

STATEMENT OF FUND BALANCES

<i>Fund Balance Projections</i>	Est. Beginning Balances	04/05 Est. Revenues	Total	04/05 Est. Expenditures	Estimated Balances
General Fund	\$ 1,225,000	\$ 2,393,750	\$ 3,618,750	\$ 2,680,485	\$ 938,265
Gas Tax Fund	\$ 3,175	\$ 118,000	\$ 121,175	\$ 118,000	\$ 3,175
Aid to Cities Fund	\$ 2,200	\$ 55,500	\$ 57,700	\$ 55,000	\$ 2,700
Traffic Safety Fund	\$ 4,000	\$ 30,300	\$ 34,300	\$ 30,000	\$ 4,300
Local Sales Tax Fund	\$ -	\$ 64,600	\$ 64,600	\$ 64,000	\$ 600
Sewer Maintenance District No. 1	\$ 1,000	\$ 15,200	\$ 16,200	\$ 15,100	\$ 1,100
AQMD Fund	\$ 9,500	\$ 7,550	\$ 17,050	\$ 14,000	\$ 3,050
COPS Fund	\$ 290,000	\$ 4,000	\$ 294,000	\$ 131,000	\$ 163,000
Capital Improvements Fund	\$ 215,000	\$ 450,400	\$ 665,400	\$ 571,237	\$ 94,163
Employee Benefit Fund	\$ 3,675	\$ 95,250	\$ 98,925	\$ 94,375	\$ 4,550
SUBTOTAL	\$ 1,753,550	\$ 3,234,550	\$ 4,988,100	\$ 3,773,197	\$ 1,214,903
Trust Agency Fund	\$ 87,000	\$ -	\$ 87,000	\$ -	\$ 87,000
Capital Facilities Fund	\$ 106,439	\$ -	\$ 106,439	\$ 11,763	\$ 94,676
SUBTOTAL	\$ 193,439	\$ -	\$ 193,439	\$ 11,763	\$ 181,676
TOTAL ALL FUNDS	\$ 1,946,989	\$ 3,234,550	\$ 5,181,539	\$ 3,784,960	\$ 1,396,579

General Fund

The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund.

Gas Tax Fund

The Gas Tax Fund accounts for revenues received for gasoline taxes under Section 2105, 2106, 2107 and 2107.5 of the Street and Highway Code to be used solely for transportation-related purposes.

Aid to Cities Fund

The Aid to Cities Fund accounts for revenue received from federal, state, county and other local agencies. To be used for specified projects and programs.

Traffic Safety Fund

The Traffic Safety Fund accounts for revenue received from traffic fines levied by County Municipal Courts. These funds are to be used for public safety purposes only.

Measure "M" Fund

The Measure "M" Fund accounts for revenue received from the County's 1/2% local sales tax for transportation and street maintenance purposes.

Sewer Maintenance District 1

The Sewer Maintenance District Fund accounts for revenue received from fees assessed for specified purposes - sewer maintenance programs.

AQMD Fund

The AQMD Fund accounts for revenues received from the South Coast Air Quality Management District to implement air quality improvement policies and programs.

COPS Fund

The COPS Fund accounts for revenue received from the State of California for front line law enforcement purposes and for technology grants.

Employee Benefits Fund

The Employee Benefits Fund is an internal service fund which is used to account for the payment of various expenditures related to employee benefits.

Capital Improvements Fund

The Capital Improvement Fund accounts for expenditures designated as part of the City's 7-year Capital Improvement Plan.

Trust/Agency Fund

Trust/Agency Funds account for assets held in a trustee capacity. Villa Park monies relate to street improvements, swimming pool bonds, excavation bonds, and other.

Capital Facilities Fund

The Capital Facilities Fund accounts for revenue received from property owners and developers to be used solely for street improvements - curb & gutter.

**EXPENDITURE ANALYSIS BY FUND
FY 2004-05 PROPOSED BUDGET**

Department	2004-05 Proposed	General Fund (01)	Gas Tax (02)	Aid to Cities (03)	Traffic Safety (04)	Local Sales Tax (05)	Districts (06)	Capital Imp. (07)	AQMD (08)	COPS (09)	Emp Ben. Fund (10)
CITY COUNCIL	\$ 10,500	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CITY MANAGER	\$ 61,222	\$ 61,222	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CITY CLERK	\$ 101,433	\$ 101,433	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FINANCE	\$ 98,401	\$ 98,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CITY ATTORNEY	\$ 41,000	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPORT SERVICES	\$ 131,750	\$ 131,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LAW ENFORCEMENT	\$ 915,540	\$ 754,540	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 131,000	\$ -
BUILDING	\$ 235,240	\$ 235,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENGINEERING & PLANNING	\$ 167,202	\$ 167,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIVIC CENTER	\$ 51,094	\$ 51,094	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS GENERAL	\$ 289,144	\$ 270,144	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -	\$ -
STREET MAINTENANCE	\$ 333,115	\$ 151,115	\$ 118,000	\$ -	\$ -	\$ 64,000	\$ -	\$ -	\$ -	\$ -	\$ -
STORM DRAIN MAINTENANCE	\$ 45,615	\$ 45,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SEWER MAINTENANCE	\$ 144,229	\$ 94,229	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SEWER MAINTENANCE DIST. 1	\$ 15,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,100	\$ -	\$ -	\$ -	\$ -
OPERATING TRANSFERS OUT	\$ 467,000	\$ 467,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 3,107,585	\$ 2,680,485	\$ 118,000	\$ 55,000	\$ 30,000	\$ 64,000	\$ 15,100	\$ -	\$ 14,000	\$ 131,000	\$ -
CAPITAL PROJECTS	\$ 583,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 583,000	\$ -	\$ -	\$ -
EMPLOYEE BENEFITS FUND	\$ 94,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,375
TOTAL ALL EXPENDITURES	\$ 3,784,960	\$ 2,680,485	\$ 118,000	\$ 55,000	\$ 30,000	\$ 64,000	\$ 15,100	\$ 583,000	\$ 14,000	\$ 131,000	\$ 94,375

Personnel Allocation Table

	City Manager / City Clerk	City Accountant	Deputy City Clerk/Admin. Secretary	Street Superintendent/ Maintenance I	Maintenance Leadperson
Administration					
4110 - City Council					
4120 - City Manager	40%				
4130 - City Clerk	13%		100%		
4140 - Finance	10%	100%			
4150 - City Attorney					
4170 - Support Services					
4180 - Employee Benefits					
Public Safety					
4210 - Law Enforcement	5%				
4230 - Building/Code Enf.	5%				
Planning					
4310 - Planning/Engineering	25%				
Public Works					
4410 - Civic Center				15%	15%
4420 - General	2%			65%	65%
4440 - Street Maintenance				5%	5%
4450 - Storm Drains				5%	5%
4460 - Sewer				10%	10%
	100%	100%	100%	100%	100%

SUMMARY OF REVENUES

Account	2002-03 Actual	2003-04 Budget	2003-04 Estimated	2004-05 Proposed
<u>GENERAL FUND - 01</u>				
<u>Taxes</u>				
3010 Secured - Property Tax(Suppl/Pub Util)	\$ 955,545	\$ 975,000	\$ 1,230,000	\$ 1,250,000
3020 Unsecured - Property Tax	\$ 48,078	\$ 46,350	\$ 49,000	\$ 48,000
3030 Prior Years Property Tax (Sec/Unsec)	\$ 14,114	\$ 10,000	\$ 15,200	\$ 12,500
3040 Interest/Penalties(Sec PY Pen)	\$ 5,309	\$ 3,000	\$ 3,000	\$ 3,000
3120 Sales & Use Tax	\$ 149,419	\$ 175,000	\$ 115,000	\$ 125,000
3121 Sales & Use Tax - Public S.(1/2 Cent)	\$ 50,386	\$ 40,000	\$ 40,000	\$ 40,000
3151 Business License Tax	\$ 31,638	\$ 30,000	\$ 30,000	\$ 30,000
3160 Property Transfer Tax	\$ 59,132	\$ 32,000	\$ 35,000	\$ 32,000
SUBTOTAL	\$ 1,313,622	\$ 1,311,350	\$ 1,517,200	\$ 1,540,500
 <u>Revenue from Other Agency</u>				
3531 State Motor Vehicle Fees (VLF)	\$ 359,862	\$ 340,000	\$ 240,000	\$ 340,000
3536 State Homeowners Property Relief	\$ 13,440	\$ 13,000	\$ 14,000	\$ 14,000
SUBTOTAL	\$ 373,302	\$ 353,000	\$ 254,000	\$ 354,000
 <u>Licenses & Permits</u>				
3210 Building Permits	\$ 246,423	\$ 225,000	\$ 260,000	\$ 250,000
3280 Street & Curb Permits	\$ 7,023	\$ 6,000	\$ 8,000	\$ 17,000
3140 Franchise Fees	\$ 173,501	\$ 150,000	\$ 160,000	\$ 150,000
SUBTOTAL	\$ 426,947	\$ 381,000	\$ 428,000	\$ 417,000
 <u>Fines, Forfeitures, & Penalties</u>				
3300 Miscellaneous Court Fines	\$ 487	\$ 1,500	\$ 500	\$ 750
3302 Parking Citation Fees	\$ 10,235	\$ 8,000	\$ 8,000	\$ 8,000
SUBTOTAL	\$ 10,722	\$ 9,500	\$ 8,500	\$ 8,750
 <u>Charges for Current Services</u>				
3610 Zoning Fees	\$ 35,851	\$ 15,000	\$ 22,000	\$ 20,000
3611 Subdivision Fees(Tentative Map)	\$ -	\$ -	\$ -	\$ 2,000
3620 Grading Inspection/Issue Fees	\$ 43,081	\$ 12,000	\$ 8,000	\$ 10,000
3625 Plan/Map Check Fees	\$ -	\$ -	\$ 6,000	\$ 13,000
3630 Sewer Acreage Fees	\$ 4,390	\$ 1,000	\$ 100	\$ 1,000
3640 Administrative Service Fees	\$ 6,082	\$ 3,000	\$ 4,000	\$ 5,000
3642 Plans/Specs	\$ 600	\$ 250	\$ 1,000	\$ 500
3110 Weed Abatement	\$ 670	\$ 1,000	\$ 500	\$ 1,000
SUBTOTAL	\$ 90,674	\$ 32,250	\$ 41,600	\$ 52,500
 <u>Revenue from Use of Monies</u>				
3410 Investment Earnings	\$ 26,709	\$ 30,000	\$ 20,000	\$ 18,000
SUBTOTAL	\$ 26,709	\$ 30,000	\$ 20,000	\$ 18,000
 <u>Other Revenues</u>				
3900 Miscellaneous	\$ 14,747	\$ 1,000	\$ 4,000	\$ 1,000
3902 City Council Chambers Support	\$ -	\$ -	\$ 1,000	\$ 2,000
3903 Summer Picnic	\$ 500	\$ -	\$ -	\$ -
SUBTOTAL	\$ 15,247	\$ 1,000	\$ 5,000	\$ 3,000
TOTAL GENERAL FUND REVENUES	\$ 2,257,222	\$ 2,118,100	\$ 2,274,300	\$ 2,393,750

SUMMARY OF REVENUES

Account	2002-03 Actual	2003-04 Budget	2003-04 Estimated	2004-05 Proposed
<u>GAS TAX FUND - 02</u>				
3410 Interest	\$ 1,015	\$ 2,000	\$ 1,000	\$ 1,000
3534 Section 2105	\$ 41,791	\$ 38,000	\$ 38,000	\$ 38,000
3535 Section 2106	\$ 31,158	\$ 30,000	\$ 30,000	\$ 30,000
3536 Section 2107	\$ 55,497	\$ 49,000	\$ 49,000	\$ 49,000
3537 Section 2107.5	\$ 4,000	\$ -	\$ -	\$ -
TOTAL GAS TAX REVENUES	\$ 133,462	\$ 119,000	\$ 118,000	\$ 118,000
 <u>AID TO CITIES FUND - 03</u>				
3410 Interest	\$ 701	\$ 300	\$ 2,000	\$ 500
3515 Traffic Congestion Relief	\$ 17,969	\$ -	\$ -	\$ -
3520 Other Local Agencies	\$ -	\$ -	\$ 125,000	\$ 50,000
3535 Other State Grants	\$ 5,000	\$ 5,000	\$ 79,000	\$ 5,000
TOTAL AID TO CITIES REVENUES	\$ 23,670	\$ 5,300	\$ 206,000	\$ 55,500
 <u>TRAFFIC SAFETY FUND - 04</u>				
3310 Motor Vehicle Code Fines	\$ 26,638	\$ 30,000	\$ 30,000	\$ 30,000
3410 Interest	\$ 778	\$ 300	\$ 300	\$ 300
TOTAL TRAFFIC SAFETY REVENUES	\$ 27,416	\$ 30,300	\$ 30,300	\$ 30,300
 <u>LOCAL SALES TAX FUND - 05</u>				
3132 Measure M Transportation	\$ 60,051	\$ 62,000	\$ 62,000	\$ 64,000
3410 Interest	\$ 687	\$ 1,000	\$ 500	\$ 600
TOTAL LOCAL SALES TAX REVENUES	\$ 60,738	\$ 63,000	\$ 62,500	\$ 64,600
 <u>ASSESSMENT DISTRICTS FUND - 06</u>				
3110 Sewer Maintenance Assessments	\$ 13,958	\$ 19,700	\$ 15,200	\$ 15,100
3410 Interest	\$ 88	\$ 300	\$ 100	\$ 100
3640 Administrative Service Fee	\$ -	\$ -	\$ -	\$ -
3950 Operating Transfer In	\$ -	\$ -	\$ -	\$ -
TOTAL ASSESSMENT REVENUES	\$ 14,046	\$ 20,000	\$ 15,300	\$ 15,200
 <u>CAPITAL IMPROVEMENT FUND - 07</u>				
3410 Interest	\$ 7,271	\$ 1,000	\$ -	\$ 1,000
3534 Villa Isle Storm Drain Project	\$ -	\$ 75,358	\$ 90,000	\$ -
3720 VPCATV Corporation	\$ 2,360	\$ 2,400	\$ 2,400	\$ 2,400
3900 Miscellaneous	\$ 125,477	\$ -	\$ -	\$ -
3950 Operating Transfers In	\$ 125,000	\$ -	\$ -	\$ 447,000
TOTAL CAPITAL IMPROVEMENT REVENUES	\$ 260,109	\$ 78,758	\$ 92,400	\$ 450,400
 <u>AIR QUALITY MANAGEMENT FUND - 08</u>				
3410 Interest	\$ 237	\$ 200	\$ 200	\$ 200

SUMMARY OF REVENUES

Account	2002-03 Actual	2003-04 Budget	2003-04 Estimated	2004-05 Proposed
3532 AB 2766 AQMD	\$ 7,144	\$ 7,000	\$ 6,500	\$ 7,000
3640 Administrative Service Fee	\$ -	\$ -	\$ 1,200	\$ 350
TOTAL AQMD REVENUES	\$ 7,381	\$ 7,200	\$ 7,900	\$ 7,550
<u>COPS FUND - 09</u>				
3410 Interest	\$ 5,752	\$ 4,000	\$ 4,000	\$ 4,000
3532 AB 3229 COPS/SLESF	\$ 100,029	\$ 34,000	\$ 100,000	\$ -
3533 Law Enforcement - High Tech	\$ 16,023	\$ -	\$ -	\$ -
TOTAL COPS REVENUES	\$ 121,804	\$ 38,000	\$ 104,000	\$ 4,000
TOTAL ALL FUNDS	\$ 2,905,847	\$ 2,479,658	\$ 2,910,700	\$ 3,139,300
<u>EMPLOYEE BENEFIT FUND - 10</u>				
3310 Charges for Services	\$ 59,236	\$ 62,000	62,000	\$ 75,000
3410 Interest	\$ 113	\$ -	\$ 200	\$ 250
3950 Operating Transfers In	\$ 10,075	\$ -	\$ -	\$ 20,000
TOTAL BENEFIT FUND REVENUES	\$ 69,424	\$ -	\$ 62,200	\$ 95,250

SUMMARY OF EXPENDITURES

Department	2002-03 Actual	2003-04 Budget	2003-04 Estimated	2004-05 Proposed
CITY COUNCIL	\$ 8,282	\$ 9,000	\$ 9,000	\$ 10,500
CITY MANAGER	\$ 50,041	\$ 56,838	\$ 56,913	\$ 61,222
CITY CLERK	\$ 108,719	\$ 90,715	\$ 89,470	\$ 101,433
FINANCE	\$ 90,236	\$ 99,174	\$ 100,364	\$ 98,401
CITY ATTORNEY	\$ 36,465	\$ 41,000	\$ 41,000	\$ 41,000
SUPPORT SERVICES	\$ 126,976	\$ 112,550	\$ 121,400	\$ 131,750
LAW ENFORCEMENT	\$ 861,401	\$ 880,080	\$ 898,280	\$ 915,540
BUILDING	\$ 219,922	\$ 214,780	\$ 215,380	\$ 235,240
ENGINEERING & PLANNING	\$ 154,542	\$ 123,599	\$ 135,399	\$ 167,202
CIVIC CENTER	\$ 50,762	\$ 53,031	\$ 53,931	\$ 51,094
PUBLIC WORKS GENERAL	\$ 277,133	\$ 326,372	\$ 312,222	\$ 289,144
STREET MAINTENANCE	\$ 60,572	\$ 497,892	\$ 517,892	\$ 333,115
STORM DRAIN MAINTENANCE	\$ 55,782	\$ 66,161	\$ 66,161	\$ 45,615
SEWER MAINTENANCE	\$ 127,719	\$ 125,322	\$ 127,422	\$ 144,229
SEWER MAINTENANCE DIST. 1	\$ 8,186	\$ 19,700	\$ 19,151	\$ 15,100
SUBTOTAL	\$ 2,236,738	\$ 2,716,214	\$ 2,763,985	\$ 2,640,585
CAPITAL PROJECTS	\$ 461,973	\$ 470,200	\$ 301,925	\$ 583,000
EMPLOYEE BENEFITS FUND ¹	\$ 69,311	\$ 63,099	\$ 58,525	\$ 94,375
TOTAL ALL EXPENDITURES	\$ 2,698,711	\$ 3,186,414	\$ 3,065,910	\$ 3,223,585

¹ This fund is not included in the overall total expenditures as it is allocated out to each respective department.

Major Fiscal Changes:

Departmental Budgets:

City Clerk	\$ 4,000	Increase for election expenses
	\$ 4,000	Increase for digitizing of permits
Support Services	\$ 12,000	Increase due to the reallocation of property tax admin fee from finance dep
Law Enforcement	\$ 71,000	4% increase
Building	\$ 20,000	Increase in expenditure is directly correlated with the increase in revenue
Engineering/Planning	\$ 41,300	Increase in expenditure is directly correlated with the increase in revenue
Public Works	\$ (23,000)	Decrease due to retirement of City employee and no vehicle purchase
Storm Drain	\$ (20,000)	Decrease due to the completion of NPDES design phase
Sewer Maintenance	\$ 17,000	Increase due to completion of CCTV monitoring cost and routine maintenar
	<u>\$ 126,300</u>	TOTAL

st.

ince

Department
Series
ALL

Department
ALL

Funding Sources
VARIOUS

FULL CITY BUDGET SUMMARY

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2004-2005 Estimated	2004-2005 Approved
	<u>Personnel Services</u>	\$ 391,221	\$ 379,504	\$ 378,304	\$ 388,210
	<u>Maintenance and Operations</u>	\$ 1,822,248	\$ 2,308,710	\$ 2,347,776	\$ 2,238,375
	<u>Capital Outlay</u>	\$ 23,269	\$ 48,000	\$ 37,905	\$ 14,000
	<u>Capital Projects</u>	\$ 461,973	\$ 470,200	\$ 301,925	\$ 583,000
	<i>Total Department Budget</i>	<u>\$ 2,698,711</u>	<u>\$ 3,206,414</u>	<u>\$ 3,065,910</u>	<u>\$ 3,223,585</u>

**Department
Series**
4100

Department
Administration

Funding Sources
General Fund - 01

DEPARTMENTAL BUDGET SUMMARY

<u>Account No.</u>	<u>Account Title</u>	<u>2002-2003 Actual</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Estimated</u>	<u>2004-2005 Approved</u>
	<u>Personnel Services</u>	\$ 209,837	\$ 207,602	\$ 206,402	\$ 222,081
	<u>Maintenance and Operations</u>	\$ 210,667	\$ 200,675	\$ 210,690	\$ 221,725
	<u>Capital Outlay</u>	\$ 215	\$ 1,000	\$ 1,055	\$ 500
	<i>Total Department Budget</i>	<u>\$ 420,719</u>	<u>\$ 409,277</u>	<u>\$ 418,147</u>	<u>\$ 444,306</u>

Department**Series**

4100

Division No.

4110

Department

Administration

Division

City Council

Funding Sources

General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -
4131	Fringe Benefits - Full Time	\$ -	\$ -	\$ -	\$ -
	<i>Total Personnel</i>	\$ -	\$ -	\$ -	\$ -
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 2,545	\$ 2,000	\$ 2,000	\$ 2,500
5701	Travel & Meetings	\$ 5,737	\$ 7,000	\$ 7,000	\$ 8,000
	<i>Total Maintenance and Operations</i>	\$ 8,282	\$ 9,000	\$ 9,000	\$ 10,500
	<i>Total Division Budget</i>	\$ 8,282	\$ 9,000	\$ 9,000	\$ 10,500

Department

Series

4100

Division No.

4110

Department

Administration

Division

City Council

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
None		100%			24				\$ -

Benefits

Position/Title	Individual	%	Benefit Rate
		100%	\$ -

Total Salary & Benefits \$ -

5105 - Operating Supplies
Cost of plaques, special items of recognition, City Council photos, badges, and business cards.

5701 - Travel & Meetings
Conferences, meetings; Annual League of California Cities Conference...\$5,000; OC Division League of California Cities Monthly Meetings...\$1,400; Local Meetings...\$300; Miscellaneous...\$1,300

Department**Series**

4100

Division No.

4120

Department

Administration

Division

City Manager

Funding Sources

General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 39,583	\$ 43,865	\$ 43,865	\$ 46,935
4131	Fringe Benefits - Full Time	\$ 6,480	\$ 8,773	\$ 8,773	\$ 9,387
	<i>Total Personnel</i>	\$ 46,063	\$ 52,638	\$ 52,638	\$ 56,322
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 93	\$ 200	\$ 275	\$ 200
5625	Dues & Publications	\$ 1,385	\$ 1,500	\$ 1,500	\$ 1,700
5701	Travel & Meetings	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,000
	<i>Total Maintenance and Operations</i>	\$ 3,978	\$ 4,200	\$ 4,275	\$ 4,900
	<i>Total Division Budget</i>	\$ 50,041	\$ 56,838	\$ 56,913	\$ 61,222

Department Series
4100
Division No.
4120

Department
Administration
Division
City Manager

Funding Sources
General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	40%	\$ 4,889	160D	24				\$ 46,935
									\$ 46,935

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	40%	20.00%	\$ 9,387
				\$ 9,387
Total Salary & Benefits				\$ 56,322

5105 - Operating Supplies Provides for various office supplies specific to the City Manager, to include business cards, calendar, etc.
5701- Travel & Meetings Provides for various travel and meetings of the City Manager - to include League Conferences, Meetings, and Annual City Manager Conference.

5625 - Dues & Publications Membership in professional organizations and purchase of professional journals and books - to include membership in ICMA.

Department**Series**

4100

Division No.

4130

Department

Administration

Division

City Clerk

Funding Sources

General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 84,984	\$ 56,783	\$ 56,783	\$ 59,760
4112	Salaries - Part Time	\$ -	\$ 13,000	\$ 12,000	\$ 14,951
4131	Fringe Benefits - Full Time	\$ 14,926	\$ 11,357	\$ 11,357	\$ 11,952
4132	Fringe Benefits - Part Time	\$ -	\$ 1,300	\$ 1,100	\$ 1,495
	<i>Total Personnel</i>	\$ 99,909	\$ 82,440	\$ 81,240	\$ 88,158
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 2,494	\$ 2,000	\$ 2,000	\$ 200
5108	Legal Notices/Recordings	\$ 2,523	\$ 2,000	\$ 2,000	\$ 2,000
5210	Maint./Office Equipment	\$ -	\$ 200	\$ 200	\$ 200
5390	Contractual Svcs/Special	\$ 2,975	\$ 2,200	\$ 2,200	\$ 5,200
5625	Dues & Publications	\$ 601	\$ 300	\$ 225	\$ 300
5630	Development Seminars	\$ -	\$ 500	\$ 500	\$ 750
5701	Travel & Meetings	\$ -	\$ 50	\$ 50	\$ 100
5710	Mileage	\$ -	\$ 25	\$ -	\$ 25
5810	Election Expenses	\$ -	\$ -	\$ -	\$ 4,000
	<i>Total Maintenance and Operations</i>	\$ 8,594	\$ 7,275	\$ 7,175	\$ 12,775
<u>Capital Outlay</u>					
6502	Office Equipment & Furniture	\$ 215	\$ 1,000	\$ 1,055	\$ 500
	<i>Total Capital Outlay</i>	\$ 215	\$ 1,000	\$ 1,055	\$ 500
	<i>Total Division Budget</i>	\$ 108,719	\$ 90,715	\$ 89,470	\$ 101,433

Department**Series**

4100

Division No.

4130

Department

Administration

Division

City Clerk

Funding Sources

General Fund - 01

Budget Backup**Personnel Services****Salary**

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	13%	\$ 4,569	160C	24				\$ 14,256
Admin Secretary	Sundstrom	100%	\$ 1,896	58E	24				\$ 45,504
Clerk Typist	Vacant	100%	\$ 11	HR1	12	\$ 12	HR2	12	\$ 14,951
									\$ 74,711

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	13%	20.00%	\$ 2,851
Admin. Secretary	Sundstrom	100%	20.00%	\$ 9,101
Clerk Typist	Vacant	100%	10.00%	\$ 1,495
				\$ 13,447
Total Salary & Benefits				\$ 88,158

5105 - Operating Supplies Provides for various office supplies specific to the City Clerk function, to include business cards, calendars, and record books.
5210 - Maintenance/Office Equipment Provides for periodic maintenance of equipment specifically used by the City Clerk - typewriters, color printer.
5625 - Dues & Publications Provides for membership in professional organizations and purchase of professional journals and publications.
5701 - Travel & Meetings Meeting costs for consortium engagements

5108 - Legal Notices/Recordings Provides for various legal notices and recordings required for operation to include Variances, CUP's, Ordinances, and Negative Declarations. Some of these costs are reimbursed through the permitting process.
5390 - Contractual Services/Special Provides for digitizing of public records and documents (\$4,000) and for the California State Code Supplements (\$1,200)
5630 - Development Seminars Technical Workshops, i.e. Financial, Personnel, Emergency Planning, City Clerk Training
5710 - Mileage Provides for mileage reimbursement at the IRS approved rate.

Department

Series

4100

Division No.

4130

Department

Administration

Division

City Clerk

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	13%	\$ 4,569	160C	24				\$ 14,256
Admin Secretary	Sundstrom	100%	\$ 1,896	58E	24				\$ 45,504
Clerk Typist	Vacant	100%	\$ 11	HR1	12	\$ 12	HR2	12	\$ 14,951

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	13%	20.00%	\$ 2,851
Admin. Secretary	Sundstrom	100%	20.00%	\$ 9,101
Clerk Typist	Vacant	100%	10.00%	\$ 1,495

Total Salary & Benefits \$ 88,158

5810 - Election Expenses
Provides for expenses related to the election during the 2004-2005 fiscal year.

6502 - Office Equipment/Furniture
Provides for the purchase of small office equipment related to the City Clerk's department.

Department**Series**

4100

Department

Administration

Division No.

4140

Division

Finance

Funding Sources

General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 54,107	\$ 60,437	\$ 60,437	\$ 64,667
4112	Temporary	\$ -	\$ -	\$ -	\$ -
4121	Overtime	\$ 108	\$ -	\$ -	\$ -
4131	Fringe Benefits - Full Time	\$ 9,649	\$ 12,087	\$ 12,087	\$ 12,933
	<i>Total Personnel</i>	\$ 63,864	\$ 72,524	\$ 72,524	\$ 77,601
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 88	\$ 300	\$ 365	\$ 200
5110	Misc. Finance Charges	\$ 1,094	\$ 900	\$ 500	\$ 500
5112	Property Tax Admin. Fee	\$ 9,722	\$ 8,500	\$ 11,000	\$ -
5301	Prof. Services - Audit	\$ 10,800	\$ 11,100	\$ 11,100	\$ 14,500
5390	Prof. Services - Payroll	\$ 1,691	\$ 1,400	\$ 1,900	\$ 2,000
5391	Contract Svcs - Software Spt.	\$ 2,597	\$ 2,500	\$ 2,700	\$ 2,500
5625	Dues & Publications	\$ 100	\$ 100	\$ 100	\$ 100
5630	Development Seminars	\$ -	\$ 400	\$ -	\$ 400
5701	Travel & Meetings	\$ 96	\$ 300	\$ 50	\$ 300
5710	Mileage	\$ -	\$ 50	\$ -	\$ 50
5820	Interest Expense	\$ 184	\$ 1,000	\$ 100	\$ 150
5822	Business Lic. Adjustments	\$ -	\$ 100	\$ 25	\$ 100
	<i>Total Maintenance and Operations</i>	\$ 26,372	\$ 26,650	\$ 27,840	\$ 20,800
	<i>Total Division Budget</i>	\$ 90,236	\$ 99,174	\$ 100,364	\$ 98,401

Department

Series

4100

Division No.

4140

Department

Administration

Division

Finance

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	10%	\$ 4,889	160D	24				\$ 11,734
City Accountant	Desai	100%	\$ 2,206	80D	24				\$ 52,933
									\$ 64,667

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	10%	20.00%	\$ 2,347
City Accountant	Desai	100%	20.00%	\$ 10,587
				\$ 12,933

Total Salary & Benefits \$ 77,601

<p>5105 - Operating Supplies</p> <p>Provides for various office supplies specific to Finance, to include business cards, checks, and other accounting needs.</p>	<p>5110 - Misc. Finance Charges</p> <p>Miscellaneous bank charges throughout the fiscal year.</p>
<p>5112 - Property Tax Admin. Fee</p> <p>This account provides for the annual fees associated with property tax administration. This account is moved to Support Services in FY 2004-05.</p>	<p>5301 - Professional Services - Audit</p> <p>This account provides for the contract annual audit as required by the State and Federal government.</p>
<p>5390 - Professional Services - Payroll</p> <p>This account provides expenses relating to payroll processing services.</p>	<p>5391 - Contract Svcs - Software Support</p> <p>Provides for contract software support for the City's Finance Software systems.</p>
<p>5625 - Dues & Publications</p> <p>Provides for membership in professional organizations and purchase of professional journals and publications.</p>	<p>5630 - Development Seminars</p> <p>Technical Workshops, i.e. Financial, CSMFO, Emergency Planning.</p>

Department

Series

4100

Division No.

4140

Department

Administration

Division

Finance

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	10%	\$ 4,889	160D	24				\$ 11,734
City Accountant	Desai	100%	\$ 2,206	80D	24				\$ 52,933

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	10%	20.00%	\$ 2,347
City Accountant	Desai	100%	20.00%	\$ 10,587

Total Salary & Benefits \$ 77,601

5701 - Travel & Meetings
This account provides for meeting costs associated with the CSMFO.
5820 - Interest Expense
This account provides for expenses incurred for interest reimbursement relating to bond deposits placed by residents.

5710 - Mileage
Provides for mileage reimbursement at the IRS approved rate.
5822 - Business License Adjustments
This account provides for refunds and/or reimbursement related to business licenses.

Department**Series**

4100

Division No.

4150

Department

Administration

Division

City Attorney

Funding Sources

General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -
4131	Fringe Benefits - Full Time	\$ -	\$ -	\$ -	\$ -
	<i>Total Personnel</i>	\$ -	\$ -	\$ -	\$ -
<u>Maintenance and Operations</u>					
5303	Legal Services	\$ 36,162	\$ 36,000	\$ 36,000	\$ 36,000
5340	Other Legal Services	\$ 303	\$ 5,000	\$ 5,000	\$ 5,000
	<i>Total Maintenance and Operations</i>	\$ 36,465	\$ 41,000	\$ 41,000	\$ 41,000
	<i>Total Division Budget</i>	\$ 36,465	\$ 41,000	\$ 41,000	\$ 41,000

Department

Series

4100

Division No.

4150

Department

Administration

Division

City Attorney

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
		100%			24				\$ -

Benefits

Position/Title	Individual	%	Benefit Rate
		100%	20.00%

Total Salary & Benefits \$ -

5303 - Legal Services
This account provides for the legal retainer for Rutan & Tucker.

5340 - Other Legal Services
Special legal services for the City such as Code Enforcement, Nuisance Abatement, Personnel, or other legal services not included in the retainer.

Department
Series **Department**
4100 Administration
Division No. **Division**
4170 Support Services

Funding Sources
General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -
4131	Fringe Benefits - Full Time	\$ -	\$ -	\$ -	\$ -
	<i>Total Personnel</i>	\$ -	\$ -	\$ -	\$ -
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 5,062	\$ 4,000	\$ 5,500	\$ 5,000
5107	Postage	\$ 2,084	\$ 3,000	\$ 3,000	\$ 3,000
5112	Santa Parade Expense	\$ 1,500	\$ -	\$ -	\$ -
5113	Holiday Events	\$ 8,471	\$ -	\$ -	\$ -
5210	Maintenance/Office Equip.	\$ 4,348	\$ 5,000	\$ 5,000	\$ 5,000
5320	Chamber Maintenance	\$ -	\$ -		\$ 1,500
5322	Animal Control Services	\$ 7,757	\$ 10,000	\$ 10,000	\$ 10,000
5323	City Newsletter	\$ 4,955	\$ 4,800	\$ 4,800	\$ 4,800
5324	City Newsletter Postage	\$ 981	\$ 1,000	\$ 1,000	\$ 1,000
5325	City Historian	\$ 10,063	\$ 2,000	\$ 2,000	\$ -
5345	CATV Corporation	\$ 31,277	\$ 29,400	\$ 35,000	\$ 30,000
5350	Website Maintenance/Dev.	\$ 1,014	\$ 700	\$ 850	\$ 700
5368	Community Programs	\$ 1,000	\$ 12,650	\$ 12,650	\$ 19,650
5390	Contract Services/Special	\$ 500	\$ 2,000	\$ 2,000	\$ 2,000
5403	Property Tax Admin. Fee	\$ -	\$ -	\$ -	\$ 12,000
5405	Insurance - P.L./P.D.	\$ 15,993	\$ 10,000	\$ 12,000	\$ 14,000
5406	Insurance - Bonds	\$ 1,144	\$ 1,000	\$ 1,100	\$ 1,100
5410	Budgeted Contingency	\$ 13,500	\$ 10,000	\$ 10,000	\$ 10,000
5625	Dues & Publications	\$ 11,012	\$ 11,000	\$ 10,500	\$ 11,000
5801	Miscellaneous	\$ 1,016	\$ 1,000	\$ 1,000	\$ 1,000
5802	Summer Picnic	\$ 5,300	\$ -	\$ -	\$ -
5805	School Restoration Admin.	\$ -	\$ 5,000	\$ 5,000	\$ -
	<i>Total Maintenance and Operations</i>	\$ 126,976	\$ 112,550	\$ 121,400	\$ 131,750
	<i>Total Division Budget</i>	\$ 126,976	\$ 112,550	\$ 121,400	\$ 131,750

Department**Series**

4100

Division No.

4170

Department

Administration

Division

Support Services

Funding Sources

General Fund - 01

Budget Backup**Personnel Services****Salary**

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
		100%			24				\$ -

Benefits

Position/Title	Individual	%	Benefit Rate	Total
		100%	20.00%	\$ -

Total Salary & Benefits \$ -

5105 - Office Supplies This account provides for citywide general office supplies.
5112 - Santa Parade This account provided for the Santa Parade expense - it has been relocated to the Community Programs line item.
5210 - Maintenance/Office Equipment This account provides for the routine maintenance of office equipment - copier, printers, fax machine, telephones, etc. This account combines the various accounts within the Admin function.
5322 - Animal Control Services This account provides for animal control services through the County of Orange.

5107 - Postage This account provides for citywide general postage requirements.
5113 - Holiday Event/Boat Parade This account provided for the holiday lights in the shopping plaza and boat parade - it has been relocated to the Community Programs line item.
5320 - Chamber Maintenance This account provides for expenses related to the upkeep of the City's council chambers. A revenue account was established to collect funds to contribute to the upkeep.
5323 - City Newsletter This account provides for the printing costs associated with the City newsletter (4 - 4-page quarterly editions).

Department

Series

4100

Division No.

4170

Department

Administration

Division

Support Services

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
		100%			24				\$ -

Benefits

Position/Title	Individual	%	Benefit Rate
		100%	20.00%

Total Salary & Benefits \$ -

<p>5324 - City Newsletter Postage</p> <p>This account provides for postage for the City newsletter.</p>
<p>5345 - CATV Corporation</p> <p>This account provides funding for the CATV Corporation at 50% of the CATV revenues projected for the year and the estimated 1% PEG Grant.</p>
<p>5368 - Community Programs</p> <p>Provides funding for various community events: Boat Parade (\$700); Holiday Lights (\$5750); Santa Tour (\$2000); Halloween Fest (\$1000); Summer Picnic (\$3,200); City Historian (\$2000); and VPERSC (\$5000) - funds disbursed to the VP Community Services Foundation. Add'l funds on Council approval only.</p>
<p>5403 - Property Tax Admin Fee</p> <p>This account provides for the annual fees associated with property tax administration. This account is moved from Finance in FY 2004-05.</p>

<p>5325 - City Historian</p> <p>This account provided for authorized expenditures by the City Historian. The expenditures are now a part of the community programs account.</p>
<p>5350 - Website Maintenance/Development</p> <p>This account provides for the hosting and email management of the City's website - (\$50 per month plus \$100 in services).</p>
<p>5390 - Contract Services Special</p> <p>This account provides for the City's computer consultant and miscellaneous software and hardware support. This is not an annual contract, but is used on an as-needed basis.</p>
<p>5405 - Insurance - P.L./P.D.</p> <p>This account provides for the Public Liability and Property Damage Insurance through the CJPIA.</p>

Department

Series

4100

Division No.

4170

Department

Administration

Division

Support Services

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
		100%			24				\$ -

Benefits

Position/Title	Individual	%	Benefit Rate
		100%	20.00%

Total Salary & Benefits \$ -

5406 - Insurance - Bonds This account provides for the cost of bonds for the City Treasurer and any other identified employee.
5625 - Dues & Publications This account provides for various dues and publications to which the City prescribes: LOCC State (\$3,780), LOCCOC (\$5,000), LAFCO (\$900), Employee Relations Committee (\$800)
5802 - Summer Picnic This account provided funding for the City's annual City Picnic. It has been relocated to the Community Programs line item.

5410 - Budgeted Contingency This account provides for various contingencies throughout the year on a support service level.
5801 - Miscellaneous This account provides for miscellaneous administrative costs associated with support services.
5805 - School Restoration Administration This account provides for contributions to the School Restoration Committee. Prior year amounts were set at \$5,000 for the year and payable only on Council approval after a report from the VPESRC to the Council. The 04/05 amount has been disbursed through the Community Programs line item.

Department**Series**

4100

Division No.

4180

Department

Administration

Division

Employee Benefit Fund

Funding Sources

General Fund - 01

DEPARTMENTAL BUDGET SUMMARY

Account No.	Account Title	2002-2003	2003-2004		2004-2005
		Actual	Budget	Estimated	Approved
	<u>Personnel Services</u>	\$ -	\$ -	\$ -	\$ -
	<u>Maintenance and Operations</u>	\$ -	\$ 63,099	\$ 58,525	\$ 94,375
	<u>Capital Outlay</u>	\$ -	\$ -	\$ -	\$ -
	<i>Total Department Budget</i>	<u>\$ -</u>	<u>\$ 63,099</u>	<u>\$ 58,525</u>	<u>\$ 94,375</u>

Department
Series 4100
Division No. 4180
Department Administration
Division Employee Benefit Fund

Funding Sources
 Employee Benefit Fund - 10

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
		\$ -	\$ -	\$ -	\$ -
	<i>Total Personnel</i>	\$ -	\$ -	\$ -	\$ -
<u>Maintenance and Operations</u>					
2065	Social Security	\$ 4	\$ 350	\$ 650	\$ 675
2075	FICA & Medicare	\$ 4,361	\$ 5,150	\$ 5,150	\$ 3,500
2355	Retirement Benefits	\$ 21,361	\$ 13,000	\$ 125	\$ 45,000
2365	Life Insurance	\$ 1,298	\$ 2,300	\$ 2,300	\$ 1,200
2375	Medical & Dental Coverage	\$ 37,999	\$ 38,000	\$ 46,000	\$ 40,000
2385	Worker's Compensation	\$ 3,328	\$ 3,299	\$ 3,300	\$ 3,500
2450	Miscellaneous	\$ 960	\$ 1,000	\$ 1,000	\$ 500
	<i>Total Maintenance and Operations</i>	\$ 69,311	\$ 63,099	\$ 58,525	\$ 94,375
	<i>Total Division Budget</i>	\$ 69,311	\$ 63,099	\$ 58,525	\$ 94,375

Departmental Collections: \$ 63,166

Department

Series

4100

Division No.

4180

Department

Administration

Division

Employee Benefit Fund

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
		100%			24				\$ -

Benefits

Position/Title	Individual	%	Benefit Rate
		100%	20.00%

Total Salary & Benefits \$ -

2065 - Social Security This City is required to participate in Social Security for all hourly staff.
2355 - Retirement Benefits This account pays for the City and employee's share of CalPERS retirement. The City is currently superfunded with CalPERS.
2375 - Medical & Dental Coverage This account provides for the City's cost for enrolling employees in medical and dental coverages under the City's benefits package.
2450 - Miscellaneous This account provides for any uncatagorized expenses related to this division.

2075 - FICA & Medicare The City is required to process new staff with enrollments in Medicare deductions.
2365 - Life Insurance This account provides for the City's cost to provide life insurance for employees under the City's benefits package.
2385 - Worker's Compensation Provides a total benefit amount for the City's Worker's Compensation benefits under California Law.

Department
Series
4200

Department
Public Safety

Funding Sources
General Fund - 01
Traffic Safety Fund - 04
COPS - 09

DEPARTMENTAL BUDGET SUMMARY

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
	<u>Personnel Services</u>	\$ 15,097	\$ 13,160	\$ 13,160	\$ 14,081
	<u>Maintenance and Operations</u>	\$ 1,066,227	\$ 1,081,700	\$ 1,100,500	\$ 1,136,700
	<u>Capital Outlay</u>	\$ -	\$ -	\$ -	\$ -
	<i>Total Department Budget</i>	<u>\$ 1,081,323</u>	<u>\$ 1,094,860</u>	<u>\$ 1,113,660</u>	<u>\$ 1,150,781</u>

Department**Series**

4200

Division No.

4210

Department

Public Safety

Division

Law Enforcement

Funding Sources

General Fund - 01

Traffic Safety Fund - 04

COPS - 09

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 7,917	\$ 5,483	\$ 5,483	\$ 5,867
4131	Fringe Benefits - Full Time	\$ 1,620	\$ 1,097	\$ 1,097	\$ 1,173
	<i>Total Personnel</i>	\$ 9,537	\$ 6,580	\$ 6,580	\$ 7,040
<u>Maintenance and Operations</u>					
5105	Office Supplies	\$ -	\$ 500	\$ 500	\$ 500
5335	Cont. Services - General Law	\$ 827,866	\$ 771,000	\$ 771,000	\$ 768,000
5336	Cont. Services - Crossing Gd.	\$ 8,040	\$ 7,500	\$ 7,500	\$ 7,500
5337	Cont. Services - Motor	\$ -	\$ 75,000	\$ 75,000	\$ 75,000
5338	Directed/Special Assignment	\$ -	\$ 10,000	\$ 10,000	\$ 15,000
5339	Cont. Services - Parking	\$ 1,680	\$ 1,500	\$ 1,500	\$ 1,500
5340	Miscellaneous Equip. Costs	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
5345	Bicycle Patrol	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
5347	Law Enforcement High Tech	\$ 14,279	\$ -	\$ 18,200	\$ 33,000
	<i>Total Maintenance and Operations</i>	\$ 851,865	\$ 873,500	\$ 891,700	\$ 908,500
	<i>Total Division Budget</i>	\$ 861,401	\$ 880,080	\$ 898,280	\$ 915,540

Department**Series**

4200

Division No.

4210

Department

Public Safety

Division

Law Enforcement

Funding Sources

General Fund - 01

Traffic Safety Fund - 04

COPS - 09

Budget Backup**Personnel Services****Salary**

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	5%	\$ 4,889	160D	24				\$ 5,867
									\$ 5,867

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	5%	20.00%	\$ 1,173
				\$ 1,173
Total Salary & Benefits				\$ 7,040

5105 - Office Supplies

This account provides for specific office supplies relating to the law enforcement division.

5336 - Contract Services - Crossing Guard

This account provides for the Orange County Crossing Guard contract.

5338 - Directed - Special Assignment

This account provides for various special assignment activities by the Sheriff's Department and Directed Enforcement - using SLESF grant funds.

5340 - Miscellaneous Equipment Costs

This account provides for various equipment purchases to include high tech equipment. The majority of any purchase is under the SLESF or High Tech grant funds.

5335 - Contract Services - General Law

This account provides for the annual contract with the Orange County Sheriff's Department and includes the deployment of 2.4 deputies.

5337 - Contract Services - Motorcycle Enf.

This account provides for the 0.5 motorcycle enforcement officer - utilizing SLESF funds.

5339 - Contract Services - Parking Citations

This account provides for the parking citation contract administration.

5345 - Bicycle Patrol

This account provides funding for the City's bicycle patrol - utilizing SLESF funds.

Department

Series

4200

Division No.

4210

Department

Public Safety

Division

Law Enforcement

Funding Sources

General Fund - 01

Traffic Safety Fund - 04

COPS - 09

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	5%	\$ 4,889	160D	24				\$ 5,867
									\$ 5,867

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	5%	20.00%	\$ 1,173
				\$ 1,173

Total Salary & Benefits \$ **7,040**

5347 - Technology Expenditures
This account provides funding for various technology purchases under the CLEEP grant - and a portion of the Contract General Law Services for the MDC maintenance.

Department
Series **Department**
 4200 *Public Safety*
Division No. **Division**
 4230 *Building & Code Enforcement*

Funding Sources
General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 4,750	\$ 5,483	\$ 5,483	\$ 5,867
4112	Salaries - Part Time		\$ -	\$ -	\$ -
4131	Fringe Benefits - Full Time	\$ 810	\$ 1,097	\$ 1,097	\$ 1,173
	<i>Total Personnel</i>	\$ 5,560	\$ 6,580	\$ 6,580	\$ 7,040
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 1,900	\$ 500	\$ 1,100	\$ 500
5308	Cont. Services - Building	\$ 196,370	\$ 180,000	\$ 180,000	\$ 200,000
5309	Cont. Services - Code Enf.	\$ 15,990	\$ 27,600	\$ 27,600	\$ 27,600
5625	Dues & Publications	\$ 102	\$ 100	\$ 100	\$ 100
	<i>Total Maintenance and Operations</i>	\$ 214,362	\$ 208,200	\$ 208,800	\$ 228,200
	<i>Total Division Budget</i>	\$ 219,922	\$ 214,780	\$ 215,380	\$ 235,240

Department

Series

4200

Division No.

4230

Department

Public Safety

Division

Building & Code Enforcement

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	5%	\$ 4,889	160D	24				\$ 5,867
									\$ 5,867

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	5%	20.00%	\$ 1,173
				\$ 1,173
Total Salary & Benefits				\$ 7,040

5105 - Operating Supplies
This account provides for operational supplies directly related to the Building Department to include business cards.
5309 - Contract Services - Code Enforcement
This account provides for the Code Enforcement contract services - 10 hours per week.

5308 - Contract Services - Building
This account provides for the Building Department contract services at 80% of the estimated revenues. These costs are reimbursed through the permitting process.
5625 - Dues & Publications
This account provides for dues & publication subscriptions for the Building & Code Enforcement function.

**Department
Series**
4300

Department
Planning & Engineering

Funding Sources
General Fund - 01

DEPARTMENTAL BUDGET SUMMARY

<u>Account No.</u>	<u>Account Title</u>	<u>2002-2003 Actual</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Estimated</u>	<u>2004-2005 Approved</u>
	<u>Personnel Services</u>	\$ 37,738	\$ 32,899	\$ 32,899	\$ 35,202
	<u>Maintenance and Operations</u>	\$ 116,804	\$ 90,700	\$ 102,500	\$ 132,000
	<u>Capital Outlay</u>	\$ -	\$ -	\$ -	\$ -
	<i>Total Department Budget</i>	<u>\$ 154,542</u>	<u>\$ 123,599</u>	<u>\$ 135,399</u>	<u>\$ 167,202</u>

Department**Series**

4300

Division No.

4310

Department

Planning & Engineering

Division

Planning & Engineering

Funding Sources

General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 32,162	\$ 27,416	\$ 27,416	\$ 29,335
4131	Fringe Benefits - Full Time	\$ 5,577	\$ 5,483	\$ 5,483	\$ 5,867
	<i>Total Personnel</i>	\$ 37,738	\$ 32,899	\$ 32,899	\$ 35,202
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 231	\$ 500	\$ 500	\$ 500
5305	Engineering Retainer	\$ 44,544	\$ 40,000	\$ 45,000	\$ 40,000
5351	Encroachment Permits	\$ -	\$ -	\$ -	\$ 17,000
5352	Traffic Engineering	\$ 975	\$ 7,000	\$ 7,000	\$ 3,000
5353	Plan/Map Check	\$ 33,803	\$ 10,000	\$ 20,000	\$ 10,000
5354	Grading Inspection	\$ -	\$ 8,000	\$ 10,000	\$ 10,000
5355	Special Studies & Reports	\$ 37,251	\$ 25,000	\$ 20,000	\$ 50,000
5367	Tentative Map Processing	\$ -	\$ -	\$ -	\$ 1,500
5701	Travel & Meetings	\$ -	\$ 200	\$ -	\$ -
	<i>Total Maintenance and Operations</i>	\$ 116,804	\$ 90,700	\$ 102,500	\$ 132,000
	<i>Total Division Budget</i>	\$ 154,542	\$ 123,599	\$ 135,399	\$ 167,202

Department

Series

4300

Division No.

4310

Department

Planning & Engineering

Division

Planning & Engineering

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	25%	\$ 4,889	160D	24				\$ 29,335
					24				\$ -
									\$ 29,335

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	25%	20.00%	\$ 5,867
				\$ -

Total Salary & Benefits \$ **35,202**

<p>5105 - Operating Supplies</p> <p>Account expenditures relate directly to office supplies incurred in the Engineering function.</p>
<p>5351 - Encroachment Permits</p> <p>Permits issued by the City Engineer for driveway approaches. This account has a corresponding revenue account for the fees collected.</p>
<p>5353 - Plan/Map Check</p> <p>Expenses relating to reviewing grading plans, improvement plans, and subdivision maps. Fees are collected to fully reimburse these expenses.</p>
<p>5355 - Special Studies & Reports</p> <p>This provides funds for various engineering studies throughout the City related to engineering activities as well as sewer, storm drain, and street projects. In addition to GASB No.34 compliance.</p>

<p>5305 - Engineering Retainer</p> <p>Account expenditures provide for general City engineering services under a basic retainer. Most engineering services are on a cost reimbursed basis.</p>
<p>5352 - Traffic Engineering</p> <p>Account expenditures relate to select traffic engineering studies and investigations.</p>
<p>5354 - Grading Inspection</p> <p>Costs incurred for inspections made on grading permits issued. These expenses are fully or partially reimbursed by the grading permit fees collected.</p>
<p>5367 - Tentative Map Processing</p> <p>This account provides for the processing of Tentative Parcel Maps.</p>

Department

Series

4300

Division No.

4310

Department

Planning & Engineering

Division

Planning & Engineering

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	25%	\$ 4,889	160D	24				\$ 29,335
					24				\$ -
									\$ 29,335

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	25%	20.00%	\$ 5,867
				\$ -

Total Salary & Benefits \$ 5,867
35,202

5701 - Travel & Meetings
This account provided for local conferences and meetings for the City Engineer.

Department
Series **Department**
 4300 & 4500 Public Works

Funding Sources
 General Fund - 01
 Gas Tax Fund - 02; AQMD Fund - 08
 Measure M Fund - 05; Aid to Cities - 03
 Assessment District - 06

DEPARTMENTAL BUDGET SUMMARY

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
	<u>Personnel Services</u>	\$ 128,549	\$ 125,843	\$ 125,843	\$ 116,847
	<u>Maintenance and Operations</u>	\$ 428,550	\$ 935,635	\$ 934,086	\$ 747,950
	<u>Capital Outlay</u>	\$ 23,054	\$ 47,000	\$ 36,850	\$ 13,500
	<i>Total Department Budget</i>	<u>\$ 580,154</u>	<u>\$ 1,108,478</u>	<u>\$ 1,096,779</u>	<u>\$ 878,297</u>

Department**Series**

4300

Division No.

4315

Department

Public Works

Division

Civic Center

Funding Sources

General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 14,708	\$ 15,401	\$ 15,401	\$ 14,037
4131	Fringe Benefits - Full Time	\$ 2,795	\$ 3,080	\$ 3,080	\$ 2,807
	<i>Total Personnel</i>	\$ 17,503	\$ 18,481	\$ 18,481	\$ 16,844
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 2,385	\$ 2,400	\$ 2,500	\$ 2,400
5201	Building Maintenance	\$ 5,321	\$ 4,000	\$ 4,600	\$ 4,500
5390	Custodial Services	\$ 2,400	\$ 3,800	\$ 4,000	\$ 5,000
5501	Telephone Utilities	\$ 5,813	\$ 8,000	\$ 8,000	\$ 6,000
5505	Electric Utilities	\$ 16,085	\$ 15,000	\$ 15,000	\$ 15,000
5520	Gas Utilities	\$ 312	\$ 500	\$ 500	\$ 500
5530	Water Utilities	\$ 246	\$ 350	\$ 350	\$ 350
	<i>Total Maintenance and Operations</i>	\$ 32,562	\$ 34,050	\$ 34,950	\$ 33,750
<u>Capital Outlay</u>					
6100	Office Equipment & Furniture	\$ 698	\$ 500	\$ 500	\$ 500
	<i>Total Capital Outlay</i>	\$ 698	\$ 500	\$ 500	\$ 500
	<i>Total Division Budget</i>	\$ 50,762	\$ 53,031	\$ 53,931	\$ 51,094

Department**Series**

4300

Division No.

4315

Department

Public Works

Division

Civic Center

Funding Sources

General Fund - 01

Budget Backup**Personnel Services****Salary**

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
Mt. Superint.	Hagley	15%	\$ 2,245	75E	14				\$ 4,715
Maint. Leadman	Knowles	15%	\$ 2,033	65E	24				\$ 7,318
Maint. #1	Vacant	15%	\$ 1,336	50A	10				\$ 2,004
									\$ 14,037

Benefits

Position/Title	Individual	%	Benefit Rate	Total
Mt. Superint.	Hagley	15%	20.00%	\$ 943
Maint. Leadman	Knowles	15%	20.00%	\$ 1,464
Maint. #1	Vacant	15%	20.00%	\$ 401
				\$ 2,807
Total Salary & Benefits				\$ 16,844

5105 - Operating Supplies Provides for general cleaning supplies for City Hall.
5390 - Custodial Services Provides for custodial services performed three times a week and special cleaning (i.e. carpets, chairs) for the City Hall and Chambers.
5505 - Electric Utilities Utility costs for electric services at City Hall.
5530 - Water Utilities Utility costs for water services at City Hall.

5201 - Building Maintenance This account provides for on-going maintenance activities & certain minor repair work at City Hall.
5501 - Telephone Utilities Utility costs for telephone services at City Hall.
5520 - Gas Utilities Utility costs for gas services at City Hall.
6100 - Office Equipment & Furniture Provides for the replacement of small appliances and furniture used at City Hall.

Department Series 4300	Department Public Works	Funding Sources General Fund - 01
Division No. 4320	Division Public Works General	Aid to Cities Fund - 03 AQMD Fund - 08

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 60,979	\$ 68,932	\$ 68,932	\$ 63,173
4111	Salaries - Part Time	\$ 12,329	\$ -	\$ -	\$ -
4121	Overtime	\$ 748	\$ -	\$ -	\$ -
4131	Fringe Benefits - Full Time	\$ 13,730	\$ 13,786	\$ 13,786	\$ 12,635
	<i>Total Personnel</i>	\$ 87,786	\$ 82,718	\$ 82,718	\$ 77,544

Maintenance and Operations

5105	Operating Supplies	\$ 15,554	\$ 13,000	\$ 13,000	\$ 13,000
5115	Uniform Expense	\$ 1,335	\$ 1,400	\$ 1,400	\$ 1,400
5201	Building Repairs	\$ -	\$ 800	\$ 800	\$ 250
5205	Vehicle Operation & Maint.	\$ 11,864	\$ 13,000	\$ 13,000	\$ 13,000
5210	Equipment Maintenance	\$ -	\$ 600	\$ -	\$ -
5215	Traffic Signal Maintenance	\$ 13,931	\$ 15,000	\$ 15,000	\$ 15,000
5220	Equipment Rental	\$ -	\$ 300	\$ -	\$ -
5225	Recreational Trail Maint.	\$ -	\$ -	\$ -	\$ 3,000
5309	Contract Services - S. Sw.	\$ 30,605	\$ 31,704	\$ 31,704	\$ 32,350
5370	Weed Abatement	\$ 900	\$ 600	\$ 600	\$ 600
5371	Tree Trimming/Spraying	\$ 28,700	\$ 28,000	\$ 28,000	\$ 30,000
5372	Traffic Striping	\$ 250	\$ 27,750	\$ 27,750	\$ 28,000
5380	Landscape Maintenance	\$ 42,064	\$ 38,400	\$ 38,400	\$ 39,500
5505	Electric Utilities	\$ 6,104	\$ 11,500	\$ 8,500	\$ 7,500
5530	Water Utilities	\$ 15,684	\$ 15,000	\$ 15,000	\$ 15,000
5701	Travel & Meetings	\$ -	\$ 100	\$ -	\$ -

Department
Series **Department**
 4300 *Public Works*
Division No. **Division**
 4320 *Public Works General*

Funding Sources
General Fund - 01
Aid to Cities Fund - 03
AQMD Fund - 08

Account No.	Account Title	2002-2003	2003-2004		2004-2005
		Actual	Budget	Estimated	Approved
<i>Total Maintenance and Operations</i>		\$ 166,991	\$ 197,154	\$ 193,154	\$ 198,600
<u>Capital Outlay</u>					
6202	Equipment Replacement	\$ 4,871	\$ 1,500	\$ 1,600	\$ 8,000
6300	Vehicle Replacement	\$ -	\$ 40,000	\$ 29,250	\$ -
6301	Roadway Fence & Wall	\$ 17,485	\$ 5,000	\$ 5,500	\$ 5,000
<i>Total Capital Outlay</i>		<u>\$ 22,356</u>	<u>\$ 46,500</u>	<u>\$ 36,350</u>	<u>\$ 13,000</u>
<i>Total Division Budget</i>		<u><u>\$ 277,133</u></u>	<u><u>\$ 326,372</u></u>	<u><u>\$ 312,222</u></u>	<u><u>\$ 289,144</u></u>

Department

Series

4300

Division No.

4320

Department

Public Works

Division

Public Works General

Funding Sources

General Fund - 01

Aid to Cities Fund - 03

AQMD Fund - 08

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	2%	\$ 4,889	160D	24				\$ 2,347
Mt. Superint.	Hagley	65%	\$ 2,245	75E	14				\$ 20,433
Maint. Leadman	Knowles	65%	\$ 2,033	65E	24				\$ 31,711
Maint. #1	Vacant	65%	\$ 1,336	50A	10				\$ 8,682
									\$ 63,173

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	2%	20.00%	\$ 469
Mt. Superint.	Hagley	65%	20.00%	\$ 4,087
Maint. Leadman	Knowles	65%	20.00%	\$ 6,342
Maint. #1	Vacant	65%	20.00%	\$ 1,736
				\$ 12,635
Total Salary & Benefits				\$ 75,808

5105 - Operating Supplies This account provides for various operational supplies directly related to the Public Works General function, to include signs, chemicals, pavement markers, tools, etc.
5201 - Building Repairs This account provides for various building repairs of City facilities.
5210 - Equipment Maintenance This account provides for repair of small equipment, welding services, sandblasting. No expense planned for this fiscal year.
5220 - Equipment Rental This account provides for highway sign rental and miscellaneous equipment. No expense planned for this fiscal year.

5115 - Uniform Expense This account provides for uniform cleaning and rental.
5205 - Vehicle Operation & Maintenance This account provides for fuel, various repairs, and replacement of minor parts of vehicles.
5215 - Traffic Signal Maintenance This is a contract account for traffic signal maintenance.
5225 - Recreational Trail Maint. This account provided for expenditures related to trail maintenance.

Department

Series

4300

Division No.

4320

Department

Public Works

Division

Public Works General

Funding Sources

General Fund - 01

Aid to Cities Fund - 03

AQMD Fund - 08

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	2%	\$ 4,889	160D	24				\$ 2,347
Mt. Superint.	Hagley	65%	\$ 2,245	75E	14				\$ 20,433
Maint. Leadman	Knowles	65%	\$ 2,033	65E	24				\$ 31,711
Maint. #1	Vacant	65%	\$ 1,336	50A	10				\$ 8,682

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	2%	20.00%	\$ 469
Mt. Superint.	Hagley	65%	20.00%	\$ 4,087
Maint. Leadman	Knowles	65%	20.00%	\$ 6,342
Maint. #1	Vacant	65%	20.00%	\$ 1,736

Total Salary & Benefits \$ 75,808

<p>5309 - Contract Services - Street Sweeping</p> <p>This account provides for expenditures related to the City's street sweeping contract and is partially expensed through the AQMD fund.</p>
<p>5371 - Tree Trimming/Spraying</p> <p>This account provides for contract maintenance services, including tree and tree stump removal, trimming, and spraying.</p>
<p>5380 - Landscape Maintenance</p> <p>This account provides for contract landscape maintenance services.</p>
<p>5530 - Water Utilities</p> <p>This account provides for water services for various park and median landscaping.</p>

<p>5370 - Weed Abatement</p> <p>This account provides for expenditures related to weed abatement.</p>
<p>5372 - Traffic Striping</p> <p>This account provides for contract traffic striping. Every other year, all portions of the City that were not striped in the prior year are restriped as needed.</p>
<p>5505 - Electric Utilities</p> <p>This account provides for electric utilities for various off-premise meters.</p>
<p>5701 - Travel & Meetings</p> <p>This account provides for various public works meetings. No expenses planned for this fiscal year.</p>

Department**Series**

4300

Division No.

4320

Department

Public Works

Division

Public Works General

Funding Sources

General Fund - 01

Aid to Cities Fund - 03

AQMD Fund - 08

Budget Backup**Personnel Services****Salary**

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	2%	\$ 4,889	160D	24				\$ 2,347
Mt. Superint.	Hagley	65%	\$ 2,245	75E	14				\$ 20,433
Maint. Leadman	Knowles	65%	\$ 2,033	65E	24				\$ 31,711
Maint. #1	Vacant	65%	\$ 1,336	50A	10				\$ 8,682

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	2%	20.00%	\$ 469
Mt. Superint.	Hagley	65%	20.00%	\$ 4,087
Maint. Leadman	Knowles	65%	20.00%	\$ 6,342
Maint. #1	Vacant	65%	20.00%	\$ 1,736

Total Salary & Benefits \$**75,808**

6202 - Equipment Replacement
This account is for the replacement of large equipment.
6301 - Roadway Fence & Wall
Various roadway and fence improvements in the City on an as needed basis.

6300 - Vehicle Replacement
Replacement of the 1989 stake bed truck. No expenses planned.

Department Series 4300	Department Public Works	Funding Sources General Fund - 01
Division No. 4340	Division Street Maintenance	Gas Tax Fund - 02 Measure M Fund - 05

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 4,903	\$ 5,134	\$ 5,134	\$ 4,679
4131	Fringe Benefits - Full Time	\$ 854	\$ 1,027	\$ 1,027	\$ 936
	<i>Total Personnel</i>	<i>\$ 5,757</i>	<i>\$ 6,161</i>	<i>\$ 6,161</i>	<i>\$ 5,615</i>
<u>Maintenance and Operations</u>					
5373	Street Patching Program	\$ -	\$ 25,000	\$ 25,000	\$ 2,500
5375	Street Sealing Program	\$ 10,360	\$ 131,731	\$ 131,731	\$ 100,000
5376	Pavement Rehabilitation	\$ 44,455	\$ 355,000	\$ 355,000	\$ 225,000
	<i>Total Maintenance and Operations</i>	<i>\$ 54,815</i>	<i>\$ 511,731</i>	<i>\$ 511,731</i>	<i>\$ 327,500</i>
	<i>Total Division Budget</i>	<i>\$ 60,572</i>	<i>\$ 517,892</i>	<i>\$ 517,892</i>	<i>\$ 333,115</i>

Department

Series

4300

Division No.

4340

Department

Public Works

Division

Street Maintenance

Funding Sources

General Fund - 01

Gas Tax Fund - 02

Measure M Fund - 05

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
Mt. Superint.	Hagley	5%	\$ 2,245	75E	14				\$ 1,572
Maint. Leadman	Knowles	5%	\$ 2,033	65E	24				\$ 2,439
Maint. #1	Vacant	5%	\$ 1,336	50A	10				\$ 668
									\$ 4,679

Benefits

Position/Title	Individual	%	Benefit Rate	Total
Mt. Superint.	Hagley	5%	20.00%	\$ 314
Maint. Leadman	Knowles	5%	20.00%	\$ 488
Maint. #1	Vacant	5%	20.00%	\$ 134
				\$ 936
Total Salary & Benefits				\$ 5,615

5373 - Street Patching Program
This is the annual amount for the City's miscellaneous pot-hole repair & minor resurfacing projects.
5376 - Pavement Rehabilitation
This account is for the annual major pavement rehabilitation projects. The amount has been increased to reflect an anticipated project scope.

5375 - Street Sealing Program
This account is for the annual street sealing program. The amount has been increased to reflect an anticipated project scope.

Department**Series**

4300

Division No.

4350

Department

Public Works

Division

Storm Drain Maintenance

Funding Sources

General Fund - 01

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 4,903	\$ 5,134	\$ 5,134	\$ 4,011
4131	Fringe Benefits - Full Time	\$ 932	\$ 1,027	\$ 1,027	\$ 802
	<i>Total Personnel</i>	<i>\$ 5,835</i>	<i>\$ 6,161</i>	<i>\$ 6,161</i>	<i>\$ 5,615</i>
<u>Maintenance and Operations</u>					
5378	Storm Drain Maintenance	\$ 10,528	\$ 10,000	\$ 10,000	\$ 10,000
5379	NPDES Activities	\$ 39,419	\$ 50,000	\$ 50,000	\$ 30,000
	<i>Total Maintenance and Operations</i>	<i>\$ 49,947</i>	<i>\$ 60,000</i>	<i>\$ 60,000</i>	<i>\$ 40,000</i>
	<i>Total Division Budget</i>	<i>\$ 55,782</i>	<i>\$ 66,161</i>	<i>\$ 66,161</i>	<i>\$ 45,615</i>

Department

Series

4300

Division No.

4350

Department

Public Works

Division

Storm Drain Maintenance

Funding Sources

General Fund - 01

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
Mt. Superint.	Hagley	5%	\$ 2,245	75E	14				\$ 1,572
Maint. Leadman	Knowles	5%	\$ 2,033	65E	24				\$ 2,439
Maint. #1	Vacant	5%	\$ 1,336	50A	10				\$ 668
									\$ 4,679

Benefits

Position/Title	Individual	%	Benefit Rate	Total
Mt. Superint.	Hagley	5%	20.00%	\$ 314
Maint. Leadman	Knowles	5%	20.00%	\$ 488
Maint. #1	Vacant	5%	20.00%	\$ 134
				\$ 936
Total Salary & Benefits				\$ 5,615

5378 - Storm Drain Maintenance
Miscellaneous cleaning and flushing of storm drain systems.

5379 - NPDES Activities
Activites mandated by the National Pollutant Discharge Elimination System. These costs are increased due to the Santa Ana Regional Water Quality Control Board.

Department**Series**

4300

Division No.

4360

Department

Public Works

Division

Sewer Maintenance

Funding Sources

General Fund - 01

Aid to Cities Fund - 03

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 9,805	\$ 10,268	\$ 10,268	\$ 9,358
4131	Fringe Benefits - Full Time	\$ 1,863	\$ 2,054	\$ 2,054	\$ 1,872
	<i>Total Personnel</i>	\$ 11,668	\$ 12,322	\$ 12,322	\$ 11,229
<u>Maintenance and Operations</u>					
5377	Major Sewer Repair	\$ 2,863	\$ 5,000	\$ 5,000	\$ 5,000
5378	Minor Sewer Repair	\$ 8,500	\$ 8,000	\$ 8,000	\$ 15,000
5379	Sewer Flow Monitoring	\$ 71,810	\$ -	\$ 2,100	\$ -
5380	Sewer Condition Monitoring	\$ 32,878	\$ 87,000	\$ 87,000	\$ 100,000
5530	Waste Discharge Req'm'ts	\$ -	\$ 13,000	\$ 13,000	\$ 13,000
	<i>Total Maintenance and Operations</i>	\$ 116,050	\$ 113,000	\$ 115,100	\$ 133,000
	<i>Total Division Budget</i>	\$ 127,719	\$ 125,322	\$ 127,422	\$ 144,229

Department

Series

4300

Division No.

4360

Department

Public Works

Division

Sewer Maintenance

Funding Sources

General Fund - 01

Aid to Cities Fund - 03

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
Mt. Superint.	Hagley	10%	\$ 2,245	75E	14				\$ 3,144
Maint. Leadman	Knowles	10%	\$ 2,033	65E	24				\$ 4,879
Maint. #1	Vacant	10%	\$ 1,336	50A	10				\$ 1,336
									\$ 9,358

Benefits

Position/Title	Individual	%	Benefit Rate	Total
Mt. Superint.	Hagley	10%	20.00%	\$ 629
Maint. Leadman	Knowles	10%	20.00%	\$ 976
Maint. #1	Vacant	10%	20.00%	\$ 267
				\$ 1,872
Total Salary & Benefits				\$ 11,229

<p>5377 - Major Sewer Repair</p> <p>This account provides for major sewer repair items not accounted for under capital improvements.</p>
<p>5379 - Sewer Flow Monitoring</p> <p>This account provides for the activities mandated for the analysis of the flow rates of sewer pipelines.</p>
<p>5530 - Waste Discharge Meetings</p> <p>This account provides for the activities mandated by the new Waste Discharge Order from the Regional Water Quality Control Board.</p>

<p>5378 - Minor Sewer Repair</p> <p>This account provides for the annual sewer cleaning program.</p>
<p>5380 - Sewer Condition Monitoring</p> <p>This account provides for the remainder of the City's sewer lines to be reviewed via CCTV.</p>

Department**Series**

4500

Division No.

4500

Department

Public Works

Division

Sewer Maintenance District No. 1

Funding Sources

Assessment District - 06

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ -	\$ -	\$ -
4131	Fringe Benefits - Full Time	\$ -	\$ -	\$ -	\$ -
	<i>Total Personnel</i>	\$ -	\$ -	\$ -	\$ -
<u>Maintenance and Operations</u>					
5302	Administrative Services	\$ -	\$ 350	\$ -	\$ -
5304	Engineering Services	\$ -	\$ 200	\$ 351	\$ 800
5390	Contractual Services	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
5391	Miscellaneous Contractual	\$ 1,686	\$ 500	\$ 500	\$ 500
5505	Electric Utilities	\$ 1,010	\$ 850	\$ 500	\$ 500
6200	Machinery & Equipment	\$ 3,690	\$ 16,000	\$ 16,000	\$ 11,500
	<i>Total Maintenance and Operations</i>	\$ 8,186	\$ 19,700	\$ 19,151	\$ 15,100
	<i>Total Division Budget</i>	\$ 8,186	\$ 19,700	\$ 19,151	\$ 15,100

4500
Division No.
 4500

Department
Public Works
Division
Sewer Maintenance District No. 1

Funding Sources
Assessment District - 06

Budget Backup

Personnel Services

Salary									
<i>Position/Title</i>	<i>Individual</i>	<i>%</i>	<i>Salary</i>	<i>Range</i>	<i>PP</i>	<i>Salary</i>	<i>Range</i>	<i>PP</i>	<i>Total</i>
									\$ -
									\$ -
									\$ -

Benefits			
<i>Position/Title</i>	<i>Individual</i>	<i>%</i>	<i>Benefit Rate</i>
			\$ -
			\$ -
			\$ -

Total Salary & Benefits \$ -

5302 - Administrative Services
Miscellaneous administrative expenses related to the sewer maintenance district.
5390 - Contractual Services
Contract with Jimni, Inc. for monthly maintenance services.
5505 - Electric Utilities
Utilities for the pumping station.

5304 - Engineering Services
Assessment District engineering evaluation performed by the City Engineering
5391 - Miscellaneous Contractual
Minor emergency repairs.
6200 - Machinery & Equipment
Replacement and major maintenance account.

Department Series
7000 & 8000

Department
Capital Projects

Funding Sources
Capital Improvement Fund - 07

DEPARTMENTAL BUDGET SUMMARY

<u>Account No.</u>	<u>Account Title</u>	<u>2002-2003 Actual</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Estimated</u>	<u>2004-2005 Approved</u>
<u>Personnel Services</u>		\$ -	\$ -	\$ -	\$ -
<u>Maintenance and Operations</u>		\$ -	\$ -	\$ -	\$ -
<u>Capital Outlay</u>		\$ 461,973	\$ 470,200	\$ 301,925	\$ 583,000
	<i>Total Department Budget</i>	<u>\$ 461,973</u>	<u>\$ 470,200</u>	<u>\$ 301,925</u>	<u>\$ 583,000</u>

Department**Series**

7000

Division No.

7000

Department

Capital Projects

Division

Streets & Roads

Funding Sources

Capital Improvement Fund - 07

Account No.	Account Title	2002-2003 Actual	2003-2004 Budget	2003-2004 Estimated	2004-2005 Approved
<u>Personnel Services</u>					
	<i>Total Personnel</i>	\$ -	\$ -	\$ -	\$ -
<u>Maintenance and Operations</u>					
	<i>Total Maintenance and Operations</i>	\$ -	\$ -	\$ -	\$ -
<u>Capital Projects</u>					
7005	Wanda Road - Collins	\$ 98,519	\$ -	\$ 32,200	\$ -
7006	Wanda/Collins - Design	\$ 15,200	\$ -	\$ -	\$ -
7007	Villa Isle Storm Drain	\$ -	\$ 141,200	\$ 151,500	\$ -
7015	Loma Street	\$ 171,510	\$ -	\$ -	\$ -
7017	Storm Drain/Aubrey Circle	\$ 21,102	\$ 120,000	\$ 118,225	\$ -
7018	Wanda/Santiago	\$ 81,778	\$ -	\$ -	\$ -
7019	Sewer Improvement	\$ -	\$ 150,000	\$ -	\$ 250,000
7020	Trail Improvement Project	\$ 73,864	\$ -	\$ -	\$ -
7021	Street Improvements	\$ -	\$ 49,000	\$ -	\$ 100,000
7022	Storm Drain Improvements	\$ -	\$ 10,000	\$ -	\$ 50,000
7023	Valley St. Improvements	\$ -	\$ -	\$ -	\$ 130,000
7024	Lemon St.(Precise Plan)	\$ -	\$ -	\$ -	\$ 15,000
7025	Taft Ave. (Design)	\$ -	\$ -	\$ -	\$ 38,000
	<i>Total Capital Projects</i>	\$ 461,973	\$ 470,200	\$ 301,925	\$ 583,000
	<i>Total Division Budget</i>	\$ 461,973	\$ 470,200	\$ 301,925	\$ 583,000

Department**Series**

7000

Division No.

7019

Department

Capital Projects

Project Name

Sewer Improvement Program

Funding Sources

Capital Improvement Fund - 07

Budget Backup**PROJECT PURPOSE**

Improvement of various sewer locations using noted deficient areas in the Master Plan.

PROJECT DETAILED DESCRIPTION**PROJECT FUNDING**

General Fund	
Capital Improvement Fund	\$ 250,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (AHRP)	
OC Sanitation District Grant	
	\$ 250,000.00

FUNDING ALLOCATION BY CATEGORY

0%	Acquisition & Capital Costs
10%	Project Admin & Inspection
24%	Design & Engineering
61%	Actual Construction
5%	Project Closeout
100%	

PROJECT TIMELINE TARGETS

Quarter	Fiscal Year				
	04/05	05/06	06/07	07/08	
1st Quarter	0%	0%	0%	0%	
2nd Quarter	25%	0%	0%	0%	
3rd Quarter	50%	0%	0%	0%	
4th Quarter	25%	0%	0%	0%	
	100%	0%	0%	0%	

Department**Series**

7000

Division No.

7021

Department

Capital Projects

Project Name

Street Improvements

Funding Sources

Capital Improvement Fund - 07

Budget Backup**PROJECT PURPOSE**

Complete street improvements (curb, gutter, & pavement) on various City streets.

PROJECT DETAILED DESCRIPTION

Individual projects to be selected with Council approval as funds become available.

PROJECT FUNDING

General Fund	
Capital Improvement Fund	\$ 100,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (AHRP)	
Dept. of Conservation Grant	\$ -
	\$ 100,000.00

FUNDING ALLOCATION BY CATEGORY

0%	Acquisition & Capital Costs
0%	Project Admin & Inspection
0%	Design & Engineering
100%	Actual Construction
0%	Project Closeout
100%	

PROJECT TIMELINE TARGETS

Quarter	Fiscal Year				
	04/05	05/06	06/07	07/08	
1st Quarter	0%	0%	0%	0%	
2nd Quarter	50%	0%	0%	0%	
3rd Quarter	50%	0%	0%	0%	
4th Quarter	0%	0%	0%	0%	
	100%	0%	0%	0%	

Department**Series**

7000

Division No.

7022

Department

Capital Projects

Project Name

Storm Drain Improvement

Funding Sources

Capital Improvement Fund - 07

Budget Backup**PROJECT PURPOSE**

Complete storm drain improvements to City drainage systems as recommended by the City Master Plan of Drainage or in other priority locations.

PROJECT DETAILED DESCRIPTION

Individual projects to be selected with Council approval as funds become available.

PROJECT FUNDING

General Fund	
Capital Improvement Fund	\$ 50,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (AHRP)	
Dept. of Conservation Grant	\$ -
	\$ 50,000.00

FUNDING ALLOCATION BY CATEGORY

0%	Acquisition & Capital Costs
0%	Project Admin & Inspection
0%	Design & Engineering
100%	Actual Construction
0%	Project Closeout
100%	

PROJECT TIMELINE TARGETS

Quarter	Fiscal Year				
	04/05	05/06	06/07	07/08	
1st Quarter	0%	0%	0%	0%	
2nd Quarter	50%	0%	0%	0%	
3rd Quarter	50%	0%	0%	0%	
4th Quarter	0%	0%	0%	0%	
	100%	0%	0%	0%	

Department**Series**

7000

Division No.

7023

Department

Capital Projects

Project Name

Valley Street Improvements

Funding Sources

Capital Improvement Fund - 07

Budget Backup**PROJECT PURPOSE**

Completion of the Valley Street Improvements to complete the curb & gutter between Lemon and Center along Valley. To be completed in conjunction with adjacent property development.

PROJECT DETAILED DESCRIPTION**PROJECT FUNDING**

General Fund	
Capital Improvement Fund	\$ 130,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (AHRP)	
Dept. of Conservation Grant	\$ -
	\$ 130,000.00

FUNDING ALLOCATION BY CATEGORY

0%	Acquisition & Capital Costs
0%	Project Admin & Inspection
0%	Design & Engineering
100%	Actual Construction
0%	Project Closeout
100%	

PROJECT TIMELINE TARGETS

Quarter	Fiscal Year				
	04/05	05/06	06/07	07/08	
1st Quarter	0%	0%	0%	0%	
2nd Quarter	0%	0%	0%	0%	
3rd Quarter	50%	0%	0%	0%	
4th Quarter	50%	0%	0%	0%	
	100%	0%	0%	0%	

Department**Series**

7000

Division No.

7024

Department

Capital Projects

Project Name

Lemon Street (Precise Plan)

Funding Sources

Capital Improvement Fund - 07

Budget Backup**PROJECT PURPOSE**

Completion of the Precise Plan for Lemon Street Improvements.

PROJECT DETAILED DESCRIPTION

Complete the precise plan for Lemon Street improvements addressing curb and gutter work, median islands, landscaping, and intersections. This work is to be completed in advance of the application for grant funds to complete the construction phase of the project.

PROJECT FUNDING

General Fund	
Capital Improvement Fund	\$ 15,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (AHRP)	
Dept. of Conservation Grant	\$ -
	\$ 15,000.00

FUNDING ALLOCATION BY CATEGORY

0%	Acquisition & Capital Costs
0%	Project Admin & Inspection
100%	Design & Engineering
0%	Actual Construction
0%	Project Closeout
100%	

PROJECT TIMELINE TARGETS

Quarter	Fiscal Year			
	04/05	05/06	06/07	07/08
1st Quarter	0%	0%	0%	0%
2nd Quarter	100%	0%	0%	0%
3rd Quarter	0%	0%	0%	0%
4th Quarter	0%	0%	0%	0%
	100%	0%	0%	0%

Department**Series**

7000

Division No.

7025

Department

Capital Projects

Project Name

Taft Ave. (Design)

Funding Sources

Capital Improvement Fund - 07

Budget Backup**PROJECT PURPOSE**

Completion of the design of Taft Avenue.

PROJECT DETAILED DESCRIPTION

Complete the design for Taft Avenue improvements addressing curb and gutter work, median islands, landscaping, and intersections. This work is to be completed in advance of the application for grant funds to complete the construction phase of the project.

PROJECT FUNDING

General Fund	
Capital Improvement Fund	\$ 38,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (AHRP)	
Dept. of Conservation Grant	\$ -
	\$ 38,000.00

FUNDING ALLOCATION BY CATEGORY

0%	Acquisition & Capital Costs
0%	Project Admin & Inspection
100%	Design & Engineering
0%	Actual Construction
0%	Project Closeout
100%	

PROJECT TIMELINE TARGETS

Quarter	Fiscal Year			
	04/05	05/06	06/07	07/08
1st Quarter	0%	0%	0%	0%
2nd Quarter	100%	0%	0%	0%
3rd Quarter	0%	0%	0%	0%
4th Quarter	0%	0%	0%	0%
	100%	0%	0%	0%

**City of Villa Park
Seven-Year Capital Improvement Program
Fiscal Year 2004-2005 through Fiscal Year 2010-2011**

<i>Project Description</i>	<i>Fund Source</i>	<i>Estimated Cost</i>	<i>FY 04/05</i>	<i>FY 05/06</i>	<i>FY 06/07</i>	<i>FY 07/08</i>	<i>FY 08/09</i>	<i>FY 09/10</i>	<i>FY 10/11</i>
Sewer Improvements - Reconstruct sewer main(s) and connections @ designated locations	CIF/Grant Funding	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Street Improvements - Reconstruct street & curb @ designated locations.	CIF/Grant Funding	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Storm Drain Improvements - Reconstruct storm drains & inlets @ designated locations.	CIF/Grant Funding	\$ 50,000	\$ 50,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Taft Avenue - Install a reduced scale of landscaped medians and street improvements from Nichols to Lemon Street to Cannon.	Measure M / Gas Tax / CIF / Grant Funds	\$ 380,000	\$ 38,000	\$ 342,000					
Valley Street Improvements - Valley street improvements @ Cerro Villa to Lemon	CIF/Grant Funds	\$ 130,000	\$ 130,000						
Canyon/Mesa Drainage Trail - Improvement to the drainage channel, to include trail, along Canyon Drive from Canyon to Mesa.	CIF / Grant Funds	\$ 500,000			\$ 250,000	\$ 250,000			
Lemon Street - Reconstruct and install medians. Villa Park Road to Valley Drive	Measure M / Gas Tax / CIF / Grant Funds	\$ 865,000	\$ 15,000				\$ 850,000		
		\$ 2,275,000	\$ 583,000	\$ 702,000	\$ 610,000	\$ 610,000	\$ 1,210,000	\$ 360,000	\$ 360,000