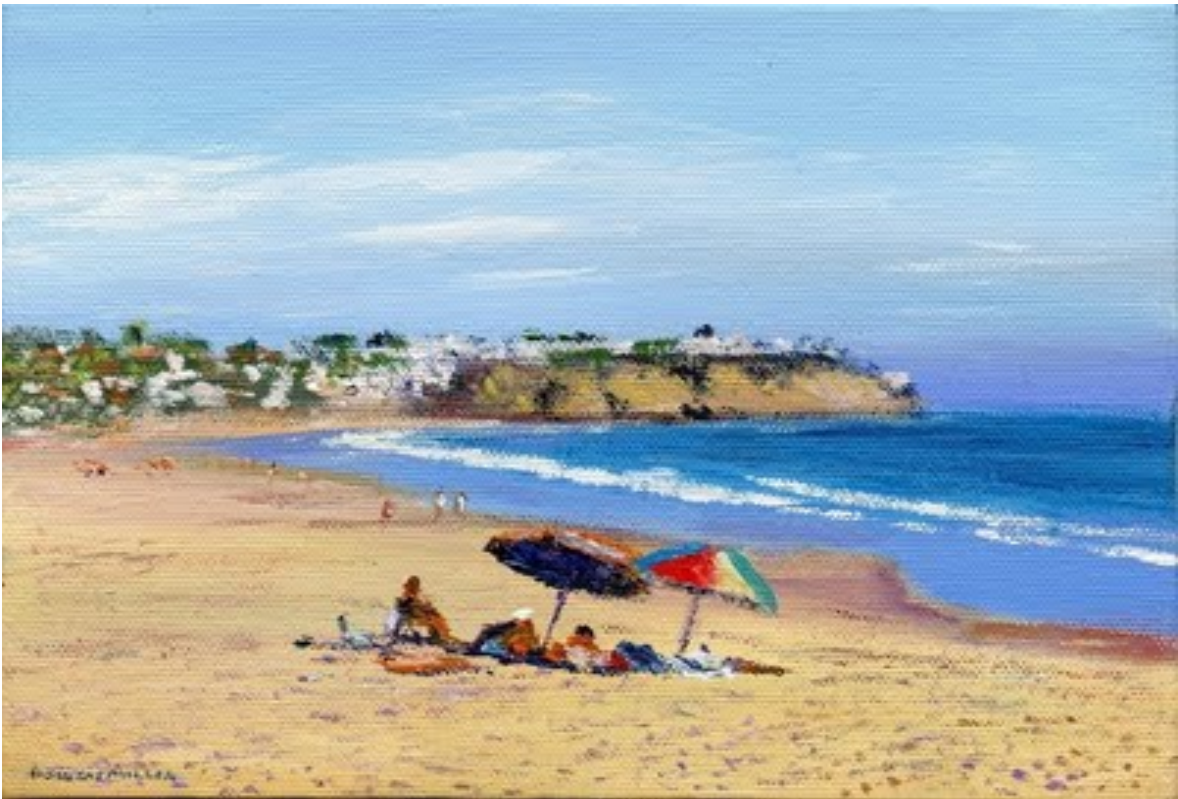


# **City of Laguna Beach**

## **California**



# **Adopted Budget**

## *Fiscal Year 2012-13*

**Cover Art: "Emerald Bay Laguna Beach"**  
*Courtesy of Douglas Miller*  
[www.dougpaintslaguna@cox.net](http://www.dougpaintslaguna@cox.net)

# City of Laguna Beach

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## ELECTED OFFICIALS

<b>MAYOR</b>	<b>JANE EGLY</b>
<b>MAYOR PRO TEM</b>	<b>VERNA ROLLINGER</b>
<b>COUNCILMEMBER</b>	<b>KELLY BOYD</b>
<b>COUNCILMEMBER</b>	<b>ELIZABETH PEARSON</b>
<b>COUNCILMEMBER</b>	<b>TONI ISEMAN</b>
<b>CITY CLERK</b>	<b>MARTHA ANDERSON</b>
<b>CITY TREASURER</b>	<b>LAURA PARISI</b>

## Administration

City Manager	John Pietig
Assistant City Manager	Christa Johnson
Director of Finance and Information Technology	Gavin Curran
Director of Public Works/City Engineer	Steve May
Director of Community Development	John Montgomery
Director of Community Services/ Assistant to The City Manager	Benjamin Siegel
Director of Water Quality	David Shissler
Chief of Police	Paul Workman
Fire Chief	Kris Head
Marine Safety Chief	Kevin Snow

### *Budget Preparation Team:*

<i>Finance Officer</i>	<i>Nancy Pauley</i>
<i>Accountant</i>	<i>Magdalena Lotolc</i>



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# **INTRODUCTION**

## ***“How to Use This Budget”***

The Annual Budget for the City of Laguna Beach for fiscal year 2012-13 was adopted by Resolution No. 12.059 by the City Council on June 19, 2012.

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 30, 2012. The discussion of issues in the City Manager’s Budget Transmittal refers only to the Proposed Budget as submitted at that time.

Subsequent to its submittal on April 26, 2012 and the preparation of this Budget Transmittal, numerous modifications have been made to the Proposed Budget. These modifications are shown on pages v-vii 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 Preliminary 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. 157-159). 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. 171-215) 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 2012-13**  
**PROPOSED BUDGET**  
**AS ADOPTED BY THE CITY COUNCIL ON JUNE 19, 2012**

1. Appropriate \$800,000 to refurbish the 800 MHz Countywide Communications System from one-time available funds within the General Fund.
2. Increase the grant revenue estimate by \$50,000 recognizing the acceptance of a Community Development Block (CDBG) grant to supplement funding for the Alternative Sleeping Location.
3. Appropriate \$120,000 to update the Downtown Specific Plan. Certain areas of the plan need evaluation and possibly new goals, policies and development strategies.
4. Appropriate \$120,000 to update the Landscape and Scenic Highways Resource Document and adopt it as an Element of the City's General Plan.
5. Appropriate \$25,000 as a trial program to mitigate traffic movement and delays during 15-20 high-impact weekends during non-summer months.
6. Appropriate \$30,000 for a grant seeking specialist to continue pursuing relevant grant funding for projects within Laguna Beach.
7. Appropriate \$75,000 to contract out for staff support to help the Heritage Committee review of the historic inventory listing.
8. Appropriate \$5,000 for Community Emergency Response Team (CERT) training.
9. Appropriate \$20,000 in matching funds to supplement Cross Cultural Center Operations. This appropriation is in addition to funds provided through the Community Assistance Grants process.
10. Appropriate \$25,000 for Dewitt property creek wetland restoration.



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## MEMORANDUM

**DATE:** April 26, 2012

**TO:** City Council

**FROM:** John Pietig, City Manager

**SUBJECT: TRANSMITTAL OF THE FISCAL YEAR 2012-13 PRELIMINARY BUDGET**

The 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 (FY) 2012-13 is hereby presented. A public workshop and hearing concerning the budget is scheduled for 3:00 p.m. on Tuesday, May 15. A second public forum will be held on Tuesday, June 19; it is anticipated that the Council will adopt the budget at that session.

### **I. GENERAL FINANCIAL OUTLOOK**

The national economy is improving but there is a lot of ground to make up. The Federal Reserve continues its modest expectations of growth for the nation but continues to reiterate the depressed condition of the housing market and turbulence in Europe. There appears to be subdued optimism that this moderate economic recovery is sustainable but unemployment still remains a weak spot and is likely impacting consumer spending.

The state appears to be gradually recovering but is still facing substantial budget deficits of over \$9 billion next year. To try and address the situation, the Governor is proposing to increase the personal income tax rate for the top tax payers along with imposing a half cent sales tax increase. The current state budget does not appear to impact the City of Laguna Beach but the state could take additional actions to impact cities if other efforts to balance its budget fail again.

Locally, Laguna Beach is experiencing some economic recovery. Sales tax revenue is estimated to increase 9.5% by the end of FY 2011-12 in comparison to the prior year. Hotel tax is expected to increase by 7% over the same time period. While this is good news, this level of recovery is not expected to continue. Property taxes are also improving along with the sale of existing homes; however, revenue growth is very modest in comparison to past years.

Overall, Laguna continues to remain in a sound financial position. The reserves set aside by the City Council remain intact. Recent negotiations with the Fire Association and Police Association have resulted in higher employee retirement contributions and a *reduction* in retirement costs for the City of \$200,000 this year. The proposed budget includes only \$109,000 in funding for the replacement of capital equipment, in better economic time this request would have been closer to \$750,000. The reductions over the last several years and improving revenues have allowed for a proposed budget with projected General Fund revenues exceeding expenditures by \$71,000. However, funding for the replacement of equipment will once again be delayed until mid-year.

## II. GENERAL FUND REVENUE

Property taxes are the single largest source of revenue for the City and make up 55% of the total revenue in the General Fund. This year there is some good news, the Proposition 13 inflation factor will be two percent increasing the assessed value for properties not sold during the year by at least that amount. Delinquencies have also declined over the past two years. Unfortunately, properties purchased at the peak of the housing bubble continue to migrate through the housing market limiting increases in total assessed value. The Orange County Tax Assessor is predicting a modest 1% increase in property taxes for FY 2012-13. Although the City has historically beaten the Assessors estimate, the budget projects only a 1% increase in property taxes next year. If property taxes do not increase by at least 1%, additional expenditure reductions may be necessary. Each 1% increase or decrease in the property tax is worth about \$220,000.

The following schedule depicts the last 10 years of property tax receipts to illustrate the variations which have occurred in the secured roll:

<u>Year</u>	<u>Property Taxes</u>	<u>Percent Increase</u>
2012-13 (est)	\$21,970,000	1.0
2011-12 (est)	\$21,750,000	2.4
2010-11	\$21,234,584	2.3
2009-10	\$20,758,410	4.3
2008-09	\$19,907,198	7.2
2007-08	\$18,568,831	10.1
2006-07	\$16,860,386	8.6
2005-06	\$15,532,651	11.1
2004-05	\$13,982,350	13.6
2003-04	\$12,311,403	10.3
2002-03	\$11,158,864	8.9
2001-02	\$10,249,613	11.3

Transient lodging taxes are the second largest revenue source for the City and continue to show signs of a recovery. In FY 2011-12, the transient occupancy tax is expected to increase 7% compared to FY 2010-2011, but as the economy begins to settle the growth is expected to return to a more modest growth rate. In consideration of that outlook, the proposed budget projects a 3% increase for FY 2012-13. Each 1% of hotel taxes in the General Fund equals about \$46,000.

Sales Taxes - Consumer spending is also showing signs of recovery. Sales tax revenues in FY 2011-2012 are expected to increase 9.5% compared to FY 2010-11. As with transient occupancy tax, this level of growth is not expected to continue; therefore, the proposed budget projects a 3% increase in sales tax revenues for FY 2012-13. Each 1% of sales tax in the General Fund equals about \$30,000.

Community Development revenues are not expected to increase from the prior year, remaining for the second year \$600,000 below their peak in FY 2007-08. It has been six years since the City Council approved significant fee increases in Community Development to offset City expenses. Fee increases are not recommended at this time; however, but it may be necessary to review the fee structure in the next couple of years.

Interest Revenue is projected to be about \$100,000 less than the current year budget estimate. The low federal funds rate together with the Federal Reserve policies have helped depress yields on investments leaving the City with much lower interest returns compared to previous years.

The proposed budget estimates a 3.1% (\$1.5 million) increase in General Fund revenues for a total of \$46,433,000.

### **III. GENERAL FUND EXPENDITURES**

The proposed budget has been prepared to maintain current service levels with only a few exceptions, which are noted below. A separate memorandum will be prepared to address requests for funding that could not be accommodated in the budget.

The key changes to the budget are:

- Savings of \$53,600 from a reorganization of police personnel. The Police Department has also reassigned a motorcycle officer to a patrol vehicle, reducing the number of motor offices to three; there is no fiscal impact by making this change.
- In the Streets Division, the elimination of one position saving \$104,000. This was offset somewhat by a \$70,000 increase in contract services for pavement repair.
- Cost sharing of \$5,500 with the school district for a crossing guard at Thurston Middle School (new program).
- An increase in park maintenance costs of \$5,000 for the new Park Avenue and Frontage Road pocket parks.
- \$200,000 to prepare a Mobility/Complete Streets Transition Plan. The budget includes a matching grant of \$180,000.
- Healthcare Insurance cost will increase \$127,000 next year. This covers the cost increase for the second half of the calendar year 2012. The recent contract with Aenta retains healthcare premiums at their current level through the end of calendar year 2013.
- The cost of proving workers compensation claims is increasing by \$75,000.
- To maintain the Laguna Canyon Creek streambed at the Alternative Sleeping Location (ASL), Marine Mammal Center, and the Dewitt Property, \$10,000 has been added to the Public Works budget (expansion of existing service).
- In spite of increases in CalPERS retirement rates (less than 1% for FY 2012-13), savings from higher employee retirement contributions and new second tier retirement formulas have *decreased* retirement cost by \$200,000.
- No capital equipment is included in the proposed budget with the exception of \$31,000 for swimming pool improvements, which the City jointly operates and maintains with the school district; \$28,000 for a traffic trailer message board for the Police Department; and \$50,000 for furniture and fixtures to be used in the new lifeguard headquarters. Funding for other equipment replacements will be taken from mid-year savings for another year.
- The budget includes a \$100,000 Citizens Option of Public Safety (COPS) grant to supplement police services. This grant does not appear to be in jeopardy from state cuts.

- The cost to provide for general liability claims is not increasing. Over the last year, the City Council has set aside \$900,000 in one-time savings to address general liability claims. This set-aside has limited the increases in charges to the departments for FY 2012-13.

Overall, the proposed budget increases General Fund expenditures by 1.2% (\$588,100) over the FY 2011-12 adopted budget for a total of \$47,062,000.

#### **IV. PAST ACTIONS TO REDUCE GENERAL FUND EXPENSES**

Over the past year, there were significant actions that helped reduce the budget deficit and reduce long-term costs. Those actions include City Council approval of the following:

- A two-year agreement with the Fire Association that created a second tier retirement formula and includes employees contributing to their pension costs saving the City \$215,000 annually.
- A thirty-month agreement with the Police Association that created a second tier retirement formula and includes employees contributing to their pension costs. Starting January 1, 2013, this will save the City \$130,000 annually.
- A two-year contract with Aetna, stabilizing City healthcare insurance cost for eighteen months.
- Utilizing one-time savings to supplement necessary capital projects, such as the Burn Dump Stabilization Project.

The steps above were in addition to the many proactive actions the City Council has taken to reduce expenses and address the current economic climate in the last three years. The most significant actions include:

- Eliminating the equivalent of 10.4 positions without layoffs saving the City about \$920,000 annually due to these actions.
- Refinancing the side fund established for public safety employees in the Public Employee Retirement System saving \$150,000 a year.
- Eliminating most capital equipment funding in the budget and utilizing savings generated by the departments in the current year to purchase replacement equipment at mid-year. The City has historically averaged \$750,000 a year to replace worn or damaged equipment. Purchasing replacement equipment at mid-year is not sustainable in the future.

#### **V. STAFFING CHANGES**

Over the past three years, the elimination of vacant full time and part time positions and succession planning by departments has modified the responsibilities and workload of some positions in the City. To address this situation, the proposed budget includes some minor restructuring of department personnel and staff reclassifications to reflect current responsibilities as described below:



- Within the Police Department, the proposed budget includes reclassifying a Police Lieutenant to Police Officer and reclassifying a Police Lieutenant to Captain. These changes are expected to place another police officer on patrol, improve supervision in the department, and save approximately \$53,400. These changes reflect the ongoing review and modification of a reorganization of the Police Department implemented a couple of years ago.
- Within the Public Works Department, the preliminary budget includes reclassifying a Maintenance Lead Worker to Maintenance Supervisor, and a Maintenance Worker I to a Maintenance Worker II, in the Parks Division; eliminating a Maintenance Worker I position in the Streets Division; reclassifying an Administrative Analyst to Senior Administrative Analyst in the Solid Waste Division; and reclassifying a Lead Bus Driver to Transit Supervisor in the Transit Fund. The expected savings from these changes is \$90,200.
- Within the Community Development Department, the proposed budget includes reclassifying a Planning Technician to an Assistant Planner in the Zoning Division, and reclassifying a Senior Planner position to Principal Planner in the Planning Division. The expected increase from these changes is \$14,500.
- Within the Finance Division, reclassifying an Account Specialist to Account Technician at an annual cost of \$3,200.

If the City Council approves the proposed spending plan, the cumulative personnel position reductions over the last four years are shown in the table below.

	Full Time Equivalence (FTE)	Salaries and Benefits
<b><u>FY 2009-10</u></b>		
Office Specialist-Public Works	1	\$80,000
Associate Planner-Zoning	1	125,000
Maintenance Worker-Streets	<u>1</u>	<u>80,000</u>
<b>Subtotal</b>	<b>3</b>	<b>\$285,000</b>
<b><u>FY 2010-11</u></b>		
Civilian Investigator-Police	1	\$95,000
Maintenance Worker-Streets	1	80,000
Office Specialist-Zoning	1	80,000
Marine Protection Officer (40%)	<u>0.4</u>	<u>45,000</u>
<b>Subtotal</b>	<b>3.4</b>	<b>\$300,000</b>
<b><u>FY 2011-12</u></b>		
Equipment Operator-Streets	1	\$95,000
Maintenance Worker-Streets	2	160,000
Office Specialist-Personnel	0.5	40,000
Office Specialist-Building Safety	<u>0.5</u>	<u>40,000</u>
<b>Subtotal</b>	<b>4</b>	<b>\$335,000</b>
<b><u>FY 2012-13</u></b>		
Maintenance Worker-Streets	1	<u>\$104,000</u>
<b>Total</b>	<b>11.4</b>	<b><u>\$1,024,000</u></b>

## **VI. PROPOSED GENERAL FUND BUDGET**

The proposed General Fund budget is balanced with revenues and net transfers of \$47,133,000 and expenditures of \$47,062,000, resulting in revenues exceeding expenditures by \$71,000. The Recession Smoothing Account and the 10% mandatory reserve remain intact. The balance in excess of the required reserves is approximately \$1,485,300; however, there are significant needs for these funds including the replacement of the 800 MHz Countywide Communication System discussed in Section IX of this memorandum. During the budget workshop, it will be recommended that a significant portion of these funds be set aside to start saving for the City's share of the cost to replace this system which operates all municipal and county radios in the County of Orange.

Growth in the economy and measured cost controls have greatly contributed to closing the operating deficit for FY 2012-13. Although the budget is balanced, future actions will still be necessary to manage cost increases and maintain a prudent financial plan for the City.

## **VII. FUTURE OF THE GENERAL FUND**

The General Fund has a balance of approximately \$1.4 million over the 10% reserve mandate. This funding is available for contingencies, such as replacing computers if mid-year savings do not materialize, and addressing unanticipated expenses such as the 800 MHz system which is discussed in Section IX. This does not represent an operating surplus that can be used to fund ongoing services. The \$4 million Recession Smoothing Account remains intact to help mitigate future economic impacts.

Forecasting out two years, the table below shows that revenues are projected to cover operating expenses but not the replacement of equipment used by city personnel. The proposed budget includes \$109,000 for equipment replacement, leaving unfunded about \$650,000 of necessary equipment replacements which will have to be addressed at mid-year.

	<b><u>2013-14</u></b>	<b><u>2014-15</u></b>
<b>Beginning Operating Balance</b>	<b>\$71,000</b>	<b>\$166,000</b>
Revenue Growth (Prop, Sales, TOT Tax) <sup>(1)</sup>	590,000	612,000
Maintenance and Operations <sup>(2)</sup>	(140,000)	(140,000)
Health Insurance Increase <sup>(3)</sup>	(120,000)	(240,000)
Expected PERS Increases <sup>(4)</sup>	<u>(235,000)</u>	<u>(275,000)</u>
<b>Subtotal</b>	<b>\$166,000</b>	<b>\$123,000</b>
Estimated Capital Equipment Needs	<b><u>(650,000)</u></b>	<b><u>(650,000)</u></b>
<b>Ending Operating Balance</b>	<b><u>(\$484,000)</u></b>	<b><u>(\$527,000)</u></b>

(1) Estimated 2% increase in revenue for FY 2013-14 and for FY 2014-15.

(2) Assumes increase of 1.5%.

(3) Health insurance includes six month cost increase for FY 2013-14, and twelve months for 2014-15.

(4) CalPERS is expected to increase employer rates by 1-2% for miscellaneous plans and 3-4% for safety plans. These increases will be phased in over a period of two years beginning in FY 2013-14.

## **VIII. LABOR RELATIONS**

This year the City was able to implement higher employee retirement contributions and second tier retirement formulas for our fire and police employees. In FY 2012-13, negotiations will commence with the Municipal Employees Association, Fire Association and the part-time Lifeguards as all three agreements are set to expire on June 30, 2013. The City's agreement with the Police Employees Association will expire on December 31, 2013. CalPERS retirement costs are expected to increase over the next two years and this will be an important component of the negotiations.

## **IX. 800 MHZ COUNTYWIDE COORDINATED COMMUNICATION SYSTEM**

The 800 MHz Countywide Coordinated Communications System (CCCS) is Orange County's public safety radio system. This system provides radio services to over sixty-one agencies including city and county law enforcement, fire services, public works and lifeguard/marine safety departments in Orange County. Recently, the City was advised that significant portions of this system will need to be replaced or upgraded by 2018. The estimated cost to replace the countywide system is \$226 million, with Laguna's portion estimated at \$4.2 million.

A more in-depth report regarding the project and funding alternatives will be presented to the City Council during the budget workshop. Under the current timeline, the County is requesting the City pay 30% of its share of the project cost (\$1.3 million) by FY 2015-16 and the remaining \$2.9 million by FY 2017-18. To prepare for this eventuality, and to minimize the impact of the project on future operations, the City Council should consider reserving a significant portion of the available General Fund monies for this future obligation.

## **X. SOLID WASTE FRANCHISE AGREEMENT**

The City's contract with Waste Management calls for a 2% increase in contractual services and will increase the City's cost of service by about \$36,000. A surplus of funds has been collected over the prior years so there is no need for a rate increase in the current year to cover this amount.

It should also be noted that the solid waste franchise agreement with Waste Management is set to expire on June 30, 2013. Staff will be discussing the options to renegotiate or bid the contract with the City Council in the near future.

## **XI. TRANSIT FUND**

The City's transit system has enjoyed substantial increases in usage; however, this comes at a cost. Over the last several years, ridership and services have increased while past subsidies have decreased. For example, the Transportation Development Act subsidy from the state has declined \$200,000 from its peak of \$1.2 million, and the state Transportation Assistance has declined \$122,000 from its peak. In addition, the City used to secure funding to replace buses and trolleys which are no longer available. With significant reductions in revenue and steady increases in the cost of service, the transit system will require a greater subsidy from the Parking Fund in the future.

The proposed budget assumes the City will use all of a \$675,000 transit reserve this year for the purchase of two trolleys, a van that is compliant with the Americans with Disabilities Act, and to provide \$100,000 toward operating costs that would have otherwise been charged to the parking fund. Without this reserve, the subsidy from the Parking Fund for FY 2012-13 would have been approximately \$1.4 million. Even with the use of the transit reserve, it is necessary for the Parking Fund to transfer \$710,200 to the Transit fund to subsidize the cost of services. The City Council is currently studying alternatives to help fund the Transit operations and reduce its dependency on the Parking Fund.

The proposed budget also includes the continued leasing of spaces at Mission Hospital Laguna Beach for a fifth year at \$68,000 since the program has been extremely successful; and \$50,000 for the replacement of lighting equipment in the Glenneyre Parking structure.

## **XII. PARKING FUND**

Next year, with the biannual sale of shopper permits, the parking fund will net \$1.4 million after expenses and transfers are considered. In addition to the transfer of \$710,200 to the Transit Fund, the budget includes a transfer of \$700,000 to support the General Fund, and a \$84,400 repayment from the side fund loan. At the end of next fiscal year the Parking Fund will have an ending fund balance of \$6 million; however, in the years ahead, the surplus funds will not cover future projected transfers to the transit fund. As mentioned earlier, the City Council is currently studying alternatives to help mitigate the impact of transit operations on the Parking Fund.

## **XIII. STREET LIGHTING FUND**

The Street Lighting Fund continues to be adequately financed from a dedicated portion of the property tax. Ongoing revenues exceed operating costs by more than \$800,000 each year. As opportunities arise, funds are allocated from the Street Lighting Fund for related special projects including the City's share of undergrounding costs. The Street Lighting Fund is the only meaningful source of revenue if the Council proceeds with undergrounding the utilities along Laguna Canyon Road beyond the current Big Bend undergrounding project area. The proposed budget does include funding of \$10,000 for the installation of street light shields at some locations to reduce glare and uplight.

## **XIV. GAS TAX FUND**

For the next five years, a portion of the state gas tax revenues will be allocated to repaying internal loans, which enabled the City to undertake more than \$10 million of street paving in the last three years. Receipts from excise tax on gasoline passed through by the state will continue to fund about \$700,000 of street repairs and slurry sealing that should maintain the streets in good condition.

## **XV. OPEN SPACE, PARK IN-LIEU, HOUSING IN-LIEU, PARKING IN-LIEU, ART IN-LIEU AND DRAINAGE IN-LIEU FUNDS**

Expenditures from these funds occur as opportunities present themselves. No expenses are currently projected for next fiscal year.

## **XVI. CAPITAL IMPROVEMENT FUND**

Revenues into the Capital Improvement Fund remain stable source; improvements in hotel tax revenue were offset by a decrease in parking fine revenue. The City's more compassionate policy on issuing parking citations has also led to revenue declines of \$480,000 compared to just three years ago. Nonetheless, revenues dedicated to capital projects will total \$5 million in FY 2012-13. Highlights of upcoming projects include:

- \$1.8 million supplemental funding for the Lifeguard Headquarters and Public Restroom Project. This brings the total funding of the project to \$8.1 million.
- \$500,000 for the stairs replacement at Thalia Street beach.
- \$400,000 supplemental funding for the Animal Shelter Creek Erosion Protection.
- \$315,000 for preliminary design of the Laguna Channel capacity improvements and overflow diversion.
- \$300,000 for the construction of a pedestrian pathway from Alta Laguna Boulevard to the County Park fire road that connects Top of the World Pedestrian with Arch Beach Heights.
- \$300,000 for Gaviota Drive Nuisance Water Diversion unit to help intercept discharge from the storm drain near the northwestern side of Brooks Street. This project is partially funded with a \$150,000 grant.
- \$250,000 to install a sidewalk from the end of the existing sidewalk at Bluebird Park westerly to Temple Terrace.
- \$240,000 for the design costs for a right turn lane on Coast Highway right onto Broadway. This project is partially funded with a \$165,000, Measure M2, grant.
- \$200,000 for Citywide Sidewalk Repairs. These projects are budgeted every year and consist of repairs to existing pedestrian facilities such as displaced or cracked sidewalks.
- \$200,000 for the construction of a trail from the Act V parking lot to the College of the Art parking lot.
- \$100,000 is programmed for various improvements to fire stations.
- In the second year of the program, an additional \$1.5 million is programmed for significant renovations of Moulton Meadows and Alta Laguna parks.
- Also in the second year, \$600,000 has been set aside for the South Main Beach restrooms.

## **XVII. SEWER FUND**

Next year's budget includes \$600,000 for Third Street and Loma Terrace Sewer Realignment and \$2.1 million for South Orange County Wastewater Authority (SOCWA) improvements. Over the next five years, the capital improvement plan for the sewage system provides \$5.8 million for SOCWA improvements to the treatment plant of which the City is part owner. This equates to 55% of the sewer capital improvement budget over that period.

The Ten year Sewer Fund financial plan, presented to the City Council earlier this year, recommended three consecutive 3.5% rate increases. The City Council authorized staff to move forward with the rate increases subject to a protest vote process. The proposed budget assumes that the first of the three, 3.5% rate increases, will commence on July 1, 2012.

#### **XVIII. DISASTER CONTINGENCY FUND**

The Disaster Contingency Fund continues to earn interest bringing the end of the year balance to just over \$6 million. The City still has not received a determination from FEMA on the appeal the City submitted for the sewer main stabilizations at Dorn Court, 1280 Bluebird Canyon Drive, or the street stabilization at Pacific Vista & Gainsborough. If FEMA does not approve the reimbursement for these projects, it is likely that funding of at least \$855,000 will need to come from the Disaster Contingency Fund. An expenditure from the Disaster Contingency Fund requires four affirmative votes of the Councilmembers and requires that the City use its best efforts to replenish the Fund within thirty six months following the allocation.

The Interim Burn Dump Stabilization Project has been completed within the \$150,000 construction budget. At the mid-year budget review this past January, the City Council set aside \$1 million from General Fund savings toward funding a permanent solution to stabilize the Burn Dump. Staff continues to evaluate alternatives for a permanent solution and is expecting to report back to the City Council later this year.

#### **XIX. INTERNAL SERVICE FUNDS**

The Automotive Replacement Fund provides financing to replace the City's vehicles as they end their useful lives. The proposed budget calls for purchasing seven vehicles. The useful life of the vehicles is being prolonged as much as possible to minimize costs.

The Insurance Fund collects contributions from each of the departmental budgets for workers compensation, liability coverage, medical insurance, dental insurance, long-term disability insurance, and unemployment compensation and leave payoffs. The allocation to each department is predicated on the incident of cost within those departments, i.e., those departments that have higher expenses are charged a higher premium. In the FY 2011-12 budget, the City Council transferred \$313,000 to help offset increasing claim costs and an additional \$600,000 at mid-year for claims related to the December storms. This additional funding has allowed the annual allocations for liability claims to remain stable at \$600,000. Workers compensation costs are increasing \$75,000. The charge to the departments for workers' compensation has been increased slightly to \$1.1 million in FY 2012-13 to accommodate that increase.

Health insurance increased slightly, covering the cost increase for the first six months of FY 2012-13. Increases for calendar year 2013 are 0%. It is still difficult to determine the financial impact of the new healthcare reform but continued increases are expected. The City has no unfunded liability for health insurance.

#### **XX. CITIZEN SURVEY**

The City Council authorized the City Manager to survey the citizenry to update the survey that was completed in 2007. The results are not yet available and are anticipated to be presented to the City Council in May or June.

# 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 6</b>



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# Beginning and Ending Balances

## Fiscal Year 2012-13

# All Funds<sup>1</sup>

	Estimated Beginning Balance July 1, 2012	Estimated Revenues	Transfers In (Out)	Estimated Expenditures	Estimated Ending Balance June 30, 2013
<b><u>Operating and Capital Project Funds</u></b>					
General	\$5,574,993	\$46,483,000	\$445,500 <sup>2</sup>	\$47,457,000	\$5,046,493 <sup>4</sup>
Open Space	188,996				188,996
Capital Improvement	345,910	4,903,000		5,000,000	248,910
Parking Authority	4,667,657	4,855,000	(1,325,700) <sup>3</sup>	2,113,900	6,083,057
Parking in Lieu	108,803				108,803
Park in Lieu	24,152				24,152
Art in Lieu	107,242				107,242
Drainage	57,210				57,210
Housing in Lieu	232,509				232,509
Gas Tax	5,331	1,071,000		1,020,000	56,331
Street Lighting	1,034,060	1,076,200		304,000	1,806,260
Wastewater	1,333,000	6,515,000		7,388,200	459,800
Disaster Contingency	5,957,868	100,000			6,057,868
Transit	2,000	2,246,800	710,200	2,957,000	2,000
<b>Total</b>	<b>19,639,731</b>	<b>67,250,000</b>	<b>(170,000)</b>	<b>66,240,100</b>	<b>20,479,631</b>
<b><u>Internal Service Funds</u></b>					
Insurance	1,800,054	6,624,000		6,634,800	1,789,254
Vehicle Replacement	475,405	1,107,000		512,000	1,070,405
<b>Total</b>	<b>\$2,275,459</b>	<b>\$7,731,000</b>	<b>\$0</b>	<b>\$7,146,800</b>	<b>\$2,859,659</b>

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

<sup>2</sup>Includes transfer in of \$700,000 from the Parking Authority Fund, \$545,500 from the principal payment of the Side Fund Loan and a transfer out of \$800,000 to fund the City's portion of the 800 MHz Countywide Communication System.

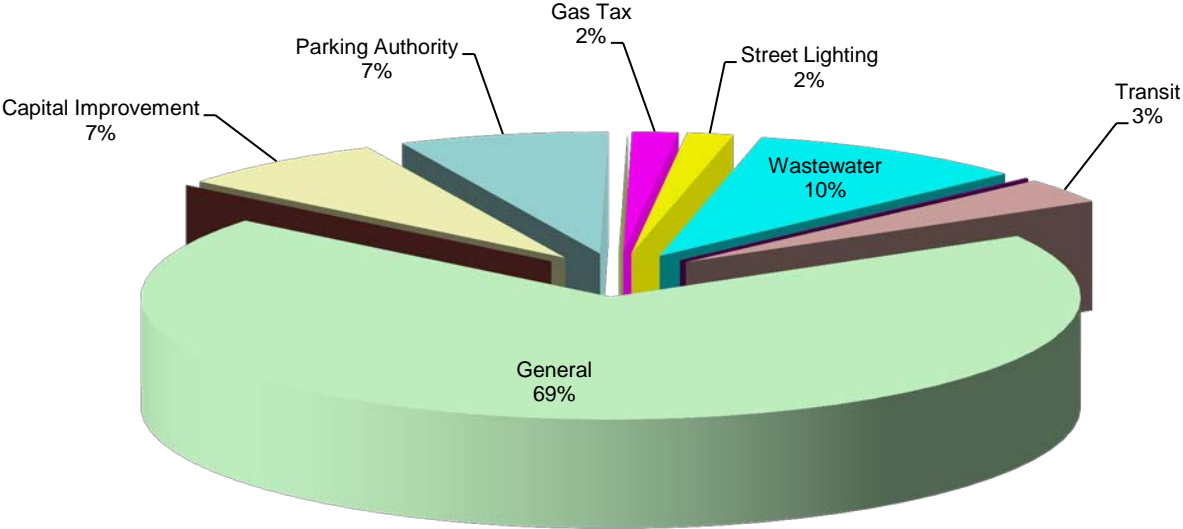
<sup>3</sup>Includes a transfer in of \$84,500 from the principal payment of the Side Fund Loan, transfer out of \$700,000 to the General Fund and \$710,200 to the Transit Fund.

<sup>4</sup>The City Council established a Recession Smoothing Account of \$3,960,700 which is not shown in this fund balance.

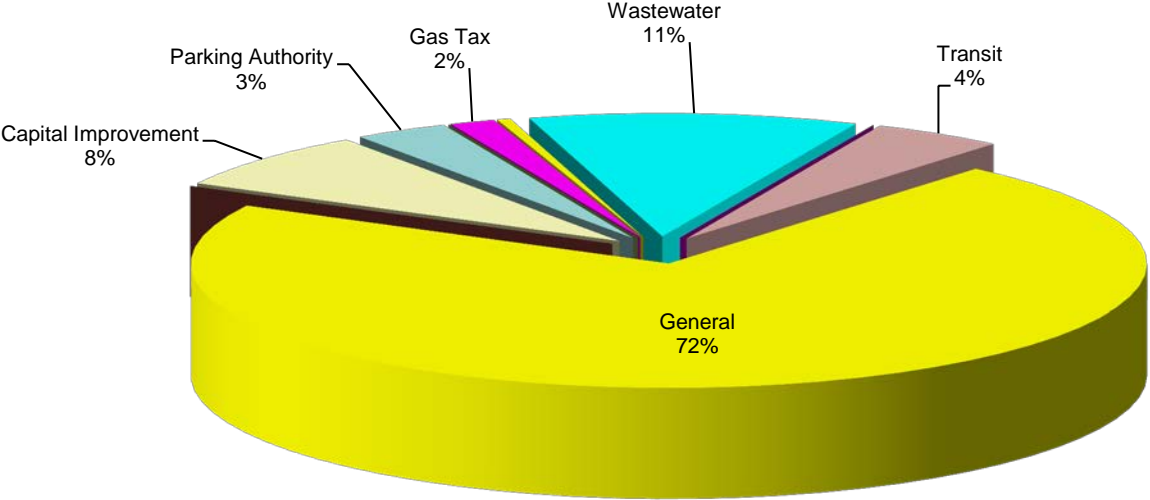
# Sources & Uses of Funds<sup>1</sup>

## All Funds

### Revenue Source by Fund



### Expenditures By Fund



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

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

All  
Funds

SOURCES OF FUNDS	Total Budget (All Funds)	Total Budget Allocated by Fund													Internal Service Funds				
		General Fund	Open Space	Capital Improvement	Parking Authority	Parking In Lieu	Park In Lieu	Art In Lieu	Drainage Fund	Housing In Lieu	Gas Tax	Street Lighting	Wastewater Fund	Disaster Relief	Debt Service	Transit Fund	Vehicle Repl.	Insurance	
<b>BEGINNING BALANCE: July 1, 2012</b>	<b>19,639,731</b>	5,574,993	188,996	345,910	4,667,657	108,803	24,152	107,242	57,210	232,509	5,331	1,034,060	1,333,000	5,957,868		2,000	475,405	1,800,054	
Revenues	67,250,000	46,483,000	0	4,903,000	4,855,000	0	0	0	0	0	1,071,000	1,076,200	6,515,000	100,000	0	2,246,800	1,107,000	6,624,000	
Transfers: In/Out	(170,000)	445,500	0	0	(1,325,700)	0	0	0	0	0	0	0	0	0	0	710,200	0	0	
<b>TOTAL SOURCES OF FUNDS</b>	<b>86,719,731</b>	52,503,493	188,996	5,248,910	8,196,957	108,803	24,152	107,242	57,210	232,509	1,076,331	2,110,260	7,848,000	6,057,868	0	2,959,000	1,582,405	8,424,054	
<b>USES OF FUNDS</b>																			
City Council (p. 33)	63,700	63,700																	
City Manager (p. 34)	721,700	721,700																	
City Clerk (p. 36)	345,500	345,500																	
City Treasurer (p. 38)	145,100	145,100																	
City Attorney (p. 40)	585,000	585,000																	
Administrative Services (p. 41)	2,041,000	2,041,000																	
Police (p. 53)	14,087,600	13,181,300			906,300														
Fire (p. 70)	9,570,900	9,570,900																	
Marine Safety (p. 81)	2,472,200	2,472,200																	
Public Works (p. 87)	19,835,400	9,346,800	5,000,000	1,207,600							1,020,000	304,000	7,388,200		2,957,000				
Water Quality (p. 111)	7,761,000	372,800																	
Community Development (p. 122)	4,277,700	4,277,700																	
Community Services (p. 135)	2,676,600	2,676,600																	
Cultural Arts (p. 147)	1,656,700	1,656,700																	
<b>TOTAL USES OF FUNDS</b>	<b>66,240,100</b>	47,457,000	0	5,000,000	2,113,900	0	0	0	0	0	1,020,000	304,000	7,388,200	0	2,957,000	512,000	6,634,800		
<b>ENDING BALANCE: June 30, 2013</b>	<b>20,479,631</b>	5,046,493	188,996	248,910	6,083,057	108,803	24,152	107,242	57,210	232,509	56,331	1,806,260	459,800	6,057,868	0	2,000	1,070,405	1,789,254	

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

## Population and Assessed Valuation

**Population Estimate Year 2011** **25,354**  
**Assessed Valuation Fiscal Year 2011-12** **\$10,367,617,020**

## 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
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
05-06	2	3	.625	12.4	86	41	5	56	15	24	6.5	1	252.525
06-07	2	3	.625	12.4	86	41	6	56	15	26	6.5	1	255.525
07-08	2	3	.625	12.4	86	41	8	56	15	26	6.5	1	257.525
08-09	2	3	.625	12.4	85	41	8	57	15	29	6.65	1	260.675
09-10	2	3	.625	12.4	85	41	8	55	15	28	6.65	1	257.675
10-11	2	3	.625	12.4	84	41	7.6	54	15	27	6.75	1	254.375
11-12	2	3	.625	12	84	41	7.5	51	15	26.5	6.75	1	250.375
12-13	2	3	.625	12	84	41	7.5	50	15	26.5	6.75	1	249.375

## Section II

# **Revenues**

<b>Revenue Summary.....</b>	<b>page 8</b>
<b>General Fund Analysis.....</b>	<b>page 10</b>
<b>All Fund Analysis.....</b>	<b>page 14</b>
<b>Revenue Detail.....</b>	<b>page 15</b>
<b>Description of Key Revenue Sources.....</b>	<b>page 24</b>

# Revenue Summary

## *Fiscal Year 2012-13*

# All Funds

	Amount	% of Total
<b>General Fund</b>		
Property Tax	\$25,806,000	
Sales Tax	4,486,000	
Transient Occupancy Tax	4,801,000	
Business License Tax	820,000	
Other Taxes	1,120,000	
Licenses & Permits	933,000	
Citations	6,000	
Use of Money & Property	1,169,000	
Revenue from Other Agencies	697,000	
Charges for Current Services	6,326,000	
Reimbursements & Contributions	301,000	
Other Revenue	18,000	
Subtotal General Fund	<b>46,483,000</b>	69.20%
<b>Capital Improvement Fund</b>		
Transient Occupancy Tax	2,987,000	
Parking & Other Fines	1,220,000	
Real Property Transfer Tax	200,000	
Building Construction Tax	180,000	
Other Revenue	316,000	
Subtotal Capital Improvement	<b>4,903,000</b>	7.3%
<b>Parking Authority Fund</b>		
Parking Lots & Meters	3,799,000	
Parking Permits	1,045,000	
Other Revenue	11,000	
Subtotal Parking Authority Fund	<b>4,855,000</b>	7.2%
<b>Wastewater Fund</b>		
Wastewater Service Charges	6,485,000	
Revenue from Other Agencies	30,000	
Subtotal Wastewater Fund	<b>6,515,000</b>	9.7%

**Revenue Summary**  
*Fiscal Year 2012-13*

**All  
Funds**

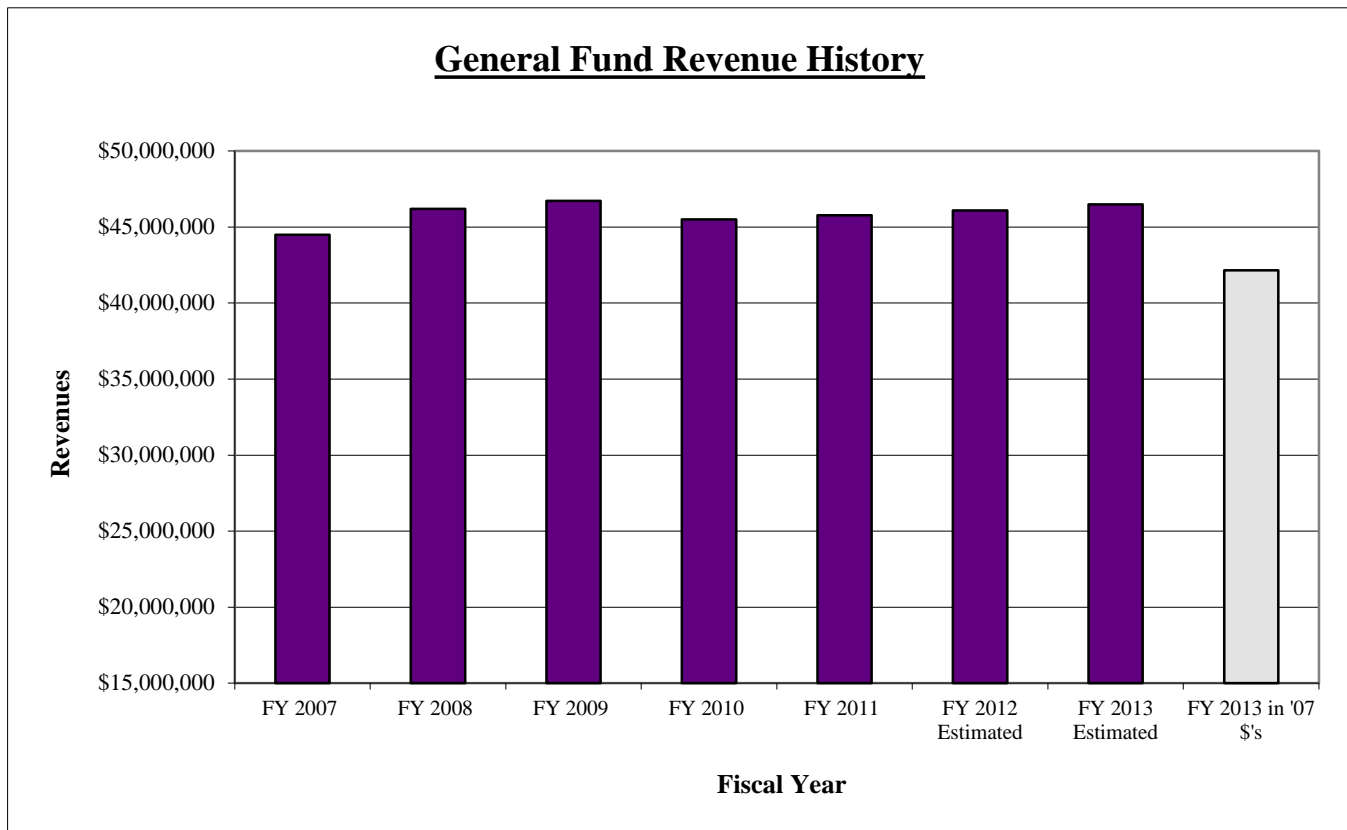
	<u>Amount</u>	<u>% of Total</u>
<b>Transit Fund</b>		
State Grants	1,743,800	
Bus Fares & Other Income	191,000	
Revenue from Other Agencies	202,000	
Parking Authority Fund Subsidy in Lieu of Tram & Bus Fares	110,000	
Subtotal Transit Fund	<u>2,246,800</u>	3.3%
<b>Gas Tax Fund</b>	<b>1,071,000</b>	1.6%
<b>Street Lighting Fund</b>	<b>1,076,200</b>	1.6%
<b>Disaster Contingency Fund</b>	<b>100,000</b>	0.1%
<b>TOTAL ALL REVENUES</b>	<u><u><b>\$67,250,000</b></u></u>	<b>100%</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.

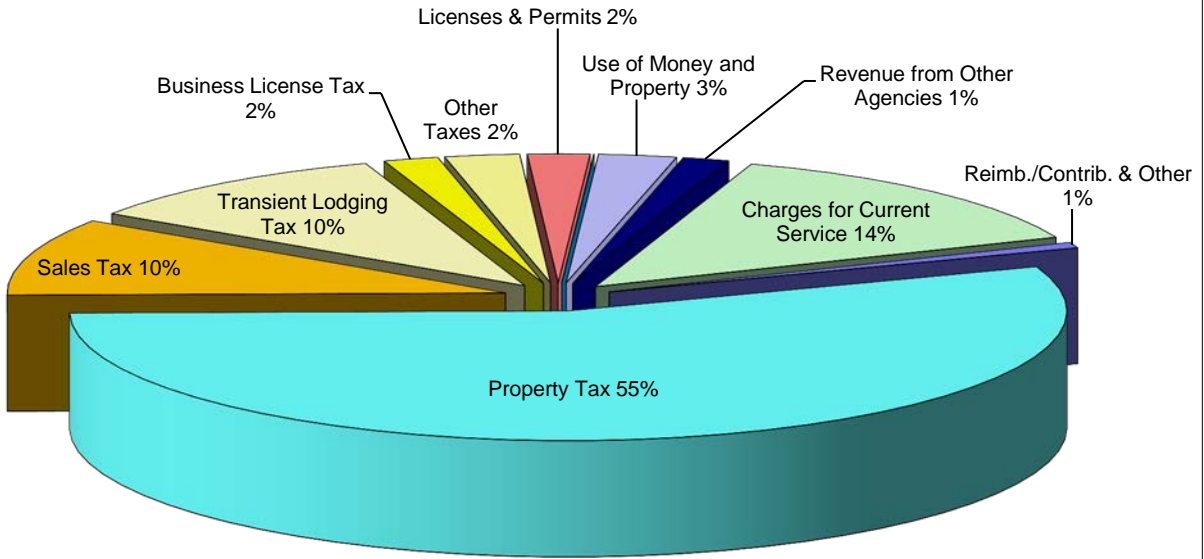
The additional charts on succeeding pages provide a history for significant components of the general fund revenue including property tax, sales tax, transient occupancy tax and investment income.

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 2013 in ’07 \$’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 2013. For example, in looking at the General Fund Revenue History shown immediately below, revenues have grown four percent since 2007, but when measured in dollars that are adjusted for inflation (the unshaded bar), the *purchasing power* of the revenues in 2013 has actually decreased by about nine percent.

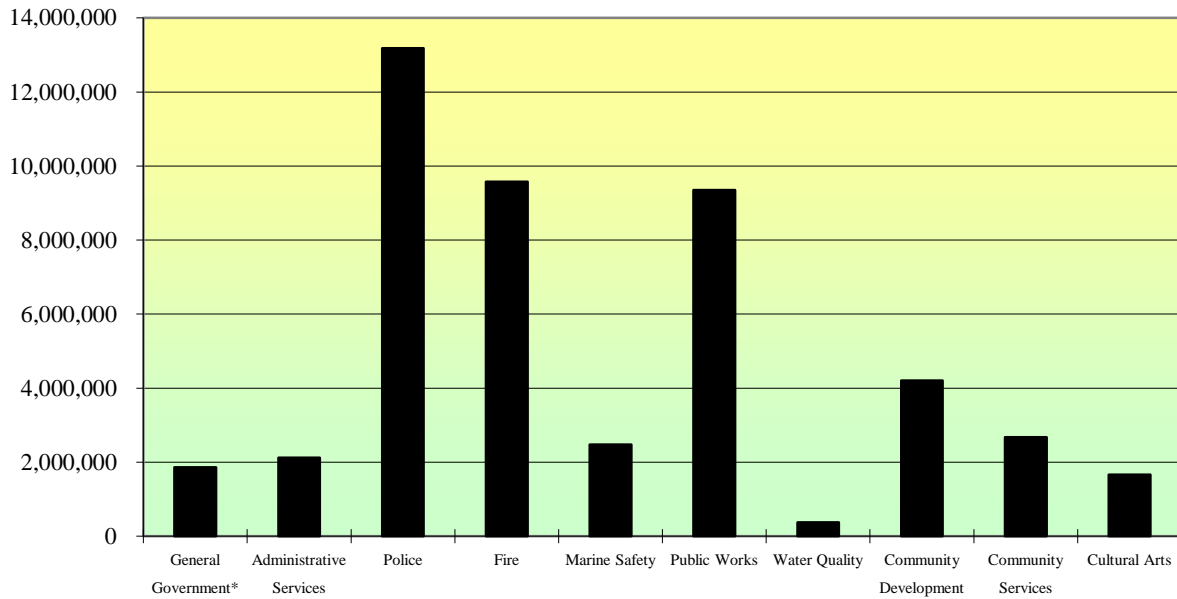




### General Fund Revenue Source

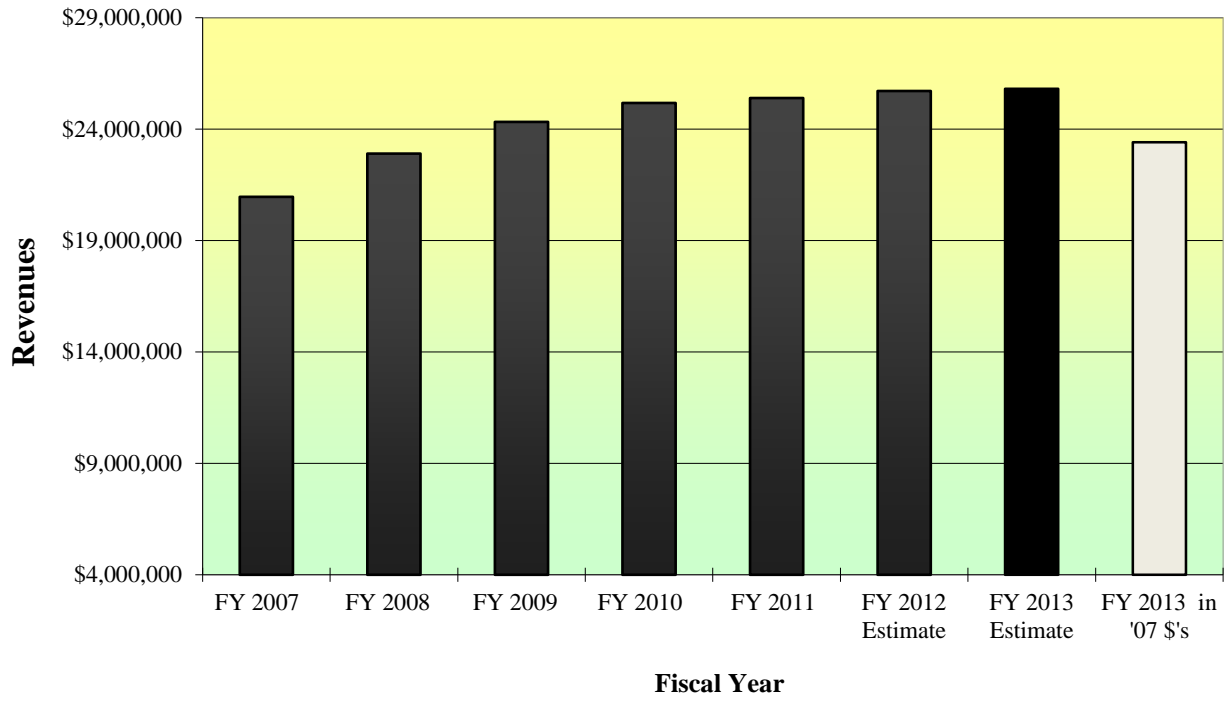


### General Fund Expenditures by Department

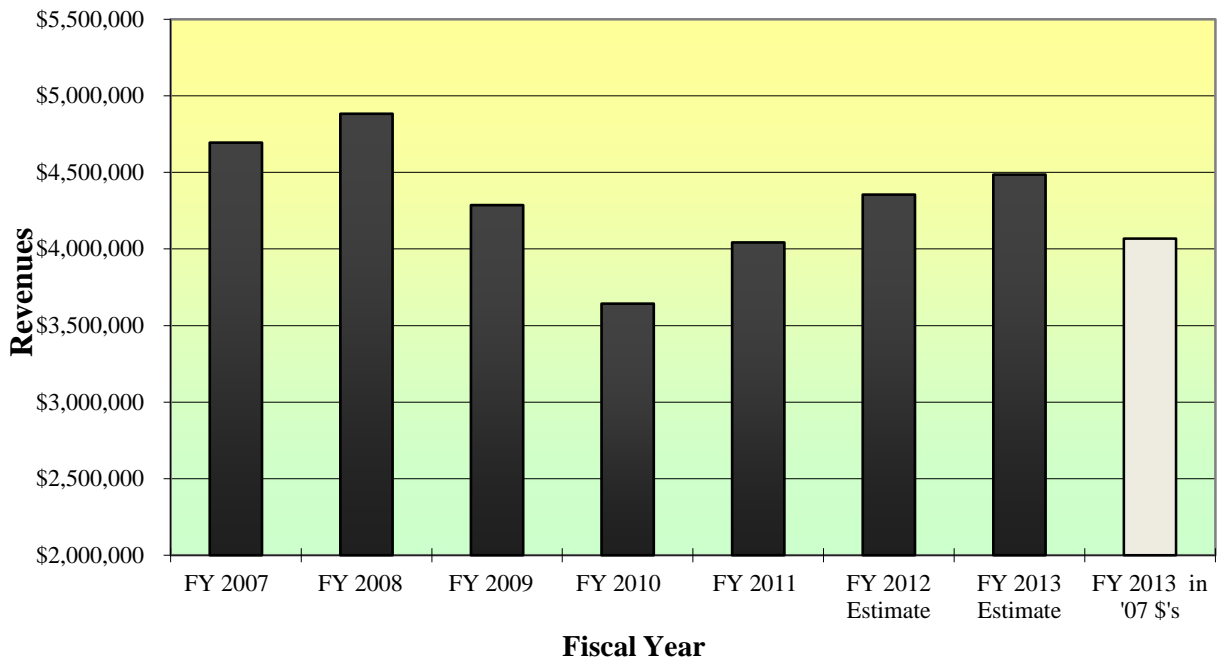


\* Includes City Council, City Manager, City Clerk, City Treasurer and City Attorney.

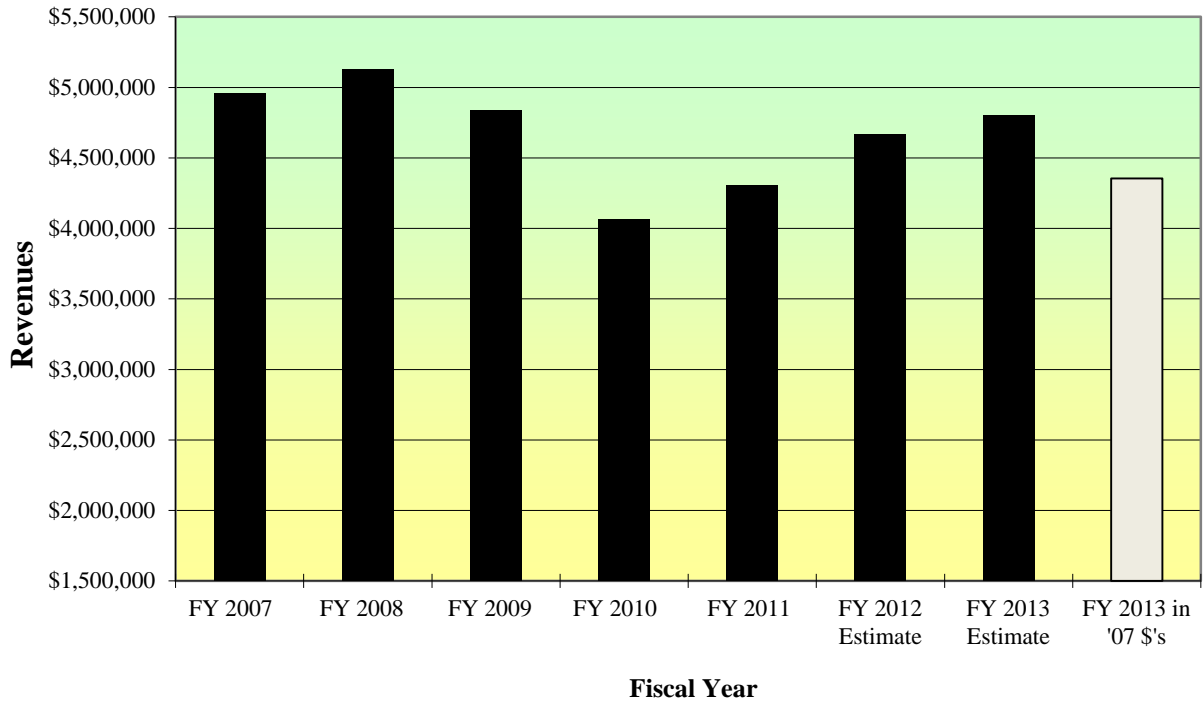
### Property Tax



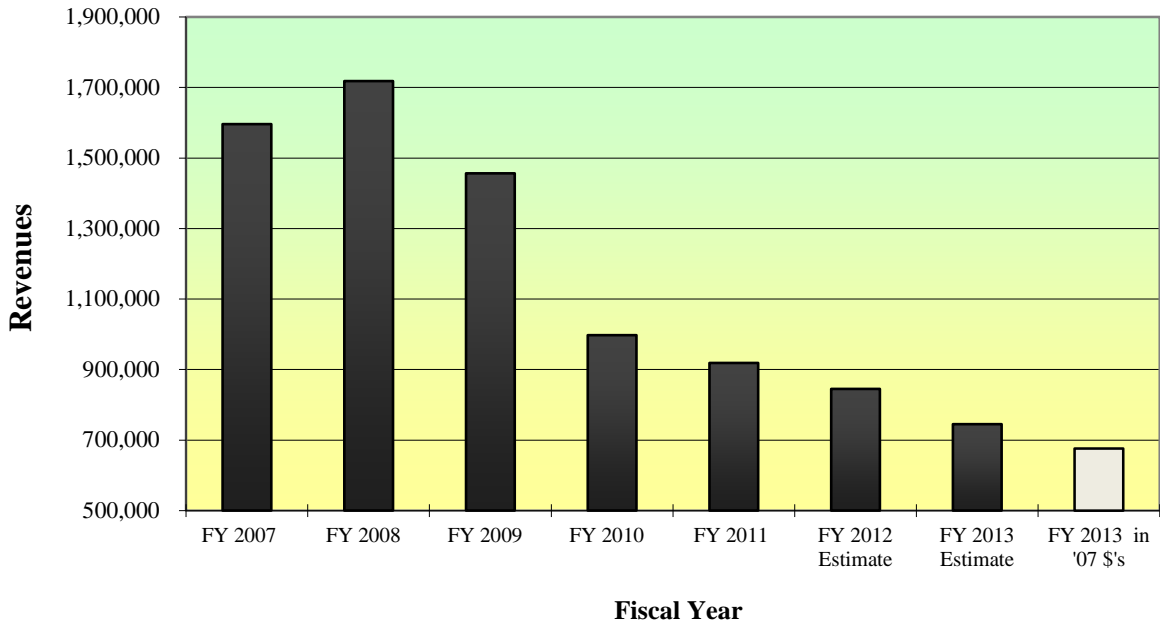
### Sales Tax



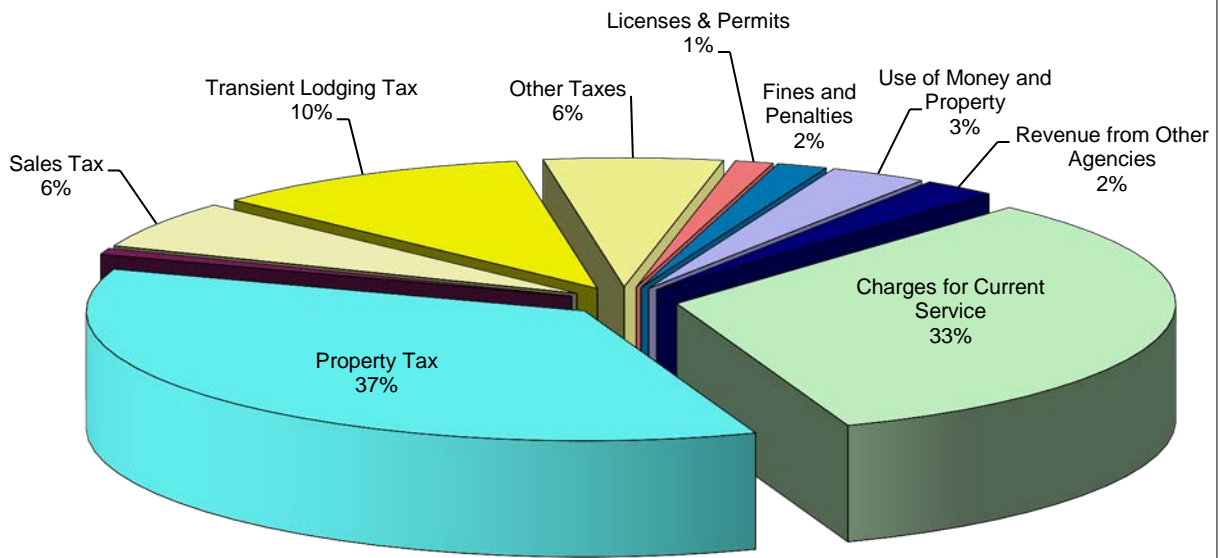
### Transient Occupancy Tax



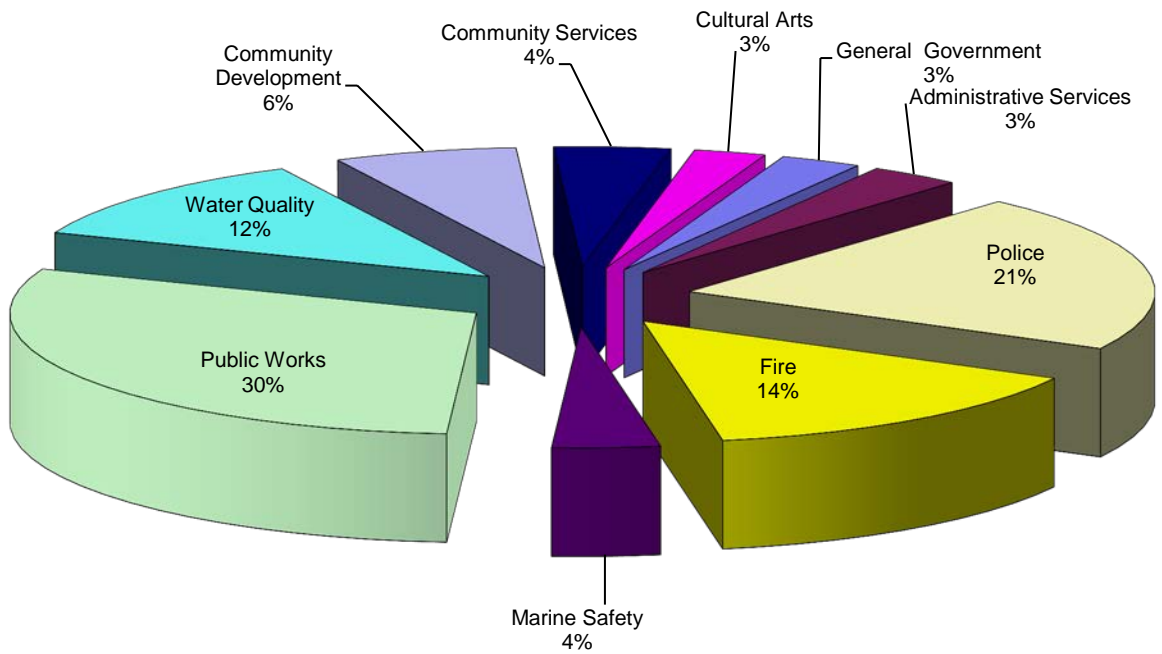
### Investment Income



### All Funds Revenue Source



### All Funds Expenditures by Department



# Revenue Detail

## Fiscal Year 2012-13

**All  
Funds**

Object	Account Title	Actual 2010-11	Adopted Budget 2011-12	Revised Estimate 2011-12	Adopted Budget 2012-13
<b>110</b>	<b>GENERAL FUND</b>				
	<b><u>Property Tax</u></b>				
3010	Current Secured	\$21,234,584	\$21,435,000	\$21,750,000	\$21,970,000
3015	Public Utility	173,335	185,000	185,000	185,000
3020	Current Unsecured	908,072	875,000	875,000	875,000
3025	Supplemental Apportionment	254,443	250,000	250,000	250,000
3030	Prior Years	526,905	350,000	350,000	250,000
3040	Other Property Taxes	3,062	1,000	1,000	1,000
3050	Interest & Penalties - Delinquencies	157,184	115,000	115,000	115,000
3080	In Lieu of VLF	2,137,521	2,140,000	2,140,000	2,160,000
	Subtotal	<u>25,395,107</u>	<u>25,351,000</u>	<u>25,666,000</u>	<u>25,806,000</u>
	<b><u>Other Taxes</u></b>				
3101	Sales Tax - General	2,830,205	2,750,000	3,100,000	3,193,000
3103	Sales Tax - Public Safety	264,188	255,000	285,000	293,000
3104	In Lieu of Sales Tax	948,251	950,000	970,000	1,000,000
3112	Transient Occupancy Tax	4,231,020	4,300,000	4,540,000	4,676,000
3114	TOT-Short Term Lodging	71,019	100,000	125,000	125,000
3118	Franchise Tax - Trash	183,033	170,000	180,000	180,000
3119	Franchise Tax - Cable TV	613,982	590,000	600,000	600,000
3120	Franchise Tax - Natural Gas	91,635	70,000	80,000	80,000
3121	Franchise Tax - Electricity	262,850	260,000	260,000	260,000
3135	Business License Tax	810,366	800,000	820,000	820,000
	Subtotal	<u>10,306,550</u>	<u>10,245,000</u>	<u>10,960,000</u>	<u>11,227,000</u>
	<b><u>Licenses and Permits</u></b>				
3300	Animal Licenses	57,862	75,000	60,000	60,000
3310	Building Permits	742,449	600,000	700,000	700,000
3313	Plumbing Permits	33,440	30,000	30,000	30,000
3316	Electric Permits	46,536	40,000	42,000	42,000
3319	Mechanical Permits	31,158	25,000	26,000	26,000
3320	Coastal Development Permits	29,449	36,000	25,000	25,000
3328	Public Works Permits	3,884	6,000	4,000	4,000
3335	Grading Permits	1,843	2,000	4,000	2,000
3340	Temporary Use Permits	1,680	3,000	4,000	3,000
3345	Conditional Use Permits	15,980	20,000	20,000	20,000
3350	Encroachment Permits	6,660	6,000	6,000	6,000
3360	Alarm Permits	20,025	15,000	15,000	15,000
	Subtotal	<u>990,965</u>	<u>858,000</u>	<u>936,000</u>	<u>933,000</u>
	<b><u>Fines and Penalties</u></b>				
3440	Citations - Code Enforcement	3,675	5,000	5,000	5,000
3441	Citations - Water Quality	1,000	1,000	1,000	1,000
	Subtotal	<u>4,675</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>

# Revenue Detail

## Fiscal Year 2012-13

# All Funds

Object	Account Title	Actual 2010-11	Adopted Budget 2011-12	Revised Estimate 2011-12	Adopted Budget 2012-13
<b><u>Use of Money and Property</u></b>					
3500	Investment Earnings	918,630	900,000	845,000	745,000
3510	Rent - Community Center	12,041	10,000	10,000	10,000
3511	Rent-Veterans Memorial Comm.Center	43,178	42,000	42,000	42,000
3512	Lease-Steel Building (LRRC)	12,000	12,000	12,000	12,000
3513	ASL - Rent & Utilities	12,220	11,000	2,000	
3515	Rent - Festival of Arts	226,915	230,000	230,000	230,000
3530	Rent - Moulton Playhouse	14,975	13,000		15,000
3540	Rent - Anneliese Pre-School	74,502	75,000	75,000	75,000
3550	Rent - Miscellaneous	49,660	40,000	40,000	40,000
	Subtotal	1,364,121	1,333,000	1,256,000	1,169,000
<b><u>From Other Agencies</u></b>					
3601	Motor Vehicle In-Lieu Tax	115,763	85,000		
3615	Homeowners Property Tax Relief	197,070	190,000	195,000	195,000
3635	Peace Officers Standards & Training	25,623	25,000	25,000	25,000
3636	POST - Fire	19,397	15,000	30,000	35,000
3690	Mutual Aid Contract	34,778			
3705	Abandoned Vehicle Program	7,257	10,000	10,000	
3810	Community Development Block Grant	7,228	5,600	7,300	50,000
<b><u>State Grants:</u></b>					
3640	Recycling-State	(1,364)	6,700	6,700	7,000
3641	Used Oil Recycling Block	7,689	5,000	5,000	5,000
3650	COPS	66,279	100,000	100,000	100,000
3637	Office of Traffic Safety	156,257			
3662	OTS DUI Grant	5,436			
3668	AVOID 26	10,789		7,500	
3750	911 ECO Grant			25,500	
3874	Auto Theft Task Force	121,140	100,000	100,000	100,000
3876	Transportation Planning				180,000
<b><u>Federal Grants:</u></b>					
3660	UASI Grant	3,691			
3669	Alcohol Beverage Control	2,524			
3761	DOJ Police Vest	1,984		2,000	
3869	JAG-Speeding Lasers	1,474			
3872	Department Homeland Security-Radios	6,247			
3873	Department Homeland Security-Fire	2,953			
	Subtotal	792,216	542,300	514,000	697,000

## Revenue Detail

### Fiscal Year 2012-13

**All  
Funds**

Object	Account Title	Actual 2010-11	Adopted Budget 2011-12	Revised Estimate 2011-12	Adopted Budget 2012-13
<b><u>Charges for Current Services</u></b>					
3901	Variance	40,363	75,000	50,000	50,000
3907	Plan Check Fees - Building	404,922	400,000	300,000	325,000
3908	Water Quality Inspection Fees	8,700	15,000	5,000	5,000
3909	Plan Check Fees - Zoning	148,973	130,000	150,000	150,000
3910	Design Review	411,581	450,000	400,000	400,000
3915	Subdivision Fees	5,175	10,000	5,000	5,000
3926	Environmental Report	2,470	5,000	2,000	2,000
3930	Real Property Report	125,290	100,000	125,000	130,000
3935	Design Review Appeals	15,600	12,000	12,000	12,000
3939	Document Retention Fee	22,694	18,000	20,000	20,000
3940	Other Filing & Permit Fees	98,053	75,000	30,000	30,000
3942	Use & Occupancy Inspection Fees	24,830	30,000	25,000	25,000
3943	Grading Fee - Diamond/Crestview		1,000		
3944	Floor Area Fee - Diamond/Crestview		1,000	1,000	1,000
3955	Special Policing Fees	3,506	5,000	31,000	5,000
3956	False Alarm Fees	5,095	8,000	5,000	5,000
3957	Finger Printing	1,326	1,000	1,000	1,000
3958	Police Accident Reports	11,832	11,000	11,000	11,000
3960	Vehicle Towing & Release Fees	21,330	20,000	20,000	20,000
3961	DUI Cost Recovery Fee	5,236	5,000	5,000	5,000
3962	Police Evidence Money	2,872			
3963	Police Booking Fees	37,488	20,000	45,000	45,000
3965	Animal Services - Laguna Woods	82,660	75,000	82,000	82,000
3970	Animal Shelter Fees	18,254	20,000	15,000	15,000
3978	Weed & Lot Cleaning	29,516	30,000	15,000	15,000
3980	Landscape Development Fee	24,990	30,000	30,000	30,000
3990	C & D Administration Fees	3,200	3,000	3,000	3,000
4003	Business Improvement District	1,364,877	1,330,000	1,475,000	1,520,000
4005	Refuse Service Charges	2,012,473	1,996,000	1,996,000	1,996,000
4010	Paramedic Non-Resident Fees	78,658	60,000	78,000	78,000
4011	Paramedic Medical Supplies Fees	27,270	30,000	27,000	27,000
4012	Swimming Pool Classes	173,385	170,000	170,000	170,000
4013	Swimming Pool Use Fees	41,642	50,000	40,000	40,000
4014	Marine Safety Beach Classes	92,786	120,000	120,000	120,000
4020	Recreation - Social & Cultural	605,714	650,000	610,000	610,000
4024	Recreation - Adult Softball	7,613	20,000	20,000	20,000
4030	Recreation - Misc. Sports Programs	153,005	170,000	170,000	170,000
4038	Recreation - Special Programs	9,755	12,000	12,000	12,000

## Revenue Detail

### Fiscal Year 2012-13

## All Funds

Object	Account Title	Actual 2010-11	Adopted Budget 2011-12	Revised Estimate 2011-12	Adopted Budget 2012-13
4042	Recreation - Park Weddings	96,426	90,000	100,000	100,000
4043	Recreation - Film Permits	23,986	15,000	15,000	15,000
4044	Recreation - Miscellaneous Fees	725	1,000	1,000	1,000
4130	Lifeguard Services - Private Beaches	29,154	27,000	28,000	28,000
4131	Lifeguard Tidepool Tours	1,610	2,000	2,000	2,000
4132	Special Marine Safety Services			10,000	
4140	Sale of Maps, Books & Copying	3,150	6,000	4,000	4,000
4150	Assessment District Service Fees	45,517	20,000	20,000	20,000
4160	Returned Check Fee	435	1,000	1,000	1,000
	Subtotal	6,324,137	6,320,000	6,287,000	6,326,000
 <b><u>Other Revenue</u></b>					
4202	Sale of Real & Personal Property	4,160	2,000	2,000	2,000
4220	Police Auction	890	1,000	2,000	1,000
4229	Subpoenas	11,643	10,000	10,000	10,000
4230	Miscellaneous Income	20,181	5,000	5,000	5,000
4280	Over & Short	50			
	Subtotal	36,924	18,000	19,000	18,000
 <b><u>Reimbursements &amp; Contributions</u></b>					
Reimbursements:					
4045	Recreation - Administrative Fees	51,443	46,000	50,000	50,000
4301	SB 90	21,780			
4302	RNSP Overtime	5,524			
4303	Lifeguard Training - SA College	21,091	20,000	20,000	20,000
4304	ASL-Verizon & LLRC Modification	3,336			
4312	Other Agencies	16,504			
4314	Festival of Arts Parking Plan	34,585	33,000	33,000	33,000
4320	Workers' Compensation Insurance	283,306	115,000	115,000	115,000
4330	Property Damage	15,257	7,000	7,000	7,000
4357	LB School District	50,143	60,200	50,000	50,000
4359	Nuisance Abatement	11,164			
4360	Miscellaneous	30,838	5,000	20,000	20,000
Contributions:					
4370	Non-Government Sources	137	1,000	1,000	1,000
4375	Animal Shelter	14,922	5,000	5,000	5,000
4377	4th of July Fireworks	12,500			
	Subtotal	572,529	292,200	301,000	301,000
<b>GENERAL FUND TOTAL</b>		<b>45,787,223</b>	<b>44,965,500</b>	<b>45,945,000</b>	<b>46,483,000</b>



# Revenue Detail

## Fiscal Year 2012-13

# All Funds

Object Account Title	Actual 2010-11	Adopted Budget 2011-12	Revised Estimate 2011-12	Adopted Budget 2012-13
<b>116 CAPITAL IMPROVEMENT FUND</b>				
3113 Transient Occupancy Tax	2,771,212	2,800,000	2,900,000	2,987,000
3138 Real Property Transfer Tax	367,105	300,000	200,000	200,000
3144 Building Construction Tax	171,862	180,000	150,000	180,000
3410 Vehicle Code Fines	201,492	200,000	200,000	200,000
3415 Municipal Code Fines - Other	11,828	20,000	15,000	15,000
3420 Municipal Code Fines - Parking	814,444	900,000	820,000	820,000
3422 Municipal Code Fines - DMV	149,552	175,000	150,000	150,000
3442 Administrative Citations - Police	35,110	40,000	35,000	35,000
3959 Auto Immobilization Fee	1,750	1,000	1,000	1,000
<b><u>Reimbursements &amp; Contributions</u></b>				
Reimbursements:				
4312 Other Agencies				165,000
4360 Miscellaneous	1,253			
4375 Animal Shelter Donations	362,182			
4384 Laguna Beach School District			90,000	
<b><u>State Grants:</u></b>				
3651 Clean Beach			98,300	
3680 State Park Grant	1,798,722		783,900	
3691 OCTA TDM (Measure M)	80,789			
3749 Trans. Enhance. Activities		480,000	480,000	150,000
<b><u>Federal Grants:</u></b>				
3750 ARRA Stimulus Grant			130,000	
<b>CAPITAL IMPROVEMENT FUND TOTAL</b>	<b>6,767,299</b>	<b>5,096,000</b>	<b>6,053,200</b>	<b>4,903,000</b>
<b>118 PARKING AUTHORITY FUND</b>				
Parking Meter Zones	2,517,758	2,455,000	2,470,000	2,470,000
Parking Lot Meters & Fees	1,354,267	1,300,000	1,329,000	1,329,000
4084 Parking Permits	1,002,914	115,000	115,000	1,045,000
4230 Miscellaneous Income	(143)	1,000	1,000	1,000
4231 Parking Meter Bag	10,525	5,000	10,000	10,000
Over & Short	5,908			
<b>PARKING AUTHORITY FUND TOTAL</b>	<b>4,891,228</b>	<b>3,876,000</b>	<b>3,925,000</b>	<b>4,855,000</b>
<b>120 PARKING IN-LIEU FUND</b>				
3180 Parking In-Lieu Fee	60,000			
3500 Investment Earnings	1,148		1600	
<b>PARKING IN-LIEU FUND TOTAL</b>	<b>61,148</b>	<b>0</b>	<b>1,600</b>	<b>0</b>

## Revenue Detail

### Fiscal Year 2012-13

## All Funds

Object	Account Title	Actual 2010-11	Adopted Budget 2011-12	Revised Estimate 2011-12	Adopted Budget 2012-13
<b>122 PARK IN-LIEU FUND</b>					
3160	Park In-Lieu Fee	5,000			
3500	Investment Earnings	325		300	
<b>PARK IN-LIEU FUND TOTAL</b>		<b>5,325</b>	<b>0</b>	<b>300</b>	<b>0</b>
<b>123 ART IN-LIEU FUND</b>					
3150	Art In-Lieu Fee	15,491		15,500	
3500	Investment Earnings	2,149		1,750	
4370	Contributions-Non Government			10,875	
4373	Donation-World Trade Center	25,000		2,500	
4374	Donation-Bench Competition			20,000	
<b>ART IN-LIEU FUND TOTAL</b>		<b>42,640</b>	<b>0</b>	<b>50,625</b>	<b>0</b>
<b>124 DRAINAGE FUND</b>					
3500	Investment Earnings	896		850	
<b>DRAINAGE FUND TOTAL</b>		<b>896</b>	<b>0</b>	<b>850</b>	<b>0</b>
<b>127 HOUSING IN-LIEU FUND</b>					
3185	Housing In-Lieu fee	599,901			
3500	Investment Earnings	5,928		10,000	
<b>HOUSING IN-LIEU FUND TOTAL</b>		<b>605,829</b>	<b>0</b>	<b>10,000</b>	<b>0</b>
<b>132 GAS TAX FUND</b>					
3102	Sales Tax - Measure M	261,916	275,000	350,000	360,000
3620	OCTA Gas Tax Exchange	514,987			
3623	Gasoline Tax - Section 2103	202,733	250,000	250,000	250,000
3624	Gasoline Tax - Section 2105	130,412	135,000	135,000	135,000
3625	Gasoline Tax - Section 2106	85,969	90,000	90,000	90,000
3626	Gasoline Tax - Section 2107	174,076	180,000	180,000	180,000
3627	Gasoline Tax - Section 2107.5	6,000	6,000	6,000	6,000
3632	County CAP Relief Program	58,654			
4360	Reimbursements	50,000		50,000	50,000
<b>GAS TAX FUND TOTAL</b>		<b>1,484,746</b>	<b>936,000</b>	<b>1,061,000</b>	<b>1,071,000</b>

## Revenue Detail

### Fiscal Year 2012-13

## All Funds

Object	Account Title	Actual 2010-11	Adopted Budget 2011-12	Revised Estimate 2011-12	Adopted Budget 2012-13
<b>134 STREET LIGHTING DISTRICT FUND</b>					
<u>Property Taxes:</u>					
3010	Current Secured	728,843	753,000	745,000	752,000
3015	Public Utility	5,867	5,000	6,800	6,900
3020	Current Unsecured	31,254	30,000	30,100	30,400
3025	Supplemental Apportionment	8,768	10,000	4,200	4,200
3030	Prior Years	18,261	6,000	10,000	6,000
3040	Other Property Taxes	316,937	310,000	264,000	267,000
3050	Interest & Penalties	4,962	3,000	3,000	3,000
3615	Homeowners Property Tax Relief	6,788	6,700	6,700	6,700
4360	Miscellaneous Income	29,494			
<b>STREET LIGHTING DISTRICT FUND TOTAL</b>		<b>1,151,175</b>	<b>1,123,700</b>	<b>1,069,800</b>	<b>1,076,200</b>
<b>137 WASTEWATER FUND</b>					
3982	Wastewater Service Charges	5,976,214	6,182,000	6,182,000	6,399,000
3986	Wastewater Connection Charges	106,642	95,000	86,000	86,000
<u>Grants:</u>					
3680	State Grant			700,000	
3697	Rockledge Lift Station		450,000	450,000	
<u>Reimbursements:</u>					
4312	Other Agencies	113,813			
4313	North Coast Interceptor	75,767	15,000	30,000	30,000
4360	Miscellaneous	186			
<b>WASTEWATER FUND TOTAL</b>		<b>6,272,622</b>	<b>6,742,000</b>	<b>7,448,000</b>	<b>6,515,000</b>
<b>140 DISASTER CONTINGENCY FUND</b>					
3500	Investment Earnings	91,697	100,000	100,000	100,000
<b>DISASTER RELIEF FUND TOTAL</b>		<b>91,697</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

**Revenue Detail**  
*Fiscal Year 2012-13*

**All  
Funds**

Object Account Title	Actual 2010-11	Adopted Budget 2011-12	Revised Estimate 2011-12	Adopted Budget 2012-13
<b>310 TRANSIT FUND</b>				
3105 Transportation Tax - Operating	908,944	840,000	893,000	1,098,800
3108 Transportation Tax - Capital	393,174			575,000
3500 Investment Earnings	2,496			
4090 Main Line Summer Fares	17,200	8,000	8,000	8,000
4091 Main Line Regular Fares	17,953	20,000	20,000	20,000
4092 Main Line AQMD Passes	22,229	15,000	15,000	15,000
4093 Transit Plus Taxi Vouchers	19,231	10,000	10,000	10,000
4094 Act V Lot Park & Ride	110,050	110,000	110,000	110,000
4095 Main Line Regular Passes	3,029	3,000	3,000	3,000
4096 Bus Charter Fees	23,736	25,000	25,000	25,000
4097 Festival Regular Fares	110,000	110,000 *	110,000	110,000 *
<u>Grants:</u>				
3711 State Transit Funding		140,000	70,000	70,000
3712 ARRA Grant	500,000			
3713 AQMD Grant	75,000			
3720 OCTA Operating Assistance	76,453	202,000	202,000	202,000
3730 AQMD Funding	77,000			
<b>TRANSIT FUND TOTAL</b>	<b>2,356,494</b>	<b>1,483,000</b>	<b>1,466,000</b>	<b>2,246,800</b>
<b>ALL OPERATING FUNDS TOTAL</b>	<b>\$69,518,321</b>	<b>\$64,322,200</b>	<b>\$67,131,375</b>	<b>\$67,250,000</b>

\* Fares paid by Parking Authority Fund.

**Revenue Detail**  
*Fiscal Year 2012-13*

**All  
Funds**

Object Account Title	Actual 2010-11	Adopted Budget 2011-12	Revised Estimate 2011-12	Adopted Budget 2012-13
<b><u>INTERNAL SERVICE FUNDS</u></b>				
<b>126 INSURANCE &amp; BENEFITS FUND</b>				
4400 Employer - General Liability	\$600,000	\$600,000	\$600,000	\$600,000
4403 Employer - Workers' Compensation	1,013,800	1,013,000	1,013,000	1,088,000
4406 Employer - Group Insurance	2,443,128	2,780,000	2,780,000	2,940,700
4412 Employer - Dental Insurance	232,680	159,000	159,000	164,000
4420 Employer - Life Insurance	58,176	38,000	38,000	38,000
4425 Employer - Long Term Disability	145,428	50,000	50,000	50,000
4430 Employer - Unemployment Insurance	29,088	61,000	61,000	61,000
4440 Employee - Medical Insurance	492,858	520,000	490,000	495,000
4445 Employee - Retiree/Cobra	266,036	288,000	300,000	353,000
4452 Employee - Dental Insurance	65,856	44,000	44,000	44,000
4460 Employee Benefit - Comp Time	39,000	39,000	39,000	26,200
4461 Employee Benefit - Vacation	378,000	378,000	378,000	408,900
4462 Employee Benefit - Sick Leave	284,000	284,000	284,000	355,200
<u>Reimbursements and Earnings:</u>				
4320 Worker's Compensation	82,192		15,000	
4360 Miscellaneous	172,068			
<b>INSURANCE &amp; BENEFITS FUND TOTAL</b>	<b>\$6,302,311</b>	<b>\$6,254,000</b>	<b>\$6,251,000</b>	<b>\$6,624,000</b>
<b>128 VEHICLE REPLACEMENT FUND</b>				
3500 Investment Earnings		5,000		
3560 Vehicle Use Rent	1,075,692	1,118,000	1,118,000	1,107,000
4202 Sale of Real & Personal Property	38,842		42,000	
<b>VEHICLE REPLACEMENT FUND TOTAL</b>	<b>1,114,534</b>	<b>1,123,000</b>	<b>1,160,000</b>	<b>1,107,000</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.

**Property Tax in Lieu of Vehicle License Fee:** In FY 2004-2005, cities and counties began receiving additional property tax to replace vehicle license fee (VLF) revenue that was cut when the state repealed the state general fund backfill for the reduction in VLF. This property tax in lieu of VLF grows with the change in gross assessed valuation of taxable property in the jurisdiction from the prior year. Property tax in lieu of VLF allocations are in addition to other property tax apportionments.

**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.

**In Lieu of Sales Tax:** In FY 2004-2005, cities and counties began receiving additional property tax in lieu of sales tax. While the State of California fiscal recovery bonds are outstanding, one quarter of one percent of the city sales tax has been suspended. The City receives additional property tax in an amount equal to the sales tax.

**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.

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

**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 Home Owners Property Tax Relief.

**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.

**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.

**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 if the developer does not provide the affordable housing.

**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.



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## Section III

### Expenditures

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<b>Public Works Department.....</b>	<b>page 87</b>
<b>Water Quality Department.....</b>	<b>page 114</b>
<b>Community Development Department.....</b>	<b>page 125</b>
<b>Community Services Department.....</b>	<b>page 138</b>
<b>Cultural Arts Department.....</b>	<b>page 150</b>
<b>Internal Service Funds.....</b>	<b>page 157</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.

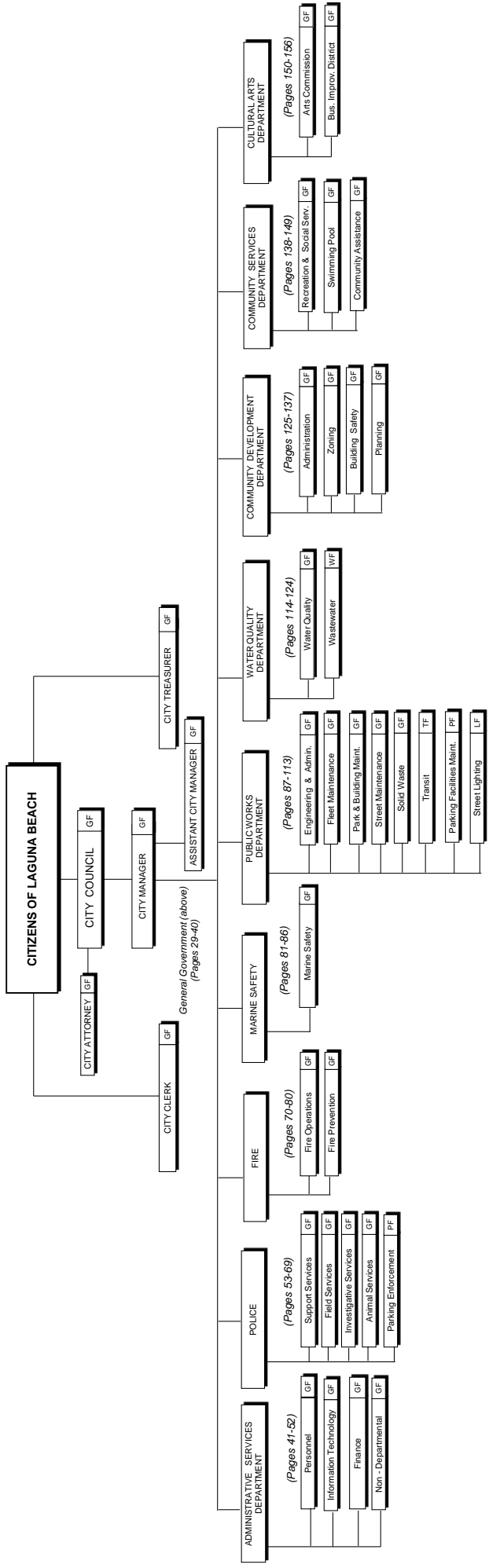
For the most part, all of the expenditure items within each division are funded from a single fund source; that fund is shown at the top right-hand corner of the division budget. In the few cases where a particular expenditure item is funded from a source other than the fund shown at the top of the division 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 and 5 of this budget.

**Organization Chart  
Expenditure Budget**

All Divisions

**City of Laguna Beach  
FY 2012-13 Budget Structure**



**LEGEND**

Division

Fund

Pages xxx - zzz

Primary Funding Source

Page Reference Within This Budget Document

GF = General Fund  
 PF = Parking Authority Fund  
 LF = Lighting Fund  
 WF = Wastewater Fund  
 CIP = Capital Improv. 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.

In order to secure greater input regarding issues of community interest and concern, the City Council has created commissions, boards, and standing committees including but not limited to: Arts Commission, Board of Adjustment/Design Review Board, Personnel Board, Planning Commission, TechComm Committee, Heritage Committee, HIV Advisory Committee, Housing and Human Services Committee, Environmental 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 Executive Assistant 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.

**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,

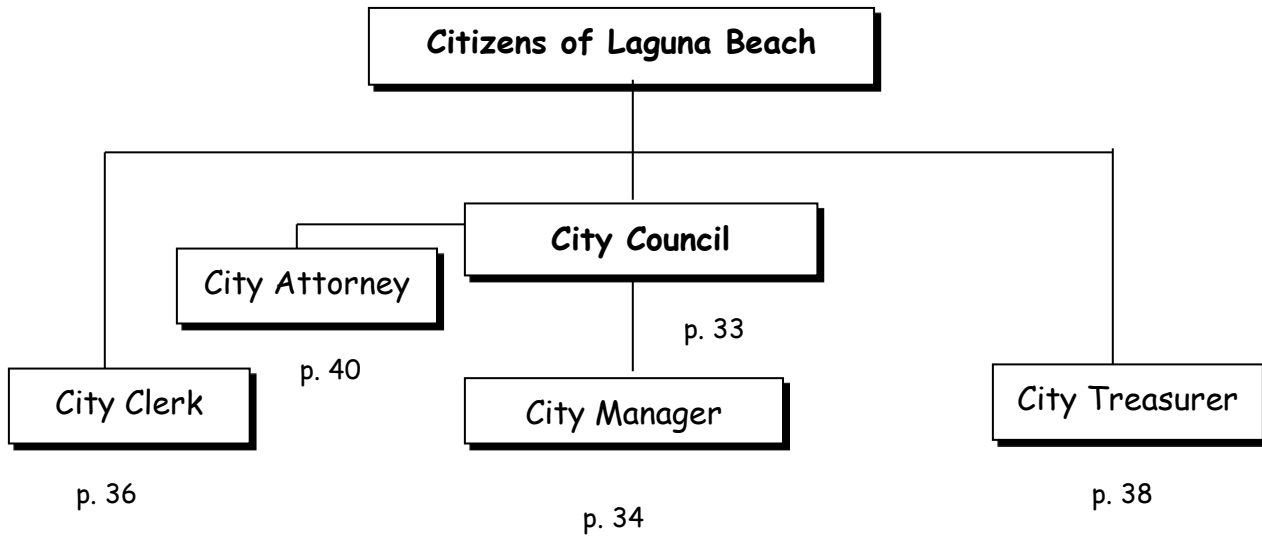
administration of the City's records management system, maintenance of the Municipal Code, processing of legal documents (e.g., ordinances, resolutions, contracts, agreements, deeds and easements, in-lieu certificates, historic register applications, domestic partnership registrations, etc.), and administration 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 responsibilities include the following: receiving for safekeeping all funds coming into the City treasury; monitoring compliance with laws governing public funds; Chief Investment Officer; preparation of monthly investment reports; monitoring cash flow, conducting periodic audits of money collected through transient occupancy tax and business improvement district, assessment district administration, trustee between property owners and holders of various City bonds.

**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 \$7,100 per month for up to 60 hours of legal services, with additional litigation billed at \$225 per hour. The department budget includes funds for retention of other attorneys when Rutan and Tucker has a conflict of interest, or when specialized expertise is necessary. Funds to pay for the District Attorney to prosecute Municipal Code violations are also included in this budget.

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

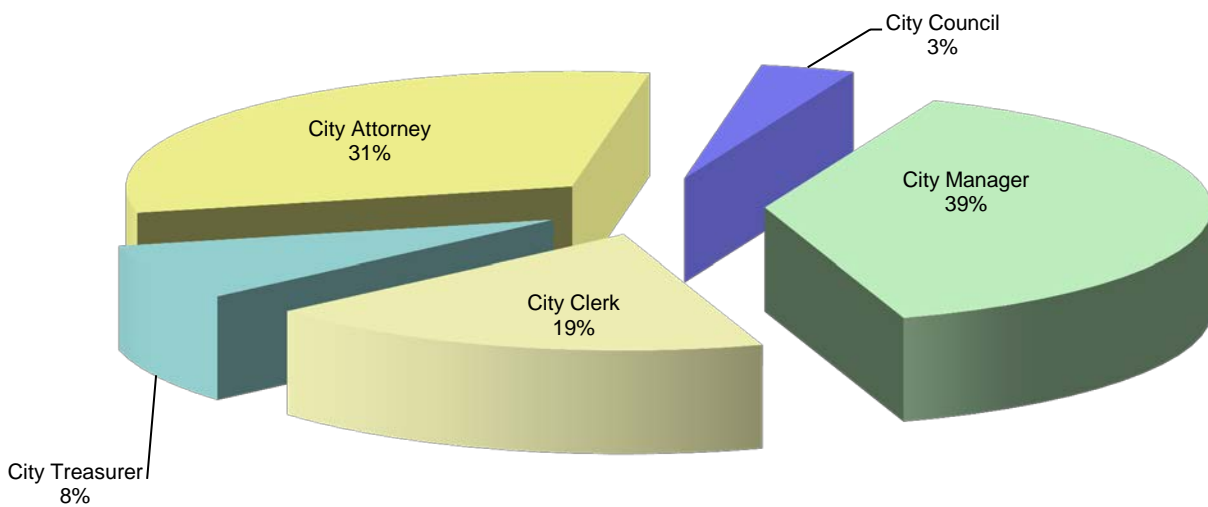


# General Government Budget Summary

*All  
Divisions*

<u>Department</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
City Council	\$36,700	\$27,000				<b>\$63,700</b>
City Manager	663,100	58,600				<b>\$721,700</b>
City Clerk	275,300	70,200				<b>\$345,500</b>
City Treasurer	126,200	18,900				<b>\$145,100</b>
City Attorney		585,000				<b>\$585,000</b>
<b>Department Total</b>	<b>\$1,101,300</b>	<b>\$759,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,861,000</b>

## Summary By Department Total



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

<b>Account No.</b>	<b>Account Title</b>	<b>Actual Expenditures 2010-11</b>	<b>Adopted Budget 2011-12</b>	<b>Department Request 2012-13</b>	<b>Adopted Budget 2012-13</b>
<b>Salaries and Wages</b>					
1003	Salaries, Part Time	\$33,600	\$33,600	\$33,600	\$33,600
1101	P.E.R.S. Retirement	1,337	1,600	1,600	1,600
1103	P.A.R.S. Retirement	1,008	1,000	1,000	1,000
1318	Medicare Insurance	543	500	500	500
	<b>Subtotal</b>	<b>36,488</b>	<b>36,700</b>	<b>36,700</b>	<b>36,700</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel And Dues	7,326	21,500	16,500	16,500
2031	Telephone	5,858	5,100	5,900	5,900
2101	Materials And Supplies	1,340	1,900	1,900	1,900
2281	Printing	627	1,000	1,000	1,000
2401	Contractual Services	335	1,700	1,700	1,700
	<b>Subtotal</b>	<b>15,486</b>	<b>31,200</b>	<b>27,000</b>	<b>27,000</b>
	<b>Grand Total</b>	<b>\$51,974</b>	<b>\$67,900</b>	<b>\$63,700</b>	<b>\$63,700</b>

**City Manager**

General Fund/1201

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$360,038	\$476,900	\$476,900	\$476,900
1003	Salaries, Part Time	31,664			
1006	Salaries, Overtime	734			
1038	Sick Leave Payoff	2,300	1,600	8,300	8,300
1040	Vacation Payoff	2,700	2,900	2,900	2,900
1059	Residency Incentive	14,328	15,000	15,000	15,000
1101	P.E.R.S. Retirement	71,381	110,900	110,000	110,000
1103	P.A.R.S. Retirement	1,199			
1201	Workers' Compensation	4,100	4,200	3,900	3,900
1300	Employee Group Insurance	34,200	37,200	39,000	39,000
1318	Medicare Insurance	4,024	7,100	7,100	7,100
	<b>Subtotal</b>	<b>526,667</b>	<b>655,800</b>	<b>663,100</b>	<b>663,100</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	32,983	36,500	36,500	36,500
2024	Electricity	566	800	700	700
2027	Water	137	300	200	200
2031	Telephone	1,154	1,400	1,300	1,300
2101	Materials and Supplies	5,534	5,700	5,700	5,700
2170	General Insurance	6,500	6,600	6,200	6,200
2222	Repairs and Maint. Other		700	700	700
2281	Printing	380	600	600	600
2401	Contractual Services	40,588	6,700	6,700	6,700
	<b>Subtotal</b>	<b>87,842</b>	<b>59,300</b>	<b>58,600</b>	<b>58,600</b>
<b>Capital Outlay</b>					
5408	Office Furniture and Equipment	4,020			
	<b>Subtotal</b>	<b>4,020</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$618,529</b>	<b>\$715,100</b>	<b>\$721,700</b>	<b>\$721,700</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
City Manager	1	1	1	\$214,200	\$214,200	\$214,200
Assistant City Manager	1	1	1	187,100	187,100	187,100
Executive Assistant	1	1	1	75,600	75,600	75,600
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>\$476,900</b>	<b>\$476,900</b>	<b>\$476,900</b>

**City Clerk**

General Fund/1301

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$189,002	\$188,900	\$188,900	\$188,900
1006	Salaries, Overtime	3,177	6,000	6,000	6,000
1038	Sick Leave Payoff	2,500	2,200	3,300	3,300
1040	Vacation Payoff	2,300	2,400	2,400	2,400
1053	Holiday Allowance	63			
1101	Retirement	37,698	43,900	44,400	44,400
1201	Workers' Compensation	1,500	1,500	1,500	1,500
1300	Employee Group Insurance	22,800	24,800	26,000	26,000
1318	Medicare Insurance	1,719	2,800	2,800	2,800
	<b>Subtotal</b>	<b>260,759</b>	<b>272,500</b>	<b>275,300</b>	<b>275,300</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	3,850	4,400	4,400	4,400
2024	Electricity	514	800	700	700
2027	Water	132	300	200	200
2031	Telephone	574	800	600	600
2101	Materials and Supplies	7,245	7,700	7,700	7,700
2170	General Insurance	2,400	2,300	2,400	2,400
2281	Printing	6,650	6,000	6,000	6,000
2302	Legal Advertising	4,895	5,900	5,900	5,900
2401	Contractual Services	22,033	5,300	42,300	42,300
2432	Postage	22			
	<b>Subtotal</b>	<b>48,315</b>	<b>33,500</b>	<b>70,200</b>	<b>70,200</b>
<b>Capital Outlay</b>					
5622	Other Equipment	2,377			
	<b>Subtotal</b>	<b>2,377</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8300	Scanning Project Programming	4,758			
	<b>Subtotal</b>	<b>4,758</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$316,209</b>	<b>\$306,000</b>	<b>\$345,500</b>	<b>\$345,500</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
City Clerk	1	1	1	\$120,200	\$120,200	\$120,200
Deputy City Clerk	1	1	1	65,400	65,400	65,400
Assignment Pay				3,300	3,300	3,300
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$188,900</b>	<b>\$188,900</b>	<b>\$188,900</b>

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$85,609	\$85,500	\$130,600	\$85,500
1038	Sick Leave Payoff	2,300	1,300	900	900
1040	Vacation Payoff	3,300	4,800	4,800	4,800
1101	Retirement	16,583	19,900	30,700	20,100
1201	Workers' Compensation	600	600	700	700
1300	Employee Group Insurance	11,400	12,400	13,000	13,000
1318	Medicare Insurance	1,253	1,200	1,900	1,200
	<b>Subtotal</b>	<b>121,045</b>	<b>125,700</b>	<b>182,600</b>	<b>126,200</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	4,486	4,300	5,600	4,300
2024	Electricity	735	800	900	900
2027	Water	78	300	300	300
2031	Telephone	865	800	800	800
2101	Materials and Supplies	409	700	700	700
2170	General Insurance	1,000	1,000	1,000	1,000
2222	Repairs and Maint. Other		100		
2401	Contractual Services	5,789	9,800	10,900	10,900
	<b>Subtotal</b>	<b>13,363</b>	<b>17,800</b>	<b>20,200</b>	<b>18,900</b>
	<b>Grand Total</b>	<b>\$134,408</b>	<b>\$143,500</b>	<b>\$202,800</b>	<b>\$145,100</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
City Treasurer	0.625	1	0.625	\$85,500	\$130,600	\$85,500
<b>TOTAL</b>	0.625	1	0.625	\$85,500	\$130,600	\$85,500

**City Attorney**

*General Fund/1501*

<b>Account No.</b>	<b>Account Title</b>	<b>Actual Expenditures 2010-11</b>	<b>Adopted Budget 2011-12</b>	<b>Department Request 2012-13</b>	<b>Adopted Budget 2012-13</b>
<b><u>Maintenance and Operations</u></b>					
2401	Contractual Services	\$499,326	\$585,000	\$585,000	\$585,000
	<b>Grand Total</b>	<b>\$499,326</b>	<b>\$585,000</b>	<b>\$585,000</b>	<b>\$585,000</b>

# Administrative Services Department

The Administrative Services Department is comprised of four divisions; Personnel, Information Technology, Finance and Non-Departmental. This department also provides technical support to all operating departments. There are 12 authorized positions, which are filled by 13 staff members. A description of services provided by each division is as follows:

**Personnel** - This division provides internal support to all operating departments. The division has 3.4 employees: a Personnel Services Manager, 1.9 Senior Personnel Specialists and a .5 Senior Office Specialist. Responsibilities of the division include maintenance of personnel records for the City's 249 full-time and 275 part-time employees. It also includes responsibility for recruitment, selection, hiring and orientation of all new employees. Annually, the division conducts approximately 40 recruitments, reviews more than 4,000 applications and processes approximately 1,400 Personnel Action Forms. Personnel also manages employee training and development programs; administers the City's compensation, classification and employee benefits programs; oversees equal employment opportunity programs; ensures compliance with State and Federal employment mandates; and coordinates employee safety and workers' compensation programs. Personnel is also responsible for the interpretation and implementation of the Memoranda of Understanding, Personnel Rules and Administrative Policies with employee bargaining units. Staff support is provided to the Personnel Board.

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

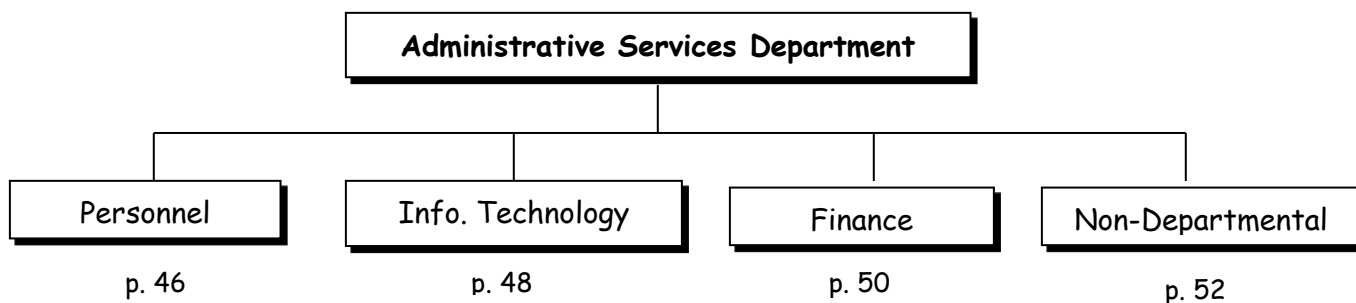
**Finance** - This division performs all finance, accounting, business licensing and cashiering functions for the City. Prepares and monitors the City's annual budget, administers transient occupancy tax and business improvement district collections. Primary responsibilities include the following: daily processing of accounts payable, accounts receivable, capital 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 9,600 payroll and 6,900 vendor checks. The division also provides accounting for approximately \$75 million in revenues and approximately \$73 million in expenditures, and coordinates inventory of the City's general capital assets. In addition, the division is responsible for closing the City's financial records at year-end and the computation, review and placement of assessments for sewer, solid waste management and weed abatement on the County of Orange Tax Roll. 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 maintenance, stationary, postage and other city-wide projects. These costs have been centralized for budgetary purposes.

**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.
- Improve the availability of information to City's staff and to the public through the City's web site and other media.

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:

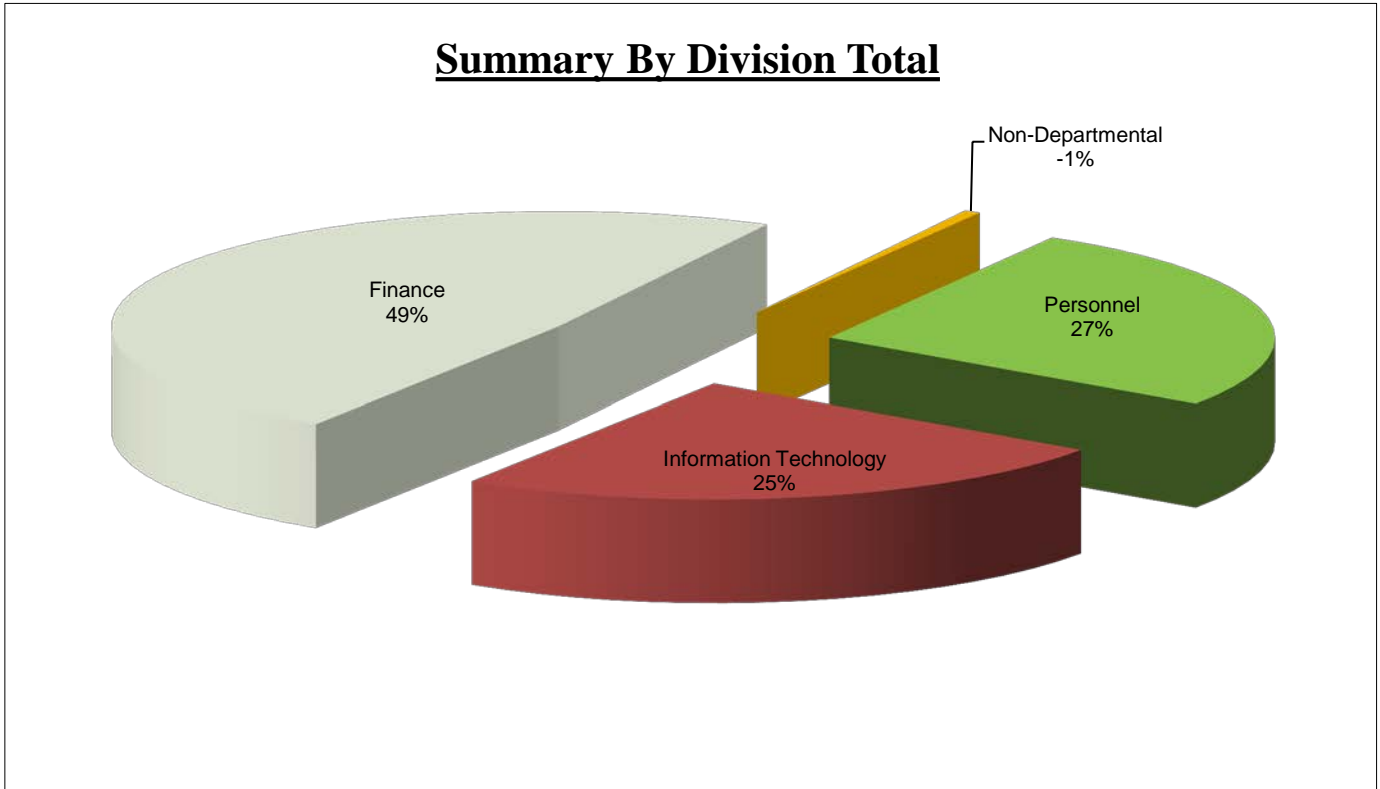




# Administrative Services Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Personnel	426,600	87,300		30,300		<b>\$544,200</b>
Information Technology	277,700	226,700				<b>\$504,400</b>
Finance	865,200	139,500				<b>\$1,004,700</b>
Non-Departmental	374,200	(427,000)		40,500		<b>(12,300)</b>
<b>Department Total</b>	<b>\$1,943,700</b>	<b>\$26,500</b>	<b>\$0</b>	<b>\$70,800</b>	<b>\$0</b>	<b>\$2,041,000</b>



**Administrative Services Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$1,308,157	\$1,335,300	\$1,331,000	\$1,331,000
1003	Salaries, Part Time	21,608	15,000	15,000	15,000
1006	Salaries, Overtime	5,309	12,500	12,500	12,500
1009	Salaries, Redistributed	(29,700)	(29,700)	(29,700)	(29,700)
1038	Sick Leave Payoff	21,600	19,600	19,100	19,100
1040	Vacation Payoff	25,000	26,900	26,900	26,900
1101	Retirement	273,455	382,800	384,700	384,700
1103	P.A.R.S. Retirement	810	600	600	600
1201	Workers' Compensation	8,800	8,700	8,400	8,400
1300	Employee Group Insurance	141,300	148,800	156,000	156,000
1318	Medicare Insurance	18,492	17,900	19,200	19,200
	<b>Subtotal</b>	<b>1,794,831</b>	<b>1,938,400</b>	<b>1,943,700</b>	<b>1,943,700</b>
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	14,132	17,200	17,200	17,200
2024	Electricity	19,377	16,800	17,700	17,700
2027	Water	921	900	900	900
2031	Telephone	4,148	4,900	4,300	4,300
2101	Materials and Supplies	28,711	47,700	47,700	47,700
2150	Rents and Leases	107,356	57,600	57,600	57,600
2170	General Insurance	15,000	13,700	13,200	13,200
2222	Repairs and Maint. Other	23,725	35,600	35,600	35,600
2281	Printing	9,477	11,500	11,500	11,500
2302	Legal Advertising	5,511	5,000	5,000	5,000
2401	Contractual Services	244,693	264,400	261,000	261,000
2432	Postage	36,689	48,600	48,600	48,600
2501	Bond Principal	1,490,000	1,565,000		
2521	Bond Interest	115,500	39,100		
2804	Costs Redistributed	(529,500)	(525,300)	(513,800)	(513,800)
2940	Cross Cultural Task Force				20,000
	<b>Subtotal</b>	<b>1,585,739</b>	<b>1,602,700</b>	<b>6,500</b>	<b>26,500</b>
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	2,019		2,100	
5622	Other Equipment	131,321		265,000	
	<b>Subtotal</b>	<b>133,340</b>	<b>0</b>	<b>267,100</b>	<b>0</b>
<b><u>Special Programs</u></b>					
	Special Programs	87,597	138,100	40,800	70,800
	Open Space Acquisition	20,827			
	<b>Subtotal</b>	<b>108,423</b>	<b>138,100</b>	<b>40,800</b>	<b>70,800</b>
	<b>Grand Total</b>	<b>\$3,622,334</b>	<b>\$3,679,200</b>	<b>\$2,258,100</b>	<b>\$2,041,000</b>

***Administrative Services Department***  
**Position Summary**

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

<b><u>Position Title</u></b>	<b><i>No. of Positions</i></b>			<b><i>Salaries</i></b>		
	<b>Adopted</b>	<b>Dept.</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Department</b>	<b>Adopted</b>
	<b>Budget</b>	<b>Request</b>	<b>Budget</b>	<b>Budget</b>	<b>Request</b>	<b>Budget</b>
	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
Director of Finance & IT	1	1	1	\$170,300	\$170,300	\$170,300
Finance Officer	1	1	1	147,100	147,100	147,100
Personnel Services Manager	1	1	1	135,100	135,100	135,100
Accountant	1	1	1	80,900	80,900	80,900
Accounting Technician	0.6	1.6	1.6	43,000	108,100	108,100
Computer Network Administrator	1	1	1	86,800	91,500	91,500
Information System Specialist	1	1	1	97,800	97,800	97,800
Sr. Personnel Specialist	1.9	1.9	1.9	136,200	136,200	136,200
Sr. Account Specialist	1			61,900		
Sr. Office Specialist	2.5	2.5	2.5	134,200	122,000	122,000
Non-Departmental				242,000	242,000	242,000
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>\$1,335,300</b>	<b>\$1,331,000</b>	<b>\$1,331,000</b>

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$300,391	\$298,100	\$296,600	\$296,600
1006	Salaries, Overtime	181	600	600	600
1038	Sick Leave Payoff	7,700	7,000	5,100	5,100
1040	Vacation Payoff	3,600	3,700	3,700	3,700
1101	Retirement	60,350	69,300	69,800	69,800
1201	Workers' Compensation	2,400	2,400	2,300	2,300
1300	Employee Group Insurance	43,300	42,200	44,200	44,200
1318	Medicare Insurance	4,308	4,300	4,300	4,300
	<b>Subtotal</b>	<b>422,230</b>	<b>427,600</b>	<b>426,600</b>	<b>426,600</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	3,383	5,000	5,000	5,000
2024	Electricity	1,160	1,200	1,200	1,200
2027	Water	184	300	200	200
2031	Telephone	626	800	600	600
2101	Materials and Supplies	7,346	10,900	10,900	10,900
2170	General Insurance	3,700	3,700	3,600	3,600
2222	Repairs and Maint. Other	196	400	400	400
2281	Printing	1,355	1,500	1,500	1,500
2302	Legal Advertising	5,511	5,000	5,000	5,000
2401	Contractual Services	58,214	57,300	58,900	58,900
	<b>Subtotal</b>	<b>81,675</b>	<b>86,100</b>	<b>87,300</b>	<b>87,300</b>
<b>Capital Outlay</b>					
5408	(R) Personal Computer			2,100	0
	<b>Subtotal</b>	<b>295</b>	<b>0</b>	<b>2,100</b>	<b>0</b>
<b>Special Programs</b>					
8000	DMV Requirements	3,060	4,100	5,300	5,300
8031	Educational Reimbursement	20,937	10,000	10,000	10,000
8039	Employee Training	1,188	15,000	15,000	15,000
	<b>Subtotal</b>	<b>25,185</b>	<b>29,100</b>	<b>30,300</b>	<b>30,300</b>
	<b>Grand Total</b>	<b>\$529,385</b>	<b>\$542,800</b>	<b>\$546,300</b>	<b>\$544,200</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Personnel Services Manager	1	1	1	\$135,100	\$135,100	\$135,100
Sr. Personnel Specialist	1.9	1.9	1.9	136,200	136,200	136,200
Sr. Office Specialist	0.5	0.5	0.5	26,800	25,300	25,300
<b>TOTAL</b>	3.4	3.4	3.4	\$298,100	\$296,600	\$296,600

## Information Technology Services

*Administrative Services  
General Fund/1603*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$178,108	\$184,600	\$189,300	\$189,300
1006	Salaries, Overtime	2,229	8,400	8,400	8,400
1038	New Sick Leave Payoff	5,100	4,800	3,200	3,200
1040	Vacation Payoff	1,500	1,900	1,900	1,900
1101	Retirement	35,321	42,900	44,500	44,500
1201	Workers' Compensation	1,700	1,600	1,500	1,500
1300	Employee Group Insurance	22,800	24,800	26,000	26,000
1318	Medicare Insurance	2,528	1,500	2,900	2,900
	<b>Subtotal</b>	249,286	270,500	277,700	277,700
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	400	2,000	2,000	2,000
2024	Electricity	14,723	13,200	14,000	14,000
2027	Water	544	300	400	400
2031	Telephone	1,227	1,000	1,200	1,200
2101	Materials and Supplies	10,798	12,000	12,000	12,000
2150	Rents and Leases	81,356	56,800	56,800	56,800
2170	General Insurance	2,700	2,600	2,300	2,300
2222	Repairs and Maint. Other	20,626	32,000	32,000	32,000
2401	Contractual Services	95,086	106,000	106,000	106,000
	<b>Subtotal</b>	227,460	225,900	226,700	226,700
<b>Capital Outlay</b>					
5622	(A) Aerohive Wireless Units			2,500	
5622	(A) City Wireless Projector			2,500	
5622	(A) City-Wide Wireless Infrastructure			75,000	
5622	(A) City Smart Phone Application			4,000	
	<b>Subtotal</b>	91,691	0	84,000	0
<b>Special Programs</b>					
8622	IT Office Relocation	9,153			
	<b>Subtotal</b>	9,153	0	0	0
	<b>Grand Total</b>	\$577,590	\$496,400	\$588,400	\$504,400

## 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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Computer Network Administrator	1	1	1	\$86,800	\$91,500	\$91,500
Information System Specialist	1	1	1	97,800	97,800	97,800
<b>TOTAL</b>	2	2	2	\$184,600	\$189,300	\$189,300

**Finance Division**

Administrative Services  
General Fund/1701

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$603,961	\$610,600	\$603,100	\$603,100
1003	Salaries, Part Time	21,608	15,000	15,000	15,000
1006	Salaries, Overtime	2,898	3,500	3,500	3,500
1009	Salaries, Redistributed	(29,700)	(29,700)	(29,700)	(29,700)
1038	Sick Leave Payoff	8,800	7,800	10,800	10,800
1040	Vacation Payoff	19,900	21,300	21,300	21,300
1101	Retirement	119,728	142,000	141,800	141,800
1103	P.A.R.S. Retirement	810	600	600	600
1201	Workers' Compensation	4,700	4,700	4,600	4,600
1300	Employee Group Insurance	75,200	81,800	85,800	85,800
1318	Medicare Insurance	8,383	8,500	8,400	8,400
	<b>Subtotal</b>	<b>836,288</b>	<b>866,100</b>	<b>865,200</b>	<b>865,200</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	10,348	10,200	10,200	10,200
2024	Electricity	2,157	2,400	2,500	2,500
2027	Water	193	300	300	300
2031	Telephone	2,295	3,100	2,500	2,500
2101	Materials and Supplies	5,037	6,600	6,600	6,600
2150	Rents and Leases	26,000	800	800	800
2170	General Insurance	8,600	7,400	7,300	7,300
2222	Repairs and Maint. Other	2,904	3,200	3,200	3,200
2281	Printing	8,122	10,000	10,000	10,000
2401	Contractual Services	89,739	96,100	96,100	96,100
	<b>Subtotal</b>	<b>155,395</b>	<b>140,100</b>	<b>139,500</b>	<b>139,500</b>
<b>Capital Outlay</b>					
5622	(R) Financial System Upgrade			80,000	
5622	(R) Folding Machine			6,000	
5622	(R) Mail Machine			12,000	
5622	(R) Business License Upgrade			83,000	
	<b>Subtotal</b>	<b>41,355</b>	<b>0</b>	<b>181,000</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$1,033,038</b>	<b>\$1,006,200</b>	<b>\$1,185,700</b>	<b>\$1,004,700</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Director of Finance & IT	1	1	1	\$170,300	\$170,300	\$170,300
Finance Officer	1	1	1	147,100	147,100	147,100
Accountant	1	1	1	80,900	80,900	80,900
Accounting Technician	0.6	1.6	1.6	43,000	108,100	108,100
Sr. Account Specialist	1			61,900		
Senior Office Specialist	2	2	2	107,400	96,700	96,700
<b>TOTAL</b>	6.6	6.6	6.6	\$610,600	\$603,100	\$603,100

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$225,698	\$242,000	\$242,000	\$242,000
1101	Retirement	58,055	128,600	128,600	128,600
1318	Medicare Insurance	3,273	3,600	3,600	3,600
	<b>Subtotal</b>	<b>287,026</b>	<b>374,200</b>	<b>374,200</b>	<b>374,200</b>
<b>Maintenance and Operations</b>					
2024	Electricity	1,338			
2101	Materials and Supplies	5,530	18,200	18,200	18,200
2401	Contractual Services*	1,654	5,000		
2432	Postage	36,689	48,600	48,600	48,600
2501	Bond Principal*	1,490,000	1,565,000		
2521	Bond Interest*	115,500	39,100		
2804	Costs Redistributed	(529,500)	(525,300)	(513,800)	(513,800)
2940	Cross Cultural Task Force				20,000
	<b>Subtotal</b>	<b>1,121,210</b>	<b>1,150,600</b>	<b>(447,000)</b>	<b>(427,000)</b>
<b>Special Programs</b>					
8030	One Time Retirement Incentive	50,000			
8125	Grant Seeking Specialist		60,000		30,000
8126	National League of Cities Survey		10,000		
8127	Hazard Mitigation Plan for FEMA		30,000		
8128	Flood Mitigation Mailer		4,000		
8204	LAFCO Funding	3,258	5,000	5,000	5,000
8325	Crossing Guard			5,500	5,500
	<b>Subtotal</b>	<b>53,258</b>	<b>109,000</b>	<b>10,500</b>	<b>40,500</b>
<b>Capital Improvements</b>					
9374	Open Space Acquisition**	20,827			
	<b>Subtotal</b>	<b>20,827</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$1,482,321</b>	<b>\$1,633,800</b>	<b>(\$62,300)</b>	<b>(\$12,300)</b>

\* Funded from Laguna Laurel Debt Service Fund. \*\* Funded from Open Space Fund.

# Police Department

The Police Department's budget is organized into five activities and provides general law enforcement services, including animal control. There are 84 positions, 47 of which are sworn personnel. In addition, the department utilizes 7 reserve officers, 25 community volunteers, 11 police explorers, and 24 seasonal positions during the summer months. The following is a description of the services provided by each division:

**Support Services** - This division provides technical support functions for the department as a whole, in addition to the management of records, facility maintenance, purchasing, computer systems, planning and research, public safety communications (Police, Fire and Marine Safety-during the winter months), parking services, vehicle maintenance, trustee program, jail operations and statistical services. The most critical responsibility involves the Public Safety Communications Section staffed by ten full-time dispatchers and one part-time dispatcher. These highly trained personnel process emergency and non-emergency police activities, which totaled more than 46,000 in 2011. The records section is staffed by five specialists who are assisted by the department's Citizen's on Patrol (volunteers) 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 processing of citations. The Support Services division also handles fleet maintenance for 34 vehicles, completes the departmental payroll and co-manages the parking enforcement program.

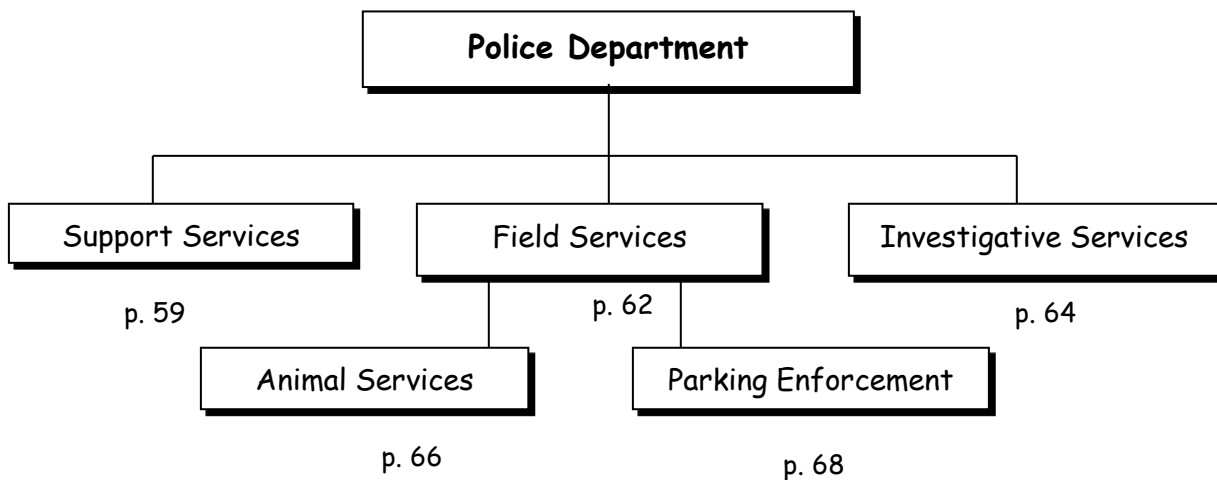
**Field Services** - This division consists primarily of uniformed field personnel responsible for enforcement of municipal, state and federal laws. The Patrol Section, with its twenty-five field officers, is the main response team for calls for service. Officers are responsible for a specific area and 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. Reserve officers, police explorers and volunteers perform many duties which would otherwise be assigned to full time employees. Five sergeants are assigned to Field Services as supervisors and a lieutenant serves as the shift commander.

**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 civilian 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 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 supplement field operations as increased service demands dictate.

**Animal Services Section** - Under the supervision of the civilian supervisor 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 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** - This unit has five full-time personnel and two part-time summer enforcement officers, as well as support staff who are responsible for processing more than 45,000 parking citations per year and collecting the associated 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:

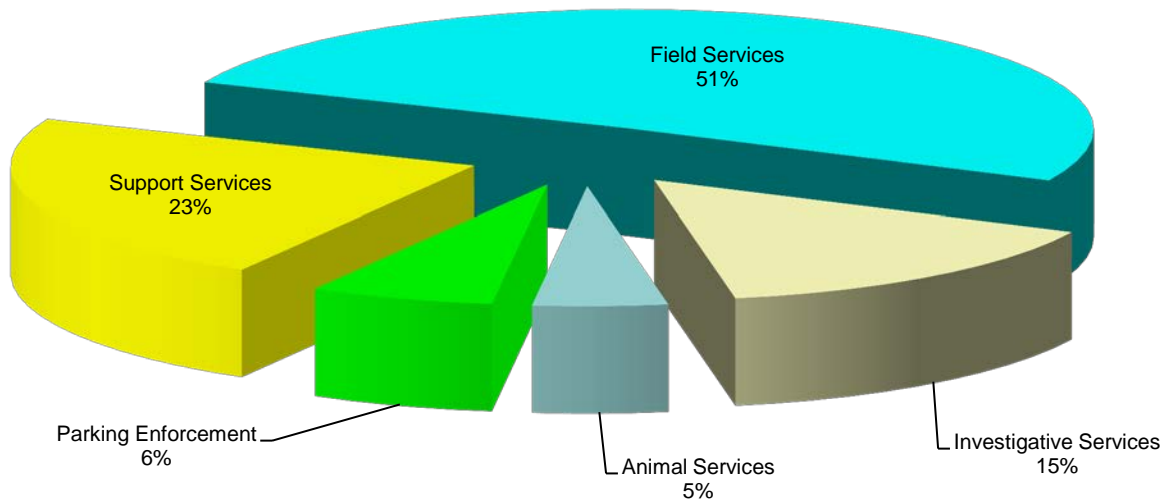


# Police Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Support Services	\$2,643,800	\$595,900		\$2,500		<b>\$3,242,200</b>
Field Services	6,657,500	460,100	28,000	5,000		<b>\$7,150,600</b>
Investigative Services	1,913,100	179,700		34,000		<b>\$2,126,800</b>
Animal Services	567,800	88,900		5,000		<b>\$661,700</b>
Parking Enforcement	726,500	179,800				<b>\$906,300</b>
<b>Department Total</b>	<b>\$12,508,700</b>	<b>\$1,504,400</b>	<b>\$28,000</b>	<b>\$46,500</b>	<b>\$0</b>	<b>\$14,087,600</b>

## Summary By Division Total



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

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$6,777,812	\$7,132,000	\$7,151,900	\$7,151,900
1003	Salaries, Part Time	303,217	212,300	212,300	237,300
1006	Salaries, Overtime	479,622	416,100	416,100	416,100
1009	Salaries, Redistributed	100		100	100
1038	Sick Leave Payoff	120,000	102,200	115,900	115,900
1040	Vacation Payoff	139,000	145,300	145,300	145,300
1042	Comp Time Payoffs	30,800	25,300	20,900	20,900
1053	Holiday Allowance	168,915	153,500	153,500	153,500
1101	Retirement	1,755,279	2,183,500	2,147,800	2,147,800
1102	PERS-Side Fund	477,800	477,700	477,700	477,700
1103	P.A.R.S. Retirement	11,768	8,000	8,000	8,000
1201	Workers' Compensation	444,400	442,900	441,300	441,300
1300	Employee Group Insurance	957,600	1,041,600	1,092,000	1,092,000
1318	Medicare Insurance	94,967	97,300	100,900	100,900
	<b>Subtotal</b>	<b>11,761,280</b>	<b>12,437,700</b>	<b>12,483,700</b>	<b>12,508,700</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	56,037	51,300	51,300	51,300
2011	Training, Travel and Dues	18,095	20,200	20,400	20,400
2021	Natural Gas	2,414	6,000	3,800	5,000
2024	Electricity	31,400	34,300	28,300	29,300
2027	Water	3,467	5,300	4,200	5,000
2031	Telephone	79,750	86,500	82,600	82,600
2051	Gas and Lubrications	115,490	119,000	118,900	118,900
2101	Materials and Supplies	107,827	112,600	112,600	112,600
2150	Rents and Leases	227,681	248,300	244,800	244,800
2170	General Insurance	128,900	180,200	146,800	146,800
2201	Repairs and Maint. Auto.	81,930	93,800	93,800	93,800
2222	Repairs and Maint. Other	97,762	85,500	85,500	85,500
2281	Printing	18,014	18,600	18,600	18,600
2401	Contractual Services	462,762	482,200	489,800	489,800
	<b>Subtotal</b>	<b>1,431,527</b>	<b>1,543,800</b>	<b>1,501,400</b>	<b>1,504,400</b>

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

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	23,040		57,900	
5510	Automotive Equipment	19,074			
5622	Other Equipment	38,008		211,500	28,000
	<b>Subtotal</b>	<b>80,122</b>	<b>0</b>	<b>269,400</b>	<b>28,000</b>
<b><u>Special Programs</u></b>					
	Special Programs	46,186	41,500	41,500	42,000
	<b>Subtotal</b>	<b>46,186</b>	<b>41,500</b>	<b>41,500</b>	<b>42,000</b>
	<b>Grand Total</b>	<b>\$13,319,115</b>	<b>\$14,023,000</b>	<b>\$14,296,000</b>	<b>\$14,083,100</b>

***Police Department***  
**Position Summary**

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

<u>Position Title</u>	<i>No. of Positions</i>			<i>Salaries</i>		
	Adopted	Dept.	Adopted	Adopted	Department	Adopted
	Budget	Request	Budget	Budget	Request	Budget
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Police Chief	1	1	1	\$187,100	\$187,100	\$187,100
Police Captain	1	2	2	147,100	294,200	294,200
Police Lieutenant	4	2	2	540,300	270,100	270,100
Police Sergeant	7	7	7	791,900	793,700	793,700
Police Corporal	13	13	13	1,283,000	1,311,400	1,311,400
Police Officer	21	22	22	1,676,200	1,776,100	1,776,100
Dispatcher	6	6	6	407,500	430,300	430,300
Senior Dispatcher	4	4	4	323,600	323,600	323,600
Records Specialist	6	6	6	310,400	316,800	316,800
Support Services Supervisor	1	1	1	113,400	112,500	112,500
Police Civilian Supervisor	1	1	1	88,900	88,900	88,900
Police Fleet Coordinator	1	1	1	70,900	70,900	70,900
Administrative Assistant	1	1	1	65,400	64,400	64,400
Admin. Office Specialist	1	1	1	57,500	57,500	57,500
Comm. Serv. Officer II	2	1	1	130,800	65,400	65,400
Comm. Serv. Officer I	1	2	2	61,900	114,500	114,500
Sr. Office Specialist	1	1	1	53,700	53,700	53,700
Kennel Manager	1	1	1	61,900	61,900	61,900
Animal Serv. Officer	3	3	3	185,700	185,700	185,700
Kennel Aide	2	2	2	107,300	107,300	107,300
Parking Control Officer	5	5	5	284,200	287,400	287,400
Computer Operator	1	1	1	59,400	61,900	61,900
Assignment Pay				15,500	15,900	15,900
Bilingual Pay				5,400	5,400	5,400
Education Incentive				92,200	84,500	84,500
Uniform Pay				10,800	10,800	10,800
<b>TOTAL</b>	<b>84</b>	<b>84</b>	<b>84</b>	<b>\$7,132,000</b>	<b>\$7,151,900</b>	<b>\$7,151,900</b>



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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$1,613,011	\$1,717,600	\$1,761,300	\$1,761,300
1003	Salaries, Part Time	45,635	36,500	36,500	36,500
1006	Salaries, Overtime	76,603	54,600	54,600	54,600
1009	Salaries, Redistributed	(125,600)	(125,600)	(125,500)	(125,500)
1038	Sick Leave Payoff	32,900	25,500	25,500	25,500
1040	Vacation Payoff	30,100	28,500	28,500	28,500
1042	Comp Time Payoffs	6,500	6,000	3,500	3,500
1053	Holiday Allowance	25,653	27,600	27,600	27,600
1101	Retirement	348,698	441,700	440,500	440,500
1102	PERS-Side Fund	33,500	33,400	33,400	33,400
1103	P.A.R.S. Retirement	1,716	1,400	1,400	1,400
1201	Workers' Compensation	64,900	64,200	48,300	48,300
1300	Employee Group Insurance	250,800	272,800	286,000	286,000
1318	Medicare Insurance	21,295	20,400	22,200	22,200
	<b>Subtotal</b>	<b>2,425,711</b>	<b>2,604,600</b>	<b>2,643,800</b>	<b>2,643,800</b>

**Maintenance and Operations**

2001	Uniforms and Laundry	6,425	6,000	6,000	6,000
2011	Training, Travel and Dues	8,849	10,700	10,700	10,700
2024	Electricity	26,494	28,700	25,500	25,500
2027	Water	1,670	2,300	2,000	2,000
2031	Telephone	68,237	74,000	71,700	71,700
2051	Gas and Lubrications	7,373	7,400	7,400	7,400
2101	Materials and Supplies	40,275	43,000	43,000	43,000
2150	Rents and Leases	19,623	18,800	18,800	18,800
2170	General Insurance	18,100	49,100	38,000	38,000
2201	Repairs and Maint. Automotive	937	5,500	5,500	5,500
2222	Repairs and Maint. Other	71,837	65,000	65,000	65,000
2281	Printing	6,389	6,000	6,000	6,000
2401	Contractual Services	290,305	296,300	296,300	296,300
	<b>Subtotal</b>	<b>566,514</b>	<b>612,800</b>	<b>595,900</b>	<b>595,900</b>

**Support Services Division (con't)**

*Police Department  
General Fund/2101*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Capital Outlay</b>					
5622	(R) Electronic Door System			30,000	
5622	(R) In Car Camera Video System			100,000	
5408	(R) Three Servers			27,000	
5622	(R) Identification Card Printer			5,000	
5408	(R) Seven Personal Computers			12,700	
5408	(R) Unlimited Power Supply Units			3,200	
5408	(R) EOC Cabinets			10,000	
5622	(A) Camera for Employee Lot			2,500	
	<b>Subtotal</b>	<b>43,888</b>	<b>0</b>	<b>190,400</b>	<b>0</b>
<b>Special Programs</b>					
8061	O.C. Human Relations Comm.	2,528	2,500	2,500	2,500
8971	IT Support	13,706			
	<b>Subtotal</b>	<b>16,234</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
	<b>Grand Total</b>	<b>\$3,052,347</b>	<b>\$3,219,900</b>	<b>\$3,432,600</b>	<b>\$3,242,200</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Police Chief	1	1	1	\$187,100	\$187,100	\$187,100
Police Captain		1	1		147,100	147,100
Police Lieutenant	1			135,100		
Support Services Supervisor	1	1	1	113,400	112,500	112,500
Police Civilian Supervisor	1	1	1	88,900	88,900	88,900
Dispatcher	6	6	6	407,500	430,300	430,300
Sr. Dispatcher	4	4	4	323,600	323,600	323,600
Records Specialist	5	5	5	252,900	263,100	263,100
Administrative Assistant	1	1	1	65,400	64,400	64,400
Admin. Office Specialist	1	1	1	57,500	57,500	57,500
Police Fleet Coordinator	1	1	1	70,900	70,900	70,900
Bilingual Pay				2,700	2,700	2,700
Assignment Pay				12,600	13,200	13,200
<b>TOTAL</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>\$1,717,600</b>	<b>\$1,761,300</b>	<b>\$1,761,300</b>

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$3,313,938	\$3,516,400	\$3,513,500	\$3,513,500
1003	Salaries, Part Time	225,788	146,300	146,300	171,300
1006	Salaries, Overtime	341,861	281,900	281,900	281,900
1009	Salaries, Redistributed	26,900	26,800	26,800	26,800
1038	Sick Leave Payoff	60,600	56,700	57,500	57,500
1040	Vacation Payoff	85,000	90,600	90,600	90,600
1042	Comp Time Payoffs	16,600	15,500	14,500	14,500
1053	Holiday Allowance	108,457	94,300	94,300	94,300
1101	Retirement	956,731	1,201,300	1,183,300	1,183,300
1102	PERS-Side Fund	353,500	353,500	353,500	353,500
1103	P.A.R.S. Retirement	8,841	5,500	5,500	5,500
1201	Workers' Compensation	329,200	325,400	341,600	341,600
1300	Employee Group Insurance	410,400	446,400	468,000	468,000
1318	Medicare Insurance	52,316	53,100	55,200	55,200
	<b>Subtotal</b>	<b>6,290,132</b>	<b>6,613,700</b>	<b>6,632,500</b>	<b>6,657,500</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	42,128	37,000	37,000	37,000
2011	Training, Travel and Dues	4,005	4,200	4,200	4,200
2031	Telephone	1,592	1,500	800	800
2051	Gas and Lubrications	93,454	88,100	88,000	88,000
2101	Materials and Supplies	26,728	24,600	24,600	24,600
2150	Rents and Leases	154,104	164,800	160,400	160,400
2170	General Insurance	60,800	76,600	65,700	65,700
2201	Repairs and Maint. Auto.	70,601	69,000	69,000	69,000
2222	Repairs and Maint. Other	7,774	5,000	5,000	5,000
2281	Printing	3,132	2,000	2,000	2,000
2401	Contractual Services	3,663	3,400	3,400	3,400
	<b>Subtotal</b>	<b>467,981</b>	<b>476,200</b>	<b>460,100</b>	<b>460,100</b>
<b>Capital Outlay</b>					
5622	(R) Two Traffic Trailers			28,000	28,000
5622	(A) License Plate Reader			20,000	
5622	(R) Twenty Tasers			17,000	
	<b>Subtotal</b>	<b>9,260</b>	<b>0</b>	<b>65,000</b>	<b>28,000</b>
<b>Special Programs</b>					
8245	CERT Program				5,000
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
	<b>Grand Total</b>	<b>\$6,767,373</b>	<b>\$7,089,900</b>	<b>\$7,157,600</b>	<b>\$7,150,600</b>

## *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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Police Captain	1	1	1	\$147,100	\$147,100	\$147,100
Police Lieutenant	3	2	2	405,200	270,100	270,100
Police Sergeant	5	5	5	565,100	566,900	566,900
Police Corporal	10	11	11	983,900	1,112,000	1,112,000
Police Officer	17	17	17	1,336,300	1,346,400	1,346,400
Education Incentive				77,000	69,200	69,200
Bilingual Pay				1,800	1,800	1,800
<b>TOTAL</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>\$3,516,400</b>	<b>\$3,513,500</b>	<b>\$3,513,500</b>

# Investigative Services Division

*Police Department  
General Fund/2104*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$1,108,217	\$1,138,200	\$1,115,600	\$1,115,600
1003	Salaries, Part Time	37			
1006	Salaries, Overtime*	56,831	74,400	74,400	74,400
1038	Sick Leave Payoff	22,000	17,000	19,700	19,700
1040	Vacation Payoff	16,000	17,300	17,300	17,300
1042	Comp Time Payoffs	7,100	3,800	2,900	2,900
1053	Holiday Allowance	22,432	19,100	19,100	19,100
1101	Retirement	298,150	360,100	349,000	349,000
1102	PERS-Side Fund	90,800	90,800	90,800	90,800
1201	Workers' Compensation	37,100	41,200	40,900	40,900
1300	Employee Group Insurance	148,200	161,200	169,000	169,000
1318	Medicare Insurance	12,545	14,800	14,400	14,400
	<b>Subtotal</b>	<b>1,819,412</b>	<b>1,937,900</b>	<b>1,913,100</b>	<b>1,913,100</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	4,719	4,500	4,500	4,500
2011	Training, Travel and Dues	5,241	5,000	5,000	5,000
2031	Telephone	3,100	2,900	3,000	3,000
2051	Gas and Lubrications	4,199	10,300	10,300	10,300
2101	Materials and Supplies	19,626	17,000	17,000	17,000
2150	Rents and Leases	22,800	33,600	33,600	33,600
2170	General Insurance	27,300	43,900	32,300	32,300
2201	Repairs and Maint. Auto.	2,729	8,500	8,500	8,500
2222	Repairs and Maint. Other	4,254	3,500	3,500	3,500
2281	Printing	1,617	2,000	2,000	2,000
2401	Contractual Services	61,106	60,000	60,000	60,000
	<b>Subtotal</b>	<b>156,691</b>	<b>191,200</b>	<b>179,700</b>	<b>179,700</b>
<b>Capital Outlay</b>					
5408	(A) Five iPads			5,000	
5622	(A) Mobile Forensic Phone System			6,500	
	<b>Subtotal</b>	0	0	11,500	0
<b>Special Programs</b>					
8118	P.O.S.T. Reimb. Training	23,523	34,000	34,000	34,000
8244	D.A.R.E. Program	4,971			
	<b>Subtotal</b>	<b>28,494</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>
	<b>Grand Total</b>	<b>\$2,004,597</b>	<b>\$2,163,100</b>	<b>\$2,138,300</b>	<b>\$2,126,800</b>

\* Partly or fully funded by a police grant.

## *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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Police Sergeant	2	2	2	\$226,800	\$226,800	\$226,800
Police Corporal	3	2	2	299,100	199,400	199,400
Police Officer	4	5	5	339,900	429,700	429,700
Comm. Serv. Officer II	2	1	1	130,800	65,400	65,400
Comm. Serv. Officer I	1	2	2	61,900	114,500	114,500
Sr. Office Specialist	1	1	1	53,700	53,700	53,700
Education Incentive				15,200	15,300	15,300
Uniform Pay				10,800	10,800	10,800
<b>TOTAL</b>	13	13	13	\$1,138,200	\$1,115,600	\$1,115,600

# Animal Services Division

*Police Department  
General Fund/2201*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$354,958	\$354,900	\$354,900	\$354,900
1003	Salaries, Part Time	22,453	21,500	21,500	21,500
1006	Salaries, Overtime	4,006	2,000	2,000	2,000
1038	Sick Leave Payoff	2,700	2,100	6,200	6,200
1040	Vacation Payoff	4,300	5,200	5,200	5,200
1053	Holiday Allowance	7,759	9,500	9,500	9,500
1101	Retirement	72,721	85,100	82,400	82,400
1103	P.A.R.S. Retirement	842	800	800	800
1201	Workers' Compensation	2,900	2,900	3,500	3,500
1300	Employee Group Insurance	68,400	74,400	78,000	78,000
1318	Medicare Insurance	3,670	3,800	3,800	3,800
<b>Subtotal</b>		544,709	562,200	567,800	567,800
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	1,089	1,800	1,800	1,800
2011	Training, Travel and Dues		300	300	300
2021	Natural Gas	2,414	6,000	3,800	5,000
2024	Electricity	4,906	5,600	2,800	3,800
2027	Water	1,797	3,000	2,200	3,000
2031	Telephone	2,607	3,100	2,800	2,800
2051	Gas and Lubrications	6,816	8,000	8,000	8,000
2101	Materials and Supplies	20,344	22,000	22,000	22,000
2150	Rents and Leases	11,100	11,100	11,100	11,100
2170	General Insurance	16,700	4,500	4,600	4,600
2201	Repairs and Maint. Auto.	4,171	4,800	4,800	4,800
2222	Repairs and Maint. Other	6,627	5,000	5,000	5,000
2281	Printing	1,621	1,600	1,600	1,600
2401	Contractual Services	9,474	7,500	15,100	15,100
<b>Subtotal</b>		89,666	84,300	85,900	88,900
<b><u>Capital Outlay</u></b>					
5622	(R) Commercial Washer & Dryer		<small>Prior years capital items shown in totals only</small>	2,500	
<b>Subtotal</b>		7,900	0	2,500	0
<b><u>Special Programs</u></b>					
8243	Animal Shelter Donations	5,205	5,000	5,000	5,000
<b>Subtotal</b>		5,205	5,000	5,000	5,000
<b>Grand Total</b>		<b>\$647,480</b>	<b>\$651,500</b>	<b>\$661,200</b>	<b>\$661,700</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Kennel Manager	1	1	1	\$61,900	\$61,900	\$61,900
Animal Serv. Officer	3	3	3	185,700	185,700	185,700
Kennel Aide	2	2	2	107,300	107,300	107,300
<b>TOTAL</b>	6	6	6	\$354,900	\$354,900	\$354,900

**Parking Enforcement Division***Police Department  
Parking Fund/2301*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$387,689	\$404,900	\$406,600	\$406,600
1003	Salaries, Part Time	9,304	8,000	8,000	8,000
1006	Salaries, Overtime	321	3,200	3,200	3,200
1009	Salaries, Redistributed	98,800	98,800	98,800	98,800
1038	Sick Leave Payoff	1,800	900	7,000	7,000
1040	Vacation Payoff	3,600	3,700	3,700	3,700
1042	Comp Time Payoffs	600			
1053	Holiday Allowance	4,614	3,000	3,000	3,000
1101	Retirement	78,979	95,300	92,600	92,600
1103	P.A.R.S. Retirement	349	300	300	300
1201	Workers' Compensation	10,300	9,200	7,000	7,000
1300	Employee Group Insurance	79,800	86,800	91,000	91,000
1318	Medicare Insurance	4,947	5,200	5,300	5,300
	<b>Subtotal</b>	<b>681,103</b>	<b>719,300</b>	<b>726,500</b>	<b>726,500</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	1,675	2,000	2,000	2,000
2011	Training, Travel and Dues			200	200
2031	Telephone	4,214	5,000	4,300	4,300
2051	Gas and Lubrications	3,648	5,200	5,200	5,200
2101	Materials and Supplies	855	6,000	6,000	6,000
2150	Rents and Leases	20,054	20,000	20,900	20,900
2170	General Insurance	6,000	6,100	6,200	6,200
2201	Repairs and Maint. Auto.	3,491	6,000	6,000	6,000
2222	Repairs and Maint. Other	7,270	7,000	7,000	7,000
2281	Printing	5,255	7,000	7,000	7,000
2401	Contractual Services	98,214	115,000	115,000	115,000
	<b>Subtotal</b>	<b>150,676</b>	<b>179,300</b>	<b>179,800</b>	<b>179,800</b>
	<b>Grand Total</b>	<b>\$831,779</b>	<b>\$898,600</b>	<b>\$906,300</b>	<b>\$906,300</b>

***Parking Enforcement Position Summary***

<u><b>Position Title</b></u>	<i>No. of Positions</i>			<i>Salaries</i>		
	<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>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
Parking Control Officer	5	5	5	\$284,200	\$287,400	\$287,400
Computer Operator	1	1	1	59,400	61,900	61,900
Records Specialist	1	1	1	57,500	53,700	53,700
Bilingual Pay				900	900	900
Assignment Pay				2,900	2,700	2,700
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>\$404,900</b>	<b>\$406,600</b>	<b>\$406,600</b>

# Fire Department

The Fire Department is organized into two budgetary divisions, Fire Operations/Training and Fire Prevention. The Department responds to approximately 3000 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 Department's emergency responses; 15% of emergency responses are 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; in addition to 4 staff personnel, 15 reserve firefighters, an administrative secretary and a part-time fire prevention officer. 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 a reserve unit as backup at Stations One and Four. Station Two has a four-wheel drive brush unit that is specifically designed to go into the wildland interface areas and a squad that is equipped to respond to fuel spills, water removal calls, and board-ups. Station One also has a utility vehicle that responds to public service calls such as flooding and mudslides. The Department also has access to one engine supplied by the State of California Emergency Management Agency (CalEMA) which is activated as part of the mutual aid system in the case of a major wildland fire or other emergency. The Department has seventeen personnel with paramedic training who 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 skills maintenance-training programs, and conduct fire prevention inspections annually in local businesses as well as residences adjacent to open space areas.

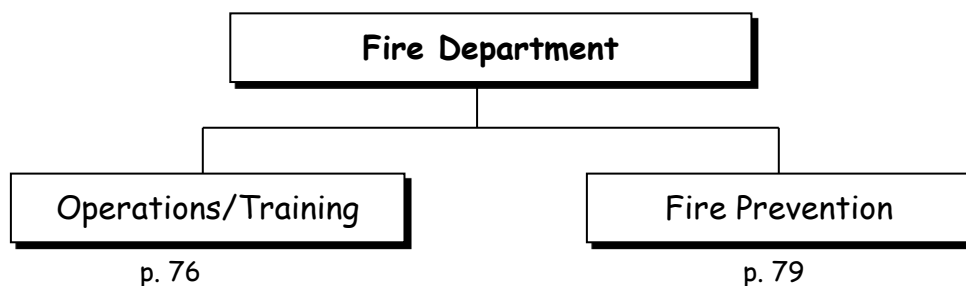
**Fire Prevention Division** - The Fire Prevention Division manages the daily fire prevention activities and inspections of the engine companies; the plan review and new construction process; supervises the fire investigators; and oversees the vegetation management programs.

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 325 acres surrounding the exterior of the City, along the open wildland areas, where vegetation is reduced creating fuel breaks to protect residential structures. The fuel modification program is accomplished and maintained through the use of goats and hand crews.

**Major Initiatives:**

- Enhance the training and professional development of all personnel.
- Continue to review and enhance Fire Department communications systems and dispatch procedures.
- Enhance Firefighter safety through the use of new technologies available now and in the future.
- Enhance the Information Technology capabilities of the Fire Department through improvements in telecommunications, network connections, and software and hardware acquisitions where applicable.
- Improve service delivery, data collection and continuous quality improvement through the use of electronic and automated systems.
- Address the repairs needed to the Fire Department's facilities and fire stations through the establishment of priorities in concert with funding availabilities.

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



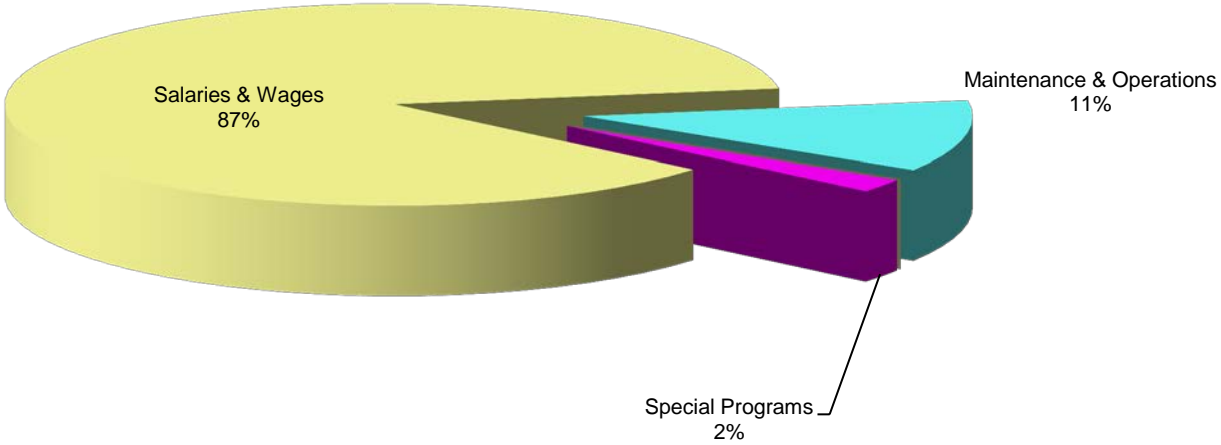
**Fire Department**

**All Divisions**

**Division**

	<b>MAJOR CATEGORY OF EXPENDITURE</b>					<b>Division</b>
	<b>Salaries &amp; Wages</b>	<b>Maint. &amp; Operations</b>	<b>Capital Outlay</b>	<b>Special Programs</b>	<b>Capital Projects</b>	
<b>Fire Operations</b>	\$7,993,900	\$991,500				<b>\$8,985,400</b>
<b>Fire Prevention</b>	274,500	103,000		\$208,000		<b>\$585,500</b>
<b>Department Total</b>	<b>\$8,268,400</b>	<b>\$1,094,500</b>	<b>\$0</b>	<b>\$208,000</b>	<b>\$0</b>	<b>\$9,570,900</b>

**Summary By Category Total**



## Fire Department Budget Detail

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$4,276,382	\$4,423,400	\$4,364,200	\$4,364,200
1003	Salaries, Part Time	36,008	46,400	47,700	46,400
1006	Salaries, Overtime	1,062,357	970,700	970,700	970,700
1038	Sick Leave Payoff	37,200	86,300	75,600	75,600
1040	Vacation Payoff	81,500	90,800	90,800	90,800
1042	Comp Time Payoffs	100	1,100	1,900	1,900
1059	Residency Incentive	32,757	33,100	40,500	40,500
1101	Retirement	1,219,299	1,494,700	1,311,300	1,311,300
1102	PERS-Side Fund	350,600	350,600	350,600	350,600
1103	P.A.R.S. Retirement	1,167	1,800	1,800	1,800
1201	Workers' Compensation	310,200	321,500	408,800	408,800
1300	Employee Group Insurance	467,400	508,400	533,000	533,000
1318	Medicare Insurance	58,106	66,600	72,800	72,800
	<b>Subtotal</b>	<b>7,933,076</b>	<b>8,395,400</b>	<b>8,269,700</b>	<b>8,268,400</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	60,135	77,200	77,200	77,200
2011	Training, Travel and Dues	55,281	59,200	59,200	59,200
2021	Natural Gas	2,543	3,500	2,900	2,900
2024	Electricity	26,708	22,400	25,000	25,000
2027	Water	4,633	5,500	4,500	4,500
2031	Telephone	29,751	28,300	28,800	28,800
2051	Gas and Lubrications	49,486	70,000	67,900	67,900
2101	Materials and Supplies	55,732	69,100	69,800	69,800
2110	Paramedic Medical Supplies	40,574	48,000	48,000	48,000
2150	Rents and Leases	229,596	230,400	230,400	230,400
2170	General Insurance	65,300	65,500	69,100	69,100
2201	Repairs and Maint. Auto.	80,160	110,100	105,000	105,000
2222	Repairs and Maint. Other	56,736	65,900	67,300	67,300
2281	Printing	2,182	6,000	6,000	6,000
2401	Contractual Services	187,368	221,900	233,400	233,400
	<b>Subtotal</b>	<b>946,185</b>	<b>1,083,000</b>	<b>1,094,500</b>	<b>1,094,500</b>

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

*All  
Divisions*

Account	Actual	Adopted	Department	Adopted
No.    Account Title	Expenditures	Budget	Request	Budget
	2010-11	2011-12	2012-13	2012-13
<b><u>Capital Outlay</u></b>				
5305	Improvements Other Than Bldgs.	12,180	20,000	
5408	Office Furniture & Equipment		29,600	
5622	Other Equipment	41,288	402,400	
	<b>Subtotal</b>	<b>53,468</b>	<b>0</b>	<b>452,000</b>
				<b>0</b>
<b><u>Special Programs</u></b>				
	Special Programs	382,029	207,000	236,000
	<b>Subtotal</b>	<b>382,029</b>	<b>207,000</b>	<b>236,000</b>
	<b>Grand Total</b>	<b>\$9,314,758</b>	<b>\$9,685,400</b>	<b>\$10,052,200</b>
			<b>\$9,570,900</b>	



***Fire Department***

***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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Fire Chief	1	1	1	\$187,100	\$187,100	\$187,100
Deputy Chief	1	1	1	147,100	147,100	147,100
Fire Division Chief	2	2	2	294,200	294,200	294,200
Fire Captain	12	12	12	1,266,200	1,257,000	1,257,000
Fire Engineer	12	12	12	1,093,600	1,092,100	1,092,100
Firefighter	12	12	12	897,100	823,200	823,200
Administrative Assistant	1	1	1	65,400	65,400	65,400
Acting Pay				21,000	39,800	39,800
Education Pay				74,200	70,500	70,500
Holiday Pay				141,200	137,600	137,600
Paramedic Pay				236,300	250,200	250,200
<b>TOTAL</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>\$4,423,400</b>	<b>\$4,364,200</b>	<b>\$4,364,200</b>

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$4,129,270	\$4,276,300	\$4,217,100	\$4,217,100
1003	Salaries, Part Time	16,955	26,400	26,400	26,400
1006	Salaries, Overtime	1,062,357	970,700	970,700	970,700
1038	Sick Leave Payoff	33,200	82,500	73,000	73,000
1040	Vacation Payoff	64,600	71,200	71,200	71,200
1042	Comp Time Payoffs	100	1,100	1,900	1,900
1059	Residency Incentive	25,334	25,700	33,100	33,100
1101	Retirement	1,178,780	1,445,900	1,261,700	1,261,700
1102	PERS-Side Fund	340,100	340,100	340,100	340,100
1103	P.A.R.S. Retirement	452	1,000	1,000	1,000
1201	Workers' Compensation	308,900	320,200	407,500	407,500
1300	Employee Group Insurance	456,000	496,000	520,000	520,000
1318	Medicare Insurance	55,588	64,100	70,200	70,200
	<b>Subtotal</b>	<b>7,671,636</b>	<b>8,121,200</b>	<b>7,993,900</b>	<b>7,993,900</b>

**Maintenance and Operations**

2001	Uniforms and Laundry	57,419	73,900	73,900	73,900
2011	Training, Travel and Dues	48,114	51,600	51,600	51,600
2021	Natural Gas	2,543	3,500	2,900	2,900
2024	Electricity	26,708	22,400	25,000	25,000
2027	Water	4,633	5,500	4,500	4,500
2031	Telephone	29,751	28,300	28,800	28,800
2051	Gas and Lubrications	49,486	64,600	62,500	62,500
2101	Materials and Supplies	52,522	62,800	63,500	63,500
2110	Paramedic Medical Supplies	40,574	48,000	48,000	48,000
2150	Rents and Leases	217,500	218,300	218,300	218,300
2170	General Insurance	63,300	63,500	67,100	67,100
2201	Repairs and Maint. Auto.	75,351	105,800	100,700	100,700
2222	Repairs and Maint. Other	56,736	65,900	67,300	67,300
2281	Printing	267	4,300	4,300	4,300
2401	Contractual Services	106,557	173,100	173,100	173,100
	<b>Subtotal</b>	<b>831,460</b>	<b>991,500</b>	<b>991,500</b>	<b>991,500</b>

**Fire Operations Division (con't)**Fire Department  
General Fund/2401

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Capital Outlay</b>					
5622	(A) Five FatPot Lincenses			3,800	
5622	(R) Upgrade Station Alerting			25,000	
5622	(R) Multi-Media Projector			2,500	
5408	(R) Five Computers			10,500	
5622	(R) Server Storage			15,000	
5622	(A) VHF Radio for Dispatch Center			14,000	
5622	(R) Cardio Exercise Equipment			4,900	
5622	(A) Firehouse Records Management			5,100	
5622	(R) Emergency Generator at Sta. 2			200,000	
5622	(R) New Beds for All Stations			12,700	
5408	(R) Chairs for Day Room			5,300	
5622	(A) Two Safety Exercise Racks			2,400	
	Other Capital Requests			150,800	
	<b>Subtotal</b>	<b>53,468</b>	<b>0</b>	<b>452,000</b>	<b>0</b>
<b>Special Programs</b>					
8006	Extrication Equipment	156,257			
	<b>Subtotal</b>	<b>156,257</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$8,712,821</b>	<b>\$9,112,700</b>	<b>\$9,437,400</b>	<b>\$8,985,400</b>

## *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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Fire Chief	1	1	1	\$187,100	\$187,100	\$187,100
Fire Deputy Chief	1	1	1	147,100	147,100	147,100
Fire Division Chief	1	1	1	147,100	147,100	147,100
Fire Captain	12	12	12	1,266,200	1,257,000	1,257,000
Fire Engineer	12	12	12	1,093,600	1,092,100	1,092,100
Firefighter	12	12	12	897,100	823,200	823,200
Administrative Assistant	1	1	1	65,400	65,400	65,400
Acting Pay				21,000	39,800	39,800
Education Pay				74,200	70,500	70,500
Holiday Pay				141,200	137,600	137,600
Paramedic Pay				236,300	250,200	250,200
<b>TOTAL</b>	40	40	40	\$4,276,300	\$4,217,100	\$4,217,100

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$147,112	\$147,100	\$147,100	\$147,100
1003	Salaries, Part Time	19,053	20,000	21,300	20,000
1038	Sick Leave Payoff	4,000	3,800	2,600	2,600
1040	Vacation Payoff	16,900	19,600	19,600	19,600
1059	Residency Incentive	7,423	7,400	7,400	7,400
1101	Retirement	40,519	48,800	49,600	49,600
1102	PERS-Side Fund	10,500	10,500	10,500	10,500
1103	P.A.R.S. Retirement	714	800	800	800
1201	Workers' Compensation	1,300	1,300	1,300	1,300
1300	Employee Group Insurance	11,400	12,400	13,000	13,000
1318	Medicare Insurance	2,518	2,500	2,600	2,600
	<b>Subtotal</b>	<b>261,440</b>	<b>274,200</b>	<b>275,800</b>	<b>274,500</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	2,716	3,300	3,300	3,300
2011	Training, Travel and Dues	7,167	7,600	7,600	7,600
2051	Gas and Lubrications		5,400	5,400	5,400
2101	Materials and Supplies	3,210	6,300	6,300	6,300
2150	Rents and Leases	12,096	12,100	12,100	12,100
2170	General Insurance	2,000	2,000	2,000	2,000
2201	Repairs and Maint. Auto.	4,809	4,300	4,300	4,300
2281	Printing	1,915	1,700	1,700	1,700
2401	Contractual Services	80,811	48,800	60,300	60,300
	<b>Subtotal</b>	<b>114,725</b>	<b>91,500</b>	<b>103,000</b>	<b>103,000</b>
<b>Special Programs</b>					
8040	Fuel Modification Program	164,099	167,800	187,800	159,800
8301	Hazardous Materials Mitigation	8,490	9,200	9,200	9,200
8804	Weed Abatement-Private Lots	53,183	30,000	39,000	39,000
	<b>Subtotal</b>	<b>225,772</b>	<b>207,000</b>	<b>236,000</b>	<b>208,000</b>
	<b>Grand Total</b>	<b>\$601,937</b>	<b>\$572,700</b>	<b>\$614,800</b>	<b>\$585,500</b>

## ***Fire Prevention 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>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
Fire Division Chief	1	1	1	\$147,100	\$147,100	\$147,100
<b>TOTAL</b>	1	1	1	\$147,100	\$147,100	\$147,100

# Marine Safety Department

The Marine Safety Department is responsible for 5.5 miles of City coastline and 16.5 miles of ocean. Marine Safety has seven full-time positions and one regular part-time position: one Marine Safety Chief, one Captain, two Lieutenants, three Marine Safety Officers, and one regular part-time Marine Protection Officer. During the course of the year the Marine Safety Department is augmented with three Recurrent Hourly Lifeguards and one hundred Seasonal Ocean Lifeguards.

The Marine Safety Department provides 24-hour lifeguard service 365 days a year. Marine Safety's primary duties include: ocean rescue, emergency medical response, accident prevention, ordinance enforcement, and public assistance. The Department also provides technical rescue response in scuba search-and-rescue/recovery, coastal cliff rescue, and backcountry extrication. During an average year, Marine Safety personnel rescue approximately 3,500 individuals from the ocean and provide medical attention to another 4,000 people. The Marine Safety staff enforces beach and marine-related municipal ordinances along with state codes, averaging 170,000 enforcements annually.

The Marine Safety Department is organized into four functional divisions: (1) Field Operations Level 1 (summer deployment), (2) Junior Lifeguards, (3) Field Operations Level 2 & 3 (non-summer deployment), (4) Marine Education and Enforcement.

**Field Operation Level 1 (Summer Deployment)** - Summer deployment consists of 48 positions per day providing ocean lifeguard coverage to the City beaches and Irvine Cove. The Department's summer operation is structured into four geographic and two functional divisions.

- Division 1 ranges from Irvine Cove to Rock Pile Beach and is covered by eight lifeguard towers, a rescue patrol vehicle, and two supervisors.
- Division 2 is Main Beach, with six lifeguard towers and the base of operations for the tower lifeguard relief deployment. Division 2 utilizes up to three supervisors.
- Division 3 covers Sleepy Hollow Beach to Pearl Street, an area overseen by lifeguards in seven towers and two supervisors in a rescue patrol vehicle.
- Division 4 extends from Woods Cove to Treasure Island includes seven towers and two supervisors in a rescue patrol vehicle.

- Division 5, the first of two functional divisions, includes marine safety dispatching, department administration, Ocean Lifeguard I, II and III training, and field maintenance for the department.
- Division 6, the other functional division, oversees marine ordinance enforcement, patrol, and public education and marine protection.

**Junior Lifeguards** - This program educates and instructs the youth of Laguna Beach and surrounding cities in ocean awareness and aquatic safety, marine ecology, rudimentary first aid, and responsible enjoyment of our coastal resources. Each year approximately 450 young people between the ages of 8 and 15 participate in the program. A cadre of experienced Ocean Lifeguards serves as instructors.

**Field Operations Levels 2/3 and Training (Non-Summer Deployment)** - Level 2/3 deployment starts the day after Labor Day and continues through the third week of June. Operations during non-summer months consist of seven full-time marine safety personnel, one regular part-time Marine Protection Officer three Recurrent Hourly Lifeguards, and approximately 20 Ocean Lifeguards. A Level 2/3 deployment schedule is utilized to address varying seasonal and weekend demands. Field Operations include patrol, emergency rescue, 24-hour response, and enforcement of beach and related municipal ordinances and state codes. Annual maintenance of Department equipment is performed at this time of year. During Level 2 & 3 staffing, the Marine Safety Department completes the majority of the year's training in four specific disciplines: (1) Marine Safety Officer certification training, (2) technical rescue training, (3) pre-summer Ocean Lifeguard I, II, III training, and (4) the Rookie Lifeguard Academy.

**Marine Education and Enforcement** - The Marine Protection Officer patrols beaches issuing warnings and citations regarding marine violations. During certain times of the year, Tide Pool Educators and volunteer Tidewater Docents assist the Marine Safety Department in educating beach patrons and school groups about the delicate balance of the intertidal zone. Marine Safety personnel perform educational outreach as well as overseeing the enforcement of marine ordinances.

**Major Initiatives:**

- Coordinate the replacement of the Marine Safety Headquarters.
- Continue the replacement of lifeguard chairs with lifeguard towers that provide sustained protection from the environment.
- Continue to evaluate Ocean Lifeguard recruitment procedure in order to facilitate consistent staffing of Levels 1 and 2.
- Update and enhance instructional techniques used in the Rookie Lifeguard Academy.

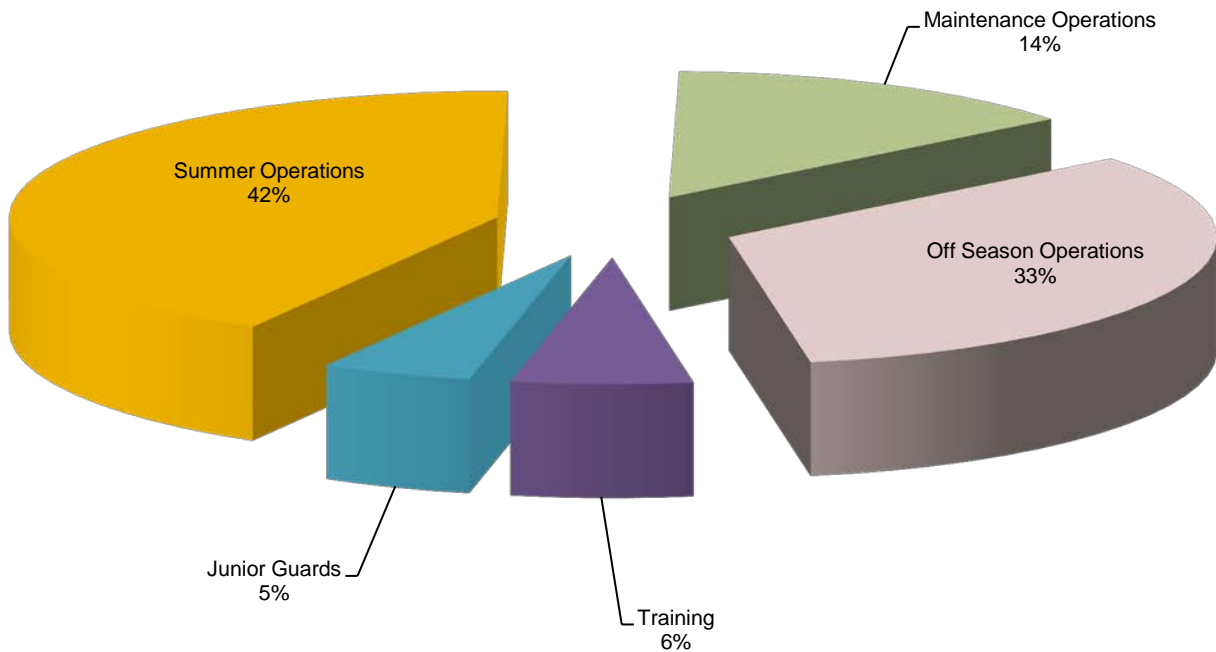


# Marine Safety Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Marine Safety	\$2,083,900	\$338,300	\$50,000			\$2,472,200
<b>Department Total</b>	<b>\$2,083,900</b>	<b>\$338,300</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,472,200</b>

## Summary By Operation Total



**Marine Safety Department  
Budget Detail**

**General Fund/2601**

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$660,786	\$677,000	\$688,200	\$688,200
1003	Salaries, Part Time	784,208	825,800	824,400	824,400
1004	Tidepool, Part Time	4,199	4,500	4,500	4,500
1006	Salaries, Overtime	101,765	112,900	112,900	112,900
1038	Sick Leave Payoff	9,000	18,800	11,700	11,700
1040	Vacation Payoff	7,600	7,600	7,600	7,600
1042	Comp Time Payoffs	1,100	400		
1053	Holiday Allowance	354			
1101	Retirement	165,455	202,400	205,700	205,700
1102	PERS-Side Fund	28,678	28,800	28,800	28,800
1103	P.A.R.S. Retirement	36,939	31,200	31,100	31,100
1201	Workers' Compensation	30,800	38,600	47,900	47,900
1300	Employee Group Insurance	91,200	93,000	97,500	97,500
1318	Medicare Insurance	22,559	23,500	23,600	23,600
	<b>Subtotal</b>	<b>1,944,644</b>	<b>2,064,500</b>	<b>2,083,900</b>	<b>2,083,900</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	35,649	35,900	35,900	35,900
2011	Training, Travel and Dues	19,961	11,100	11,100	11,100
2021	Natural Gas	846	600	700	700
2024	Electricity	3,884	3,800	3,900	3,900
2027	Water	18,420	11,000	18,000	18,000
2031	Telephone	14,116	15,000	14,500	14,500
2051	Gas and Lubrications	8,749	14,100	14,100	14,100
2101	Materials and Supplies	71,687	65,000	65,000	65,000
2150	Rents and Leases	70,596	77,000	77,000	77,000
2170	General Insurance	19,200	19,100	19,600	19,600
2201	Repairs and Maint. Auto.	7,214	8,800	8,800	8,800
2222	Repairs and Maint. Other	26,502	29,000	29,000	29,000
2281	Printing	4,192	1,200	1,200	1,200
2401	Contractual Services	49,852	39,500	39,500	39,500
	<b>Subtotal</b>	<b>350,869</b>	<b>331,100</b>	<b>338,300</b>	<b>338,300</b>
<b>Capital Outlay</b>					
5408	(A) Lifeguard HQ Equipment			50,000	50,000
5622	(R) Five Hand Held Radios			19,500	
5622	(R) Two Lifeguard Tower Stairs			5,200	
5408	(R) Two Computers			4,200	
5622	(A) Mobile Radio			5,600	
5622	(A) Two Wave Runners			36,000	
	<b>Subtotal</b>	<b>19,041</b>	<b>0</b>	<b>120,500</b>	<b>50,000</b>
	<b>Grand Total</b>	<b>\$2,314,554</b>	<b>\$2,395,600</b>	<b>\$2,542,700</b>	<b>\$2,472,200</b>

*Prior years capital items  
shown in totals only*

***Marine Safety Department  
Position Summary***

***All  
Divisions***

<u><b>Position Title</b></u>	<i>No. of Positions</i>			<i>Salaries</i>		
	<b>Adopted</b>	<b>Dept.</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Department</b>	<b>Adopted</b>
	<b>Budget</b>	<b>Request</b>	<b>Budget</b>	<b>Budget</b>	<b>Request</b>	<b>Budget</b>
	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
Chief of Marine Safety	1	1	1	\$135,100	\$135,100	\$135,100
Marine Safety Captain	1	1	1	101,500	101,500	101,500
Marine Safety Lieutenant	2	2	2	174,400	177,900	177,900
Marine Safety Officer	3	3	3	225,500	233,200	233,200
Marine Protection Officer	0.5	0.5	0.5	39,500	39,500	39,500
Uniform Allowance				1,000	1,000	1,000
<b>TOTAL</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>\$677,000</b>	<b>\$688,200</b>	<b>\$688,200</b>



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# 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 50 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 200 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 92 separate parks and facilities totaling more than 75 acres. There are approximately 60,000 square feet of City buildings, including 12 public restrooms throughout the City. Additional part-time staff assists with litter control and downtown cleanup. The City contracts with private companies for custodial services at City Hall, Lang Park, the Corporation Yard, the Senior Center, and the Animal Shelter. The City also contracts for 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 nine employees who maintain City streets, sidewalks, and storm drains. The City has approximately 80 miles of paved streets and 1,000 storm drain inlets, catch basins, and drain 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 for tree trimming within street area, street median maintenance, street striping, pothole repair, 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). There are five full time staff in this division. Another 100 part time staff are employed during the summer festival season. 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 partially subsidized by parking receipts. The Transit Fund also includes funds for intra-city paratransit service provided through OCTA.

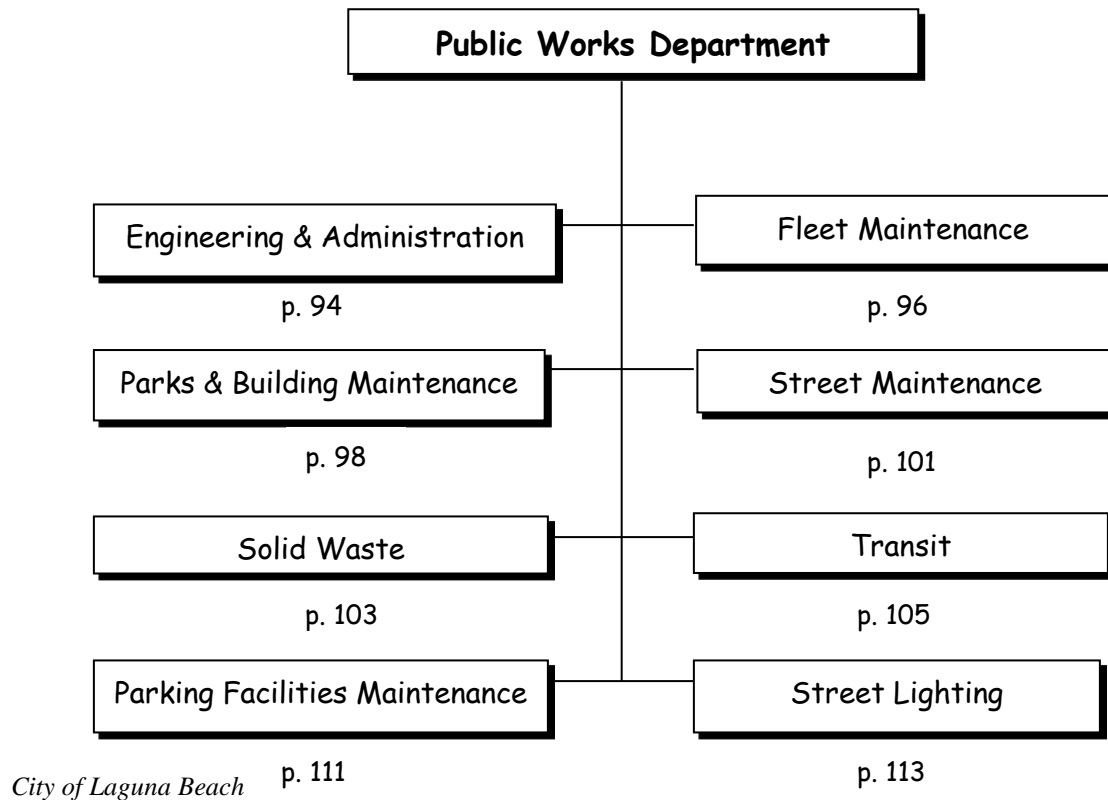
**Parking Facilities Maintenance** - This division has three employees who maintain more than 2,100 street parking meters and eight parking lots. Functions include installation, maintenance, and replacement of meters, parking permit machines, and change machines. In addition, the division collects meter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

**Street Lighting** - This fund represents property tax revenue collected for the purpose of lighting the City's public rights-of-way. These restricted use funds provide for electrical energy and maintenance and repair for street lights and associated facilities. This is accomplished with the cooperation of Southern California Edison and San Diego Gas and Electric.

## Major Initiatives:

- Construct the new Lifeguard Headquarters building.
- Stabilize the slope between Pacific Vista and Gainsborough Drive.
- Construct a new storm drain on Temple Hills Drive.
- Renovate four parks including Alta Laguna, Moulton Meadows, Top of the World and Lang.
- Beautify parkways on Broadway between Forest Avenue and the Transportation Center.
- Slurry seal streets in North Laguna.
- Place overhead utilities on and near Mar Vista Avenue underground.
- Reconstruct Laguna Canyon Channel between South Coast Highway and the beach.
- Design a dedicated right turn lane on Coast Highway at Broadway.

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

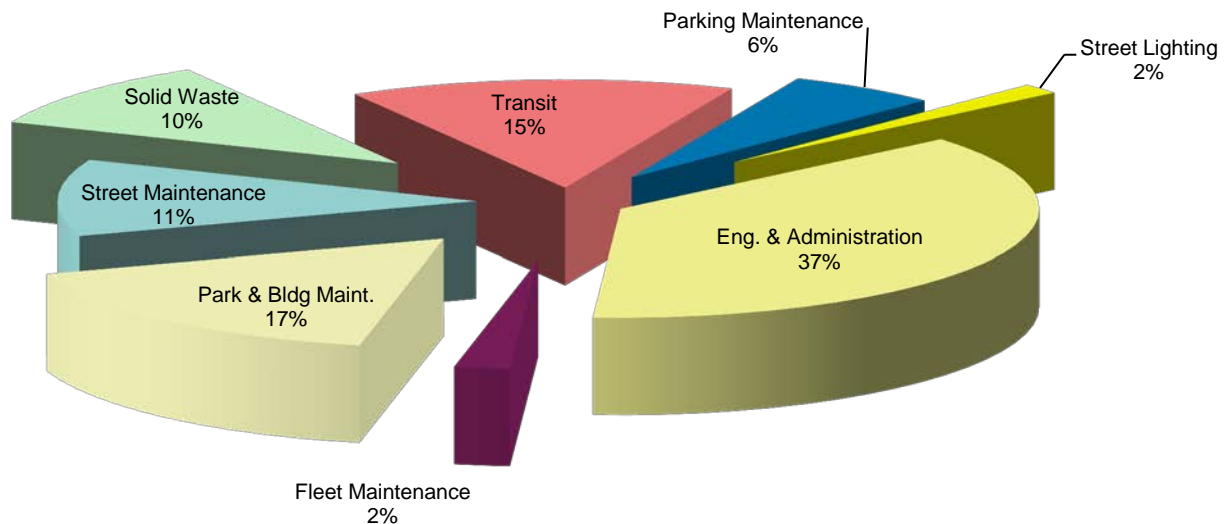


# Public Works Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
<b>Eng. &amp; Administration</b>	\$1,223,900	\$79,800			\$6,070,000	<b>\$7,373,700</b>
<b>Fleet Maintenance</b>	329,100	95,900				<b>\$425,000</b>
<b>Park &amp; Bldg Maint.</b>	2,005,300	1,236,900		45,000		<b>\$3,287,200</b>
<b>Street Maintenance</b>	1,056,200	1,217,400				<b>\$2,273,600</b>
<b>Solid Waste</b>	118,300	1,892,300		46,700		<b>\$2,057,300</b>
<b>Transit</b>	1,332,600	898,000	575,000	151,400		<b>\$2,957,000</b>
<b>Parking Facilities Maint.</b>	456,600	523,000		178,000		<b>\$1,157,600</b>
<b>Street Lighting</b>	18,600	240,400		45,000		<b>\$304,000</b>
<b>Department Total</b>	<b>\$6,540,600</b>	<b>\$6,183,700</b>	<b>\$575,000</b>	<b>\$466,100</b>	<b>\$6,070,000</b>	<b>\$19,835,400</b>

## Summary By Division Total





**Public Works Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$3,313,356	\$3,658,700	\$3,634,200	\$3,634,200
1003	Salaries, Part Time	817,590	810,700	810,700	810,700
1006	Salaries, Overtime	149,740	221,400	195,000	195,000
1009	Salaries, Redistributed	36,500	36,600	36,400	36,400
1038	Sick Leave Payoff	45,571	50,500	67,000	67,000
1040	Vacation Payoff	47,871	62,600	62,600	62,600
1042	Comp Time Payoffs	4,600	4,000	2,500	2,500
1053	Holiday Allowance	530			
1101	Retirement	621,890	853,700	857,600	857,600
1103	P.A.R.S. Retirement	11,352	30,600	30,600	30,600
1201	Workers' Compensation	169,500	154,400	133,300	133,300
1300	Employee Group Insurance	616,600	632,400	650,000	650,000
1318	Medicare Insurance	44,600	60,400	60,700	60,700
	<b>Subtotal</b>	<b>5,879,702</b>	<b>6,576,000</b>	<b>6,540,600</b>	<b>6,540,600</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	33,988	33,100	33,900	33,100
2011	Training, Travel and Dues	14,026	25,200	34,600	31,600
2021	Natural Gas	6,351	7,700	8,100	8,100
2024	Electricity	296,166	304,200	294,800	294,800
2027	Water	152,952	144,900	149,000	149,000
2031	Telephone	32,031	33,900	33,800	33,800
2051	Gas and Lubrications	246,366	445,000	447,300	447,300
2101	Materials and Supplies	565,554	633,100	632,900	632,900
2150	Rents and Leases	540,680	559,200	547,400	547,400
2170	General Insurance	153,500	207,600	275,100	275,100
2201	Repairs and Maint. Automotive	229,536	226,000	218,000	218,000
2222	Repairs and Maint. Other	123,636	189,200	130,100	130,100
2281	Printing	24,374	50,100	49,100	49,100
2302	Legal Advertising		400	400	400
2401	Contractual Services	2,882,337	2,875,200	3,086,800	3,066,000
2432	Postage	19	6,000	6,000	6,000
2508	Vehicle Cost Redistribution	(93,456)	(62,000)	(62,000)	(62,000)
2804	Costs Redistributed	332,900	332,200	323,000	323,000
	Depreciation	318,802			
	<b>Subtotal</b>	<b>5,859,763</b>	<b>6,011,000</b>	<b>6,208,300</b>	<b>6,183,700</b>

**Public Works Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	2,201			
5510	Automotive Equipment			575,000	575,000
5622	Other Equipment			35,000	
	<b>Subtotal</b>	<b>2,201</b>	<b>0</b>	<b>610,000</b>	<b>575,000</b>
<b><u>Special Programs</u></b>					
	Special Programs	452,390	454,100	466,100	466,100
	<b>Subtotal</b>	<b>452,390</b>	<b>454,100</b>	<b>466,100</b>	<b>466,100</b>
<b><u>Capital Improvements</u></b>					
	Capital Improvement Projects	8,321,837	6,390,000	6,045,000	6,070,000
	<b>Subtotal</b>	<b>8,321,837</b>	<b>6,390,000</b>	<b>6,045,000</b>	<b>6,070,000</b>
	<b>Grand Total</b>	<b>\$20,515,893</b>	<b>\$19,431,100</b>	<b>\$19,870,000</b>	<b>\$19,835,400</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Director of Public Works/City Eng.	1	1	1	\$187,100	\$187,100	\$187,100
Assistant City Engineer	1	1	1	147,100	147,100	147,100
Deputy Director Public Works	2	2	2	270,200	270,200	270,200
Project Director	1	1	1	135,100	135,100	135,100
Associate Engineer	1	1	1	100,900	106,000	106,000
Sr. Administrative Analyst		1	1		77,100	77,100
Administrative Analyst	1			71,700		
Project Manager	2	2	2	195,700	195,700	195,700
Administrative Assistant	2	2	2	130,800	130,800	130,800
PW Technician	1	1	1	50,900	50,900	50,900
Equipment Mechanic	3	3	3	195,100	195,500	195,500
Maint Lead Worker	6	4	4	441,300	294,200	294,200
Maintenance Worker II	2	3	3	123,800	179,900	179,900
Maintenance Worker I	11	9	9	547,400	452,700	452,700
Maintenance Worker		1	1		48,300	48,300
Parks Gardener	6	6	6	359,500	365,100	365,100
Equipment Operator	2	2	2	124,900	130,500	130,500
Motor Sweeper Operator	2	2	2	130,500	130,800	130,800
Senior Fleet Maint Supervisor	1	1	1	80,500	84,500	84,500
Maintenance Supervisor	1	2	2	88,900	165,700	165,700
Transit Supervisor		1	1		70,000	70,000
Traffic Maintenance Tech.	1	1	1	65,400	65,400	65,400
Custodian	1	1	1	47,300	49,100	49,100
Lead Bus Driver	1			65,400		
Bus Driver	2	2	2	99,200	102,500	102,500
<b>TOTAL</b>	<b>51</b>	<b>50</b>	<b>50</b>	<b>\$3,658,700</b>	<b>\$3,634,200</b>	<b>\$3,634,200</b>

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$796,023	\$896,700	\$901,800	\$901,800
1006	Salaries, Overtime	3,670	10,000	10,000	10,000
1009	Salaries, Redistributed	(54,200)	(54,200)	(54,200)	(54,200)
1038	Sick Leave Payoff	16,100	19,000	13,600	13,600
1040	Vacation Payoff	18,300	18,200	18,200	18,200
1101	Retirement	158,927	208,600	212,100	212,100
1201	Workers' Compensation	6,500	6,500	6,600	6,600
1300	Employee Group Insurance	91,200	99,200	104,000	104,000
1318	Medicare Insurance	10,183	11,700	11,800	11,800
	<b>Subtotal</b>	<b>1,046,704</b>	<b>1,215,700</b>	<b>1,223,900</b>	<b>1,223,900</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	7,714	13,500	13,500	13,500
2021	Natural Gas	232	1,000	600	600
2024	Electricity	5,303	5,300	5,200	5,200
2027	Water	338	1,100	400	400
2031	Telephone	9,101	11,000	9,400	9,400
2051	Gas and Lubrications	994	2,600	2,600	2,600
2101	Materials and Supplies	10,012	10,600	10,400	10,400
2150	Rents and Leases	10,596	10,600	7,500	7,500
2170	General Insurance	9,900	10,100	10,300	10,300
2222	Repairs and Maint. Other	1,737	1,000	1,000	1,000
2281	Printing	3,249	3,500	3,500	3,500
2302	Legal Advertising		400	400	400
2401	Contractual Services	188,298	15,000	15,000	15,000
	<b>Subtotal</b>	<b>247,474</b>	<b>85,700</b>	<b>79,800</b>	<b>79,800</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	2,201			
	<b>Subtotal</b>	<b>2,201</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8003	Quiet Zone Near Mozambique	8,784			
	<b>Subtotal</b>	<b>8,784</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	4,888,189	6,390,000	6,045,000	6,070,000 *
	<b>Subtotal</b>	<b>4,888,189</b>	<b>6,390,000</b>	<b>6,045,000</b>	<b>6,070,000</b>
	<b>Grand Total</b>	<b>\$6,193,353</b>	<b>\$7,691,400</b>	<b>\$7,348,700</b>	<b>\$7,373,700</b>

\* Represents twenty one individual projects funded from a variety of sources. See Capital Improvement Project Summary (page 173).

## *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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Director of Public Works/City Eng.	1	1	1	\$187,100	\$187,100	\$187,100
Assistant City Engineer	1	1	1	147,100	147,100	147,100
Project Director	1	1	1	135,000	135,100	135,100
Associate Engineer	1	1	1	100,900	106,000	106,000
Project Manager	2	2	2	195,800	195,700	195,700
Administrative Assistant	2	2	2	130,800	130,800	130,800
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>\$896,700</b>	<b>\$901,800</b>	<b>\$901,800</b>

**Fleet Maintenance Division**

*Public Works  
General Fund/3102*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$175,877	\$195,100	\$195,500	\$195,500
1006	Salaries, Overtime	22,940	30,000	30,000	30,000
1009	Salaries, Redistributed			27,000	
1038	Sick Leave Payoff	8,200	7,100	3,400	3,400
1040	Vacation Payoff	7,800	9,900	9,900	9,900
1101	Retirement	35,516	45,600	46,200	46,200
1201	Workers' Compensation	1,800	1,800	1,800	1,800
1300	Employee Group Insurance	34,200	37,200	39,000	39,000
1318	Medicare Insurance	2,856	3,300	3,300	3,300
	<b>Subtotal</b>	<b>289,189</b>	<b>330,000</b>	<b>356,100</b>	<b>329,100</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	3,772	3,500	3,500	3,500
2011	Training, Travel and Dues	4,201	5,300	8,300	5,300
2021	Natural Gas	2,017	2,600	2,700	2,700
2024	Electricity	6,215	12,500	6,500	6,500
2027	Water	1,105	800	1,000	1,000
2031	Telephone	3,089	3,200	3,200	3,200
2051	Gas and Lubrications	5,255	6,900	6,900	6,900
2101	Materials and Supplies	17,138	15,000	15,000	15,000
2170	General Insurance	2,700	2,800	2,700	2,700
2201	Repairs and Maint. Automotive	78,362	75,000	72,000	72,000
2222	Repairs and Maint. Other	12,688	9,000	9,000	9,000
2281	Printing	351	300	300	300
2401	Contractual Services	20,337	19,800	29,800	29,800
2508	Vehicle Cost Redistribution	(93,456)	(62,000)	(62,000)	(62,000)
	<b>Subtotal</b>	<b>63,772</b>	<b>94,700</b>	<b>98,900</b>	<b>95,900</b>
<b>Capital Outlay</b>					
5622	(R) Four Electric Motors			13,000	
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$352,961</b>	<b>\$424,700</b>	<b>\$468,000</b>	<b>\$425,000</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Equipment Mechanic	3	3	3	\$195,100	\$195,500	\$195,500
<b>TOTAL</b>	3	3	3	\$195,100	\$195,500	\$195,500

## Park & Building Maintenance Division

*Public Works  
General Fund/3104*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$1,214,251	\$1,275,300	\$1,291,800	\$1,291,800
1003	Salaries, Part Time	79,711	57,500	57,500	57,500
1006	Salaries, Overtime	37,423	29,400	29,400	29,400
1009	Salaries, Redistributed	(29,000)	(29,000)	(69,600)	(29,000)
1038	Sick Leave Payoff	11,100	11,500	22,100	22,100
1040	Vacation Payoff	12,500	17,300	17,300	17,300
1042	Comp Time Payoffs	2,700	2,300	1,600	1,600
1053	Holiday Allowance	530			
1101	Retirement	243,051	297,900	305,000	305,000
1103	P.A.R.S. Retirement	3,073	2,200	2,200	2,200
1201	Workers' Compensation	15,100	16,600	17,300	17,300
1300	Employee Group Insurance	239,400	260,400	273,000	273,000
1318	Medicare Insurance	17,190	16,900	17,100	17,100
	<b>Subtotal</b>	1,847,029	1,958,300	1,964,700	2,005,300
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	12,564	14,200	14,200	14,200
2011	Training, Travel and Dues	827	1,900	1,900	1,900
2021	Natural Gas	1,301	2,200	1,800	1,800
2024	Electricity	35,059	34,400	33,100	33,100
2027	Water	121,002	118,400	121,000	121,000
2031	Telephone	6,551	7,800	7,200	7,200
2051	Gas and Lubrications	57,385	94,000	85,500	85,500
2101	Materials and Supplies	254,824	204,300	239,300	239,300
2150	Rents and Leases	188,510	215,200	200,200	200,200
2170	General Insurance	15,400	15,900	16,100	16,100
2201	Repairs and Maint. Automotive	520			
2222	Repairs and Maint. Other	97,418	147,000	87,900	87,900
2281	Printing	287	300	300	300
2401	Contractual Services	292,492	360,300	428,400	428,400
	<b>Subtotal</b>	1,084,141	1,215,900	1,236,900	1,236,900
<b><u>Capital Outlay</u></b>					
5622	(A) Generator Catwalk		<i>Prior years capital items shown in totals only</i>	22,000	
	<b>Subtotal</b>	0	0	22,000	0



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

*Public Works  
General Fund/3104*

Account		Actual	Adopted	Department	Adopted
		Expenditures	Budget	Request	Budget
No.	Account Title	2010-11	2011-12	2012-13	2012-13
<b>Special Programs</b>					
8815	Abatement of Invasive Weeds	18,488	45,000	45,000	45,000
	<b>Subtotal</b>	18,488	45,000	45,000	45,000
	<b>Grand Total</b>	<b>\$2,949,658</b>	<b>\$3,219,200</b>	<b>\$3,268,600</b>	<b>\$3,287,200</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Deputy Director Public Work	1	1	1	\$135,100	\$135,100	\$135,100
Maintenance Supervisor		1	1		76,800	76,800
Maint. Lead Worker	2	1	1	147,100	73,600	73,600
Parks Gardener	6	6	6	359,500	365,100	365,100
Maintenance Worker II	1	2	2	61,900	118,000	118,000
Maintenance Worker I	9	7	7	459,000	360,400	360,400
Maintenance Worker		1	1		48,300	48,300
Equipment Operator	1	1	1	65,400	65,400	65,400
Custodian	1	1	1	47,300	49,100	49,100
<b>TOTAL</b>	21	21	21	\$1,275,300	\$1,291,800	\$1,291,800

**Street Maintenance Division***Public Works  
General Fund/3106*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$544,135	\$732,100	\$664,400	\$664,400
1003	Salaries, Part Time	17,911	37,000	37,000	37,000
1006	Salaries, Overtime	28,649	43,200	41,800	41,800
1009	Salaries, Redistributed	(85,400)	(86,200)	(140,400)	(86,200)
1038	Sick Leave Payoff	2,400	3,400	10,100	10,100
1040	Vacation Payoff	4,700	12,500	12,500	12,500
1042	Comp Time Payoffs	1,900	1,700	900	900
1101	Retirement	109,548	171,000	157,200	157,200
1103	P.A.R.S. Retirement	672	1,400	1,400	1,400
1201	Workers' Compensation	130,600	112,900	90,300	90,300
1300	Employee Group Insurance	149,200	124,000	117,000	117,000
1318	Medicare Insurance	6,917	9,700	9,800	9,800
	<b>Subtotal</b>	<b>911,232</b>	<b>1,162,700</b>	<b>1,002,000</b>	<b>1,056,200</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	4,779	5,000	5,800	5,000
2011	Training, Travel and Dues	1,196	1,300	2,700	2,700
2021	Natural Gas	1,033	500	1,100	1,100
2024	Electricity	6,582	5,500	7,300	7,300
2027	Water	21,608	15,500	18,800	18,800
2031	Telephone	5,862	3,400	6,300	6,300
2051	Gas and Lubrications	49,460	82,300	80,100	80,100
2101	Materials and Supplies	189,625	295,400	260,400	260,400
2150	Rents and Leases	199,927	214,600	221,900	221,900
2170	General Insurance	106,100	149,400	215,300	215,300
2201	Repairs and Maint. Automotive	423			
2222	Repairs and Maint. Other	5,201	10,000	10,000	10,000
2281	Printing	208	500	500	500
2401	Contractual Services	303,197	318,700	408,800	388,000
	<b>Subtotal</b>	<b>895,201</b>	<b>1,102,100</b>	<b>1,239,000</b>	<b>1,217,400</b>
	<b>Grand Total</b>	<b>\$1,806,433</b>	<b>\$2,264,800</b>	<b>\$2,241,000</b>	<b>\$2,273,600</b>

## 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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Deputy Director Public Work	1	1	1	\$135,100	\$135,100	\$135,100
Maintenance Lead Worker	4	3	3	294,200	220,600	220,600
Maintenance Worker II	1	1	1	61,900	61,900	61,900
Equipment Operator	1	1	1	59,500	65,100	65,100
Motor Sweeper Operator	2	2	2	130,500	130,800	130,800
PW Technician	1	1	1	50,900	50,900	50,900
<b>TOTAL</b>	10	9	9	\$732,100	\$664,400	\$664,400

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$71,706	\$71,700	\$77,100	\$77,100
1009	Salaries, Redistributed	6,200	6,200	6,200	6,200
1038	Sick Leave Payoff	2,100	1,800	1,200	1,200
1040	Vacation Payoff	900	1,000	1,000	1,000
1101	Retirement	14,352	16,700	18,100	18,100
1201	Workers' Compensation	600	600	600	600
1300	Employee Group Insurance	11,400	12,400	13,000	13,000
1318	Medicare Insurance	1,040	1,000	1,100	1,100
	<b>Subtotal</b>	<b>108,298</b>	<b>111,400</b>	<b>118,300</b>	<b>118,300</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	89	600	600	600
2031	Telephone	417	500	400	400
2101	Materials and Supplies	207	1,300	1,300	1,300
2170	General Insurance	2,000	2,500	2,500	2,500
2281	Printing	400	5,000	5,000	5,000
2401	Contractual Services	1,780,012	1,830,000	1,866,200	1,866,200
2432	Postage	19	2,500	2,500	2,500
2804	Cost Redistributed	15,400	13,900	13,800	13,800
	<b>Subtotal</b>	<b>1,798,543</b>	<b>1,856,300</b>	<b>1,892,300</b>	<b>1,892,300</b>
<b>Special Programs</b>					
8105	Recycling Grant Programs	15,977	6,700	6,700	6,700
8117	Used Oil Recycling	6,863	5,000	5,000	5,000
8961	HHW Curbside Collections	20,585	30,000	30,000	30,000
8969	C & D Recycling Deposit	3,624	3,000	5,000	5,000
	<b>Subtotal</b>	<b>47,049</b>	<b>44,700</b>	<b>46,700</b>	<b>46,700</b>
	<b>Grand Total</b>	<b>\$1,953,890</b>	<b>\$2,012,400</b>	<b>\$2,057,300</b>	<b>\$2,057,300</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Sr. Administrative Analyst		1	1		\$77,100	\$77,100
Administrative Analyst	1			\$71,700		
<b>TOTAL</b>	1	1	1	\$71,700	\$77,100	\$77,100

**Transit Administration Division***Public Works  
Transit Fund/3401*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1003	Salaries, Part Time	\$47,698			
1006	Salaries, Overtime	3,951			
1009	Salaries, Redistributed	62,500	\$63,400	\$103,900	\$63,200
1103	P.A.R.S. Retirement	1,937			
1201	Workers' Compensation	500	500	500	500
1318	Medicare Insurance	749			
	<b>Subtotal</b>	<b>117,335</b>	<b>63,900</b>	<b>104,400</b>	<b>63,700</b>
<b>Maintenance and Operations</b>					
2021	Natural Gas	267	400	300	300
2031	Telephone	522	1,500	500	500
2101	Materials and Supplies	1,859	1,000	1,000	1,000
2170	General Insurance	700	700	800	800
2222	Repairs and Maint. Other	141	200	200	200
2401	Contractual Services	9,726	5,000	5,200	5,200
2804	Costs Redistributed	171,700	172,100	164,700	164,700
	Depreciation	318,802			
	<b>Subtotal</b>	<b>503,717</b>	<b>180,900</b>	<b>172,700</b>	<b>172,700</b>
<b>Special Programs</b>					
8095	AQMD Grant Funds				
8108	Transit Evening Services	54,666	31,000	31,000	31,000
8123	Free Ride to Work Program	115	13,000	13,000	13,000
8124	Free Summer Fares		19,000	19,000	19,000
8704	OCTA Planning Grant	285			
	<b>Subtotal</b>	<b>55,066</b>	<b>63,000</b>	<b>63,000</b>	<b>63,000</b>
	<b>Grand Total</b>	<b>\$676,118</b>	<b>\$307,800</b>	<b>\$340,100</b>	<b>\$299,400</b>

**Transit Maintenance Division***Public Works  
Transit Fund/3402*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$95,768	\$126,700	\$130,200	\$130,200
1003	Salaries, Part Time	94,335	70,800	70,800	70,800
1006	Salaries, Overtime	19,640	26,300	21,300	21,300
1038	Sick Leave Payoff	4,278	2,500	4,500	4,500
1040	Vacation Payoff	975	1,600	1,600	1,600
1101	Retirement	19,168	29,500	30,700	30,700
1103	P.A.R.S. Retirement	3,620	2,700	2,700	2,700
1201	Workers' Compensation	2,400	2,300	1,700	1,700
1300	Employee Group Insurance	22,800	24,800	26,000	26,000
1318	Medicare Insurance	3,042	3,300	3,200	3,200
	<b>Subtotal</b>	<b>266,026</b>	<b>290,500</b>	<b>292,700</b>	<b>292,700</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	5,872	3,500	3,500	3,500
2011	Training, Travel and Dues		900	5,900	5,900
2027	Water	1,105	1,000	1,000	1,000
2031	Telephone	3,246	3,500	3,500	3,500
2051	Gas and Lubrications	3,237	3,700	3,500	3,500
2101	Materials and Supplies	28,331	30,000	30,000	30,000
2170	General Insurance	2,700	2,900	2,700	2,700
2201	Repairs and Maint. Automotive	147,803	145,000	140,000	140,000
2222	Repairs and Maint. Other	3,036	5,000	5,000	5,000
2281	Printing	223	500	500	500
2401	Contractual Services	3,818	3,000	3,000	3,000
	<b>Subtotal</b>	<b>199,371</b>	<b>199,000</b>	<b>198,600</b>	<b>198,600</b>
	<b>Grand Total</b>	<b>\$465,397</b>	<b>\$489,500</b>	<b>\$491,300</b>	<b>\$491,300</b>



***Transit Maintenance Division Position Summary***

<u><b>Position Title</b></u>	<i>No. of Positions</i>			<i>Salaries</i>		
	<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>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
Sr. Fleet Maint. Supervisor	1	1	1	\$80,500	\$84,500	\$84,500
Maintenance Worker I	1	1	1	46,200	45,700	45,700
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>\$126,700</b>	<b>\$130,200</b>	<b>\$130,200</b>

**Transit Festival Operations Division**

*Public Works  
Transit Fund/3403*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1003	Salaries, Part Time	404,246	450,600	450,600	450,600
1006	Salaries, Overtime	21,268	47,300	37,300	37,300
1103	P.A.R.S. Retirement	798	16,900	16,900	16,900
1201	Workers' Compensation	3,400	3,800	3,900	3,900
1318	Medicare Insurance	315	7,200	7,100	7,100
	<b>Subtotal</b>	<b>430,027</b>	<b>525,800</b>	<b>515,800</b>	<b>515,800</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	5,266	4,000	4,000	4,000
2024	Electricity	3,000	2,200	2,800	2,800
2051	Gas and Lubrications	31,647	124,700	127,800	127,800
2101	Materials and Supplies	9,199	8,000	8,000	8,000
2150	Rents and Leases	130,248	107,400	106,400	106,400
2170	General Insurance	5,400	5,900	6,000	6,000
2281	Printing	11,934	15,000	14,000	14,000
2401	Contractual Services	8,694	37,000	39,000	39,000
	<b>Subtotal</b>	<b>205,388</b>	<b>304,200</b>	<b>308,000</b>	<b>308,000</b>
<b>Capital Outlay</b>					
5510	Two Trolleys			530,000	530,000
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>530,000</b>	<b>530,000</b>
	<b>Grand Total</b>	<b>\$635,415</b>	<b>\$830,000</b>	<b>\$1,353,800</b>	<b>\$1,353,800</b>

## Transit Mainline Operations Division

*Public Works  
Transit Fund/3404*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$221,971	\$164,600	\$172,500	\$172,500
1003	Salaries, Part Time	146,122	164,000	164,000	164,000
1006	Salaries, Overtime	6,216	25,200	15,200	15,200
1038	Sick Leave Payoff	(1,207)	2,500	8,700	8,700
1040	Vacation Payoff	1,696	1,000	1,000	1,000
1101	Retirement	2,592	38,500	40,800	40,800
1103	P.A.R.S. Retirement	158	6,200	6,200	6,200
1201	Workers' Compensation	5,900	6,700	7,900	7,900
1300	Employee Group Insurance	34,200	37,200	39,000	39,000
1318	Medicare Insurance	327	5,100	5,100	5,100
	<b>Subtotal</b>	417,975	451,000	460,400	460,400
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	400	1,500	1,500	1,500
2011	Training, Travel and Dues		700	700	700
2021	Natural Gas	1,501	1,000	1,600	1,600
2024	Electricity	4,961	6,100	5,400	5,400
2027	Water	2,775	2,000	2,300	2,300
2031	Telephone	320		300	300
2051	Gas and Lubrications	90,907	123,000	134,000	134,000
2101	Materials and Supplies	2,238	4,000	4,000	4,000
2170	General Insurance	4,300	13,200	14,400	14,400
2281	Printing	4,639	12,000	12,000	12,000
2401	Contractual Services	35,861	42,500	42,500	42,500
	<b>Subtotal</b>	147,902	206,000	218,700	218,700
<b>Capital Outlay</b>					
5510	Trolley				
5510	Passenger Van			45,000	45,000
	<b>Subtotal</b>	0	0	45,000	45,000
<b>Special Programs</b>					
8095	AQMD Grant Funds	2,075	1,700	1,700	1,700
8304	Paratransit Costs	105,382	86,700	86,700	86,700
	<b>Subtotal</b>	107,457	88,400	88,400	88,400
	<b>Grand Total</b>	\$673,334	\$745,400	\$812,500	\$812,500

***Transit Mainline Division Position Summary***

<u><b>Position Title</b></u>	<i>No. of Positions</i>			<i>Salaries</i>		
	<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>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
Transit Supervisor		1	1		\$70,000	\$70,000
Bus Driver	2	2	2	\$99,200	102,500	102,500
Lead Bus Driver	1			65,400		
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>\$164,600</b>	<b>\$172,500</b>	<b>\$172,500</b>

## Parking Facilities Maintenance Division

*Public Works*  
*Parking Authority Fund/3501*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$193,625	\$196,500	\$200,900	\$200,900
1003	Salaries, Part Time	27,566	30,800	30,800	30,800
1006	Salaries, Overtime	5,984	10,000	10,000	10,000
1009	Salaries, Redistributed	117,800	117,800	144,900	117,800
1038	Sick Leave Payoff	2,600	2,700	3,400	3,400
1040	Vacation Payoff	1,000	1,100	1,100	1,100
1101	Retirement	38,754	45,900	47,500	47,500
1103	P.A.R.S. Retirement	1,077	1,200	1,200	1,200
1201	Workers' Compensation	2,700	2,700	2,700	2,700
1300	Employee Group Insurance	34,200	37,200	39,000	39,000
1318	Medicare Insurance	1,981	2,200	2,200	2,200
	<b>Subtotal</b>	427,287	448,100	483,700	456,600
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	1,334	1,400	1,400	1,400
2011	Training, Travel and Dues		1,000	1,000	1,000
2024	Electricity	18,600	9,500	14,100	14,100
2027	Water	5,021	6,100	4,500	4,500
2031	Telephone	2,923	3,000	3,000	3,000
2051	Gas and Lubrications	7,481	7,800	6,900	6,900
2101	Materials and Supplies	52,122	60,500	60,500	60,500
2150	Rents and Leases	11,400	11,400	11,400	11,400
2170	General Insurance	4,300	4,200	4,300	4,300
2201	Repairs and Maint. Automotive	2,429	6,000	6,000	6,000
2222	Repairs and Maint. Other	3,317	15,000	15,000	15,000
2281	Printing	3,082	13,000	13,000	13,000
2401	Contractual Services	234,273	228,900	233,900	233,900
2432	Postage		3,500	3,500	3,500
2804	Costs Redistributed	145,800	146,200	144,500	144,500
	<b>Subtotal</b>	492,081	517,500	523,000	523,000
<b>Special Programs</b>					
8093	Electric Car Charging Stations	2,546			
8305	Festival Tram Fares	110,000	110,000	110,000	110,000
8813	Lease Parking Medical Center	68,000	68,000	68,000	68,000
	<b>Subtotal</b>	180,546	178,000	178,000	178,000
	<b>Grand Total</b>	\$1,099,914	\$1,143,600	\$1,184,700	\$1,157,600

## 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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Maintenance Supervisor	1	1	1	\$88,900	\$88,900	\$88,900
Traffic Maint Technician	1	1	1	65,400	65,400	65,400
Maintenance Worker I	1	1	1	42,200	46,600	46,600
<b>TOTAL</b>	3	3	3	\$196,500	\$200,900	\$200,900

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Salaries and Wages</u></b>					
1009	Salaries, Redistributed	\$18,600	\$18,600	\$18,600	\$18,600
	<b>Subtotal</b>	<b>18,600</b>	<b>18,600</b>	<b>18,600</b>	<b>18,600</b>
<b><u>Maintenance and Operations</u></b>					
2024	Electricity	216,445	228,700	220,400	220,400
2101	Materials and Supplies		3,000	3,000	3,000
2222	Repairs and Maint. Other	98	2,000	2,000	2,000
2401	Contractual Services	5,628	15,000	15,000	15,000
	<b>Subtotal</b>	<b>222,171</b>	<b>248,700</b>	<b>240,400</b>	<b>240,400</b>
<b><u>Special Programs</u></b>					
8331	Street Light Shields			10,000	10,000
8621	Holiday Lighting Program	35,000	35,000	35,000	35,000
	<b>Subtotal</b>	<b>35,000</b>	<b>35,000</b>	<b>45,000</b>	<b>45,000</b>
<b><u>Capital Improvements</u></b>					
9661	High/Popular Undergrounding	28,050			
9944	Street Light Relocation	65,113			
	<b>Subtotal</b>	<b>93,163</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$368,934</b>	<b>\$302,300</b>	<b>\$304,000</b>	<b>\$304,000</b>

# Water Quality Department

The Water Quality Department is organized into two Divisions: Wastewater and Water Quality. There are 15 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 coastal treatment plant and 20 Urban Runoff Diversion Units. Key functions include maintaining the wastewater collection system, continuing an aggressive capital improvement program to reduce sewer spills, securing grants and managing 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 federal Clean Water Act requirements.

The Division has 13 staff allocated to it for FY 2011-12. This includes 11 full-time positions, including 10 crewmembers, a project manager, and the Director of Water Quality and an administrative assistant position. The later two positions are allocated to both Divisions in the Department.

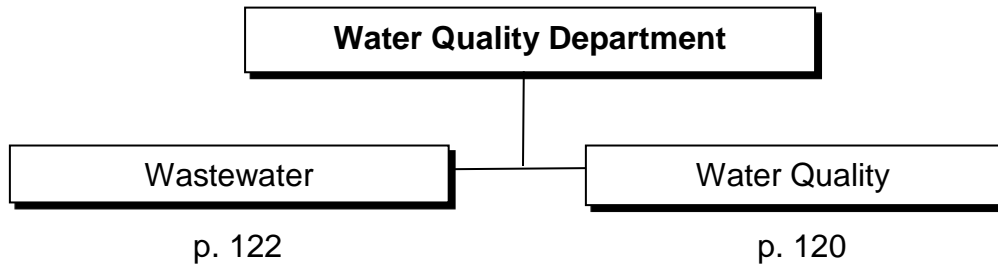
**Water Quality** - The Water Quality Division functions to comply with, and implement, the requirements of the National Pollution Discharge Elimination System (water quality) permit. The permit functions to support the federal Clean Water Act and is administered and enforced by the San Diego Regional Water Quality Control Board. The 2009 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 provides education to the community on activities to reduce water pollution, encourages participation, and takes enforcement actions when necessary.



**Major Initiatives:**

- Reduce sewer spills by developing, identifying funding, and implementing a ten-year capital improvement program for the wastewater system.
- Reduce sewer spills caused by roots through the implementation of the private sewer laterals program.
- Implement programs to reduce water pollution and meet the new water quality regulations.
- Acquire low-interest loans and grant funding to support urban water diversion projects and wastewater system improvements.
- Implement the adopted Sewer System Strategic Plan.

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:

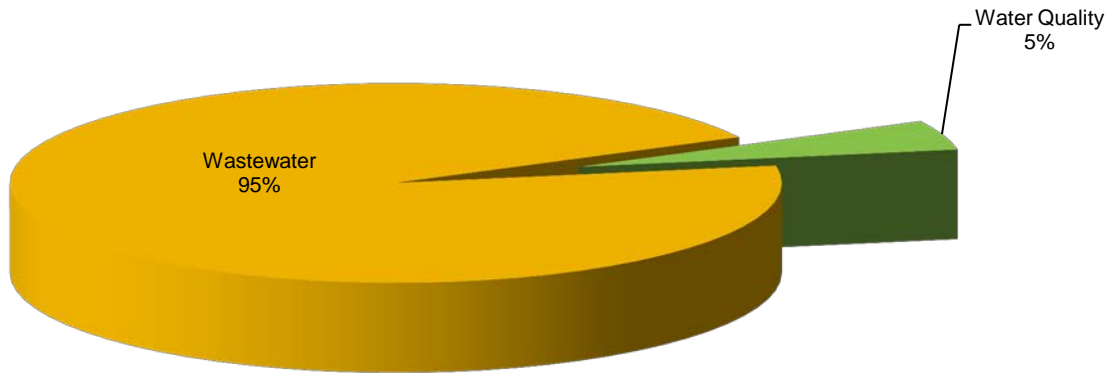


# Water Quality Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Water Quality	\$264,600	\$17,600		\$90,600		<b>\$372,800</b>
Wastewater	1,558,600	3,046,500		88,100	2,695,000	<b>\$7,388,200</b>
<b>Department Total</b>	<b>\$1,823,200</b>	<b>\$3,064,100</b>	<b>\$0</b>	<b>\$178,700</b>	<b>\$2,695,000</b>	<b>\$7,761,000</b>

## Summary By Division Total



## Water Quality Department Budget Detail

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$1,214,051	\$1,230,600	\$1,228,000	\$1,228,000
1006	Salaries, Overtime	32,208	36,500	36,500	36,500
1009	Salaries, Redistributed	14,100	14,100	14,200	14,200
1038	Sick Leave Payoff	10,800	10,400	21,300	21,300
1040	Vacation Payoff	17,400	16,600	16,600	16,600
1042	Comp Time Payoffs	300	300	200	200
1053	Holiday Allowance	238			
1059	Residency Incentive	5,445	10,000	6,000	6,000
1101	Retirement	234,534	275,900	278,400	278,400
1201	Workers' Compensation	9,900	10,000	11,500	11,500
1300	Employee Group Insurance	171,000	186,000	195,000	195,000
1318	Medicare Insurance	15,174	15,700	15,500	15,500
	<b>Subtotal</b>	<b>1,725,151</b>	<b>1,806,100</b>	<b>1,823,200</b>	<b>1,823,200</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	8,069	7,500	7,600	7,600
2011	Training, Travel and Dues	7,732	11,500	12,200	11,500
2021	Natural Gas	2,506	2,800	2,800	2,800
2024	Electricity	189,741	180,800	190,400	190,400
2027	Water	6,615	11,600	9,000	9,000
2031	Telephone	17,018	18,100	17,400	17,400
2051	Gas and Lubrications	22,518	31,200	28,100	28,100
2101	Materials and Supplies	60,354	59,200	59,200	59,200
2150	Rents and Leases	142,392	147,100	143,800	143,800
2170	General Insurance	167,000	65,000	26,800	26,800
2201	Repairs and Maint. Auto.	38,972	22,500	22,500	22,500
2222	Repairs and Maint. Other	69,364	81,300	78,200	78,200
2281	Printing	184	3,200	2,300	2,300
2401	Contractual Services	93,230	93,100	114,200	114,200
2402	Contractual SOCWA Operation	1,480,620	1,620,000	1,650,000	1,650,000
2432	Postage	218	9,400	1,900	1,900
2521	State Loan Principal & Interest	492,757	493,000	492,500	492,500
2522	Loan Administration Fees	17,171	16,200	15,100	15,100
2804	Costs Redistributed	196,600	193,100	190,800	190,800
	<b>Subtotal</b>	<b>3,013,060</b>	<b>3,066,600</b>	<b>3,064,800</b>	<b>3,064,100</b>

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

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	1,822		2,100	
5622	Other Equipment	1,839	40,000		
	<b>Subtotal</b>	<u>3,661</u>	<u>40,000</u>	<u>2,100</u>	<u>0</u>
<b>Special Programs</b>					
	Special Programs	129,187	111,500	178,700	178,700
	<b>Subtotal</b>	<u>129,187</u>	<u>111,500</u>	<u>178,700</u>	<u>178,700</u>
<b>Capital Improvements</b>					
	Capital Improvement Projects	1,200,214	2,705,000	2,695,000	2,695,000
	<b>Subtotal</b>	<u>1,200,214</u>	<u>2,705,000</u>	<u>2,695,000</u>	<u>2,695,000</u>
	<b>Grand Total</b>	<u><b>\$6,071,273</b></u>	<u><b>\$7,729,200</b></u>	<u><b>\$7,763,800</b></u>	<u><b>\$7,761,000</b></u>

**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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Water Quality Director	1	1	1	\$187,100	\$187,100	\$187,100
Project Manager	1	1	1	97,800	97,800	97,800
Sr. Sewer Services Supervisor	1	1	1	97,800	97,800	97,800
Sr. Water Quality Analyst	1	1	1	97,800	97,800	97,800
Maintenance Supervisor	1	1	1	88,900	88,900	88,900
Environmental Specialist	1	1	1	71,700	71,700	71,700
Maintenance Lead Worker	1	1	1	73,500	73,500	73,500
Administrative Assistant	1	1	1	59,200	57,800	57,800
Maintenance Worker II	5	5	5	302,400	247,600	247,600
Maintenance Worker I	2	2	2	107,400	161,000	161,000
Housing Assistance Program				47,000	47,000	47,000
<b>TOTAL</b>	15	15	15	\$1,230,600	\$1,228,000	\$1,228,000

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$168,767	\$169,500	\$169,500	\$169,500
1006	Salaries, Overtime	1,936	6,000	6,000	6,000
1009	Salaries, Redistributed	16,300	16,300	14,800	14,800
1038	Sick Leave Payoff	3,000	2,500	2,900	2,900
1040	Vacation Payoff	1,300	1,300	1,300	1,300
1042	Comp Time Payoffs	300	300	200	200
1101	Retirement	34,185	39,400	39,900	39,900
1201	Workers' Compensation	1,400	1,400	1,500	1,500
1300	Employee Group Insurance	22,800	24,800	26,000	26,000
1318	Medicare Insurance	2,476	2,600	2,500	2,500
	<b>Subtotal</b>	<b>252,464</b>	<b>264,100</b>	<b>264,600</b>	<b>264,600</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	36	600	600	600
2024	Electricity	2,947	2,800	2,900	2,900
2027	Water	188	100	200	200
2031	Telephone	1,043	1,500	1,100	1,100
2051	Gas and Lubrications		700	600	600
2101	Materials and Supplies	12	400	400	400
2150	Rents and Leases	4,296	4,300	4,300	4,300
2170	General Insurance	2,300	2,300	2,300	2,300
2201	Repairs and Maint. Auto.		400	400	400
2222	Repairs and Maint. Other		300	300	300
2281	Printing	40	800	800	800
2401	Contractual Services	859	3,300	2,300	2,300
2432	Postage		1,400	1,400	1,400
	<b>Subtotal</b>	<b>11,722</b>	<b>18,900</b>	<b>17,600</b>	<b>17,600</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	1,822			
	<b>Subtotal</b>	<b>1,822</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8002	Aliso Creek Study	4,412			
8303	Public Education	717	6,000	5,000	5,000
8314	Heisler Park Study		7,000	5,600	5,600
8533	NPDES Storm Water Permit	78,439	74,000	80,000	80,000
	<b>Subtotal</b>	<b>83,568</b>	<b>87,000</b>	<b>90,600</b>	<b>90,600</b>
	<b>Grand Total</b>	<b>\$349,576</b>	<b>\$370,000</b>	<b>\$372,800</b>	<b>\$372,800</b>

## Water Quality 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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Sr. Water Quality Analyst	1	1	1	\$97,800	\$97,800	\$97,800
Environmental Specialist	1	1	1	71,700	71,700	71,700
<b>TOTAL</b>	2	2	2	\$169,500	\$169,500	\$169,500

**Wastewater Division**

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

Account No. Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Salaries and Wages</u></b>				
1001 Salaries, Full Time	\$1,045,285	\$1,061,100	\$1,058,500	\$1,058,500
1006 Salaries, Overtime	30,273	30,500	30,500	30,500
1009 Salaries, Redistributed	(2,200)	(2,200)	(600)	(600)
1038 Sick Leave Payoff	7,800	7,900	18,400	18,400
1040 Vacation Payoff	16,100	15,300	15,300	15,300
1053 Holiday Allowance	238			
1059 Residency Incentive	5,445	10,000	6,000	6,000
1101 Retirement	200,349	236,500	238,500	238,500
1201 Workers' Compensation	8,500	8,600	10,000	10,000
1300 Employee Group Insurance	148,200	161,200	169,000	169,000
1318 Medicare Insurance	12,697	13,100	13,000	13,000
<b>Subtotal</b>	<b>1,472,687</b>	<b>1,542,000</b>	<b>1,558,600</b>	<b>1,558,600</b>
<b><u>Maintenance and Operations</u></b>				
2001 Uniforms and Laundry	8,069	7,500	7,600	7,600
2011 Training, Travel and Dues	7,695	10,900	11,600	10,900
2021 Natural Gas	2,506	2,800	2,800	2,800
2024 Electricity	186,794	178,000	187,500	187,500
2027 Water	6,428	11,500	8,800	8,800
2031 Telephone	15,975	16,600	16,300	16,300
2051 Gas and Lubrications	22,518	30,500	27,500	27,500
2101 Materials and Supplies	60,341	58,800	58,800	58,800
2150 Rents and Leases	138,096	142,800	139,500	139,500
2170 General Insurance	164,700	62,700	24,500	24,500
2201 Repairs and Maint. Auto.	38,972	22,100	22,100	22,100
2222 Repairs and Maint. Other	69,364	81,000	77,900	77,900
2281 Printing	144	2,400	1,500	1,500
2401 Contractual Services	92,371	89,800	111,900	111,900
2402 Contractual SOCWA Operation	1,480,620	1,620,000	1,650,000	1,650,000
2432 Postage	218	8,000	500	500
2521 State Loan Principal & Interest	492,757	493,000	492,500	492,500
2522 Loan Administration Fees	17,171	16,200	15,100	15,100
2804 Costs Redistributed	196,600	193,100	190,800	190,800
<b>Subtotal</b>	<b>3,001,338</b>	<b>3,047,700</b>	<b>3,047,200</b>	<b>3,046,500</b>



**Wastewater Division (Con't)**

*Water Quality Department  
Wastewater Fund/3301 & 3302*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Capital Outlay</b>					
5408	(R) Personal Computer			2,100	
5622	Other Equipment		40,000		
	<b>Subtotal</b>	<b>1,839</b>	<b>40,000</b>	<b>2,100</b>	<b>0</b>
<b>Special Programs</b>					
8011	Hidden Valley Sewer Rehab	19,867			
8013	Loma Terrace Sewer Rehab	19,492			
8121	Raising Height of Manholes		12,000		
8206	Wastewater Grease Control Prog.	6,260	12,500	20,300	20,300
8332	AQMD Compliance Study			7,800	7,800
8333	Laguna SOCWA Wet Well Cleaning			60,000	60,000
8399	Sidestream Pump-Laguna SOCWA	21,101			
	<b>Subtotal</b>	<b>66,720</b>	<b>24,500</b>	<b>88,100</b>	<b>88,100</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects*	1,216,969	2,705,000	2,695,000	2,695,000
	<b>Subtotal</b>	<b>1,216,969</b>	<b>2,705,000</b>	<b>2,695,000</b>	<b>2,695,000</b>
	<b>Grand Total</b>	<b>\$5,759,553</b>	<b>\$7,359,200</b>	<b>\$7,391,000</b>	<b>\$7,388,200</b>

\* Represents two projects funded from the Wastewater Fund. See Water Quality Department Capital Improvement Project Section (p. 212) 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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Water Quality Director	1	1	1	\$187,100	\$187,100	\$187,100
Project Manager	1	1	1	97,800	97,800	97,800
Sr. Sewer Services Supervisor	1	1	1	97,800	97,800	97,800
Maintenance Supervisor	1	1	1	88,900	88,900	88,900
Maintenance Lead Worker	1	1	1	73,500	73,500	73,500
Administrative Assistant	1	1	1	59,200	57,800	57,800
Maintenance Worker II	5	5	5	302,400	247,600	247,600
Maintenance Worker I	2	2	2	107,400	161,000	161,000
Housing Assistance Program				47,000	47,000	47,000
<b>TOTAL</b>	13	13	13	\$1,061,100	\$1,058,500	\$1,058,500

# 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 Assistant. 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 Code Enforcement Supervisor.

**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. The Zoning Division staff is also involved in the processing of certificates of use and real property reports. This Division is intended to be financially self-sustaining with zoning review fees covering the operational expenses of the Division. However, due to the downturn in the economy the revenues have not kept up with expenditures. The Zoning Division also provides staff support for the Heritage Committee.

**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 California Building Code), issues building permits, conducts all field inspections and provides clerical support at the public counter. This Division is intended to be financially self-sustaining with building permit and plan check fees covering the operational expenses of the Division. However, due to the downturn in the economy the revenues have not kept up with expenditures. In the 2011 calendar year, the Building Safety Division issued 1,765 permits for a total permit valuation of \$53 million.

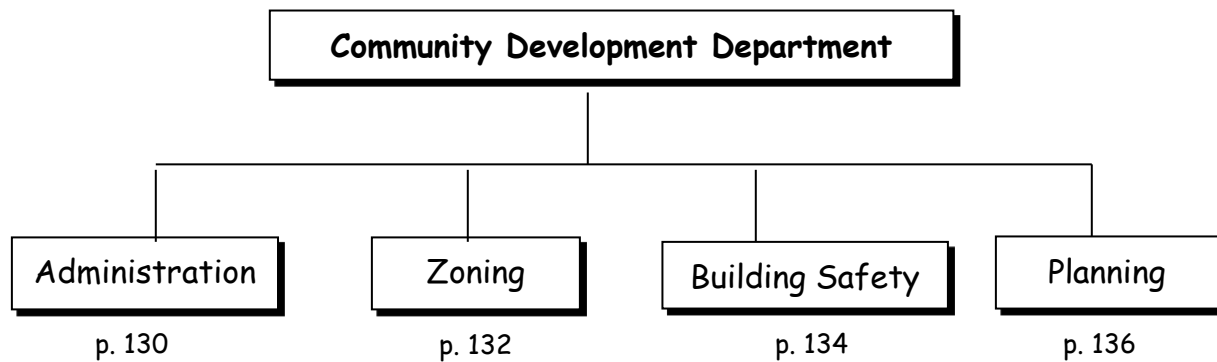
**Planning Division** - This Division is managed by the Planning Manager and is responsible for all current and advanced planning projects, such as Conditional Use Permits, Subdivisions, Specific Plans and the City General Plan. The Planning Division

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 and Housing and Human Services Committee.

**Major Initiatives:**

- Village Entrance Project.
- General Plan updates (Housing and Transportation Elements).
- Comprehensive Customer Service Program.
- Artist Work/Live Ordinance Amendments.

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:

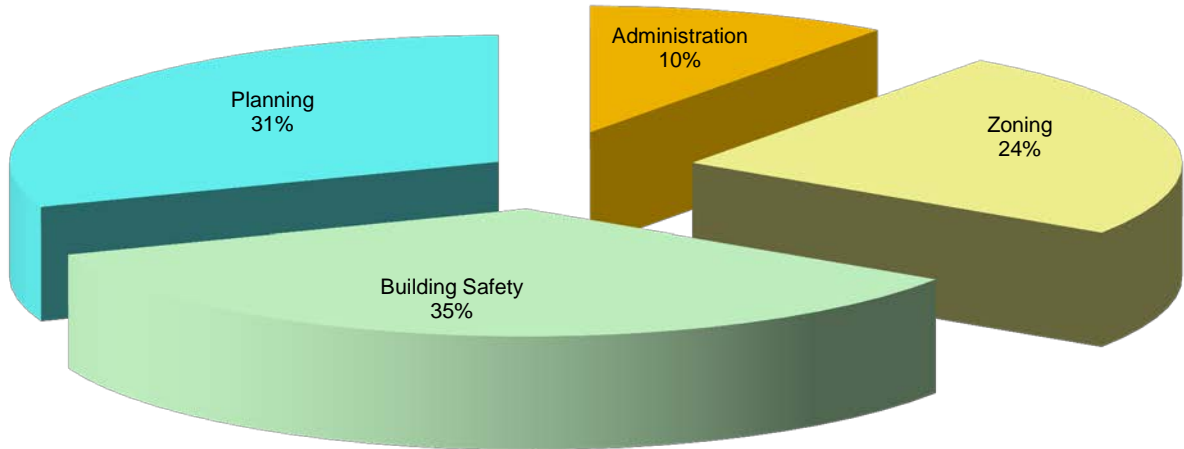


# Community Development Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Administration	\$334,000	\$93,600		\$1,000		<b>\$428,600</b>
Zoning	842,000	90,800		105,000		<b>\$1,037,800</b>
Building Safety	1,392,900	81,700		20,000		<b>\$1,494,600</b>
Planning	831,700	45,000		440,000		<b>\$1,316,700</b>
<b>Department Total</b>	<b>\$3,400,600</b>	<b>\$311,100</b>	<b>\$0</b>	<b>\$566,000</b>	<b>\$0</b>	<b>\$4,277,700</b>

## Summary By Division Total



# Community Development Department Budget Detail

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$2,300,416	\$2,280,800	\$2,306,400	\$2,306,400
1003	Salaries, Part Time	71,047	30,400	27,600	27,600
1006	Salaries, Overtime	20,538	34,500	34,500	34,500
1038	Sick Leave Payoff	28,300	23,900	36,600	36,600
1040	Vacation Payoff	42,200	43,200	43,200	43,200
1042	Comp Time Payoffs	1,800	1,100	700	700
1101	Retirement	458,591	533,000	542,400	542,400
1103	P.A.R.S. Retirement	2,648	1,100	1,100	1,100
1201	Workers' Compensation	27,400	25,100	25,100	25,100
1300	Employee Group Insurance	307,800	328,600	351,000	351,000
1318	Medicare Insurance	31,901	32,500	32,000	32,000
	<b>Subtotal</b>	<b>3,292,641</b>	<b>3,334,200</b>	<b>3,400,600</b>	<b>3,400,600</b>
<b><u>Maintenance and Operations</u></b>					
2011	Training, Travel and Dues	26,139	27,700	27,700	27,700
2024	Electricity	12,012	12,000	11,800	11,800
2027	Water	748	1,700	1,100	1,100
2031	Telephone	9,644	12,000	10,100	10,100
2051	Gas and Lubrications	6,024	9,400	7,700	7,700
2101	Materials and Supplies	18,353	27,300	26,400	26,400
2150	Rents and Leases	31,900	31,900	31,900	31,900
2170	General Insurance	30,800	29,000	28,400	28,400
2201	Repairs and Maint. Auto.	4,006	1,900	1,900	1,900
2222	Repairs and Maint. Other	1,772	5,400	5,400	5,400
2281	Printing	11,510	15,200	15,200	15,200
2401	Contractual Services	36,988	139,000	143,500	143,500
	<b>Subtotal</b>	<b>189,894</b>	<b>312,500</b>	<b>311,100</b>	<b>311,100</b>
<b><u>Capital Outlay</u></b>					
5408	Office Furniture & Equipment	219,375		11,900	
	<b>Subtotal</b>	<b>219,375</b>	<b>0</b>	<b>11,900</b>	<b>0</b>
<b><u>Special Programs</u></b>					
	Special Programs	66,696	51,000	251,000	566,000
	<b>Subtotal</b>	<b>66,696</b>	<b>51,000</b>	<b>251,000</b>	<b>566,000</b>
<b><u>Capital Improvements</u></b>					
9321	Village Entrance Project	50,605			
	<b>Subtotal</b>	<b>50,605</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$3,819,211</b>	<b>\$3,697,700</b>	<b>\$3,974,600</b>	<b>\$4,277,700</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Dir. of Comm. Development	1	1	1	\$170,300	\$170,300	\$170,300
Building Official	1	1	1	135,100	135,100	135,100
Zoning Administrator	1	1	1	135,100	135,100	135,100
Planning Manager	1	1	1	135,100	135,100	135,100
Deputy Building Official	1	1	1	116,800	116,800	116,800
Sr. Building Inspector/Plan Checker	1	1	1	97,800	97,800	97,800
Code Enfor. Officer	1	1	1	58,100	61,000	61,000
Code Enfor. Supervisor	1	1	1	88,900	88,900	88,900
Principal Planner	3	4	4	315,900	421,200	421,200
Senior Planner	1			97,800		
Associate Planner	1	1	1	80,700	84,700	84,700
Assistant Planner	1	2	2	63,600	124,300	124,300
Planning Technician	1			49,100		
Building Inspector	2	2	2	161,800	161,800	161,800
Sr. Building Inspector	1	1	1	88,900	88,900	88,900
Administrative Assistant	2	2	2	111,300	125,100	125,100
Sr. Permit Aide	3	3	3	186,100	186,100	186,100
Records Management Coordinator	1	1	1	57,500	57,500	57,500
Sr. Office Specialist	2	1	1	97,500	53,700	53,700
Office Specialist	0.5	1.5	1.5	26,800	56,700	56,700
Assignment Pay				6,600	6,300	6,300
<b>TOTAL</b>	26.5	26.5	26.5	\$2,280,800	\$2,306,400	\$2,306,400

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$236,432	\$230,300	\$233,000	\$233,000
1006	Salaries, Overtime	4,064	5,600	5,600	5,600
1038	Sick Leave Payoff	2,800	2,000	4,000	4,000
1040	Vacation Payoff	5,200	5,300	5,300	5,300
1101	Retirement	47,299	53,600	54,800	54,800
1201	Workers' Compensation	1,800	1,900	1,800	1,800
1300	Employee Group Insurance	22,800	24,800	26,000	26,000
1318	Medicare Insurance	3,499	3,400	3,500	3,500
	<b>Subtotal</b>	<b>323,894</b>	<b>326,900</b>	<b>334,000</b>	<b>334,000</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	5,687	6,000	6,000	6,000
2024	Electricity	8,257	9,000	8,300	8,300
2027	Water	508	1,200	900	900
2031	Telephone	6,313	8,800	6,600	6,600
2101	Materials and Supplies	1,934	3,500	3,500	3,500
2170	General Insurance	2,800	2,900	2,900	2,900
2222	Repairs and Maint. Other	332	600	600	600
2281	Printing	71	300	300	300
2401	Contractual Services	7,328	60,000	64,500	64,500
	<b>Subtotal</b>	<b>33,231</b>	<b>92,300</b>	<b>93,600</b>	<b>93,600</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	199,145			
	<b>Subtotal</b>	<b>199,145</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8015	Heritage Committee	750	1,000	1,000	1,000
8963	GIS/Trapeze Integration	19,100			
	<b>Subtotal</b>	<b>19,850</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	<b>Grand Total</b>	<b>\$576,120</b>	<b>\$420,200</b>	<b>\$428,600</b>	<b>\$428,600</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Dir. of Comm. Development	1	1	1	\$170,300	\$170,300	\$170,300
Administrative Assistant	1	1	1	56,700	59,700	59,700
Assignment Pay				3,300	3,000	3,000
<b>TOTAL</b>	2	2	2	\$230,300	\$233,000	\$233,000

## Zoning Division

*Community Development  
General Fund/4102*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$524,747	\$531,000	\$556,300	\$556,300
1003	Salaries, Part Time	57,247	16,600	13,800	13,800
1006	Salaries, Overtime	14,152	15,300	15,300	15,300
1038	Sick Leave Payoff	12,100	10,700	9,000	9,000
1040	Vacation Payoff	11,700	11,600	11,600	11,600
1042	Comp Time Payoffs	1,300	1,100	700	700
1101	Retirement	105,375	126,000	130,800	130,800
1103	P.A.R.S. Retirement	2,130	600	600	600
1201	Workers' Compensation	4,900	4,800	4,400	4,400
1300	Employee Group Insurance	79,800	86,800	91,000	91,000
1318	Medicare Insurance	8,507	9,000	8,500	8,500
<b>Subtotal</b>		<b>821,957</b>	<b>813,500</b>	<b>842,000</b>	<b>842,000</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	5,685	9,800	9,800	9,800
2031	Telephone	205	200	200	200
2101	Materials and Supplies	4,847	7,200	6,500	6,500
2150	Rents and Leases	4,104	4,100	4,100	4,100
2170	General Insurance	8,800	7,500	6,800	6,800
2222	Repairs and Maint. Other		600	600	600
2281	Printing	7,534	4,800	4,800	4,800
2401	Contractual Services	1,210	58,000	58,000	58,000
<b>Subtotal</b>		<b>32,386</b>	<b>92,200</b>	<b>90,800</b>	<b>90,800</b>
<b>Capital Outlay</b>					
5408	(R) Four Personal Computers		<small>Prior years capital items shown in totals only</small>	6,800	
<b>Subtotal</b>		<b>1,696</b>	<b>0</b>	<b>6,800</b>	<b>0</b>
<b>Special Programs</b>					
8501	Landscape Review Consulting	16,200	30,000	30,000	30,000
8326	Historic Inventory Consultant				75,000
<b>Subtotal</b>		<b>16,200</b>	<b>30,000</b>	<b>30,000</b>	<b>105,000</b>
<b>Grand Total</b>		<b>\$872,239</b>	<b>\$935,700</b>	<b>\$969,600</b>	<b>\$1,037,800</b>

## 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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Zoning Administrator	1	1	1	\$135,100	\$135,100	\$135,100
Principal Planner	1	1	1	105,300	105,300	105,300
Assistant Planner	1	2	2	63,600	124,300	124,300
Code Enfor. Officer	1	1	1	58,100	61,000	61,000
Administrative Assistant	1	1	1	54,600	65,400	65,400
Sr. Permit Aide	1	1	1	61,900	61,900	61,900
Planning Technician	1			49,100		
Assignment Pay				3,300	3,300	3,300
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>\$531,000</b>	<b>\$556,300</b>	<b>\$556,300</b>

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

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$978,934	\$955,300	\$962,500	\$962,500
1006	Salaries, Overtime	2,032	7,000	7,000	7,000
1038	Sick Leave Payoff	9,500	8,800	15,500	15,500
1040	Vacation Payoff	22,400	23,700	23,700	23,700
1042	Comp Time Payoffs	500			
1101	Retirement	193,932	222,200	226,400	226,400
1201	Workers' Compensation	15,000	13,300	13,800	13,800
1300	Employee Group Insurance	136,800	142,600	156,000	156,000
1318	Medicare Insurance	11,688	11,600	11,700	11,700
	<b>Subtotal</b>	<b>1,370,786</b>	<b>1,384,500</b>	<b>1,416,600</b>	<b>1,416,600</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	10,337	6,900	6,900	6,900
2024	Electricity	3,754	3,000	3,500	3,500
2027	Water	239	500	200	200
2031	Telephone	3,126	3,000	3,300	3,300
2051	Gas and Lubrications	6,024	9,400	7,700	7,700
2101	Materials and Supplies	5,945	6,900	6,700	6,700
2150	Rents and Leases	23,296	23,300	23,300	23,300
2170	General Insurance	11,700	11,600	11,600	11,600
2201	Repairs and Maint. Auto.	4,006	1,900	1,900	1,900
2222	Repairs and Maint. Other	1,440	2,000	2,000	2,000
2281	Printing	2,629	4,600	4,600	4,600
2401	Contractual Services	16,760	10,000	10,000	10,000
	<b>Subtotal</b>	<b>89,256</b>	<b>83,100</b>	<b>81,700</b>	<b>81,700</b>
<b>Capital Outlay</b>					
5408	(R) Three Personal Computers			5,100	
			<i>Prior years capital items shown in totals only</i>		
	<b>Subtotal</b>	<b>16,837</b>	<b>0</b>	<b>5,100</b>	<b>0</b>
<b>Special Programs</b>					
8503	Document Scanning	30,646	20,000	20,000	20,000
	<b>Subtotal</b>	<b>30,646</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
	<b>Grand Total</b>	<b>\$1,507,525</b>	<b>\$1,487,600</b>	<b>\$1,523,400</b>	<b>\$1,518,300</b>

## ***Building Safety Position Summary***

<u><b>Position Title</b></u>	<i>No. of Positions</i>			<i>Salaries</i>		
	<b>Adopted</b>	<b>Dept.</b>	<b>Adopted</b>	<b>Adopted</b>	<b>Department</b>	<b>Adopted</b>
	<b>Budget</b>	<b>Request</b>	<b>Budget</b>	<b>Budget</b>	<b>Request</b>	<b>Budget</b>
	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2012-13</b>
Building Official	1	1	1	\$135,100	\$135,100	\$135,100
Deputy Building Official	1	1	1	116,800	116,800	116,800
Sr. Building Inspector/Plan Checker	1	1	1	97,800	97,800	97,800
Sr. Building Inspector	1	1	1	88,900	88,900	88,900
Code Enfor. Supervisor	1	1	1	88,900	88,900	88,900
Building Inspector	2	2	2	161,800	161,800	161,800
Sr. Permit Aide	2	2	2	124,200	124,200	124,200
Records Management Coordinator	1	1	1	57,500	57,500	57,500
Sr. Office Specialist	1	1	1	57,500	53,700	53,700
Office Specialist	0.5	1	1	26,800	37,800	37,800
<b>TOTAL</b>	<b>11.5</b>	<b>12</b>	<b>12</b>	<b>\$955,300</b>	<b>\$962,500</b>	<b>\$962,500</b>

**Planning Division**

*Community Development  
General Fund/4106*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$560,303	\$564,200	\$554,600	\$554,600
1003	Salaries, Part Time	13,800	13,800	13,800	13,800
1006	Salaries, Overtime	290	6,600	6,600	6,600
1038	Sick Leave Payoff	3,900	2,400	8,100	8,100
1040	Vacation Payoff	2,900	2,600	2,600	2,600
1101	Retirement	111,986	131,200	130,400	130,400
1103	P.A.R.S. Retirement	518	500	500	500
1201	Workers' Compensation	5,700	5,100	5,100	5,100
1300	Employee Group Insurance	68,400	74,400	78,000	78,000
1318	Medicare Insurance	8,207	8,500	8,300	8,300
	<b>Subtotal</b>	<b>776,004</b>	<b>809,300</b>	<b>808,000</b>	<b>808,000</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	4,430	5,000	5,000	5,000
2101	Materials and Supplies	5,626	9,700	9,700	9,700
2150	Rents and Leases	4,500	4,500	4,500	4,500
2170	General Insurance	7,500	7,000	7,100	7,100
2222	Repairs and Maint. Other		2,200	2,200	2,200
2281	Printing	1,276	5,500	5,500	5,500
2401	Contractual Services	11,690	11,000	11,000	11,000
	<b>Subtotal</b>	<b>35,021</b>	<b>44,900</b>	<b>45,000</b>	<b>45,000</b>
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment	1,696			
	<b>Subtotal</b>	<b>1,696</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Programs</b>					
8327	Update Downtown Plan				120,000
8328	Landscape & Scenic Highways				120,000
8329	Transport/Circulation/Growth			200,000	200,000
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>440,000</b>
<b>Capital Improvements</b>					
9321	Village Entrance Project*	50,605			
	<b>Subtotal</b>	<b>50,605</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$863,327</b>	<b>\$854,200</b>	<b>\$1,053,000</b>	<b>\$1,293,000</b>

\* Funded by the Capital Improvement Fund.

## *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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Planning Manager	1	1	1	\$135,100	\$135,100	\$135,100
Principal Planner	2	3	3	210,600	315,900	315,900
Senior Planner	1			97,800		
Associate Planner	1	1	1	80,700	84,700	84,700
Office Specialist		0.5	0.5		18,900	18,900
Sr. Office Specialist	1			40,000		
<b>TOTAL</b>	6	5.5	5.5	\$564,200	\$554,600	\$554,600

# Community Services Department

The Community Services Department is organized into three Divisions: Recreation and Social Services, Swimming Pool and Community Assistance. There are 6.75 authorized full-time positions, approximately 80 seasonal and part-time positions, and more than 100 contracted instructors. A description of services provided by each division is as follows:

**Recreation and Social Services** - The Recreation and Social Services Division consists of 5.75 full-time and approximately 35 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, senior programs, dance, fitness, art and enrichment activities. A quarterly brochure of activities is mailed to all Laguna Beach residents. In addition, the Division manages the Community and Senior Center, Lang Park Community Center and non-metered parking lot programs. Class fees, sports programs, permit charges, rents, leases, and special program reimbursements generate about 85% 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 45 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 shared with the School District for expenses which include utilities, chemicals, testing supplies, pool covers, repairs, replacements and maintenance (30% of totals).

**Community Assistance** - The Community Assistance Grant Program provides funds to help support local community organizations. The allocation for fiscal year 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.

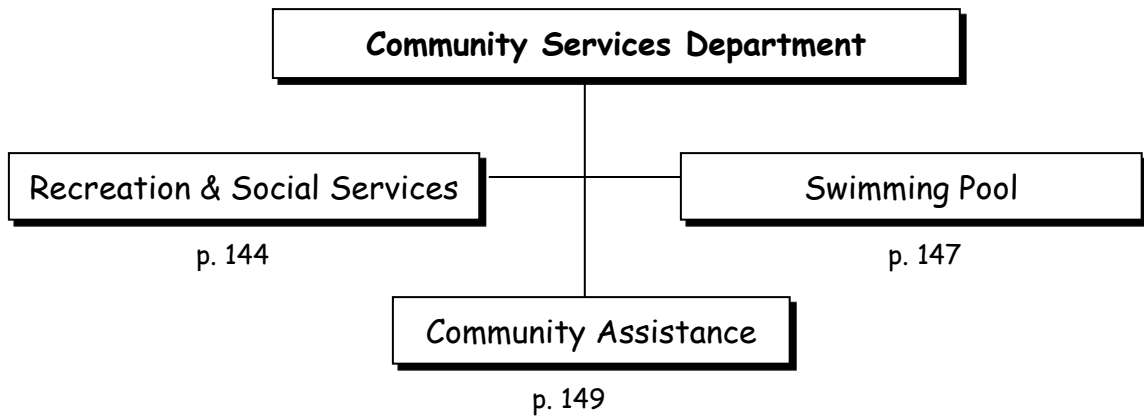


**Alternative Sleeping Location**

The funding for the Alternative Sleeping Location is now included in the Community Services Department.

**Major Initiatives:**

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:

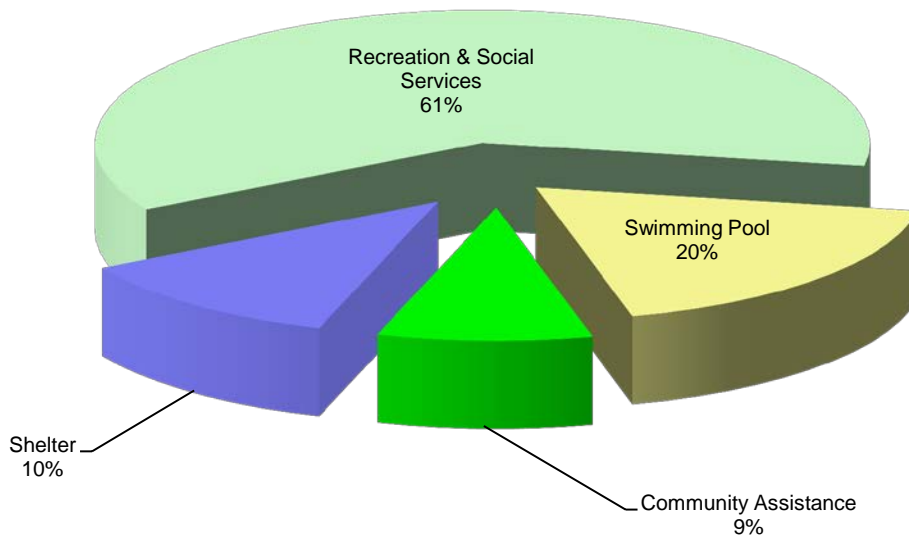


# Community Services Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Recreation & Social Serv.	\$785,000	\$820,600		\$30,600		<b>\$1,636,200</b>
Swimming Pool	209,000	247,600	31,000			<b>\$487,600</b>
Community Assistance		239,300				<b>\$239,300</b>
Shelter				313,500		<b>\$313,500</b>
<b>Department Total</b>	<b>\$994,000</b>	<b>\$1,307,500</b>	<b>\$31,000</b>	<b>\$344,100</b>	<b>\$0</b>	<b>\$2,676,600</b>

## Summary By Division Total



**Community Services Department  
Budget Detail**

**All  
Divisions**

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$465,807	\$486,600	\$497,600	\$497,600
1003	Salaries, Part Time	218,555	264,800	263,800	263,800
1006	Salaries, Overtime	6,481	7,200	8,200	8,200
1009	Salaries, Redistributed	(21,000)	(21,000)	(21,000)	(21,000)
1038	Sick Leave Payoff	7,200	6,600	7,200	7,200
1040	Vacation Payoff	11,500	7,900	7,900	7,900
1042	Comp Time Payoffs	100	100		
1101	Retirement	92,922	113,200	115,700	115,700
1103	P.A.R.S. Retirement	8,654	9,900	9,900	9,900
1201	Workers' Compensation	5,900	5,600	5,700	5,700
1300	Employee Group Insurance	75,800	83,800	87,800	87,800
1318	Medicare Insurance	9,888	11,000	11,200	11,200
	<b>Subtotal</b>	<b>881,808</b>	<b>975,700</b>	<b>994,000</b>	<b>994,000</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	2,096	3,700	3,700	3,700
2011	Training, Travel and Dues	7,056	13,700	13,700	13,700
2021	Natural Gas	46,361	46,000	45,000	45,000
2024	Electricity	79,814	67,000	77,500	77,500
2027	Water	23,956	18,100	21,600	21,600
2031	Telephone	4,920	5,300	5,000	5,000
2101	Materials and Supplies	71,301	71,500	71,500	71,500
2150	Rents and Leases	29,027	29,200	29,200	29,200
2170	General Insurance	9,300	8,900	10,200	10,200
2222	Repairs and Maint. Other	43,315	39,900	39,900	39,900
2281	Printing	25,679	37,800	37,800	37,800
2401	Contractual Services	727,710	696,800	696,800	696,800
2432	Postage	16,300	16,300	16,300	16,300
	Community Assistance	230,800	226,900	239,300	239,300
	<b>Subtotal</b>	<b>1,317,636</b>	<b>1,281,100</b>	<b>1,307,500</b>	<b>1,307,500</b>
<b>Capital Outlay</b>					
5305	Improvements Other Than Buildings	4,453		19,500	19,500
5408	Office Furniture & Equipment	5,166		3,800	
5622	Other Equipment	11,643	68,000	11,500	11,500
	<b>Subtotal</b>	<b>21,261</b>	<b>68,000</b>	<b>34,800</b>	<b>31,000</b>

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

***All  
Divisions***

<b>Account No.</b>	<b>Account Title</b>	<b>Actual Expenditures 2010-11</b>	<b>Adopted Budget 2011-12</b>	<b>Department Request 2012-13</b>	<b>Adopted Budget 2012-13</b>
<b><u>Special Programs</u></b>					
	Special Programs	264,341	301,200	344,100	344,100
	<b>Subtotal</b>	<b>264,341</b>	<b>301,200</b>	<b>344,100</b>	<b>344,100</b>
	<b>Grand Total</b>	<b>\$2,485,045</b>	<b>\$2,626,000</b>	<b>\$2,680,400</b>	<b>\$2,676,600</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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Dir of Community Services/ Assistant to the City Manager	1	1	1	\$147,100	\$147,100	\$147,100
Recreation Supervisor	2	2	2	120,600	125,900	125,900
Administrative Assistant	1	1	1	65,400	65,400	65,400
Pool Manager	1	1	1	47,200	49,500	49,500
Senior Services Coordinator	1	1	1	66,100	69,500	69,500
Sr. Office Assistant	0.75	0.75	0.75	40,200	40,200	40,200
<b>TOTAL</b>	<b>6.75</b>	<b>6.75</b>	<b>6.75</b>	<b>\$486,600</b>	<b>\$497,600</b>	<b>\$497,600</b>

## Recreation & Social Services Division

*Community Services  
General Fund/5101 & 5103*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$416,523	\$439,400	\$448,100	\$448,100
1003	Salaries, Part Time	88,269	146,800	146,800	146,800
1006	Salaries, Overtime	2,773	4,200	4,200	4,200
1009	Salaries, Redistributed	(21,000)	(21,000)	(21,000)	(21,000)
1038	Sick Leave Payoff	4,000	4,700	6,400	6,400
1040	Vacation Payoff	6,800	2,900	2,900	2,900
1101	Retirement	83,058	102,200	104,200	104,200
1103	P.A.R.S. Retirement	3,756	5,500	5,500	5,500
1201	Workers' Compensation	4,600	4,400	4,400	4,400
1300	Employee Group Insurance	64,400	71,400	74,800	74,800
1318	Medicare Insurance	7,230	8,600	8,700	8,700
	<b>Subtotal</b>	660,409	769,100	785,000	785,000
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	48	1,400	1,400	1,400
2011	Training, Travel and Dues	4,827	10,100	10,100	10,100
2021	Natural Gas	6,832	6,000	7,200	7,200
2024	Electricity	48,287	42,000	46,000	46,000
2027	Water	14,031	11,200	13,500	13,500
2031	Telephone	4,138	4,200	4,200	4,200
2101	Materials and Supplies	30,548	32,400	32,400	32,400
2150	Rents and Leases	29,027	29,200	29,200	29,200
2170	General Insurance	7,200	6,900	8,200	8,200
2222	Repairs and Maint. Other	22,570	21,700	21,700	21,700
2281	Printing	25,458	36,600	36,600	36,600
2401	Contractual Services	609,728	593,800	593,800	593,800
2432	Postage	16,300	16,300	16,300	16,300
	<b>Subtotal</b>	818,993	811,800	820,600	820,600
<b><u>Capital Outlay</u></b>					
5408	(R) Two Personal Computers		<small>Prior years capital items shown in totals only</small>	3,800	
	<b>Subtotal</b>	13,566	0	3,800	0

**Recreation & Social Services Division (con't)**

*Community Services  
General Fund/5101 & 5103*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Special Programs</b>					
8017	Cold Weather Shelter*	7,228	5,600		
8092	Summer Festivals Parking	9,649	30,600	30,600	30,600
8190	Alternative Sleeping Location	246,387	260,000	308,500	308,500
8191	Project Homecoming	1,077	5,000	5,000	5,000
8192	ASL-Verizon Site	12,327			
8193	ASL-LRRC Modifications	288			
	<b>Subtotal</b>	<b>276,955</b>	<b>301,200</b>	<b>344,100</b>	<b>344,100</b>
	<b>Grand Total</b>	<b>\$1,769,923</b>	<b>\$1,882,100</b>	<b>\$1,953,500</b>	<b>\$1,949,700</b>

\* Partially Funded by the Community Development Block Grant.

## 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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Dir. of Community Services/ Assistant to the City Manager	1	1	1	\$147,100	\$147,100	\$147,100
Recreation Supervisor	2	2	2	120,600	125,900	125,900
Administrative Assistant	1	1	1	65,400	65,400	65,400
Senior Services Coordinator	1	1	1	66,100	69,500	69,500
Sr. Office Assistant	0.75	0.75	0.75	40,200	40,200	40,200
<b>TOTAL</b>	5.75	5.75	5.75	\$439,400	\$448,100	\$448,100



## Swimming Pool Division

Community Services  
General Fund/5102

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$49,284	\$47,200	\$49,500	\$49,500
1003	Salaries, Part Time	130,286	118,000	117,000	117,000
1006	Salaries, Overtime	3,708	3,000	4,000	4,000
1038	New Sick Leave Payoff	3,200	1,900	800	800
1040	Vacation Payoff	4,700	5,000	5,000	5,000
1042	Comp Time Payoffs	100	100		
1101	Retirement	9,864	11,000	11,500	11,500
1103	P.A.R.S. Retirement	4,898	4,400	4,400	4,400
1201	Workers' Compensation	1,300	1,200	1,300	1,300
1300	Employee Group Insurance	11,400	12,400	13,000	13,000
1318	Medicare Insurance	2,658	2,400	2,500	2,500
	<b>Subtotal</b>	<b>221,398</b>	<b>206,600</b>	<b>209,000</b>	<b>209,000</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	2,048	2,300	2,300	2,300
2011	Training, Travel and Dues	2,229	3,600	3,600	3,600
2021	Natural Gas	39,529	40,000	37,800	37,800
2024	Electricity	31,527	25,000	31,500	31,500
2027	Water	9,926	6,900	8,100	8,100
2031	Telephone	782	1,100	800	800
2101	Materials and Supplies	40,752	39,100	39,100	39,100
2170	General Insurance	2,100	2,000	2,000	2,000
2222	Repairs and Maint. Other	20,745	18,200	18,200	18,200
2281	Printing	222	1,200	1,200	1,200
2401	Contractual Services	117,982	103,000	103,000	103,000
	<b>Subtotal</b>	<b>267,842</b>	<b>242,400</b>	<b>247,600</b>	<b>247,600</b>
<b>Capital Outlay</b>					
5622	(A) Pool ADA Handicap Lift			11,500	11,500
5305	(A) Ventilation System			6,500	6,500
5305	(R) Locker Room Fixtures			7,500	7,500
5305	(R) Pool Locker Room Windows			5,500	5,500
	<b>Subtotal</b>	<b>7,695</b>	<b>68,000</b>	<b>31,000</b>	<b>31,000</b>
	<b>Grand Total</b>	<b>\$496,936</b>	<b>\$517,000</b>	<b>\$487,600</b>	<b>\$487,600</b>

Prior years capital items  
shown in totals only

## Swimming Pool 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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Pool Manager	1	1	1	\$47,200	\$49,500	\$49,500
<b>TOTAL</b>	1	1	1	\$47,200	\$49,500	\$49,500

## Community Assistance

*Community Services  
General Fund/5201*

Account No.	Organization	Actual Expenditures 2010-11	Adopted Budget 2011-12	Community Request 2012-13	Adopted Budget 2012-13
2900	Contingency				\$200
2966	Age Well Senior Services	\$9,500	\$9,500	\$14,000	9,500
2999	Alternative Sleeping Location			19,500	
2957	American Cancer Society, CA Division		500	2,000	
2981	Animal Crackers Pet Rescue	1,000	2,000		2,000
2922	Boys & Girls Club of Laguna Beach	10,000	10,000	20,000	10,000
2932	Coastal Family Therapy Services			10,000	2,000
2940	Crosscultural Council	20,000	20,000	30,000	15,000
2982	Endangered Planet Foundation	1,500			
2908	Friends of Laguna Beach Library, Inc.	14,500	14,500	15,000	15,000
2911	Friends of the Hortense Miller Garden	2,000	4,000	4,600	4,600
2938	Friendship Shelter, Inc.	4,000	4,000	14,000	4,000
2975	Gallimaufry Performance Arts	4,000			
2984	Helping Hand World Wide	4,000	3,500	10,000	5,000
2943	HIV Advisory Committee	8,000	8,400	25,000	13,500
2915	Laguna Beach Chamber of Commerce	16,000	15,500	36,500	20,000
2917	Laguna Beach Community Clinic	20,000	20,000	25,000	20,000
2947	Laguna Beach Historical Society	1,000	1,000	6,000	1,500
2958	Laguna Beach Housing & Human Services		500		500
2964	Laguna Beach Live!	8,300	8,000	15,000	10,000
2959	Laguna Beach Safe Rides		500		
2924	Laguna Beach Seniors, Inc.	15,000	15,000	25,000	20,000
2985	Laguna Beach Sister Cities Assn.	1,000	1,000	1,500	1,500
2979	Laguna Beach Women's Club	4,000	3,500	12,200	4,000
2986	Laguna Canyon Foundation	2,500	2,500	8,000	6,500
2925	Laguna Community Concert Band	6,000	6,000	7,000	6,000
2918	Laguna Dance Festival (CA Dance)	7,000	7,000	20,000	8,000
2972	Laguna Ocean Foundation	4,000	3,500	10,000	5,000
2949	Laguna Outreach Comm. Arts (LOCA)	4,000	3,500	4,200	4,000
2980	Laguna Plein Air Painters Association	2,000	2,000	10,000	4,000
2905	Laguna Relief & Resource Center	20,000	19,500	15,000	7,500
2953	Laura's House	1,000	1,000	3,500	1,500
2954	Mission Hospital Laguna Beach	3,000	3,000		
2912	No Square Theater	8,000	8,000	15,000	9,000
2920	Pacific Marine Mammal Center	10,000	9,000	12,500	10,000
2955	Protecting Unwanted Pets (PUP)	2,000	2,000		
2974	Rotary Club of Laguna Beach	500	500	2,000	500
2931	Sally's Fund, Inc.	10,000	10,000	15,000	10,000
2960	Sawdust Art Festival		1,000	6,000	1,500
2916	TLC Branch Laguna Club for Kids	7,000	7,000	10,000	7,500
<b>Grand Total</b>		<b>\$230,800</b>	<b>\$226,900</b>	<b>\$423,500</b>	<b>\$239,300</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:

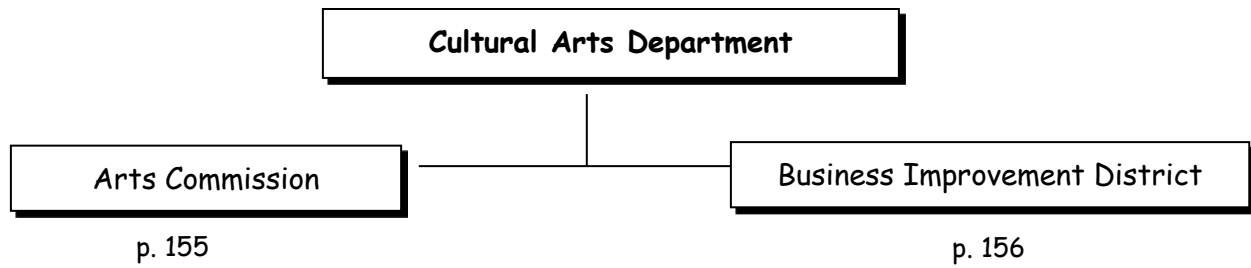
**Arts Commission** - The Arts Commission consists of seven appointed community members. The Commission makes recommendations to the City Council about cultural affairs. The Commission organizes special programs, which include Artist Designed Benches, Banner Competition, Music in the Park, Palette Competition, Art That's Small at City Hall, and the Art-in-Public Places program. A full-time Cultural Arts Manager serves as a liaison to the Commission and the City's artists, 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.
- Implement 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:

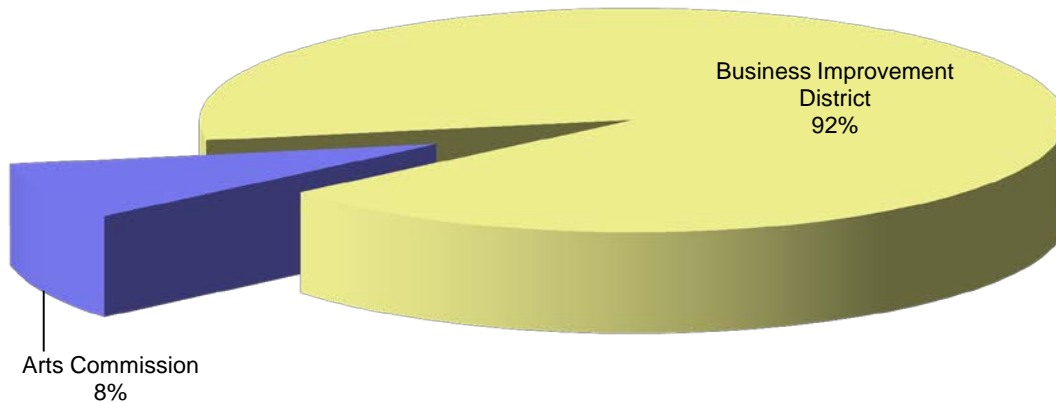


## Cultural Arts Department Budget Summary

*All  
Divisions*

<u>Division</u>	<i>MAJOR CATEGORY OF EXPENDITURE</i>					Division
	Salaries & Wages	Maint. & Operations	Capital Outlay	Special Programs	Capital Projects	
Arts Commission	\$133,900	\$2,800				<b>\$136,700</b>
Business Improv. District				1,520,000		<b>\$1,520,000</b>
<b>Department Total</b>	<b>\$133,900</b>	<b>\$2,800</b>	<b>\$0</b>	<b>\$1,520,000</b>	<b>\$0</b>	<b>\$1,656,700</b>

### Summary By Division Total



**Cultural Arts Department  
Budget Detail**

*All  
Divisions*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$88,940	\$88,900	\$88,900	\$88,900
1003	Salaries, Part Time	6,960	6,700	6,700	6,700
1038	Sick Leave Payoff	300	200	1,500	1,500
1040	Vacation Payoff	500	500	500	500
1101	Retirement	18,157	20,700	20,900	20,900
1103	P.A.R.S. Retirement	252	300	300	300
1201	Workers' Compensation	700	700	700	700
1300	Employee Group Insurance	11,400	12,400	13,000	13,000
1318	Medicare Insurance	1,413	1,400	1,400	1,400
	<b>Subtotal</b>	<b>128,622</b>	<b>131,800</b>	<b>133,900</b>	<b>133,900</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	500	700	700	700
2031	Telephone	261	500	300	300
2101	Materials and Supplies	883	600	600	600
2170	General Insurance	1,100	1,100	1,200	1,200
	<b>Subtotal</b>	<b>2,744</b>	<b>2,900</b>	<b>2,800</b>	<b>2,800</b>
<b>Special Programs</b>					
	Special Programs	1,389,069	1,330,000	1,520,000	1,520,000
	<b>Subtotal</b>	<b>1,389,069</b>	<b>1,330,000</b>	<b>1,520,000</b>	<b>1,520,000</b>
	<b>Grand Total</b>	<b>\$1,520,435</b>	<b>\$1,464,700</b>	<b>\$1,656,700</b>	<b>\$1,656,700</b>

***Cultural Arts 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
	2011-12	2012-13	2012-13	2011-12	2012-13	2012-13
Cultural Arts Manager	1	1	1	\$88,900	\$88,900	\$88,900
<b>TOTAL</b>	1	1	1	\$88,900	\$88,900	\$88,900



**Arts Commission Division**Cultural Arts  
General Fund/5151

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$88,940	\$88,900	\$88,900	\$88,900
1003	Salaries, Part Time	6,960	6,700	6,700	6,700
1038	New Sick Leave Payoff	300	200	1,500	1,500
1040	Vacation Payoff	500	500	500	500
1101	Retirement	18,157	20,700	20,900	20,900
1103	P.A.R.S. Retirement	252	300	300	300
1201	Workers' Compensation	700	700	700	700
1300	Employee Group Insurance	11,400	12,400	13,000	13,000
1318	Medicare Insurance	1,391	1,400	1,400	1,400
	<b>Subtotal</b>	<b>128,600</b>	<b>131,800</b>	<b>133,900</b>	<b>133,900</b>
<b>Maintenance and Operations</b>					
2011	Training, Travel and Dues	500	700	700	700
2031	Telephone	261	500	300	300
2101	Materials and Supplies	883	600	600	600
2170	General Insurance	1,100	1,100	1,200	1,200
	<b>Subtotal</b>	<b>2,744</b>	<b>2,900</b>	<b>2,800</b>	<b>2,800</b>
<b>Special Programs</b>					
8050	World Trade Center Donation	7,000			
8944	Sculpture Program*	19,247			
8946	Heisler Park AIPP*	40,009			
	<b>Subtotal</b>	<b>66,256</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Grand Total</b>	<b>\$197,601</b>	<b>\$134,700</b>	<b>\$136,700</b>	<b>\$136,700</b>

\* Funded by the Art in Lieu Fund.

**Business Improvement District**

*Cultural Arts  
General Fund/5202*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
8012	Laguna Beach Visitor's Bureau	\$699,385	\$665,000	\$760,000	\$760,000
8041	Laguna Art Museum	139,877	133,000	152,000	152,000
8200	Laguna Moulton Playhouse	139,877	133,000	152,000	152,000
8201	Laguna College of Art and Design	139,877	133,000	152,000	152,000
8004	Arts Commission Special Programs	84,018	133,000	152,000	152,000
8203	Cultural Arts Funding	126,800	133,000	152,000	152,000
<b>Subtotal</b>		<b>\$1,329,834</b>	<b>\$1,330,000</b>	<b>\$1,520,000</b>	<b>\$1,520,000</b>

<b>Allocations of Funds*</b>		
Description	As of July 1, 2011	As of July 1, 2012
<i>Arts Commission Special Programs:</i>		
Artist Open Studios	\$8,000	\$4,000
Broadway Sculpture Installation	10,000	
Banner/Palette Competitions	17,166	22,000
City Hall Exhibitions	6,000	6,000
Cultural Arts Facilities	30,000	50,000
Cultural Arts Information Publications	14,000	19,000
Performing Arts	29,000	32,000
Mural Installations	11,000	
Public Art Tour Day		5,000
Restoration of Public Art	10,000	10,000
Rotating Sculpture Program		4,000
Subtotal	135,166	152,000
<i>Cultural Arts Funding:</i>		
CaDance	14,000	16,000
Community Art Project	1,500	
First Thursday's Art Walk	19,258	22,000
Laguna Beach Alliance for the Arts	15,500	15,500
Laguna Beach Chorale		1,000
Laguna Beach Live!	19,258	22,000
Laguna Beach Sister City Association	1,500	1,500
Laguna Community Concert Band	8,000	9,000
Laguna Outreach Community Arts	14,500	15,000
Laguna Plein Air Painters Association	4,500	7,000
Laguna Tunes	2,700	3,000
My Hero Project	3,000	4,000
No Square Theater	18,450	22,000
Sawdust Art Festival	13,000	14,000
Subtotal	135,166	152,000
<b>Grand Total</b>	<b>\$270,332</b>	<b>\$152,000</b>
* Allocations for program year 2012-13 are based on revenues received in the preceding fiscal year. The 2012-13 adopted budget reflects the anticipated reserves for FY 2012-13.		

## 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 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1040	Vacation Payoff	\$586,196	\$378,000	\$408,900	\$408,900
1041	Sick Leave Payoff	453,480	284,000	355,200	355,200
1042	Comp Time Payoffs	32,811	38,800	26,200	26,200
1201	Workers' Comp. Insurance	2,037,105	1,013,800	1,088,000	1,088,000
1303	Health Insurance	3,184,627	3,380,400	3,467,700	3,467,700
1306	Dental Insurance	224,776	202,300	232,200	232,200
1309	Life Insurance	20,146	37,800	37,800	37,800
1310	Retiree Health Savings	286,545	300,000	300,000	300,000
1313	Long Term Disability Ins.	44,816	50,000	50,000	50,000
1316	Unemployment Insurance	59,957	60,800	60,800	60,800
1318	Medicare Insurance	6,074	8,000	8,000	8,000
	<b>Subtotal</b>	<b>6,936,533</b>	<b>5,753,900</b>	<b>6,034,800</b>	<b>6,034,800</b>
<b>Maintenance and Operations</b>					
2170	General Insurance	895,735	900,000	600,000	600,000
	<b>Subtotal</b>	<b>895,735</b>	<b>900,000</b>	<b>600,000</b>	<b>600,000</b>
	<b>Grand Total</b>	<b>\$7,832,268</b>	<b>\$6,653,900</b>	<b>\$6,634,800</b>	<b>\$6,634,800</b>

**Vehicle Replacement***Internal Service Fund  
Vehicle Replacement Fund*

Description	Division	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Police Department:</u></b>			
Marked Patrol Vehicles	2102	\$42,000	\$42,000
Marked Motorcycle	2102	22,000	22,000
	<b>Subtotal</b>	<b>64,000</b>	<b>64,000</b>
<b><u>Fire Department:</u></b>			
Chevy Suburban 4x4	2401	82,000	82,000
	<b>Subtotal</b>	<b>82,000</b>	<b>82,000</b>
<b><u>Marine Safety:</u></b>			
Toyota 4x4 Utility Truck	2601	51,000	51,000
	<b>Subtotal</b>	<b>51,000</b>	<b>51,000</b>
<b><u>Public Works Department:</u></b>			
Pickup Truck w/Tool Boxes	3104	35,000	35,000
Bobcat Skid Steer	3106	40,000	40,000
Truck-F700 Vactor	3106	240,000	240,000
	<b>Subtotal</b>	<b>315,000</b>	<b>315,000</b>
	<b>GRAND TOTAL</b>	<b>\$512,000</b>	<b>\$512,000</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 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$21,040,356	\$22,064,600	\$22,086,800	\$22,041,700
1003	Salaries, Part Time	2,324,457	2,245,700	2,241,800	2,265,500
1004	Tidepool, Part Time	4,199	4,500	4,500	4,500
1006	Salaries, Overtime	1,861,932	1,817,800	1,792,400	1,792,400
1038	Sick Leave Payoff	287,071	323,600	368,400	368,400
1040	Vacation Payoff	380,871	411,500	411,500	411,500
1042	Comp Time Payoffs	38,800	32,300	26,200	26,200
1053	Holiday Allowance	170,100	153,500	153,500	153,500
1059	Residency Incentive	52,530	58,100	61,500	61,500
1101	Retirement	4,966,582	6,236,200	6,051,200	6,040,600
1102	PERS, Side Fund	857,078	857,100	857,100	857,100
1103	P.A.R.S. Retirement	75,798	84,500	84,400	84,400
1201	Workers' Compensation	1,013,800	1,013,800	1,088,800	1,088,800
1300	Employee Group Insurance	2,908,500	3,109,400	3,253,300	3,253,300
1318	Medicare Insurance	304,638	337,900	349,600	348,900
	<b>Subtotal</b>	<b>36,286,712</b>	<b>38,750,500</b>	<b>38,831,000</b>	<b>38,798,300</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	195,974	208,700	209,600	208,800
2011	Training, Travel and Dues	211,566	253,200	259,800	254,800
2021	Natural Gas	61,020	66,600	63,300	64,500
2024	Electricity	660,916	643,700	651,700	652,700
2027	Water	212,060	199,900	209,000	209,800
2031	Telephone	200,090	212,600	205,400	205,400
2051	Gas and Lubrications	448,633	688,700	684,000	684,000
2101	Materials and Supplies	994,931	1,102,100	1,101,700	1,101,700
2110	Paramedic Medical Supplies	40,574	48,000	48,000	48,000
2150	Rents and Leases	1,379,227	1,380,700	1,362,100	1,362,100
2170	General Insurance	600,000	600,000	600,000	600,000
2201	Repairs and Maint. Auto	441,819	463,100	450,000	450,000

<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	2010-11	2011-12	2012-13	2012-13
2222	Repairs and Maint. Other	442,813	532,600	471,700	471,700
2281	Printing	103,270	151,200	149,300	149,300
2302	Legal Advertising	10,406	11,300	11,300	11,300
2401	Contractual Services	5,253,010	5,420,600	5,711,600	5,690,800
2402	Contractual SOCWA Operations	1,480,620	1,620,000	1,650,000	1,650,000
2432	Postage	53,247	80,300	72,800	72,800
2501	Bond Principal	1,490,000	1,565,000		
2508	Vehicle Cost Redistribution	(93,456)	(62,000)	(62,000)	(62,000)
2521	Interest	608,257	532,100	492,500	492,500
2522	Loan Administration Fees	17,171	16,200	15,100	15,100
2940	Cross Cultural Task Force				20,000
2956	Gas Tax Exchange	514,987			
	Arts Commission Programs	83,997			
	Community Assistance	230,800	226,900	239,300	239,300
	Depreciation	318,802			
	<b>Subtotal</b>	<b>15,960,733</b>	<b>15,961,500</b>	<b>14,596,200</b>	<b>14,592,600</b>
<b>Capital Outlay</b>					
5305	Improv.Other Than Buildings	16,633		39,500	19,500
5408	Office Furniture & Equipment	258,273		161,600	50,000
5510	Automotive Equipment	19,074		575,000	575,000
5622	Other Equipment	244,886	108,000	991,700	39,500
	<b>Subtotal</b>	<b>538,866</b>	<b>108,000</b>	<b>1,767,800</b>	<b>684,000</b>
<b>Special Programs</b>					
	Special Programs	2,726,925	2,634,400	3,078,200	3,400,200
	<b>Subtotal</b>	<b>2,726,925</b>	<b>2,634,400</b>	<b>3,078,200</b>	<b>3,400,200</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	8,452,331	9,095,000	8,740,000	8,765,000
	<b>Subtotal</b>	<b>8,452,331</b>	<b>9,095,000</b>	<b>8,740,000</b>	<b>8,765,000</b>
	<b>Grand Total</b>	<b>\$63,965,566</b>	<b>\$66,549,400</b>	<b>\$67,013,200</b>	<b>\$66,240,100</b>

# General Fund Summary

## Fund Detail

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	19,096,019	20,110,800	20,118,100	20,073,000
1003	Salaries, Part Time	1,595,186	1,521,500	1,517,600	1,541,300
1004	Tidepool, Part Time	4,199	4,500	4,500	4,500
1006	Salaries, Overtime	1,774,280	1,675,300	1,674,900	1,674,900
1009	Salaries, Redistributed	(295,500)	(296,400)	(365,600)	(297,800)
1038	Sick Leave Payoff	271,800	307,100	326,400	326,400
1040	Vacation Payoff	357,500	388,800	388,800	388,800
1042	Comp Time Payoffs	38,200	32,300	26,200	26,200
1053	Holiday Allowance	165,248	150,500	150,500	150,500
1059	Residency Incentive	47,085	48,100	55,500	55,500
1101	Retirement	4,626,758	5,790,500	5,601,100	5,590,500
1102	PERS, Side Fund	857,078	857,100	857,100	857,100
1103	P.A.R.S. Retirement	67,823	57,200	57,100	57,100
1201	Workers' Compensation	980,100	980,000	1,055,100	1,055,100
1300	Employee Group Insurance	2,589,300	2,762,200	2,889,300	2,889,300
1318	Medicare Insurance	280,364	301,800	313,700	313,000
	<b>Subtotal</b>	<b>32,455,440</b>	<b>34,691,300</b>	<b>34,670,300</b>	<b>34,705,400</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	173,357	188,800	189,600	188,800
2011	Training, Travel and Dues	203,870	239,700	240,400	236,100
2021	Natural Gas	56,746	62,400	58,600	59,800
2024	Electricity	231,116	219,200	221,500	222,500
2027	Water	196,732	179,300	192,400	193,200
2031	Telephone	172,891	183,000	177,500	177,500
2051	Gas and Lubrications	289,195	393,800	379,100	379,100
2101	Materials and Supplies	839,985	930,800	930,400	930,400
2110	Paramedic Medical Supplies	40,574	48,000	48,000	48,000
2150	Rents and Leases	1,079,430	1,099,100	1,083,900	1,083,900
2170	General Insurance	411,900	504,300	541,100	541,100
2201	Repairs and Maint. Auto	249,124	284,000	275,900	275,900
2222	Repairs and Maint. Other	359,587	422,400	364,600	364,600
2281	Printing	77,992	101,300	101,300	101,300
2302	Legal Advertising	10,406	11,300	11,300	11,300
2401	Contractual Services	4,764,425	4,879,400	5,146,100	5,125,300

# General Fund Summary (Con't)

## Fund Detail

Account		Actual	Adopted	Department	Adopted
No.	Account Title	Expenditures	Budget	Request	Budget
		2010-11	2011-12	2012-13	2012-13
2432	Postage	53,029	68,800	68,800	68,800
2508	Vehicle Cost Redistribution	(93,456)	(62,000)	(62,000)	(62,000)
2804	Costs Redistributed	(514,100)	(511,400)	(500,000)	(500,000)
2940	Cross Cultural Task Force				20,000
2956	Exchange Expenditure	514,987			
	Community Assistance	230,800	226,900	239,300	239,300
	<b>Subtotal</b>	<b>9,348,589</b>	<b>9,469,100</b>	<b>9,707,800</b>	<b>9,704,900</b>
<b>Capital Outlay</b>					
5305	Improv. Other Than Buildings	16,633		39,500	19,500
5408	Office Furniture & Equipment	258,273		159,500	50,000
5622	Other Equipment	243,046	68,000	991,700	39,500
	<b>Subtotal</b>	<b>517,953</b>	<b>68,000</b>	<b>1,190,700</b>	<b>109,000</b>
<b>Special Programs</b>					
	Special Programs	1,025,856	2,245,500	2,615,700	2,937,700
	<b>Subtotal</b>	<b>1,025,856</b>	<b>2,245,500</b>	<b>2,615,700</b>	<b>2,937,700</b>
	<b>Grand Total</b>	<b>\$43,347,838</b>	<b>\$46,473,900</b>	<b>\$48,184,500</b>	<b>\$47,457,000</b>

# Parking Authority Fund Summary

## Fund Detail

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$581,313	\$601,400	\$607,500	\$607,500
1003	Salaries, Part Time	36,870	38,800	38,800	38,800
1006	Salaries, Overtime	6,305	13,200	13,200	13,200
1009	Salaries, Redistributed	216,600	216,600	243,700	216,600
1038	Sick Leave Payoff	4,400	3,600	10,400	10,400
1040	Vacation Payoff	4,600	4,800	4,800	4,800
1042	Comp Time Payoffs	600			
1053	Holiday Allowance	4,614	3,000	3,000	3,000
1101	Retirement	117,733	141,200	140,100	140,100
1103	P.A.R.S. Retirement	1,426	1,500	1,500	1,500
1201	Workers' Compensation	13,000	11,900	9,700	9,700
1300	Employee Group Insurance	114,000	124,000	130,000	130,000
1318	Medicare Insurance	6,929	7,400	7,500	7,500
	<b>Subtotal</b>	<b>1,108,390</b>	<b>1,167,400</b>	<b>1,210,200</b>	<b>1,183,100</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	3,009	3,400	3,400	3,400
2011	Training, Travel and Dues		1,000	1,200	1,200
2024	Electricity	18,600	9,500	14,100	14,100
2027	Water	5,021	6,100	4,500	4,500
2031	Telephone	7,137	8,000	7,300	7,300
2051	Gas and Lubrications	11,129	13,000	12,100	12,100
2101	Materials and Supplies	52,977	66,500	66,500	66,500
2150	Rents and Leases	31,454	31,400	32,300	32,300
2170	General Insurance	10,300	10,300	10,500	10,500
2201	Repairs and Maint. Auto	5,920	12,000	12,000	12,000
2222	Repairs and Maint. Other	10,587	22,000	22,000	22,000
2281	Printing	8,336	20,000	20,000	20,000
2401	Contractual Services	332,487	343,900	348,900	348,900
2432	Postage		3,500	3,500	3,500
2804	Costs Redistributed	145,800	146,200	144,500	144,500
	<b>Subtotal</b>	<b>642,758</b>	<b>696,800</b>	<b>702,800</b>	<b>702,800</b>

# Parking Authority Fund Summary

*Fund*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Special Programs</u></b>					
	Special Programs	180,546	178,000	178,000	178,000
	<b>Subtotal</b>	<b>180,546</b>	<b>178,000</b>	<b>178,000</b>	<b>178,000</b>
<b><u>Capital Improvements</u></b>					
	Capital Improvement Projects		800,000	50,000	50,000
	<b>Subtotal</b>	<b>0</b>	<b>800,000</b>	<b>50,000</b>	<b>50,000</b>
	<b>Grand Total</b>	<b>\$1,931,694</b>	<b>\$2,842,200</b>	<b>\$2,141,000</b>	<b>\$2,113,900</b>

# Wastewater Fund Summary

## Fund Detail

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b>Salaries and Wages</b>					
1001	Salaries, Full Time	\$1,045,285	\$1,061,100	\$1,058,500	\$1,058,500
1006	Salaries, Overtime	30,273	30,500	30,500	30,500
1009	Salaries, Redistributed	(2,200)	(2,200)	(600)	(600)
1038	Sick Leave Payoff	7,800	7,900	18,400	18,400
1040	Vacation Payoff	16,100	15,300	15,300	15,300
1053	Holiday Allowance	238			
1059	Residency Incentive	5,445	10,000	6,000	6,000
1101	Retirement	200,349	236,500	238,500	238,500
1201	Workers' Compensation	8,500	8,600	10,000	10,000
1300	Employee Group Insurance	148,200	161,200	169,000	169,000
1318	Medicare Insurance	12,697	13,100	13,000	13,000
	<b>Subtotal</b>	<b>1,472,687</b>	<b>1,542,000</b>	<b>1,558,600</b>	<b>1,558,600</b>
<b>Maintenance and Operations</b>					
2001	Uniforms and Laundry	8,069	7,500	7,600	7,600
2011	Training, Travel and Dues	7,695	10,900	11,600	10,900
2021	Natural Gas	2,506	2,800	2,800	2,800
2024	Electricity	186,794	178,000	187,500	187,500
2027	Water	6,428	11,500	8,800	8,800
2031	Telephone	15,975	16,600	16,300	16,300
2051	Gas and Lubrications	22,518	30,500	27,500	27,500
2101	Materials and Supplies	60,341	58,800	58,800	58,800
2150	Rents and Leases	138,096	142,800	139,500	139,500
2170	General Insurance	164,700	62,700	24,500	24,500
2201	Repairs and Maint. Auto	38,972	22,100	22,100	22,100
2222	Repairs and Maint. Other	69,364	81,000	77,900	77,900
2281	Printing	144	2,400	1,500	1,500
2401	Contractual Services	92,371	89,800	111,900	111,900
2402	Contractual SOCWA Operations	1,480,620	1,620,000	1,650,000	1,650,000
2432	Postage	218	8,000	500	500
2521	Bond Interest	492,757	493,000	492,500	492,500
2522	Loan Administration Fees	17,171	16,200	15,100	15,100
2804	Costs Redistributed	196,600	193,100	190,800	190,800
	<b>Subtotal</b>	<b>3,001,338</b>	<b>3,047,700</b>	<b>3,047,200</b>	<b>3,046,500</b>

# Wastewater Fund Summary (Con't)

## Fund Detail

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	City Manager Recommend 2012-13
<b>Capital Outlay</b>					
5408	Office Furniture & Equipment			2,100	
5622	Other Equipment	1,839	40,000		
	<b>Subtotal</b>	<b>1,839</b>	<b>40,000</b>	<b>2,100</b>	<b>0</b>
<b>Special Programs</b>					
	Special Programs	66,720	24,500	88,100	88,100
	<b>Subtotal</b>	<b>66,720</b>	<b>24,500</b>	<b>88,100</b>	<b>88,100</b>
<b>Capital Improvements</b>					
	Capital Improvement Projects	1,216,969	2,705,000	2,695,000	2,695,000
	<b>Subtotal</b>	<b>1,216,969</b>	<b>2,705,000</b>	<b>2,695,000</b>	<b>2,695,000</b>
	<b>Grand Total</b>	<b>\$5,759,553</b>	<b>\$7,359,200</b>	<b>\$7,391,000</b>	<b>\$7,388,200</b>

# Transit Fund Summary

*Fund*

Account No.	Account Title	Actual Expenditures 2010-11	Adopted Budget 2011-12	Department Request 2012-13	Adopted Budget 2012-13
<b><u>Salaries and Wages</u></b>					
1001	Salaries, Full Time	\$317,739	\$291,300	\$302,700	\$302,700
1003	Salaries, Part Time	692,402	685,400	685,400	685,400
1006	Salaries, Overtime	51,074	98,800	73,800	73,800
1009	Salaries, Redistributed	62,500	63,400	103,900	63,200
1038	Sick Leave Payoff	3,071	5,000	13,200	13,200
1040	Vacation Payoff	2,671	2,600	2,600	2,600
1101	Retirement	21,741	68,000	71,500	71,500
1103	P.A.R.S. Retirement	6,531	25,800	25,800	25,800
1201	Workers' Compensation	12,200	13,300	14,000	14,000
1300	Employee Group Insurance	57,000	62,000	65,000	65,000
1318	Medicare Insurance	4,433	15,600	15,400	15,400
	<b>Subtotal</b>	<b>1,231,362</b>	<b>1,331,200</b>	<b>1,373,300</b>	<b>1,332,600</b>
<b><u>Maintenance and Operations</u></b>					
2001	Uniforms and Laundry	11,539	9,000	9,000	9,000
2011	Training, Travel and Dues		1,600	6,600	6,600
2021	Natural Gas	1,768	1,400	1,900	1,900
2024	Electricity	7,961	8,300	8,200	8,200
2027	Water	3,879	3,000	3,300	3,300
2031	Telephone	4,087	5,000	4,300	4,300
2051	Gas and Lubrications	125,792	251,400	265,300	265,300
2101	Materials and Supplies	41,627	43,000	43,000	43,000
2150	Rents and Leases	130,248	107,400	106,400	106,400
2170	General Insurance	13,100	22,700	23,900	23,900
2201	Repairs and Maint. Auto	147,803	145,000	140,000	140,000
2222	Repairs and Maint. Other	3,177	5,200	5,200	5,200
2281	Printing	16,797	27,500	26,500	26,500
2401	Contractual Services	58,099	87,500	89,700	89,700
2804	Costs Redistributed	171,700	172,100	164,700	164,700
	Depreciation	318,802			
	<b>Subtotal</b>	<b>1,056,379</b>	<b>890,100</b>	<b>898,000</b>	<b>898,000</b>
<b><u>Capital Outlay</u></b>					
5510	Automotive Equipment			575,000	575,000
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>575,000</b>	<b>575,000</b>
<b><u>Special Programs</u></b>					
	Special Programs	162,523	151,400	151,400	151,400
	<b>Subtotal</b>	<b>162,523</b>	<b>151,400</b>	<b>151,400</b>	<b>151,400</b>
	<b>Grand Total</b>	<b>\$2,450,264</b>	<b>\$2,372,700</b>	<b>\$2,997,700</b>	<b>\$2,957,000</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 173). This schedule summarizes all capital improvement projects budgeted for Fiscal Year 2012-13.
2. *"Capital Project Information"* (pages 174-192). These pages describe the projects budgeted for Fiscal Year 2012-13.
3. *"Ten Year Capital Improvement Plan"* (pages 195-204). A ten-year schedule is provided through Fiscal Year 2021-22 for all capital projects proposed at this time. A one-page funding summary for the entire Ten-Year Plan is shown on page 193. A revenue and budget projection schedule is shown on page 194.
4. *"Capital Improvements Not Included in the Ten-Year Plan"* (pages 205-207). 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 2012/13**

**CAPITAL IMPROVEMENT PROJECT SUMMARY**

**See the Following Pages for Description of Each Project**

**Capital Improvement Fund**

Acct No.				
1	9375	Gaviota Drive Nuisance Water Diversion	\$300,000	1
2	9376	Coast Hwy Right Turn Pocket at Broadway Design	\$240,000	2
3	9507	Lifeguard HQ and Public Restroom Supplemental Funding	\$1,800,000	
4	9927	Animal Shelter Creek Erosion Protection Supplemental Funding	\$400,000	
5	9010	Citywide Sidewalk Repairs	\$200,000	
6	9377	Top of The World Pedestrian Access Pathway to Fire Road	\$300,000	
7	9378	Thalia Street Beach Stairs Replacement	\$500,000	
8	9379	Cleo Street Fencing Replacement at Glenneyre Street	\$90,000	
9	9380	Boat Canyon Park Tot-Lot Fencing Renovation	\$70,000	
10	9381	500 Block of Canyon Acres Drive Channel Protection	\$80,000	
11	9382	Cress Street Sidewalk Construction	\$250,000	
12	9383	Laguna Canyon Road Trail From Act V to Art College	\$200,000	
13	9653	Cerritos Drive Retaining Wall Repair Design	\$100,000	
14	9384	Laguna Channel Capacity Improvements Preliminary Design	\$300,000	
15	9385	Laguna Channel Overflow Diversion at Beach Street Preliminary Design	\$15,000	
16	9386	Main Beach Lifeguard White Tower Renovation	\$30,000	
17	9387	Fire Stations Renovations	\$100,000	
18	9388	Laguna Canyon Road Dewitt Property Wetlands	\$25,000	
<b>Total Cost of 2012/13 Capital Improvement Fund Projects</b>			<b>\$5,000,000</b>	

**Gas Tax Fund**

Acct No.				
19	9108	FY 2012/13 Street Slurry Seal and Rehabilitation	\$700,000	
20	9109	Repayment of Gas Tax Loan - Payment 4 of 6	\$320,000	3
<b>Total Cost of 2012/13 Gas Tax Fund Projects</b>			<b>\$1,020,000</b>	

**Parking Authority Fund**

Acct No.				
21	9128	Glenneyre Parking Structure Pole Lighting Replacement	\$50,000	
<b>Total Cost of 2012/13 Parking Authority Fund Projects</b>			<b>\$50,000</b>	

**TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2012/13** **\$6,070,000**

- 1 Possible State Clean Beaches Initiative grant funding of \$150,000
- 2 Grant funding of \$165,000 is available from Measure M2.
- 3 Repayment of the final \$10,000 of the internal loan from the Vehicle Replacement Fund and \$310,000 of a \$1,000,000 internal loan from the Street Lighting Fund.

# CIP Project Information

Capital Improvement Fund

Gaviota Drive Nuisance Water Diversion

\$300,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 1

**Project Description and Purpose:**

This project installs a urban water diversion unit in Gaviota Drive that intercepts the storm drain that discharges near the northwestern side of Brooks Street. The project has been designed with previous grant funds and is now ready for construction . Previous Proposition 84 Clean Beaches Initiative grant funding for the construction stalled at the State level in 2009. The State has announced that a new call for projects will occur this summer. Staff anticipates obtaining approximately \$150,000 in grant funding for the project.



# CIP Project Information

Capital Improvement Fund

Coast Hwy Right Turn Pocket at Broadway Design

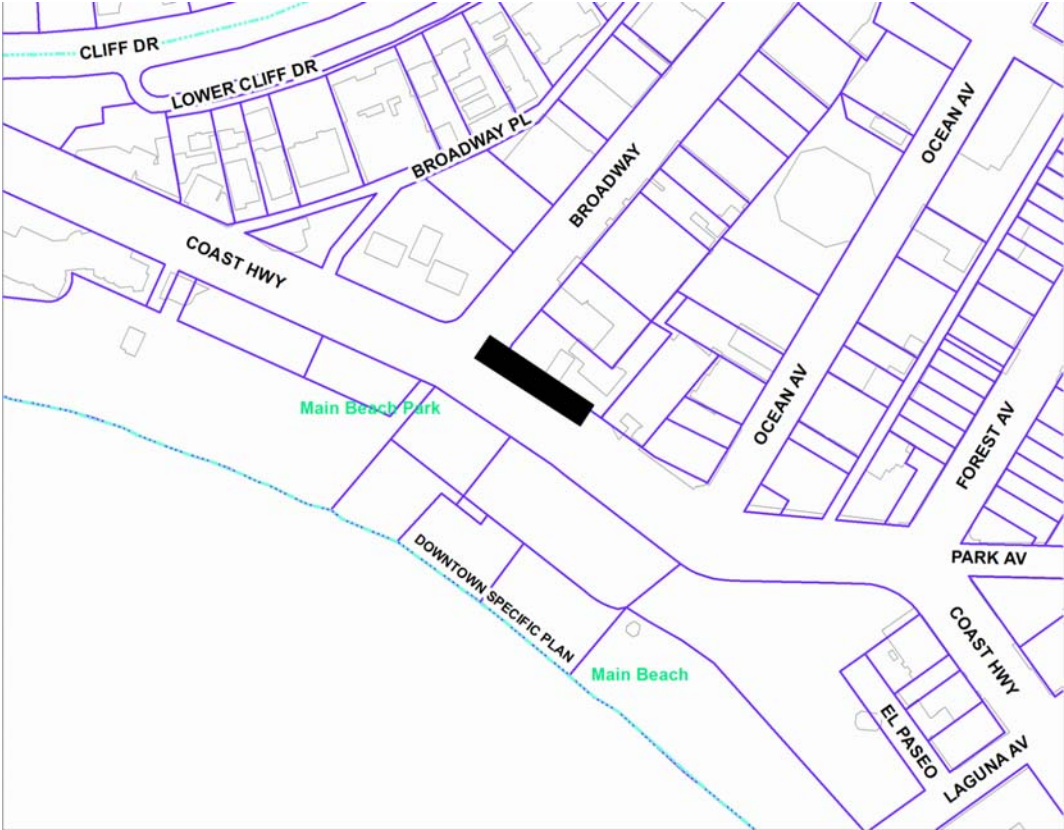
\$240,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 2

**Project Description and Purpose:**

This project provides for the design of a right turn lane on Coast Highway turning onto Broadway. Grant funding of 70% of the \$240,000 estimated design cost is available from Measure M2 taxes.



# CIP Project Information

Capital Improvement Fund

Lifeguard HQ and Public Restroom Supplemental Funding

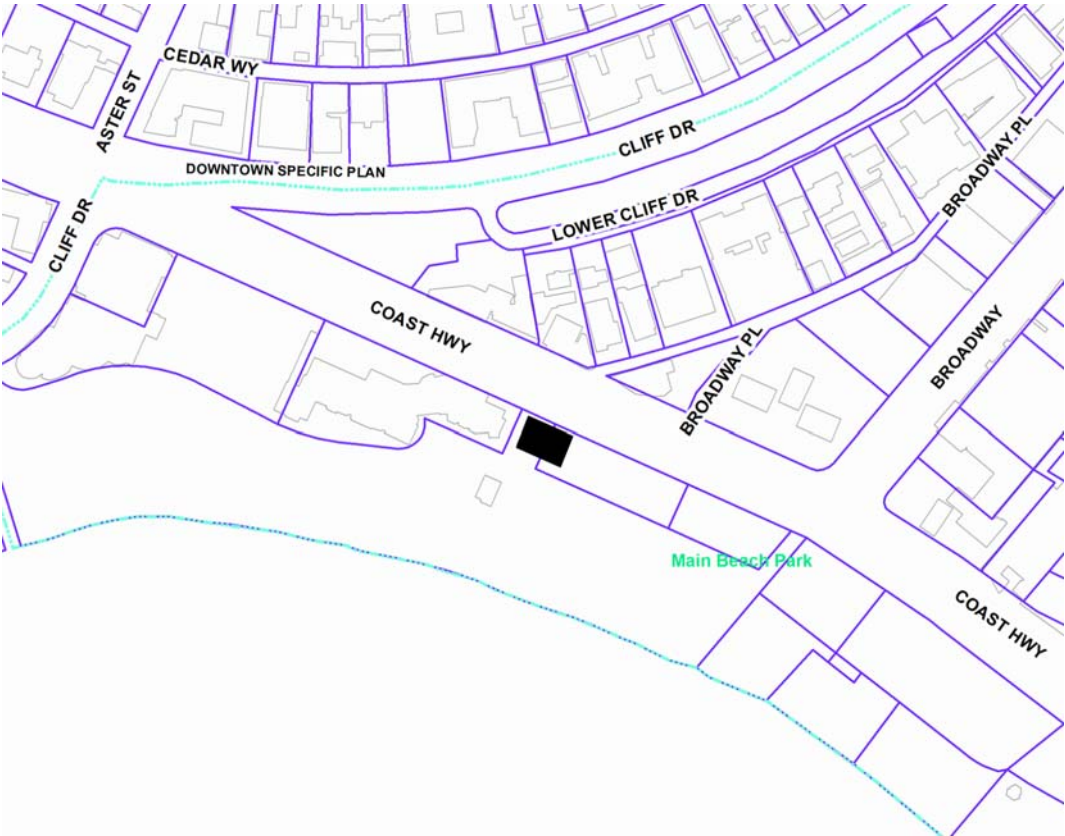
\$1,800,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 3

**Project Description and Purpose:**

This project provides \$1.8 million of supplemental funding for the Lifeguard Headquarters and Public Restroom project at Main Beach, which brings the total funding of the project to \$8.1 million.



# CIP Project Information

Capital Improvement Fund

Animal Shelter Creek Erosion Protection Supplemental Funding \$400,000

CIP Ten-Year Plan Year: 1 12/13 CIP Number 4

**Project Description and Purpose:**

Laguna Canyon Creek has eroded its banks and undermined the existing parking lot. This project will investigate suitable erosion control systems and provide for design and construction of the improvements. This project was funded in 2008/09; however due to high entitlement costs, funding for this project was transferred to the Animal Shelter Renovation project. A flood in December 2010 further eroded the banks and parking lot, and destroyed the foot bridge. Council voted on Feb 1, 2011 to investigate interim repairs and a permanent solution. This project provides \$400,000 of additional funding to the remaining fund balance from savings of the Animal Shelter Renovation for a total project budget of approximately \$600,000.



## CIP Project Information

Capital Improvement Fund

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Citywide Sidewalk Repairs

\$200,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 5

**Project Description and Purpose:**

This project provides for the removal and replacement of small sidewalk repair projects. The repairs will be conducted in numerous locations throughout the City.

# City Wide Repairs



# CIP Project Information

Capital Improvement Fund

Top of The World Pedestrian Access Pathway to Fire Road

\$300,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 6

**Project Description and Purpose:**

Construct a pedestrian pathway from Alta Laguna Boulevard to the County Park fire road that connects Top of the World with Arch Beach Heights. The alignment of the pathway may utilize all or part of an existing public access easement that is five feet wide. With the cooperation of neighboring property owners, alternative alignments may be possible. All alternatives will be investigated during the conceptual design phase. This funding is in addition to the \$50,000 appropriated by the City Council in November 2011 which brings the project total to \$350,000.



# CIP Project Information

Capital Improvement Fund

Thalia Street Beach Stairs Replacement

\$500,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 7

**Project Description and Purpose:**

The concrete stairway and pathways to the view deck have worn exposed aggregate. The stair nosings have spalled and require regular repairs, therefore complete replacement is required. New aluminum handrails will be installed. The project includes \$100,000 for a street end beautification project to be incorporated.



# CIP Project Information

Capital Improvement Fund

Cleo Street Fencing Replacement at Glenneryre Street

\$90,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 8

**Project Description and Purpose:**

A car damaged the existing pedestrian protection fencing. Temporary repairs were made but the remainder of the fencing is rusted beyond repair and needs replacement.



# CIP Project Information

Capital Improvement Fund

Boat Canyon Park Tot-Lot Fencing Renovation

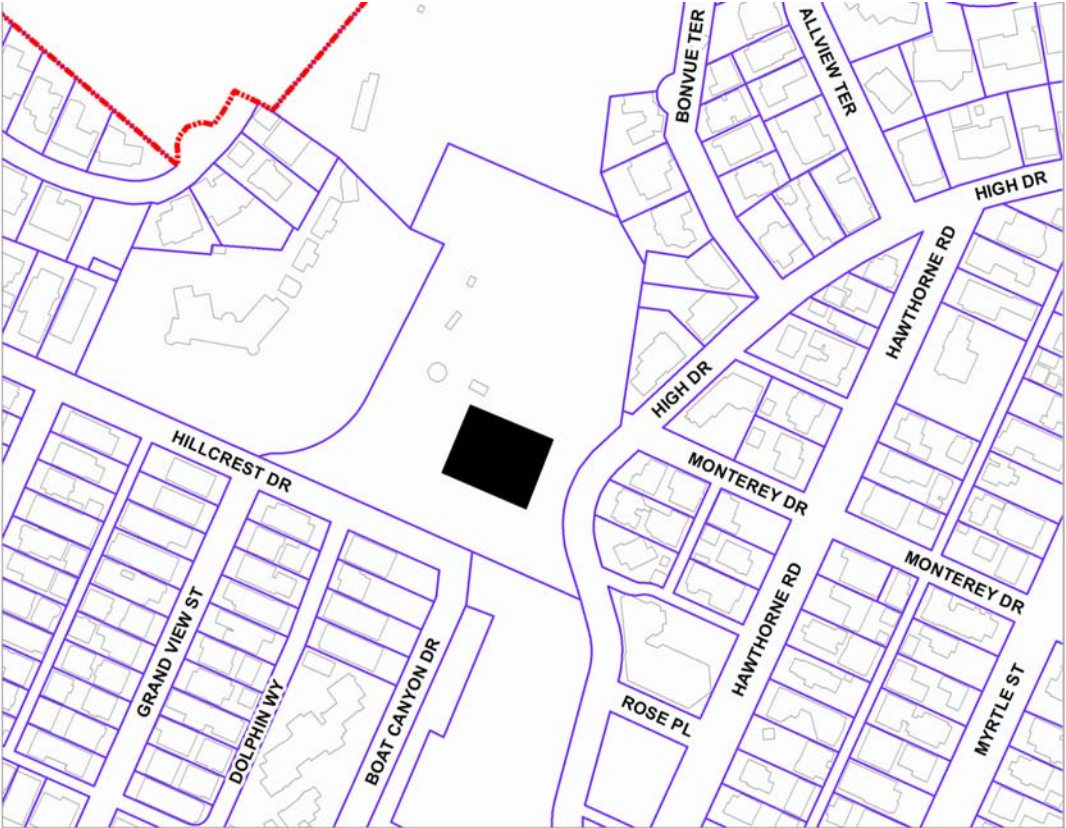
\$70,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 9

**Project Description and Purpose:**

The existing fencing around the Tot Lot at Boat Canyon Park is corroded and needs to be extended to provide better containment for small children.



# CIP Project Information

Capital Improvement Fund

500 Block of Canyon Acres Drive Channel Protection

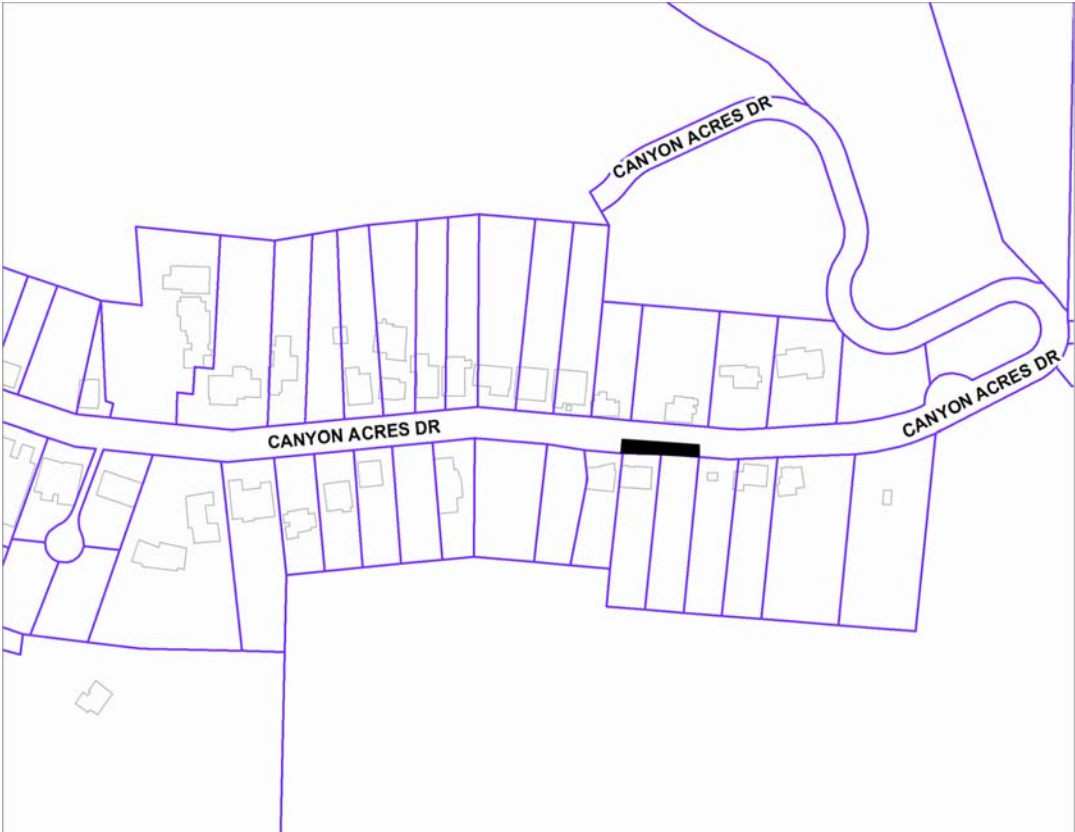
\$80,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 10

**Project Description and Purpose:**

The existing stream course along the road edge creates a need for a protection barrier for vehicles and pedestrians.



# CIP Project Information

Capital Improvement Fund

Cress Street Sidewalk Construction

\$250,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 11

### Project Description and Purpose:

Install a sidewalk from the end of the existing sidewalk at Bluebird Park westerly to Temple Terrace. The embankment in this area extends to the existing rolled curb creating an inconvenience for park users that are exiting their cars or walking to the park. A retaining wall will be needed and possibly the relocation of a power pole.



# CIP Project Information

Capital Improvement Fund

Laguna Canyon Road Trail From Act V to Art College

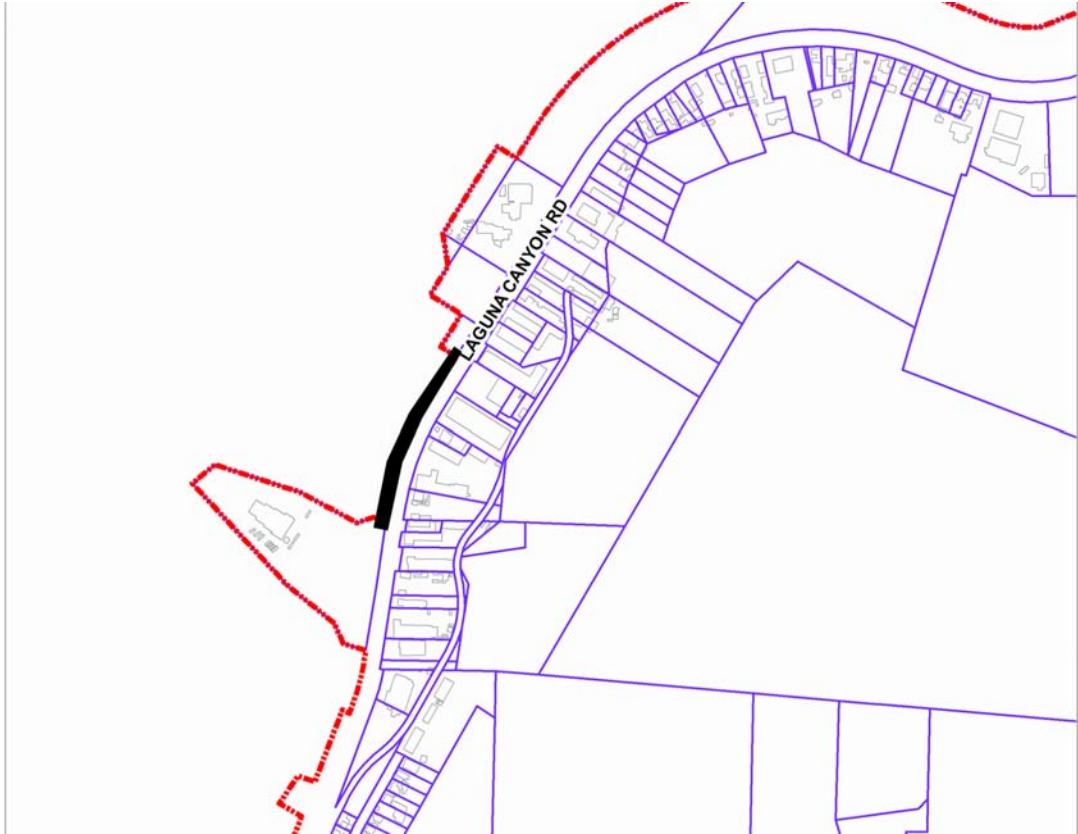
\$200,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 12

**Project Description and Purpose:**

Construct a pathway from the Act V public parking lot to the College of Art parking lot. To avoid excessive grading, the path will be approximately four feet wide and follow the contours of the hillside. The alignment of the path may be located on County Park property to provide some separation between pedestrians and vehicles. Smooth wire fencing will line both sides of the pathway.



# CIP Project Information

Capital Improvement Fund

**Cerritos Drive Retaining Wall Repair Design**

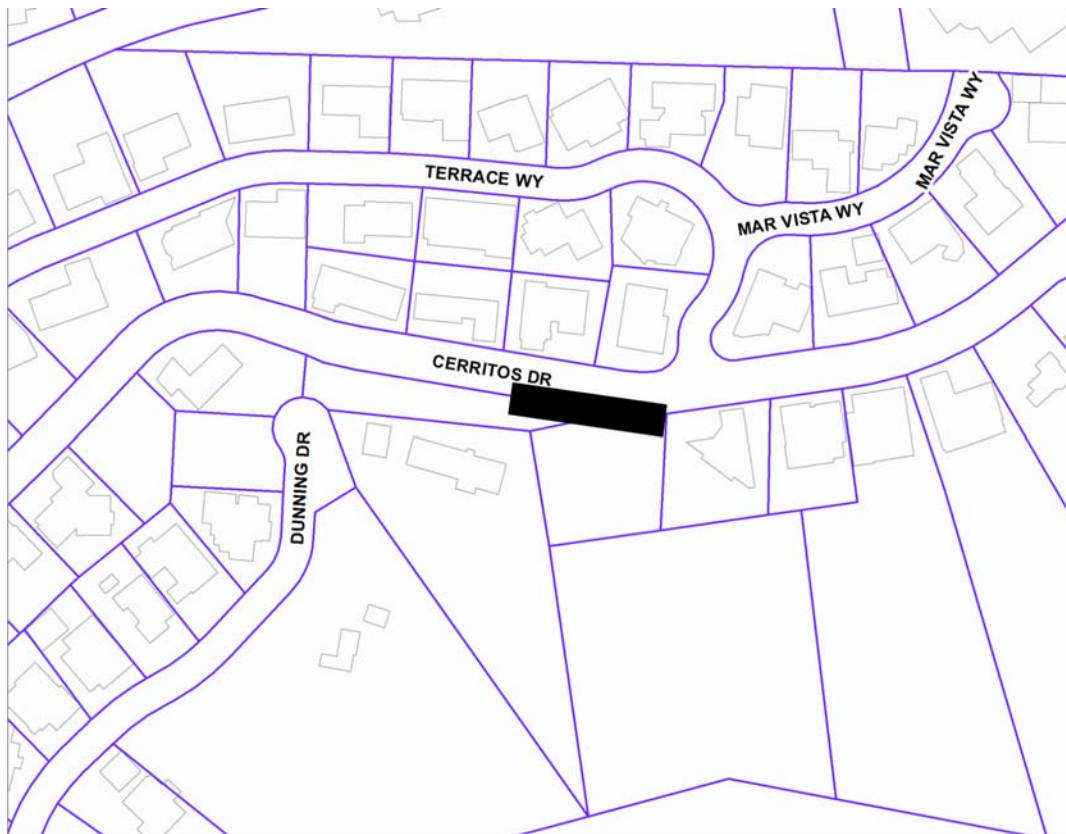
**\$100,000**

**CIP Ten-Year Plan Year: 1 12/13**

**CIP Number 13**

**Project Description and Purpose:**

This project is for the design of a retaining wall near 1413 Cerritos that is undermined. This appears to be continuing settlement of the previous landslide debris. Geofirm has reviewed the existing condition and there does not appear to be any gross instability of the existing caisson-tie-back wall system. In the long term there will need to be some structural improvements that will prevent undermining of the roadbed support.





# CIP Project Information

Capital Improvement Fund

Laguna Channel Capacity Improvements Preliminary Design

\$300,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 14

### Project Description and Purpose:

The portion of Laguna Canyon Channel under Coast Highway is a choke point that can be enlarged by 30% to match the capacity of the upstream portion between Coast Hwy and Beach Street. Caltrans has indicated that it will participate in the cost of the project if the City takes the lead in developing a design. There are many constraints to the design that make it difficult to determine the extent of work needed and even the cost of final design. This project is a preliminary design that will include preliminary geotechnical evaluation, utility location, a traffic management plan for construction, a project study report as required by Caltrans, environmental documentation that will likely include and EIR and EIS, and permitting. The duration of this preliminary design will likely be two years. The total project cost, including construction, will likely be on the order of \$2 million. It is not known yet how much Caltrans will be able to contribute.



# CIP Project Information

Capital Improvement Fund

Laguna Channel Overflow Diversion at Beach Street Preliminary Design \$15,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 15

**Project Description and Purpose:**

Laguna Channel frequently overflows at Beach Street causing extensive flooding in the Downtown area. In November 2011, the City Council approved the final report from the Laguna Canyon Flood Mitigation Task Force and directed staff, among other things, to investigate options for diverting and containing the overflow of surface waters down Broadway. This study would develop options for accomplishing that. The preliminary design would include engineering evaluation of options as well as the impacts to businesses, traffic, and pedestrians for various concepts. The completed preliminary design would include environmental documentation and a Coastal Development permit. The project would be done through an incremental design development process so that preliminary concepts would be submitted for review by the public, Caltrans and the City Council in the early stages to determine if there is a concept that could be acceptable.



# CIP Project Information

Capital Improvement Fund

Main Beach Lifeguard White Tower Renovation

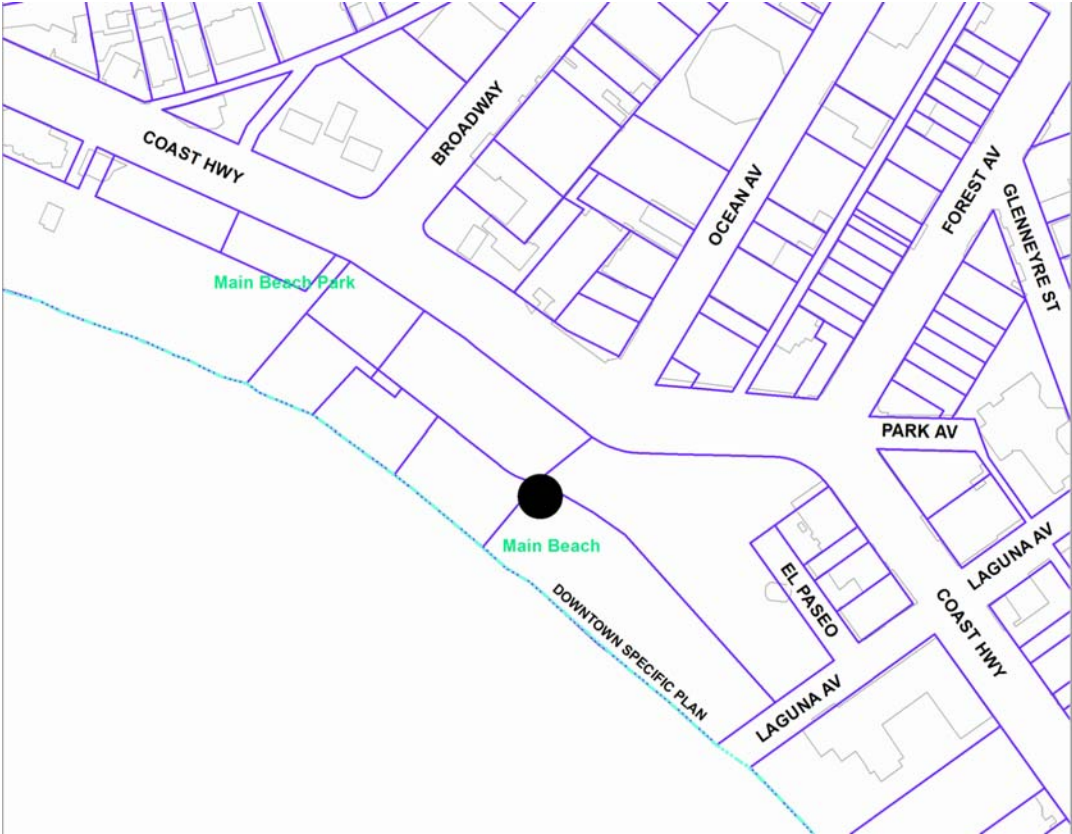
\$30,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 16

**Project Description and Purpose:**

The white tower is in need of general renovation, including : exterior paint, window casing repairs, metal deck supports repair, light fixture trim replacement, replacement clocks, renovate sign, replace the roof and flashings, install new pigeon spikes, and minor electrical repairs.



## CIP Project Information

Capital Improvement Fund

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Fire Stations Renovations

\$100,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 17

**Project Description and Purpose:**

Renovate the bathroom and paint the interior and exterior of Fire Station One. Replace the existing single pane windows with low noise/energy efficient windows at Fire Station Two. Replace the driveway that has large cracks and has exceeded its useful life at Fire Station Three.

# Work Located at Fire Stations 1, 2, and 3

# CIP Project Information

Capital Improvement Fund

Laguna Canyon Road Dewitt Property Wetlands

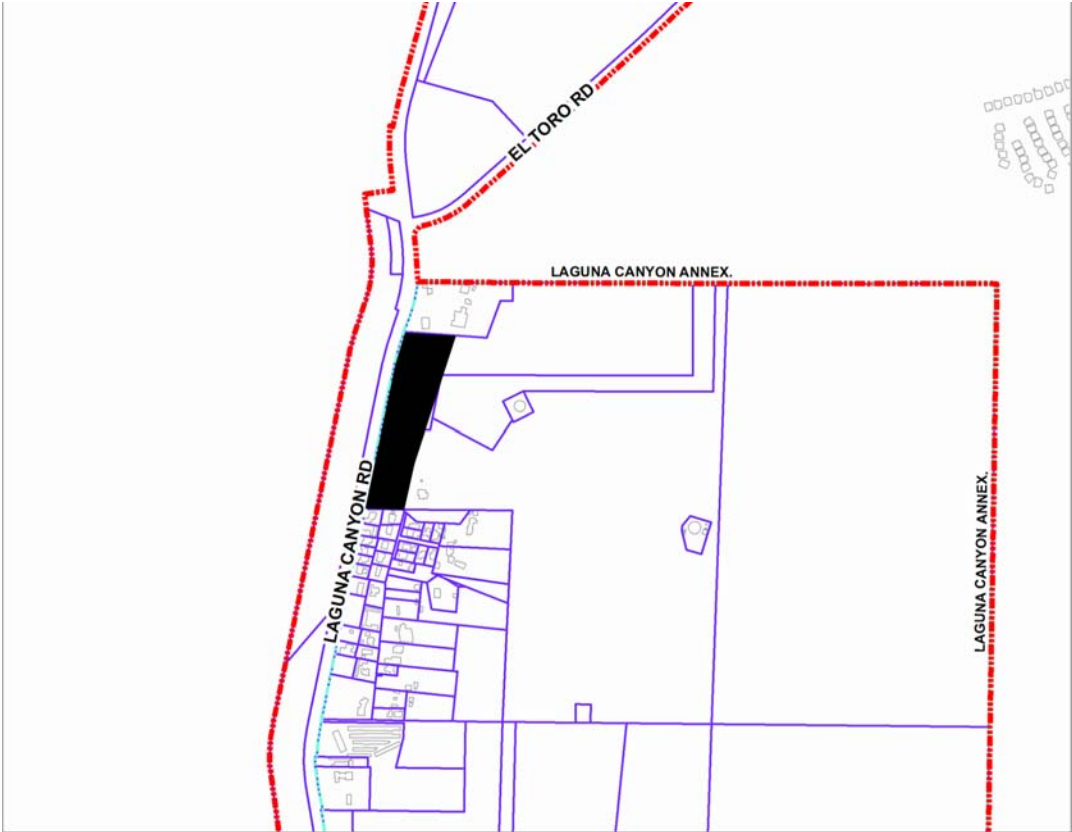
\$25,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 18

**Project Description and Purpose:**

Expand and enhance the wetland area northerly of Phillips Road to 20062 Laguna Canyon Road for flooding and water quality improvements. This project provides funding for conceptual design and entitlements.



# CIP Project Information

Gas Tax Fund

FY 2012/13 Street Slurry Seal and Rehabilitation

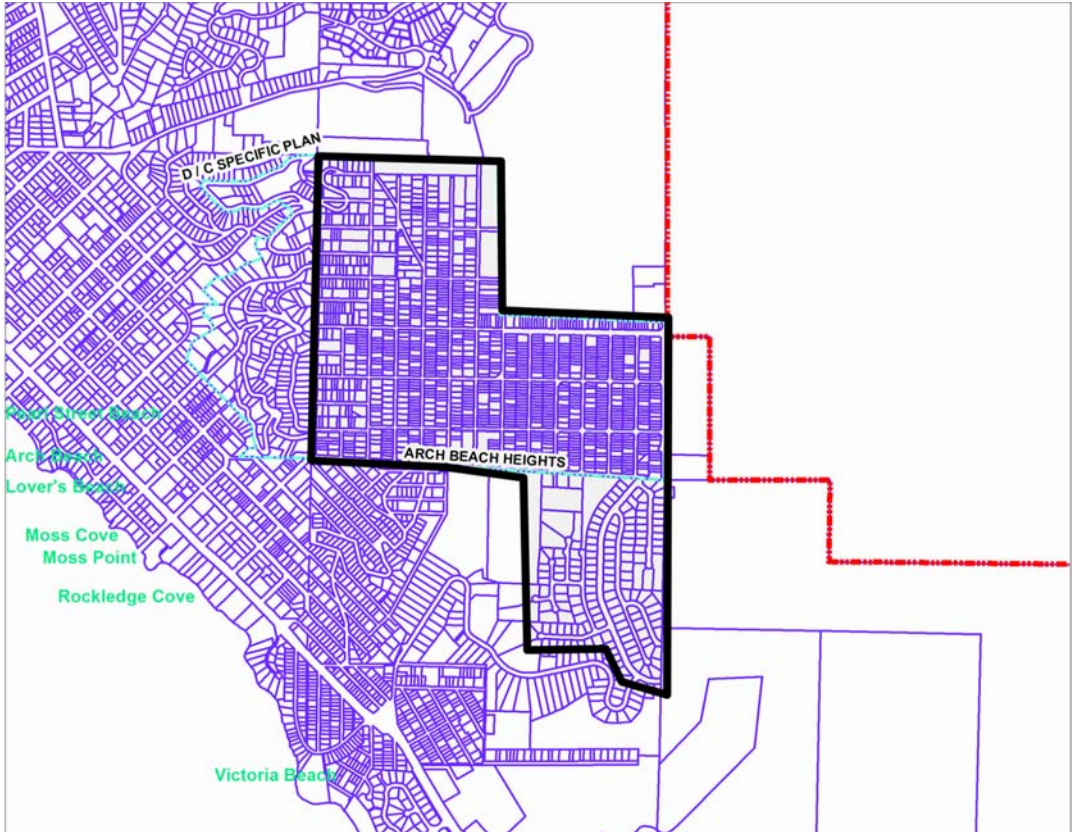
\$700,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 19

### Project Description and Purpose:

This project provides slurry seal and rehabilitation for the streets in the Arch Beach Heights area that were rehabilitated in 2003.



## **CIP Project Information**

**Gas Tax Fund**

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**Repayment of Gas Tax Loan - Payment 4 of 6**

**\$320,000**

**CIP Ten-Year Plan Year: 1 12/13**

**CIP Number 20**

**Project Description and Purpose:**

Funded by Gas tax revenues this provides for the repayment of the final \$10,000 of the internal loan from the Vehicle Replacement Fund and \$310,000 of a \$1,000,000 internal loan from the Street Lighting Fund.

# CIP Project Information

Parking Authority Fund

Gleneyre Parking Structure Pole Lighting Replacement

\$50,000

CIP Ten-Year Plan Year: 1 12/13

CIP Number 21

**Project Description and Purpose:**

The aluminum pole lights at the Gleneyre Parking structure have corroded at the base of the poles and need replacement.





**FUNDING SUMMARY**  
**TEN YEAR CAPITAL IMPROVEMENT PLAN**  
**Fiscal Year 2012/13 through Fiscal Year 2021/22**

	<b>Year</b>	<b>Capital Improvement Fund</b>	<b>Gas Tax Fund</b>	<b>Parking Authority Fund</b>	<b>Street Lighting Fund</b>	<b>Total</b>
1.	2012/13	\$5,000,000 <sup>1,2</sup>	\$1,020,000	\$50,000		6,070,000
2.	2013/14	4,500,000	1,030,000		\$40,000	5,570,000
3.	2014/15	4,700,000 <sup>3</sup>	1,050,000			5,750,000
4.	2015/16	5,000,000	1,050,000			6,050,000
5.	2016/17	4,800,000	1,100,000			5,900,000
6.	2017/18	4,700,000	1,100,000			5,800,000
7.	2018/19	4,900,000	1,100,000			6,000,000
8.	2019/20	4,800,000	1,100,000			5,900,000
9.	2020/21	4,800,000	1,200,000			6,000,000
10.	2021/22	<u>4,800,000</u>	<u>1,200,000</u>	<u>          </u>	<u>          </u>	<u>6,000,000</u>
<b>TOTAL</b>		<u><u>\$48,000,000</u></u>	<u><u>\$10,950,000</u></u>	<u><u>\$50,000</u></u>	<u><u>\$40,000</u></u>	<u><u>\$59,040,000</u></u>

<sup>1</sup> Includes Clean Beaches Grant Funding of \$150,000

<sup>2</sup> Includes Measure M2 Tax Funding of \$165,000

<sup>3</sup> Includes Clean Beaches Grant Funding of \$150,000

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	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
<b>116 CAPITAL IMPROVEMENT FUND</b>										
<b>Starting Fund Balance</b>	\$ 345,000	\$ 248,000	\$ 395,000	\$ 553,000	\$ 323,000	\$ 323,000	\$ 423,000	\$ 323,000	\$ 323,000	\$ 323,000
<b>Revenues:</b>										
3138 Real Property Transfer Tax	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
3144 Building Construction Tax	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
3410 Vehicle Code Fines	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
3415 Municipal Code Fines Other	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
3420 Municipal Code Fines Parking	\$ 820,000	\$ 820,000	\$ 820,000	\$ 820,000	\$ 820,000	\$ 820,000	\$ 820,000	\$ 820,000	\$ 820,000	\$ 820,000
3422 Municipal Code Fines DMV	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
3442 Administrative Citations Police	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
3113 Hotel Taxes from Montage	\$ 2,987,000	\$ 3,047,000	\$ 3,108,000	\$ 3,170,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000
3959 Auto Immobilization	\$ 1,000									
Measure M2 Grant	\$ 165,000									
Slate Clean Beaches Initiative Grant	\$ 150,000									
<b>Total Revenues</b>	\$ 4,903,000	\$ 4,647,000	\$ 4,858,000	\$ 4,770,000	\$ 4,800,000	\$ 4,800,000	\$ 4,800,000	\$ 4,800,000	\$ 4,800,000	\$ 4,800,000
<b>Transfer To Sewer Fund</b>										
<b>Transfer To Gas Tax Fund</b>										
<b>Total Funds Available</b>	\$ 5,248,000	\$ 4,895,000	\$ 5,253,000	\$ 5,323,000	\$ 5,123,000	\$ 5,123,000	\$ 5,223,000	\$ 5,123,000	\$ 5,123,000	\$ 5,123,000
<b>CIP Budget</b>	\$ (5,000,000)	\$ (4,500,000)	\$ (4,700,000)	\$ (5,000,000)	\$ (4,800,000)	\$ (4,700,000)	\$ (4,900,000)	\$ (4,800,000)	\$ (4,800,000)	\$ (4,800,000)
<b>Ending Fund Balance</b>	\$ 248,000	\$ 395,000	\$ 553,000	\$ 323,000	\$ 323,000	\$ 423,000	\$ 323,000	\$ 323,000	\$ 323,000	\$ 323,000
<b>132 GAS TAX FUND</b>										
<b>Starting Fund Balance</b>	\$ 5,000	\$ 56,000	\$ 58,000	\$ 51,000	\$ 55,000	\$ 56,000	\$ 69,000	\$ 95,000	\$ 134,000	\$ 86,000
<b>Revenues:</b>										
3102 Sales Tax Measure M2	\$ 360,000	\$ 371,000	\$ 382,000	\$ 393,000	\$ 405,000	\$ 417,000	\$ 430,000	\$ 443,000	\$ 456,000	\$ 470,000
3500 Investment Earnings	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
3623 Gasoline Tax Section 2103 HUTA	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
3624 Gasoline Tax Section 2105	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000
3625 Gasoline Tax Section 2106	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
3626 Gasoline Tax Section 2107	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
3627 Gasoline Tax Section 2107.5	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
4360 Reimbursement	\$ 50,000									
<b>Total Revenues</b>	\$ 1,071,000	\$ 1,032,000	\$ 1,043,000	\$ 1,054,000	\$ 1,101,000	\$ 1,113,000	\$ 1,126,000	\$ 1,139,000	\$ 1,152,000	\$ 1,166,000
<b>Transfer From Capital Improvement Fund</b>										
<b>Total Funds Available</b>	\$ 1,076,000	\$ 1,088,000	\$ 1,101,000	\$ 1,105,000	\$ 1,156,000	\$ 1,169,000	\$ 1,195,000	\$ 1,234,000	\$ 1,286,000	\$ 1,252,000
<b>CIP Budget</b>	\$ (1,020,000)	\$ (1,030,000)	\$ (1,050,000)	\$ (1,050,000)	\$ (1,100,000)	\$ (1,100,000)	\$ (1,100,000)	\$ (1,100,000)	\$ (1,200,000)	\$ (1,200,000)
<b>Ending Fund Balance</b>	\$ 56,000	\$ 58,000	\$ 51,000	\$ 55,000	\$ 56,000	\$ 69,000	\$ 95,000	\$ 134,000	\$ 86,000	\$ 52,000

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

**Fiscal Year 2012/13**

**Year One**

**Capital Improvement Fund**

1 Gaviota Drive Nuisance Water Diversion	\$300,000	1
2 Coast Hwy Right Turn Pocket at Broadway Design	\$240,000	2
3 Lifeguard HQ and Public Restroom Supplemental Funding	\$1,800,000	
4 Animal Shelter Creek Erosion Protection Supplemental Funding	\$400,000	
5 Citywide Sidewalk Repairs	\$200,000	
6 Top of The World Pedestrian Access Pathway to Fire Road	\$300,000	
7 Thalia Street Beach Stairs Replacement	\$500,000	
8 Cleo Street Fencing Replacement at Glenneryre Street	\$90,000	
9 Boat Canyon Park Tot-Lot Fencing Renovation	\$70,000	
10 500 Block of Canyon Acres Drive Channel Protection	\$80,000	
11 Cress Street Sidewalk Construction	\$250,000	
12 Laguna Canyon Road Trail From Act V to Art College	\$200,000	
13 Cerritos Drive Retaining Wall Repair Design	\$100,000	
14 Laguna Channel Capacity Improvements Preliminary Design	\$300,000	
15 Laguna Channel Overflow Diversion at Beach Street Preliminary Design	\$15,000	
16 Main Beach Lifeguard White Tower Renovation	\$30,000	
17 Fire Stations Renovations	\$100,000	
18 Laguna Canyon Road Dewitt Property Wetlands	\$25,000	

<b>Total Cost of 2012/13 Capital Improvement Fund Projects</b>	<b>\$5,000,000</b>
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**Gas Tax Fund**

19 FY 2012/13 Street Slurry Seal and Rehabilitation	\$700,000	
20 Repayment of Gas Tax Loan - Payment 4 of 6	\$320,000	3

<b>Total Cost of 2012/13 Gas Tax Fund Projects</b>	<b>\$1,020,000</b>
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**Parking Authority Fund**

21 Glenneyre Parking Structure Pole Lighting Replacement	\$50,000	
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<b>Total Cost of 2012/13 Parking Authority Fund Projects</b>	<b>\$50,000</b>
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<b>TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2012/13</b>	<b>\$6,070,000</b>
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1 Possible State Clean Beaches Initiative grant funding of \$150,000  
 2 Grant funding of \$165,000 is available from Measure M2.  
 3 Repayment of the final \$10,000 of the internal loan from the Vehicle Replacement Fund and \$310,000 of a \$1,000,000 internal loan from the Street Lighting Fund.

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

Fiscal Year 2013/14

Year Two

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## Capital Improvement Fund

1	Park Renovation Supplemental Funding	\$1,500,000
2	South Main Beach Restroom Replacement	\$600,000
3	Oak Street Beach Stairs Replacement	\$400,000
4	Beautification of Street End at Oak Street	\$100,000
5	Coast Highway/Alta Vista Sidewalk Construction	\$700,000
6	Coast Highway/Solana Way Sidewalk Construction	\$600,000
7	Coast Highway/Arch Street Sidewalk Construction	\$100,000
8	Mountain Road Beach Access Stairs Replacement	\$400,000
9	Bluebird Park Fence Replacement on Cress Street	\$100,000

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**Total Cost of 2013/14 Capital Improvement Fund Projects** **\$4,500,000**

## Gas Tax Fund

10	FY 2013/14 Street Slurry Seal and Rehabilitation	\$700,000
11	Repayment of Gas Tax Loan - Payment 5 of 6	\$330,000 <sup>1</sup>

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**Total Cost of 2013/14 Gas Tax Fund Projects** **\$1,030,000**

## Street Lighting Fund

12	Third Street Hill Pedestrian Lighting	\$40,000
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**Total Cost of 2013/14 Street Lighting Fund Projects** **\$40,000**

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**TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2013/14** **\$5,570,000**

*1* Repayment of \$330,000 of the remaining \$690,000 internal loan from the Street Lighting Fund

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

Fiscal Year 2014/15

Year Three

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## Capital Improvement Fund

1 Temple Hills Sidewalk Construction	\$500,000
2 Oriole Drive Storm Drain Replacement Design	\$100,000
3 St. Ann's Drive Retaining Wall Replacement	\$300,000
4 Anita Street Sidewalk Construction	\$100,000
5 Riddle Field Restroom and Park Design	\$200,000
6 City Hall Renovation Funds Accrual Year 1	\$1,800,000
7 Cleo Street Beach Stairs Replacement	\$400,000
8 Mountain Road Nuisance Water Diversion	\$300,000 <sup>1</sup>
9 Anita Street Beach Stairs Replacement	\$400,000
10 Pearl Street Beach Access Stairs Replacement	\$400,000
11 Citywide Sidewalk Repairs	\$200,000
	<hr/>
<b>Total Cost of 2014/15 Capital Improvement Fund Projects</b>	<b>\$4,700,000</b>

## Gas Tax Fund

12 FY 2014/15 Street Slurry Seal and Rehabilitation	\$690,000
13 Repayment of Gas Tax Loan - Payment 6 of 6	\$360,000 <sup>2</sup>
	<hr/>
<b>Total Cost of 2014/15 Gas Tax Fund Projects</b>	<b>\$1,050,000</b>

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**TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2014/15** **\$5,750,000**

<sup>1</sup> Possible grant funding of \$150,000

<sup>2</sup> Repayment of \$360,000 of the remaining \$360,000 internal loan from the Street Lighting Fund.

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

Fiscal Year 2015/16

Year Four

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## Capital Improvement Fund

1 Jasmine Street Storm Drain Construction	\$1,500,000
2 Manzanita Drive Storm Drain Construction	\$800,000
3 Fire Station Improvement Funds Accrual Year 1	\$1,500,000
4 City Hall Renovation Funds Accrual Year 2	\$1,200,000

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**Total Cost of 2015/16 Capital Improvement Fund Projects** **\$5,000,000**

## Gas Tax Fund

5 FY 2015/16 Street Slurry Seal and Rehabilitation	\$1,050,000
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**Total Cost of 2015/16 Gas Tax Fund Projects** **\$1,050,000**

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**TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2015/16** **\$6,050,000**

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

Fiscal Year 2016/17

Year Five

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## Capital Improvement Fund

1 Fisherman's Cove Stairs Replacement	\$400,000
2 Citywide Sidewalk Repairs	\$200,000
3 Cliff Drive 600 Block Drainage Improvements	\$100,000
4 Bluebird Canyon Drive Nuisance Water Diversion Upgrade	\$100,000
5 Riddle Field Restroom Replacement	\$500,000
6 Fire Station Improvement Funds Accrual Year 2	\$1,500,000
7 Summit Drive Storm Drain Construction	\$1,700,000
8 Cerritos Drive Retaining Wall Repair	\$300,000

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**Total Cost of 2016/17 Capital Improvement Fund Projects** **\$4,800,000**

## Gas Tax Fund

9 Bluebird Canyon Drive Retaining Wall Construction	\$400,000
10 FY 2016/17 Street Slurry Seal and Rehabilitation	\$700,000

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**Total Cost of 2016/17 Gas Tax Fund Projects** **\$1,100,000**

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**TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2016/17** **\$5,900,000**

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

Fiscal Year 2017/18

Year Six

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## Capital Improvement Fund

1 Dartmoor Street Storm Drain Construction	\$900,000
2 Ceanothus to Aliso Creek Storm Drain Construction	\$1,300,000
3 Fire Station Improvement Funds Accrual Year 3	\$1,500,000
4 Wave Street Storm Drain Construction	\$600,000
5 Catalina and El Camino Del Mar Median Construction	\$300,000
6 Y Place Storm Drain Construction	\$100,000

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**Total Cost of 2017/18 Capital Improvement Fund Projects** **\$4,700,000**

## Gas Tax Fund

7 FY 2017/18 Street Slurry Seal and Rehabilitation	\$1,100,000
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**Total Cost of 2017/18 Gas Tax Fund Projects** **\$1,100,000**

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**TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2017/18** **\$5,800,000**



# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

Fiscal Year 2018/19

Year Seven

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## Capital Improvement Fund

1	Citywide Sidewalk Repairs	\$200,000
2	Myrtle Street (upper) Storm Drain Construction	\$1,100,000
3	Coast Highway South of Moss Point Sidewalk Construction	\$400,000
4	10th Avenue Storm Drain Construction	\$300,000
5	Moss Street Beach Stairs Replacement	\$400,000
6	Hinkle Place/Coast Highway Intersection Improvement	\$400,000
7	Sleepy Hollow Beach Stairs Replacement	\$400,000
8	Sleepy Hollow Retaining Wall Replacement	\$200,000
9	Coast Highway Near Moss Street Sidewalk Construction	\$700,000
10	Holly Street Storm Drain Construction	\$800,000

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**Total Cost of 2018/19 Capital Improvement Fund Projects** **\$4,900,000**

## Gas Tax Fund

11	FY 2018/19 Street Slurry Seal and Rehabilitation	\$1,100,000
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**Total Cost of 2018/19 Gas Tax Fund Projects** **\$1,100,000**

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**TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2018/19** **\$6,000,000**

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

Fiscal Year 2019/20

Year Eight

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## Capital Improvement Fund

1 West Street to Catalina Avenue Sidewalk Construction	\$400,000
2 Mermaid Street Retaining Wall Replacement	\$200,000
3 Terry/Rounsevel Drainage Improvements	\$800,000
4 Canyon View Drive/Buena Vista Way Drainage Construction	\$800,000
5 Laguna Canyon Road Median Rehabilitation and Relandscaping	\$1,000,000
6 Del Mar Sidewalk Construction	\$500,000
7 Treasure Island Park to Camel Point Dr. Sidewalk Construction	\$800,000
8 Terry/Ashton Pedestrian Access	\$300,000

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**Total Cost of 2019/20 Capital Improvement Fund Projects** **\$4,800,000**

## Gas Tax Fund

9 FY 2019/20 Slurry Seal and Rehabilitation	\$1,100,000
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**Total Cost of 2019/20 Gas Tax Fund Projects** **\$1,100,000**

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**TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2019/20** **\$5,900,000**

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

Fiscal Year 2020/21

Year Nine

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## Capital Improvement Fund

1	Glenneyre St., Calliope St. to Bluebird Cyn. Dr. Sidewalk Construction	\$300,000
2	Crescent Bay Beach Ramp Extension	\$200,000
3	Balboa Avenue and Nyes Place Storm Drain Construction	\$1,500,000
4	El Toro Road/Canyon Hills Median Improvements	\$200,000
5	South of 5th Avenue Sidewalk Construction	\$300,000
6	Crestview Place to Ruby Place Emergency Access Stair Construction	\$200,000
7	Aster Street Sidewalk Construction	\$100,000
8	Catalina Avenue Storm Drain Construction	\$800,000
9	Crestview Place Vehicle Turn-Around Construction	\$400,000
10	Laguna Avenue Creation of Additional Parking	\$100,000
11	Alta Vista Retaining Wall Replacement Lower Section	\$500,000
12	Miramar Street Stairs Construction	\$200,000

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**Total Cost of 2020/21 Capital Improvement Fund Projects** **\$4,800,000**

## Gas Tax Fund

13	FY 2020/21 Slurry Seal and Rehabilitation	\$1,200,000
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**Total Cost of 2020/21 Gas Tax Fund Projects** **\$1,200,000**

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**TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2020/21** **\$6,000,000**

# TEN YEAR CAPITAL IMPROVEMENT PLAN

Fiscal Year 2012/13 through Fiscal Year 2021/22

Fiscal Year 2021/22	Year Ten
<b>Capital Improvement Fund</b>	
1 Park Avenue (upper) Storm Drain Construction	\$2,500,000
2 Fairview Street Shaw's Cove Beach Access Stair Replacement	\$400,000
3 Victoria Drive Beach Access Stairs Replacement	\$400,000
4 Cliff Drive Divers Cove Beach Access Stair Replacement	\$400,000
5 Diamond Street Additional Parking	\$200,000
6 Cajon Street Storm Drain Construction	\$400,000
7 Dumond Drive Nuisance Water Diversion Upgrade	\$100,000
8 Thurston Park Rehabilitation	\$200,000
9 Cliff Drive/Acacia Intersection Improvements	\$100,000
10 585 Glenneyre Intersection Improvements	\$100,000
<b>Total Cost of 2021/22 Capital Improvement Fund Projects</b>	<b>\$4,800,000</b>
<b>Gas Tax Fund</b>	
11 FY 21/22 Slurry Seal and Rehabilitation	\$1,200,000
<b>Total Cost of 2021/22 Gas Tax Fund Projects</b>	<b>\$1,200,000</b>
<b>TOTAL OF ALL PROJECTS FOR FISCAL YEAR 2021/22</b>	<b>\$6,000,000</b>

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

Project Name	Projected Cost <sup>1</sup>	
	Number	of Project
5th Avenue Nuisance Water Diversion Upgrade	196	\$200,000
7th Avenue to 8th Avenue Sidewalk Construction	396	\$900,000
8th Avenue to 9th Avenue Sidewalk Construction	397	\$500,000
9th Avenue to 10th Avenue Sidewalk Construction	401	\$350,000
Aliso Way to West Street Sidewalk Construction	400	\$10,000,000
Arch Beach Heights Park Stairs to Oro Street	424	\$300,000
Aster Street Storm Drain Construction	162	\$800,000
Bluebird Creek Nature Trail Construction	185	\$300,000
Cedar Way Right of Way Survey	235	\$100,000
Citywide Pedestrian Countdown Timers on Ten Traffic Signals	276	\$100,000
Citywide Traffic Signal Pre-emption	271	\$500,000
Cliff Drive Strand Stairs to Fisherman's Cove Construction	70	\$500,000
Coast Highway 3rd Avenue to 10th Avenue Storm Drain Construction	305	\$1,600,000
Coast Highway at Lagunita Walkway	365	\$200,000
Coast Highway, 11th Ave. to 10th Ave. Storm Drain Construction	122	\$300,000
Coast Highway, Alta Vista Way to Upland Road, Storm Drain Construction	315	\$400,000
Coast Highway, 10th Avenue to South City Limits, Median Construction	109	\$2,000,000
Cortez/Baja to Crestview Storm Drain Construction	337	\$400,000
Cypress Drive Curb & Gutter Replacement	77	\$100,000
Dumond Drive Beach Ramp Extension	179	\$350,000
El Toro Road Traffic Signal Interconnect	248	\$200,000
Hillcrest Drive Drainage Improvements	332	\$150,000
Hobo Canyon Storm Drain Construction	354	\$100,000

1. Projected Cost of Project in 2006 Dollars

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

Project Name	Projected Cost <sup>1</sup>	
	Number	of Project
Irvine Bowl Tennis Court Relocation	236	\$300,000
Laguna Canyon Channel Urban Runoff Recycling Facility Project Report	128	\$100,000
Laguna Canyon Creek Restoration	250	\$2,000,000
Laguna Canyon Road Sidewalk Construction	133	\$500,000
Laguna Canyon Road Undergrounding of Utilities	89	\$25,000,000
Madison Place Road Widening Construction	352	\$100,000
Main Beach South Ramp Construction	108	\$200,000
Mermaid Street Reconstruction at 367,377,385,and 393	277	\$200,000
Monterey Drive Sidewalk Construction	279	\$300,000
Monterey Street Access Ramp Construction	38	\$100,000
North of Eastline Road Sidewalk Construction	399	\$200,000
North of Vista Del Sol Sidewalk Construction	403	\$3,300,000
Nyes Place Truck Escape Ramp Construction	265	\$400,000
Ocean Front Retaining Wall Replacement	94	\$250,000
Ocean Vista Drive Storm Drain Construction	318	\$300,000
Pinecrest Drive Storm Drain Construction	150	\$300,000
Seismic Survey of All City Facilities	353	\$100,000
Shaw's Cove Shower Facility Construction	188	\$100,000
Sleepy Hollow Lane Nuisance Water Diversion	145	\$300,000
South of 10th Avenue Sidewalk Construction	398	\$950,000
South of Point Place Sidewalk Construction	402	\$1,480,000
Temple Hills Pedestrian Path Phase 3	241	\$2,000,000
Upper Cress Street Storm Drain Construction	156	\$600,000

1. Projected Cost of Project in 2006 Dollars

# Capital Improvements Not Included In the Ten-Year Plan

Project Name	Projected Cost <sup>1</sup>	
	Number	of Project
Victoria Beach Street Light Replacement	198	\$300,000
Victoria Drive Beach Stairs Replacement	178	\$400,000
Village Entrance Improvements	190	\$40,000,000
<b>49 Capital Improvement Fund Projects Not Included in the Ten-Year Plan Totaling</b>		<b>\$100,130,000</b>

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1. Projected Cost of Project in 2006 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 212-215). This schedule summarizes all capital improvement projects budgeted for Fiscal Year 2012-13.
2. *"10 Year Wastewater Fund Financial Plan"* (page 215). This is a one-page summary of Wastewater Fund revenue and budget projections for the next ten years.

**10-Year Wastewater System Capital Improvement Program  
Fiscal Year 2012-13 through Fiscal Year 2022-23**

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**Fiscal Year 2012/13 (Year 1 )**

1	Construction Third Street and Loma Terrace Sewer Realignment	\$ 600,000
2	SOCWA CIP - Elec. Replace, Feed Pumps, Co-Gen System Retrofit	\$ 2,095,000
<b>Total Cost (Year 1 ) -</b>		<b>\$ 2,695,000</b>

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**Fiscal Year 2013/14 (Year 2 )**

3	Design Laguna SOCWA Wetwell Rehab	\$ 100,000
4	Design Replacement Lines - Crestview, Circle Wy, Forest Ave &	\$ 200,000
5	Design/FONSI Victoria I Lift Station Reconstruction	\$ 190,000
6	Laguna SOCWA Replace Eight Manifold Valves	\$ 75,000
7	Millers Lift Station Wet well and Wall Lining	\$ 75,000
8	SOCWA CIP - Sludge Force Main Replacement, RAS Channel Recon.	\$ 878,300
<b>Total Cost (Year 2 ) -</b>		<b>\$ 1,518,300</b>

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**Fiscal Year 2014/15 (Year 3 )**

9	Anita and Pearl St Lift Stations Wetwell Lining	\$ 50,000
10	Laguna SOCWA Wetwell Rehab	\$ 900,000
11	Reconstruct Mains - Ramona Ave, Crestview Pl, Circle Wy, Forest Ave	\$ 550,000
12	SOCWA CIP - Secondary Sedimentation Upgrade, Filter Upgrade	\$ 1,100,000
<b>Total Cost (Year 3 ) -</b>		<b>\$ 2,600,000</b>

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**Fiscal Year 2015/16 (Year 4 )**

13	Design Victoria II Lift Station Mechanical Rehab	\$ 25,000
14	Design/Neg Dec Laguna SOCWA NCI Force Main Slip-lining Project	\$ 200,000
15	SOCWA CIP - SCADA System Upgrade, Elect Replacements	\$ 1,050,000
<b>Total Cost (Year 4 ) -</b>		<b>\$ 1,275,000</b>

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**10-Year Wastewater System Capital Improvement Program  
Fiscal Year 2012-13 through Fiscal Year 2022-23**

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**Fiscal Year 2016/17 (Year 5 )**

16	Bluebird Cyn Mechanical Rehab/Replacements	\$ 50,000
17	Victoria I Lift Station Reconstruction	\$ 1,750,000
18	SOCWA CIP - Switchboard Replacement, Solids Conveyor Replace.	\$ 730,000
<b>Total Cost (Year 5 ) -</b>		<b>\$ 2,530,000</b>

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**Fiscal Year 2017/18 (Year 6 )**

19	Laguna SOCWA NCI force main slip-lined	\$ 1,250,000
20	Rehab/Line Mains - Canyon Acres & Pacific Ave	\$ 400,000
21	Victoria II Lift Station Mechanical Rehab	\$ 275,000
22	SOCWA CIP - Aeration Diffuser Replace., Standby Power Replace.	\$ 950,000
<b>Total Cost (Year 6 ) -</b>		<b>\$ 2,875,000</b>

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**Fiscal Year 2018/19 (Year 7 )**

23	Design Anita Street Lift Station Reconstruction	\$ 200,000
24	SOCWA CIP - Odor Control Sys Upgrade, Energy Bldg. Piping Upgrade	\$ 1,420,000
<b>Total Cost (Year 7 ) -</b>		<b>\$ 1,620,000</b>

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**Fiscal Year 2019/20 (Year 8 )**

25	SOCWA Lift Station Electrical Upgrades	\$ 100,000
26	SOCWA CIP - Storage Sys Replac., Digestion Sys Upgrade	\$ 1,750,000
<b>Total Cost (Year 8 ) -</b>		<b>\$ 1,850,000</b>

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**Fiscal Year 2020/21 (Year 9 )**

27	McKnight Lift Station Control Panel + Elect Replacements	\$ 100,000
28	Replace Oxygen Generators at Laguna and Bluebird SOCWA	\$ 225,000
29	SOCWA CIP - Sedimentation Sys Upgrade, Gas Flare Replace.	\$ 1,070,000
<b>Total Cost (Year 9 ) -</b>		<b>\$ 1,395,000</b>

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**10-Year Wastewater System Capital Improvement Program  
Fiscal Year 2012-13 through Fiscal Year 2022-23**

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**Fiscal Year 2021/22 (Year 10)**

30	Design Santa Cruz Lift Station Permanent Bypass & Demo Plans	\$ 150,000
31	Rehab Lift Station Wet Wells	\$ 200,000
32	Santa Cruz Lift Station Permanent Bypass	\$ 675,000
33	SOCWA Capital Improvements	\$ 1,200,000
<b>Total Cost (Year 10) -</b>		<b>\$ 2,225,000</b>

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**10-Year Grand Total Capital Improvement Program** **\$ 20,583,300**

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**10-Year SOCWA Capital Improvement Program** **\$ 12,243,300**

## 10-YEAR SEWER FUND FINANCIAL PLAN for FY 2012 - 2013

	(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 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
<b>Available Beginning Fund Balance w/ Carryovers</b>	1,333	460	991	632	1,494	1,020	176	458	436	795
<b>Revenues:</b>										
Sewer Service Charges	6,427	6,652	6,885	6,885	6,885	6,885	6,885	6,885	6,885	6,885
Rate Increases	3.5%	3.5%	3.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Residential Rates Monthly Dollars	45.17	46.75	48.42	48.42	48.42	48.42	48.42	48.42	48.42	48.42
County Collection Charges	(28)	(19)	(19)	(19)	(19)	(19)	(19)	(19)	(19)	(19)
Sewer Connection Charges	86	95	95	95	95	95	95	95	95	95
Emerald Bay Reimbursement	30	22	53	23	15	67	15	19	24	15
<b>Total Estimated Revenue</b>	<b>6,515</b>	<b>6,751</b>	<b>7,014</b>	<b>6,984</b>	<b>6,976</b>	<b>7,028</b>	<b>6,976</b>	<b>6,980</b>	<b>6,986</b>	<b>6,976</b>
<b>Expenses:</b>										
Total Operating Expenses	4,185	4,195	4,268	4,343	4,418	4,496	4,574	4,654	4,735	4,818
Inflation Adjustment	0.0%	0.0%	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%
Debt Service:										
State Loan Principal & Interest (1)	508	506	505	504	503	501	500	498	497	495
<b>Total Debt Service</b>	<b>508</b>	<b>506</b>	<b>505</b>	<b>504</b>	<b>503</b>	<b>501</b>	<b>500</b>	<b>498</b>	<b>497</b>	<b>495</b>
Capital:										
Sewer System Improvement Projects	600	465	600	25	1,800	675	200	0	100	1,025
North Coast Interceptor + SOCWA stations	0	175	900	200	0	1,250	0	100	225	0
SOCWA Treatment Plant (2)	2,095	878	1,100	1,050	730	950	1,420	1,750	1,070	1,200
<b>Total Capital Improvement Expenses</b>	<b>2,695</b>	<b>1,518</b>	<b>2,600</b>	<b>1,275</b>	<b>2,530</b>	<b>2,875</b>	<b>1,620</b>	<b>1,850</b>	<b>1,395</b>	<b>2,225</b>
<b>Total Budgeted Expenses</b>	<b>7,388</b>	<b>6,220</b>	<b>7,373</b>	<b>6,122</b>	<b>7,451</b>	<b>7,872</b>	<b>6,694</b>	<b>7,002</b>	<b>6,627</b>	<b>7,538</b>
<b>Revenues - Expenses</b>	<b>(872)</b>	<b>531</b>	<b>(360)</b>	<b>863</b>	<b>(475)</b>	<b>(843)</b>	<b>282</b>	<b>(22)</b>	<b>358</b>	<b>(562)</b>
<b>Available Ending Fund Balance</b>	<b>460</b>	<b>991</b>	<b>632</b>	<b>1,494</b>	<b>1,020</b>	<b>176</b>	<b>458</b>	<b>436</b>	<b>795</b>	<b>233</b>

(1) CA Infrastructure Bank Loan Total \$7M as of FY '05-'06 @ 2.73% + 0.3% Fees: Payments began 8/2005 for a 19-year period.  
(2) SOCWA Treatment Plant improvements include estimated funding for the Sludge Forcemain Project.



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