
<b>Projected Cost:</b>	\$110,000	<b>Project Originator:</b>	Steve May



# CIP Project Information

Capital Improvement Fund

## Main Beach Boardwalk and Stair Replacement

CIP Ten-Year Plan Year: 1 04/05

CIP Number 11

### Project Description and Purpose:

The planking of the boardwalk, the concrete walkways adjacent to the boardwalk and the wooden stairs leading from the boardwalk to the sand need to be replaced. Treated hardwood planking has been used in the past. An investigation of alternative, longer lasting materials will be performed at the initial stage of this project.

**Project Information Status:** Preliminary Project Information

**Project Type:** Parks

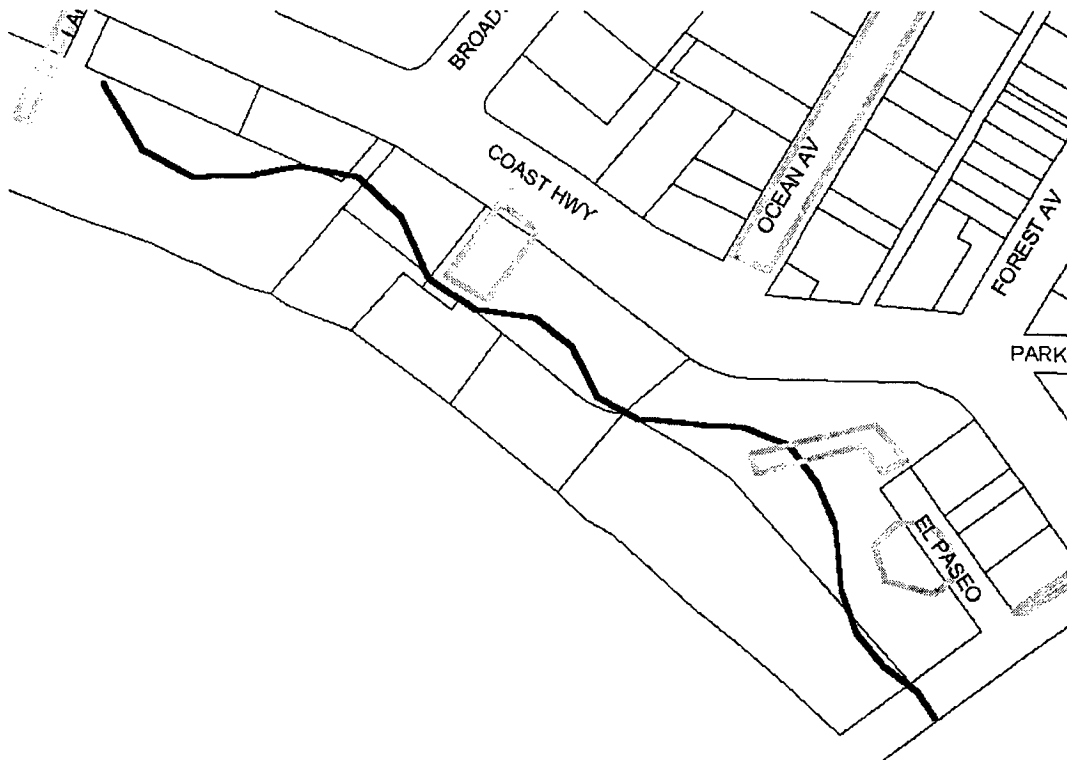
**Type of Work:**

Replacement

**Projected Cost:** \$415,000

**Project Originator:**

Victor Hillstead



# CIP Project Information

Capital Improvement Fund

## Diamond Street Beach Stairs Replacement

CIP Ten-Year Plan Year: 1 04/05

CIP Number 12

### Project Description and Purpose:

The beach access stairs have deteriorated and require replacement due to exposed aggregate and cracking on the treads. Handrailing will be replaced.

Project Information Status: Preliminary Project Information

Project Type: Stairs

Type of Work: Replacement

Projected Cost: \$260,000

Project Originator: Victor Hillstead





# CIP Project Information

Gas Tax Fund

## Upper Bluebird Canyon Streets Rehabilitation

CIP Ten-Year Plan Year: 1 04/05

CIP Number 13

### Project Description and Purpose:

This project will resurface the streets within the area bounded approximately by Bluebird Canyon Drive, Rancho Laguna Road, Morningside Drive, and Madison Place.

**Project Information Status:** Preliminary Project Information

**Project Type:** Streets

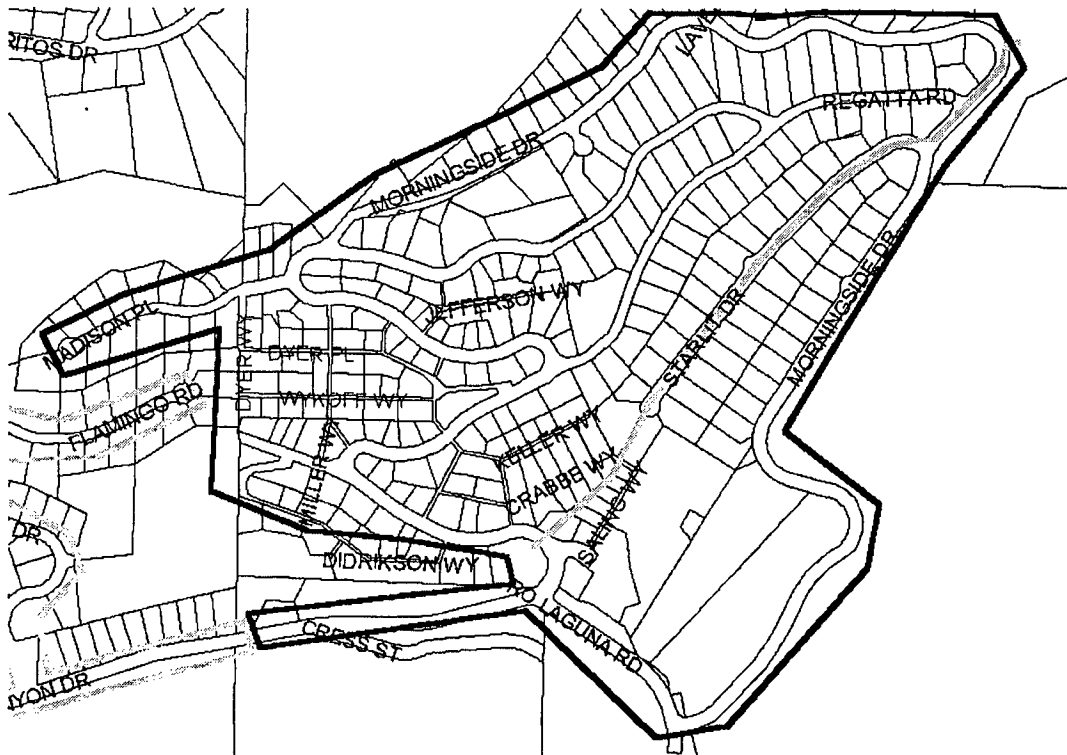
**Type of Work:**

Rehabilitation

**Projected Cost:** \$1,040,000

**Project Originator:**

Steve May



# CIP Project Information

Street Lighting Fund

## Loma Terrace Assessment District Construction (City Contribution)

CIP Ten-Year Plan Year: 1 04/05

CIP Number 14

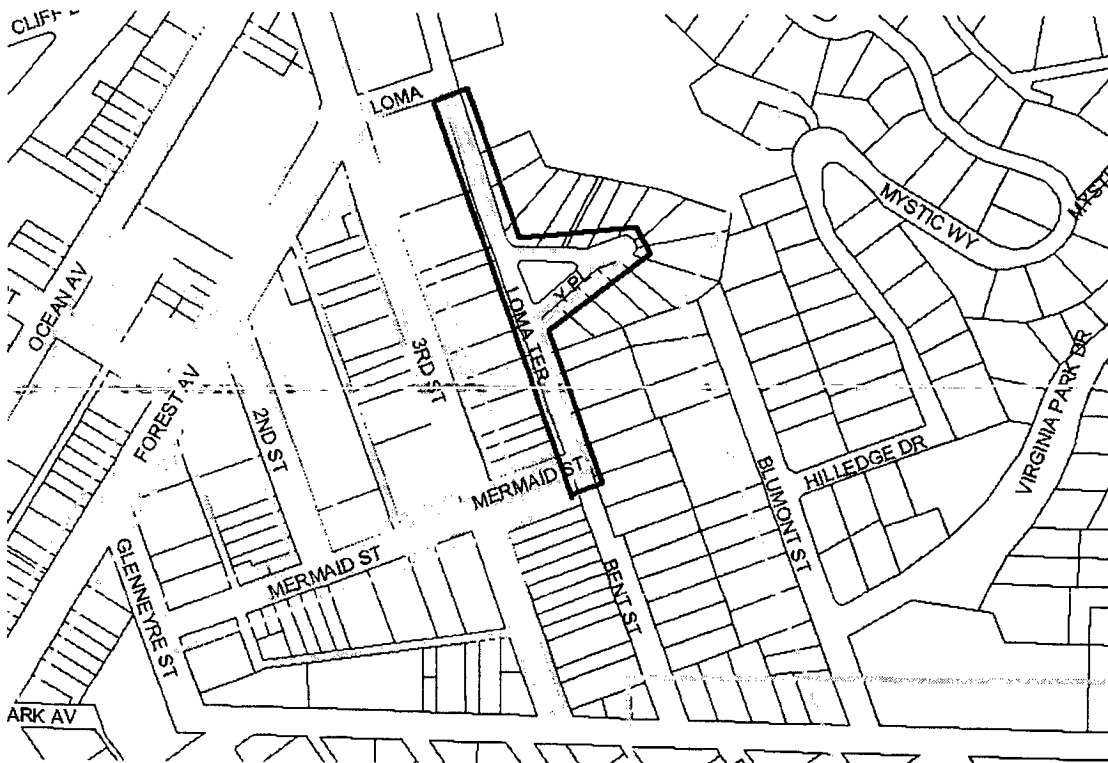
### Project Description and Purpose:

The City owns property between Third Street and Loma Terrace. The City will need to participate in the construction of the district as a property owner. Also included in this project are the electrical connections to existing City owned buildings.

**Project Information Status:** Preliminary Project Information

**Project Type:** Assessment District      **Type of Work:** Construction

**Projected Cost:** \$100,000      **Project Originator:** Steve May



**FUNDING SUMMARY**  
**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

	<b>Year</b>	<b>Capital Improvement Fund</b>	<b>Gas Tax Fund</b>	<b>Street Lighting Fund</b>	<b>Total</b>
1.	2004/05	\$2,630,000 <sup>1,2</sup>	\$1,040,000 <sup>3</sup>	\$100,000	\$3,770,000
2.	2005/06	1,865,000	870,000 <sup>4</sup>		2,735,000
3.	2006/07	1,385,000	1,235,000 <sup>5</sup>	335,000	2,955,000
4.	2007/08	4,080,000 <sup>6</sup>	935,000 <sup>7</sup>		5,015,000
5.	2008/09	3,165,000	975,000 <sup>8</sup>		4,140,000
6.	2009/10	2,680,000	1,520,000 <sup>9</sup>		4,200,000
7.	2010/11	3,355,000	455,000		3,810,000
8.	2011/12	3,230,000	450,000		3,680,000
9.	2012/13	3,405,000	455,000		3,860,000
10.	2013/14	<u>3,435,000</u>	<u>460,000</u>		<u>3,895,000</u>
<b>TOTAL</b>		<u><u>\$29,230,000</u></u>	<u><u>\$8,395,000</u></u>	<u><u>\$435,000</u></u>	<u><u>\$38,060,000</u></u>

<sup>1</sup> \$920,000 funded by a grant from State Water Resources Control Board

<sup>2</sup> \$298,000 funded by a grant from Caltrans Safe Route to School

<sup>3</sup> \$196,000 funded by a transfer from the Capital Improvement Fund

<sup>4</sup> \$126,000 funded by a transfer from the Capital Improvement Fund

<sup>5</sup> \$491,000 funded by a transfer from the Capital Improvement Fund

<sup>6</sup> \$1,000,000 funded by a grant from State Park Bond

<sup>7</sup> \$191,000 funded by a transfer from the Capital Improvement Fund

<sup>8</sup> \$231,000 funded by a transfer from the Capital Improvement Fund

<sup>9</sup> \$776,000 funded by a transfer from the Capital Improvement Fund

**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	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
<b>116 CAPITAL IMPROVEMENT FUND</b>										
<b>Starting Fund Balance</b>	\$ 10,000	\$ 378,000	\$ 263,000	\$ 263,000	\$ 368,000	\$ 348,000	\$ 268,000	\$ 289,000	\$ 435,000	\$ 406,000
3138 Real Property Transfer Tax	\$ 450,000	\$ 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	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000	\$ 840,000
3422 Municipal Code Fines DMV	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
3671 State Park Bond				\$ 1,000,000						
Caltrans Safe Route to School Grant	\$ 298,000									
State Water Resources Control Board Grant	\$ 920,000									
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>	\$ 3,204,000	\$ 2,254,000	\$ 2,139,000	\$ 4,639,000	\$ 3,744,000	\$ 3,724,000	\$ 3,644,000	\$ 3,665,000	\$ 3,811,000	\$ 3,782,000
<b>Transfer to Gas Tax Fund</b>	\$ (196,000)	\$ (126,000)	\$ (491,000)	\$ (191,000)	\$ (231,000)	\$ (776,000)				
<b>CIP Budget</b>	\$ (2,630,000)	\$ (1,865,000)	\$ (1,385,000)	\$ (4,080,000)	\$ (3,165,000)	\$ (2,680,000)	\$ (3,355,000)	\$ (3,230,000)	\$ (3,405,000)	\$ (3,435,000)
<b>Ending Fund Balance</b>	\$ 378,000	\$ 263,000	\$ 263,000	\$ 368,000	\$ 348,000	\$ 268,000	\$ 289,000	\$ 435,000	\$ 406,000	\$ 347,000

Notes: Estimated new revenue from Montage hotel taxes of \$1.5 million to begin 7/1/07.

Fiscal Year	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14
<b>132 GAS TAX FUND</b>										
<b>Starting Fund Balance</b>	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 23,000	\$ 32,000
<b>Total Revenues</b>	\$ 754,000	\$ 744,000	\$ 744,000	\$ 744,000	\$ 744,000	\$ 744,000	\$ 464,000	\$ 464,000	\$ 464,000	\$ 464,000
<b>Transfer From Capital Improvement Fund</b>	\$ 196,000	\$ 126,000	\$ 491,000	\$ 191,000	\$ 231,000	\$ 776,000				
<b>Total Funds Available</b>	\$ 1,040,000	\$ 870,000	\$ 1,235,000	\$ 935,000	\$ 975,000	\$ 1,520,000	\$ 464,000	\$ 473,000	\$ 487,000	\$ 496,000
<b>CIP Budget</b>	\$ (1,040,000)	\$ (870,000)	\$ (1,235,000)	\$ (935,000)	\$ (975,000)	\$ (1,520,000)	\$ (455,000)	\$ (450,000)	\$ (455,000)	\$ (460,000)
<b>Ending Fund Balance</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 23,000	\$ 32,000	\$ 36,000

Fiscal Year	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	12/13
<b>134 STREET LIGHTING DISTRICT FUND</b>										
<b>Starting Fund Balance</b>	\$ 54,000	\$ 441,300	\$ 1,698,000	\$ 1,889,800	\$ 2,437,800	\$ 3,007,600	\$ 3,600,300	\$ 4,216,700	\$ 4,857,800	\$ 5,524,500
Repayment from Sale of Olive St. Property		\$ 750,000								
<b>Total Revenues</b>	\$ 721,800	\$ 1,500,600	\$ 780,500	\$ 811,800	\$ 844,200	\$ 878,100	\$ 913,200	\$ 949,800	\$ 987,700	\$ 1,027,300
<b>Total Funds Available</b>	\$ 775,800	\$ 1,941,900	\$ 2,478,500	\$ 2,701,600	\$ 3,282,000	\$ 3,885,700	\$ 4,513,500	\$ 5,166,500	\$ 5,845,500	\$ 6,551,800
<b>Operating Expenses</b>	\$ (234,500)	\$ (243,900)	\$ (253,700)	\$ (263,800)	\$ (274,400)	\$ (285,400)	\$ (296,800)	\$ (308,700)	\$ (321,000)	\$ (333,800)
<b>Capital Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CIP Budget</b>	\$ (100,000)	\$ -	\$ (335,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Fund Balance</b>	\$ 441,300	\$ 1,698,000	\$ 1,889,800	\$ 2,437,800	\$ 3,007,600	\$ 3,600,300	\$ 4,216,700	\$ 4,857,800	\$ 5,524,500	\$ 6,218,000

Notes: Revenues and expenses include a 4 percent annual inflationary increase.

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

*Fiscal Year 2004/05*

*Year One*

**CAPITAL IMPROVEMENT FUND:**

1. Nuisance Water Diversions	\$920,000 <sup>1</sup>	
2. High School Area Pedestrian Improvements	285,000 <sup>2</sup>	
3. Terry Road Retaining Wall Replacement	125,000	
4. City Building Facilities Design	105,000	
5. Bluebird Canyon Drive Nuisance Water Diversion Upgrade	30,000	
6. City Hall ADA Improvements	20,000	
7. 1375 Terrace Way Driveway Repair	15,000	
8. 31861 Coast Highway Storm Drain Supplemental Funding (Zimmerman)	240,000	
9. Citywide sidewalk Repairs Phase II	105,000	
10. Lang Park Play Equipment Supplemental Funding	110,000	
11. Main Beach Boardwalk and Stair Replacement	415,000	
12. Diamond Street Beach Stairs Replacement	260,000	
<b>Total Cost of 2004/05 Capital Improvement Fund Projects</b>		<b>\$2,630,000</b>

**GAS TAX FUND**

13. Upper Bluebird Canyon Streets Rehabilitation	\$1,040,000 <sup>3</sup>	
<b>Total Cost of 2004/05 Gas Tax Fund Capital Improvement Projects</b>		<b>\$1,040,000</b>

**STREET LIGHTING FUND**

14. Loma Terrace Assessment District Construction (City Contribution)	\$100,000	
<b>Total Cost of 2004/05 Street Lighting Fund Capital Improvement Projects</b>		<b>\$100,000</b>

<b>TOTAL OF ALL PROJECTS FOR FY 2004/05</b>		<b>\$3,770,000</b>
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<sup>1</sup> \$920,000 funded by a grant from State Water Resources Control Board

<sup>2</sup> \$45,000 budgeted in prior year, \$298,000 funded by a grant from Caltrans Safe Route to School

<sup>3</sup> \$196,000 funded by a transfer from the Capital Improvement Fund

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

*Fiscal Year 2005/06*

*Year Two*

**CAPITAL IMPROVEMENT FUND**

1. Mystic Hills/Atlantic Storm Drain Construction	\$260,000	
2. Canyon Acres Storm Drain Supplemental Funding	1,370,000	
3. Ocean Way Storm Drain Construction	45,000	
4. Calliope Street Storm Drain Construction	55,000	
5. Mountain Road Storm Drain Construction	135,000	
<b>Total Cost of 2005/06 Capital Improvement Fund Projects</b>		<b>\$1,865,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

6. Mountain to Nyes Place Streets Rehabilitation	\$435,000 <sup>1</sup>	
7. West of South Coast Hwy., Cleo St. to Nyes Pl. Streets Rehabilitation	\$435,000	
<b>Total Cost of 2005/06 Gas Tax Fund Capital Improvement Projects</b>		<b>\$870,000</b>

<b>TOTAL OF ALL PROJECTS FOR FY 2005/06</b>		<b><u><u>\$2,735,000</u></u></b>
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<sup>1</sup> \$126,000 funded by a transfer from the Capital Improvement Fund

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

*Fiscal Year 2006/07*

*Year Three*

**CAPITAL IMPROVEMENT FUND**

1. Fire Station 3 Water Quality Run-off Construction	\$45,000	
2. Fire Station 2 Water Quality Run-off Construction	95,000	
3. Thalia Street Stairs Replacement	170,000	
4. North Laguna Alley Rehabilitation	585,000	
5. St. Ann's Drive Retaining Wall Replacement	135,000	
6. Third Street Hill Retaining Wall Replacement	200,000	
7. Citywide Sidewalk Repairs	110,000	
8. Laguna Avenue Creation of Additional Parking	45,000	
<b>Total Cost of 2006/07 Capital Improvement Fund Projects</b>		<b>\$1,385,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

9. Canyon Acres/Frontage Road Rehabilitation	\$450,000	
10. Oriole/Meadowlark Streets Rehabilitation	\$785,000 <sup>1</sup>	
<b>Total Cost of 2006/07 Gas Tax Fund Capital Improvement Projects</b>		<b>\$1,235,000</b>

**STREET LIGHTING FUND**

11. Victoria Beach Street Light Replacement	\$335,000	
<b>Total Cost of 2006/07 Street Lighting Fund Capital Improvement Projects</b>		<b>\$335,000</b>

<b>TOTAL OF ALL PROJECTS FOR FY 2006/07</b>		<b>\$2,955,000</b>
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<sup>1</sup> \$491,000 funded by a transfer from the Capital Improvement Fund

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

*Fiscal Year 2007/08*

*Year Four*

**CAPITAL IMPROVEMENT FUND**

1. City Building Facilities Rehabilitation Phase I	\$585,000	
2. Heisler Park Preservation and Restoration	2,000,000 <sup>1</sup>	
3. Alta Vista Way Retaining Wall Replacement Upper Section	1,170,000	
4. North Main Beach Restroom Replacement	235,000	
5. Anita Street Sidewalk Construction	45,000	
6. High School Tennis Court Lights Renovation	45,000	
<b>Total Cost of 2007/08 Capital Improvement Fund Projects</b>		<b>\$4,080,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

7. Rembrant/VanDyke/Diamond/Crestview Streets Rehabilitation	\$935,000 <sup>2</sup>	
<b>Total Cost of 2007/08 Gas Tax Fund Capital Improvement Projects</b>		<b>\$935,000</b>

<b>TOTAL OF ALL PROJECTS FOR FY 2007/08</b>	<b>\$5,015,000</b>
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<sup>1</sup> \$1,000,000 funded by a grant from State Park Bond

<sup>2</sup> \$191,000 funded by a transfer from the Capital Improvement Fund



**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

*Fiscal Year 2008/09*

*Year Five*

**CAPITAL IMPROVEMENT FUND**

1. City Building Facilities Rehabilitation Phase II	\$1,215,000	
2. City-Wide Sidewalk Repairs	120,000	
3. Top of the World Storm Drain Replacement	305,000	
4. South Main Beach Restroom Replacement	305,000	
5. Alta Laguna Park Play Equipment Replacement	145,000	
6. Moulton Meadows Park Play Equipment Replacement	145,000	
7. Oak Street Stairs Replacement	145,000	
8. City-Wide Alley Paving Phase I	180,000	
9. Act V Storm Drain Extension	425,000	
10. Ocean Front Retaining Wall Replacement	180,000	
<b>Total Cost of 2008/09 Capital Improvement Fund Projects</b>		<b>\$3,165,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

11. Anita to Cress/Temple Terrace to Coast Hwy. Street 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>\$4,140,000</b>
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<sup>1</sup> \$231,000 funded by a transfer from the Capital Improvement Fund

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

*Fiscal Year 2009/10*

*Year Six*

**CAPITAL IMPROVEMENT FUND**

1. Alta Vista Retaining Wall Replacement Lower Section	\$350,000	
2. Citywide Alley Paving Phase II	190,000	
3. 5th Avenue Nuisance Water Diversion Upgrade	150,000	
4. Aliso Way Nuisance Water Diversion	190,000	
5. Anita Street Storm Drain Construction	160,000	
6. Anita Street Beach Stairs Replacement	125,000	
7. Cress Street Storm Drain Construction	125,000	
8. Bridge Road Storm Drain Reconstruction	95,000	
9. Starlit/Bluebird Storm Drain Replacement	380,000	
10. Arch Street Storm Drain Construction	505,000	
11. El Morro School Playfield Lighting Construction	160,000	
12. Cress Street Sidewalk Construction	125,000	
13. Cypress Drive Curb & Gutter Replacement	50,000	
14. Skyline Drive Gutter Replacement	75,000	
<b>Total Cost of 2009/10 Capital Improvement Fund Projects</b>		<b>\$2,680,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

15. Skyline/Upper Park Avenue Streets Rehabilitation	\$1,520,000	
<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>\$4,200,000</b>

<sup>1</sup> \$776,000 funded by a transfer from the Capital Improvement Fund

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

*Fiscal Year 2010/11*

*Year Seven*

**CAPITAL IMPROVEMENT FUND**

1. City Building Facilities Rehabilitation Phase III	\$1,250,000	
2. City-Wide Sidewalk Repairs	130,000	
3. Main Beach Bench Replacement	65,000	
4. Mermaid Street Retaining Wall Replacement	105,000	
5. Mystic Hills/Coral Drive Storm Drain Construction	525,000	
6. Cajon Street/Alley Storm Drain Construction	265,000	
7. Moulton Meadows Park and Alta Laguna Park Rehabilitation	265,000	
8. Ocean View Street Storm Drain Construction	65,000	
9. Brooks Street Storm Drain Construction	130,000	
10. Oak Street Storm Drain Construction	165,000	
11. Solana Way/South Coast Highway Storm Drain Construction	195,000	
12. Y Place Storm Drain Construction	195,000	
<b>Total Cost of 2010/11 Capital Improvement Fund Projects</b>	<b>\$3,355,000</b>	<b>\$3,355,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

13. City-Wide Slurry Seal Phase I	\$455,000	
<b>Total Cost of 2010/11 Gas Tax Fund Capital Improvement Projects</b>	<b>\$455,000</b>	<b>\$455,000</b>
<b>TOTAL OF ALL PROJECTS FOR FY 2010/11</b>	<b>\$3,810,000</b>	<b>\$3,810,000</b>

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2004/05 through Fiscal Year 2013/14

*Fiscal Year 2011/12*

*Year Eight*

## CAPITAL IMPROVEMENT FUND

1. City Building Facilities Rehabilitation Phase IV	\$1,370,000
2. 10th Avenue Storm Drain Construction	410,000
3. Upper Oak Street Storm Drain Construction	310,000
4. Nyes Place Intersection Improvements	195,000
5. Irvine Bowl Tennis Court Relocation	265,000
6. Victoria Drive Beach Stairs Replacement	135,000
7. Broadway/Festival of Arts Storm Drain Construction	410,000
8. Glenneyre Street, Calliope to Bluebird Sidewalk Replacement	135,000

**Total Cost of 2011/12 Capital Improvement Fund Projects** **\$3,230,000**

## GAS TAX FUND CAPITAL IMPROVEMENTS

9. City-Wide Slurry Seal Phase II	\$395,000
10. Myrtle Street and Cliff Drive Intersection Improvements	55,000

**Total Cost of 2011/12 Gas Tax Fund Capital Improvement Projects** **\$450,000**

**TOTAL OF ALL PROJECTS FOR FY 2011/12** **\$3,680,000**

**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

*Fiscal Year 2012/13*

*Year Nine*

**CAPITAL IMPROVEMENT FUND**

1. City Building Facilities Rehabilitation Phase V	\$1,280,000	
2. City-Wide Sidewalk Repairs	105,000	
3. Shaw's Cove Stairs Replacement	215,000	
4. Holly/Brooks Storm Drain Construction	725,000	
5. San Remo Drive/Donna Drive Storm Drain Construction	320,000	
6. Upper Cress Street Storm Drain Construction	285,000	
7. Sleepy Hollow Beach Stairs Replacement	285,000	
8. Hillcrest Drive Curb Construction	50,000	
9. Hillcrest Drive Sidewalk Construction	140,000	

<b>Total Cost of 2012/13 Capital Improvement Fund Projects</b>	<b>\$3,405,000</b>
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**GAS TAX FUND CAPITAL IMPROVEMENTS**

10. City-Wide Slurry Seal Phase III	\$455,000	
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<b>Total Cost of 2012/13 Gas Tax Fund Capital Improvement Projects</b>	<b>\$455,000</b>
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<b>TOTAL OF ALL PROJECTS FOR FY 2012/13</b>	<b>\$3,860,000</b>
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**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

*Fiscal Year 2013/14*

*Year Ten*

**CAPITAL IMPROVEMENT FUND**

1. City Building Facilities Rehabilitation Phase VI	\$1,480,000	
2. Laguna Canyon Channel Rehabilitation	150,000	
3. Upper Park Avenue Storm Drain Construction	1,480,000	
4. Catalina and El Camino Del Mar Median Construction	220,000	
5. Aster Street Sidewalk Construction	105,000	
<b>Total Cost of 2013/14 Capital Improvement Fund Projects</b>		<b>\$3,435,000</b>

**GAS TAX FUND CAPITAL IMPROVEMENTS**

6. North Laguna/High Drive Area Streets Rehabilitation	\$460,000	
<b>Total Cost of 2013/14 Gas Tax Fund Capital Improvement Projects</b>		<b>\$460,000</b>

<b>TOTAL OF ALL PROJECTS FOR FY 2013/14</b>	<b>\$3,895,000</b>
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## Capital Improvements Not Included In the Ten-Year Plan

Project Name	Number	Projected Cost <sup>1</sup> of Project
11th Avenue Storm Drain Construction	122	\$120,000
31300 Block of Coast Highway Storm Drain Construction	167	\$110,000
585 Glenneyre Intersection Improvements	242	\$30,000
8th Avenue Storm Drain Construction	119	\$180,000
ADA Transition Plan Update	240	\$20,000
Arch Beach Heights Storm Drain Replacement	117	\$2,000,000
Arroyo Drive Storm Drain Construction	165	\$50,000
Aster Street Storm Drain Construction	162	\$550,000
Barranca Street Storm Drain Construction	164	\$70,000
Bluebird Creek Nature Trail Construction	185	\$200,000
Bluebird Park Gate and Fence Replacement	244	\$70,000
Bluebird Park Stairway Construction	251	\$25,000
Broadway Landscaping Improvement	249	\$50,000
Bus Depot Curb Reconstruction	247	\$70,000
Canyon View Drive/Buena Vista Way Drainage Construction	183	\$650,000
Cardinal Way Storm Drain Construction	166	\$240,000
Catalina Avenue Storm Drain Construction	169	\$250,000
Cedar Way Right of Way Survey	235	\$25,000
City Building Facilities Rehabilitation Phase VII	118	\$1,000,000
City Hall Slope Stabilization	129	\$80,000
City Staging Area Siting Study	243	\$10,000
Citywide Alley Paving Phase III	215	\$150,000

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
Cliff Drive Crossgutter Construction	230	\$20,000
Cliff Drive Strand Stairs to Fisherman's Cove Construction	70	\$175,000
Cliff Drive/Acacia Intersection Improvements	231	\$25,000
Coast Highway at Catalina and West Median Construction	187	\$50,000
Coast Highway at Lagunita Walkway	246	\$30,000
Coast Highway Intersections Rehabilitation	208	\$100,000
Coast Highway North of Three Arch Bay Storm Drain Construction	172	\$250,000
Coast Highway Sidewalk Construction South of Three Arch Bay	232	\$250,000
Coast Highway South of Moss Point Sidewalk Construction	237	\$200,000
Coast Highway to Aliso Creek Storm Drain Construction	168	\$250,000
Coast Highway, 10th Avenue to South City Limits, Median Construction	109	\$500,000
Coast Highway/Alta Vista Sidewalk Construction	219	\$315,000
Coast Highway/Arch Street Sidewalk Construction	217	\$12,000
Coast Highway/Hinkle Place Sidewalk Construction	220	\$435,000
Coast Highway/Moss Street Sidewalk Construction	216	\$280,000
Coast Highway/Solana Way Sidewalk Construction	218	\$270,000
Coast View, Temple Hills and Wendt Terrace Storm Drain Construction	161	\$150,000
Community Center/Senior Center Construction	199	\$1,500,000
Crescent Bay Beach Ramp Extension	107	\$100,000
Crescent Bay Drive Street Replacement	182	\$750,000
Crescent Bay Rest Room Lattice and Trash Enclosure Construction	258	\$10,000
Crestview Place to Ruby Place Emergency Access Stair Construction	33	\$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
Crestview Place Vehicle Turn-Around Construction	131	\$90,000
Dumond Drive Beach Ramp Extension	179	\$200,000
El Toro Road Sidewalk Construction	132	\$250,000
El Toro Road Sidewalk Study	233	\$5,000
El Toro Road Traffic Signal Interconnect	248	\$100,000
Fisherman's Cove Stairs Replacement	46	\$120,000
Glenneyre Street Channel Replacement	151	\$50,000
High School Tennis Court Additional Lighting Installation	202	\$45,000
Hinkle Place/Coast Highway Intersection Improvement	180	\$95,000
Jasmine Street Storm Drain Construction	154	\$400,000
Laguna Canyon Channel Urban Runoff Recycling Facility Project Report	128	\$30,000
Laguna Canyon Creek Restoration	250	\$1,200,000
Laguna Canyon Road Median Rehabilitation and Relandscaping	67	\$300,000
Laguna Canyon Road Sidewalk Construction	133	\$200,000
Lang Park Roof Replacement	88	\$50,000
Lifeguard Headquarters Connection to Sewer Backup Generator	147	\$35,000
Miramar Street Stairs Construction	211	\$50,000
Monterey Street Access Ramp Construction	38	\$100,000
Moss Street Beach Stairs Replacement	177	\$150,000
Moss Street Storm Drain Construction	157	\$200,000
Myrtle Street Storm Drain Construction	163	\$250,000
Old Top of the World Park Rehabilitation	113	\$150,000

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
Park Avenue Sidewalk Construction	261	\$500,000
Pinecrest Drive Storm Drain Construction	150	\$150,000
Playhouse Parking Structure Construction	200	\$3,000,000
Riddle Field Restroom Rehabilitation	25	\$340,000
Rimrock/Bluebird Storm Drain Replacement	58	\$250,000
Santa Cruz Street Storm Drain Construction	160	\$150,000
Scenic Drive Storm Drain Construction	171	\$400,000
Sleepy Hollow Lane Nuisance Water Diversion	145	\$150,000
Sleepy Hollow Retaining Wall Replacement	181	\$50,000
South Laguna Sidewalk Improvements	255	\$250,000
South Main Beach Ramp Construction	108	\$100,000
Sunset Avenue Storm Drain Construction	170	\$240,000
Temple Hills Pedestrian Path Phase II	241	\$1,600,000
Third Street Median and Pedestrian Crossing Construction	134	\$30,000
Thurston Park Rehabilitation	64	\$100,000
<del>Upper Anita Street Storm Drain Construction</del>	<del>159</del>	<del>\$300,000</del>
Upper High Drive Storm Drain Construction	212	\$50,000
Village Entrance Improvements	190	\$5,000,000
Wave Street Storm Drain Construction	153	\$250,000
Wesley Drive and Lang Park Storm Drain Construction	114	\$180,000
Wesley Drive/Marilyn Drive Storm Drain Construction	111	\$200,000
<b>87 Capital Improvements Not Included in the Ten-Year Plan Totaling</b>		<b>\$29,082,000</b>

1. Projected Cost of Project in 2003 Dollars

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## **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 wastewater system.

The following schedules are included on the pages that follow:

1. *"Wastewater Fund Ten Year Capital Improvement Plan"* (pages 205-206). This schedule summarizes all capital improvement projects budgeted for Fiscal Year 2004/05.
2. *"10 Year Wastewater Fund Financial Plan"* (page 207). This is a one-page summary of Wastewater Fund revenue and budget projections for the next ten years.

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**WASTEWATER FUND**  
**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

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<b><i>Fiscal Year 2004/05</i></b>	<b><i>Year One</i></b>
1. Design Parallel NCI Force Main from Bluebird to Aliso Creek	\$520,000
2. Dry Well Gas Detection Design and Installations at Various Lift Stations	90,000
3. SOCWA Treatment Plant Improvements	661,000
<b>Total Cost - Year One</b>	<b>\$1,271,000</b>

<b><i>Fiscal Year 2005/06</i></b>	<b><i>Year Two</i></b>
4. Add Generator, Expand Wet well, etc. at Shaw's Cove #14 with Backup Power to Boat Canyon #13 Lift Station	\$905,000
5. Relocate Electrical Panels & Replace Electrical Equipment at Various Lift Stations	243,000
6. Construct Parallel Force Main for Bluebird SOCWA NCI line	1,847,000
7. Add Generators to Five Lift Stations	379,000
8. Design Parallel Force Main for Laguna SOCWA NCI line	301,000
9. Replace Pumps/Motors at Laguna SOCWA Lift Station	265,000
10. Replace Pumps/Motors at Bluebird SOCWA Lift Station	373,000
11. SOCWA Treatment Plant Improvements	1,015,000
<b>Total Cost - Year Two</b>	<b>\$5,328,000</b>

<b><i>Fiscal Year 2006/07</i></b>	<b><i>Year Three</i></b>
12. Reconstruct Third Street/Loma Terrace Sewer Pipe	\$585,000
13. Increase Wet Well Retention Time at Main Beach #11, Nyes Pl #24 Lift Station, McKnight #16 and Bluebird Canyon #6	261,000
14. Construct Parallel NCI Force Main from Laguna to Bluebird	1,154,000
15. Construct Gravity Sewer Line to Abandoned Heisler Park Lift Station	56,000
16. SOCWA Treatment Plant Improvements	120,000
<b>Total Cost - Year Three</b>	<b>\$2,176,000</b>

<b><i>Fiscal Year 2007/08</i></b>	<b><i>Year Four</i></b>
17. Sewer Line Videoing and Repairs	\$1,000,000
18. Design and Reconstruct NCI to Eliminate from Aliso Creek	638,000
19. SOCWA Treatment Plant Improvements	546,000
<b>Total Cost - Year Four</b>	<b>\$2,184,000</b>

<b><i>Fiscal Year 2008/09</i></b>	<b><i>Year Five</i></b>
20. Sewer Line Videoing and Repairs	\$500,000
21. Extend Monorail Bluebird SOCWA #26 Lift Station	47,000
22. SOCWA Treatment Plant Improvements	454,000
<b>Total Cost - Year Five</b>	<b>\$1,001,000</b>

**WASTEWATER FUND**  
**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2004/05 through Fiscal Year 2013/14**

***Fiscal Year 2009/10***

	<b><i>Year Six</i></b>
23. Sewer Line Videoing and Repairs	\$500,000
24. SOCWA Treatment Plant Improvements	490,000
<b>Total Cost - Year Six</b>	<b>\$990,000</b>

***Fiscal Year 2010/11***

	<b><i>Year Seven</i></b>
25. Sewer Line Videoing and Repairs	\$500,000
26. Install Bypass Pumping Tees on Various Lift Stations	51,000
27. Increase Wet Well Retention Time at Bluebird SOCWA #26 Lift Station	582,000
28. SOCWA Treatment Plant Improvements	153,000
<b>Total Cost - Year Seven</b>	<b>\$1,286,000</b>

***Fiscal Year 2011/12***

	<b><i>Year Eight</i></b>
29. Add Wet Well Gas Detectors and Approved Electrical Equipment	\$494,000
30. Wet Well Rehabilitation at Various Stations	301,000
31. Increase Wet Well Retention Time at Laguna SOCWA #25 Lift Station	378,000
32. SOCWA Treatment Plant Improvements	662,000
<b>Total Cost - Year Eight</b>	<b>\$1,835,000</b>

***Fiscal Year 2012/13***

	<b><i>Year Nine</i></b>
33. Replace Pumps/Motors at Laguna SOCWA #25 Lift Station	\$345,000
34. Replace Pumps/Motors at Bluebird SOCWA #26 Lift Station	469,000
35. Rehabilitate NCI Manholes	462,000
36. SOCWA Treatment Plant Improvements	500,000
<b>Total Cost - Year Nine</b>	<b>\$1,776,000</b>

***Fiscal Year 2013/14***

	<b><i>Year Ten</i></b>
37. NCI Force Main Rehab for Emergency Bypass	\$1,166,000
38. SOCWA Treatment Plant Improvements	600,000
<b>Total Cost - Year Ten</b>	<b>\$1,766,000</b>

<b>GRAND TOTAL OF 10-YEAR SEWER SYSTEM CIP</b>	<b>\$19,613,000</b>
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**Unfunded Projects List**

A. Abandon Santa Cruz #18 LS and Replace with Gravity Line	\$120,000
B. Abandon Bernard #19 LS and Replace with Gravity Line	260,000
C. Abandon Arch Beach Heights #22 LS and Replace with Gravity Line	340,000
D. Laguna SOCWA NCI Force Main Rehabilitation	1,309,000
E. Bluebird SOCWA NCI Force Main Rehabilitation	2,325,000
	<b>\$ 4,354,000</b>

## 10-YEAR WASTEWATER FUND FINANCIAL PLAN

	(Figures in \$1,000s)									
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	FY 2004/05	FY 2005/06	FY 2006/07	FY 2007/08	FY 2008/09	FY 2009/10	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14
<b>Beginning Fund Balance:</b>	496	379	244	998	651	770	1,293	1,622	1,475	1,508
<u>Revenues:</u>										
Sewer Service Charges	4,865	5,035	5,212	5,394	5,583	5,778	5,980	6,190	6,406	6,630
Rate Increases	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
Residential Rates (2)	33.81	34.99	36.22	37.49	38.80	40.16	41.56	43.02	44.52	46.08
Sewer Connection Charges	155	160	166	172	178	184	191	197	204	211
Miscellaneous Revenue:										
Ca Infrastructure Bank (1)	0	0	0	0	0	0	0	0	0	0
Low Interest Loan (1)	0	4,000	2,000	1,000	0	0	0	0	0	0
Federal Grant	0	0	0	0	0	0	0	0	0	0
Emerald Bay Reimbursement	37	131	63	42	17	15	39	31	68	64
Miscellaneous Reimbursement	10	10	10	10	10	10	10	10	10	10
Total Miscellaneous	47	4,141	2,073	1,052	27	25	49	41	78	74
<b>Total Estimated Revenue</b>	<b>5,067</b>	<b>9,336</b>	<b>7,451</b>	<b>6,618</b>	<b>5,788</b>	<b>5,987</b>	<b>6,220</b>	<b>6,428</b>	<b>6,688</b>	<b>6,915</b>
<u>Expenses:</u>										
Total Operating Expenses	3,201	3,248	3,362	3,479	3,601	3,727	3,858	3,993	4,132	4,277
Inflation Adjustment	3.50%	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	610	610	620	320	0	0	0	0	0
Debt Service for City System/Loan Fees (3)	112	285	549	681	747	747	747	747	747	747
Total Debt Service	712	895	1,159	1,301	1,067	747	747	747	747	747
Capital:										
City pipes and manholes	0	0	585	1,000	500	500	500	0	0	0
City lift stations (excluding SOCWA stations)	90	1,527	317	0	0	0	51	795	0	0
NCI includes SOCWA stations	520	2,786	1,154	638	47	0	582	378	1,276	1,166
SOCWA Treatment Plant	661	1,015	120	546	454	490	153	662	500	600
Total Capital Improvement Expenses	1,271	5,328	2,176	2,184	1,001	990	1,286	1,835	1,776	1,766
<b>Total Budgeted Expenses</b>	<b>5,184</b>	<b>9,471</b>	<b>6,697</b>	<b>6,964</b>	<b>5,669</b>	<b>5,464</b>	<b>5,891</b>	<b>6,575</b>	<b>6,655</b>	<b>6,790</b>
<b>Revenues - Expenses</b>	<b>(117)</b>	<b>(135)</b>	<b>754</b>	<b>(347)</b>	<b>118</b>	<b>523</b>	<b>329</b>	<b>(147)</b>	<b>33</b>	<b>125</b>
<b>Ending Fund Balance</b>	<b>379</b>	<b>244</b>	<b>998</b>	<b>651</b>	<b>770</b>	<b>1,293</b>	<b>1,622</b>	<b>1,475</b>	<b>1,508</b>	<b>1,633</b>

(1) Borrow the amount shown each year at an estimated 2.8% for 20 years.

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

(3) First debt service payment is interest only; subsequent payments begin August 2005 for a 19-year period.



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