

STATEMENT OF FUND BALANCES

<i>Fund Balance Projections</i>	Est. Beginning Balances	03/04 Est. Revenues	Total	03/04 Est. Expenditures	Estimated Balances
General Fund	\$ 1,177,100	\$ 2,118,100	\$ 3,295,200	\$ 2,001,831	\$ 1,293,369
Gas Tax Fund	\$ -	\$ 119,000	\$ 119,000	\$ 119,000	\$ -
Aid to Cities Fund	\$ -	\$ 5,300	\$ 5,300	\$ 5,300	\$ -
Traffic Safety Fund	\$ 10,100	\$ 30,300	\$ 40,400	\$ 40,000	\$ 400
Measure "M" Fund	\$ 2,300	\$ 63,000	\$ 65,300	\$ 63,000	\$ 2,300
Assessment Districts	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Maintenance District No. 1	\$ 9,321	\$ 20,000	\$ 29,321	\$ 19,700	\$ 9,621
AQMD Fund	\$ 16,641	\$ 7,200	\$ 23,841	\$ 14,400	\$ 9,441
COPS Fund	\$ 298,588	\$ 38,000	\$ 336,588	\$ 180,000	\$ 156,588
SUBTOTAL	\$ 1,514,050	\$ 2,400,900	\$ 3,914,950	\$ 2,443,231	\$ 1,471,719
Trust Agency Fund	\$ 53,585	\$ -	\$ 53,585	\$ -	\$ 53,585
Capital Facilities Fund	\$ 106,439	\$ -	\$ 106,439	\$ -	\$ 106,439
Capital Improvements Fund	\$ 305,065	\$ 3,400	\$ 308,465	\$ 295,000	\$ 13,465
SUBTOTAL	\$ 465,089	\$ 3,400	\$ 468,489	\$ 295,000	\$ 173,489
TOTAL ALL FUNDS	\$ 1,979,139	\$ 2,404,300	\$ 4,383,439	\$ 2,738,231	\$ 1,645,209

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.

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.

Capital Improvements Fund

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

**EXPENDITURE ANALYSIS BY FUND
FY 2003-04 PROPOSED BUDGET**

Department	2003-04 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)
CITY COUNCIL	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CITY MANAGER	\$ 56,838	\$ 56,838	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CITY CLERK	\$ 90,714	\$ 90,714	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FINANCE	\$ 99,174	\$ 99,174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CITY ATTORNEY	\$ 41,000	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUPPORT SERVICES	\$ 108,550	\$ 108,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LAW ENFORCEMENT	\$ 880,080	\$ 660,080	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000
BUILDING	\$ 214,780	\$ 214,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENGINEERING & PLANNING	\$ 123,599	\$ 123,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CIVIC CENTER	\$ 53,032	\$ 53,032	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS GENERAL	\$ 306,123	\$ 286,423	\$ -	\$ 5,300	\$ -	\$ -	\$ -	\$ -	\$ 14,400	\$ -
STREET MAINTENANCE	\$ 336,161	\$ 154,161	\$ 119,000	\$ -	\$ -	\$ 63,000	\$ -	\$ -	\$ -	\$ -
STORM DRAIN MAINTENANCE	\$ 66,161	\$ 66,161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SEWER MAINTENANCE	\$ 38,321	\$ 38,321	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SEWER MAINTENANCE DIST. 1	\$ 19,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,700	\$ -	\$ -	\$ -
SUBTOTAL	\$ 2,443,231	\$ 2,001,831	\$ 119,000	\$ 5,300	\$ 40,000	\$ 63,000	\$ 19,700	\$ -	\$ 14,400	\$ 180,000
CAPITAL PROJECTS	\$ 295,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 295,000	\$ -	\$ -
TOTAL ALL EXPENDITURES	\$ 2,738,231	\$ 2,001,831	\$ 119,000	\$ 5,300	\$ 40,000	\$ 63,000	\$ 19,700	\$ 295,000	\$ 14,400	\$ 180,000

Personnel Allocation Table

	City Manager	City Clerk	City Accountant	Deputy City Clerk/Admin. Secretary	Street Superintendent	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%	0%	100%	100%	100%	100%

SUMMARY OF REVENUES

Account	2001-02 Actual	2002-03 Budget	2002-03 Estimated	2003-04 Proposed
<u>GENERAL FUND - 01</u>				
<u>Taxes</u>				
3010 Secured - Property Tax	\$ 896,464	\$ 930,000	\$ 1,100,000	\$ 975,000
3020 Unsecured - Property Tax	\$ 46,757	\$ 45,000	\$ 52,750	\$ 46,350
3030 Prior Years Property Tax (Sec/Unsec)	\$ 12,185	\$ 10,000	\$ 9,000	\$ 10,000
3040 Interest/Penalties	\$ 8,229	\$ 3,000	\$ 2,100	\$ 3,000
3120 Sales & Use Tax	\$ 194,198	\$ 200,000	\$ 92,000	\$ 175,000
3121 Sales & Use Tax - Public S.	\$ 42,529	\$ 40,000	\$ 40,000	\$ 40,000
3151 Business License Tax	\$ 31,859	\$ 30,000	\$ 28,000	\$ 30,000
3160 Property Transfer Tax	\$ 43,567	\$ 32,000	\$ 35,200	\$ 32,000
SUBTOTAL	\$ 1,275,788	\$ 1,290,000	\$ 1,359,050	\$ 1,311,350
<u>Revenue from Other Agency</u>				
3531 State Motor Vehicle Fees (VLF)	\$ 342,673	\$ 345,000	\$ 331,000	\$ 340,000
3536 State Homeowners Property Relief	\$ 11,413	\$ 13,000	\$ -	\$ 13,000
3537 State Educational Revenue Fund (ERAF)	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 354,086	\$ 358,000	\$ 331,000	\$ 353,000
<u>Licenses & Permits</u>				
3210 Building Permits	\$ 199,971	\$ 200,000	\$ 200,000	\$ 225,000
3280 Street & Curb Permits	\$ 6,908	\$ 6,000	\$ 4,500	\$ 6,000
3140 Franchise Fees	\$ 188,686	\$ 150,000	\$ 149,000	\$ 150,000
SUBTOTAL	\$ 395,564	\$ 356,000	\$ 353,500	\$ 381,000
<u>Fines, Forfeitures, & Penalties</u>				
3300 Miscellaneous Court Fines	\$ 1,387	\$ 1,500	\$ 750	\$ 1,500
3302 Parking Citation Fees	\$ 9,601	\$ 8,000	\$ 7,000	\$ 8,000
SUBTOTAL	\$ 10,988	\$ 9,500	\$ 7,750	\$ 9,500
<u>Charges for Current Services</u>				
3610 Zoning Fees	\$ 10,520	\$ 8,000	\$ 25,000	\$ 15,000
3611 Subdivision Fees	\$ -	\$ -	\$ -	\$ -
3620 Grading/Inspection Fees	\$ 13,377	\$ 12,000	\$ 30,000	\$ 12,000
3625 Plan/Map Check Fees	\$ -	\$ -	\$ -	\$ -
3630 Sewer Acreage Fees	\$ 1,360	\$ -	\$ 3,340	\$ 1,000
3640 Administrative Service Fees	\$ 3,977	\$ 3,000	\$ 5,000	\$ 3,000
3642 Sale of Maps & Publications	\$ 696	\$ 250	\$ 600	\$ 250
3110 Weed Abatement	\$ 1,777	\$ 1,000	\$ -	\$ 1,000
SUBTOTAL	\$ 31,706	\$ 24,250	\$ 63,940	\$ 32,250
<u>Revenue from Use of Monies</u>				
3410 Investment Earnings	\$ 20,958	\$ 45,000	\$ 32,000	\$ 30,000
3420 Rents & Concessions	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 20,958	\$ 45,000	\$ 32,000	\$ 30,000
<u>Other Revenues</u>				
3900 Miscellaneous	\$ 1,529	\$ 2,500	\$ 14,500	\$ 1,000
3903 Summer Picnic	\$ 7,476	\$ 5,000	\$ 500	\$ -
3904 Boat Parade/Holiday Event	\$ 2,780	\$ 500	\$ -	\$ -
SUBTOTAL	\$ 11,785	\$ 8,000	\$ 15,000	\$ 1,000
TOTAL GENERAL FUND REVENUES	\$ 2,100,875	\$ 2,090,750	\$ 2,162,240	\$ 2,118,100

SUMMARY OF REVENUES

Account	2001-02 Actual	2002-03 Budget	2002-03 Estimated	2003-04 Proposed
<u>GAS TAX FUND - 02</u>				
3410 Interest	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
3534 Section 2105	\$ 34,893	\$ 41,000	\$ 37,750	\$ 38,000
3535 Section 2106	\$ 26,086	\$ 31,000	\$ 28,274	\$ 30,000
3536 Section 2107	\$ 45,789	\$ 54,000	\$ 48,670	\$ 49,000
3537 Section 2107.5	\$ -	\$ 2,000	\$ -	\$ -
TOTAL GAS TAX REVENUES	\$ 106,768	\$ 130,000	\$ 116,694	\$ 119,000
<u>AID TO CITIES FUND - 03</u>				
3410 Interest	\$ 3,831	\$ 300	\$ 300	\$ 300
3515 Traffic Congestion Relief	\$ 13,914	\$ -	\$ 16,800	\$ -
3520 Other Local Agencies	\$ 10,000	\$ 65,000	\$ 65,000	\$ -
3535 Other State Grants	\$ 5,000	\$ 79,000	\$ 79,000	\$ 5,000
TOTAL AID TO CITIES REVENUES	\$ 32,745	\$ 144,300	\$ 161,100	\$ 5,300
<u>TRAFFIC SAFETY FUND - 04</u>				
3310 Motor Vehicle Code Fines	\$ 26,936	\$ 20,000	\$ 25,000	\$ 30,000
3410 Interest	\$ 1,035	\$ 300	\$ 300	\$ 300
TOTAL TRAFFIC SAFETY REVENUES	\$ 27,971	\$ 20,300	\$ 25,300	\$ 30,300
<u>LOCAL SALES TAX FUND - 05</u>				
3132 Measure M Transportation	\$ 60,380	\$ 62,819	\$ 62,000	\$ 62,000
3410 Interest	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL LOCAL SALES TAX REVENUES	\$ 60,380	\$ 63,819	\$ 63,000	\$ 63,000
<u>ASSESSMENT DISTRICTS FUND - 06</u>				
3110 Sewer Maintenance Assessments	\$ 5,456	\$ 14,000	\$ 14,000	\$ 19,700
3112 Assessment No. 1 - Wulff Drive	\$ -	\$ -	\$ -	\$ -
3410 Interest	\$ -	\$ 300	\$ 300	\$ 300
3640 Administrative Service Fee	\$ -	\$ -	\$ -	\$ -
3950 Operating Transfer In	\$ -	\$ 4,400	\$ 4,400	\$ -
TOTAL ASSESSMENT REVENUES	\$ 5,456	\$ 18,700	\$ 18,700	\$ 20,000
<u>CAPITAL IMPROVEMENT FUND - 07</u>				
3410 Interest	\$ 35,747	\$ 1,000	\$ 2,000	\$ 1,000
3520 Other Local Agencies	\$ -	\$ -	\$ -	\$ -
3720 VPCATV Corporation	\$ 2,360	\$ 2,400	\$ 2,400	\$ 2,400
3733 OCTA Arterial Highway Rehabilitation	\$ -	\$ 72,000	\$ 72,000	\$ -
3900 Miscellaneous	\$ -	\$ 82,000	\$ 86,500	\$ -
3950 Operating Transfers In	\$ -	\$ 125,000	\$ 125,000	\$ -
TOTAL CAPITAL IMPROVEMENT REVENUES	\$ 38,107	\$ 282,400	\$ 287,900	\$ 3,400
<u>AIR QUALITY MANAGEMENT FUND - 08</u>				
3410 Interest	\$ 1,137	\$ 200	\$ 200	\$ 200
3532 AB 2766 AQMD	\$ 17,056	\$ 7,000	\$ 7,000	\$ 7,000

SUMMARY OF REVENUES

Account	2001-02 Actual	2002-03 Budget	2002-03 Estimated	2003-04 Proposed
3900 Miscellaneous	\$ 3,000	\$ -	\$ -	\$ -
TOTAL AQMD REVENUES	\$ 21,193	\$ 7,200	\$ 7,200	\$ 7,200
<u>COPS FUND - 09</u>				
3410 Interest	\$ 21,061	\$ 4,000	\$ 20,000	\$ 4,000
3532 AB 3229 COPS/SLESF	\$ 100,087	\$ 100,000	\$ 100,029	\$ 34,000
3533 Law Enforcement - High Tech	\$ 31,888	\$ 30,000	\$ 16,023	\$ -
TOTAL COPS REVENUES	\$ 153,036	\$ 134,000	\$ 136,052	\$ 38,000
TOTAL ALL FUNDS	\$ 2,546,531	\$ 2,891,469	\$ 2,978,185	\$ 2,404,300
<u>EMPLOYEE BENEFIT FUND - 10</u>				
3640 Operating Transfers In	\$ -	\$ 78,200.00	\$ 78,200.00	\$ 62,000.00
TOTAL BENEFIT FUND REVENUES	\$ -	\$ 78,200.00	\$ 78,200.00	\$ 62,000.00

2001/2002 Footnote:
Fund 03 Grants:
*Trail Improvement - \$74,000
*LitterControl - \$5,000
*Sewer Monitoring - \$65,000
Fund 07 Grants:
*OCTA/AHRP - \$72,000
*Loma Street - \$40,000
*Urban Runoff - \$42,000
This total includes an "Operating Transfer In" to the Capital Improvement Fund/Sewer Fund of \$129,400. Without this transfer, total revenues are \$2,719,250

2003/2004 Footnote:
Fund 03 Grants:
*LitterControl - \$5,000

SUMMARY OF EXPENDITURES

Department	2001-02 Actual	2002-03 Budget	2002-03 Estimated	2003-04 Proposed
CITY COUNCIL	\$ 8,151	\$ 7,200	\$ 7,200	\$ 9,000
CITY MANAGER	\$ 185,489	\$ 45,580	\$ 50,275	\$ 56,838
CITY CLERK	\$ 120,656	\$ 107,794	\$ 104,784	\$ 90,714
FINANCE	\$ 73,716	\$ 92,906	\$ 88,551	\$ 99,174
CITY ATTORNEY	\$ 58,487	\$ 41,000	\$ 36,500	\$ 41,000
SUPPORT SERVICES	\$ 128,038	\$ 139,900	\$ 130,670	\$ 108,550
LAW ENFORCEMENT	\$ 737,297	\$ 853,620	\$ 856,620	\$ 880,080
BUILDING	\$ 179,062	\$ 153,510	\$ 183,515	\$ 214,780
ENGINEERING & PLANNING	\$ 89,456	\$ 123,751	\$ 136,551	\$ 123,599
CIVIC CENTER	\$ 37,642	\$ 53,053	\$ 50,453	\$ 53,032
PUBLIC WORKS GENERAL	\$ 308,777	\$ 321,064	\$ 302,266	\$ 306,123
STREET MAINTENANCE	\$ 294,749	\$ 305,834	\$ 305,834	\$ 336,161
STORM DRAIN MAINTENANCE	\$ 15,887	\$ 43,033	\$ 41,835	\$ 66,161
SEWER MAINTENANCE	\$ 72,968	\$ 214,169	\$ 214,169	\$ 38,321
SEWER MAINTENANCE DIST. 1	\$ 5,115	\$ 9,100	\$ 11,800	\$ 19,700
	SUBTOTAL	\$ 2,315,490	\$ 2,511,514	\$ 2,521,023
		\$ 2,315,490	\$ 2,511,514	\$ 2,521,023
CAPITAL PROJECTS	\$ 382,072	\$ 807,200	\$ 456,500	\$ 295,000
	TOTAL ALL EXPENDITURES	\$ 2,697,562	\$ 3,318,714	\$ 2,977,523
		\$ 2,697,562	\$ 3,318,714	\$ 2,977,523

Major Fiscal Changes:

Departmental Budgets:

Law Enforcement	\$ 23,460	Increase based on increased contract costs.
Building Department	\$ 61,270	Increase to accurately represent anticipated revenues.
Street Maintenance	\$ 30,327	Increase for additional street rehabilitation.
Storm Drain Maintenance	\$ 23,128	Increase due to NPDES requirements.
Sewer Maintenance & District	\$ (165,698)	Decrease due to completion of monitoring program.
	\$ (27,513)	

Capital Projects:

Various Long Term Projects	\$ (551,200)	Funds allocated to future year projects.
	\$ (578,713)	TOTAL

*Excluding Law Enforcement, Building, Street, Storm, & Sewer Maintenance, & Capital Projects, there is a reduction of \$46,869.

Department
Series
ALL

Department
ALL

Funding Sources
VARIOUS

FULL CITY BUDGET SUMMARY

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2003-2004 Estimated	2003-2004 Approved
	<u>Personnel Services</u>	\$ 446,848	\$ 395,366	\$ 390,138	\$ 379,502
	<u>Maintenance and Operations</u>	\$ 1,797,543	\$ 2,091,650	\$ 2,109,585	\$ 2,015,729
	<u>Capital Outlay</u>	\$ 71,100	\$ 21,500	\$ 21,300	\$ 48,000
	<u>Capital Projects</u>	\$ 382,072	\$ 757,200	\$ 456,500	\$ 295,000
	<i>Total Department Budget</i>	<u>\$ 2,697,562</u>	<u>\$ 3,265,716</u>	<u>\$ 2,977,523</u>	<u>\$ 2,738,231</u>

**Department
Series**
4100

Department
Administration

Funding Sources
General Fund - 01

DEPARTMENTAL BUDGET SUMMARY

<u>Account No.</u>	<u>Account Title</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Estimated</u>	<u>2003-2004 Approved</u>
	<u>Personnel Services</u>	\$ 326,323	\$ 206,580	\$ 207,850	\$ 207,601
	<u>Maintenance and Operations</u>	\$ 248,213	\$ 224,800	\$ 210,130	\$ 196,675
	<u>Capital Outlay</u>	\$ -	\$ -	\$ -	\$ 1,000
	<i>Total Department Budget</i>	<u>\$ 574,536</u>	<u>\$ 431,380</u>	<u>\$ 417,980</u>	<u>\$ 405,276</u>

Department**Series**

4100

Division No.

4110

Department

Administration

Division

City Council

Funding Sources

General Fund - 01

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 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	\$ 1,707	\$ 1,500	\$ 1,500	\$ 2,000
5701	Travel & Meetings	\$ 6,444	\$ 5,700	\$ 5,700	\$ 7,000
	<i>Total Maintenance and Operations</i>	\$ 8,151	\$ 7,200	\$ 7,200	\$ 9,000
	<i>Total Division Budget</i>	\$ 8,151	\$ 7,200	\$ 7,200	\$ 9,000

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...\$4,000; 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	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 123,984	\$ 36,000	\$ 39,500	\$ 43,865
4131	Fringe Benefits - Full Time	\$ 55,970	\$ 6,480	\$ 7,100	\$ 8,773
	<i>Total Personnel</i>	\$ 179,954	\$ 42,480	\$ 46,600	\$ 52,638
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ -	\$ 100	\$ 100	\$ 200
5625	Dues & Publications	\$ 825	\$ 1,000	\$ 1,375	\$ 1,500
5630	Development Seminars	\$ -	\$ -	\$ -	\$ -
5701	Travel & Meetings	\$ 4,709	\$ 2,000	\$ 2,200	\$ 2,500
	<i>Total Maintenance and Operations</i>	\$ 5,534	\$ 3,100	\$ 3,675	\$ 4,200
	<i>Total Division Budget</i>	\$ 185,489	\$ 45,580	\$ 50,275	\$ 56,838

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%	\$ 4,569	160C	24				\$ 43,865
									\$ 43,865

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	40%	20.00%	\$ 8,773
				\$ 8,773
Total Salary & Benefits				\$ 52,638

5105 - Operating Supplies Provides for various office supplies specific to the City Manager, to include business cards, calendar, etc.
5630 - Development Seminars Technical Workshops, i.e. Financial, Personnel, Emergency Planning - None planned.

5625 - Dues & Publications Membership in professional organizations and purchase of professional journals and books - to include membership in ICMA.
5701 - Travel & Meetings CA City Manager's Meetings..\$900 OCLOC..\$275 ICMA..\$725 CC Meeting & Miscellaneous..\$100 Other - \$500

Department**Series**

4100

Division No.

4130

Department

Administration

Division

City Clerk

Funding Sources

General Fund - 01

Account No.	Account Title	2001-2002	2002-2003		2003-2004
		Actual	Budget	Estimated	Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 83,433	\$ 82,918	\$ 82,918	\$ 56,783
4112	Salaries - Part Time	\$ -	\$ -	\$ -	\$ 13,000
4131	Fringe Benefits - Full Time	\$ 12,373	\$ 14,926	\$ 14,926	\$ 11,357
4132	Fringe Benefits - Part Time	\$ -	\$ -	\$ -	\$ 1,300
	<i>Total Personnel</i>	\$ 95,806	\$ 97,844	\$ 97,844	\$ 82,439
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 7,077	\$ 2,000	\$ 2,000	\$ 2,000
5107	Postage	\$ 1,857	\$ -	\$ -	\$ -
5108	Legal Notices/Recordings	\$ 2,244	\$ 1,800	\$ 2,000	\$ 2,000
5210	Maint./Office Equipment	\$ 3,384	\$ 150	\$ 150	\$ 200
5390	Contractual Svcs/Special	\$ 9,804	\$ 2,200	\$ 2,200	\$ 2,200
5625	Dues & Publications	\$ 455	\$ 300	\$ 590	\$ 300
5630	Development Seminars	\$ -	\$ -	\$ -	\$ 500
5701	Travel & Meetings	\$ 29	\$ -	\$ -	\$ 50
5710	Mileage	\$ -	\$ -	\$ -	\$ 25
5810	Election Expenses	\$ -	\$ 3,500	\$ -	\$ -
	<i>Total Maintenance and Operations</i>	\$ 24,849	\$ 9,950	\$ 6,940	\$ 7,275
<u>Capital Outlay</u>					
6502	Office Equipment & Furniture	\$ -	\$ -	\$ -	\$ 1,000
	<i>Total Capital Outlay</i>	\$ -	\$ -	\$ -	\$ 1,000
	<i>Total Division Budget</i>	\$ 120,656	\$ 107,794	\$ 104,784	\$ 90,714

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%	\$ 1,772	58D	24				\$ 42,527
Clerk Typist	Vacant	100%	\$ 542		24				\$ 13,000
									\$ 69,783

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	13%	20.00%	\$ 2,851
Admin. Secretary	Sundstrom	100%	20.00%	\$ 8,505
Clerk Typist	Vacant	100%	10.00%	\$ 1,300
				\$ 12,657
Total Salary & Benefits				\$ 82,439

5105 - Operating Supplies Provides for various office supplies specific to the City Clerk function, to include business cards, calendars, and record books.
5108 - Legal Notices/Recordings Provides for various legal notices and recordings required for operation to include Variances, CUPS, Ordinances, and Negative Declarations. Some of these costs are reimbursed through the permitting process.
5390 - Contractual Services/Special Provides for microfilming of public records and documents (\$1,000) and for the California State Code Supplements (\$1,200)
5630 - Development Seminars Technical Workshops, i.e. Financial, Personnel, Emergency Planning, City Clerk Training

5107 Postage Provides for postage related to City Clerk activities.
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

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%	\$ 1,772	58D	24				\$ 42,527
Clerk Typist	Vacant	100%	\$ 542		24				\$ 13,000

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	13%	20.00%	\$ 2,851
Admin. Secretary	Sundstrom	100%	20.00%	\$ 8,505
Clerk Typist	Vacant	100%	10.00%	\$ 1,300

Total Salary & Benefits \$ 82,439

5710 - Mileage Provides for mileage reimbursement at the IRS approved rate.
6502 - Office Equipment/Furniture Replacement of printer.

5810 - Election Expenses Provides for expenses related to the election - no election in 2003/2004.

Department**Series**

4100

Department

Administration

Division No.

4140

Division

Finance

Funding Sources

General Fund - 01

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 44,936	\$ 53,607	\$ 53,607	\$ 60,437
4112	Temporary	\$ -	\$ 2,400	\$ -	\$ -
4121	Overtime	\$ 179	\$ 600	\$ 150	\$ -
4131	Fringe Benefits - Full Time	\$ 5,448	\$ 9,649	\$ 9,649	\$ 12,087
	<i>Total Personnel</i>	\$ 50,563	\$ 66,256	\$ 63,406	\$ 72,524
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 316	\$ 300	\$ 300	\$ 300
5110	Misc. Finance Charges	\$ 1,024	\$ 900	\$ 900	\$ 900
5112	Property Tax Admin. Fee	\$ 8,846	\$ 8,500	\$ 8,500	\$ 8,500
5301	Prof. Services - Audit	\$ 10,400	\$ 11,100	\$ 11,100	\$ 11,100
5390	Prof. Services - Payroll	\$ 1,541	\$ 1,400	\$ 1,400	\$ 1,400
5391	Contract Svcs - Software Spt.	\$ -	\$ 2,500	\$ 2,595	\$ 2,500
5625	Dues & Publications	\$ 100	\$ 100	\$ 100	\$ 100
5630	Development Seminars	\$ 350	\$ 400	\$ -	\$ 400
5701	Travel & Meetings	\$ 180	\$ 300	\$ 100	\$ 300
5710	Mileage	\$ 31	\$ 50	\$ -	\$ 50
5820	Interest Expense	\$ 365	\$ 1,000	\$ 150	\$ 1,000
5822	Business Lic. Adjustments		\$ 100	\$ -	\$ 100
	<i>Total Maintenance and Operations</i>	\$ 23,153	\$ 26,650	\$ 25,145	\$ 26,650
	<i>Total Division Budget</i>	\$ 73,716	\$ 92,906	\$ 88,551	\$ 99,174

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%	\$ 4,569	160C	24				\$ 10,966
City Accountant	Desai	100%	\$ 2,061	80C	24				\$ 49,470
									\$ 60,437

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	10%	20.00%	\$ 2,193
City Accountant	Desai	100%	20.00%	\$ 9,894
				\$ 12,087

Total Salary & Benefits \$ 72,524

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

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%	\$ 4,569	160C	24				\$ 10,966
City Accountant	Desai	100%	\$ 2,061	80C	24				\$ 49,470

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	10%	20.00%	\$ 2,193
City Accountant	Desai	100%	20.00%	\$ 9,894

Total Salary & Benefits \$ 72,524

5701 - Travel & Meetings
This account provides for meeting costs associated with the Finance function.
5820 - Interest Expense
This account provides for expenses related to interest in the City's bond accounts.

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	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 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	\$ 32,311	\$ 36,000	\$ 36,000	\$ 36,000
5340	Other Legal Services	\$ 26,176	\$ 5,000	\$ 500	\$ 5,000
	<i>Total Maintenance and Operations</i>	\$ 58,487	\$ 41,000	\$ 36,500	\$ 41,000
	<i>Total Division Budget</i>	\$ 58,487	\$ 41,000	\$ 36,500	\$ 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.

Department**Series**

4100

Division No.

4170

Department

Administration

Division

Support Services

Funding Sources

General Fund - 01

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 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	\$ -	\$ 3,000	\$ 4,250	\$ 4,000
5107	Postage	\$ -	\$ 2,000	\$ 2,500	\$ 3,000
5112	Santa Parade Expense	\$ 2,614	\$ 1,500	\$ 1,500	\$ -
5113	Holiday Events	\$ 13,835	\$ 7,500	\$ 8,470	\$ -
5210	Maintenance/Office Equip.	\$ -	\$ 3,000	\$ 3,500	\$ 5,000
5322	Animal Control Services	\$ 6,128	\$ 14,000	\$ 10,000	\$ 10,000
5323	City Newsletter	\$ 1,929	\$ 4,800	\$ 4,800	\$ 4,800
5324	City Newsletter Postage	\$ 297	\$ 1,000	\$ 1,000	\$ 1,000
5325	City Historian	\$ 5,282	\$ 18,000	\$ 18,000	\$ 2,000
5345	CATV Corporation	\$ 43,330	\$ 29,400	\$ 29,400	\$ 29,400
5350	Website Maintenance/Dev.	\$ 1,406	\$ 700	\$ 1,000	\$ 700
5368	Community Programs	\$ 851	\$ 1,000	\$ 1,000	\$ 12,650
5390	Contract Services/Special	\$ -	\$ 2,000	\$ 1,000	\$ 2,000
5405	Insurance - P.L./P.D.	\$ 17,289	\$ 16,000	\$ 16,000	\$ 10,000
5406	Insurance - Bonds	\$ -	\$ 1,000	\$ 1,200	\$ 1,000
5410	Budgeted Contingency	\$ 3,341	\$ 14,500	\$ 14,500	\$ 10,000
5625	Dues & Publications	\$ 23,462	\$ 12,000	\$ 10,500	\$ 11,000

Department**Series**

4100

Division No.

4170

Department

Administration

Division

Support Services

Funding Sources

General Fund - 01

Account No.	Account Title	2001-2002	2002-2003		2003-2004
		Actual	Budget	Estimated	Approved
5801	Miscellaneous	\$ 685	\$ 1,000	\$ 1,000	\$ 1,000
5802	Summer Picnic	\$ 5,089	\$ 5,000	\$ 5,300	\$ -
5805	School Restoration Admin.	\$ 2,500	\$ 2,500	\$ -	\$ 5,000
<i>Total Maintenance and Operations</i>		<u>\$ 128,038</u>	<u>\$ 136,900</u>	<u>\$ 130,670</u>	<u>\$ 108,550</u>
<i>Total Division Budget</i>		<u><u>\$ 128,038</u></u>	<u><u>\$ 136,900</u></u>	<u><u>\$ 130,670</u></u>	<u><u>\$ 108,550</u></u>

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 \$ -**5107 - Postage**

The account provides for citywide general postage requirements to include the City newsletter.

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.

5322 - Animal Control Services

This account provides for animal control services through the County of Orange.

5324 - City Newsletter Postage

This account provides for postage for the City newsletter.

5112 - Santa Parade Expense

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.

5323 - City Newsletter

This account provides for the printing costs associated with the City newsletter (4 - 4-page quarterly editions).

5325 - City Historian

This account provides for authorized expenditures by the City Historian - to include the remaining 50% of the City History Book completion at \$7,900.

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 \$ -**5345 - CATV Corporation**

This account provides funding for the CATV Corporation at 50% of the CATV revenues projected for the year and the estimated 1% PEG Grant (\$21,000 - 50% and \$8,400 PEG Grant)

5368 - Community Programs

Provides funding for various community events: Boat Parade (\$700); Holiday Lights (\$5,750); Santa Parade (\$2,000); Halloween Fest (\$1,000); Summer Picnic (\$3,200) - funds disbursed to the VP Community Services Foundation. Add'l funds on Council approval only.

5405 - Insurance - P.L./P.D.

This account provides for the Public Liability and Property Damage Insurance through the CJPIA.

5410 - Budgeted Contingency

This account provides for various contingencies throughout the year on a support service level - to include membership in OCRAA @ \$500/month through October - add'l OCRAA expense on Council approval only - this account can also be used for special projects.

5350 - Website Maintenance/Development

This account provides for the hosting and email management of the City's website - (\$50 per month plus \$100 in services).

5390 - Contract Services Special

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.

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 (\$1,000), Employee Relations Committee (\$800)

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 \$ -

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. The amount is increased to \$5,000 for the year and is payable only on Council approval after a report from the VPESRC to the Council.

5802 - Summer Picnic
This account provides funding for the City's annual City Picnic. It has been relocated to 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	2001-2002	2002-2003		2003-2004
		Actual	Budget	Estimated	Approved
	<u>Personnel Services</u>	\$ -	\$ -	\$ -	\$ -
	<u>Maintenance and Operations</u>	\$ -	\$ 78,200	\$ 78,200	\$ 63,099
	<u>Capital Outlay</u>	\$ -	\$ -	\$ -	\$ -
	<i>Total Department Budget</i>	<u>\$ -</u>	<u>\$ 78,200</u>	<u>\$ 78,200</u>	<u>\$ 63,099</u>

Department Series
 4100
Division No.
 4180

Department
 Administration
Division
 Employee Benefit Fund

Funding Sources
 Employee Benefit Fund - 10

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
		\$ -	\$ -	\$ -	\$ -
	<i>Total Personnel</i>	\$ -	\$ -	\$ -	\$ -
<u>Maintenance and Operations</u>					
2385	Worker's Compensation	\$ -	\$ 3,200	\$ 3,200	\$ 3,299
2075	FICA & Medicare	\$ -	\$ 5,150	\$ 5,150	\$ 5,150
2065	Social Security	\$ -	\$ 350	\$ 350	\$ 350
2408	Deferred Compensation	\$ -	\$ 13,800	\$ 5,300	\$ -
2425	Emp/Staff Development	\$ -	\$ 9,000	\$ 9,000	\$ -
2375	Medical & Dental Coverage	\$ -	\$ 28,400	\$ 36,900	\$ 38,000
2365	Life Insurance	\$ -	\$ 2,300	\$ 2,300	\$ 2,300
2355	Retirement Benefits	\$ -	\$ 15,000	\$ 15,000	\$ 13,000
2450	Miscellaneous	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
	<i>Total Maintenance and Operations</i>	\$ -	\$ 78,200	\$ 78,200	\$ 63,099
	<i>Total Division Budget</i>	\$ -	\$ 78,200	\$ 78,200	\$ 63,099

Departmental Collections: \$ 62,167

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 \$ -

2385 - Worker's Compensation Provides a total benefit amount for the City's Worker's Compensation benefits under California Law.
2065 - Social Security This City is required to participate in Social Security for all hourly staff.
2425 - Employee/Staff Development This account provides for Citywide training and development to include the City Council goal setting retreat.
2365 - Life Insurance This account provides for the City's cost to provide life insurance for employees under the City's benefits package.

2075 - FICA & Medicare The City is required to process new staff with enrollments in Medicare deductions.
2408 - Deferred Compensation This is a reimbursable account where the City pays upfront costs and deductions are made from the employee's payroll check.
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.
2355 - Retirement Benefits This account pays for the City and employee's share of CalPERS retirement. The City is currently superfunded with CalPERS.

Department
Series
4200

Department
Public Safety

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

DEPARTMENTAL BUDGET SUMMARY

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
	<u>Personnel Services</u>	\$ 3,046	\$ 15,930	\$ 15,930	\$ 13,159
	<u>Maintenance and Operations</u>	\$ 913,314	\$ 991,200	\$ 1,024,205	\$ 1,081,700
	<u>Capital Outlay</u>	\$ -	\$ -	\$ -	\$ -
	<i>Total Department Budget</i>	<u>\$ 916,360</u>	<u>\$ 1,007,130</u>	<u>\$ 1,040,135</u>	<u>\$ 1,094,859</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	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ 9,000	\$ 9,000	\$ 5,483
4131	Fringe Benefits - Full Time	\$ -	\$ 1,620	\$ 1,620	\$ 1,097
	<i>Total Personnel</i>	\$ -	\$ 10,620	\$ 10,620	\$ 6,580
<u>Maintenance and Operations</u>					
5105	Office Supplies	\$ -	\$ -	\$ -	\$ 500
5335	Cont. Services - General Law	\$ 633,655	\$ 806,000	\$ 806,000	\$ 771,000
5336	Cont. Services - Crossing Gd.	\$ 9,069	\$ 7,500	\$ 7,500	\$ 7,500
5337	Cont. Services - Motor	\$ -	\$ -	\$ -	\$ 75,000
5339	Cont. Services - Parking	\$ 2,641	\$ 1,500	\$ 1,000	\$ 1,500
5340	Miscellaneous Equip. Costs	\$ -	\$ -	\$ -	\$ 5,000
5345	Bicycle Patrol	\$ 13,685	\$ 3,000	\$ 3,000	\$ 3,000
5338	Directed/Special Assignment	\$ -	\$ 20,000	\$ 20,000	\$ 10,000
5347	Law Enforcement High Tech	\$ 78,248	\$ 5,000	\$ 8,500	\$ -
	<i>Total Maintenance and Operations</i>	\$ <u>737,298</u>	\$ <u>843,000</u>	\$ <u>846,000</u>	\$ <u>873,500</u>
	<i>Total Division Budget</i>	\$ <u><u>737,298</u></u>	\$ <u><u>853,620</u></u>	\$ <u><u>856,620</u></u>	\$ <u><u>880,080</u></u>

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%	\$ 4,569	160C	24				\$ 5,483
									\$ 5,483

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	5%	20.00%	\$ 1,097
				\$ 1,097
Total Salary & Benefits				\$ 6,580

5105 - Office Supplies

This account provides for miscellaneous office supply needs.

5336 - Contract Services - Crossing Guard

This account provides for the Orange County Crossing Guard contract.

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.

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.

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.

5338 - Directed - Special Assignment

This account provides for various special assignment activities by the Sheriff's Department and Directed Enforcement - using SLESF grant 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%	\$ 4,569	160C	24				\$ 5,483
									\$ 5,483

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	5%	20.00%	\$ 1,097
				\$ 1,097

Total Salary & Benefits \$ **6,580**

5347 - Technology Expenditures
This account provides funding for various technology purchases under the CLEEP grant.

Department**Series**

4200

Division No.

4230

Department

Public Safety

Division

Building & Code Enforcement

Funding Sources

General Fund - 01

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ 4,500	\$ 4,500	\$ 5,483
4112	Salaries - Part Time	\$ 2,753	\$ -	\$ -	\$ -
4131	Fringe Benefits - Full Time	\$ 293	\$ 810	\$ 810	\$ 1,097
	<i>Total Personnel</i>	\$ 3,046	\$ 5,310	\$ 5,310	\$ 6,580
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 88	\$ 500	\$ 500	\$ 500
5308	Cont. Services - Building	\$ 165,337	\$ 120,000	\$ 150,000	\$ 180,000
5309	Cont. Services - Code Enf.	\$ 10,350	\$ 27,600	\$ 27,600	\$ 27,600
5625	Dues & Publications	\$ 92	\$ 100	\$ 105	\$ 100
5701	Travel & Meetings	\$ 3	\$ -	\$ -	\$ -
5710	Mileage	\$ 146	\$ -	\$ -	\$ -
	<i>Total Maintenance and Operations</i>	\$ 176,016	\$ 148,200	\$ 178,205	\$ 208,200
	<i>Total Division Budget</i>	\$ 179,062	\$ 153,510	\$ 183,515	\$ 214,780

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%	\$ 4,569	160C	24				\$ 5,483
									\$ 5,483

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	5%	20.00%	\$ 1,097
				\$ 1,097
Total Salary & Benefits				\$ 6,580

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.
5701 - Travel & Meetings This account provides for meeting costs associated with the Building & Code Enforcement Function - None Planned.

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.
5710 - Mileage This account provides for mileage costs at the IRS approved rate - None Planned.

Department Series
4300

Department
Planning & Engineering

Funding Sources
General Fund - 01

DEPARTMENTAL BUDGET SUMMARY

<u>Account No.</u>	<u>Account Title</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Estimated</u>	<u>2003-2004 Approved</u>
	<u>Personnel Services</u>	\$ -	\$ 36,051	\$ 36,051	\$ 32,899
	<u>Maintenance and Operations</u>	\$ 89,456	\$ 87,700	\$ 100,500	\$ 90,700
	<u>Capital Outlay</u>	\$ -	\$ -	\$ -	\$ -
	<i>Total Department Budget</i>	<u>\$ 89,456</u>	<u>\$ 123,751</u>	<u>\$ 136,551</u>	<u>\$ 123,599</u>

Department**Series**

4300

Division No.

4310

Department

Planning & Engineering

Division

Planning & Engineering

Funding Sources

General Fund - 01

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ 30,552	\$ 30,552	\$ 27,416
4131	Fringe Benefits - Full Time	\$ -	\$ 5,499	\$ 5,499	\$ 5,483
	<i>Total Personnel</i>	\$ -	\$ 36,051	\$ 36,051	\$ 32,899
<u>Maintenance and Operations</u>					
5105	Operating Supplies	\$ 646	\$ 500	\$ 500	\$ 500
5305	Engineering Retainer	\$ 42,065	\$ 45,000	\$ 45,000	\$ 40,000
5350	Engineering - Extraordinary	\$ 4,950	\$ -	\$ -	\$ -
5352	Traffic Engineering	\$ 7,418	\$ 7,000	\$ 7,000	\$ 7,000
5353	Tract Engineering & Inspect.	\$ 18,834	\$ 5,000	\$ 18,000	\$ 10,000
5354	Grading Inspection	\$ -	\$ -	\$ -	\$ 8,000
5355	Special Studies & Reports	\$ 15,242	\$ 30,000	\$ 30,000	\$ 25,000
5366	Engineering Services - Misc.	\$ 230	\$ -	\$ -	\$ -
5701	Travel & Meetings	\$ 16	\$ 200	\$ -	\$ 200
5710	Mileage	\$ 56	\$ -	\$ -	\$ -
	<i>Total Maintenance and Operations</i>	\$ 89,456	\$ 87,700	\$ 100,500	\$ 90,700
	<i>Total Division Budget</i>	\$ 89,456	\$ 123,751	\$ 136,551	\$ 123,599

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%	\$ 4,569	160C	24				\$ 27,416
					24				\$ -
									\$ 27,416

Benefits

Position/Title	Individual	%	Benefit Rate	
City Manager	Rodericks	25%	20.00%	\$ 5,483
				\$ -

Total Salary & Benefits \$ **32,899**

5105 - Operating Supplies
This account provides for miscellaneous office supplies directly related to the Engineering function to include business cards.
5352 - Traffic Engineering
This account provides funding for select traffic engineering studies and investigations.
5354 - Grading Inspection
Fund for inspections made on grading permits issued. These expenses are fully or partially reimbursed by the grading permit fees collected.
5701 - Travel & Meetings
This account provides for local conferences and meetings for the City Engineer.

5305 - Engineering Retainer
This account provides for general City engineering services under a basic retainer. Most engineering services are on a cost reimbursed basis.
5353 - Tract Engineering & Inspection
Funds for checking of grading plans, improvement plans, and subdivision maps. Fees are collected to fully reimburse these expenses.
5355 - Special Studies & Reports
This provides funds for various engineering studies throughout the City related to engineering activities as well as sewer, storm drain, and street projects.

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	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
	<u>Personnel Services</u>	\$ 117,478	\$ 136,805	\$ 130,307	\$ 125,843
	<u>Maintenance and Operations</u>	\$ 546,560	\$ 787,950	\$ 774,750	\$ 646,654
	<u>Capital Outlay</u>	\$ 71,100	\$ 21,500	\$ 21,300	\$ 47,000
	<i>Total Department Budget</i>	<u>\$ 735,138</u>	<u>\$ 946,255</u>	<u>\$ 926,357</u>	<u>\$ 819,497</u>

Department**Series**

4300

Division No.

4315

Department

Public Works

Division

Civic Center

Funding Sources

General Fund - 01

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ 14,708	\$ 14,708	\$ 15,401
4131	Fringe Benefits - Full Time	\$ -	\$ 2,795	\$ 2,795	\$ 3,080
	<i>Total Personnel</i>	\$ -	\$ 17,503	\$ 17,503	\$ 18,482
<u>Maintenance and Operations</u>					
5101	Custodial Supplies	\$ 1,243	\$ -	\$ -	\$ -
5105	Operating Supplies	\$ 909	\$ 2,400	\$ 2,400	\$ 2,400
5201	Building Maintenance	\$ 4,502	\$ 4,000	\$ 4,000	\$ 4,000
5390	Custodial Services	\$ 3,780	\$ 3,800	\$ 3,500	\$ 3,800
5501	Telephone Utilities	\$ 4,134	\$ 8,000	\$ 6,000	\$ 8,000
5505	Electric Utilities	\$ 16,049	\$ 15,000	\$ 15,000	\$ 15,000
5520	Gas Utilities	\$ 262	\$ 500	\$ 350	\$ 500
5530	Water Utilities	\$ 251	\$ 350	\$ 200	\$ 350
	<i>Total Maintenance and Operations</i>	\$ 31,130	\$ 34,050	\$ 31,450	\$ 34,050
<u>Capital Outlay</u>					
6100	Office Equipment & Furniture	\$ 6,513	\$ 1,500	\$ 1,500	\$ 500
	<i>Total Capital Outlay</i>	\$ 6,513	\$ 1,500	\$ 1,500	\$ 500
	<i>Total Division Budget</i>	\$ 37,642	\$ 53,053	\$ 50,453	\$ 53,032

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	24				\$ 8,083
Maint. Leadman	Knowles	15%	\$ 2,033	65E	24				\$ 7,318
					24				\$ -
									\$ 15,401

Benefits

Position/Title	Individual	%	Benefit Rate	Total
Mt. Superint.	Hagley	15%	20.00%	\$ 1,617
Maint. Leadman	Knowles	15%	20.00%	\$ 1,464
				\$ -
				\$ 3,080
Total Salary & Benefits				\$ 18,482

5101 - Custodial Supplies This provides for general cleaning supplies for City Hall. This account is being eliminated and combined with Operating Supplies.
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.

5105 - Operating Supplies This provides for various day-to-day operating supplies for City Hall.
5390 - Custodial Services This provides for twice a week custodial services for City Hall.
5505 - Electric Utilities Utility costs for electric services at City Hall.
5530 - Water Utilities Utility costs for water services at City Hall.

Department			
Series	Department		Funding Sources
4300	Public Works		General Fund - 01
Division No.	Division		Gas Tax Fund - 02; AQMD Fund - 08
4320	Public Works General		Aid to Cities Fund - 03

Account No.	Account Title	2001-2002	2002-2003		2003-2004
		Actual	Budget	Estimated	Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ 93,099	\$ 72,736	\$ 72,736	\$ 68,932
4111	Salaries - Hourly	\$ 5,326	\$ 2,772	\$ -	\$ -
4121	Overtime	\$ 3,584	\$ 4,000	\$ 3,000	\$ -
4131	Fringe Benefits - Full Time	\$ 15,469	\$ 13,730	\$ 13,730	\$ 13,786
4132	Fringe Benefits - Hourly	\$ -	\$ 527	\$ -	\$ -
	<i>Total Personnel</i>	\$ 117,478	\$ 93,765	\$ 89,466	\$ 82,719

Maintenance and Operations

5105	Operating Supplies	\$ 12,234	\$ 13,000	\$ 13,000	\$ 13,000
5110	Miscellaneous	\$ 322	\$ -	\$ -	\$ -
5115	Uniform Expense	\$ 1,514	\$ 1,400	\$ 1,400	\$ 1,400
5201	Building Repairs	\$ -	\$ 800	\$ -	\$ 800
5205	Vehicle Operation & Maint.	\$ 21,845	\$ 13,000	\$ 13,000	\$ 13,000
5210	Equipment Maintenance	\$ 325	\$ 600	\$ -	\$ 600
5215	Traffic Signal Maintenance	\$ 26,240	\$ 26,000	\$ 15,000	\$ 15,000
5220	Equipment Rental	\$ 722	\$ 300	\$ -	\$ 300
5225	Recreational Trail Maint.	\$ 51	\$ -	\$ -	\$ -
5309	Contract Services - S. Sw.	\$ -	\$ 30,600	\$ 30,600	\$ 31,704
5370	Weed Abatement	\$ -	\$ 600	\$ 600	\$ 600
5371	Tree Trimming/Spraying	\$ 28,675	\$ 28,000	\$ 28,000	\$ 28,000
5372	Traffic Striping	\$ -	\$ 28,000	\$ 28,000	\$ 7,500
5380	Landscape Maintenance	\$ 39,694	\$ 38,400	\$ 38,400	\$ 38,400
5505	Electric Utilities	\$ 4,936	\$ 11,500	\$ 10,000	\$ 11,500
5530	Water Utilities	\$ 18,194	\$ 15,000	\$ 15,000	\$ 15,000

Department**Series**

4300

Division No.

4320

Department

Public Works

Division

Public Works General

Funding Sources

General Fund - 01

Gas Tax Fund - 02; AQMD Fund - 08

Aid to Cities Fund - 03

Account No.	Account Title	2001-2002	2002-2003		2003-2004
		Actual	Budget	Estimated	Approved
5630	Development Seminars	\$ -	\$ -	\$ -	\$ -
5701	Travel & Meetings	\$ -	\$ 100	\$ -	\$ 100
	<i>Total Maintenance and Operations</i>	<u>\$ 154,751</u>	<u>\$ 207,300</u>	<u>\$ 193,000</u>	<u>\$ 176,904</u>
<u>Capital Outlay</u>					
6202	Equipment Replacement	\$ -	\$ 5,000	\$ 4,800	\$ 1,500
6300	Vehicle Replacement	\$ 22,628	\$ -	\$ -	\$ 40,000
6301	Roadway Fence & Wall	\$ 13,920	\$ 15,000	\$ 15,000	\$ 5,000
	<i>Total Capital Outlay</i>	<u>\$ 36,548</u>	<u>\$ 20,000</u>	<u>\$ 19,800</u>	<u>\$ 46,500</u>
	<i>Total Division Budget</i>	<u><u>\$ 308,777</u></u>	<u><u>\$ 321,065</u></u>	<u><u>\$ 302,266</u></u>	<u><u>\$ 306,123</u></u>

Department

Series

4300

Division No.

4320

Department

Public Works

Division

Public Works General

Funding Sources

General Fund - 01

Gas Tax Fund - 02; AQMD Fund - 08

Aid to Cities Fund - 03

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	2%	\$ 4,569	160C	24				\$ 2,193
Mt. Superint.	Hagley	65%	\$ 2,245	75E	24				\$ 35,028
Maint. Leadman	Knowles	65%	\$ 2,033	65E	24				\$ 31,711
					24				\$ -
									\$ 68,932

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	2%	20.00%	\$ 439
Mt. Superint.	Hagley	65%	20.00%	\$ 7,006
Maint. Leadman	Knowles	65%	20.00%	\$ 6,342
				\$ -
				\$ 13,786
Total Salary & Benefits				\$ 82,719

<p>5105 - Operating Supplies</p> <p>This account provides for various operational supplies directly related to the Public Works General function, to include signs, chemicals, pavement markers, tools, etc.</p>
<p>5115 - Uniform Expense</p> <p>This account provides for uniform cleaning and rental.</p>
<p>5205 - Vehicle Operation & Maintenance</p> <p>This account provides for fuel, various repairs, and replacement of minor parts of vehicles.</p>
<p>5215 - Traffic Signal Maintenance</p> <p>This is a contract account for traffic signal maintenance.</p>

<p>5110 - Miscellaneous</p> <p>This account has been eliminated and combined with the Operating Supplies account.</p>
<p>5201 - Building Repairs</p> <p>This account provides for various building repairs of City facilities.</p>
<p>5210 - Equipment Maintenance</p> <p>This account provides for repair of small equipment, welding services, sandblasting.</p>
<p>5220 - Equipment Rental</p> <p>This account provides for highway sign rental and miscellaneous equipment.</p>

Department

Series

4300

Division No.

4320

Department

Public Works

Division

Public Works General

Funding Sources

General Fund - 01

Gas Tax Fund - 02; AQMD Fund - 08

Aid to Cities Fund - 03

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	2%	\$ 4,569	160C	24				\$ 2,193
Mt. Superint.	Hagley	65%	\$ 2,245	75E	24				\$ 35,028
Maint. Leadman	Knowles	65%	\$ 2,033	65E	24				\$ 31,711
					24				\$ -

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	2%	20.00%	\$ 439
Mt. Superint.	Hagley	65%	20.00%	\$ 7,006
Maint. Leadman	Knowles	65%	20.00%	\$ 6,342
				\$ -

Total Salary & Benefits \$ 82,719

<p>5225 - Recreational Trail Maintenance</p> <p>This account provided for expenditures related to trail maintenance. This item was included in the 2002/2003 Capital Project for Recreational Trail Improvement.</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>5309 - Contract Services - Street Sweeping</p> <p>This account provides for expenditures related to the City's street sweeping contract - \$2,675 per month.</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. (\$3,193 per month)</p>
<p>5530 - Water Utilities</p> <p>This account provides for water services for various park and median landscaping.</p>

Department**Series**

4300

Division No.

4320

Department

Public Works

Division

Public Works General

Funding Sources

General Fund - 01

Gas Tax Fund - 02; AQMD Fund - 08

Aid to Cities Fund - 03

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

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
City Manager	Rodericks	2%	\$ 4,569	160C	24				\$ 2,193
Mt. Superint.	Hagley	65%	\$ 2,245	75E	24				\$ 35,028
Maint. Leadman	Knowles	65%	\$ 2,033	65E	24				\$ 31,711
					24				\$ -

Benefits

Position/Title	Individual	%	Benefit Rate	Total
City Manager	Rodericks	2%	20.00%	\$ 439
Mt. Superint.	Hagley	65%	20.00%	\$ 7,006
Maint. Leadman	Knowles	65%	20.00%	\$ 6,342
				\$ -

Total Salary & Benefits \$**82,719****5630 - Development Seminars**

None planned.

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.

5701 - Travel & Meetings

This account provides for various public works meetings.

6300 - Vehicle Replacement

Replacement of the 1989 stake bed truck.

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

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ 4,903	\$ 4,903	\$ 5,134
4131	Fringe Benefits - Full Time	\$ -	\$ 931	\$ 931	\$ 1,027
	<i>Total Personnel</i>	\$ -	\$ 5,834	\$ 5,834	\$ 6,161
<u>Maintenance and Operations</u>					
5367	Project Engineering	\$ 4,463	\$ -	\$ -	\$ -
5373	Street Patching Program	\$ 8,195	\$ 20,000	\$ 20,000	\$ 5,000
5375	Street Sealing Program	\$ 57,222	\$ 80,000	\$ 80,000	\$ 100,000
5376	Pavement Rehabilitation	\$ 196,829	\$ 200,000	\$ 200,000	\$ 225,000
	<i>Total Maintenance and Operations</i>	\$ 266,709	\$ 300,000	\$ 300,000	\$ 330,000
<u>Capital Outlay</u>					
6500	Streets & Roads	\$ 19,330	\$ -	\$ -	\$ -
6900	Parks & Greenbelts	\$ 8,710	\$ -	\$ -	\$ -
	<i>Total Capital Outlay</i>	\$ 28,040	\$ -	\$ -	\$ -
	<i>Total Division Budget</i>	\$ 294,749	\$ 305,834	\$ 305,834	\$ 336,161

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	24				\$ 2,694
Maint. Leadman	Knowles	5%	\$ 2,033	65E	24				\$ 2,439
					24				\$ -
									\$ 5,134

Benefits

Position/Title	Individual	%	Benefit Rate	Total
Mt. Superint.	Hagley	5%	20.00%	\$ 539
Maint. Leadman	Knowles	5%	20.00%	\$ 488
				\$ -
				\$ 1,027
Total Salary & Benefits				\$ 6,161

5367 - Project Engineering

This provided for the engineering costs on a project by project basis. These costs have been rolled into any overall project costs or included in the engineering retainer and the account has been eliminated.

5375 - Street Sealing Program

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

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.

Department**Series**

4300

Division No.

4350

Department

Public Works

Division

Storm Drain Maintenance

Funding Sources

General Fund - 01

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ 4,903	\$ 4,903	\$ 5,134
4131	Fringe Benefits - Full Time	\$ -	\$ 932	\$ 932	\$ 1,027
4111	Salaries - Hourly	\$ -	\$ 1,848	\$ -	\$ -
4132	Fringe Benefits - Hourly	\$ -	\$ 351	\$ -	\$ -
	<i>Total Personnel</i>	\$ -	\$ 8,034	\$ 5,835	\$ 6,161
<u>Maintenance and Operations</u>					
5378	Storm Drain Maintenance	\$ 10,275	\$ 10,000	\$ 11,000	\$ 10,000
5379	NPDES Activities	\$ 5,612	\$ 25,000	\$ 25,000	\$ 50,000
	<i>Total Maintenance and Operations</i>	\$ 15,887	\$ 35,000	\$ 36,000	\$ 60,000
	<i>Total Division Budget</i>	\$ 15,887	\$ 43,034	\$ 41,835	\$ 66,161

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	24				\$ 2,694
Maint. Leadman	Knowles	5%	\$ 2,033	65E	24				\$ 2,439
					24				\$ -
									\$ 5,134

Benefits

Position/Title	Individual	%	Benefit Rate	Total
Mt. Superint.	Hagley	5%	20.00%	\$ 539
Maint. Leadman	Knowles	5%	20.00%	\$ 488
				\$ -
				\$ 1,027
Total Salary & Benefits				\$ 6,161

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	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 Approved
<u>Personnel Services</u>					
4101	Salaries - Full Time	\$ -	\$ 9,806	\$ 9,806	\$ 10,268
4131	Fringe Benefits - Full Time	\$ -	\$ 1,863	\$ 1,863	\$ 2,054
	<i>Total Personnel</i>	\$ -	\$ 11,669	\$ 11,669	\$ 12,321
<u>Maintenance and Operations</u>					
5355	Sewer Master Plan Update	\$ 3,596	\$ -	\$ -	\$ -
5377	Major Sewer Repair	\$ 528	\$ 4,000	\$ 4,000	\$ 5,000
5378	Minor Sewer Repair	\$ 12,352	\$ 8,500	\$ 8,500	\$ 8,000
5379	Sewer Flow Monitoring	\$ 56,042	\$ 70,000	\$ 70,000	\$ -
5380	Sewer Condition Monitoring	\$ 450	\$ 120,000	\$ 120,000	\$ -
5530	Waste Discharge Req'm'ts	\$ -	\$ -	\$ -	\$ 13,000
	<i>Total Maintenance and Operations</i>	\$ 72,968	\$ 202,500	\$ 202,500	\$ 26,000
	<i>Total Division Budget</i>	\$ 72,968	\$ 214,169	\$ 214,169	\$ 38,321

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	24				\$ 5,389
Maint. Leadman	Knowles	10%	\$ 2,033	65E	24				\$ 4,879
					24				\$ -
									\$ 10,268

Benefits

Position/Title	Individual	%	Benefit Rate	
Mt. Superint.	Hagley	10%	20.00%	\$ 1,078
Maint. Leadman	Knowles	10%	20.00%	\$ 976
				\$ -
				\$ 2,054
Total Salary & Benefits				\$ 12,321

5378 - Minor Sewer Repair
This account provides for the annual sewer cleaning program.
5381 - Waste Discharge Meetings
This account provides for the activities mandated by the new Waste Discharge Order from the Regional Water Quality Control Board. Includes preparation of the elements required for FY 2003-04 as well as anticipated OCSD costs allotted to the cities.

5377 - Major Sewer Repair
This account provides for major sewer repair items not accounted for under capital improvements.

Department**Series**

4500

Division No.

4500

Department

Public Works

Division

Sewer Maintenance District No. 1

Funding Sources

Assessment District - 06

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 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	\$ 350	\$ 350
5304	Engineering Services	\$ -	\$ -	\$ -	\$ 200
5390	Contractual Services	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
5391	Miscellaneous Contractual	\$ 2,765	\$ 500	\$ 2,900	\$ 500
5505	Electric Utilities	\$ 551	\$ 450	\$ 750	\$ 850
6200	Machinery & Equipment		\$ 6,000	\$ 6,000	\$ 16,000
	<i>Total Maintenance and Operations</i>	\$ 5,115	\$ 9,100	\$ 11,800	\$ 19,700
	<i>Total Division Budget</i>	\$ 5,115	\$ 9,100	\$ 11,800	\$ 19,700

Department

Series

4500

Division No.

4500

Department

Public Works

Division

Sewer Maintenance District No. 1

Funding Sources

Assessment District - 06

Budget Backup

Personnel Services

Salary

Position/Title	Individual	%	Salary	Range	PP	Salary	Range	PP	Total
Mt. Superint.	Hagley	0%	\$ 2,245	75E	24				\$ -
Maint. Leadman	Knowles	0%	\$ 2,033	65E	24				\$ -
					24				\$ -

Benefits

Position/Title	Individual	%	Benefit Rate	
Mt. Superint.	Hagley	0%	20.00%	\$ -
Maint. Leadman	Knowles	0%	20.00%	\$ -
				\$ -

Total Salary & Benefits \$ -

5302 - Administrative Services Miscellaneous administrative expenses related to the sewer maintenance district.
5390 - Contractual Services Construction and 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 Emergency repairs.
6200 - Machinery & Equipment Replacement and major maintenance account. Replacement of the control panel and cabinet is scheduled for this fiscal year.

Department Series
7000 & 8000

Department
Capital Projects

Funding Sources
General Fund - 01
Capital Improvement Fund - 07

DEPARTMENTAL BUDGET SUMMARY

<u>Account No.</u>	<u>Account Title</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Estimated</u>	<u>2003-2004 Approved</u>
	<u>Personnel Services</u>	\$ -	\$ -	\$ -	\$ -
	<u>Maintenance and Operations</u>	\$ -	\$ -	\$ -	\$ -
	<u>Capital Outlay</u>	\$ 382,072	\$ 757,200	\$ 456,500	\$ 295,000
	<i>Total Department Budget</i>	<u>\$ 382,072</u>	<u>\$ 757,200</u>	<u>\$ 456,500</u>	<u>\$ 295,000</u>

Department**Series**

7000

Division No.

7000

Department

Capital Projects

Division

Streets & Roads

Funding Sources

General Fund - 01

Capital Improvement Fund - 07

Account No.	Account Title	2001-2002 Actual	2002-2003 Budget	2002-2003 Estimated	2003-2004 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	\$ 5,070	\$ 143,000	\$ 91,700	\$ -
7006	Wanda/Collins - Design	\$ 23,682	\$ 15,200	\$ 15,200	\$ -
7015	Loma Street	\$ 17,834	\$ 144,000	\$ 166,000	\$ -
7017	Storm Drain/Aubrey Circle	\$ -	\$ 116,000	\$ 20,000	\$ 86,000
7018	Wanda/Santiago	\$ -	\$ 107,000	\$ 81,600	\$ -
7019	Sewer Improvement	\$ -	\$ 150,000	\$ -	\$ 150,000
7020	Trail Improvement Project	\$ -	\$ 82,000	\$ 82,000	\$ -
7021	Street Improvements	\$ -	\$ -	\$ -	\$ 49,000
7020	Storm Drain Improvements	\$ -	\$ -	\$ -	\$ 10,000
8050	Serrano Avenue Storm Drain	\$ 335,485	\$ -	\$ -	\$ -
	<i>Total Capital Projects</i>	\$ 382,072	\$ 757,200	\$ 456,500	\$ 295,000
	<i>Total Division Budget</i>	\$ 382,072	\$ 757,200	\$ 456,500	\$ 295,000

Department**Series**

7000

Division No.

7017

Department

Capital Projects

Project Name

Aubrey Circle-Loma Street Storm Drain

Funding Sources

Capital Improvement Fund - 07

Urban Runoff Grant - 07

Budget Backup**PROJECT PURPOSE**

Improvement of drainage issues at Aubrey Circle & Loma Street

PROJECT DETAILED DESCRIPTION

Design and construction of storm drain to replace open/natural drainage channel west of Aubrey Circle properties.

PROJECT FUNDING

General Fund	
Capital Improvement Fund	\$ 74,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (Urban Runoff Matching)	\$ 42,000.00
NPDES Grant	
	\$ 116,000.00

FUNDING ALLOCATION BY CATEGORY

3%	Acquisition & Capital Costs
13%	Project Admin & Inspection
17%	Design & Engineering
65%	Actual Construction
2%	Project Closeout
100%	

PROJECT TIMELINE TARGETS

Quarter	Fiscal Year				
	01/02	02/03	03/04	04/05	05/06
1st Quarter	0%	0%	53%		
2nd Quarter	0%	0%	30%		
3rd Quarter	0%	17%	0%		
4th Quarter	0%	0%	0%		
	0%	17%	83%	0%	0%

Department**Series**

7000

Division No.

7019

Department

Capital Projects

Project Name

Sewer Improvement Program

Funding Sources

Capital Improvement Fund - 07

OC Sanitation District Grant - 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	\$ 150,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (AHRP)	
OC Sanitation District Grant	
	\$ 150,000.00

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				
	01/02	02/03	03/04	04/05	05/06
1st Quarter	0%	0%	25%		
2nd Quarter	0%	0%	25%		
3rd Quarter	0%	0%	25%		
4th Quarter	0%	0%	25%		
	0%	0%	100%	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	\$ 49,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (AHRP)	
Dept. of Conservation Grant	\$ -
	\$ 49,000.00

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				
	01/02	02/03	03/04	04/05	05/06
1st Quarter	0%	0%	25%		
2nd Quarter	0%	0%	25%		
3rd Quarter	0%	0%	25%		
4th Quarter	0%	0%	25%		
	0%	0%	100%	0%	0%

Department**Series**

7000

Division No.

7020

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	\$ 10,000.00
Gas Tax Fund	
Traffic Safety Fund	
Measure M Fund	
AQMD Fund	
Capital Facilities Fund	
Trust & Agency Fund	
Other (AHRP)	
Dept. of Conservation Grant	\$ -
	\$ 10,000.00

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				
	01/02	02/03	03/04	04/05	05/06
1st Quarter	0%	0%	25%		
2nd Quarter	0%	0%	25%		
3rd Quarter	0%	0%	25%		
4th Quarter	0%	0%	25%		
	0%	0%	100%	0%	0%

**City of Villa Park
Seven-Year Capital Improvement Program
Fiscal Year 2003-2004 through Fiscal Year 2009-2010**

<i>Project Description</i>	<i>Fund Source</i>	<i>Estimated Cost</i>	<i>FY 03/04</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>
Sewer Improvements - Reconstruct sewer main(s) and connections @ designated locations	CIF/Grant Funding	\$ 150,000	\$ 150,000						
Street Improvements - Reconstruct street & curb @ designated locations.	CIF/Grant Funding		\$ 49,000						
Storm Drain Improvements - Reconstruct storm drains & inlets @ designated locations.	CIF/Grant Funding		\$ 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		\$ 380,000					
Storm Drain - Loma Street @ Aubrey Circle - Extend storm drain to Valley Drive	CIF/Grant Funds	\$ 116,000	\$ 86,000						
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						\$ 865,000	
		\$ 2,011,000	\$ 295,000	\$ 630,000	\$ 250,000	\$ -	\$ -	\$ 865,000	\$ -