

CITY OF RANCHO PALOS VERDES
CITY BUDGET
FY2003-2004
&
FY2004-2005

CITY OFFICIALS

Douglas Stern
Mayor

Barbara Ferraro
Mayor Pro Tem

Larry Clark
Council Member

Peter C. Gardiner
Council Member

John McTaggart
Council Member

Les Evans	City Manager
Carolynn Petru	Assistant City Manager
Dennis McLean	Director of Finance & Information Technology
Dean Allison	Director of Public Works
Joel Rojas	Director of Planning, Bldg. & Code Enforcement
Ron Rosenfeld	Director of Recreation & Parks
Jo Purcell	Director of Administrative Svcs./City Clerk
Carol Lynch	City Attorney

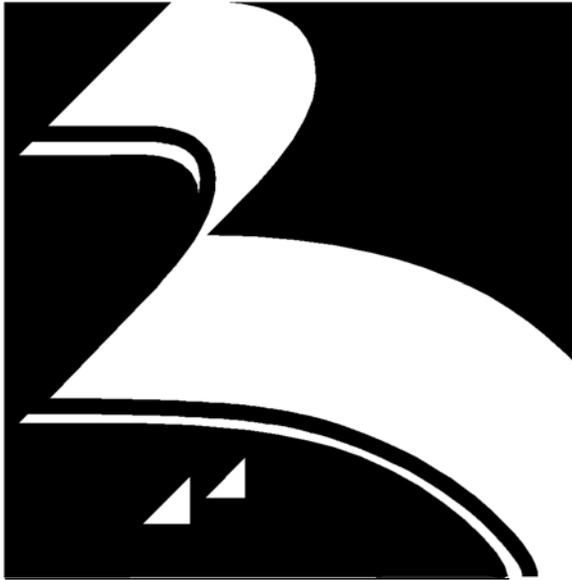


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MEMORANDUM



RANCHO PALOS VERDES

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL
FROM: CITY MANAGER
DATE: JULY 1, 2003
SUBJECT: BUDGET MESSAGE

For the first time during my five year tenure as City Manager the budget process has focused on choosing which programs to reduce in scope rather than which programs should be added or expanded. The reason for this change in fortune is not due to the City's management of its finances, but due to the State's mismanagement of its resources. To me, there are certain fiscal truisms that warn government of pending financial problems. They are:

- The economy is cyclical.
- Local government economic cycles tend to lag private sector economic cycles by several years, providing an "early warning" mechanism.
- Windfall revenues generated during the peak years of an economic upcycle should be utilized for one-time expenses such as capital projects rather than for establishing new permanent programs.
- Cash reserves should be accumulated during economic upcycles to maintain vital programs during economic downcycles.

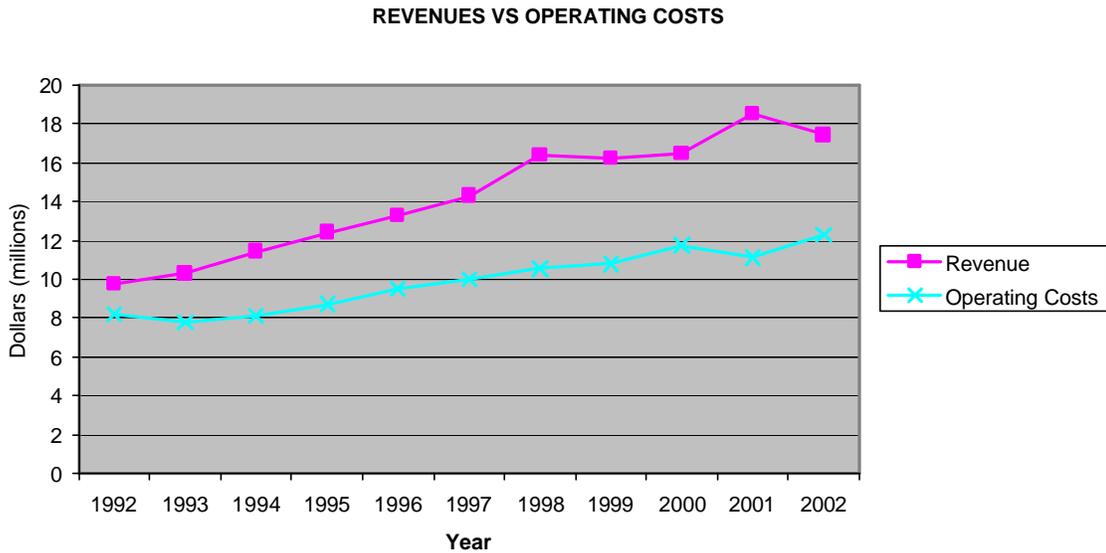
The City of Rancho Palos Verdes has recognized these simple rules and closely adhered to them over the past ten years of a strong national and local economy.

Our fiscal year 2002-2003 revenues from all sources were about \$19 million. Over half of these revenues come from four sources: property tax, utility users tax, sales tax and vehicle license fees. These revenues, while not great, have been consistent and we have developed our City services around them. We have only 45 full-time employees, with a payroll of about \$3,785,000 (including employee benefits), and contract for nearly all public safety and maintenance services. Over the past ten years our annual operating expenses have increased an average of 4% per year and our revenues about 6% per year.

Budget Message

July 1, 2003

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The “gap” between revenues and operating costs has generated nearly \$20 million over the past ten years. These funds were utilized for capital expenditures on roads and storm drains as well as to build an \$8 million reserve fund.

Rancho Palos Verdes has chosen not to pursue the “big box” retailers and the large sales tax generators. We have no Senior Center, sports complex, performing arts center, municipal pool or gymnasium. Our City Hall is a converted vintage 1950s Army Barracks. We provide only very basic services. Our biggest budget item is a contract for public safety services with the County of Los Angeles Sheriff’s Department. We maintain our parks, patch potholes, and fund a very modest Recreation Program. We try to provide the best possible service at the least possible cost. The record will show we have used the public’s money frugally and prudently.

The State has not been as fiscally prudent as most of its nearly 500 cities, nor does the State seem to have any concept of economic cycles. We are all very much aware of the \$38 billion shortfall in State revenue and the various proposals from the Governor and the Legislature to cut State programs and/or raise taxes and to take funds from local government. The greatest financial threat to the City of Rancho Palos Verdes is the potential loss of two-thirds of the vehicle license fee revenues that would mean an 8.4% reduction in our total revenues.

In view of the possible loss of \$1.6 million in vehicle license fees through State budget manipulations, the City Council has approved a budget for fiscal year 2003-2004 that assumes the loss of these funds. In order to accommodate this

Budget Message

July 1, 2003

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revenue shortfall, the City has created a "Baseline Budget" that reflects funding cuts in nearly every program.

Program Cuts

The potential loss of \$1.6 million of revenue is reflected in an \$875,000 reduction in the residential pavement overlay program compared with last year. Due to the loss of grant funding one of the three CORE Deputies in the Sheriff's Community Resource Program was eliminated. Although basic law enforcement services will remain the same, the overall cost of the Sheriff's contract has increased by 2.6% over last year. Approximately \$365,000 of proposed sewer, storm drain, and building repair projects was also eliminated from the budget. The employee bonus pool was reduced by 35%; grants to social, cultural and civic organizations were reduced by 12%; and funds for travel and conferences were reduced by 25%.

New Programs

The only new program that appears in the budget is the establishment of a television studio to support the new City government and education channel; RPV TV Channel 33. The program appears in the City Administration section of the budget.

Increased Program Costs

The City has experienced significant increases in the cost of insurance for health coverage, workers' compensation and general liability. The cost of the employee pension plan is also increasing due to the poor return on investment experienced by the California Public Employees Retirement System.

Decreased Program Costs

In addition to the program cuts described above, there will be a significant decrease in expenditures in the Abalone Cove landslide area. With the completion of the Abalone Cove Sewer project the RDA Bond funds have been completely expended and there are no funds remaining for further projects. In the future, RDA projects, if any, will require funding sources such as the City General Fund or Community Development Block Grant (CDBG) funds.

Changes in the Budget Format

The new budget format includes an improved table of contents as well as well as more detail describing the various sources of revenues and restrictions on those revenues.

Each budget program now includes a summary of revenues associated with that program. The performance indicators for each program have been improved and should help the reader to evaluate the effectiveness of the many services the City provides.

Budget Message

July 1, 2003

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The Information Technology Program has been separated into two programs and now appears as Information Technology – Data and Information Technology – Voice. The Data program reflects the cost of managing the computer network and related website activity. The Voice program includes the cost for administering and maintaining the telephone system.

In the Planning, Building and Code Enforcement Department, Geology is now recognized as a separate program and has been removed from the Building and Safety program.

The Recreation and Parks Department budget has been consolidated into five programs rather than the previous seven.

The Public Works Department programs have been revised to more closely match the services provided and to identify new significant programs such as the Storm Water Quality program.

Finally, the Redevelopment Agency and Improvement Authority Budgets have been incorporated into the City budget and appear under the Public Works Department umbrella, with the exception of the Housing Program that appears in the Planning, Building and Code Enforcement section of the budget.

Conclusion

Even in the face of threats of State raids on City funding Rancho Palos Verdes remains in good fiscal health. Our property tax revenues are up by 5%, our reserves are over \$8 million and revenues from sales tax, utility users tax, permits and licenses remain consistent. The FY 2003-2004 budget is based on conservative financial projections and should represent a “worst case” scenario. When the lights go out in Sacramento, they will still burn bright in Rancho Palos Verdes.

Respectfully submitted,
Les Evans
City Manager

GUIDE TO THE CITY OF RANCHO PALOS VERDES BUDGET FISCAL YEARS 2003-2004 & 2004-2005

The City's budget is more than just a compilation of revenues and expenditures. It represents a financial and policy implementation plan. In addition, it is a communication medium for the City Council, staff and the public. It also encompasses the City's commitment to provide quality, customer-oriented services to the community.

The budget document is organized into the following sections:

- Budget Overview
- General Fund Overview
- Redevelopment Agency Overview
- Improvement Authority Overview
- City Council
- City Attorney
- City Administration
- Public Safety
- Finance & Information Technology
- Planning, Building & Code Enforcement
- Recreation & Parks
- Public Works
- Infrastructure
- Equipment Replacement

The Budget Overview section contains the City Manager's budget message, this guide to the budget document, a chart of expenditure accounts, an index of budget programs, fund descriptions, revenue descriptions, expenditure descriptions, a combined summary of funds, and a summary of interfund transfers and interfund charges.

The General Fund Overview section is comprised of a summary of estimated General fund balance, as well as schedules of General fund revenues, expenditures and operating transfers.

The Redevelopment Agency and Improvement Authority (component units of the City) Overview sections contain descriptions of component unit activity, as well as component unit fund summaries.

The remainder of the budget document is organized by department or function, and provides detailed budget program information. Within each department or function section, a description of each budget program is included, as well as budget details and justifications for expenditures and transfers out.

Within each budget program, program revenues are presented with program expenditures to arrive at a net program cost to the City.

The following definitions of some of the frequently used words and phrases will help when reading this budget document:

- Activity - A specific and distinguishable service within a budgetary program to fulfill a community need or a city government responsibility (e.g., the rabies clinic is an activity within the animal services program).
- Appropriation - City Council authorization to expend monies and/or to incur legal obligations for specific operational and capital outlay purposes.
- Department - A designated organizational unit of the city government (e.g., Administration, Public Works, etc.).
- Fiscal Year - The twelve-month period of time to which the budget applies, covering July 1st

through June 30th.

- Fund - A separate fiscal and accounting entity, which segregates specific financial activity for various purposes or functions.
- Function - A combination of programs and activities authorized by budget appropriations and designed to achieve a major purpose of the City (e.g., Public Safety and Infrastructure).
- Interfund Transfers - Monies transferred from one fund to another in order to reimburse that fund for expenditures (overhead charges) or to finance the activities of that fund (internal service fund charges, transfers in, and transfers out). It should be noted that the City's budget consolidates Infrastructure Improvement projects into the Capital Improvement Program (CIP) fund, necessitating the transfer of monies from a number of different funds to the CIP fund to finance these projects.
- Object Accounts - Expenditure classifications according to the types of items purchased or services obtained (e.g., full time salaries, operating supplies, professional/technical services, etc.).
- Program - An activity or a group of similar or related activities designed to achieve a specific goal or objective of the city (e.g., Animal Services is a program within the Public Safety function).

To assist the reader in understanding the relationship between function, program, activities and object accounts, the Chart of Accounts – Expenditure Account Code Components is presented within this Budget Overview section of the budget document.

RANCHO PALOS VERDES FUND DESCRIPTIONS

Unrestricted Funds

GENERAL FUND

The General fund is used to account for all revenues and expenditures of the City that are not required to be accounted for in another fund. Revenues are not restricted and primarily consist of taxes, fees and permits, fines and forfeitures, use of money and property, charges for services, and vehicle license fees. Expenditures are primarily for the operation and administration of City services, including public safety, planning, building and safety, recreation programs, and maintenance of public facilities.

Funds Restricted by Council Action

BEAUTIFICATION FUND

The City receives a portion of revenues generated by the sale of recyclable materials picked up at curbside by local refuse haulers. Recycling revenues are used for “Recycler of the Month” awards, neighborhood beautification grants, median beautification projects, and right-of-way litter removal.

CAPITAL IMPROVEMENT PROGRAM (CIP) FUND

The CIP fund accounts for major improvement projects related to roadways, storm drains, medians, rights-of-way, and the sewer system. A variety of funding sources support CIP expenditures including Federal, State, and local grant monies, Proposition C funds, Measure A funds, Beautification fund, developer fees, and General fund operating transfers.

UTILITY UNDERGROUNDING FUND

In 2001, the City Council directed staff to establish a separate Utility Undergrounding fund to accumulate monies for relocating utility poles and lines on City arterial roadways underground, as well as provide residents with assistance with utility undergrounding in residential areas of the City. The General fund transferred monies into this fund in FY2001-2002 and FY2002-2003. The proposed budget does not include additional funding transfers to the Utility Undergrounding fund.

ROADWAY BEAUTIFICATION FUND

In 2001, the City Council directed staff to establish a separate Roadway Beautification fund to accumulate monies for landscape improvements along the City’s roadways. The General fund and the Beautification fund transferred monies into this fund in FY2001-2002 and FY2002-2003. The proposed budget does not include additional funding transfers to the Roadway Beautification fund.

RANCHO PALOS VERDES FUND DESCRIPTIONS

EQUIPMENT REPLACEMENT FUND

This fund was established in 1990 to collect the costs of operating, maintaining and replacing City owned vehicles, computer equipment, office equipment, and furniture. The fund allows for a gradual accumulation of monies for equipment replacement, rather than a sudden expense in the year equipment is replaced. Revenues represent the combined total of each department's share of the costs of operation, maintenance, and depreciation of their respective equipment.

BUILDING REPLACEMENT FUND

The Building Replacement fund is designed to accumulate monies to finance major improvements and fund a portion of the cost to replace the main City Hall building, as well as various park site structures. The proposed budget does not include annual operating transfers to this fund.

EMPLOYEE BENEFITS FUND

This fund accounts for the costs of benefits provided to City employees, including retirement, workers compensation insurance, and health insurance. Revenues represent the combined total of each department's share of these costs.

Funds Restricted by Law or External Agencies

STREET MAINTENANCE FUND

Highway Users tax revenue is generated by a State imposed tax on each gallon of fuel sold in California. Each city in California receives an annual allocation based on vehicle registration, assessed valuation, and population. Highway Users tax revenue is restricted and can only be used for road maintenance. Maintenance activities include street sweeping, slurry seal, crack seal, patching, catch basin cleaning and repair, small street reconstruction projects, and curb and gutter repair.

In addition to street maintenance, this fund accounts for traffic signal maintenance, street landscape maintenance, and PVDS road maintenance in the Portuguese Bend area of the City. These maintenance costs are supplemented with funds transferred from the Landscape and Street Lighting (1972 Act) fund, the Proposition C fund, the Beautification fund, and the General fund.

LANDSCAPE AND STREET LIGHTING (1972 ACT) FUND

The City Council established a landscape and lighting assessment district in 1992. Assessments fund street landscape and traffic signal maintenance activities accounted for within the Gas Tax fund. The use of assessment revenues is restricted to expenditures for activities within the street right-of-way that provide a benefit to the entire City.

RANCHO PALOS VERDES FUND DESCRIPTIONS

EL PRADO LIGHTING FUND

In 1982, the El Prado Recreation and Parks District was reorganized as a subsidiary district of the City. The City provides maintenance and operation services for two ground level spotlights and two overhead lights at the entrance of the El Prado neighborhood. A portion of the 1% property tax assessment is remitted to the City to fund these expenditures.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND

The City receives per capita allocations of CDBG funds from the County, which receives a CDBG allocation from the Federal government. CDBG funds are used for a variety of projects and activities, including grants and loans to low-income homeowners for home improvement projects, a recreation program for people with disabilities, projects improving accessibility for disabled persons, and landslide mitigation projects.

STREET LIGHTING (1911 ACT) FUND

In 1995, the City Council authorized the transfer of a street lighting maintenance district from the Los Angeles County to the City. Revenues generated from the district originally established by the County are now remitted to the City to provide for street lighting maintenance costs. Expenditures within this fund are limited to maintenance and electricity service for City street lights (not including traffic signals) and related overhead costs.

WASTE REDUCTION FUND

The Waste Reduction program was created to provide for the implementation of the City's Source Reduction and Recycling Element (SRRE) of the City's General Plan. The City collects waste reduction fees from local refuse haulers. The use of these fees is restricted to implementation and promotion of solid waste reduction programs.

AIR QUALITY MANAGEMENT FUND (AQMD)

This program is funded by restricted motor vehicle registration fee assessments. These assessments are restricted to uses that contribute to the reduction of air pollution within the south coast air basin. The City currently uses these funds to supplement funding for the Palos Verdes Peninsula Transit Authority.

PROPOSITION C FUND

Proposition C funds are provided by the ½ cent sales tax distributed to cities on a per capita basis for the purpose of improving transportation conditions. The funds are restricted to uses such as transit services, bus stop improvements, and maintenance and street improvement projects on roads heavily traveled by public transit vehicles.

RANCHO PALOS VERDES FUND DESCRIPTIONS

PROPOSITION A FUND

Proposition A funds are provided by the ½ cent sales tax distributed to cities on a per capita basis. These funds are restricted and may only be used for transit services and bus stop maintenance and improvements. Currently, the City uses Proposition A funds for the City's contribution to Peninsula area transit systems (Palos Verdes Peninsula Transit Authority and Municipal Area Express), as well as improvements to bus shelters.

PUBLIC SAFETY GRANTS FUND

This fund accounts for the use of local law enforcement grants received from both Federal and State agencies. The grant funds are restricted and are currently used by the City to fund three special assignment officers. In addition, the City has received grant revenues from the State to be used for the purchase of high-technology law enforcement equipment.

HABITAT RESTORATION FUND

This fund accounts for payments received from developers for conservation easements granted by the City Council. These easements allow re-vegetation efforts as mitigation for impact to native habitat on project sites. The payments will be used for future habitat restoration efforts on City-owned property.

SUBREGION 1 MAINTENANCE FUND

As part of a development agreement, the developer of Subregion 1 (Capital Pacific Holdings) was required to pay the City \$750,000 for ongoing maintenance of 71 acres of land to be dedicated to the City. Maintenance activities include landscaping, trails, fencing, and street maintenance.

MEASURE A CAPITAL PROJECTS AND MAINTENANCE FUNDS

Measure A park funds are generated by County assessments on real property. Local agencies receive funding by submitting grant applications to the Los Angeles County Regional Park and Open Space District. The grant funds are used for open space acquisition and park improvements. In addition, the City receives annual Measure A funding allocations for the maintenance of acquired open space and park improvements funded with Measure A grants. The maintenance fund accounts for Measure A maintenance allocations and operating transfers to the General fund for maintenance activities.

ABALONE COVE SEWER DISTRICT FUND

The City collects assessments from property owners within the Abalone Cove Sewer District to partially pay for operation and maintenance of the Abalone Cove sewer system. Operation and maintenance expenditures are accounted for in this fund, and are supplemented by General fund operating transfers.

RANCHO PALOS VERDES FUND DESCRIPTIONS

PARK DEVELOPMENT (QUIMBY) FUND

Quimby funds are paid to the City by residential developers as a condition of approval for final subdivision or parcel maps for park and recreation purposes. Fees are collected in lieu of property dedication based on a formula included in the City Municipal Code, and are to be used only for the purpose of developing new or rehabilitating existing park or recreational facilities.

AFFORDABLE HOUSING IN-LIEU FUND

In 1997, the City Council approved the establishment of an in-lieu affordable housing fee pursuant to the City's General Plan and Development Code. The fee is charged to developers of large commercial and residential projects, in-lieu of the developer constructing on-site affordable housing units, and facilitates the development of affordable housing within the City. The in-lieu fees are used to implement goals, policies, and programs outlined in the Housing Element of the City's General Plan.

DEVELOPMENT IMPACT MITIGATION (ENVIRONMENTAL EXCISE TAX) FUND

In 1974, the City imposed an environmental excise tax (EET) on the construction of new residential units and commercial and industrial buildings within the City, which impact the existing ecology and quality of life. EET funds collected are to be used for purchasing land, constructing buildings and improvements, and purchasing machinery, equipment and other capital facilities with which the City may develop, improve, and expand public parks, services, utilities, water, sewage treatments, and police and fire protection.

BIKEWAYS FUND

Bikeways funds are distributed by the State to local agencies annually, based on population. The funds are restricted to use in the design and construction of bicycle and pedestrian facilities on roadways. Funds are transferred to the CIP and Gas Tax funds in which eligible project expenditures occur.

RDA - DEBT SERVICE FUND

The Debt Service fund accounts for the accumulation of resources for the payment of the Redevelopment Agency's debt. The Agency's gross property tax increment revenue (net of the 20% Housing Set-Aside amount and 17% pass-through to the Los Angeles County Fire District) is recorded in this fund. Property tax increment is defined as the portion of property taxes attributable to the Agency project area that exceeds the fixed base-year (the year the Agency was formed) amount.

RANCHO PALOS VERDES FUND DESCRIPTIONS

RDA - HOUSING SET-ASIDE FUND

This fund accounts for the portion of the Redevelopment tax increment revenue to be set-aside (20%) for the development of low and moderate income housing within the City. The Agency board determines the use of these monies on an ongoing basis.

RDA - CAPITAL PROJECTS - PORTUGUESE BEND FUND

This Agency fund was established with the primary purpose of providing mitigation measures to stabilize a landslide in the Portuguese Bend area of the City. Expenditures are funded with proceeds from City General fund loans, and currently consist of Global Positioning System (GPS) monitoring, reconstruction of dewatering wells, drainage improvements, and Agency administration.

IMPROVEMENT AUTHORITY – PORTUGUESE BEND FUND

A separate Joint Powers Improvement Authority was created to oversee the on-going maintenance and operation associated with landslide mitigation improvements constructed by the Redevelopment Agency. This fund accounts for the maintenance and operation expenditures related to improvements within the Portuguese Bend area of the City. The funding source for these maintenance and operation expenditures is an annual operating transfer from the City's General fund.

IMPROVEMENT AUTHORITY – ABALONE COVE FUND

This fund accounts for the maintenance and operation expenditures related to landslide mitigation improvements constructed by the Agency, within the Abalone Cove area of the City. The funding source for these maintenance and operation expenditures is interest earned on \$1,000,000 set aside from the original County bond proceeds, in accordance with the Landslide Settlement Agreement between the City, Redevelopment Agency, and the County.

FY2003-2004 COMBINED SUMMARY OF FUNDS

Fund	Estimated Fund Balance 6/30/2003	Adopted Revenues	Adopted Transfers In	Adopted Expenditures	Adopted Transfers Out	Estimated Fund Balance 6/30/2004
Unrestricted						
GENERAL	8,191,171	11,719,406	470,810	10,974,131	1,132,575	8,274,681
Restricted by Council Action						
BEAUTIFICATION	483,257	213,400		233,996		462,661
CIP	289,497	1,531,447	1,096,319	2,622,066		295,197
UTILITY UNDERGROUNDING	214,409	4,300				218,709
ROADWAY BEAUTIFICATION	405,204	8,100				413,304
EQUIP REPLACEMENT	1,848,664	479,620		569,927		1,758,357
BLDG REPLACEMENT	1,478,774	27,700		180,375		1,326,099
EMPLOYEE BENEFITS	69,731	770,342		768,942		71,131
Subtotals	4,789,536	3,034,909	1,096,319	4,375,306	-	4,545,458
Restricted by Law or External Agencies						
STREET MAINTENANCE	163,685	844,900	777,190	1,645,158		140,617
1972 ACT	116,518	329,210		55,678	371,190	18,860
EL PRADO LIGHTING	10,066	1,400		900		10,566
CDBG	-	1,207,863		1,173,453	34,410	-
1911 ACT	963,191	330,800		361,800		932,191
WASTE REDUCTION	692,363	143,739		133,663	74,000	628,439
AIR QUALITY MANAGEMENT	37,692	48,800		42,000		44,492
PROPOSITION C	259,607	532,298			337,583	454,322
PROPOSITION A	407,995	594,123		441,295	15,000	545,823
PUBLIC SAFETY GRANTS	46,141	115,480		43,479	115,000	3,142
HABITAT RESTORATION	116,241	2,100	76,752	100,000		95,093
SUBREGION 1 MAINT	814,743	16,100		24,000		806,843
MEASURE A MAINT	-	41,900			41,900	-
AB COVE SEWER DISTRICT	500	35,000	15,000	50,000		500
QUIMBY	38,338	24,630		37,500		25,468
AFFORD HOUSING IN-LIEU	1,005,345	20,100				1,025,445
EET	79,700	225,520				305,220
MEASURE A CAPITAL	-	155,913			155,913	-
BIKEWAYS	-					-
RDA - HOUSING SET ASIDE	713,383	135,100				848,483
RDA - DEBT SERVICE	475,817	1,042,397		957,587		560,627
RDA - PORTUGUESE BEND	285,315	3,700		23,810	175,000	90,205
RDA - ABALONE COVE	-					-
IMPROV AUTH - PORT BEND	179,863	2,800	91,500	91,500	75,000	107,663
IMPROV AUTH - AB COVE	374,248	26,400		107,700		292,948
Subtotals	6,780,751	5,880,273	960,442	5,289,523	1,394,996	6,936,947
GRAND TOTALS	19,761,458	20,634,588	2,527,571	20,638,960	2,527,571	19,757,086

SUMMARY OF TRANSFERS AND INTERFUND CHARGES FY2003-2004

TRANSFERS FROM:	TRANSFERS TO:							INTERFUND CHARGES TO:		
	General fund	Street Maintenance	Abalone Cove Sewer District	Capital Improvement Program	Habitat Restoration	Improvement Authority Port Bend	Totals	Equipment Replacmnt fund	Employee Benefit fund	General fund Overhead Charges
General fund		250,000	15,000	699,323	76,752	91,500	1,132,575	446,620	708,192	
Street Maintenance fund							0		23,246	
Beautification fund							0		3,427	3,800
Waste Reduction fund	27,000	47,000					74,000		3,456	7,000
Air Quality Management fund							0			
Capital Improvement Program fund							0			
Measure A Capital fund				155,913			155,913			
CDBG fund	34,410						34,410			
Landscape/St Lighting (1972 Act) fund		371,190					371,190			47,300
Street Lighting (1911 Act) fund							0			40,800
Proposition A fund	2,500			12,500			15,000		509	2,600
Proposition C fund		109,000		228,583			337,583			
Abalone Cove Sewer District							0		868	
Quimby fund							0			
Dev. Impact Mitigation (EET) fund							0			
Bikeways/Pedestrian fund							0			
Measure A Maintenance fund	41,900						41,900			
Public Safety Grants fund	115,000						115,000			
Imp. Auth. Portuguese Bend fund	75,000						75,000			
RDA Portuguese Bend fund	175,000						175,000			
Equipment Replacement fund							0			
Capital Improvement Program fund							0		29,244	
TOTALS	470,810	777,190	15,000	1,096,319	76,752	91,500	2,527,571	446,620	768,942	101,500

FY2004-2005 COMBINED SUMMARY OF FUNDS

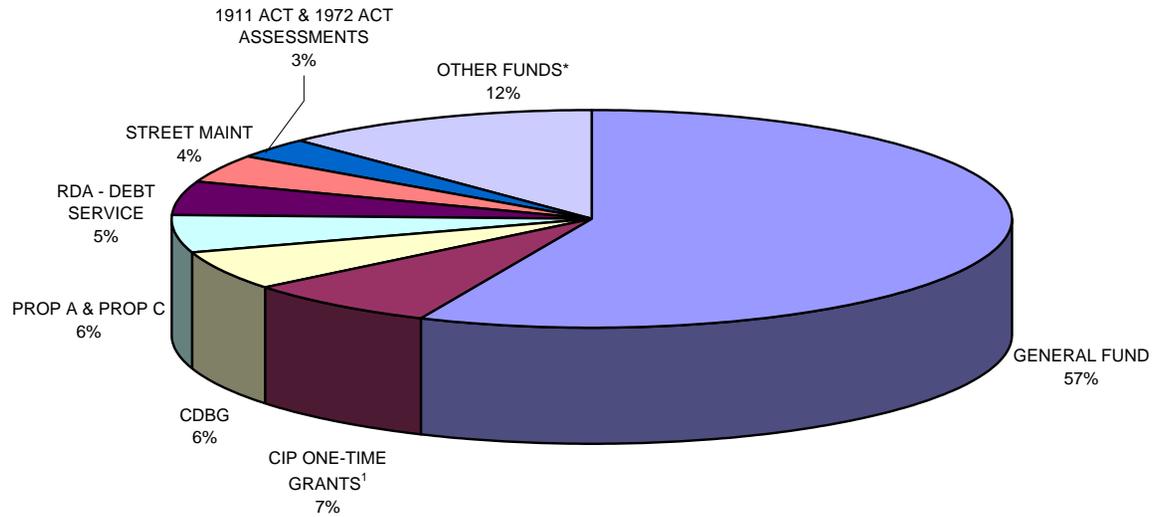
Fund	Estimated Fund Balance 6/30/2004	Proposed Revenues	Proposed Transfers In	Proposed Expenditures	Proposed Transfers Out	Estimated Fund Balance 6/30/2005
Unrestricted						
GENERAL	8,274,681	12,081,300	227,910	11,520,869	757,423	8,305,599
Restricted by Council Action						
BEAUTIFICATION	462,661	209,200		241,467		430,394
CIP	295,197	6,600	722,171	722,171		301,797
UTILITY UNDERGROUNDING	218,709	4,900				223,609
ROADWAY BEAUTIFICATION	413,304	9,300				422,604
EQUIP REPLACEMENT	1,758,357	510,872		605,779		1,663,450
BLDG REPLACEMENT	1,326,099	29,500		25,000		1,330,599
EMPLOYEE BENEFITS	71,131	996,860		995,260		72,731
Subtotals	4,545,458	1,767,232	722,171	2,589,677	-	4,445,184
Restricted by Law or External Agencies						
STREET MAINTENANCE	140,617	842,000	745,300	1,592,903		135,014
1972 ACT	18,860	328,130		56,700	285,000	5,290
EL PRADO LIGHTING	10,566	1,400		900		11,066
CDBG	-	229,404		194,994	34,410	-
1911 ACT	932,191	341,900		367,600		906,491
WASTE REDUCTION	628,439	146,100		133,828	65,000	575,711
AIR QUALITY MANAGEMENT	44,492	49,100		42,000		51,592
PROPOSITION C	454,322	459,300			532,300	381,322
PROPOSITION A	545,823	548,200		441,792	15,500	636,731
PUBLIC SAFETY GRANTS	3,142	115,070			115,000	3,212
HABITAT RESTORATION	95,093	1,900	76,752	100,000		73,745
SUBREGION 1 MAINT	806,843	17,900		24,000		800,743
MEASURE A MAINT	-	59,000			59,000	-
AB COVE SEWER DISTRICT	500	50,000		50,000		500
QUIMBY	25,468	24,830				50,298
AFFORD HOUSING IN-LIEU	1,025,445	965,510				1,990,955
EET	305,220	188,000				493,220
MEASURE A CAPITAL	-					-
BIKEWAYS	-					-
RDA - HOUSING SET ASIDE	848,483	143,100		50,000		941,583
RDA - DEBT SERVICE	560,627	1,110,550		1,023,625		647,552
RDA - PORTUGUESE BEND	90,205	1,800		23,810		68,195
RDA - ABALONE COVE	-					-
IMPROV AUTH - PORT BEND	107,663	2,400	91,500	91,500		110,063
IMPROV AUTH - AB COVE	292,948	28,000		101,700		219,248
Subtotals	6,936,947	5,653,594	913,552	4,295,352	1,106,210	8,102,531
GRAND TOTALS	19,757,086	19,502,126	1,863,633	18,405,898	1,863,633	20,853,314

SUMMARY OF TRANSFERS AND INTERFUND CHARGES FY2004-2005

TRANSFERS FROM:	TRANSFERS TO:						INTERFUND CHARGES TO:			
	General fund	Street Maintenance	Abalone Cove Sewer District	Capital Improvement Program	Habitat Restoration	Improvement Authority Port Bend	Totals	Equipment Replacmnt fund	Employee Benefit fund	General fund Overhead Charges
General fund		300,000		289,171	76,752	91,500	757,423	476,072	915,676	
Street Maintenance fund							0		30,082	
Beautification fund							0		4,321	3,900
Waste Reduction fund	17,000	48,000					65,000		4,745	7,100
Air Quality Management fund							0			
Capital Improvement Program fund							0			
Measure A Capital fund							0			
CDBG fund	34,410						34,410			
Landscape/St Lighting (1972 Act) fund		285,000					285,000			48,200
Street Lighting (1911 Act) fund							0			41,600
Proposition A fund	2,500			13,000			15,500		647	2,700
Proposition C fund		112,300		420,000			532,300			
Abalone Cove Sewer District							0		1,157	
Quimby fund							0			
Dev. Impact Mitigation (EET) fund							0			
Bikeways/Pedestrian fund							0			
Measure A Maintenance fund	59,000						59,000			
Public Safety Grants fund	115,000						115,000			
Imp. Auth. Portuguese Bend fund							0			
RDA Portuguese Bend fund							0			
Equipment Replacement fund							0			
Capital Improvement Program fund							0		38,632	
TOTALS	227,910	745,300	0	722,171	76,752	91,500	1,863,633	476,072	995,260	103,500



**SUMMARY OF REVENUES - ALL FUNDS
FY2003-2004 BUDGET: \$20,634,588**

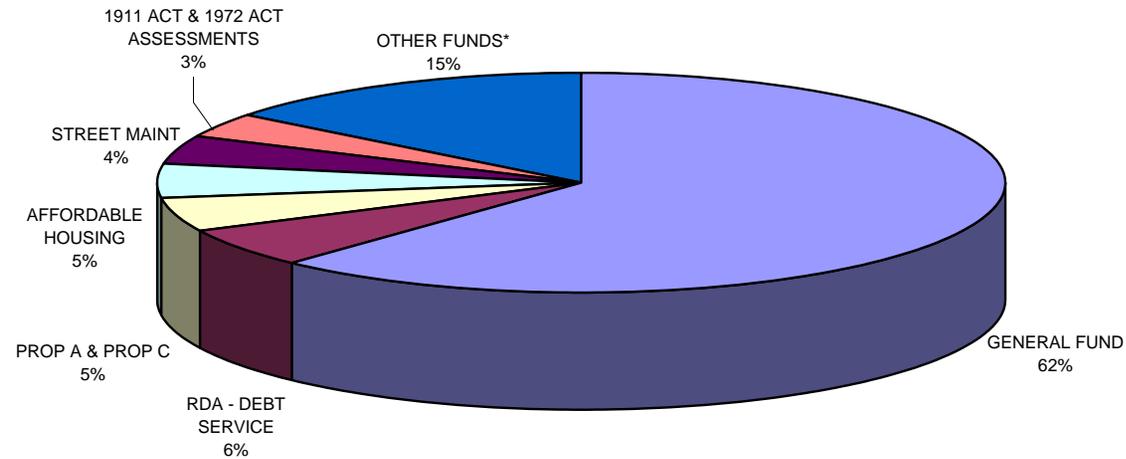


GENERAL FUND	\$11,719,406
CAPITAL IMPROVEMENT PROJECTS (CIP) ONE-TIME GRANTS ¹	\$1,531,447
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	\$1,207,863
PROPOSITION A & PROPOSITION C	\$1,126,421
RDA - DEBT SERVICE	\$1,042,397
STREET MAINTENANCE	\$844,900
1911 ACT & 1972 ACT ASSESSMENTS	\$660,010
OTHER FUNDS*	\$2,502,144

¹ CIP One-Time Grants includes \$844,087 for Proposition 12 & Proposition 40 park bond monies and \$681,660 for federal transit grant monies.

*OTHER FUNDS includes all funds of the City and its component units which are not individually identified in this chart (see the FY2003-2004 COMBINED SUMMARY OF FUNDS for further details).

SUMMARY OF REVENUES - ALL FUNDS FY2004-2005 BUDGET: \$19,502,126



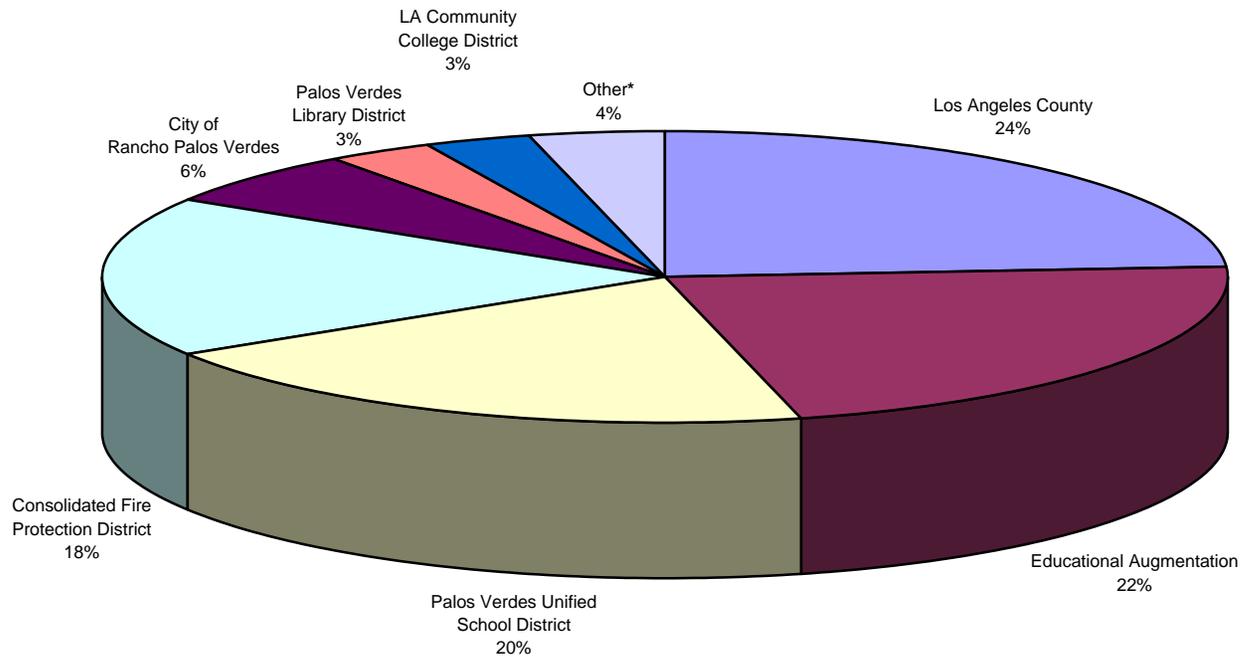
GENERAL FUND	\$12,081,300
RDA - DEBT SERVICE	\$1,110,550
PROPOSITION A & PROPOSITION C	\$1,007,500
AFFORDABLE HOUSING ¹	\$965,510
STREET MAINTENANCE	\$842,000
1911 ACT & 1972 ACT ASSESSMENTS	\$670,030
OTHER FUNDS*	\$2,825,236

¹ Affordable Housing revenue in FY2004-2005 is comprised of an estimated one-time developer fee from the Long Point Resort developer.

*OTHER FUNDS includes all funds of the City and its component units which are not individually identified in this chart (see the FY2004-2005 COMBINED SUMMARY OF FUNDS for further details).

HOW YOUR PROPERTY TAX DOLLARS ARE ALLOCATED

Annual property taxes are based on 1% of the assessed value of your property. Therefore, a homeowner with an assessed property value of \$600,000 pays property tax of \$6,000 annually. Of this amount, the City of Rancho Palos Verdes receives \$360.



*Other property tax recipients include the Los Angeles County Flood Control Maintenance District, the South Bay Cities Sanitation District, and the Children's Institutional Tuition Fund.

SOURCES AND USES OF CITY REVENUES - ALL FUNDS

GENERAL FUND

The General fund accounts for a variety of different revenues that may be used for any expenditures of the City. Primarily, General fund revenue consists of general-purpose taxes. The most significant General fund revenue sources, approximately 95% of the total General fund revenues, are described below.

PROPERTY TAX: Property Taxes are the largest single source of revenue to the General Fund, amounting to 34% of all General Fund revenue. The Los Angeles County Assessor assesses property valuations within the City; with the exception of Public Utility property assessed by the State Board of Equalization. The County levies the base property tax of one percent, equaling \$1 per each \$100 of assessed valuation (subject to growth limitations of 2% per year). Rancho Palos Verdes' share of the \$1 is 7.0%. (Example: For a home with a \$400,000 assessed valuation, the total property tax billed by the County is \$4,000 per year, and the City's 7% share is \$280 per year.) A number of other governmental agencies providing services within the City receive the remaining 93%, with the majority going to the County and the School Districts.

SALES AND USE TAX: In accordance with the California Revenue and Taxation Code and the Bradley-Burns Uniform Local Sales and Use Tax Law of 1955, this tax is imposed at the rate of 8.25% on the sales price of any taxable transaction. The total 8.25% includes two voter-approved measures for transportation within Los Angeles County and the State public safety ballot measure, Proposition 172.

The State Board of Equalization administers sales and use tax. A portion of this tax is distributed to the City (1%). The State, County and Transportation District share the other 7.25%. The City also receives 8.2% of sales tax generated by the City of Rolling Hills Estates under an agreement with that City. Sales tax revenue is about 10% of all General Fund revenue.

FRANCHISE TAXES: Under several State statutes, the City imposes fees on the natural gas, electric, water, trash and cable television companies operating in the City for the privilege of using the City rights-of-way. The amounts paid are based on a percentage of gross receipts. Franchise taxes are about 10% of total General Fund revenue.

MOTOR VEHICLE IN-LIEU FEES (MOTOR VEHICLE LICENSES): The City receives a portion of the Motor Vehicle License Fees (VLF) collected by the State. This revenue source is a fee charged "in-lieu" of what was originally a tax on motor vehicles by each local government entity. These in-lieu fees are now consolidated under the auspices of the State, and disbursement is made based on population. In 1998, the State reduced the amount of VLF paid by residents. The State continued to pay or "backfill" the fee reduction to local agencies. The backfill is approximately two-thirds of VLF revenue to the City. At the time of budget document preparation, it was unknown whether the State would continue to pay the backfill portion of the fees. Due to the current State budget crisis, this budget document has been prepared with the assumption that the City will not receive the backfill portion of VLF during FY2003-2004 or FY2004-2005. VLF revenue to the City that is not backfilled by the State accounts for approximately 7% of total General fund revenue.

UTILITY USERS TAX: In FY1993-1994, the City imposed a tax of 3% on the consumers of natural gas, electricity, water, and telephone services. The tax is collected by each of these utilities as a part of its regular billing procedure and remitted to the City. This tax accounts for about 15% of General fund revenues.

SOURCES AND USES OF CITY REVENUES - ALL FUNDS

BUSINESS LICENSE TAX: Title 5 of the Municipal Code authorizes the requirement for an annual business license for all entities conducting business within the City.

PLANNING AND BUILDING PERMITS: The Planning and Building divisions issue permits for building/remodel construction activities involving residential and commercial structures to ensure compliance with the City's Development Code. Permit fees are charged to recover the cost of providing such services.

USE OF MONEY AND PROPERTY: This includes earnings from investment of city funds as well as revenue received from the Point Vicente Interpretive Center, rental of City facilities, parking lot fees, and other rentals.

INTERFUND CHARGES FOR SERVICES: Certain restricted City funds (1972 Act Assessment District, 1911 Act Assessment District, Proposition A, Beautification and Waste Reduction) are charged amounts to defray the costs of City administration of these activities. The charges are limited to those, which are legally allowable.

RESTRICTED FUNDS

Restricted funds are used to account for the receipt and use of proceeds of certain revenue sources that are restricted by law or administrative action for specific purposes.

TRANSPORTATION

STATE HIGHWAY USERS TAX: The City is allocated a share of revenues derived from State Highway Users Tax based primarily on population. This tax is collected by gasoline retailers at the pump and is administered by the State Controller. Proposition 111 makes additional gas tax monies available to cities, although the city must meet a Maintenance of Effort (MOE) requirement. This MOE necessitates spending a certain amount of General fund monies for street maintenance.

Highway User Tax is restricted and can only be used for the construction, improvement, and maintenance of public rights-of-way. Activities financed by Highway Users tax include, but are not limited to, street patching, slurry sealing, street reconstruction, curb/gutter/sidewalk repair, and street sweeping.

PROPOSITION A: The City receives monies from Proposition A, which is a ½ cent sales tax approved by the voters of Los Angeles County in 1980. The revenues are received by cities on a per capita basis and may only be used for transit services and bus stop improvements and maintenance.

Rancho Palos Verdes has historically used these monies to finance participation in the Palos Verdes Transit/Dial-a-Ride, Municipal Area Express (MAX) transit system, and for bus stop shelter maintenance and improvements.

PROPOSITION C: Proposition C is a voter-approved measure enacted in 1990 which imposes a ½ cent sales tax in Los Angeles County for the purpose of improving transportation conditions. These monies are distributed on a per capita basis and must be used for transit services, bus stop improvements and maintenance, and street improvement projects for streets heavily used by transit. Proposition C monies must be spent within three years of allocation. Proposition C monies have been

SOURCES AND USES OF CITY REVENUES - ALL FUNDS

used to support the arterial overlay program and to augment other financing sources for street overlay and reconstruction projects.

BIKEWAY/PEDESTRIAN (SB 821): Bikeway/pedestrian funds are received annually based on population. These funds are authorized under the California Transportation Development Act (TDA), SB 821, Article 3. The funds may be used for the design and construction of bicycle and pedestrian facilities on roadways, which meet specific requirements.

LANDSCAPE AND STREET LIGHTING

1972 ACT ASSESSMENTS: In 1992, the City Council approved the establishment of a Landscape and Lighting District as allowed in the Landscape and Lighting Act of 1972. These funds may be used for activities including the operation, servicing, and maintenance of City landscaping, park and recreation improvements, street lighting and traffic signals. The assessments under a 1972 Act district are calculated each year based on the benefit received by each parcel of property and are billed on the property tax bill. Some expenses of the district have been determined to be of citywide benefit while the remaining expenses are only assessed to local areas of benefit. These calculations are made and adopted annually as a part of the Assessment Engineer's report.

1911 ACT ASSESSMENTS: In 1995, the City Council authorized the transfer of a street lighting maintenance district from Los Angeles County to the City. Funds generated from an existing 1911 Act District established by Los Angeles County are now remitted to the City for street lighting maintenance costs. The assessments for this district are calculated based on benefit and are only for property within the boundaries of the district.

EL PRADO LIGHTING ASSESSMENTS: In 1982, the El Prado Recreation and Parks District was reorganized as a subsidiary district of the City. The City provides service for the maintenance and operation of two ground-level spotlights and two overhead lights at the entrance to the El Prado neighborhood. A portion of these homeowners' one percent property tax levy is remitted to the City to finance these expenditures.

ABALONE COVE SEWER DISTRICT

In 2002, the Redevelopment Agency completed construction of a sanitary sewer system in the Abalone Cove area. Parcel owners in the Abalone Cove sewer project area pay semi-annual fees to the Abalone Cove Sewer (assessment) District to partially fund the operating cost of the sewer system. The amount of the fee is based upon costs to provide sewer services to that parcel, and varies with the type of sewer connection.

COMMUNITY DEVELOPMENT BLOCK GRANT

Block grant funds are made available through the federal Housing and Urban Development department and are administered by the L.A. County Community Development Commission (CDC). Each fiscal year, the City receives an allocation on a per capita basis. Typically, there is a requirement that a portion of the CDBG funds must be used for projects that benefit low and moderate-income residents. The REACH recreation program is an example of how the City meets this requirement. Since 1986, the City has used Community Development Block Grant (CDBG) funds for Portuguese Bend Landslide Mitigation projects. The CDC determines the exact amount of funding for each project.

SOURCES AND USES OF CITY REVENUES - ALL FUNDS

RECYCLING

The City has conducted a single-family, curbside recycling program since 1989 and a multi-family program since 1991. The City receives funds from the sale of recyclable materials picked up by the waste haulers and deposits those funds into the Beautification fund. These recycling funds are used for activities including beautification grants to enhance areas visible from the public rights-of-way and for the Recycler of the Month program.

WASTE REDUCTION

Fees are collected from residents and businesses and remitted to the City by waste haulers to fund the Source Reduction and Recycling Element (SRRE) program as mandated by State law - the Integrated Waste Management Act of 1989 (AB 939). Grants are also received for activities within the SRRE program. According to AB 939, every city in the State must reduce their waste stream by 50% by the year 2000.

AIR QUALITY

Under Assembly Bill (AB) 2766, the State authorized an assessment on the Motor Vehicle Fee for transportation/air quality related activities of local governments. These funds are administered by the South Coast Air Quality Management District and are distributed to cities on a population basis. The funds are used for reduction of air pollution within the south coast basin.

PUBLIC SAFETY GRANTS

Since FY1996-1997, the City has received grants from the U.S. Department of Justice "Local Law Enforcement Supplemental Services" (LLESS) program. Beginning in FY1997-1998, the City began receiving annual grants from the State COPS grant fund provided by AB 3229 (Brulte). These funds are used to enhance youth-related law enforcement efforts.

PARK DEVELOPMENT

QUIMBY: The City collects Quimby Act fees using the provisions of the State Subdivision Map Act and the City Municipal Code. These fees are collected from residential developers in-lieu of dedicating land for park use. The fees are based on a formula specified in the Municipal Code. They are paid by residential developers as a condition of approval for final subdivision maps or parcel maps and are used for improving park and recreation facilities.

MEASURE "A" / COUNTY PARK BOND ACT: In 1992, and again 1996, the voters of Los Angeles County approved the Safe Neighborhood and Parks Act (a.k.a. Measure "A"-1992/1996) which places an assessment on the property tax bill for each residential property within the County for the purpose of county-wide park improvements. The City is eligible for several funding components including specific projects contained in the Act, Discretionary Per Parcel funds, and countywide Competitive Grants. These funds are to be used for City parks and recreation capital improvements.

MEASURE "A" MAINTENANCE: As part of the Measure "A"/County Park Bond Act described above, the City receives annual funding allocations for maintenance. These funds can only be used for maintenance and servicing open space and park improvements acquired or built by the City with

SOURCES AND USES OF CITY REVENUES - ALL FUNDS

Measure "A" funds.

DEVELOPMENT IMPACT MITIGATION

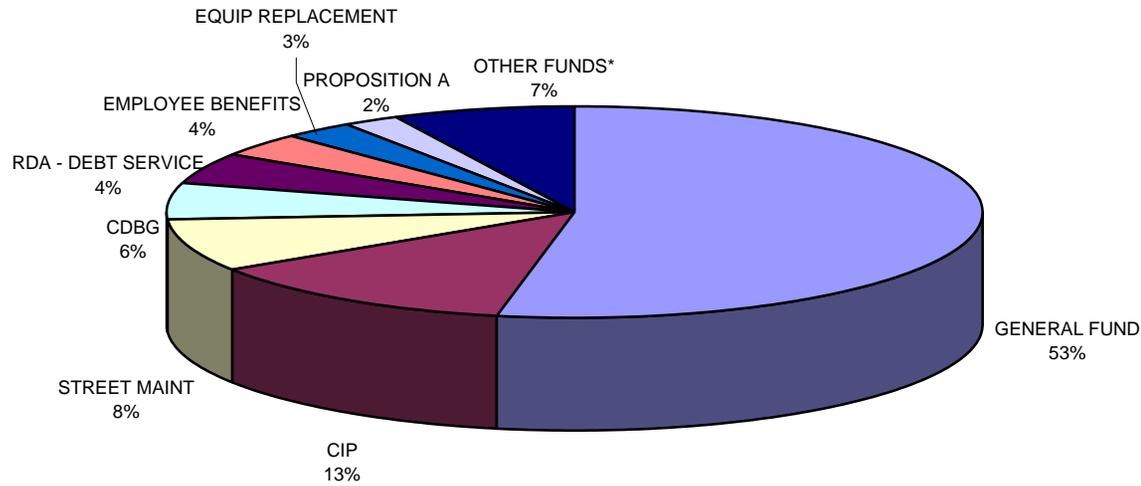
ENVIRONMENTAL EXCISE TAX: In 1974, the City Council determined that development and construction of new residential and commercial structures in the City had impacts on the existing quality of life and ecology of the City, and that this new development increases the demand for public services. Therefore, the City Council imposed a special, nonrecurring Environmental Excise Tax (EET). The funds are to be used for the purpose of purchasing land, constructing buildings and improvements, and purchasing machinery and equipment to develop, improve and expand City services and capital facilities.

AFFORDABLE HOUSING IN-LIEU FEE: In June 1997, the City Council approved the establishment of an in-lieu affordable housing fee pursuant to the City's General Plan Housing Element and Development Code. The fee is charged to developers of large commercial and residential projects who do not provide affordable housing on-site as part of their development project, and will facilitate the development of affordable housing within the City. This includes providing affordable housing to low and moderate-income households through the construction or renovation of facilities or through rental subsidy programs. The specific use of the funds will be determined on an on-going basis.

HABITAT RESTORATION FEE: In 1997, the City Council granted a conservation easement over the Palos Verdes Drive East Switchback property to the developer of the Ocean Trails golf course and residential project. The easement allows the developer to re-vegetate the property with coastal sage scrub habitat as mitigation for impacts to the native habitat on the Ocean Trails project site. A fee was charged for the conservation easement and the money will be used for future habitat restoration efforts on City owned property. It is anticipated that other developers may purchase conservation easements from the City or pay habitat mitigation fees, which will be added to this fund. The specific use of these funds will be determined on an on-going basis.

SUBREGION 1 MAINTENANCE FUND: In 1992, the City Council approved Tentative Tract Map No. 46628 for 79 single family residential lots at the base of Hawthorne Boulevard, seaward of Palos Verdes Drive West. The project included dedication of over 70 acres of open space to the City. In February 1999, the developer entered into a development agreement with the City that required the payment of \$750,000 to the City to fund long-term maintenance of the dedicated open space. The specific use of the funds will be to maintain the landscaped areas, wetlands, bluff face, native habitat areas, trails, signage, scenic turn-outs, parking areas and miscellaneous drainage improvements on the dedicated property.

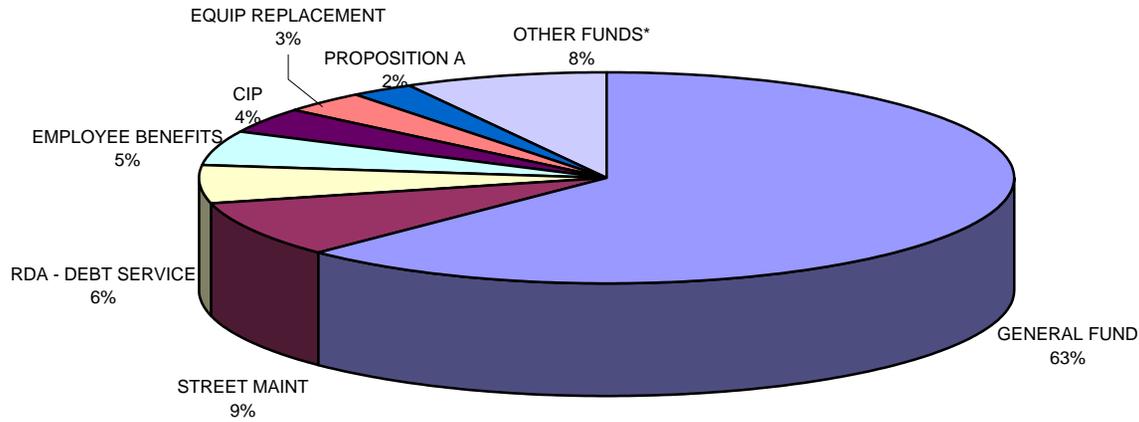
SUMMARY OF EXPENDITURES - ALL FUNDS FY2003-2004 BUDGET: \$20,638,960



GENERAL FUND	\$10,974,131
CIP	\$2,622,066
STREET MAINT	\$1,645,158
CDBG	\$1,173,453
RDA - DEBT SERVICE	\$957,587
EMPLOYEE BENEFITS	\$768,942
EQUIP REPLACEMENT	\$569,927
PROPOSITION A	\$441,295
OTHER FUNDS*	\$1,486,401

*OTHER FUNDS includes all funds of the City and its component units which are not individually identified in this chart (see the FY2003-2004 COMBINED SUMMARY OF FUNDS for further details).

**SUMMARY OF EXPENDITURES - ALL FUNDS
FY2004-2005 BUDGET: \$18,405,898**



GENERAL FUND	\$11,520,869
STREET MAINT	\$1,592,903
RDA - DEBT SERVICE	\$1,023,625
EMPLOYEE BENEFITS	\$995,260
CIP	\$722,171
EQUIP REPLACEMENT	\$605,779
PROPOSITION A	\$441,792
OTHER FUNDS*	\$1,503,499

*OTHER FUNDS includes all funds of the City and its component units which are not individually identified in this chart (see the FY2004-2005 COMBINED SUMMARY OF FUNDS for further details).

CHART OF ACCOUNTS - EXPENDITURE ACCOUNT CODE COMPONENTS

EXAMPLE OF AN ACCOUNT CODE: "001-340-50"

001 -	340 -	50
FUND	PROGRAM	OBJECT
General	Public Building Maintenance	Operating Supplies

FUNDS	PROGRAMS	OBJECTS
<i>Unrestricted</i>		
001 General	101 City Council	382 Computer Maintenance/Replacement
<i>Restricted by Council Action</i>	102 City Manager	383 Furniture & Equipment Maintenance/Replacement
330 Capital Improvements Program (CIP)	103 City Attorney	385 Employee Benefits
341 Utility Undergrounding	104 City Clerk	386 Building Replacement/Improvements
342 Roadway Beautification	105 Community Outreach	401 Planning
781 Equip Replacement	106 RPV TV Channel 33	402 Building & Safety
785 Employee Benefits	120 Finance	403 Code Enforcement
786 Building Improvements/Replacement	121 Personnel	404 View Restoration
<i>Restricted by Law/External Agency</i>	130 Information Technology - Data	405 NCCP
102 Street Maintenance	135 Information Technology - Voice	406 Geology
103 Landscape/Street Lighting (1972 Act)	211 Sheriff	510 Recreation & Parks Administration
109 El Prado Lighting	213 Neighborhood Watch	530 Recreational Facilities
110 Community Development Block Grant	214 Special Programs	540 Special Events
111 Street Lighting (1911 Act)	217 Public Safety Grants	560 Point Vicente Interpretive Center
112 Beautification	220 Animal Control	570 REACH
113 Waste Reduction	230 Emergency Preparedness	610 RDA Debt Service
114 Air Quality Management (AQMD)	301 Public Works Administration	720 RDA Portuguese Bend Administration
115 Street Improvement/Transit (Prop C)	302 Street Maintenance - Pavement	721 RDA Portuguese Bend Engineer
116 Transit (Prop A)	303 Street Maintenance - Non Pavement	722 RDA Portuguese Bend Attorney
117 Public Safety Grants	304 Traffic Management	725 RDA Portuguese Bend Capital Projects
122 Habitat Restoration	305 Portuguese Bend Road Maintenance	730 RDA Abalone Cove Administration
123 Subregion 1 Maintenance	307 Storm Water Quality	731 RDA Abalone Cove Engineer
124 Measure A Maintenance	310 Landscape & Street Lighting (1972 Act)	732 RDA Abalone Cove Attorney
125 Abalone Cove Sewer District	311 Street Lighting (1911 Act)	735 RDA Abalone Cove Capital Projects
334 Park Improvement/Development (Quimby)	312 Beautification	885 Improvement Authority Portuguese Bend
337 Affordable Housing In-Lieu	313 Waste Reduction	895 Improvement Authority Abalone Cove
338 Development Impact Mitigation (EET)	314 Transit (AQMD)	910 Community Development Block Grant
339 Measure A Parks Improvements	315 Street Improvement/Transit (Prop C)	930 Infrastructure Administration/Maintenance
340 Bikeways	316 Transit (Prop A)	931 Street Improvements
<i>RDA and Improvement Authority</i>	318 RDA Housing Set-Aside	932 Storm Drain Improvements
118 RDA Housing Set-Aside	319 El Prado Lighting	933 Parks/Trails/Open Space Improvements
210 RDA Debt Service	322 Habitat Restoration	934 Park Improvement/Development (Quimby)
375 RDA Portuguese Bend	323 Subregion 1 Maintenance	937 Affordable Housing In-Lieu
380 RDA Abalone Cove	324 Measure A Parks Maintenance	938 Development Impact Mitigation (EET)
885 Improvement Authority Portuguese Bend	325 Abalone Cove Sewer District	939 Measure A Parks Improvements
895 Improvement Authority Abalone Cove	340 Building Maintenance	940 Bikeways/Pedestrian Improvements (SB 821)
	341 Parks/Trails/Open Space Maintenance	941 Utility Undergrounding
	381 Vehicle Maintenance/Replacement	942 Roadway Beautification

(see Glossary of Account Code Terms)

GLOSSARY OF EXPENDITURE ACCOUNT CODE TERMS

<u>Account Code</u>	<u>Description</u>
.11	SALARY & WAGES - FULL TIME Salaries and wages paid to full time City employees.
.12	SALARY & WAGES - PART TIME Salaries and wages paid to part time City employees.
.13	SALARY & WAGES - OVERTIME Salaries and wages paid for overtime worked by non-exempt City employees.
.14	RETIREMENT (PERS) City's payment to the California Public Employees Retirement System (PERS), including employer's percentage share and the employee's share paid by the City.
.15	INSURANCE-EMPLOYEE City's contribution to all health, dental, long-term disability and life insurance plans for City employees and City Council members covered by such plans. The City pays the entire share of an employee's health, dental long-term disability and life insurance. The City pays one-half of the cost for all dependents health and dental coverage elected. This object code also includes the unemployment insurance, on a reimbursement basis, for all eligible terminated employees filing for unemployment benefits.
.16	FICA/MEDICARE The City is required to contribute 1.45% of an employee's salary to Medicare for all employees hired after April 1, 1986. Additionally, effective July 1, 1991, all employees not participating in PERS are required to participate in the Social Security system and pay both the 1.45% Medicare and 6.2% social security (retirement) tax. The City must match the employee's contribution.
.17	ACCRUED LEAVE Any compensation due to employees at termination, such as accrued vacation leave, is paid from the reserve in the employee benefits fund and expensed from this account.
.18	BONUS PLAN/EDUCATIONAL REIMBURSEMENT The cost for the City's Employee Incentive Program, which provides awards in recognition for exemplary performance; and for reimbursements paid to employees for education and related expenses eligible under the City's educational incentive program.
.19	EMPLOYEE BENEFITS This account is charged with employee insurance and other benefits costs allocated to the program.

GLOSSARY OF EXPENDITURE ACCOUNT CODE TERMS

<u>Account Code</u>	<u>Description</u>
.20	LIGHT AND POWER Charges for electrical energy and power for City buildings, streetlights, traffic signals, and related expenses.
.21	TELEPHONE SERVICE Charges for basic telephone service, local and long-distance calls, phone installations, relocations and removals and other communications charges.
.22	GAS UTILITY SERVICE Charges for gas utility service to public buildings.
.23	WATER UTILITY SERVICE Charges for water usage in public buildings and by public facilities, including parks and landscaped roadway medians.
.30	MAINTENANCE SERVICES Charges for services provided under contract with outside firms or other governmental agencies for maintenance and repair of City facilities, special litigation, or prosecutions.
.35	PROFESSIONAL/TECHNICAL SERVICES Charges for professional and technical services of a specialized nature, excluding skilled maintenance services.
.40	LEGAL SERVICES Charges for City contracted legal services.
.50	OPERATING SUPPLIES & MINOR EQUIPMENT Charges for materials, supplies and minor equipment items including office supplies consumed in the course of normal use; general operating supplies; specialized operating supplies such as recreation program supplies; and small equipment valued less than \$5,000 per individual item.
.53	POSTAGE Charges for metered postage, express mail, and messenger and delivery services.
.54	PRINTING & BINDING Charges for outside printing and/or binding for letterhead, business cards, various forms, brochures, and flyers as well as publication of special reports and other documents, such as the annual budget, and publication of employment advertising. Includes the costs for layout, typesetting, and services and materials provided in the cost for the outside vendor such as paper, cutting, and minor graphics. Excludes professional services used for production of documents, such as specialized writing and artist services.

GLOSSARY OF EXPENDITURE ACCOUNT CODE TERMS

<u>Account Code</u>	<u>Description</u>
.55	LEGAL NOTICE PUBLICATION Charges for publishing legal notices and other public notices.
.57	BUILDING & LAND RENTALS Charges for rental of land, buildings or other structures.
.58	VEHICLE & EQUIPMENT RENTAL Charges for rental of vehicles and equipment.
.67	PURCHASES FOR RESALE Purchases made for the purpose of resale to the public at a later time. Items are for sale at City facilities open to the general public. Examples include tourist-related items for sale at Point Vicente Interpretive Center.
.68	CITY GRANTS Grants awarded by the City to outside agencies or organizations.
.69	TRAINING Charges for training provided by vendors outside the City.
.70	MILEAGE REIMBURSEMENT Reimbursement for use of private automobiles for City business.
.71	MEETINGS & CONFERENCES Charges for expenses incurred for authorized City meetings and conferences. Expenses include transportation, registration fees, lodging, meals and other expenses incurred.
.72	MEMBERSHIPS & DUES Charges for memberships and dues in recognized professional organizations.
.73	PUBLICATIONS & JOURNALS Includes subscriptions to periodicals, city directories and technical publications, which assist City officials in the performance of their duties.
.74	INSURANCE Premiums for general liability, workers' compensation, automobile and property insurance. Includes all types of insurance except employee health and unemployment benefits.
.76	INTERNAL SERVICE FUND CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the

GLOSSARY OF EXPENDITURE ACCOUNT CODE TERMS

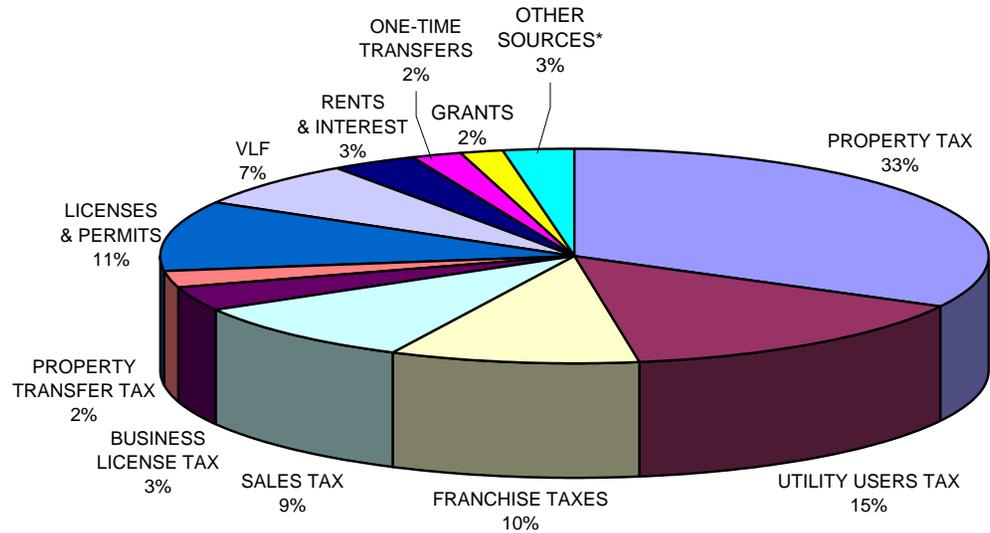
<u>Account Code</u>	<u>Description</u>
	amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.
.77	INTERFUND SERVICES (OVERHEAD) Services provided between different funds.
.78	OTHER MISCELLANEOUS Other miscellaneous charges not defined elsewhere in the Chart of Accounts.
.79	DEPRECIATION Annual depreciation expense for internal service fund assets.
.80	LAND Purchase of land.
.81	BUILDINGS Purchase of buildings.
.82	IMPROVEMENTS OTHER THAN BUILDINGS Includes improvements to land and structural improvements
.84	VEHICLES Purchase of automobiles and heavy equipment.
.85	FURNITURE & EQUIPMENT Purchase of furniture, office equipment, and other equipment, which have a useful life of more than 5 years and a value in excess of \$5,000.
.86	COMPUTER EQUIPMENT Purchases and installation of computer hardware, software, and ancillary equipment, which have a useful life of more than 3 years and a value in excess of \$5,000.
.90	PRINCIPAL Principal payments of debt.
.91	INTEREST Interest payments of debt.
.92	PASS THROUGH TO OTHER AGENCIES Intergovernmental funds payable to another agency.

ESTIMATED GENERAL FUND BALANCE

FY2002-2003 through FY2004-2005

	Estimate FY02-03	Adopted FY03-04	Proposed FY04-05
Beginning unreserved fund balance	7,233,653	8,191,171	8,274,681
Estimated revenues	12,926,050	11,719,406	12,081,300
Estimated transfers in	101,510	470,810	227,910
Estimated expenditures	11,459,347	10,974,131	11,520,869
Estimated transfers out	610,695	1,132,575	757,423
Estimated excess of sources over uses	957,518	83,510	30,918
Ending unreserved fund balance	8,191,171	8,274,681	8,305,599

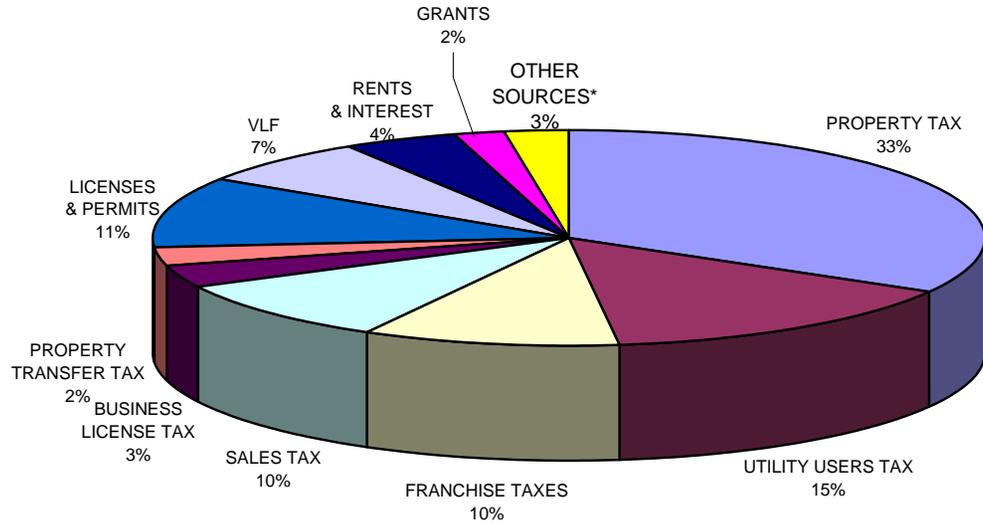
**GENERAL FUND SOURCES - REVENUES AND OPERATING TRANSFERS IN
FY2003-2004 BUDGET: \$12,190,216**



PROPERTY TAX	\$3,982,650
UTILITY USERS TAX	\$1,794,145
FRANCHISE TAXES	\$1,198,027
SALES TAX	\$1,165,758
BUSINESS LICENSE TAX	\$411,773
PROPERTY TRANSFER TAX	\$303,800
LICENSES AND PERMITS	\$1,318,000
VEHICLE LICENSE FEES	\$815,000
RENTS & INTEREST	\$416,065
ONE-TIME TRANSFERS	\$250,000
GRANTS	\$212,848
OTHER SOURCES*	\$322,150

*OTHER SOURCES includes all other General fund revenues not identified in this chart and operating transfers in (see the GENERAL FUND OVERVIEW section of the budget for further details).

**GENERAL FUND SOURCES - REVENUES AND OPERATING TRANSFERS IN
FY2004-2005 BUDGET: \$12,309,210**



PROPERTY TAX	\$4,102,130
UTILITY USERS TAX	\$1,809,847
FRANCHISE TAXES	\$1,219,150
SALES TAX	\$1,189,074
BUSINESS LICENSE TAX	\$415,847
PROPERTY TRANSFER TAX	\$309,900
LICENSES AND PERMITS	\$1,321,800
VEHICLE LICENSE FEES	\$831,300
RENTS & INTEREST	\$562,335
GRANTS	\$230,258
OTHER SOURCES*	\$317,569

*OTHER SOURCES includes all other General fund revenues not identified in this chart and operating transfers in (see the GENERAL FUND OVERVIEW section of the budget for further details).

GENERAL FUND REVENUES

Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Taxes							
001-311-10	PROPERTY TAX	3,450,750	3,694,868	3,479,660	3,793,000	3,982,650	4,102,130
001-312-10	SALES AND USE TAX	922,811	926,208	897,470	962,840	988,992	1,008,772
001-312-20	RHE SALES AND USE TAX	121,950	113,349	123,470	126,000	124,032	126,513
001-312-30	SALES TAX - PW (PSAF)	55,745	53,188	54,060	54,060	52,734	53,789
001-314-10	PROPERTY TRANSFER TAX	248,486	280,450	260,000	290,000	303,800	309,900
001-316-10	TRANSIENT OCC TAX	8,576	9,627	10,000	10,000	10,100	10,200
001-317-10	FRANCHISE TAXES	1,087,028	1,138,539	1,193,390	1,159,600	1,198,027	1,219,150
001-319-10	UTILITY USERS TAX	1,764,021	1,811,581	2,062,950	1,804,600	1,794,145	1,809,847
001-321-10	BUSINESS LICENSE TAX	364,484	343,039	350,270	350,270	406,850	410,919
001-321-20	BUSINESS LIC PENALTY	2,124	1,791	1,730	1,730	1,884	1,941
001-321-30	MESSAGE PERMITS	0	0	0	0	3,039	2,987
Subtotal for Taxes		8,025,975	8,372,641	8,433,000	8,552,100	8,866,253	9,056,147
License/Permits							
001-322-10	PLAN & ZONE PERMIT	203,081	174,716	181,600	198,100	143,000	143,000
001-322-15	VIEW RESTORATION FEES	3,350	18,210	4,000	4,000	84,000	84,000
001-322-20	PLAN - INVESTIGATION	3,833	3,910	3,500	3,500	5,700	5,700
001-322-30	PLAN - MISC FEES	4,521	1,257	4,000	4,000	30,000	30,000
001-322-40	PLAN - DATA PROCESS	1,100	4,131	900	900	3,800	3,800
001-322-50	PLAN - HIST DATA FEE	0	7,826	0	0	13,000	13,000
001-323-10	BLDG & SAFETY PLAN CK	142,063	154,279	129,000	129,000	239,200	239,200
001-323-20	BLDG & SAFETY PERMITS	522,499	404,675	483,200	544,100	397,000	397,000
001-323-30	BLDG & SAFETY INVESTIG	515	1,221	500	500	0	0
001-323-31	BLDG & SAFETY SMIP FEES	1,342	2,287	1,200	1,200	3,000	3,000
001-323-40	B&S GEOLOGY FEES	61,618	144,351	52,700	52,700	140,000	140,000
001-324-10	RIGHT OF WAY PERMITS	26,855	25,235	20,200	15,000	15,300	15,600
001-325-10	FILM PERMITS	104,038	21,668	30,000	40,000	20,000	20,000
001-326-10	ANIMAL CONTROL FEES	89,003	49,525	70,000	50,000	49,000	49,000
001-327-10	GOLF FEES	0	231,579	150,000	165,000	175,000	178,500
Subtotal for License/Permits		1,163,817	1,244,871	1,130,800	1,208,000	1,318,000	1,321,800

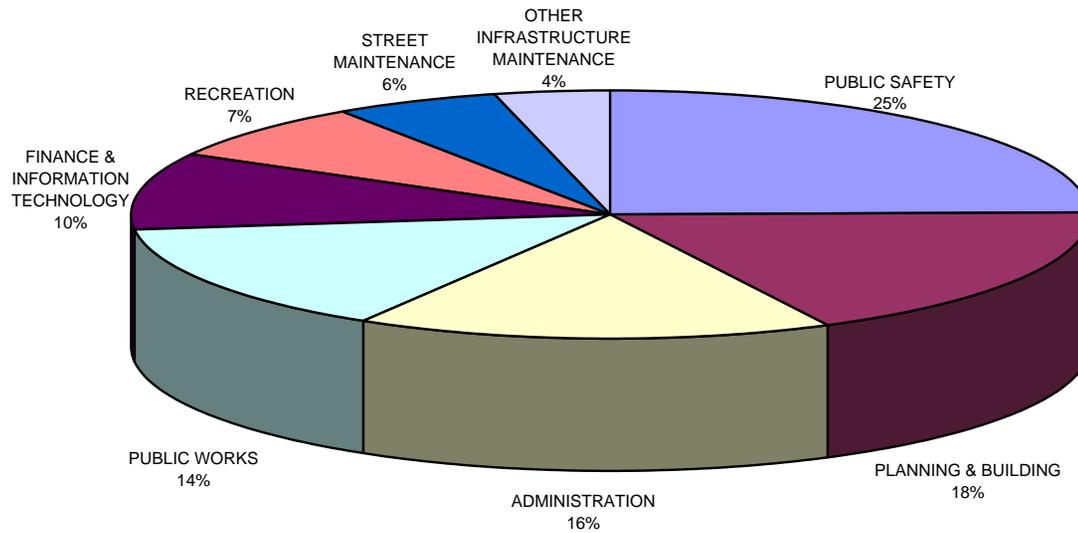
GENERAL FUND REVENUES

Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Fine/Forfeitures</i>							
001-331-10	MISC COURT FINES	109,146	104,598	115,000	62,000	63,200	64,500
001-333-10	FALSE ALARM FINES	30,548	12,000	20,000	15,000	15,300	15,600
Subtotal for	Fine/Forfeitures	139,694	116,598	135,000	77,000	78,500	80,100
<i>Rents</i>							
001-341-10	RENT - CITYWIDE	153,545	151,042	162,590	132,250	137,450	140,276
001-342-10	RENT - REC & PARKS	89,503	83,525	83,200	83,200	77,804	77,808
001-342-50	RENT - PVIC	0	0	0	0	0	10,000
001-342-60	RENT - CITY HALL	1,569	705	1,800	1,800	511	521
001-343-10	SHORELINE PKNG LOT FEES	35,016	34,324	35,000	35,000	36,000	37,000
001-343-20	HIKE FEES	0	0	0	0	1,300	1,300
001-344-10	PVIC ADMISSIONS	0	0	0	0	0	10,700
001-345-10	PVIC GIFT SHOP	1,748	1,294	0	0	0	100,750
Subtotal for	Rents	281,381	270,890	282,590	252,250	253,065	378,355
<i>Interest</i>							
001-347-10	INTEREST EARNINGS	465,382	247,640	350,000	200,000	163,000	184,000
Subtotal for	Interest	465,382	247,640	350,000	200,000	163,000	184,000
<i>Charges for Services</i>							
001-351-30	REC FEES - REACH	8,133	10,660	9,500	10,000	9,500	9,500
001-357-10	SALE OF SIGNS/SERVICES	2,121	2,456	1,000	0	2,000	2,000
001-359-10	SPECIAL FUND ADMIN	97,700	99,450	100,000	99,500	101,500	103,500
Subtotal for	Charges for Services	107,954	112,566	110,500	109,500	113,000	115,000
<i>From Other Agency</i>							
001-361-10	MOTOR VEHICLE IN-LIEU	2,443,374	2,388,270	2,275,000	2,400,000	815,000	831,300
001-362-10	OFF-HIGHWAY FEES	878	987	900	1,100	1,100	1,100
001-364-10	ST MANDATE REIMB	81,229	39,864	6,000	6,000	6,000	6,000
001-364-11	NCCP GRANT INCOME	2,779	17,340	80,000	50,000	15,538	15,848
Subtotal for	From Other Agency	2,528,260	2,446,460	2,361,900	2,457,100	837,638	854,248
<i>Other Revenue</i>							

GENERAL FUND REVENUES

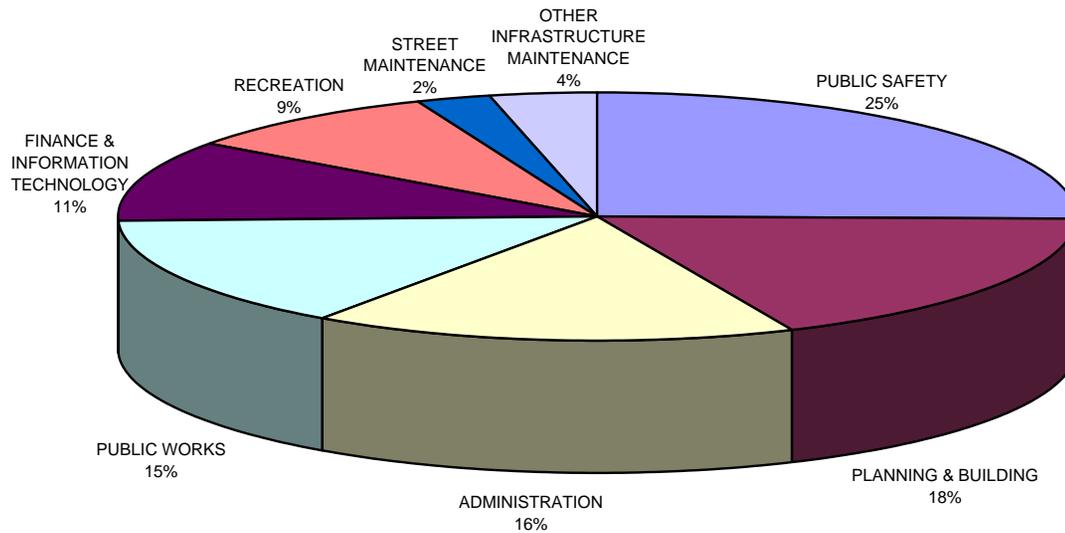
Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
001-371-10	DONATIONS - GENERAL	163	0	200	100	0	0
001-371-20	DONATIONS - PVIC	10	100	100	0	300	300
001-371-30	DONATIONS - REACH	140	435	200	0	200	200
001-371-40	DONATIONS - JULY 4TH	2,675	5,185	0	0	2,500	2,500
001-371-50	DONATIONS - DISC RM - LL	1,000	1,800	250	0	250	250
001-375-10	MISC REVENUES	322,015	114,834	100,000	85,000	86,700	88,400
Subtotal for	Other Revenue	326,003	122,354	100,750	85,100	89,950	91,650
General Fund Revenue Totals		13,038,467	12,934,021	12,904,540	12,941,050	11,719,406	12,081,300

**GENERAL FUND USES - EXPENDITURES AND OPERATING TRANSFERS OUT
FY2003-2004 BUDGET: \$12,106,706**



PUBLIC SAFETY	\$2,995,691
PLANNING & BUILDING	\$2,137,972
ADMINISTRATION	\$1,964,857
PUBLIC WORKS	\$1,746,494
FINANCE & INFORMATION TECH	\$1,218,846
RECREATION	\$910,271
STREET MAINTENANCE	\$675,000
OTHER INFRASTRUCTURE MAINT	\$457,575

**GENERAL FUND USES - EXPENDITURES AND OPERATING TRANSFERS OUT
FY2004-2005 BUDGET: \$12,278,292**



PUBLIC SAFETY	\$3,095,874
PLANNING & BUILDING	\$2,210,903
ADMINISTRATION	\$2,015,187
PUBLIC WORKS	\$1,829,697
FINANCE & INFORMATION TECH	\$1,295,041
RECREATION	\$1,074,167
STREET MAINTENANCE	\$300,000
OTHER INFRASTRUCTURE MAINT	\$457,423

GENERAL FUND EXPENDITURE SUMMARY BY PROGRAM

Program	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
101 City Council	39,745	72,098	96,794	96,794	91,626	97,925
102 City Manager	1,189,578	624,032	681,980	681,980	725,999	794,649
103 City Attorney	834,863	936,541	1,000,000	1,000,000	700,000	700,000
104 Administrative Services/City Clerk	205,707	301,236	269,749	269,749	278,315	244,628
105 Community Outreach	95,635	95,376	143,376	143,376	80,866	83,401
106 RPV TV Channel 33	0	0	10,000	10,000	10,000	10,000
120 Finance	547,949	591,527	771,080	771,080	717,188	772,306
121 Personnel	62,003	60,664	69,000	69,000	78,051	84,584
130 Information Technology - Data	164,935	233,706	353,967	353,967	435,541	453,339
135 Information Technology - Voice	31,090	66,355	59,300	59,300	66,117	69,396
<i>Subtotal for Administration</i>	<i>3,171,504</i>	<i>2,981,537</i>	<i>3,455,246</i>	<i>3,455,246</i>	<i>3,183,703</i>	<i>3,310,228</i>
211 Sheriff	2,383,483	2,474,942	2,760,202	2,760,202	2,752,046	2,834,608
213 Neighborhood Watch	6,483	42	4,360	4,360	2,700	2,700
214 Special Programs	48,204	66,692	94,404	94,404	30,778	31,811
220 Animal Control	117,156	82,057	152,100	152,100	110,406	121,459
230 Emergency Preparedness	18,469	23,435	109,878	109,878	99,761	105,296
<i>Subtotal for Public Safety</i>	<i>2,573,795</i>	<i>2,647,168</i>	<i>3,120,944</i>	<i>3,120,944</i>	<i>2,995,691</i>	<i>3,095,874</i>
301 Public Works Administration	443,509	528,466	625,957	625,957	436,887	459,118
304 Traffic Management	85,874	93,055	174,830	174,830	182,485	191,290
307 Storm Water Quality	200,583	88,038	121,882	121,882	204,175	211,590
340 Building Maintenance	287,314	341,506	451,836	451,836	370,075	393,795
341 Parks, Trails & Open Space Improve	367,366	394,190	708,060	708,060	552,872	573,904
<i>Subtotal for Public Works</i>	<i>1,384,646</i>	<i>1,445,255</i>	<i>2,082,565</i>	<i>2,082,565</i>	<i>1,746,494</i>	<i>1,829,697</i>
401 Planning	1,174,579	891,832	1,170,864	1,170,864	894,974	972,356
402 Building & Safety	540,537	475,532	569,100	569,100	559,415	573,168
403 Code Enforcement	0	89,231	132,730	132,730	117,407	126,339
404 View Restoration	0	309,348	324,930	324,930	365,124	367,434
405 NCCP	5,559	34,679	184,472	184,472	61,052	31,606
406 Geology	56,831	149,883	130,000	130,000	140,000	140,000
<i>Subtotal for Planning, Building & Code Enforce</i>	<i>1,777,506</i>	<i>1,950,505</i>	<i>2,512,096</i>	<i>2,512,096</i>	<i>2,137,972</i>	<i>2,210,903</i>
510 Recreation Administration	252,418	299,539	455,130	455,130	369,148	401,901
530 Recreational Facilities	208,553	197,333	252,160	252,160	284,157	302,293
540 Special Events	11,550	37,493	28,950	28,950	18,942	19,376
560 Point Vicente Interpretive Center	70,096	76,191	111,160	111,160	142,681	241,648
570 REACH	51,067	58,379	75,830	75,830	95,343	108,949
<i>Subtotal for Recreation</i>	<i>593,684</i>	<i>668,934</i>	<i>923,230</i>	<i>923,230</i>	<i>910,271</i>	<i>1,074,167</i>
General fund Expenditure Totals	9,501,135	9,693,399	12,094,081	12,094,081	10,974,131	11,520,869

GENERAL FUND TRANSFERS

Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>TRANSFERS IN</i>						
Fr CDBG	38,300	39,205	40,000	40,000	34,410	34,410
Fr Improv Authority Port Bend	0	0	0	0	75,000	0
Fr Measure A Maintenance	0	55,350	59,510	59,510	41,900	59,000
Fr Proposition A	0	0	0	0	2,500	2,500
Fr Public Safety Grants	0	0	0	0	115,000	115,000
Fr RDA Portuguese Bend	0	0	0	0	175,000	0
Fr Waste Reduction - Park Improv	0	0	0	0	10,000	0
Fr Waste Reduction - Park Maint	0	0	0	0	2,000	2,000
Fr Waste Reduction - Park Maint	0	11,465	2,000	2,000	15,000	15,000
Subtotal for TRANSFERS IN	38,300	106,020	101,510	101,510	470,810	227,910
<i>TRANSFERS OUT</i>						
To Abalone Cove Sewer Maint	0	-35,000	-35,000	-35,000	-15,000	0
To Building Improv/Replacement	-152,000	-500,000	-100,000	-100,000	0	0
To Building Improvements	0	0	-5,000	-5,000	0	0
To Drainage Improvements	-2,259,415	-1,669,741	-1,132,577	-1,132,577	-75,000	-75,000
To Equipment Replacement	0	-82,600	-38,100	-38,100	0	0
To Habitat Restoration	0	0	0	0	-76,752	-76,752
To Improv Authority Port Bend	-95,000	-95,000	-95,000	-95,000	-91,500	-91,500
To Infrastructure Improv Admin	0	0	0	0	-142,449	-152,837
To Parks Improvements	-70,259	-132,578	-47,630	-47,630	0	0
To Public Safety Grants	0	0	-5,000	-25,000	0	0
To Roadway Beautification	0	-200,000	0	0	0	0
To Sewer Maintenance	0	0	0	0	-18,232	-19,527
To Storm Drain Maintenance	0	0	0	0	-38,642	-41,807
To Street Improvements	0	-30,387	0	0	0	0
To Street Maint - Pavement Mgt	-1,170,326	-70,806	-344,375	-344,375	-675,000	-300,000
To Utility Undergrounding	0	-225,000	0	0	0	0
Subtotal for TRANSFERS OUT	-3,747,000	-3,041,112	-1,802,682	-1,822,682	-1,132,575	-757,423
General Fund Net Transfer Totals	-3,708,700	-2,935,092	-1,701,172	-1,721,172	-661,765	-529,513

RANCHO PALOS VERDES REDEVELOPMENT AGENCY

The Rancho Palos Verdes Redevelopment Agency (RDA) was established in 1984 with the primary purpose of providing mitigation measures to stabilize landslides in the Abalone Cove and Portuguese Bend areas of the City.

RDA expenditures for landslide mitigation facilities are accounted for in two separate funds based on two factors: the geographical boundaries of the two landslide areas, and two different funding sources. Expenditures in the Portuguese Bend are funded with proceeds of loans advanced during previous fiscal years from the City's General fund. The need for additional advances is not expected during FY2003-2004 and FY2004-2005. The Abalone Cove fund balance was depleted during FY2002-2003 with completion of the Abalone Cove Sanitary Sewer System. The Sewer System and other landslide mitigation facilities in the Abalone Cove area were funded with proceeds from County bonds issued in accordance with the Landslide Reimbursement Settlement Agreement. The County Bonds associated with this agreement between the RDA, the County, and several property owners in Abalone Cove was re-financed in 1997.

Operating and maintenance expenditures for the landslide mitigation facilities constructed by the RDA are budgeted and accounted for within the Joint Powers Improvement Authority.

Program budgets and justifications are shown within the department, which has responsibility for administering those programs.

The City has entered into an agreement to provide the RDA operating funds in the form of advances from the City's General fund, as the RDA requires in carrying out its function. Advances are not required every fiscal year. Each fiscal year, interest accrues on these advances (at the rate of 3% plus the average LAIF rate) and is added to the balance of the loan. A Summary of RDA Loans from the City is included in this budget section.

REDEVELOPMENT AGENCY SUMMARY OF FUNDS

Fund	Estimated Fund Balance 6/30/2003	Adopted Revenues	Adopted Transfers In	Adopted Expenditures	Adopted Transfers Out	Estimated Fund Balance 6/30/2004
RDA - HOUSING SET-ASIDE	713,383	135,100				848,483
RDA - DEBT SERVICE	475,817	1,042,397		957,587		560,627
RDA - PORTUGUESE BEND	285,315	3,700		23,810	175,000	90,205
RDA - ABALONE COVE	-					-
GRAND TOTALS	1,474,515	1,181,197	-	981,397	175,000	1,499,315

Fund	Estimated Fund Balance 6/30/2004	Proposed Revenues	Proposed Transfers In	Proposed Expenditures	Proposed Transfers Out	Estimated Fund Balance 6/30/2005
RDA - HOUSING SET-ASIDE	848,483	143,100		50,000		941,583
RDA - DEBT SERVICE	560,627	1,110,550		1,023,625		647,552
RDA - PORTUGUESE BEND	90,205	1,800		23,810		68,195
RDA - ABALONE COVE	-					-
GRAND TOTALS	1,499,315	1,255,450	-	1,097,435	-	1,657,330

Summary of RDA Loans from the City

	Actual FY00-01	Actual FY01-02	Estimate FY02-03	Adopted FY03-04	Proposed FY04-05
<i>Portuguese Bend</i>					
Beginning loan balance	7,453,190	8,133,964	8,656,978	9,124,455	9,580,678
Advances from the City's General fund	-	-	-	-	-
Accrued Interest	680,774	523,014	467,477	456,223	502,986
Ending loan balance	8,133,964	8,656,978	9,124,455	9,580,678	10,083,664
<i>Abalone Cove</i>					
Beginning loan balance	1,910,462	2,084,956	2,219,019	2,339,494	2,456,469
Advances from the City's General fund	-	-	12,000	-	-
Accrued Interest	174,494	134,063	108,475	116,975	128,965
Ending loan balance	2,084,956	2,219,019	2,339,494	2,456,469	2,585,434



RANCHO PALOS VERDES JOINT POWERS IMPROVEMENT AUTHORITY

Operating and maintenance expenditures for the landslide mitigation facilities constructed by the Rancho Palos Verdes Redevelopment Agency (RDA) are budgeted and accounted for within the Joint Powers Improvement Authority.

Maintenance within the Abalone Cove landslide area is funded in accordance with the 1987 Landslide Settlement Agreement between the City, the RDA, and the County. The agreement required that \$1,000,000 of the original \$10,000,000 bond proceeds be set aside as a non-expendable deposit from which investment interest earnings are to be used for the cost of landslide mitigation facility maintenance within Abalone Cove.

Unlike Abalone Cove, maintenance within the Portuguese Bend landslide area has no independent source of funding. These costs are funded with annual operating transfers from the City's General fund, and are accounted for in a separate fund within the Improvement Authority in order to prevent commingling of funding sources. It should be noted that according to the Landslide Settlement Agreement, tax increment revenues of the RDA are not to be used to provide maintenance for either Abalone Cove or Portuguese Bend landslide mitigation facilities.

Program budgets and justifications are shown within the department, which has responsibility for administering those programs.

IMPROVEMENT AUTHORITY SUMMARY OF FUNDS

Fund	Estimated Fund Balance 6/30/2003	Adopted Revenues	Adopted Transfers In	Adopted Expenditures	Adopted Transfers Out	Estimated Fund Balance 6/30/2004
IMPROV AUTH - PORT BEND	179,863	2,800	91,500	91,500	75,000	107,663
IMPROV AUTH - AB COVE	374,248	26,400		107,700		292,948
GRAND TOTALS	554,111	29,200	91,500	199,200	75,000	400,611

Fund	Estimated Fund Balance 6/30/2004	Proposed Revenues	Proposed Transfers In	Proposed Expenditures	Proposed Transfers Out	Estimated Fund Balance 6/30/2005
IMPROV AUTH - PORT BEND	107,663	2,400	91,500	91,500		110,063
IMPROV AUTH - AB COVE	292,948	28,000		101,700		219,248
GRAND TOTALS	400,611	30,400	91,500	193,200	-	329,311

CITY COUNCIL (001-101)

The City Council is the legislative body of the City and is comprised of five members elected to serve for a period of four years. The City Council formulates policies in response to the needs, values and interests of the citizens. The City Council appoints the City Manager and residents to serve on various volunteer boards, commissions, and committees. The City Council also fixes the compensation of its officers and staff; takes actions on license fees, assessments and other forms of revenue set forth by the government code. In addition, the Council approves the expenditure of City funds; establishes City ordinances and resolutions; approves City contracts; and purchases, leases, and disposes of City real property. City Council elections are conducted in November of odd numbered years.

Department: City Council

Budget Program: City Council

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-101-19	EMPLOYEE BENEFITS	-11,050	-25,690	-27,620	-27,620	-36,126	-41,545
	001-101-35	PROF/TECH SERVICE	0	-6,000	-11,000	-11,000	0	0
	001-101-50	OP SUPP/MINOR EQUIP	0	-80	-1,500	-1,500	-2,000	-2,000
	001-101-70	MISC EXPENSES	-14,150	-14,350	-13,800	-13,800	-14,500	-14,500
	001-101-71	MEETINGS & CONFRNCS	-14,545	-12,616	-25,500	-25,500	-22,500	-23,180
	001-101-72	MEMBERSHIPS & DUES	0	-13,362	-17,374	-17,374	-16,500	-16,700
Expenditure Subtotals			-39,745	-72,098	-96,794	-96,794	-91,626	-97,925
Net (Uses)/Resources Program Totals			-39,745	-72,098	-96,794	-96,794	-91,626	-97,925

Department: City Council

Budget Program: City Council

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-101-19	EMPLOYEE BENEFITS The cost for the City Council's participation in the City's medical, dental and vision insurance programs. The amounts in FY2003-2004 and FY2004-2005 have been increased based on increases in health benefit premiums over the last two years.	36,126	41,545
001-101-50	OPERATING SUPPLIES/MINOR EQUIPMENT Stationary items for City Council such as business cards and letterhead.	2,000	2,000
001-101-70	MISCELLANEOUS EXPENSES This item provides a \$350 per month expense allowance for the Mayor and a \$200 per month expense allowance for each City Council member for local travel in accordance with the adopted City Council Travel Policy.	14,500	14,500
001-101-71	MEETINGS & CONFERENCES \$4,000 is allocated for each member of City Council for travel, training, and conference expenses. An additional \$2,500 is included in a pool to be used for extraordinary expenses related to special city related business and assignments to statewide committees, with prior Council authorization.	22,500	23,180
001-101-72	MEMBERSHIPS & DUES This account provides for City Council membership in the following organizations: California Coastal Coalition \$2,000 California Contract Cities \$2,800 Southern California Associations of Governments \$3,488 South Bay Cities Council of Governments \$7,818 West Basin Municipal Water District \$200 Portuguese Bend Community Association \$50 Any significant increases in dues or the addition of a new membership that occur after the adoption of the Budget will be brought back to the City Council for review.	16,500	16,700



CITY ATTORNEY (001-103)

The City retains the firm of Richards, Watson & Gershon to serve as the City Attorney. The City Attorney provides legal advice to the City Council, City Manager and other City officials. As the legal advisor to the City Council, the City Attorney attends all regular City Council meetings and reviews City ordinances, resolutions, contracts, and opinions. In addition, the City Attorney represents the City in legal matters and court cases.

Department: City Attorney

Budget Program: City Attorney

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-103-35	PROF/TECH SERVICE	-25,824	-56,332	-4,000	-4,000	-4,000	-4,000
	001-103-40	LEGAL SERVICES	-809,038	-880,209	-996,000	-996,000	-696,000	-696,000
Expenditure Subtotals			-834,863	-936,541	-1,000,000	-1,000,000	-700,000	-700,000
Net (Uses)/Resources Program Totals			-834,863	-936,541	-1,000,000	-1,000,000	-700,000	-700,000

Department: City Attorney

Budget Program: City Attorney

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-103-35	PROFESSIONAL/TECHNICAL SERVICES Specialized contractual services, with third party legal advisors, associated with litigation and prosecution. Expenditures in this account include law firms other than Richards, Watson & Gershon. The amount expended in prior years has varied due to fluctuations in the levels of special litigation and routine code enforcement prosecution activity.	4,000	4,000
001-103-40	LEGAL SERVICES Legal services are provided to the City by Richards, Watson & Gershon. The amounts included in the FY2003-2004 and FY2004-2005 budgets are significantly less than previous years, reflecting the expectation of a reduction in litigation activity. Through the second quarter of FY2002-2003, legal services have been provided according to the following distribution: Regular Services 39%, Litigation 58%, and Prosecution 3%.	696,000	696,000



CITY ADMINISTRATION

The City Manager, as the administrative head of the City, ensures that the policies of the City Council are executed effectively and efficiently. Aside from the day-to-day direction of the City's departments, the City Manager's Office is also responsible for overseeing the budget and risk management, managing the Community Outreach, Personnel and Employee Benefits programs, as well as overseeing the City's Public Safety program. The Administrative Services/City Clerk's Office is responsible for



administrative duties including all of the mandated functions of the City Clerk's Office, records management and certain Community Outreach programs. Some of the specific activities within the City Administration include:

CITY MANAGER (001-102)

- Maintain regular contact with City Council members to insure they are fully informed of all significant activities occurring in or around the City;
- Coordinate City participation in various governmental organizations such as the League of California Cities, California Contract Cities Association, South Bay Cities Council of Governments and Southern California Association of Governments, including attending regional meetings, participating in seminars, and other as needed support;
- Monitor the activities of City Departments to insure they are carrying out City Council policy;
- Prepare weekly status reports, which provide updates on various activities and outstanding issues to the City Council;
- Oversee the preparation of the City Council agendas;
- Supervise the development, preparation and implementation of the City budget;
- Monitor state and federal legislation affecting municipalities;
- Handle resident concerns and disputes, which are not resolved at the department level; and,
- Maintain daily contact with the City Attorney's Office regarding any pertinent City activities, citizen contacts or events that may require the City Attorney's early involvement.
- Administer the General Liability, Workers Compensation, and Property insurance coverage programs;
- Coordinate City participation in the California Joint Powers Insurance Authority (CJPIA), which is the pooling agency for 77 cities;
- Process all liability claims filed against the City; and
- Monitor the City's risk prevention and safety program.

ADMINISTRATIVE SERVICES/CITY CLERK (001-104)

- Coordinate activities relating to City Council, Redevelopment Agency and Improvement Authority meetings, including the preparation and distribution of the agenda; publication of the agenda on the City's website, and preparation of the minutes;
- Notification of interested parties through publication, the U. S. mail, the City's email listserve, and/or posting, as required;
- Administer all general and special municipal elections;
- Receive and process all campaign statements filed by elected officials and candidates under the Political Reform Act;
- Respond to inquiries about voter registration and polling places;
- Filing Officer for the City's Conflict of Interest Code;
- Conduct the recruitment for all citizen advisory boards;
- Accept service on all subpoenas, records requests, and summonses;
- Process notarized and certified City documents;
- Manage updating of the Municipal Code; and,
- Administer the City's records management program including the creation, processing, retrieval, storage, destruction and retention of City records.

COMMUNITY OUTREACH (001-105)

- Coordinate Town Hall meetings and workshops, Community Leaders Breakfasts, and the monthly Mayor's Breakfast meetings;
- Edit and publish four City Newsletters per year;
- Prepare approximately 100 proclamations, certificates of appreciation and letters of commendation per year;
- Ensure graphic continuity in the use of the City's logo in all City publications.
- Issue and oversee approximately 35 film permits per year;
- Administer the cable television franchise, including handling approximately 40 cable-related customer service complaints per year; and,
- Oversee the broadcast of City meetings and other programming shown on the local government cable access channel.

PERSONNEL (001-121)

- Administer the City's salary ranges and merit pool;
- Conduct personnel recruitments;
- Monitor performance reviews, promotions and disciplinary actions;
- Conduct employee training sessions; and
- Prepare and update the Management and Competitive Service Personnel Rules, job descriptions and the Administrative Instruction Manual.

EMPLOYEE BENEFITS (785-385)

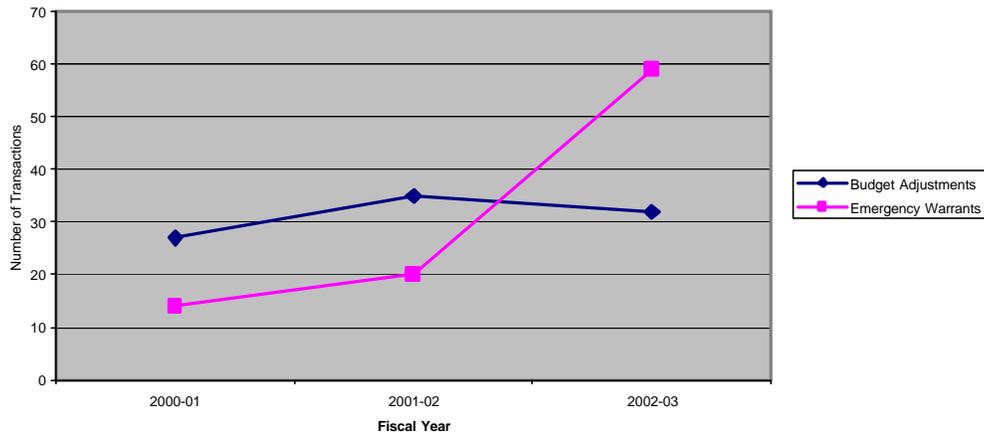
- Administer employee health care, disability, retirement, and other benefit programs; and,
- Manage the employee bonus and tuition reimbursement programs.

CITY ADMINISTRATION PERFORMANCE INDICATORS

FINANCIAL MANAGEMENT

The City Council must approve any additional funding for programs that exceeds the budgeted amount. Examples of budget adjustments over the past few years include the need for additional funds for certain infrastructure projects such as the San Ramon Storm Drain, funds for new programs such as a Cable Television Studio and funds for increased operating costs such as litigation expenses. The better staff is able to predict the City's financial needs during the budget process, the fewer budget adjustments will be required.

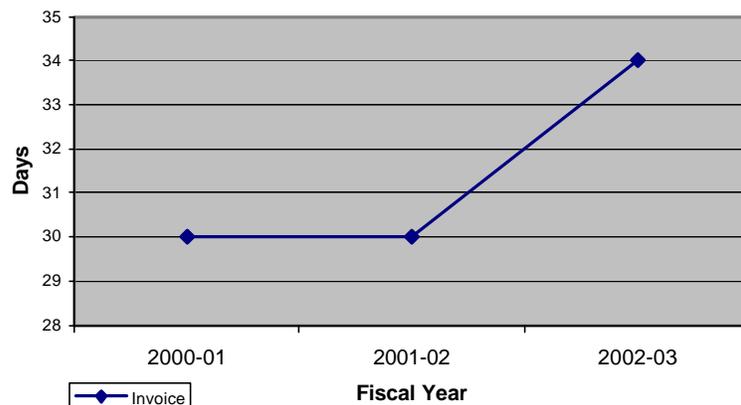
FINANCIAL MANAGEMENT



Emergency warrants are utilized when the normal purchasing procedure will not be completed quickly enough to facilitate a payment. All emergency warrants must be approved by the City Manager. An emergency warrant can be used when a vendor is not willing to wait 30 days for payment, or when an invoice has not been processed expeditiously and the vendor is due payment or when fast payment may result in a discount. However, a sharp rise in the number of emergency warrants issued is cause to examine purchasing procedures to insure the normal process is not being compromised. The significant increase in emergency warrants in FY 2002-2003 was partly due to 17 emergency warrants paid to the Bank of America to avoid late charges on credit card bills.

Annually, the City processes approximately 4,500 invoices. Our goal in paying our bills is thirty days from receipt of a valid invoice to date of payment. Processing time includes time for review and approval of the invoice by the Department that purchased the goods or services as well as processing through the Finance Department and placement on the Warrant Register for City Council approval. Prompt

AVERAGE TIME TO PROCESS INVOICES

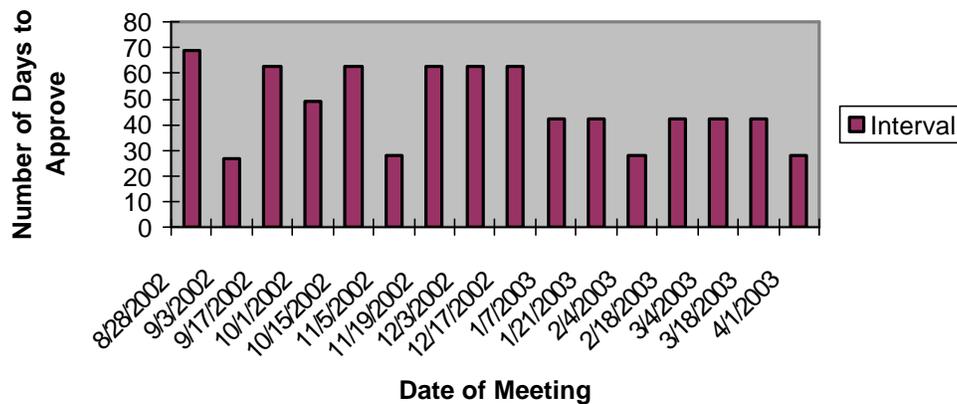


payment of invoices encourages vendors to want to do business with the City and therefore engenders competition that helps keep our costs down.

CITY COUNCIL MINUTES

With the adoption of a policy to expand City Council minutes, the City Clerk’s Office has hired two court reporters to capture the details of Council discussion. The goal is to have the final minutes ready for adoption within thirty days of the meeting; this includes the time it takes to distribute the rough draft to staff and Council members. Below is the approval interval for minutes over the past eight months. The average time between the meeting date and the date of approval of the minutes has been about 49 days during this period.

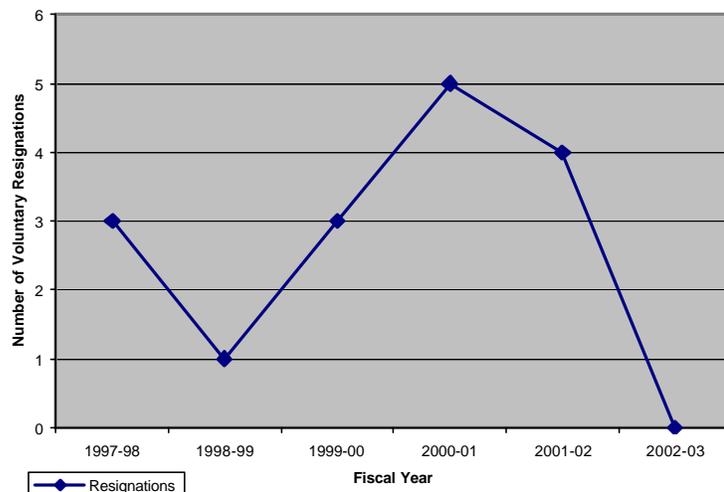
APPROVAL OF COUNCIL MINUTES



PERSONNEL

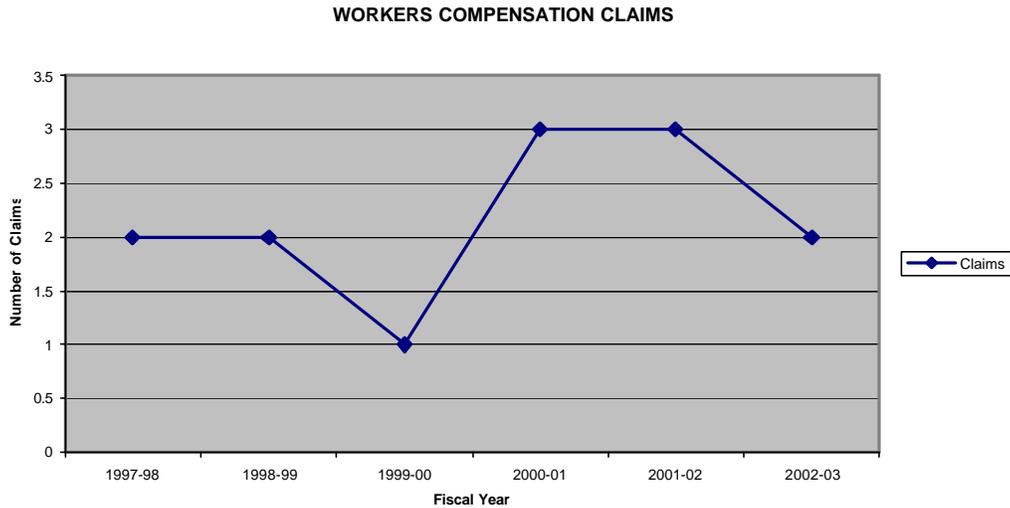
Due in part due its geographical location, the difficulty of finding affordable housing nearby, limited opportunities for promotion and an “average” compensation package the City of Rancho Palos Verdes has experienced a high rate of employee turnover during the past five years. Over the past two years the City Council has improved the employee retirement package to be comparable with the majority of cities in Southern California and has adjusted salary ranges to put its employees in the 75 percentile of comparable cities. In FY 2002-03 there have been no voluntary resignations by full time employees who have completed their probationary period.

EMPLOYEE RESIGNATIONS

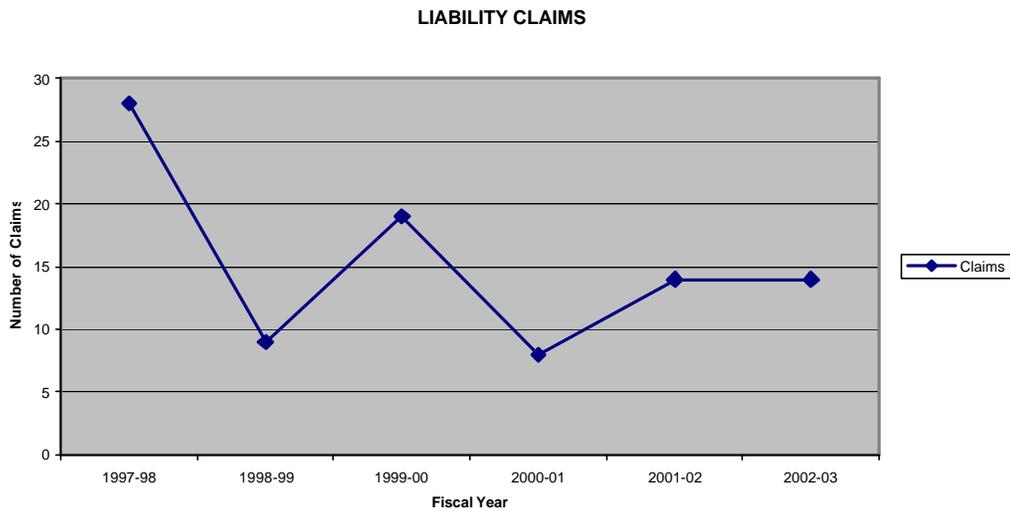


RISK MANAGEMENT

The number of Workers Compensation claims filed by City staff (including part-time staff and volunteers) has remained low through the years. Rancho Palos Verdes is consistently among the leaders in low workers compensation losses among cities with a similar number of employees.



Claims against the City tend to be primarily related to traffic accidents. Our claim experience compared with other cities of our size is about average.



Department: City Administration

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>City Manager</i>						
Expenditure Subtotals	-1,189,578	-624,032	-681,980	-681,980	-725,999	-794,649
Revenue Subtotals	104,038	21,668	30,000	40,000	23,039	22,987
Program Net (Uses)/Resources Totals	-1,085,540	-602,364	-651,980	-641,980	-702,960	-771,662
<i>Administrative Services/City Clerk</i>						
Expenditure Subtotals	-205,707	-301,236	-269,749	-269,749	-278,315	-244,628
Program Net (Uses)/Resources Totals	-205,707	-301,236	-269,749	-269,749	-278,315	-244,628
<i>Community Outreach</i>						
Expenditure Subtotals	-95,635	-95,376	-143,376	-143,376	-80,866	-83,401
Program Net (Uses)/Resources Totals	-95,635	-95,376	-143,376	-143,376	-80,866	-83,401
<i>RPV TV Channel 33</i>						
Expenditure Subtotals	0	0	-10,000	-10,000	-10,000	-10,000
Program Net (Uses)/Resources Totals	0	0	-10,000	-10,000	-10,000	-10,000
<i>Personnel</i>						
Expenditure Subtotals	-62,003	-60,664	-69,000	-69,000	-78,051	-84,584
Program Net (Uses)/Resources Totals	-62,003	-60,664	-69,000	-69,000	-78,051	-84,584
<i>Employee Benefits</i>						
Expenditure Subtotals	-411,528	-479,993	-632,425	-632,425	-768,942	-995,260
Revenue Subtotals	301,752	529,669	610,270	610,270	770,342	996,860
Program Net (Uses)/Resources Totals	-109,776	49,675	-22,155	-22,155	1,400	1,600
Totals City Administration	-1,558,660	-1,009,965	-1,166,260	-1,156,260	-1,148,792	-1,192,675

Department: City Administration

Budget Program: City Manager

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-102-11	SALARY & WAGES - FT	-252,327	-276,797	-285,990	-285,990	-291,763	-302,866
	001-102-13	SALARY & WAGES - OT	-315	0	-2,730	-2,730	-1,767	-1,836
	001-102-19	EMPLOYEE BENEFITS	-26,560	-47,426	-50,970	-50,970	-66,310	-88,454
	001-102-35	PROF/TECH SERVICE	-500	0	-1,000	-1,000	-3,592	-3,592
	001-102-50	OP SUPP/MINOR EQUIP	-2,840	-1,169	-3,200	-3,200	-2,500	-2,500
	001-102-53	POSTAGE	-9	-2	-100	-100	-50	-50
	001-102-54	PRINTING & BINDING	-217	-190	-250	-250	-250	-250
	001-102-70	MILEAGE REIMB	-153	-58	-330	-330	-200	-200
	001-102-71	MEETINGS & CONFRNCS	-4,672	-5,896	-4,500	-4,500	-3,600	-3,700
	001-102-72	MEMBERSHIPS & DUES	-1,450	-16,973	-15,430	-15,430	-13,047	-13,828
	001-102-73	PUBLICATIONS & JRNLS	-526	-459	-400	-400	-300	-300
	001-102-74	INSURANCE	-247,944	-247,944	-290,000	-290,000	-319,000	-350,900
	001-102-76	EQUIP REPLACEMENT CHGS	-40,880	-24,140	-27,080	-27,080	-23,620	-26,173
	001-102-80	LAND	-611,185	-2,978	0	0	0	0
Expenditure Subtotals			-1,189,578	-624,032	-681,980	-681,980	-725,999	-794,649
License/Permit	001-325-10	FILM PERMITS	104,038	21,668	30,000	40,000	20,000	20,000
Taxes	001-321-30	MASSAGE PERMITS	0	0	0	0	3,039	2,987
Revenue Subtotals			104,038	21,668	30,000	40,000	23,039	22,987
Net (Uses)/Resources Program Totals			-1,085,540	-602,364	-651,980	-641,980	-702,960	-771,662

Department: City Administration

Budget Program: City Manager

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-102-11	SALARY & WAGES - FT In FY2002-2003, several duties were re-allocated within the City Administration Department, resulting in the shift of one full-time staff position from the City Clerk's Office to the City Manager's Office. The proposed FY20042005 budget includes the reclassification of the Senior Administrative Analyst position to an Assistant to the City Manager.	291,763	302,866
001-102-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	1,767	1,836
001-102-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	66,310	88,454
001-102-35	PROFESSIONAL/TECHNICAL SERVICES Funds miscellaneous contract services, such as temporary clerical assistance; as well as the annual Local Agency Formation Commission (LAFCO) participation fee.	3,592	3,592
001-102-50	OPERATING SUPPLIES/MINOR EQUIPMENT Miscellaneous office supplies.	2,500	2,500
001-102-53	POSTAGE Charges for metered postage, express mail, messenger and delivery services.	50	50
001-102-54	PRINTING & BINDING Charges for outside printing and/or binding for letterhead, business cards, forms, brochures and other published documents.	250	250
001-102-70	MILEAGE REIMBURSEMENT Reimbursement for use of employees' private automobiles for City business.	200	200
001-102-71	MEETINGS & CONFERENCES Expenses related to travel by employees in the City Manager's office to meetings and conferences sponsored by the League of California Cities, South Bay City Manager's Association and California Contract Cities. Other travel that may be included in this	3,600	3,700

Department: City Administration

Budget Program: City Manager

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	account is special lobbying trips to Sacramento and attendance at miscellaneous regional meetings.		
001-102-72	MEMBERSHIPS & DUES Funds membership in the League of California Cities, as well as several professional organizations. League of California Cities \$11,590 International City Managers Association (ICMA) \$1,040 American Planning Association (APA) \$367 Municipal Management Assistants of Southern California \$50	13,047	13,828
001-102-73	PUBLICATIONS & JOURNALS Provides for subscriptions to periodicals, city directories and technical publications which assist City staff in the performance of their duties.	300	300
001-102-74	INSURANCE Cost for the City's general liability and property insurance coverage through the California Joint Powers Insurance Authority (CJPIA). The annual fluctuations in insurance cost results from retrospective refunds or deposits. These adjustments are applied annually based on CJPIA's analysis of the City's actual claims history.	319,000	350,900
001-102-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	23,620	26,173



Department: City Administration
Budget Program: Administrative Services/City Clerk

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-104-11	SALARY & WAGES - FT	-132,976	-150,620	-156,120	-156,120	-131,970	-136,988
	001-104-12	SALARY & WAGES - PT	-491	-958	-1,900	-1,900	0	0
	001-104-13	SALARY & WAGES - OT	-332	-3,831	-4,340	-4,340	-1,723	-1,790
	001-104-19	EMPLOYEE BENEFITS	-17,590	-37,656	-40,460	-40,460	-30,217	-40,222
	001-104-35	PROF/TECH SERVICE	-10,355	-68,502	-16,654	-16,654	-77,550	-27,497
	001-104-50	OP SUPP/MINOR EQUIP	-1,957	-821	-1,885	-1,885	-1,885	-1,940
	001-104-53	POSTAGE	-5,017	-4,865	-5,870	-5,870	-7,350	-7,600
	001-104-54	PRINTING & BINDING	-11,216	-10,390	-13,785	-13,785	-10,580	-10,075
	001-104-55	LEGAL NOTICE PUB	0	-1,202	-2,450	-2,450	-2,450	-2,575
	001-104-69	TRAINING	-622	-126	-960	-960	-1,200	-1,240
	001-104-70	MILEAGE REIMB	-35	-38	-250	-250	-250	-250
	001-104-71	MEETINGS & CONFRNCS	-1,051	-1,185	-950	-950	-850	-880
	001-104-72	MEMBERSHIPS & DUES	-356	-332	-420	-420	-350	-350
	001-104-73	PUBLICATIONS & JRNLS	-40	-80	-55	-55	-130	-135
	001-104-76	EQUIP REPLACEMENT CHGS	-23,670	-20,630	-23,650	-23,650	-11,810	-13,086
Expenditure Subtotals			-205,707	-301,236	-269,749	-269,749	-278,315	-244,628
Net (Uses)/Resources Program Totals			-205,707	-301,236	-269,749	-269,749	-278,315	-244,628

Department: City Administration

Budget Program: Administrative Services/City Clerk

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-104-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program. In FY2002-2003, several duties were re-allocated within the City Administration Department, resulting in the shift of one full-time staff position from the Administrative Services/City Clerk's office to the City Manager's office.	131,970	136,988
001-104-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	1,723	1,790
001-104-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	30,217	40,222
001-104-35	PROFESSIONAL/TECHNICAL SERVICES For FY2003-2004 this budget reflects the cost of \$49,000 for the November 2003 General Municipal Election and the additional cost of \$4,000 for the printing associated with placement of a term limit initiative on the November ballot. Additional election expenses include consulting and election supplies from Martin & Chapman; \$15,000 for the cost of court reporters to take the minutes for City Council meetings; Municipal Code and County Code updates, miscellaneous election expenses; and, \$2,500 for City logo design consulting services.	77,550	27,497
001-104-50	OPERATING SUPPLIES/MINOR EQUIPMENT Miscellaneous office and operating supplies.	1,885	1,940
001-104-53	POSTAGE Postage costs for mailing the quarterly City Newsletter and the cost of postage permits.	7,350	7,600
001-104-54	PRINTING & BINDING This budget reflects 49.9% of the cost of printing the City's Newsletter. The remainder of the cost is paid for out of the Waste Reduction fund (38.6%), and Prop A fund (11.5%). Also included is the cost for printing the Committee & Commission Handbook due for revision during FY2003-2004.	10,580	10,075
001-104-55	LEGAL NOTICE PUBLICATION Publication of legal notices and advertisement for advisory board	2,450	2,575

Department: City Administration

Budget Program: Administrative Services/City Clerk

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	recruitment.		
001-104-69	TRAINING Training and continuing education focusing on election laws, records management and notary commission.	1,200	1,240
001-104-70	MILEAGE REIMBURSEMENT Reimbursement to staff for use of personal vehicles for attending meetings.	250	250
001-104-71	MEETINGS & CONFERENCES Attendance at various City Clerks Association Meetings.	850	880
001-104-72	MEMBERSHIPS & DUES Membership dues for the International Institute of Municipal Clerks, California City Clerks Association of California, and the National Notary Association.	350	350
001-104-73	PUBLICATIONS & JOURNALS Provides for subscriptions to periodicals, city directories and technical publications which assist City staff in the performance of their duties.	130	135
001-104-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	11,810	13,086



Department: City Administration
Budget Program: Community Outreach

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-105-11	SALARY & WAGES - FT	-26,320	-29,107	-29,690	-29,690	-19,359	-20,107
	001-105-12	SALARY & WAGES - PT	-65	0	0	0	0	0
	001-105-13	SALARY & WAGES - OT	0	0	0	0	-177	-184
	001-105-19	EMPLOYEE BENEFITS	-2,920	-4,862	-5,220	-5,220	-5,220	-6,810
	001-105-35	PROF/TECH SERVICE	-17,613	-18,668	-29,526	-29,526	-12,000	-12,000
	001-105-50	OP SUPP/MINOR EQUIP	-4,555	-8,917	-21,560	-21,560	-6,750	-6,750
	001-105-54	PRINTING & BINDING	-210	-1,455	-440	-440	-1,000	-1,000
	001-105-68	CITY GRANTS	-20,010	-27,890	-34,340	-34,340	-30,000	-30,000
	001-105-70	MILEAGE REIMB	0	0	-100	-100	-50	-50
	001-105-71	MEETINGS & CONFRNCS	-3,343	-2,907	-19,500	-19,500	-3,500	-3,500
	001-105-72	MEMBERSHIPS & DUES	-20,599	-1,327	-2,800	-2,800	-2,610	-2,800
	001-105-73	PUBLICATIONS & JRNLS	0	-244	-200	-200	-200	-200
Expenditure Subtotals			-95,635	-95,376	-143,376	-143,376	-80,866	-83,401
Net (Uses)/Resources Program Totals			-95,635	-95,376	-143,376	-143,376	-80,866	-83,401

Department: City Administration
Budget Program: Community Outreach

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-105-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	19,359	20,107
001-105-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	177	184
001-105-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	5,220	6,810
001-105-35	PROFESSIONAL/TECHNICAL SERVICES This item funds the cost for the Channel 3 Reader Board service.	12,000	12,000
001-105-50	OPERATING SUPPLIES/MINOR EQUIPMENT This item includes the following: 1. Two Community Leaders' Breakfast meetings (\$1,500) 2. An Annual Committee and Commission Recognition Reception. (\$2,750) 3. Mayors Luncheons with the Mayors from the other three Peninsula Cities and a member from the Palos Verdes Peninsula Unified School District Board. (\$500) 4. City tiles, lapel pins, engraving and proclamations. (\$2,000)	6,750	6,750
001-105-54	PRINTING & BINDING Charges for outside printing and/or binding for letterhead, business cards, forms, brochures and other published documents.	1,000	1,000
001-105-68	CITY GRANTS This item provides specific grants to the following non-profit organizations serving the Peninsula and South Bay area. Dance Peninsula \$750 Chamber Orchestra of the South Bay \$750 Harbor Free Clinic \$2,000 H.E.L.P. \$100 Helpline Youth Counseling \$2,000 Mothers Advocating Prevention \$2,000	30,000	30,000

Department: City Administration
Budget Program: Community Outreach

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	Palos Verdes Symphonic Band \$750 Peninsula Pet Rescue \$800 Peninsula Seniors \$7,000 Peninsula Symphony \$750 Pet Protector's League \$100 Salvation Army Sage House \$100 School of Champions \$400 Shakespeare by the Sea* \$750 S.H.A.W.L. \$2,000 South Bay Chamber Music Society \$750 South Bay Family Healthcare \$2,000 South Bay Youth Project \$7,000		
	* This grant will be awarded if Shakespeare by the Sea is able to provide one free public performance at City Hall for this amount. Otherwise, these funds can be used for other grants as determined by the City Council.		
001-105-70	MILEAGE REIMBURSEMENT Reimbursement for use of employees' private automobiles for City business.	50	50
001-105-71	MEETINGS & CONFERENCES Expenses for Mayor/Committee Chair breakfasts, closed session meetings and agenda preparation meetings.	3,500	3,500
001-105-72	MEMBERSHIPS & DUES This item provides for City memberships in the following organizations: 1. Peninsula Chamber of Commerce \$2,200 2. San Pedro Chamber of Commerce \$385 3. Palos Verdes Peninsula Coordinating Council \$25	2,610	2,800
001-105-73	PUBLICATIONS & JOURNALS Provides for subscriptions to periodicals, city directories and technical publications which assist City staff in the performance of their duties.	200	200



Department: City Administration
Budget Program: RPV TV Channel 33

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-106-35	PROF/TECH SERVICE	0	0	0	0	-10,000	-10,000
	001-106-76	EQUIP REPLACEMENT CHGS	0	0	-10,000	-10,000	0	0
Expenditure Subtotals			0	0	-10,000	-10,000	-10,000	-10,000
Net (Uses)/Resources Program Totals			0	0	-10,000	-10,000	-10,000	-10,000

Department: City Administration

Budget Program: RPV TV Channel 33

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-106-35	PROFESSIONAL/TECHNICAL SERVICES This item includes technical support for the City's new Educational Access Channel on the local cable television network.	10,000	10,000

Department: City Administration

Budget Program: Personnel

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-121-11	SALARY & WAGES - FT	-31,693	-33,772	-35,960	-35,960	-45,781	-47,559
	001-121-13	SALARY & WAGES - OT	0	0	0	0	-700	-728
	001-121-19	EMPLOYEE BENEFITS	-3,740	-6,664	-7,160	-7,160	-13,665	-17,604
	001-121-35	PROF/TECH SERVICE	-4,055	-5,167	-6,000	-6,000	-3,000	-3,150
	001-121-50	OP SUPP/MINOR EQUIP	0	0	0	0	0	0
	001-121-54	PRINTING & BINDING	-11,740	-8,181	-6,000	-6,000	-6,000	-6,000
	001-121-69	TRAINING	-4,345	0	-6,000	-6,000	-3,000	-3,000
	001-121-76	EQUIP REPLACEMENT CHGS	-6,430	-6,880	-7,880	-7,880	-5,905	-6,543
Expenditure Subtotals			-62,003	-60,664	-69,000	-69,000	-78,051	-84,584
Net (Uses)/Resources Program Totals			-62,003	-60,664	-69,000	-69,000	-78,051	-84,584

Department: City Administration

Budget Program: Personnel

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-121-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	45,781	47,559
001-121-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	700	728
001-121-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	13,665	17,604
001-121-35	PROFESSIONAL/TECHNICAL SERVICES This item provides funds for professional services related to special personnel and employee issues, personnel hearings, etc.	3,000	3,150
001-121-54	PRINTING & BINDING Funds for printing employment applications and other personnel related materials, and for personnel recruitment advertisements in local newspapers, "Jobs Available" and other professional periodicals.	6,000	6,000
001-121-69	TRAINING This item provides supplemental funding for specialized training for all City employees. Topics may include customer service training, computer training, team building and supervisory skills training.	3,000	3,000
001-121-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	5,905	6,543

Department: City Administration

Budget Program: Employee Benefits

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Emp Benefits	785-385-14	RETIREMENT (PERS)	-133,460	-144,783	-187,760	-187,760	-252,495	-416,176
Emp Benefits	785-385-15	INSURANCE-EMPLOYEE	-182,031	-213,349	-279,730	-279,730	-364,881	-419,613
Emp Benefits	785-385-16	FICA/MEDICARE	-28,398	-37,136	-38,450	-38,450	-59,566	-63,471
Emp Benefits	785-385-18	BONUS PLAN/EDUC REIMB	-25,042	-33,687	-39,160	-39,160	-27,000	-28,000
Emp Benefits	785-385-35	PROF/TECH SERVICE	0	-4,225	-22,775	-22,775	0	0
Emp Benefits	785-385-74	INSURANCE	-42,597	-46,813	-64,550	-64,550	-65,000	-68,000
Expenditure Subtotals			-411,528	-479,993	-632,425	-632,425	-768,942	-995,260
	785-347-10	INTEREST EARNINGS	5,492	2,109	700	700	1,400	1,600
Chg for Svcs	785-359-10	EMPLOYEE BENE CHARGES	296,260	527,560	609,570	609,570	768,942	995,260
Revenue Subtotals			301,752	529,669	610,270	610,270	770,342	996,860
Net (Uses)/Resources Program Totals			-109,776	49,675	-22,155	-22,155	1,400	1,600

Department: City Administration

Budget Program: Employee Benefits

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
Emp Benefits			
785-385-14	RETIREMENT (PERS) Based on the most recent actuarial valuation of the City's retirement plan, the City's contribution under PERS is expected to be 9.455% in FY2003-2004 and 15% in FY2004-2005.	252,495	416,176
785-385-15	INSURANCE-EMPLOYEE The City's contribution for employee medical, dental, life, long-term disability and other insurance is expected to increase about 20% during both FY2003-2004 and FY2004-2005. The City pays 100% of the employees' health insurance coverage and 50% of dependents' coverage. This line item also includes the cost of unemployment insurance for all eligible, terminated employees and is paid on a reimbursement basis.	364,881	419,613
785-385-16	FICA/MEDICARE The City is required to contribute 1.45% of an employee's salary to Medicare. This requirement applies to all employees hired after April 1, 1986.	59,566	63,471
785-385-18	BONUS PLAN/EDUCATION REIMBURSEMENT The Employee Incentive Program, initiated in FY1994-1995, allows for monetary awards in recognition of exemplary performance. Also included is tuition reimbursement for employees in accordance with the City's educational incentive plan.	27,000	28,000
785-385-74	INSURANCE This line item reflects the City's share of the annual deposit for Workers Compensation Insurance coverage. The City is a member of the California Joint Powers Insurance Authority (CJPIA) which determines all participating City's required deposits using a seven-year history of actual incurred losses and expenses.	65,000	68,000



PUBLIC SAFETY

The public safety program provides for the overall protection and preservation of the City, including its residents, business owners and visitors. Public safety programs, which are administered by the City Manager's Office, include Sheriff, Special Programs, Neighborhood Watch, Animal Control and Emergency Preparedness.

SHERIFF (001-211)

The City contracts with the Los Angeles County Sheriff's Department for general law enforcement services through a joint regional law enforcement agreement with the Cities of Rolling Hills and Rolling Hills Estates. The City Manager's Office serves as the liaison to the Regional Law Enforcement Committee. Sheriff services include: patrol services, traffic and parking enforcement, general and specialized investigation, and various crime prevention services. Included in the Sheriff's contract includes a Community Resource grant deputy program. The grant deputy program was first established in FY1996-1997, when one Special Assignment Officer (SAO) was added to serve as liaison to the Peninsula Unified School District to deter juvenile crime at the high school and intermediate schools. A second SAO was added during FY1997-1998 and a third SAO was added in FY1999-2000. These positions are funded through a combination of state and federal grants. In FY2000-2001, the name of this program was changed to the Community Resource (CORE) program. In FY2003-2004, due to declining grant funding, the number of CORE Deputies was reduced from three to two and the CORE Team was assigned the responsibility of teaching the Student and the Law classes at Peninsula High School and Rancho del Mar Continuation School, which was previously funded as a special program. In addition to addressing juvenile crime and delinquency, the grant deputies also assist with emergency preparedness, Neighborhood Watch, patrolling open space areas and neighbor dispute resolution.



SPECIAL PROGRAMS (001-214)

Special law enforcement programs include school crossing guard services, the parking citation-

processing contract, the sobriety checkpoint program and the "Success Through Awareness and Resistance" (STAR) program at Ridgecrest and Miraleste Intermediate Schools.

NEIGHBORHOOD WATCH (001-213)

Neighborhood Watch is primarily a volunteer-based program that provides a community-wide crime prevention networking system. Approximately two-thirds of the City's single-family homes are involved in Neighborhood Watch.

ANIMAL CONTROL (001-220)

The City contracts with the County of Los Angeles for Animal Control Services. Services provided by the County include responding to approximately 1,500 requests for service per year, processing approximately 50 vicious, barking and other animal control cases per year, and conducting an annual dog rabies clinic in which approximately 300 dogs receive vaccinations.

EMERGENCY PREPAREDNESS (001-230)

Through the City's Emergency Preparedness program, the City actively provides for disaster planning and coordination of a comprehensive emergency action program in the event of a natural or man-made disaster. The City Manager's Office is responsible for maintaining emergency supplies, training City staff, updating the City's Emergency Operations Plan, coordinating with the County and other local agencies, and providing staff support to the City's Emergency Preparedness Committee.

PUBLIC SAFETY GRANTS (117-217)

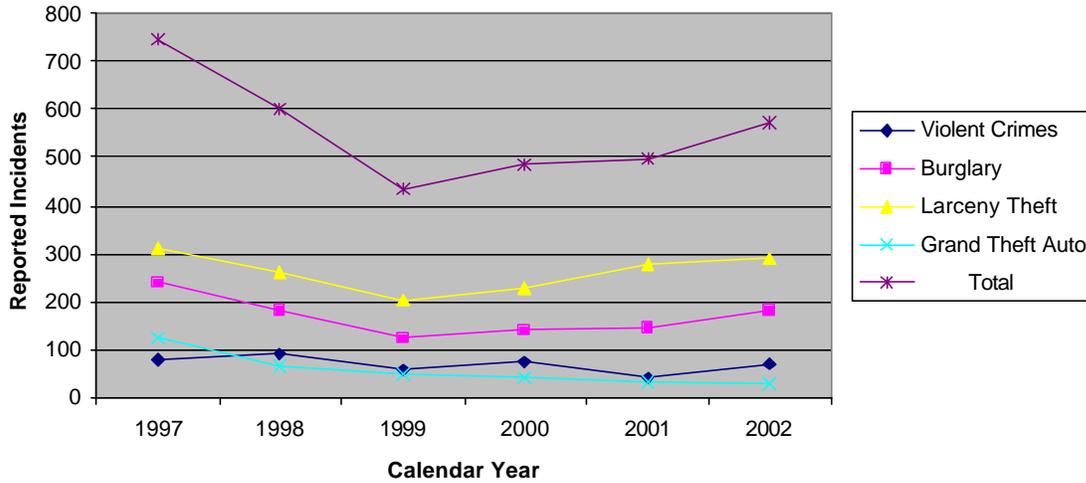
The Public Safety Grants program accounts for all grants received by the City that are restricted to certain public safety expenditures. Currently, the City receives a Local Law Enforcement Supplemental Services (LLESS) grant from the U.S. Department of Justice and COPS (Brulte) funding from the State of California. These monies are recorded in a special revenue fund and transferred out to pay for eligible public safety costs expended within the General fund.

PUBLIC SAFETY PERFORMANCE INDICATORS

PART I CRIMES

Part I offenses are used by law enforcement agencies in the United States to reveal the extent and trend in criminal activity. Part I crimes include criminal homicide, forcible rape, robbery, aggravated assault, burglary, larceny theft, grand theft auto and arson. During the 1990s, Part 1 crimes declined throughout the nation. The reason for this widespread decrease is not certain, however it may have been related to a strong economy and an abundance of job opportunities. Since 1999, violent crimes such as homicide, rape, robbery and aggravated assault have been on the increase. Los Angeles' homicide rate rose 11.1% in 2002, as did the homicide rate statewide. In Rancho Palos Verdes there were no homicides in 2002, but there were 5 rapes, 13 robberies and 54 aggravated assaults for a total of 72 violent crimes. Over the past six years the average number of violent crimes annually has been about 69, with a low of 42 in 2001. Statewide, the increase in Part 1 crimes during 2002 was 3.8% while they increased by 14.5% in Rancho Palos Verdes.

PART 1 CRIMES



SHERIFF'S RESPONSE TIME

The Sheriff's goal is to respond to calls for assistance in a timely manner, especially with regard to immediate needs and emergency situations. During calendar year 2002, the Lomita Sheriff Station reported average response times as follows:

Sheriff Response Times in 2002			
Type of Calls	Desired Response Time	Actual Range	Average
Routine	Within 60 minutes	21 to 31 minutes	Most often 27 minutes or less
Immediate	Within 20 minutes	9 to 12 minutes	Most often 10 minutes or less
Emergency	Within 10 minutes	5 to 7 minutes	Most often 6 minutes or less

CORE DEPUTY TEAM

Since it was first created six years ago, the Community Resource (CORE) policing team has been increased from one to three Sheriff's Deputies. One of their primary missions is to police Peninsula High School, Rancho del Mar Continuation School, Miraleste Intermediate School, Dodson Junior High School and adjacent shopping areas in order to detect and deter juvenile crime. Because of the variables involved in the reporting of data on juvenile crime, we cannot be certain of the exact effect that the CORE team has had on juvenile crime in the City and in and around the schools. For the City of Rancho Palos Verdes, however, the Sheriff's Department has reported the following number of incidents involving youth, which indicates a declining trend over the past six years:

<u>Year</u>	<u>Juvenile Crimes</u>	<u>Number of Deputies</u>
1997	149 reports	1
1998	99 reports	1
1999	95 reports	2
2000	66 reports	2
2001	42 reports	3
2002	36 reports	3

According to the Sheriff's Department, the criteria consisted of all crime reports involving a subject between the ages of five and seventeen. This included both identified subjects and unidentified subjects with a description provided by a witness (based on information provided by the Los Angeles County Sheriff's Department, Lomita Station).

ANIMAL CONTROL

Beginning in FY1998-1999, the City has contracted with Los Angeles County Animal Control Department for its basic service level. Prior to that time, the City contracted with the Society for the Prevention of Cruelty to Animals (SPCA) until it discontinued offering animal control contract services. The County provides and charges for services tendered upon request or service call. The agency's response time falls within the medium service level as identified below.

Response Time Standards			
	Agency Service Levels		
Incident	High	Medium	Low
Nuisance Animal	Less than 4 hrs	4 to 72 hrs	More than 3 days
Aggressive Animal	Less than 20 min	20 -120 min	More than 2 hrs
Neglect/Cruelty	Less than 1 hr	1-24 hrs	More than 24 hrs
Confined/Trapped	Less than 90 min	1.5 – 24 hrs	More than 24 hrs
Dead Animal Pick-up	Less than 4 hours	4 - 36 hrs	More than 36 hrs
Sick/Injured	Less than 15 min	15 min – 4 hrs	More than 4 hrs
Endangering Human Life/ Safety	Immediate action only acceptable performance		

Source: League of California Cities, A "How To" Guide for Assessing Effective Service Levels in California Cities (Sacramento: League of California Cities, 1994) pp 18-19.

Animal Control Service Levels						
	FY 02-03*	FY 01-02	FY 00-01	FY 99-00	FY 98-99	FY 97-98
Total Service Requests	1,209	1,628	1,635	1,587	1,582	2,121
Cats and Dogs Impounded	128	211	190	222	210	340
Pets Returned To Owners	20 (16%)	24 (11%)	52 (27%)	43 (19%)	57 (27%)	66 (19%)
Animals Placed In New Homes	28 (22%)	39 (18%)	33 (17%)	42 (19%)	22 (10%)	23 (7%)
Animals Euthanized	80 (63%)	148 (70%)	105 (55%)	137 (62%)	133 (62%)	43 (13%)

* Through March 2003.



Department: Public Safety

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Sheriff</i>						
Expenditure Subtotals	-2,383,483	-2,474,942	-2,760,202	-2,760,202	-2,752,046	-2,834,608
Revenue Subtotals	139,694	116,598	135,000	77,000	78,500	80,100
Transfers In Subtotals	0	0	0	0	115,000	115,000
Program Net (Uses)/Resources Totals	-2,243,789	-2,358,343	-2,625,202	-2,683,202	-2,558,546	-2,639,508
<i>Special Programs</i>						
Expenditure Subtotals	-48,204	-66,692	-94,404	-94,404	-30,778	-31,811
Program Net (Uses)/Resources Totals	-48,204	-66,692	-94,404	-94,404	-30,778	-31,811
<i>Neighborhood Watch</i>						
Expenditure Subtotals	-6,483	-42	-4,360	-4,360	-2,700	-2,700
Program Net (Uses)/Resources Totals	-6,483	-42	-4,360	-4,360	-2,700	-2,700
<i>Animal Control</i>						
Expenditure Subtotals	-117,156	-82,057	-152,100	-152,100	-110,406	-121,459
Revenue Subtotals	89,003	49,525	70,000	50,000	49,000	49,000
Program Net (Uses)/Resources Totals	-28,154	-32,532	-82,100	-102,100	-61,406	-72,459
<i>Emergency Preparedness</i>						
Expenditure Subtotals	-18,469	-23,435	-109,878	-109,878	-99,761	-105,296
Program Net (Uses)/Resources Totals	-18,469	-23,435	-109,878	-109,878	-99,761	-105,296
<i>Public Safety Grants</i>						
Expenditure Subtotals	-158,784	-247,943	-284,465	-284,465	-43,479	0
Revenue Subtotals	250,790	173,902	123,300	141,658	115,480	115,070
Transfers In Subtotals	0	0	5,000	25,000	0	0
Transfers Out Subtotals	0	0	0	0	-115,000	-115,000
Program Net (Uses)/Resources Totals	92,006	-74,041	-156,165	-117,807	-42,999	70
Totals Public Safety	-2,253,092	-2,555,085	-3,072,109	-3,111,751	-2,796,190	-2,851,704

Department: Public Safety

Budget Program: Sheriff

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-211-35	PROF/TECH SERVICE	-2,383,483	-2,474,942	-2,760,202	-2,760,202	-2,752,046	-2,834,608
Expenditure Subtotals			-2,383,483	-2,474,942	-2,760,202	-2,760,202	-2,752,046	-2,834,608
Fine/Forfeiture	001-331-10	MISC COURT FINES	109,146	104,598	115,000	62,000	63,200	64,500
Fine/Forfeiture	001-333-10	FALSE ALARM FINES	30,548	12,000	20,000	15,000	15,300	15,600
Revenue Subtotals			139,694	116,598	135,000	77,000	78,500	80,100
Fr Public Safet	001-391-10	TRANSFERS IN	0	0	0	0	115,000	115,000
Transfers In Subtotals			0	0	0	0	115,000	115,000
Net (Uses)/Resources Program Totals			-2,243,789	-2,358,343	-2,625,202	-2,683,202	-2,558,546	-2,639,508

Department: Public Safety

Budget Program: Sheriff

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-211-35	<p data-bbox="375 386 829 407">PROFESSIONAL/TECHNICAL SERVICES</p> <p data-bbox="375 428 1154 730">1. General Law Enforcement: Provides for basic law enforcement services by the Los Angeles County Sheriff's Department as part of the Peninsula Regional Law Enforcement Agreement. This amount reflects the "One Price Model" concept established by the Sheriff's Department in 1998. That concept was implemented to give cities greater flexibility in the use of their police force. For example, instead of purchasing units specifically for general law or traffic enforcement at different prices, this "cost model" approach enables the City to purchase units at "one price" and direct their use wherever necessary.</p> <p data-bbox="375 764 1154 1100">The FY2003-2004 and FY2004-2005 amounts reflect a 2.6% and 3% increase, respectively, over the FY2002-2003 budget and may be somewhat higher than the billing that will be received for actual services required. Also included in this amount is the 6% liability costs for the Liability Trust Fund that is administered by the County of Los Angeles. Oversight of this fund, however, is conducted by the Liability Trust Fund Oversight Committee, which was established by the Contract Cities Association. The City's cost for this Oversight Committee is based upon an approximate cost of 0.1515% of the City's contract with the Sheriff's Department (FY2003-2004 \$2,585,137) (FY2004-2005 \$2,662,691).</p> <p data-bbox="375 1134 1154 1499">2. Traffic Control at Miraleste Intermediate School: A Los Angeles County Sheriff's Community Service Officer (CSO) conducts traffic control at this location. The cost of a CSO is less than a Deputy Sheriff and the cost is shared among the three Regional Cities (Rancho Palos Verdes, Rolling Hills Estates and Rolling Hills) based upon the percentage of their student population: RPV 75%, RHE 22%, and RH 3%. The Sheriff bills each city directly for its share of this program. The FY2003-2004 and FY2004-2005 amounts reflect a 2.6% and 3% increase, respectively, over the FY2002-2003 budget. However, this program is not subject to the 6% liability insurance requirement. (FY2003-2004 \$27,924) (FY2004-2005 \$28,762).</p> <p data-bbox="375 1533 1154 1961">3. Grant Deputy Program: This budget is for the Community Resource (CORE) policing team that polices Peninsula High School, Rancho del Mar Continuation School, Miraleste Intermediate School, Dodson Junior High School, the Peninsula Shopping Center and the open space areas on the south side of the Peninsula. First established in FY1996-1997 with one deputy, the Team was increased in size until it had three deputies beginning in FY1999-2000. Funding for this program comes from grants received from the U. S. Department of Justice through their Local Law Enforcement Block Grants program and from the State through the COPS (Brulte) legislation. In addition, because one of these CORE deputies spends part of his time patrolling the Peninsula Shopping Center, the Peninsula Merchants Association also makes a contribution to this fund from their association fees.</p>	2,752,046	2,834,608

Department: Public Safety

Budget Program: Sheriff

Account #

Account Description

**FY03-04
Adopted**

**FY04-05
Proposed**

Due to declining federal grant funding, the program's reserve was exhausted in FY2002-2003 and the City was required to back fill this program for the first time with a transfer from the General fund. The amount of grant funding is expected to continue to decline in FY2003-2004 and FY2004-2005. Therefore, this program has been reduced from three Deputies to two for FY2003-2004 and FY2004-2005. In addition, the Student and the Law program, which was previously funded as a separate public safety program, has been re-assigned to the CORE Deputy Team as part of their regular duties. Student and the Law consists of two juvenile crime prevention classes per semester at Peninsula High School and one class per semester at Rancho del Mar Continuation School. The FY2003-2004 and FY2004-2005 amounts for the CORE Team reflect a 2.6% increase over the FY2002-2003 contract rates for this program. The figures also include 6% for liability insurance. The total cost for this program is shared on a 60/30/10 basis with the Cities of Rolling Hills Estates (30%) and Rolling Hills (10%), with Rancho Palos Verdes funding 60%. With the proposed reduction (FY2003-2004 total program \$231,642, RPV share \$138,985) (FY2004-2005 total program \$238,951, RPV share \$143,155).



Department: Public Safety

Budget Program: Special Programs

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-214-12	SALARY & WAGES - PT	-6,470	-6,892	-7,610	-7,610	-7,632	-7,930
	001-214-13	SALARY & WAGES - OT	0	0	0	0	-212	-220
	001-214-19	EMPLOYEE BENEFITS	-380	-550	-590	-590	-600	-623
	001-214-35	PROF/TECH SERVICE	-24,464	-46,141	-68,889	-68,889	-17,458	-17,982
	001-214-50	OP SUPP/MINOR EQUIP	-3,402	-509	-4,200	-4,200	-4,326	-4,456
	001-214-54	PRINTING & BINDING	-887	0	-515	-515	-550	-600
	001-214-68	CITY GRANTS	-12,600	-12,600	-12,600	-12,600	0	0
Expenditure Subtotals			-48,204	-66,692	-94,404	-94,404	-30,778	-31,811
Net (Uses)/Resources Program Totals			-48,204	-66,692	-94,404	-94,404	-30,778	-31,811

Department: Public Safety

Budget Program: Special Programs

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-214-12	SALARY & WAGES - PT This item pays for the City's part-time crossing guard at Silver Spur Elementary School.	7,632	7,930
001-214-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	212	220
001-214-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	600	623
001-214-35	PROFESSIONAL/TECHNICAL SERVICES This line item provides for the following professional and technical services: 1. Parking Citations: In cooperation with the other two regional cities, Rolling Hills and Rolling Hills Estates, the City contracts with Turbo Data for the processing and administration of parking citations. (FY2003-2004 \$3,605) (FY2004-2005 \$3,713) 2. Crossing Guard at Miraleste Intermediate School: The City has a contract with All City Management Services, Inc. for a crossing guard at this location. The City is fully reimbursed by the School District for this service. (FY2003-2004 \$10,000) (FY2004-2005 \$10,000). 3. Traffic Control at Rancho Vista Elementary School: This item pays for the City's share of a part time employee of the City of Rolling Hills Estates who conducts traffic control at Rancho Vista Elementary School. The three regional cities share the cost: RPV 60%, RHE 30% and RH 10%. (FY2003-2004 \$7,488) (FY2004-2005 \$7,713) 4. Sobriety Check Point Program: This program consists of six (6) DUI Checkpoints conducted approximately every other month as a deterrent to impaired driving. This program is shared on a 60/30/10 basis among the Regional Cities. (FY2003-2004 total program \$10,609 RPV share \$6,365) (FY2004-2005 total program \$10,927 RPV share \$6,556)	17,458	17,982
001-214-50	OPERATING SUPPLIES/MINOR EQUIPMENT There are six radar units for the Region. This item covers the costs associated with ongoing maintenance and miscellaneous supplies for these units. This cost is shared 60/30/10 among the Regional Cities.	4,326	4,456

Department: Public Safety

Budget Program: Special Programs

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-214-54	PRINTING & BINDING This item is used for the printing of parking citations. Cost for this printing is shared on a 60/30/10 basis among the three Regional Cities.	550	600



Department: Public Safety
Budget Program: Neighborhood Watch

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-213-35	PROF/TECH SERVICE	0	0	-2,160	-2,160	-500	-500
	001-213-50	OP SUPP/MINOR EQUIP	0	-42	-200	-200	-2,200	-2,200
	001-213-71	MEETINGS & CONFRNCS	-4,863	0	-2,000	-2,000	0	0
	001-213-76	EQUIP REPLACEMENT CHGS	-1,620	0	0	0	0	0
Expenditure Subtotals			-6,483	-42	-4,360	-4,360	-2,700	-2,700
Net (Uses)/Resources Program Totals			-6,483	-42	-4,360	-4,360	-2,700	-2,700

Department: Public Safety

Budget Program: Neighborhood Watch

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-213-35	PROFESSIONAL/TECHNICAL SERVICES The cost of overtime for Sheriff's deputies to attend evening Neighborhood Watch meetings. The amount budgeted has decreased because the City has not received a bill regarding this item in the last three years.	500	500
001-213-50	OPERATING SUPPLIES/MINOR EQUIPMENT New or replacement "Neighborhood Watch" signs which are posted on the streets in participating neighborhoods. This appropriation also provides for Volunteer Coordinator training sessions related to the Neighborhood Watch program.	2,200	2,200

Department: Public Safety
Budget Program: Animal Control

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-220-11	SALARY & WAGES - FT	0	0	0	0	-14,846	-15,425
	001-220-13	SALARY & WAGES - OT	0	0	0	0	-404	-419
	001-220-19	EMPLOYEE BENEFITS	0	0	0	0	-4,256	-5,515
	001-220-35	PROF/TECH SERVICE	-115,611	-82,057	-152,000	-152,000	-90,800	-100,000
	001-220-50	OP SUPP/MINOR EQUIP	-1,545	0	-100	-100	-100	-100
Expenditure Subtotals			-117,156	-82,057	-152,100	-152,100	-110,406	-121,459
License/Permit	001-326-10	ANIMAL CONTROL FEES	89,003	49,525	70,000	50,000	49,000	49,000
Revenue Subtotals			89,003	49,525	70,000	50,000	49,000	49,000
Net (Uses)/Resources Program Totals			-28,154	-32,532	-82,100	-102,100	-61,406	-72,459

Department: Public Safety

Budget Program: Animal Control

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-220-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	14,846	15,425
001-220-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	404	419
001-220-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	4,256	5,515
001-220-35	PROFESSIONAL/TECHNICAL SERVICES The City contracts with the Los Angeles County Department of Animal Care for animal control services. Services include animal shelter care, dog license administration and field services. The cost of this contract is expected to rise due to legislation that extended care and a spay/neuter program for impounded animals. The budget for contract services is partially offset by an estimated \$49,000 in revenue derived from dog license fees. As part of its contract with the City, Los Angeles County has conducted a door-to-door dog license campaign every other year. In FY2002-2003, the cost of canvassing is expected to outpace the revenue collected. The City's contract with Los Angeles County will expire on June 30, 2004. Starting in FY2004-2005, the City will consider whether to discontinue canvassing or increasing dog license fees and penalty fees to cover the cost of providing this service.	90,800	100,000
001-220-50	OPERATING SUPPLIES/MINOR EQUIPMENT This item is used for minor supplies associated with the City's annual rabies clinic.	100	100

Department: Public Safety
Budget Program: Emergency Preparedness

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-230-11	SALARY & WAGES - FT	-9,281	-9,887	-10,410	-10,410	-20,748	-21,543
	001-230-19	EMPLOYEE BENEFITS	-940	-1,622	-1,740	-1,740	-4,438	-5,987
	001-230-21	TELEPHONE SERVICE	-1,873	-1,909	-2,500	-2,500	-2,500	-2,500
	001-230-35	PROF/TECH SERVICE	0	0	-53,800	-53,800	-25,000	-25,000
	001-230-50	OP SUPP/MINOR EQUIP	0	-202	-12,298	-12,298	-5,000	-5,000
	001-230-54	PRINTING & BINDING	0	0	-2,000	-2,000	-2,000	-2,000
	001-230-69	TRAINING	0	0	-5,000	-5,000	-1,500	-1,500
	001-230-71	MEETINGS & CONFRNCS	0	0	-10,000	-10,000	-2,000	-2,000
	001-230-72	MEMBERSHIPS & DUES	-6,045	-6,045	-6,500	-6,500	-6,550	-6,550
	001-230-73	PUBLICATIONS & JRNLS	0	0	-1,000	-1,000	-500	-500
	001-230-76	EQUIP REPLACEMENT CHGS	-330	-3,770	-4,630	-4,630	-29,525	-32,716
Expenditure Subtotals			-18,469	-23,435	-109,878	-109,878	-99,761	-105,296
Net (Uses)/Resources Program Totals			-18,469	-23,435	-109,878	-109,878	-99,761	-105,296

Department: Public Safety
Budget Program: Emergency Preparedness

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-230-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	20,748	21,543
001-230-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	4,438	5,987
001-230-21	TELEPHONE SERVICE This item provides emergency cellular telephone service for the City.	2,500	2,500
001-230-35	PROFESSIONAL/TECHNICAL SERVICES Professional services to support the Emergency Preparedness Committee meetings and recommendations.	25,000	25,000
001-230-50	OPERATING SUPPLIES/MINOR EQUIPMENT This item provides as-needed emergency response supplies, such as rain gear, sand bags and water. This item can also be used to provide supplies for the Peninsula Emergency Response Team (PERT) and Equine Rescue Team (ERT), which are coordinated by the Los Angeles County Sheriff.	5,000	5,000
001-230-54	PRINTING & BINDING This item is used for public information items related to emergency preparedness, such as brochures, newsletter inserts, guidebooks, etc.	2,000	2,000
001-230-69	TRAINING Most of the emergency preparedness training for the City staff is conducted through the Area "G" Disaster Board and is provided at no cost to the City. It is expected that staff training in FY2003-2004 and FY2004-2005 will also be provided in this manner. This budget item provides for emergency management training courses for the City's Emergency Preparedness Coordinator. The courses are sponsored by such agencies as the County of Los Angeles and the California Specialized Training Institute.	1,500	1,500
001-230-71	MEETINGS & CONFERENCES Expenses related to travel by employees in the City Manager's office to meetings and conferences sponsored by the California Emergency Services Association (CESA) and the Emergency Preparedness Commission (EPC). Other travel that may be	2,000	2,000

Department: Public Safety

Budget Program: Emergency Preparedness

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	included in this fund is attendance at miscellaneous regional meetings related to emergency preparedness.		
001-230-72	MEMBERSHIPS & DUES This item is for membership dues in the Los Angeles County Area G Disaster Council (\$6,500) and BICEPP (\$50).	6,550	6,550
001-230-73	PUBLICATIONS & JOURNALS Provides for subscriptions to periodicals, city directories and technical publications which assist City staff in the performance of their duties.	500	500
001-230-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired. The Equipment Replacement charges increased substantially in FY2003-2004 due to the increase of desktop computers, from one to five, committed to the City's Emergency Operations Center (EOC).	29,525	32,716



Department: Public Safety
Budget Program: Public Safety Grants

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	117-217-35	PROF/TECH SERVICE	-158,784	-190,174	-205,224	-205,224	0	0
	117-217-50	OP SUPP/MINOR EQUIP	0	0	0	0	0	0
	117-217-78	OTHER MISCELLANEOUS	0	-57,769	-79,241	-79,241	-43,479	0
Expenditure Subtotals			-158,784	-247,943	-284,465	-284,465	-43,479	0
	117-347-10	INTEREST EARNINGS	15,768	8,176	3,800	3,800	480	70
From Oth Agen	117-364-10	US DEPT OF JSTC (LLESS)	19,484	22,782	19,500	15,851	15,000	15,000
From Oth Agen	117-365-10	CA BRULTE (COPS)	100,000	100,000	100,000	100,000	100,000	100,000
Other Revenue	117-375-10	CA HI-TECH (CLEEP)	115,538	42,944	0	22,007	0	0
Revenue Subtotals			250,790	173,902	123,300	141,658	115,480	115,070
Fr Gen'l Fund	117-391-10	TRANSFERS IN	0	0	5,000	25,000	0	0
Transfers In Subtotals			0	0	5,000	25,000	0	0
To Gen'l fund	117-391-20	TRANSFERS OUT	0	0	0	0	-115,000	-115,000
Transfers Out Subtotals			0	0	0	0	-115,000	-115,000
Net (Uses)/Resources Program Totals			92,006	-74,041	-156,165	-117,807	-42,999	70

Department: Public Safety

Budget Program: Public Safety Grants

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
117-217-78	OTHER MISCELLANEOUS This budget provides for expenditure of California Law Enforcement Equipment Program (CLEEP) monies received in FY2001-2002 and FY2002-2003.	43,479	0
<i>To Gen'l fund</i>			
117-391-20	TRANSFERS OUT Transfer to the General fund for the CORE deputy cost within the Sheriff program of the Public Safety department.	115,000	115,000



FINANCE & INFORMATION TECHNOLOGY

The City's Finance and Information Technology Department is responsible for managing all financial and the information technology affairs of the City. Specific activities accounted for within the department's programs include:



FINANCE (001-120)

Finance Administration

- Participate in the preparation of the City budget;
- Annually prepare the Five Year Financial Model of the City;
- Manage City cash balances and investments;
- Administrate approximately 1,500 burglar alarm calls and associated collections;
- Administrate approximately 200 trust deposit accounts;
- Process 2,000 business license applications annually;
- Monitor approximately 50 solicitation authorization requests annually;
- Maintain a fixed asset inventory for the City;
- Provide staff support to the Finance Advisory Committee; and
- Provide staff to serve as the City receptionist, switchboard operator, and cashier.

Revenues and Expenditures

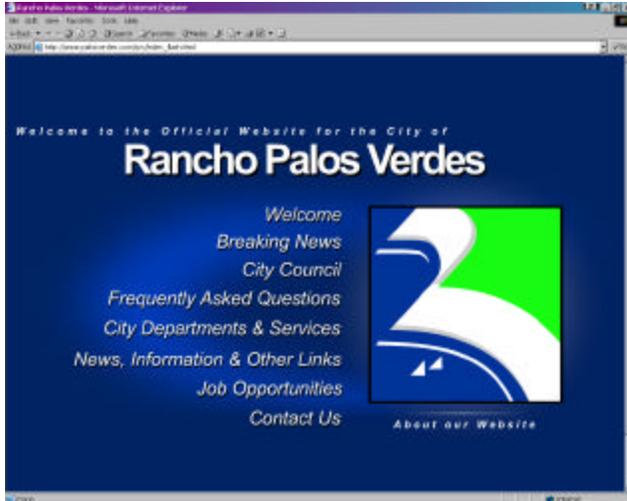
- Process approximately 1,000 purchase orders and 4,500 accounts payable invoices;
- Prepare 26 register of demands for City Council authorization;
- Process revenue receipts and accounts receivable billings and collections;
- Coordinate Utility User Tax exemptions and monitor receipts from utility companies; and
- Process lease and rental invoicing and collections.

Payroll

- Process payroll and employee insurance benefits reporting and payments; and
- Prepare federal and state payroll tax reports and payments.

Fiscal Reporting

- Coordinate the annual financial audit and preparation of the City's Comprehensive Annual Financial Report;
- Prepare various state and federal reporting documents including the annual State Controller's Report, Street Expenditures Report, Statement of Indebtedness Report, Gann Limit Report, quarterly State Sales Tax report; and federal and state fund audits (Gas Tax, Transit, IRS, etc.); and
- Prepare monthly financial summaries and Treasurer's reports.



INFORMATION TECHNOLOGY – DATA (001-130)

- Maintain the website for the City; and
- Maintain the computer data network at City Hall.

INFORMATION TECHNOLOGY – VOICE (001-135)

- Maintain the computer phone and voice messaging system at City Hall.

RDA DEBT SERVICE FUND (210-610)

The Debt Service Fund is used to account for the accumulation of resources for the payment of principal and interest on the Redevelopment Agency's debt and other long-term obligations. The Agency's gross property tax increment revenue (net of the 20% Housing Set-Aside amount) is recorded in this fund. Property tax increment is the portion of property taxes attributable to the Redevelopment Agency project area that exceed the fixed base-year amount. The base-year of FY1984-1985 is the year in which the Agency was formed.

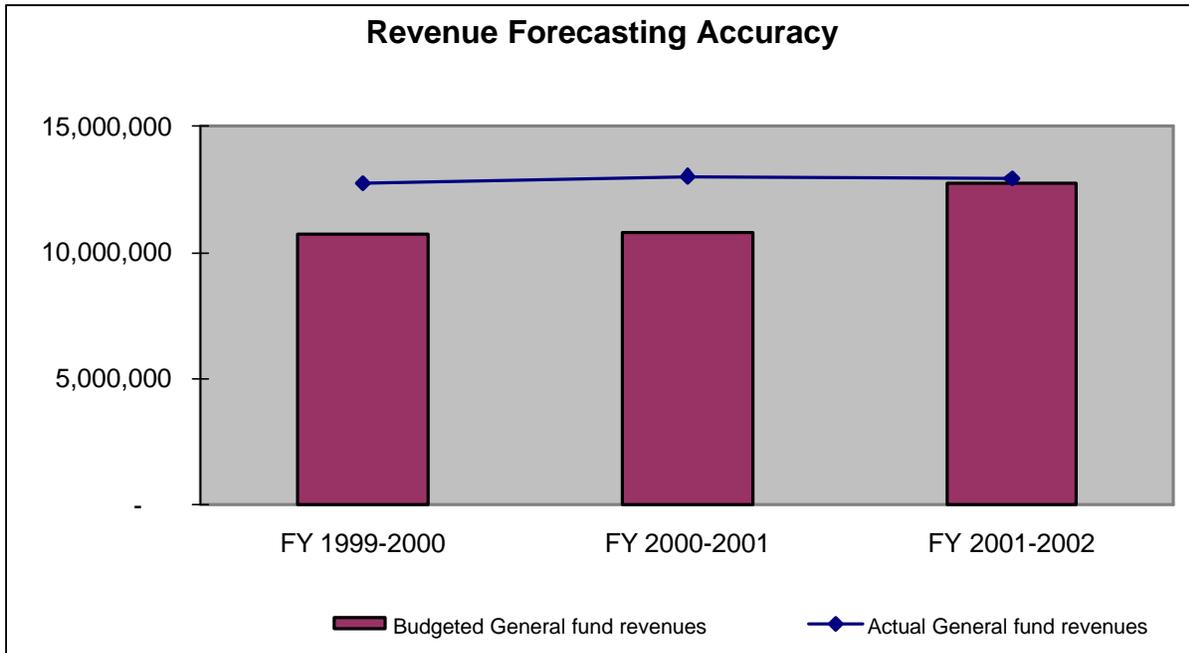
FINANCE & INFORMATION TECHNOLOGY PERFORMANCE INDICATORS

Performance indicators are presented below for fiscal years 2000-2001, 2001-2002, and 2002-2003:

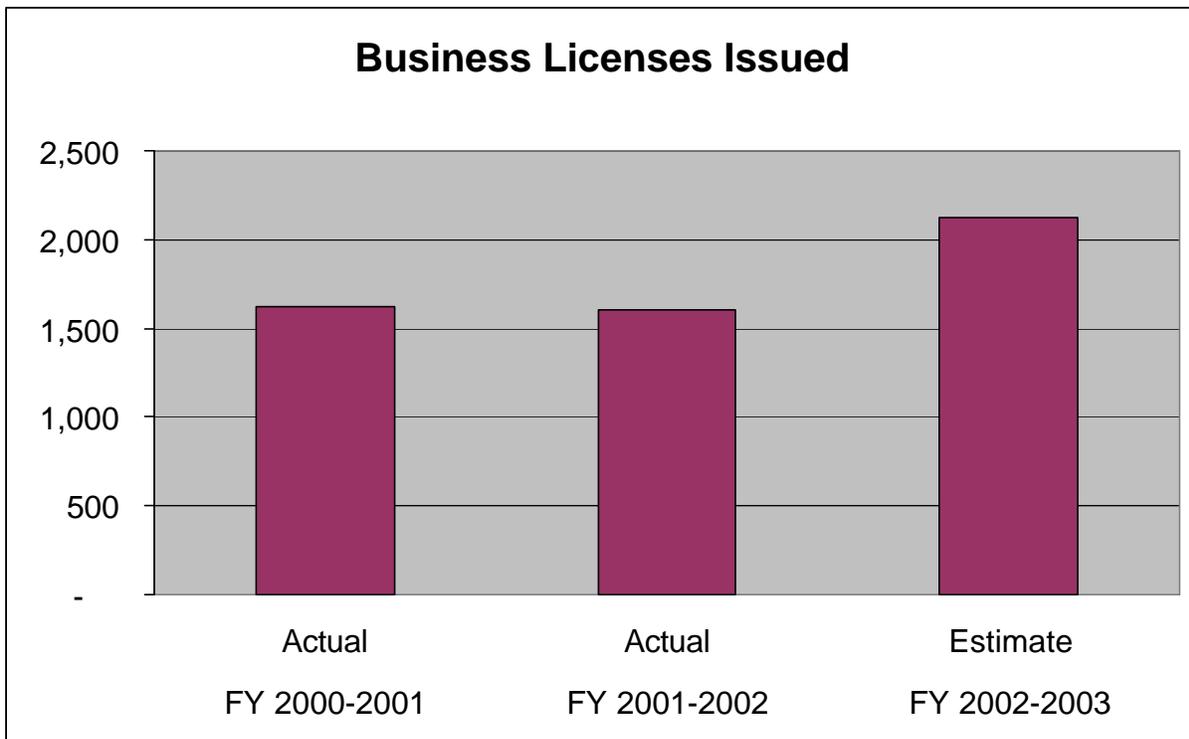
The City's Comprehensive Annual Financial Report has earned the following two prestigious awards for the past ten (10) consecutive years, including fiscal year ended June 30, 2003:

- The California Society of Municipal Finance Officers (CSMFO) Outstanding Financial Reporting award
- The Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

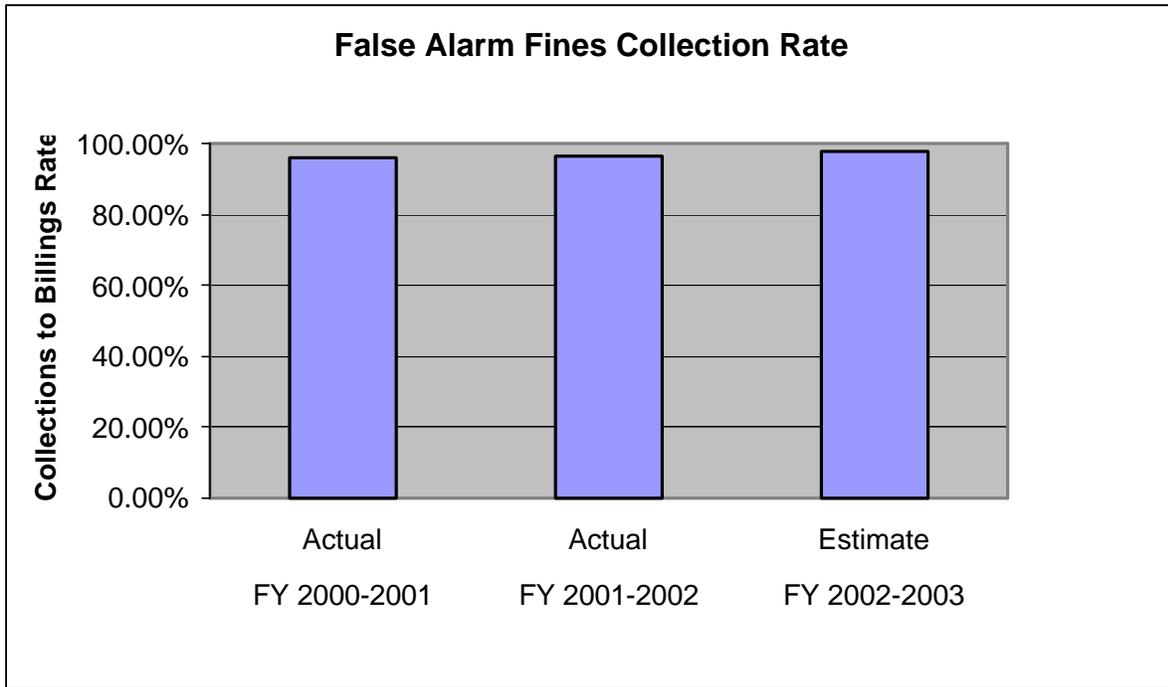
Revenue forecasting accuracy is calculated as a ratio of actual General fund revenues to budgeted General fund revenues.



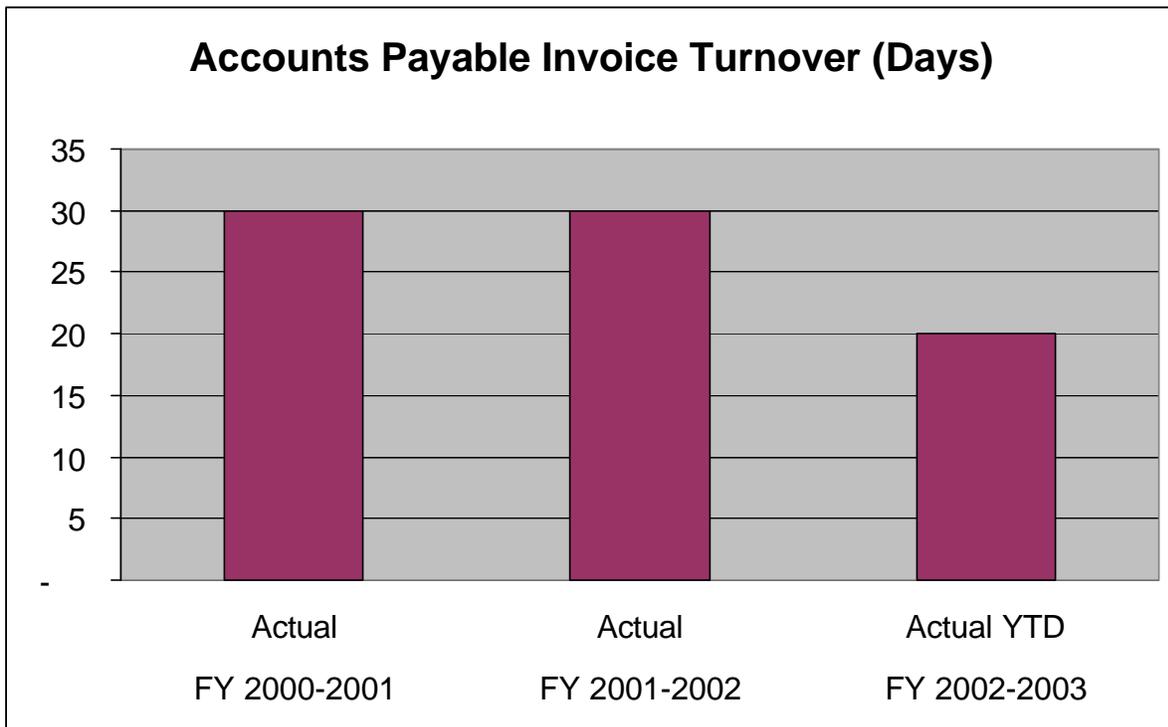
The number of business licenses issued annually is presented below.



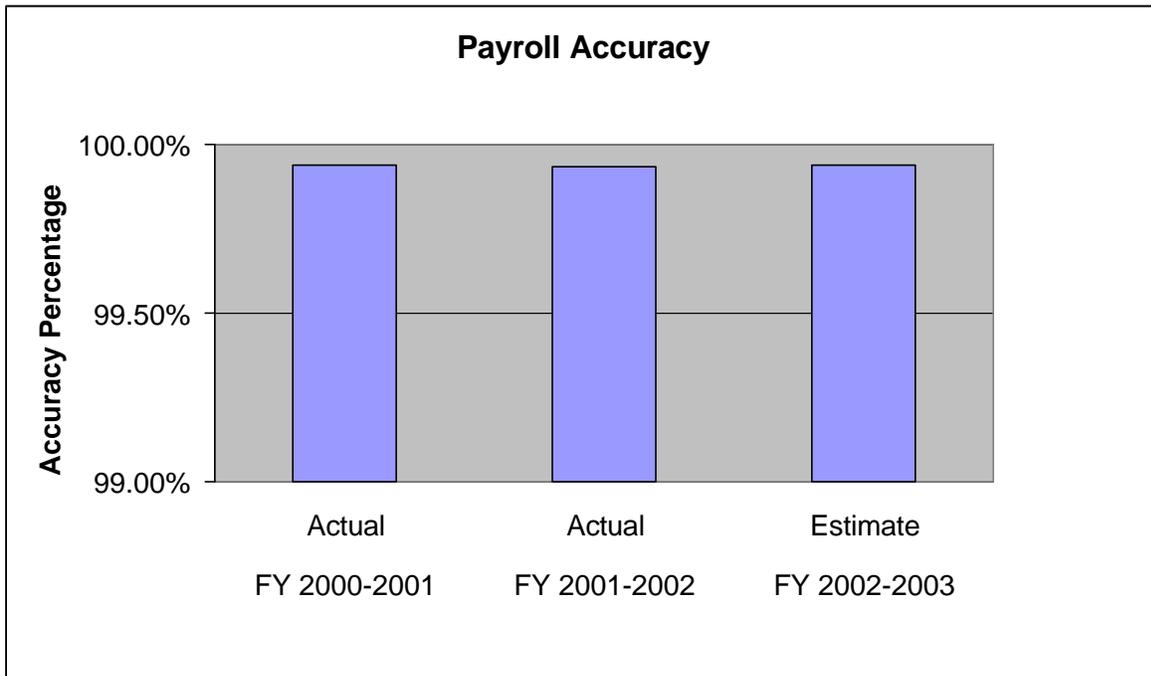
False alarm fines collection rate is calculated as a ratio of total annual collections to total annual billings.



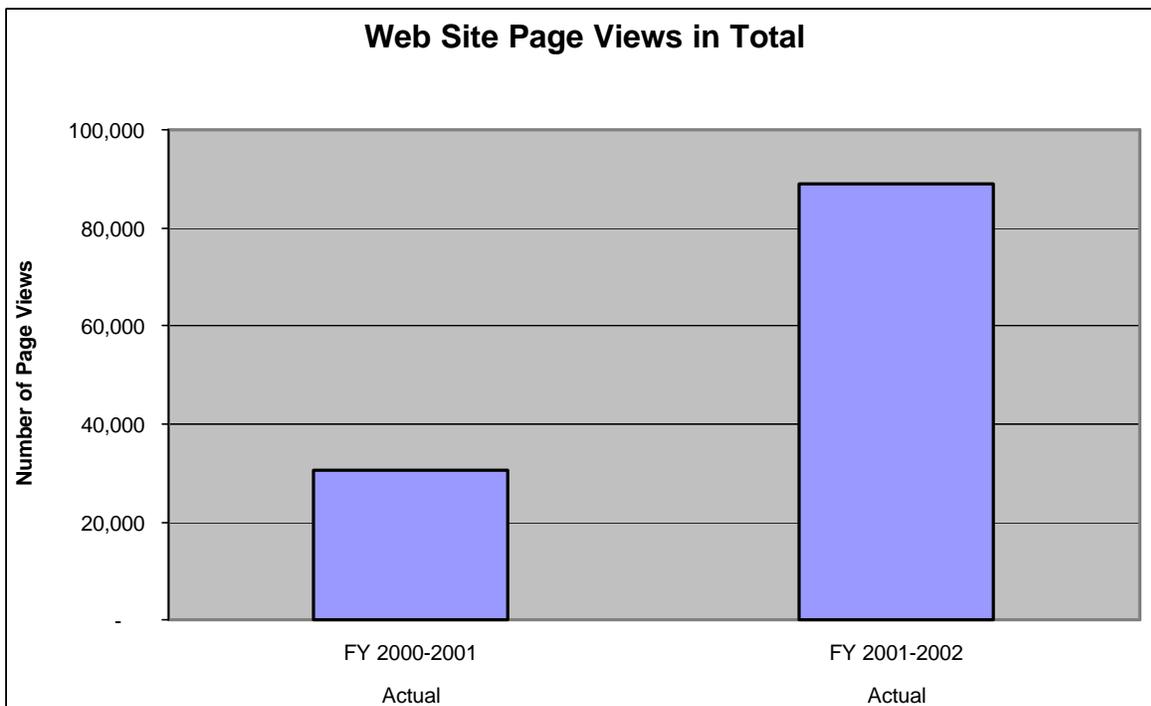
Accounts payable invoice turnover is calculated as the number of days between the invoice date and the date the invoice was paid.



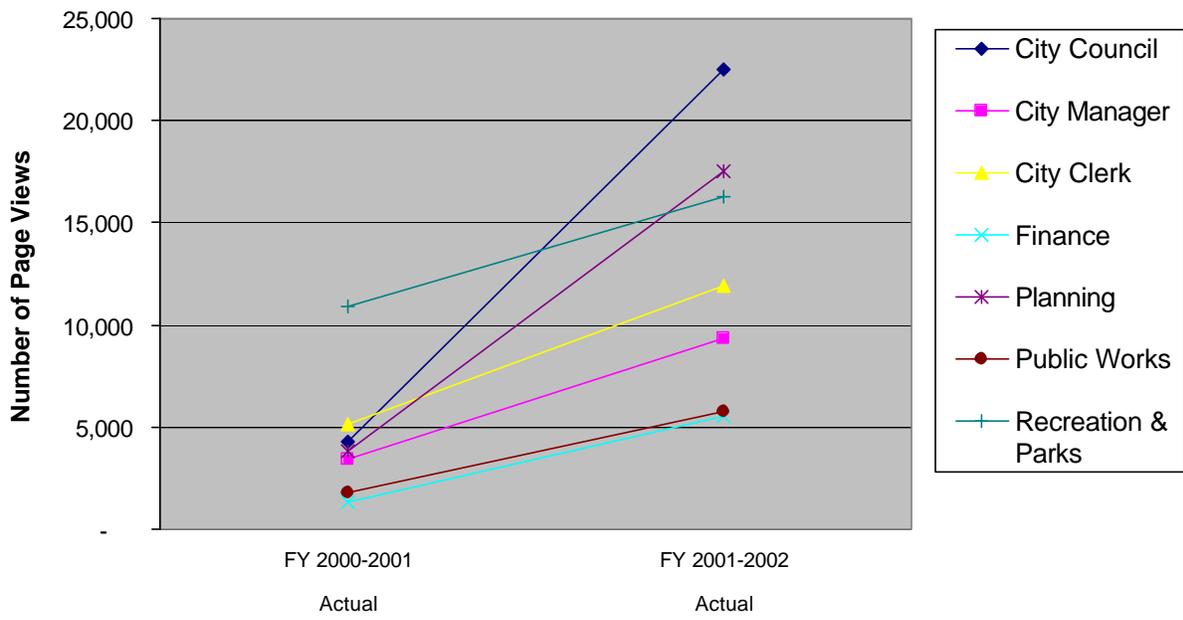
Payroll accuracy is calculated as a ratio of error-free payroll checks to total payroll checks processed.



Website statistics are presented as number of “hits” for one week of each month, by department. Statistics are available beginning with January 2001.



Web Site Page Views by Department



Department:		Finance & Information Technology				
Personnel Positions	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Director of Finance/Information Technology	1.0	1.0	1.0	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	0.0	0.0	1.0	1.0	1.0	1.0
Accountant	1.0	1.0	1.0	1.0	1.0	1.0
Accounting Technician	1.0	1.0	1.0	1.0	1.0	1.0
Account Clerk	2.0	2.0	2.0	2.0	2.0	2.0
Staff Assistant II	1.0	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalent Units	7.0	7.0	8.0	8.0	8.0	8.0



Department: Finance & Information Technology

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Finance</i>						
Expenditure Subtotals	-547,949	-591,527	-771,080	-771,080	-717,188	-772,306
Revenue Subtotals	366,608	344,830	352,000	352,000	408,734	412,860
Program Net (Uses)/Resources Totals	-181,341	-246,697	-419,080	-419,080	-308,454	-359,446
<i>Information Technology - Data</i>						
Expenditure Subtotals	-164,935	-233,706	-353,967	-353,967	-435,541	-453,339
Program Net (Uses)/Resources Totals	-164,935	-233,706	-353,967	-353,967	-435,541	-453,339
<i>Information Technology - Voice</i>						
Expenditure Subtotals	-31,090	-66,355	-59,300	-59,300	-66,117	-69,396
Program Net (Uses)/Resources Totals	-31,090	-66,355	-59,300	-59,300	-66,117	-69,396
<i>RDA - Debt Service</i>						
Expenditure Subtotals	-1,230,221	-1,042,754	-1,065,300	-971,202	-957,587	-1,023,625
Revenue Subtotals	1,296,134	1,141,086	1,142,650	1,048,552	1,042,397	1,110,550
Program Net (Uses)/Resources Totals	65,912	98,331	77,350	77,350	84,810	86,925
Totals Finance & Information Technology	-311,453	-448,427	-754,997	-754,997	-725,302	-795,256

Department: Finance & Information Technology

Budget Program: Finance

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-120-11	SALARY & WAGES - FT	-265,449	-293,906	-369,360	-369,360	-345,912	-359,368
	001-120-12	SALARY & WAGES - PT	-664	-4,824	0	0	-5,000	-5,175
	001-120-13	SALARY & WAGES - OT	-4,870	-2,855	-7,540	-7,540	-8,618	-8,954
	001-120-19	EMPLOYEE BENEFITS	-53,480	-76,932	-93,670	-93,670	-113,113	-144,421
	001-120-35	PROF/TECH SERVICE	-121,810	-126,417	-196,300	-196,300	-154,500	-164,200
	001-120-50	OP SUPP/MINOR EQUIP	-8,309	-3,911	-8,250	-8,250	-4,000	-4,200
	001-120-54	PRINTING & BINDING	-2,193	-11,768	-4,900	-4,900	-12,000	-5,400
	001-120-55	LEGAL NOTICE PUB	0	-164	0	0	-180	-180
	001-120-69	TRAINING	-11,402	-2,069	-6,350	-6,350	-2,400	-2,500
	001-120-70	MILEAGE REIMB	-21	-224	-100	-100	-220	-220
	001-120-71	MEETINGS & CONFRNCS	-2,819	-5,927	-5,250	-5,250	-3,600	-3,700
	001-120-72	MEMBERSHIPS & DUES	-1,135	-1,223	-1,950	-1,950	-1,300	-1,350
	001-120-73	PUBLICATIONS & JRNLS	-1,131	-1,409	-800	-800	-1,200	-1,250
	001-120-76	EQUIP REPLACEMENT CHGS	-72,800	-54,400	-62,810	-62,810	-53,145	-58,888
	001-120-78	OTHER MISCELLANEOUS	-1,867	-5,498	-13,800	-13,800	-12,000	-12,500
Expenditure Subtotals			-547,949	-591,527	-771,080	-771,080	-717,188	-772,306
Taxes	001-321-10	BUSINESS LICENSE TAX	364,484	343,039	350,270	350,270	406,850	410,919
Taxes	001-321-20	BUSINESS LIC PENALTY	2,124	1,791	1,730	1,730	1,884	1,941
Revenue Subtotals			366,608	344,830	352,000	352,000	408,734	412,860
Net (Uses)/Resources Program Totals			-181,341	-246,697	-419,080	-419,080	-308,454	-359,446

Department: Finance & Information Technology

Budget Program: Finance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-120-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	345,912	359,368
001-120-12	SALARY & WAGES - PT Salaries and wages paid to part-time City employees allocated to this program.	5,000	5,175
001-120-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	8,618	8,954
001-120-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	113,113	144,421
001-120-35	PROFESSIONAL/TECHNICAL SERVICES This budget provides for professional and technical services required to support the Finance department and include: 1. Property Tax administration fee paid to the County. Historically, the County has increased this fee by approximately 6% each fiscal year. (FY2003-2004 \$77,400) (FY2004-2005 \$82,100) 2. Independent audit of the City's financial statements. (FY2003-2004 \$26,500) (FY2004-2005 \$27,300) 3. Consultant costs to prepare the City's applications for reimbursement of State mandated costs. (FY2003-2004 \$7,000) (FY2004-2005 \$9,300) 4. Sales tax audit and review consulting services. These services are utilized to ensure the City receives all sales tax to which it is entitled. (FY2003-2004 \$6,400) (FY2004-2005 \$6,600) 5. Finance Advisory Committee professional minute taker. (FY2003-2004 \$5,000) (FY2004-2005 \$5,200) 6. Other miscellaneous on-demand professional services such as the cost of requesting audit confirmations, the cost of taxpayer information shared by the Franchise Tax Board (FY2004-2005 only), and application fees for Comprehensive Annual Financial Report awards. (FY2003-2004 \$2,200) (FY2004-2005 \$3,700) 7. This budget item provides consulting services to assist Staff and the Finance Advisory Committee (FAC) while continuing the	154,500	164,200

Department: Finance & Information Technology

Budget Program: Finance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	Infrastructure Needs and Financing Alternatives project. Consultants would assist Staff and the FAC with: (1) the preparation of public information about the City's infrastructure needs; and (2) formalizing alternatives to be presented to the City Council for consideration of establishing additional revenue sources to pay for infrastructure improvements and maintenance. (FY2003-2004 \$30,000)		
001-120-50	OPERATING SUPPLIES/MINOR EQUIPMENT The Finance Department purchases office supplies to be used within the department.	4,000	4,200
001-120-54	PRINTING & BINDING This budget item provides for financial document printing (i.e. checks, purchase orders, annual financial reports and budget documents). The FY2003-2004 budget allocation provides for the cost of printing the bi-annual budget document.	12,000	5,400
001-120-55	LEGAL NOTICE PUBLICATION Per state law, the city must annually publish a summary of financial transactions in the local newspaper.	180	180
001-120-69	TRAINING The Department Director and Accounting Manager are Certified Public Accountants. Maintenance of these professional licenses requires annual continuing education. In addition, outside training is offered to other department staff to maintain a current working knowledge of applicable financial laws and practices, and improve use of financial software.	2,400	2,500
001-120-70	MILEAGE REIMBURSEMENT The city reimburses staff for use of personal vehicles when attending meetings on behalf of the city.	220	220
001-120-71	MEETINGS & CONFERENCES This budget enables the Department Director to attend the annual California Society of Municipal Finance Officers (CSMFO) conference. This item also enables department management to attend local meetings of municipal finance organizations and other meetings related to management of the Finance Department.	3,600	3,700
001-120-72	MEMBERSHIPS & DUES The Finance Director and Accounting Manager are members of the Government Finance Officers Association (GFOA), the California	1,300	1,350

Department: Finance & Information Technology

Budget Program: Finance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	Society of Municipal Finance Officers (CSMFO), and the American Institute of Certified Public Accountants (AICPA).		
001-120-73	PUBLICATIONS & JOURNALS The Finance Department purchases annual financial publications (i.e. guides for Generally Accepted Accounting Principals (GAAP) and municipal finance guides) for use within the department.	1,200	1,250
001-120-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	53,145	58,888
001-120-78	OTHER MISCELLANEOUS This budget item provides for bank fees, off-site record storage and other miscellaneous needs of the Finance Department.	12,000	12,500

Department: Finance & Information Technology

Budget Program: Information Technology - Data

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-130-11	SALARY & WAGES - FT	-21,798	-50,030	-48,460	-48,460	-86,424	-89,760
	001-130-13	SALARY & WAGES - OT	-82	0	0	0	-1,548	-1,609
	001-130-19	EMPLOYEE BENEFITS	-4,540	-8,080	-8,690	-8,690	-25,926	-33,397
	001-130-30	MAINTENANCE SERVICES	-29,496	-39,168	-47,775	-47,775	-56,998	-66,070
	001-130-35	PROF/TECH SERVICE	-88,843	-119,805	-137,942	-137,942	-228,390	-230,260
	001-130-50	OP SUPP/MINOR EQUIP	-19,329	-16,030	-12,000	-12,000	-15,000	-16,000
	001-130-69	TRAINING	0	0	0	0	-3,000	-5,500
	001-130-73	PUBLICATIONS & JRNLS	-847	-593	-1,000	-1,000	-500	-600
	001-130-76	EQUIP REPLACEMENT CHGS	0	0	-98,100	-98,100	-5,905	-6,543
New Equip	001-130-76	EQUIP REPLACEMENT CHGS	0	0	0	0	-11,850	-3,600
Expenditure Subtotals			-164,935	-233,706	-353,967	-353,967	-435,541	-453,339
Net (Uses)/Resources Program Totals			-164,935	-233,706	-353,967	-353,967	-435,541	-453,339

Department: Finance & Information Technology

Budget Program: Information Technology - Data

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-130-11	SALARY & WAGES - FT The FY2003-2004 and FY2004-2005 amounts include a fifty (50%) percent allocation of the salary and wages of the Director and ninety (90%) percent allocation of the salaries and wages of the Technician. The Director manages the IT system of the City. The Technician performs routine maintenance of the City's network as well as the HTE CitySoft accounting system utilized by City Finance staff.	86,424	89,760
001-130-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	1,548	1,609
001-130-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	25,926	33,397
001-130-30	MAINTENANCE SERVICES Costs associated with hardware and software maintenance and support for the City's data network, the Planning permit tracking solution, the Public Work's Cartegraph work order system, the Recreation and Parks enrollment software, GIS solution, document imaging and the HTE CitySoft accounting system.	56,998	66,070
001-130-35	PROFESSIONAL/TECHNICAL SERVICES Consulting services for administration of the City's data network system and website services performed by Palos Verdes on the Net, IBM (for the HTE accounting system), Belkin (network cabling) and printer maintenance vendors.	228,390	230,260
001-130-50	OPERATING SUPPLIES/MINOR EQUIPMENT Computer supplies, equipment, incidental software and repairs.	15,000	16,000
001-130-69	TRAINING This budget provides for employee training to support the Information Technology function.	3,000	5,500
001-130-73	PUBLICATIONS & JOURNALS Provides for subscriptions to periodicals and technical publications which assist City employees with Information Technology maintenance and management.	500	600

Department: Finance & Information Technology

Budget Program: Information Technology - Data

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-130-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	5,905	6,543
<i>New Equip</i>			
001-130-76	EQUIPMENT REPLACEMENT CHARGES New (non-replacement) equipment will be purchased as described in the accompanying schedule of new computer equipment presented on the accompanying pages.	11,850	3,600

Information Technology - Data		
	Adopted	Proposed
<u>New Hardware</u>	FY 03-04	FY 04-05
(5) desktop scanners	\$1,250	
(3) additional workstations	\$3,600	\$3,600
(10) Photoshop licenses	\$7,000	
New hardware total	\$11,850	\$3,600

Department: Finance & Information Technology

Budget Program: Information Technology - Voice

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-135-11	SALARY & WAGES - FT	0	0	0	0	-3,976	-4,131
	001-135-13	SALARY & WAGES - OT	0	0	0	0	-172	-179
	001-135-19	EMPLOYEE BENEFITS	0	0	0	0	-1,719	-2,136
	001-135-21	TELEPHONE SERVICE	-29,290	-33,943	-34,300	-34,300	-35,000	-36,000
	001-135-30	MAINTENANCE SERVICES	0	-3,400	0	0	-18,000	-19,500
	001-135-35	PROF/TECH SERVICE	-1,800	-27,983	-25,000	-25,000	-4,500	-4,500
	001-135-50	OP SUPP/MINOR EQUIP	0	-1,029	0	0	-2,750	-2,950
Expenditure Subtotals			-31,090	-66,355	-59,300	-59,300	-66,117	-69,396
Net (Uses)/Resources Program Totals			-31,090	-66,355	-59,300	-59,300	-66,117	-69,396

Department: Finance & Information Technology

Budget Program: Information Technology - Voice

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-135-11	SALARY & WAGES - FT The FY2003-2004 and FY2004-2005 amounts include a ten (10%) percent allocation of the salary and wages of the Technician. The Technician performs routine administration of the City's phone and voice messaging system.	3,976	4,131
001-135-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	172	179
001-135-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	1,719	2,136
001-135-21	TELEPHONE SERVICE Local and long distance telephone services provided by Verizon and Qwest respectively. The local and long distance phone charges have been transferred from the Public Works Building Administration program.	35,000	36,000
001-135-30	MAINTENANCE SERVICES Costs associated with hardware and software maintenance and support of the City's phone and voice messaging system provided by Expanets, the City's phone and voice messaging vendor.	18,000	19,500
001-135-35	PROFESSIONAL/TECHNICAL SERVICES Consulting services for the revisions and upgrades of the City's phone and voice messaging system performed by Expanets, the City's phone and voice messaging vendor. This appropriation is for services beyond the scope of the standard hardware and software maintenance and support contract between the City and Expanets (e.g. installation of an enhancement like teleconferencing system).	4,500	4,500
001-135-50	OPERATING SUPPLIES/MINOR EQUIPMENT Supplies, equipment, incidental software and minor repairs of the phone and voice messaging system.	2,750	2,950

Department: Finance & Information Technology

Budget Program: RDA - Debt Service

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	210-610-35	PROF/TECH SERVICE	-10,919	-11,357	-12,500	-12,500	-12,900	-13,300
	210-610-90	PRINCIPAL	0	0	0	0	0	-5,000
	210-610-91	INTEREST	-1,128,018	-929,827	-954,800	-860,702	-845,947	-904,575
	210-610-92	PASS THRU OTH AGENCY	-91,284	-101,570	-98,000	-98,000	-98,740	-100,750
Expenditure Subtotals			-1,230,221	-1,042,754	-1,065,300	-971,202	-957,587	-1,023,625
	210-347-10	INTEREST EARNINGS	532	97	600	600	0	0
LT Advance	210-395-50	LT ADVS FR CITY TO RDA	855,268	657,077	682,050	587,952	573,197	631,950
Taxes	210-311-10	PROPERTY TAX	440,334	483,912	460,000	460,000	469,200	478,600
Revenue Subtotals			1,296,134	1,141,086	1,142,650	1,048,552	1,042,397	1,110,550
Net (Uses)/Resources Program Totals			65,912	98,331	77,350	77,350	84,810	86,925

Department: Finance & Information Technology

Budget Program: RDA - Debt Service

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
210-610-35	PROFESSIONAL/TECHNICAL SERVICES This budget provides for an administrative fee paid to the County for administering the property tax system.	12,900	13,300
210-610-90	PRINCIPAL Principal payments for the 1997 RDA bond begin during FY 2004-2005. The budget is based on the bond debt service schedule.	0	5,000
210-610-91	INTEREST This line item provides for interest expenditures paid for RDA debt, including: 1) Interest accumulating on loans from the City to the RDA Portuguese Bend fund (FY03-04 \$461,222 and FY04-05 \$508,500). 2) Interest accumulating on loans from the City to the Abalone Cove fund (FY03-04 \$118,257 and FY04-05 \$130,379). 3) Interest paid to the County for the 1997 RDA bond (FY2003-2004 \$272,750 and FY04-05 \$272,625).	845,947	904,575
210-610-92	PASS THRU TO OTHER AGENCIES The Los Angeles County Fire Protection District receives 17% of the total RDA tax increment. The County withholds the portion due to the Fire District and remits the "pass-through" amount directly to the District.	98,740	100,750



PLANNING, BUILDING & CODE ENFORCEMENT DEPARTMENT

The Planning, Building, and Code Enforcement Department coordinates activities and programs that ensure the orderly physical development and preservation of the community. The Department manages the following functions of the City: Planning, Building & Safety, Code Enforcement, View Restoration, Natural Community Conservation Planning (NCCP), Geology and Affordable Housing.

General activities of the department include: administer the City's land use regulations, including zoning, current and advance planning, trails, equestrian permits and environmental regulations; provide for the enforcement of the City's Municipal and Zoning Codes; issuance of building permits, plan check services, building inspection services, and geologic inspection and review services; and process View Restoration Permits, View Preservation Applications and City Tree Review Permits. Specific activities by function include:

PLANNING (001-401)

- Process approximately 700 applications and/or requests for development including site plan reviews, conditional use permits and variance requests, grading permits, height variations, view restoration permits and sign permits. Of those 700 applications, approximately 500 are processed at the counter. The remaining 200 applications required additional review by Staff or another governing body, including the City Council, Planning Commission, or Equestrian Committee;
- Provide staff support to the Planning Commission and Equestrian Committee;
- Review development projects for compliance with the California Environmental Quality Act guidelines and review Environmental Impact Reports for consistency with the General Plan and/or Coastal Specific Plan;
- Provide and maintain tract maps and other public information files and prepare public information brochures and flyers;
- Coordinate the City's Natural Community Conservation Planning (NCCP) program;
- Implement the regulations of the City's landslide moratorium issues including the processing of Moratorium exception and exclusion applications;
- Review and implement revisions to the Development Code and implement Affordable Housing Programs;
- Coordinate the development of long range planning projects including updating the General Plan, Coastal Specific Plan, Trails Network Plan; and,
- Coordinate with outside agencies for the development and implementation of various regional programs, including the Congestion Management Program and South Bay Council of Governments Traffic Studies;

BUILDING AND SAFETY (001-402)

- Issue approximately 1,300 Building Permits, process approximately 150 Plan Checks, and conduct approximately 5,000 building field inspections per year; and,
- Conduct approximately 130 geologic field investigations and review 40 geology/soils reports per year.

CODE ENFORCEMENT (001-403)

- Respond to approximately 300 inquiries per year, while closing over 200 individual cases per

year;

- Coordinate with the City Prosecutor to bring obdurate cases to closure through nuisance abatement, criminal prosecution or other appropriate methods; and
- Conduct special enforcement programs on an area-wide or citywide basis (e.g. bench drain maintenance, public right-of-way encroachments, etc.).

VIEW RESTORATION (001-404)

- Process approximately 20-25 view restoration permits, process 10-12 view preservation applications and process 20-30 city tree review permits per year;
- Schedule and attend pre-application resolution meetings and draft the private resolution agreements;
- Maintain public information files and prepare public information brochures and flyers;
- Document views; and
- Review and implement revisions to the VRC Guidelines.



NCCP (001-405 and 122-322)

- Implement the City's NCCP plan;
- Maintain the habitat reserve; and
- Monitor habitat restoration activity.

GEOLOGY (001-406)

- Contract geo-technical services to review and make recommendations regarding the need for and/or adequacy of privately initiated project geo-technical reports.

AFFORDABLE HOUSING PROJECTS (337-937)

In June 1997, the City Council approved the establishment of an affordable housing in-lieu fee pursuant to the City's General Plan and Development Code. The fee is charged to developers of large commercial and residential projects and will facilitate the development of affordable housing within the City.

The fee was set at \$1.00 per square foot of habitable residential structure, and is in-lieu of the developer constructing on-site affordable housing units. In addition, a 10% administrative fee is charged. Therefore, the total fee is \$1.10 per square foot. The developer is required to pay the fees prior to the completion of any public improvement (i.e. streets, sidewalks, sewer and storm drain) within the particular tract or project.

The in-lieu fees will be used to implement the General Plan Housing Element's goals, policies and programs. This includes providing affordable housing to low and moderate-income households through the construction or renovation of facilities or through rental subsidy programs. The specific use of the funds will be determined on an on-going basis.

The City expects to receive an affordable housing in-lieu fee from the Long Point project during FY2004-2005, and has included developer fee revenue in the budget accordingly.

RDA – HOUSING SET-ASIDE (118-318)

Expenditures in this program are restricted to the development of low and moderate-income housing within the City. During FY2004-2005 consulting services will be utilized to prepare a State required Housing Implementation Agreement.

PLANNING, BUILDING & CODE ENFORCEMENT PERFORMANCE INDICATORS

Noted below are performance indicators for the department. The indicators chosen give a general representation of the activity level of each division within the department. The purpose of the indicators is to demonstrate the department’s activity level over time and draw a correlation with the corresponding budget year.

PLANNING

PLANNING PERMITS PROCESSED	FY2001-2002	FY2002-2003
Applications issued over the counter	398 cases	447 cases
Applications issued by Director	34 cases	49 cases
Median processing time	79 days	132 days
Applications issued by Planning Commission	18 cases	40 cases
Median processing time	123 days	173 days

Planning applications issued over-the-counter typically involve a ministerial review of plans by counter Staff to ensure that the proposed improvements meet the City’s development standards, with the possible necessity of a foliage analysis. Planning applications issued by the Director are discretionary decisions that typically involve numerous site visits, the issuance of a public notice and comment period, the preparation of a Staff Report and a Notice of Decision. Planning applications issued by the Planning Commission are discretionary decisions that typically involve numerous site visits, the issuance of a public hearing notice and comment periods, the preparation of a Staff Report, a public hearing before the Commission and a Notice of Decision. The processing time noted is the median time between application submittal and application completeness and the median time between application completeness and application decision. Processing time between application

submittal and application completeness includes the time taken by applicants to respond to incomplete items, which can vary in duration and which City staff has no control over.

BUILDING & SAFETY

BUILDING PERMITS PROCESSED	FY2001-2002	FY2002-2003
Building Permits issued over the counter	1,239 cases	1,139 cases
Building Permits taken for plan check	121 cases	135 cases
Median processing time	63 days	78 days

Building permits issued over-the-counter typically involve minor improvements such plumbing, electrical or mechanical work, re-roofs and any other non-structural projects. Building permits that are taken in for plan check typically involve projects that require a structural engineering or geo-technical review such as building construction, pools, retaining walls and tenant improvements. The processing time noted is the median time between building permit submittal into plan check and when the permit is ready for issuance. Processing time includes the time taken by applicants to respond to plan check corrections, which can vary in duration and which City staff has no control over.

CODE ENFORCEMENT

CODE ENFORCEMENT COMPLAINTS	FY2001-2002	FY2002-2003
Category 1		
Municipal Code Violations closed	132 cases	150 cases
Median processing time	42 days	45 days
Category 2		
Building Code Violations closed	13 cases	15 cases
Median processing time	37 days	66 days
Category 3		
Zoning Code Violations closed	118 cases	79 cases
Median processing time	34 days	20 days

Category 1 code enforcement cases typically involve Municipal Code violations such as property maintenance or trash can issues. These cases are typically resolved through a site visit, written notice and consultation with the offending party. Category 2 code enforcement cases typically involve Development Code violations such as non-permitted construction or grading. These cases are typically resolved after one or more site visits and multiple letters to the offending party. Furthermore, these cases often require parties to go through the planning application and building permit process to resolve the issue while being monitored by code enforcement staff. Category 3 code enforcement cases typically involve building permit violations such as expired permits. These cases are typically resolved with a letter to the offending party. The processing time noted is the median time between the filing of a case and when the case is closed out or resolved. It should be noted that the processing time includes the time taken by offending parties to resolve the violation, which can vary in duration and which City staff has no control over.

VIEW RESTORATION

VIEW PERMITS PROCESSED	FY2001-2002	FY2002-2003
View Restoration Permits processed	28	26
Median processing cost	\$5,008/case	\$5,039/case
View Preservation Permits processed	11	7
Median processing cost	\$5,009/case	\$7,199/case
City Tree Review Permits processed	36	31
Median processing cost	\$2,337/case	\$2,438/case

View Restoration Permits are requests for the restoration of a view that has been impaired by foliage and no documentation of the view since November 1989 exists. The processing of these permits typically involves a pre-application meeting and depending on the success of the pre-application meeting, may require a hearing before the Planning Commission. View Preservation Permits are requests for the preservation of a view that has existed sometime since November 1989 (as documented in a photograph) and which now has been impaired by foliage. The processing of these permits typically involves a pre-application meeting and depending on the success of the pre-application meeting, may require a determination by the Director. City Tree Review Permits are requests for the restoration of a view that has been impaired by City trees. The processing of these permits typically involves a site visit, the preparation of a staff report, input from the City arborist, notice of the decision and the trimming or removal of the City tree(s) by City work crews. The median processing cost is the cost in consultant hours to process these permits from start to finish.

Department:		Planning, Building & Code Enforcement					
Personnel Positions	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed	
Director of Planning, Building & Code Enforcement	1.0	1.0	1.0	1.0	1.0	1.0	
Planning Deputy Director	1.0	1.0	1.0	1.0	1.0	1.0	
Principal Planner	1.0	0.0	0.0	0.0	0.0	0.0	
Senior Planner	1.0	2.0	2.0	2.0	2.0	2.0	
Associate Planner	2.0	2.0	2.0	2.0	2.0	2.0	
Assistant Planner	1.0	2.0	2.0	2.0	2.0	2.0	
Senior Code Enforcement Officer	1.0	1.0	1.0	1.0	1.0	1.0	
Code Enforcement Officer	1.0	0.0	0.0	0.0	0.0	0.0	
Staff Assistant I (Part Time)	1.0	1.0	0.5	0.5	0.5	0.5	
Staff Assistant II	1.0	1.0	2.0	2.0	2.0	2.0	
Permit Clerk (Full Time)	1.0	1.0	2.0	2.0	2.0	2.0	
Permit Clerk (Part Time)	0.8	0.8	0.0	0.0	0.0	0.0	
Administrative Staff Assistant	1.0	1.0	0.0	0.0	0.0	0.0	
Total Full-Time Equivalent Units	13.8	13.8	13.5	13.5	13.5	13.5	



Department: Planning, Building & Code Enforcement

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Planning</i>						
Expenditure Subtotals	-1,174,579	-891,832	-1,170,864	-1,170,864	-894,974	-972,356
Revenue Subtotals	212,536	191,839	190,000	206,500	195,500	195,500
Program Net (Uses)/Resources Totals	-962,044	-699,993	-980,864	-964,364	-699,474	-776,856
<i>Building & Safety</i>						
Expenditure Subtotals	-540,537	-475,532	-569,100	-569,100	-559,415	-573,168
Revenue Subtotals	666,418	562,463	613,900	674,800	639,200	639,200
Program Net (Uses)/Resources Totals	125,881	86,931	44,800	105,700	79,785	66,032
<i>Code Enforcement</i>						
Expenditure Subtotals	0	-89,231	-132,730	-132,730	-117,407	-126,339
Program Net (Uses)/Resources Totals	0	-89,231	-132,730	-132,730	-117,407	-126,339
<i>View Restoration</i>						
Expenditure Subtotals	0	-309,348	-324,930	-324,930	-365,124	-367,434
Revenue Subtotals	3,350	18,210	4,000	4,000	84,000	84,000
Program Net (Uses)/Resources Totals	3,350	-291,138	-320,930	-320,930	-281,124	-283,434
<i>NCCP</i>						
Expenditure Subtotals	-5,559	-34,679	-311,972	-311,972	-161,052	-131,606
Revenue Subtotals	56,117	25,191	84,600	54,600	17,638	17,748
Transfers In Subtotals	0	0	0	0	76,752	76,752
Program Net (Uses)/Resources Totals	50,558	-9,488	-227,372	-257,372	-66,662	-37,106
<i>Geology</i>						
Expenditure Subtotals	-56,831	-149,883	-130,000	-130,000	-140,000	-140,000
Revenue Subtotals	61,618	144,351	52,700	52,700	140,000	140,000
Program Net (Uses)/Resources Totals	4,787	-5,532	-77,300	-77,300	0	0

Department: Planning, Building & Code Enforcement

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Affordable Housing Projects</i>						
Revenue Subtotals	54,878	32,207	52,300	52,300	20,100	965,510
Program Net (Uses)/Resources Totals	54,878	32,207	52,300	52,300	20,100	965,510
<i>RDA - Housing Set-Aside</i>						
Expenditure Subtotals	-1,751	-1,380	-50,000	-50,000	0	-50,000
Revenue Subtotals	145,859	144,549	133,000	133,000	135,100	143,100
Program Net (Uses)/Resources Totals	144,108	143,169	83,000	83,000	135,100	93,100
Totals Planning, Building & Code Enforc	-578,482	-833,075	-1,559,096	-1,511,696	-929,682	-99,093

Department: Planning, Building & Code Enforcement

Budget Program: Planning

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-401-11	SALARY & WAGES - FT	-533,032	-488,796	-594,140	-594,140	-580,925	-603,522
	001-401-12	SALARY & WAGES - PT	-402	0	-12,730	-12,730	-16,099	-16,726
	001-401-13	SALARY & WAGES - OT	-23,185	-24,684	-15,950	-15,950	-20,494	-21,293
	001-401-19	EMPLOYEE BENEFITS	-75,187	-116,595	-125,300	-125,300	-141,493	-186,777
	001-401-35	PROF/TECH SERVICE	-299,157	-96,721	-240,494	-240,494	-3,775	-3,775
	001-401-50	OP SUPP/MINOR EQUIP	-10,022	-9,163	-15,000	-15,000	-10,000	-10,000
	001-401-54	PRINTING & BINDING	-6,603	-5,424	-7,000	-7,000	-6,000	-6,000
	001-401-55	LEGAL NOTICE PUB	-16,631	-17,933	-15,000	-15,000	-17,000	-17,000
	001-401-69	TRAINING	-52,030	-3,292	-6,000	-6,000	-5,000	-5,000
	001-401-70	MILEAGE REIMB	-4,448	-4,537	-4,600	-4,600	-4,600	-4,600
	001-401-71	MEETINGS & CONFRNCS	-23,285	-25,640	-22,500	-22,500	-7,500	-7,730
	001-401-72	MEMBERSHIPS & DUES	-2,216	-1,843	-2,300	-2,300	-3,000	-3,000
	001-401-73	PUBLICATIONS & JRNLS	-941	-1,514	-1,200	-1,200	-1,200	-1,200
	001-401-76	EQUIP REPLACEMENT CHGS	-127,440	-95,690	-108,650	-108,650	-77,888	-85,733
Expenditure Subtotals			-1,174,579	-891,832	-1,170,864	-1,170,864	-894,974	-972,356
License/Permit	001-322-10	PLAN & ZONE PERMIT	203,081	174,716	181,600	198,100	143,000	143,000
License/Permit	001-322-20	PLAN - INVESTIGATION	3,833	3,910	3,500	3,500	5,700	5,700
License/Permit	001-322-30	PLAN - MISC FEES	4,521	1,257	4,000	4,000	30,000	30,000
License/Permit	001-322-40	PLAN - DATA PROCESS	1,100	4,131	900	900	3,800	3,800
License/Permit	001-322-50	PLAN - HIST DATA FEE	0	7,826	0	0	13,000	13,000
Revenue Subtotals			212,536	191,839	190,000	206,500	195,500	195,500
Net (Uses)/Resources Program Totals			-962,044	-699,993	-980,864	-964,364	-699,474	-776,856

Department: Planning, Building & Code Enforcement

Budget Program: Planning

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-401-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	580,925	603,522
001-401-12	SALARY & WAGES - PT Salaries and wages paid to part-time City employees allocated to this program.	16,099	16,726
001-401-13	SALARY & WAGES - OT Planning Staff will continue to spend a significant amount of time attending Planning Commission and City Council meetings as a result of the planning project workload. Previously approved major planning projects that remain active, advanced planning projects and new major current planning projects are expected to continue during FY2003-2004 and FY2004-2005. The budgeted amount of overtime also includes staffing/minute-taking for the Equestrian Committee and minute-taking for the Planning Commission.	20,494	21,293
001-401-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	141,493	186,777
001-401-35	PROFESSIONAL/TECHNICAL SERVICES Funding for temporary personnel, on an as-needed contractual basis, for coverage of the two Support Staff positions due to illness, vacations, or as otherwise required.	3,775	3,775
001-401-50	OPERATING SUPPLIES/MINOR EQUIPMENT Miscellaneous office and operating supplies such as photo supplies, stationary, and office equipment. The budget has been reduced to reflect the increased use of the Department's digital cameras and less reliance on photo developing services.	10,000	10,000
001-401-54	PRINTING & BINDING The following publications and documents will need to be printed in FY2003-2004 and FY2004-2005: <ol style="list-style-type: none">1. Departmental information and forms \$1,0002. Reproduction of Development Code documents \$5003. Reproduction of the General Plan and Coastal Specific Plan Map \$5004. Reproduction of General Plan \$5005. Miscellaneous printing \$3,500	6,000	6,000

Department: Planning, Building & Code Enforcement

Budget Program: Planning

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-401-55	LEGAL NOTICE PUBLICATION This budget item covers the cost of publishing required legal notices for private development projects and City projects in the local newspaper. The budget has been increased slightly for FY2003-2004 and FY2004-2005 due to additional noticing that is anticipated as a result of new neighborhood compatibility review procedures. 1. Legal noticing for regular business items \$15,000 2. Special City projects' legal noticing \$2,000	17,000	17,000
001-401-69	TRAINING Professional and continuing education seminars that focus on specific aspects of California planning laws and policies, CEQA, the Subdivision Map Act, personnel management, customer service, and local planning issues.	5,000	5,000
001-401-70	MILEAGE REIMBURSEMENT Monthly reimbursement to the Department Staff (\$400) and the Planning Commission (\$4,200) for use of personal cars for site visits.	4,600	4,600
001-401-71	MEETINGS & CONFERENCES Funds for expenses incurred by the department staff, Planning Commission, and View Restoration Mediators to attend meetings and conferences. This budget item has been reduced to account for the disbandment of the VRC. The meetings and conferences include: 1. Annual California American Planning Association Chapter Conference and National APA Conference. 2. League of California Cities Planners' Institute (attended by Staff, and 4 members of the Planning Commission and View Restoration Mediators). 3. Annual State Association of Environmental Planners' Conference. 4. Monthly Southwest Area Planning Council meetings. 5. Miscellaneous regional and other professional meetings.	7,500	7,730
001-401-72	MEMBERSHIPS & DUES Funds membership in the Planner's Advisory Service (a subscription library data base), American Planning Association, Association of Environmental Planners, American Institute of Certified Planners, and other appropriate professional planning and public administration associations. The budget item has been increased slightly to reflect the increase in membership fees for the	3,000	3,000

Department: Planning, Building & Code Enforcement

Budget Program: Planning

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	varying organizations.		
001-401-73	PUBLICATIONS & JOURNALS Publications include California Planning and Redevelopment Report, Land Use Digest, Urban Land Institute, and California Coast and Ocean. Reference materials include California Land Use and Planning Law, the Subdivision Map Act manual, and CEQA Compliance Guidelines. Many of the reference materials require annual updating.	1,200	1,200
001-401-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	77,888	85,733

Department: Planning, Building & Code Enforcement
Budget Program: Building & Safety

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-402-11	SALARY & WAGES - FT	-48,688	-57,304	-25,610	-25,610	-77,623	-80,649
	001-402-12	SALARY & WAGES - PT	-6,872	-5,285	-34,450	-34,450	0	0
	001-402-13	SALARY & WAGES - OT	-649	-653	-180	-180	-5,981	-6,214
	001-402-19	EMPLOYEE BENEFITS	-5,470	-7,091	-7,610	-7,610	-23,886	-30,551
	001-402-35	PROF/TECH SERVICE	-445,607	-383,949	-477,350	-477,350	-413,695	-413,695
	001-402-50	OP SUPP/MINOR EQUIP	-1,395	-874	-1,500	-1,500	-1,000	-1,000
	001-402-54	PRINTING & BINDING	-1,006	-1,572	-1,200	-1,200	-1,000	-1,000
	001-402-69	TRAINING	-145	-741	-600	-600	-600	-600
	001-402-70	MILEAGE REIMB	0	-72	0	0	0	0
	001-402-72	MEMBERSHIPS & DUES	-195	-195	-200	-200	-200	-200
	001-402-73	PUBLICATIONS & JRNLS	0	-276	0	0	0	0
	001-402-76	EQUIP REPLACEMENT CHGS	-30,510	-17,520	-20,400	-20,400	-35,430	-39,259
Expenditure Subtotals			-540,537	-475,532	-569,100	-569,100	-559,415	-573,168
License/Permit	001-323-10	BLDG & SAFETY PLAN CK	142,063	154,279	129,000	129,000	239,200	239,200
License/Permit	001-323-20	BLDG & SAFETY PERMITS	522,499	404,675	483,200	544,100	397,000	397,000
License/Permit	001-323-30	BLDG & SAFETY INVESTIG	515	1,221	500	500	0	0
License/Permit	001-323-31	BLDG & SAFETY SMIP FEES	1,342	2,287	1,200	1,200	3,000	3,000
Revenue Subtotals			666,418	562,463	613,900	674,800	639,200	639,200
Net (Uses)/Resources Program Totals			125,881	86,931	44,800	105,700	79,785	66,032

Department: Planning, Building & Code Enforcement

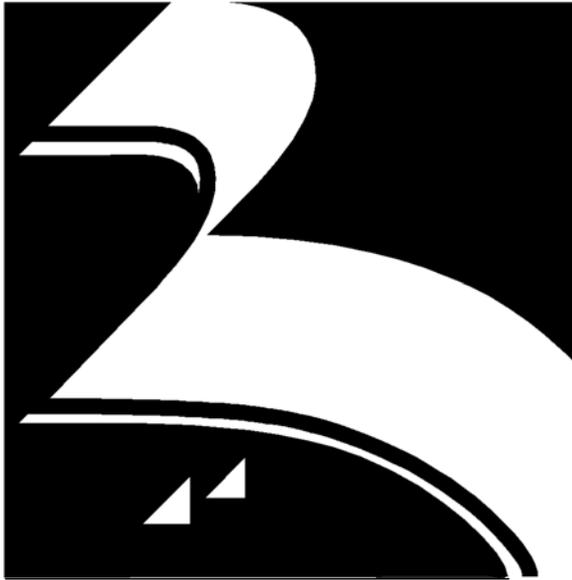
Budget Program: Building & Safety

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-402-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	77,623	80,649
001-402-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	5,981	6,214
001-402-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	23,886	30,551
001-402-35	PROFESSIONAL/TECHNICAL SERVICES This line item provides for the following professional and technical services: <ol style="list-style-type: none">1. Estimated contract cost for Building and Safety services with an outside provider. Should the number of permits increase or decrease, the actual cost of the service will vary. The costs are offset by the various permit fees that are charged for these contract services. Under the current contract, the cost is based on a percentage of total permit fee revenue, which varies between 53% and 73%, depending on permit activity. For FY2003-2004 and FY2004-2005, it is anticipated that expenditures will average 62.5% of revenues and that overall building activity will drop by 5% in FY2003-2004, as compared to FY2002-2003, and then level off in FY2004-2005 (\$398,920 in FY2003-2004 and FY2004-2005).2. Geo-technical and other professional building and safety consultants to assist in the review of projects not otherwise funded by development project trust deposits and/or which may be initiated by the City. These may be projects in which the City desires an expert opinion, but may not be possible to recover these funds from a private party (\$10,000 in FY2003-2004 and FY2004-2005).3. Funding for temporary personnel, on an as-needed contractual basis, for coverage of the two Permit Clerk positions due to illness, vacations, or as otherwise required (\$3,775 FY2003-2004 and FY2004-2005).4. As required by law, the department micro-films vital Building and Safety Division records, such as commercial, institutional and multiple family residential structures. This budget item is being increased since the number of records has substantially increased (\$1,000 in FY2003-2004 and FY2004-2005).	413,695	413,695

Department: Planning, Building & Code Enforcement

Budget Program: Building & Safety

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-402-50	OPERATING SUPPLIES/MINOR EQUIPMENT Miscellaneous office supplies and operating equipment including chairs, bookshelves and filing systems.	1,000	1,000
001-402-54	PRINTING & BINDING Printing of permit forms and other related materials for the Building and Safety program.	1,000	1,000
001-402-69	TRAINING Professional and continuing education seminars that focus on specific aspects of California building and development, together with improving customer service and Division operations.	600	600
001-402-72	MEMBERSHIPS & DUES Funds membership in the International Congress of Building Officials (ICBO). Through this membership, documents, bulletins and training sponsored by this organization can be purchased at a substantial discount, including revisions to the Uniform Building Code and its various components.	200	200
001-402-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	35,430	39,259



Department: Planning, Building & Code Enforcement

Budget Program: Code Enforcement

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-403-11	SALARY & WAGES - FT	0	-51,348	-62,010	-62,010	-64,775	-67,298
	001-403-13	SALARY & WAGES - OT	0	-9,106	-1,430	-1,430	-7,239	-7,522
	001-403-19	EMPLOYEE BENEFITS	0	-13,699	-14,710	-14,710	-18,438	-23,896
	001-403-35	PROF/TECH SERVICE	0	-7,788	-45,000	-45,000	-20,000	-20,000
	001-403-71	MEETINGS & CONFRNCS	0	-370	-1,500	-1,500	-850	-880
	001-403-72	MEMBERSHIPS & DUES	0	-40	-200	-200	-200	-200
	001-403-76	EQUIP REPLACEMENT CHGS	0	-6,880	-7,880	-7,880	-5,905	-6,543
Expenditure Subtotals			0	-89,231	-132,730	-132,730	-117,407	-126,339
Net (Uses)/Resources Program Totals			0	-89,231	-132,730	-132,730	-117,407	-126,339

Department: Planning, Building & Code Enforcement

Budget Program: Code Enforcement

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-403-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	64,775	67,298
001-403-13	SALARY & WAGES - OT Staff overtime spent working on weekends and on regular days off to perform sign abatement or other special code enforcement related projects.	7,239	7,522
001-403-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	18,438	23,896
001-403-35	PROFESSIONAL/TECHNICAL SERVICES Costs of miscellaneous use of technical consultants, including noise consultants, antenna reception technicians, and geological consultants for code enforcement purposes (\$10,000). Anticipated costs of code enforcement nuisance abatement activities. It is expected that abatement costs will be reimbursed through the placement of liens on the properties subject to the abatement actions. This budget item has been decreased as the cost for abatement actions related to view restoration is now included in the View Restoration budget program (\$10,000).	20,000	20,000
001-403-71	MEETINGS & CONFERENCES Funds for expenses incurred by department staff attendance at meetings and conferences.	850	880
001-403-72	MEMBERSHIPS & DUES Funds membership in the Southern California Association of Code Enforcement Officers and any other appropriate professional association.	200	200
001-403-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the	5,905	6,543

Department: Planning, Building & Code Enforcement

Budget Program: Code Enforcement

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	Equipment Replacement charge in the year the equipment is acquired.		



Department: Planning, Building & Code Enforcement

Budget Program: View Restoration

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-404-11	SALARY & WAGES - FT	0	-8,944	-9,760	-9,760	-3,068	-3,186
	001-404-19	EMPLOYEE BENEFITS	0	-1,412	-1,520	-1,520	-563	-778
	001-404-30	MAINTENANCE SERVICES	0	0	-35,000	-35,000	-50,000	-50,000
	001-404-35	PROF/TECH SERVICE	0	-278,362	-255,000	-255,000	-290,000	-290,000
	001-404-76	EQUIP REPLACEMENT CHGS	0	-20,630	-23,650	-23,650	-21,493	-23,470
Expenditure Subtotals			0	-309,348	-324,930	-324,930	-365,124	-367,434
License/Permit	001-322-15	VIEW RESTORATION FEES	3,350	18,210	4,000	4,000	84,000	84,000
Revenue Subtotals			3,350	18,210	4,000	4,000	84,000	84,000
Net (Uses)/Resources Program Totals			3,350	-291,138	-320,930	-320,930	-281,124	-283,434

Department: Planning, Building & Code Enforcement

Budget Program: View Restoration

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-404-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	3,068	3,186
001-404-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	563	778
001-404-30	MAINTENANCE SERVICES The cost of performing the trimming and/or removal of City trees by contract work crews. This budget item was transferred to the Planning, Building and Code Enforcement Department budget from the Public Works Department budget during FY2002-2003. The costs include the trimming and/or removal of City trees that results from City Tree Review Permit decisions, as well as the on-going annual maintenance of trimmed trees. The budget item is being increased to compensate for the increase in City Tree Review Permit applications.	50,000	50,000
001-404-35	PROFESSIONAL/TECHNICAL SERVICES 1. Contract professional planning consultant services to process View Restoration/Preservation and City Tree Review applications, including view restoration analysis, report writing, and attending and taking minutes at Commission meetings. The non-reimbursable costs include pre-application mediation meetings, processing View Restoration Permit Applications, processing City Tree Review Permit applications and appeals (including coordinating the trimming/removal of City trees by City crews), processing view preservation petitions involving documented views, managing the program, coordinating the bid submittal/foilage removal aspect of the program, and providing general information to the public on the View Restoration and Preservation Ordinance (\$280,000). This cost breakdown is expected as follows: a. View Restoration \$ 60,000 b. View Preservation \$ 30,000 c. City Tree Review \$ 100,000 d. Administration \$ 90,000 A portion of the costs of the program are reimbursable through offsetting revenue received through the fees collected for processing new View Restoration Permit applications on private properties (estimated at \$84,000 annually). 2. The cost of necessary abatement work to carry out City View Restoration and View Preservation decisions on private property by contract work crews. As a result of the fully active view	290,000	290,000

Department: Planning, Building & Code Enforcement

Budget Program: View Restoration

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	restoration/preservation process, including a court decision affirming the City's View Restoration Ordinance, view restoration abatement actions will be necessary. It is expected that these costs will be reimbursed through the placement of liens on the properties subject to the abatement actions (\$10,000).		
001-404-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	21,493	23,470



Department: Planning, Building & Code Enforcement

Budget Program: NCCP

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-405-11	SALARY & WAGES - FT	0	0	0	0	-5,114	-5,310
	001-405-19	EMPLOYEE BENEFITS	0	0	0	0	-938	-1,296
	001-405-35	PROF/TECH SERVICE	-5,559	-34,679	-166,256	-166,256	-55,000	-25,000
	001-405-80	LAND	0	0	-18,216	-18,216	0	0
Hab Restor	122-322-82	IMPROV OTH THAN BLDGS	0	0	-127,500	-127,500	-100,000	-100,000
Expenditure Subtotals			-5,559	-34,679	-311,972	-311,972	-161,052	-131,606
	122-347-10	INTEREST EARNINGS	12,074	7,851	4,600	4,600	2,100	1,900
From Other Ag	001-364-11	NCCP GRANT INCOME	2,779	17,340	80,000	50,000	15,538	15,848
Other Revenue	122-374-10	HABITAT REST DEV FEES	41,264	0	0	0	0	0
Revenue Subtotals			56,117	25,191	84,600	54,600	17,638	17,748
Fr Genl fund	122-391-10	TRANSFERS IN	0	0	0	0	76,752	76,752
Transfers In Subtotals			0	0	0	0	76,752	76,752
Net (Uses)/Resources Program Totals			50,558	-9,488	-227,372	-257,372	-66,662	-37,106

Department: Planning, Building & Code Enforcement

Budget Program: NCCP

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-405-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	5,114	5,310
001-405-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	938	1,296
001-405-35	PROFESSIONAL/TECHNICAL SERVICES This budget item is for implementation of the City's Natural Communities Conservation Planning (NCCP) program. It is expected that the City's NCCP program will be completed in FY2003-2004. This includes completion and adoption of the Multiple Species Habitat Conservation Plan (MSHCP), all necessary federal/state environmental documents, and the Implementation Agreement. Upon adoption, the Department expects to continue using the services of the NCCP consultant, on as-needed basis, to assist in implementation of the NCCP. No monies will be spent without specific approval by the City Council. The City has secured federal and state financial assistance to offset the costs of the NCCP program. The FY2003-2004 budget also includes \$30,000 for lobbying efforts required through December 2003 in order to attempt to secure funding for the NCCP.	55,000	25,000
Hab Restor 122-322-82	IMPROVEMENTS OTHER THAN BLDGS The City's NCCP includes a City funding commitment for habitat restoration and reserve maintenance and monitoring. The commitment includes an annual contribution of \$100,000 in FY2003-2004 and FY2004-2005. This commitment is funded with accumulated monies in the Habitat Restoration fund and annual General fund operating transfers. The annual General fund operating transfer has been calculated for a five-year block, as follows: 5 Years X \$100,000 Annual Commitment = \$500,000 5-Yr Commitment \$500,000 - \$116,240 Est. 6/30/03 Habitat Restoration Fund Bal. = \$383,760 5-Yr General Fund Contribution \$383,760 / 5 Years = \$76,752 Annual General Fund Operating Transfer	100,000	100,000

Department: Planning, Building & Code Enforcement

Budget Program: Geology

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-406-35	PROF/TECH SERVICE	-56,831	-149,883	-130,000	-130,000	-140,000	-140,000
Expenditure Subtotals			-56,831	-149,883	-130,000	-130,000	-140,000	-140,000
License/Permit	001-323-40	B&S GEOLOGY FEES	61,618	144,351	52,700	52,700	140,000	140,000
Revenue Subtotals			61,618	144,351	52,700	52,700	140,000	140,000
Net (Uses)/Resources Program Totals			4,787	-5,532	-77,300	-77,300	0	0

Department: Planning, Building & Code Enforcement

Budget Program: Geology

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-406-35	PROFESSIONAL/TECHNICAL SERVICES Geo-technical consultant services to review and make recommendations regarding the need for, and/or adequacy of, privately initiated project geo-technical reports. The actual cost for geologic services will vary depending upon the level of activity that occurs during the year. The expenditure is offset directly by the geologic review fees collected.	140,000	140,000

Department: Planning, Building & Code Enforcement

Budget Program: Affordable Housing Projects

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	337-347-10	INTEREST EARNINGS	54,878	32,207	52,300	52,300	20,100	33,600
Other Revenue	337-374-10	AFFORD HSG DEV FEES	0	0	0	0	0	931,910
Revenue Subtotals			54,878	32,207	52,300	52,300	20,100	965,510
Net (Uses)/Resources Program Totals			54,878	32,207	52,300	52,300	20,100	965,510

Department: Planning, Building & Code Enforcement

Budget Program: Affordable Housing Projects

Account #	Account Description	FY03-04 Proposed	FY04-05 Proposed
337-374-10	AFFORDABLE HOUSING DEVELOPER FEES The proposed FY2004-2005 developer fee is the Affordable Housing In-Lieu fee for the Long Point project. The fee calculation is \$1.00 per square foot of habitable residential structure plus a 10% administrative fee.	0	931,910

Department: Planning, Building & Code Enforcement

Budget Program: RDA - Housing Set-Aside

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	118-318-35	PROF/TECH SERVICE	-1,751	-1,380	-50,000	-50,000	0	-50,000
Expenditure Subtotals			-1,751	-1,380	-50,000	-50,000	0	-50,000
	118-347-10	INTEREST EARNINGS	24,455	19,422	18,000	18,000	15,500	19,900
Other Revenue	118-375-10	MISC REVENUES	11,321	0	0	0	0	0
Taxes	118-311-10	PROPERTY TAX	110,083	125,127	115,000	115,000	119,600	123,200
Revenue Subtotals			145,859	144,549	133,000	133,000	135,100	143,100
Net (Uses)/Resources Program Totals			144,108	143,169	83,000	83,000	135,100	93,100

Department: Planning, Building & Code Enforcement

Budget Program: RDA - Housing Set-Aside

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
118-318-35	PROFESSIONAL/TECHNICAL SERVICES This budget item is for retaining the services of a consultant in FY2004-2005 to prepare a state required Housing Set-aside Housing Implementation Agreement (\$50,000 in FY2004-2005).	0	50,000



RECREATION & PARKS DEPARTMENT

The Recreation and Parks Department is responsible for coordinating a comprehensive park system and numerous community activities. The Recreation and Parks Department manages five programs: Administration, Recreational Facilities, Special Events, Point Vicente Interpretive Center (PVIC), and the REACH program. Some specific duties of the Recreation and Parks Department include:

RECREATION ADMINISTRATION (001-510)

- Provide staff support to approximately 12 Committee/Task Force meetings;
- Coordinate with a variety of community groups to assure compliance with City requirements for approximately 25 special events (i.e. the Kiwanis Club's Palos Verdes Marathon, and the Palos Verdes Land Conservancy nature walks);
- Administer the Gifts for Parks program in which local organizations are actively solicited for donations to REACH and the educational programs at Abalone Cove Shoreline Park, Ladera Linda Community Center and the Forrestal Property;
- Supervise approximately 25 part-time employees that staff park facilities;
- Administer the City's largest volunteer population, Los Serenos de Pt. Vicente, the docent program at Abalone Cove Shoreline Park, Ladera Linda Community Center, the Forrestal Preserve, Ocean Trails, and Point Vicente Interpretive Center; and
- Coordinate with the Los Angeles County Fire Department (Lifeguard Division) for lifeguard services at Abalone Cove Beach. The County receives tax and assessment revenues to provide for these services, therefore, they are provided at no cost to the City.



RECREATIONAL FACILITIES (001-530)

- Coordinate the day-to-day activities at all City park facilities, including Hesse Park, Robert E. Ryan Park, Ladera Linda Community Center, Abalone Cove Shoreline Park, and Point Vicente Interpretive Center (scheduled to reopen in 2004);
- Coordinate privatized recreation classes with approximately 15 recreation program instructors offering approximately 120 classes annually;
- Coordinate facility rental use for events such as weddings, private parties, special tours, non-profit organizations, City meetings and the Peninsula Seniors;
- Administer long-term leases at Ladera Linda (Montessori School of Rancho Palos Verdes) and at Abalone Cove Beach (Portuguese Bend Nursery School); and,
- Coordinate the promotion of the park facilities, specifically Abalone Cove Shoreline Park, Ladera Linda Community Center, the Forrestal Preserve and Ocean Trails, through publications such as tour, hiking and marine environment books, handouts, and magazines;



SPECIAL EVENTS (001-540)

- Coordinate City community events such as the July 4th Celebration and "Whale of a Day".

POINT VICENTE INTERPRETIVE CENTER (PVIC) (001-560)

The increase in PVIC expenses during FY2003-2004 and FY2004-2005 are related to the pending reopening and expansion of the Point Vicente Interpretive Center, which has been closed for several years. The budgeted expenditures are based on an anticipated Summer 2004 opening

date for the expanded Center, which will increase the size of the facility from 2,200 to 7,700 square feet. Among the many improvements will be expanded exhibit areas, several meeting rooms, and a large multi-purpose banquet hall that will be used for rentals, weddings, and City or community meetings. The increase in part-time expense reflects the need to staff a temporary informational center located on the grounds of the Interpretive Center and increased staffing needs to prepare for the reopening in FY2003-2004 as well as staffing needs during Whale of a Day, and the full expense of staffing a larger facility when the Center fully reopens in FY2004-2005. The expanded facility will increase the need for additional staffing, particularly during whale watch season and during indoor rentals that are now possible due to the additional space at the facility.

The revenue projections are conservative because FY2004-2005 may not be a full revenue year due to the uncertainty regarding PVIC's reopening date. However, revenues for a full open year at PVIC from gift shop sales, admissions, and rentals have been estimated at \$200,000, an increase of approximately \$90,000 from revenue generated on average during the last three years the Center was fully operational. Operating expenses for FY2004-2005 reflect an \$80,000 increase compared to the costs of a fully operational year prior to the Center's closure, an increase that is fully offset by the projected increase in revenues.

REACH (001-570)

- Administer the REACH program which includes conducting approximately 100 programs and activities for approximately 45 participants with developmental disabilities; and,
- Publish four REACH newsletters listing the available programs;

RECREATION & PARKS PERFORMANCE INDICATORS

The Recreation and Parks Department strives to provide quality recreation services for park visitors in a number of diverse ways. While many of these recreation options are difficult to quantify, i.e. number of children using City playgrounds, other recreation options such as private rentals and homeowner association meetings are arranged through the department and are therefore more readily calculated and tracked. The following information details the number of contracted events held at park sites, the number of people who attended those events, and the number of event hours during calendar year 2000 through 2002. These events include community group meetings, private party rentals, senior lectures, bridge, and sports leagues, just to name a few. Separate figures are listed for 2001 and 2002 privatized recreation classes offered by independent instructors at City park sites. Another important recreation option provided by the Department is a docent-led, educational hike program offered at several locations. These hikes provide school and scout groups, as well as individuals, opportunities to experience the natural beauty of Rancho Palos Verdes.

The reported attendance figures in the following report are derived from contract estimates and staff observations. However, the totals below do not reflect long-term leased facilities, and City meetings. The largest category of visitors is classified as those using the parks for informal, non-contracted drop-in use. Due to the inherent difficulty of arriving at an accurate estimate, no numbers are included for drop-in use.

1. The following is a breakdown of contracted event attendance figures by location for the past three years:

2002 CONTRACTED EVENTS, HOURS AND ATTENDANCE BY LOCATION			
Location	Events	Event Hours	Attendance
Ladera Linda	69	157	1,438
Portuguese Bend Fields	215	815	40,780
Hesse Park	614	2,078	32,176
Ryan Park	124	224	2,660
Total:	1,022	3,274	77,054*

*Due to a new method of estimating attendance at sports events that is based on information provided by organized sports leagues, there was a significant increase in the event attendance reported in 2002 compared to prior years.

2001 CONTRACTED EVENTS, HOURS AND ATTENDANCE BY LOCATION			
Location	Events	Event Hours	Attendance
Ladera Linda	85	214	1,860
Portuguese Bend Fields	239	969	27,710
Hesse Park	554	2,834	23,519
Ryan Park	152	313	2,266
Total:	1,030	4,330	55,355

2000 CONTRACTED EVENTS, HOURS AND ATTENDANCE BY LOCATION			
Location	Events	Event Hours	Attendance
Ladera Linda	45	144	1,538
Portuguese Bend Fields	256	1,008	27,990
Hesse Park	518	1,698	18,172
Ryan Park	154	461	2,766
Total:	973	3,311	50,466

2. The following is a breakdown of Docent-led Nature Hikes by location for the past three years:

2002 DOCENT- LED NATURE HIKES			
Location	Hikes	Hours	Attendance
Abalone Cove	21	44.5	1,266
Ocean Trails	11	20	123
Ladera Linda	22	45.5	1,190
Total:	54	110	2,579

2001 DOCENT- LED NATURE HIKES			
Location	Hikes	Hours	Attendance
Abalone Cove	16	32	795
Ocean Trails	13	26	108
Ladera Linda	22	44	744
Total:	51	102	1,647

2000 DOCENT- LED NATURE HIKES			
Location	Hikes	Hours	Attendance
Abalone Cove	29	58	1,521
Ocean Trails	5	10	285
Ladera Linda	19	38	820
Total:	53	106	2,626

3. The following is a breakdown of privatized recreation classes by location for the past two years:

2002 PRIVATIZED RECREATION CLASSES BY LOCATION			
Location	Classes	Class Meetings	Class Hours
Ladera Linda	23	720	720
Hesse Park	87	1,044	2,059
Ryan Park	2	10	25
Total:	112	1,774	2,804

2001 PRIVATIZED RECREATION CLASSES BY LOCATION			
Location	Classes	Class Meetings	Class Hours
Ladera Linda	20	632	632
Hesse Park	100	954	1,689
Ryan Park	3	15	38
Total:	123	1,601	2,359

4. The following is a breakdown of park accidents over the past five years:

PARK ACCIDENTS: 1998 TO PRESENT	
Year	Number of Accidents
2002	7
2001	4
2000	12
1999	14
1998	9

Department:		Recreation & Parks				
Personnel Positions	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Full Time						
Director of Recreation & Parks	1.0	1.0	1.0	1.0	1.0	1.0
Recreation Services Manager	0.0	1.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	0.0	0.0	0.0	0.0	0.0	1.0
Recreation Program Supervisor II	3.0	2.0	2.0	2.0	2.0	2.0
Administrative Analyst II	1.0	2.0	2.0	2.0	2.0	1.0
Administrative Staff Assistant	1.0	1.0	1.0	1.0	1.0	1.0
Total Full Time	6.0	7.0	7.0	7.0	7.0	7.0
Part Time						
Recreation Leader (Full-Time Equivalent)	10.3	10.0	10.0	10.0	10.0	10.0
Total Part Time	10.3	10.0	10.0	10.0	10.0	10.0
Total Full-Time Equivalent Units	16.3	17.0	17.0	17.0	17.0	17.0

Department: Recreation & Parks

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Recreation Administration</i>						
Expenditure Subtotals	-252,418	-299,539	-455,130	-455,130	-369,148	-401,901
Program Net (Uses)/Resources Totals	-252,418	-299,539	-455,130	-455,130	-369,148	-401,901
<i>Recreational Facilities</i>						
Expenditure Subtotals	-208,553	-197,333	-252,160	-252,160	-284,157	-302,293
Revenue Subtotals	125,519	119,649	118,450	118,200	115,354	116,358
Program Net (Uses)/Resources Totals	-83,034	-77,684	-133,710	-133,960	-168,803	-185,935
<i>Special Events</i>						
Expenditure Subtotals	-11,550	-37,493	-28,950	-28,950	-18,942	-19,376
Revenue Subtotals	2,675	5,185	0	0	2,500	2,500
Program Net (Uses)/Resources Totals	-8,875	-32,308	-28,950	-28,950	-16,442	-16,876
<i>Point Vicente Interpretive Center</i>						
Expenditure Subtotals	-70,096	-76,191	-111,160	-111,160	-142,681	-241,648
Revenue Subtotals	1,758	1,394	100	0	300	121,750
Program Net (Uses)/Resources Totals	-68,338	-74,797	-111,060	-111,160	-142,381	-119,898
<i>REACH</i>						
Expenditure Subtotals	-51,067	-58,379	-75,830	-75,830	-95,343	-108,949
Revenue Subtotals	8,273	11,095	9,700	10,000	9,700	9,700
Transfers In Subtotals	38,300	39,205	40,000	40,000	34,410	34,410
Program Net (Uses)/Resources Totals	-4,494	-8,079	-26,130	-25,830	-51,233	-64,839
Totals Recreation & Parks	-417,158	-492,406	-754,980	-755,030	-748,007	-789,449

Department: Recreation & Parks
Budget Program: Recreation Administration

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-510-11	SALARY & WAGES - FT	-136,818	-166,328	-229,880	-229,880	-246,403	-255,943
	001-510-12	SALARY & WAGES - PT	-7,537	-4,209	-4,420	-4,420	-4,640	-4,870
	001-510-13	SALARY & WAGES - OT	-2,804	-3,780	-3,100	-3,100	-4,126	-4,287
	001-510-19	EMPLOYEE BENEFITS	-19,440	-36,211	-45,900	-45,900	-66,359	-86,528
	001-510-35	PROF/TECH SERVICE	-14,696	-37,312	-109,520	-109,520	-15,000	-15,000
	001-510-50	OP SUPP/MINOR EQUIP	-3,893	-3,825	-3,600	-3,600	-3,700	-3,800
	001-510-58	VEHICLE & EQUIP RENTAL	0	0	0	0	0	0
	001-510-69	TRAINING	-560	-366	-500	-500	-500	-500
	001-510-70	MILEAGE REIMB	-1,190	-1,040	-1,100	-1,100	-1,100	-1,100
	001-510-71	MEETINGS & CONFRNCS	-1,218	-2,127	-2,000	-2,000	-2,000	-2,000
	001-510-72	MEMBERSHIPS & DUES	-790	-790	-1,200	-1,200	-1,200	-1,200
	001-510-73	PUBLICATIONS & JRNLS	-452	-142	-500	-500	-500	-500
	001-510-76	EQUIP REPLACEMENT CHGS	-63,020	-43,410	-53,410	-53,410	-23,620	-26,173
Expenditure Subtotals			-252,418	-299,539	-455,130	-455,130	-369,148	-401,901
Net (Uses)/Resources Program Totals			-252,418	-299,539	-455,130	-455,130	-369,148	-401,901

Department: Recreation & Parks
Budget Program: Recreation Administration

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-510-11	<p>SALARY & WAGES - FT</p> <p>This item also includes the promotion of one Administrative Analyst II to Senior Administrative Analyst in FY2004-2005. Due to the Department's continued growth, it is anticipated that the skills of a Senior Administrative Analyst will soon be necessary. A Senior Administrative Analyst would perform a wide variety of duties including devising long-term departmental strategies, supervising several full-time staff including an Administrative Analyst II, performing budget oversight and analysis, grant writing, interacting with contractors, and managing special events. Additionally, a Senior Administrative Analyst would take a lead role in Committee and City Council meetings.</p>	246,403	255,943
001-510-12	<p>SALARY & WAGES - PT</p> <p>Salaries and wages paid to part-time City employees allocated to this program.</p>	4,640	4,870
001-510-13	<p>SALARY & WAGES - OT</p> <p>Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.</p>	4,126	4,287
001-510-19	<p>EMPLOYEE BENEFITS</p> <p>The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.</p>	66,359	86,528
001-510-35	<p>PROFESSIONAL/TECHNICAL SERVICES</p> <p>This item reflects the anticipated need for consultant services in conjunction with special projects and events, as well as temporary assistance due to unforeseen employee absences or special circumstances. (\$12,500)</p> <p>Additionally, this items includes the cost of maintaining a pool of Class B licensed drivers to operate the Department's passenger vans. (\$2,500)</p>	15,000	15,000
001-510-50	<p>OPERATING SUPPLIES/MINOR EQUIPMENT</p> <p>This item reflects the cost of purchasing office supplies and equipment.</p>	3,700	3,800
001-510-69	<p>TRAINING</p> <p>Provides for CPR/First Aid classes and supplies and equipment for the department's annual staff training program.</p>	500	500

Department: Recreation & Parks

Budget Program: Recreation Administration

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-510-70	MILEAGE REIMBURSEMENT Reimbursement for use of employees' private automobiles for City business.	1,100	1,100
001-510-71	MEETINGS & CONFERENCES This amount represents anticipated costs for Recreation and Parks Department employees who will be attending meetings and conferences.	2,000	2,000
001-510-72	MEMBERSHIPS & DUES This line provides for costs for memberships in the National Parks and Recreation Association and California Parks and Recreation Society.	1,200	1,200
001-510-73	PUBLICATIONS & JOURNALS Provides for subscriptions to periodicals, city directories and technical publications which assist City staff in the performance of their duties.	500	500
001-510-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	23,620	26,173



Department: Recreation & Parks
Budget Program: Recreational Facilities

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-530-11	SALARY & WAGES - FT	-75,040	-54,995	-80,190	-80,190	-74,864	-77,749
	001-530-12	SALARY & WAGES - PT	-110,677	-112,321	-136,000	-136,000	-144,800	-151,940
	001-530-13	SALARY & WAGES - OT	-1,457	-708	-3,930	-3,930	-3,200	-3,325
	001-530-19	EMPLOYEE BENEFITS	-9,255	-16,356	-17,560	-17,560	-28,973	-35,306
	001-530-50	OP SUPP/MINOR EQUIP	-3,577	-3,957	-3,800	-3,800	-5,800	-4,800
	001-530-54	PRINTING & BINDING	0	-457	-1,100	-1,100	-1,100	-1,100
	001-530-57	BUILDING & LAND RENTAL	-1,607	-1,658	-1,700	-1,700	-1,800	-1,900
	001-530-76	EQUIP REPLACEMENT CHGS	-6,940	-6,880	-7,880	-7,880	-23,620	-26,173
Expenditure Subtotals			-208,553	-197,333	-252,160	-252,160	-284,157	-302,293
Other Revenue	001-371-50	DONATIONS - DISC RM - LL	1,000	1,800	250	0	250	250
Rents	001-342-10	RENT - REC & PARKS	89,503	83,525	83,200	83,200	77,804	77,808
Rents	001-343-10	SHORELINE PKNG LOT FEES	35,016	34,324	35,000	35,000	36,000	37,000
Rents	001-343-20	HIKE FEES	0	0	0	0	1,300	1,300
Revenue Subtotals			125,519	119,649	118,450	118,200	115,354	116,358
Net (Uses)/Resources Program Totals			-83,034	-77,684	-133,710	-133,960	-168,803	-185,935

Department: Recreation & Parks
Budget Program: Recreational Facilities

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-530-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	74,864	77,749
001-530-12	SALARY & WAGES - PT Salaries and wages paid to part-time City employees allocated to this program.	144,800	151,940
001-530-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	3,200	3,325
001-530-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	28,973	35,306
001-530-50	OPERATING SUPPLIES/MINOR EQUIPMENT The increase in this item in FY2003-2004 is due to one-time purchases of a portable screen, industrial vacuum cleaner, fax machine, whiteboard, free-standing letter board, and printer for Hesse and Ryan Parks. FY2004-2005 increase is due to the rising cost of purchasing staff uniform shirts and the replacement of open recreation supplies such as sports equipment, games, and books.	5,800	4,800
001-530-54	PRINTING & BINDING This item reflects printing costs for brochures advertising the availability of City locations for weddings, receptions, hikes and private parties as well as tickets for Abalone Cove parking.	1,100	1,100
001-530-57	BUILDING & LAND RENTAL This item is payment for land leased from the Los Angeles County Sanitation Districts for Eastview Park.	1,800	1,900
001-530-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the	23,620	26,173

Department: Recreation & Parks

Budget Program: Recreational Facilities

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	Equipment Replacement charge in the year the equipment is acquired.		



Department: Recreation & Parks

Budget Program: Special Events

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-540-12	SALARY & WAGES - PT	-786	-1,312	-1,140	-1,140	-1,200	-1,260
	001-540-13	SALARY & WAGES - OT	0	0	-290	-290	-290	-290
	001-540-19	EMPLOYEE BENEFITS	-10	-21	-20	-20	-92	-96
	001-540-35	PROF/TECH SERVICE	-8,870	-9,994	-12,000	-12,000	-12,360	-12,730
	001-540-50	OP SUPP/MINOR EQUIP	0	-265	-13,500	-13,500	-5,000	-5,000
	001-540-58	VEHICLE & EQUIP RENTAL	-1,884	-2,493	-2,000	-2,000	0	0
	001-540-71	MEETINGS & CONFRNCS	0	-23,409	0	0	0	0
Expenditure Subtotals			-11,550	-37,493	-28,950	-28,950	-18,942	-19,376
Other Revenue	001-371-40	DONATIONS - JULY 4TH	2,675	5,185	0	0	2,500	2,500
Revenue Subtotals			2,675	5,185	0	0	2,500	2,500
Net (Uses)/Resources Program Totals			-8,875	-32,308	-28,950	-28,950	-16,442	-16,876

Department: Recreation & Parks

Budget Program: Special Events

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-540-12	SALARY & WAGES - PT Salaries and wages paid to part-time City employees allocated to this program.	1,200	1,260
001-540-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	290	290
001-540-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	92	96
001-540-35	PROFESSIONAL/TECHNICAL SERVICES The budgeted amount reflects the annual increase in the cost of the Fourth of July Celebration and the \$2,000 ride subsidy established by the City Council to lower the costs of rides to the public.	12,360	12,730
001-540-50	OPERATING SUPPLIES/MINOR EQUIPMENT This item reflects expenses related to unanticipated special events as well as ongoing replacement of broken or stolen special event equipment. This item also covers rental of a temporary stage for July 4th. In FY2002-2003 this item was higher due to expenses related to the anticipated grand reopening of the Point Vicente Interpretive Center.	5,000	5,000

Department: Recreation & Parks
Budget Program: Point Vicente Interpretive Center

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-560-11	SALARY & WAGES - FT	-41,703	-51,148	-59,860	-59,860	-58,913	-61,211
	001-560-12	SALARY & WAGES - PT	-11,495	-6,453	-19,020	-19,020	-35,000	-55,000
	001-560-13	SALARY & WAGES - OT	0	0	-1,270	-1,270	-1,275	-1,324
	001-560-19	EMPLOYEE BENEFITS	-5,120	-9,053	-9,720	-9,720	-14,348	-20,090
	001-560-50	OP SUPP/MINOR EQUIP	-3,653	-2,793	-2,500	-2,500	-7,880	-8,120
	001-560-58	EQUIPMENT RENTAL	0	0	-10,000	-10,000	-13,000	-3,000
	001-560-67	PURCHASES FOR RESALE	0	0	0	0	-5,000	-85,000
	001-560-69	TRAINING	0	0	-660	-660	-660	-660
	001-560-70	MILEAGE REIMB	-40	-144	-250	-250	-250	-250
	001-560-71	MEETINGS & CONFRNCS	-32	-2,831	-2,800	-2,800	0	0
	001-560-72	MEMBERSHIPS & DUES	-65	0	-300	-300	-300	-300
	001-560-73	PUBLICATIONS & JRNLS	-49	0	-150	-150	-150	-150
	001-560-76	EQUIP REPLACEMENT CHGS	-7,940	-3,770	-4,630	-4,630	-5,905	-6,543
Expenditure Subtotals			-70,096	-76,191	-111,160	-111,160	-142,681	-241,648
Other Revenue	001-371-20	DONATIONS - PVIC	10	100	100	0	300	300
Rents	001-342-50	RENT - PVIC	0	0	0	0	0	10,000
Rents	001-344-10	PVIC ADMISSIONS	0	0	0	0	0	10,700
Rents	001-345-10	PVIC GIFT SHOP	1,748	1,294	0	0	0	100,750
Revenue Subtotals			1,758	1,394	100	0	300	121,750
Net (Uses)/Resources Program Totals			-68,338	-74,797	-111,060	-111,160	-142,381	-119,898

Department: Recreation & Parks

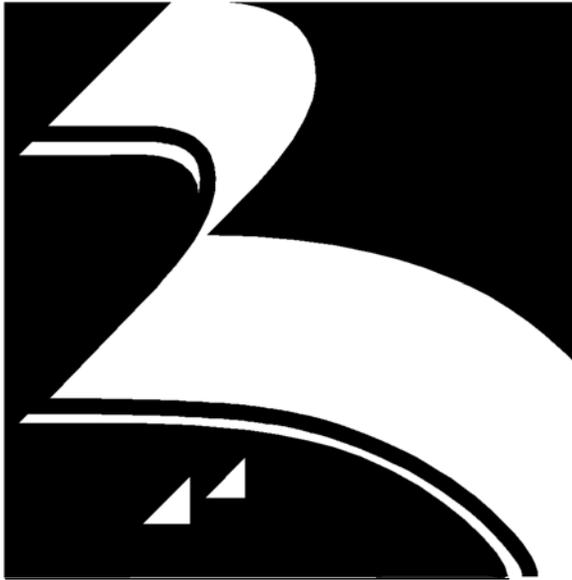
Budget Program: Point Vicente Interpretive Center

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-560-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	58,913	61,211
001-560-12	SALARY & WAGES - PT The increase in this item in FY2003-2004 reflects staffing hours at the temporary exhibit/information trailer at PVIC as well as an anticipated increased need for part-time staff as PVIC nears reopening. The increase in FY2004-2005 reflects the cost of part-time staffing needs for the expanded Center.	35,000	55,000
001-560-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	1,275	1,324
001-560-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	14,348	20,090
001-560-50	OPERATING SUPPLIES/MINOR EQUIPMENT The increase in this item reflects the need for operating supplies and equipment needed for the temporary trailer at PVIC in FY2003-2004 and supplies that are needed for the upcoming reopening. This budget appropriation also includes the annual Docent Appreciation Luncheon.	7,880	8,120
001-560-58	EQUIPMENT RENTAL This item in FY2003-2004 reflects the ongoing rental of the informational/educational trailer. This item also covers increased rental expenses for buses and overnight security guards at Whale of a Day.	13,000	3,000
001-560-67	PURCHASES FOR RESALE The FY2004-2005 increase in this item reflects advanced preparation for the eventual reopening of the Point Vicente Interpretive Center's gift shop.	5,000	85,000
001-560-69	TRAINING Charges for training provided by vendors outside the City.	660	660
001-560-70	MILEAGE REIMBURSEMENT	250	250

Department: Recreation & Parks

Budget Program: Point Vicente Interpretive Center

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	Reimbursement for use of employees' private automobiles for City business.		
001-560-72	MEMBERSHIPS & DUES Charges for memberships and dues in recognized professional organizations.	300	300
001-560-73	PUBLICATIONS & JOURNALS Provides for subscriptions to periodicals, city directories and technical publications which assist City staff in the performance of their duties.	150	150
001-560-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.	5,905	6,543



Department: Recreation & Parks
Budget Program: REACH

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-570-11	SALARY & WAGES - FT	-24,796	-25,240	-36,770	-36,770	-35,180	-36,552
	001-570-12	SALARY & WAGES - PT	-9,942	-13,362	-17,790	-17,790	-18,680	-19,620
	001-570-13	SALARY & WAGES - OT	-1,568	-18	-1,590	-1,590	-1,522	-1,582
	001-570-19	EMPLOYEE BENEFITS	-3,740	-7,050	-7,580	-7,580	-10,206	-13,052
	001-570-50	OP SUPP/MINOR EQUIP	-9,136	-9,303	-8,200	-8,200	-8,200	-8,200
	001-570-58	VEHICLE & EQUIP RENTAL	-360	0	-800	-800	-800	-800
	001-570-69	TRAINING	0	0	-550	-550	-550	-550
	001-570-70	MILEAGE REIMB	-379	-197	-300	-300	-300	-300
	001-570-76	EQUIP REPLACEMENT CHGS	-1,145	-3,209	-2,250	-2,250	-19,905	-28,293
Expenditure Subtotals			-51,067	-58,379	-75,830	-75,830	-95,343	-108,949
Charges for Se	001-351-30	REC FEES - REACH	8,133	10,660	9,500	10,000	9,500	9,500
Other Revenue	001-371-30	DONATIONS - REACH	140	435	200	0	200	200
Revenue Subtotals			8,273	11,095	9,700	10,000	9,700	9,700
Fr CDBG	001-391-10	TRANSFERS IN	38,300	39,205	40,000	40,000	34,410	34,410
Transfers In Subtotals			38,300	39,205	40,000	40,000	34,410	34,410
Net (Uses)/Resources Program Totals			-4,494	-8,079	-26,130	-25,830	-51,233	-64,839

Department: Recreation & Parks

Budget Program: REACH

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-570-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	35,180	36,552
001-570-12	SALARY & WAGES - PT Salaries and wages paid to part-time City employees allocated to this program.	18,680	19,620
001-570-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	1,522	1,582
001-570-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	10,206	13,052
001-570-50	OPERATING SUPPLIES/MINOR EQUIPMENT Office supplies, consumable supplies, lodging and transportation associated with the operation of the REACH program.	8,200	8,200
001-570-58	VEHICLE & EQUIP RENTAL Rentals in the event of equipment failure or high enrollment.	800	800
001-570-69	TRAINING Resources for ongoing training of full-time and part-time staff in the management of programs and activities for the developmentally disabled.	550	550
001-570-70	MILEAGE REIMBURSEMENT Reimbursement for use of employees' private automobiles for City business.	300	300
001-570-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the	19,905	28,293

Department: Recreation & Parks

Budget Program: REACH

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
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Equipment Replacement charge in the year the equipment is acquired.

The budgeted allocation provides for FY 2003-2004 replacement of two City owned 15-passenger vans, primarily used by the REACH program. The budgeted purchase price is \$75,000 for both replacement vans.

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS ADMINISTRATION (001-301)

The Public Works Administration program accounts for the following administrative activities: City engineering, administering the refuse franchise and recycling activity, grant administration, undergrounding districts, and administering transit coordination. The Public Works Department is also responsible for managing maintenance, engineering and construction activity in the Redevelopment Agency area. Some specific activities of Public Works Administration include:

- Administer grant programs including federal Surface Transportation Program (STP), Transportation Enhancement Activities (TEA), Los Angeles County Regional Park and Open Space District Grant (Measure A), Community Development Block Grant (CDBG), Proposition A, Proposition C, Federal Emergency Management Agency (FEMA)/ State Office of Emergency Management, TDA Article 3 Bikeway/Pedestrian Funds, Air Quality AB 2766 Subvention Funds, and Used Oil funds;
- Monitor regional issues such as traffic congestion management, and National Pollution Discharge Elimination System (NPDES) mandates;
- Provide transit coordination for the City's participation in the Municipal Area Express (MAX) Policy Steering Committee, Palos Verdes Peninsula Transit and Los Angeles County Metropolitan Transportation Authority;
- Participate in the South Bay Steering and Technical Advisory Committee;
- Participate in the Santa Monica Bay/Ballona Creek Watershed Permittee Committee and the NPDES Public Education Committee;
- Develop, oversee and monitor the five-year Capital Improvement Program;
- Prepare and process approximately 10 Requests for Proposals for various departmental projects and services;
- Issue and inspect approximately 150 right-of-way permits to utility companies working within the City's streets, and issue and inspect approximately 50 residential right-of-way permits for driveway approaches, street trees, sewer lines, dumpsters, and curb drains;
- Review tentative tract maps, tract and parcel maps, lot line adjustments, monument inspections, soil and geology reports, grading plans, street name and address changes, and monitor associated trust and bond deposits.

TRAFFIC MANAGEMENT (001-304 and 102-304)

The Traffic Management program accounts for the City's traffic engineering services, staff support of the City's Traffic Committee, Radar Trailer Program for traffic enforcement, Pavement Striping and Marking Program, and traffic signal maintenance and repair activities.

STORM WATER QUALITY (001-305)

In 1972, Congress passed the Clean Water Act (CWA) to reduce water pollution from end-of-pipe sources. Through the CWA, a National Pollutant Discharge Elimination System (NPDES) was established, which is administered by Regional Water Quality Control Boards in individual states. In 1987, the CWA was revised to include the reduction of pollutants in storm-water runoff as well.

In 1990, the California Regional Water Quality Control Board, Los Angeles Region, issued its first NPDES Permit for control of storm-water and urban runoff from municipalities within Los

Angeles County. The goals of the permit are the protection of the beneficial uses of water bodies within Los Angeles County and the reduction of pollutants in storm-water and urban runoff to the maximum extent practicable. As a result of the NPDES Permit, the City is required to investigate illicit discharges, develop a program to reduce pollutants from public agency activities, implement a public outreach program to educate the public, review plans for storm-water concerns as they are submitted to the City, inspect construction sites for proper sediment control and inspect selected businesses for potential storm-water related problems.

These NPDES Permits have five-year life spans and subsequent NPDES Permits were issued in 1996 and 2001. With each permit the number of requirements and complexity for compliance have increased. The 2001 permit included provisions for the implementation of "Total Maximum Daily Loads" (TMDLs), which establish numerical limits on the amount of selected pollutants that can be discharged in storm-water and urban runoff. Several additional TMDLs are anticipated in the near future and the cost of compliance is expected to rise accordingly. The Storm Water Quality program funds the City's activities with respect to these regulations.

STREET LIGHTING (111-311)

In February 1995, the City Council authorized the transfer of a citywide street lighting maintenance district from Los Angeles County to the City. Funds generated from an existing 1911 Act District established by Los Angeles County now accrue to the City for street lighting maintenance costs. The 1911 Act funds are restricted and may only be used for activities related to the lighting district.

As in past years, the City will annually receive a portion of revenue from the County that is generated by the 1% base property tax. The FY2003-2004 and FY2004-2005 revenue estimates are \$312,000 and \$321,400, respectively. The assessment for each property is calculated based on benefit received.

Recently, the District's operating costs have been less than expected and budgeted; therefore, the fund has accumulated a substantial reserve balance. Staff and Southern California Edison are investigating the possibility of using these funds on a joint project to replace existing streetlights in residential neighborhoods with more energy efficient light fixtures. A combination of Southern California Edison funding and 1911 Act funds will be used for this project.

BEAUTIFICATION (112-312)

The City has conducted a single-family curbside recycling program since 1989, and a multi-family program since 1991. In February 1996, the City expanded its curbside recycling program to add mixed paper, corrugated cardboard and used motor oil, in addition to the existing newspaper and commingled container recycling. The City receives a fixed annual amount of \$80,000 from its residential waste haulers. This amount is based on revenues from the sale of recyclable material picked up at curbside. The City also expects to continue receiving 100% of the California Redemption Value (CRV) of beverage containers picked up at curbside. This Beautification account was created to administer the use of these funds.

The use of recycling funds includes the beautification grants and median improvements. The beautification grant program makes funds available to homeowners associations and community groups for activities that beautify areas visible from public right-of-ways. Recycling funds are also used for citywide median beautification projects, which are budgeted under the Street Improvements Fund.

In FY2001-2002 and FY2002-2003, the Beautification fund transferred \$100,000 annually to the Roadway Beautification fund for Arterial Median projects. This annual transfer has been excluded for FY2003-2004 and FY2004-2005 in an effort to maintain the current Beautification fund reserves.

WASTE REDUCTION (113-313)

This program provides for the implementation of the City's Source Reduction and Recycling Element (SRRE) of the City's General Plan. The SRRE was approved in 1990 in response to legislation known as Assembly Bill (AB) 939, the Integrated Waste Management Act of 1989. AB 939 requires every California city to reduce its waste stream 25% by 1995 and 50% by the year 2000. The City reduced its waste stream by 28% in 1995, 20% in 1996, 38% in 1997, 44% in 1998, 31% in 1999, 47% in 2000 and has submitted a 46% diversion for 2001. Although the 2000 diversion rate is short of the State mandated 50%, the California Integrated Waste Management Board (CIWMB) approved the City's year 2000 diversion based on the City's continued Good Faith Effort in implementing various source reduction and recycling programs. Therefore, at this time the City will not be required to submit time extension request for compliance with the 50% diversion mandate.

The City recently joined the Los Angeles Regional Agency (LARA) for AB 939 compliance purposes. As a member of the Regional Agency, the City will not submit an individual annual report for 2002 or future years. The Regional Agency will submit one annual report representing all its members. It is anticipated that once the CIWMB approves this Regional Agency in 2003, the City's diversion rate for 2002 will increase to at least 53%. However, the City is still obligated to continue its various programs as specified in its SRRE.

The City receives approximately \$70,000 from its commercial and residential waste haulers in AB 939 fees to fund the Source Reduction and Recycling Element program implementation activities. In addition, the City receives approximately \$15,000 in Used Oil Block Grants, \$13,000 in Beverage Container Recycling Block Grants, and approximately \$40,000 in cash-back incentives for its curbside beverage-container recycling program. The combined total of \$138,000 in revenues covers the costs of implementing the AB 939 program.

Source Reduction and Recycling Element implementation activities have been underway since adoption of the program and will continue into FY2003-2004 and FY2004-2005. The use of Department of Conservation grant funds in the Waste Reduction program includes the "Recycler of the Month Award" and right-of-way maintenance. For the "Recycler of the Month" program, at every City Council meeting a \$250 cash award is presented to a resident whose card is drawn at a City Council meeting and who is found to be participating in the curbside recycling program. Finally, funds from the Department of Conservation's Beverage Container Recycling and Litter Reduction Act help to pay for litter pick-up and the servicing and maintenance of recycling bins at bus stops as part of the City's right-of-way maintenance activities.

The City's various reuse, reduce and recycling programs include, but are not limited to:

- Residential green waste (including Christmas trees) and commingled recycling, backyard composting programs and recycling used motor oil and filters;
- Re-using of inert material such as concrete and asphalt as base material for road reconstruction projects, and/or using rubberized asphalt concrete (recycled tire material) for arterial rehabilitation projects;

- Purchasing park play equipment, park benches and picnic tables, office furniture and paper made from recycled content material;
- Hosting annual electronics recycling and household hazardous waste roundups;
- Recycling and reusing tree trimmings as mulch on medians, trails and City parks;
- Encouraging school recycling by offering financial incentives to participating schools and promoting recycling assemblies;
- Encouraging commercial recycling by offering commercial haulers a financial incentive for recycling (reduced AB 939 fees); and
- Providing awards for two Recycler of the Month winners (\$250 check to each winner).

The City's single-family and multi-family refuse and recycling exclusive franchise agreements are with Waste Management - Los Angeles District and Ivy Rubbish Disposal. The public education and outreach programs will continue to be promoted in FY2003-2004 and FY2004-2005. The City currently has a non-exclusive franchise agreement with over 10 commercial haulers. In December 2000, the City gave commercial haulers a 5-year notice of non-extension. After December 2005, the City Council has the option to limit the number of commercial haulers to improve hauler reporting, and monitor and implement more recycling programs.

TRANSIT

Air Quality Management District (AQMD) (114-314)

This program is funded by restricted funds authorized under Assembly Bill (AB) 2766, which provided for a motor vehicle registration fee assessment for transportation/air quality related activities of local government and air pollution control districts. The funds are part of the annual local return program administered by the South Coast Air Quality Management District and are distributed to cities on a population pro rata basis. These funds are restricted to uses that contribute to the reduction of air pollution within the south coast air basin. Beginning in FY1995-1996, these funds have been used to supplement funding for the Palos Verdes Peninsula Transit Authority, augmenting Proposition A funds that are also used to support this program. This funding will continue in FY2003-2004 and FY2004-2005.

Transit (Proposition A) (116-316)

Proposition A funds come from a 1/2 cent sales tax and are distributed annually to cities on a per capita basis. These funds are restricted and may only be used for transit services, bus stop improvements, bus pullouts and pads, as well as bus stop maintenance. The allocation varies each year based on the actual amount of sales tax received in Los Angeles County. Rancho Palos Verdes has historically used these funds to participate in the Palos Verdes Peninsula Transit Authority/Dial-a-Ride programs, the Municipal Area Express (MAX) transit system, and for bus stop shelter maintenance and improvements.

The Palos Verdes Peninsula Transit Authority (PVPTA) operates a fixed route shuttle service on five routes on the Palos Verdes Peninsula. Service operates between residential neighborhoods, schools, and commercial areas. In addition to funding from local jurisdictions, PVPTA has received a subsidy from the County of Los Angeles for the past six years.

MAX is a commuter transportation system, which serves South Bay residents who travel to the El Segundo employment area. Service was inaugurated in April 1990 and is jointly operated and funded by the cities of Rancho Palos Verdes, Torrance, El Segundo, Lawndale, Lomita, Los

Angeles and the County of Los Angeles. The system is administered by the City of Torrance, who in turn contracts with a private operator for daily operation. MAX is funded through a combination of fares, contributions from the member jurisdictions and from Metropolitan Transit Authority (MTA) special fund sources. Participant shares are calculated by the number of riders originating in each city and the number of route miles passing through each city.

STREET MAINTENANCE - PAVEMENT MANAGEMENT (102-302, 115-315 and 330-930)

The Street Maintenance – Pavement Management program accounts for activities related to maintenance of the City's streets. A Pavement Management Program is updated annually to administer this program of public street maintenance and/or improvement through slurry sealing, overlay, and road reconstruction. Specific maintenance programs include the Arterial Rehabilitation Program, Arterial Slurry Seal Program, Residential Overlay Program, Residential Slurry Seal Program and Portuguese Bend Road Maintenance.

Street Maintenance – Pavement Management activities including slurry seal, overlay, Pavement Management Program updates, and Portuguese Bend road maintenance are partially funded with Proposition C monies. Proposition C monies represent the ½ cent sales tax distributed to cities on a per capita basis for the purpose of improving transportation conditions; and may be used for transit services, bus stop improvements, street maintenance, and street improvement projects on roads heavily traveled by public transit vehicles. There is no local matching requirement. Revenues will vary annually based on the actual amount of sales tax revenue received in Los Angeles County. The State requires Proposition C funds to be encumbered within three years of allocation.



STREET MAINTENANCE - NON PAVEMENT (102-303 and 103-310)

The Street Maintenance – Non Pavement program accounts for activities related to maintenance of the City's roadsides, City rights of way, roadways, medians, trees, sidewalks, street sweeping, street signs, as well as electrical and water utility service for these facilities. Specific maintenance activities include the coordination of:

- Contract services for roadside maintenance activities, including litter removal, sign repair and installation, clean up of illegal dumping, vegetation removal, and fence and guardrail repair;
- Contract services for roadway maintenance activities, including temporary pavement patching of street surfaces and temporary sidewalk repairs;
- Eight (8) miles of median and parkway maintenance;
- The annual Citywide Street Tree Maintenance program for 8,000 trees;
- The annual Sidewalk Repair Program to repair sidewalks on a five-year cycle, which includes the installation of disabled access ramps;
- The street sweeping contract with sweeping activity on 270 curb miles;
- The Street Sign Program to replace aging street signs.

Street Maintenance – Non Pavement activities are partially funded with 1972 Act assessments. In 1992, the City Council approved the establishment of a Landscaping and Lighting District as allowed in the Landscape and Lighting Act of 1972. Assessments to individual property owners remain constant each year. Assessment revenue to the City fluctuates depending upon delinquency rates and new construction within the district.

STORM DRAIN MAINTENANCE (330-930)

In the current budget cycle, the Storm Drain Maintenance program accounts for staff time and consulting services to manage and coordinate maintenance for the City's storm drain system, which includes 1,000 storm drain inlets.

ABALONE COVE SEWER MAINTENANCE (125-325)

The Abalone Cove sewer system is one of several landslide mitigation projects recommended by the Panel of Experts who served the Redevelopment Agency (RDA) of the City until 1996. Construction of the RDA sewer project began in FY 00-01. Funding for the sewer project was derived from the proceeds received from the \$10 Million of bonds issued to the RDA. The bonds were issued by the County as required by the 1987 Reimbursement Settlement Agreement (Horan Agreement) entered into by the City, the RDA, certain residents of the RDA project area and the County. The Abalone Cove Sewer System was completed in 2002. This agreement expressly prohibits the use of RDA and Improvement Authority funds to maintain the sewer system.

The Abalone Cove Sewer Maintenance Fee was established during FY2001-2002. The City funds approximately 50% percent of the annual maintenance cost of the sewer system. Accordingly, the budget for FY2003-2004 and FY2004-2005 includes General fund transfers to the Abalone Cove Sewer Maintenance program in the amount of \$25,000 to partially finance the operation and maintenance of the sewer system. Residents of the Abalone Cove sewer project area pay semi-annual Abalone Cove Sewer Maintenance fees to partially fund the

operating cost of the sewer system. The amount of the fee is based upon costs to provide sewer service to that parcel, and varies with the type of sewer connection.

SEWER MAINTENANCE (330-930)

With the exception of the Abalone Cove Sewer System, constructed in 2002, the Los Angeles Countywide Sewer Maintenance District maintains the City's sewer system. Trunk sewer lines and treatment facilities are provided by Los Angeles Sanitation Districts. Beginning in FY2002-2003, in response to higher water quality standards, and no corresponding increase in level of maintenance by the Countywide Sewer Maintenance District, the City budgeted funds to investigate the condition of its sewer system. In the current budget cycle, the Sewer Maintenance program accounts for staff time and consulting services to manage and coordinate investigation of the City's sewer system.

PARKS, TRAILS & OPEN SPACE MAINTENANCE (001-341 and 124-324)

The Parks, Trails & Open Space Maintenance program centralizes maintenance expenditures for all City park sites and open space areas. Specific activities accounted for in this program include grounds maintenance, weed abatement, play equipment maintenance, irrigation system maintenance, and trail maintenance.

BUILDING MAINTENANCE (001-340)

The Building Maintenance program centralizes maintenance expenditures all City owned buildings, including those at the Civic Center and various park sites. Building Maintenance includes routine activities such as custodial services, general repairs, security, utility service and generator maintenance; as well as non-routine activities such as flooring replacement and painting.

SPECIAL DISTRICT MAINTENANCE

El Prado Lighting fund (109-319)

In 1982, the El Prado Recreation and Parks District was reorganized as a subsidiary district of the City. The City provides services for the maintenance and operation of two ground-level spotlights and two overhead lights at the entrance to the El Prado neighborhood. A portion of the homeowners' 1% property tax assessment (approximately \$700) is remitted to the City to fund these expenditures.

Subregion 1 Maintenance fund (123-323)

As part of the development agreement with Capital Pacific Holdings (CPH) regarding the development of Subregion 1 (Ocean Front Estates), the developer was required to pay \$750,000 to the City for the ongoing maintenance of the 71 acres of parkland to be dedicated to the City. This maintenance fund was established in FY2001-2002 and provides for landscape, trails, fencing, hardscape, and street maintenance.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (110-910)

The City of Rancho Palos Verdes receives funds annually from the Los Angeles Urban County's Community Development Block Grant (CDBG) Program, which receives its allocation from the U.S. Department of Housing and Urban Development (HUD). The funds are allocated to the City on a per capita basis. The Community Development Commission (CDC), which administers the block grant funds, refers to each allocation by funding year, i.e. 27th (FY2003-2004), 28th (FY2004-2005), etc. Projects are often funded from several years' allocations. These funds are used for a variety of projects and activities, including a home improvement program for low and moderate income homeowners, a recreation program for people with disabilities (REACH), Americans with Disabilities Act (ADA) accessibility projects, and landslide mitigation projects.

There is a requirement that a majority of the Block Grant funds must be used for projects that benefit low and moderate-income residents. The CDC has waived this requirement for the City in prior years. Since 1993, the City has been required to show an increased effort to meet this low/moderate income requirement. The Home Improvement, REACH and ADA programs listed on the attached tables have been implemented to meet this requirement.

RDA - PORTUGUESE BEND (375-7XX)

The Redevelopment Agency was established in 1984, as a separate governmental entity with the responsibility to install and construct mitigation measures to stabilize landslides in the Abalone Cove and Portuguese Bend areas of the City. RDA – Portuguese Bend program expenditures within the current budget are limited to administrative activities.

IMPROVEMENT AUTHORITY - PORTUGUESE BEND (885-885)

A separate Joint Powers Improvement Authority was created in 1990 to maintain landslide abatement improvements installed and constructed by the RDA. Separate funds have been established to record the maintenance activities associated with the Abalone Cove and Portuguese Bend areas of the RDA. Funding for maintenance expenditures associated with the Portuguese Bend landslide area is provided via an annual operating transfer from the City's General fund.

IMPROVEMENT AUTHORITY - ABALONE COVE (895-895)

A separate Joint Powers Improvement Authority was created in 1990 to maintain landslide abatement improvements installed and constructed by the RDA. Separate funds have been established to record the maintenance activities associated with the Abalone Cove and Portuguese Bend areas of the RDA. Funding for maintenance expenditures associated with the Abalone Cove landslide area is provided via investment interest earnings on a non-expendable \$1 million deposit received as part of a 1991 settlement agreement with the County of Los Angeles.

INFRASTRUCTURE IMPROVEMENTS

The Public Works department is also responsible for administering Infrastructure Improvements programs, formerly referred to as Capital Improvements. Program narratives, budget details,

and justifications are included within the "Infrastructure Improvements" tab immediately following the "Public Works" tab in this budget document.

PUBLIC WORKS PERFORMANCE INDICATORS

Maintenance Program

A large part of the Public Works department's activity is focused on responding to requests for service from residents. The department strives to resolve requests promptly and efficiently, with the goal of addressing 80% of all service requests within two weeks. In FY2000-2001, the City purchased a software program to track service requests. Based on the data collected using this software during the last two fiscal years, the percentage of service requests that were addressed within two weeks are as follows:

FY2001-2002	77%
FY2002-2003	88% (as of April 2003)

Recycling Program

The City has a duty to reduce its waste stream in accordance with state law (AB939). Cities throughout California are required to achieve a diversion rate of 50% by the year 2000. Rancho Palos Verdes has used a variety of programs to promote and increase recycling among residents in order to meet this requirement. Therefore, the success of the City's recycling programs is reflected in the City's approved solid waste diversion rates over the past several years:

1995	28 %
1996	20 %
1997	38 %
1998	44 %
1999	31%
2000	47%
2001	46%

Roadway Maintenance Program

The City invests considerable resources to maintain the high quality of its roadways. Each year a Pavement Management Report is prepared that determines the condition of the City's roadways. Pavement rating is a number between 0 and 100 that measures the quality of pavement. A new roadway has a pavement rating of 100. The average pavement rating for the City's roadways for the past several years are:

1995	75
1996	78
1997	80
1998	82
1999	88
2000	88
2001	88

Street Sweeping Program

The City invests considerable resources on programs to reduce the amount of trash that enters the City's canyons, waterways, and the Pacific Ocean. The City's Street sweeping program is one such program. In FY2001-2002, the City began monitoring the amount of trash being

picked up by the street sweeping program as a performance measurement for reducing the amount of trash that enters our surface water systems:

FY2001-2002 25 tons/month
FY2002-2003 24 tons/month (as of March 2003)

Traffic Enforcement

The Public Works Department works closely with the Los Angeles County Sheriff's Department on traffic safety matters. Beginning in 2002, the City will monitor and report the monthly average number of traffic collisions, how many of those were injury collisions, and compare the number of injury collisions to the number of hazardous citations issued by the Sheriff.

Index	2002 Monthly Average
Total Collisions	22
Injury Collisions	9
Hazardous Citations Issued	208
Enforcement Index*	28

* Number of hazardous citations issued/number of injury collisions

Department: Public Works						
Personnel Positions	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Director of Public Works	1.0	1.0	1.0	1.0	1.0	1.0
Deputy Director of Public Works	1.0	1.0	1.0	1.0	0.0	0.0
Senior Engineer	1.0	1.0	1.0	1.0	2.0	2.0
Engineering Technician	0.0	0.0	1.0	1.0	1.0	1.0
Senior Administrative Analyst	1.0	1.0	1.0	1.0	1.0	1.0
Administrative Staff Assistant	1.0	1.0	1.0	1.0	1.0	1.0
Permit Clerk	1.0	1.0	1.0	1.0	1.0	1.0
Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0	1.0
Lead Worker	0.0	0.0	0.0	0.0	0.0	1.0
Maintenance Worker II	2.0	2.0	2.0	2.0	2.0	1.0
Total Full-Time Equivalent Units	9.0	9.0	10.0	10.0	10.0	10.0

Department: Public Works

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Public Works Administration</i>						
Expenditure Subtotals	-443,509	-528,466	-645,957	-645,957	-436,887	-459,118
Revenue Subtotals	126,124	125,390	122,000	116,300	117,311	119,621
Program Net (Uses)/Resources Totals	-317,385	-403,076	-523,957	-529,657	-319,576	-339,497
<i>Traffic Management</i>						
Expenditure Subtotals	-156,445	-169,793	-306,930	-306,930	-262,901	-275,532
Revenue Subtotals	2,121	2,456	1,000	0	2,000	2,000
Transfers In Subtotals	0	0	60,000	60,000	69,500	55,000
Program Net (Uses)/Resources Totals	-154,325	-167,337	-245,930	-246,930	-191,401	-218,532
<i>Storm Water Quality</i>						
Expenditure Subtotals	-200,583	-88,038	-121,882	-121,882	-204,175	-211,590
Transfers In Subtotals	0	0	0	0	2,500	2,500
Program Net (Uses)/Resources Totals	-200,583	-88,038	-121,882	-121,882	-201,675	-209,090
<i>Street Lighting</i>						
Expenditure Subtotals	-277,729	-291,602	-350,200	-350,200	-361,800	-367,600
Revenue Subtotals	354,179	354,101	322,500	322,500	330,800	341,900
Program Net (Uses)/Resources Totals	76,451	62,499	-27,700	-27,700	-31,000	-25,700
<i>Beautification</i>						
Expenditure Subtotals	-95,738	-107,360	-314,246	-314,246	-233,996	-241,467
Revenue Subtotals	233,094	246,088	220,000	220,000	213,400	209,200
Transfers Out Subtotals	0	-100,000	-100,000	-100,000	0	0
Program Net (Uses)/Resources Totals	137,356	38,728	-194,246	-194,246	-20,596	-32,267
<i>Waste Reduction</i>						
Expenditure Subtotals	-103,162	-131,093	-138,280	-138,280	-133,663	-133,828
Revenue Subtotals	220,830	136,344	155,600	155,600	143,739	146,100
Transfers Out Subtotals	-62,021	-28,443	-71,700	-71,700	-74,000	-65,000
Program Net (Uses)/Resources Totals	55,648	-23,192	-54,380	-54,380	-63,924	-52,728

Department: Public Works

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Transit</i>						
Expenditure Subtotals	-499,715	-487,188	-530,803	-530,803	-483,295	-483,792
Revenue Subtotals	632,438	591,686	642,900	642,900	642,923	597,300
Transfers Out Subtotals	0	-90,000	0	0	-15,000	-15,500
Program Net (Uses)/Resources Totals	132,723	14,499	112,097	112,097	144,628	98,008

Street Maintenance - Pavement Management

Expenditure Subtotals	-2,591,666	-1,563,808	-2,080,786	-2,080,786	-1,774,724	-765,633
Revenue Subtotals	870,741	856,876	486,000	486,000	1,212,858	453,000
Transfers In Subtotals	2,367,030	1,573,725	475,490	1,479,553	1,012,583	832,300
Transfers Out Subtotals	-608,182	-938,475	-131,115	-523,520	-337,583	-532,300
Program Net (Uses)/Resources Totals	37,923	-71,681	-1,250,411	-638,753	113,134	-12,633

Street Maintenance - Non Pavement

Expenditure Subtotals	-825,258	-1,134,482	-1,227,545	-1,227,545	-1,180,939	-1,219,728
Revenue Subtotals	1,556,902	1,292,086	1,306,455	1,306,455	1,175,210	1,176,430
Transfers In Subtotals	0	0	220,000	220,000	348,690	278,000
Transfers Out Subtotals	-664,397	-514,570	-270,000	-356,960	-371,190	-285,000
Program Net (Uses)/Resources Totals	67,247	-356,966	28,910	-58,050	-28,229	-50,298

Storm Drain Maintenance

Expenditure Subtotals	0	0	-85,652	-85,652	-38,642	-41,807
Transfers In Subtotals	0	0	0	0	38,642	41,807
Program Net (Uses)/Resources Totals	0	0	-85,652	-85,652	0	0

Abalone Cove Sewer Maintenance

Expenditure Subtotals	0	-9,394	-90,606	-90,606	-50,000	-50,000
Revenue Subtotals	0	21,167	20,250	20,250	35,000	50,000
Transfers In Subtotals	0	35,000	35,000	35,000	15,000	0
Program Net (Uses)/Resources Totals	0	46,772	-35,356	-35,356	0	0

Department: Public Works

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Sewer Maintenance</i>						
Expenditure Subtotals	0	0	-350,000	-350,000	-18,232	-19,527
Transfers In Subtotals	0	0	0	0	18,232	19,527
Program Net (Uses)/Resources Totals	0	0	-350,000	-350,000	0	0

Parks, Trails & Open Space Maintenance

Expenditure Subtotals	-373,253	-394,190	-658,060	-658,060	-540,372	-561,404
Revenue Subtotals	32,672	46,808	65,000	65,000	41,900	59,000
Transfers In Subtotals	0	66,815	61,510	61,510	58,900	76,000
Transfers Out Subtotals	0	-6,596	-59,510	-59,510	-41,900	-59,000
Program Net (Uses)/Resources Totals	-340,581	-287,163	-591,060	-591,060	-481,472	-485,404

Building Maintenance

Expenditure Subtotals	-287,314	-341,506	-451,836	-451,836	-370,075	-393,795
Program Net (Uses)/Resources Totals	-287,314	-341,506	-451,836	-451,836	-370,075	-393,795

Special District Maintenance

Expenditure Subtotals	-149	-3,907	-40,400	-40,400	-24,900	-24,900
Revenue Subtotals	285,248	28,824	25,590	25,590	17,500	19,300
Program Net (Uses)/Resources Totals	285,099	24,917	-14,810	-14,810	-7,400	-5,600

Community Development Block Grant

Expenditure Subtotals	-180,523	-238,591	-1,106,356	-1,106,356	-1,173,453	-194,994
Revenue Subtotals	218,823	277,360	1,146,356	1,146,356	1,207,863	229,404
Transfers Out Subtotals	-38,300	-39,205	-40,000	-40,000	-34,410	-34,410
Program Net (Uses)/Resources Totals	0	-436	0	0	0	0

RDA - Portuguese Bend

Expenditure Subtotals	-36,211	-39,405	-160,010	-160,010	-23,810	-23,810
Revenue Subtotals	34,194	17,355	15,500	15,500	3,700	1,800
Transfers Out Subtotals	0	0	0	0	-175,000	0
Program Net (Uses)/Resources Totals	-2,017	-22,050	-144,510	-144,510	-195,110	-22,010

Department: Public Works

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Improv Authority - Portuguese Bend</i>						
Expenditure Subtotals	-31,132	-48,724	-99,100	-99,100	-91,500	-91,500
Revenue Subtotals	6,081	5,586	6,000	6,000	2,800	2,400
Transfers In Subtotals	95,000	95,000	95,000	95,000	91,500	91,500
Transfers Out Subtotals	0	0	0	0	-75,000	0
Program Net (Uses)/Resources Totals	69,949	51,862	1,900	1,900	-72,200	2,400
<i>Improv Authority - Abalone Cove</i>						
Expenditure Subtotals	-69,853	-80,667	-109,700	-109,700	-107,700	-101,700
Revenue Subtotals	90,894	53,563	41,000	41,000	26,400	28,000
Program Net (Uses)/Resources Totals	21,041	-27,104	-68,700	-68,700	-81,300	-73,700
Totals Public Works	-418,768	-1,549,275	-4,017,523	-3,499,525	-1,806,196	-1,820,846

Department: Public Works
Budget Program: Public Works Administration

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-301-11	SALARY & WAGES - FT	-164,491	-233,253	-277,840	-277,840	-214,571	-222,846
	001-301-12	SALARY & WAGES - PT	-5,667	-7,669	-11,780	-11,780	-11,110	-11,780
	001-301-13	SALARY & WAGES - OT	-2,606	-6,324	-2,650	-2,650	-2,677	-2,781
	001-301-19	EMPLOYEE BENEFITS	-24,140	-37,983	-58,440	-58,440	-59,589	-77,516
	001-301-35	PROF/TECH SERVICE	-133,891	-115,286	-144,267	-144,267	-45,000	-45,000
	001-301-50	OP SUPP/MINOR EQUIP	-7,864	-14,826	-10,000	-10,000	-14,000	-14,500
	001-301-54	PRINTING & BINDING	-5,478	-5,682	-4,600	-4,600	-5,000	-5,200
	001-301-55	LEGAL NOTICE PUB	-567	-521	0	0	0	0
	001-301-69	TRAINING	-70	0	-750	-750	-5,800	-5,850
	001-301-70	MILEAGE REIMB	-149	-529	-360	-360	-400	-400
	001-301-71	MEETINGS & CONFRNCS	-2,519	-8,099	-4,600	-4,600	-3,600	-3,700
	001-301-72	MEMBERSHIPS & DUES	-867	-866	-780	-780	-800	-800
	001-301-73	PUBLICATIONS & JRNLS	-150	-379	-330	-330	-350	-400
	001-301-76	EQUIP REPLACEMENT CHGS	-95,050	-97,050	-109,560	-109,560	-73,990	-68,345
Res UtilUnd	341-941-35	PROF/TECH SERVICE	0	0	-20,000	-20,000	0	0
Expenditure Subtotals			-443,509	-528,466	-645,957	-645,957	-436,887	-459,118
Charges for Se	001-359-10	SPECIAL FUND ADMIN	97,700	99,450	100,000	99,500	101,500	103,500
License/Permit	001-324-10	RIGHT OF WAY PERMITS	26,855	25,235	20,200	15,000	15,300	15,600
Rents	001-342-60	RENT - CITY HALL	1,569	705	1,800	1,800	511	521
Revenue Subtotals			126,124	125,390	122,000	116,300	117,311	119,621
Net (Uses)/Resources Program Totals			-317,385	-403,076	-523,957	-529,657	-319,576	-339,497

Department: Public Works

Budget Program: Public Works Administration

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-301-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program. The proposed FY2004-2005 budget includes the reclassification of one Maintenance Worker II position to a Lead Worker.	214,571	222,846
001-301-12	SALARY & WAGES - PT Part time salaries provide for student interns who assist staff in routine permit and construction inspections, as well as special projects such as the Sidewalk Repair Program. Performing these tasks in-house has resulted in reduced consultant fees. Half of the intern position is budgeted in Public Works Administration and the other half is budgeted in Street Maintenance, which includes the Sidewalk Repair Program.	11,110	11,780
001-301-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	2,677	2,781
001-301-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	59,589	77,516
001-301-35	PROFESSIONAL/TECHNICAL SERVICES 1. City Engineering Activity: Includes the review of land maps and development plans that are not reimbursable by developers. (\$12,500) 2. Engineering Studies: Provides for engineering investigations as required. (\$10,000) 3. Encroachment Permit Processing: Encroachment Permits are required for anyone working in the City right-of-way, including utility companies, contractors and residents. Permit fees collected as General fund revenue offset the cost of this program. (\$20,000) 4. Temporary Clerical Assistance: Temporary assistance during vacations, illnesses or other absences and for courier service. (\$2,500)	45,000	45,000
001-301-50	OPERATING SUPPLIES/MINOR EQUIPMENT This item provides for office supplies, blueprinting services, minor equipment and miscellaneous items.	14,000	14,500

Department: Public Works

Budget Program: Public Works Administration

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-301-54	PRINTING & BINDING Printing of permits, service request forms and bid documents.	5,000	5,200
001-301-69	TRAINING Charges for training provided by vendors outside the City, including customer service software training.	5,800	5,850
001-301-70	MILEAGE REIMBURSEMENT Reimbursement of staff for use of personal vehicles to attend meetings.	400	400
001-301-71	MEETINGS & CONFERENCES Professional and continuing education seminars for staff development, as well as Public Works meetings and conferences. Travel expenses are also included. 1. Training seminars for clerical and professional staff. (FY 2003-2004 \$1,900) (FY2004-2005 \$2,000) 2. League of California Cities annual Public Works Officers Institute. (\$800) 3. South Bay Public Works Directors and City Engineer's meetings. (\$250) 4. MMASC conference and regional meetings. (\$250) 5. Professional landscape and street maintenance seminars. (\$200) 6. American Public Works Association Meetings (\$200)	3,600	3,700
001-301-72	MEMBERSHIPS & DUES Annual dues for the following professional organizations and licensing requirements to maintain professional status: 1. Municipal Management Association of Southern California (MMASC). (\$50) 2. Maintenance Superintendents Association (MSA) (\$50) 3. American Public Works Association. (\$500) 4. Institute of Traffic Engineers. (\$200)	800	800
001-301-73	PUBLICATIONS & JOURNALS Provides for subscriptions to periodicals, city directories and technical publications which assist City staff in the performance of their duties.	350	400
001-301-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of	73,990	68,345

Department: Public Works

Budget Program: Public Works Administration

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
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existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired.

Replacement of a fully depreciated 1995 Ford Taurus is included in the FY2004-2005 budget at a cost of \$30,000. In addition, the budget includes \$16,000 for an upgraded copier in the Public Works Department.

Department: Public Works
Budget Program: Traffic Management

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Traf Sig Maint	102-304-11	SALARY & WAGES - FT	0	0	0	0	-12,010	-12,430
Traf Sig Maint	102-304-19	EMPLOYEE BENEFITS	0	0	0	0	-3,406	-4,412
Traf Sig Maint	102-304-20	LIGHT AND POWER	-24,491	-32,223	-20,600	-20,600	-10,000	-10,300
Traf Sig Maint	102-304-30	MAINTENANCE SERVICES	-44,570	-43,524	-109,500	-109,500	-53,000	-55,000
Traf Sig Maint	102-304-35	PROF/TECH SERVICE	-1,511	-991	-1,500	-1,500	-2,000	-2,100
Traf Sig Maint	102-304-55	LEGAL NOTICE PUB	0	0	-500	-500	0	0
Traffic Safety	001-304-11	SALARY & WAGES - FT	0	0	0	0	-24,436	-25,435
Traffic Safety	001-304-13	SALARY & WAGES - OT	0	0	0	0	-1,190	-1,237
Traffic Safety	001-304-19	EMPLOYEE BENEFITS	0	0	0	0	-6,859	-8,918
Traffic Safety	001-304-30	MAINTENANCE SERVICES	-11,006	-27,577	-37,000	-37,000	-38,500	-40,000
Traffic Safety	001-304-35	PROF/TECH SERVICE	-61,379	-62,150	-91,530	-91,530	-71,500	-73,700
Traffic Safety	001-304-50	OP SUPP/MINOR EQUIP	-13,489	-3,328	-46,300	-46,300	-40,000	-42,000
Expenditure Subtotals			-156,445	-169,793	-306,930	-306,930	-262,901	-275,532
Charges for Se	001-357-10	SALE OF SIGNS/SERVICES	2,121	2,456	1,000	0	2,000	2,000
Revenue Subtotals			2,121	2,456	1,000	0	2,000	2,000
Fr 1972 Act	102-391-10	TRANSFERS IN	0	0	60,000	60,000	69,500	55,000
Transfers In Subtotals			0	0	60,000	60,000	69,500	55,000
Net (Uses)/Resources Program Totals			-154,325	-167,337	-245,930	-246,930	-191,401	-218,532

Department: Public Works

Budget Program: Traffic Management

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
Traf Sig Maint			
102-304-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	12,010	12,430
102-304-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	3,406	4,412
102-304-20	LIGHT AND POWER Power to traffic signals throughout the city. The FY2003-2004 and FY2004-2005 budget allocations are approximately one-half the light and power costs from the previous year due to the installation of LED's during FY2002-2003. This expenditure is funded with Landscape and Street Lighting (1972 Act) assessments.	10,000	10,300
102-304-30	MAINTENANCE SERVICES Funds for the regular maintenance of all traffic signals. Actual expenditures vary year to year depending on the number of major repairs needed. The cost to repair damage caused by traffic accidents is reimbursable to the City by the parties involved. However, some reimbursements are not received until the subsequent years. This expenditure is funded with Landscape and Street Lighting (1972 Act) assessments.	53,000	55,000
102-304-35	PROFESSIONAL/TECHNICAL SERVICES Provides for assistance with request for proposals, contract documents and special projects on an as-needed basis. This expenditure is funded with Landscape and Street Lighting (1972 Act) assessments.	2,000	2,100
Traffic Safety			
001-304-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	24,436	25,435
001-304-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	1,190	1,237
001-304-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	6,859	8,918

Department: Public Works

Budget Program: Traffic Management

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-304-30	MAINTENANCE SERVICES 1. Radar Trailer Program: A radar trailer is set up at various locations throughout the City to implement a traffic enforcement program. (FY2003-2004 \$10,500) (FY2004-2005 \$11,000) 2. Pavement Striping and Marking: Contract services for pavement striping and marking. (FY2003-2004 \$28,000) (FY2004-2005 \$29,000)	38,500	40,000
001-304-35	PROFESSIONAL/TECHNICAL SERVICES 1. Traffic Engineering Services: (FY2003-2004 \$68,000) (FY2004-2005 \$70,000) 2. Striping Program: Inventory administration and inspection services. (FY2003-2004 \$3,500) (FY2004-2005 \$3,700)	71,500	73,700
001-304-50	OPERATING SUPPLIES/MINOR EQUIPMENT Materials required to perform traffic safety activities including signs, sign posts, guardrail, guardrail posts, pipes, paint, sandbags, concrete, asphalt pavement, blueprints and replacement of traffic safety devices. (FY2003-2004 \$40,000) (FY2004-2005 \$42,000)	40,000	42,000



Department: Public Works
Budget Program: Storm Water Quality

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-307-11	SALARY & WAGES - FT	0	0	0	0	-11,498	-11,947
	001-307-13	SALARY & WAGES - OT	0	0	0	0	-359	-373
	001-307-19	EMPLOYEE BENEFITS	0	0	0	0	-2,418	-3,270
	001-307-30	MAINTENANCE SERVICES	-155,333	-39,218	-46,382	-46,382	-63,900	-66,500
	001-307-35	PROF/TECH SERVICE	-45,250	-48,820	-75,500	-75,500	-116,000	-119,200
	001-307-40	LEGAL SERVICES	0	0	0	0	-10,000	-10,300
Expenditure Subtotals			-200,583	-88,038	-121,882	-121,882	-204,175	-211,590
Fr Proposition	001-391-10	TRANSFERS IN	0	0	0	0	2,500	2,500
Transfers In Subtotals			0	0	0	0	2,500	2,500
Net (Uses)/Resources Program Totals			-200,583	-88,038	-121,882	-121,882	-201,675	-209,090

Department: Public Works

Budget Program: Storm Water Quality

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-307-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	11,498	11,947
001-307-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	359	373
001-307-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	2,418	3,270
001-307-30	MAINTENANCE SERVICES 1. Catch Basin Cleaning in Parking Lots: Contract services to clean catch basins in City-owned parking lots that do not have inserts, prior to the storm season. This program also stencils a water quality message on each inlet. (FY2003-2004 \$13,500) (FY2004-2005 \$14,000) 2. Catch Basin Insert Maintenance in Parking Lots: Contract services to clean and maintain catch basin inserts in City-owned parking lots. (FY2003-2004 \$6,500) (FY2004-2005 \$6,700) 3. Catch Basin Cleaning in Streets: Contract services to clean catch basins in City streets that do not have inserts, prior to the storm season. This program also stencils a water quality message on each inlet. (FY2003-2004 \$16,000) (FY2004-2005 \$17,000) 4. Catch Basin Insert Maintenance in Streets: Contract services to clean and maintain catch basin inserts in the City Streets. (FY2003-2004 \$6,200) (FY2004-2005 \$6,500) 5. Citywide Spill Cleanup: Contract services to respond to sewer and other spills that could impact water quality. (FY2003-2004 \$8,000) (FY2004-2005 \$8,300) 6. Street Sweeping in Parking Lots: Contract services to sweep City-owned parking lots. (FY2003-2004 \$11,200) (FY2004-2005 \$11,500) 7. Trash Pickup at Bus Shelters: Contract services for litter removal at the City's bus shelters. (funded with Prop A funds) (FY2003-2004 \$2,500) (FY2004-2005 \$2,500)	63,900	66,500
001-307-35	PROFESSIONAL/TECHNICAL SERVICES 1. Program Administration: Contract services for the overall	116,000	119,200

Department: Public Works

Budget Program: Storm Water Quality

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	administration of the City's Storm Water Quality Program. (FY2003-2004 \$44,000) (FY2004-2005 \$45,300)		
	2. Inspections: Contract services to investigate storm water quality related issues. (FY2003-2004 \$4,000) (FY2004-2005 \$4,100)		
	3. Offshore Water Quality Monitoring: In early 2003 the Regional Water Quality Control Board released new regulations regarding bacteria in the Santa Monica Bay. These new regulations require cities with area tributaries flowing into the bay to monitor offshore points on a weekly basis. This line item provides funding to obtain contract services for this monitoring. (FY2003-2004 \$60,000) (FY2004-2005 \$61,800)		
	4. State Water Resources Control Board (SWRCB) Fee: Annual fee for waste discharge and storm water permit. As part of the National Pollution Discharge Elimination System (NPDES)/Clean Water Act implementation, the State Water code requires these fees. (FY2003-2004 \$8,000) (FY2004-2005 \$8,000)		
001-307-40	LEGAL SERVICES	10,000	10,300
	Legal fees to process the City's suit against the Regional Water Quality Control Board, and to provide general legal representation.		



Department: Public Works
Budget Program: Street Lighting

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
1911 Act	111-311-30	MAINTENANCE SERVICES	-231,963	-245,595	-310,200	-310,200	-315,000	-320,000
1911 Act	111-311-35	PROF/TECH SERVICE	-5,766	-6,007	0	0	-6,000	-6,000
1911 Act	111-311-77	OVERHEAD CHARGES	-40,000	-40,000	-40,000	-40,000	-40,800	-41,600
Expenditure Subtotals			-277,729	-291,602	-350,200	-350,200	-361,800	-367,600
	111-347-10	INTEREST EARNINGS	53,156	31,592	27,500	27,500	18,800	20,500
Taxes	111-311-10	PROPERTY TAX	301,023	322,509	295,000	295,000	312,000	321,400
Revenue Subtotals			354,179	354,101	322,500	322,500	330,800	341,900
Net (Uses)/Resources Program Totals			76,451	62,499	-27,700	-27,700	-31,000	-25,700

Department: Public Works

Budget Program: Street Lighting

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
1911 Act			
111-311-30	MAINTENANCE SERVICES Contract maintenance costs and electrical service for street lighting citywide. This does not include traffic signals, which are budgeted in the Traffic Management program.	315,000	320,000
111-311-35	PROFESSIONAL/TECHNICAL SERVICES Administrative fee paid to Los Angeles County to collect the street lighting assessment on the property tax bill.	6,000	6,000
111-311-77	OVERHEAD CHARGES The 1911 Act allows for the reimbursement of Public Works administration overhead costs associated with establishing and administering the district.	40,800	41,600

Department: Public Works
Budget Program: Beautification

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	112-312-11	SALARY & WAGES - FT	0	0	0	0	-9,413	-9,780
	112-312-13	SALARY & WAGES - OT	0	0	0	0	-256	-266
	112-312-19	EMPLOYEE BENEFITS	0	0	0	0	-3,427	-4,321
	112-312-35	PROF/TECH SERVICE	-2,794	-226	-2,000	-2,000	-2,100	-2,200
	112-312-68	CITY GRANTS	-92,944	-107,134	-312,246	-312,246	-215,000	-221,000
	112-312-77	OVERHEAD CHARGES	0	0	0	0	-3,800	-3,900
Expenditure Subtotals			-95,738	-107,360	-314,246	-314,246	-233,996	-241,467
	112-347-10	INTEREST EARNINGS	31,708	22,027	20,000	20,000	9,400	1,100
Other Revenue	112-372-10	CRV REVENUE	121,386	144,061	120,000	120,000	124,000	128,100
Other Revenue	112-372-10	HAULER RECYCLE FEE	80,000	80,000	80,000	80,000	80,000	80,000
Revenue Subtotals			233,094	246,088	220,000	220,000	213,400	209,200
To Rdwy Beaut	112-391-20	TRANSFERS OUT	0	-100,000	-100,000	-100,000	0	0
Transfers Out Subtotals			0	-100,000	-100,000	-100,000	0	0
Net (Uses)/Resources Program Totals			137,356	38,728	-194,246	-194,246	-20,596	-32,267

Department: Public Works

Budget Program: Beautification

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
112-312-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	9,413	9,780
112-312-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	256	266
112-312-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	3,427	4,321
112-312-35	PROFESSIONAL/TECHNICAL SERVICES Provides for inspection services of the beautification grants. These services were not budgeted in prior years because inspections were performed in-house. Due to the increase in the number of applicants for this program consultant services have been budgeted for FY2003-2004 and FY2004-2005.	2,100	2,200
112-312-68	CITY GRANTS Annual Neighborhood Beautification Recycling Grant Program.	215,000	221,000
112-312-77	OVERHEAD CHARGES Reimbursement of overhead costs associated with administering the Recycling Beautification grant program.	3,800	3,900

Department: Public Works
Budget Program: Waste Reduction

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	113-313-11	SALARY & WAGES - FT	-31,138	-42,169	-39,260	-39,260	-18,256	-18,968
	113-313-13	SALARY & WAGES - OT	0	0	-810	-810	-351	-365
	113-313-19	EMPLOYEE BENEFITS	-4,020	-7,282	-7,820	-7,820	-3,456	-4,745
	113-313-30	MAINTENANCE SERVICES	0	0	0	0	-10,000	-10,000
	113-313-35	PROF/TECH SERVICE	-20,530	-35,151	-40,000	-40,000	-66,500	-62,700
	113-313-40	LEGAL SERVICES	0	0	-2,100	-2,100	-6,000	-8,000
	113-313-50	OP SUPP/MINOR EQUIP	-15,061	-6,553	-7,350	-7,350	-3,500	-2,600
	113-313-53	POSTAGE	-2,508	-2,460	-5,100	-5,100	-3,000	-3,200
	113-313-54	PRINTING & BINDING	-11,826	-17,640	-17,640	-17,640	-6,800	-7,150
	113-313-68	CITY GRANTS	-7,260	-13,638	-7,000	-7,000	-8,500	-8,700
	113-313-72	MEMBERSHIPS & DUES	-131	0	-300	-300	-200	-200
	113-313-73	PUBLICATIONS & JRNLS	-88	0	-300	-300	-100	-100
	113-313-77	OVERHEAD CHARGES	-10,600	-6,200	-10,600	-10,600	-7,000	-7,100
Expenditure Subtotals			-103,162	-131,093	-138,280	-138,280	-133,663	-133,828
	113-347-10	INTEREST EARNINGS	42,249	24,871	22,000	22,000	13,100	13,400
Chg for Svcs	113-353-10	AB 939 FEES	85,945	85,232	74,100	74,100	75,600	77,100
From Oth Agen	113-364-10	DOC CASHBACKS	52,886	0	30,000	30,000	30,000	30,600
From Oth Agen	113-364-10	USED OIL BLOCK GRANT	13,874	14,326	15,000	15,000	13,039	13,000
From Oth Agen	113-364-10	D.O.C. BLOCK GRANT	25,877	11,915	14,500	14,500	12,000	12,000
Revenue Subtotals			220,830	136,344	155,600	155,600	143,739	146,100
To Gen'l fund	113-391-20	TRANSFERS OUT	0	0	0	0	-2,000	-2,000
To Pks Improv	113-391-20	TRANSFERS OUT	0	-16,443	-59,700	-59,700	-10,000	0
To Pks Maint	113-391-20	TRANSFERS OUT	0	-2,000	-2,000	-2,000	-15,000	-15,000
To Street Imprv	113-391-20	TRANSFERS OUT	-62,021	0	0	0	0	0
To Street Maint	113-391-20	TRANSFERS OUT	0	-10,000	-10,000	-10,000	-37,000	-38,000
To Street Maint	113-391-20	TRANSFERS OUT	0	0	0	0	-10,000	-10,000
Transfers Out Subtotals			-62,021	-28,443	-71,700	-71,700	-74,000	-65,000

Department: Public Works

Budget Program: Waste Reduction

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Net (Uses)/Resources Program Totals			55,648	-23,192	-54,380	-54,380	-63,924	-52,728

Department: Public Works

Budget Program: Waste Reduction

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
113-313-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	18,256	18,968
113-313-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	351	365
113-313-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	3,456	4,745
113-313-30	MAINTENANCE SERVICES Contract services for door to door hazardous and e-waste pickup service.	10,000	10,000
113-313-35	PROFESSIONAL/TECHNICAL SERVICES The FY2003-2004 and FY2004-2005 budgets have been increased due to the City's participation in the Los Angeles Regional Agency (LARA) for AB 939 purposes and activities relating to the commercial hauler notice of non-extension deadline. Consultant services will assist in implementing the following items: 1. Continued implementation of the City's Source Reduction and Recycling Element and Used Oil Recycling programs. The budget has been reduced from the previous fiscal year because the City will not be required to submit an individualized annual report, due to the LARA contribution. (FY2003-2004 \$22,000) (FY2004-2005 \$23,000) 2. Los Angeles Regional Agency (LARA): City's annual contribution. (FY2003-2004 \$7,500) (FY2004-2005 \$7,500) 3. Continued implementation of City's Used Oil Recycling programs, combined with National Pollution Discharge Elimination System (NPDES) storm water pollution prevention activities, including school assemblies. (FY2003-2004 \$ 2,000) (FY2004-2005 \$2,100) 4. Consultant services to prepare Requests for Proposals (RFP's) and to evaluate commercial hauler proposals to change from unlimited/nonexclusive commercial hauling agreements to limited/exclusive agreements. A five-year notice of non-extension was given in December 2000. Work will begin during FY2003-2004 and be completed in FY2004-2005. (FY2003-2004 \$35,000) (FY2004-2005 \$30,000)	66,500	62,700

Department: Public Works

Budget Program: Waste Reduction

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
113-313-40	LEGAL SERVICES The FY2003-2004 and FY2004-2005 budgets provide for services related to AB939/Source Reduction and the Recycling Element as needed. The budget allocations have been increased from the previous fiscal year due to possible changes in the commercial hauler agreement and the RFP process.	6,000	8,000
113-313-50	OPERATING SUPPLIES/MINOR EQUIPMENT Funds to be used for the purchase of the following supplies: 1. Promotional items for used oil and filter recycling, such as containers, funnels and oil changing floor mats, using Used Oil block grant funds. (FY2003-2004 \$1,500) (FY2004-2005 \$1,600) 2. Recycling bins for multi-family complex use at pool sites and community rooms. (FY2003-2004 \$1,500) (FY2004-2005 \$500) 3. Miscellaneous recycling items such as signs, labels, etc. (FY2003-2004 \$500) (FY2004-2005 \$500)	3,500	2,600
113-313-53	POSTAGE 1. Postage contribution for the City Newsletter (FY2003-2004 \$2,500) (FY2004-2005 \$2,600). 2. Postage for public education material. (FY2003-2004 \$500) (FY2004-2005 \$600)	3,000	3,200
113-313-54	PRINTING & BINDING The budget provides for the printing of materials related to the following activities: 1. Printing cost contribution for the City Newsletter. (FY2003-2004 \$2,500) (FY2004-2005 \$2,600) 2. Public outreach material for recycling education, the used oil and NPDES programs. (FY2003-2004 \$2,500) (FY2004-2005 \$2,700) 3. Recycler of the Month cards (FY2003-2004 \$800) (FY2004-2005 \$850) 4. Newspaper ads for various waste reduction and NPDES programs and events. (FY2003-2004 \$1,000) (FY2004-2005 \$1,000)	6,800	7,150
113-313-68	CITY GRANTS The following grants and incentive programs are subsidized with	8,500	8,700

Department: Public Works

Budget Program: Waste Reduction

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	AB939 funds:		
	1. Composting bins (FY2003-2004 \$500) (FY2004-2005 \$500)		
	2. School Recycling Drive (FY2003-2004 \$2,000) (FY2004-2005 \$2,200)		
	3. Recycler of the Month (FY2003-2004 \$6,000) (FY2004-2005 \$6,000)		
113-313-72	MEMBERSHIPS & DUES Dues for the City's membership in various solid waste organizations.	200	200
113-313-73	PUBLICATIONS & JOURNALS Purchase of solid waste and recycling journals and magazines.	100	100
113-313-77	OVERHEAD CHARGES The Waste Reduction program is charged with a share of the Public Works department overhead. This overhead charge reflects the program's use of City facilities and supervising personnel to manage the program.	7,000	7,100
To Gen'l fund			
113-391-20	TRANSFERS OUT Transfer to the General fund for maintenance of recycling bins at park sites.	2,000	2,000
To Pks Improv			
113-391-20	TRANSFERS OUT 1. Transfer to Parks, Trails & Open Space Improvements for construction of an enclosure for the recycling bin at City Hall. (FY2003-2004 \$5,000) (FY2004-2005 \$0) 2. Transfer to Parks, Trails & Open Space Improvements for contribution to the construction of a tot and adult swing-set (made from recycled materials) at Hesse Park. (FY2003-2004 \$5,000) (FY2004-2005 \$0)	10,000	0
To Pks Maint			
113-391-20	TRANSFERS OUT Transfer to Parks, Trails & Open Space Maintenance for purchase of approximately 30 new recycling containers made from recycled content material for various park sites.	15,000	15,000
To Street Maint			
113-391-20	TRANSFERS OUT Transfer to Street Maintenance for right-of-way litter pick-up.	10,000	10,000

Department: Public Works

Budget Program: Waste Reduction

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
<i>TO Street Maint</i>			
113-391-20	TRANSFERS OUT	37,000	38,000
	Transfer to Street Maintenance for the following:		
	1. Mulching tree trimming material and utilizing the recycled material at trails, medians and parks throughout the City. (FY2003-2004 \$27,000) (FY2004-2005 \$28,000)		
	2. Funds for a portion of litter abatement activities at City right-of-way areas using Department of Conservation block grant funds. (FY2003-2004 \$10,000) (FY2004-2005 \$10,000)		

Department: Public Works
Budget Program: Transit

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
AQMD	114-314-11	SALARY & WAGES - FT	-138	-1,508	-1,660	-1,660	0	0
AQMD	114-314-13	SALARY & WAGES - OT	0	0	-40	-40	0	0
AQMD	114-314-19	EMPLOYEE BENEFITS	-150	-240	-260	-260	0	0
AQMD	114-314-30	MAINTENANCE SERVICES	-41,000	-42,000	-42,000	-42,000	-42,000	-42,000
Prop A	116-316-11	SALARY & WAGES - FT	-709	-689	-2,580	-2,580	-1,484	-1,542
Prop A	116-316-13	SALARY & WAGES - OT	0	0	-70	-70	-29	-30
Prop A	116-316-19	EMPLOYEE BENEFITS	-310	-670	-720	-720	-509	-647
Prop A	116-316-30	MAINTENANCE SERVICES	-452,514	-432,828	-475,273	-475,273	-430,773	-430,773
Prop A	116-316-50	OP SUPP/MINOR EQUIP	0	0	-3,100	-3,100	-3,200	-3,300
Prop A	116-316-54	PRINTING & BINDING	-2,394	-2,352	-2,600	-2,600	-2,700	-2,800
Prop A	116-316-77	OVERHEAD CHARGES	-2,500	-6,900	-2,500	-2,500	-2,600	-2,700
Expenditure Subtotals			-499,715	-487,188	-530,803	-530,803	-483,295	-483,792
	114-347-10	INTEREST EARNINGS	51	203	1,600	1,600	800	1,100
	116-347-10	INTEREST EARNINGS	6,130	8,340	9,800	9,800	9,400	13,200
Taxes	114-313-20	AB 2766 REVENUES	49,961	47,649	48,000	48,000	48,000	48,000
Taxes	116-313-10	PROP A SALES TAX	576,296	535,494	583,500	583,500	584,723	535,000
Revenue Subtotals			632,438	591,686	642,900	642,900	642,923	597,300
To CIP	116-391-20	TRANSFERS OUT	0	-90,000	0	0	-12,500	-13,000
To Strm Wtr Q	116-391-20	TRANSFERS OUT	0	0	0	0	-2,500	-2,500
Transfers Out Subtotals			0	-90,000	0	0	-15,000	-15,500
Net (Uses)/Resources Program Totals			132,723	14,499	112,097	112,097	144,628	98,008

Department: Public Works

Budget Program: Transit

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
AQMD			
114-314-30	MAINTENANCE SERVICES Provides funds for a portion of the City's cost to participate in the Palos Verdes Peninsula Transit Authority. The City's total contribution to Palos Verdes Transit/Dial-A-Ride-Lift is \$418,173. The remaining share of this cost is funded with Proposition A funds.	42,000	42,000
Prop A			
116-316-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	1,484	1,542
116-316-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	29	30
116-316-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	509	647
116-316-30	MAINTENANCE SERVICES The FY2003-2004 and FY2004-2005 budget allocations have been reduced because the MAX bus replacement program was completed in 2002. Fourteen new diesel powered buses were purchased with a combination of federal funds and MAX participant contributions. Allocations for operations and maintenance are as follows: <ol style="list-style-type: none">1. Palos Verdes Transit/Dial-A-Ride-Lift \$376,1732. Municipal Area Express (MAX) \$52,1003. Bus Stop Maintenance \$2,500 The City's total contribution to Palos Verdes Transit/Dial-A-Ride-Lift is \$418,173. The remaining \$42,000 is funded by Air Quality Management District funds.	430,773	430,773
116-316-50	OPERATING SUPPLIES/MINOR EQUIPMENT This line item provides for the replacement of trash receptacles at bus stops and the purchase of supplies to remove graffiti from the existing receptacles.	3,200	3,300
116-316-54	PRINTING & BINDING Provides for 1/8 of the City Newsletter printing costs for advertising City transit programs.	2,700	2,800

Department: Public Works

Budget Program: Transit

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
116-316-77	OVERHEAD CHARGES The Proposition A guidelines allow for the reimbursement of Public Works administration overhead costs associated with administering the program.	2,600	2,700
<i>To CIP</i>			
116-391-20	TRANSFERS OUT Transfer to Street Improvements for construction of bus shelters.	12,500	13,000
<i>To Strm Wtr Q</i>			
116-391-20	TRANSFERS OUT Transfer to Storm Water Quality for trash pick-up at the City's bus shelters.	2,500	2,500



Department: Public Works

Budget Program: Street Maintenance - Pavement Management

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	102-302-11	SALARY & WAGES - FT	0	0	0	0	-23,909	-24,839
	102-302-13	SALARY & WAGES - OT	0	0	0	0	-616	-640
	102-302-19	EMPLOYEE BENEFITS	0	0	0	0	-5,956	-7,854
Art Overlay	330-930-35	PROF/TECH SERVICE	-93,725	-106,446	-4,560	-4,560	-96,400	-100,000
Art Overlay	330-930-82	IMPROV OTH THAN BLDGS	-898,962	-1,239,046	0	0	-803,843	-300,000
Arterial Slurry	102-302-30	MAINTENANCE SERVICES	0	0	0	0	-160,000	-160,000
Arterial Slurry	102-302-35	PROF/TECH SERVICE	0	0	0	0	-40,000	-40,000
Pavement Mgt	330-930-35	PROF/TECH SERVICE	0	-17,903	-20,000	-20,000	-10,000	-20,000
PB Rd Maint	102-305-30	MAINTENANCE SERVICES	-87,354	-84,785	-99,000	-99,000	-100,000	-103,000
PB Rd Maint	102-305-35	PROF/TECH SERVICE	-3,727	-8,215	-8,800	-8,800	-9,000	-9,300
Res Overlay	330-930-82	IMPROV OTH THAN BLDGS	-1,208,692	-22,825	-1,142,400	-1,142,400	-400,000	0
Res Ovrly Insp	330-930-35	PROF/TECH SERVICE	-70,687	-51,592	-272,207	-272,207	-25,000	0
Slurry Resident	102-302-30	MAINTENANCE SERVICES	-218,697	0	-419,100	-419,100	-70,000	0
Slurry Resident	102-302-35	PROF/TECH SERVICE	-9,822	-32,995	-114,719	-114,719	-30,000	0
Expenditure Subtotals			-2,591,666	-1,563,808	-2,080,786	-2,080,786	-1,774,724	-765,633
	102-347-10	INTEREST EARNINGS	62,725	27,137	1,000	1,000	5,900	3,000
From Oth Agen	115-366-10	PROPOSITION C	0	0	0	0	45,500	0
From Oth Agen	330-364-10	GRANT INCOME	329,413	385,587	0	0	681,660	0
Taxes	115-313-10	PROP C SALES TAX	478,603	444,152	485,000	485,000	479,798	450,000
Revenue Subtotals			870,741	856,876	486,000	486,000	1,212,858	453,000
Fr Gen'l fund	102-391-10	TRANSFERS IN	445,180	521,500	344,375	1,241,490	150,000	300,000
Fr Gen'l fund	102-391-10	TRANSFERS IN for res slurry	0	0	0	0	100,000	0
Fr Gen'l fund	330-391-10	TRANSFERS IN for res overly	0	0	0	0	425,000	0
Fr Prop C	102-391-10	TRANSFERS IN for PB Road	0	0	111,115	111,115	109,000	112,300
Fr Prop C	330-391-10	TRANSFERS IN	1,921,850	1,052,225	20,000	126,948	228,583	420,000
Transfers In Subtotals			2,367,030	1,573,725	475,490	1,479,553	1,012,583	832,300
To Street Maint	115-391-20	TRANSFERS OUT	-594,750	-930,759	-131,115	-218,580	0	0

Department: Public Works

Budget Program: Street Maintenance - Pavement Management

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
To Street Maint	115-391-20	TRANSFERS OUT	-13,432	-7,716	0	-304,940	-228,583	-420,000
To Street Maint	115-391-20	TRANSFERS OUT for PB Rd	0	0	0	0	-109,000	-112,300
Transfers Out Subtotals			-608,182	-938,475	-131,115	-523,520	-337,583	-532,300
Net (Uses)/Resources Program Totals			37,923	-71,681	-1,250,411	-638,753	113,134	-12,633

Department: Public Works

Budget Program: Street Maintenance - Pavement Management

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
102-302-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	23,909	24,839
102-302-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	616	640
102-302-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	5,956	7,854
Art Overlay			
330-930-35	PROFESSIONAL/TECHNICAL SERVICES Arterial Rehabilitation Program: Design, administration and inspection services. (FY2003-2004 \$100,000) Funding: TEA grant monies \$85,000 and Prop C \$15,000 (based on 85/15 proportion)	96,400	100,000
330-930-82	IMPROVEMENTS OTHER THAN BLDGS Arterial Rehabilitation Program: Construction project to overlay arterial roadways, as scheduled in the Pavement Management Program (FY2003-2004 \$400,000) Funding: TEA grant monies \$342,000 and Prop C \$58,000 (based on 85/15 proportion)	803,843	300,000
Arterial Slurry			
102-302-30	MAINTENANCE SERVICES Arterial Slurry Seal Program: Contract services to seal cracks, patch, and slurry seal roadways in accordance with the Pavement Management report. This is a new program to slurry major arterials throughout the City. Additional program expenses for project administration and inspection services are included in Professional Technical Services. (Funded with Prop C and transportation grant monies)	160,000	160,000
102-302-35	PROFESSIONAL/TECHNICAL SERVICES Arterial Slurry Seal Program: Inventory, administration and inspection services. (Prop C funded)	40,000	40,000
Pavement Mgt			
330-930-35	PROFESSIONAL/TECHNICAL SERVICES Pavement Management Program: Engineering study to provide a major update of the Pavement Management Program. (Prop C funded)	10,000	20,000

PB Rd Maint

Department: Public Works

Budget Program: Street Maintenance - Pavement Management

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
102-305-30	MAINTENANCE SERVICES Portuguese Bend Road Maintenance: Street maintenance costs for ongoing repairs to Palos Verdes Drive South through the landslide area. (Prop C funded)	100,000	103,000
102-305-35	PROFESSIONAL/TECHNICAL SERVICES Portuguese Bend Road Maintenance: Inspection services for the Palos Verdes Drive South road repairs. (Prop C funded)	9,000	9,300
Res Overlay			
330-930-82	IMPROVEMENTS OTHER THAN BLDGS This budget provides for the FY2003-2004 residential overlay construction costs.	400,000	0
Res Ovrly Insp			
330-930-35	PROFESSIONAL/TECHNICAL SERVICES This budget provides for the FY2003-2004 residential overlay inspection costs.	25,000	0
Slurry Resident			
102-302-30	MAINTENANCE SERVICES This budget provides for the FY2003-2004 Residential Slurry program maintenance costs.	70,000	0
102-302-35	PROFESSIONAL/TECHNICAL SERVICES This budget provides for the FY2003-2004 Residential Slurry program inspection costs.	30,000	0
To Street Maint			
115-391-20	TRANSFERS OUT Transfer from the Prop C fund to the Street Maintenance fund for Arterial Overlay (FY2003-2004 only), Arterial Slurry and the Pavement Management Program update.	228,583	420,000
115-391-20	TRANSFERS OUT for PB Rd Transfer from the Prop C fund to the Street Maintenance fund for Portuguese Bend road maintenance.	109,000	112,300

Department: Public Works
Budget Program: Street Maintenance - Non Pavement

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
1972 Act	103-310-35	PROF/TECH SERVICE	-6,650	-6,300	-12,570	-12,570	-7,000	-7,000
1972 Act	103-310-40	LEGAL SERVICES	-781	0	-1,340	-1,340	-1,378	-1,500
1972 Act	103-310-55	LEGAL NOTICE PUB	-529	0	-625	-625	0	0
1972 Act	103-310-77	OVERHEAD CHARGES	-44,600	-46,350	-46,350	-46,350	-47,300	-48,200
Medians	102-303-20	LIGHT AND POWER	-2,339	-3,788	-8,240	-8,240	-8,500	-8,700
Medians	102-303-23	WATER UTILITY SERVICE	-56,364	-54,181	-53,600	-53,600	-55,000	-57,000
Medians	102-303-30	MAINTENANCE SERVICES	-93,089	-169,529	-171,060	-171,060	-94,330	-97,430
Medians	102-303-35	PROF/TECH SERVICE	0	-18,520	-10,800	-10,800	-15,000	-15,000
Roadside	102-303-30	MAINTENANCE SERVICES	-1,323	-143,405	-183,200	-183,200	-170,000	-175,500
Roadside	102-303-35	PROF/TECH SERVICE	-17,548	-1,812	-12,400	-12,400	-13,000	-13,500
Roadways	102-303-30	MAINTENANCE SERVICES	-282,493	-281,759	-300,300	-300,300	-350,000	-360,500
Roadways	102-303-35	PROF/TECH SERVICE	-7,260	-16,563	-15,500	-15,500	0	0
Sidewalk/Ramç	102-303-30	MAINTENANCE SERVICES	-17,997	-58,489	-61,800	-61,800	-68,200	-70,300
Sidewalk/Ramç	102-303-35	PROF/TECH SERVICE	-1,332	-1,553	-12,400	-12,400	-5,000	-5,000
Sidewalks	102-303-50	OP SUPP/MINOR EQUIP	-17	0	0	0	0	0
Street Maint	102-303-11	SALARY & WAGES - FT	-41,187	-73,812	-81,880	-81,880	-46,372	-48,172
Street Maint	102-303-12	SALARY & WAGES - PT	-5,471	-7,572	-11,850	-11,850	-11,110	-11,780
Street Maint	102-303-13	SALARY & WAGES - OT	-10	-52	-2,050	-2,050	-1,665	-1,730
Street Maint	102-303-19	EMPLOYEE BENEFITS	-10,740	-26,106	-18,980	-18,980	-13,884	-17,816
Street Maint	102-303-35	PROF/TECH SERVICE	-12,087	0	0	0	0	0
Street Maint	102-303-54	PRINTING & BINDING	-617	-1,466	-1,600	-1,600	-1,700	-1,800
Street Maint	102-303-55	LEGAL NOTICE PUB	-1,196	-1,133	-2,600	-2,600	-3,000	-3,300
Street Signs	102-303-50	OP SUPP/MINOR EQUIP	-21,299	-28,121	-10,300	-10,300	-10,500	-11,000
Street Sweep	102-303-30	MAINTENANCE SERVICES	-51,132	-57,886	-73,700	-73,700	-110,000	-115,000
Tree Trim	102-303-30	MAINTENANCE SERVICES	-112,883	-117,821	-103,000	-103,000	-127,000	-128,000
Tree Trim	102-303-35	PROF/TECH SERVICE	-30,225	0	-10,800	-10,800	0	0
Weed Abate	102-303-30	MAINTENANCE SERVICES	-6,088	-18,264	-20,600	-20,600	-21,000	-21,500
Expenditure Subtotals			-825,258	-1,134,482	-1,227,545	-1,227,545	-1,180,939	-1,219,728

Department: Public Works
Budget Program: Street Maintenance - Non Pavement

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	103-347-10	INTEREST EARNINGS	23,526	13,686	6,450	6,450	1,350	270
	115-347-10	INTEREST EARNINGS	63,488	33,347	6,000	6,000	7,000	9,300
Chg for Svcs	102-356-10	SIDEWALK REPAIR	0	18,048	20,000	20,000	20,000	20,000
Chg for Svcs	102-358-10	REIMB FOR PROP DAMAGE	2,831	1,542	600	600	0	0
From Oth Agen	102-363-10	STATE GAS TAX 2105	272,270	262,618	259,500	259,500	268,000	268,000
From Oth Agen	102-363-20	STATE GAS TAX 2106	167,956	159,749	155,000	155,000	163,000	163,000
From Oth Agen	102-363-30	STATE GAS TAX 2107	359,845	351,288	334,000	334,000	368,000	368,000
From Oth Agen	102-363-40	STATE GAS TAX 2107.5	6,000	0	6,000	6,000	0	0
From Oth Agen	102-364-10	ST MAINT GRANT INCOME	320,274	104,644	159,935	159,935	0	0
Other Revenue	102-375-10	ST MAINT MISC REVENUES	15,375	23,148	34,000	34,000	20,000	20,000
Taxes	103-311-10	PROPERTY TAX	325,337	324,016	324,970	324,970	327,860	327,860
Revenue Subtotals			1,556,902	1,292,086	1,306,455	1,306,455	1,175,210	1,176,430
Fr 1972 Act	102-391-10	TRANSFERS IN for St Lndscp	0	0	210,000	210,000	301,690	230,000
Fr Waste Red	102-391-10	TRANSFERS IN	0	0	0	0	37,000	38,000
Fr Waste Red	102-391-10	TRANSFERS IN for ROW litter	0	0	10,000	10,000	10,000	10,000
Transfers In Subtotals			0	0	220,000	220,000	348,690	278,000
To Street Imprv	102-391-20	TRANSFERS OUT	-62,423	-48,926	0	-86,960	0	0
To Street Maint	102-391-20	TRANSFERS OUT	-320,274	-104,644	0	0	0	0
To Street Maint	103-391-20	TRANSFERS OUT for Traf Sig	-59,300	-61,000	-60,000	-60,000	-69,500	-55,000
To Street Maint	103-391-20	TRANSFERS OUT for Lndscp	-222,400	-300,000	-210,000	-210,000	-301,690	-230,000
Transfers Out Subtotals			-664,397	-514,570	-270,000	-356,960	-371,190	-285,000
Net (Uses)/Resources Program Totals			67,247	-356,966	28,910	-58,050	-28,229	-50,298

Department: Public Works

Budget Program: Street Maintenance - Non Pavement

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
1972 Act			
103-310-35	PROFESSIONAL/TECHNICAL SERVICES Provides for preparation of the annual Engineer's report.	7,000	7,000
103-310-40	LEGAL SERVICES Provides for assessment district related legal services.	1,378	1,500
103-310-77	OVERHEAD CHARGES The 1972 Act allows for the reimbursement of Public Works administration overhead costs associated with establishing and administering the district.	47,300	48,200
Medians			
102-303-20	LIGHT AND POWER Electrical power for medians which have electronic irrigation controllers and/or landscape lighting. Excluding costs related to the Ocean Terrace medians, the Landscaping and Lighting District (1972 Act) provides full funding for this cost.	8,500	8,700
102-303-23	WATER UTILITY SERVICE Water service to all irrigated medians. The Landscaping and Lighting District (1972 Act) provides full funding for this cost.	55,000	57,000
102-303-30	MAINTENANCE SERVICES 1. Median Maintenance: Maintenance of landscaped center medians and street right-of-ways. The work includes turf areas, ground cover areas, irrigation systems, streets, shrubs, hardscapes, litter patrol, and weed abatement. (FY2003-2004 \$90,000) (FY2004-2005 \$93,000) 2. Backflow Inspections: To meet the requirements of California Water Service and the Los Angeles County Health Department, all backflow prevention devices are certified annually by a private contractor. (FY2003-2004 \$2,100) (FY2004-2005 \$2,200) 3. Special Benefit Median Maintenance Includes: a. Rue Beaupre (FY2003-2004 \$525) (FY2004-2005 \$525) b. Alta Vista (FY2003-2004 \$865) (FY2004-2005 \$865) c. Ocean Terrace (FY2003-2004 \$860) (FY2004-2005 \$860) The Landscaping and Lighting District (1972 Act) provides funding for these maintenance activities.	94,330	97,430
102-303-35	PROFESSIONAL/TECHNICAL SERVICES This line item provides for contract administration assistance in	15,000	15,000

Department: Public Works

Budget Program: Street Maintenance - Non Pavement

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	developing requests for proposals and contract documents, maintenance contract administration, and to monitor and inspect contract maintenance activity on a regular basis.		
Roadside			
102-303-30	MAINTENANCE SERVICES Contract services for Roadside Maintenance include litter pick-up, sign repair and installation, clean-up of illegal dumping, vegetation removal, and fence and guardrail repair and replacement. Amounts are higher than previous fiscal years due to an increase in the number of maintenance requests. (FY2003-2004 \$160,000) (FY2004-2005 \$165,000) Roadway Repairs Due to Accidents: Repairs that are not included in regular roadway or roadside maintenance. The City attempts to recover repair costs associated with accidents from the parties that cause the damage. (FY2003-2004 \$10,000) (FY2004-2005 \$10,500)	170,000	175,500
102-303-35	PROFESSIONAL/TECHNICAL SERVICES Maintenance contract monitoring and inspection regarding right-of-way maintenance.	13,000	13,500
Roadways			
102-303-30	MAINTENANCE SERVICES Contract services for roadway maintenance includes temporary pavement patching and temporary sidewalk repair. Amounts are higher than previous fiscal years due to the increase in number of maintenance requests.	350,000	360,500
Sidewalk/Ramp			
102-303-30	MAINTENANCE SERVICES Sidewalk Repair Program: Repair sidewalks throughout the City on a five-year cycle. Adjacent property owners reimburse the City for a portion of the expense. (FY2003-2004 \$64,000) (FY2004-2005 \$66,000) Disabled Access Ramps: Ramps are installed at intersections covered by the annual overlay and sidewalk repair programs where the grade of the adjacent roadway is less than 6%. These expenditures are reimbursed by Bikeway funds received under the California Transportation Development Act (TDA). (FY2003-2004 \$4,200) (FY2004-2005 \$4,300)	68,200	70,300
102-303-35	PROFESSIONAL/TECHNICAL SERVICES Sidewalk Repair Program inventory, administration and inspection services.	5,000	5,000
Street Maint			
102-303-11	SALARY & WAGES - FT	46,372	48,172

Department: Public Works

Budget Program: Street Maintenance - Non Pavement

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	Salaries and wages paid to full-time City employees allocated to this program.		
102-303-12	SALARY & WAGES - PT This allocation is for one-half of the Public Works' student intern position. The student intern will help administer the Sidewalk Repair Program. The other half of the position has been budgeted in Public Works Administration to provide assistance in City Engineering activity.	11,110	11,780
102-303-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	1,665	1,730
102-303-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	13,884	17,816
102-303-54	PRINTING & BINDING Printing of special reports, flyers and other documents.	1,700	1,800
102-303-55	LEGAL NOTICE PUBLICATION This item provides for legal notice publication for the following contracts: Street Sweeping, Sidewalk Repair, Median Maintenance, and Right-of-Way Maintenance.	3,000	3,300
Street Signs			
102-303-50	OPERATING SUPPLIES/MINOR EQUIPMENT This is a multi-year program to replace the aging blue street signs that are rusting and difficult to read.	10,500	11,000
Street Sweep			
102-303-30	MAINTENANCE SERVICES Street Sweeping: Contract services for the mechanical sweeping of streets citywide. Approximately \$8,000 of this cost is reimbursed by Caltrans for sweeping Western Avenue twice per month. The sweeping schedule is as follows: Western Avenue: Weekly Hawthorne Boulevard: Twice Monthly All remaining streets: Monthly Additional Citywide sweep: Autumn Various Areas: As Needed	110,000	115,000
To Street Maint			
103-391-20	TRANSFERS OUT for Lndscp	301,690	230,000

Department: Public Works

Budget Program: Street Maintenance - Non Pavement

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	Transfer from the 1972 Act fund to the Street Maintenance fund for Street Landscape Maintenance activities. Street Landscape Maintenance has been established in the Street Maintenance fund and contains expenditures that are fully eligible for funding under the 1972 Act.		
103-391-20	TRANSFERS OUT for Traf Sig	69,500	55,000
	Transfer from the 1972 Act fund to the Street Maintenance fund for Traffic Signal Maintenance activities. Traffic Signal Maintenance has been established in the Street Maintenance fund and contains expenditures that are fully eligible for funding under the 1972 Act.		
<i>Tree Trim</i>			
102-303-30	MAINTENANCE SERVICES	127,000	128,000
	Street Tree Trimming: Includes costs for removing tree limbs to provide a 16-foot clearance over sidewalks and streets and for the removal of fallen tree limbs and trees. (FY2003-2004 \$127,000 including \$27,000 Waste Reduction funds and \$100,000 1972 Act assessments) (FY2004-2005 \$128,000 including \$28,000 Waste Reduction funds and \$100,000 1972 Act assessments)		
<i>Weed Abate</i>			
102-303-30	MAINTENANCE SERVICES	21,000	21,500
	Weed Abatement: Contract service for chemical and mechanical control of weeds on undeveloped rights-of-way throughout the City. Weed control is conducted in areas designated by Fire Department requirements. Weed abatement is funded with Landscaping and Lighting (1972 Act) assessments.		

Department: Public Works
Budget Program: Storm Drain Maintenance

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Citywide Drain	330-930-35	PROF/TECH SERVICE	0	0	-40,000	-40,000	-10,000	-10,500
Misc Drain	330-930-35	PROF/TECH SERVICE	0	0	-20,000	-20,000	0	0
Misc Drainage	330-930-82	IMPROV OTH THAN BLDGS	0	0	-25,652	-25,652	0	0
Storm Drain M	330-930-11	SALARY & WAGES - FT	0	0	0	0	-22,316	-23,186
Storm Drain M	330-930-13	SALARY & WAGES - OT	0	0	0	0	-920	-956
Storm Drain M	330-930-19	EMPLOYEE BENEFITS	0	0	0	0	-5,406	-7,165
Expenditure Subtotals			0	0	-85,652	-85,652	-38,642	-41,807
Fr Genl fund	330-391-10	TRANSFERS IN	0	0	0	0	38,642	41,807
Transfers In Subtotals			0	0	0	0	38,642	41,807
Net (Uses)/Resources Program Totals			0	0	-85,652	-85,652	0	0

Department: Public Works
Budget Program: Storm Drain Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
Citywide Drain			
330-930-35	PROFESSIONAL/TECHNICAL SERVICES Video inspection of storm drains.	10,000	10,500
Storm Drain Mnt			
330-930-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	22,316	23,186
330-930-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	920	956
330-930-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	5,406	7,165

Department: Public Works
Budget Program: Abalone Cove Sewer Maintenance

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	125-325-11	SALARY & WAGES - FT	0	0	0	0	-3,738	-3,883
	125-325-13	SALARY & WAGES - OT	0	0	0	0	-158	-164
	125-325-19	EMPLOYEE BENEFITS	0	0	0	0	-868	-1,157
	125-325-20	LIGHT AND POWER	0	0	0	0	-2,400	-2,400
	125-325-30	MAINTENANCE SERVICES	0	-9,394	-50,000	-50,000	-32,736	-37,296
	125-325-35	PROF/TECH SERVICE	0	0	0	0	-5,100	-5,100
	125-325-82	IMPROV OTH THAN BLDGS	0	0	-40,606	-40,606	-5,000	0
Expenditure Subtotals			0	-9,394	-90,606	-90,606	-50,000	-50,000
	125-347-10	INTEREST EARNINGS	0	700	250	250	0	0
Taxes	125-311-10	PROPERTY TAX	0	20,467	20,000	20,000	35,000	50,000
Revenue Subtotals			0	21,167	20,250	20,250	35,000	50,000
Fr Gen'l Fund	125-391-10	TRANSFERS IN	0	35,000	35,000	35,000	15,000	0
Transfers In Subtotals			0	35,000	35,000	35,000	15,000	0
Net (Uses)/Resources Program Totals			0	46,772	-35,356	-35,356	0	0

Department: Public Works

Budget Program: Abalone Cove Sewer Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
125-325-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	3,738	3,883
125-325-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	158	164
125-325-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	868	1,157
125-325-20	LIGHT AND POWER Electricity cost for the pump station communication system.	2,400	2,400
125-325-30	MAINTENANCE SERVICES On-going operation and maintenance of the sewer facilities.	32,736	37,296
125-325-35	PROFESSIONAL/TECHNICAL SERVICES Consultant services to prepare the annual Engineer's report (\$4,500) and 24-hour answering service for maintenance calls (\$600).	5,100	5,100
125-325-82	IMPROVEMENTS OTHER THAN BLDGS This budget provides for the purchase of an automatic communication system for the pump stations (FY2003-2004 only).	5,000	0

Department: Public Works
Budget Program: Sewer Maintenance

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Sewer Clean	330-930-35	PROF/TECH SERVICE	0	0	-70,000	-70,000	-6,500	-6,700
Sewer Clean	330-930-82	IMPROV OTH THAN BLDGS	0	0	-280,000	-280,000	0	0
Sewer Maint	330-930-11	SALARY & WAGES - FT	0	0	0	0	-9,135	-9,491
Sewer Maint	330-930-13	SALARY & WAGES - OT	0	0	0	0	-339	-352
Sewer Maint	330-930-19	EMPLOYEE BENEFITS	0	0	0	0	-2,258	-2,984
Expenditure Subtotals			0	0	-350,000	-350,000	-18,232	-19,527
Fr Gen'l fund	330-391-10	TRANSFERS IN	0	0	0	0	18,232	19,527
Transfers In Subtotals			0	0	0	0	18,232	19,527
Net (Uses)/Resources Program Totals			0	0	-350,000	-350,000	0	0

Department: Public Works

Budget Program: Sewer Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
Sewer Clean			
330-930-35	PROFESSIONAL/TECHNICAL SERVICES Sewer testing for hazardous materials and emergency response provided by the County of Los Angeles Department of Public Works.	6,500	6,700
Sewer Maint			
330-930-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	9,135	9,491
330-930-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	339	352
330-930-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	2,258	2,984

Department: Public Works

Budget Program: Parks, Trails & Open Space Maintenance

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-341-11	SALARY & WAGES - FT	-33,873	-36,311	-50,910	-50,910	-45,148	-46,909
	001-341-13	SALARY & WAGES - OT	-16	-525	-3,130	-3,130	-1,204	-1,251
	001-341-19	EMPLOYEE BENEFITS	-5,240	-13,169	-14,150	-14,150	-16,220	-20,444
	001-341-20	LIGHT AND POWER	0	0	-680	-680	-700	-900
	001-341-23	WATER UTILITY SERVICE	-103,130	-104,036	-118,300	-118,300	-121,500	-125,000
	001-341-30	MAINTENANCE SERVICES	-202,657	-208,783	-417,965	-417,965	-327,100	-338,700
	001-341-35	PROF/TECH SERVICE	-19,993	-27,599	-46,725	-46,725	-22,000	-21,600
	001-341-50	OP SUPP/MINOR EQUIP	-2,456	-3,766	-6,200	-6,200	-6,500	-6,600
Measure A	124-324-30	MAINTENANCE SERVICES	-5,888	0	0	0	0	0
Expenditure Subtotals			-373,253	-394,190	-658,060	-658,060	-540,372	-561,404
	124-347-10	INTEREST EARNINGS	918	1,211	0	0	0	0
From Oth Agen	124-364-10	MEASURE A GRANT INCOME	31,754	45,597	65,000	65,000	41,900	59,000
Revenue Subtotals			32,672	46,808	65,000	65,000	41,900	59,000
Fr Measure A	001-391-10	TRANSFERS IN	0	55,350	59,510	59,510	41,900	59,000
Fr Waste Redu	001-391-10	TRANSFERS IN	0	11,465	2,000	2,000	15,000	15,000
Fr Waste Redu	001-391-10	TRANSFERS IN	0	0	0	0	2,000	2,000
Transfers In Subtotals			0	66,815	61,510	61,510	58,900	76,000
To Bldg Maint	124-391-20	TRANSFERS OUT	0	0	-4,500	-4,500	0	0
To Pks Improv	124-391-20	TRANSFERS OUT	0	-6,596	0	0	0	0
To Pks Maint	124-391-20	TRANSFERS OUT	0	0	-55,010	-55,010	-41,900	-59,000
Transfers Out Subtotals			0	-6,596	-59,510	-59,510	-41,900	-59,000
Net (Uses)/Resources Program Totals			-340,581	-287,163	-591,060	-591,060	-481,472	-485,404

Department: Public Works

Budget Program: Parks, Trails & Open Space Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-341-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	45,148	46,909
001-341-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	1,204	1,251
001-341-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	16,220	20,444
001-341-20	LIGHT AND POWER Power for landscape irrigation control boxes at the parks. Lower Hesse Park maintenance costs are funded by Measure A (LA County Park and Open Space) funds.	700	900
001-341-23	WATER UTILITY SERVICE Water to all park irrigation systems. Lower Hesse Park utility costs are funded by Measure A (LA County Park and Open Space) funds.	121,500	125,000
001-341-30	MAINTENANCE SERVICES Services include landscape maintenance for parks and City facilities. The FY2003-2004 and FY2004-2005 budget allocations are less than the previous fiscal year due to lower rates negotiated for the landscape, irrigation and trails maintenance contracts. However, maintenance costs for FY2004-2005 are expected to increase slightly with the opening of the Point Vicente Interpretive Center. Measure A monies will fund \$41,900 in FY2003-2004 and \$59,000 in FY2004-2005 of the maintenance costs for Lower Hesse Park, Forrestal Open Space and Barkentine Open Space. The budget allocation varies from year to year depending on the number of maintenance projects planned for each year. Projects 1 through 16 are on-going maintenance efforts: 1) Repairs and Extraordinary Maintenance: Repairs at facility parking lots, fences, signs, etc. that are not part of the regular maintenance service. (FY2003-2004 \$20,000) (FY2004-2005 \$21,000). 2) Landscape Maintenance at Parks and City facilities: The scope of services is described fully in the contract specifications. They include turf and ground cover care on a weekly basis, fertilization, playground maintenance, shrub and tree care, ball field maintenance, litter patrol on a seasonal and as-needed basis,	327,100	338,700

Department: Public Works

Budget Program: Parks, Trails & Open Space Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	<p>maintenance of park furniture and other park amenities, and plant material replacement. (FY2003-2004 \$184,000) (FY2004-2005 \$195,000) The following park sites are eligible for reimbursement from Measure A maintenance funds:</p> <p>a) Lower Hesse Park \$18,500 b) PVIC (Expansion portion only in FY2004-2005) \$11,000</p> <p>3) Irrigation Repairs: Annual, on-going repair of irrigation systems, including the replacement of damaged landscape at park and city facilities. (FY2003-2004 \$15,000) (FY2004-2005 \$20,000) The following park sites are eligible for reimbursement from Measure A maintenance funds:</p> <p>a) Lower Hesse Park \$1,100 b) PVIC (Expansion portion only in FY2004-2005) \$5,000</p> <p>4) Landscape Lighting and Electrical Repairs: Repair of landscape lighting in all parks. (FY2003-2004 \$9,000) (FY2004-2005 \$9,500)</p> <p>5) Portable Toilets: Weekly/bi-weekly servicing of portable toilets located at Portuguese Bend Field, Civic Center and Abalone Cove Shoreline Park. The budget allocation for FY2003-2004 is greater than FY2004-2005 because portable toilets must be serviced for the PVIC docents' trailer during construction of the PVIC Expansion. (FY2003-2004 \$10,600) (FY2004-2005 \$7,000)</p> <p>6) Weed Abatement: Annual weed abatement and fire protection for undeveloped City properties. (FY2003-2004 \$25,000) (FY2004-2005 \$26,000)</p> <p>7) Trails Maintenance: Provides for weed abatement, erosion control, and vegetation clearance for pedestrian use at the following dedicated trails. (FY2003-2004 \$20,000) (FY2004-2005 \$21,000)</p> <p>a) Crooked Patch Trail - Ocean Terrace-Crest Rd b) Gaucho Trail - Gaucho Drive c) McBride Trail - Ocean Terrace-Vanderlip Canyon d) Martingale Trail - Martingale-Willow Springs Trail e) Pt. Vicente School - Calle De Suenos-Rue de la Pierre f) S & S Trail - Crest Rd-Falcon segment g) Seascape Trail - PVDW-Lunada Point h) Vanderlip Trail - Long Point-Seacove Drive i) Kajima Trail - Adjacent to Crest Road j) Annie's Flower Stand Trail - Palos Verdes Drive South k) Crest Road Trail - Along Crest Road street right-of-way l) Forrestal Trail - Forrestal Open Space (Measure A eligible) m) Seabreeze Trail - Crest Road to Ocean Terrace Drive n) Tramonto Trail - McCarrol Canyon to western City limits o) Barkentine Trail - Tramonto to McBride (Measure A eligible)</p> <p>8) Abalone Cove Sewer Lift: Bi-monthly servicing and maintenance of sewer lift pump at Abalone Cove. (FY2003-2004 \$700) (FY2004-</p>		

Department: Public Works

Budget Program: Parks, Trails & Open Space Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	2005 \$700)		
	9) Tot Lot Sand Condition Maintenance: Annual maintenance of all park tot lots to maintain the shock absorption material. (FY2003-2004 \$2,900) (FY2004-2005 \$3,000)		
	10) Exterior Trash Receptacle Replacement: Replacement of Trash receptacles at park locations as needed. (FY2003-2004 \$1,100) (FY2004-2005 \$1,200)		
	11) Recycling Bins: Recycling bins will be placed alongside trash receptacles at park locations. The Waste Reduction fund will contribute to fund these costs. (FY2003-2004 \$15,000) (FY2004-2005 \$15,000)		
	12) City Hall Tennis Court: Every year the courts are resurfaced to improve safety and to prolong their life. (FY2003-2004 \$1,700) (FY2004-2005 \$1,800)		
	13) Ladera Linda Paddle Tennis Court: Every year the courts are resurfaced to improve safety and to prolong their life. (FY2003-2004 \$1,700) (FY2004-2005 \$1,800)		
	14) Maintenance and Repairs: Eligible Measure A costs to repair electrical, fencing, benches and barbecues at Lower Hesse Park, the PVIC Expansion, Forrestal Open Space and Barkentine Open Space. (FY2003-2004 \$1,500) (FY2004-2005 \$1,600)		
	15) Forrestal Open Space: Eligible Measure A costs for landscape maintenance and repairs. (FY2003-2004 \$5,700) (FY2004-2005 \$5,800)		
	16) Barkentine Open Space: Eligible Measure A costs for landscape maintenance and repairs. (FY2003-2004 \$5,700) (FY2004-2005 \$5,800)		
	17) The following projects are one-time maintenance efforts:		
	a) Replace the tennis court windscreen and net at Upper Point Vicente Park. (FY2003-2004 \$5,000)		
	b) Install parking lot perimeter posts at the Point Vicente Interpretive Center. (FY2003-2004 \$2,500) (FY2004-2005 \$2,500)		
001-341-35	PROFESSIONAL/TECHNICAL SERVICES	22,000	21,600
	1. On-going Maintenance - Contract administration on an as-needed basis, along with regular park and trail inspections. (FY2003-2004 \$20,500) (FY2004-2005 \$21,000)		
	2. One-time Maintenance Projects. Assistance in developing requests for proposals, preparing contract documents, and monitoring and inspecting maintenance projects. The amount budgeted is dependent upon the number of maintenance projects		

Department: Public Works

Budget Program: Parks, Trails & Open Space Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	planned for each year. (FY2003-2004 \$1,500) (FY2004-2005 \$600)		
001-341-50	OPERATING SUPPLIES/MINOR EQUIPMENT Provides for replacement parts used to repair picnic tables and barbecues, as well as supplies, paint, and additional materials for back-stops, signs, and minor fence repairs.	6,500	6,600
<i>To Pks Maint</i>			
124-391-20	TRANSFERS OUT Transfer from the Measure A Maintenance fund to Parks, Trails & Open Space Maintenance within the General fund for maintenance of Lower Hesse Park, the expansion portion of Point Vicente Interpretive Center, and Forrestal and Barkentine Open Space.	41,900	59,000



Department: Public Works
Budget Program: Building Maintenance

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	001-340-11	SALARY & WAGES - FT	-36,642	-31,760	-46,220	-46,220	-45,148	-46,909
	001-340-13	SALARY & WAGES - OT	-33	-232	-3,130	-3,130	-1,204	-1,251
	001-340-19	EMPLOYEE BENEFITS	-5,940	-12,479	-13,410	-13,410	-16,220	-20,444
	001-340-20	LIGHT AND POWER	-66,641	-76,882	-75,400	-75,400	-78,000	-80,000
	001-340-22	GAS UTILITY SERVICE	-2,731	-1,953	-5,500	-5,500	-6,000	-6,500
	001-340-23	WATER UTILITY SERVICE	-6,780	-24,697	-21,600	-21,600	-22,000	-23,000
	001-340-30	MAINTENANCE SERVICES	-137,173	-140,849	-207,566	-207,566	-140,900	-153,100
	001-340-35	PROF/TECH SERVICE	-10,017	-13,640	-31,250	-31,250	-4,500	-4,600
	001-340-50	OP SUPP/MINOR EQUIP	-16,337	-28,637	-38,000	-38,000	-39,000	-40,000
	001-340-55	LEGAL NOTICE PUB	0	-1,057	0	0	0	0
	001-340-76	EQUIP REPLACEMENT CHGS	-5,020	-9,320	-9,760	-9,760	-17,103	-17,991
Expenditure Subtotals			-287,314	-341,506	-451,836	-451,836	-370,075	-393,795
Net (Uses)/Resources Program Totals			-287,314	-341,506	-451,836	-451,836	-370,075	-393,795

Department: Public Works
Budget Program: Building Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
001-340-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	45,148	46,909
001-340-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	1,204	1,251
001-340-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	16,220	20,444
001-340-20	LIGHT AND POWER Lighting for all public buildings, including City Hall and park buildings.	78,000	80,000
001-340-22	GAS UTILITY SERVICE Gas utility service for all public buildings, including City Hall and park buildings.	6,000	6,500
001-340-23	WATER UTILITY SERVICE Water services to all public buildings, including City Hall, and park buildings.	22,000	23,000
001-340-30	MAINTENANCE SERVICES These services provide for the on-going maintenance of all City and Park buildings. The budget allocation varies from year to year, depending on the number of maintenance projects planned each year. The FY2002-2003 year-end estimate is less than budgeted because major building maintenance projects such as roof repairs and civic center improvements were transferred and expensed in the Building Replacement fund.	140,900	153,100

The following projects are on-going maintenance efforts:

1. Custodial Services: Contracted janitorial service for all public buildings. The budget allocation for FY2004-2005 has been increased due to the expected completion of the Point Vicente Interpretive Center building expansion. (FY2003-2004 \$45,000) (FY2004-2005 \$55,000)
2. Graffiti Abatement: Removal of graffiti from public areas. (FY2003-2004 \$10,000) (FY2004-2005 \$10,500)

Department: Public Works

Budget Program: Building Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
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3. Building Maintenance: Maintenance of all park facilities and Civic Center offices. Maintenance activities include miscellaneous repairs to windows, locks, appliances, security doors and screens, etc. In addition to general repair, the funds will provide for repairs resulting from minor vandalism. (FY2003-2004 \$27,000) (FY2004-2005 \$28,000)

4. Utility Repairs: Plumbing, lighting and electrical repairs. Also provides for any major utility failures that might occur. (FY2003-2004 \$22,000) (FY2004-2005 \$22,500)

5. Building Security: Electronic building security at all park buildings and City Hall are provided by a contract security company. (FY2003-2004 \$8,000) (FY2004-2005 \$8,500)

6. Pest Control: Monthly pest control in and around all City buildings. (FY2003-2004 \$3,000) (FY2004-2005 \$3,100)

7. Heating and Air Conditioning Maintenance: Servicing of the HVAC systems at Hesse Park, Pt. Vicente, Ladera Linda Community Center and the Civic Center. (FY2003-2004 \$8,000) (FY2004-2005 \$8,500)

8. Sewer Lift Station Maintenance: The sewer lift station at Point Vicente Interpretive Center is serviced and maintained bi-monthly by a private contractor. (FY2003-2004 \$3,500) (FY2004-2005 \$3,600)

9. Fire Extinguisher Service: The Fire Code requires the City to annually inspect and certify the fire extinguishers at public facilities. (FY2003-2004 \$1,500) (FY2004-2005 \$1,600)

10. Emergency Generator Maintenance: The Civic Center has an emergency generator that operates with propane fuel requiring an annual maintenance contract on the generator. (FY2003-2004 \$1,400) (FY2004-2005 \$1,500)

11. Miscellaneous Building Maintenance: Provides for unforeseen necessary building repairs. (FY2003-2001 \$10,000) (FY2004-2005 \$10,300)

The following is a one-time building maintenance effort:

12. Replace doors at the City Hall Maintenance Building (FY2003-2004 \$1,500).

001-340-35

PROFESSIONAL/TECHNICAL SERVICES

4,500

4,600

1. On-going Maintenance: Contract administration on an as-needed basis, and to monitor and inspect all maintenance contract activity on a regular basis. (FY 03-04 \$2,000) (FY 04-05 \$2,000)

Department: Public Works

Budget Program: Building Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
	2. One-time Maintenance: Assistance in monitoring and inspecting building maintenance projects. The amount budgeted is proportional to the amount budgeted for maintenance projects in the maintenance account. (FY2003-2004 \$2,500) (FY2004-2005 \$2,600)		
001-340-50	OPERATING SUPPLIES/MINOR EQUIPMENT Includes building maintenance supplies and minor equipment, as well as the annual purchase of custodial, sanitary, and kitchen supplies.	39,000	40,000
001-340-76	EQUIPMENT REPLACEMENT CHARGES Equipment Replacement charges pay for new equipment items, as well as for maintenance, depreciation and eventual replacement of existing equipment items. Equipment is defined as vehicles, computers, phone equipment, furniture, and other office equipment. Purchases of replacement equipment occur on an as-needed basis, and do not directly increase the amount of a budgetary program's Equipment Replacement charges. The cost of purchasing new (non-replacement) equipment directly increases the Equipment Replacement charge in the year the equipment is acquired. The FY2003-2004 budget includes \$60,000 for purchase of portable generators and associated electrical modifications at two park sites.	17,103	17,991

Department: Public Works
Budget Program: Special District Maintenance

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
El Prado	109-319-20	LIGHT AND POWER	-149	-157	-200	-200	-200	-200
El Prado	109-319-30	MAINTENANCE SERVICES	0	0	-700	-700	-700	-700
Subregion 1	123-323-30	MAINTENANCE SERVICES	0	-3,750	-39,500	-39,500	-24,000	-24,000
Expenditure Subtotals			-149	-3,907	-40,400	-40,400	-24,900	-24,900
	109-347-10	INTEREST EARNINGS	443	292	390	390	200	200
	123-347-10	INTEREST EARNINGS	33,693	27,371	24,200	24,200	16,100	17,900
Other Revenue	123-374-10	DEVELOPER FEES	250,000	0	0	0	0	0
Taxes	109-311-10	PROPERTY TAX	1,112	1,161	1,000	1,000	1,200	1,200
Revenue Subtotals			285,248	28,824	25,590	25,590	17,500	19,300
Net (Uses)/Resources Program Totals			285,099	24,917	-14,810	-14,810	-7,400	-5,600

Department: Public Works

Budget Program: Special District Maintenance

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
<i>El Prado</i>			
109-319-20	LIGHT AND POWER The line item provides for utility expenses.	200	200
109-319-30	MAINTENANCE SERVICES This line item provides for miscellaneous repairs as needed.	700	700
<i>Subregion 1</i>			
123-323-30	MAINTENANCE SERVICES In accordance with the development agreement for Subregion I, the City maintains certain improvements constructed by the developer. The full cost of this maintenance service is provided by a special fund established by the developer. The budget allocations reflect the reduction of maintenance funds available due to declining interest rates.	24,000	24,000

Department: Public Works
Budget Program: Community Development Block Grant

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	110-910-11	SALARY & WAGES - FT	-3,150	-3,558	-8,400	-8,400	-5,940	-5,940
	110-910-19	EMPLOYEE BENEFITS	-410	-1	0	0	0	0
	110-910-35	PROF/TECH SERVICE	-176,785	-234,790	-267,680	-267,680	-285,400	-130,400
	110-910-50	OP SUPP/MINOR EQUIP	-58	-65	-1,300	-1,300	-1,500	-1,000
	110-910-55	LEGAL NOTICE PUB	-120	-178	-500	-500	-1,000	-500
	110-910-82	IMPROV OTH THAN BLDGS	0	0	-828,476	-828,476	-879,613	-57,154
Expenditure Subtotals			-180,523	-238,591	-1,106,356	-1,106,356	-1,173,453	-194,994
From Oth Agen	110-364-10	GRANT INCOME	218,823	277,360	1,146,356	1,146,356	1,207,863	229,404
Revenue Subtotals			218,823	277,360	1,146,356	1,146,356	1,207,863	229,404
To Gen'l Fund	110-391-20	TRANSFERS OUT	-38,300	-39,205	-40,000	-40,000	-34,410	-34,410
Transfers Out Subtotals			-38,300	-39,205	-40,000	-40,000	-34,410	-34,410
Net (Uses)/Resources Program Totals			0	-436	0	0	0	0

Department: Public Works

Budget Program: Community Development Block Grant

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
110-910-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	5,940	5,940
110-910-35	PROFESSIONAL/TECHNICAL SERVICES The FY2003-2004 and FY2004-2005 budgets provide funds for project administration, engineering, design, request for proposal preparation, contract management, and inspection services for projects included in the following project schedules.	285,400	130,400
110-910-50	OPERATING SUPPLIES/MINOR EQUIPMENT This line item provides for blue-print services and miscellaneous supplies.	1,500	1,000
110-910-55	LEGAL NOTICE PUBLICATION The FY2003-2004 and FY2004-2005 budgets include formal bidding notices on projects. This line item provides for the legal notices that are required as part of the bid process.	1,000	500
110-910-82	IMPROVEMENTS OTHER THAN BLDGS This line item provides for construction costs for the FY2003-2004 and FY2004-2005 projects as shown on the following project schedules. The FY2002-2003 year-end estimate is less than budgeted because final approval of federal permits for the Altamira Canyon Storm Drain project was delayed. Construction of this project has been re-budgeted to FY2003-2004.	879,613	57,154
To Gen'l Fund			
110-391-20	TRANSFERS OUT The FY2003-2004 and FY2004-2005 budgets fund approximately 65% of the REACH program. The remaining funds necessary for the REACH program will come from registration fees and general fund contributions.	34,410	34,410

FY2003-2004 Community Development Block Grant Projects

No.	New Projects	<u>Amount</u>
1.	Home Improvement Program Provides grants and/or deferred loans to eligible low and moderate income homeowners for necessary minor home repairs, as well as repairs to correct building and safety code deficiencies.	\$100,000
2.	REACH Recreation program for people with disabilities. This program is administered through the City's Recreation Department.	34,410
3.	CDBG Administration General administration required for the implementation of Community Block Grant Projects.	22,940
4.	Americans with Disabilities Act (ADA) Accessibility Project ADA improvements to various city and park sites, as recommended in the City's ADA Facility Checklist Plan.	72,054
No.	Rebudgeted Projects	
1.	Altamira Canyon Storm Drain This project will provide funding for landslide mitigation, including streambed erosion control and slope stabilization. It includes the extension of an existing underground pipeline in the canyon within the landslide area, installation of concrete to stabilize the streambed above the pipe and construction of rock toe berms to provide protection for canyon banks. The project work will extend approximately 1,780 lineal feet between Upper and Lower Narcissa Drive.	923,459
2.	Americans with Disabilities Act (ADA) Accessibility Project ADA improvements - Design portion of a project.	55,000
 Total		\$1,207,863

FY2003-2004 Community Development Block Grant Projects

	391.20 Transfer Out	.11-.13 Personnel	(.35) Professional/Tech	(.50) Supplies	(.55) Publication	(.82) Construction	Total Cost
NEW PROJECTS							
1. Home Improvement Program		3,500	96,000	500			100,000
2. REACH	34,410						34,410
3. Administration		2,440	20,000	500			22,940
4. ADA Compliance – Citywide Facility Improvements			14,400		500	57,154	72,054
New Projects Subtotal	34,410	5,940	130,400	1,000	500	57,154	229,404
REBUDGETED PROJECTS							
1. Altamira Canyon Storm Drain			100,000	500	500	822,459	923,459
2. ADA Compliance			55,000				55,000
Rebudgeted Projects Subtotal	0	0	155,000	500	500	822,459	978,459
TOTALS	34,410	5,940	285,400	1,500	1,000	879,613	1,207,863

FY2004-2005 Community Development Block Grant Projects

No.	New Projects	<u>Amount</u>
1.	Home Improvement Program Provides grants and/or deferred loans to eligible low and moderate income homeowners for necessary minor home repairs, as well as repairs to correct building and safety code deficiencies.	\$100,000
2.	REACH Recreation program for people with disabilities. This program is administered through the City's Recreation Department.	34,410
3.	CDBG Administration General administration required for the implementation of Community Block Grant Projects.	22,940
4.	Americans with Disabilities Act Accessibility Project ADA improvements to various parks recommended in the City's ADA Facility Checklist Plan.	72,054
No.	Rebudgeted Projects (None)	
	Total	\$229,404

FY2004-2005 Community Development Block Grant Projects

	391.20 Transfer Out	.11-.13 Personnel	(.35) Professional/Tech	(.50) Supplies	(.55) Publication	(.82) Construction	Total Cost
NEW PROJECTS							
1. Home Improvement Program		3,500	96,000	500			100,000
2. REACH	34,410						34,410
3. Administration		2,440	20,000	500			22,940
4. ADA Improvements			14,400		500	57,154	72,054
New Projects Subtotal	34,410	5,940	130,400	1,000	500	57,154	229,404
REBUDGETED PROJECTS							
Rebudgeted Projects Subtotal							
TOTALS	34,410	5,940	130,400	1,000	500	57,154	229,404

Department: Public Works
Budget Program: RDA - Portuguese Bend

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Admin	375-720-35	PROF/TECH SERVICE	-9,114	-3,650	-32,000	-32,000	-7,000	-7,000
Admin	375-720-50	OP SUPP/MINOR EQUIP	0	0	-1,500	-1,500	-1,500	-1,500
Admin	375-720-71	MEETINGS & CONFRNCS	-5,460	0	-3,000	-3,000	0	0
Admin	375-720-72	MEMBERSHIPS & DUES	-6,233	-9,777	-13,310	-13,310	-13,310	-13,310
Attorney	375-722-40	LEGAL SERVICES	0	0	-10,000	-10,000	-2,000	-2,000
Cap Projects	375-725-35	PROF/TECH SERVICE	0	0	-15,000	-15,000	0	0
Cap Projects	375-725-50	OP SUPP/MINOR EQUIP	0	0	-200	-200	0	0
Cap Projects	375-725-82	IMPROV OTH THAN BLDGS	0	0	-40,000	-40,000	0	0
Engineer	375-721-35	PROF/TECH SERVICE	-15,404	-25,978	-45,000	-45,000	0	0
Expenditure Subtotals			-36,211	-39,405	-160,010	-160,010	-23,810	-23,810
	375-347-10	INTEREST EARNINGS	34,194	17,355	5,000	5,000	3,700	1,800
Other Revenue	375-375-10	PVPB, LLC (GPS)	0	0	10,500	10,500	0	0
Revenue Subtotals			34,194	17,355	15,500	15,500	3,700	1,800
To Gen'l fund	375-391-20	TRANSFERS OUT	0	0	0	0	-175,000	0
Transfers Out Subtotals			0	0	0	0	-175,000	0
Net (Uses)/Resources Program Totals			-2,017	-22,050	-144,510	-144,510	-195,110	-22,010

Department: Public Works

Budget Program: RDA - Portuguese Bend

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
Admin			
375-720-35	PROFESSIONAL/TECHNICAL SERVICES Annual auditing services (\$2,000) and contracted geo-technical consultants to assist in project reviews initiated by the City or RDA, which are not funded by developers via trust deposits (\$5,000).	7,000	7,000
375-720-50	OPERATING SUPPLIES/MINOR EQUIPMENT Blueprint services for various projects within the Portuguese Bend area.	1,500	1,500
375-720-72	MEMBERSHIPS & DUES This line item provides for the following annual assessments or membership dues: Abalone Cove Landslide Abatement District \$5,560 Klondike Canyon Landslide Abatement District \$6,100 California Redevelopment Association \$1,500 Portuguese Bend Community Association \$150	13,310	13,310
Attorney			
375-722-40	LEGAL SERVICES This line item provides for legal services for the RDA. Actual expenditures will vary depending on project activity.	2,000	2,000
To Gen'l fund			
375-391-20	TRANSFERS OUT This is a one-time operating transfer to return accumulated reserves back to the General fund.	175,000	0

Department: Public Works

Budget Program: Improv Authority - Portuguese Bend

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	885-885-20	LIGHT AND POWER	-5,136	-4,144	-9,600	-9,600	-5,000	-5,000
	885-885-30	MAINTENANCE SERVICES	-24,995	-43,555	-82,500	-82,500	-62,500	-62,500
	885-885-35	PROF/TECH SERVICE	-1,000	-1,025	-7,000	-7,000	-24,000	-24,000
Expenditure Subtotals			-31,132	-48,724	-99,100	-99,100	-91,500	-91,500
	885-347-10	INTEREST EARNINGS	6,081	5,586	6,000	6,000	2,800	2,400
Revenue Subtotals			6,081	5,586	6,000	6,000	2,800	2,400
Fr Gen'l Fund	885-391-10	TRANSFERS IN	95,000	95,000	95,000	95,000	91,500	91,500
Transfers In Subtotals			95,000	95,000	95,000	95,000	91,500	91,500
To Gen'l fund	885-391-20	TRANSFERS OUT	0	0	0	0	-75,000	0
Transfers Out Subtotals			0	0	0	0	-75,000	0
Net (Uses)/Resources Program Totals			69,949	51,862	1,900	1,900	-72,200	2,400

Department: Public Works

Budget Program: Improv Authority - Portuguese Bend

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
885-885-20	LIGHT AND POWER This budget allocation provides for power to de-watering wells in the Portuguese Bend Landslide area.	5,000	5,000
885-885-30	MAINTENANCE SERVICES 1. Contract services to regularly monitor de-watering wells in the Portuguese Bend Landslide area (\$2,500). 2. Contract services for de-watering well maintenance and/or repair (\$40,000). 3. Contract services for storm/well water drainage facility maintenance, erosion control, and debris/retention basin cleaning and maintenance activities (\$20,000).	62,500	62,500
885-885-35	PROFESSIONAL/TECHNICAL SERVICES This budget allocation provides for supervision and inspection of the general operation and maintenance of de-watering wells and drainage facilities, as well as annual auditing services.	24,000	24,000
To Gen'l fund			
885-391-20	TRANSFERS OUT This is a one-time operating transfer to return accumulated reserves back to the General fund.	75,000	0

Department: Public Works

Budget Program: Improv Authority - Abalone Cove

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	895-895-20	LIGHT AND POWER	-6,243	-14,219	-12,000	-12,000	-12,000	-12,000
	895-895-30	MAINTENANCE SERVICES	-62,610	-65,423	-84,500	-84,500	-78,500	-78,500
	895-895-35	PROF/TECH SERVICE	-1,000	-1,025	-13,200	-13,200	-17,200	-11,200
Expenditure Subtotals			-69,853	-80,667	-109,700	-109,700	-107,700	-101,700
	895-347-10	INTEREST EARNINGS	90,894	53,563	41,000	41,000	26,400	28,000
Revenue Subtotals			90,894	53,563	41,000	41,000	26,400	28,000
Net (Uses)/Resources Program Totals			21,041	-27,104	-68,700	-68,700	-81,300	-73,700

Department: Public Works

Budget Program: Improv Authority - Abalone Cove

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
895-895-20	LIGHT AND POWER This line item provides for electric power for seven agency de-watering wells.	12,000	12,000
895-895-30	MAINTENANCE SERVICES As the de-watering wells age, repairs to the equipment will likely increase. This budget allocation provides for the following services: 1. Contract services to regularly monitor de-watering wells in the Abalone Cove Landslide area (\$2,500). 2. Contract services for de-watering well pump and discharge line repairs. Services also include operation monitoring and abatement facility repair inspection (\$12,000). 3. Repair existing de-watering well drainage lines (\$10,000). 4. The RDA funds a portion of the Abalone Cove Landslide Abatement District (ACLAD) (\$54,000).	78,500	78,500
895-895-35	PROFESSIONAL/TECHNICAL SERVICES This budget allocation provides for maintenance administration, geologic assistance, and annual auditing services.	17,200	11,200



INFRASTRUCTURE IMPROVEMENTS

The Public Works department manages improvements to the City's infrastructure. Activities within this function include:

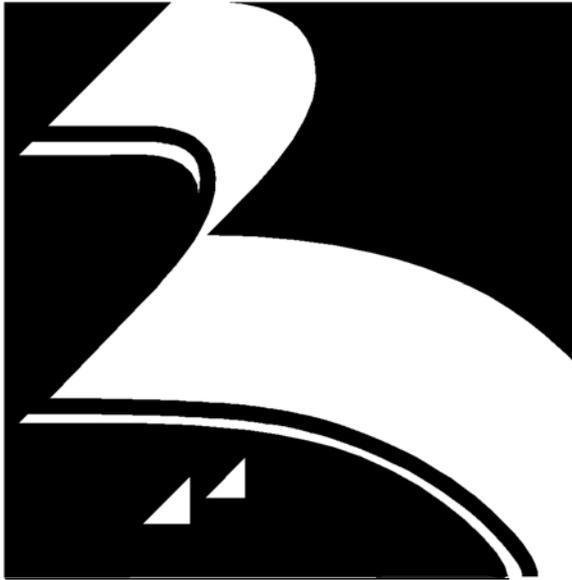
- Infrastructure Improvements Administration (330-930);
- Street Improvements (330-931, 342-942);
- Storm Drain Improvements (330-932);
- Parks, Trails & Open Space Improvements (001-341, 330-933, 334-934, 339-939); and
- Building Replacement/Improvements (786-386).

Maintenance activities are not included within this function and are presented in other budgetary programs. A variety of funding sources supports this function and include federal, state, and local grant monies, Proposition C and Proposition A funds, Measure A funds, recycling funds, developer fees, and General fund contributions.

The FY2003-2004 and FY2004-2005 budgets include the following projects:

- Bus Shelter Improvements (funded with Proposition A funds);
- Miscellaneous Storm Drain Improvements (funded with a General fund contribution);
- Installation of Tot and Adult Swing-Sets at Hesse Park (funded with Quimby developer fees);
- Other Miscellaneous Parks, Trails & Open Space Improvements (funded with General fund monies); and
- A Contribution to an Open Space Acquisition (funded with Proposition 12 and Proposition 40 bond funds).





Department: Infrastructure Improvements

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Infrastructure Improvements Administration</i>						
Expenditure Subtotals	-79,759	-114,859	-132,140	-132,140	-142,449	-152,837
Revenue Subtotals	393,994	220,851	12,600	12,600	5,700	6,600
Transfers In Subtotals	0	0	0	0	142,449	152,837
Program Net (Uses)/Resources Totals	314,235	105,992	-119,540	-119,540	5,700	6,600
<i>Street Improvements</i>						
Expenditure Subtotals	-370,279	-243,441	-655,518	-655,518	-12,500	-13,000
Revenue Subtotals	232,410	124,537	28,000	28,000	12,400	14,200
Transfers In Subtotals	139,835	644,387	116,000	497,900	12,500	13,000
Transfers Out Subtotals	-1,959	-38,874	-16,000	-25,483	0	0
Program Net (Uses)/Resources Totals	7	486,609	-527,518	-155,101	12,400	14,200
<i>Storm Drain Improvements</i>						
Expenditure Subtotals	-1,491,745	-3,435,033	-2,109,440	-2,109,440	-75,000	-75,000
Transfers In Subtotals	2,259,415	1,669,741	1,132,577	1,132,577	75,000	75,000
Program Net (Uses)/Resources Totals	767,670	-1,765,292	-976,863	-976,863	0	0
<i>Parks, Trails & Open Space Improvements</i>						
Expenditure Subtotals	-147,966	-3,985,016	-4,877,785	-4,877,785	-1,050,000	-12,500
Revenue Subtotals	114,731	4,009,176	167,000	190,242	1,250,150	212,830
Transfers In Subtotals	113,575	168,798	107,330	3,900,983	165,913	0
Transfers Out Subtotals	-43,316	-77,996	0	-3,841,283	-155,913	0
Program Net (Uses)/Resources Totals	37,024	114,962	-4,603,455	-4,627,843	210,150	200,330
<i>Building Replacement/Improvements</i>						
Expenditure Subtotals	-44,594	0	-232,420	-232,420	-180,375	-25,000
Revenue Subtotals	58,762	49,737	40,000	40,000	27,700	29,500
Transfers In Subtotals	152,000	500,000	105,000	105,000	0	0
Program Net (Uses)/Resources Totals	166,168	549,737	-87,420	-87,420	-152,675	4,500
Totals Infrastructure Improvements	1,285,104	-507,992	-6,314,796	-5,966,767	75,575	225,630

Department: Infrastructure Improvements
Budget Program: Infrastructure Improvements Administration

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	330-930-11	SALARY & WAGES - FT	-35,240	-24,228	-65,860	-65,860	-86,676	-90,056
	330-930-13	SALARY & WAGES - OT	0	0	-250	-250	-2,693	-2,798
	330-930-19	EMPLOYEE BENEFITS	-5,910	-12,925	-12,030	-12,030	-21,580	-28,483
	330-930-30	MAINTENANCE SERVICES	-942	-4,828	0	0	0	0
	330-930-35	PROF/TECH SERVICE	-28,180	-66,135	-50,000	-50,000	-25,000	-25,000
	330-930-50	OP SUPP/MINOR EQUIP	-2,910	-1,912	-1,500	-1,500	-2,000	-2,000
	330-930-54	PRINTING & BINDING	-3,368	0	0	0	-3,500	-3,500
	330-930-55	LEGAL NOTICE PUB	-3,209	-4,831	-2,500	-2,500	-1,000	-1,000
Expenditure Subtotals			-79,759	-114,859	-132,140	-132,140	-142,449	-152,837
	330-347-10	INTEREST EARNINGS	393,994	220,851	12,600	12,600	5,700	6,600
Revenue Subtotals			393,994	220,851	12,600	12,600	5,700	6,600
Fr Gen'l fund	330-391-10	TRANSFERS IN	0	0	0	0	142,449	152,837
Transfers In Subtotals			0	0	0	0	142,449	152,837
Net (Uses)/Resources Program Totals			314,235	105,992	-119,540	-119,540	5,700	6,600

Department: Infrastructure Improvements

Budget Program: Infrastructure Improvements Administration

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
330-930-11	SALARY & WAGES - FT Salaries and wages paid to full-time City employees allocated to this program.	86,676	90,056
330-930-13	SALARY & WAGES - OT Salaries and wages paid for overtime worked by non-exempt City employees allocated to this program.	2,693	2,798
330-930-19	EMPLOYEE BENEFITS The costs of all employee insurance and other benefits are allocated to this program via the employee benefits charge.	21,580	28,483
330-930-35	PROFESSIONAL/TECHNICAL SERVICES Engineering services for small-scale projects or projects where services are urgently needed (referred to as "On-Call" services).	25,000	25,000
330-930-50	OPERATING SUPPLIES/MINOR EQUIPMENT Provides for blue-print services and miscellaneous supplies.	2,000	2,000
330-930-54	PRINTING & BINDING Printing and binding of bid documents.	3,500	3,500
330-930-55	LEGAL NOTICE PUBLICATION This line item provides funds for legal notice publication as required by the Public Bidding Process and to notify affected property owners.	1,000	1,000

Department: Infrastructure Improvements
Budget Program: Street Improvements

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
25th St Setlmnt	330-931-35	PROF/TECH SERVICE	-28,335	-22,695	-24,000	-24,000	0	0
25th St Setlmnt	330-931-82	IMPROV OTH THAN BLDGS	0	0	-367,900	-367,900	0	0
Bus Shelters	330-931-82	IMPROV OTH THAN BLDGS	0	-13,480	-12,000	-12,000	-12,500	-13,000
Medians	330-931-35	PROF/TECH SERVICE	-18,174	0	0	0	0	0
Penin Bkwy	330-931-35	PROF/TECH SERVICE	-15,865	-924	0	0	0	0
Penin Bkwy	330-931-82	IMPROV OTH THAN BLDGS	0	-55,000	0	0	0	0
Rdwy Beaut	342-942-35	PROF/TECH SERVICE	0	-3,790	-15,000	-15,000	0	0
Rdwy Beaut	342-942-82	IMPROV OTH THAN BLDGS	0	0	-85,000	-85,000	0	0
Scenic T/O	330-931-35	PROF/TECH SERVICE	-74,815	0	0	0	0	0
Scenic T/O	330-931-82	IMPROV OTH THAN BLDGS	-185,570	0	0	0	0	0
Sidewalks	330-931-35	PROF/TECH SERVICE	0	-7,601	0	0	0	0
Traffic Signal	330-931-35	PROF/TECH SERVICE	-38,848	-24,241	-41,618	-41,618	0	0
Traffic Signal	330-931-82	IMPROV OTH THAN BLDGS	-8,672	-115,710	-110,000	-110,000	0	0
Expenditure Subtotals			-370,279	-243,441	-655,518	-655,518	-12,500	-13,000
	340-347-10	INTEREST EARNINGS	8	1,594	0	0	0	0
	341-347-10	INTEREST EARNINGS	0	3,409	6,000	6,000	4,300	4,900
	342-347-10	INTEREST EARNINGS	0	2,994	6,000	6,000	8,100	9,300
From Oth Agen	330-364-10	GRANT INCOME	216,538	-32,694	0	0	0	0
From Oth Agen	330-364-10	GRANT INCOME	13,905	19,744	0	0	0	0
From Oth Agen	340-364-10	PENIN BKWY GRANT INCOM	1,959	37,272	16,000	16,000	0	0
Other Revenue	330-374-10	TRAF SIG DEVELOPER FEES	0	80,000	0	0	0	0
Other Revenue	330-375-10	TRAF SIG MISC REVENUES	0	12,218	0	0	0	0
Revenue Subtotals			232,410	124,537	28,000	28,000	12,400	14,200
Fr Gen'l Fund	341-391-10	TRANSFERS IN	0	225,000	0	0	0	0
Fr Gen'l Fund	342-391-10	TRANSFERS IN	0	200,000	0	0	0	0
Fr Prop A	330-391-10	TRANSFERS IN	0	0	0	0	12,500	13,000
Fr Recycling	342-391-10	TRANSFERS IN	0	100,000	100,000	100,000	0	0
Fr St Improv	102-391-10	TRANSFERS IN	0	9,000	6,000	6,000	0	0

Department: Infrastructure Improvements

Budget Program: Street Improvements

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Fr St Improv	330-391-10	TRANSFERS IN	139,835	110,387	10,000	391,900	0	0
Transfers In Subtotals			139,835	644,387	116,000	497,900	12,500	13,000
To Street Imprv	340-391-20	TRANSFERS OUT	-1,959	-32,358	0	0	0	0
To Street Maint	340-391-20	TRANSFERS OUT	0	-6,516	-16,000	-25,483	0	0
Transfers Out Subtotals			-1,959	-38,874	-16,000	-25,483	0	0
Net (Uses)/Resources Program Totals			7	486,609	-527,518	-155,101	12,400	14,200

Department: Infrastructure Improvements

Budget Program: Street Improvements

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
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Bus Shelters

330-931-82	IMPROVEMENTS OTHER THAN BLDGS This line item provides funds for improvements to bus shelters, including replacement following major damage. The City attempts to recover repair costs associated with traffic accidents from the parties that cause the damage.	12,500	13,000
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Department: Infrastructure Improvements
Budget Program: Storm Drain Improvements

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Bronco Drain	330-932-35	PROF/TECH SERVICE	-80,914	-78	0	0	0	0
Bronco Drain	330-932-82	IMPROV OTH THAN BLDGS	-996,000	-48,970	0	0	0	0
CPH Slant	330-932-82	IMPROV OTH THAN BLDGS	-261,112	0	0	0	0	0
Misc Drainage	330-932-35	PROF/TECH SERVICE	0	0	0	0	-18,750	-18,750
Misc Drainage	330-932-82	IMPROV OTH THAN BLDGS	0	0	0	0	-56,250	-56,250
PVDE Envrn	330-932-35	PROF/TECH SERVICE	0	0	-50,000	-50,000	0	0
PVDE Study	330-932-35	PROF/TECH SERVICE	-40,841	0	0	0	0	0
PVDS Pipe	330-932-35	PROF/TECH SERVICE	0	-56,756	0	0	0	0
PVDS Pipe	330-932-82	IMPROV OTH THAN BLDGS	0	-77,533	0	0	0	0
PVE Drain	330-932-35	PROF/TECH SERVICE	-1,450	0	-65,000	-65,000	0	0
PVE Drain	330-932-82	IMPROV OTH THAN BLDGS	0	-362,418	-306,132	-306,132	0	0
PVIC Drain	330-932-35	PROF/TECH SERVICE	0	-10,791	-10,000	-10,000	0	0
PVIC Drain	330-932-82	IMPROV OTH THAN BLDGS	0	0	-186,209	-186,209	0	0
San Ramon	330-932-35	PROF/TECH SERVICE	-83,479	-821,000	-276,045	-276,045	0	0
San Ramon	330-932-82	IMPROV OTH THAN BLDGS	0	-1,857,935	-1,076,542	-1,076,542	0	0
Sunnyside	330-932-35	PROF/TECH SERVICE	-9,055	-177,532	-122,337	-122,337	0	0
Sunnyside	330-932-82	IMPROV OTH THAN BLDGS	-18,894	0	0	0	0	0
Tarapaca	330-932-35	PROF/TECH SERVICE	0	-22,020	-17,175	-17,175	0	0
Expenditure Subtotals			-1,491,745	-3,435,033	-2,109,440	-2,109,440	-75,000	-75,000
Fr Gen'l Fund	330-391-10	TRANSFERS IN	2,259,415	1,669,741	1,132,577	1,132,577	75,000	75,000
Transfers In Subtotals			2,259,415	1,669,741	1,132,577	1,132,577	75,000	75,000
Net (Uses)/Resources Program Totals			767,670	-1,765,292	-976,863	-976,863	0	0

Department: Infrastructure Improvements

Budget Program: Storm Drain Improvements

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
Misc Drainage			
330-932-35	PROFESSIONAL/TECHNICAL SERVICES This budget provides for engineering and inspection services required for Miscellaneous Storm Drain Improvements.	18,750	18,750
330-932-82	IMPROVEMENTS OTHER THAN BLDGS This budget provides for construction services required for Miscellaneous Storm Drain Improvements.	56,250	56,250

Department: Infrastructure Improvements

Budget Program: Parks, Trails & Open Space Improvements

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Ab Cove Bch	330-933-35	PROF/TECH SERVICE	-43,316	-8,205	-21,795	-21,795	0	0
Ab Cove Bch	330-933-82	IMPROV OTH THAN BLDGS	0	0	-392,885	-392,885	0	0
Forrestal	330-933-35	PROF/TECH SERVICE	-4,331	-11,572	-88,428	-88,428	0	0
Forrestal	330-933-82	IMPROV OTH THAN BLDGS	0	0	-250,000	-250,000	0	0
Girls Softball	330-933-35	PROF/TECH SERVICE	0	-13,536	0	0	0	0
Measure A	339-939-35	PROF/TECH SERVICE	-5,343	-4,901	0	0	0	0
Measure A	339-939-82	IMPROV OTH THAN BLDGS	0	-3,887,154	0	0	0	0
Mini Projects	001-341-30	MAINTENANCE SERVICES	0	0	-50,000	-50,000	0	0
Misc Mini Proj	001-341-35	PROF/TECH SERVICE	0	0	0	0	-2,500	-2,500
Misc Mini Proj	001-341-82	IMPROV OTH THAN BLDGS	0	0	0	0	-10,000	-10,000
Open Space	330-933-80	LAND ACQUISITION	0	0	0	0	-1,000,000	0
PVIC Expan	330-933-35	PROF/TECH SERVICE	-54,936	0	-170,000	-170,000	0	0
PVIC Expan	330-933-82	IMPROV OTH THAN BLDGS	-8,000	0	-3,018,175	-3,018,175	0	0
Quimby	334-934-11	SALARY & WAGES - FT	0	0	0	0	0	0
Quimby	334-934-35	PROF/TECH SERVICE	-1,275	-203	-14,500	-14,500	-7,500	0
Quimby	334-934-50	OP SUPP/MINOR EQUIP	0	-117	-500	-500	0	0
Quimby	334-934-55	LEGAL NOTICE PUB	0	-798	-500	-500	0	0
Quimby	334-934-82	IMPROV OTH THAN BLDGS	-27,772	0	-298,655	-298,655	-30,000	0
Ryan Pk Pkng	330-933-35	PROF/TECH SERVICE	0	-8,282	-6,718	-6,718	0	0
Ryan Pk Pkng	330-933-82	IMPROV OTH THAN BLDGS	0	0	-12,370	-12,370	0	0
Soil Remediate	330-933-35	PROF/TECH SERVICE	0	-26,084	-43,908	-43,908	0	0
Soil Remediate	330-933-82	IMPROV OTH THAN BLDGS	-2,992	-24,164	-509,351	-509,351	0	0
Expenditure Subtotals			-147,966	-3,985,016	-4,877,785	-4,877,785	-1,050,000	-12,500
	334-347-10	INTEREST EARNINGS	25,655	15,225	4,900	4,900	630	830
	338-347-10	INTEREST EARNINGS	35,333	21,400	10,100	10,100	3,800	8,800
From Oth Agen	330-364-10	GRANT INCOME	0	20,239	0	0	0	0
From Oth Agen	330-364-10	GRANT INCOME	0	0	0	0	844,087	0
From Oth Agen	334-364-10	QUIMBY GRANT INCOME	0	0	50,000	50,000	0	0

Department: Infrastructure Improvements
Budget Program: Parks, Trails & Open Space Improvements

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
From Oth Agen	339-364-10	MEASURE A GRANT INCOME	21,599	3,900,681	0	0	155,913	0
Other Revenue	334-374-10	QUIMBY DEVELOPER FEES	18,244	23,230	17,000	17,000	24,000	24,000
Other Revenue	338-374-10	EET DEVELOPER FEES	13,899	28,401	85,000	108,242	221,720	179,200
Revenue Subtotals			114,731	4,009,176	167,000	190,242	1,250,150	212,830
Fr Gen'l Fund	339-391-10	TRANSFERS IN	0	60,512	0	0	0	0
Fr Meas A Cap	330-391-10	TRANSFERS IN	0	0	0	0	155,913	0
Fr Pks Improv	330-391-10	TRANSFERS IN	113,575	91,843	47,630	3,841,283	0	0
Fr Pks Improv	334-391-10	TRANSFERS IN	0	16,443	59,700	59,700	0	0
Fr Waste Redu	001-391-10	TRANSFERS IN	0	0	0	0	10,000	0
Transfers In Subtotals			113,575	168,798	107,330	3,900,983	165,913	0
To Pks Improv	334-391-20	TRANSFERS OUT	0	0	0	-282,900	0	0
To Pks Improv	338-391-20	TRANSFERS OUT	0	-4,976	0	-701,724	0	0
To Pks Improv	339-391-20	TRANSFERS OUT	-43,316	-8,205	0	-2,856,659	-155,913	0
To Pks Maint	334-391-20	TRANSFERS OUT	0	-9,465	0	0	0	0
To Pks Maint	339-391-20	TRANSFERS OUT	0	-55,350	0	0	0	0
Transfers Out Subtotals			-43,316	-77,996	0	-3,841,283	-155,913	0
Net (Uses)/Resources Program Totals			37,024	114,962	-4,603,455	-4,627,843	210,150	200,330

Department: Infrastructure Improvements

Budget Program: Parks, Trails & Open Space Improvements

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
Misc Mini Proj			
001-341-35	PROFESSIONAL/TECHNICAL SERVICES Assistance in developing requests for proposals, preparing contract documents, and monitoring and inspecting improvement projects. The amount budgeted is a factor (25%) of construction costs.	2,500	2,500
001-341-82	IMPROVEMENTS OTHER THAN BLDGS This budget provides for construction costs of miscellaneous as-needed Parks, Trails, and Open Space Improvements.	10,000	10,000
Open Space			
330-933-80	LAND ACQUISITION This budget allocation provides for contribution to a City open space acquisition during FY2003-2004 funded with Proposition 12, Proposition 40 and Measure A funds.	1,000,000	0
Quimby			
334-934-35	PROFESSIONAL/TECHNICAL SERVICES Assistance in developing requests for proposals, preparing contract documents, and monitoring and inspecting improvement projects. The amount budgeted is a factor (25%) of construction costs.	7,500	0
334-934-82	IMPROVEMENTS OTHER THAN BLDGS Install tot and adult swing-sets at Hesse Park.	30,000	0
To Pks Improv			
339-391-20	TRANSFERS OUT Transfer Measure A Capital grant income to Parks, Trails & Open Space Improvements expended within the CIP fund for contribution to an open space acquisition.	155,913	0



Department: Infrastructure Improvements

Budget Program: Building Replacement/Improvements

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
Improvements	786-386-35	PROF/TECH SERVICE	-44,594	0	-85,405	-85,405	-22,000	-5,000
Improvements	786-386-82	IMPROV OTH THAN BLDGS	0	0	-147,015	-147,015	-158,375	-20,000
Expenditure Subtotals			-44,594	0	-232,420	-232,420	-180,375	-25,000
	786-347-10	INTEREST EARNINGS	58,762	49,737	40,000	40,000	27,700	29,500
Revenue Subtotals			58,762	49,737	40,000	40,000	27,700	29,500
Fr Gen'l fund	786-391-10	TRANSFERS IN	152,000	500,000	105,000	105,000	0	0
Transfers In Subtotals			152,000	500,000	105,000	105,000	0	0
Net (Uses)/Resources Program Totals			166,168	549,737	-87,420	-87,420	-152,675	4,500

Department: Infrastructure Improvements

Budget Program: Building Replacement/Improvements

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
Improvements			
786-386-35	PROFESSIONAL/TECHNICAL SERVICES To pay for engineering and inspection costs associated with building improvements charged to this program.	22,000	5,000
786-386-82	IMPROVEMENTS OTHER THAN BLDGS This budget provides for the following one-time projects: Public Works ·Replace building siding at Eastview Park (FY2003-2004 \$10,000). ·Replace roof at Civic Center (FY2003-2004 \$54,500). ·Ceiling Improvements at Hesse Park (FY2003-2004 \$13,875). ·Replace roof at Ryan Park (FY2004-2005 \$20,000). Information Technology ·Install dedicated circuits for IT equipment throughout City Hall (FY2003-2004 \$75,000).	158,375	20,000



EQUIPMENT REPLACEMENT

The City's Equipment Replacement Fund was established in 1990 and is designed to collect the costs of operating, maintaining and replacing vehicles, computer equipment, office furniture and equipment, photocopiers and telecommunications equipment throughout the City. The fund allows for the gradual accumulation of monies for equipment replacement, rather than a sudden expense in the year equipment is replaced.

EQUIPMENT REPLACEMENT – VEHICLES (781-381)

The Vehicles program accounts for the cost of maintaining, purchasing, and amortizing the City's fleet of vehicles. Revenues within this program represent the combined total of each department's share of these costs.

EQUIPMENT REPLACEMENT – COMPUTER EQUIPMENT (781-382)

The Computer Equipment program accounts for the cost of maintaining, purchasing, and amortizing the City's computer equipment, including desktop computers, network server, printers, and software. Revenues within this program represent the combined total of each department's share of these costs.

EQUIPMENT REPLACEMENT – FURNITURE & EQUIPMENT (781-383)

The Furniture and Equipment program accounts for the cost of maintaining, purchasing, and amortizing the City's furniture and equipment, including photocopiers, other office equipment, and the City's generator. Revenues within this program represent the combined total of each department's share of these costs.



Department: Equipment Replacement

	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
<i>Equipment Replacement - Vehicles</i>						
Expenditure Subtotals	-14,074	-31,266	-41,200	-41,200	-121,754	-90,254
Revenue Subtotals	71,025	60,407	50,185	50,185	55,834	69,814
Program Net (Uses)/Resources Totals	56,951	29,142	8,985	8,985	-65,920	-20,440
<i>Equipment Replacement - Computers</i>						
Expenditure Subtotals	-112,178	-210,841	-680,889	-680,889	-197,116	-369,296
Revenue Subtotals	319,072	249,227	310,661	310,661	224,206	240,466
Transfers In Subtotals	0	82,600	38,100	38,100	0	0
Program Net (Uses)/Resources Totals	206,894	120,986	-332,128	-332,128	27,090	-128,830
<i>Equipment Replacement - Furn & Equip</i>						
Expenditure Subtotals	-101,396	-93,185	-447,222	-447,222	-251,057	-146,229
Revenue Subtotals	209,669	175,661	175,274	175,274	199,580	200,592
Program Net (Uses)/Resources Totals	108,273	82,476	-271,948	-271,948	-51,477	54,363
Totals Equipment Replacement	372,118	232,604	-595,091	-595,091	-90,307	-94,907

Department: Equipment Replacement
Budget Program: Equipment Replacement - Vehicles

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	781-381-30	MAINTENANCE SERVICES	-8,849	-22,795	-25,000	-25,000	-26,000	-27,000
	781-381-79	DEPRECIATION	-5,225	-8,780	-16,200	-16,200	-20,754	-33,254
	781-381-84	VEHICLES	0	310	0	0	-75,000	-30,000
Expenditure Subtotals			-14,074	-31,266	-41,200	-41,200	-121,754	-90,254
	781-347-10	INTEREST EARNINGS	12,823	18,197	8,985	8,985	8,580	9,060
Chg for Svcs	781-359-11	INTERFUND CHG VEHICLE	58,202	42,210	41,200	41,200	47,254	60,754
Revenue Subtotals			71,025	60,407	50,185	50,185	55,834	69,814
Net (Uses)/Resources Program Totals			56,951	29,142	8,985	8,985	-65,920	-20,440

Department: Equipment Replacement

Budget Program: Equipment Replacement - Vehicles

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
781-381-30	MAINTENANCE SERVICES This line item represents the cost of vehicle repairs and fuel for all City vehicles.	26,000	27,000
781-381-79	DEPRECIATION This line item represents the annual depreciation of City vehicles. The increase from prior years is a result of replacing the two fully depreciated passenger vans during FY2003-2004 and the fully depreciated Ford Taurus during FY2004-2005.	20,754	33,254
781-381-84	VEHICLES The City owns two fully depreciated passenger vans. The vans are 15 years old and in need of replacement. The FY2003-2004 budget provides for their replacement. The City also owns a fully depreciated 1995 Ford Taurus. The FY2004-2005 budget provides for replacement of this vehicle.	75,000	30,000

Department: Equipment Replacement
Budget Program: Equipment Replacement - Computers

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	781-382-50	OP SUPP/MINOR EQUIP	0	0	0	0	-47,500	-40,975
	781-382-79	DEPRECIATION	-112,178	-28,758	-239,700	-239,700	-100,616	-131,071
	781-382-86	COMP/VOICE EQUIP - CAP	0	-182,083	-441,189	-441,189	-49,000	-197,250
Expenditure Subtotals			-112,178	-210,841	-680,889	-680,889	-197,116	-369,296
	781-347-10	INTEREST EARNINGS	42,373	22,963	22,861	22,861	10,560	11,140
Chg for Svcs	781-359-12	INTERFUND CHG CMPTR	276,699	226,264	287,800	287,800	213,646	229,326
Revenue Subtotals			319,072	249,227	310,661	310,661	224,206	240,466
	781-391-10	TRANSFERS IN	0	82,600	38,100	38,100	0	0
Transfers In Subtotals			0	82,600	38,100	38,100	0	0
Net (Uses)/Resources Program Totals			206,894	120,986	-332,128	-332,128	27,090	-128,830

Department: Equipment Replacement

Budget Program: Equipment Replacement - Computers

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
781-382-50	OPERATING SUPPLIES/MINOR EQUIPMENT This item provides for the cost of purchasing minor replacement computer equipment. These expenditures were previously accounted for in the capitalized .86 Computer Equipment account. However, many expenditures for replacement equipment such as keyboards, cords, and printers now fall below the City's \$5,000 threshold for capitalization adopted in FY2001-2002.	47,500	40,975
781-382-79	DEPRECIATION Depreciation of computer equipment and software.	100,616	131,071
781-382-86	COMPUTER AND VOICE EQUIPMENT - CAPITALIZED A schedule of new and replacement computer equipment is presented on the following page.	49,000	197,250

Equipment Replacement Fund - IT Equipment		
	Adopted	Proposed
	FY 03-04	FY 04-05
Network Equipment		
Replace fiber channel hard drive subsystem connected to the promary server	\$5,000	
Replace AS400 server for accounting system		\$25,000
Replace mail server	\$12,000	
Replace printer server	\$7,000	
Replace primary server		\$35,000
Replace Tidemark server	\$25,000	
Network Equipment & Software subtotal	\$49,000	\$60,000
Workstation Equipment & Software		
Replace workstations		\$96,000
Office upgrade		\$22,500
Windows OS		\$18,750
Workstation Equipment & Software subtotal	\$0	\$137,250
Total	\$49,000	\$197,250



Department: Equipment Replacement
Budget Program: Equipment Replacement - Furn & Equip

Sub-Program	Account #	Account Description	FY00-01 Actual	FY01-02 Actual	FY02-03 Budget	FY02-03 Estimate	FY03-04 Adopted	FY04-05 Proposed
	781-383-30	MAINTENANCE SERVICES	-23,070	-16,735	-25,150	-25,150	-24,770	-25,510
	781-383-50	OP SUPP/MINOR EQUIP	-12,100	-10,728	-14,570	-14,570	-23,110	-28,950
	781-383-53	POSTAGE	-27,232	-22,947	-31,210	-31,210	-32,150	-35,690
	781-383-79	DEPRECIATION	-38,994	-21,339	-71,900	-71,900	-49,927	-56,079
	781-383-85	FURNITURE AND EQUIP	0	-21,435	-304,392	-304,392	-121,100	0
Expenditure Subtotals			-101,396	-93,185	-447,222	-447,222	-251,057	-146,229
	781-347-10	INTEREST EARNINGS	56,264	29,956	19,154	19,154	13,860	14,600
Chg for Svcs	781-359-13	INTERFUND CHG EQUIP	153,405	145,705	156,120	156,120	185,720	185,992
Revenue Subtotals			209,669	175,661	175,274	175,274	199,580	200,592
Net (Uses)/Resources Program Totals			108,273	82,476	-271,948	-271,948	-51,477	54,363

Department: Equipment Replacement

Budget Program: Equipment Replacement - Furn & Equip

Account #	Account Description	FY03-04 Adopted	FY04-05 Proposed
781-383-30	MAINTENANCE SERVICES This item provides for maintenance of office equipment (i.e. copiers, postage machine, etc.). The cost of copier maintenance substantially increased during FY2002-2003 as a result of implementing several annual support agreements for several copiers at City Hall.	24,770	25,510
781-383-50	OPERATING SUPPLIES/MINOR EQUIPMENT Supplies such as paper, toner, and ink cartridges are purchased with this account.	23,110	28,950
781-383-53	POSTAGE The proposed budget provides for an 8% postal rate increase in 2004, as well as a 3% volume increase each year.	32,150	35,690
781-383-79	DEPRECIATION This line item represents the annual depreciation expense of office furniture and equipment.	49,927	56,079
781-383-85	FURNITURE AND EQUIPMENT The FY2003-2004 budget provides for purchase of furniture and equipment necessary for the PVIC grand re-opening (\$105,100) and purchase of an upgraded copier for the Public Works Department (\$16,000).	121,100	0

