

# ADOPTED OPERATING & CAPITAL IMPROVEMENT BUDGET



Fiscal Year 2011-2012

City of the  
*Arts*



  
Costa Mesa  
CALIFORNIA



## Outdoor Sculpture

Costa Mesa is home to the California Scenario, a unique sculpture garden by the legendary Isamu Noguchi. The area also hosts special art exhibits, such as the magnificent works of artist Mark di Suvero, and features a striking variety of public art by other prominent artists, including Joan Miro, Jean Dubuffet and Henry Moore.

**CITY OF COSTA MESA, CALIFORNIA**  
**ADOPTED OPERATING AND**  
**CAPITAL IMPROVEMENT BUDGET**  
**FISCAL YEAR 2011-2012**

**CITY COUNCIL**

**Gary C. Monahan**  
Mayor

**James M. Righeimer**  
Mayor Pro Tem

**Eric R. Bever**  
Council Member

**Wendy B. Leece**  
Council Member

**Stephen M. Mensinger**  
Council Member

**Thomas R. Hatch**  
Chief Executive Officer

Prepared by the Finance Department

**Bobby R. Young**  
Budget & Research Officer



# City Council



James M. Righeimer  
Mayor Pro Tem



Eric R. Bever  
Council Member



Gary C. Monahan  
Mayor



Wendy B. Leece  
Council Member



Stephen M. Mensinger  
Council Member

**California Society of  
Municipal Finance Officers**

*Certificate of Award*

***Excellence in Operating Budget  
Fiscal Year 2010-2011***

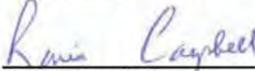
*Presented to the*

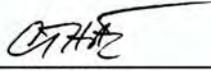
***City of Costa Mesa***

For meeting the criteria established to achieve the Excellence Award in the Operating Budget.

***February 24, 2011***



  
\_\_\_\_\_  
**Ronnie Campbell**  
*CSMFO President*

  
\_\_\_\_\_  
**Chu Thai, Chair**  
*Professional Standards and  
Recognition Committee*

***Dedicated Excellence in Municipal Financial Reporting***



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Costa Mesa  
California**

For the Fiscal Year Beginning

**July 1, 2010**



President

Executive Director



**TABLE OF CONTENTS**

	<u>PAGE</u>
<b>City Manager’s Budget Message</b> .....	1
<b>Adopted Operating &amp; Capital Budget Overview</b> .....	9
 <b>General Information</b>	
Listing of Public Officials .....	17
City of Costa Mesa Organizational Chart .....	19
Resolution #11-26 of the City Council of the City of Costa Mesa .....	20
Budget Guide .....	22
Budget Process .....	24
Budget Process Flow Chart .....	26
Description of Funds & Fund Types .....	27
The City’s Flow of Funds Structure .....	30
 <b>Summaries of Financial Data</b>	
Calculation of Projected Fund Balances .....	32
Total Resources & Appropriations - All Governmental Funds Graphs .....	34
General Fund Resources & Appropriations Graphs .....	35
Schedule of Interfund Transfers .....	36
Four-Year Budget Summary All Funds (Including Transfers) .....	37
 <b>Revenue Summaries</b>	
Revenue & Other Financing Sources .....	40
Sales & Use Tax .....	48
Property Tax .....	49
Transient Occupancy Tax .....	50
Franchise Fees .....	51
Licenses and Permits .....	52
Fines & Forfeitures .....	53
Use of Money and Property .....	54
Motor Vehicle License Fees .....	55
Fees & Charges for Services .....	56
 <b>Appropriations Summaries</b>	
General Fund Appropriations Graphs .....	58
Budget Comparison by Fund/by Department .....	59
Summary of Appropriations by Department/by Fund .....	62
Summary of Appropriations by Account - All Funds .....	64
Summary of Appropriations by Function/Program	
Protection of Persons and Property .....	66
Community Health and Environment .....	67
Transportation .....	68
Leisure and Community Services .....	69
General Government Support .....	70
Four-Year Personnel Summary by Department .....	73

**TABLE OF CONTENTS**

	<u>PAGE</u>
<b>Summaries of Financial Data (continued)</b>	
<b>Appropriations Summaries</b>	
Summary of Adopted Fixed Assets .....	78
Summary of Adopted Maintenance Projects .....	79
Summary of Adopted Capital Improvement Projects .....	80
 <b>Departmental Budget Details</b>	
<b>City Council / Organization Chart</b>	
Budget Narrative .....	81
Four-Year Personnel Summary.....	83
Expenditure Summary by Division .....	84
Expenditure Summary by Category/Funding Source .....	85
Expenditure Summary by Account .....	86
Expenditure Summary by Program .....	86
<b>City Manager’s Office / Organization Chart</b>	
Budget Narrative .....	87
Four-Year Personnel Summary.....	93
Expenditure Summary by Division .....	96
Expenditure Summary by Category/Funding Source .....	97
Expenditure Summary by Account .....	98
Expenditure Summary by Program .....	99
<b>City Attorney’s Office / Organization Chart</b>	
Budget Narrative .....	103
Expenditure Summary by Division .....	105
Expenditure Summary by Category/Funding Source .....	105
Expenditure Summary by Account .....	106
Expenditure Summary by Program .....	106
<b>Finance Department / Organization Chart</b>	
Budget Narrative .....	107
Four-Year Personnel Summary .....	111
Expenditure Summary by Division .....	112
Expenditure Summary by Category/Funding Source .....	113
Expenditure Summary by Account .....	114
Expenditure Summary by Program .....	115
<b>Administrative Services Department / Organization Chart</b>	
Budget Narrative .....	117
Four-Year Personnel Summary .....	126
Expenditure Summary by Division .....	130
Expenditure Summary by Category/Funding Source .....	131
Expenditure Summary by Account .....	132
Expenditure Summary by Program .....	134

**TABLE OF CONTENTS**

	<u>PAGE</u>
<b>Departmental Budget Details (continued)</b>	
<b>Police Department / Organization Chart</b>	
Budget Narrative .....	141
Four-Year Personnel Summary .....	147
Expenditure Summary by Division .....	150
Expenditure Summary by Category/Funding Source .....	151
Expenditure Summary by Account .....	152
Expenditure Summary by Program .....	154
<b>Fire Department / Organization Chart</b>	
Budget Narrative .....	157
Four-Year Personnel Summary .....	163
Expenditure Summary by Division .....	164
Expenditure Summary by Category/Funding Source .....	165
Expenditure Summary by Account .....	166
Expenditure Summary by Program .....	167
<b>Development Services Department / Organization Chart</b>	
Budget Narrative .....	169
Four-Year Personnel Summary .....	173
Expenditure Summary by Division .....	176
Expenditure Summary by Category/Funding Source .....	177
Expenditure Summary by Account .....	177
Expenditure Summary by Program .....	179
<b>Public Services Department / Organization Chart</b>	
Budget Narrative .....	181
Four-Year Personnel Summary .....	190
Expenditure Summary by Division .....	194
Expenditure Summary by Category/Funding Source .....	195
Expenditure Summary by Account .....	196
Expenditure Summary by Program .....	198
<b>Non-Departmental</b>	
Budget Narrative .....	201
Expenditure Summary by Division .....	202
Expenditure Summary by Category/Funding Source .....	203
Expenditure Summary by Account .....	204
Expenditure Summary by Program .....	204
<b>Capital Improvement Program</b>	
Summary of Capital Improvement Projects by Funding Source .....	206
Fiscal Year 2011-2012 Project Detail .....	209
Seven-Year Capital Improvement Program .....	224

**TABLE OF CONTENTS**

	<u>PAGE</u>
<b>Five Year Financial Forecast</b>	
Study Session Report from July 12, 2011 .....	235
Total Revenues, Expenditures and Net Fund Balance.....	241
Current and Future Initiatives .....	242
Current and Future Initiatives Descriptions .....	243
Current Assumptions .....	248
General Fund Revenues by Category .....	249
Projected General Fund Expenditures by Department/Division .....	250
<b>Costa Mesa Redevelopment Agency (RDA) Budget</b>	
Budget Narrative .....	255
RDA Agenda Report Item No. VIII.2 .....	256
RDA Resolution No. 02-2011 .....	260
Four-Year Personnel Summary .....	263
Calculation of Projected Balances .....	264
Schedule of Estimated Revenues .....	265
Expenditure Summary by Division .....	266
Expenditure Summary by Category/Funding Source .....	267
Expenditure Summary by Account .....	268
Expenditure Summary by Program .....	270
<b>AirBorne Law Enforcement (ABLE) Budget</b>	
Budget Narrative .....	271
Expenditure Summary by Division .....	272
Expenditure Summary by Category/Funding Source .....	273
Expenditure Summary by Account .....	274
Expenditure Summary by Program .....	275
<b>Appendix</b>	
History of Costa Mesa .....	277
Miscellaneous Statistics .....	278
2011 Community Economic Profile .....	279
Financial Policies .....	283
Glossary of Budget Terms .....	285
Acronyms .....	291
Assessed Valuation Last 10 Fiscal Years .....	297
Computation of Legal Debt Margin .....	298
Ratio of Net General Bonded Debt to Assessed Value and Bonded Debt Per Capita .....	299
Ratio of Annual Debt Service Expenditures for General Obligation Bonded Debt to Total General Government Expenditures .....	300
Description of City's Current Debt Obligations .....	301
Schedule of Debt Service Requirements to Maturity .....	302



## CITY CHIEF EXECUTIVE OFFICER'S BUDGET MESSAGE



July 1, 2011

Honorable Mayor, Members of the City Council, and Citizens of Costa Mesa:

I am pleased to submit the Fiscal Year 2011-2012 Operating and Capital Budget. As adopted, this represents a balanced budget without the use of reserves for the coming fiscal year and provides the highest level of service to the community within existing financial constraints.

The City's management team and staff have put together an operating and capital expenditure plan that seeks to address the City Council's priorities while fulfilling the service requirements of the people who live, work, and play in our community. The objectives used in developing the adopted budget were to: submit a balanced budget to the City Council without the use of reserves; do the best job possible of maintaining levels of service to the community; implement City Council's priorities; be prudent in our revenue estimates and cautiously optimistic overall.

Throughout the last several months the City Council has held many informative budget sessions. It is my understanding that these sessions have been helpful to many of the different stakeholders in our City. The sessions have included more detail and produced a clearer working knowledge of important aspects of the City's assets, liabilities, revenues, expenditures and overall long-term financial health. We better understand our financial challenges and we can use this knowledge to better develop strategies to proactively tackle our problems with specific solutions. The sessions also served to further open lines of communication by providing many opportunities for the community to ask questions and receive answers. Given the serious issues, it is healthy for all of us to hold ourselves and each other even more accountable for our financial future.

The adopted budget is to serve as the culminating document to help wrap-out the budget development process for this year. Although, the budget development process will be concluding, the approach staff is planning to take is to continually keep the budget in our every day thoughts. Staff will work day-in and day-out to continually improve our financial situation while ensuring that we continue to provide the best service possible to the community. We will use every opportunity to foster creativity and innovation in service delivery and strive for greater and greater efficiency but it should be noted by all that this budget includes reductions in service levels and this reduced service level will impact the community. Staff will do all in can to reduce the impact of these service level reductions.

As a quick overview, here is the adopted budget for FY 11-12 for all funds:

<b><u>ADOPTED BUDGET - ALL FUNDS</u></b>				
<b><u>Appropriations/ All Funds</u></b>	<b><u>Adopted FY 11-12</u></b>	<b><u>Adopted FY 10-11</u></b>	<b><u>Increase (Decrease)</u></b>	
			<b><u>Amount</u></b>	<b><u>Percent</u></b>
Operating Budget	\$ 104,366,928	\$ 103,594,966	\$ 771,962	0.75%
Transfers Out	100,000	2,076,064	(1,976,064)	(95.18%)
Capital Budget	10,449,122	3,818,588	6,630,534	173.64%
Total	<u>\$ 114,916,050</u>	<u>\$ 109,489,618</u>	<u>\$ 5,426,432</u>	<u>4.96%</u>

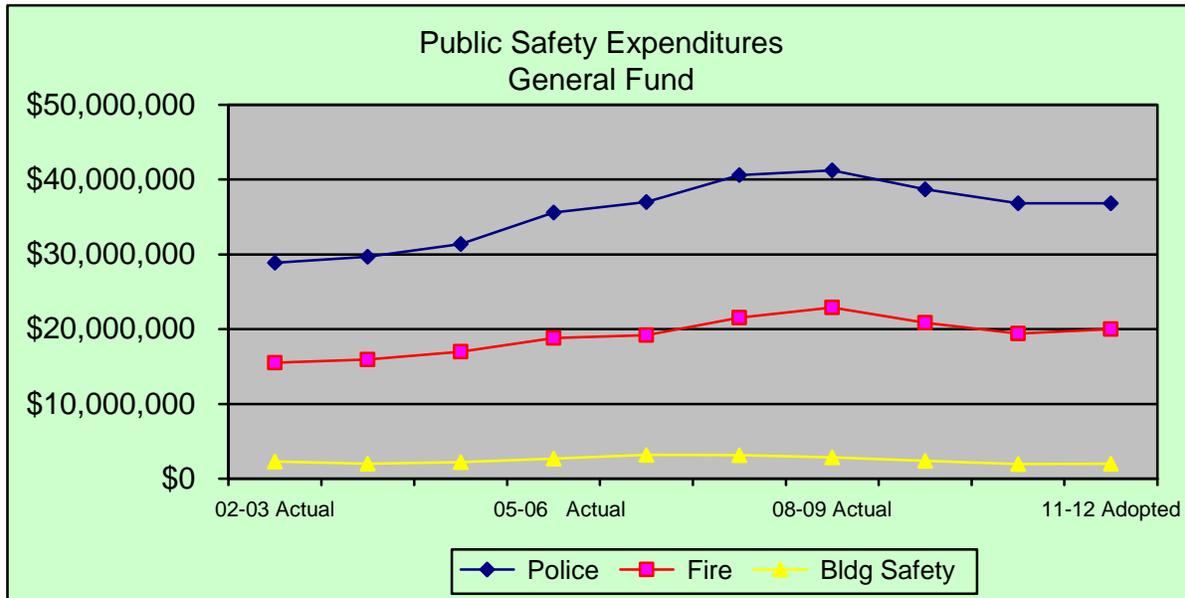
**GENERAL FUND ADOPTED BUDGET**

The General Fund provides 95.35% of the total operating budget for all governmental funds. The total adopted budget is \$94.6 million, an increase of \$64,897 or 0.07% from the adopted budget in FY 10-11. Table 1 is a summary of the total resources and requirements for FY 11-12:

**Table 1**

<b><u>ADOPTED BUDGET - GENERAL FUND</u></b>				
	<b><u>Adopted FY 11-12</u></b>	<b><u>Adopted FY 10-11</u></b>	<b><u>Increase (Decrease)</u></b>	
			<b><u>Amount</u></b>	<b><u>Percent</u></b>
Estimated Revenues	\$ 94,727,204	\$ 83,187,650	\$ 11,539,554	13.87%
Transfers In	-	1,976,064	(1,976,064)	(100.00%)
Use of Fund Balance	(77,022)	9,421,571	(9,498,593)	(100.82%)
Total Resources	<u>\$ 94,650,182</u>	<u>\$ 94,585,285</u>	<u>\$ 64,897</u>	<u>0.07%</u>
Operating Budget	\$ 94,550,182	\$ 94,485,285	\$ 64,897	0.07%
Transfers Out	100,000	100,000	-	0.00%
Total Appropriations	<u>\$ 94,650,182</u>	<u>\$ 94,585,285</u>	<u>\$ 64,897</u>	<u>0.07%</u>

Public Safety overwhelmingly remains the largest component of the operating budget. The following graph illustrates public safety expenditures for ten (10) years compared to other governmental function expenditures.



**General Fund reserves/use of fund balance:** Fund balance is the excess of actual revenues and other financing sources over actual expenditures and other uses at year-end. In general terms, it represents the City’s accumulated “savings” from year to year, as any fund balance realized at year-end is added to (or deducted from, if expenditures exceeded revenues for that particular year), the previous year’s fund balance. Fund balance is often referred to as “reserves”.

The adopted budget calls for excess reserves to contribute to fund balance in the amount of \$77,022, this is \$9.5 million less than was adopted to be used in FY 10-11. As of June 30, 2010, the City had designated all available fund balance and therefore did not have any undesignated fund balance available. Staff currently estimates a use of fund balance for FY 10-11.

Over the last three of fiscal years (FY 07-08 thru 09-10), staff estimates the City will have used approximately \$31.9 million of available fund balance. Continued use of fund balance at this level is unsustainable, and is the reason to adopt balanced budgets in the future. The City currently maintains the \$14.125 million emergency general operating reserve, along with reserves for workers’ compensation, general liability claims, and compensated absences.

A schedule of estimated fund balances for all funds is found on pages 32-33.

## CAPITAL IMPROVEMENT PROJECTS

The City is continuing its commitment to infrastructure improvements – although scaled back due to economic conditions - in the capital improvement program for FY 11-12. The adopted capital budget allocates \$10.4 million including: \$9.5 million for street improvements and maintenance; \$400,000 for curbs and sidewalks; \$300,000 for storm drain improvements; and \$210,000 for park improvements and repairs.

In reviewing the Capital Improvement budget, it is important to keep in mind that most projects are funded by restricted revenue sources or grants. Consequently, there will potentially be significant differences from year to year in both the numbers of projects adopted and the total dollars budgeted.

Approximately \$6.1 million or 58.8% of the total funding for capital projects comes from the Gas Tax Fund and another \$2.1 million or 20.2% comes from the Measure M Turnback Fund. Both the Gas Tax Fund and Measure M Turnback Fund are earmarked for streets and/or transportation-related expenditures. Other sources are the Air Quality Management District Fund, the Community Development Block Grant (CDBG) Fund, the Drainage Fees Fund, and the Capital Improvement Fund (the original source of this fund is the General Fund).

The table below illustrates the type of capital projects planned for the coming year:

<u>CAPITAL IMPROVEMENT PROJECTS</u>	
<u>Program Category:</u>	<u>Adopted FY 11-12</u>
Street Improvements & Maintenance	\$ 9,474,122
Storm Drain Improvements	300,000
Curbs & Sidewalks	400,000
Parkway & Median Improvements	65,000
Park Improvements	210,000
Total	<u>\$ 10,449,122</u>

## APPROPRIATIONS LIMIT

Since the addition of Article XIII-B to the Constitution of California in November 1979, the City has been required to annually establish an Appropriations Limit. The ideology behind establishing an annual appropriation limit is that if an agency's ability to spend tax proceeds each year is controlled, then the growth in tax revenues can be systematically and incrementally managed to lessen the impact or tax burden upon taxpayers throughout the State.

In June 1990, Article XIII-B and its implementing legislation Chapter 1205/80 were modified by Proposition 111 and SB 88. The modifications changed the annual adjustment factors for determining the Appropriations Limit. Beginning with the calculation of the Appropriations Limit for FY 90-91, the City may choose one of the following factors to use for inflationary adjustment:

- The growth in California per capita income; or
- The growth in the non-residential assessed valuation due to new construction within the City.

In addition, the City may choose to use either the population growth of the City or the population growth within the County. These two adjustment factors, one for inflation and one for population, are both annual elections for the City in determining its Appropriations Limit.

Below is the calculation of the City's Appropriations Limit for FY 11-12:

Step 1 - Appropriations Limit for FY 10-11	\$ 166,350,696
Step 2 - Multiply the FY 10-11 Appropriations Limit by the cumulative growth factors for Orange County	<u>1.0323</u>
Appropriations Limit FY 11-12	<u>\$ 171,719,781</u>

The estimated proceeds from general tax revenues in FY 11-12 equal \$82.6 million, which is \$89.1 million or 51.90% under the limit.

## **BUDGETARY REPORTING AWARDS**

The adopted budget was prepared in accordance with local ordinances, state statutes, and best practices in budgeting recommended by the National Advisory Council on State and Local Budgeting (NACSLB). Additionally, this document will also be prepared to meet the Budget Awards Program criteria established by the Government Finance Officers Association (GFOA) of the United States and Canada and the California Society of Municipal Finance Officers (CSMFO).

The Government Finance Officers Association of the United States and Canada presented a Distinguished Budget Presentation Award to the City of Costa Mesa for its annual budget document for the fiscal year beginning July 1, 2010. This is the eleventh consecutive year that the City has received this prestigious award. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. This award is valid for one year only.

In addition, the California Society of Municipal Finance Officers presented the Excellence in Operational Budgeting, and the Excellence in Public Communications awards to the City of Costa Mesa for its FY 10-11 Adopted Budget.

Staff believes the upcoming FY 11-12 Adopted Operating & Capital Improvement Budget document will continue to conform to the award program requirements. The budget document will be submitted again to both GFOA and CSMFO to determine its' eligibility for another award.

## **FINANCIAL OUTLOOK**

As a result of the slow rebound in the economy, most revenue sources are projected to increase slightly. The City has been experiencing increases in Sales Tax, Property Tax, Transient Occupancy Tax (TOT) and Building Permit revenue in the current fiscal year (10-11) and expect those to continue in FY 11-12. While most economist don't expect a dramatic rebound (pre FY 07-08 levels), there is optimism for a period of 'slow low growth'. During this period, it will very important for the City to remain committed to evaluating revenues and finding ways to mitigate costs. Doing so will continue to help stabilize the City's budget, provide necessary services to the community and work towards re-building it reserves.

One of the ways the City has looked to mitigate costs, has been to negotiate with it's employee associations. Two years ago, employee associations agreed to a 5% pay reduction by way of furloughs – lesser amount of hours worked by each employee. During this past fiscal year, with a need to continue cost reductions, the City successfully negotiated to have all employee associations contribute a larger amount towards pension/retirement costs. Reductions pertaining to those agreements have been included in the adopted budget and have helped keep retirement costs relatively flat, even though some PERS rates did increase this year.

The City's remains cautious about its cash position. With the depletion of reserves over the last three fiscal years (2007-08 thru 2009-10) and the projected use of additional reserves for FY 10-11, it is very important for the City maintain a balanced budget and stabilize cash. Throughout the year, the City has periods of time when it uses more cash then it receives. But normally, with a balanced budget, that use of cash is replenished later in the fiscal year with the receipt of tax revenue. The City is preparing for this trend to continue in the coming fiscal year.

While the passage of Proposition 1A has provided some fiscal stability to local agencies, the State's continuing budget dilemma has all Cities focused on the State's budget condition again. The State of California's fiscal situation has been allowed to degrade over a number of years to the point where it is next to inconceivable that cities will not be required to "bail out" Sacramento in some fashion. Just as it has for the last few years, the City will watch and notify the City Council and the public of any changes that could have an impact on the City when the State adopts its budget.

## SUMMARY

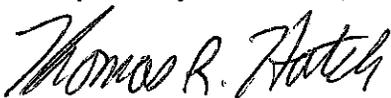
Due to current economic conditions and our significant underfunded liabilities, the adopted budget does not fully support the overall high level of service that the citizens of Costa Mesa are accustomed to expect. It does represent a balanced financial plan, without the use of fund balance reserves. Adequate reserves have been set aside for contingencies, including amounts to meet projected workers' compensation and general liability claims, and vehicle replacements. The circumstances outlined in the preceding are not unique to Costa Mesa but are being felt in every community in Orange County and throughout the State. The impacts of the recession and the steps required to address those impacts will be slightly different in each community based on their financial base and levels of service offered.

As the City has coped with the economic downturn of the past two years, there has been a substantial reliance on the use of reserves to avoid more significant cuts in programs, services and personnel. Reserve levels now stand at a point where they can no longer be safely accessed for on-going operating expenses. This is in no way intended to minimize (1) the contributions of each City Department in reducing operating budgets or (2) the agreements by the municipal employee associations contributing more towards the cost of retirement. But even with an economic recovery, the City's long-term liabilities will require attention and possibly divert resources for decades to come. In short, this budget represents a significant change in a long-term trend to structurally lower costs that may require lower service levels.

## ACKNOWLEDGEMENT

The development of the annual budget takes an enormous amount of staff time and efforts, and has to be completed within a compressed timeline. I sincerely appreciate all department directors, division managers, and departmental budget liaisons for their contribution. Special recognition is extended to the Finance budget team and Central Services staff. I thank the City Council for their continued support in making Costa Mesa a financially stable and well-balanced community.

Respectfully submitted,



Thomas R. Hatch  
City Chief Executive Officer

**ADOPTED OPERATING & CAPITAL BUDGET OVERVIEW**

The Fiscal Year 2011-12 Adopted Budget reflects the operating and capital spending plans for the General Fund, Special Revenue Funds, Capital Project Funds, and Internal Service Funds. The total adopted budget for all funds is \$109.5 million, a decrease of \$8.8 million or -7.42% compared to the adopted budget for FY 10-11. Table 1 illustrates these changes.

**TABLE 1**

<b>ADOPTED BUDGET - ALL FUNDS</b>					
<b>Appropriations/ All Funds</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 10-11</b>	<b>Increase (Decrease)</b>		<b>Percent of Total</b>
			<b>Amount</b>	<b>Percent</b>	
Operating Budget	\$104,366,928	\$103,594,966	\$ 771,962	0.75%	90.82%
Transfers Out	100,000	2,076,064	(1,976,064)	(95.18%)	0.09%
Capital Budget	10,449,122	3,818,588	6,630,534	173.64%	9.09%
Total	<u>\$114,916,050</u>	<u>\$109,489,618</u>	<u>\$5,426,432</u>	<u>4.96%</u>	<u>100.00%</u>

**GENERAL FUND BUDGET OVERVIEW**

For all governmental funds, the General Fund comprises 95.35% of the *operating* budget and 86.26% of the *operating* and *capital* budget. Therefore, the succeeding discussion will focus primarily on the General Fund.

The adopted operating budget is \$94.6 million, an increase of \$64,897 or 0.07% compared to the adopted budget in FY 10-11. Table 2 below illustrates the components and the changes of the adopted budget as compared to the prior year's budget.

**TABLE 2**

<b>GENERAL FUND OPERATING BUDGET</b>					
<b>Expenditure Category</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 10-11</b>	<b>Increase (Decrease)</b>		<b>% of Total</b>
			<b>Amount</b>	<b>Percent</b>	
Salaries & Benefits	\$68,886,062	\$ 74,306,868	(\$5,420,806)	(7.29%)	72.78%
Maintenance & Operations	25,488,275	19,651,188	5,837,087	29.70%	26.93%
Fixed Assets	175,845	527,229	(351,384)	(66.65%)	0.18%
Transfers Out	100,000	100,000	-	0.00%	0.11%
Total	<u>\$ 94,650,182</u>	<u>\$ 94,585,285</u>	<u>\$ 64,897</u>	<u>0.07%</u>	<u>100.00%</u>

**Salaries & Benefits:** Personnel costs decreased by \$5.4 million or -7.29%. This reduction is a continued commitment to bring costs more in line with revenues. The adopted FY 10-11 amount was a reduction of \$5.7 million from the previous year. Therefore, the City has reduced salaries and benefits approximately \$11.1 million since the FY 09-10 adopted budget. Previously the City provided a retirement incentive and agreed to furloughs with all employees, for FY 11-12 employees agreed to contribute more to the PERS retirement costs. With these contributions and strategic reductions through reorganization, the City is expecting to reduce salary and benefit costs compared to last year.

## CITY OF COSTA MESA, CALIFORNIA

Also included in the personnel cost is the City's contribution to CalPERS for employee retirement benefits. The total adopted budget for retirement benefits is \$14.0 million which is a \$1.1 million decrease compared to FY 10-11, primarily because of the reduction in salary. The employer contribution rate for non-safety increased from 12.093% to 15.583%, fire-sworn personnel decreased from 32.791% to 31.404%, and police-sworn personnel decreased from 30.145% to 29.063%. These rates exclude the employer-paid member contributions of 7.00% for non-safety and 9.00% for both fire and police sworn.

**Maintenance & Operations (M&O):** The maintenance and operations category includes such things as: office supplies; office equipment; electricity, gas and water for all City owned property including parks, medians, street lights and traffic signals; principal and interest payments on outstanding City debt. The adopted budget for maintenance and operations accounts is \$25.5 million, a net increase of \$5.8 million or 29.70% compared to the FY 10-11 adopted budget. The major components of the increase are:

- ❑ \$3,513,605 in maintenance and replacement charges for the City's fleet.
- ❑ \$970,000 for contingency expenditures.
- ❑ \$726,594 for consulting related to a new General Plan update, City Attorney expenses, and human resources assistance.
- ❑ \$393,655 for landscaping and sprinklers, streets, alleys and sidewalks to re-establish previous services levels.
- ❑ \$104,000 for electricity costs associated with street lights.

Also included in the M&O adopted budget is \$5,809,472 for debt service payments on the following (descriptions of the debt can be found on pages 201 and 301):

- ❑ \$42,049 for energy retrofit lease.
- ❑ \$1,499,304 for revenue bonds.
- ❑ \$3,524,354 for Certificates of Participation (COPs).
- ❑ \$524,124 for TeWinkle Park ball fields capital improvement project.

**Fixed Assets:** The adopted budget includes funding for fixed assets, or items that are estimated to be greater than \$5,000 in total value and are usually considered one-time or capital in nature. The following are items budgeted as fixed assets in the General Fund for FY 11-12:

- ❑ \$120,000 for field units with wireless access for Building Inspectors & Code Enforcement Officers.
- ❑ \$23,715 for an Auto Pulse Automated CPR device and training unit.
- ❑ \$24,880 for replacement of the City's Computer Automated Dispatch (CAD) computer equipment.
- ❑ \$7,250 for replacement of a field production video camera.

**CITY OF COSTA MESA, CALIFORNIA**

The total adopted FY 11-12 General Fund estimated revenue is \$94.7 million, an increase of \$11.5 million or 13.87% compared to adopted estimated revenues for FY 10-11. Table 3 illustrates the General Fund revenue sources that fund City services.

**TABLE 3**

<b>GENERAL FUND ESTIMATED REVENUES</b>					
<b>Revenue Source</b>	<b>Adopted FY 11-12</b>	<b>Adopted FY 10-11</b>	<b>Increase (Decrease)</b>		<b>Percent of Total</b>
			<b>Amount</b>	<b>Percent</b>	
Taxes	\$ 73,145,000	\$ 63,579,000	\$ 9,566,000	15.05%	77.22%
Licenses & Permits	1,413,000	960,500	452,500	47.11%	1.49%
Fines & Forfeitures	2,025,000	2,155,000	(130,000)	(6.03%)	2.14%
Use of Money & Property	3,689,500	3,704,500	(15,000)	(0.41%)	3.89%
Other Governmental Agencies	9,924,810	8,692,500	1,232,310	14.18%	10.48%
Fees & Charges for Services	3,848,894	3,768,050	80,844	2.15%	4.06%
Other Revenues	681,000	328,100	352,900	107.56%	0.72%
<b>Total</b>	<b>\$ 94,727,204</b>	<b>\$ 83,187,650</b>	<b>\$ 11,539,554</b>	<b>13.87%</b>	<b>100.00%</b>

*Note: Excludes transfers in.*

**Revenues:** As a result of the slow rebound in the economy, most revenue sources are projected to increase slightly. The City has been experiencing increases in Sales Tax, Property Tax, Transient Occupancy Tax (TOT) and Building Permit revenue in the current fiscal year (10-11) and expect those to continue in FY 11-12. While most economist don't expect a dramatic rebound (pre FY 07-08 levels), there is optimism for a period of 'slow low growth'.

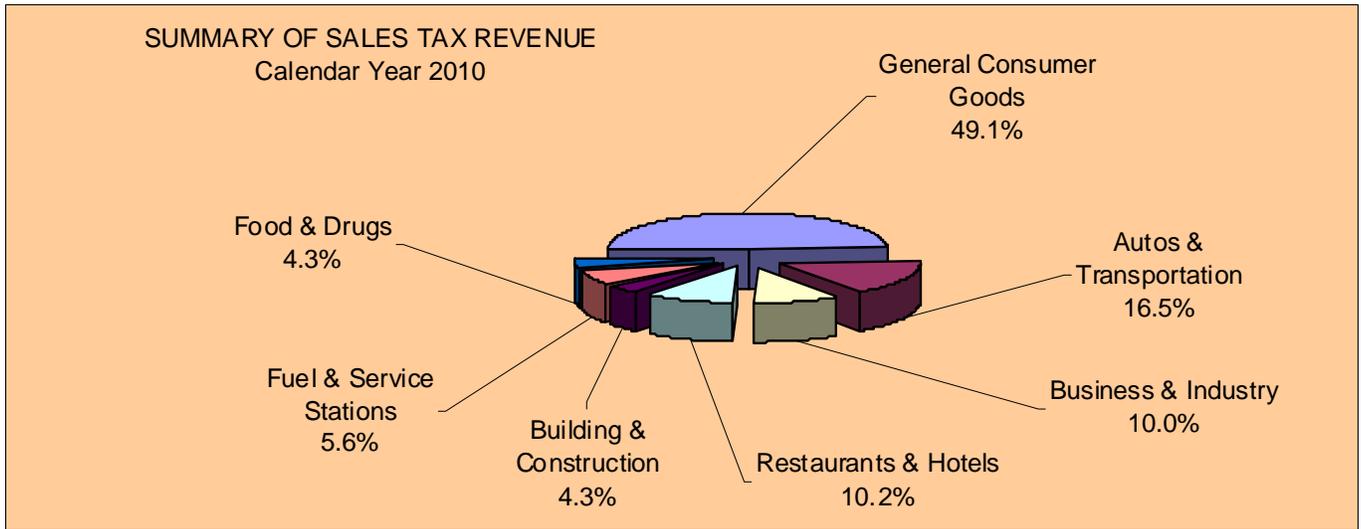
Sales & Use Tax represents Costa Mesa's single largest revenue source estimated at \$41.3 million or 43.65% of the total General Fund estimated revenues for FY 11-12. This amount includes the \$10.5 million backfill payment from the State in the form of property taxes (accounted for as Sales Tax In-Lieu), and represents an increase of \$2.2 million or 27.27% compared to the adopted estimated revenue in FY 10-11. The backfill from the State is the result of the "triple flip" that was approved by the voters in November 2004 under Proposition 57 to finance the State's Economic Recovery Bonds. Under this Proposition, the State took one fourth of the local agencies' sales tax and backfilled it with a like amount in property taxes from the Educational Revenue Augmentation Fund (ERAF). The State estimates the "triple flip" will continue for 13 years or until the bonds are paid off.

The State Board of Equalization administers and remits the sales tax to local governments: 30% for the first month of each quarter, another 30% the second month, and 40% at the end of the quarter with a "clean-up" payment. The backfill portion is remitted twice a year, in January and May, and a final "clean-up" in January of the following fiscal year. Costa Mesa's sales tax base remains strong with South Coast Plaza; the Harbor Blvd. of Cars; a host of other retailers throughout the City; a variety of restaurants and hotels; and major businesses and industries located in the City. While the sales tax category had been most directly affected by the recession, based on the last six consecutive quarters, it appears Sales Tax has begun to stabilize. Therefore, staff is estimating an increase when compare to both the FY 10-11 adopted and revised estimates.

## CITY OF COSTA MESA, CALIFORNIA

Graph 1 illustrates the types of businesses and industries that generated sales tax revenue for the City in calendar year 2010.

### GRAPH 1



Property Tax is the second largest source of revenue for the City. The FY 11-12 estimated revenue from property tax is \$20.9 million or 22.11% of the total General Fund revenues. This amount is \$825,000 more than the adopted FY 10-11 estimated revenue. This increase of approximately 4.1% in revenue is attributed to a positive Consumer Price Index (CPI) adjustment factor of all property located in the City of Costa Mesa. In previous years, declining market values were held up by positive CPI adjustment factors. However, last year, the CPI adjustment factor was negative resulting in a decline of property tax revenue for the City. While market values are still at reduced levels compared to previous assessments, there is still a large portion of the property tax base that is assessed less than current market value per Proposition 13. The City does expect the revenue from those property owners to increase and thereby increase property tax revenue for the City.

The VLF (Vehicle License Fee) Swap is the result of the State's action in 2003 to permanently reduce the Vehicle License Fee from 2% to 0.65%. In the past, local government received its full share of the revenues from the 2% rate. When the State reduced the rate, the State also promised to make local governments whole by backfilling the lost revenue with a like amount in property tax revenues. This backfill payment is linked directly to the growth in property tax revenues. Costa Mesa has historically benefited from the swap as most property values have continued to rise in the County. Total VLF revenue including the swap is estimated to be \$9.0 million. This is an increase of \$850,000 from FY 10-11, largely due to the increase in property tax (which the swap is based on).

Transient Occupancy Tax (TOT) represents the City's fourth largest source of revenue. The FY 11-12 estimated TOT revenue is \$5.9 million, which represents 6.28% of the total General Fund revenues. This amount reflects an increase of \$1.9 million or 48.75% compared to the estimate in FY 10-11 due to an increase in the rate collected. Since the rate increase became effective January 2011, the City expects a continued increase over the prior year during the first six months of the fiscal year.

Franchise fees represent another revenue source to the City. Currently, the City collects electric franchise fees from Southern California Edison, gas franchise fees from Southern California Gas Company, cable franchise fees from Time Warner Cable and Solid Waste Hauler's franchise fees from 13 waste haulers. For FY 11-12, estimated revenue for all Franchise Fees is \$4.0 million, which represents 4.27% of the total General Fund revenue. The estimated revenue reflects a net increase of \$25,000 or 0.62% over the FY 10-11 estimate.

Descriptions, assumptions, and a ten-year historical trend on the General Fund revenue sources by major categories can be found on pages 48-56.

**CITY OF COSTA MESA, CALIFORNIA**

**OTHER GOVERNMENTAL FUNDS**

To gain a better understanding of the budget as a whole, the General Fund budget is compared to the entire budget covering all governmental funds. The Internal Service Fund's appropriations are excluded from this comparison, as funding for these appropriations does not come from external sources but from in-house charges by the servicing department to the user-departments. Table 4 illustrates this relationship.

**TABLE 4**

<b><u>GOVERNMENTAL FUNDS ADOPTED BUDGET</u></b>					
<b><u>Fund Types</u></b>	<b><u>Adopted FY 11-12</u></b>	<b><u>Adopted FY 10-11</u></b>	<b><u>Increase/(Decrease)</u></b>		<b><u>Percent of Total</u></b>
			<b><u>Amount</u></b>	<b><u>Percent</u></b>	
General Fund *	\$ 94,650,182	\$ 94,585,285	\$ 64,897	0.07%	86.27%
Special Revenue Funds *	10,760,863	6,265,333	4,495,530	71.75%	9.81%
Capital Projects Funds *	4,301,535	3,172,652	1,128,883	35.58%	3.92%
Total Governmental Funds	<u>\$109,712,580</u>	<u>\$104,023,270</u>	<u>\$ 5,689,310</u>	<u>5.47%</u>	<u>100.00%</u>

*\*Includes transfers out*

The following Table 5 illustrates the other governmental funds' resources and uses. A brief description of each fund is listed on pages 27-29. For funds that show appropriations exceeding the estimated revenues available (shown in brackets), undesignated fund balances will be used to cover the projected shortfall.

**TABLE 5**

<b><u>GOVERNMENTAL FUNDS RESOURCES/APPROPRIATIONS</u></b>			
<b><u>Fund</u></b>	<b><u>Estimated Resources FY 11-12</u></b>	<b><u>Adopted Appropriations FY 11-12</u></b>	<b><u>Revenues Over (Under) Appropriations</u></b>
Gas Tax Fund	\$ 3,190,000	\$ 6,476,404	(\$ 3,286,404)
Prop 172 Fund	826,000	1,233,043	(407,043)
Air Quality Management District (AQMD) Fund	146,300	95,000	51,300
HOME Fund	846,670	846,670	-
Community Development Block Grant Fund	1,204,217	1,204,217	-
Park Development Fees Fund	20,000	-	20,000
Drainage Fees Fund	210,000	300,000	(90,000)
Supplemental Law Enforcement Services Fund *	200,000	208,529	(8,529)
Traffic Impact Fees Fund	190,000	-	190,000
Narcotics Forfeiture Fund	309,500	397,000	(87,500)
Fire System Development Fund	6,000	-	6,000
Capital Improvement Fund	1,282,600	1,477,600	(195,000)
Measure M Regional Fund	30,000	97,857	(67,857)
Measure M Turnback Fund	1,325,000	2,726,078	(1,401,078)
Vehicle Parking Dist 1/2 Fund	906	-	906
Total Other Governmental Funds	<u>\$ 9,787,193</u>	<u>\$ 15,062,398</u>	<u>(\$ 5,275,205)</u>

*\* Includes transfers in and out*

**INTERNAL SERVICE FUNDS**

The City uses Internal Service Funds to account for the following activities:

**a) Equipment Replacement Fund (ERF)** – This fund accounts for fleet services provided by the Maintenance Services Division to the user-departments. For FY 11-12, the adopted budget is \$2.2 million and the estimated revenue is \$4.1 million. The difference will be used to increase the accumulated fund balance to prepare for future replacement of vehicles, however there are no vehicles scheduled to be replaced in FY 11-12. The funding necessary to replace vehicles has been accumulated in the ERF over a number of years based upon an established replacement schedule.

Under the Internal Service Funds method of accounting for fleet services, user-departments are charged an internal rent monthly. This rent is split into the estimated cost for future replacement vehicles and actual maintenance charges, including fuel. Staff uses an inflationary factor compounded annually to determine the estimated future replacement cost divided by the estimated life of the vehicles. Maintenance charges are based on actual usage of fuel and the service, including labor, materials, and overhead costs. In previous years, the City had not charged the full replacement value to user departments to limit the budget impact on those departments. For the 11-12 fiscal year, the City does not believe it prudent to continue this practice as reserve levels have diminished and it is prudent to continue to plan for the future replacement of all active equipment.

**b) Self-Insurance Fund** – This fund accounts for the Risk Management Program dealing with workers' compensation, general liability, and unemployment insurance. The adopted budget totals \$3.0 million, a net decrease of \$123,403 or -3.90% compared to the FY 10-11 adopted budget.

The City currently contracts with separate vendors for workers' compensation and managed care services that historically were handled together. Since the City has separated the two, it has been able to take advantage of competitive rates and additional cost savings on medical expenses.

The unemployment insurance portion is based on actual payments to the State Employment Development Department (EDD), which processes the claims for unemployment benefits on behalf of the City. The City reimburses the EDD on a quarterly basis. Departments are charged back based on an established formula.

Revenues for the Self-Insurance Fund come from the internal charges to the user-departments based on historical costs of incurred losses, insurance premiums, and other services provided by the Risk Management Division.

**CAPITAL IMPROVEMENT PROJECTS**

The City’s Seven-Year Capital Improvement Program (CIP) is listed on pages 224-233. This section provides comprehensive, detailed information on the capital projects that the City plans to undertake in the coming fiscal year and beyond. Fifteen capital improvement projects totaling \$10.4 million were adopted for funding in FY 11-12, an increase of \$6.6 million or 173.64% over the adopted CIP in FY 10-11.

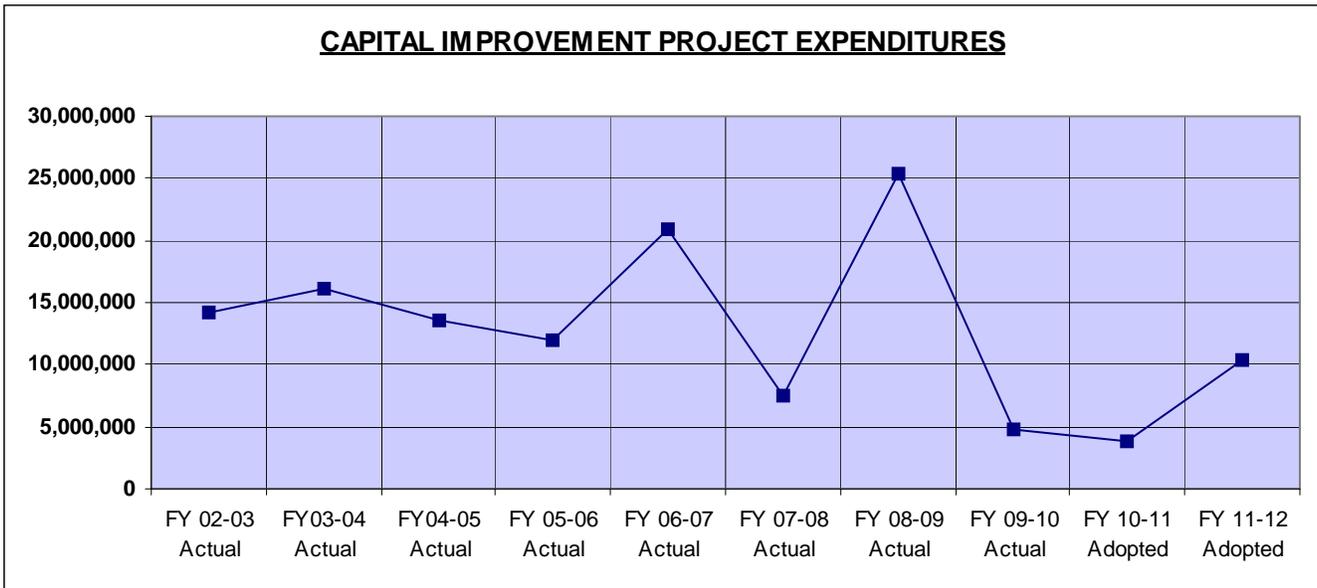
Table 6 is a summary of adopted projects by program category. Further detail of each CIP is included on pages 209-223.

**TABLE 6**

<b><u>CAPITAL IMPROVEMENT PROJECTS</u></b>	
<b><u>Program Category:</u></b>	<b><u>Adopted FY 11-12</u></b>
Street Improvements & Maintenance	\$ 9,474,122
Storm Drain Improvements	300,000
Curbs & Sidewalks	400,000
Parkway & Median Improvements	65,000
Park Maintenance	210,000
<b>Total</b>	<b>\$ 10,449,122</b>

The following graph illustrates how much the City has expended to improve and maintain its infrastructure including streets; curbs and sidewalks; storm drains; traffic operations; parks, parkways, and medians; and buildings and facilities. Over the last 10 years, the City has spent/appropriated approximately \$129 million or an average of \$12.9 million a year for capital improvements.

**GRAPH 2**



**CITY OF COSTA MESA, CALIFORNIA**

**Use of fund balances:** During times of emergency or due to other needs, the City may utilize its general operating reserve (which is part of the “designated” fund balance) if circumstances warrant, as defined in the Costa Mesa Municipal Code Section 2-205 et seq. The General Fund fund balance should be distinguished from other fund balances. Special Revenue Funds and Capital Projects Funds fund balances are earmarked for specific uses based upon the criteria for which these funds were established. These types of funds may accumulate monies for future appropriations. For example, when the City is ready and able to embark upon a capital improvement project or special program that meets the specific requirements for the use of the funds, appropriations from fund balances may be used.

A summary schedule of estimated available fund balances for all funds is found on pages 32-33. Table 7 lists the estimated fund balances to be used to support the FY 11-12 adopted budget.

**TABLE 7**

<b><u>ESTIMATED FUND BALANCES TO BE USED</u></b>	
<b><u>Fund</u></b>	<b><u>Amount</u></b>
Gas Tax Fund	\$ 3,286,404
Prop 172 Fund	407,043
Drainage Fees Fund	90,000
Supplemental Law Enforcement Services Fund	8,529
Narcotics Forfeiture Fund	87,500
Capital Improvement Fund	195,000
Measure M Regional Fund	67,857
Measure M Turnback Fund	1,401,078
Total Use of Fund Balances	<u><u>\$ 5,543,411</u></u>

**Redevelopment Agency (RDA):** Information on the City’s Redevelopment Agency FY 11-12 budget is listed on pages 255-270. The RDA, although a separate legal entity, is a component unit of the City. Staff presented the RDA budget to the Agency Board at its’ June 14, 2011 meeting.

**AirBorne Law Enforcement (ABLE):** The FY 11-12 budget document includes a section on the ABLE Fund. Although ABLE is a joint powers authority established as a separate legal entity and is not a component unit of the City, information is provided as a frame of reference on the cost of this program. Information on ABLE is listed on pages 271-276.



**LISTING OF PUBLIC OFFICIALS**

**FISCAL YEAR 2011-2012**

---

Thomas R. Hatch  
Chief Executive Officer

Terry S. Matz  
Interim Assistant Chief Executive Officer

Thomas P. Duarte  
City Attorney (Contract)

Kirk J. Dominic  
Acting Fire Chief

Dennis R. Kies  
Acting Police Chief

Khanh Q. Nguyen  
Interim Development Services Director

Lawrence D. Hurst  
Interim Director of Finance

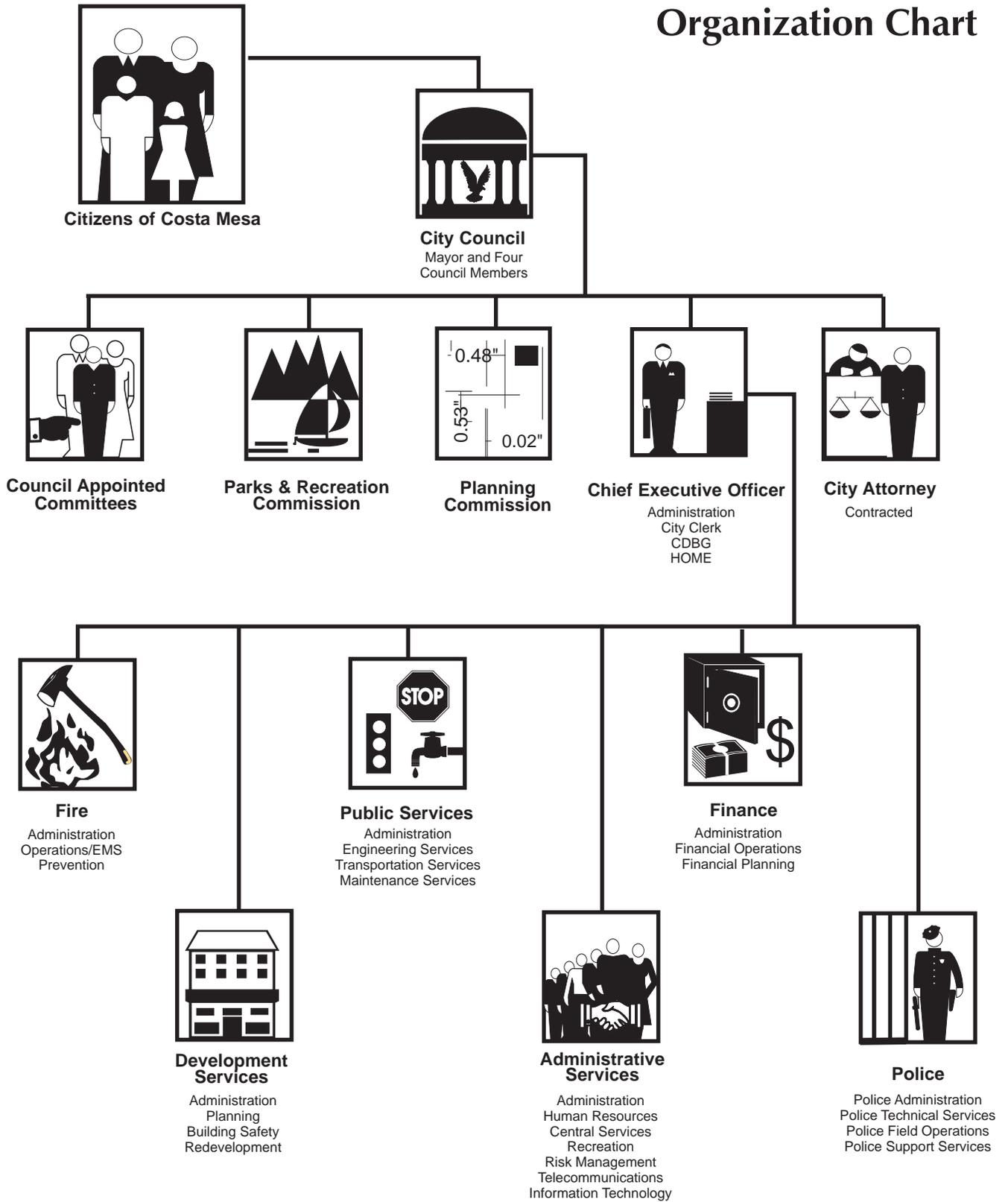
Tamara S. Letourneau  
Interim Administrative Services Director

Peter Naghavi  
Public Services Director



# City of Costa Mesa, California

## Organization Chart



Visit our Web site at [www.ci.costa-mesa.ca.us](http://www.ci.costa-mesa.ca.us)

RESOLUTION NO. 11-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ADOPTING A BUDGET FOR THE FISCAL YEAR 2011-2012.

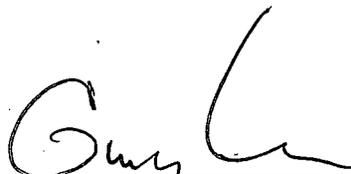
THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the Proposed Budget for Fiscal Year 2011-2012 year has been prepared in compliance with Section 2-153 of the Costa Mesa Municipal Code.

NOW, THEREFORE, BE IT RESOLVED as follows:

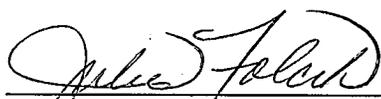
SECTION 1: The annual budget for the City of Costa Mesa for the Fiscal Year beginning July 1, 2011 and ending June 30, 2012 is hereby adopted as set forth in the Proposed 2011-2012 Budget.

PASSED AND ADOPTED this 21<sup>st</sup> day of June, 2011.



\_\_\_\_\_  
Gary Monahan, Mayor

ATTEST:



\_\_\_\_\_  
Julie Folcik, City Clerk

APPROVED AS TO FORM:



\_\_\_\_\_  
Thomas Duarte, City Attorney

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss  
CITY OF COSTA MESA )

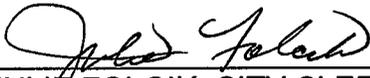
I, JULIE FOLCIK, City Clerk of the City of Costa Mesa, DO HEREBY CERTIFY that the above and foregoing is the original of Resolution No. 11-26 and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 21st day of June, 2011, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS: MONAHAN, RIGHEIMER, BEVER, LEECE,  
MENSINGER

NOES: COUNCIL MEMBERS: NONE

ABSENT: COUNCIL MEMBERS: NONE

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 22<sup>nd</sup> day of June, 2011.

  
\_\_\_\_\_  
JULIE FOLCIK, CITY CLERK

(SEAL)

## **BUDGET GUIDE**

The purpose of the City of Costa Mesa's budget is to serve as a "blueprint" for providing City services and as a working financial plan for the fiscal year. It also represents the official organizational plan by which, City policies, priorities, and programs are implemented. It provides the means to communicate to the residents, businesses, and employees how the City's financial sources are used to provide services to the community. The budget includes both the operating costs to manage the City and the capital improvement projects that the City plans to undertake during the fiscal year.

The budget is organized by fund, by department, by division, by program, and by account. A fund is defined as a fiscal accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and balances, which are segregated for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations. A department (e.g., Police Department) is an organizational unit with divisions (e.g., Police Support Services) and within each division is a specific program (e.g., Crime Investigation). "Line" accounts provide the details of the type of expenditure that each department/division/program spends – e.g., salaries, benefits, supplies, and so forth.

After the proposed budget is submitted by the Chief Executive Officer to the City Council in May, a budget study session is held on the second Tuesday in June followed by community hearings and employee orientation. The intent is to adopt the budget by the second Council meeting in June.

**Budget Message:** This section includes the Chief Executive Officer's transmittal letter to the City Council and describes what is in the budget, including budget issues and policies that lead to the development of the budget.

**Budget Overview:** This section provides a summarized narrative of the budget highlights; explanation on variances both on revenues and expenditures; and other pertinent data about the budget.

**General Information:** This section includes the Budget Guide; describes the budget process; and provides the description of each fund. The funds are listed by fund type: Governmental Funds (include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds); and Proprietary Funds (include the Internal Service Funds).

**Summaries of Financial Data:** This section provides a variety of financial analyses such as the beginning and ending fund balances; pie charts of resources and appropriations; multi-year budget comparisons by fund/by expenditure/by category/by program; revenue details/narratives with historical trends; summary of personnel changes by department; a listing of approved fixed assets, new and replacement vehicles, and building modifications and maintenance projects for the fiscal year.

**Departmental Details:** This section divides the document by department. It starts with the City Council. The reader will find an organization chart; multi-year personnel summary; a narrative of the department describing each division and each program within that department; the accomplishments for the prior year; the objectives for the coming year; and measurements of how the department achieves its objectives from year to year. This section also provides the financial data of each department including multi-year comparisons of expenditures sorted in many ways – by division, by expenditure category, by funding source, by account, and by program. The last department is the "Non-Departmental" which is not an actual department with staff. It is merely a cost center to house expenditures such as debt service payments and transfers outs, which are not attributed to a specific department.

**Capital Improvement Program:** This section provides a summary of the capital improvement projects planned for the year including their descriptions, funding sources, and the estimated cost of each project. The reader will also find what is called a Capital Improvement Project form, which provides details about each project; and finally, a schedule of the Seven-Year Capital Improvement Program.

**Redevelopment Agency:** This section provides information regarding Costa Mesa's Redevelopment Agency (RDA), a separate legal entity but a component unit of the City. The RDA's budget is prepared in similar format as the City's budget. It is presented to the Agency Board usually in June before the City adopts its own budget. It is included in the City's budget document for informational purposes.

***BUDGET GUIDE***

**AirBorne Law Enforcement (ABLE):** The ABLE budget is presented for informational purposes only. ABLE is a separate legal entity and is not a component unit of the City. It is a joint powers authority between the City of Newport Beach and the City of Costa Mesa. Costa Mesa's share of the ABLE operations is reflected in the Police Department's budget, under the Helicopter Program.

**Appendix:** This is the final section of the budget document which includes a brief history of the City; miscellaneous statistics (such as date of incorporation, form of government, population, etc.); community profile (provides demographics information, among other things); financial policies; a glossary of budget terms; a listing of acronyms used throughout the budget document; various statistical data about the City's debt obligations; and a per capita expenditure comparison with other jurisdictions contiguous to Costa Mesa.

## **BUDGET PROCESS**

The City's budget process begins in December with a kick-off meeting between Finance and departmental budget liaisons. The Chief Executive Officer outlines the goals and directives for the development of the coming year's budget. Finance distributes the budget calendar, instructions, forms, and budget worksheets to the departments. Maintenance Services coordinates the departmental building modification and vehicle replacement requests. Engineering coordinates the capital improvement project requests.

After the departments have input their budget requests, Finance compiles the data and calculates the total amount requested including estimated revenues and projected fund balances. The Chief Executive Officer holds departmental budget hearings. Subsequently, the Chief Executive Officer makes his recommendations and Finance, along with Central Services, prepares the proposed budget document. The Chief Executive Officer submits the proposed budget to City Council. The Council conducts a budget study session; sets a public hearing; and, adopts the budget prior to the beginning of the fiscal year.

After the budget is adopted, staff integrates the budgetary data into the City's accounting system and reconciles the labor distribution for actual payroll charges during the year. Staff issues the adopted budget document and submits it for both the national and the state budget awards program. Month-end reports are distributed to the departments to monitor budget performance throughout the year.

**Capital Improvement Projects Budget Process:** The City maintains a rolling Seven-Year Capital Improvement Program (CIP). In October-November each year, the Public Services Department solicits proposals from the other City departments for inclusion in the coming year's capital improvement projects budget. Around the same time, the Finance Department provides Public Services the estimated fund balances available for appropriation for CIP. These fund balances usually come from Special Revenues Funds and Capital Projects Funds. Both these fund types are earmarked for specific uses. If and when the General Fund provides funding for CIP, cash is transferred to the Capital Outlay Fund, where the project will reside.

Public Services staff then prepares the Capital Improvement Project form, which provides detailed information about the proposed capital improvement project. Typically, a project costing \$30,000 or more (with some exceptions depending on the type of project) is categorized as a capital improvement project. Others, costing less, could be included in what the City calls Building Modification projects. These are the routine maintenance and/or repairs of City buildings and facilities.

During the departmental budget hearings, the Chief Executive Officer and staff conduct a "walkthrough" of the various proposed projects. After the Chief Executive Officer's evaluation of what will be included in the proposed budget, the CIP is submitted to the Planning Commission to determine if the projects conform to the General Plan. The proposed CIPs relating to parks is also submitted to the Parks & Recreation Commission for comments and recommendations.

**User Fees & Charges:** As part of the budget cycle, the City updates its fees and charges, usually, after the budget is adopted. The City uses, to some extent, a cost allocation method for administrative and overhead charges as part of the calculation. Administrative costs are based on staff's salaries and benefits which are allocated on a pro-rata basis; overhead charges are for maintenance and operations costs which are also allocated in the same manner. Both these charges are added to the cost of personnel who are directly involved in the activity for which a fee is charged, which is determined by the time spent on that activity multiplied by the hourly rate for salaries and benefits. The City Council conducts a public hearing before adopting the new fees.

**Budget amendments:** Supplemental appropriations, when required during the fiscal year, require approval by the City Council. Budget changes within each department or between accounts are approved by the Chief Executive Officer.

**Basis of budgeting:** The City uses the modified accrual basis in budgeting governmental funds. This means that obligations of the City, including outstanding purchase orders, are budgeted as expenses and revenues are recognized when they are both measurable and available to fund current expenditures.

## **BUDGET PROCESS**

The City does not have an enterprise fund. However, the City utilizes the internal service funds for its fleet services operations and for its self-insurance program. Under the internal service funds, the budget is prepared on a full accrual basis. This means expenses are recognized when incurred and revenues are recognized when due the City. Depreciation expense is not included in budgeting for internal service funds but the full purchase price of equipment is included in the budget.

**Basis of accounting:** The City uses the modified accrual basis of accounting for governmental funds. Revenues are recorded when measurable and available to fund current expenditures. Expenditures are recorded when the services are substantially performed or the goods have been received and the liabilities have been incurred. The City's internal service funds use the full accrual basis of accounting; revenues are recorded when earned and expenses are recorded when incurred.

Budgetary control is maintained at the department level within each fund. The City also maintains an encumbrance accounting system budgetary control. Estimated purchase amounts are encumbered prior to the release of purchase orders to vendors. At fiscal year end, all operating budget appropriations lapse. Open encumbrances are reported as reservations of fund balances at fiscal year-end.

**Budgetary data:** Annual budgets are legally adopted for all funds on a basis consistent with generally accepted accounting principles, except for the following funds for which no budget is adopted for FY 11-12.

**Special Revenue Funds:**

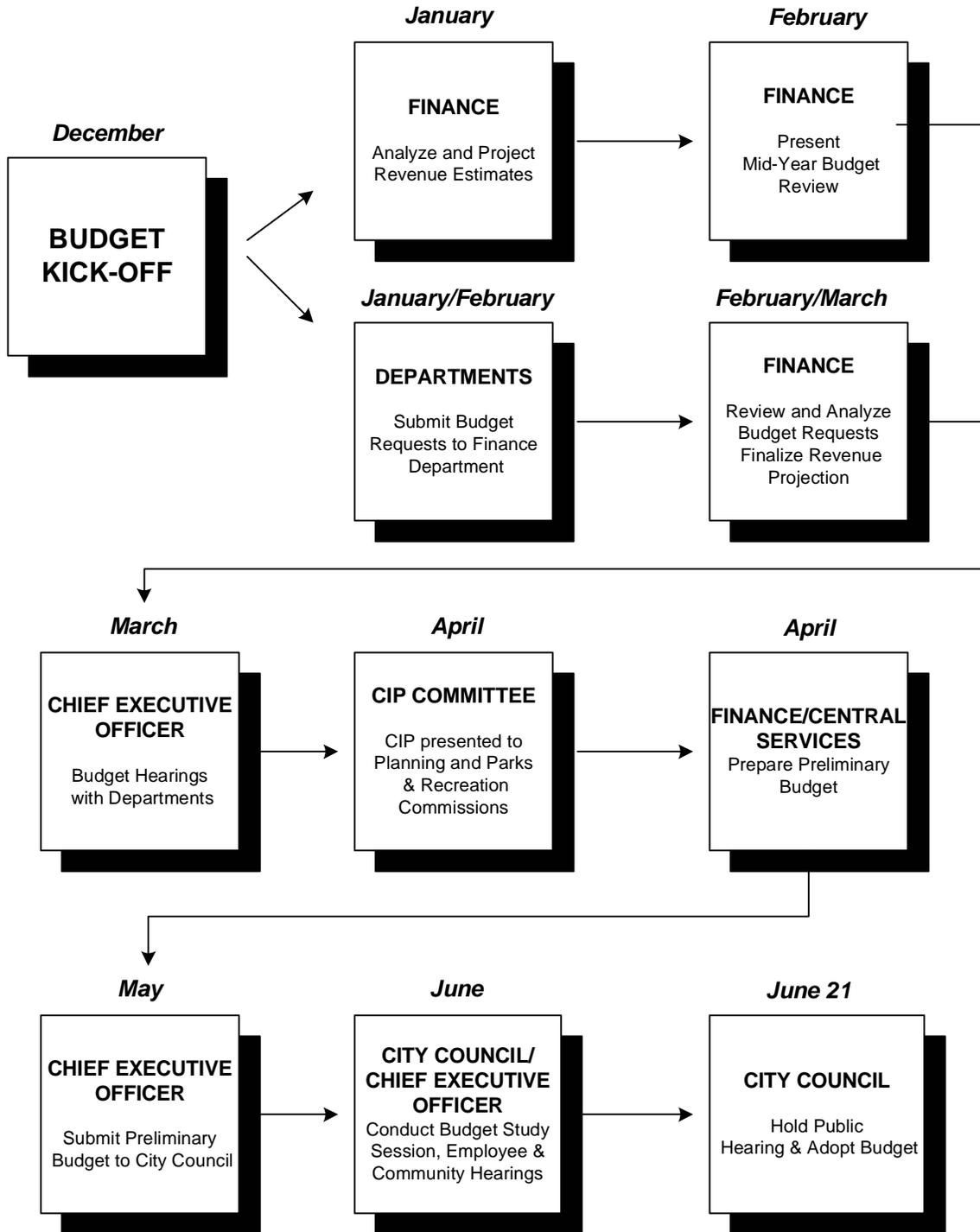
- Park Development Fees Fund
- Fire System Development Fees Fund
- Traffic Impact Fees Fund

**Capital Projects Funds:**

- Vehicle Parking District #1 Fund
- Vehicle Parking District #2 Fund

The following Flow Chart describes the City's annual budget process.

**CITY OF COSTA MESA  
BUDGET PROCESS  
FLOW CHART  
FISCAL YEAR 2011-2012**



## **DESCRIPTION OF FUNDS & FUND TYPES**

### **GOVERNMENTAL FUNDS**

Governmental funds are used to account for most, if not all, of a government's tax-supported activities. The general fund, special revenues funds, debt service funds, and capital projects funds are considered governmental funds.

#### **GENERAL FUND**

**GENERAL FUND - 101:** The General Fund is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund.

#### **SPECIAL REVENUE FUNDS**

**Special Revenue Funds are used to account for proceeds of specific sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.**

**AIR QUALITY IMPROVEMENT FUND (AQMD) - 203:** Established to account for the City's share of funds received under Health & Safety Code Section 44223 (AB 2766) to finance mobile source air pollution reduction programs consistent with the California Clean Air Act of 1988.

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG) - 207:** This fund accounts for revenues received from the Department of Housing and Urban Development. These revenues must be expended to accomplish one of the following objectives: elimination of slum or blight, benefit low and moderate income persons, or to meet certain urgent community development needs.

**DRAINAGE FEES FUND - 209:** Established to account for the construction and maintenance of the City's drainage system. Financing is provided by fees charged to residential and commercial developers.

**FIRE SYSTEM DEVELOPMENT FEES FUND - 218:** Established to account for the receipt and disbursement of the development impact fees established by Ordinance No 89-1 for future construction of fire protection facilities and equipment for north Costa Mesa.

**GAS TAX FUND - 201:** Established to account for the receipt and disbursement of funds used for construction and maintenance of the road network system of the City. Financing is provided by the City's share of State gasoline taxes.

**HOME PROGRAM FUND - 205:** Established to account for the receipt and disbursement of funds received under the Federal Home Investment Partnership Program of the Department of Housing and Urban Development. These revenues must be expended for acquisition, rehabilitation, and new construction of rental housing.

**LOCAL LAW ENFORCEMENT BLOCK GRANT FUND (LLEBG) - 219:** Established to account for Federal grant monies provided by the 1998 Appropriations Act, Public Law 105-119. Funds are restricted for projects utilized to reduce crime and improve public safety.

**LOW AND MODERATE INCOME HOUSING FUND - 471:** Established per Section 33334.3 of the Health and Safety Code to account for 20% of tax increment received by the Costa Mesa Redevelopment Agency which is to be expended for the purpose of increasing, improving, and preserving the low and moderate-income housing available at affordable housing costs to persons and families of low or moderate-income and to very low-income households.

**NARCOTICS FORFEITURE FUND - 217:** Established to account for receipt and disbursement of narcotic forfeitures received from County, State and Federal agencies pursuant to Section 11470 of State Health and Safety Code and Federal Statute 21USC Section 881.

**DESCRIPTION OF FUNDS & FUND TYPES**

**PARK DEVELOPMENT FEES FUND - 208:** Established to account for the development of new park site and playground facilities. Financing is provided by fees charged to residential and commercial developers.

**PROPOSITION 172 FUND - 202:** Established to account for the receipt and disbursement of voter-approved one-half cent permanent increase in the State sales tax in November 1993. These revenues must be expended for public safety purposes.

**RENTAL REHABILITATION PROGRAM FUND - 216:** Established to account for revenues received from the Department of Housing and Urban Development under Section 17 of the U.S. Housing Act of 1937. These revenues must be expended to provide assistance to rehabilitate primarily privately-owned residential rental property.

**SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND (SLESF) - 213:** Established to account for the receipt and disbursement of funds received under the State Citizen's Option for Public Safety (COPS) program allocated pursuant to Government Code Section 30061 enacted by AB 3229, Chapter 134 of the 1996 Statutes. These COPS/SLESF funds are allocated based on population and can only be spent for "front line municipal police services" as per Government Code Section 30061 (c) (2).

**TRAFFIC IMPACT FEES FUND - 214:** Established to account for the receipt and disbursement of funds for off-site transportation improvements Citywide. Financing is provided by fees charged to residential and commercial developers.

***DEBT SERVICE FUNDS***

**Debt Service Funds are used to account for accumulation of resources for, and the payment of, general long-term debt including principal and interest.**

**FINANCING AUTHORITY DEBT SERVICE FUND - 380:** To accumulate monies for payment of the Lease Revenue Bonds, the 1991 Local Agency Revenue Bonds and the 2003 Refunding Revenue Bonds of the Corporation. The 1990 Lease Revenue Bonds provided for the construction of a fire station and senior center, and the reconstruction of Victoria Street. The 1991 Local Agency Revenue Bonds provided monies for the purchase of the Costa Mesa Community Facilities 1991 Special Tax Bonds. The 2003 Refunding Revenue Bonds provided for the refunding of the Costa Mesa City Hall and Public Safety Facilities, Inc. 1966 and 1988 Lease Revenue Bond issues.

**REDEVELOPMENT DEBT SERVICE FUND - 370:** To accumulate monies for payment of the 1993 Tax Allocation Refunding Bonds, the promissory note due upon demand to the City of Costa Mesa and other developer loans. All tax increments received are placed in this fund and are used to retire debt (bonded or loans) in accordance with the Health and Safety Code.

***CAPITAL PROJECTS FUNDS***

**Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).**

**CAPITAL OUTLAY FUND - 401:** Established to account for the construction of capital facilities financed by the City's General Fund and any grant not accounted for in a special revenue fund.

**MEASURE "M" REGIONAL FUND - 403:** Established to account for competitive regional grant monies provided by the April 1991 voter-approved one-half percent sales tax for local transportation improvements.

**MEASURE "M" TURNBACK FUND - 414:** Established to account for the expenditure of the April 1991 voter-approved one-half percent sales tax for local transportation improvements.

**DESCRIPTION OF FUNDS & FUND TYPES**

**REDEVELOPMENT PROJECTS FUND - 470:** Established to account for financial resources to be used for acquisition or construction of major capital facilities within the Redevelopment Project Areas of Costa Mesa. Financing is to be provided by the Costa Mesa Redevelopment Agency.

**VEHICLE PARKING DISTRICTS FUND - 409/410:** Established under the Vehicle Parking District Law of 1943 to provide vehicle facilities in the downtown area. Financing is provided through specific property tax levies.

**PROPRIETARY FUNDS**

Proprietary funds are used to account for a government's business-type activities. Enterprise funds and internal service funds are considered proprietary funds. The City does not have an enterprise fund.

**INTERNAL SERVICE FUNDS**

Internal Service Funds are used to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

**EQUIPMENT REPLACEMENT FUND - 601:** Established to account for all motorized equipment used by City departments.

**SELF-INSURANCE FUND - 602:** Established to account for the receipt and disbursement of funds used to pay workers' compensation, general liability, and unemployment claims filed against the City.

## THE CITY'S FLOW OF FUNDS STRUCTURE

### REVENUE SOURCES:

Property Tax  
Sales Tax  
Transient Occupancy Tax  
Other Taxes  
Licenses & Permits  
Fines & Forfeitures  
Use of Money & Property  
Fees & Charges  
Revenues from Other Agencies

Gasoline Tax  
Measure "M"  
Park Development Fees  
Drainage Assessment Fees  
Traffic Impact Fees  
Fire Protection System Dev. Fees  
Grants

Internal Rent Charges  
Workers' Compensation Charges  
General Liability Charges  
Unemployment Charges

**CITY'S GENERAL FUND**

**CAPITAL FUNDS**

**OTHER FUNDS**

### USES OF FUNDS:

General Operating Expenditures  
(including debt service obligations)

Infrastructure  
Repairs/Maintenance/Improvements  
Permanent facilities  
Environmental facilities

Maintenance & replacement of City's fleet  
Payments for workers' compensation,  
general liability and unemployment claims  
against the City



SUMMARIES OF FINANCIAL DATA

# ***SUMMARIES OF FINANCIAL DATA***

**FISCAL YEAR 2011-2012**

**CALCULATION OF PROJECTED FUND BALANCES**  
for the Fiscal Year Ending June 30, 2012

<b>Fund Description</b>	<b>Projected Balances 07/01/11</b>	<b>Estimated Revenues FY 11-12</b>	<b>Adopted Operating Budget FY 11-12</b>
<b>General Fund*</b>	<b>\$ 39,920,065</b>	<b>\$ 94,727,204</b>	<b>\$ 94,550,182</b>
Gas Tax Fund	3,921,925	3,190,000	335,404
Proposition 172 Fund	498,006	826,000	1,233,043
Air Quality Management District Fund (AQMD)	202,456	146,300	20,000
HOME Program Fund	-	846,670	846,670
Community Development Block Grant Fund (CDBG)	-	1,204,217	854,217
Park Development Fees Fund	-	20,000	-
Drainage Fees Fund	245,974	210,000	-
Supplemental Law Enforcement Services Fund	34,269	100,000	208,529
Traffic Impact Fees Fund	3,547,298	190,000	-
Narcotics Forfeiture Fund	223,580	309,500	397,000
Fire System Development Fees Fund	467,692	6,000	-
<b>Subtotal Special Revenue Funds</b>	<b>\$ 9,141,200</b>	<b>\$ 7,048,687</b>	<b>\$ 3,894,863</b>
Capital Improvement Fund	\$ 195,000	\$ 1,282,600	\$ -
Measure "M" Regional Fund	3,268,793	30,000	97,857
Measure "M" Turnback Fund	1,435,662	1,325,000	620,556
Vehicle Parking District 1&2 Funds	4,339	906	-
<b>Subtotal Capital Projects Funds</b>	<b>\$ 4,903,794</b>	<b>\$ 2,638,506</b>	<b>\$ 718,413</b>
<b>Total Governmental Funds</b>	<b>\$ 53,965,059</b>	<b>\$ 104,414,397</b>	<b>\$ 99,163,458</b>
Equipment Replacement Fund	\$ 5,372,949	\$ 4,069,854	\$ 2,160,688
Self Insurance Fund	7,106,080	3,183,883	3,042,782
<b>Total Internal Service Funds</b>	<b>\$ 12,479,029</b>	<b>\$ 7,253,737</b>	<b>\$ 5,203,470</b>
<b>GRAND TOTAL</b>	<b>\$ 66,444,088</b>	<b>\$ 111,668,134</b>	<b>\$ 104,366,928</b>

\* Calculated projected balance 7/1/11 using: total unreserved fund balance from FY 09-10 CAFR, then subtracted estimated use of fund balance amount as presented at the February 8, 2011 budget review.

**CITY OF COSTA MESA, CALIFORNIA**

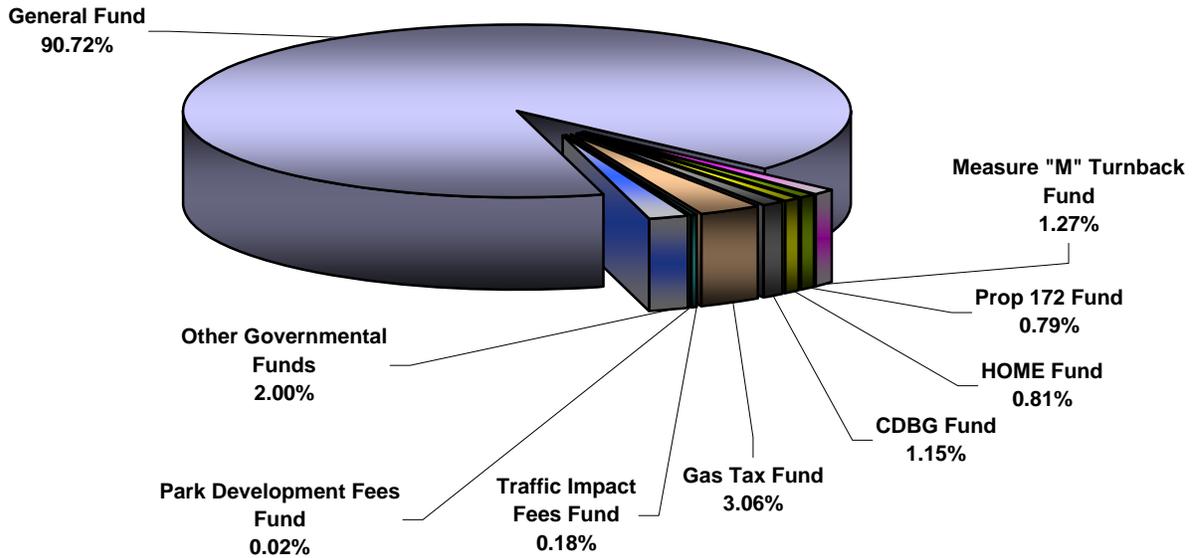
<b>Adopted Capital Budget FY 11-12</b>	<b>Total Adopted Budget FY 11-12</b>	<b>Estimated Revenues Over (Under) Adopted Budget</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Projected Balances 06/30/12</b>
<b>\$ -</b>	<b>\$ 94,550,182</b>	<b>\$ 177,022</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 39,997,087</b>
6,141,000	6,476,404	(3,286,404)	-	-	635,521
-	1,233,043	(407,043)	-	-	90,963
75,000	95,000	51,300	-	-	253,756
-	846,670	-	-	-	-
350,000	1,204,217	-	-	-	-
-	-	20,000	-	-	20,000
300,000	300,000	(90,000)	-	-	155,974
-	208,529	(108,529)	100,000	-	25,740
-	-	190,000	-	-	3,737,298
-	397,000	(87,500)	-	-	136,080
-	-	6,000	-	-	473,692
<b>\$ 6,866,000</b>	<b>\$ 10,760,863</b>	<b>\$ (3,712,176)</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 5,529,024</b>
<b>\$ 1,477,600</b>	<b>\$ 1,477,600</b>	<b>\$ (195,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
-	97,857	(67,857)	-	-	3,200,936
2,105,522	2,726,078	(1,401,078)	-	-	34,584
-	-	906	-	-	5,245
<b>\$ 3,583,122</b>	<b>\$ 4,301,535</b>	<b>\$ (1,663,029)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,240,765</b>
<b>\$ 10,449,122</b>	<b>\$ 109,612,580</b>	<b>\$ (5,198,183)</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 48,766,876</b>
<b>\$ -</b>	<b>\$ 2,160,688</b>	<b>\$ 1,909,166</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,282,115</b>
-	3,042,782	141,101	-	-	7,247,181
<b>\$ -</b>	<b>\$ 5,203,470</b>	<b>\$ 2,050,267</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,529,296</b>
<b>\$ 10,449,122</b>	<b>\$ 114,816,050</b>	<b>\$ (3,147,916)</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 63,296,172</b>

**TOTAL RESOURCES & APPROPRIATIONS - ALL GOVERNMENTAL FUNDS**

**FISCAL YEAR 2011-2012**

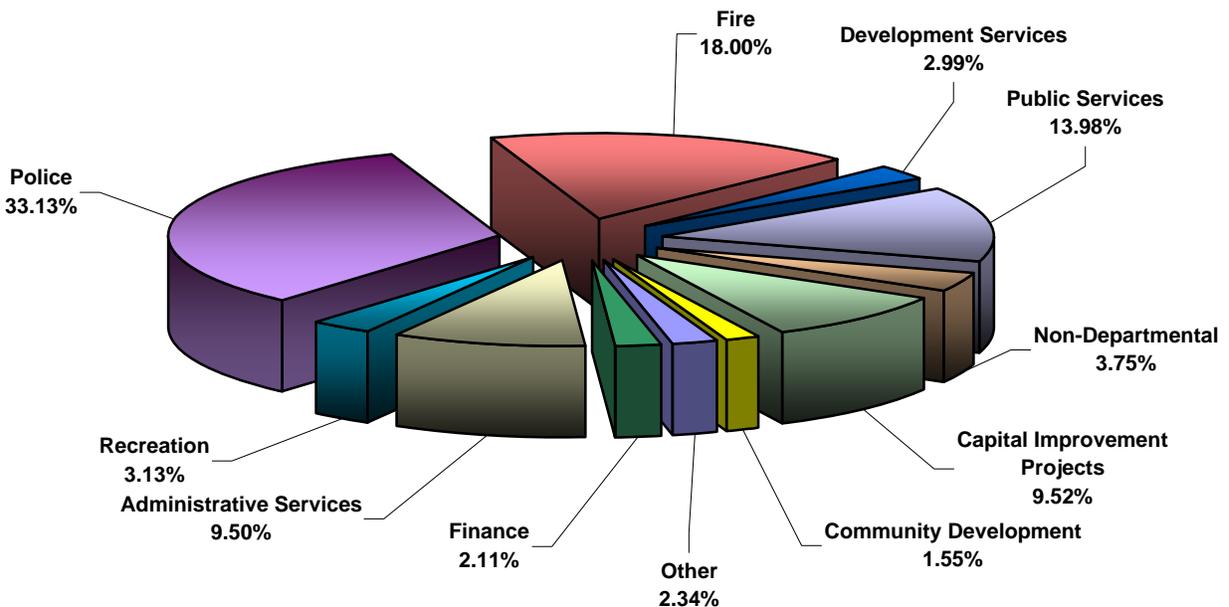
**TOTAL RESOURCES - \$104,414,397**

(Where Monies Come From)  
(Including Transfers In)



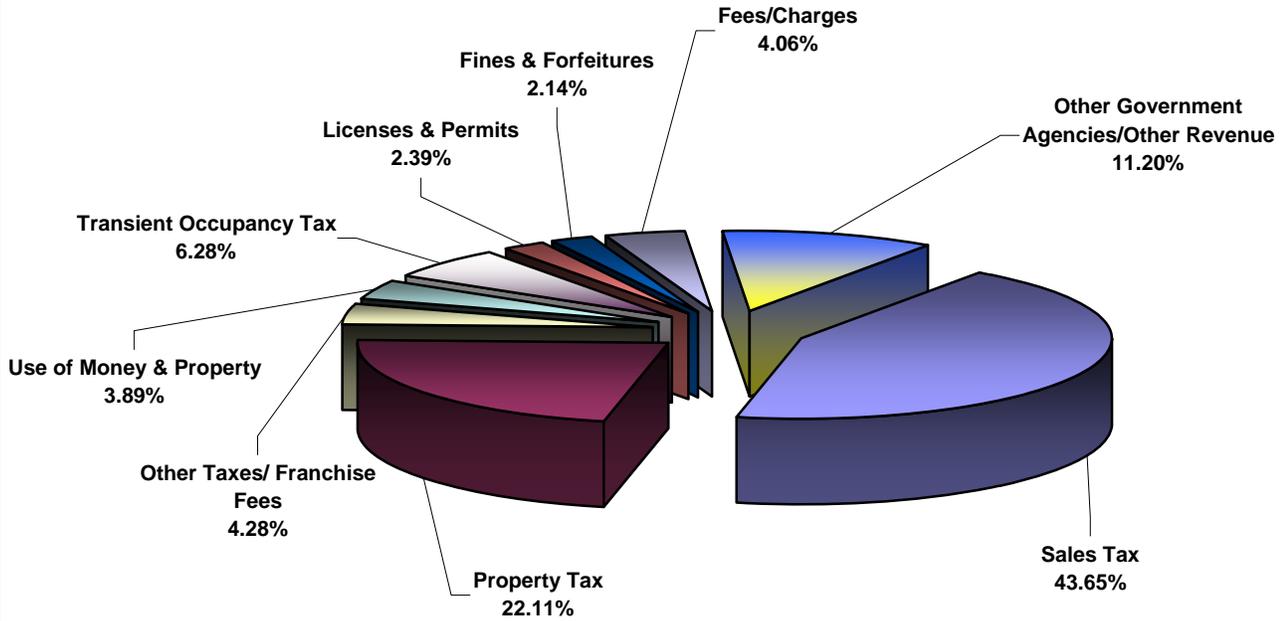
**TOTAL APPROPRIATIONS - \$109,712,580**

(Where Monies Go)  
(Including Transfers Out)

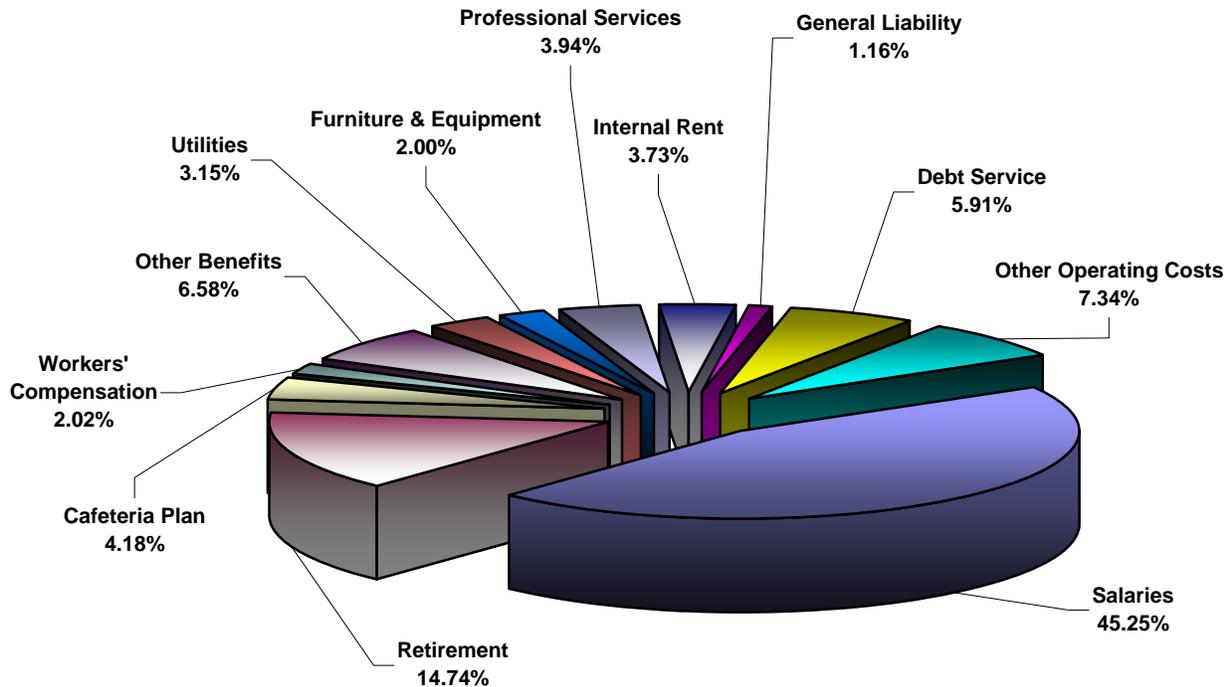


**CITY OF COSTA MESA, CALIFORNIA**  
**GENERAL FUND RESOURCES & APPROPRIATIONS**  
**FISCAL YEAR 2011-2012**

**GENERAL FUND RESOURCES - TOTAL \$94,727,204**  
(Including Transfers In)



**GENERAL FUND APPROPRIATIONS - TOTAL \$94,650,182**  
(Including Transfers Out)



**SCHEDULE OF INTERFUND TRANSFERS**

FISCAL YEAR 2011-2012

<u>FUND</u>	<u>TRANSFERS IN</u>	<u>TRANSFERS OUT</u>
General Fund - 101	\$ -	\$ 100,000 <sup>1</sup>
Supplemental Law Enforcement Fund - 213	100,000	
Total	<u>\$ 100,000</u>	<u>\$ 100,000</u>

<sup>1</sup> Funding of \$100,000 for support of Supplemental Law Enforcement Fund.

**FOUR-YEAR BUDGET SUMMARY  
ALL FUNDS (INCLUDING TRANSFERS)**

**FISCAL YEARS 2008-2009 THROUGH 2011-2012**

The following is a four-year budget summary that includes all governmental and proprietary funds. The summary presentation excludes the City's Redevelopment Agency. The \$8.3 million increase in taxes is related to the change in the economic condition of Sales Tax, Property Tax and Transient Occupancy Tax revenues compared to FY 09-10 Actual. The decrease in Total Expenditures & Other Uses is directly attributed to the City's commitment to reduce costs to more closely match revenues. Excess appropriations over total estimated resources were/will be funded from available fund balances.

<b>Revenues &amp; Other Sources</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
Taxes	70,446,175	65,662,066	64,329,832	73,970,872
Licenses & Permits	1,283,140	1,150,703	1,510,500	1,763,000
Fines & Forfeits	3,127,292	2,488,323	2,330,000	2,330,000
Intergovernmental	26,374,948	21,018,937	16,696,122	17,898,297
Charges for Services	10,677,609	6,139,533	6,985,399	10,927,631
Rental	2,881,667	2,723,826	2,622,500	2,644,500
Investment Income	976,625	3,715,199	1,562,330	1,442,834
Miscellaneous	2,652,218	2,182,182	338,100	691,000
Transfers In	1,812,968	3,774,098	2,076,064	100,000
<b>Total Revenues &amp; Other Sources</b>	<b>\$ 120,232,642</b>	<b>\$ 108,854,867</b>	<b>\$ 98,450,847</b>	<b>\$ 111,768,134</b>
<b>Expenditures &amp; Other Uses</b>				
Protection of Persons & Property	67,549,141	60,565,540	57,509,220	57,372,984
Community Health & Environment	11,030,264	8,621,213	8,384,283	9,553,543
Transportation	8,110,474	6,802,416	6,346,349	7,159,014
Leisure & Community Services	3,992,032	3,700,785	3,636,162	3,435,167
General Government Support	25,762,893	25,193,301	22,081,952	21,036,748
Capital Improvement Projects	21,121,382	12,476,388	3,818,588	3,818,588
Debt Service:				
Principal Payments*	3,773,687	3,434,842	3,885,904	4,182,926
Interest Payments*	1,946,124	2,507,830	1,751,096	1,626,546
Transfers Out*	1,812,968	3,774,098	2,076,064	100,000
<b>Total Expenditures &amp; Other Uses</b>	<b>\$ 145,098,965</b>	<b>\$ 127,076,413</b>	<b>\$ 109,489,618</b>	<b>\$ 108,285,516</b>
<b>Estimated Ending Balances</b>	<b>\$ (24,866,323)</b>	<b>\$ (18,221,546)</b>	<b>\$ (11,038,771)</b>	<b>\$ 3,482,618</b>

\* Included under General Government Support in other presentations in the document.



# ***REVENUE SUMMARIES***

**FISCAL YEAR 2011-2012**

CITY OF COSTA MESA, CALIFORNIA

**REVENUE & OTHER FINANCING SOURCES**  
 FROM FISCAL YEAR 2008-2009 THROUGH FISCAL YEAR 2011-2012

<b>FUND/ACCT DESCRIPTION</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 10-11 Revised</b>	<b>FY 11-12 Adopted</b>
<b><u>Fund 101 - General Fund</u></b>					
Property Tax - Secured	\$ 19,318,328	\$ 19,608,503	\$ 18,500,000	\$ 19,000,000	\$ 19,475,000
Property Tax - Unsecured	844,473	835,771	750,000	800,000	800,000
Property Tax - Supplemental	358,708	187,574	250,000	250,000	100,000
Property Tax - Homeowners	173,626	175,764	170,000	170,000	170,000
Delinquent Tax - Penalties/Int	219,151	187,941	250,000	150,000	100,000
Property Transfer Tax	287,855	326,461	200,000	300,000	300,000
Sales & Use Tax	27,678,291	27,288,810	26,334,000	29,200,000	30,850,000
Sales Tax In-Lieu	10,980,964	7,228,020	8,250,000	9,840,000	10,500,000
Transient Occupancy Tax	4,719,158	4,268,984	4,000,000	5,050,000	5,950,000
Electric Franchise Fee	1,326,555	1,267,914	1,350,000	1,200,000	1,300,000
Cable TV Franchise Fee	955,649	1,030,706	900,000	1,000,000	1,000,000
PEG Cable Franchise Fee	183,624	205,274	175,000	200,000	200,000
Gas Franchise Fee	380,855	219,878	350,000	300,000	300,000
Solid Waste Hauler Franchise Fee	1,328,488	1,221,387	1,250,000	1,250,000	1,250,000
Business License	860,491	858,566	850,000	850,000	850,000
<b>Total Taxes</b>	<b>\$ 69,616,216</b>	<b>\$ 64,911,553</b>	<b>\$ 63,579,000</b>	<b>\$ 69,560,000</b>	<b>\$ 73,145,000</b>
Dog License	\$ 33,223	\$ 40,769	\$ 30,000	\$ 65,000	\$ 100,000
Fire Permits	68,771	79,600	80,000	80,000	100,000
Building Permits	419,983	560,723	480,000	480,000	820,000
Electrical Permits	65,226	78,924	70,000	80,000	95,000
Plumbing/Mechanical Permits	58,908	80,968	70,000	80,000	80,000
Street Permits	135,050	109,735	100,000	110,000	125,000
Special Business Permits	315	430	500	1,000	500
Home Occupation Permits	15,840	15,250	19,000	15,000	15,000
Operator's Permits	-	3,375	1,000	2,500	2,500
Other Permits	156,208	88,055	110,000	50,000	75,000
<b>Total Licenses &amp; Permits</b>	<b>\$ 953,524</b>	<b>\$ 1,057,829</b>	<b>\$ 960,500</b>	<b>\$ 963,500</b>	<b>\$ 1,413,000</b>
Municipal Code Violations	\$ 131,628	\$ 128,954	\$ 100,000	\$ 100,000	\$ 125,000
Vehicle Code Violations	1,192,965	1,005,432	800,000	800,000	900,000
Parking Citations	1,116,362	999,009	1,000,000	1,000,000	950,000
Shopping Cart Retrieval	14,565	9,057	5,000	5,000	-
Red Light Camera Violations	495,952	345,871	250,000	200,000	50,000
<b>Total Fines &amp; Forfeitures</b>	<b>\$ 2,951,472</b>	<b>\$ 2,488,323</b>	<b>\$ 2,155,000</b>	<b>\$ 2,105,000</b>	<b>\$ 2,025,000</b>

**REVENUE & OTHER FINANCING SOURCES**  
**FROM FISCAL YEAR 2008-2009 THROUGH FISCAL YEAR 2011-2012**

<b>FUND/ACCT DESCRIPTION</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 10-11 Revised</b>	<b>FY 11-12 Adopted</b>
<b>Fund 101 - General Fund (continued)</b>					
Investment Earnings	\$ (283,728)	\$ 360,998	\$ 175,000	\$ 175,000	\$ 150,000
GASB 31 Adjustment	565,579	1,057,191	-	-	-
Interest Earned - CMRA Note	920,333	889,983	857,000	857,000	820,000
Other Interest	27,180	243,832	50,000	50,000	75,000
Buildings/Grounds, Rental	191,389	174,503	200,000	200,000	200,000
Rental - Downtown Comm. Center	6,716	8,705	9,000	9,000	11,000
Rental - Balearic Center	30,115	25,465	25,000	25,000	20,000
Rental - Neighborhood Comm. Ctr.	152,849	151,903	140,000	150,000	160,000
Rental - Fields	124,960	146,237	120,000	120,000	125,000
Rental - Tennis	28,576	26,395	28,500	28,500	28,500
Rental - Golf Course Operations	2,222,675	2,096,030	2,000,000	2,000,000	2,000,000
Rental - Bus Shelter Ads	124,387	94,588	100,000	100,000	100,000
<b>Total Use of Money &amp; Property</b>	<b>\$ 4,111,031</b>	<b>\$ 5,275,830</b>	<b>\$ 3,704,500</b>	<b>\$ 3,714,500</b>	<b>\$ 3,689,500</b>
Motor Vehicle In-Lieu Tax	\$ 389,159	\$ 342,149	\$ 200,000	\$ 200,000	300,000
Vehicle License Fee Swap - Property Tax	8,826,768	8,775,317	8,000,000	8,500,000	8,750,000
Other Federal Grants	124,299	215,118	-	-	558,810
POST Reimbursements	33,268	48,537	40,000	40,000	40,000
Used Oil Recycling Grant	6,202	-	-	-	-
Beverage Container Program	33,902	14,144	-	-	-
SB 90 - State Mandated Costs	23,203	62,449	50,000	60,000	50,000
Other State Grants	383,247	72,671	-	10,156	-
OCTA - SAAV	48,418	44,497	25,000	25,000	40,000
Other County Grants	73,160	77,595	77,500	83,053	80,000
Reimbursement - ABLE	373,307	442,077	300,000	300,000	106,000
Reimb. - Oth Governmental Agencies	-	35,060	-	-	-
<b>Total Other Govt. Agencies</b>	<b>\$ 10,314,933</b>	<b>\$ 10,129,614</b>	<b>\$ 8,692,500</b>	<b>\$ 9,218,209</b>	<b>\$ 9,924,810</b>
Zoning/Variance/CUP Fees	\$ 108,675	\$ 98,288	\$ 60,000	\$ 85,000	\$ 85,000
Subdivision Map Fees	7,935	8,665	2,000	7,500	3,000
Environmental Impact Fees	1,570	-	2,750	2,750	2,000
Plan Checking Fee	212,972	231,771	200,000	200,000	315,000
Vacation/Abandonment of ROW	450	-	500	500	500

**REVENUE & OTHER FINANCING SOURCES**  
**FROM FISCAL YEAR 2008-2009 THROUGH FISCAL YEAR 2011-2012**

<b>FUND/ACCT DESCRIPTION</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 10-11 Revised</b>	<b>FY 11-12 Adopted</b>
<b>Fund 101 - General Fund (continued)</b>					
Source Reduction/Recycling	\$ 7,930	\$ 6,710	\$ 8,700	\$ 8,700	\$ 8,700
Special Policing Fees	474,026	509,778	420,000	450,000	400,000
Vehicle Storage/Impound Fees	444,210	391,260	375,000	375,000	375,000
Repo Vehicle Release Fee	2,535	2,640	2,000	2,500	2,000
DUI/Emergency Response	70,599	51,976	100,000	100,000	50,000
Jail Booking Fees - City	(75,140)	112,891	210,000	150,000	150,000
Police False Alarms	385,642	259,630	300,000	250,000	275,000
Fingerprinting	38,445	45,020	40,000	40,000	40,000
Animal Pound Fees	125	120	100	100	100
Fire Inspections	7,095	5,680	11,000	5,000	5,000
Hazmat Disclosure Fee	73,030	93,306	100,000	100,000	100,000
EMS - First Responder Fee	226,210	238,364	300,000	300,000	200,000
Paramedic Fee - Advanced	33,085	55,406	50,000	50,000	100,000
Medical Supply Reimbursement	93,727	97,066	100,000	100,000	100,000
Fire False Alarms	22,075	16,065	20,000	30,000	30,000
Accident Cost Recovery	-	45,339	60,000	60,000	60,000
Dispatch/Phone Svc. in 911 Center	7,350	8,493	7,400	7,400	7,400
Park Permits	39,730	35,740	30,000	35,000	35,000
Park Improvements	5,781	9,820	-	2,500	5,000
Youth Sports - Basketball & Football	-	24,942	26,300	-	26,300
Recreation - Aquatics	75,919	81,666	75,000	75,000	85,000
Recreation - Day Camp	167,837	147,190	170,000	170,000	170,000
Playgrounds	2,089	4,040	3,000	5,000	117,494
Special Events	21,997	38,833	650	20,000	650
Recreation - Early Childhood	109,127	133,536	110,000	125,000	120,000
Instructional Classes	571,269	575,927	620,000	620,000	600,000
Recreation - Basketball	27,558	29,672	35,000	61,300	45,000
Adult Open Gym	5,104	3,974	-	5,000	-
Recreation - Softball	128,482	132,260	130,000	130,000	130,000
Teen Camp	26,965	29,305	32,400	32,400	29,000
Family Night/Kids Night	4,034	(30)	-	-	-
Photocopies	2,343	2,255	2,000	2,500	2,500

**REVENUE & OTHER FINANCING SOURCES**  
FROM FISCAL YEAR 2008-2009 THROUGH FISCAL YEAR 2011-2012

<b>FUND/ACCT DESCRIPTION</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 10-11 Revised</b>	<b>FY 11-12 Adopted</b>
<b>Fund 101 - General Fund (continued)</b>					
Police Reports	\$ 34,991	\$ 31,386	\$ 33,000	\$ 30,000	\$ 33,000
Police Clearance Letters	3,675	4,620	3,000	3,000	3,000
Sale - Maps & Publications	20,136	13,392	12,500	12,500	12,500
Sale - Miscellaneous Supplies	745	775	750	750	750
Central Services Reimb	101,654	83,768	100,000	100,000	100,000
Charges for Other Services	24,430	8,392	15,000	15,000	15,000
Special Assessments	12,737	58,558	-	8,000	10,000
<b>Total Fees &amp; Charges</b>	<b>\$ 3,529,149</b>	<b>\$ 3,728,489</b>	<b>\$ 3,768,050</b>	<b>\$ 3,777,400</b>	<b>\$ 3,848,894</b>
Contributions	\$ 9,506	\$ 5,600	\$ 2,500	\$ 2,500	\$ 2,500
Sponsorship Naming Rights	33,480	33,480	30,000	33,480	33,000
Reimb. - Const. Permit Insp. Fees	-	294,411	500	11,000	500
Reimb. - Overtime Construction	-	-	100	-	-
Damage to City Property	57,387	86,663	30,000	30,000	30,000
Civil Subpoena Costs	13,783	12,928	10,000	10,000	10,000
Settlements	2,000	-	-	-	-
Other Reimbursements	1,383,566	919,171	200,000	200,000	300,000
Sale - Other Equipment	6,267	1,180	5,000	5,000	5,000
Other	543,695	505,154	50,000	200,000	300,000
<b>Total Other Revenues</b>	<b>\$ 2,049,684</b>	<b>\$ 1,858,587</b>	<b>\$ 328,100</b>	<b>\$ 491,980</b>	<b>\$ 681,000</b>
<b>Total Revenues</b>	<b>\$ 93,526,009</b>	<b>\$ 89,450,225</b>	<b>\$ 83,187,650</b>	<b>\$ 89,830,589</b>	<b>\$ 94,727,204</b>
Operating Transfers In	\$ 220,843	\$ 2,929,230	\$ 1,976,064	\$ 1,976,064	\$ -
<b>Total Other Financing Sources</b>	<b>\$ 220,843</b>	<b>\$ 2,929,230</b>	<b>\$ 1,976,064</b>	<b>\$ 1,976,064</b>	<b>\$ -</b>
<b>Total Fund 101</b>	<b>\$ 93,746,852</b>	<b>\$ 92,379,455</b>	<b>\$ 85,163,714</b>	<b>\$ 91,806,653</b>	<b>\$ 94,727,204</b>
<b>Fund 201 - Gas Tax</b>					
Investment Earnings	\$ (42,432)	\$ 256,205	\$ 70,000	\$ 70,000	\$ 75,000
Gas Tax - 2103	-	-	-	-	1,180,000
Gas Tax - 2105	783,868	627,233	600,000	600,000	650,000
Gas Tax - 2106	491,707	396,565	375,000	375,000	425,000
Gas Tax - 2107.1	1,047,688	834,715	800,000	800,000	850,000
Gas Tax - 2107.5	10,000	10,000	10,000	10,000	10,000
Traffic Congestion Relief Fund	969,284	1,055,081	1,134,805	1,134,805	-
AHRP Grant	1,185,125	-	-	-	-
<b>Total Fund 201</b>	<b>\$ 4,445,240</b>	<b>\$ 3,179,799</b>	<b>\$ 2,989,805</b>	<b>\$ 2,989,805</b>	<b>\$ 3,190,000</b>

**REVENUE & OTHER FINANCING SOURCES**  
FROM FISCAL YEAR 2008-2009 THROUGH FISCAL YEAR 2011-2012

<b>FUND/ACCT DESCRIPTION</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 10-11 Revised</b>	<b>FY 11-12 Adopted</b>
<b><u>Fund 202 - Prop 172</u></b>					
Investment Earnings	\$ 1,051	\$ 3,060	\$ -	\$ -	\$ 1,000
Sales Tax - Public Safety	829,159	750,513	750,000	750,000	825,000
<b>Total Revenues</b>	<b>\$ 830,210</b>	<b>\$ 753,573</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 826,000</b>
Operating Transfers In	\$ 460,000	\$ 650,000	\$ -	\$ -	\$ -
<b>Total Other Financing Sources</b>	<b>\$ 460,000</b>	<b>\$ 650,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fund 202</b>	<b>\$ 1,290,210</b>	<b>\$ 1,403,573</b>	<b>\$ 750,000</b>	<b>\$ 750,000</b>	<b>\$ 826,000</b>
<b><u>Fund 203 - Air Quality</u></b>					
Investment Earnings	\$ (3,079)	\$ 15,275	\$ 6,700	\$ 6,700	\$ 6,300
AB 2766 - AQMD	133,271	131,886	140,000	140,000	140,000
Other Reimbursements	9,863	-	-	-	-
<b>Total Fund 203</b>	<b>\$ 140,055</b>	<b>\$ 147,161</b>	<b>\$ 146,700</b>	<b>\$ 146,700</b>	<b>\$ 146,300</b>
<b><u>Fund 205 - HOME</u></b>					
Lien/Loan Repayment	\$ 78,949	\$ 148,479	\$ -	\$ -	\$ -
HOME Invest/Partnership Grant	851,381	716,241	771,888	771,888	846,670
<b>Total Fund 205</b>	<b>\$ 930,330</b>	<b>\$ 864,720</b>	<b>\$ 771,888</b>	<b>\$ 771,888</b>	<b>\$ 846,670</b>
<b><u>Fund 207 - CDBG</u></b>					
Investment Earnings	\$ 5,303	\$ 5,156	\$ -	\$ -	\$ -
Lien/Loan Repayment	18,055	20,048	-	-	-
Community Dev. Block Grant	1,561,385	1,583,843	2,074,174	2,074,174	1,204,217
Other Reimbursements	1,654	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,586,397</b>	<b>\$ 1,609,047</b>	<b>\$ 2,074,174</b>	<b>\$ 2,074,174</b>	<b>\$ 1,204,217</b>
Operating Transfers In	\$ 99,309	\$ 94,868	\$ -	\$ -	\$ -
<b>Total Other Financing Sources</b>	<b>\$ 99,309</b>	<b>\$ 94,868</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fund 207</b>	<b>\$ 1,685,706</b>	<b>\$ 1,703,915</b>	<b>\$ 2,074,174</b>	<b>\$ 2,074,174</b>	<b>\$ 1,204,217</b>
<b><u>Fund 208 - Park Development</u></b>					
Investment Earnings	\$ (48,711)	\$ 58,914	\$ 25,000	\$ 25,000	\$ 20,000
Park Development Fees	10,829	-	-	-	-
<b>Total Revenues</b>	<b>\$ (37,882)</b>	<b>\$ 58,914</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 20,000</b>
<b>Total Fund 208</b>	<b>\$ (37,882)</b>	<b>\$ 58,914</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 20,000</b>

**REVENUE & OTHER FINANCING SOURCES**  
FROM FISCAL YEAR 2008-2009 THROUGH FISCAL YEAR 2011-2012

<b>FUND/ACCT DESCRIPTION</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 10-11 Revised</b>	<b>FY 11-12 Adopted</b>
<b><u>Fund 209 - Drainage Fees</u></b>					
Investment Earnings	\$ 39,031	\$ 21,164	\$ 9,200	\$ 9,200	\$ 10,000
Drainage Assessment Fees	212,488	113,631	250,000	250,000	200,000
<b>Total Fund 209</b>	<b>\$ 251,519</b>	<b>\$ 134,795</b>	<b>\$ 259,200</b>	<b>\$ 259,200</b>	<b>\$ 210,000</b>
<b><u>Fund 213 - SLESF</u></b>					
Safety (COPS)	\$ 109,171	\$ 111,462	\$ 141,750	\$ 141,750	\$ 100,000
<b>Total Revenues</b>	<b>\$ 108,144</b>	<b>\$ 111,462</b>	<b>\$ 141,750</b>	<b>\$ 141,750</b>	<b>\$ 100,000</b>
Operating Transfers In	\$ 37,228	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Other Financing Sources</b>	<b>\$ 37,228</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>Total Fund 213</b>	<b>\$ 145,372</b>	<b>\$ 211,462</b>	<b>\$ 241,750</b>	<b>\$ 241,750</b>	<b>\$ 200,000</b>
<b><u>Fund 214 - Traffic Impact Fees</u></b>					
Investment Earnings	\$ (125,105)	\$ 92,404	\$ 41,000	\$ 41,000	\$ 40,000
OCTA Regional Grant	204,393	-	-	-	-
Traffic Impact Fees	106,299	(20,757)	300,000	300,000	150,000
Other Reimbursements	-	78	-	-	-
<b>Total Fund 214</b>	<b>\$ 185,587</b>	<b>\$ 71,725</b>	<b>\$ 341,000</b>	<b>\$ 341,000</b>	<b>\$ 190,000</b>
<b><u>Fund 216 - Rental Rehab</u></b>					
Investment Earnings	\$ (374)	\$ -	\$ -	\$ -	\$ -
<b>Total Fund 216</b>	<b>\$ (374)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Fund 217 - Narcotic Seizure</u></b>					
Asset Forfeiture - DOJ	\$ 116,147	\$ -	\$ 100,000	\$ 100,000	\$ 200,000
Asset Forfeiture - County/Other	43,344	-	70,000	70,000	100,000
Investment Earnings	(1,033)	-	4,000	4,000	4,500
High Intensity Drug Trafficing	16,329	-	5,000	5,000	5,000
<b>Total Revenues</b>	<b>\$ 174,787</b>	<b>\$ -</b>	<b>\$ 179,000</b>	<b>\$ 179,000</b>	<b>\$ 309,500</b>
<b>Total Fund 217</b>	<b>\$ 174,787</b>	<b>\$ -</b>	<b>\$ 179,000</b>	<b>\$ 179,000</b>	<b>\$ 309,500</b>
<b><u>Fund 218 - Fire System Dev.</u></b>					
Investment Earnings	\$ (952)	\$ 11,751	\$ 4,400	\$ 4,400	\$ 6,000
<b>Total Fund 218</b>	<b>\$ (952)</b>	<b>\$ 11,751</b>	<b>\$ 4,400</b>	<b>\$ 4,400</b>	<b>\$ 6,000</b>

**REVENUE & OTHER FINANCING SOURCES**  
FROM FISCAL YEAR 2008-2009 THROUGH FISCAL YEAR 2011-2012

<b>FUND/ACCT DESCRIPTION</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 10-11 Revised</b>	<b>FY 11-12 Adopted</b>
<b><u>Fund 219 - LLEBG</u></b>					
Local Law Enforcement Block Grant	\$ 15,342	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 15,342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fund 219</b>	<b>\$ 15,342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Fund 401 - Capital Outlay</u></b>					
Lien/Loan Repayment	\$ 26,008	\$ -	\$ -	\$ -	\$ -
Investment Earnings	30,915	27,782	35,000	35,000	15,000
Other Federal Grants	-	910,015	156,005	156,005	243,000
State Park Bond Act Grant	-	186,000	-	-	-
Other State Grants	2,316,847	725,512	-	-	1,024,600
Other	190,943	432,000	-	-	-
<b>Total Revenues</b>	<b>\$ 2,564,713</b>	<b>\$ 2,281,309</b>	<b>\$ 191,005</b>	<b>\$ 191,005</b>	<b>\$ 1,282,600</b>
<b>Total Fund 401</b>	<b>\$ 2,564,713</b>	<b>\$ 2,281,309</b>	<b>\$ 191,005</b>	<b>\$ 191,005</b>	<b>\$ 1,282,600</b>
<b><u>Fund 403 - Measure M Regional</u></b>					
Investment Earnings	\$ (104,641)	\$ 185,674	\$ 50,000	\$ 50,000	\$ 30,000
Measure "M" Regional Grant	4,774,372	1,743,458	500,000	500,000	-
<b>Total Revenues</b>	<b>\$ 4,669,731</b>	<b>\$ 1,929,132</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 30,000</b>
<b>Total Fund 403</b>	<b>\$ 4,669,731</b>	<b>\$ 1,929,132</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>	<b>\$ 30,000</b>
<b><u>Fund 414 - Measure M Turnback</u></b>					
Investment Earnings	\$ -	\$ 50,668	\$ 50,000	\$ 50,000	\$ 25,000
Measure "M" Turnback	1,405,375	1,425,312	1,300,000	1,300,000	1,300,000
<b>Total Fund 414</b>	<b>\$ 1,405,375</b>	<b>\$ 1,475,980</b>	<b>\$ 1,350,000</b>	<b>\$ 1,350,000</b>	<b>\$ 1,325,000</b>
<b><u>Fund 409 - Veh Prkg Dist. 1</u></b>					
Property Tax - Secured	\$ 405	\$ -	\$ 420	\$ 420	\$ 425
Property Tax - Unsecured	17	-	20	20	25
Property Tax - Supplemental	7	-	5	5	5
Property Tax - Homeowners	3	-	3	3	3
Delinquent Tax - Penalties/Int	5	-	3	3	3
Investment Earnings	(162)	-	15	15	17
<b>Total Fund 409</b>	<b>\$ 275</b>	<b>\$ -</b>	<b>\$ 466</b>	<b>\$ 466</b>	<b>\$ 478</b>

**REVENUE & OTHER FINANCING SOURCES**  
FROM FISCAL YEAR 2008-2009 THROUGH FISCAL YEAR 2011-2012

FUND/ACCT DESCRIPTION	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 10-11 Revised	FY 11-12 Adopted
<b>Fund 410 - Veh Prkg Dist. 2</b>					
Property Tax - Secured	\$ 336	\$ -	\$ 350	\$ 350	\$ 375
Property Tax - Unsecured	14	-	20	20	25
Property Tax - Supplemental	6	-	5	5	5
Property Tax - Homeowners	3	-	3	3	3
Delinquent Tax - Penalties/Int	4	-	3	3	3
Investment Earnings	6	-	15	15	17
<b>Total Fund 410</b>	<b>\$ 369</b>	<b>\$ -</b>	<b>\$ 396</b>	<b>\$ 396</b>	<b>\$ 428</b>
<b>Fund 601 - Equipment Replacement</b>					
Investment Earnings	\$ 11,245	\$ 207,068	\$ 75,000	\$ 75,000	\$ 75,000
Rental of Automotive Equip	3,878,367	678,987	-	-	3,984,854
Damage to City Property	47,580	(4,094)	-	-	-
Sale of Automotive Equipment	107,589	43,806	10,000	10,000	10,000
<b>Total Revenues</b>	<b>\$ 4,044,781</b>	<b>\$ 925,767</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 4,069,854</b>
Operating Transfers In	\$ 65,395	\$ -	\$ -	\$ -	\$ -
<b>Total Other Sources</b>	<b>\$ 65,395</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Fund 601</b>	<b>\$ 4,110,176</b>	<b>\$ 925,767</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 4,069,854</b>
<b>Fund 602 - Self Insurance</b>					
Investment Earnings	\$ (12,774)	\$ 228,074	\$ 110,000	\$ 110,000	\$ 90,000
General Liability Premiums	1,122,156	572,268	1,169,540	1,169,540	1,112,381
Workers' Comp. Premiums	2,102,163	1,135,406	2,001,356	2,001,356	1,940,484
Unemployment Premiums	45,774	24,383	46,453	46,453	41,018
Other Reimbursements	322,699	115,278	-	-	-
<b>Total Fund 602</b>	<b>\$ 3,580,018</b>	<b>\$ 2,075,409</b>	<b>\$ 3,327,349</b>	<b>\$ 3,327,349</b>	<b>\$ 3,183,883</b>
<b>TOTAL REVENUES</b>	<b>\$ 118,419,674</b>	<b>\$ 105,080,769</b>	<b>\$ 96,374,783</b>	<b>\$ 103,017,722</b>	<b>\$ 111,668,134</b>
<b>TOTAL OTHER SOURCES</b>	<b>\$ 882,775</b>	<b>\$ 3,774,098</b>	<b>\$ 2,076,064</b>	<b>\$ 2,076,064</b>	<b>\$ 100,000</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 119,302,449</b>	<b>\$ 108,854,867</b>	<b>\$ 98,450,847</b>	<b>\$ 105,093,786</b>	<b>\$ 111,768,134</b>

## SALES & USE TAX

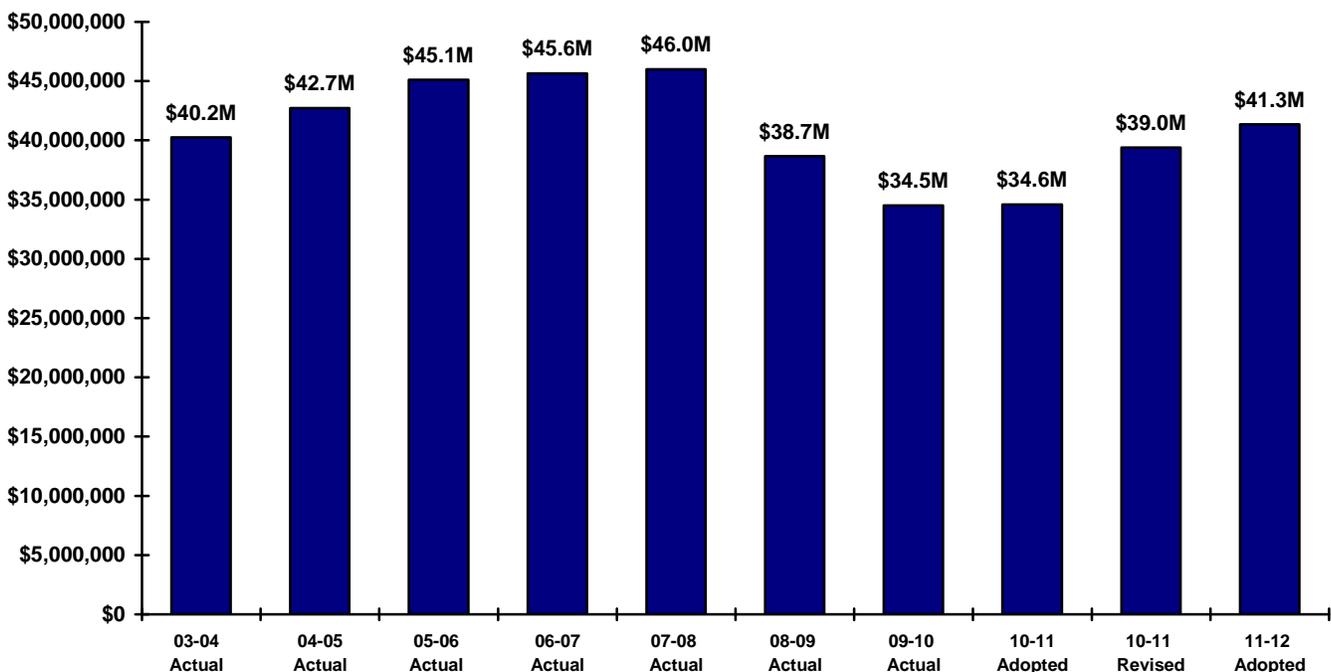
Sales Tax is imposed on retailers selling tangible personal property in California. The Use Tax is imposed on the user of a product purchased out-of-state and delivered for use in California. The Sales & Use Tax rate for Orange County is 7.75% and is broken down as follows:

State General Fund	5.00%
City/County Local Tax	1.00%
Countywide Transportation Tax	0.25%
County Mental Health	0.50%
Public Safety Augmentation Fund (Prop 172)	0.50%
County Transactions Tax (Measure M)	<u>0.50%</u>
Total Rate	<u>7.75%</u>

Sales & Use Tax represents Costa Mesa's single largest revenue source and is estimated at \$41.3 million or 43.65% of the total General Fund revenues estimated for FY 11-12. This amount represents an increase of \$6.8 million or 19.56% from the adopted estimate in FY 10-11, but an increase of \$2.3 million or 5.92% from the mid-year revised estimate. This change in revenue is directly attributed to a continued increase in sales activity. The City has been experiencing increases in Sales Tax revenues for the last six consecutive quarters, starting in the winter of 2009. While the City does not anticipate a complete rebound to the highs of 2007-2008 for some time, it is anticipating a "slow, low growth" with respect to revenues typically effected by the regional/national economy.

Also, included as part of the \$41.3 million estimate is \$10.5 million backfill from the State in the form of property taxes (accounted for as Sales Tax In-Lieu). This backfill from the State is the result of the "triple flip", which was approved by the voters in 2004 under Proposition 57 to finance the State's Fiscal Recovery Bonds. Under this Proposition, the State took one fourth of the local agencies' sales tax and backfilled it with a like amount in property taxes from the Educational Revenue Augmentation Fund (ERAF). The State estimates the "triple flip" to continue for 13 years or until the bonds are paid off.

The State Board of Equalization administers the sales tax and remits to local governments: 30% for the first month of each quarter, another 30% the following month, and 40% at the end of the quarter with a "clean-up" payment. The "triple flip" portion is remitted only twice a year, in January and May. Costa Mesa's sales tax base remains strong with South Coast Plaza; the Harbor Blvd. of Cars; a host of other retailers throughout the City; a variety of restaurants and hotels; and major businesses and industries located within the City.

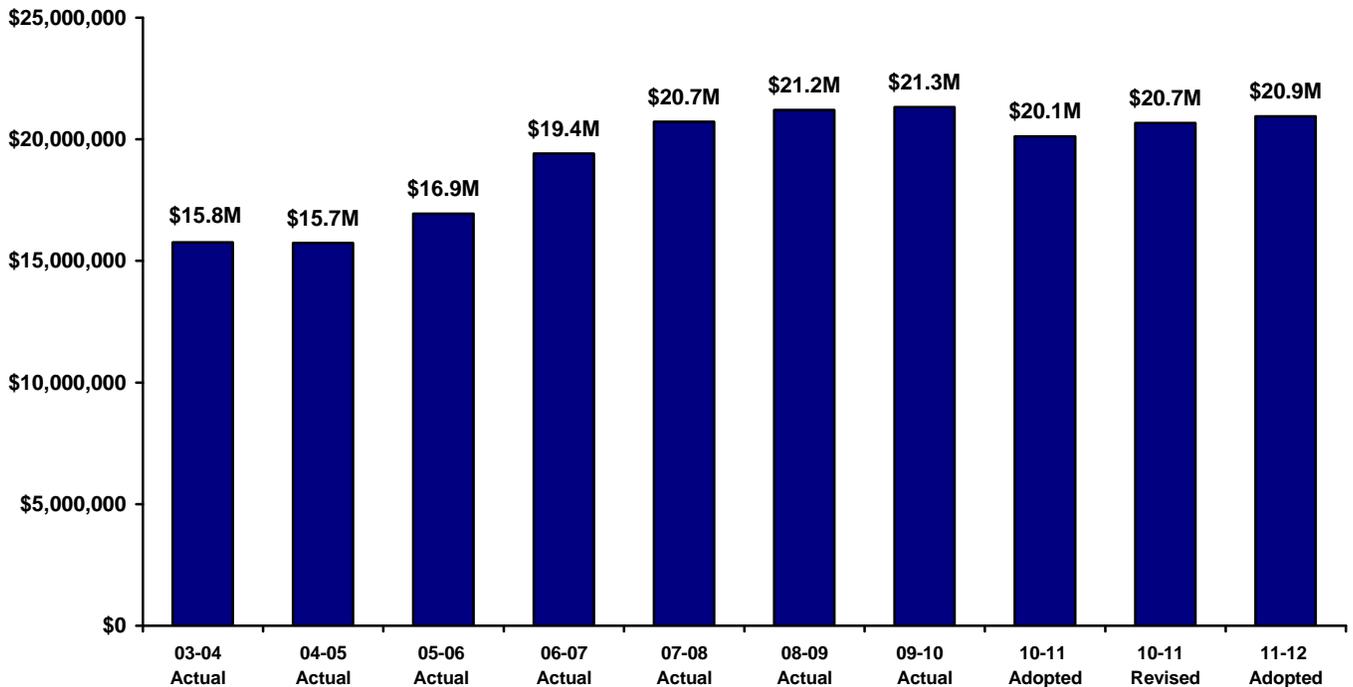


**PROPERTY TAX**

Property Tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) located within the State, based on the property value rather than on a fixed amount or benefit. Properties are distinguished as secured and unsecured (property for which the value of the lien is not sufficient to assure payment of the tax). Article XIII A of the State Constitution limits the real property tax rate to 1% of the property’s assessed value plus rates imposed to fund indebtedness approved by the voters. The City of Costa Mesa’s share of the 1% is equivalent to 15 cents for every \$1.00 collected by the County for property taxes. With the passage of Prop 13 in 1978, assessed valuations are limited to a 2% CPI increase each year when the CPI index exceeds 2%.

Costa Mesa’s property tax base is made up of both residential and industrial properties. Many residential homes were built during the 1960’s and 1970’s, and include a large portion of long time residents. Because of this dynamic and the Prop 13 restriction to assessed values, the assessed value of many properties is still far less than market value. Over the last few years as market values have declined, the City has benefited from positive Prop 13 CPI adjustment factors to properties where the assessed value was still lower than the market value. These positive adjustments have balanced most reductions to properties previously assessed higher than the current market value. Last fiscal year, the CPI adjustment factor was a negative .0237%. This was the first time since Prop 13 was enacted (34 years ago) where the CPI adjustment factor was negative. For FY 11-12, the CPI adjustment factor is a positive 0.753%.

For FY 11-12, estimated revenue from Property Taxes is \$20.9 million, which represents 22.11% of the total General Fund revenue. This estimate is an increase of \$825,000 or 4.10% over the adopted revenue in FY 10-11, but only a \$275,000 or 1.33% over the revised FY 10-11 estimate. Because the CPI adjustment factor is less than 2%, the City is expecting only a slight increase in revenue. Included in the estimates are Secured Property Tax at \$19.5 million, Unsecured Taxes at \$800,000, Supplemental Taxes at \$100,000; Homeowner’s Exemption (\$7,000 of assessed value is exempt from property tax, which is made up by State subvention) at \$170,000, Delinquent Taxes at \$100,000; and \$300,000 derived from Property Transfers (assessed at 55 cents for every \$500 of market value at the time of transfer – half of this amount or 27.5 cents goes to the County).

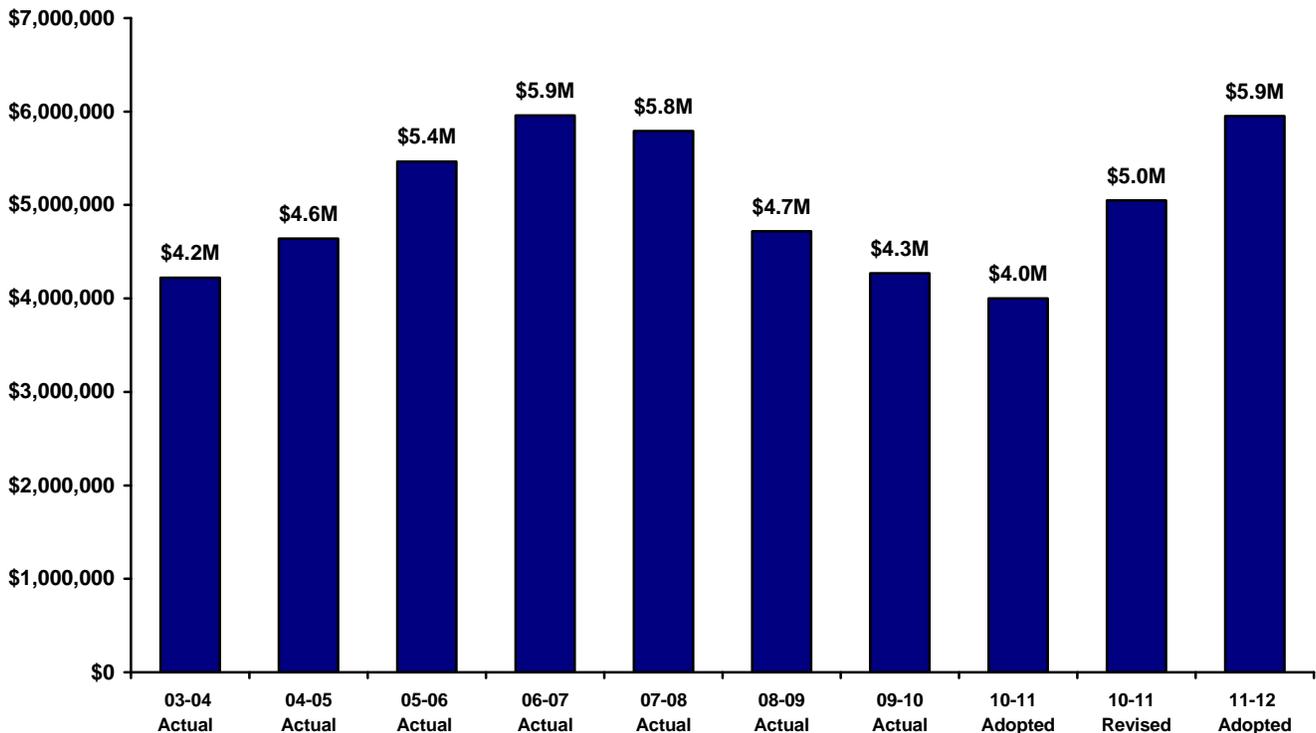


**TRANSIENT OCCUPANCY TAX**

Transient Occupancy Tax (TOT) is imposed on persons staying 30 days or less in a hotel, inn, motel, tourist home or other lodging facilities. In November 2010, the voter's of Costa Mesa approved a measure to increase the City's rate from 6% to 8%. The Business Improvement Area (BIA), comprised of ten hotels within the City, imposes an additional 3%. The amount collected from the additional 3% is remitted to the Costa Mesa Conference and Visitor's Bureau to promote travel and tourism throughout the City. Thirty-two hotels/lodging facilities are located within the City.

TOT is the City's fourth largest revenue source. For FY 11-12, estimated revenue from TOT is \$5.9 million, which represents 6.28% of the total General Fund revenue. The projected amount reflects an increase of \$1.9 million or 48.75% from the adopted in FY 10-11, and an increase of \$900,000 or 17.82% from the mid-year revised estimate. Since the increase in the rate began in January 2011, the City is expecting an increase above the mid-year revised estimate due to the remaining 6 month collection (at the new rate) in the 2011-2012 fiscal year.

Taking out the increased revenues due to the increase in the rate, the City is projecting an increase of 1.5% above estimated FY 10-11 activity.



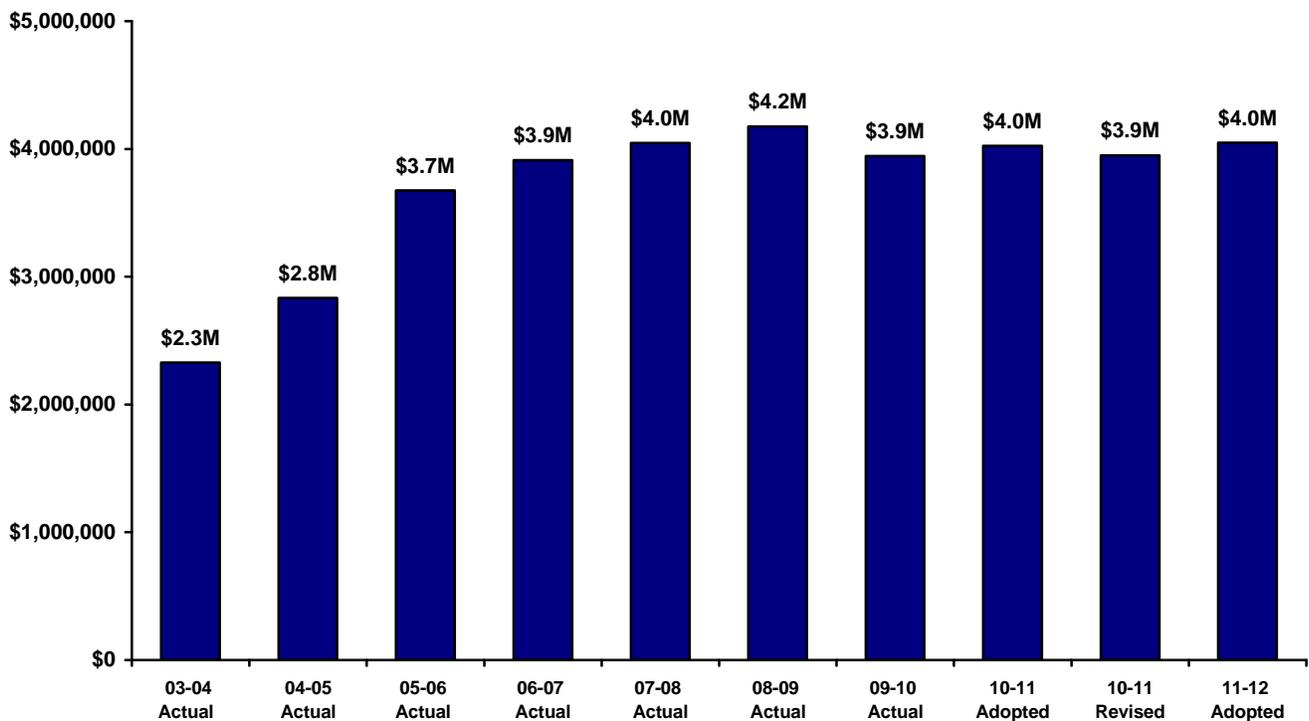
**FRANCHISE FEES**

The City grants a franchise to utility companies for the use of City streets and rights-of-way. Currently, the City collects electric franchise fees from Southern California Edison and gas franchise fees from Southern California Gas Company at the rate of 2% of gross receipts arising from use, operation or possession of the franchise; and, cable franchise fees from Time Warner at the rate of 5% of receipts, net of bad debt. The electric and gas franchise fees are paid annually while the cable franchise fees are paid on a quarterly basis. By authority of the Public Utility Commission (PUC), electric and gas franchise fees are limited to 2% and cable franchise fees are limited to 5% of gross receipts. Any growth in franchise revenues would be as a result of utility rate increases imposed by the electric, gas, and cable companies.

On November 15, 2004, the City Council adopted an ordinance to implement a Solid Waste Hauler’s Franchise Fee to be effective January 1, 2005. So far, the City has granted non-exclusive franchises to 10 waste haulers. Currently, six franchise holders fall into Class “A” – those pay a \$10,000 minimum franchise fee; while the remaining four franchisees fall into Class “B” – those pay a \$1,500 minimum franchise fee. The current franchise rate is 16% of gross receipts payable quarterly to the City.

For FY 11-12, estimated revenue from all Franchise Fees is \$4.0 million, which represents 4.27% of the total General Fund revenue. The estimated revenue projections are essentially flat.

The City also receives approximately \$200,000 from a PEG (Public, Education and Government) fee paid by the cable franchisee. This amount is received in the General Fund to support the operating costs for cable television services provided by the City.



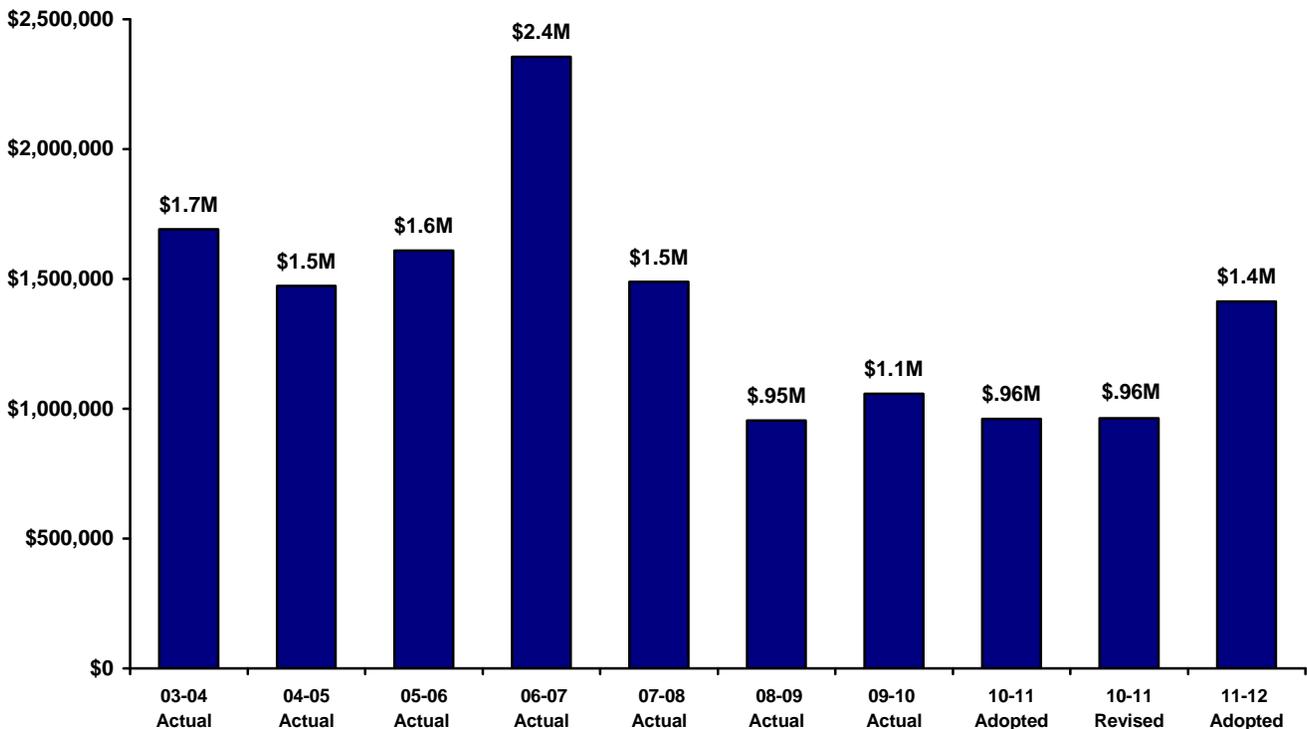
**LICENSES & PERMITS**

Licenses or permits are issued for either regulatory or cost recovery purposes, to applicants who conduct business activities within the City. This regulatory authority provides cities the means to protect the overall community interests.

Examples of licenses issued are animal and bicycle licenses. The types of permits issued include: temporary vendor permits; permits for signs and home occupation; and various building permits including electrical, plumbing, and mechanical. Building permits are set by the Uniform Building Code (UBC); electrical permits are set by the National Electrical Code (NEC); plumbing permits are set by the Uniform Plumbing Code (UPC); and the mechanical permits are set by the Uniform Mechanical Code (UMC).

For FY 11-12, estimated revenue from Licenses & Permits is \$1.4 million, which represents 1.49% of the total General Fund revenue. This estimate reflects an increase of \$452,500 or 47.11% from the adopted revenue in FY 10-11. The largest component for this revenue source comes from building permits projected at \$820,000. The City estimates that permits related to larger projects will increase building permit revenue by 40%.

Another component of this category includes revenue from Dog Licensing. In July 2010, City Council approved to increase the dog licenses fee, from \$10 to \$20 for Altered dogs and from \$20 to \$75 for Unaltered dogs. Therefore, the City is estimating an increase of \$70,000 from the adopted revenue in FY 10-11.

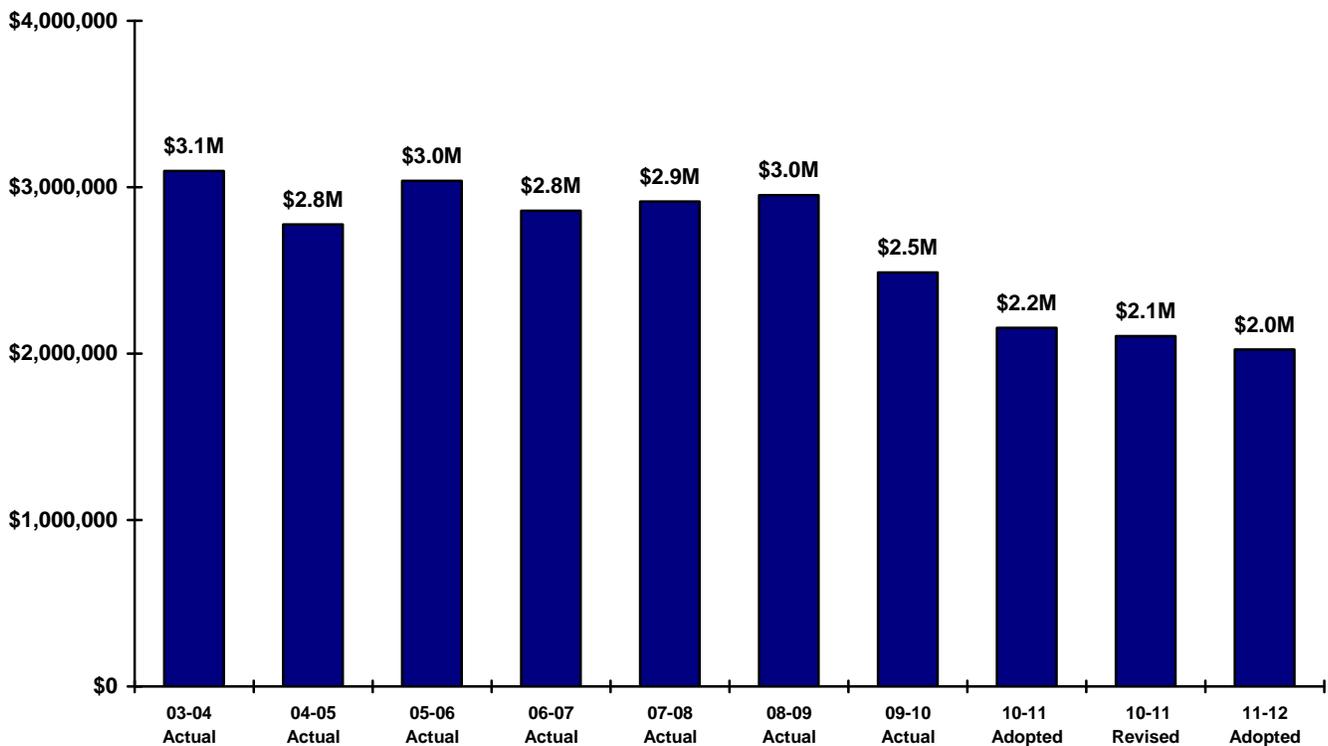


**FINES & FORFEITURES**

Fines & Forfeitures come from municipal code violations, motor vehicle code violations, parking fines and bail monies forfeited upon conviction of a misdemeanor or municipal infraction. Amounts paid by a defendant include the fine and various penalties, assessments, and restitution. Cities share the revenue from fines and forfeitures with the State and the County.

In 1993, the Legislature decriminalized parking violations and gave the responsibility for administering and collecting parking fines to cities and agencies that issue parking citations. Parking violations are generally violations of “no parking” ordinances. Fines vary depending on the type of violation.

For FY 11-12, estimated revenue from Fines & Forfeitures is \$2.0 million, which represents 2.14% of the total General Fund revenue. The estimated amount reflects a decrease of \$130,000 or 6.03% from the adopted revenue in FY 10-11. The decrease is primarily attributed to the Red Light Camera Program revenue which decreased \$200,000 because the program has been eliminated.



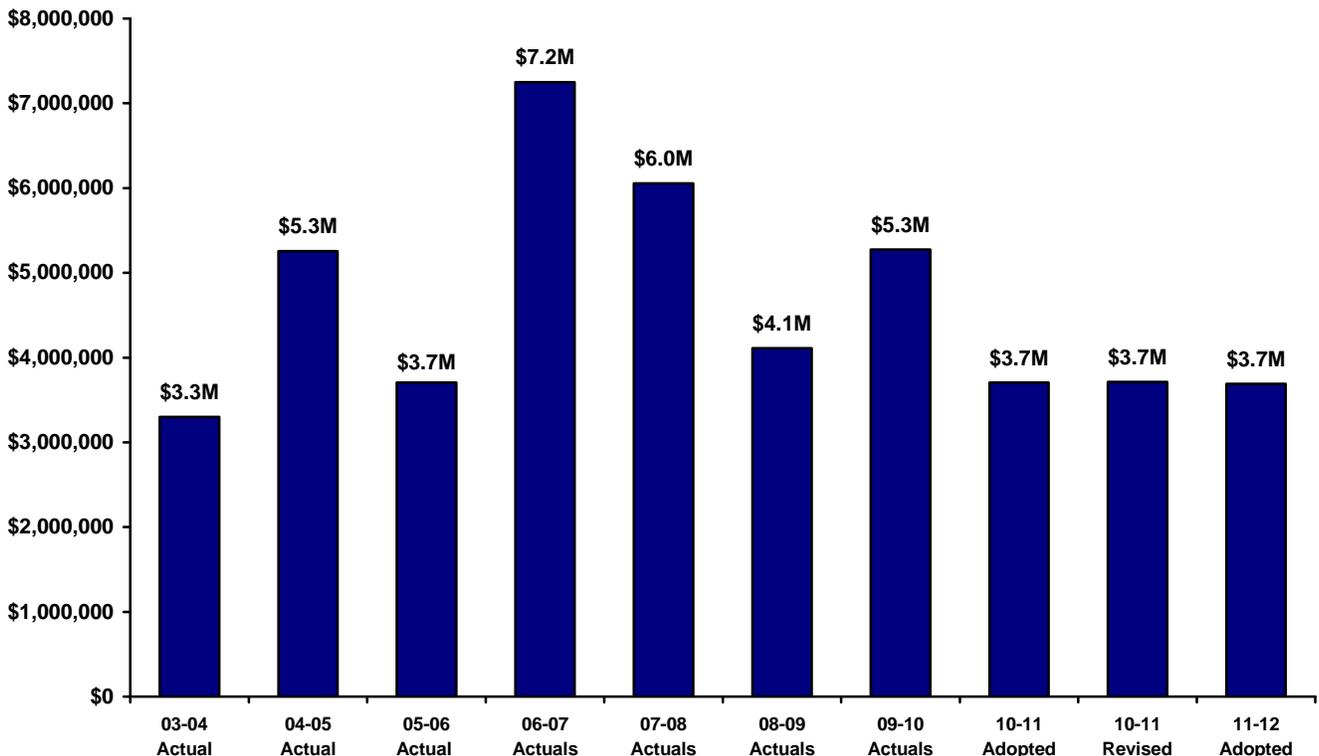
**USE OF MONEY & PROPERTY**

Revenues derived from the Use of Money & Property come from interest earned from investing the City's cash; interest on loans by the City to the Costa Mesa Redevelopment Agency; and rental from the golf course operations and other City facilities such as the Balearic Center, the Downtown Recreation Center, the Neighborhood Community Center, and the Placentia Street Fire Training Facility.

For FY 11-12, estimated revenue from Use of Money & Property is \$3.7 million or 3.89% of the total General Fund revenue. The estimated revenues reflect a decrease of \$15,000 or 0.40% from the adopted amount in FY 10-11. The estimate includes projected investment earnings based on a weighted average rate of return (ROR) of 1.00% (same as prior year). The ROR reflects the continued reduction in the Federal Funds rate throughout the past year in an effort to continue to stabilize the economy. This rate reduces the rate of return on investment vehicles the City can purchase based on the City Investment Policy. Also, in recent years, the City's General Fund has been utilizing more its' Fund Balance to make up for declines in revenues. By doing so, the amount of available cash to invest has decreased, thereby decreasing overall investment earnings revenue.

Also included in the Use of Money & Property prior year actuals, is the Governmental Accounting Standards Board (GASB) 31 Adjustment. This requirement set forth by GASB is to adjust the City's investments from book value to market value at the end of the year. The City does not budget for this adjustment as it is difficult to estimate what the market value will be at the end of the year.

A private company manages the golf course operations on behalf of the City; in return, the City receives between 6% - 35% of gross receipts on green fees, food and beverages, banquet facilities and the pro shop. Rental revenue from golf course operations is projected to remain the same as last year at \$2.0 million, because it does not appear there has been an increase in activity at the golf course, possibly due to the economy.



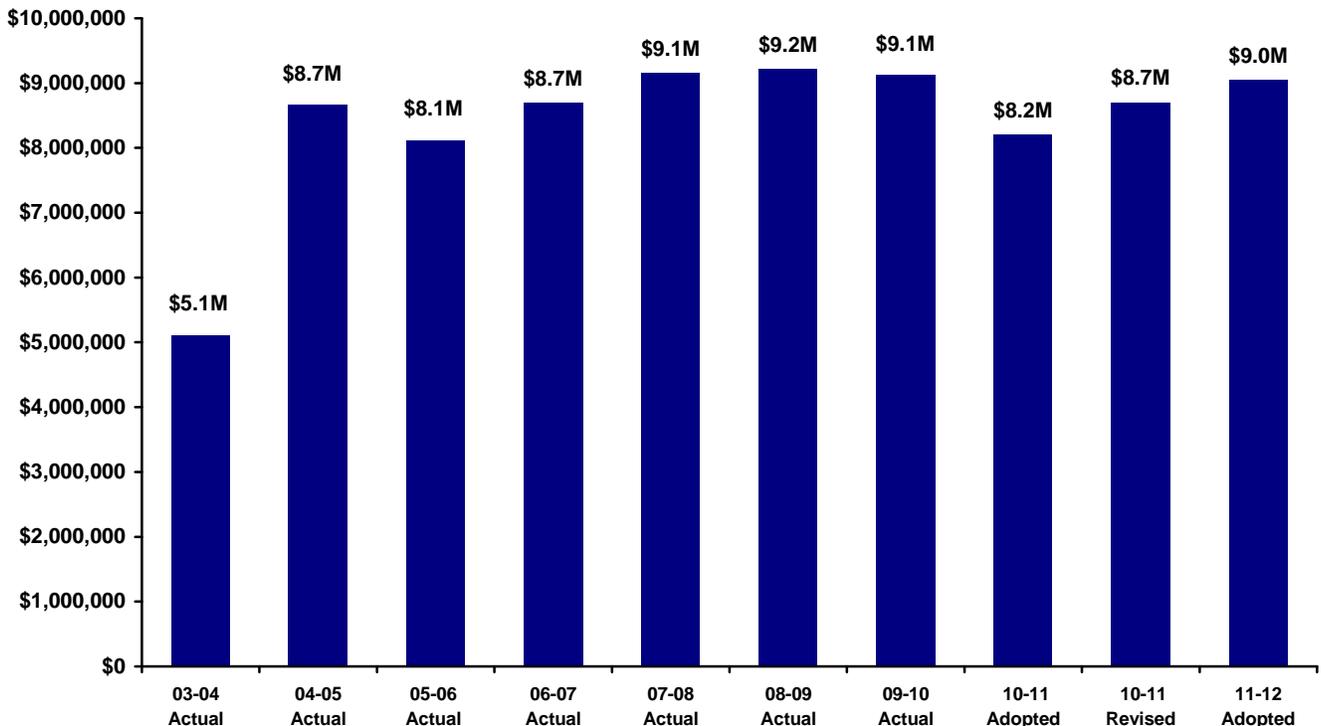
**MOTOR VEHICLE LICENSE FEES**

The Motor Vehicle License Fee (VLF) is a fee charged for operating the vehicle on public streets. This fee is collected by the State Department of Motor Vehicles and disbursed to governmental agencies by the State Controller. VLF is based on a fee equivalent to 2% of the market value (based on an 11-year depreciation schedule) of motor vehicles. Cities and counties received 81.25% of this revenue based on population.

In 1998, legislation was passed to reduce the VLF paid by the taxpayers by 25% and again by 35% in 2002. (Subsequently, the VLF rate was permanently reduced to its current rate of 0.65%.) As a result of these reductions, cities and counties would have experienced a significant revenue loss. However, legislation was also passed to provide a backfill from the State as long as the actual State General Fund revenues come within certain targets.

For FY 11-12, estimated revenue from VLF is \$9.0 million, which represents 9.55% of the total General Fund revenue. This estimate reflects an increase of \$850,000 or 10.36% from the adopted revenue in FY 10-11. In the prior year, the City had estimated a lower revenue due to the State's continued budget problem and reduction in expected purchases of new vehicles. While revenue had decreased over the recent years, the current estimate is reflective of current actual revenue received.

The total estimated revenue from VLF includes \$8.75 million from the VLF Swap. The VLF Swap is the result of the State's action in 2003 to permanently reduce the VLF from 2% to 0.65%. In the past, local government received its full share of the 2% rate. However, when Proposition 1A was passed in November 2004, the League of California Cities and the Governor reached an agreement that the backfill amount will be replaced with a like amount in the form of property taxes but still classified as VLF revenue. This backfill is tied directly to the growth or declines in property values. For FY 11-12, the estimate from the VLF Swap includes an increase of \$750,000 because of the increases in assessed property values.



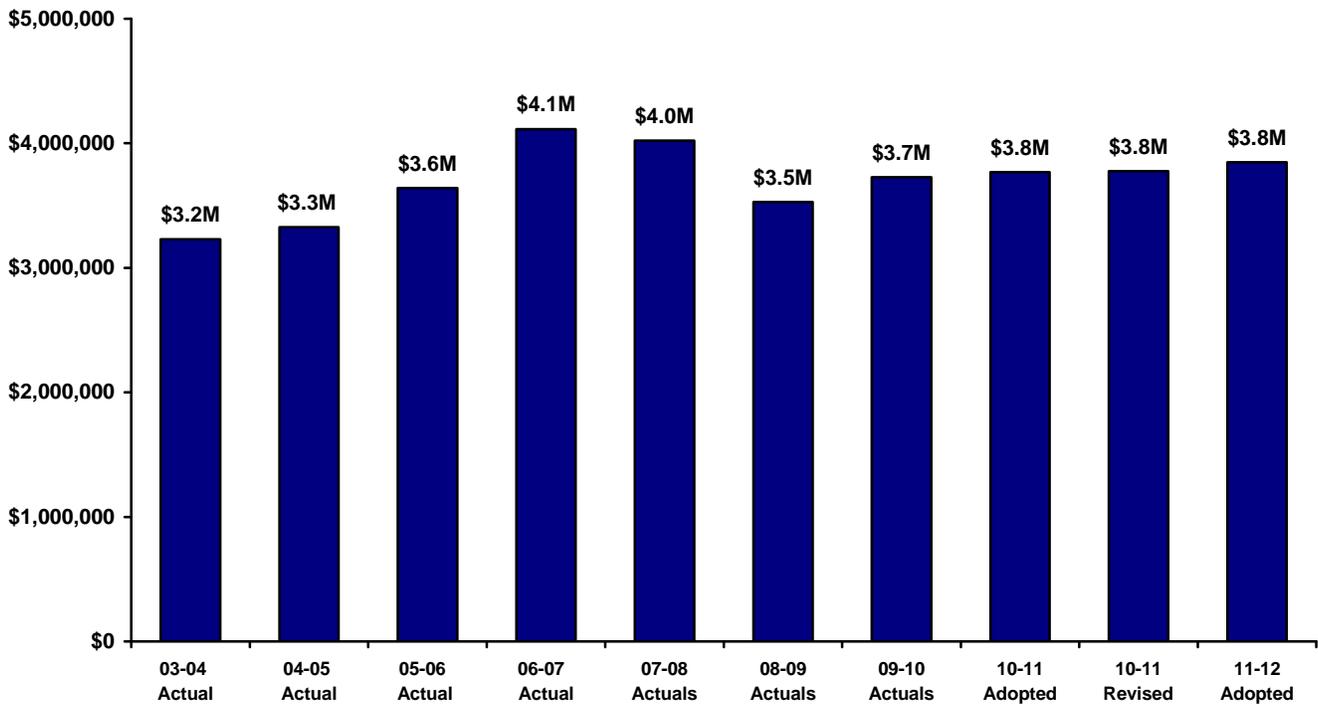
## **FEES & CHARGES FOR SERVICES**

Cities have the general authority to impose fees or charges for services. Fees & Charges are distinguished from taxes in two principle ways: 1) that the amount of the fee may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged; and 2) that the service or facility for which the fee is charged bears a relationship to the person or entity paying the fee.

Costa Mesa's Fees & Charges include: user fees charged to a person or entity participating in the various Recreation classes offered by the City; plan check fees and other services provided by the Planning Division related to zoning and conditional use permits; fingerprinting, false alarms, police reports, jail booking fees for the Police Department; and, fire inspection, false alarms, paramedic, and hazardous materials disclosure fees for the Fire Department.

When the City reviews its user fees and charges, it submits any changes for Council approval. User fees and charges were revised effective January 1, 2009. For classes offered by the Recreation Division, fee changes are also reviewed and approved by the Parks & Recreation Commission.

For FY 11-12, estimated revenue from Fees & Charges for Services is \$3.8 million, which represents 4.06% of the total General Fund revenue. This amount reflects the trend in activities for the current year and some of the changes to fees approved by Council during FY 10-11. The FY 11-12 estimated revenue amount reflects an increase of \$80,844 or 2.15% over the adopted revenue in FY 10-11. The most notable increases are in the Plan Checking, Advanced Paramedic Fee, and Playground Program accounts.

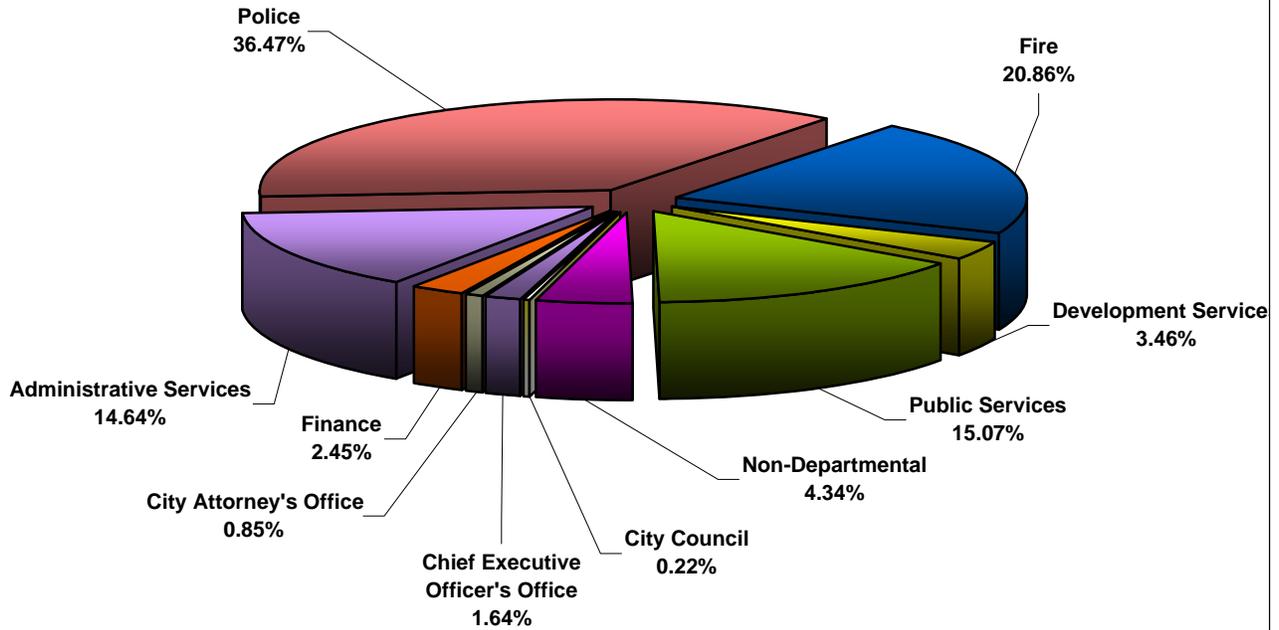


# ***APPROPRIATIONS SUMMARIES***

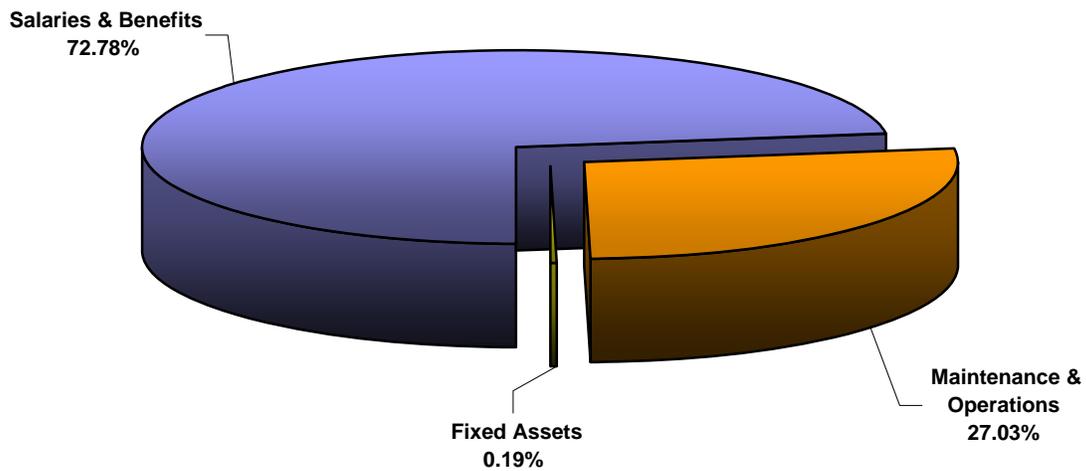
**FISCAL YEAR 2011-2012**

CITY OF COSTA MESA, CALIFORNIA  
**GENERAL FUND APPROPRIATIONS**  
 FISCAL YEAR 2011-2012

**GENERAL FUND APPROPRIATIONS by DEPARTMENT**  
 Total \$94,650,182



**GENERAL FUND APPROPRIATIONS by CATEGORY**  
 Total \$94,650,182



## **BUDGET COMPARISON BY FUND/BY DEPARTMENT**

<b>Fund/Department</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b><u>General Fund (101)</u></b>				
City Council	\$ 270,545	\$ 252,196	\$ 204,985	\$ 209,645
Chief Executive Officer's Office	1,630,488	1,469,899	1,297,612	1,545,107
City Attorney's Office	448,050	625,150	530,550	803,000
Finance	2,753,764	2,679,971	2,089,929	2,317,430
Administrative Services	15,222,449	13,477,422	14,007,824	13,858,389
Police	41,254,987	40,702,615	36,007,043	34,517,561
Fire	22,899,325	20,088,251	19,398,404	19,745,467
Development Services	4,519,390	4,283,752	2,934,892	3,277,207
Public Services	17,505,277	14,695,345	12,377,046	14,266,546
Non-Departmental	6,282,435	4,133,616	5,737,000	4,109,831
<b>Subtotal Fund 101</b>	<b>\$ 112,786,708</b>	<b>\$ 102,408,217</b>	<b>\$ 94,585,285</b>	<b>\$ 94,650,182</b>
<b><u>Gas Tax Fund (201)</u></b>				
Capital Improvement Projects	\$ 1,850,000	\$ 1,835,000	\$ 1,800,000	\$ 6,141,000
Public Services	-	-	-	335,404
<b>Subtotal Fund 201</b>	<b>\$ 1,850,000</b>	<b>\$ 1,835,000</b>	<b>\$ 1,800,000</b>	<b>\$ 6,476,404</b>
<b><u>Prop 172 Fund (202)</u></b>				
Police	\$ 1,132,024	\$ 1,292,521	\$ 521,074	\$ 1,228,043
Fire	3,701	5,000	5,000	5,000
<b>Subtotal Fund 202</b>	<b>\$ 1,135,725</b>	<b>\$ 1,297,521</b>	<b>\$ 526,074</b>	<b>\$ 1,233,043</b>
<b><u>AQMD Fund (203)</u></b>				
Capital Improvement Projects	\$ 408,200	\$ 87,000	\$ 28,995	\$ 75,000
Public Services	11,497	20,000	20,000	20,000
<b>Subtotal Fund 203</b>	<b>\$ 419,697</b>	<b>\$ 107,000</b>	<b>\$ 48,995</b>	<b>\$ 95,000</b>
<b><u>HOME Fund (205)</u></b>				
Chief Executive Officer's Office	\$ 1,016,211	\$ 781,039	\$ 771,888	\$ 846,670
<b>Subtotal Fund 205</b>	<b>\$ 1,016,211</b>	<b>\$ 781,039</b>	<b>\$ 771,888</b>	<b>\$ 846,670</b>
<b><u>CDBG Fund (207)</u></b>				
Chief Executive Officer's Office	\$ 560,221	\$ 497,899	\$ 759,786	\$ 561,377
Development Services	289,113	301,053	359,278	292,842
Capital Improvement Projects	758,512	520,000	1,040,000	350,000
<b>Subtotal Fund 207</b>	<b>\$ 1,607,846</b>	<b>\$ 1,318,951</b>	<b>\$ 2,159,063</b>	<b>\$ 1,204,218</b>
<b><u>Park Dev Fees Fund (208)</u></b>				
Capital Improvement Projects	\$ 490,000	\$ -	\$ -	\$ -
<b>Subtotal Fund 208</b>	<b>\$ 490,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Drainage Fees Fund (209)</u></b>				
Capital Improvement Projects	\$ 200,000	\$ 200,000	\$ 440,000	\$ 300,000
<b>Subtotal Fund 209</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 440,000</b>	<b>\$ 300,000</b>



## **BUDGET COMPARISON BY FUND/BY DEPARTMENT**

<u>Fund/Department</u>	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>
<b><u>SLESF Fund (213)</u></b>				
Police	\$ 219,074	\$ 208,640	\$ 211,312	\$ 208,529
<b>Subtotal Fund 213</b>	<b>\$ 219,074</b>	<b>\$ 208,640</b>	<b>\$ 211,312</b>	<b>\$ 208,529</b>
<b><u>Traffic Impact Fees Fund (214)</u></b>				
Capital Improvement Projects	\$ 140,200	\$ -	\$ -	\$ -
<b>Subtotal Fund 214</b>	<b>\$ 140,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Narcotics Forfeiture Fund (217)</u></b>				
Police	\$ 61,215	\$ 73,000	\$ 108,000	\$ 397,000
Non-Departmental	-	100,000	200,000	-
<b>Subtotal Fund 217</b>	<b>\$ 61,215</b>	<b>\$ 173,000</b>	<b>\$ 308,000</b>	<b>\$ 397,000</b>
<b><u>Fire System Development Fund (218)</u></b>				
Capital Improvement Projects	\$ 250,000	\$ -	\$ -	\$ -
<b>Subtotal Fund 218</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Capital Outlay Fund (401)</u></b>				
Capital Improvement Projects	\$ 5,103,565	\$ 172,020	\$ 226,005	\$ 1,477,600
Non-Departmental	930,193	-	1,591,064	-
<b>Subtotal Fund 401</b>	<b>\$ 6,033,758</b>	<b>\$ 172,020</b>	<b>\$ 1,817,069</b>	<b>\$ 1,477,600</b>
<b><u>Measure M Fund (403)</u></b>				
Capital Improvement Projects	\$ 1,950,000	\$ 2,050,000	\$ -	\$ -
Public Services	-	1,443,733	-	97,857
Non-Departmental	190,475	100,000	-	-
<b>Subtotal 403 Fund</b>	<b>\$ 2,140,475</b>	<b>\$ 3,593,733</b>	<b>\$ -</b>	<b>\$ 97,857</b>
<b><u>Measure M Turnback Fund (414)</u></b>				
Capital Improvement Projects	\$ -	\$ -	\$ 283,588	\$ 2,105,522
Public Services	-	-	1,071,995	620,556
<b>Subtotal Fund 414</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,355,583</b>	<b>\$ 2,726,078</b>
<b><u>Vehicle Repl Fund (601)</u></b>				
Public Services	\$ 2,836,007	\$ 2,124,740	\$ 2,115,163	\$ 1,941,047
Non-Departmental	20,559	260,000	75,000	219,641
<b>Subtotal Fund 601</b>	<b>\$ 2,856,566</b>	<b>\$ 2,384,740</b>	<b>\$ 2,190,163</b>	<b>\$ 2,160,688</b>
<b><u>Self-Insurance Fund (602)</u></b>				
City Attorney's Office	\$ -	\$ -	\$ -	\$ -
Administrative Services	\$ 3,910,655	\$ 3,447,925	\$ 3,166,185	\$ 3,042,782
Non-Departmental	9,923	333,000	110,000	-
<b>Subtotal Fund 602</b>	<b>\$ 3,920,578</b>	<b>\$ 3,780,925</b>	<b>\$ 3,276,185</b>	<b>\$ 3,042,782</b>
<b>Grand Total</b>	<b>\$ 135,128,061</b>	<b>\$ 118,260,787</b>	<b>\$ 109,489,618</b>	<b>\$ 114,916,050</b>

**SUMMARY OF APPROPRIATIONS  
BY DEPARTMENT/BY FUND**

<b>Fund</b>	<b>City Council</b>	<b>City Manager</b>	<b>City Attorney</b>	<b>Finance</b>	<b>Administrative Services</b>	<b>Recreation*</b>
General Fund - 101	\$ 209,645	\$1,545,107	\$ 803,000	\$2,317,430	\$ 10,419,572	\$ 3,438,817
Gas Tax Fund - 201	-	-	-	-	-	-
Prop 172 Fund - 202	-	-	-	-	-	-
AQMD Fund - 203	-	-	-	-	-	-
HOME Fund - 205	-	846,670	-	-	-	-
CDBG Fund - 207	-	561,376	-	-	-	-
Drainage Fund - 209	-	-	-	-	-	-
SLESF Fund - 213	-	-	-	-	-	-
Narcotics & Seizure Fund - 217	-	-	-	-	-	-
Capital Outlay Fund - 401	-	-	-	-	-	-
Measure M Fund - 403	-	-	-	-	-	-
Measure M Fund - 414	-	-	-	-	-	-
Equipment Replacement Fund - 601	-	-	-	-	-	-
Self-Insurance Fund - 602	-	-	-	-	3,042,782	-
<b>Total</b>	<b>\$ 209,645</b>	<b>\$2,953,153</b>	<b>\$ 803,000</b>	<b>\$2,317,430</b>	<b>\$ 13,462,354</b>	<b>\$ 3,438,817</b>

\* Housed under the Administrative Services Department

**CITY OF COSTA MESA, CALIFORNIA**

<b>Police</b>	<b>Fire</b>	<b>Development Services</b>	<b>Public Services</b>	<b>Non- Departmental</b>	<b>CIP</b>	<b>Total</b>
\$ 34,517,561	\$ 19,745,467	\$ 3,277,207	\$ 14,266,546	\$ 4,109,831	\$ -	\$ 94,650,183
-	-	-	335,403	-	6,141,000	6,476,403
1,228,042	5,000	-	-	-	-	1,233,042
-	-	-	20,000	-	75,000	95,000
-	-	-	-	-	-	846,670
-	-	292,841	-	-	350,000	1,204,217
-	-	-	-	-	300,000	300,000
208,529	-	-	-	-	-	208,529
397,000	-	-	-	-	-	397,000
-	-	-	-	-	1,477,600	1,477,600
-	-	-	97,857	-	-	97,857
-	-	-	620,556	-	2,105,522	2,726,078
-	-	-	1,941,047	219,641	-	2,160,688
-	-	-	-	-	-	3,042,782
<b>\$ 36,351,132</b>	<b>\$ 19,750,467</b>	<b>\$ 3,570,048</b>	<b>\$ 17,281,409</b>	<b>\$ 4,329,472</b>	<b>\$ 10,449,122</b>	<b>\$ 114,916,050</b>

CITY OF COSTA MESA, CALIFORNIA  
**SUMMARY OF APPROPRIATIONS**  
**BY ACCOUNT - ALL FUNDS**

Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
Regular Salaries - Sworn	\$ 25,237,233	\$ 24,757,602	\$ 23,563,956	\$ 22,537,445
Regular Salaries - Non-Sworn	23,664,274	21,342,804	18,931,803	16,540,017
Regular Salaries - Part-Time	2,766,729	2,315,875	2,023,362	2,150,808
Overtime	5,857,868	4,725,929	4,354,634	4,258,388
Accrual Payoff - Excess Max.	548,945	360,236	252,164	232,254
Vacation/Comp. Time Cash Out	447,963	132,363	220,856	149,216
Holiday Allowance	1,004,804	961,819	875,045	504,578
Separation Pay-Off	295,748	1,097,887	1,444	-
Other Compensation	2,408,688	2,440,917	2,621,997	2,686,385
Cafeteria Plan	5,215,047	4,937,977	4,332,997	4,250,916
Medicare	748,214	723,124	692,648	690,321
Retirement	16,552,457	16,129,517	15,609,679	14,674,741
Longevity	12,054	4,027	2,304	2,304
Professional Development	359,475	251,925	286,430	259,599
Auto Allowance	26,033	18,742	10,800	16,350
Unemployment	73,549	64,663	46,453	41,018
Workers' Compensation	3,486,491	3,036,735	3,733,192	3,583,737
Employer Contr.Retirees' Med.	1,761,086	1,571,025	1,798,976	1,799,500
<b>Salaries &amp; Benefits</b>	<b>\$ 90,466,659</b>	<b>\$ 84,873,167</b>	<b>\$ 79,359,240</b>	<b>\$ 74,377,578</b>
Stationery and Office	\$ 164,069	\$ 131,168	\$ 163,200	\$ 156,450
Multi-Media, Promos, Subscript.	251,331	173,800	233,705	228,915
Small Tools and Equipment	395,122	226,835	335,668	322,989
Uniforms and Clothing	280,457	264,909	379,413	335,265
Safety and Health	359,558	351,887	420,978	419,342
Maintenance and Construction	1,166,173	882,668	806,639	1,003,055
Agriculture	70,251	42,970	84,000	84,000
Fuel	672,139	639,726	700,600	700,200
Electricity - Buildings & Fac.	585,114	547,799	558,200	555,200
Electricity - Power	203,263	203,324	219,500	210,500
Electricity - Street Lights	996,066	1,040,667	996,000	1,100,000
Gas	46,405	46,626	52,000	41,300
Water - Domestic	71,723	59,223	71,750	83,800
Water - Parks and Parkways	595,361	511,391	540,000	490,000
Waste Disposal	167,860	154,232	152,390	159,750
Janitorial and Housekeeping	357,110	321,767	286,750	337,600
Postage	97,520	91,085	103,865	100,675
Legal Advertising/Filing Fees	249,289	206,010	298,881	257,569
Advertising and Public Info.	60,724	49,056	11,005	13,805
Telephone/Radio/Communications	410,203	279,686	368,350	369,150
Meetings and Conferences	2,042	357	1,000	-
Mileage Reimbursement	6,528	1,671	5,120	5,245
Board Member Fees	29,400	27,250	27,000	27,000
Buildings and Structures	345,790	80,846	343,889	260,350
Landscaping and Sprinklers	1,169,516	1,056,483	951,428	1,207,450
Underground Lines	171	2,046	-	5,000
Automotive Equipment	133,097	121,559	125,000	125,000
<b>Subtotal Maint. &amp; Operations</b>	<b>\$ 8,886,281</b>	<b>\$ 7,515,041</b>	<b>\$ 8,236,331</b>	<b>\$ 8,599,610</b>

CITY OF COSTA MESA, CALIFORNIA  
**SUMMARY OF APPROPRIATIONS**  
**BY ACCOUNT - ALL FUNDS**

Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
Office Furniture	\$ 7,554	\$ 908	\$ 2,650	\$ 1,600
Office Equipment	721,821	705,785	786,257	844,145
Other Equipment	816,733	808,933	874,623	876,674
Streets, Alleys and Sidewalks	256,862	127,167	95,117	232,750
Employment	27,707	27,472	21,500	29,500
Consulting	2,082,204	1,319,435	1,342,959	2,079,249
Legal	209,189	191,420	202,903	382,993
Engineering and Architectural	145,135	106,753	155,000	377,000
Financial & Information Svcs.	97,933	89,459	116,750	171,400
Medical and Health Inspection	147,188	118,660	187,875	190,091
Law Enforcement	1,468,517	1,361,128	958,547	528,975
Recreation	488,753	516,349	488,820	542,020
Sanitation	414	-	-	-
Principal Payments	3,778,322	3,434,842	3,890,904	4,182,926
Interest Payments	1,946,124	2,507,831	1,752,096	1,626,546
Internal Rent	-	-	75	-
External Rent	700,606	599,586	550,600	554,394
Grants, Loans and Subsidies	1,195,779	784,936	1,060,123	1,102,040
Depreciation	806,960	735,237	-	-
Central Services	99,557	82,476	120,981	109,650
Internal Rent - Maint. Charges	1,514,958	678,987	34,375	1,899,374
Internal Rent - Repl.Cost	2,363,409	-	21,951	1,719,878
General Liability	2,133,328	3,791,508	2,121,580	2,044,389
Special Liability	16,790	11,208	11,000	11,000
Buildings & Personal Property	254,907	306,476	337,130	315,346
Faithful Performance Bonds	-	12,868	7,800	7,800
Taxes and Assessments	103,889	126,939	123,050	125,155
Contingency	1,053,031	-	-	970,000
Other Costs	1,937	4,283	-	-
Operating Transfers Out	1,713,780	3,679,228	2,076,064	100,000
<b>Maintenance &amp; Operations</b>	<b>\$ 33,039,666</b>	<b>\$ 29,644,914</b>	<b>\$ 25,577,061</b>	<b>\$ 29,624,505</b>
Automotive Equipment	\$ 5,476	\$ -	\$ 193,000	\$ -
Office Furniture	-	-	31,000	-
Office Equipment	45,714	5,193	2,800	-
Other Equipment	420,069	76,849	507,929	464,845
<b>Fixed Assets</b>	<b>\$ 471,258</b>	<b>\$ 82,042</b>	<b>\$ 734,729</b>	<b>\$ 464,845</b>
<b>Total Operating</b>	<b>\$123,977,584</b>	<b>\$114,600,123</b>	<b>\$105,671,030</b>	<b>\$104,466,928</b>
<b>Capital Improvements</b>	<b>\$ 11,150,477</b>	<b>\$ 12,476,391</b>	<b>\$ 3,818,588</b>	<b>\$ 10,449,122</b>
<b>Total Appropriations</b>	<b>\$135,128,061</b>	<b>\$127,076,514</b>	<b>\$109,489,618</b>	<b>\$114,916,050</b>

**SUMMARY OF APPROPRIATIONS BY FUNCTION/PROGRAM****PROTECTION OF PERSONS AND PROPERTY**

(Excludes CIP)

GOAL: To promote an environment in which the citizens of Costa Mesa can safely live and feel reasonably secure that they and their properties are protected from harm.

	<b>FY 08-09</b> <b>Actual</b>	<b>FY 09-10</b> <b>Actual</b>	<b>FY 10-11</b> <b>Adopted</b>	<b>FY 11-12</b> <b>Adopted</b>
<b>Police Protection</b>				
Police Administration - 50001	\$ 3,617,322	\$ 2,670,671	\$ 3,100,976	\$ 3,218,672
Field Area Policing - 10111	18,140,387	17,401,868	17,384,052	17,839,267
Helicopter Patrol - 10112	2,041,519	1,958,601	1,330,263	362,545
Traffic Enforcement - 10113	5,419,944	4,284,000	3,548,363	3,355,819
Contract & Special Event Policing - 10114	608,848	596,806	844,642	761,946
Crime Investigation - 10120	3,772,744	3,777,521	3,317,122	3,583,185
Vice and Narcotics - 10125	1,063,259	54,342	-	-
Records / Information Systems - 10131	2,080,609	2,005,812	2,139,266	2,109,418
Crime Scene Inv./Photographic Svcs - 10132	736,236	628,510	475,625	499,597
Training - 10133	654,363	874,756	797,994	793,283
Community Services - 10134	248,959	202,089	-	-
Youth Crime Intervention - 10135	1,676,196	1,642,627	1,662,907	1,612,069
Property and Evidence - 10136	363,268	318,859	375,054	354,270
Jail - 10137	1,275,282	1,308,152	1,374,833	1,402,309
Equipment Maintenance - 10138	56,758	21,305	36,330	47,705
Animal Control - 10139	545,326	454,404	419,735	358,934
RAID - 10143	36,607	34,922	40,269	52,115
Recruitment - 10146	329,673	5,384	-	-
<b>Total Police Protection</b>	<b>\$ 42,667,300</b>	<b>\$ 38,240,630</b>	<b>\$ 36,847,429</b>	<b>\$ 36,351,132</b>
<b>Fire Protection</b>				
Fire Administration - 50001	\$ 1,904,152	\$ 1,418,401	\$ 1,380,080	\$ 1,332,968
Response and Control - 10210	19,052,401	17,629,224	16,448,636	17,130,160
Fire Prevention - 10220	855,883	806,242	408,999	449,534
Emergency Medical Aid - 10230	1,090,589	999,226	1,165,690	837,805
<b>Total Fire Protection</b>	<b>\$ 22,903,026</b>	<b>\$ 20,853,094</b>	<b>\$ 19,403,404</b>	<b>\$ 19,750,467</b>
<b>Other Public Safety Services</b>				
Building Safety - 20410	\$ 1,978,815	\$ 1,471,817	\$ 1,258,386	\$ 1,271,386
<b>Total Other Public Safety Services</b>	<b>\$ 1,978,815</b>	<b>\$ 1,471,817</b>	<b>\$ 1,258,386</b>	<b>\$ 1,271,386</b>
<b>Total Protection of Persons and Property</b>	<b>\$ 67,549,141</b>	<b>\$ 60,565,540</b>	<b>\$ 57,509,220</b>	<b>\$ 57,372,984</b>

**SUMMARY OF APPROPRIATIONS BY FUNCTION/PROGRAM****COMMUNITY HEALTH AND ENVIRONMENT****(Excludes CIP)**

GOAL: To promote, preserve and develop Costa Mesa's physical and social features in order to have a clean and attractive environment in which the citizens of Costa Mesa can live, work, and play.

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b>Beautification</b>				
Parkway and Median Maintenance - 20111	\$ 1,011,643	\$ 922,425	\$ 901,931	\$ 959,014
Street Cleaning - 20120	800,871	442,673	240,645	593,779
Graffiti Abatement - 20130	226,026	136,011	201,020	229,406
Park Maintenance - 40111	3,701,051	3,041,051	2,668,963	3,275,608
Park Development - 40112	348,506	297,840	284,722	292,007
<b>Total Beautification</b>	<b>\$ 6,088,097</b>	<b>\$ 4,840,000</b>	<b>\$ 4,297,281</b>	<b>\$ 5,349,813</b>
<b>Sanitation</b>				
Recycling - 20230	\$ 62,931	\$ 69,006	\$ 24,800	\$ 39,000
Water Quality - 20510	473,117	394,263	494,744	458,021
<b>Total Sanitation</b>	<b>\$ 536,048</b>	<b>\$ 463,268</b>	<b>\$ 519,544</b>	<b>\$ 497,021</b>
<b>Planning</b>				
Development Services Admin. - 50001	\$ 531,264	\$ 414,770	\$ 472,174	\$ 449,510
Current Planning - 20320	1,111,957	911,476	835,750	1,117,176
Code Enforcement - 20350	1,156,303	905,033	703,260	707,377
Planning Commission - 20360	30,163	24,179	24,600	24,600
<b>Total Planning</b>	<b>\$ 2,829,687</b>	<b>\$ 2,255,459</b>	<b>\$ 2,035,784</b>	<b>\$ 2,298,662</b>
<b>Housing and Community Development</b>				
Code Enforcement - 20350	\$ 20,522	\$ 14,726	\$ 19,225	\$ 26,499
Public Service Programs - 20421	208,558	188,217	350,375	184,248
Single Family Housing Rehabilitation - 20422	328,389	179,594	350,000	400,000
Neighborhood Improvement Program - 20425	613,276	291,480	215,728	250,000
Neighbors for Neighbors - 20426	86,501	77,783	95,537	92,966
CDBG Administration - 20427	244,640	239,929	294,649	245,664
CDBG Tool Rental Program - 20430	-	-	-	12,000
HOME Program -20440	74,546	70,756	93,014	93,880
HOME Projects -20445	-	-	113,146	102,790
<b>Total Housing &amp; Community Dev</b>	<b>\$ 1,576,432</b>	<b>\$ 1,062,485</b>	<b>\$ 1,531,674</b>	<b>\$ 1,408,046</b>
<b>Total Community Health &amp; Environment</b>	<b>\$ 11,030,264</b>	<b>\$ 8,621,213</b>	<b>\$ 8,384,283</b>	<b>\$ 9,553,543</b>

**SUMMARY OF APPROPRIATIONS BY FUNCTION/PROGRAM****TRANSPORTATION**

(Excludes CIP)

GOAL: To promote the safe, expeditious, and convenient movement of people and goods for the residents and businesses of Costa Mesa.

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b>Administration</b>				
Development - 30310	\$ -	\$ -	\$ 98,644	\$ 99,057
Real Estate - 30320	-	-	111,881	109,406
Public Services Admin. - 50001	1,162,485	783,915	1,149,176	1,098,162
Construction Management - 50002	919,742	653,512	687,497	715,552
<b>Total Administration</b>	<b>\$ 2,082,226</b>	<b>\$ 1,437,427</b>	<b>\$ 2,047,199</b>	<b>\$ 2,022,176</b>
<b>Traveled Ways</b>				
Street Maintenance - 30111	\$ 1,519,924	\$ 1,098,775	\$ 852,416	\$ 1,377,511
Street Improvements - 30112	756,937	1,131,069	424,240	428,035
Storm Drain Maintenance - 30121	157,455	157,222	153,698	186,003
Storm Drain Improvements - 30122	427,532	235,725	237,658	234,142
<b>Total Traveled Ways</b>	<b>\$ 2,861,848</b>	<b>\$ 2,622,792</b>	<b>\$ 1,668,012</b>	<b>\$ 2,225,691</b>
<b>Traffic Safety</b>				
Traffic Planning - 30210	\$ 469,746	\$ 385,175	\$ 372,647	\$ 381,586
Traffic Operations - 30241	2,005,819	2,013,591	1,973,959	2,096,947
Signs and Markings - 30243	690,834	343,432	284,532	432,613
<b>Total Traffic Safety</b>	<b>\$ 3,166,400</b>	<b>\$ 2,742,198</b>	<b>\$ 2,631,138</b>	<b>\$ 2,911,146</b>
<b>Total Transportation</b>	<b>\$ 8,110,474</b>	<b>\$ 6,802,416</b>	<b>\$ 6,346,349</b>	<b>\$ 7,159,014</b>

**SUMMARY OF APPROPRIATIONS BY FUNCTION/PROGRAM****LEISURE AND COMMUNITY SERVICES**

(Excludes CIP)

GOAL: To provide the citizens of Costa Mesa with a variety of year-round recreational activities and facilities for enjoyment, health, relaxation, and cultural enrichment.

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b>Community Facilities</b>				
Downtown Recreation Center - 40121	\$ 203,480	\$ 202,580	\$ 240,156	\$ 185,246
Balearic Community Center - 40122	195,661	176,859	122,391	80,997
Neighborhood Community Center - 40123	324,775	297,111	229,679	289,522
<b>Total Community Facilities</b>	<b>\$ 723,916</b>	<b>\$ 676,550</b>	<b>\$ 592,226</b>	<b>\$ 555,764</b>
<b>Community Programs</b>				
Recreation Administration - 50001	\$ 637,601	\$ 650,800	\$ 559,275	\$ 580,980
Aquatics - 40212	253,935	209,371	244,051	167,585
Tennis - 40213	1,796	2,386	28,050	27,525
Adult Sports Basketball and Volleyball - 40214	55,966	46,160	62,418	47,255
Adult Sports Softball - 40215	81,445	75,272	86,883	78,561
Adult Sports Misc/Field Ambassadors - 40216	385,642	327,002	358,041	338,446
Youth Sports Basketball/Cheerleading - 40218	46,484	33,032	37,549	-
Youth Sports Football/Cheer/Soccer- 40219	45,224	28,577	34,541	-
Senior Citizens - 40231	342,396	342,829	316,200	355,078
Day Camp - 40232	192,551	173,278	189,534	174,551
Playgrounds - 40233	389,044	398,152	418,451	335,785
Youth and Family Programs - 40235	9,973	76	-	-
Teen Programs - 40236	100,009	76,612	101,416	105,835
Concert Programs - 40237	25,934	12,010	-	17,166
Early Childhood - 40241	122,999	120,387	126,618	124,887
Adult Instructional Classes - 40242	99,933	115,561	106,144	122,984
Youth Instructional Classes - 40243	385,023	411,946	374,763	402,764
Special Recreation Events - 40244	36,069	331	-	-
Mobile Recreation - 40245	56,093	453	-	-
<b>Total Community Programs</b>	<b>\$ 3,268,116</b>	<b>\$ 3,024,234</b>	<b>\$ 3,043,936</b>	<b>\$ 2,879,403</b>
<b>Total Leisure and Community Services</b>	<b>\$ 3,992,032</b>	<b>\$ 3,700,785</b>	<b>\$ 3,636,162</b>	<b>\$ 3,435,167</b>

**SUMMARY OF APPROPRIATIONS BY FUNCTION/PROGRAM****GENERAL GOVERNMENT SUPPORT**

(Excludes CIP)

GOAL: To formulate City policies and provide effective and efficient administrative support to all City programs.

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b>Representation</b>				
City Council - 50110	\$ 316,094	\$ 297,932	\$ 250,823	\$ 254,698
Elections - 50120	102,137	706	125,410	-
Parks & Recreation Comm. - 50125	8,559	3,215	3,650	3,650
Child Care and Youth Services - 50140	-	28	-	-
Fairview Pk Friend/Comm. - 50145	5	-	-	-
Cultural Arts Committee - 50190	9,405	4,819	-	-
Historic Resources Committee - 50191	3,935	4,171	-	-
<b>Total Representation</b>	<b>\$ 440,136</b>	<b>\$ 310,871</b>	<b>\$ 379,883</b>	<b>\$ 258,348</b>
<b>Policy Formulation &amp; Implementation</b>				
Chief Executive Officer - 50210	\$ 1,108,590	\$ 940,502	\$ 847,099	\$ 907,248
Nondepartmental - 50240	7,433,591	9,621,903	7,713,064	4,329,472
Public Communications - 51030	347,498	280,177	313,332	273,360
<b>Total Policy Formulation &amp; Implement</b>	<b>\$ 8,889,679</b>	<b>\$ 10,842,581</b>	<b>\$ 8,873,495</b>	<b>\$ 5,510,081</b>
<b>Legal Services</b>				
General Legal Services - 50320	\$ 448,050	\$ 405,425	\$ 530,550	\$ 803,000
<b>Total Legal Services</b>	<b>\$ 448,050</b>	<b>\$ 405,425</b>	<b>\$ 530,550</b>	<b>\$ 803,000</b>
<b>City Clerk</b>				
City Council Meetings - 50410	\$ 233,325	\$ 240,695	\$ 215,624	\$ 257,768
Public Records - 50420	140,883	76,211	63,640	61,678
<b>Total City Clerk</b>	<b>\$ 374,207</b>	<b>\$ 316,906</b>	<b>\$ 279,265</b>	<b>\$ 319,446</b>
<b>Financial Services</b>				
Finance Administration - 50001	\$ 425,696	\$ 263,517	\$ 197,395	\$ 376,081
Accounting - 50510	865,823	858,881	756,048	803,042
Budget and Research - 50520	363,863	299,927	253,761	248,848
Purchasing - 50530	416,807	413,797	308,634	325,119
Treasury - 50540	681,575	634,224	574,091	564,340
<b>Total Financial Services</b>	<b>\$ 2,753,764</b>	<b>\$ 2,470,347</b>	<b>\$ 2,089,929</b>	<b>\$ 2,317,430</b>

**SUMMARY OF APPROPRIATIONS BY FUNCTION/PROGRAM****GENERAL GOVERNMENT SUPPORT**

(Excludes CIP)

	<u>FY 08-09</u> <u>Actual</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 10-11</u> <u>Adopted</u>	<u>FY 11-12</u> <u>Adopted</u>
<b>Personnel Services</b>				
Administrative Services Admin. - 50001	\$ 677,905	\$ 476,927	\$ 579,010	\$ 616,284
Human Resources Administration - 50610	820,739	647,805	654,407	743,337
Employee Benefit Administration - 50630	186,608	185,815	93,092	132,841
Post Employment Benefits - 50650	1,381,790	1,596,644	1,461,935	1,874,450
Insurance Administration - 50661	379,175	440,406	442,252	429,979
General Liability - 50662	2,077,193	3,353,993	1,152,825	1,088,136
Workers' Compensation- 50663	2,012,632	2,329,139	2,173,206	2,107,660
<b>Total Personnel Services</b>	<b>\$ 7,536,042</b>	<b>\$ 9,030,729</b>	<b>\$ 6,556,726</b>	<b>\$ 6,992,687</b>
<b>Computer Services</b>				
Computer Operations - 50710	\$ 1,720,922	\$ 1,702,234	\$ 1,540,846	\$ 1,600,788
Computer Systems Development - 50720	1,045,653	986,427	762,270	744,612
<b>Total Computer Services</b>	<b>\$ 2,766,575</b>	<b>\$ 2,688,661</b>	<b>\$ 2,303,116</b>	<b>\$ 2,345,400</b>
<b>Central Services</b>				
Printing and Graphics - 50810	\$ 347,119	\$ 324,353	\$ 318,567	\$ 310,654
Photocopying - 50820	192,153	184,335	108,142	98,133
Mailing and Delivery - 50840	111,889	115,707	33,103	38,814
<b>Total Central Services</b>	<b>\$ 651,161</b>	<b>\$ 624,395</b>	<b>\$ 459,812</b>	<b>\$ 447,602</b>
<b>Maintenance Services</b>				
Maintenance Services Admin. - 50001	\$ 286,329	\$ 276,519	\$ 290,396	\$ 286,819
Facility Maintenance - 50910	2,491,926	1,906,007	2,015,470	2,047,696
Fleet Services - 50920	2,839,908	2,546,285	2,115,163	1,941,047
<b>Total Maintenance Services</b>	<b>\$ 5,618,163</b>	<b>\$ 4,728,811</b>	<b>\$ 4,421,029</b>	<b>\$ 4,275,562</b>
<b>Telecommunications</b>				
Operations - 51010	\$ 3,132,285	\$ 2,812,739	\$ 3,246,582	\$ 3,100,596
Technical Support and Maintenance - 51020	499,055	489,309	563,757	529,705
Emergency Services - 51040	186,557	189,296	90,872	46,363
<b>Total Telecommunications</b>	<b>\$ 3,817,896</b>	<b>\$ 3,491,345</b>	<b>\$ 3,901,211</b>	<b>\$ 3,676,665</b>
<b>Total General Government Support</b>	<b>\$ 33,295,672</b>	<b>\$ 34,910,071</b>	<b>\$ 29,795,016</b>	<b>\$ 26,946,220</b>



**FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>City Council</u></b>				
Council Member	5.00	5.00	5.00	5.00
<b>Total City Council</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b><u>Chief Executive Officer's Office</u></b>				
Chief Executive Officer	1.00	1.00	1.00	1.00
Assistant Chief Executive Officer	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Executive Secretary	2.00	2.00	2.00	2.00
Executive Assistant to the Chief Executive Officer	1.00	1.00	1.00	1.00
Legislative & Public Affairs Manager	1.00	1.00	-	-
Management Analyst	4.81	5.00	4.00	4.00
Neighborhood Improvement Manager	1.00	1.00	1.00	1.00
Office Specialist II	2.00	2.00	1.00	1.00
Video Production Coordinator	-	-	-	1.00
Video Production Specialist	-	-	-	1.00
<b>Total City Manager's Office</b>	<b>15.81</b>	<b>16.00</b>	<b>13.00</b>	<b>15.00</b>
<b><u>Finance Department</u></b>				
Director of Finance	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist I	1.00	1.00	1.00	1.00
Accounting Specialist II	4.00	4.00	3.00	3.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Budget & Research Officer	1.00	1.00	1.00	1.00
Budget Analyst	1.00	1.00	-	-
Budget Specialist	1.00	1.00	1.00	1.00
Business License Inspector	1.00	1.00	-	-
Buyer	1.00	1.00	-	-
Executive Secretary	1.00	1.00	1.00	1.00
Grant Administrator	1.00	1.00	-	-
Payroll Coordinator	1.00	1.00	1.00	1.00
Permit Processing Specialist	1.00	1.00	1.00	1.00
Purchasing Supervisor	1.00	1.00	1.00	1.00
Revenue Investment Specialist	1.00	1.00	-	-
Revenue Supervisor	1.00	1.00	1.00	1.00
Storekeeper	1.00	1.00	1.00	1.00
Tax Auditing Specialist	1.00	1.00	1.00	1.00
<b>Total Finance Department</b>	<b>23.00</b>	<b>23.00</b>	<b>17.00</b>	<b>17.00</b>
<b><u>Administrative Services Department</u></b>				
Administrative Services Director	1.00	1.00	1.00	1.00
Administrative Secretary	3.00	3.00	3.00	3.00
Assistant Recreation Supervisor	2.00	2.00	2.00	2.00
Benefits Coordinator	1.00	1.00	-	-
Central Services Supervisor	1.00	1.00	1.00	1.00

## FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Administrative Services Department (continued)</u></b>				
Communications Installer	1.00	1.00	1.00	1.00
Communications Officer	15.00	15.00	15.00	15.00
Communications Supervisor	3.00	3.00	4.00	4.00
Computer Operations & Networking Sup.	1.00	1.00	1.00	1.00
Electronics Technician	1.00	1.00	1.00	1.00
Emergency Services Training Specialist	1.00	1.00	-	-
Executive Secretary	1.00	1.00	-	-
Graphics Designer	2.00	2.00	2.00	2.00
Human Resources Administrator	2.00	2.00	2.00	2.00
Human Resources Analyst	3.00	3.00	3.00	3.00
Human Resources Manager	1.00	1.00	1.00	1.00 *
Human Resources Office Specialist II	-	-	1.00	1.00
Human Resources Secretary	1.00	1.00	-	-
Information Technology Manager	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Messenger	1.00	1.00	-	-
Network Administrator	5.00	5.00	3.00	3.00
Office Specialist II	4.00	4.00	-	-
Offset Press Operator II	1.00	1.00	1.00	1.00
Principal Human Resources Analyst	1.00	1.00	1.00	1.00
Programmer Analyst I	1.00	1.00	-	-
Programmer Analyst II	2.00	2.00	-	-
Recreation Coordinator	2.00	2.00	2.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00
Recreation Specialist	1.00	1.00	1.00	-
Recreation Supervisor	2.00	2.00	1.00	1.00
Senior Communications Officer	3.00	3.00	2.00	2.00
Senior Communications Supervisor	1.00	1.00	1.00	1.00
Senior Programmer Analyst	3.00	3.00	3.00	3.00
Systems & Programming Supervisor	1.00	1.00	1.00	1.00
Telecommunications Manager	1.00	1.00	1.00	1.00 **
Video Production Coordinator	1.00	1.00	1.00	-
Video Production Specialist	1.00	1.00	1.00	-
<b>Total Administrative Services Department</b>	<b>74.00</b>	<b>74.00</b>	<b>60.00</b>	<b>56.00</b>
<b><u>Police Department</u></b>				
Police Chief	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Animal Control Officer	3.00	3.00	3.00	3.00 **
Civilian Investigator	2.00	2.00	1.00	1.00
Community Services Specialist	15.00	15.00	6.00	11.00 **
Corporal	9.00	2.00	1.00	1.00
Crime Analyst	1.00	1.00	1.00	1.00
Crime Prevention Specialist	2.00	2.00	-	-
Crime Scene Investigator Supervisor	1.00	1.00	1.00	1.00
Crime Scene Specialist	5.00	5.00	2.00	3.00 **

\* Position authorized, but unfunded

\*\* Partial funding

## FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Police Department (continued)</u></b>				
Custody Officer	11.00	11.00	11.00	11.00
Executive Secretary	1.00	1.00	1.00	1.00
Logistical Support Manager	-	-	-	1.00 **
Management Analyst	1.00	1.00	-	-
Office Specialist II	4.00	4.00	2.00	2.00
Police Administrative Svcs Commander	1.00	1.00	1.00	1.00 **
Police Captain	2.00	2.00	2.00	2.00
Police Helicopter Pilot	4.00	4.00	3.00	-
Police Helicopter Sergeant	1.00	1.00	1.00	1.00
Police Lieutenant	8.00	8.00	8.00	8.00 **
Police Officer	101.00	108.00	100.00	96.00 **
Police Records Administrator	1.00	1.00	1.00	1.00
Police Records Bureau Shift Supervisor	3.00	3.00	3.00	3.00
Police Records Bureau Supervisor	1.00	1.00	1.00	1.00
Police Sergeant	25.00	25.00	22.00	22.00 **
Police Training Assistant	1.00	1.00	1.00	1.00
Police Training Administrator	1.00	1.00	-	-
Property Evidence Specialist	1.00	1.00	1.00	1.00
Property Evidence Supervisor	1.00	1.00	1.00	1.00
Range Master	1.00	1.00	1.00	1.00
Senior Police Officer	13.00	13.00	11.00	13.00
Senior Police Records Technician	18.00	18.00	16.00	16.00
Special Events Coordinator	-	-	-	1.00 **
Volunteer Coordinator	-	-	-	1.00 **
<b>Total Police Department</b>	<b>240.00</b>	<b>240.00</b>	<b>204.00</b>	<b>208.00</b>
<b><u>Fire Department</u></b>				
Fire Chief	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00
Deputy Fire Chief/Fire Marshal	1.00	1.00	1.00	-
Deputy Fire Chief/Operations	1.00	1.00	1.00	1.00 *
Emergency Medical Services Coordinator	1.00	1.00	1.00	1.00 **
Executive Secretary	1.00	1.00	1.00	1.00
Fire Administrative Battalion Chief	1.00	1.00	1.00	-
Fire Captain	24.00	24.00	21.00	21.00
Fire Engineer	24.00	24.00	24.00	24.00
Fire Protection Analyst	2.00	2.00	1.00	1.00
Fire Protection Specialist	2.00	2.00	2.00	2.00
Firefighter	48.00	48.00	39.00	39.00
Management Analyst	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	-	-
<b>Total Fire Department</b>	<b>111.00</b>	<b>111.00</b>	<b>97.00</b>	<b>95.00</b>
<b><u>Development Services Department</u></b>				
Development Services Director	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Assistant Development Services Director	1.00	1.00	-	-

\* Position authorized, but unfunded

\*\* Partial funding

**FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Development Services Department (continued)</u></b>				
Assistant Planner	2.00	2.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	-	-
Building Official	1.00	1.00	1.00	1.00
Building Technician	1.00	1.00	1.00	1.00
Building Technician II	1.00	1.00	-	-
Chief of Code Enforcement	1.00	1.00	-	-
Chief of Inspection	1.00	1.00	1.00	1.00
Chief Electrical Inspector	-	-	-	-
Chief Plans Examiner	1.00	1.00	1.00	-
Code Enforcement Officer	8.00	8.00	4.00	4.00
Combination Building Inspector	-	-	-	-
Combination Inspector	2.00	2.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
Office Specialist II	6.00	6.00	4.00	4.00
Permit Processing Specialist	1.00	1.00	-	-
Plan Check Engineer	2.00	2.00	1.00	1.00
Plan Checker	1.00	1.00	1.00	-
Planning & Redevelopment Manager	-	-	-	-
Principal Planner	2.00	2.00	2.00	2.00
Senior Electrical Inspector	1.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00
Senior Plumbing/Mechanical Inspector	1.00	1.00	1.00	-
<b>Total Development Services Department</b>	<b>43.00</b>	<b>43.00</b>	<b>28.00</b>	<b>25.00</b>
<b><u>Public Services Department</u></b>				
Director of Public Services	1.00	1.00	1.00	1.00
Administrative Secretary	3.00	3.00	3.00	3.00
Assistant Engineer	6.00	6.00	4.00	4.00
Assistant Street Superintendent	1.00	1.00	1.00	1.00
Associate Engineer	3.00	3.00	2.00	2.00
Chief Construction Inspector	1.00	1.00	-	-
City Engineer	1.00	1.00	1.00	1.00
Clerk of the Sanitary District	-	-	-	-
Construction Inspector	2.00	2.00	1.00	1.00
Contract Administrator	-	-	1.00	1.00
Engineering Technician I	1.00	1.00	-	-
Engineering Technician II	5.00	5.00	4.00	4.00
Engineering Technician III	3.00	3.00	2.00	2.00
Equipment Mechanic II	3.00	3.00	2.00	2.00
Equipment Mechanic III	3.00	3.00	3.00	3.00
Executive Secretary	1.00	1.00	1.00	1.00
Facilities & Equipment Supervisor	1.00	1.00	1.00	1.00
Facility Maintenance Technician	3.00	3.00	2.00	2.00

**FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT**

	<b>FY 08-09</b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>
<b><u>Public Services Department (continued)</u></b>				
Lead Maintenance Worker	8.00	8.00	6.00	6.00
Maintenance Services Manager	1.00	1.00	1.00	1.00
Maintenance Supervisor	5.00	5.00	5.00	5.00
Maintenance Worker	19.00	19.00	11.00	12.00
Management Analyst	1.19	1.00	1.00	1.00
Office Specialist I	1.00	1.00	-	-
Office Specialist II	1.00	1.00	1.00	1.00
Senior Engineer	3.00	3.00	3.00	3.00
Senior Maintenance Supervisor	1.00	1.00	1.00	1.00
Senior Maintenance Technician	1.00	1.00	1.00	1.00
Senior Maintenance Worker	19.00	19.00	14.00	15.00
Transportation Services Manager	1.00	1.00	1.00	1.00
<b>Total Public Services Department</b>	<b>99.19</b>	<b>99.00</b>	<b>74.00</b>	<b>76.00</b>
<b>Total Full-time Employees</b>	<b>611.00</b>	<b>611.00</b>	<b>498.00</b>	<b>497.00</b>

**Part-time Employees FTE's (Full-time Equivalents)**

City Council	0.50	0.50	-	-
City Manager's Office	0.75	-	0.50	0.75
Finance Department	1.42	1.42	0.75	0.75
Administrative Services Department	52.21	42.68	43.05	40.47
Police Department	26.75	14.63	9.88	12.68
Fire Department	1.92	1.92	1.44	1.44
Development Services Department	2.00	1.50	1.50	1.00
Public Services Department	9.71	9.96	2.50	3.25
Redevelopment	-	-	0.50	0.50
<b>Total Part-time FTE's</b>	<b>95.26</b>	<b>72.61</b>	<b>60.12</b>	<b>60.84</b>

**SUMMARY OF ADOPTED FIXED ASSETS**  
FISCAL YEAR 2011-2012

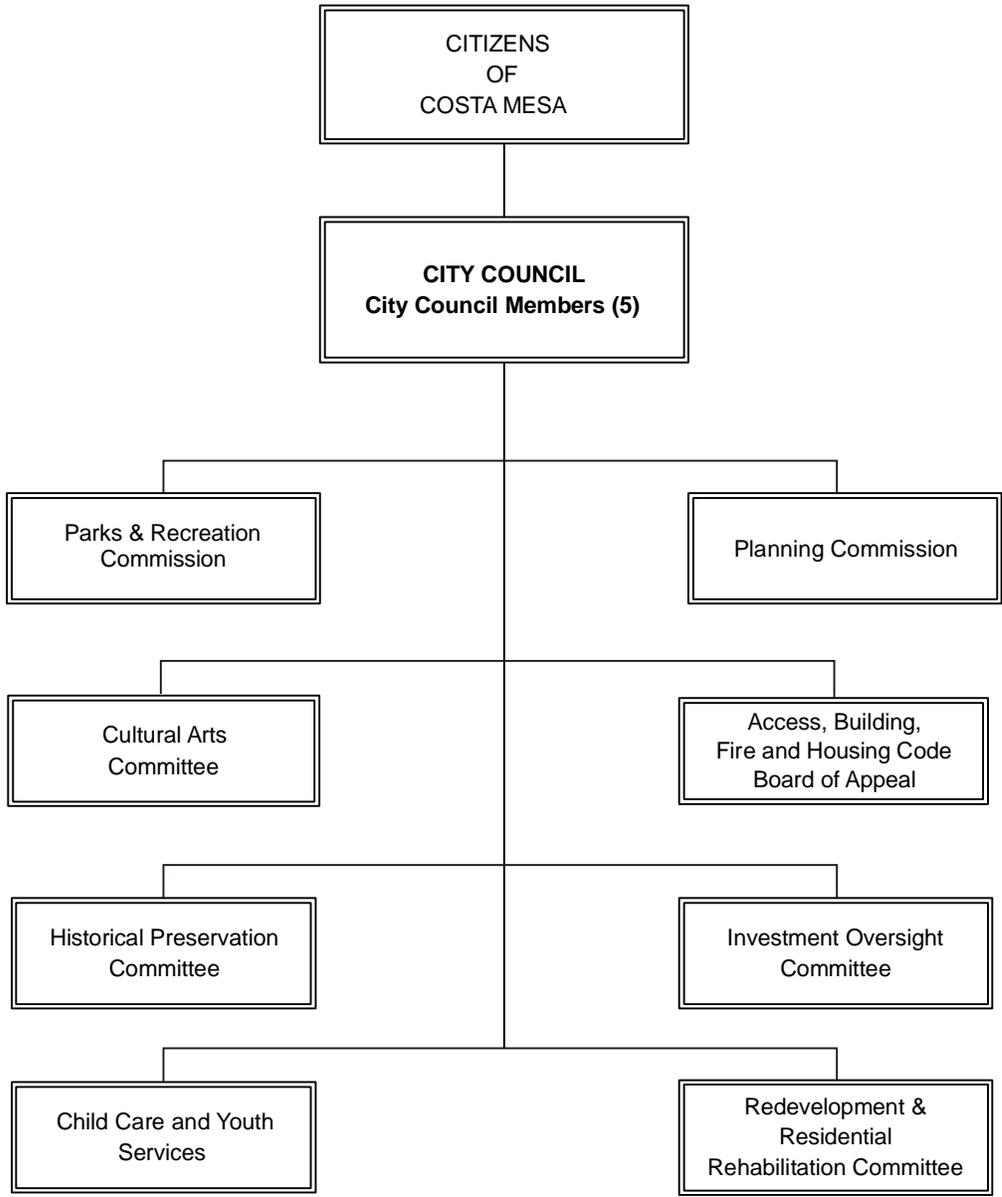
<b>DEPARTMENT/Division</b>	<b>Qty</b>	<b>Description</b>	<b>Amount</b>
<b>CHIEF EXECUTIVE OFFICER'S OFFICE</b>			
Public Communications	1	Field Production Video Camera	\$ 7,250
<b>Total Chief Executive Officer's Office</b>			<b>7,250</b>
<b>ADMINISTRATIVE SERVICES</b>			
Information Technology	1	Computer Automated Dispatch Server	24,880
<b>Total Administrative Services</b>			<b>24,880</b>
<b>POLICE</b>			
Technical Services	1	Digital Imaging Computer	6,000
Field Operations	1	Computer Automated Dispatch Server	283,000
<b>Total Police</b>			<b>289,000</b>
<b>FIRE</b>			
Operations	1	Auto Pulse Automated CPR Device	16,215
	1	Auto Pulse Trainer	7,500
<b>Total Fire</b>			<b>23,715</b>
<b>DEVELOPMENT SERVICES</b>			
Building Safety	1	Field Units w/ wireless access for Code Enforcement Officers & Building Inspectors	120,000
<b>Total Development Services</b>			<b>120,000</b>
<b>Total Adopted Fixed Assets</b>			<b>\$ 464,845</b>

**SUMMARY OF ADOPTED MAINTENANCE PROJECTS**  
**FISCAL YEAR 2011-2012**

<b>Facility</b>	<b>Requested Project Description</b>	<b>Cost</b>
<b>City Hall</b>	Replace sewer plumbing - 1 floor per year	\$ 15,000
	Repair roof leaks in Civic Center canopy cover walkway	15,000
<b>New Corp Yard</b>	Replace Air Conditioning unit - Bldg. A	19,000
<b>Mesa Verde Library</b>	Replace 3 toilet fixtures	3,000
	Replace AC #2	24,000
<b>PARKS:</b>		
<b>Estancia Park</b>	Restroom - replace entrance concrete (trip hazard)	3,500
<b>Farm Complex</b>	Replace 6 irrigation isolation valves - currently inoperable	11,000
<b>TeWinkle Park</b>		
<b>TW Skate Park</b>	Replace artificial turf with rubber surface	10,000
<b>Various Locations</b>	Repair ADA playground equipment & surfaces	25,000
<b>Victoria Street Easement</b>	Replace wrought iron fence (per Council request)	20,000
<b>Wilson Park</b>	Restroom - repair or replace roof	12,000
	Fumigate and Repair Termite Damage in Restroom	10,000
<b>Total Adopted Maintenance Projects</b>		<b>\$ 167,500</b>

**SUMMARY OF ADOPTED CAPITAL IMPROVEMENT PROJECTS**  
**FISCAL YEAR 2011-2012**

<b>Improvement Category</b>	<b>Total</b>
<b>Parkway &amp; Median Improvements, Program #20111</b>	
Harbor Blvd. Beautification Project	\$ 65,000
<b>Street Improvements, Program #30112</b>	
Broadway Safe Route to Schools Project	939,600
Gisler Avenue In-Pavement Flashing Crosswalk	95,000
Paularino Channel Bicycle Trail	35,000
Victoria/Valley Intersection Improvements	273,000
Citywide Street Improvements	6,500,000
Major & Primary Arterial Street Rehab Project	605,522
Citywide Unimproved Alley- Harbor Blvd. (No. 30)	676,000
CDBG Alley Improvement-Mission Drive (No. 122)	350,000
<b>Storm Drain Improvements, Program #30122</b>	
Pomona Ave/ Industrial Wy Water Quality & Storm Drain Improvement	300,000
<b>Curbs and Sidewalks, Program #30130</b>	
Priority Sidewalk Repair	50,000
Parkway Improvement Program	250,000
New Sidewalk / Missing Link	100,000
<b>Park Improvements</b>	
Concrete Replacement Various Parks	50,000
Tewinkle Park Lake- Infrastructure Repairs	160,000
<b>Total Adopted Capital Improvement Projects</b>	<b>\$ 10,449,122</b>



CITY COUNCIL



## ***CITY COUNCIL***

The City Council is a General Government Support function. There are five Council Members. In November 2010, a general municipal election was held to select two Council Members. Each year, the Council Members may elect the Mayor and the Mayor Pro-Tem. This department is comprised of one division with one program bearing the same title.

### ***CITY COUNCIL***

#### **City Council - Program 50110**

Enacts ordinances to promote the health, safety, and general welfare of the citizens of Costa Mesa within the limitations of the Government Code of the State of California; levies taxes for the support of municipal services; regulates the use of property through zoning laws; and appoints the City Manager, City Attorney, City Treasurer, various commissions, committees and boards.

### ***BUDGET NARRATIVE –***

The FY 11-12 adopted budget for the City Council is \$209,645, an increase of \$4,660 or 2.27% as compared to the adopted budget for FY 10-11. The increase is primarily attributed to an increase in the budgeted medical coverage for all City Council members. There is a decrease in various maintenance and operation accounts in the amount of \$1,600.

### ***GOALS***

- Create, develop, and maintain a safe, secure and harmonious community that values diversity; maintain quality public facilities and infrastructure, and a physically attractive environment; ensure continuing sufficient fiscal resources for City services.

### ***OBJECTIVES***

- To determine major policy which represents and meets the needs of the citizens of Costa Mesa.
- To formulate City policies which will provide effective and efficient means of carrying out goals.

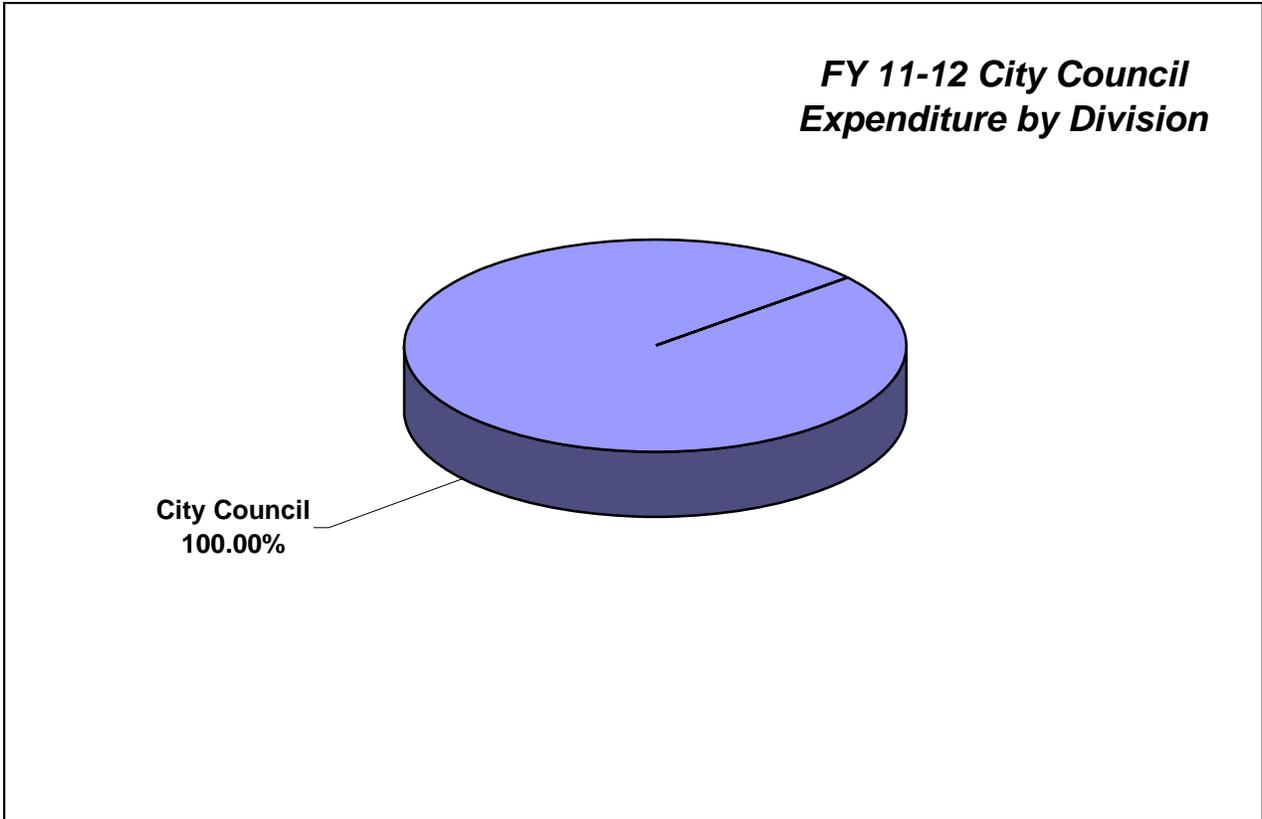


**CITY COUNCIL  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>City Council - 10100</u></b>				
Council Member	5.00	5.00	5.00	5.00
<i>Subtotal City Council - 50110</i>	5.00	5.00	5.00	5.00
<b>Total Department Full-time Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Total Department Part-time Positions (in FTE's)</b>	<b>0.50</b>	<b>0.50</b>	-	-
<b>TOTAL DEPARTMENT</b>	<b>5.50</b>	<b>5.50</b>	<b>5.00</b>	<b>5.00</b>

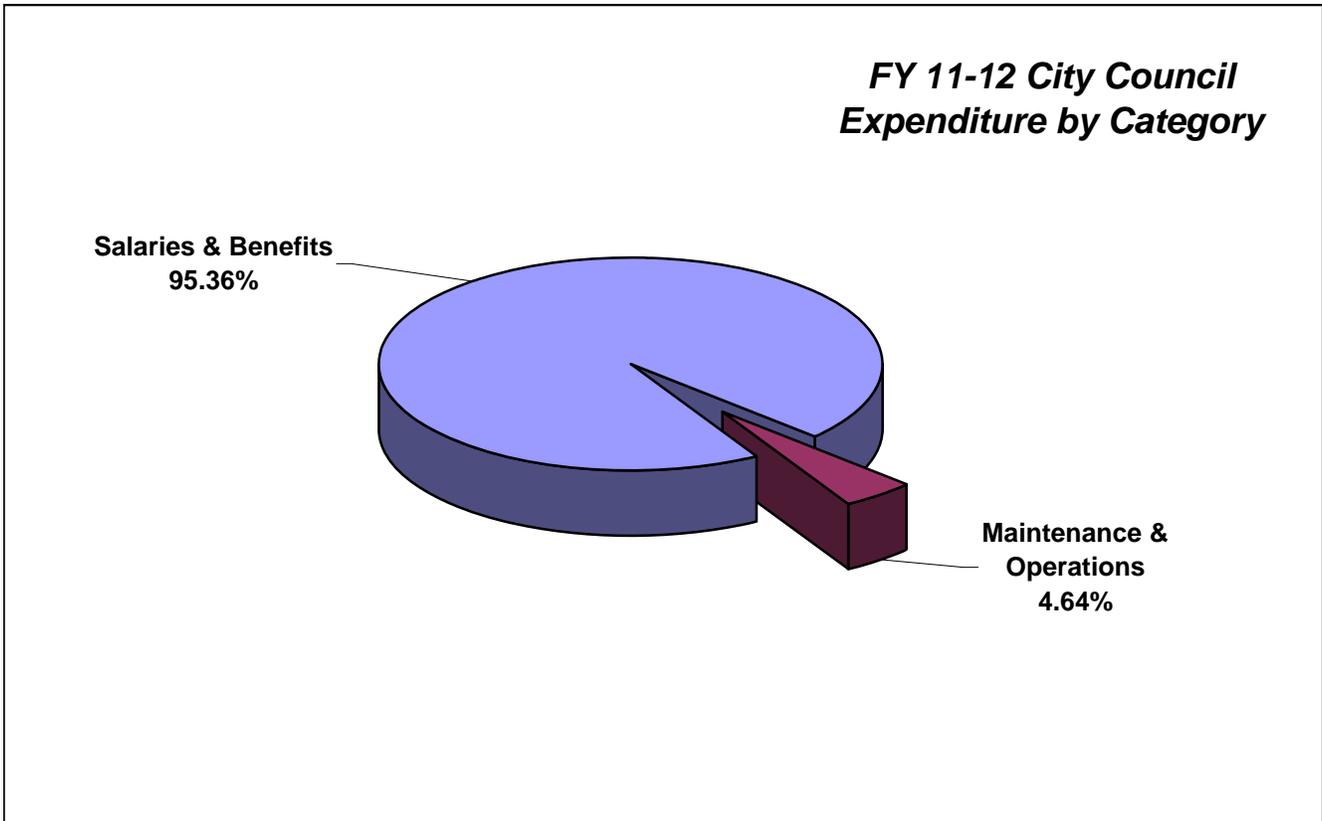
**CITY COUNCIL  
EXPENDITURE SUMMARY BY DIVISION**

<b><u>Expenditure by Division:</u></b>	<b><u>FY 08-09 Actual</u></b>	<b><u>FY 09-10 Actual</u></b>	<b><u>FY 10-11 Adopted</u></b>	<b><u>FY 11-12 Adopted</u></b>	<b><u>Percent Change</u></b>
City Council - 10100	\$ 270,545	\$ 252,877	\$ 204,985	\$ 209,645	2.27%
<b>Total Expenditures</b>	<b>\$ 270,545</b>	<b>\$ 252,877</b>	<b>\$ 204,985</b>	<b>\$ 209,645</b>	<b>2.27%</b>



**CITY COUNCIL  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 247,716	\$ 247,330	\$ 193,660	\$ 199,920	3.23%
Maintenance & Operations	22,829	5,547	11,325	9,725	-14.13%
Fixed Assets	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 270,545</b>	<b>\$ 252,877</b>	<b>\$ 204,985</b>	<b>\$ 209,645</b>	<b>2.27%</b>



	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent of Total</u>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 270,545	\$ 252,877	\$ 204,985	\$ 209,645	100.00%
<b>Total Funding Sources</b>	<b>\$ 270,545</b>	<b>\$ 252,877</b>	<b>\$ 204,985</b>	<b>\$ 209,645</b>	<b>100.00%</b>

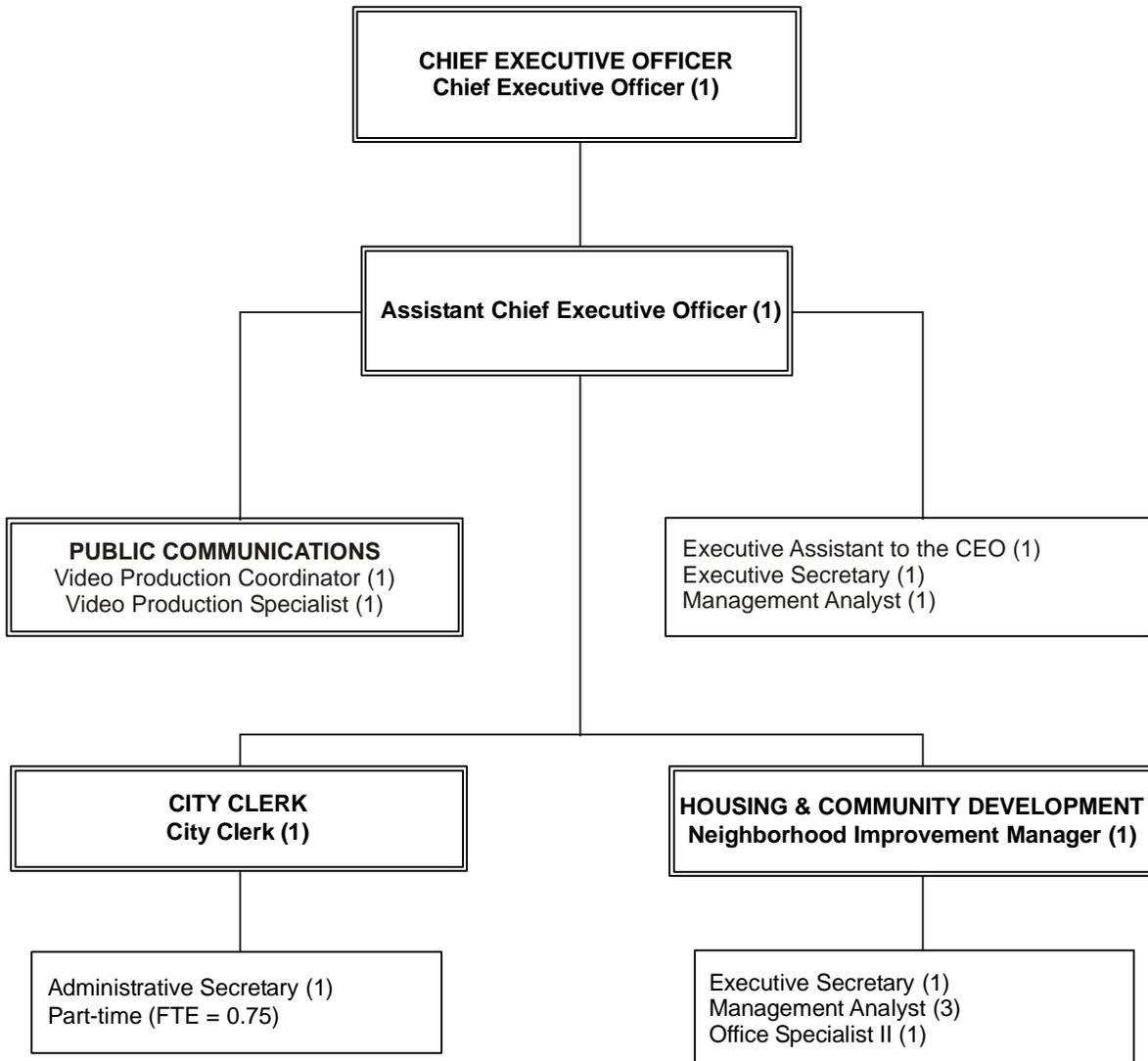
CITY OF COSTA MESA, CALIFORNIA

**CITY COUNCIL  
EXPENDITURE SUMMARY BY ACCOUNT**

<b>Account Description</b>	<b>Account #</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
Regular Salaries - Non Sworn	501200	\$ 57,383	\$ 58,218	\$ 55,692	\$ 54,264	-3%
Regular Salaries - Part time	501300	23,826	21,236	-	-	0%
Cafeteria Plan	505100	87,984	90,466	89,490	95,700	7%
Medicare	505200	2,211	2,347	808	787	-3%
Retirement	505300	9,571	8,692	7,206	8,705	21%
Professional Development	505500	66,741	66,371	40,464	40,464	0%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 247,716</b>	<b>\$ 247,330</b>	<b>\$ 193,660</b>	<b>\$ 199,920</b>	<b>3%</b>
Stationery and Office	510100	\$ 634	\$ 431	\$ 1,250	\$ 1,250	0%
Multi-Media, Promotions and Subs	510200	2,610	-	1,875	1,875	0%
Small Tools and Equipment	510300	2,113	252	2,000	2,000	0%
Uniform & Clothing	510400	347	954	1,600	500	-69%
Postage	520100	385	278	600	600	0%
Advertising and Public Info.	520300	13,500	-	-	-	0%
Telephone/Radio/Communications	520400	1,474	693	1,500	1,000	-33%
Board Member Fees	520800	600	750	-	-	0%
Office Equipment	525700	-	30	500	500	0%
External Rent	535400	-	508	500	500	0%
Central Services	535800	1,166	1,649	1,500	1,500	0%
Other Costs	540900	-	2	-	-	0%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 22,829</b>	<b>\$ 5,547</b>	<b>\$ 11,325</b>	<b>\$ 9,725</b>	<b>-14%</b>
<b>Subtotal Fixed Assets</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>\$ 270,545</b>	<b>\$ 252,877</b>	<b>\$ 204,985</b>	<b>\$ 209,645</b>	<b>2%</b>

**CITY COUNCIL  
EXPENDITURE SUMMARY BY PROGRAM**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b>CITY COUNCIL - 10100</b>					
<b>City Council - 50110</b>					
Salaries & Benefits	\$ 247,716	\$ 247,330	\$ 193,660	\$ 199,920	3%
Maintenance & Operations	22,829	5,547	11,325	9,725	-14%
Fixed Assets	-	-	-	-	0%
<b>Subtotal City Council</b>	<b>\$ 270,545</b>	<b>\$ 252,877</b>	<b>\$ 204,985</b>	<b>\$ 209,645</b>	<b>2%</b>
<b>Total Expenditures</b>	<b>\$ 270,545</b>	<b>\$ 252,877</b>	<b>\$ 204,985</b>	<b>\$ 209,645</b>	<b>2%</b>



## **CHIEF EXECUTIVE OFFICER'S OFFICE**

The Chief Executive Officer's Office is a General Government Support function. The Department has 15 full-time staff members composed of four management, seven professional, and four clerical positions, plus one part-time administrative intern. There is one part-time consultant assisting in the Community Development Block Grant program and one part-time consultant assisting in housing rehabilitation for the Housing and Community Development Division. The Department is comprised of three divisions, split into different programs. The three divisions are as follows:

- \* **Administration**
- \* **City Clerk**
- \* **Housing and Community Development**

### **ADMINISTRATION - 11100**

#### **City Council - 50110**

Coordinates meetings, appointments, and conferences for City Council; oversees Council's correspondence and mail; orders supplies and other needs of Council Members; and performs clerical duties related to Council's business.

#### **Chief Executive Officer - 50210**

Coordinates and directs City's functions within the framework of policy established by the City Council; advises Council as to the financial condition and needs of the City and also provides information to the public.

#### **Public Communications - 51030**

Previously located under the Administrative Services Department/Telecommunications Division. Provides programming and coordination of playback for the City's Municipal Access Channel (CMTV 24), as well as lending audio/video production services support to City departments. Provides oversight of cable television franchise agreements.

### **CITY CLERK - 11200**

#### **Council Meetings - 50410**

Prepares agendas; records and prepares minutes of regular and special meetings of the City Council; prepares and publishes City legal notices and performs clerical duties related to Council's business.

#### **Public Records - 50420**

Maintains official records of the City; attests to the Mayor's signature and the signatures of other local officials on legal documents; arranges the recordation of legal documents; administers loyalty oaths of office for personnel and local officials; maintains legislative history and archived documents; and assists the public with information requests.

#### **Elections - 50120**

Administers the local General Municipal Election and special elections, and collaborates with the Orange County Registrar of Voters for the conduct of those elections. Processes the nomination papers of prospective candidates for City Council and oversees the filing requirements for the Political Reform Act.

**CHIEF EXECUTIVE OFFICER'S OFFICE**

**HOUSING AND COMMUNITY DEVELOPMENT – 11310/11320**

**Code Enforcement - 20350**

Enforces municipal codes related to land use, property maintenance, and signs. Such enforcement may be the result of complaints received from citizens, or may be initiated by code enforcement officers on a proactive basis.

**Public Services Programs - 20421**

Coordinates and implements public service grants allocated by the City Council and funded through the Community Development Block Grant (CDBG). Public service grants are awarded to non-profit agencies that provide services such as: homelessness prevention; youth and after-school programs; senior and disabled services; low or no cost medical and dental services; and other eligible uses.

**Single-Family Housing Rehabilitation - 20422**

Provides deferred, low-interest loans of up to \$40,000 to low-income, single-family homeowners for interior and exterior property improvements including code and building violations, lead-based paint hazards, and other repairs.

**Neighborhood Improvement - 20425**

Provides grants to very low-income, single-family homeowners for interior and exterior property improvements including code and building violations, lead-based paint hazards, and other repairs.

**Neighbors for Neighbors - 20426**

Coordinates and implements the City's two special community clean-up events. The events are intended to promote beautification of the community and are focused on low-income elderly and disabled, owner-occupied homes in the community, experiencing physical and/or economic decline.

**CDBG Administration - 20427**

Administers, coordinates and implements the City's federally-funded CDBG programs and capital improvement projects, as approved by the City Council.

**CDBG Tool Rental Program - 20430**

The Tool Rental program offers low income homeowners in the City a grant of up to \$500 for the purpose of renting tools and supplies to complete minor exterior home improvements.

**HOME Administration - 20440**

Administers, coordinates and implements the City's federally-funded HOME programs, as approved by the City Council.

**HOME Projects - 20445**

Administers the City's affordable housing projects funded with HOME grant funds, as approved by the City Council.

## **CHIEF EXECUTIVE OFFICER'S OFFICE**

### **BUDGET NARRATIVE**

The FY 11-12 adopted budget for the City Manager's Office, including the City Clerk's Office, is \$2,953,153, a decrease of \$189,466 or 6.03%, compared to the adopted budget for FY 10-11. Decreases in salary and benefit costs are largely due to recent staffing changes. The City Manager's Office has eliminated the positions of Legislative and Public Affairs Manager, and one Management Analyst. Other changes compared to FY 10-11 is a reduction in the City Clerk's Office budget due to the lack of a General Municipal Election.

The City Manager's Office also oversees the Housing & Community Development (HCD) program. The adopted budget for HCD reflects an estimated Housing and Urban Development (HUD) entitlement of \$561,376 for CDBG and \$846,670 for the HOME programs. The CDBG entitlement may also fund several hundred thousand dollars of various capital improvement projects as listed in the Capital Improvement Section of the budget document. The entitlement for the HCD program is dependant on the HUD Office of the Federal Government.

### **PRIOR YEAR'S ACCOMPLISHMENTS**

- Apprised residents of City information in a timely and easily accessible manner through various means: press releases, brochures and flyers, information, forms and documents on the City's website, through City Channel 24, and in the "Community News" section of the quarterly Costa Mesa Community News and Recreation Review brochure.
- Began multi-pronged effort to keep the Orange County Fairgrounds from being sold by the State of California.
- Continued positive working relationship among City administrative staff, the League of California Cities, Orange County Division representatives, and elected area legislators. Combined efforts in communications to ensure that the City is "heard" on issues that would positively and/or negatively affect Costa Mesa, and that the City is kept current on the latest legislation and State issues, such as the State's budget. Attended various key meetings dealing with the State budget and proposed legislation.
- Improved service and coordination by departments, in terms of response and resolution time, as it pertains to the number of citizen complaints, concerns, requests for service, and general inquiries, based on the City Manager's Office Complaint Tracking System and correspondence.
- Continued producing bi-monthly electronic newsletters to the City Council.
- Assisted the 1/5 Support Group in fundraising and awareness efforts for the City's adopted 1<sup>st</sup> Battalion, 5<sup>th</sup> Marine Regiment, including a spring/summer/fall care package campaign and the 2010 Holiday care package/monetary donation campaign. Also completed successful Car Wash campaign which raised over \$5,000 in donations.
- Created and prepared a dog waste bag and dispenser sponsorship and donation program. Worked with Animal Control Services Division on license fees and rate surveys, increasing the number of licenses for dogs in Costa Mesa, and potential fee changes.
- Continued to work with the City's Disaster Preparedness Committee to increase public awareness, train staff, and provide guidelines and information on the City's website.
- Successfully conducted the General Municipal Election for two Council seats and a ballot measure.
- Conducted a Biennial review of the City's Conflict of Interest Code, and updated the list of designated employees.
- Oversaw the timely filings of the Candidate Campaign Statements (Form 460) and the Conflict of Interest filings (Form 700)
- Introduced the use of the iPad in providing the Council their meeting addenda packets electronically: in keeping with the Council support for "going green."
- Hosted two successful Neighbors for Neighbors events involving the coordination of more than 800 volunteers to assist with the beautification of 11 area homes.
- Administered and monitored 17 public service grants to local non-profit providers successfully.
- Completed inspections and re-certifications of 66 units in Costa Mesa.
- Completed 14 rehab loans and 32 rehab grants.
- Responded to 148 homeless or affordable housing assistance inquiries.
- Successfully completed and submitted the City's 2010-2014 Consolidated Plan.

## **CHIEF EXECUTIVE OFFICER'S OFFICE**

### **PRIOR YEAR'S ACCOMPLISHMENTS *cont.***

- Began implementation of the Neighborhood Stabilization Program (NSP) and purchased two properties to be rehabilitated and sold at market to first time home buyers.
- Began development of Homeless Prevention and Rapid Rehousing Program (HPRP) including solicitation of proposals, development of scope of work and program implementation with selected service providers.
- Continued to work with new management of Costa Mesa Village to implement contract requirements and conduct inspections and financial monitoring.
- Began coordination with social service providers, Costa Mesa Police, and other community groups in anticipation of forming homeless task force.
- Solicited, selected and monitored Capital Improvement Projects funded with the one time recovery act CDBG-R grant.
- Completed and submitted 4 quarterly federal reports for federal grants received under the Federal Recovery Act.
- Successfully negotiated and executed an Exclusive Negotiating Agreement (ENA) for the Harpers-Pointe Senior Housing Project.

### **GOALS**

- Ensure the highest level of service to the Costa Mesa community through the development of programs and processes, as set by City Council, and through coordination and direction of activities and departments of the City.
- Simplify forms, procedures and processes and ensure accessibility of information.
- Administer special programs and projects in a timely manner, as set by the City Council.
- Maintain accurate records of official documents of the City; publish City legal notices as required by law.
- Continue review of City's records retention schedule and policies.
- Assist in relocation of records of various departments that are stored off-site.
- To complete minutes by the next meeting and complete backlog of minutes
- Identify the City's Vital Records for disaster preparedness purposes.
- Administer the City's federally-funded CDBG and HOME grants by developing eligible programs and projects that benefit low and moderate-income households, and eliminate slum and blight in the City of Costa Mesa.
- Continue the administration of the American Reinvestment and Recovery Act (ARRA) programs in an expedient manner in order to implement stimulus programs.
- Encourage communication and transparency and promote more enhanced involvement with Costa Mesa Citizens and its' Partners.

### **OBJECTIVES**

- Assist the City Council in guiding municipal operations, coordinate Council's activities and meeting requests, and prepare documents and materials as requested.
- Ensure that policies/directives and program objectives set by the City Council are executed effectively and efficiently.
- Respond to inquiries from the public in a highly responsive manner.
- Implement a comprehensive New Employee Orientation program, with the assistance of the Human Resources Division.
- Ensure the public is made aware of upcoming events, activities, programs, decisions and other City business, as well as network with other government agencies, community leaders, residents, business owners and regional representatives to meet department goals, and to better assist the department and the City.
- Create a Legislative Platform to assist with advocating for City legislative positions.
- Continue to work with Orange County Public Library and its support groups in the community on ways to augment the delivery of library services to Costa Mesa.

**CHIEF EXECUTIVE OFFICER'S OFFICE**

**OBJECTIVES cont.**

- Prepare and distribute the agenda for Council meetings to City Council at least five calendar days prior to the meeting and prepare/distribute the minutes of Council meetings five days prior to the following regular meeting.
- Maintain the filing of City records for immediate retrieval, provide official information within prescribed time deadlines, and ensure that City documents are kept safe.
- Further fair housing by providing opportunities for decent, safe and sanitary housing to all segments of the community.
- Prevent blight and deterioration of the community through the use of federal grant funds.
- Provide public services to low and moderate income persons.
- Provide assistance to low and moderate-income homeowners in maintaining their homes and remedying code violations.
- Provide assistance to create and support affordable housing for the City's low and moderate income residents.
- Prepare weekly "From the Mesa" publications to City Council and expand the number of City-Wide readers.
- Redeploy City resources to ensure community concerns are addressed in a more timely and thorough manner.
- Reform local service providers to ensure a more local prospective on the needs and wants of Costa Mesa residents.

<b>PERFORMANCE MEASURES/WORKLOAD INDICATORS</b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY 11-12 <u>Adopted</u></b>
<b><u>Performance Measures:</u></b>			
Percentage of complaint responses provided within 10 business days:	85%	70%	90%
Completed City Council minutes by the following Council meeting:	100%	95%	50%
Public record requests to the City Clerk responded to within prescribed time:	100%	90%	90%
Completed RDA minutes by the following RDA meeting:	100%	100%	100%
Completed 3R minutes by the following 3R meeting:	100%	100%	100%
Number of residents served via Public Services programs:	2100	2,800	2100
Number of resident households served via the HPRP programs:	*	20	10
Fair Housing Foundation referrals for service:	531	440	450
Cal Home loans completed (ends in FY10-11):	2	1	N/A
Single Family Rehab Grants completed:	32	32	31
Single Family Rehab Loans completed:	14	7	10
Neighbors For Neighbors events completed:	2	2	2
Tool Rental Grants completed:	*	10	20
Completed monitoring of projects:			
a. Housing quality standard inspections of rental units	66	99	99
b. Recerts of Rental Units	66	162	162
c. Occupancy monitoring of first time home buyer loans	33	34	31
d. Residual Receipts Monitoring	5	5	5
e. Occupancy monitoring of owner- occupied Rehab units?	26	26	30
f. Occupancy monitoring of rental rehab units	2	2	2
Percentage of Housing portion of State Controller's report completed:	100%	100%	100%
Enter into an Affordable Housing Agreement with developer for an affordable housing project.	*	100%	N/A
Development of Expanded NFN Program	*	*	100%
Development of Dumpster CDBG Program	*	*	100%

**CHIEF EXECUTIVE OFFICER'S OFFICE**

<b>PERFORMANCE MEASURES/WORKLOAD INDICATORS cont.</b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY 11-12 <u>Adopted</u></b>
<b><u>Workload Indicators:</u></b>			
Number of correspondence letters prepared on legislation:	40	20	10
Number of complaints requiring formal written response (including email letters):	200	100	70
Number of weekly informal complaints/inquiries received/processed:	515	450	450
Press releases & information pieces processed:	130	70	75
Number of Council requests and projects processed:	1,108 (10)	550 (7)	800 (15)
Number of proclamations, certificates, speeches, tours, response/congratulatory letters prepared and other Council-related support activities:	324	200	300
Number of formal and informal records requests & phone calls processed:	5,800	4,500	4,500
Number of requests for homeless and/or affordable housing assistance processed/responded to:	148	150	200
Number of meetings w/community members, staff and non-profits regarding homeless issues	10	32	40
Number of homeless task force meetings	*	*	52
Number of FTHB/Rehab loan payoffs and subordinations:	10	7	5
Homes acquired/rehabbed utilizing Neighborhood Stabilization Program:	2	1	0
Homes sold to an eligible first time homebuyer utilizing NSP:	*	2	0
Cal Home Rehabs/Closeout	*	3	N/A
Neighbors for Neighbors School Events for ROCKS	*	4	N/A

\*new item. prior year's data not available

**CHIEF EXECUTIVE OFFICER'S OFFICE  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	<b>FY 08-09</b>	<b>FY 09-10</b>	<b>FY 10-11</b>	<b>FY 11-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Adopted</b>
<b><u>Chief Executive Officer - 11100</u></b>				
Executive Secretary	0.50	0.50	0.50	0.50
<i>Subtotal City Council - 50110</i>	0.50	0.50	0.50	0.50
Chief Executive Officer/CEO**	1.00	1.00	1.00	1.00
Assistant Chief Executive Officer***	1.00	0.88	0.88	1.00
Executive Secretary	0.50	0.50	0.50	0.50
Executive Assistant to the Chief Executive Officer****	1.00	1.00	1.00	1.00
Legislative & Public Affairs Manager	1.00	1.00	-	-
Management Analyst	1.00	1.33	0.23	0.50
<i>Subtotal City Manager - 50210</i>	5.50	5.71	3.61	4.00
Video Production Coordinator	-	-	-	1.00
Video Production Specialist	-	-	-	1.00
<i>Subtotal Public Communications - 51030</i>	-	-	-	2.00
<b>Total Chief Executive Officer Full-time Positions</b>	<b>6.00</b>	<b>6.21</b>	<b>4.11</b>	<b>6.50</b>
<b>Total Chief Executive Officer Part-time (in FTE's)</b>	<b>0.75</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>City Clerk - 11200</u></b>				
City Clerk	0.10	-	0.10	-
Administrative Secretary	0.10	-	0.10	-
Office Specialist II	0.10	-	-	-
<i>Subtotal Elections - 50120</i>	0.30	-	0.20	-
City Clerk	0.70	0.80	0.70	0.80
Administrative Secretary	0.70	0.80	0.70	0.80
Office Specialist II	0.70	0.80	-	-
<i>Subtotal City Council Meetings - 50410</i>	2.10	2.40	1.40	1.60
City Clerk	0.20	0.20	0.20	0.20
Administrative Secretary	0.20	0.20	0.20	0.20
Office Specialist II	0.20	0.20	-	-
<i>Subtotal Public Records - 50420</i>	0.60	0.60	0.40	0.40
<b>Total City Clerk Full-time Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>2.00</b>	<b>2.00</b>
<b>Total City Clerk Part-time Positions (in FTE's)</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>0.75</b>
<b><u>Housing &amp; Community Development - 11310/11320</u></b>				
Executive Secretary	0.05	0.05	0.05	0.10
Office Specialist II	0.21	0.21	0.21	0.25
<i>Subtotal Code Enforcement - 20350</i>	0.26	0.26	0.26	0.35
Management Analyst	0.90	0.73	0.73	0.85
<i>Subtotal Neighborhood Improvement - 20425</i>	0.90	0.73	0.73	0.85



**CHIEF EXECUTIVE OFFICER'S OFFICE  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Housing &amp; Community Development (continued)</u></b>				
Assistant Chief Executive Officer***	-	0.03	0.03	-
Neighborhood Improvement Manager	0.05	0.05	0.05	0.05
Management Analyst	0.55	0.49	0.49	0.45
Office Specialist II	-	-	-	0.10
<i>Subtotal Neighbors for Neighbors - 20426</i>	<u>0.60</u>	<u>0.57</u>	<u>0.57</u>	<u>0.60</u>
Neighborhood Improvement Manager	0.25	0.25	0.25	0.15
Executive Secretary	0.15	0.15	0.15	0.10
Management Analyst	0.60	0.60	0.60	0.40
<i>Subtotal CDBG Administration - 20427</i>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.65</u>
Neighborhood Improvement Manager	0.25	0.25	0.25	0.30
Executive Secretary	0.05	-	-	-
Management Analyst	0.14	0.07	0.07	0.05
Office Specialist II	0.21	0.21	0.21	0.05
<i>Subtotal HOME Administration - 20440</i>	<u>0.65</u>	<u>0.53</u>	<u>0.53</u>	<u>0.40</u>
Assistant Chief Executive Officer***	-	0.05	0.05	-
Neighborhood Improvement Manager	0.15	0.15	0.15	0.15
Executive Secretary	0.60	0.60	0.60	0.60
Management Analyst	0.15	0.15	0.15	0.15
<i>Subtotal Redevelopment Admin - 60100*</i>	<u>0.90</u>	<u>0.95</u>	<u>0.95</u>	<u>0.90</u>
Management Analyst	1.22	1.38	1.48	0.95
Office Specialist II	0.58	0.58	0.58	0.60
<i>Subtotal RDA Low/Mod Projects - 60300</i>	<u>1.80</u>	<u>1.96</u>	<u>2.06</u>	<u>1.55</u>
Assistant Chief Executive Officer***	-	0.04	0.04	-
Neighborhood Improvement Manager	0.30	0.30	0.30	0.35
Executive Secretary	0.15	0.20	0.20	0.20
Management Analyst	0.25	0.25	0.25	0.65
<i>Subtotal RDA Low/Mod Administration - 60500</i>	<u>0.70</u>	<u>0.79</u>	<u>0.79</u>	<u>1.20</u>
<b>Total Housing &amp; Comm Devel Full-time Positions</b>	<u><b>6.81</b></u>	<u><b>6.79</b></u>	<u><b>6.89</b></u>	<u><b>6.50</b></u>
<b>Total HCD Part-time Positions (in FTE's)</b>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>-</b></u>	<u><b>-</b></u>
<b>Total Department Full-time Positions</b>	<u><b>15.81</b></u>	<u><b>16.00</b></u>	<u><b>13.00</b></u>	<u><b>15.00</b></u>
<b>Total Department Part-time Positions (in FTE's)</b>	<u><b>0.75</b></u>	<u><b>-</b></u>	<u><b>0.50</b></u>	<u><b>0.75</b></u>
<b>TOTAL DEPARTMENT</b>	<u><u><b>16.56</b></u></u>	<u><u><b>16.00</b></u></u>	<u><u><b>13.50</b></u></u>	<u><u><b>15.75</b></u></u>

\*Additional personnel for this program are included in Development Services

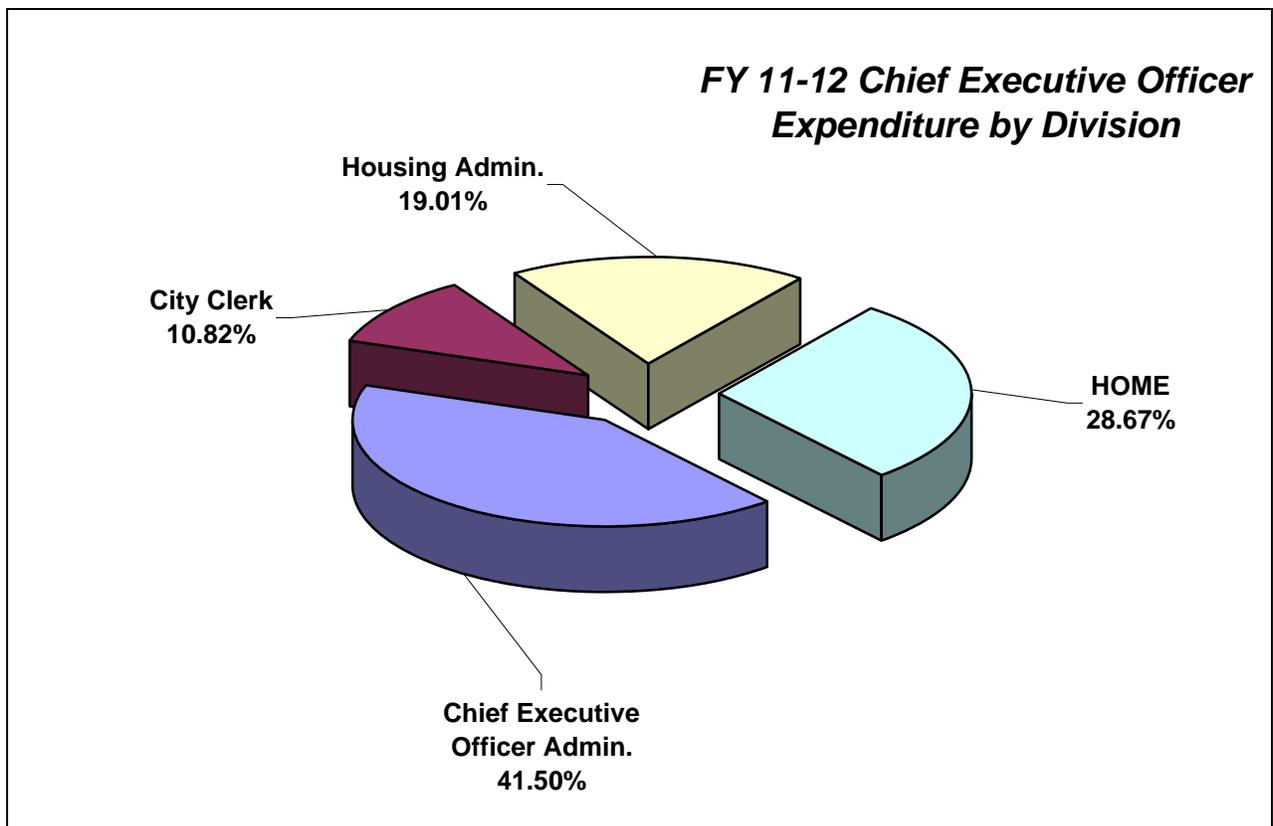
\*\*Position retitled from City Manager by City Council 2-15-11.

\*\*\*Position retitled from Assistant City Manager by City Council 2-15-11.

\*\*\*\*Position retitled from Executive Assistant to City Manager by City Council 2-15-11.

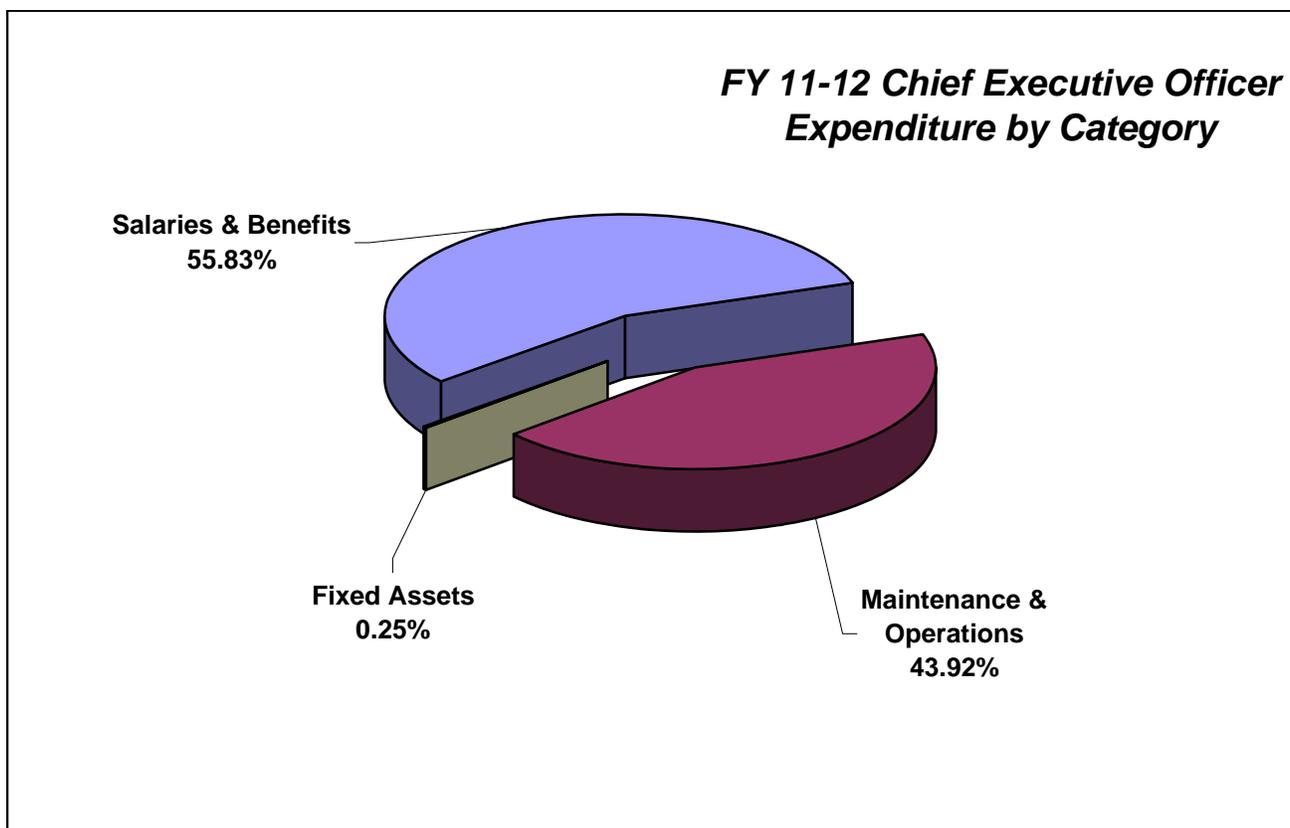
**CHIEF EXECUTIVE OFFICER'S OFFICE  
EXPENDITURE SUMMARY BY DIVISION**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Division:</u></b>					
CEO Admin. - 11100	\$ 1,501,642	\$ 1,265,733	\$ 1,206,269	\$ 1,225,661	1.61%
City Clerk - 11200	476,344	317,612	404,675	319,446	-21.06%
Housing Admin. - 11310	560,221	520,655	759,786	561,376	-26.11%
HOME - 11320	1,016,211	541,830	771,888	846,670	9.69%
<b>Total Expenditures</b>	<b>\$ 3,554,418</b>	<b>\$ 2,645,831</b>	<b>\$ 3,142,619</b>	<b>\$ 2,953,153</b>	<b>-6.03%</b>



**CHIEF EXECUTIVE OFFICER'S OFFICE  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 2,033,147	\$ 1,800,879	\$ 1,715,969	\$ 1,648,920	-3.91%
Maintenance & Operations	1,443,310	844,951	1,426,650	1,296,983	-9.09%
Fixed Assets	77,962	-	-	7,250	0.00%
<b>Total Expenditures</b>	<b>\$ 3,554,418</b>	<b>\$ 2,645,831</b>	<b>\$ 3,142,619</b>	<b>\$ 2,953,153</b>	<b>-6.03%</b>



	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent of Total</b>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 1,977,986	\$ 1,583,345	\$ 1,610,945	\$ 1,545,107	52.32%
HOME Fund - 205	1,016,211	541,830	771,888	846,670	28.68%
CDBG Fund - 207	560,221	520,655	759,786	561,376	19.01%
<b>Total Funding Sources</b>	<b>\$ 3,554,418</b>	<b>\$ 2,645,831</b>	<b>\$ 3,142,619</b>	<b>\$ 2,953,153</b>	<b>100.00%</b>

CITY OF COSTA MESA, CALIFORNIA

**CHIEF EXECUTIVE OFFICER'S OFFICE  
EXPENDITURE SUMMARY BY ACCOUNT**

<b>Account Description</b>	<b>Account Number</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
Regular Salaries - Non Sworn	501200	\$ 1,412,457	\$ 1,216,416	\$ 1,173,383	\$ 1,153,989	-2%
Regular Salaries - Part time	501300	34,720	48,703	43,993	34,367	-22%
Overtime	501400	17,033	23,209	18,865	21,450	14%
Accrual Payoff - Excess Maximum	501500	8,568	7,304	4,400	2,000	-55%
Vacation/Comp. Time Cash Out	501600	249	482	1,000	1,000	0%
Holiday Allowance	501700	7,322	8,033	5,809	3,200	-45%
Separation Pay-Off	501800	-	34,837	-	-	0%
Other Compensation	501900	9,989	9,241	6,741	9,027	34%
Cafeteria Plan	505100	173,531	152,673	138,382	137,450	-1%
Medicare	505200	14,723	13,933	14,693	17,673	20%
Retirement	505300	285,933	250,716	242,653	228,481	-6%
Professional Development	505500	11,210	3,846	12,506	7,140	-43%
Auto Allowance	505600	11,024	10,535	10,800	10,800	0%
Unemployment	505800	1,012	616	1,190	999	-16%
Workers' Compensation	505900	31,255	18,467	29,820	21,345	-28%
Employer Contr.Retirees' Med.	506100	14,121	1,868	11,734	-	-100%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 2,033,147</b>	<b>\$ 1,800,879</b>	<b>\$ 1,715,969</b>	<b>\$ 1,648,920</b>	<b>-4%</b>
Stationery and Office	510100	\$ 5,165	\$ 4,769	\$ 6,200	\$ 6,100	-2%
Multi-Media, Promotions and Subs	510200	25,609	25,312	31,375	31,375	0%
Small Tools and Equipment	510300	7,777	7,292	13,727	13,883	1%
Uniform & Clothing	510400	308	-	2,650	2,650	0%
Maintenance & Construction	510600	3,771	-	3,500	3,700	6%
Postage	520100	3,936	2,244	5,025	4,275	-15%
Legal Advertising/Filing Fees	520200	11,957	7,773	10,650	8,500	-20%
Advertising and Public Info.	520300	20,228	18,087	7,555	10,355	37%
Telephone/Radio/Communications	520400	2,192	2,319	3,300	2,650	-20%
Mileage Reimbursement	520600	804	364	1,250	1,250	0%
Buildings and Structures	525100	-	-	129,389	-	-100%
Office Furniture	525600	-	-	200	-	-100%
Office Equipment	525700	39	637	1,000	1,000	0%
Other Equipment	525800	6,747	675	8,500	8,500	0%
Employment	530100	662	12,754	1,000	1,000	0%
Consulting	530200	309,762	160,782	236,379	193,364	-18%
Legal	530300	2,730	9,637	22,903	24,993	9%
External Rent	535400	3,894	3,813	7,115	8,475	19%
Grants, Loans and Subsidies	535500	955,779	544,936	820,123	862,040	5%
Central Services	535800	10,030	8,753	9,550	7,900	-17%
Internal Rent - Maint. Charges	536100	643	431	-	1,168	0%
Internal Rent - Repl.Cost	536200	3,522	-	-	3,691	0%
General Liability	540100	67,329	34,336	105,259	100,114	-5%
Other Costs	540900	421	38	-	-	0%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 1,443,310</b>	<b>\$ 844,951</b>	<b>\$ 1,426,650</b>	<b>\$ 1,296,983</b>	<b>-9%</b>
Office Equipment	590700	\$ 37,337	\$ -	\$ -	\$ -	0%
Other Equipment	590800	40,624	-	-	7,250	0%
<b>Subtotal Fixed Assets</b>		<b>\$ 77,962</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,250</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>\$ 3,554,418</b>	<b>\$ 2,645,831</b>	<b>\$ 3,142,619</b>	<b>\$ 2,953,153</b>	<b>-6%</b>

**CHIEF EXECUTIVE OFFICER'S OFFICE  
EXPENDITURE SUMMARY BY PROGRAM**

	<u>FY 08-09</u> <u>Actual</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 10-11</u> <u>Adopted</u>	<u>FY 11-12</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<b><u>ADMINISTRATION - 11100</u></b>					
<b><u>City Council - 50110</u></b>					
Salaries & Benefits	\$ 45,549	\$ 45,054	\$ 45,838	\$ 45,053	-2%
Maintenance & Operations	-	-	-	-	0%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal City Council</i></b>	<b>\$ 45,549</b>	<b>\$ 45,054</b>	<b>\$ 45,838</b>	<b>\$ 45,053</b>	<b>-2%</b>
<b><u>City Manager - 50210</u></b>					
Salaries & Benefits	\$ 1,025,456	\$ 886,735	\$ 745,824	\$ 761,146	2%
Maintenance & Operations	83,134	53,767	101,275	146,102	44%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal City Manager</i></b>	<b>\$ 1,108,590</b>	<b>\$ 940,502</b>	<b>\$ 847,099</b>	<b>\$ 907,248</b>	<b>7%</b>
<b><u>Public Communications - 51030</u></b>					
Salaries & Benefits	\$ 266,105	\$ 254,783	\$ 272,307	\$ 220,226	-19%
Maintenance & Operations	54,680	25,394	41,025	45,884	12%
Fixed Assets	26,713	-	-	7,250	0%
<b><i>Subtotal City Manager</i></b>	<b>\$ 347,498</b>	<b>\$ 280,177</b>	<b>\$ 313,332</b>	<b>\$ 273,360</b>	<b>-13%</b>
<b><u>CITY CLERK - 11200</u></b>					
<b><u>Elections - 50120</u></b>					
Salaries & Benefits	\$ 30,273	\$ 587	\$ 24,710	\$ -	-100%
Maintenance & Operations	71,863	120	100,700	-	-100%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Elections</i></b>	<b>\$ 102,137</b>	<b>\$ 706</b>	<b>\$ 125,410</b>	<b>\$ -</b>	<b>-100%</b>
<b><u>City Council Meetings - 50410</u></b>					
Salaries & Benefits	\$ 216,598	\$ 228,821	\$ 203,424	\$ 245,568	21%
Maintenance & Operations	16,726	11,874	12,200	12,200	0%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal City Council Meetings</i></b>	<b>\$ 233,325</b>	<b>\$ 240,695</b>	<b>\$ 215,624</b>	<b>\$ 257,768</b>	<b>20%</b>
<b><u>Public Records - 50420</u></b>					
Salaries & Benefits	\$ 67,143	\$ 57,037	\$ 52,150	\$ 49,778	-5%
Maintenance & Operations	22,491	19,175	11,490	11,900	4%
Fixed Assets	51,248	-	-	-	0%
<b><i>Subtotal Public Records</i></b>	<b>\$ 140,883</b>	<b>\$ 76,211</b>	<b>\$ 63,640</b>	<b>\$ 61,678</b>	<b>-3%</b>

**CHIEF EXECUTIVE OFFICER'S OFFICE  
EXPENDITURE SUMMARY BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>HOUSING &amp; COMMUNITY DEV - 11310/11320</u></b>					
<b><u>Code Enforcement - 20350</u></b>					
Salaries & Benefits	\$ 20,522	\$ 13,988	\$ 19,225	\$ 26,016	35%
Maintenance & Operations	-	738	-	483	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Code Enforcement</b>	<b>\$ 20,522</b>	<b>\$ 14,726</b>	<b>\$ 19,225</b>	<b>\$ 26,499</b>	<b>38%</b>
<b><u>Public Service Programs - 20421</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	208,558	188,217	350,375	184,248	-47%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Public Service Programs</b>	<b>\$ 208,558</b>	<b>\$ 188,217</b>	<b>\$ 350,375</b>	<b>\$ 184,248</b>	<b>-47%</b>
<b><u>Single Family Housing Rehab. - 20422</u></b>					
Salaries & Benefits	\$ -	\$ 266	\$ -	\$ -	0%
Maintenance & Operations	328,389	179,328	350,000	400,000	14%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Sgl. Fam. Housing Rehab.</b>	<b>\$ 328,389</b>	<b>\$ 179,594</b>	<b>\$ 350,000</b>	<b>\$ 400,000</b>	<b>14%</b>
<b><u>Neighborhood Imp. - 20425</u></b>					
Salaries & Benefits	\$ 104,168	\$ 82,284	\$ 84,737	\$ 89,998	6%
Maintenance & Operations	509,108	209,197	130,991	160,002	22%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Neighborhood Imp.</b>	<b>\$ 613,276</b>	<b>\$ 291,480</b>	<b>\$ 215,728</b>	<b>\$ 250,000</b>	<b>16%</b>
<b><u>Neighbors for Neighbors - 20426</u></b>					
Salaries & Benefits	\$ 72,384	\$ 76,386	\$ 74,510	\$ 71,266	-4%
Maintenance & Operations	14,117	1,397	21,027	21,700	3%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Neighbors for Neighbors</b>	<b>\$ 86,501</b>	<b>\$ 77,783</b>	<b>\$ 95,537</b>	<b>\$ 92,966</b>	<b>-3%</b>
<b><u>CDBG Admin. - 20427</u></b>					
Salaries & Benefits	\$ 118,712	\$ 111,863	\$ 130,644	\$ 84,739	-35%
Maintenance & Operations	125,927	128,065	164,005	160,925	-2%
Fixed Assets	-	-	-	-	0%
<b>Subtotal CDBG Admin.</b>	<b>\$ 244,640</b>	<b>\$ 239,929</b>	<b>\$ 294,649</b>	<b>\$ 245,664</b>	<b>-17%</b>
<b><u>CDBG Tool Rental Program - 20430</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	-	-	-	12,000	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal CDBG Tool Rental Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>0%</b>

**CHIEF EXECUTIVE OFFICER'S OFFICE  
EXPENDITURE SUMMARY BY PROGRAM**

	<u>FY 08-09</u> <u>Actual</u>	<u>FY 09-10</u> <u>Actual</u>	<u>FY 10-11</u> <u>Adopted</u>	<u>FY 11-12</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<b><u>HOME - 20440</u></b>					
Salaries & Benefits	\$ 66,235	\$ 43,076	\$ 62,598	\$ 55,131	-12%
Maintenance & Operations	8,311	27,680	30,416	38,749	27%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal HOME</i></b>	<b>\$ 74,546</b>	<b>\$ 70,756</b>	<b>\$ 93,014</b>	<b>\$ 93,880</b>	<b>1%</b>
<b><u>HOME Projects - 20445</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	-	-	113,146	102,790	-9%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal HOME Projects</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 113,146</b>	<b>\$ 102,790</b>	<b>-9%</b>
<b>Total Expenditures</b>	<b>\$ 3,554,418</b>	<b>\$ 2,645,831</b>	<b>\$ 3,142,619</b>	<b>\$ 2,953,153</b>	<b>-6%</b>



CITY ATTORNEY  
Contracted City Attorney



***CITY ATTORNEY'S OFFICE***

The City Attorney's Office is classified as a General Government Support function. The City Attorney is a contracted service with the legal firm of Jones & Mayer.

***CITY ATTORNEY - 12100***

**Legal Services - Program 50320**

Provides legal counsel and advice during official meetings and study sessions of the City Council and Planning Commission; serves as a legal advisor to City staff; prepares and reviews City ordinances, resolutions, contracts and legal documents; represents the City in civil and criminal litigation; oversees the work of outside private counsel when hired to assist in litigation; and coordinates/reviews claims filed against or for the City with Risk Management.

***BUDGET NARRATIVE***

The FY 11-12 adopted budget for the City Attorney's Office is \$803,000, which is an increase of \$272,450 or 51.35% compared to the FY 10-11 adopted budget. The increase is attributed to the increased activity for attorney contract services, both consulting and legal.



**CITY ATTORNEY'S OFFICE  
EXPENDITURE SUMMARY BY DIVISION**

	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
<b><u>Expenditure by Division:</u></b>					
City Attorney - 12100	\$ 448,050	\$ 405,425	\$ 530,550	\$ 803,000	51.35%
<b>Total Expenditures</b>	<b>\$ 448,050</b>	<b>\$ 405,425</b>	<b>\$ 530,550</b>	<b>\$ 803,000</b>	<b>51.35%</b>

**CITY ATTORNEY'S OFFICE  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	448,050	405,425	530,550	803,000	51.35%
Fixed Assets	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 448,050</b>	<b>\$ 405,425</b>	<b>\$ 530,550</b>	<b>\$ 803,000</b>	<b>51.35%</b>

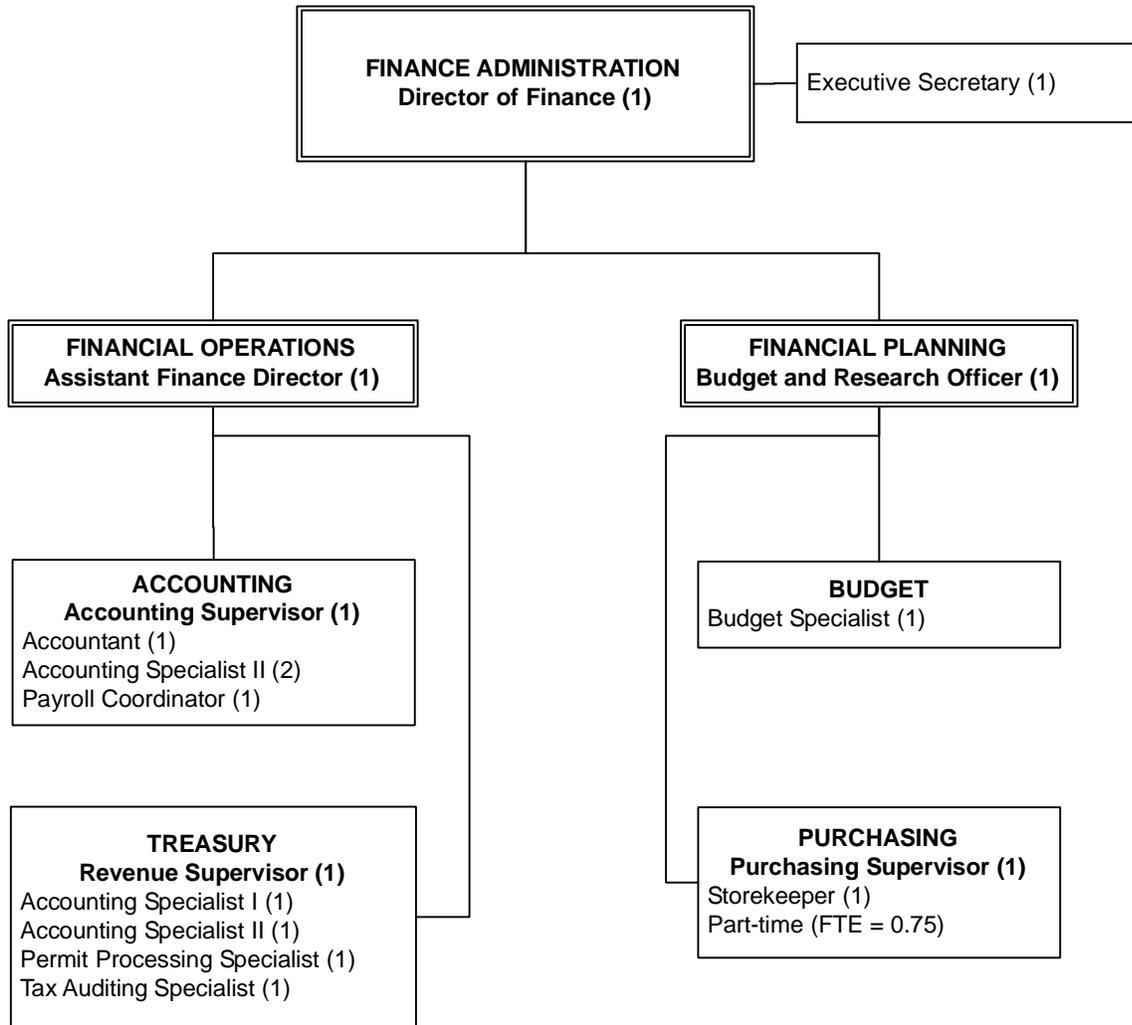
	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent of Total</u>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 448,050	\$ 405,425	\$ 530,550	\$ 803,000	100.00%
Self-Insurance Fund - 602	-	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 448,050</b>	<b>\$ 405,425</b>	<b>\$ 530,550</b>	<b>\$ 803,000</b>	<b>100.00%</b>

**CITY ATTORNEY'S OFFICE  
EXPENDITURE SUMMARY BY ACCOUNT**

<b>Account Description</b>	<b>Account #</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Chg</b>
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Multi-Media, Promotions and Subs	510200	3,107	2,839	3,500	3,000	-14%
Postage	520100	-	-	50	-	-100%
Meetings & Conferences	520500	550	328	1,000	-	-100%
Office Equipment	525700	920	-	1,000	-	-100%
Consulting	530200	300,022	281,193	400,000	500,000	25%
Legal	530300	143,037	121,064	125,000	300,000	140%
Sanitation	530900	414	-	-	-	0%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 448,050</b>	<b>\$ 405,425</b>	<b>\$ 530,550</b>	<b>\$ 803,000</b>	<b>51%</b>
<b>Subtotal Fixed Assets</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>\$ 448,050</b>	<b>\$ 405,425</b>	<b>\$ 530,550</b>	<b>\$ 803,000</b>	<b>51%</b>

**CITY ATTORNEY'S OFFICE  
EXPENDITURE SUMMARY BY PROGRAM**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b>CITY ATTORNEY'S OFFICE - 12100</b>					
<b>Legal Services - 50320</b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	448,050	405,425	530,550	803,000	51%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Legal Services</b>					
	<b>\$ 448,050</b>	<b>\$ 405,425</b>	<b>\$ 530,550</b>	<b>\$ 803,000</b>	<b>51%</b>
<b>Total Expenditures</b>					
	<b>\$ 448,050</b>	<b>\$ 405,425</b>	<b>\$ 530,550</b>	<b>\$ 803,000</b>	<b>51%</b>



## ***FINANCE DEPARTMENT***

The Finance Department is a General Government Support function. The Department has 17 full-time staff members composed of three management, three supervisory, and 11 professional/clerical positions, plus one part-time position to assist in the purchasing function. The Department is comprised of three divisions and each division is further split into different programs. The three divisions are as follows:

- \* ***Finance Administration***
- \* ***Financial Operations***
- \* ***Financial Planning***

### ***FINANCE ADMINISTRATION - 13100***

#### **Administration - 50001**

Provides the Department's overall administrative direction and policy implementation; advises the City Manager and the City Council on financial issues; and reports to the Investment Oversight Committee regarding investment activities.

### ***FINANCIAL OPERATIONS - 13200***

#### **Accounting - 50510**

Maintains the accounting and fixed assets systems; provides payroll and accounts payable services to departments; reconciles monthly bank statements; coordinates annual financial audit; provides internal and external financial reports including publication of the Comprehensive Annual Financial Report (CAFR); provides accounting and budgeting for the Redevelopment Agency and Costa Mesa Community Foundation; coordinates applications and implementation of grants received by the City.

#### **Treasury - 50540**

Provides centralized cashing and collections; performs investment functions under direction of the Director of Finance; maintains records and accounts for Business Improvement District bonds; issues special events permits; administers the City's business license program; generates billings for various receivables; performs audits of Transient Occupancy Tax, golf course operations, and bus shelter franchises; and prepares the monthly Treasurer's Report.

### ***FINANCIAL PLANNING - 13300***

#### **Budget & Research - 50520**

Prepares and administers the City's annual budget; prepares and monitors revenue projections; prepares budget performance reports including the mid-year budget review; performs special research projects or surveys as assigned by the Director of Finance, City Manager, and/or City Council; analyzes requests for year-end carryover; coordinates State-mandated costs reimbursement claims (SB 90); and coordinates the annual update of User Fees & Charges.

#### **Purchasing - 50530**

Procures services, supplies, and equipment for City departments; coordinates bidding procedures; maintains warehouse inventory; tags and conducts inventory of fixed assets; and coordinates sale of surplus items no longer needed by the City.

## ***FINANCE DEPARTMENT***

### ***BUDGET NARRATIVE***

The FY 11-12 adopted budget for the Finance Department is \$2.32 million, an increase of \$227,501 or 10.89% compared to the adopted budget for FY 10-11. The increase is largely attributed to the funding of the Director of Finance position. Other budget increases compare to FY 10-11 include funding of Internal Rent – Replacement and Maintenance.

### ***PRIOR YEAR'S ACCOMPLISHMENTS***

- Continued to receive the budgeting, financial reporting, and procurement awards from GFOA, CSMFO and NPI.
- Received Federal, State and private grants for other City departments and for many different activities.
- Continued to revise the City's purchasing ordinance for new purchasing thresholds and changes to the California Uniform Public Construction Cost Accounting Act.
- Implemented paperless tracking system of invoices sent to departments for approval.
- Created on-line vendor registration system that allows suppliers to register to do business with the City directly from the City's purchasing web page.

### ***GOALS***

- Maintain the City's fiscal health and provide adequate resources to fund City services to the community.
- Perform financial responsibilities in accordance with statutory regulations and standards promulgated by professional regulatory agencies.

### ***OBJECTIVES***

- Account for the City's fiscal activities in an accurate and timely manner within generally accepted accounting principles (GAAP) and other legal requirements.
- Complete internal preparation of the City's financial statements in a timely manner.
- Assist the City Chief Executive Officer in preparation of a balanced budget and maintain established operating reserves for contingencies.
- Safeguard the City's assets and invest available cash within the City's adopted investment policy.
- Provide financial services such as accounts payable, payroll, cash receipting, to departments.
- Provide purchasing and warehouse services to take advantage of volume discounts.
- Coordinate bidding procedures for all departments.
- Update user fees for Council adoption by January each year.

**FINANCE DEPARTMENT**

<b>PERFORMANCE MEASURES/WORKLOAD INDICATORS</b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY11-12 <u>Adopted</u></b>
<b><u>Performance Measures:</u></b>			
Number of Audit Adjustments (Auditor Recommended)	2	2	1
Years Received GFOA CAFR Award	32	33	34
Years Received GFOA Distinguished Budget Award	11	12	13
Accuracy Forecasting Expenditures – General Fund	91%	100%	100%
Accuracy Forecasting Revenues – General Fund	93%	100%	100%
Years Received NPI Excellence in Procurement Award	10	11	12
Number of points received for the Procurement Award	135	150	150
Average days to process purchase order (informal bids)	5	5	5
Percentage of Purchasing survey results at excellent or good (On a scale of excellent, good, average, needs improvement)	94%	95%	95%
Percentage of items posted/sold via online auction	71%	75%	75%
Inventory turnover ratio per fiscal year	4.25	4.00	3.50
<b><u>Workload indicators:</u></b>			
City Budgeted Funds Monitored (Millions)	\$118.2	\$109.5	\$115.0
Number of budget adjustments processed	29	70	30
Accounts Payable Checks Issued	10,348	11,700	11,000
Number of payroll checks issued	18,341	19,700	18,000
Number of purchase orders issued	680	700	700
Number of contracts issued	113	130	120
Number of Transient Occupancy Tax (TOT) audits	6	6	6
Number of business licenses processed	12,700	12,000	11,900
Number of accounts receivable invoices processed	3,002	5,500	3,000
Dollar value of online auction sales	\$50,000	\$60,000	\$35,000
Total reams of paper used	8,994	8,500	8,500

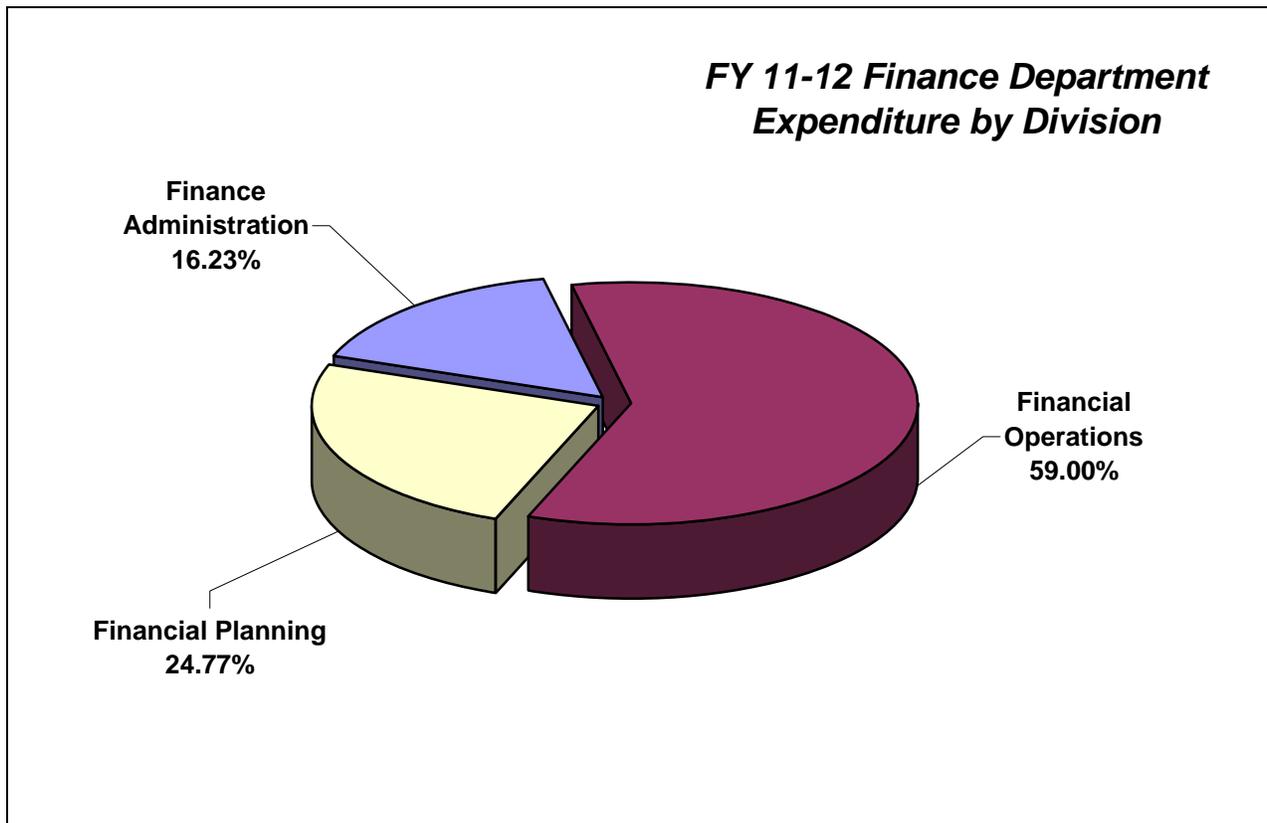


**FINANCE DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Finance Administration - 13100</u></b>				
Director of Finance	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
<i>Subtotal Administration - 50001</i>	2.00	2.00	2.00	2.00
<b>Total Finance Administration Full-time Positions</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b><u>Financial Operations - 13200</u></b>				
Assistant Finance Director	0.65	0.65	0.65	0.65
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist I	-	-	-	-
Accounting Specialist II	3.00	3.00	2.00	2.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Budget Specialist	0.10	-	-	-
Grant Administrator	1.00	1.00	-	-
Payroll Coordinator	1.00	1.00	1.00	1.00
Revenue Investment Specialist	-	0.10	-	-
<i>Subtotal Accounting - 50510</i>	7.75	7.75	5.65	5.65
Assistant Finance Director	0.35	0.35	0.35	0.35
Accounting Specialist I	1.00	1.00	1.00	1.00
Accounting Specialist II	1.00	1.00	1.00	1.00
Business License Inspector	1.00	1.00	-	-
Permit Processing Specialist	1.00	1.00	1.00	1.00
Revenue Investment Specialist	1.00	0.90	-	-
Revenue Supervisor	1.00	1.00	1.00	1.00
Tax Auditing Specialist	1.00	1.00	1.00	1.00
<i>Subtotal Treasury - 50540</i>	7.35	7.25	5.35	5.35
<b>Total Financial Operations Full-time Positions</b>	<b>15.10</b>	<b>15.00</b>	<b>11.00</b>	<b>11.00</b>
<b><u>Financial Planning - 13300</u></b>				
Budget & Research Officer	0.75	0.75	0.75	0.75
Accounting Specialist II	-	-	-	-
Budget Analyst	1.00	1.00	-	-
Budget Specialist	0.90	1.00	1.00	1.00
Buyer	-	-	-	-
<i>Subtotal Budget &amp; Research - 50520</i>	2.65	2.75	1.75	1.75
Budget & Research Officer	0.25	0.25	0.25	0.25
Accounting Specialist I	-	-	-	-
Buyer	1.00	1.00	-	-
Purchasing Supervisor	1.00	1.00	1.00	1.00
Storekeeper	1.00	1.00	1.00	1.00
<i>Subtotal Purchasing - 50530</i>	3.25	3.25	2.25	2.25
<b>Total Financial Planning Full-time Positions</b>	<b>5.90</b>	<b>6.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Total Fin Planning Part-time Positions (in FTE's)</b>	<b>1.42</b>	<b>1.42</b>	<b>0.75</b>	<b>0.75</b>
<b>Total Department Full-time Positions</b>	<b>23.00</b>	<b>23.00</b>	<b>17.00</b>	<b>17.00</b>
<b>Total Department Part-time Positions (in FTE's)</b>	<b>1.42</b>	<b>1.42</b>	<b>0.75</b>	<b>0.75</b>
<b>TOTAL DEPARTMENT</b>	<b>24.42</b>	<b>24.42</b>	<b>17.75</b>	<b>17.75</b>

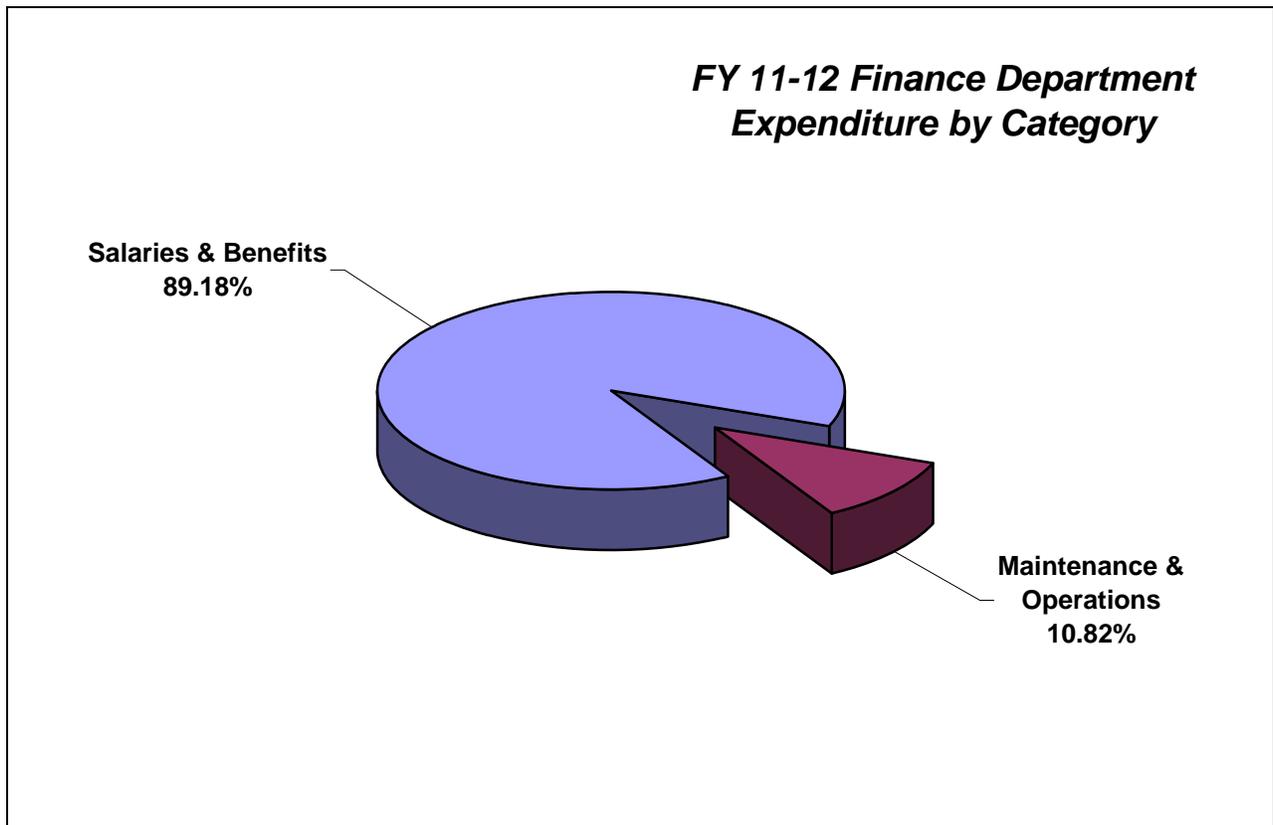
**FINANCE DEPARTMENT  
EXPENDITURE SUMMARY BY DIVISION**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Division:</u></b>					
Finance Admin. - 13100	\$ 425,696	\$ 263,517	\$ 197,395	\$ 376,081	90.52%
Financial Operations - 13200	1,547,398	1,493,106	1,330,139	1,367,382	2.80%
Financial Planning - 13300	780,670	713,724	562,394	573,967	2.06%
<b>Total Expenditures</b>	<b>\$ 2,753,764</b>	<b>\$ 2,470,347</b>	<b>\$ 2,089,929</b>	<b>\$ 2,317,430</b>	<b>10.89%</b>



**FINANCE DEPARTMENT  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 2,578,561	\$ 2,329,200	\$ 1,903,112	\$ 2,066,753	8.60%
Maintenance & Operations	175,203	141,147	186,817	250,677	34.18%
Fixed Assets	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 2,753,764</b>	<b>\$ 2,470,347</b>	<b>\$ 2,089,929</b>	<b>\$ 2,317,430</b>	<b>10.89%</b>



	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent of Total</b>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 2,753,764	\$ 2,470,347	\$ 2,089,929	\$ 2,317,430	100.00%
<b>Total Funding Sources</b>	<b>\$ 2,753,764</b>	<b>\$ 2,470,347</b>	<b>\$ 2,089,929</b>	<b>\$ 2,317,430</b>	<b>100.00%</b>

CITY OF COSTA MESA, CALIFORNIA

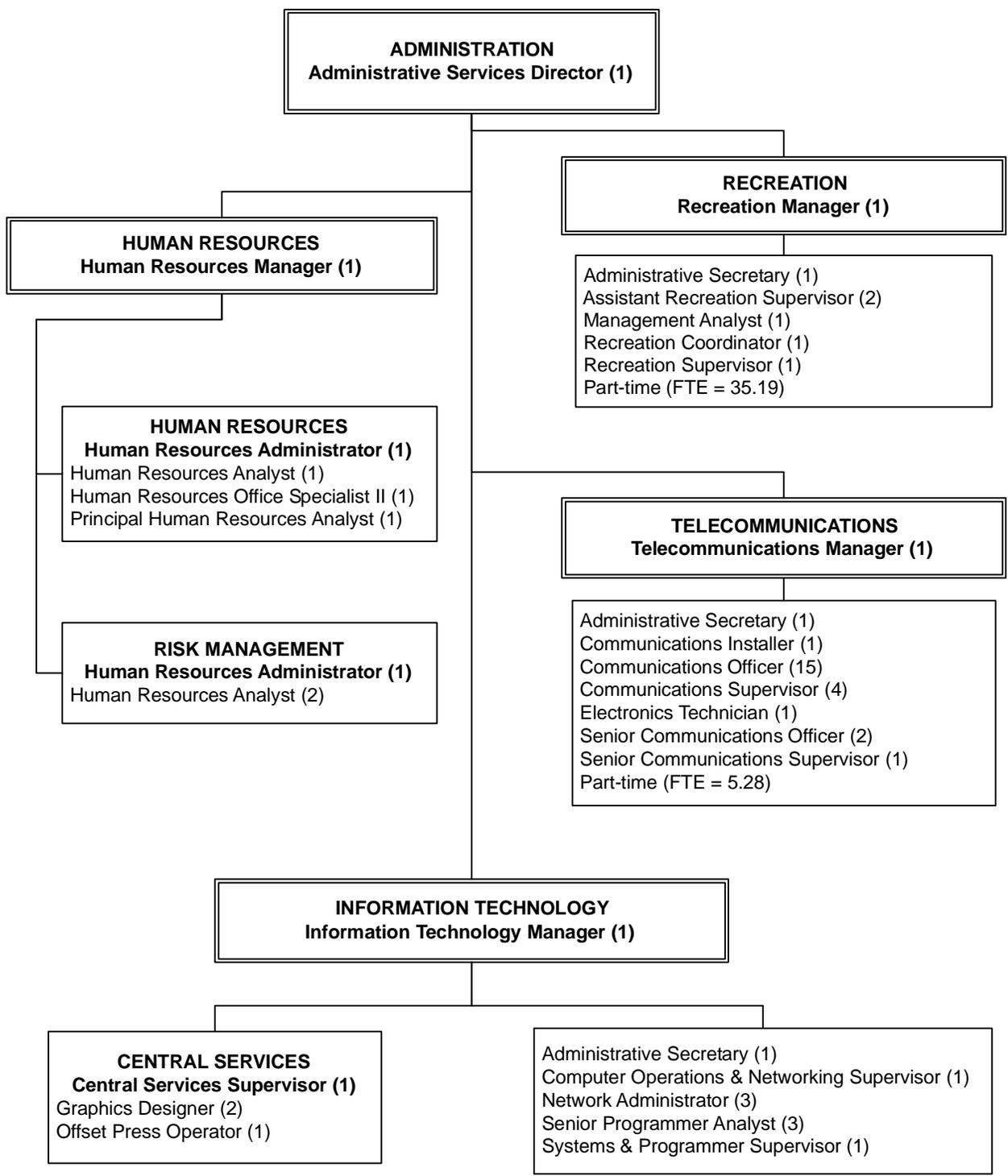
**FINANCE DEPARTMENT**  
**EXPENDITURE SUMMARY BY ACCOUNT**

<b>Account Description</b>	<b>Account Number</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Chg</b>
Regular Salaries - Non Sworn	501200	\$ 1,781,469	\$ 1,617,489	\$ 1,329,435	\$ 1,478,280	11%
Regular Salaries - Part time	501300	52,409	56,995	40,170	40,170	0%
Overtime	501400	1,493	9,105	-	5,000	0%
Accrual Payoff - Excess Maximum	501500	7,017	4,451	-	-	0%
Vacation/Comp. Time Cash Out	501600	17,259	7,213	-	-	0%
Holiday Allowance	501700	5,185	6,232	-	-	0%
Separation Pay-Off	501800	7,771	34,240	-	-	0%
Other Compensation	501900	5,342	4,605	4,589	5,315	16%
Cafeteria Plan	505100	224,232	207,942	169,416	187,314	11%
Medicare	505200	26,208	24,839	19,926	22,167	11%
Retirement	505300	371,758	325,175	273,980	290,785	6%
Professional Development	505500	11,407	4,790	5,550	3,405	-39%
Auto Allowance	505600	5,668	1,211	-	-	0%
Unemployment	505800	1,547	924	1,721	1,329	-23%
Workers' Compensation	505900	42,049	21,589	45,031	32,988	-27%
Employer Contr.Retirees' Med.	506100	17,748	2,400	13,294	-	-100%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 2,578,561</b>	<b>\$ 2,329,200</b>	<b>\$ 1,903,112</b>	<b>\$ 2,066,753</b>	<b>9%</b>
Stationery and Office	510100	\$ 8,268	\$ 9,364	\$ 16,000	\$ 13,850	-13%
Multi-Media, Promotions and Subs	510200	2,128	153	1,900	1,500	-21%
Small Tools and Equipment	510300	1,723	3,104	2,550	1,250	-51%
Uniform & Clothing	510400	327	211	400	250	-38%
Maintenance & Construction	510600	7,560	-	-	-	0%
Waste Disposal	515700	312	165	500	300	-40%
Postage	520100	21,217	20,072	23,000	23,000	0%
Legal Advertising/Filing Fees	520200	622	309	1,000	500	-50%
Mileage Reimbursement	520600	66	41	-	-	0%
Office Equipment	525700	4,622	3,053	4,100	3,900	-5%
Employment	530100	449	-	-	-	0%
Consulting	530200	-	1,400	-	-	0%
Financial & Information Svcs	530500	92,760	88,809	115,350	170,600	48%
External Rent	535400	29	-	-	2,600	0%
Central Services	535800	10,593	6,817	15,000	10,000	-33%
Internal Rent - Maint. Charges	536100	5,527	1,286	-	5,254	0%
Internal Rent - Repl.Cost	536200	7,571	-	-	6,549	0%
General Liability	540100	11,222	5,723	7,017	11,124	59%
Other Costs	540900	208	642	-	-	0%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 175,203</b>	<b>\$ 141,147</b>	<b>\$ 186,817</b>	<b>\$ 250,677</b>	<b>34%</b>
<b>Subtotal Fixed Assets</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>\$ 2,753,764</b>	<b>\$ 2,470,347</b>	<b>\$ 2,089,929</b>	<b>\$ 2,317,430</b>	<b>11%</b>

**FINANCE DEPARTMENT**  
**EXPENDITURE SUMMARY BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b>FINANCE ADMINISTRATION - 13100</b>					
<b><u>Finance Admin - 50001</u></b>					
Salaries & Benefits	\$ 376,290	\$ 224,093	\$ 139,578	\$ 319,407	129%
Maintenance & Operations	49,406	39,424	57,817	56,674	-2%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Finance Administration</b>	<b>\$ 425,696</b>	<b>\$ 263,517</b>	<b>\$ 197,395</b>	<b>\$ 376,081</b>	<b>91%</b>
<b>FINANCIAL OPERATIONS - 13200</b>					
<b><u>Acctg. &amp; Financial Rprt. - 50510</u></b>					
Salaries & Benefits	\$ 787,939	\$ 786,306	\$ 656,498	\$ 649,542	-1%
Maintenance & Operations	77,884	72,576	99,550	153,500	54%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Acct. &amp; Financial Rprt.</b>	<b>\$ 865,823</b>	<b>\$ 858,881</b>	<b>\$ 756,048</b>	<b>\$ 803,042</b>	<b>6%</b>
<b><u>Treasury - 50540</u></b>					
Salaries & Benefits	\$ 669,037	\$ 619,823	\$ 559,291	\$ 549,690	-2%
Maintenance & Operations	12,538	14,401	14,800	14,650	-1%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Treasury</b>	<b>\$ 681,575</b>	<b>\$ 634,224</b>	<b>\$ 574,091</b>	<b>\$ 564,340</b>	<b>-2%</b>
<b>FINANCIAL PLANNING - 13300</b>					
<b><u>Budget &amp; Research - 50520</u></b>					
Salaries & Benefits	\$ 351,623	\$ 288,027	\$ 241,961	\$ 236,798	-2%
Maintenance & Operations	12,240	11,900	11,800	12,050	2%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Budget &amp; Research</b>	<b>\$ 363,863</b>	<b>\$ 299,927</b>	<b>\$ 253,761</b>	<b>\$ 248,848</b>	<b>-2%</b>
<b><u>Purchasing - 50530</u></b>					
Salaries & Benefits	\$ 393,672	\$ 410,950	\$ 305,784	\$ 311,316	2%
Maintenance & Operations	23,135	2,847	2,850	13,803	384%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Purchasing</b>	<b>\$ 416,807</b>	<b>\$ 413,797</b>	<b>\$ 308,634</b>	<b>\$ 325,119</b>	<b>5%</b>
<b>Total Expenditures</b>	<b>\$2,753,764</b>	<b>\$2,470,347</b>	<b>\$2,089,929</b>	<b>\$2,317,430</b>	<b>11%</b>





## ***ADMINISTRATIVE SERVICES DEPARTMENT***

The Administrative Services Department is a General Government Support function. This Department also includes the Recreation Division, which is a Leisure and Community Services function. The Department has 56 full-time staff members, composed of five management, and 51 supervisory/professional/clerical positions. In addition, the Department employs numerous part-time employees to staff a variety of recreational programs and telecommunications functions and activities throughout the City. It is comprised of seven divisions and each division is further split into different programs. The seven divisions are as follows:

- \* ***Administration***
- \* ***Human Resources***
- \* ***Central Services***
- \* ***Recreation***
- \* ***Risk Management***
- \* ***Telecommunications***
- \* ***Information Technology Services***

The Administrative Services Department provides the citizens of Costa Mesa a diverse variety of high quality programs and services including: emergency 911 public safety dispatch;; operation of three community centers; award-winning facilities such as the Costa Mesa Tennis Center, Costa Mesa Golf Course and Volcom Skate Park; and community events such as the Circle of Service, which honors people who have made a significant contribution to the City.

The Department also supports other City departments by providing the following services: personnel recruitment, selection and training; mail services; computer support; reprographics; risk management; disaster preparedness training and information technology services.

### ***ADMINISTRATION - 14050***

#### **Administration - 50001**

Provides overall direction to the Department's seven divisions and program activities, based on Council policies; also provides support to the Parks & Recreation Commission; and coordinates the employee service awards presentation.

### ***HUMAN RESOURCES - 14100***

#### **Human Resources Administration - 50610**

Provides Human Resources support including recruitment, testing and selection in accordance with job standards, personnel rules; and the law; ; collaborates with departments to compose challenging promotional examinations; establishes eligibility lists of qualified candidates; coordinates the City's volunteer program; , reviews and maintains the City's job classification and compensation system; initiates, conducts and monitors employee relations activities involving represented, unrepresented and confidential employees including labor contract (Memorandum of Understanding) administration; provides proactive labor counseling to limit grievances/disciplinary actions; and coordinates training programs and insures compliance with mandated training under state and federal law.

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **CENTRAL SERVICES - 14200**

#### **Printing and Graphics - 50810**

This program provides centralized offset printing and graphics services for the administrative needs of the city's day to day operations. We supply a variety of support services for City wide publications including design and layout of periodicals as well as the creation and revision of all master forms used throughout the city in addition to providing marketing materials for all City sponsored events. We provide graphic design and print consultation to ensure the best possible results with minimal cost by tailoring projects around the equipment we have available. We produce Flyers, Stationery, Business cards, Posters, Labels, signs, brochures, catalogs, recruitment brochures, carbonless forms and online forms. We also provide bindery services including bookbinding, punching, tabbing, laminating, numbering, perforating, scoring, mounting and folding.

#### **Photocopying - 50820**

This program is responsible for providing centralized high volume photocopy and high speed digital scanning including full service binding and finishing. This program is responsible for producing Planning, Council and Parks and Recreation Commission reports as well as producing all the daily copy needs for day to day operations and a wide range of other city publications, training manuals, information packets, master plan documents, building specification sheets, RFP bid specification documents, agendas, Power Point presentations, annual city budget and financial reports etc. Online ordering capabilities and oversize plotter printing and mounting are also available.

#### **Mail Services - 50840**

This program provides centralized mail services, including sorting, processing and metering of all incoming and outgoing mail, in addition to the receiving and distribution of incoming and outgoing courier shipments. Mail services provides consultation and planning for large city wide bulk mailings, targeted area mailings and survey projects for public outreach and feedback. The mail services division also maintains all licenses, permit fees, P.O. box fees, postage due accounts and bulk mail accounts with the Post Office and also provides detailed monthly account breakdown of charges incurred by each specific department to Finance

### **RECREATION - 14300**

#### **Recreation Administration - 50001**

Serves as the administrator of recreation programs and activities. Provides staff support to the Parks and Recreation Commission, the Cultural Arts Committee, the Historic Preservation Committee, the Costa Mesa Senior Center, and the Youth Sports Council.

#### **Downtown Recreation Center (DRC) - 40121**

Maintains and operates the Downtown Recreation Center located at 1860 Anaheim Avenue. This facility includes an indoor gymnasium, gymnastics room and 25 meter outdoor pool, a designated room and office for the Childs-Pace Inc. program as well as multi-purpose rooms equipped with a kitchen suitable for meetings.

#### **Balearic Community Center (BCC) - 40122**

Maintains and operates the Balearic Community Center located at 1975 Balearic Drive. This center includes two rental rooms available for meetings, receptions, etc., for up to 125 people, and the site of an after school playground program and the City's Early Childhood Program. Adjacent to the center is a fenced playground with play equipment, sandlot park playground, basketball courts, and a large athletic field.

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **Neighborhood Community Center (NCC) - 40123**

Maintains and operates the Neighborhood Community Center located at 1845 Park Avenue. This center is a 24,000 square-foot rental facility complete with a large multi-purpose hall including stage, dance floor and full-service kitchen. Three other smaller meeting and conference rooms are available for community, business, educational meetings, and contract classes.

### **Aquatics - 40212**

Provides seasonally operated aquatics program including swim instruction, lap swim, senior aquatics, recreational swimming and water safety activities. This program also provides American Red Cross-certified First Aid and Cardiopulmonary Resuscitation (CPR) training as well as Title 22 training to Recreation program staff.

### **Adult Sports Basketball and Volleyball - 40214**

Provides adult recreational basketball leagues and open gym volleyball and basketball play in the DRC gym.

### **Adult Sports Softball - 40215**

Provides recreational softball league play for men, women, and co-ed teams at the TeWinkle Park Athletic Complex.

### **Fields/Field Ambassadors - 40216**

Coordinates field reservations and scheduling of City and Newport Mesa Unified School District (NMUSD) athletic fields based upon the Joint Use Agreement for use by City and Community user groups for soccer, tackle and flag football, baseball, softball, and other field games. Field ambassadors monitor field use, regulate light use (portable and permanent) and open and close athletic facilities. The field ambassadors also assist in resolving field disputes based upon the Field Use and Allocation Policy.

### **Senior Citizens Center - 40231**

Administers the lease agreement for the Costa Mesa Senior Center, located at 695 West 19<sup>th</sup> Street. The Center, open six days a week, provides a facility for Costa Mesa seniors to gather and participate in social, recreational and personal development programs designed to encourage a healthy and active senior social lifestyle. The Senior Mobility Transportation Program, a demand-driven transportation service for Costa Mesa seniors funded by a grant from the Orange County Transportation Authority (OCTA), is also administered under this program.

### **Day Camp - 40232**

Provides day camp programs for children at Estancia Park (summer) and the Balearic Community Center (winter, Presidents week, and spring break). This program includes daily games, sports, arts and crafts, drama, songs and skits, community service, educational/historical classes, Character Counts activities, and weekly excursions that emphasize active and healthy lifestyles. Also provides specialty camp programs of shorter duration (1-2 weeks) that are half or full day activities.

### **Playgrounds - 40233**

Provides after school and summer playground programs for children in grades one through six at 7 Newport-Mesa Unified School District (NMUSD) elementary schools and selected parks. This program focuses on four areas: educational activities, youth sports, recreation, and supervised self-directed free play as well as encourages academic enrichment activities and character education in a structured environment.

### **Teen Programs - 40236**

Provides free and fee-based activities designed for teens that are fun and affordable.

### **Concerts - 40237**

Provides free live summer concerts for the community at Fairview Park. Costs are funded by Community Foundation sponsorships.

## ***ADMINISTRATIVE SERVICES DEPARTMENT***

### **Early Childhood Program - 40241**

Encourages a positive, social experience through recreational activities such as directed play, games, arts/crafts, and music. Designed for children three to five years old and prepares participants for entrance into kindergarten.

### **Adult Instructional Classes - 40242**

Provides quarterly recreational, social, and sports programs for adults on a participant fee basis.

### **Youth Instructional Classes - 40243**

Provides quarterly recreational, social, and sports programs for youth on a participant fee basis.

### **Parks & Recreation Commission - 50125**

Provides staff support to the Park and Recreation Commission, a five-member advisory board to the City Council on parks and recreation related issues.

### **Cultural Arts Committee - 50190**

Maintains, educates, enriches, and promotes cultural arts programs and resources throughout the City. In Fiscal Year 2010-2011 funding for committee projects and activities is provided by donations and sponsorships

### **Historical Preservation Committee - 50191**

Maintains, educates, enriches, and promotes historical programs and resources throughout the City. In Fiscal Year 2010-2011 funding for committee projects and activities is provided by donations and sponsorships.

## ***RISK MANAGEMENT - 14400***

### **Employee Benefits Administration - 50630**

Administers group health and welfare benefits and retirement plans for active employees and retirees. Evaluates and makes recommendations on ways to improve benefits, such as utilizing wellness programs, flexible spending accounts and long-term disability insurance; oversees required/optional industrial medical examinations; and the Employee Assistance Program (EAP). Serve as staff/advisor to Benefits Review Committee consisting of labor and management representatives who meet to review and discuss relevant issues related to employee benefits/programs and appropriate cost-effective spending of benefit dollars.

### **Post-Employment Benefits - 50650**

Serves as a cost center for the medical insurance premium benefits for retired employees.

### **Risk Management Administration - 50661**

Procures and administers the City's comprehensive commercial insurance protection program. Includes property inspections and appraisals as a part of a comprehensive real and personal property insurance program; evaluate levels of coverage for appropriate protection of assets.

### **Liability - 50662**

Evaluates and monitors the City's risk of loss, minimizing the financial impact of such risks to the lowest feasible level; and procures and administers the City's self-insured general liability and environmental insurance programs. Claims against the City are jointly handled with the City's third-party administrator or internally if appropriate. Includes loss control program that identifies areas of concerns and acts to mitigate future incidents. Serves as staff/advisors to the City's Safety Coordinating Committee consisting of joint labor-management representatives. Provides staff support to the City's Insurance Committee.

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **Workers' Compensation - 50663**

Administers safety and wellness programs for employees as well as the self-insured Workers' Compensation and Occupational Injury/Illness Prevention Plans. Maintains oversight of the third-party workers' compensation claims administrator and consultants for workplace safety, ergonomics, and indoor air quality. Administers work-related physical and fitness-for-duty examinations and infection control program. Provides training to departments to assist in cost containment/appropriate use of this program.

### **TELECOMMUNICATIONS – 14500**

#### **Telecommunications Operations - 51010**

Provides a centralized, computer-aided Communications Dispatch Center that receives citizen requests for emergency fire, paramedics and police services; provides medical pre-arrival instructions using Emergency Medical Dispatch procedures; provides a means of contact for emergency Public Services, Water District service and Orange Coast College Security outside of normal business hours.

#### **Technical Support and Maintenance - 51020**

Provides operational integrity of the City's telecommunications infrastructure for data and voice; provides systems and equipment installations and electronics maintenance; oversees inter-operation of telephone, radio, audio, fire alerting system and selected data and video assets in buildings and facilities, outside plant, and in automotive/mobile and portable configurations.

#### **Emergency Services - 51040**

Serves as the office responsible for the City's disaster preparedness. Acts as liaison to other government agencies, private sector, schools and special districts, non-government and volunteer organizations on disaster preparedness. Conducts disaster planning meetings, training and exercises; maintains disaster supplies; the Emergency Operations Center (EOC), the Joint Information Center (JIC) and the City's Emergency Operations Plan, and ensures compliance with the National Incident Management System (NIMS)..

### **INFORMATION TECHNOLOGY SERVICES - 14600**

#### **Computer Operations - 50710**

Operates and monitors computer equipment in support of both Public Safety and general City services in a 7-day, 24-hour operation. Maintains data files and processes business applications and report distribution in a networked client-server environment.

#### **Computer Systems Development - 50720**

Supports and enhances applications for Public Safety and general City services. Coordinates systems implementations, maintenance, and processing solutions for ad hoc data processing requests in networked client-server and internet/intranet environments.

### **BUDGET NARRATIVE**

The FY 11-12 adopted budget for the Administrative Services Department is \$16.9 million, an increase of \$40,494 or 0.24% compared to the FY 10-11 adopted budget. The increase is due to an increase in costs for retiree medical reimbursement, computer program licenses, and consulting costs. The preliminary budget also includes amounts for Internal Rent – Maintenance and Replacement for the Equipment Replacement Fund.

Also included in the adopted budget is an amount for the City's Computer Aided Dispatch (CAD) computer server. This piece of equipment is in need of replacing, but the City is also looking at other possible funding sources outside of the City's General Fund.

Funding for Administrative Services comes from the General Fund and the Self Insurance Fund.

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **PRIOR YEAR'S ACCOMPLISHMENTS**

- Completed the Estancia Adobe Restoration as part of the Home Ranch Development Agreement, and held a Grand Reopening Event.
- Created a Recreation Facebook page to assist in promoting Recreation events and programs.
- Collaborated with the Community Foundation on the 2010 Concerts in the Park events.
- Implemented a new fee based Recreation on Campus for Kids Program at 7 school sites.
- Provided managers and supervisors with ongoing and proactive labor counseling and assistance necessary to limit the number of formal grievances and disciplinary actions.
- Facilitated ongoing legal and labor relations training including harassment training for managers and supervisors through the Orange County Human Resources Consortium.
- Facilitated the 2010/2011 budget workforce reduction and provided assistance to employees affected by unemployment.
- Participated in the negotiation process seeking budget reductions with the Costa Mesa Police, Police Management, Fire, Fire Management and City Employees Associations, as well as non-represented classifications.
- Pursuant to AB 2917, completed the required Live Scan fingerprinting of all Fire Department Emergency Medical Technicians (EMTs), to include a state Department of Justice (DOJ) criminal background check, a Federal Bureau of Investigation (FBI) criminal background check, and initiation of Subsequent Arrest Notification (SAN) service by the DOJ.
- Increased the qualified applicant pool by utilizing NEOGOV (automated on-line application and applicant tracking program) and targeted job/volunteer advertisement.
- Increased efforts to recruit and employ volunteers to meet the needs of City departments due to the workforce reduction.
- Maintained and enhanced current applications in the area of Finance and Payroll/HRMS
- Facilitated the Health Benefit Open Enrollment 2011 on-line process
- Implemented the online pay advice (EPayAdvice)
- Implemented CalPERS "Cost-Sharing" functionality into the City's payroll system, and modified reports to CalPERS.
- Provided training on reasonable suspicion and testing procedures for supervisors of employees in DOT regulated classifications.
- Provided benefits assistance to employees impacted by the FY 2010-2011 budget workforce reduction, including facilitating COBRA (Consolidated Omnibus Budget Reconciliation Act) continuation health coverage notifications and processing.
- Facilitated the processing of retirement contract amendments as required by negotiated agreements with the various employee associations.
- Processed benefits changes as required by the Patient protection and Affordable Care Act and Health Care and Education Affordability Reconciliation Act of 2010.
- Obtained vision insurance renewal that resulted in an 11.5% reduction in premiums.
- Processed 26 retirements, of which 14 were early retirement incentives from the Fire Department.
- Assisted Finance Department with commencing direct deposit for retiree benefit accounts.
- Created the following applications for the Purchasing Division: "Purchasing Information System" and "Surplus Property Transfer".
- Upgraded the City Document Imaging System Application – Xtender
- Developed Property Management Bar Code System.
- Maintained and enhanced current applications in the area of Police Department - RMS Reporting System and the ISE Scheduling System.
- Completed the implementation of Coplogic application and interfaced with LRMS System.
- Created the "Unsolved Cases" application for the Police Department website.
- Implemented the Electronic Timesheet and launched the new City Website.
- Updated and enhanced the City Internet and Intranet.
- Implemented AP Demand Draw and Direct Deposit for selected vendors.

## **ADMINISTRATIVE SERVICES DEPARTMENT**

### **PRIOR YEAR'S ACCOMPLISHMENTS cont.**

- Coordinated refinements to Fire Department AVL System.
- Implemented Online Time Entry for Police Department.
- Enhanced the Jail Booking System with Mug Photo Capture and Jail Cell Checking Handheld Device.
- Created the following applications: "SendMugPhotos to the County Coplink," "Online Vendor Registration," and "Suppliers Survey."
- Maintained 2-4 hour response time for Help Desk Requests
- Implemented new disk-to-disk network backup solution.
- Recovered e-mail server from failed hard drives
- Provided Request for Proposal information for outsourcing IT services
- Kept City's computer system free of viruses

### **GOALS**

Provide the highest quality services and programs to the community; provide professional, timely and cost effective services to City staff; strengthen community image and facilitate community problem-solving through a commitment to teamwork and customer service.

### **OBJECTIVES**

- Meet or exceed the minimum cost recovery percentages in each Recreation program category – fully supported, mostly supported, partially supported, and self-supported, as determined by the Parks and Recreation Commission.
- Provide facilities for use by the community including community centers, athletic fields and facilities, parks and picnic shelters, and ensure there is a fair and equitable allocation process for these facilities.
- Maintain an average program or activity satisfaction rating by participants of "4" ("above average") on a 1 – 5 scale.
- Establish 80% of eligibility lists within eight (8) weeks of the administrative authorization to fill.
- Maintain the current turnover rate of 3% or less for non-retirements.
- Provide managers and supervisors with ongoing and proactive labor counseling and assistance necessary to limit the number of formal grievances and disciplinary actions.
- Facilitate ongoing legal and labor relations training, including harassment training for managers and supervisors through the Orange County Employee Relations Consortium.
- Meet the needs of City departments for volunteer assistance by providing on-going coordination of a citywide volunteer program.
- Report 80% of new workers compensation claims to the third party administrator within one week of the incident date to mitigate work time.
- Provide managers, supervisors and key contacts in departments with ongoing assistance and training for a more comprehensive understanding of the workers' compensation system/process.
- Provide information and assistance to supervisors and employees on benefits-related issues, including coordination during leaves of absence.
- Review 90% of insurance verification requests within five (5) business days in order to expedite City projects.
- Provide supervisors and employees with assistance and counseling on benefits and leave-related matters.
- Process 90% of benefit change requests within five (5) business days.
- Process liability claims quickly and efficiently to mitigate losses to the City.
- Provide highly responsive and cost effective, printing, duplicating, and postal service to City departments.
- Expand services to include oversize printing, laminating, finishing and mounting to meet demand for oversize display materials.
- Convert all document production to recycled paper.
- Provide professional, timely and cost effective services and support City staff's programming needs.
- Provide cost effective maintenance and development software applications to City staff.
- Provide professional, timely, and cost effective services to the community via internet technology.

**ADMINISTRATIVE SERVICES DEPARTMENT**

**OBJECTIVES cont.**

- Redesign the PERS reports with the new XML file format
- Implement the PeopleSoft Financials upgrade
- Keep Help Desk response time at current levels or better
- Re-design current network
- Deploy new PC's
- Deploy new version of Microsoft Office
- Process and dispatch 90% of emergency public safety services within 60 seconds of receipt.
- Answer 95% of incoming 9-1-1 calls within ten seconds.
- Process and dispatch 90% of emergency public safety services within 60 seconds of receipt.
- Answer 95% of incoming 9-1-1 calls within ten seconds.
- Increase multi and inter-agency coordination with other government, private sector and non-government organizations and agencies in emergency and disaster preparedness.
- One Full-Time Communications Officer starting 2/14/11. Three (3) part-time CO's in background.
- Overseeing the Rapid Notify Contract in January 2011.

<b>PERFORMANCE MEASURES/WORKLOAD INDICATORS</b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY 11-12 <u>Adopted</u></b>
<b><u>Performance Measures:</u></b>			
Percent of 9-1-1 calls answered within 10 seconds	95%	95%	95%
Percentage of Recreation Programs meeting or exceeding Cost Recovery Guidelines	100%	95%	100%
Percentage of Recreation survey respondents rating overall satisfaction with programs/services as above average	85%	90%	90%
Employee turnover rate (non retirements)	3.5%	3%	5%
Percentage of eligibility lists established within (8) weeks of administrative authorization to fill.	85%	80%	80%
Percentage of workers compensation claims reported to the third party administrator within one week of receipt of the claim in Risk Management	80%	90%	80%
Percentage of insurance verification requests reviewed within five days	95%	95%	90%
Percentage of claims filed that are closed without litigation	80%	90%	75%
Percentage of benefit change requests processed within five business days	95%	90%	90%

**ADMINISTRATIVE SERVICES DEPARTMENT**

<b>PERFORMANCE MEASURES/WORKLOAD INDICATORS cont.</b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY 11-12 <u>Adopted</u></b>
<b><u>Workload Indicators:</u></b>			
Average monthly ridership in City Senior Mobility Program (SMP)	930	900	930
Number of hours permitted on athletic fields (all user groups)	61,000	65,000	60,000
Number of classes offered and percentage cancelled	843/13%	820/12%	850/13%
Number of children served in Day Camp Programs	1,011	1,100	1,000
Number of children served in Drop-In Recreation Programs	129,600	124,500	100,000
Resident: Non-resident park reservations issued	777:46(6%)	700:80(11.4%)	780:50(6%)
Number of outgoing mail metered in-house	164,713	125,000	160,000
Number of copies produced by Central Service	2,197,532	2,000,000	2,000,000
Number of Printers/Terminals maintained	150/350	150/450	150/350
Help Desk requests resolved	3,250	3,000	2,023
Number of City developed software applications	21	23	4
Number of servers maintained	44	50	50
Number of miscellaneous devices maintained	243	300	300
Number of vendor software applications maintained	13	1,000+	1,000+
Number of recruitments processed	35	50	30
Number of qualified job applicants placed onto an eligibility list	378	375	250
Number of volunteers participating in City programs	72	30	75
Number of job applicants processed	3,010	5,000	4,000
Number of 9-1-1 Emergency/Public Safety calls received	50,839	58,000	52,000
Number of Calls for Service	121,214	120,000	123,000
Telephone Calls Received	197,251	195,000	198,000
Telcom Quest Link	490	225	500
Emergency Services Training Courses (Classes Offered/Held)	70/30	10/10	5/5
Emergency Services Tabletops/Drills/Exercises	18	7	6

\*new item, prior year's data not available

**ADMINISTRATIVE SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Administrative Services Administration - 14050</u></b>				
Administrative Services Director	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	-	-
<i>Subtotal Administration - 50001</i>	2.00	2.00	1.00	1.00
<b>Total Admin Svcs Admin Full-time Positions</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>
<b><u>Human Resources - 14100</u></b>				
Human Resources Manager*	0.60	0.60	0.60	0.60
Human Resources Administrator	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Secretary	0.70	0.70	-	-
Human Resources Office Specialist II	1.00	1.00	1.00	1.00
Principal Human Resources Analyst	1.00	1.00	1.00	1.00
<i>Subtotal Human Resources Admin - 50610</i>	5.30	5.30	4.60	4.60
<b>Total Human Resources Full-Time Positions</b>	<b>5.30</b>	<b>5.30</b>	<b>4.60</b>	<b>4.60</b>
<b><u>Central Services - 14200</u></b>				
Central Services Supervisor	0.25	0.25	0.25	0.25
Graphics Designer	2.00	2.00	2.00	2.00
Offset Press Operator II	1.00	1.00	1.00	1.00
<i>Subtotal Printing &amp; Graphics - 50810</i>	3.25	3.25	3.25	3.25
Central Services Supervisor	0.50	0.50	0.50	0.50
Office Specialist II	1.00	1.00	-	-
<i>Subtotal Reprographics - 50820</i>	1.50	1.50	0.50	0.50
Central Services Supervisor	0.25	0.25	0.25	0.25
Messenger	1.00	1.00	-	-
<i>Subtotal Mail &amp; Delivery - 50840</i>	1.25	1.25	0.25	0.25
<b>Total Central Services Full-time Positions</b>	<b>6.00</b>	<b>6.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Total Central Svcs Part-time Positions (in FTE's)</b>	<b>0.63</b>	<b>0.63</b>	-	-
<b><u>Recreation - 14300</u></b>				
Recreation Manager	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	-	-
Recreation Supervisor	2.00	2.00	1.00	1.00
<i>Subtotal Administration - 50001</i>	6.00	6.00	4.00	4.00
Assistant Recreation Supervisor	0.25	0.25	0.25	0.20
<i>Subtotal Downtown Recreation Center - 40121</i>	0.25	0.25	0.25	0.20

\* Position authorized, but unfunded

**ADMINISTRATIVE SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b>Recreation</b> (continued)				
Assistant Recreation Supervisor	-	-	-	0.10
Recreation Coordinator	0.20	0.20	0.20	-
<i>Subtotal Balearic Community Center - 40122</i>	0.20	0.20	0.20	0.10
Assistant Recreation Supervisor	-	-	-	0.05
Office Specialist II	1.00	1.00	-	-
Recreation Coordinator	0.40	0.40	0.50	0.80
<i>Subtotal Neighborhood Community Ctr - 40123</i>	1.40	1.40	0.50	0.85
Assistant Recreation Supervisor	0.25	0.25	0.25	0.10
Recreation Specialist	1.00	1.00	1.00	-
<i>Subtotal Aquatics - 40212</i>	1.25	1.25	1.25	0.10
Assistant Recreation Supervisor	0.25	0.25	0.25	0.10
<i>Subtotal Adult Basketball&amp;Volleyball - 40214</i>	0.25	0.25	0.25	0.10
Assistant Recreation Supervisor	0.20	0.20	0.20	0.10
<i>Subtotal Adult Sports Softball - 40215</i>	0.20	0.20	0.20	0.10
Assistant Recreation Supervisor	0.60	0.60	0.60	0.30
<i>Subtotal Fields/Field Ambassadors - 40216</i>	0.60	0.60	0.60	0.30
Assistant Recreation Supervisor	0.10	0.10	0.10	-
<i>Subtotal Youth Basketball/Cheerleading - 40218</i>	0.10	0.10	0.10	-
Assistant Recreation Supervisor	0.10	0.10	0.10	-
<i>Subtotal Youth Football/Cheer/Soccer - 40219</i>	0.10	0.10	0.10	-
Assistant Recreation Supervisor	-	-	-	0.10
Recreation Coordinator	0.20	0.20	0.20	-
<i>Subtotal Day Camp - 40232</i>	0.20	0.20	0.20	0.10
Assistant Recreation Supervisor	-	-	-	0.25
Recreation Coordinator	0.40	0.40	0.40	-
<i>Subtotal Playgrounds - 40233</i>	0.40	0.40	0.40	0.25
Assistant Recreation Supervisor	0.25	0.25	0.25	0.10
Recreation Coordinator	-	-	-	-
<i>Subtotal Teen Programs - 40236</i>	0.25	0.25	0.25	0.10
Recreation Coordinator	0.10	0.10	-	-
<i>Subtotal Concerts - 40237</i>	0.10	0.10	-	-
Assistant Recreation Supervisor	-	-	-	0.15
Recreation Coordinator	0.20	0.20	0.20	-
<i>Subtotal Early Childhood - 40241</i>	0.20	0.20	0.20	0.15

**ADMINISTRATIVE SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b>Recreation</b> (continued)				
Assistant Recreation Supervisor	-	-	-	0.20
Recreation Coordinator	0.25	0.25	0.25	0.10
<i>Subtotal Adult Instructional Classes - 40242</i>	0.25	0.25	0.25	0.30
Assistant Recreation Supervisor	-	-	-	0.25
Recreation Coordinator	0.25	0.25	0.25	0.10
<i>Subtotal Youth Instructional Classes - 40243</i>	0.25	0.25	0.25	0.35
<b>Total Recreation Full-time Positions</b>	<b>12.00</b>	<b>12.00</b>	<b>9.00</b>	<b>7.00</b>
<b>Total Recreation Part-time Positions (in FTE's)</b>	<b>48.03</b>	<b>41.68</b>	<b>40.17</b>	<b>35.19</b>
<b>Risk Management - 14400</b>				
Human Resources Manager*	0.10	0.10	0.10	0.10
Human Resources Administrator	0.15	0.15	0.15	0.15
Human Resources Analyst	0.25	0.25	0.25	0.65
Benefits Coordinator	0.75	0.75	-	-
<i>Subtotal Employee Benefit Admin - 50630</i>	1.25	1.25	0.50	0.90
Human Resources Manager*	0.05	0.05	0.05	0.05
Human Resources Administrator	0.35	0.35	0.35	0.35
Human Resources Analyst	0.25	0.25	0.25	0.25
Human Resources Secretary	0.30	0.30	-	-
Benefits Coordinator	0.15	0.15	-	-
<i>Subtotal Risk Management Admin - 50661</i>	1.10	1.10	0.65	0.65
Human Resources Manager*	0.15	0.15	0.15	0.15
Human Resources Administrator	0.10	0.10	0.10	0.10
Human Resources Analyst	0.75	0.75	0.75	0.35
<i>Subtotal Liability - 50662</i>	1.00	1.00	1.00	0.60
Human Resources Manager*	0.10	0.10	0.10	0.10
Human Resources Administrator	0.40	0.40	0.40	0.40
Human Resources Analyst	0.75	0.75	0.75	0.75
Benefits Coordinator	0.10	0.10	-	-
<i>Subtotal Workers' Compensation - 50663</i>	1.35	1.35	1.25	1.25
<b>Total Risk Management Full-time Positions</b>	<b>4.70</b>	<b>4.70</b>	<b>3.40</b>	<b>3.40</b>
<b>Telecommunications - 14500</b>				
Telecommunications Manager**	0.30	0.30	0.30	0.40
Communications Officer	15.00	15.00	15.00	15.00
Communications Supervisor	3.00	3.00	4.00	4.00
Administrative Secretary	0.50	0.50	0.50	0.60
Senior Communications Officer	3.00	3.00	2.00	2.00
Senior Communications Supervisor	0.80	0.80	0.80	0.80
<i>Subtotal Telecomm Operations - 51010</i>	22.60	22.60	22.60	22.80

\* Position authorized, but unfunded

\*\* Partial funding

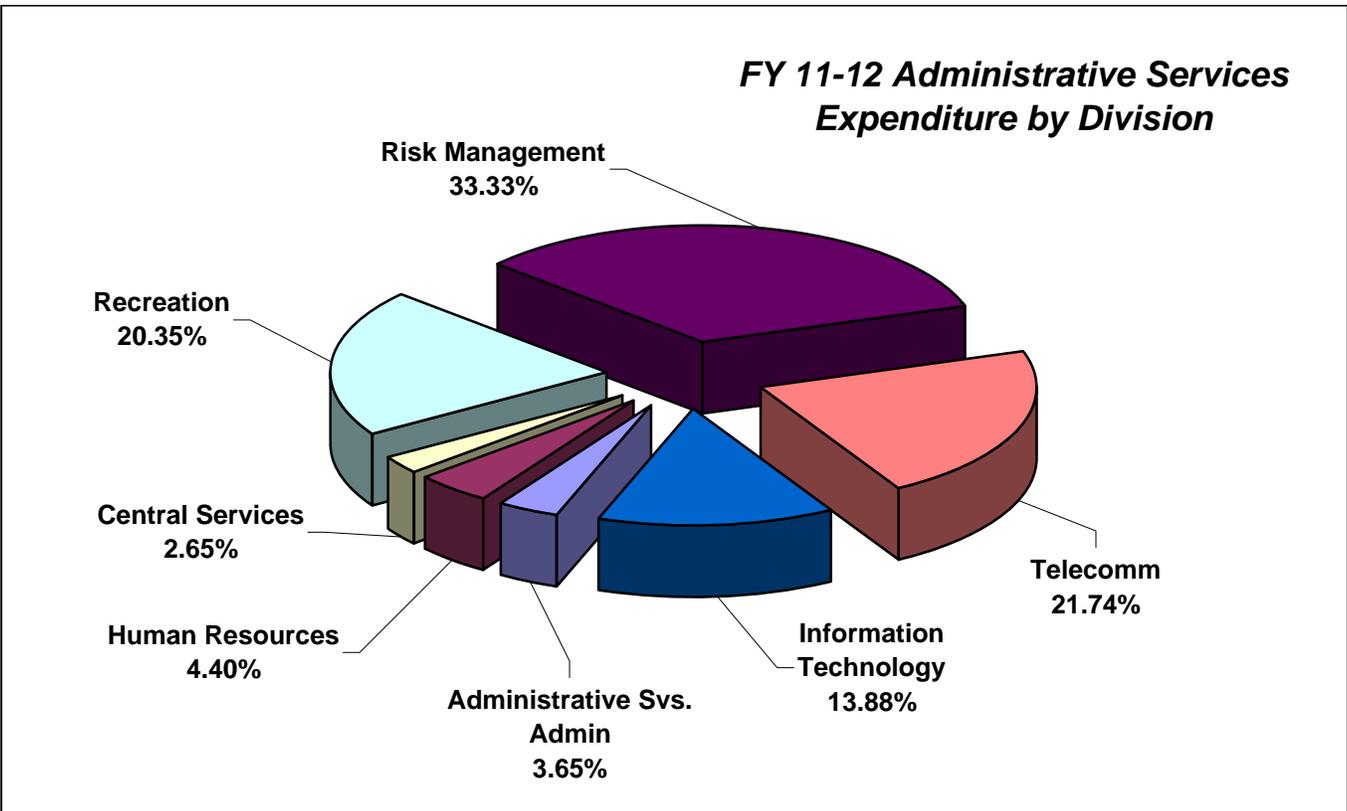
**ADMINISTRATIVE SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b>Telecommunications - 14500</b>				
Telecommunications Manager**	0.30	0.30	0.30	0.30
Communications Installer	1.00	1.00	1.00	1.00
Electronics Technician	1.00	1.00	1.00	1.00
Administrative Secretary	0.30	0.30	0.30	0.30
Senior Communications Supervisor	0.10	0.10	0.10	0.10
<i>Subtotal Technical Support/Maint - 51020</i>	<u>2.70</u>	<u>2.70</u>	<u>2.70</u>	<u>2.70</u>
Telecommunications Manager**	0.10	0.10	0.10	-
Administrative Secretary	0.10	0.10	0.10	-
Video Production Coordinator	1.00	1.00	1.00	-
Video Production Specialist	1.00	1.00	1.00	-
<i>Subtotal Cable Television - 51030</i>	<u>2.20</u>	<u>2.20</u>	<u>2.20</u>	<u>-</u>
Telecommunications Manager**	0.30	0.30	0.30	0.30
Emergency Services Training Specialist	1.00	1.00	-	-
Administrative Secretary	0.10	0.10	0.10	0.10
Senior Communications Supervisor	0.10	0.10	0.10	0.10
<i>Subtotal Emergency Services - 51040</i>	<u>1.50</u>	<u>1.50</u>	<u>0.50</u>	<u>0.50</u>
<b>Total Telecommunications Full-time Positions</b>	<b>29.00</b>	<b>29.00</b>	<b>28.00</b>	<b>26.00</b>
<b>Total Telecomm Part-time Positions (in FTE's)</b>	<b>3.55</b>	<b>3.55</b>	<b>2.88</b>	<b>5.28</b>
<b>Information Technology - 14600</b>				
Information Technology Manager	0.50	0.50	0.50	0.50
Administrative Secretary	0.50	0.50	0.50	0.50
Computer Operations & Networking Supervisor	1.00	1.00	1.00	1.00
Network Administrator	5.00	5.00	3.00	3.00
<i>Subtotal Computer Operations - 50710</i>	<u>7.00</u>	<u>7.00</u>	<u>5.00</u>	<u>5.00</u>
Information Technology Manager	0.50	0.50	0.50	0.50
Administrative Secretary	0.50	0.50	0.50	0.50
Programmer Analyst I	1.00	1.00	-	-
Programmer Analyst II	2.00	2.00	-	-
Senior Programmer Analyst	3.00	3.00	3.00	3.00
Systems & Programming Supervisor	1.00	1.00	1.00	1.00
<i>Subtotal Computer Systems Devel - 50720</i>	<u>8.00</u>	<u>8.00</u>	<u>5.00</u>	<u>5.00</u>
<b>Total Information Technology Full-time Positions</b>	<b>15.00</b>	<b>15.00</b>	<b>10.00</b>	<b>10.00</b>
<b>Total Department Full-time Positions</b>	<b>74.00</b>	<b>74.00</b>	<b>60.00</b>	<b>56.00</b>
<b>Total Department Part-time Positions (in FTE's)</b>	<b>52.21</b>	<b>45.86</b>	<b>43.05</b>	<b>40.47</b>
<b>TOTAL DEPARTMENT</b>	<b><u>126.21</u></b>	<b><u>119.86</u></b>	<b><u>103.05</u></b>	<b><u>96.47</u></b>

\*\* Partial funding

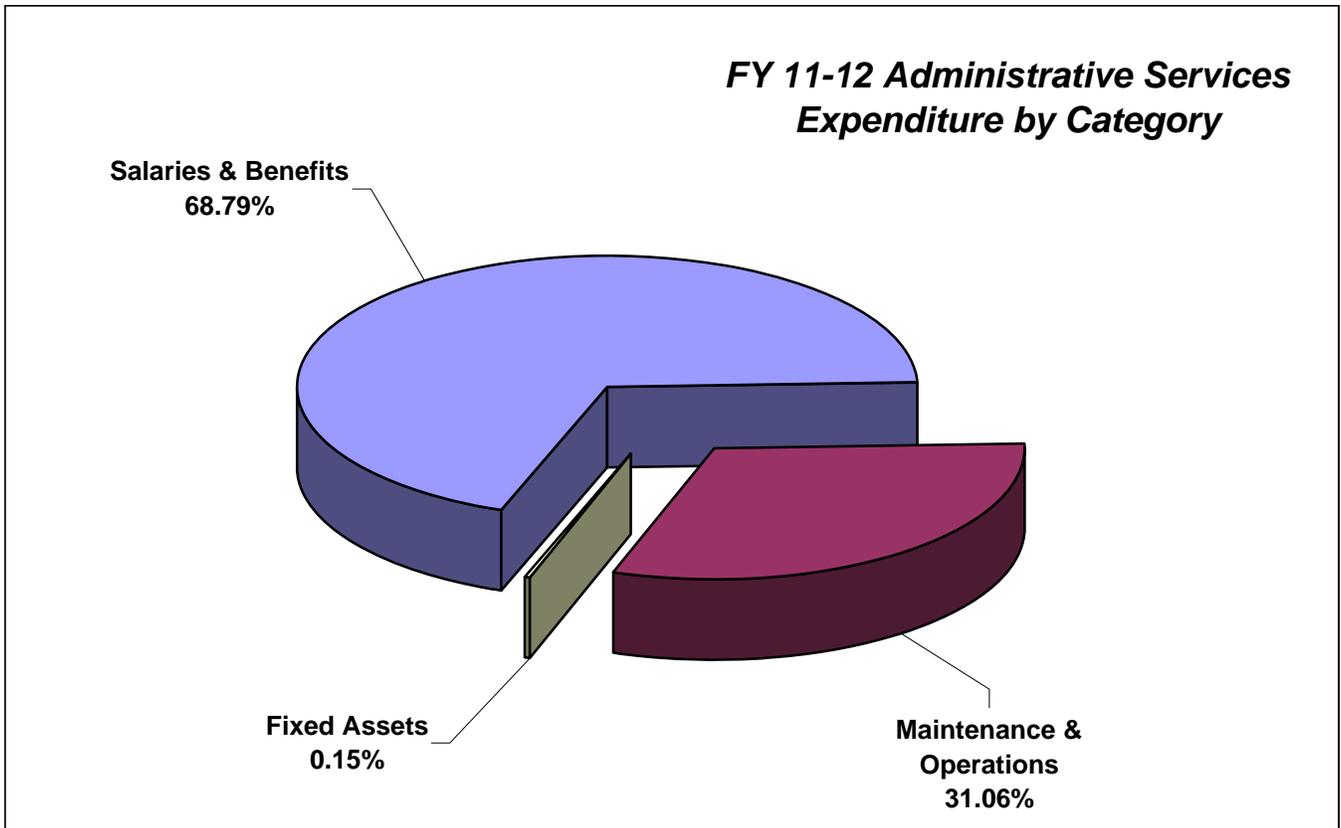
**ADMINISTRATIVE SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY DIVISION**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b>Expenditure by Division:</b>					
Administrative Svs. Admin. - 14050	\$ 677,905	\$ 476,927	\$ 579,010	\$ 616,284	6.44%
Human Resources - 14100	820,739	647,805	654,407	743,337	13.59%
Central Services - 14200	651,161	624,395	459,812	447,602	-2.66%
Recreation - 14300	4,013,932	3,713,017	3,639,812	3,438,817	-5.52%
Risk Management -14400	6,037,398	7,905,997	5,323,309	5,633,066	5.82%
Telecommunications -14500	3,817,896	3,491,345	3,901,211	3,676,665	-5.76%
Information Technology - 14600	2,766,575	2,688,661	2,303,116	2,345,400	1.84%
<b>Total Expenditures</b>	<b>\$ 18,785,606</b>	<b>\$ 19,548,147</b>	<b>\$ 16,860,677</b>	<b>\$ 16,901,171</b>	<b>0.24%</b>



**ADMINISTRATIVE SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 12,587,896	\$ 12,652,351	\$ 11,666,812	\$ 11,626,918	-0.34%
Maintenance & Operations	6,142,634	6,839,328	4,941,576	5,249,373	6.23%
Fixed Assets	55,077	56,469	252,289	24,880	-90.14%
<b>Total Expenditures</b>	<b>\$ 18,785,606</b>	<b>\$ 19,548,147</b>	<b>\$ 16,860,677</b>	<b>\$ 16,901,171</b>	<b>0.24%</b>



	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent of Total</b>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 14,874,951	\$ 13,962,569	\$ 13,694,492	\$ 13,858,389	82.00%
Self-Insurance Fund - 602	3,910,655	5,585,578	3,166,185	3,042,782	18.00%
<b>Total Funding Sources</b>	<b>\$ 18,785,606</b>	<b>\$ 19,548,147</b>	<b>\$ 16,860,677</b>	<b>\$ 16,901,171</b>	<b>100.00%</b>

## ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY ACCOUNT

Account Description	Account Number	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
Regular Salaries - Non Sworn	501200	\$ 5,419,472	\$ 5,141,494	\$ 4,567,962	\$ 4,431,336	-3%
Regular Salaries - Part time	501300	1,365,645	1,220,453	1,311,708	1,307,372	0%
Overtime	501400	452,509	416,662	338,754	269,073	-21%
Accrual Payoff - Excess Maximum	501500	28,999	17,255	15,709	14,553	-7%
Vacation/Comp. Time Cash Out	501600	27,247	20,098	25,055	24,188	-3%
Holiday Allowance	501700	28,956	33,034	20,261	11,200	-45%
Separation Pay-Off	501800	34,979	95,756	1,444	-	-100%
Other Compensation	501900	97,350	89,229	153,443	166,237	8%
Cafeteria Plan	505100	687,095	683,353	576,120	546,468	-5%
Medicare	505200	97,274	93,870	86,912	83,885	-3%
Retirement	505300	1,337,691	1,244,353	1,167,613	1,080,506	-7%
Professional Development	505500	44,283	12,232	25,982	21,717	-16%
Auto Allowance	505600	5,668	5,510	-	5,550	0%
Unemployment	505800	33,629	43,093	5,384	4,746	-12%
Workers' Compensation	505900	1,598,777	2,022,908	1,949,784	1,860,587	-5%
Employer Contr.Retirees' Med.	506100	1,328,322	1,513,051	1,420,680	1,799,500	27%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 12,587,896</b>	<b>\$ 12,652,351</b>	<b>\$ 11,666,812</b>	<b>\$ 11,626,918</b>	<b>0%</b>
Stationery and Office	510100	\$ 40,304	\$ 30,912	\$ 35,500	\$ 32,200	-9%
Multi-Media, Promotions and Subs	510200	111,193	77,323	71,965	71,465	-1%
Small Tools and Equipment	510300	158,143	77,270	119,360	118,700	-1%
Uniform & Clothing	510400	32,139	24,017	31,401	28,805	-8%
Safety and Health	510500	23,870	18,063	15,800	14,650	-7%
Maintenance & Construction	510600	24,635	30,743	46,750	41,800	-11%
Electricity - Buildings & Fac.	515100	77,629	77,777	82,000	79,000	-4%
Electricity - Power	515200	-	-	25,000	25,000	0%
Gas	515400	20,642	20,733	27,000	16,000	-41%
Water - Domestic	515500	15,885	12,988	16,000	6,500	-59%
Waste Disposal	515700	1,257	2,835	2,000	2,500	25%
Janitorial and Housekeeping	515800	76,171	76,040	81,250	79,400	-2%
Postage	520100	38,349	36,432	37,640	38,200	1%
Advertising and Public Info.	520300	2,048	6,581	3,200	3,200	0%
Telephone/Radio/Communications	520400	313,548	183,088	280,500	280,500	0%
Mileage Reimbursement	520600	2,713	1,094	3,300	3,375	2%
Board Member Fees	520800	4,800	2,900	3,000	3,000	0%
Buildings and Structures	525100	134	506	1,250	1,300	4%
Office Furniture	525600	7,554	217	700	750	7%
Office Equipment	525700	704,733	696,134	752,507	820,595	9%
Other Equipment	525800	161,465	168,667	189,375	189,320	0%
Employment	530100	23,379	12,028	15,500	16,000	3%
Consulting	530200	364,757	284,348	356,520	472,685	33%
Legal	530300	63,422	60,718	55,000	58,000	5%
Medical and Health Inspection	530600	53,912	30,705	76,275	75,991	0%
Law Enforcement	530700	49,448	9,173	43,194	39,700	-8%
Recreation	530800	488,753	516,349	488,820	542,020	11%
Principal Payments	535100	4,635	-	5,000	-	-100%
Interest Payments	535200	-	-	1,000	-	-100%
External Rent	535400	429,574	421,724	340,515	338,274	-1%
Grants, Loans and Subsidies	535500	240,000	240,187	240,000	240,000	0%
Central Services	535800	22,553	18,911	25,880	27,600	7%
Internal Rent - Maint. Charges	536100	57,574	41,703	-	66,556	0%
Internal Rent - Repl.Cost	536200	50,543	-	-	24,325	0%
General Liability	540100	1,123,388	3,276,467	1,068,994	1,087,741	2%

**ADMINISTRATIVE SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY ACCOUNT**

<b>Account Description</b>	<b>Account Number</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
Special Liability	540200	16,790	11,208	11,000	11,000	0%
Buildings & Personal Property	540500	254,907	306,476	337,130	315,346	-6%
Faithful Performance Bonds	540600	-	12,868	7,800	7,800	0%
Taxes & Assessments	540700	28,650	52,072	43,450	70,075	61%
Contingency	540800	1,053,031	-	-	-	0%
Other Costs	540900	109	69	-	-	0%
<b><i>Subtotal Maintenance &amp; Operations</i></b>		<b>\$ 6,142,634</b>	<b>\$ 6,839,328</b>	<b>\$ 4,941,576</b>	<b>\$ 5,249,373</b>	<b>6%</b>
Other Equipment	590800	\$ 55,077	\$ 56,469	\$ 252,289	\$ 24,880	-90%
<b><i>Subtotal Fixed Assets</i></b>		<b>\$ 55,077</b>	<b>\$ 56,469</b>	<b>\$ 252,289</b>	<b>\$ 24,880</b>	<b>-90%</b>
<b>Total Expenditures</b>		<b>\$ 18,785,606</b>	<b>\$ 19,548,147</b>	<b>\$ 16,860,677</b>	<b>\$ 16,901,171</b>	<b>0%</b>

## ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b>ADMINISTRATION - 14050</b>					
<b><u>Administrative Svcs Admin - 50001</u></b>					
Salaries & Benefits	\$ 553,751	\$ 411,135	\$ 450,606	\$ 448,951	0%
Maintenance & Operations	124,154	65,792	128,404	167,333	30%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Administrative Svcs Admin</b>	<b>\$ 677,905</b>	<b>\$ 476,927</b>	<b>\$ 579,010</b>	<b>\$ 616,284</b>	<b>6%</b>
<b>HUMAN RESOURCES - 14100</b>					
<b><u>Human Resources Administration - 50610</u></b>					
Salaries & Benefits	\$ 614,914	\$ 524,935	\$ 485,558	\$ 472,510	-3%
Maintenance & Operations	205,825	122,871	168,849	270,827	60%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Human Resources Admin</b>	<b>\$ 820,739</b>	<b>\$ 647,805</b>	<b>\$ 654,407</b>	<b>\$ 743,337</b>	<b>14%</b>
<b>CENTRAL SERVICES - 14200</b>					
<b><u>Printing &amp; Graphics - 50810</u></b>					
Salaries & Benefits	\$ 304,734	\$ 295,512	\$ 292,517	\$ 286,054	-2%
Maintenance & Operations	42,384	28,841	26,050	24,600	-6%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Printing &amp; Graphics</b>	<b>\$ 347,119</b>	<b>\$ 324,353</b>	<b>\$ 318,567</b>	<b>\$ 310,654</b>	<b>-2%</b>
<b><u>Photocopying - 50820</u></b>					
Salaries & Benefits	\$ 121,783	\$ 125,490	\$ 54,892	\$ 53,933	-2%
Maintenance & Operations	70,370	58,845	53,250	44,200	-17%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Reprographics</b>	<b>\$ 192,153</b>	<b>\$ 184,335</b>	<b>\$ 108,142</b>	<b>\$ 98,133</b>	<b>-9%</b>
<b><u>Mail &amp; Delivery - 50840</u></b>					
Salaries & Benefits	\$ 98,337	\$ 108,232	\$ 27,953	\$ 26,967	-4%
Maintenance & Operations	13,552	7,475	5,150	11,847	130%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Mail &amp; Delivery</b>	<b>\$ 111,889</b>	<b>\$ 115,707</b>	<b>\$ 33,103</b>	<b>\$ 38,814</b>	<b>17%</b>
<b>RECREATION - 14300</b>					
<b><u>Recreation Admin - 50001</u></b>					
Salaries & Benefits	\$ 598,183	\$ 622,286	\$ 520,925	\$ 523,185	0%
Maintenance & Operations	39,418	28,514	38,350	57,795	51%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Administration</b>	<b>\$ 637,601</b>	<b>\$ 650,800</b>	<b>\$ 559,275</b>	<b>\$ 580,980</b>	<b>4%</b>

## ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>Downtown Recreation Ctr - 40121</u></b>					
Salaries & Benefits	\$ 92,852	\$ 96,774	\$ 123,906	\$ 76,590	-38%
Maintenance & Operations	110,628	105,806	116,250	108,656	-7%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Downtown Rec Ctr</b>	<b>\$ 203,480</b>	<b>\$ 202,580</b>	<b>\$ 240,156</b>	<b>\$ 185,246</b>	<b>-23%</b>
<b><u>Balearic Community Ctr - 40122</u></b>					
Salaries & Benefits	\$ 92,455	\$ 77,419	\$ 91,291	\$ 43,872	-52%
Maintenance & Operations	103,205	99,440	31,100	37,125	19%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Balearic Community Ctr</b>	<b>\$ 195,661</b>	<b>\$ 176,859</b>	<b>\$ 122,391</b>	<b>\$ 80,997</b>	<b>-34%</b>
<b><u>Neighborhood Comm Ctr - 40123</u></b>					
Salaries & Benefits	\$ 214,475	\$ 218,218	\$ 135,242	\$ 201,793	49%
Maintenance & Operations	110,301	78,893	94,437	87,729	-7%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Neighborhood Comm Ctr</b>	<b>\$ 324,775</b>	<b>\$ 297,111</b>	<b>\$ 229,679</b>	<b>\$ 289,522</b>	<b>26%</b>
<b><u>Aquatics - 40212</u></b>					
Salaries & Benefits	\$ 246,453	\$ 206,873	\$ 228,426	\$ 159,260	-30%
Maintenance & Operations	7,482	2,498	15,625	8,325	-47%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Aquatics</b>	<b>\$ 253,935</b>	<b>\$ 209,371</b>	<b>\$ 244,051</b>	<b>\$ 167,585</b>	<b>-31%</b>
<b><u>Tennis - 40213</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	1,796	2,386	28,050	27,525	-2%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Tennis</b>	<b>\$ 1,796</b>	<b>\$ 2,386</b>	<b>\$ 28,050</b>	<b>\$ 27,525</b>	<b>-2%</b>
<b><u>Adult Sports Basketball/Volleyball - 40214</u></b>					
Salaries & Benefits	\$ 43,299	\$ 31,729	\$ 43,308	\$ 28,345	-35%
Maintenance & Operations	12,668	14,431	19,110	18,910	-1%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Adult Basketball/Volleyball</b>	<b>\$ 55,966</b>	<b>\$ 46,160</b>	<b>\$ 62,418</b>	<b>\$ 47,255</b>	<b>-24%</b>
<b><u>Adult Sports Softball - 40215</u></b>					
Salaries & Benefits	\$ 43,294	\$ 35,746	\$ 40,352	\$ 31,626	-22%
Maintenance & Operations	38,151	39,526	46,531	46,935	1%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Adult Sports Softball</b>	<b>\$ 81,445</b>	<b>\$ 75,272</b>	<b>\$ 86,883</b>	<b>\$ 78,561</b>	<b>-10%</b>

## ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>Fields/Field Ambassadors - 40216</u></b>					
Salaries & Benefits	\$ 150,846	\$ 124,146	\$ 159,416	\$ 111,744	-30%
Maintenance & Operations	234,796	202,857	198,625	226,702	14%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Fields/Field Ambassadors</b>	<b>\$ 385,642</b>	<b>\$ 327,002</b>	<b>\$ 358,041</b>	<b>\$ 338,446</b>	<b>-5%</b>
<b><u>Youth Sports Basketball/Cheerleading - 40218</u></b>					
Salaries & Benefits	\$ 41,643	\$ 30,217	\$ 34,099	\$ -	-100%
Maintenance & Operations	4,840	2,815	3,450	-	-100%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Youth Basketball/Cheer</b>	<b>\$ 46,484</b>	<b>\$ 33,032</b>	<b>\$ 37,549</b>	<b>\$ -</b>	<b>-100%</b>
<b><u>Youth Sports Flag Football/Cheerleading/Soccer - 40219</u></b>					
Salaries & Benefits	\$ 41,495	\$ 26,216	\$ 31,491	\$ -	-100%
Maintenance & Operations	3,729	2,361	3,050	-	-100%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Youth Sports FF/C/S</b>	<b>\$ 45,224</b>	<b>\$ 28,577</b>	<b>\$ 34,541</b>	<b>\$ -</b>	<b>-100%</b>
<b><u>Senior Citizens Center - 40231</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	342,396	342,829	316,200	355,078	12%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Senior Citizens Center</b>	<b>\$ 342,396</b>	<b>\$ 342,829</b>	<b>\$ 316,200</b>	<b>\$ 355,078</b>	<b>12%</b>
<b><u>Day Camp - 40232</u></b>					
Salaries & Benefits	\$ 111,165	\$ 103,218	\$ 117,414	\$ 102,431	-13%
Maintenance & Operations	81,386	70,060	72,120	72,120	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Day Camp</b>	<b>\$ 192,551</b>	<b>\$ 173,278</b>	<b>\$ 189,534</b>	<b>\$ 174,551</b>	<b>-8%</b>
<b><u>Playgrounds - 40233</u></b>					
Salaries & Benefits	\$ 368,809	\$ 378,714	\$ 399,901	\$ 316,901	-21%
Maintenance & Operations	20,235	19,438	18,550	18,884	2%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Playgrounds</b>	<b>\$ 389,044</b>	<b>\$ 398,152</b>	<b>\$ 418,451</b>	<b>\$ 335,785</b>	<b>-20%</b>

## ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>Youth &amp; Family - 40235</u></b>					
Salaries & Benefits	\$ 6,600	\$ 76	\$ -	\$ -	-100%
Maintenance & Operations	3,373	-	-	-	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Youth &amp; Family</b>	<b>\$ 9,973</b>	<b>\$ 76</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100%</b>
<b><u>Teen Programs - 40236</u></b>					
Salaries & Benefits	\$ 82,019	\$ 57,525	\$ 73,466	\$ 81,585	11%
Maintenance & Operations	17,990	19,087	27,950	24,250	-13%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Teen Programs</b>	<b>\$ 100,009</b>	<b>\$ 76,612</b>	<b>\$ 101,416</b>	<b>\$ 105,835</b>	<b>4%</b>
<b><u>Concerts - 40237</u></b>					
Salaries & Benefits	\$ 11,724	\$ 1,510	\$ -	\$ 3,666	0%
Maintenance & Operations	14,210	10,500	-	13,500	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Concerts</b>	<b>\$ 25,934</b>	<b>\$ 12,010</b>	<b>\$ -</b>	<b>\$ 17,166</b>	<b>0%</b>
<b><u>Early Childhood - 40241</u></b>					
Salaries & Benefits	\$ 115,681	\$ 112,143	\$ 118,768	\$ 117,037	-1%
Maintenance & Operations	7,318	8,245	7,850	7,850	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Early Childhood</b>	<b>\$ 122,999</b>	<b>\$ 120,387</b>	<b>\$ 126,618</b>	<b>\$ 124,887</b>	<b>-1%</b>
<b><u>Adult Instructional Classes - 40242</u></b>					
Salaries & Benefits	\$ 21,027	\$ 20,843	\$ 24,644	\$ 32,134	30%
Maintenance & Operations	78,906	94,718	81,500	90,850	11%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Adult Instructional</b>	<b>\$ 99,933</b>	<b>\$ 115,561</b>	<b>\$ 106,144</b>	<b>\$ 122,984</b>	<b>16%</b>
<b><u>Youth Instructional Classes - 40243</u></b>					
Salaries & Benefits	\$ 38,113	\$ 36,720	\$ 42,663	\$ 55,664	30%
Maintenance & Operations	346,910	375,226	332,100	347,100	5%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Youth Instructional</b>	<b>\$ 385,023</b>	<b>\$ 411,946</b>	<b>\$ 374,763</b>	<b>\$ 402,764</b>	<b>7%</b>
<b><u>Special Recreation Events - 40244</u></b>					
Salaries & Benefits	\$ 6,271	\$ -	\$ -	\$ -	0%
Maintenance & Operations	29,798	331	-	-	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Special Recreation Events</b>	<b>\$ 36,069</b>	<b>\$ 331</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

## ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

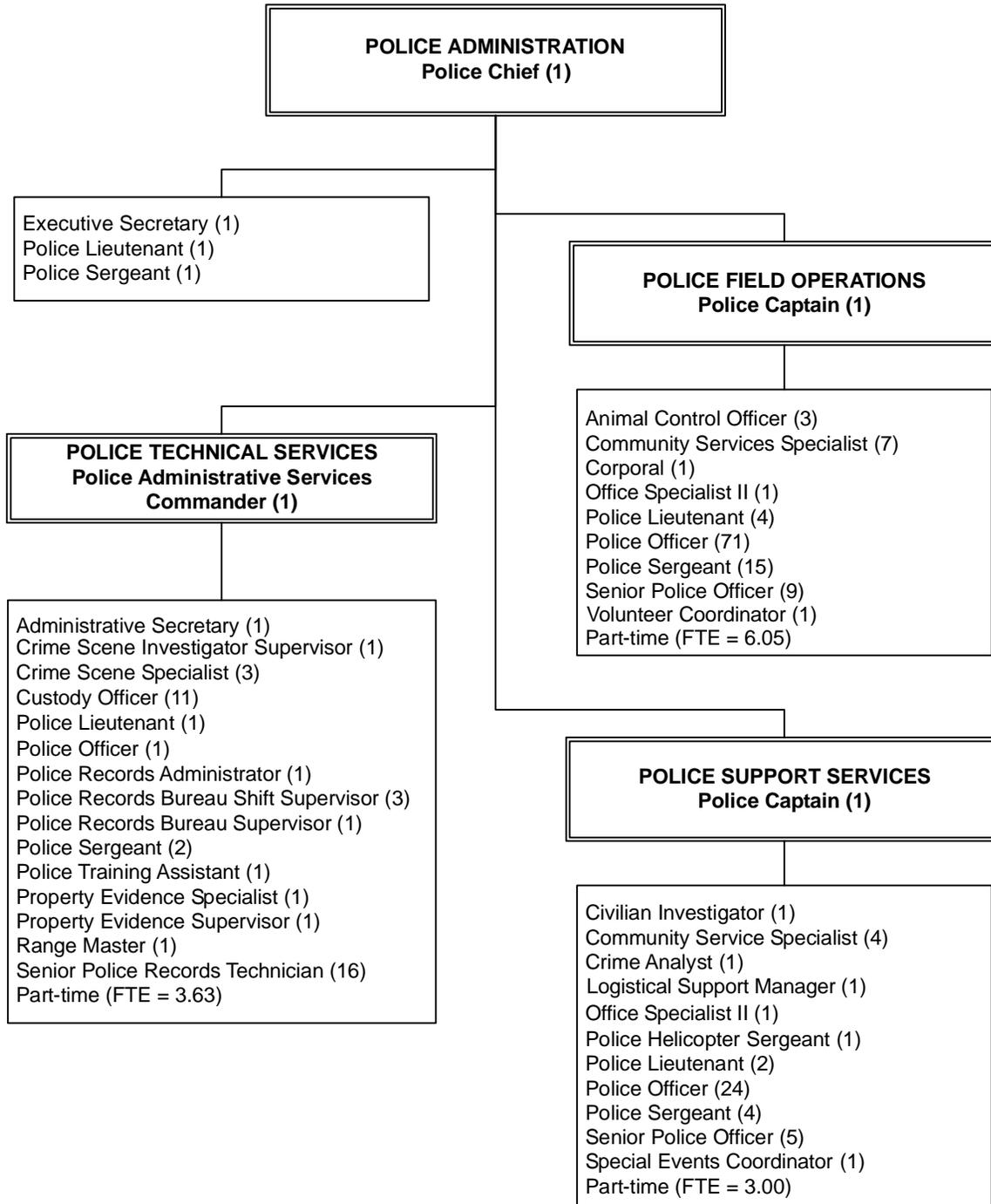
	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>Mobile Recreation - 40245</u></b>					
Salaries & Benefits	\$ 41,465	\$ 453	\$ -	\$ -	0%
Maintenance & Operations	14,629	-	-	-	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Mobile Recreation</b>	<b>\$ 56,093</b>	<b>\$ 453</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Parks &amp; Recreation Commission - 50125</u></b>					
Salaries & Benefits	\$ 955	\$ 175	\$ 200	\$ 200	0%
Maintenance & Operations	7,604	3,040	3,450	3,450	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Parks &amp; Recreation Comm.</b>	<b>\$ 8,559</b>	<b>\$ 3,215</b>	<b>\$ 3,650</b>	<b>\$ 3,650</b>	<b>0%</b>
<b><u>Child Care/Youth Services Comm - 50140</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	-	28	-	-	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Child Care/Youth Comm</b>	<b>\$ -</b>	<b>\$ 28</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Cultural Arts Committee - 50190</u></b>					
Salaries & Benefits	\$ 200	\$ 50	\$ -	\$ -	0%
Maintenance & Operations	9,206	4,769	-	-	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Cultural Arts Committee</b>	<b>\$ 9,405</b>	<b>\$ 4,819</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Historical Preservation Committee - 50191</u></b>					
Salaries & Benefits	\$ 100	\$ -	\$ -	\$ -	0%
Maintenance & Operations	3,835	4,171	-	-	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Historic Resources Comm</b>	<b>\$ 3,935</b>	<b>\$ 4,171</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>RISK MANAGEMENT - 14400</u></b>					
<b><u>Employee Benefit Admin - 50630</u></b>					
Salaries & Benefits	\$ 154,327	\$ 158,277	\$ 52,342	\$ 96,941	85%
Maintenance & Operations	32,281	27,538	40,750	35,900	-12%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Employee Benefit Admin</b>	<b>\$ 186,608</b>	<b>\$ 185,815</b>	<b>\$ 93,092</b>	<b>\$ 132,841</b>	<b>43%</b>
<b><u>Post-Employment Benefits - 50650</u></b>					
Salaries & Benefits	\$ 1,378,790	\$ 1,595,419	\$ 1,460,735	\$ 1,873,550	28%
Maintenance & Operations	3,000	1,225	1,200	900	-25%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Post Employment Benefits</b>	<b>\$ 1,381,790</b>	<b>\$ 1,596,644</b>	<b>\$ 1,461,935</b>	<b>\$ 1,874,450</b>	<b>28%</b>

## ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>Risk Mgmt Admin - 50661</u></b>					
Salaries & Benefits	\$ 118,540	\$ 113,573	\$ 78,932	\$ 78,778	0%
Maintenance & Operations	260,634	326,833	363,320	351,201	-3%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Risk Mgmt Admin</b>	<b>\$ 379,175</b>	<b>\$ 440,406</b>	<b>\$ 442,252</b>	<b>\$ 429,979</b>	<b>-3%</b>
<b><u>Liability - 50662</u></b>					
Salaries & Benefits	\$ 107,643	\$ 92,155	\$ 97,645	\$ 54,128	-45%
Maintenance & Operations	1,969,550	3,261,838	1,055,180	1,034,008	-2%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Liability</b>	<b>\$ 2,077,193</b>	<b>\$ 3,353,993</b>	<b>\$ 1,152,825</b>	<b>\$ 1,088,136</b>	<b>-6%</b>
<b><u>Workers' Comp - 50663</u></b>					
Salaries & Benefits	\$ 1,550,620	\$ 2,059,695	\$ 1,881,586	\$ 1,790,349	-5%
Maintenance & Operations	462,012	269,444	291,620	317,311	9%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Workers' Comp</b>	<b>\$ 2,012,632</b>	<b>\$ 2,329,139</b>	<b>\$ 2,173,206</b>	<b>\$ 2,107,660</b>	<b>-3%</b>
<b><u>TELECOMMUNICATIONS - 14500</u></b>					
<b><u>Telecomm Operations - 51010</u></b>					
Salaries & Benefits	\$ 2,802,368	\$ 2,618,944	\$ 2,709,162	\$ 2,801,276	3%
Maintenance & Operations	329,916	193,795	297,420	299,320	1%
Fixed Assets	-	-	240,000	-	-100%
<b>Subtotal Telecomm Operations</b>	<b>\$ 3,132,285</b>	<b>\$ 2,812,739</b>	<b>\$ 3,246,582</b>	<b>\$ 3,100,596</b>	<b>-4%</b>
<b><u>Technical Support/Maint - 51020</u></b>					
Salaries & Benefits	\$ 306,218	\$ 292,938	\$ 318,057	\$ 275,616	-13%
Maintenance & Operations	192,837	196,372	245,700	254,089	3%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Tech Support/Maint</b>	<b>\$ 499,055</b>	<b>\$ 489,309</b>	<b>\$ 563,757</b>	<b>\$ 529,705</b>	<b>-6%</b>
<b><u>Emergency Services - 51040</u></b>					
Salaries & Benefits	\$ 173,176	\$ 175,707	\$ 80,022	\$ 35,513	-56%
Maintenance & Operations	13,380	13,589	10,850	10,850	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Emergency Services</b>	<b>\$ 186,557</b>	<b>\$ 189,296</b>	<b>\$ 90,872</b>	<b>\$ 46,363</b>	<b>-49%</b>

**ADMINISTRATIVE SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY PROGRAM**

	<u>FY 08-09</u> Actual	<u>FY 09-10</u> Actual	<u>FY 10-11</u> Adopted	<u>FY 11-12</u> Adopted	<u>Percent</u> <u>Change</u>
<b><i>INFORMATION TECHNOLOGY - 14600</i></b>					
<b><u>Computer Operations - 50710</u></b>					
Salaries & Benefits	\$ 900,946	\$ 912,922	\$ 729,022	\$ 701,705	-4%
Maintenance & Operations	764,899	732,843	799,535	874,203	9%
Fixed Assets	55,077	56,469	12,289	24,880	102%
<b><i>Subtotal Computer Operations</i></b>	<b><u>\$ 1,720,922</u></b>	<b><u>\$ 1,702,234</u></b>	<b><u>\$ 1,540,846</u></b>	<b><u>\$ 1,600,788</u></b>	<b><u>4%</u></b>
<b><u>Computer Systems Development - 50720</u></b>					
Salaries & Benefits	\$ 1,032,625	\$ 986,369	\$ 762,270	\$ 744,612	-2%
Maintenance & Operations	13,027	58	-	-	0%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Computer Systems Dev</i></b>	<b><u>\$ 1,045,653</u></b>	<b><u>\$ 986,427</u></b>	<b><u>\$ 762,270</u></b>	<b><u>\$ 744,612</u></b>	<b><u>-2%</u></b>
<b>Total Expenditures</b>	<b><u>\$ 18,785,606</u></b>	<b><u>\$ 19,548,147</u></b>	<b><u>\$ 16,860,677</u></b>	<b><u>\$ 16,901,171</u></b>	<b><u>0%</u></b>



POLICE DEPARTMENT



## ***POLICE DEPARTMENT***

The Police Department is tasked with protecting life and property while preserving the peace. The Department has 208 full-time positions, of which 144 are sworn and 64 are professional staff. Full-time staffing is composed of 14 management positions, 27 supervisory, and 167 line-level positions. Part-time staffing consists of 12.68 full-time equivalents. The Department is comprised of three divisions and each division is further split into different programs. The three divisions are as follows:

- \* ***Police Administration***
- \* ***Police Support Services***
- \* ***Police Field Operations***

### ***POLICE ADMINISTRATION – 15100***

#### **Police Administration - 50001**

Provides the Department's overall direction and planning with input from other divisions; provides advice to the City Manager and City Council on public safety issues; and provides internal investigation services through the Professional Standards Unit.

### ***POLICE TECHNICAL SERVICES – 15200***

#### **Administration – 50001**

Provides essential logistical support services to the Field Operations and Support Services Divisions including but not limited to the following:

- Records and Information Systems
- Crime Scene Investigations – Photographic Services
- Training, Planning and Research
- Property & Evidence
- Custody and Court Liaison Services
- Building Equipment and Maintenance

This division is also responsible for computer-related activities associated with a 24-hour operation of the City's public safety computer system and is responsible for the research and development of numerous programs, including safety equipment, new laws and regulations, and policy development.

#### **Records/Information Systems - 10131**

Responsible for the electronic and manual processing, storing, and reporting of all crime and arrest reports, citation processing, and ancillary report processing to meet the Department of Justice crime statistics reporting mandates.

#### **Crime Scene Investigation/Photos - 10132**

Provides for the collection and processing of evidence at the crime scene, and laboratory and photographic support for evidentiary and non-evidentiary requests.

#### **Training - 10133**

Provides and coordinates training programs within the guidelines established by statutory and state-mandated Peace Officer Standard Training (POST) requirements and community needs for both sworn and civilian personnel; develops and evaluates daily in-service programs.

## ***POLICE DEPARTMENT***

### **Property & Evidence - 10136**

Maintains records; stores, preserves, and disposes of property and evidence consistent with legal guidelines.

### **Jail - 10137**

Provides for the processing and detention of arrested persons in a manner required by State and Federal laws; coordinates court appearances and related activities of subpoenaed officers and arrested persons; and transports arrestees from the jail to court.

### **Equipment Maintenance - 10138**

Coordinates the maintenance/servicing of police vehicles and pool cars with Fleet Services.

### **Recruitment – 10146**

This program discontinued in FY 2010 – 2011.

## ***POLICE FIELD OPERATIONS – 15300***

### **Field Operations - 10111**

Provides public safety services through patrol-related policing activity; coordinates community-oriented policing services; supervises the Police Reserve Program; provides public park security services through the Park Rangers Unit; manages the Department budget and financial planning; coordinates press information distribution to the local media; and provides business-related services to the public via the front desk.

### **Community Services – 10134**

This program discontinued in FY 2010 – 2011.

### **Youth Crime Intervention - 10135**

Provides services to local schools; provides security to intermediate and high schools through the School Resource Officer Unit; gang suppression; and coordinates outreach intervention opportunities through the Gang Detail.

### **Animal Control - 10139**

Regulates, controls, and prevents rabies in the wild and domesticated animal population in the City; impounds stray or unlicensed animals; and enforces those laws and ordinances applying to animals within the City.

## ***POLICE SUPPORT SERVICES - 15400***

### **Helicopter Patrol - 10112**

This program discontinued in FY 2011-2012.

### **Traffic Safety - 10113**

Enforces State and City traffic laws; provides follow-up investigation and prosecution of traffic-related criminal cases; and coordinates personnel to respond to and investigate traffic collisions.

### **Contract and Special Events - 10114**

Provides special event security services and traffic management services requested by the community on a contract-for-pay basis.

## ***POLICE DEPARTMENT***

### **Crime Investigation - 10120**

Investigates criminal activities including: homicide, rape, robbery, and assault; larcenies, including grand theft, auto theft, and fraud; residential, commercial, and vehicle burglaries reported in the City; fraudulent checks and forgery cases reported, including identity theft, crimes against persons and property, and where the suspect or victim is a juvenile. The program objective is the investigation of Part I Crimes, case preparation, apprehension, prosecution, and conviction of perpetrators and recovery of stolen property.

### **Vice & Narcotics - 10125**

This program discontinued in FY 2010 – 2011.

### **RAID – 10143**

The Remove the Aggressive and Impaired Driver (RAID) program is designed to fund traffic safety related enforcement and education efforts to reduce alcohol related traffic collisions, address aggressive driving practices, particularly speed and red light/stop sign violations, and to increase the overall traffic safety in the City.

## ***BUDGET NARRATIVE***

The FY 11-12 adopted budget for the Police Department totals \$36.4 million, which reflects a decrease of \$496,297 or 1.35% compared to the FY 10-11 adopted budget. While salaries and benefit accounts reduced by approximately \$1.9 million, maintenance & operation (M&O) and fixed asset accounts increased by \$1.4 million. The decrease in salary and benefits is largely attributed to a reduction of four (4) Police Officer and three (3) Helicopter Pilot positions and the reduction of the Holiday Allowance cash out option. While the increase in the M&O budget is largely due to the inclusion of Internal Rent – Maintenance and Replacement for the Equipment Replacement Fund that was not budgeted in the prior year, and the planned replacement of the Computer Aided Dispatch (CAD) equipment.

Funding for public safety services comes from: the General Fund, Proposition 172 Fund, Narcotics Forfeiture Fund, Supplemental Law Enforcement Services Fund (SLESF), and other grant funds.

## ***PRIOR YEAR'S ACCOMPLISHMENTS***

- Achieved 100% compliance with all State and legislative training mandates for department personnel.
- Established in-house instructors and training curriculum to meet State and Federal mandates, while realizing reimbursement from the Santa Ana College contract and POST Commission certifications. Training overtime was also reduced through the in-house training curriculum.
- Achieved the adopted patrol response time to calls performance measures.
- Implemented and launched the City's new TAGRS graffiti tracking system.
- Identified community stakeholders and contact persons for neighborhood watch groups and other entities within Costa Mesa.
- Implemented and launched the Department's online reporting system (*Coplogic*) and installed a kiosk in the front lobby of the police department for citizen use.
- Obtained various grant awards (*UASI - \$54,760, JAG - \$26,879, OTS - \$364,000, & CHP*) to fund Department training and initiatives during the fiscal year.
- Experienced a 42% reduction in bicycle vs. vehicle collisions between 2010 and 2009, while aggressive bicycle enforcement was conducted by the Traffic Bureau.
- Exceeded target objectives for robbery, crimes against persons, burglary, theft, juvenile, and economic crime case clearance.
- Expanded the Police Department's Terrorism Liaison Officer (TLO) training program with the training of over 27% of the sworn personnel on terrorism related suspicious activity reporting and provided ongoing training to patrol personnel in the areas of investigation related to the Gang and SED Units.
- Achieved all Telecommunications performance measures/workload indicators
- Implemented the AlertCM Rapid Notify Program and Contract
- Participated in the California statewide Golden Guardian emergency management exercise

## **POLICE DEPARTMENT**

### **GOALS**

Focus on policing strategies that will reduce crime, the fear of crime, and improve quality of life within the community. Emphasize accountability, problem-solving, and community involvement.

### **OBJECTIVES**

- Continue to update and expand the Department's website into a more informative resource for the public.
- Actively update the records processing policies and procedures in the Records Bureau Manual.
- Meet all Peace Officers Standards and Training mandates with 100% compliance.
- Meet all Standard and Training for Corrections mandates with 100% compliance.
- Evaluate the instructional needs of Jail staff and provide required training on an ongoing basis.
- Continue to make use of the UASI training funds so that a majority of line level personnel receives Law Enforcement Response to Terrorism training in order to enhance officer safety and awareness.
- Continue to expand the training of personnel in terrorism related suspicious activity reporting and establish additional procedures for such reports.
- Expand the Department's in-house instructor group and training curriculum to meet State and Federal mandates, while realizing reimbursement through the Santa Ana College contract and POST Commission certifications.
- Establish a Crime Scene Investigation system that would enable the public to submit DNA elimination samples in order to eliminate time-consuming follow-up by Department personnel.
- Provide advanced CSI training to field personnel to increase their ability to process more complex crime scene investigations and further supplement the loss of CSI personnel.
- Conduct a department-wide survey of equipment and software needs that can be associated with the collecting, processing, analyzing, tracking, and storing of DNA crime scene samples applicable to Proposition 69 funding.
- Commence full implementation of the pending Property and Evidence barcode tracking system.
- Consolidate and reorganize the current storage of evidence in the Property Room in order to maximize limited storage space.
- Evaluate, repair, and improve the Department's facility wide digital video recording system.
- Achieve the adopted patrol response time to calls performance measures.
- Identify key Reporting Districts for the deployment of Department resources and organize new community groups within those districts.
- Create a City Asset Forfeiture Manual.
- Revise the current municipal ordinance regulating massage establishments, owners, and employees to include provisions of SB 731.
- Work with the City Attorney's office to aggressively seek civil restitution for acts of graffiti vandalism, per the revised municipal graffiti ordinance.
- Continue working towards the implementation of streaming video capabilities into patrol units from the South Coast Plaza video system.
- Apply for and obtain grant awards (*UASI, JAG, & OTS*) that can fund Department training and initiatives during the fiscal year.
- Continue administering the Traffic Target Area Deployment concept to reduce total traffic collisions by analyzing collision data to target high-collision locations during peak traffic hours.
- Create a notification system to drinking and dining establishments in the City of when an individual is arrested for DUI and admits to the location they were consuming alcoholic beverages.
- Achieve the Detective Bureau's established case clearance rate objectives.
- Apply for U.S. Department of Justice, National Institute of Justice (NIJ) grant funds to identify, review and investigate cold case crimes using DNA.
- Develop a system for the electronic submission and acceptance of pawn and second hand dealer slips.
- Further expand the scope and usability of crime mapping software applications department wide.
- Transition Telecommunications under the umbrella of the Police Department.
- Increase multi and inter-agency coordination with other government, private sector and non-government organizations and agencies in emergency and disaster preparedness.
- Further develop and enhance the City's Emergency Services Management Program.

**POLICE DEPARTMENT**

<b>PERFORMANCE MEASURES/WORKLOAD INDICATORS</b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY 11-12 <u>Adopted</u></b>
• Records Bureau Cases/Arrest Reports Processed	24,603	19,814	21,921
• Custody Bookings	5,258	5,500	4,910
• Crime Scene Investigation – Photo/Prints Made	8,674	N/A	7,687
• Property and Evidence – Total Items Booked	9,032	N/A	8,362
• Emergency calls	1,196	1,230	1,160
Responded within 5 minutes	978	1009	928
Effectiveness	82%	82%	80%
• Non-emergency calls	78,357	80,290	72,100
Responded within 15 minutes	74,233	73,660	68,200
Effectiveness	95%	94%	95%
• Responded within 30 minutes	77,454	77,500	71,300
Effectiveness	99%	98%	99%
• Hit-and-run investigations	450	600	310
Cases cleared	160	210	170
Effectiveness	35%	35%	55%
• Traffic customer survey rating good or better	80%	80%	80%
• Assigned robbery cases	105	110	110
Cases cleared	39	40	40
Effectiveness	39%	35%	35%
• Assigned crimes against persons cases	124	160	140
Cases cleared	95	110	100
Effectiveness	77%	70%	70%
• Assigned burglary cases	1,393	1,425	1,460
Cases cleared	381	355	370
Effectiveness	27%	25%	25%
• Assigned theft cases	1,870	2,055	1900
Cases cleared	626	515	480
Effectiveness	33%	25%	25%
• Assigned juvenile cases	163	325	200
Cases cleared	155	295	180
Effectiveness	95%	90%	90%

***POLICE DEPARTMENT***

<b><i>PERFORMANCE MEASURES/WORKLOAD INDICATORS cont.</i></b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY 11-12 <u>Adopted</u></b>
• Economic/identity theft cases	442	570	480
• Cases cleared	115	140	120
• Effectiveness	26%	25%	25%
• 911 calls answered within 10 seconds	95%	95%	95%
• 911 Emergency/Public Safety calls received	50,839	58,000	52,000
• Calls for Service	121,214	120,000	123,000
• Telephone Calls Received	197,251	195,000	198,000
• Telecomm Quest Link	490	225	500
• Emergency Services Training Courses (Offered/Held)	70/30	10/10	5/5
• Emergency Services Tabletops/Drills/Exercises	18	7	6

**POLICE DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Police Administration - 15100</u></b>				
Police Chief	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Police Sergeant	2.00	2.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	-	-
<i>Subtotal Administration - 50001</i>	<u>6.00</u>	<u>6.00</u>	<u>4.00</u>	<u>4.00</u>
<b>Total Police Administration Full-time Positions</b>	<b>6.00</b>	<b>6.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Total Police Admin Part-time Positions (in FTE's)</b>	<b>1.25</b>	<b>1.25</b>	<b>-</b>	<b>-</b>
<b><u>Police Technical Services - 15200</u></b>				
Police Administrative Svcs Commander**	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
<i>Subtotal Administration - 50001</i>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Police Records Bureau Supervisor	1.00	1.00	1.00	1.00
Police Records Administrator	1.00	1.00	1.00	1.00
Police Records Bureau Shift Supervisor	3.00	3.00	3.00	3.00
Senior Police Records Technician	18.00	18.00	16.00	16.00
<i>Subtotal Records/Info Systems - 10131</i>	<u>23.00</u>	<u>23.00</u>	<u>21.00</u>	<u>21.00</u>
Crime Scene Investigator Supervisor	1.00	1.00	1.00	1.00
Crime Scene Specialist**	5.00	5.00	2.00	3.00
<i>Subtotal Crime Scene Invest/Photos - 10132</i>	<u>6.00</u>	<u>6.00</u>	<u>3.00</u>	<u>4.00</u>
Police Training Administrator	1.00	1.00	-	-
Police Training Assistant	1.00	1.00	1.00	1.00
Range Master	1.00	1.00	1.00	1.00
Police Sergeant	-	1.00	1.00	1.00
Police Officer	0.50	1.00	1.00	1.00
Office Specialist II	1.00	1.00	-	-
<i>Subtotal Training - 10133</i>	<u>4.50</u>	<u>6.00</u>	<u>4.00</u>	<u>4.00</u>
Property Evidence Supervisor	1.00	1.00	1.00	1.00
Property Evidence Specialist	1.00	1.00	1.00	1.00
<i>Subtotal Property &amp; Evidence - 10136</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Police Sergeant	1.00	1.00	1.00	1.00
Custody Officer	11.00	11.00	11.00	11.00
<i>Subtotal Jail - 10137</i>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>
Police Sergeant	1.00	-	-	-
Police Officer	0.50	-	-	-
<i>Subtotal Recruitment - 10146</i>	<u>1.50</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Police Technical Svcs Full-time Positions</b>	<b>52.00</b>	<b>52.00</b>	<b>45.00</b>	<b>46.00</b>
<b>Total Police Tech Svcs Part-time Positions (in FTE's)</b>	<b>7.00</b>	<b>5.13</b>	<b>3.88</b>	<b>3.63</b>

\*\*Partial funding

**POLICE DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Police Field Operations - 15300</u></b>				
Police Captain	0.80	0.80	1.00	1.00
Community Services Specialist**	3.00	4.00	3.00	7.00
Corporal	7.00	2.00	1.00	1.00
Police Lieutenant	4.00	4.00	4.00	4.00
Police Officer	62.00	73.00	70.00	64.00
Police Sergeant	14.00	15.00	14.00	14.00
Senior Police Officer	6.00	6.00	4.00	8.00
Volunteer Coordinator**	-	-	-	1.00
<i>Subtotal Field Area Policing - 10111</i>	<u>96.80</u>	<u>104.80</u>	<u>97.00</u>	<u>100.00</u>
Crime Prevention Specialist	2.00	2.00	-	-
<i>Subtotal Community Services - 10134</i>	<u>2.00</u>	<u>2.00</u>	<u>-</u>	<u>-</u>
Police Captain	0.20	0.20	-	-
Community Services Specialist	0.50	-	-	-
Office Specialist II	1.00	1.00	1.00	1.00
Police Officer	7.00	7.00	7.00	7.00
Police Sergeant	1.00	1.00	1.00	1.00
Senior Police Officer	1.00	1.00	1.00	1.00
<i>Subtotal Youth Crime Intervention - 10135</i>	<u>10.70</u>	<u>10.20</u>	<u>10.00</u>	<u>10.00</u>
Animal Control Officer	3.00	3.00	3.00	3.00
<i>Subtotal Animal Control - 10139</i>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<b>Total Police Field Operations Full-time Positions</b>	<b>112.50</b>	<b>120.00</b>	<b>110.00</b>	<b>113.00</b>
<b>Total Police Fld Ops Part-time Positions (in FTE's)</b>	<b>13.00</b>	<b>2.00</b>	<b>2.50</b>	<b>6.05</b>
<b><u>Police Support Services - 15400</u></b>				
Police Captain	1.00	1.00	1.00	1.00
Logistical Support Manager**	-	-	-	1.00
<i>Subtotal Administration - 50001</i>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>2.00</u>
Police Helicopter Sergeant	1.00	1.00	1.00	1.00
Police Helicopter Pilot	4.00	4.00	3.00	-
<i>Subtotal Helicopter Patrol - 10112</i>	<u>5.00</u>	<u>5.00</u>	<u>4.00</u>	<u>1.00</u>
Community Services Specialist**	10.00	10.00	3.00	4.00
Corporal	2.00	-	-	-
Office Specialist II	1.00	1.00	1.00	-
Police Lieutenant	1.00	1.00	1.00	1.00
Police Officer**	12.00	14.00	12.00	12.00
Police Sergeant	2.00	2.00	2.00	1.00
Senior Police Officer	2.00	2.00	-	-
<i>Subtotal Traffic Enforcement - 10113</i>	<u>30.00</u>	<u>30.00</u>	<u>19.00</u>	<u>18.00</u>

\*\*Partial funding

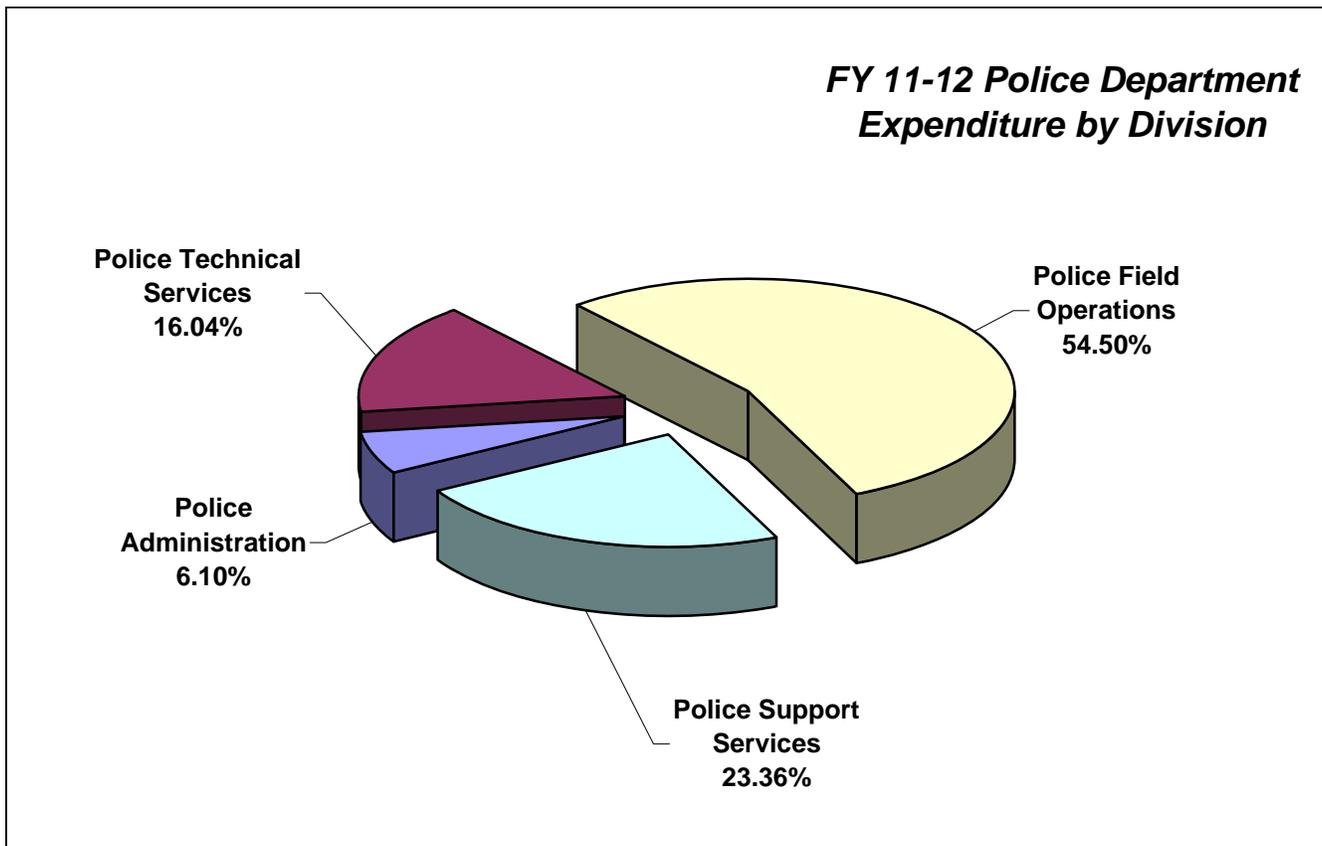
**POLICE DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Police Support Services - 15400</u></b> (continued)				
Police Officer	1.00	1.00	-	-
Police Sergeant	1.00	1.00	1.00	1.00
Senior Police Officer	-	-	1.00	1.00
Special Events Coordinator**	-	-	-	1.00
<i>Subtotal Contract &amp; Special Events - 10114</i>	2.00	2.00	2.00	3.00
Civilian Investigator	2.00	2.00	1.00	1.00
Community Services Specialist	0.50	1.00	-	-
Crime Analyst	1.00	1.00	1.00	1.00
Office Specialist II	0.80	1.00	-	1.00
Police Lieutenant	0.80	1.00	1.00	1.00
Police Officer	11.00	12.00	11.00	12.00
Police Sergeant	2.00	2.00	1.00	2.00
Senior Police Officer	4.00	4.00	4.00	3.00
<i>Subtotal Crime Investigation - 10120</i>	22.10	24.00	19.00	21.00
Community Services Specialist	1.00	-	-	-
Office Specialist II	0.20	-	-	-
Police Lieutenant	0.20	-	-	-
Police Officer	7.00	-	-	-
Police Sergeant	1.00	-	-	-
<i>Subtotal Vice &amp; Narcotics - 10125</i>	9.40	-	-	-
<b>Total Police Support Services Full-time Positions</b>	<b>69.50</b>	<b>62.00</b>	<b>45.00</b>	<b>45.00</b>
<b>Total Police Supt Svcs Part-time Positions (in FTE's)</b>	<b>5.50</b>	<b>6.25</b>	<b>3.50</b>	<b>3.00</b>
<b>Total Department Full-time Positions</b>	<b>240.00</b>	<b>240.00</b>	<b>204.00</b>	<b>208.00</b>
<b>Total Department Part-time Positions (in FTE's)</b>	<b>26.75</b>	<b>14.63</b>	<b>9.88</b>	<b>12.68</b>
<b>TOTAL DEPARTMENT</b>	<b>266.75</b>	<b>254.63</b>	<b>213.88</b>	<b>220.68</b>

\*\*Partial funding

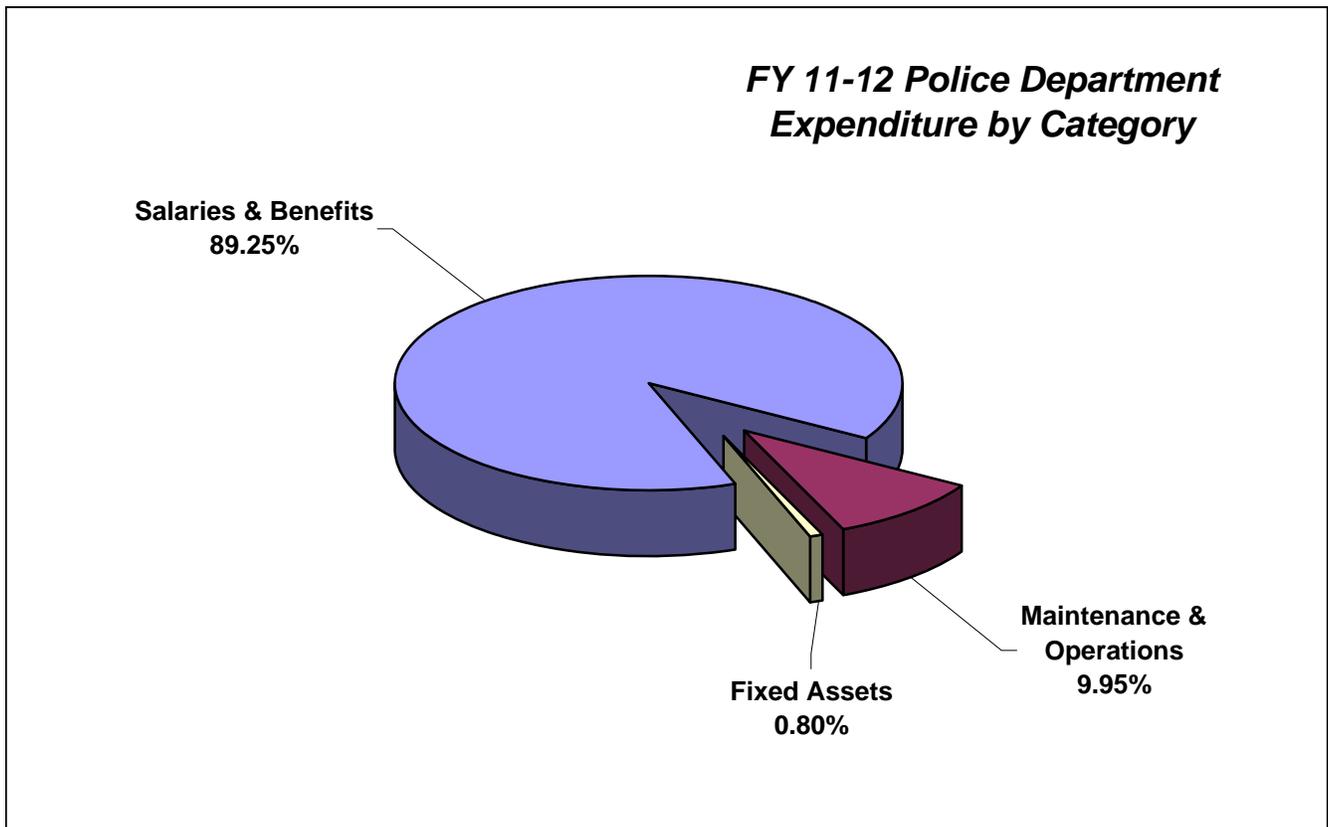
**POLICE DEPARTMENT  
EXPENDITURE SUMMARY BY DIVISION**

	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
<b>Expenditure by Division:</b>					
Police Administration - 15100	\$ 2,618,471	\$ 1,762,366	\$ 2,124,166	\$ 2,216,211	4.33%
Police Technical Services - 15200	6,176,570	5,794,317	5,896,090	5,832,383	-1.08%
Police Field Operations - 15300	20,610,867	19,700,988	19,466,694	19,810,269	1.76%
Police Support Services - 15400	13,261,392	10,982,959	9,360,480	8,492,269	-9.28%
<b>Total Expenditures</b>	<b>\$ 42,667,300</b>	<b>\$ 38,240,630</b>	<b>\$ 36,847,429</b>	<b>\$ 36,351,132</b>	<b>-1.35%</b>



**POLICE DEPARTMENT  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 37,819,401	\$ 35,331,082	\$ 34,382,961	\$ 32,444,092	-5.64%
Maintenance & Operations	4,704,361	2,883,974	2,452,468	3,618,040	47.53%
Fixed Assets	143,538	25,574	12,000	289,000	2308.33%
<b>Total Expenditures</b>	<b>\$ 42,667,300</b>	<b>\$ 38,240,630</b>	<b>\$ 36,847,429</b>	<b>\$ 36,351,132</b>	<b>-1.35%</b>



	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent of Total</b>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 41,254,987	\$ 36,891,418	\$ 36,007,043	\$ 34,517,561	97.72%
Prop 172 Fund - 202	1,132,024	1,031,129	521,074	1,228,042	1.41%
SLESF Fund - 213	219,074	205,036	211,312	208,529	0.57%
Narcotics Forfeiture Fund - 217	61,215	113,047	108,000	397,000	0.29%
<b>Total Funding Sources</b>	<b>\$ 42,667,300</b>	<b>\$ 38,240,630</b>	<b>\$ 36,847,429</b>	<b>\$ 36,351,132</b>	<b>100.00%</b>

CITY OF COSTA MESA, CALIFORNIA

**POLICE DEPARTMENT**  
**EXPENDITURE SUMMARY BY ACCOUNT**

<b>Account Description</b>	<b>Account Number</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
Regular Salaries - Sworn	501100	\$ 15,184,093	\$ 14,740,363	\$ 14,858,645	\$ 13,817,177	-7%
Regular Salaries - Non Sworn	501200	4,756,048	4,472,290	3,667,559	3,939,909	7%
Regular Salaries - Part time	501300	919,466	606,119	421,501	573,663	36%
Overtime	501400	2,209,625	1,672,840	1,857,115	1,800,515	-3%
Accrual Payoff - Excess Maximum	501500	400,133	247,396	163,375	168,100	3%
Vacation/Comp. Time Cash Out	501600	335,065	56,564	154,336	74,428	-52%
Holiday Allowance	501700	399,247	452,318	427,409	84,663	-80%
Separation Pay-Off	501800	96,293	410,700	-	-	0%
Other Compensation	501900	1,723,961	1,734,040	1,817,283	1,845,170	2%
Cafeteria Plan	505100	1,944,274	1,864,882	1,663,086	1,604,887	-3%
Medicare	505200	318,682	309,457	299,820	291,239	-3%
Retirement	505300	8,286,533	8,125,147	7,845,961	7,247,430	-8%
Professional Development	505500	80,859	83,689	103,599	99,346	-4%
Unemployment	505800	18,770	10,132	20,002	18,526	-7%
Workers' Compensation	505900	946,099	518,133	898,008	879,039	-2%
Employer Contr.Retirees' Med.	506100	200,253	27,014	185,262	-	-100%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 37,819,401</b>	<b>\$ 35,331,082</b>	<b>\$ 34,382,961</b>	<b>\$ 32,444,092</b>	<b>-6%</b>
Stationery and Office	510100	\$ 65,932	\$ 51,451	\$ 65,300	\$ 65,400	0%
Multi-Media, Promotions and Subs	510200	59,457	41,289	67,889	68,334	1%
Small Tools and Equipment	510300	65,770	43,516	54,920	50,285	-8%
Uniform & Clothing	510400	116,491	89,841	160,410	161,710	1%
Safety and Health	510500	189,502	204,323	247,798	241,287	-3%
Maintenance & Construction	510600	10,615	11,196	12,025	12,025	0%
Gas	515400	269	271	-	300	0%
Water - Domestic	515500	1,427	1,348	-	1,500	0%
Waste Disposal	515700	1,393	2,034	3,500	2,750	-21%
Janitorial and Housekeeping	515800	85,767	85,932	88,000	88,000	0%
Postage	520100	18,373	17,959	18,300	18,600	2%
Legal Advertising/Filing Fees	520200	-	-	100	100	0%
Telephone/Radio/Communications	520400	44,827	56,205	45,000	50,000	11%
Mileage Reimbursement	520600	-	30	50	100	100%
Buildings and Structures	525100	880	2,930	6,250	7,050	13%
Office Furniture	525600	3,331	-	250	250	0%
Office Equipment	525700	762	1,364	17,775	11,475	-35%
Other Equipment	525800	15,130	2,796	26,119	23,880	-9%
Consulting	530200	614,376	158,068	1,500	242,500	16067%
Financial & Information Svcs	530500	5,173	650	1,400	800	-43%
Medical and Health Inspection	530600	93,276	87,955	111,600	114,100	2%
Law Enforcement	530700	1,419,070	1,351,955	915,353	489,275	-47%
Internal Rent	535300	-	-	75	-	-100%
External Rent	535400	255,752	170,766	195,720	197,795	1%
Central Services	535800	12,594	9,540	19,000	19,000	0%
Internal Rent - Maint. Charges	536100	653,161	323,034	-	887,607	0%
Internal Rent - Repl.Cost	536200	639,832	-	-	552,450	0%
General Liability	540100	331,036	168,819	394,134	311,467	-21%
Other Costs	540900	164	701	-	-	0%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 4,704,361</b>	<b>\$ 2,883,974</b>	<b>\$ 2,452,468</b>	<b>\$ 3,618,040</b>	<b>48%</b>

**POLICE DEPARTMENT  
EXPENDITURE SUMMARY BY ACCOUNT**

<b>Account Description</b>	<b>Account Number</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
Office Equipment	590700	\$ -	\$ 5,193	\$ -	\$ -	0%
Other Equipment	590800	143,538	20,381	12,000	289,000	2308%
<b><i>Subtotal Fixed Assets</i></b>		<b>\$ 143,538</b>	<b>\$ 25,574</b>	<b>\$ 12,000</b>	<b>\$ 289,000</b>	<b>2308%</b>
<b>Total Expenditures</b>		<b>\$ 42,667,300</b>	<b>\$ 38,240,630</b>	<b>\$ 36,847,429</b>	<b>\$ 36,351,132</b>	<b>-1%</b>

**POLICE DEPARTMENT**  
**EXPENDITURE SUMMARY BY PROGRAM**

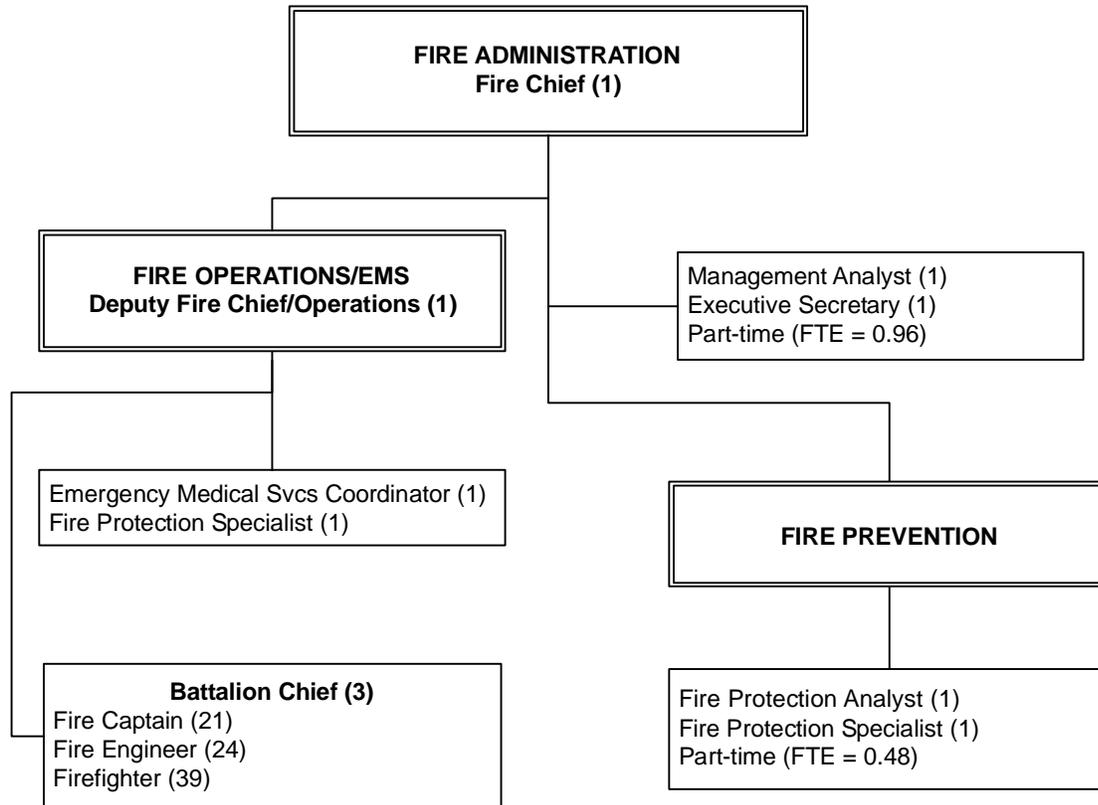
	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><i>POLICE ADMINISTRATION - 15100</i></b>					
<b><u>Police Administration - 50001</u></b>					
Salaries & Benefits	\$ 2,112,777	\$ 1,517,905	\$ 1,656,882	\$ 1,752,938	6%
Maintenance & Operations	406,137	244,460	467,284	463,273	-1%
Fixed Assets	99,557	-	-	-	0%
<b><i>Subtotal Administration</i></b>	<b>\$ 2,618,471</b>	<b>\$ 1,762,366</b>	<b>\$ 2,124,166</b>	<b>\$ 2,216,211</b>	<b>4%</b>
<b><i>POLICE TECHNICAL SERVICES - 15200</i></b>					
<b><u>Administration - 50001</u></b>					
Salaries & Benefits	\$ 555,451	\$ 515,834	\$ 576,390	\$ 430,099	-25%
Maintenance & Operations	124,929	115,705	120,598	195,702	62%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Administration</i></b>	<b>\$ 680,381</b>	<b>\$ 631,539</b>	<b>\$ 696,988</b>	<b>\$ 625,801</b>	<b>-10%</b>
<b><u>Records/Information Systems - 10131</u></b>					
Salaries & Benefits	\$ 1,923,527	\$ 1,885,466	\$ 1,956,467	\$ 1,926,619	-2%
Maintenance & Operations	157,082	115,153	182,799	182,799	0%
Fixed Assets	-	5,193	-	-	0%
<b><i>Subtotal Records/Info Systems</i></b>	<b>\$ 2,080,609</b>	<b>\$ 2,005,812</b>	<b>\$ 2,139,266</b>	<b>\$ 2,109,418</b>	<b>-1%</b>
<b><u>Crime Scene Investigation/Photos - 10132</u></b>					
Salaries & Benefits	\$ 668,795	\$ 593,827	\$ 403,010	\$ 398,609	-1%
Maintenance & Operations	67,441	34,684	72,615	100,988	39%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Crime Scene Inv/Photos</i></b>	<b>\$ 736,236</b>	<b>\$ 628,510</b>	<b>\$ 475,625</b>	<b>\$ 499,597</b>	<b>5%</b>
<b><u>Training - 10133</u></b>					
Salaries & Benefits	\$ 557,445	\$ 769,642	\$ 665,516	\$ 658,834	-1%
Maintenance & Operations	96,918	97,614	132,478	134,449	1%
Fixed Assets	-	7,499	-	-	0%
<b><i>Subtotal Training</i></b>	<b>\$ 654,363</b>	<b>\$ 874,756</b>	<b>\$ 797,994</b>	<b>\$ 793,283</b>	<b>-1%</b>
<b><u>Property &amp; Evidence - 10136</u></b>					
Salaries & Benefits	\$ 307,461	\$ 272,138	\$ 297,980	\$ 277,920	-7%
Maintenance & Operations	55,807	46,722	65,074	76,350	17%
Fixed Assets	-	-	12,000	-	-100%
<b><i>Subtotal Property &amp; Evidence</i></b>	<b>\$ 363,268</b>	<b>\$ 318,859</b>	<b>\$ 375,054</b>	<b>\$ 354,270</b>	<b>-6%</b>
<b><u>Jail - 10137</u></b>					
Salaries & Benefits	\$ 1,226,276	\$ 1,265,112	\$ 1,324,233	\$ 1,343,504	1%
Maintenance & Operations	49,006	43,040	50,600	58,805	16%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Jail</i></b>	<b>\$ 1,275,282</b>	<b>\$ 1,308,152</b>	<b>\$ 1,374,833</b>	<b>\$ 1,402,309</b>	<b>2%</b>

**POLICE DEPARTMENT**  
**EXPENDITURE SUMMARY BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>Equipment Maintenance - 10138</u></b>					
Salaries & Benefits	\$ 34,432	\$ 16,007	\$ 35,900	\$ 23,439	-35%
Maintenance & Operations	22,326	5,298	430	24,266	5543%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Equipment Maintenance</b>	<b>\$ 56,758</b>	<b>\$ 21,305</b>	<b>\$ 36,330</b>	<b>\$ 47,705</b>	<b>31%</b>
<b><u>Recruitment - 10146</u></b>					
Salaries & Benefits	\$ 313,648	\$ 5,384	\$ -	\$ -	0%
Maintenance & Operations	16,026	-	-	-	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Recruitment</b>	<b>\$ 329,673</b>	<b>\$ 5,384</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>POLICE FIELD OPERATIONS - 15300</u></b>					
<b><u>Field Area Policing - 10111</u></b>					
Salaries & Benefits	\$ 17,268,568	\$ 17,001,026	\$ 17,101,262	\$ 16,430,368	-4%
Maintenance & Operations	827,838	387,960	282,790	1,119,899	296%
Fixed Assets	43,981	12,881	-	289,000	0%
<b>Subtotal Field Area Policing</b>	<b>\$ 18,140,387</b>	<b>\$ 17,401,868</b>	<b>\$ 17,384,052</b>	<b>\$ 17,839,267</b>	<b>3%</b>
<b><u>Community Services - 10134</u></b>					
Salaries & Benefits	\$ 217,641	\$ 186,998	\$ -	\$ -	0%
Maintenance & Operations	31,318	15,091	-	-	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Community Services</b>	<b>\$ 248,959</b>	<b>\$ 202,089</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>Youth Crime Intervention - 10135</u></b>					
Salaries & Benefits	\$ 1,641,690	\$ 1,636,193	\$ 1,658,007	\$ 1,583,310	-5%
Maintenance & Operations	34,506	6,434	4,900	28,759	487%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Youth Crime Intervention</b>	<b>\$ 1,676,196</b>	<b>\$ 1,642,627</b>	<b>\$ 1,662,907</b>	<b>\$ 1,612,069</b>	<b>-3%</b>
<b><u>Animal Control - 10139</u></b>					
Salaries & Benefits	\$ 364,172	\$ 366,353	\$ 329,485	\$ 238,095	-28%
Maintenance & Operations	181,154	88,051	90,250	120,839	34%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Animal Control</b>	<b>\$ 545,326</b>	<b>\$ 454,404</b>	<b>\$ 419,735</b>	<b>\$ 358,934</b>	<b>-14%</b>

**POLICE DEPARTMENT**  
**EXPENDITURE SUMMARY BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><i>POLICE SUPPORT SERVICES - 15400</i></b>					
<b><u>Administration - 50001</u></b>					
Salaries & Benefits	\$ 306,719	\$ 275,154	\$ 278,451	\$ 365,365	31%
Maintenance & Operations	11,751	1,612	1,370	11,295	724%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Administration</i></b>	<b>\$ 318,470</b>	<b>\$ 276,767</b>	<b>\$ 279,821</b>	<b>\$ 376,660</b>	<b>35%</b>
<b><u>Helicopter Patrol - 10112</u></b>					
Salaries & Benefits	\$ 1,061,009	\$ 973,273	\$ 840,008	\$ 212,545	-75%
Maintenance & Operations	980,510	985,328	490,255	150,000	-69%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Helicopter Patrol</i></b>	<b>\$ 2,041,519</b>	<b>\$ 1,958,601</b>	<b>\$ 1,330,263</b>	<b>\$ 362,545</b>	<b>-73%</b>
<b><u>Traffic Enforcement - 10113</u></b>					
Salaries & Benefits	\$ 4,129,473	\$ 3,692,670	\$ 3,128,363	\$ 2,605,395	-17%
Maintenance & Operations	1,290,472	591,330	420,000	750,424	79%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Traffic Enforcement</i></b>	<b>\$ 5,419,944</b>	<b>\$ 4,284,000</b>	<b>\$ 3,548,363</b>	<b>\$ 3,355,819</b>	<b>-5%</b>
<b><u>Contract &amp; Special Events - 10114</u></b>					
Salaries & Benefits	\$ 608,848	\$ 596,806	\$ 844,142	\$ 761,946	-10%
Maintenance & Operations	-	-	500	-	-100%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Contract &amp; Special Events</i></b>	<b>\$ 608,848</b>	<b>\$ 596,806</b>	<b>\$ 844,642</b>	<b>\$ 761,946</b>	<b>-10%</b>
<b><u>Crime Investigation - 10120</u></b>					
Salaries & Benefits	\$ 3,561,682	\$ 3,714,281	\$ 3,264,547	\$ 3,435,108	5%
Maintenance & Operations	211,062	63,240	52,575	148,077	182%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Crime Investigation</i></b>	<b>\$ 3,772,744</b>	<b>\$ 3,777,521</b>	<b>\$ 3,317,122</b>	<b>\$ 3,583,185</b>	<b>8%</b>
<b><u>Vice &amp; Narcotics - 10125</u></b>					
Salaries & Benefits	\$ 949,746	\$ 42,994	\$ -	\$ -	0%
Maintenance & Operations	113,513	11,348	-	-	0%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Vice &amp; Narcotics</i></b>	<b>\$ 1,063,259</b>	<b>\$ 54,342</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b><u>RAID - 10143</u></b>					
Salaries & Benefits	\$ 10,042	\$ 4,019	\$ 22,319	\$ -	-100%
Maintenance & Operations	26,565	30,903	17,950	52,115	190%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal RAID</i></b>	<b>\$ 36,607</b>	<b>\$ 34,922</b>	<b>\$ 40,269</b>	<b>\$ 52,115</b>	<b>29%</b>
<b>Total Expenditures</b>	<b>\$ 42,667,300</b>	<b>\$ 38,240,630</b>	<b>\$ 36,847,429</b>	<b>\$ 36,351,132</b>	<b>-1%</b>



## ***FIRE DEPARTMENT***

The Costa Mesa Fire Department is a cohesive team of fire service professionals driven by strong organizational values and dedicated to protecting and enhancing the lives and well being of all who reside, conduct business, and visit the City of Costa Mesa, California. In cooperation with residents, business owners, city officials, and community volunteers, the Department aggressively identifies, prevents, mitigates, and corrects all forms of misfortune, large or small - natural or manmade, and rapidly responds to all requests for life and health, fire and rescue, and property or environmental protection locally and in support of the Southern California Region.

The Department is comprised of 95 full-time staff members, 89 sworn positions, 6 non-sworn positions. Part-time staffing consists of 1.44 full-time equivalents to serve within three divisions. The divisions are further divided into specific areas of expertise or programs. The three divisions are as follows:

- \* ***Fire Administration***
  - o ***2 full-time sworn positions***
  - o ***4 full-time non-sworn positions***
- \* ***Fire Operations/EMS***
  - o ***87 full-time sworn positions***
- \* ***Fire Prevention***
  - o ***2 full-time non-sworn positions***

### ***FIRE ADMINISTRATION - 16100***

#### **Fire Administration – 50001**

Provides direction for strategic and operational planning and establishes Department policies and procedures; coordinates internal functions of all divisions and programs and external functions with other City departments and community organizations; coordinates additional functions and performs duties as delegated by the City Chief Executive Officer or the City Council.

### ***FIRE OPERATIONS/EMS - 16200***

#### **Operations – 10210**

Manages the operations and training of seven (7) fire companies, staffed on a 24-hour basis by three shifts of firefighter and firefighter-paramedic personnel. This division is responsible for the rapid response to all requests for life and health, fire and rescue, property or environmental protection, and fire cause and origin determination, as well as, the provision of fire prevention inspections for local businesses and life safety education for the community.

#### **Emergency Medical Services - 10230**

Provides both BLS (Basic Life Support) and ALS (Advanced Life Support) level pre-hospital emergency medical care, as well as all associated education, training, equipment, supplies, and quality control in support of the EMS mission.

### ***FIRE PREVENTION - 16300***

#### **Fire Prevention - 10220**

Develops and enforces local fire, life safety, and property/environmental protection standards. Enforces State adopted fire & life safety codes. Reviews building construction plans; conducts building construction & business inspections; investigates citizen complaints. Manage the city's hazardous materials disclosure program. Provides training to other department divisions in regard to fire & life safety codes, and assist professional trades with technical fire code requirements.

## ***FIRE DEPARTMENT***

### ***BUDGET NARRATIVE –***

The FY 11-12 adopted budget for the Fire Department totals \$19.8 million, an increase of \$347,063 or 1.79%, compared to the FY 10-11 adopted budget. The change in total budget from the adopted FY 10-11 doesn't provide complete analysis of actual changes. While salary and benefit, and fixed asset budget items have decreased by \$541,916, the maintenance and operations (M&O) budget items have increased by \$888,979. The increase in the M&O budget is largely due to the inclusion of Internal Rent – Maintenance and Replacement for the Equipment Replacement Fund that was not budgeted in the prior year.

The Fire Department continues to seek grant funding to help support operations and firefighter safety.

### ***PRIOR YEAR'S ACCOMPLISHMENTS***

#### **Fire Administration**

- Increased safety awareness for at risk populations by presenting 162 fire and life safety education programs.
- Increased community disaster readiness by conducting 6 preparedness education classes through CERT training.
- Increased safety awareness for businesses and industry by presenting 15 fire and life safety education programs.
- Established a healthy relationship with the California State Citizen Corps Council by hosting their Bi-Annual meeting which also increased revenues for local businesses.
- Completed the cost savings staffing model by not funding the Administrative Battalion Chief and Deputy Fire Chief of Operations positions.

#### **Fire Operations/EMS**

- Improved life saving measures by purchasing and deploying 8 new technically advanced monitor defibrillators with enhanced capability.
- Improved department's expertise by certifying and training 13 personnel as Flashover Instructors.
- Improved department's readiness by training 5 Fire Terrorism Liaison Officers (TLO) as Incident Response to Terrorism Bombing Specialists. All training costs were paid by grant funding at no cost to the City.
- Improved department's expertise by training 4 personnel as CSTI Level I Public Information Officers. All training costs were paid by grant funding at no cost to the City.
- Improved wildland communications by purchasing BK radios for all apparatus by utilizing two grants.
- Improved department's and regional wildland response capability by hosting mandated wildland courses.
- Improved department's and regional wildland response capability by certifying one Battalion Chief as a Strike Team Leader.
- Improved life saving measures by purchasing 3 Monitor Defibrillation Automated CPR Systems.
- Increased fire suppression capability by placing in-service a new Fire Tiller Truck apparatus.
- Increase Engineer expertise by conducting 3 Driver Operator courses.
- Created a positive reputation for the City with other fire departments by hosting the annual "Wildland Entrapment" seminar which also increased revenues for local businesses.
- Utilized approximately \$30,000 of reimbursable UASI grant funds for specialized training at no cost to the City.
- Created a positive reputation for the City with the California Specialized Training Institute (CSTI) by hosting a CSTI Hazardous Materials Train-the-Trainer course which also increased revenues for local businesses.
- Completed the cost savings staffing model by reducing the minimum staffing requirement from 32 to 28 personnel on-duty per shift.

## ***FIRE DEPARTMENT***

### ***PRIOR YEAR'S ACCOMPLISHMENTS cont.***

#### **Fire Prevention**

- Increased apartment building safety by fulfilling the mandate for Apartment Inspections.
- Adopted the new 2010 California Fire Code.
- Increased efficiency and improved customer relations by establishing and fulfilling the mandate for "eCompliance" for Hazardous Materials Disclosure Program.
- Successfully transitioned to a new computer software inspection program.
- Completed the cost savings staffing model by not funding the Fire Marshal position.

### **GOALS**

Expertly and consistently protect and enhance the lives of all we serve by applying strong organizational values and a "relational" approach toward the complete and accurate fulfillment of our complex and vital mission.

Attract, recruit, and retain top-quality personnel who are individually and collectively distinguished for service excellence and commitment to total effort and technical expertise.

Provide versatile industry-standard techniques, equipment, and facilities for our members and community and continually place an emphasis on the safety and well being of our employees and families, community collaboration, hometown attentiveness, cost efficient operations, regional strength, and a proactive contribution to excellence in the fire service.

### **OBJECTIVES**

#### **Fire Administration**

- Provide enhanced fire and life safety education programs to the community.
- Provide preparedness education outreach to community members through continued CERT training.
- Improve business and industry preparedness outreach by providing enhanced fire and life safety education programs.

#### **Fire Operations/EMS**

- Prepare for response to Code 3 EMS emergencies within 1 minute (Turnout Time) 90% of the time.
- Respond to Code 3 EMS emergencies within 4 minutes (Travel Time) 90% of the time.
- Prepare for response to Code 3 Fire emergencies within 1:20 (Turnout Time) 90% of the time.
- Respond to Code 3 Fire emergencies within 4 minutes (Travel Time) 90% of the time.
- Train 50% of suppression personnel to meet the core training requirement as a US&R RTF member (44/87)<sup>1</sup>
- Train 51% of suppression personnel to the Basic Terrorism Liaison Officer (TLO) level (45/87).
- Train 21% of suppression personnel to Intermediate TLO level (18/87).
- Train 67% of Arson Investigators to Advance TLO level (4/6).
- Conduct on average 1 hour/shift of on-duty reimbursable firefighter training/education through Santa Ana College.
- Train 3 Engineers as DMV Employer Testing Program Testers.
- Train 75% of Engineers in the Emergency Vehicle Operator Course (EVOC).

<sup>1</sup> The core training requirement as a Urban Search & Rescue (US&R) Regional Task Force (RTF) are Rescue Systems I, Rescue Systems II, Trench Rescue, Confined Space Rescue and Hazardous Materials First Responder Operational (FRO).

**FIRE DEPARTMENT**

**OBJECTIVES cont.**

**Fire Prevention**

- Return 10% of complaint calls within one business day.
- Complete 40% of “Fire Protection Systems” plan checks within ten business days.
- Complete 40% of “Building Plans” plan checks within ten business days.
- Complete 100% of “Apartment Inspections” which are assigned to fire prevention personnel.
- Conduct 30% “New Construction Inspections” within 24 hours of request.

**PERFORMANCE MEASURES/WORKLOAD INDICATORS**

**FY 09-10**    **FY 10-11**    **FY 11-12**  
Actual    Adopted    Adopted

**Performance Measures:**

**Fire Administration**

Present fire and life safety education programs for at risk populations	144	165	175
Preparedness education through CERT training	6	6	6
Present fire and life safety education to business and industry	9	15	20

**Fire Operations/EMS**

Prepare for response to Code 3 EMS emergencies within 1 minute (Turnout Time)	*	*	90%
Respond to Code 3 EMS emergencies within 4 minutes (Travel Time)	*	*	90%
Prepare for response to Code 3 Fire emergencies within 1:20 minutes (Turnout Time)	*	*	90%
Respond to Code 3 Fire emergencies within 4 minutes (Travel Time)	*	*	90%
Percentage of suppression personnel trained in the USAR RTF core courses (44/87)	*	*	50%
Percentage of suppression personnel trained to Basic TLO level (45/87)	*	*	51%
Percentage of suppression personnel trained to Intermediate TLO level (18/87)	*	*	21%
Percentage of Arson Investigators trained to Advance TLO level (4/6)	*	*	67%
Percentage of Paramedics trained as a “Tactical Medic” (12/30)	*	*	40%
Average hours/shift of on-duty reimbursable firefighter training/education (SAC)	*	*	1 hour
Trained DMV ETP Testers (Engineers assigned to the USAR)	*	*	3
Engineers completed EVOC training (18/24)	*	*	75%

**Fire Prevention**

Percentage of complaint calls returned within one business day	90%	25%	10%
Percentage of “Fire Protection Systems” plan checks completed within ten business days	*	*	40%
Percentage of “Building Plans” plan checks completed within ten business days	*	*	40%
Conduct fire prevention training classes for suppression personnel	*	*	3
Percentage of “Apartment Inspections” completed by fire prevention personnel	*	*	100%
Conduct “New Construction Inspections” within 24 hours of request	*	*	30%

\* - new item, prior year's data not available

**FIRE DEPARTMENT**

<b>PERFORMANCE MEASURES/WORKLOAD INDICATORS cont.</b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY 11-12 <u>Adopted</u></b>
<b><u>Workload Indicators:</u></b>			
Number of calls for service	9,500	9,500	9,800
Number of EMS responses (BLS & ALS)	6,700	7,200	6,400
-Number of paramedic escorted ALS patients	2,800	2,500	2,200
Number of Fire responses	*	*	110
-Number of single unit fire responses	*	*	80
-Number of multi-unit fire responses	*	*	30
Number of other responses (Calls minus EMS & Fire)	*	*	3,290
Percentage EMS responses to number of calls for service	72%	72%	65.3%
Percentage Fire responses to number of calls for service	3.0%	2.5%	1.1%
Percentage of other responses to number of calls for service	25%	25%	33.6%
Number of Pre-hospital Care Reports audited by EMS Coordinator (25%)	1,675	1,500	1,600
Number of Fire Narrative Reports audited by shift Battalion Chief (25%)	*	*	2,450
Number of Fire Protection Plans submitted for review (22/month)	*	*	264
Number of New Construction Inspections requested	*	*	528
Number of Building Plans submitted for review (23/month)	*	*	276
Number of Apartment Inspections required by fire prevention personnel	*	*	46
Number of Company Inspections required by suppression personnel (estimate)	*	*	7,000

\* - new item, prior year's data not available



**FIRE DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

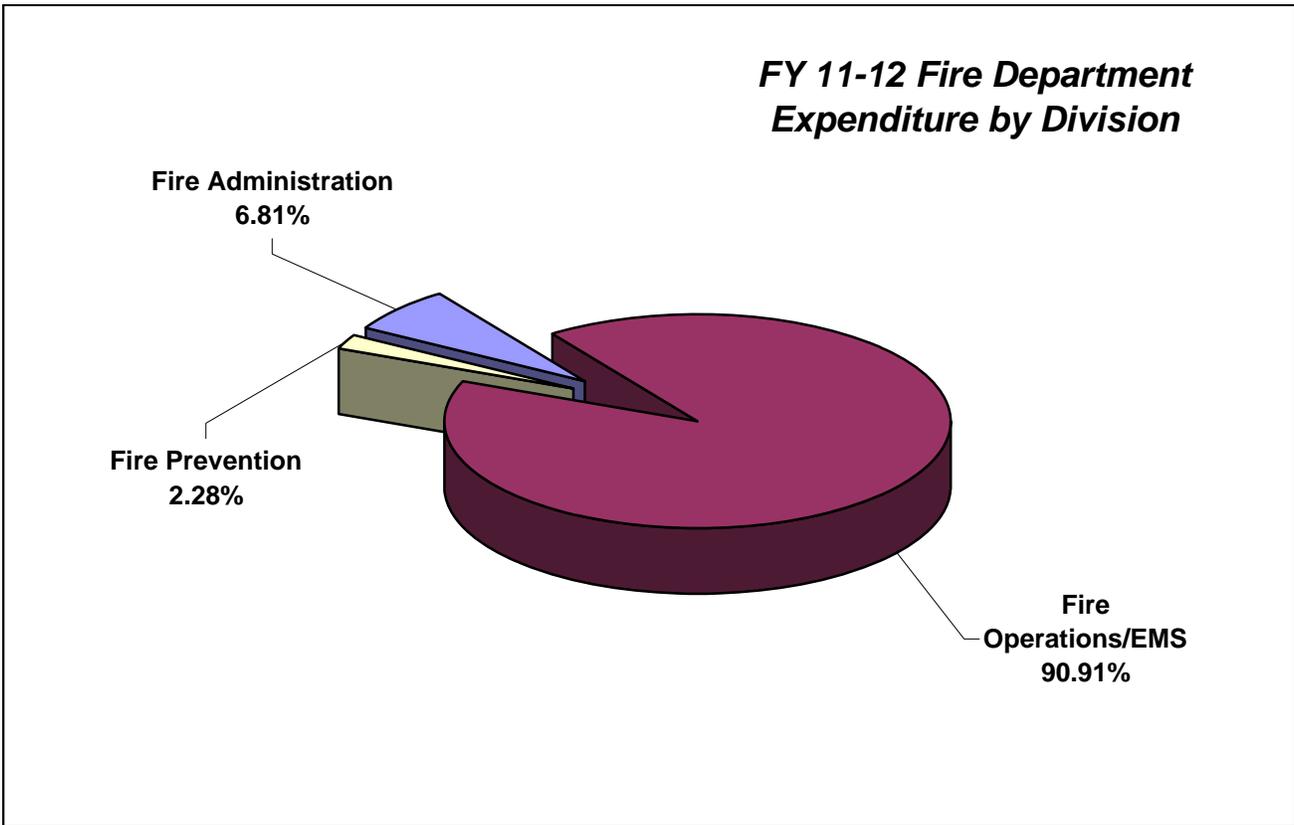
	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Fire Administration - 16100</u></b>				
Fire Chief	1.00	1.00	1.00	1.00
Deputy Fire Chief - Operations*	1.00	1.00	1.00	1.00
Fire Administrative Battalion Chief	1.00	1.00	1.00	-
Executive Secretary	1.00	1.00	1.00	1.00
Fire Protection Specialist	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
<i>Subtotal Administration - 50001</i>	6.00	6.00	6.00	5.00
Emergency Medical Services Coordinator**	1.00	1.00	1.00	1.00
<i>Subtotal Emergency Medical Services - 10230</i>	1.00	1.00	1.00	1.00
<b>Total Fire Administration Full-time Positions</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.00</b>
<b>Total Fire Admin Part-time Positions (in FTE's)</b>	<b>0.96</b>	<b>0.96</b>	<b>0.96</b>	<b>0.96</b>
<b><u>Fire Operations/EMS - 16200</u></b>				
Battalion Chief	3.00	3.00	3.00	3.00
Fire Captain	24.00	24.00	21.00	21.00
Fire Engineer	24.00	24.00	24.00	24.00
Firefighter	44.00	44.00	35.00	35.00
<i>Subtotal Operations - 10210</i>	95.00	95.00	83.00	83.00
Firefighter	4.00	4.00	4.00	4.00
<i>Subtotal Emergency Medical Services - 10230</i>	4.00	4.00	4.00	4.00
<b>Total Fire Operations/EMS Full-time Positions</b>	<b>99.00</b>	<b>99.00</b>	<b>87.00</b>	<b>87.00</b>
<b><u>Fire Prevention - 16300</u></b>				
Deputy Fire Chief - Fire Marshal	1.00	1.00	1.00	-
Fire Protection Analyst	2.00	2.00	1.00	1.00
Fire Protection Specialist	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	-	-
<i>Subtotal Fire Prevention - 10220</i>	4.00	4.00	2.00	2.00
<b>Total Fire Prevention Full-time Positions</b>	<b>5.00</b>	<b>5.00</b>	<b>3.00</b>	<b>2.00</b>
<b>Total Fire Prevention Part-time Positions (in FTE's)</b>	<b>0.96</b>	<b>0.96</b>	<b>0.48</b>	<b>0.48</b>
<b>Total Department Full-time Positions</b>	<b>111.00</b>	<b>111.00</b>	<b>97.00</b>	<b>95.00</b>
<b>Total Department Part-time Positions (in FTE's)</b>	<b>1.92</b>	<b>1.92</b>	<b>1.44</b>	<b>1.44</b>
<b>TOTAL DEPARTMENT</b>	<b>112.92</b>	<b>112.92</b>	<b>98.44</b>	<b>96.44</b>

\* Position authorized, but unfunded

\*\* Partial funding

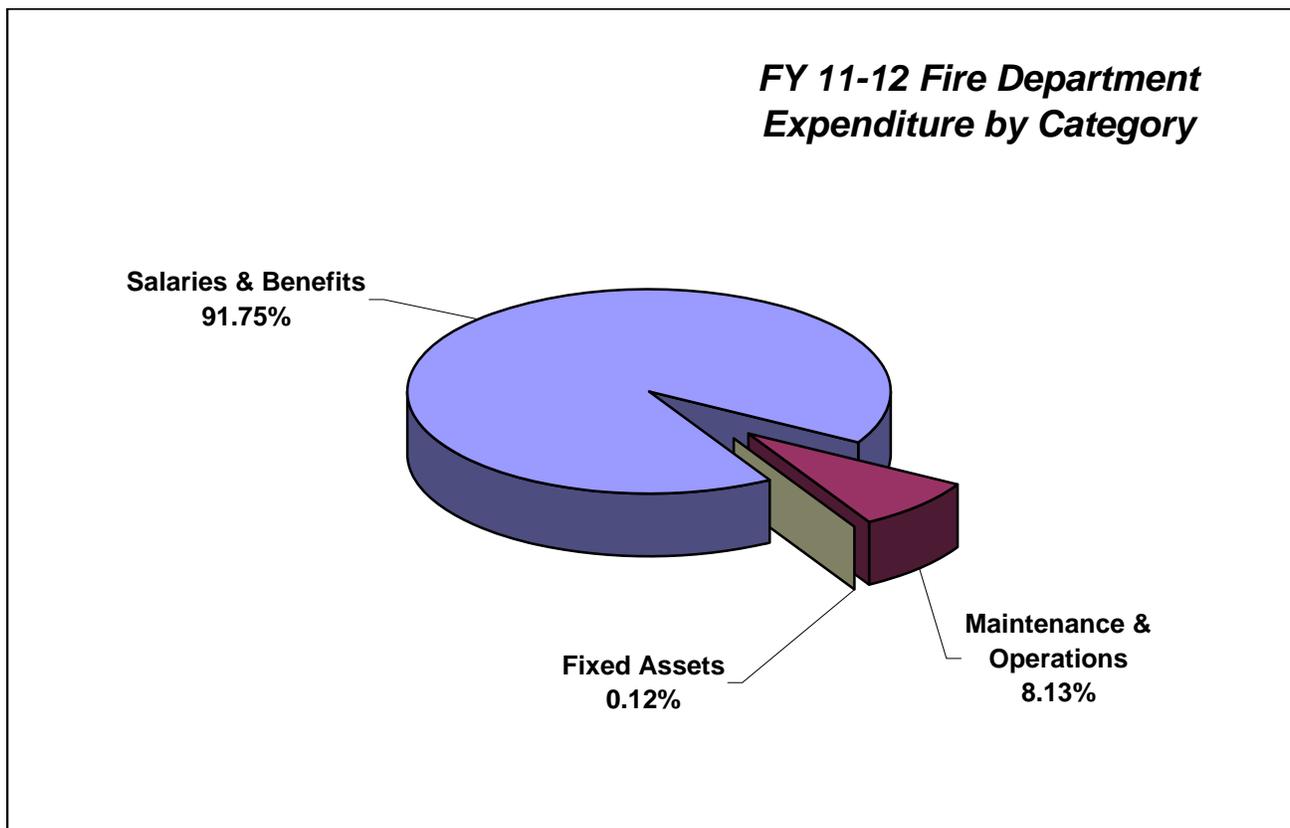
**FIRE DEPARTMENT  
EXPENDITURE SUMMARY BY DIVISION**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>Expenditure by Division:</u></b>					
Fire Administration - 16100	\$ 2,851,983	\$ 1,556,910	\$ 1,522,806	\$ 1,344,653	-11.70%
Fire Operations/EMS - 16200	19,195,160	18,489,942	17,471,600	17,956,280	2.77%
Fire Prevention - 16300	855,883	806,242	408,999	449,534	9.91%
<b>Total Expenditures</b>	<b>\$ 22,903,026</b>	<b>\$ 20,853,094</b>	<b>\$ 19,403,404</b>	<b>\$ 19,750,467</b>	<b>1.79%</b>



**FIRE DEPARTMENT  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 20,955,348	\$ 20,177,326	\$ 18,422,857	\$ 18,120,166	-1.64%
Maintenance & Operations	1,845,596	675,768	717,607	1,606,586	123.88%
Fixed Assets	102,082	-	262,940	23,715	-90.98%
<b>Total Expenditures</b>	<b>\$ 22,903,026</b>	<b>\$ 20,853,094</b>	<b>\$ 19,403,404</b>	<b>\$ 19,750,467</b>	<b>1.79%</b>



	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent of Total</b>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 22,899,325	\$ 20,853,094	\$ 19,398,404	\$ 19,745,467	99.97%
Prop. 172 Fund - 202	3,701	-	5,000	5,000	0.03%
<b>Total Funding Sources</b>	<b>\$ 22,903,026</b>	<b>\$ 20,853,094</b>	<b>\$ 19,403,404</b>	<b>\$ 19,750,467</b>	<b>100.00%</b>

CITY OF COSTA MESA, CALIFORNIA

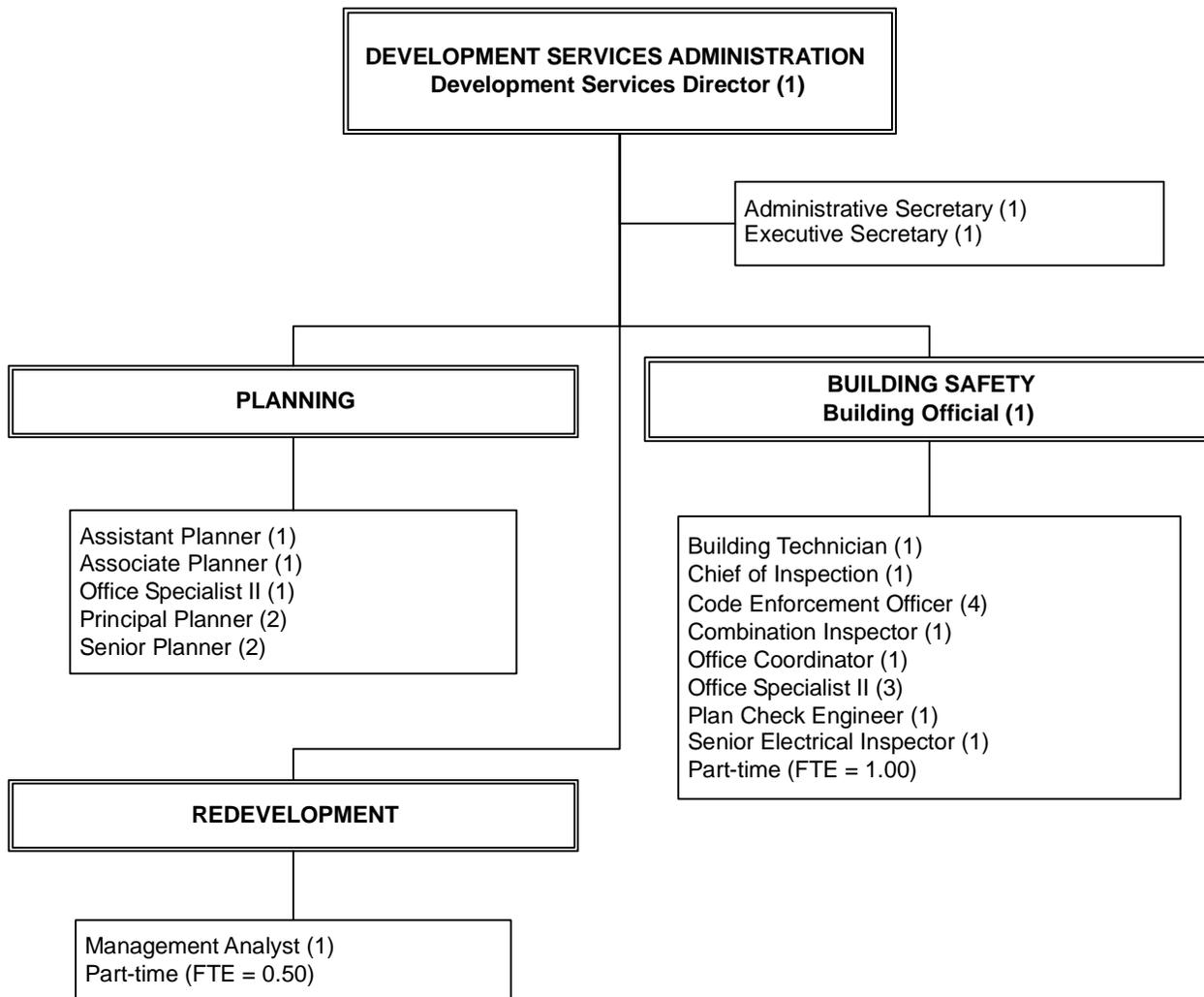
**FIRE DEPARTMENT**  
**EXPENDITURE SUMMARY BY ACCOUNT**

<b>Account Description</b>	<b>Account Number</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
Regular Salaries - Sworn	501100	\$ 9,658,142	\$ 10,017,239	\$ 8,705,311	\$ 8,720,268	0%
Regular Salaries - Non Sworn	501200	1,021,469	620,630	499,428	400,109	-20%
Regular Salaries - Part time	501300	50,132	43,034	50,130	50,130	0%
Overtime	501400	3,092,050	2,512,626	2,102,000	2,102,000	0%
Accrual Payoff - Excess Maximum	501500	40,370	25,552	37,460	23,940	-36%
Vacation/Comp. Time Cash Out	501600	26,347	23,814	20,885	25,900	24%
Holiday Allowance	501700	515,560	414,920	396,947	394,015	-1%
Separation Pay-Off	501800	36,286	163,748	-	-	0%
Other Compensation	501900	473,038	511,737	564,399	564,507	0%
Cafeteria Plan	505100	819,154	810,043	693,048	679,861	-2%
Medicare	505200	170,919	168,779	168,351	170,933	2%
Retirement	505300	4,252,215	4,477,239	4,485,771	4,328,478	-4%
Longevity	505400	12,054	4,027	2,304	2,304	0%
Professional Development	505500	98,089	60,920	71,948	68,311	-5%
Clothing Allowance	505700	-	-	500	-	-100%
Unemployment	505800	10,037	5,136	10,399	9,204	-11%
Workers' Compensation	505900	573,968	303,380	522,354	580,205	11%
Employer Contr.Retirees' Med.	506100	105,515	14,501	91,623	-	-100%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 20,955,348</b>	<b>\$ 20,177,326</b>	<b>\$ 18,422,857</b>	<b>\$ 18,120,166</b>	<b>-2%</b>
Stationery and Office	510100	\$ 11,972	\$ 11,375	\$ 12,000	\$ 12,000	0%
Multi-Media, Promotions and Subs	510200	28,989	22,345	38,501	37,466	-3%
Small Tools and Equipment	510300	101,710	58,935	82,660	78,171	-5%
Uniform & Clothing	510400	109,108	130,122	161,352	120,000	-26%
Safety and Health	510500	140,890	126,444	155,430	160,555	3%
Maintenance & Construction	510600	30,697	32,936	32,500	32,500	0%
Fuel	510800	245	221	600	200	-67%
Waste Disposal	515700	1,082	1,945	2,000	2,000	0%
Janitorial and Housekeeping	515800	8,118	8,992	6,500	9,000	38%
Postage	520100	1,614	1,508	2,450	1,500	-39%
Advertising and Public Info.	520300	-	-	250	250	0%
Telephone/Radio/Communications	520400	22,951	14,570	17,500	15,000	-14%
Meetings & Conferences	520500	1,492	29	-	-	0%
Mileage Reimbursement	520600	2,583	-	-	-	0%
Buildings and Structures	525100	5,387	2,115	5,000	500	-90%
Office Furniture	525600	-	95	1,000	-	-100%
Office Equipment	525700	1,361	1,098	2,400	800	-67%
Other Equipment	525800	15,629	11,862	13,540	17,885	32%
Consulting	530200	118,870	110,599	119,760	120,200	0%
Engineering and Architectural	530400	-	-	-	75,000	0%
Central Services	535800	8,346	11,225	14,800	11,200	-24%
Internal Rent - Maint. Charges	536100	274,122	94,541	-	296,193	0%
Internal Rent - Repl.Cost	536200	905,413	-	-	567,153	0%
General Liability	540100	44,886	22,890	39,764	38,933	-2%
Taxes & Assessments	540700	9,424	10,346	9,600	10,080	5%
Other Costs	540900	704	1,574	-	-	0%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 1,845,596</b>	<b>\$ 675,768</b>	<b>\$ 717,607</b>	<b>\$ 1,606,586</b>	<b>124%</b>
Office Furniture	590600	\$ -	\$ -	\$ 31,000	\$ -	-100%
Office Equipment	590700	-	-	2,800	-	-100%
Other Equipment	590800	102,082	-	229,140	23,715	-90%
<b>Subtotal Fixed Assets</b>		<b>\$ 102,082</b>	<b>\$ -</b>	<b>\$ 262,940</b>	<b>\$ 23,715</b>	<b>-91%</b>
<b>Total Expenditures</b>		<b>\$ 22,903,026</b>	<b>\$ 20,853,094</b>	<b>\$ 19,403,404</b>	<b>\$ 19,750,467</b>	<b>2%</b>

**FIRE DEPARTMENT**  
**EXPENDITURE SUMMARY BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><i>FIRE ADMINISTRATION - 16100</i></b>					
<b><u>Administration - 50001</u></b>					
Salaries & Benefits	\$ 1,740,172	\$ 1,346,117	\$ 1,253,331	\$ 1,232,176	-2%
Maintenance & Operations	120,155	72,284	92,949	100,792	8%
Fixed Assets	43,825	-	33,800	-	-100%
<b><i>Subtotal Administration</i></b>	<b>\$ 1,904,152</b>	<b>\$ 1,418,401</b>	<b>\$ 1,380,080</b>	<b>\$ 1,332,968</b>	<b>-3%</b>
<b><u>Emergency Medical Aid - 10230</u></b>					
Salaries & Benefits	\$ 817,195	\$ 138,509	\$ 142,725	\$ 11,685	-92%
Maintenance & Operations	130,636	-	-	-	0%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Emergency Medical Aid</i></b>	<b>\$ 947,830</b>	<b>\$ 138,509</b>	<b>\$ 142,725</b>	<b>\$ 11,685</b>	<b>-92%</b>
<b><i>FIRE OPERATIONS/EMS - 16200</i></b>					
<b><u>Response &amp; Control - 10210</u></b>					
Salaries & Benefits	\$ 17,549,096	\$ 17,214,593	\$ 16,050,404	\$ 15,961,090	-1%
Maintenance & Operations	1,445,048	414,631	398,232	1,169,070	194%
Fixed Assets	58,257	-	-	-	0%
<b><i>Subtotal Response &amp; Control</i></b>	<b>\$ 19,052,401</b>	<b>\$ 17,629,224</b>	<b>\$ 16,448,636</b>	<b>\$ 17,130,160</b>	<b>4%</b>
<b><u>Emergency Medical Aid - 10230</u></b>					
Salaries & Benefits	\$ 142,759	\$ 760,613	\$ 683,443	\$ 672,121	-2%
Maintenance & Operations	-	100,104	110,381	130,284	18%
Fixed Assets	-	-	229,140	23,715	-90%
<b><i>Subtotal Emergency Medical Aid</i></b>	<b>\$ 142,759</b>	<b>\$ 860,718</b>	<b>\$ 1,022,964</b>	<b>\$ 826,120</b>	<b>-19%</b>
<b><i>FIRE PREVENTION - 16300</i></b>					
<b><u>Fire Prevention - 10220</u></b>					
Salaries & Benefits	\$ 706,127	\$ 717,494	\$ 292,954	\$ 243,094	-17%
Maintenance & Operations	149,756	88,748	116,045	206,440	78%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Fire Prevention</i></b>	<b>\$ 855,883</b>	<b>\$ 806,242</b>	<b>\$ 408,999</b>	<b>\$ 449,534</b>	<b>10%</b>
<b>Total Expenditures</b>	<b>\$ 22,903,026</b>	<b>\$ 20,853,094</b>	<b>\$ 19,403,404</b>	<b>\$ 19,750,467</b>	<b>2%</b>





## ***DEVELOPMENT SERVICES DEPARTMENT***

The Development Services Department is a Community Health and Environment function. The Department has 25 full-time positions composed of two management and 23 supervisory/professional/clerical positions. The Department is comprised of four divisions and each division is split into different programs. The four divisions are as follows::

- \* ***Administration***
- \* ***Planning***
- \* ***Building Safety***
- \* ***Redevelopment***

### ***ADMINISTRATION - 18100***

#### **Development Services Administration - 50001**

Directs and coordinates the Department's activities; provides support to the City Manager; and serves as a liaison to the City Council, Planning Commission, and Redevelopment Agency.

### ***PLANNING - 18200***

#### **Planning - 20320**

Provides a variety of information and advisory services to City decision-makers and the public related to the community's growth, development, and redevelopment; also provides staff support to City Council, Planning Commission, and Council-appointed committees.

The Planning Division provides comprehensive planning services in both advance and current planning. Advance Planning functions involve General Plan amendments, rezones, ordinance preparation, environmental review, urban plan preparation, socio-economic data collection and analysis, and Federal Flood Insurance Program implementation.

Current Planning functions relate to interpretation of City Council policies, the Zoning Code, and State and Federal laws. This is accomplished by providing land use information to developers, property owners and citizens, and processing development applications and plans.

#### **Planning Commission - 20360**

Provides staff support to the Planning Commission, a five-member advisory board to the City Council on land use and community development issues and applications.

### ***BUILDING SAFETY - 18300***

#### **Code Enforcement - 20350**

Enforces the Costa Mesa Municipal Codes on private property related to land use, building construction, building occupancy, private property maintenance, and signage. Such enforcement may be the result of citizen complaints, or may be proactive/self-initiated by Code Enforcement Officers, while patrolling seven days a week.

#### **Building Safety - 20410**

Provides local enforcement of mandatory State building codes and standards, uniform codes; and municipal ordinances related to the construction, modification, use, and occupancy of private and public buildings and properties; enforces municipal codes relating to land use and property maintenance; provides a variety of daily services related to private or public buildings and structures including: plan check for new construction and modification of existing structures; inspection of building construction activities for compliance with applicable State and local codes; damage assessment; and evaluation and determination of building safety following a major disaster, such as an earthquake.

### ***REDEVELOPMENT - 11400***

#### **Redevelopment Administration - 60100**

Provides support to the Redevelopment Agency. The Agency's purpose is to improve the physical conditions of properties within the Downtown Redevelopment Project Area.

## **DEVELOPMENT SERVICES DEPARTMENT**

### **BUDGET NARRATIVE**

The FY 11-12 adopted budget for the Development Services Department totals \$3.6 million, an increase of \$275,878 or 8.37% compared to the FY 10-11 adopted budget. The increase is largely due to the inclusion of \$300,000 for a General Plan Update and \$120,000 for Building Inspector and Code Enforcement Officer mobile field units. The salary and benefit budget items decreased by \$337,729 due to the elimination of the Chief Plans Examiner, Plan Checker, and Senior Plumbing/Mechanical Inspector positions.

### **PRIOR YEAR'S ACCOMPLISHMENTS**

- Completed building inspections and project management for Fresh & Easy, Henry's Farmer's Market, Precision Optical, 24 Hour Fitness.
- Completed building inspections and project management for several key retail and restaurant tenants at South Coast Plaza including: Season's 52, Capital Grill, Banana Republic, Lululemon, and Forever 21.
- Completed major renovations of the Vons, CVS Pharmacy, and the multi-tenant retail building at Costa Mesa Center.
- Completed the construction of the second In-N-Out Burger at Harbor Boulevard and Interstate 405.
- Plans reviewed and processed for Volcom, South Coast Mitsubishi (second dealership), 24 Hour Fitness, Sonic Burger, Chick-Fil-A, three condominium buildings totaling 14 units at 2560 Newport Boulevard, and a 5-unit detached residential condominium project at 449 Hamilton Street.
- Master plans approved for the 224-unit Mesa Verde Senior Residential Housing development, for a 9,600 square-foot expansion of Waldorf School of Orange County, and for a major remodel and 4,000 square-foot building addition to an existing commercial center at the northwest corner of Harbor Boulevard and Adams Avenue.
- Five Westside projects approved with entitlements initiated under the City's Urban Plans. The projects include four residential condominium developments and one live/work development.
- A Property Maintenance Ordinance (Title 20) Informational Brochure was created by Code Enforcement staff and distributed to homeowner's associations and interested parties. The brochure was also included with "fix-it" citations and notice of violations.
- A Pilot "Residential Neighborhood Enhancement Program" was completed in the neighborhood centered on Darrell Street, west of Placentia Avenue containing 170 properties.
- Phase 1 of "The Gove at Mesa Del Mar" 24-unit, small-lot, single-family residential development was completed, and Phase 2 received building permits.
- The design work for the Lion's Park Ball Field Lighting project was completed using redevelopment funding.

### **GOALS**

Provide the citizens and public decision-makers with the highest level of customer service related to the long-term growth, development, and redevelopment of the community.

**DEVELOPMENT SERVICES DEPARTMENT**

**OBJECTIVES**

- Complete and distribute the Planning Commission agenda and staff reports at a minimum of 10 days prior to the meeting date.
- Complete and distribute Planning Commission minutes no later than the Thursday preceding the next meeting.
- Notify applicants and authorized agents of Planning Commission and Zoning Administrator actions within five working days of the meeting.
- Archive and digitize all Planning records five years and older.
- Issue over-the-counter plan reviews within five working days of submittal.
- Complete minor plan reviews within five working days of submittal.
- Review projects up to \$1 million valuation within 15 working days of submittal.
- Plan review all projects with \$1 million or more valuation within 20 working days of submittal.
- Respond to requests for inspections for all phases of new construction requiring a building permit within 24 hours.
- Respond to citizen complaints within one working day from receipt of complaint.
- Conduct property maintenance observations at least once per year for all the properties in the City.
- Provide staff support and assistance to citizens, City Manager’s office, Council-appointed committees Planning Commission, and City Council.

<b>PERFORMANCE MEASURES/WORKLOAD INDICATORS</b>	<b>FY 09-10 Actual</b>	<b>FY10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b>Planning</b>			
<b>Performance Measures:</b>			
Percentage of Planning Commission minutes prepared by next meeting	95%	100%	100%
Wait time at counter less than 15 minutes	90%	90%	98%
Percentage of sign permits reviewed and issued within 3 working days	90%	90%	90%
Percentage of certification of final EIR within 1 year of completed application	100%	100%	100%
Percentage of certification of mitigated negative declaration within 9 months of completed application	90%	100%	100%
Percentage of minor plan checks reviewed for zoning compliance Within 5 working days	*	90%	90%
<b>Workload Indicators:</b>			
Planning Commission minutes prepared	23	12	13
Number of phone calls to Planning per day (average)	30	20	27
Number of counter contacts to Planning counter per day (average)	25	25	21
General Plan Amendments/Rezoning/Zoning Code amendments processed	4	1	6
Planning Actions, Zoning Administrator, and Development Review Applications processed	125	75	106
Applicants notified within 5 working days of meeting	175	125	106
Number of minor plan checks reviewed for zoning compliance	*	300	355
Number of New Business Licenses reviewed for zoning compliance	*	2,600	1,200

\* new item, prior year’s data not available

**DEVELOPMENT SERVICES DEPARTMENT**

<b>PERFORMANCE MEASURES/WORKLOAD INDICATORS cont.</b>	<b>FY 09-10 Actual</b>	<b>FY10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b><u>Building Safety</u></b>			
<b>Performance Measures:</b>			
Wait time at counter less than 20 minutes	90%	80%	80%
Trade permits issued within 20 minutes of application	90%	90%	90%
Percentage of minor plan checks reviewed within 5 working days	90%	50%	75%
Percentage of moderate plan check projects reviewed within 15 days	85%	90%	90%
Percentage of major plan check projects reviewed within 20 days	85%	95%	90%
Inspection requests performed within 24 hours	99%	95%	95%
Building and Code Enforcement complaint response within 2 working days	95%	90%	90%
<b>Workload Indicators:</b>			
Number of calls to general building lines per day	40	40	60
Minor plan checks reviewed	500	300	305
Moderate plan check projects (less than \$1M) reviewed	600	600	611
Major plan check projects (greater than \$1M) reviewed	10	15	9
Inspection requests received	15,000	15,000	15,100
Building permits finalized	3,000	2,800	3,380
Building and Code Enforcement complaints received/observed/inspecting	20,000	15,000	15,100
Number of Code Violations cleared	20,000	15,000	15,100
Number of Business License Inspections	*	1,250	800

\* new item, prior year's data not available

**DEVELOPMENT SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b><u>Development Svcs Admin - 18100</u></b>				
Development Services Director	0.75	0.75	0.75	0.75
Administrative Secretary	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
<i>Subtotal Administration - 50001</i>	<u>2.75</u>	<u>2.75</u>	<u>2.75</u>	<u>2.75</u>
<b>Total Development Svcs Admin Full-time Positions</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>	<b>2.75</b>
<b><u>Planning - 18200</u></b>				
Assistant Development Services Director	1.00	1.00	-	-
Assistant Planner	2.00	2.00	0.97	0.97
Associate Planner	1.00	1.00	0.97	0.97
Management Analyst	0.40	0.40	0.40	0.40
Office Specialist II	2.00	2.00	1.00	1.00
Principal Planner	2.00	2.00	1.72	1.72
Senior Planner	2.00	2.00	1.94	1.94
<i>Subtotal Planning - 20320</i>	<u>10.40</u>	<u>10.40</u>	<u>7.00</u>	<u>7.00</u>
<b>Total Planning Full-time Positions</b>	<b>10.40</b>	<b>10.40</b>	<b>7.00</b>	<b>7.00</b>
<b>Total Planning Part-time Positions (in FTE's)</b>	<b>1.00</b>	<b>0.50</b>	<b>0.50</b>	<b>-</b>
<b><u>Redevelopment - 11400</u></b>				
Development Services Director	0.25	0.25	0.25	0.25
Assistant Planner	-	-	0.03	0.03
Associate Planner	-	-	0.03	0.03
Building Official	-	-	0.13	0.13
Building Technician	-	-	0.03	0.03
Chief of Inspection	-	-	0.03	0.03
Combination Inspector	-	-	0.03	0.03
Plan Check Engineer	-	-	-	0.03
Principal Planner	-	-	0.28	0.28
Management Analyst	0.60	0.60	0.60	0.60
Senior Electrical Inspector	-	-	0.03	0.03
Senior Planner	-	-	0.06	0.06
Senior Plumbing/Mechanical Inspector	-	-	0.03	-
<i>Subtotal Redevelopment Admin - 60100</i>	<u>0.85</u>	<u>0.85</u>	<u>1.53</u>	<u>1.53</u>
<b>Total Redevelopment Full-time Positions</b>	<b>0.85</b>	<b>0.85</b>	<b>1.53</b>	<b>1.53</b>
<b>Total Redevelopment Part-time Positions (in FTE's)</b>	<b>-</b>	<b>-</b>	<b>0.50</b>	<b>0.50</b>
<b><u>Building Safety - 18300</u></b>				
Chief of Code Enforcement	1.00	1.00	-	-
Code Enforcement Officer	8.00	8.00	4.00	4.00
Office Specialist II	3.00	3.00	3.00	3.00
<i>Subtotal Code Enforcement - 20350</i>	<u>12.00</u>	<u>12.00</u>	<u>7.00</u>	<u>7.00</u>

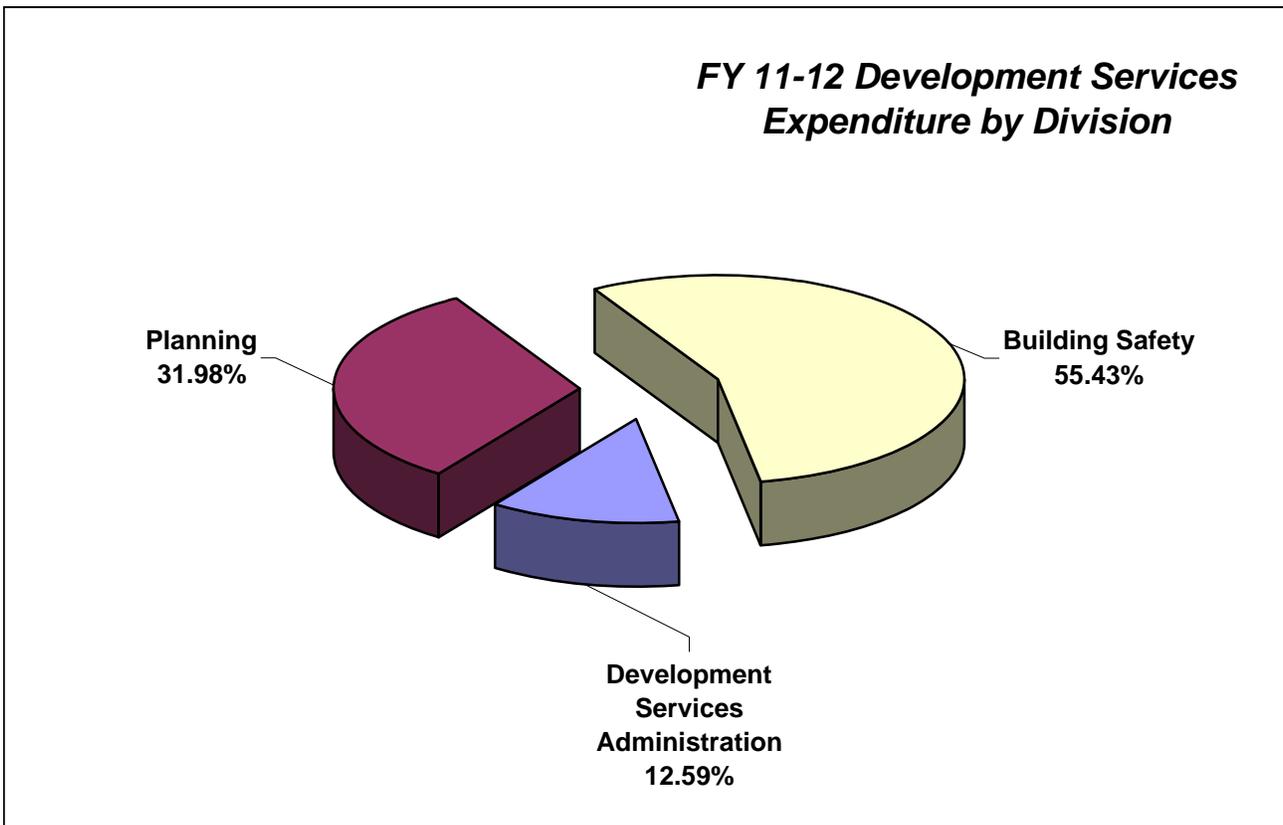


**DEVELOPMENT SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b><u>Building Safety - 18300</u></b> (continued):				
Building Official	1.00	1.00	0.87	0.87
Building Inspector	2.00	2.00	-	-
Building Technician	1.00	1.00	0.97	0.97
Building Technician II	1.00	1.00	-	-
Chief of Inspection	1.00	1.00	0.97	0.97
Chief Plans Examiner	1.00	1.00	1.00	-
Combination Inspector	2.00	2.00	0.97	0.97
Office Coordinator	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	-	-
Permit Processing Specialist	1.00	1.00	-	-
Plan Check Engineer	2.00	2.00	0.97	0.97
Plan Checker	1.00	1.00	0.97	-
Senior Electrical Inspector	1.00	1.00	0.97	0.97
Senior Plumbing/Mechanical Inspector	1.00	1.00	0.97	-
<i>Subtotal Building Safety - 20410</i>	<u>17.00</u>	<u>17.00</u>	<u>9.66</u>	<u>6.72</u>
<b>Total Building Safety Full-time Positions</b>	<b>29.00</b>	<b>29.00</b>	<b>16.66</b>	<b>13.72</b>
<b>Total Building Safety Part-time Positions (in FTE's)</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total Department Full-time Positions</b>	<b>43.00</b>	<b>43.00</b>	<b>27.94</b>	<b>25.00</b>
<b>Total Department Part-time Positions (in FTE's)</b>	<b>2.00</b>	<b>1.50</b>	<b>2.00</b>	<b>1.50</b>
<b>TOTAL DEPARTMENT</b>	<b><u>45.00</u></b>	<b><u>44.50</u></b>	<b><u>29.94</u></b>	<b><u>26.50</u></b>

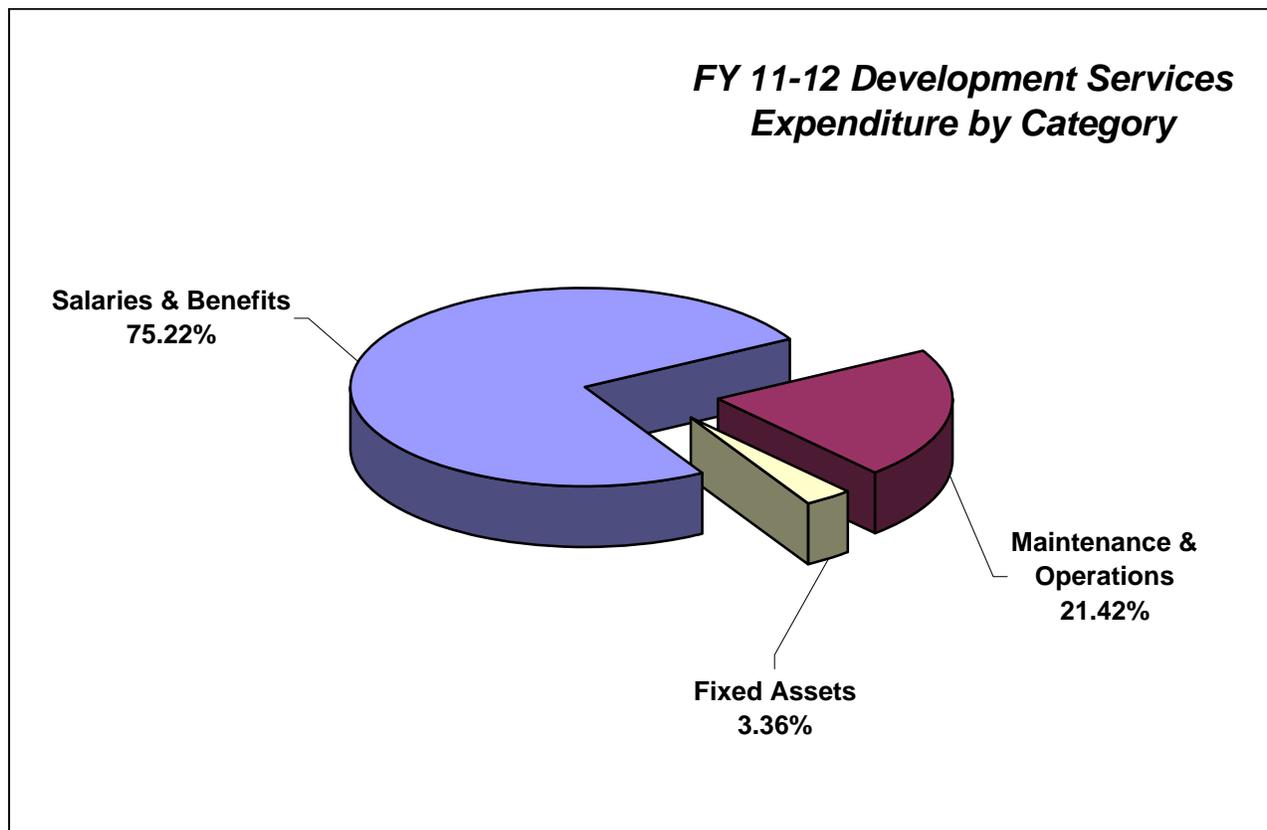
**DEVELOPMENT SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY DIVISION**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Division:</u></b>					
Dev. Svcs. Admin. - 18100	\$ 531,264	\$ 414,770	\$ 472,174	\$ 449,510	-4.80%
Planning - 18200	1,142,120	935,755	860,350	1,141,776	32.71%
Building Safety - 18300	3,135,118	2,376,850	1,961,646	1,978,762	0.87%
<b>Total Expenditures</b>	<b>\$ 4,808,502</b>	<b>\$ 3,727,375</b>	<b>\$ 3,294,170</b>	<b>\$ 3,570,048</b>	<b>8.37%</b>



**DEVELOPMENT SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 4,333,515	\$ 3,498,249	\$ 3,023,255	\$ 2,685,526	-11.17%
Maintenance & Operations	411,207	229,127	270,915	764,522	182.20%
Fixed Assets	63,780	-	-	120,000	-
<b>Total Expenditures</b>	<b>\$ 4,808,502</b>	<b>\$ 3,727,375</b>	<b>\$ 3,294,170</b>	<b>\$ 3,570,048</b>	<b>8.37%</b>



	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent of Total</u>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 4,519,390	\$ 3,470,224	\$ 2,934,892	\$ 3,277,207	91.80%
CDBG Fund - 207	289,113	257,151	359,278	292,841	8.20%
<b>Total Funding Sources</b>	<b>\$ 4,808,502</b>	<b>\$ 3,727,375</b>	<b>\$ 3,294,170</b>	<b>\$ 3,570,048</b>	<b>100.00%</b>

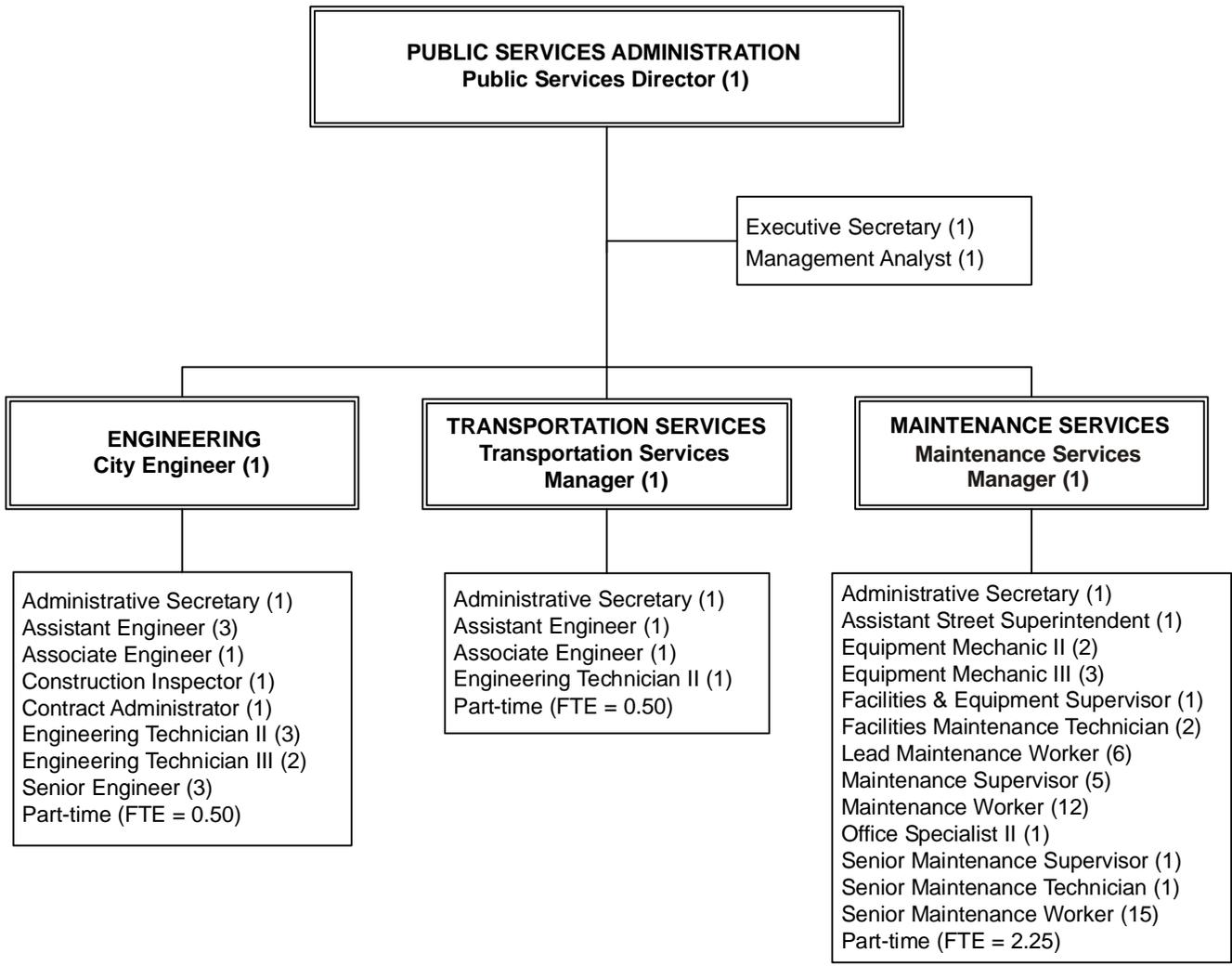
## DEVELOPMENT SERVICES DEPARTMENT EXPENDITURE SUMMARY BY ACCOUNT

Account Description	Account Number	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
Regular Salaries - Non Sworn	501200	\$ 2,970,879	\$ 2,390,267	\$ 2,100,838	\$ 1,917,857	-9%
Regular Salaries - Part time	501300	70,613	38,128	60,756	41,662	-31%
Overtime	501400	20,522	28,627	2,750	15,700	471%
Accrual Payoff - Excess Maximum	501500	12,578	10,888	1,500	-	-100%
Vacation/Comp. Time Cash Out	501600	8,737	7,095	2,000	-	-100%
Holiday Allowance	501700	12,584	10,718	800	-	-100%
Separation Pay-Off	501800	48,425	115,516	-	-	0%
Other Compensation	501900	24,937	22,513	19,704	19,776	0%
Cafeteria Plan	505100	361,947	303,079	261,621	238,226	-9%
Medicare	505200	42,214	35,512	30,498	27,757	-9%
Retirement	505300	610,580	482,478	436,817	371,126	-15%
Professional Development	505500	29,812	4,662	8,040	4,875	-39%
Auto Allowance	505600	3,673	1,486	-	-	0%
Unemployment	505800	2,759	1,635	2,873	1,976	-31%
Workers' Compensation	505900	84,098	42,042	74,050	46,572	-37%
Employer Contr.Retirees' Med.	506100	29,159	3,603	21,008	-	-100%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 4,333,515</b>	<b>\$ 3,498,249</b>	<b>\$ 3,023,255</b>	<b>\$ 2,685,526</b>	<b>-11%</b>
Stationery and Office	510100	\$ 19,754	\$ 14,128	\$ 16,000	\$ 16,000	0%
Multi-Media, Promotions and Subs	510200	11,461	804	9,050	6,250	-31%
Small Tools and Equipment	510300	7,998	3,567	9,000	7,500	-17%
Uniform & Clothing	510400	920	1,212	2,000	1,750	-13%
Postage	520100	7,330	7,615	8,000	8,250	3%
Legal Advertising/Filing Fees	520200	4,327	2,237	4,000	4,000	0%
Telephone/Radio/Communications	520400	12,093	10,679	7,500	7,500	0%
Mileage Reimbursement	520600	140	142	400	400	0%
Board Member Fees	520800	24,000	23,600	24,000	24,000	0%
Office Furniture	525600	-	-	-	100	0%
Office Equipment	525700	2,827	648	200	100	-50%
Other Equipment	525800	524	3,184	-	-	0%
Employment	530100	3,217	2,690	5,000	12,500	150%
Consulting	530200	53,795	40,000	5,000	305,000	6000%
Engineering and Architectural	530400	114,301	70,536	100,000	238,000	138%
Central Services	535800	18,807	12,191	25,000	24,500	-2%
Internal Rent - Maint. Charges	536100	48,180	24,413	16,270	58,577	260%
Internal Rent - Repl.Cost	536200	59,076	-	21,951	33,409	52%
General Liability	540100	22,443	11,446	17,544	16,686	-5%
Other Costs	540900	13	34	-	-	0%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 411,207</b>	<b>\$ 229,127</b>	<b>\$ 270,915</b>	<b>\$ 764,522</b>	<b>182%</b>
Other Equipment	590800	\$ 63,780	\$ -	\$ -	\$ 120,000	0%
<b>Subtotal Fixed Assets</b>		<b>\$ 63,780</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>\$ 4,808,502</b>	<b>\$ 3,727,375</b>	<b>\$ 3,294,170</b>	<b>\$ 3,570,048</b>	<b>8%</b>

**DEVELOPMENT SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY PROGRAM**

	<u>FY 08-09</u> Actual	<u>FY 09-10</u> Actual	<u>FY 10-11</u> Adopted	<u>FY 11-12</u> Adopted	<u>Percent</u> <u>Change</u>
<b><i>DEVELOPMENT SERVICES ADMINISTRATION - 18100</i></b>					
<b><u>Administration - 50001</u></b>					
Salaries & Benefits	\$ 477,409	\$ 380,692	\$ 416,773	\$ 396,410	-5%
Maintenance & Operations	53,855	34,078	55,401	53,100	-4%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Administration</i></b>	<b><u>\$ 531,264</u></b>	<b><u>\$ 414,770</u></b>	<b><u>\$ 472,174</u></b>	<b><u>\$ 449,510</u></b>	<b><u>-5%</u></b>
<b><i>PLANNING - 18200</i></b>					
<b><u>Planning - 20320</u></b>					
Salaries & Benefits	\$ 1,099,146	\$ 908,394	\$ 822,450	\$ 803,376	-2%
Maintenance & Operations	12,811	3,182	13,300	313,800	2259%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Planning</i></b>	<b><u>\$ 1,111,957</u></b>	<b><u>\$ 911,576</u></b>	<b><u>\$ 835,750</u></b>	<b><u>\$ 1,117,176</u></b>	<b><u>34%</u></b>
<b><u>Planning Commission - 20360</u></b>					
Salaries & Benefits	\$ 6,163	\$ 348	\$ 600	\$ 600	0%
Maintenance & Operations	24,000	23,831	24,000	24,000	0%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Planning Commission</i></b>	<b><u>\$ 30,163</u></b>	<b><u>\$ 24,179</u></b>	<b><u>\$ 24,600</u></b>	<b><u>\$ 24,600</u></b>	<b><u>0%</u></b>
<b><i>BUILDING SAFETY - 18300</i></b>					
<b><u>Code Enforcement - 20350</u></b>					
Salaries & Benefits	\$ 1,098,790	\$ 886,504	\$ 662,046	\$ 650,853	-2%
Maintenance & Operations	57,513	18,529	41,214	56,524	37%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Code Enforcement</i></b>	<b><u>\$ 1,156,303</u></b>	<b><u>\$ 905,033</u></b>	<b><u>\$ 703,260</u></b>	<b><u>\$ 707,377</u></b>	<b><u>1%</u></b>
<b><u>Building Safety - 20410</u></b>					
Salaries & Benefits	\$ 1,652,007	\$ 1,322,310	\$ 1,121,386	\$ 834,288	-26%
Maintenance & Operations	263,028	149,507	137,000	317,098	131%
Fixed Assets	63,780	-	-	120,000	0%
<b><i>Subtotal Building Safety</i></b>	<b><u>\$ 1,978,815</u></b>	<b><u>\$ 1,471,817</u></b>	<b><u>\$ 1,258,386</u></b>	<b><u>\$ 1,271,386</u></b>	<b><u>1%</u></b>
<b>Total Expenditures</b>	<b><u>\$ 4,808,502</u></b>	<b><u>\$ 3,727,375</u></b>	<b><u>\$ 3,294,170</u></b>	<b><u>\$ 3,570,048</u></b>	<b><u>8%</u></b>





## ***PUBLIC SERVICES DEPARTMENT***

The Public Services Department provides services related to engineering, transportation, street, park and city facilities maintenance, public health, water quality, and recycling.

The Department has 76 full time staff members, composed of four management and 72 supervisory/technical/clerical positions. Part time staffing consists of 3.25 full time equivalents. The Department is comprised of four Divisions, which are structured by programs. The four divisions are as follows:

- Public Services Administration
- Engineering
- Transportation Services
- Maintenance Services

### ***PUBLIC SERVICES ADMINISTRATION - 19100***

#### **Public Services Administration – 50001**

Public Services Administration provides the overall coordination of the Department that includes four divisions and 76 employees. Administrative management includes developing the budget, managing personnel, securing and implementing grant programs, and providing commercial waste and recycling services. In addition, the Public Services Administration oversees the operation and conduct of the Parks and Recreation Commission and manages the development of Fairview Park.

#### **Recycling – 20230**

Implements and monitors the City's compliance to Integrated Waste Management Act 1989 for the commercial and multi-family sectors of Costa Mesa. Administer Franchise Permit Hauling Program and manages the City's recycling programs including the Used Oil Grant, Beverage Container Grant, and AB 939 Sharps and Fluorescents Grant.

### ***ENGINEERING - 19200***

The Engineering Division is responsible for the design and construction of the City's Capital Improvement Program. The Division is also responsible for the procurement of Real Property and Public Right-of-Way, the design and development of all parks and open space facilities, and the administration of Water Quality Regulations. The Engineering Division is organized into seven sections.

#### **Construction Management - 50002**

Administers construction contracts. Manages and inspects construction activities and projects in the public right-of-way, City-owned buildings, and facilities. Manages the construction and implementation of the City's Capital Improvement Program. Administers compliance with Federal and State Labor Laws including Prevailing Wage Regulations, Disadvantaged Business Participation, Equal Opportunity Employment Practices, and Public Contract Laws.

#### **Water Quality - 20510**

Implements and monitors the City's compliance with the National Pollutant Discharge Elimination System (NPDES). Coordinates and implements the Santa Ana Regional Water Quality Board directives for compliance with the Water Quality Act as it relates to City draining into the Santa Ana River and the Newport Bay. Prepares City's Annual Program Effectiveness Assessment (PES) and coordinates compliance with Newport Bay Total Maximum Daily Load (TMDL) regulations.

## ***PUBLIC SERVICES DEPARTMENT***

### **Street Design - 30112**

Prepares the design plans and writes specifications for construction and maintenance of City Capital Improvement Projects. Administers the Pavement Management Program. Administers design consultant contracts. Reviews and approves engineering submittals, including improvement plans, material reports, utility work, engineering estimates, and ADA accessibility. Secures street improvement competitive grant funding

### **Storm Drain Improvements - 30122**

Designs and manages the construction of the City's Storm Drain System (approximately 42 miles of storm drain), as it relates to the implementation of the Master Drainage Plan.

### **Development Review – 30310**

Conducts development review of private development submittals. Permits work in the public right-of-way. Identifies development conditions for Planning Commission hearings. Administers Subdivision Map Act Requirements. Provides staff support to the Planning Commission.

### **Real Estate – 30320**

Responsible for land acquisition, vacation, and abandonment of right-of-way. Conducts acquisition negotiations and manages agreements. Responsible for preparing Real Property documents and administering consultant services related to the acquisition and relinquishment of Real Property.

### **Park Development - 40112**

Acquires, develops, and renovates park facilities. Manages the design and construction of new park projects and renovation of existing park facilities. Responsible for master planning new park and open space facilities and managing compliance of Capital Improvement Projects with the Open Space Master Plan and Master Plan of Parks and Recreation. Secures park and open space development grants.

## ***TRANSPORTATION- 19300***

The Transportation Services Division is responsible for the operation and maintenance of the transportation infrastructure in the City, implementation of the General Plan Circulation Element, and transportation planning activities within the City. Administers programs and projects to promote safe and efficient movement of people and goods throughout the City. Manages the private contract for school crossing guards, in order to enhance the safety of elementary school students walking to and from school. Transportation Services includes the following two programs:

### **Traffic Planning – 30210**

Responsible for the implementation of the Circulation Element of the City's General Plan. Studies and implements short- and long-range transportation improvements in accordance to with the General Plan. Manages the City's traffic model. Participates and monitors development projects. Administers the City's Tip Fee Program. Coordinates with other agencies on transportation- related activities and manages City's bus shelter contract.

### **Traffic Operation – 30241**

Maintains, operates, and updates the automated traffic controls, traffic signals, closed circuit television (CCTV) system, traffic control devices, and streetlights in the City. Manages the City's overall traffic flow/movement through signal coordination and a centralized traffic operations center. Designs and implements traffic operations improvements such as radar speed feedback and in-pavement flashing cross-walks.

***PUBLIC SERVICES DEPARTMENT***

***MAINTENANCE SERVICES- 19500***

The Maintenance Services Division is responsible for is responsible for the care, maintenance, repair and alteration of the City's municipal facilities. This also includes the maintenance of vehicles and equipment, parks and parkways, trees, traffic signs and markings, street sweeping, storm water systems, graffiti abatement and roadways. The Maintenance Services Division is structured in ten programs listed below:

**Maintenance Services Administration - 50001**

Provides direction and coordination of the maintenance programs listed below. Provides staff support to the Park & Recreation Commission.

**Parkway & Median Maintenance – 20111**

Maintains 12 acres of landscape street medians and approximately 20,390 parkway trees.

**Street Cleaning – 20120**

Sweeps and cleans approximately 400 miles of residential, commercial and arterial roadway lanes in the City.

**Graffiti Abatement – 20130**

Removes graffiti in the public right-of-way, in public parks, City-owned facilities, and on private structures where graffiti is visible from the public right-of-way.

**Street Maintenance – 30111**

Maintains approximately 525 lane miles of streets, 14 miles of City alleys, and miscellaneous easements.

**Storm Drain Maintenance – 30121**

Maintains the City's storm drain system and 1,165 catch basins.

**Signs and Markings – 302403**

Installs and maintains all street and traffic signage and pavement markings in the City.

**Park Maintenance – 40111**

Maintains the City's 29 parks, sports fields and related facilities

**Facility Maintenance – 50910**

Maintains, repairs, and rehabilitates 22 City-owned buildings, including those leased to outside agencies. Administers and supervises contract services required for maintaining City facilities.

**Fleet Services - 50920**

Maintains, repairs, and rehabilitates 319 City vehicles and pieces of equipment required by various City departments.

## ***PUBLIC SERVICES DEPARTMENT***

### ***BUDGET NARRATIVE***

The FY 2011-12 adopted budget for the Public Services Department totals \$17.3 million, an increase of \$1.7 million or 10.89% compared to the FY 10-11 adopted budget. The increase is in the maintenance & operations budget is due to the inclusion of Internal Rent- Maintenance and Replacement for the Equipment Replacement Fund that was not budgeted in the prior year, in an amount of \$1.1 million. Salary and benefit cost increased \$84,668 because of the addition of 2 positions by the previous City Council for the purpose of maintaining Street Sweeping services. These positions were added to FY 10-11 budget after the budget was adopted.

Other increases include: total 15 residential streets paved by City Maintenance staff (an increase of 5 from prior year), increase cost of electricity for street lights, costs associated with trimming trees ever 3-5 years (previously reduced to trimming 5-7 years), cost associated with parks and sports fields maintenance and fertilization (reduced in prior years), cost associated with proactive sidewalk grinding to possible reduce liability costs. Also included is \$167,500 for repairs and maintenance of City buildings, facilities and parks.

The FY 2011-12 adopted budget for the Equipment Replacement Fund is \$1,941,047. There are no requests for replacement vehicles in the FY 2011-12 adopted budget. However, the City has included internal rent charges for both maintenance and replacement of city vehicles as charges to applicable departmental budgets.

There are 15 projects adopted in the Capital Improvement Plan for FY 2011-12 that total **\$10,449,122**. These projects include the TeWinkle Park Lake Repairs, Harbor Boulevard Beautification Project, Broadway Safe Routes to School Project, Gisler Avenue In-Pavement Flashing Crosswalk, Paularino Channel Bicycle Trail Study, Victoria/Valley Intersection Improvements, CDBG Alley Improvement-Mission Drive, Citywide Unimproved Alley-Harbor Blvd., Pomona Avenue/ Industrial Way Water Quality and Storm Drain Design, Citywide Street Improvements, Major & Primary Arterial Street Rehab Project, New Sidewalk/Missing Link Program, and Concrete Replacement at various parks. Many projects are funded with designated funds or specific grants applied for and granted to the City.

The Public Services Department is funded by: the General Fund, Gas Tax Fund, AQMD Fund, CDBG Fund, Drainage Fund, Capital Improvement Fund, and the Measure M Turnback Fund.

### ***PRIOR YEAR'S ACCOMPLISHMENTS***

- Secured grant funding in the amount of **\$2.35 million** for the construction of Phase II of the Fairview Park Wetlands and Riparian Habitat Project.
- Secured grant funding from two grant sources in the amount of **\$756,000** for the construction of the Fairview Channel Bike Multipurpose Trail at Fairview Park.
- Secured grant funding in the amount of **\$500,000** for the design and construction of the Harbor Boulevard Beautification Project.
- Continued the development of Master Plans for the fields at California, TeWinkle, Davis and Costa Mesa High schools. Draft Master Plans were presented to the Task Force, and other groups representing user groups, school, and City officials.
- Completed the construction of Improvements for Brentwood Park.
- Completed the design of Lions Park (Davis Field) Lighting project.
- Completed the advertisement and award phase of the Joann Street Bike Trail Project.
- Completed the design and construction of sports lighting equipment at the Farm Sports Complex, fields No. 5 and No. 6.
- Secured an AQMD Tree Partnership Grant in the amount of **\$60,746** to fund the purchase, installation and maintenance of 250 trees at various City parks.
- Cleaned a total of 3,168 feet of storm drain conduits;
- Removed a total of 20 tons of debris from catch basins citywide;
- Removed a total of 636 tons of material with street sweeping operations;
- Responded to 23 spills and illegal discharges in the public right-of-way.
- Provided approximately 240,000 impressions to City residents relating to water quality and outreach efforts to educate our residents about storm water quality requirements;

**PUBLIC SERVICES DEPARTMENT**

**PRIOR YEAR'S ACCOMPLISHMENTS cont.**

- Completed the engineering design of the following 4 Arterial streets for future rehabilitation projects:
  - Adams Avenue, Victoria Street, Newport Boulevard Frontage Road, and Bristol Street
- Secured Federal and Stimulus grant funding in the amount of **\$2.1 million** for the reconstruction of Santa Ana Avenue and Wilson Street:
- Completed the design of **70** streets.
- Completed the design of the following 5 Alleys (construction cost estimated to be **\$600,000**):
  - Bay Street Alley, Parson Street Alley, Alley 116 from 23rd Street to Wilson Street, Alley 076 from Fullerton Ave To Alley 075, Alley 075 from Flower Street To Broadway
- Completed the design and construction of the following 23 Streets in the amount of **\$4.0 million**:
  - Mendoza Drive, Center Street, Babb Street, Babcock Street, Cabrillo Street, Croftdon Street, Gleneagles Terr, Milbro Street, Post Rd, Sea Bluff Dr, Smalley Rd, Valley Rd, Drake Ave, Elden Ave, Francis Ln, Governor St, Loreto Ave, Magellan St, Portola Dr, Salvador St, Monterey Ave, Coronado Dr, Wilson Street
- Completed the design and construction of the following Alleys in the amount of **\$318,000**:
  1. Alley 007 (Anaheim Avenue Alley) from Plumer Street to Center Street
  2. Alley 063 (Knox Place Alley) from Newport Frontage Road to Orange Avenue
  3. Alley 064 (Knox Place Alley) from Orange Avenue to Westminster Avenue
  4. Alley No. 47 Btwn Cleveland Ave & Coolidge Ave And From Baker St To Paularino Ave
- Completed the design and construction of a Citywide Parkway Improvement project in the amount of **\$1.05 million**.
- Completed the design and construction of new and/or missing link sidewalks on Ogle Street and on 22nd Street.
- Reviewed a total of fourteen (14) Subdivision Maps.
- Issued a total of 402 Encroachment Permits.
- Issued a total of 247 Construction Access permits.
- Processed a total of 127 Development Projects.
- Processed abandonments of the following City right-of-way:
  - a) A portion of property located at 192 22nd Street.
  - b) Public Utility Easement for Tract No. 16917 (El Camino Project).
- Acquired the following easements for public purposes:
  - a) Two right-of-way easements for Orange Avenue City street rehabilitation project.
  - b) Two right-of-way easements for Santa Ana Avenue City street rehabilitation project.
  - c) A portion of property located at 1512 Bristol Street.
  - d) A portion of 146 East 21st Street.
  - e) A portion of 722 Baker Street.
  - f) Multiple sidewalk easements for redevelopment and/or City projects.
- Completed an electronic version of an updated City boundary map that would show City boundary dimensions in relationship to City streets and right-of-way locations.
- Amended title issues on selected City park properties.
- Initiated design of traffic calming improvements and continuous sidewalks on Broadway between Fullerton Avenue and Irvine Avenue as part of Safe Route to School (SRTS) project.
- Initiated final engineering task of the Harbor Boulevard – Adams Avenue project.
- Completed Harbor Boulevard improvement project at South Coast Drive.
- Completed design of four new closed circuit television (CCTV) camera installations.
- Initiated Phase II of the SR-55 Access Study.
- Initiated design of the SR-55 Downtown Gateway Improvement project.
- Completed the implementation of additional decorative crosswalks on Newport Boulevard intersections between Harbor Boulevard and 17<sup>th</sup> Street as part of the Newport Boulevard Improvement Project.
- Completed implementation of protective-permissive traffic signal modifications at Fair Drive-City Hall, Anton Boulevard-Avenue of the Arts and Anton Boulevard-Sakioka Drive intersections.

## ***PUBLIC SERVICES DEPARTMENT***

### ***PRIOR YEAR'S ACCOMPLISHMENTS cont.***

- Secured grant funding in the amount of **\$953,000** from local, state and federal sources. Improvements include SR-55 Access Study, East 17<sup>th</sup> Street/Tustin Avenue improvements, Victoria/Valley intersection and Gisler Avenue flashing crosswalk.
- Secured approximately \$500,000 from Federal Highway Safety Improvement Program (HSIP) for improvements on West 19<sup>th</sup> Street and Anton Boulevard/Sunflower Avenue intersection.
- Secured Measure M grant funding in the amount of \$5.3 Million for eight transportation improvement projects.
- Initiated design of improvements at Victoria/Valley intersection.
- Initiated design of in-pavement flashing crosswalk and associated traffic calming improvements on Gisler Avenue between California Avenue and Iowa Avenue.
- Initiated implementation of Traffic Signal System Synchronization projects along Harbor Boulevard and Bristol Street as part of Orange County Transportation Authority (OCTA).
- Completed design of Harbor/Wilson improvements to add a westbound right-turn lane.
- Completed design of East 17<sup>th</sup> Street/Tustin Avenue improvements to add right-turn lanes, streetscape and landscape improvements.
- Swept and cleaned approximately **850** residential and arterial lane miles weekly, removing up to 10 tons of debris from City streets daily.
- Completed storm drain repair project at Samoa and Labrador.
- Completed the reconstruction of the parking lot area with recycled asphalt at the Del Mar Garden.
- Completed the drainage improvements around the Estancia Adobe building.
- Rehabilitated the asphalt on the following **10** residential streets with City staff.
  - Lisa Lane, Plum Place, Republic Avenue (Wilson to Senate), Albany Street, Alanzo Lane, Rogers Place, Republic Avenue (Arbor to Dogwood), Anza Lane, Dogwood Drive, Regis Lane
- Completed approximately **375** preventive sidewalk repairs/grinds with City staff.
- Inspected and cleaned **1,165** storm drain catch basins and culverts.
- Removed and repaired **11** damaged asphalt street areas due to uplifting by tree roots.
- Removed and replaced manhole rings, risers and covers on Fairview Road and Bristol Street.
- Repaired approximately **1,800** potholes.
- Hauled approximately **500** tons of sweeper debris to land fill with City crews.
- Completed the sign relocation for the streetlight pole exchange project in College Park.
- Completed the painting and installation of the handicap ramp project on Harbor Blvd.
- Completed the lane marking changes on South Coast Drive at the I 405 and Hyland Ave.
- Completed **46** work orders with requests for the installation of new red curb or posting new signs for street sweeping.
- Completed the design, fabrication and installation of new graphics for police mobile command unit.
- Completed the retro-reflectivity inspection of all traffic signs on arterial streets.
- Rehabilitated the exterior walls, replaced the front door; vandalized windows, and installed new security screens and paint all exterior wood work at the Estancia Adobe.
- Rehabilitated and painted the interior kitchen walls of the Estancia Adobe.
- Facilitated the replacement of the carpet at the Historical Society at no cost to the City.
- Replaced the Old Corporation Yard roof utilizing ARRA funding.
- Replaced the City Hall roof utilizing ARRA funding.
- Completed the removal of vegetation and the trimming of trees in Canyon Park to reduce fire danger.
- Renovated two main water circulation pumps at the TeWinkle Lakes.
- Replaced sub-surface aeration system in TeWinkle Lakes.
- Installed three aerating fountains in TeWinkle Lakes.
- Planted and maintain **250** new trees in six parks; funded by AQMD grant.
- Completed the installation of **40** 'Age Appropriate' signs for all playgrounds in the City parks.

### ***GOALS***

Provide for the safe and efficient movement of vehicles, pedestrians, and bicyclists within the City's public rights-of-way. Maintain the City's parks, parkways, urban forest, vehicles, and infrastructure in a manner and condition that will provide for the greatest benefit to the public and the maximum life of the City assets. Comply with State and Federal environmental mandates.

## ***PUBLIC SERVICES DEPARTMENT***

### **OBJECTIVES**

- Advertise and begin construction of Phase II of the Fairview Park Wetlands and Riparian Habitat Project.
- Advertise and begin construction of the Fairview Channel Bike Multipurpose Trail at Fairview Park.
- Design park improvements at Smallwood Park and construct Phase I.
- Finalize the master planning of California, TeWinkle, Davis and Costa Mesa High schools fields.
- Continue to implement sustainable and energy-efficient requirements for new and remodeled facilities.
- Continue to pursue available grants and partnerships.
- Construct the Joann Street Bike Trail Project.
- Implement additional elements of the Fairview Park Master Plan.
- Construct a new, energy efficient sports lighting system at Lions Park (Davis Field).
- Continue the maintenance of the **250** trees planted with the AQMD Tree Partnership Grant.
- Continue the maintenance of the **800** trees planted with CDBG funds.
- Design Harbor Boulevard Beautification Project.
- Complete the Preliminary Engineering of Pomona Avenue Storm Drain improvement project.
- Complete the design and construction of the following Alleys:
  1. Alley No. 075 (Newport Boulevard Alley) from Flower Street to Broadway
  2. Alley No. 076 (Flower Street Alley) from Fullerton Avenue to Alley No. 075
  3. Alley No. 116 (Newport Boulevard Alley) from 23<sup>rd</sup> Street to Wilson Street
  4. Alley No. 030 (Harbor Boulevard Alley)
  5. Alley No. 122 (Mission Drive Alley)
- Complete the design of citywide parkway improvement projects.
- Complete the design of new and/or missing link sidewalks.
- Record a total of fourteen Subdivision Maps.
- Complete the construction of **80** streets (construction cost estimated to be **\$6.5 million**).
- Complete the Preliminary Engineering of Pomona Avenue Storm Drain improvement project.
- Complete the design of FY 11-12 citywide parkway improvement projects.
- Complete the design of FY 11-12 new and/or missing link sidewalks.
- Issue a total of **400** Encroachment permits.
- Issue a total of **250** Construction Access permits.
- Process a total of **130** Development Projects.
- Perform routine monthly traffic signal maintenance and proactively upgrade the City's **124** traffic signals to minimize traffic congestion.
- Perform routine maintenance of **20** radar speed feedback signs and six in-pavement flashing crosswalk locations.
- Assess traffic conditions including preparation of a Performance Monitoring Report documenting traffic volumes and intersection Levels of Service (LOS) at significant intersections.
- Monitor traffic pattern and growth changes, and prioritize transportation system enhancements within the Capital Improvement Program.
- Manage local and regional traffic with ongoing monitoring of traffic operations and improving traffic signal coordination on major corridors.
- Expand the City's Closed Circuit TV (CCTV) traffic monitoring system and improve inter-jurisdictional signal coordination.
- Improve pedestrian facilities including the installation of Americans with Disabilities Act ramps, sidewalk and bus stop improvements.
- Improve bicycle facilities by implementing the City's Master Plan of Bikeways.
- Provide crossing guards at crucial youth pedestrian crossing locations.
- Pursue Federal, State and County grant funds for transportation operations, safety and capacity improvement projects.
- Complete Gisler Avenue In-Pavement Flashing Crosswalk project.
- Complete Victoria/Valley Improvement project.
- Initiate construction of Broadway Safe Route to School project.
- Provide landscape maintenance of **463** acres of City parks and fields, and monthly maintenance of landscaped parkways and medians.
- Manage approximately **22,520** City-owned trees annually over a 3-5 year cycle.

**PUBLIC SERVICES DEPARTMENT**

**OBJECTIVES cont.**

- Clean and perform preventative maintenance of City buildings/facilities.
- Provide safe, prepared sports fields on a daily basis in support of community user group programs and youth organizations.
- Provide preventive maintenance and repair of the City’s fleet of **319** fire, police, general use vehicles and off-road equipment.
- Provide preventative maintenance and repair on nine vehicles for the Costa Mesa Sanitary District as an enterprise account.
- Provide preventative maintenance and replacement of street signs to insure adequate reflectivity and visibility of all **10,760** City retained street signs.
- Provide safe, well-maintained painted pavement markings of City-maintained roadways.
- Renovate the pavement on a minimum of **15** residential streets annually with City crews.
- Clean and maintain all City-owned storm drain catch basins a minimum of once each year.
- Complete the design and construction of approved Capital Improvement Projects within the scheduled time and within budget.
- Repair potholes on City streets within 24 hours of notification or discovery.
- Monitor the storm drain systems and provide various debris removal programs to reduce debris and pollution from reaching the ocean in compliance with the National Pollutant Discharge Elimination System.

<b>Performance Measures/Workload Indicators:</b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY 11-12 <u>Adopted</u></b>
<b><u>Performance Measures:</u></b>			
Percent of the total number of City trees trimmed	35%	32%	32%
Percent of budgeted building maintenance projects completed	100%	95%	100%
Percent of Costa Maintenance work requests completed/month	95%	97%	100%
Percent increase in extra-ordinary repairs of City fleet vehicles	25%	25%	28%
Percent of total street signs replaced	20%	4%	6%
Percent of total lane lines repainted	75%	1%	75%
Percent of total pavement legends repainted/re-applied	80%	10%	40%
Percent of total red curb repainted	100%	5%	70%
Percent change in number of residential streets rehabilitated Vs. prior year	0%	-33%	33%
Percent change in tons of asphalt applied	0%	33%	33%
Percent of total catch basins with inserts screens or other anti-pollution devices installed	5%	6%	15%
Percent change in debris removed from catch basins vs. prior year	20%	2%	0%
Percent of Street Inventory Improved by Overlay/Reconstruction using contract forces	4.1%	9.4%	8.0%
Percent of budgeted capital improvement projects completed in budgeted fiscal year	100%	100%	100%

**PUBLIC SERVICES DEPARTMENT**

<b>Performance Measures/Workload Indicators cont.:</b>	<b>FY 09-10 <u>Actual</u></b>	<b>FY 10-11 <u>Adopted</u></b>	<b>FY 11-12 <u>Adopted</u></b>
<b><u>Workload Indicators:</u></b>			
Number of new trees planted	60	1,180	100
Number of trees removed	163	240	270
Number of trees root-pruned	112	42	18
Number of facility rehabilitation projects completed	6	14	25
Number of facilities work requests tracked	1,029	1,017	1,100
Number of ball field preparations performed	1,350	710	1440
Number of scheduled vehicle and equipment services performed	919	1,203	930
Number of extraordinary vehicle and equipment services performed	853	729	820
Number of traffic and street signs maintained	2,800	560	840
Number of linear feet of lane lines repainted	1,397,351	14,000	1,050,000
Number of pavement legends repainted/reapplied	1,500	200	750
Number of crosswalks repainted/reapplied	109	32	60
Number of lineal feet of red curb repainted	411,000	4,500	287,700
Number of centerline miles of residential streets renovated	6.8	19.2	15
Tons of asphalt applied annually	5,480	4,480	5,480
Tons of debris removed and diverted from the waterways	65	68	66
Arterial lane miles of overlay/reconstruction completed	8.5%	8.8%	13.4%
Dollar amount of construction contracts awarded	\$6 Million	\$5.8 Million	\$8.0 Million
Number of centerline miles of Streets Rehabilitated by outside forces	10.1	22.9	19.6
Number of centerline miles of Alleys Rehabilitated by outside forces	0.48	0.59	0.63
Number of Construction Permits issued	391	390	400
Number of Development Projects processed	97	107	110
Number of Building Permit Applications processed	280	233	240

**PUBLIC SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Public Services Administration - 19100</u></b>				
Public Services Director	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
<i>Subtotal Administration - 50001</i>	3.00	3.00	3.00	3.00
<b>Total Public Svcs Admin Full-time Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b><u>Engineering - 19200</u></b>				
City Engineer	0.34	0.34	0.34	0.34
Associate Engineer	1.00	1.00	1.00	1.00
<i>Subtotal Water Quality - 20510</i>	1.34	1.34	1.34	1.34
City Engineer	0.33	0.33	0.33	0.33
Assistant Engineer	1.75	1.75	0.75	0.75
Engineering Technician II	1.50	1.50	1.00	1.00
Engineering Technician III	1.50	1.50	0.50	0.50
Office Specialist I	0.50	0.50	-	-
Senior Engineer	0.50	0.50	0.50	0.50
<i>Subtotal Street Improvements - 30112</i>	6.08	6.08	3.08	3.08
City Engineer	0.33	0.33	0.33	0.33
Assistant Engineer	0.25	0.25	0.25	0.25
Engineering Technician II	0.50	0.50	-	-
Engineering Technician III	1.50	1.50	0.50	0.50
Senior Engineer	0.50	0.50	0.50	0.50
Office Specialist I	0.50	0.50	-	-
<i>Subtotal Storm Drain Improvements - 30122</i>	3.58	3.58	1.58	1.58
Engineering Technician II	-	-	1.00	1.00
<i>Subtotal Development - 30310</i>	-	-	1.00	1.00
Engineering Technician III	-	-	1.00	1.00
<i>Subtotal Real Property - 30320</i>	-	-	1.00	1.00
Contract Administrator	-	-	1.00	1.00
Engineering Technician I	1.00	1.00	-	-
Senior Engineer	1.00	1.00	1.00	1.00
<i>Subtotal Park Improvements - 40112</i>	2.00	2.00	2.00	2.00

**PUBLIC SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b>Engineering - 19200</b> (con't)				
Administrative Secretary	1.00	1.00	1.00	1.00
Assistant Engineer	2.00	2.00	2.00	2.00
Chief Construction Inspector	1.00	1.00	-	-
Construction Inspector	2.00	2.00	1.00	1.00
Engineering Technician II	1.00	1.00	1.00	1.00
Senior Engineer	1.00	1.00	1.00	1.00
<i>Subtotal Construction Management - 50002</i>	8.00	8.00	6.00	6.00
<b>Total Engineering Full-time Positions</b>	<b>21.00</b>	<b>21.00</b>	<b>16.00</b>	<b>16.00</b>
<b>Total Engineering Part-time Positions (in FTE's)</b>	<b>3.50</b>	<b>3.75</b>	<b>0.50</b>	<b>0.50</b>
<b>Transportation - 19300</b>				
Transportation Services Manager	0.75	0.75	0.75	0.75
Administrative Secretary	0.50	0.50	0.50	0.50
Assistant Engineer	1.00	1.00	0.25	0.25
Associate Engineer	1.00	1.00	0.25	0.25
Engineering Technician II	1.00	1.00	0.25	0.25
<i>Subtotal Traffic Planning - 30210</i>	4.25	4.25	2.00	2.00
Transportation Services Manager	0.25	0.25	0.25	0.25
Administrative Secretary	0.50	0.50	0.50	0.50
Assistant Engineer	1.00	1.00	0.75	0.75
Associate Engineer	1.00	1.00	0.75	0.75
Engineering Technician II	1.00	1.00	0.75	0.75
<i>Subtotal Traffic Operations - 30241</i>	3.75	3.75	3.00	3.00
<b>Total Transportation Full-time Positions</b>	<b>8.00</b>	<b>8.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Total Transportation Part-time Positions (in FTE's)</b>	<b>0.96</b>	<b>0.96</b>	<b>0.50</b>	<b>0.50</b>
<b>Maintenance Services - 19500</b>				
Maintenance Services Manager	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
<i>Subtotal Administration - 50001</i>	2.00	2.00	2.00	2.00
Senior Maintenance Supervisor	0.25	0.25	0.25	0.25
<i>Subtotal Pkwy &amp; Median Maintenance - 20111</i>	0.25	0.25	0.25	0.25
Maintenance Supervisor	0.25	0.25	0.25	0.25
Lead Maintenance Worker	0.25	0.25	-	-
Senior Maintenance Worker	4.25	4.25	3.25	3.25
<i>Subtotal Street Cleaning - 20120</i>	4.75	4.75	3.50	3.50

**PUBLIC SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b>Maintenance Services - 19500</b> (continued)				
Maintenance Worker	1.00	-	-	1.00
Senior Maintenance Supervisor	0.25	0.25	0.25	0.25
Senior Maintenance Worker	1.00	1.00	1.00	1.00
<i>Subtotal Graffiti Abatement - 20130</i>	2.25	1.25	1.25	2.25
Assistant Street Superintendent	0.75	0.75	0.75	0.75
Lead Maintenance Worker	1.75	1.75	1.00	1.00
Maintenance Worker	0.25	0.25	0.25	0.25
Senior Maintenance Worker	4.25	4.25	4.25	4.25
<i>Subtotal Street Maintenance - 30111</i>	7.00	7.00	6.25	6.25
Assistant Street Superintendent	0.25	0.25	0.25	0.25
Lead Maintenance Worker	0.25	0.25	-	-
Maintenance Worker	0.75	0.75	0.75	0.75
Senior Maintenance Worker	0.75	0.75	0.75	0.75
<i>Subtotal Storm Drain Maintenance - 30121</i>	2.00	2.00	1.75	1.75
Maintenance Supervisor	0.75	0.75	0.75	0.75
Lead Maintenance Worker	0.75	0.75	-	-
Maintenance Worker	2.00	2.00	-	-
Senior Maintenance Technician	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.75	1.75	0.75	0.75
<i>Subtotal Signs &amp; Markings - 30243</i>	6.25	6.25	2.50	2.50
Senior Maintenance Supervisor	0.50	0.50	0.50	0.50
Lead Maintenance Worker	5.00	5.00	5.00	5.00
Maintenance Supervisor	2.00	2.00	2.00	2.00
Maintenance Worker	11.00	12.00	6.00	6.00
Management Analyst	0.19	-	-	-
Senior Maintenance Worker	7.00	7.00	4.00	5.00
<i>Subtotal Park Maintenance - 40111</i>	25.69	26.50	17.50	18.50
Facilities & Equipment Supervisor	0.50	0.50	0.50	0.50
Facility Maintenance Technician	3.00	3.00	2.00	2.00
Lead Facilities Maintenance Technician	-	-	-	-
Maintenance Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker	4.00	4.00	4.00	4.00
Office Specialist II	0.25	0.25	0.25	0.25
<i>Subtotal Facility Maintenance - 50910</i>	8.75	8.75	7.75	7.75

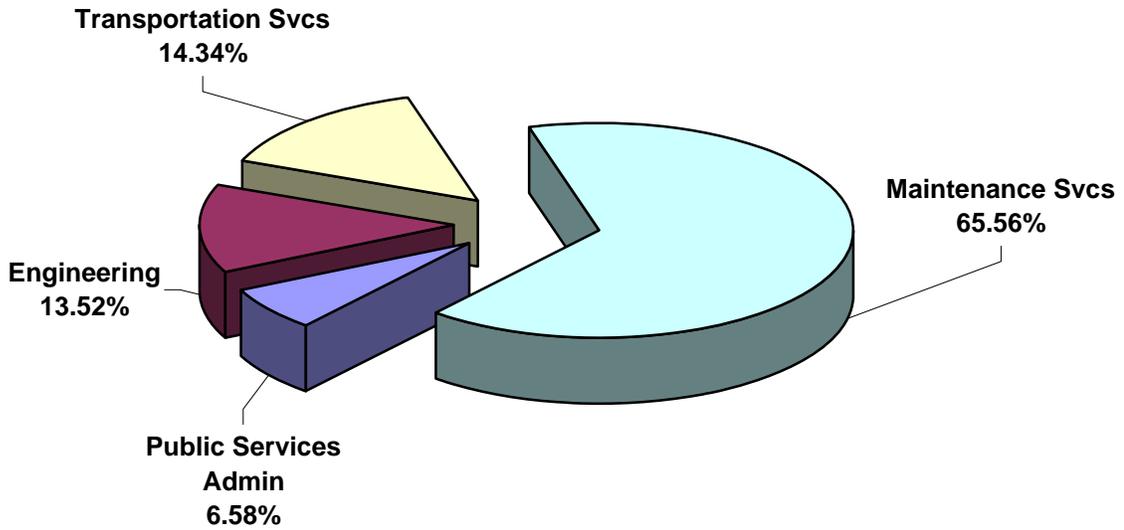
**PUBLIC SERVICES DEPARTMENT  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b>Maintenance Services - 19500</b> (continued)				
Facilities & Equipment Supervisor	0.50	0.50	0.50	0.50
Maintenance Supervisor	1.00	1.00	1.00	1.00
Equipment Mechanic II	3.00	3.00	2.00	2.00
Equipment Mechanic III	3.00	3.00	3.00	3.00
Lead Equipment Mechanic	-	-	-	-
Office Specialist II	0.75	0.75	0.75	0.75
<i>Subtotal Equipment Maintenance - 50920</i>	8.25	8.25	7.25	7.25
<b>Total Maintenance Services Full-time Positions</b>	<b>67.19</b>	<b>67.00</b>	<b>50.00</b>	<b>52.00</b>
<b>Total Maint Svcs Part-time Positions (in FTE's)</b>	<b>5.25</b>	<b>5.25</b>	<b>1.50</b>	<b>2.25</b>
<b>Total Department Full-time Positions</b>	<b>99.19</b>	<b>99.00</b>	<b>74.00</b>	<b>76.00</b>
<b>Total Department Part-time Positions (in FTE's)</b>	<b>9.71</b>	<b>9.96</b>	<b>2.50</b>	<b>3.25</b>
<b>TOTAL DEPARTMENT</b>	<b>108.90</b>	<b>108.96</b>	<b>76.50</b>	<b>79.25</b>

**PUBLIC SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY DIVISION**

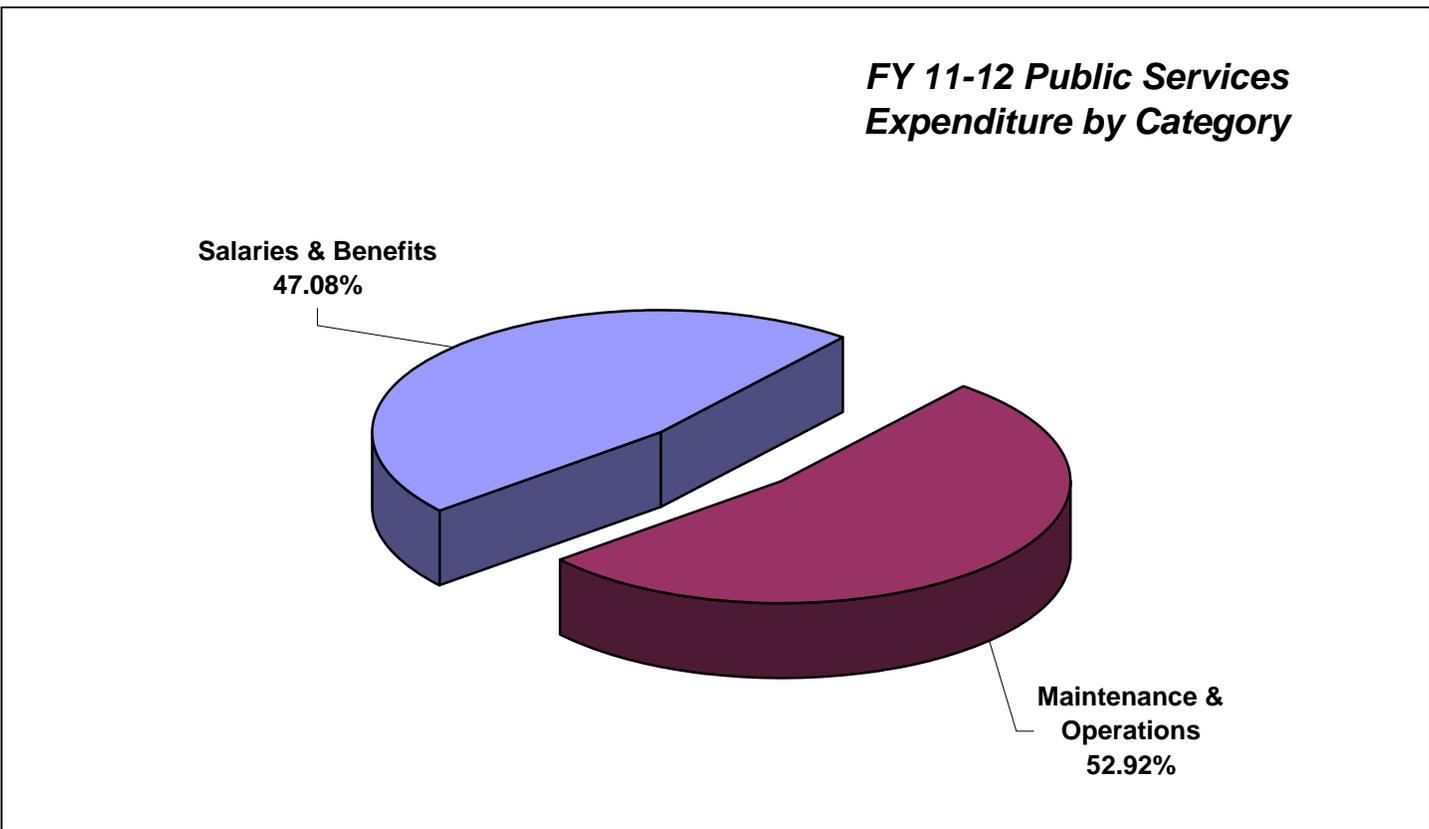
	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b>Expenditure by Division:</b>					
Public Services Admin. - 19100	\$ 1,225,416	\$ 852,921	\$ 1,173,976	\$ 1,137,162	-3.14%
Engineering - 19200	2,925,834	2,712,109	2,339,387	2,336,219	-0.14%
Transportation Svcs - 19300	2,475,566	2,388,800	2,346,606	2,478,533	5.62%
Maintenance Svcs - 19500	13,725,967	10,870,400	9,724,234	11,329,495	16.51%
<b>Total Expenditures</b>	<b>\$ 20,352,782</b>	<b>\$ 16,824,231</b>	<b>\$ 15,584,203</b>	<b>\$ 17,281,409</b>	<b>10.89%</b>

**FY 11-12 Public Services  
Expenditure by Division**



**PUBLIC SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 9,911,076	\$ 8,836,450	\$ 8,050,614	\$ 8,135,282	1.05%
Maintenance & Operations	10,412,887	7,997,746	7,326,089	9,146,127	24.84%
Fixed Assets	28,820	-	207,500	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 20,352,782</b>	<b>\$ 16,834,195</b>	<b>\$ 15,584,203</b>	<b>\$ 17,281,409</b>	<b>10.89%</b>



	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent of Total</b>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 17,505,277	\$ 13,540,700	\$ 12,377,046	\$ 14,266,546	82.55%
Gas Tax Fund - 201	-	-	-	335,403	1.94%
Air Quality Imp. Fund - 203	11,497	5,886	20,000	20,000	0.12%
Measure M Fund - 403	-	68,530	-	97,857	0.57%
Measure M Fund - 414	-	672,982	1,071,995	620,556	3.59%
Equipment Replacement - 601	2,836,007	2,546,097	2,115,163	1,941,047	11.23%
<b>Total Funding Sources</b>	<b>\$ 20,352,782</b>	<b>\$ 16,834,195</b>	<b>\$ 15,584,203</b>	<b>\$ 17,281,409</b>	<b>100.00%</b>

**PUBLIC SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account Number	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
Regular Salaries - Non Sworn	501200	\$ 6,640,094	\$ 5,825,999	\$ 5,537,506	\$ 5,714,273	3%
Regular Salaries - Part time	501300	249,918	281,207	95,104	103,444	9%
Overtime	501400	64,636	62,861	35,150	44,650	27%
Accrual Payoff - Excess Maximum	501500	51,279	47,390	29,720	23,661	-20%
Vacation/Comp. Time Cash Out	501600	33,059	17,096	17,580	23,700	35%
Holiday Allowance	501700	35,950	36,565	23,819	11,500	-52%
Separation Pay-Off	501800	71,994	243,089	-	-	0%
Other Compensation	501900	74,072	69,552	55,838	76,353	37%
Cafeteria Plan	505100	916,831	825,539	741,834	761,010	3%
Medicare	505200	75,983	74,385	71,640	75,881	6%
Retirement	505300	1,398,177	1,215,419	1,149,677	1,119,231	-3%
Professional Development	505500	17,074	15,415	18,341	14,341	-22%
Unemployment	505800	5,795	3,127	4,884	4,238	-13%
Workers' Compensation	505900	210,245	110,217	214,145	163,001	-24%
Employer Contr.Retirees' Med.	506100	65,969	8,589	55,375	-	-100%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 9,911,076</b>	<b>\$ 8,836,450</b>	<b>\$ 8,050,614</b>	<b>\$ 8,135,282</b>	<b>1%</b>
Stationery and Office	510100	\$ 11,601	\$ 8,738	\$ 10,950	\$ 9,650	-12%
Multi-Media, Promotions and Subs	510200	6,947	3,736	7,650	7,650	0%
Small Tools and Equipment	510300	50,153	32,899	51,451	51,200	0%
Uniform & Clothing	510400	20,816	18,553	19,600	19,600	0%
Safety and Health	510500	5,296	3,057	1,950	2,850	46%
Maintenance & Construction	510600	1,088,895	803,364	711,864	913,030	28%
Agriculture	510700	70,251	47,398	84,000	84,000	0%
Fuel	510800	671,894	639,504	700,000	700,000	0%
Electricity - Buildings & Fac.	515100	507,485	470,021	476,200	476,200	0%
Electricity - Power	515200	203,263	203,324	194,500	185,500	-5%
Electricity - Street Lights	515300	996,066	1,040,667	996,000	1,100,000	10%
Gas	515400	25,494	25,621	25,000	25,000	0%
Water - Domestic	515500	54,411	44,887	55,750	75,800	36%
Water - Parks and Parkways	515600	595,361	511,391	540,000	490,000	-9%
Waste Disposal	515700	163,816	147,253	144,390	152,200	5%
Janitorial and Housekeeping	515800	187,053	150,803	111,000	161,200	45%
Postage	520100	6,315	4,977	8,800	6,250	-29%
Legal Advertising/Filing Fees	520200	232,383	195,690	283,131	244,469	-14%
Advertising and Public Info.	520300	24,513	24,388	-	-	0%
Telephone/Radio/Communications	520400	13,117	12,132	13,050	12,500	-4%
Mileage Reimbursement	520600	222	-	120	120	0%
Buildings and Structures	525100	339,388	75,295	202,000	251,500	25%
Landscaping and Sprinklers	525200	1,169,516	1,056,483	951,428	1,207,450	27%
Underground Lines	525300	171	2,046	-	5,000	0%
Automotive Equipment	525400	133,097	121,559	125,000	125,000	0%
Office Furniture	525600	-	596	500	500	0%
Office Equipment	525700	3,226	2,822	6,775	5,775	-15%
Other Equipment	525800	617,237	621,749	637,089	637,089	0%
Streets, Alleys and Sidewalks	525900	256,862	127,167	95,117	232,750	145%
Consulting	530200	320,622	283,044	223,800	245,500	10%
Engineering and Architectural	530400	30,834	36,217	55,000	64,000	16%
External Rent	535400	11,357	2,775	6,750	6,750	0%
Depreciation	535600	806,960	735,237	-	-	0%
Central Services	535800	15,466	13,203	10,251	7,950	-22%
Internal Rent - Maint. Charges	536100	475,751	189,453	18,105	584,019	3126%
Internal Rent - Repl.Cost	536200	697,452	4,124	-	532,301	0%

**PUBLIC SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account Number	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
General Liability	540100	533,024	271,827	488,868	478,324	-2%
Taxes & Assessments	540700	65,815	64,521	70,000	45,000	-36%
Other Costs	540900	757	1,222	-	-	0%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 10,412,887</b>	<b>\$ 7,997,746</b>	<b>\$ 7,326,089</b>	<b>\$ 9,146,127</b>	<b>25%</b>
Automotive Equipment	590500	\$ 5,476	\$ -	\$ 193,000	\$ -	-100%
Office Equipment	590700	8,376	-	-	-	0%
Other Equipment	590800	14,968	-	14,500	-	-100%
<b>Subtotal Fixed Assets</b>		<b>\$ 28,820</b>	<b>\$ -</b>	<b>\$ 207,500</b>	<b>\$ -</b>	<b>-100%</b>
<b>Total Expenditures</b>		<b>\$ 20,352,782</b>	<b>\$ 16,834,195</b>	<b>\$ 15,584,203</b>	<b>\$ 17,281,409</b>	<b>11%</b>

**PUBLIC SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>PUBLIC SERVICES ADMINISTRATION - 19100</u></b>					
<b><u>Administration - 50001</u></b>					
Salaries & Benefits	\$ 614,095	\$ 503,108	\$ 652,008	\$ 608,112	-7%
Maintenance & Operations	548,390	280,807	497,168	490,050	-1%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Administration</b>	<b>\$ 1,162,485</b>	<b>\$ 783,915</b>	<b>\$ 1,149,176</b>	<b>\$ 1,098,162</b>	<b>-4%</b>
<b><u>Recycling - 20230</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	62,931	69,006	24,800	39,000	57%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Recycling</b>	<b>\$ 62,931</b>	<b>\$ 69,006</b>	<b>\$ 24,800</b>	<b>\$ 39,000</b>	<b>57%</b>
<b><u>ENGINEERING - 19200</u></b>					
<b><u>Construction Management - 50002</u></b>					
Salaries & Benefits	\$ 879,809	\$ 639,748	\$ 5,979	\$ 673,107	11158%
Maintenance & Operations	39,933	13,764	10,380	42,445	309%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Construction Mgmt</b>	<b>\$ 919,742</b>	<b>\$ 653,512</b>	<b>\$ 16,359</b>	<b>\$ 715,552</b>	<b>4274%</b>
<b><u>Water Quality - 20510</u></b>					
Salaries & Benefits	\$ 191,317	\$ 167,880	\$ 204,513	\$ 206,452	1%
Maintenance & Operations	281,800	226,383	290,231	251,569	-13%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Water Quality</b>	<b>\$ 473,117</b>	<b>\$ 394,263</b>	<b>\$ 494,744</b>	<b>\$ 458,021</b>	<b>-7%</b>
<b><u>Street Improvements - 30112</u></b>					
Salaries & Benefits	\$ 727,028	\$ 451,591	\$ 145,535	\$ 408,563	181%
Maintenance & Operations	21,533	6,497	11,801	19,472	65%
Fixed Assets	8,376	-	-	-	0%
<b>Subtotal Street Improvements</b>	<b>\$ 756,937</b>	<b>\$ 458,088</b>	<b>\$ 157,336</b>	<b>\$ 428,035</b>	<b>172%</b>
<b><u>Storm Drain Improvements - 30122</u></b>					
Salaries & Benefits	\$ 416,909	\$ 226,064	\$ 229,458	\$ 225,192	-2%
Maintenance & Operations	10,623	9,361	8,200	8,950	9%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Storm Drain Imprvmnts</b>	<b>\$ 427,532</b>	<b>\$ 235,425</b>	<b>\$ 237,658</b>	<b>\$ 234,142</b>	<b>-1%</b>
<b><u>Development - 30310</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ 96,794	\$ 97,207	0%
Maintenance & Operations	-	-	1,850	1,850	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Development</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,644</b>	<b>\$ 99,057</b>	<b>0%</b>

**PUBLIC SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY PROGRAM**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Real Property - 30320</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ 108,331	\$ 105,856	-2%
Maintenance & Operations	-	-	3,550	3,550	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Real Property</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 111,881</b>	<b>\$ 109,406</b>	<b>-2%</b>
<b><u>Park Development - 40112</u></b>					
Salaries & Benefits	\$ 341,952	\$ 294,837	\$ 281,622	\$ 288,907	3%
Maintenance & Operations	6,554	3,004	3,100	3,100	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Park Development</b>	<b>\$ 348,506</b>	<b>\$ 297,840</b>	<b>\$ 284,722</b>	<b>\$ 292,007</b>	<b>3%</b>
<b>TRANSPORTATION SERVICES - 19300</b>					
<b><u>Traffic Planning - 30210</u></b>					
Salaries & Benefits	\$ 437,585	\$ 361,733	\$ 261,150	\$ 316,816	21%
Maintenance & Operations	32,161	23,442	40,510	64,770	60%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Traffic Planning</b>	<b>\$ 469,746</b>	<b>\$ 385,174</b>	<b>\$ 301,660</b>	<b>\$ 381,586</b>	<b>26%</b>
<b><u>Traffic Operations - 30241</u></b>					
Salaries & Benefits	\$ 413,319	\$ 315,962	\$ 287,873	\$ 357,427	24%
Maintenance & Operations	1,592,500	1,697,629	1,623,120	1,739,520	7%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Traffic Operations</b>	<b>\$ 2,005,819</b>	<b>\$ 2,013,591</b>	<b>\$ 1,910,993</b>	<b>\$ 2,096,947</b>	<b>10%</b>
<b>MAINTENANCE SERVICES - 19500</b>					
<b><u>Administration - 50001</u></b>					
Salaries & Benefits	\$ 267,656	\$ 263,049	\$ 275,895	\$ 270,316	-2%
Maintenance & Operations	18,673	13,470	14,501	16,503	14%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Administration</b>	<b>\$ 286,329</b>	<b>\$ 276,519</b>	<b>\$ 290,396</b>	<b>\$ 286,819</b>	<b>-1%</b>
<b><u>Parkway &amp; Median Maint - 20111</u></b>					
Salaries & Benefits	\$ 32,744	\$ 31,418	\$ 32,859	\$ 32,314	-2%
Maintenance & Operations	978,899	891,007	869,072	926,700	7%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Pkwy &amp; Median Maint</b>	<b>\$ 1,011,643</b>	<b>\$ 922,425</b>	<b>\$ 901,931</b>	<b>\$ 959,014</b>	<b>6%</b>
<b><u>Street Cleaning - 20120</u></b>					
Salaries & Benefits	\$ 418,075	\$ 333,372	\$ 206,958	\$ 273,939	32%
Maintenance & Operations	382,796	109,301	33,687	319,840	849%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Street Cleaning</b>	<b>\$ 800,871</b>	<b>\$ 442,673</b>	<b>\$ 240,645</b>	<b>\$ 593,779</b>	<b>147%</b>

**PUBLIC SERVICES DEPARTMENT  
EXPENDITURE SUMMARY BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>Graffiti Abatement - 20130</u></b>					
Salaries & Benefits	\$ 187,418	\$ 116,656	\$ 190,120	\$ 191,318	1%
Maintenance & Operations	37,463	19,355	10,900	38,088	249%
Fixed Assets	1,145	-	-	-	0%
<b>Subtotal Graffiti Abatement</b>	<b>\$ 226,026</b>	<b>\$ 136,011</b>	<b>\$ 201,020</b>	<b>\$ 229,406</b>	<b>14%</b>
<b><u>Street Maintenance - 30111</u></b>					
Salaries & Benefits	\$ 743,994	\$ 647,773	\$ 595,249	\$ 599,518	1%
Maintenance & Operations	775,931	451,003	257,167	777,993	203%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Street Maintenance</b>	<b>\$ 1,519,924</b>	<b>\$ 1,098,775</b>	<b>\$ 852,416</b>	<b>\$ 1,377,511</b>	<b>62%</b>
<b><u>Storm Drain Maint - 30121</u></b>					
Salaries & Benefits	\$ 125,845	\$ 153,098	\$ 153,698	\$ 154,194	0%
Maintenance & Operations	31,610	4,124	-	31,809	0%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Storm Drain Maint</b>	<b>\$ 157,455</b>	<b>\$ 157,222</b>	<b>\$ 153,698</b>	<b>\$ 186,003</b>	<b>21%</b>
<b><u>Signs &amp; Markings - 30243</u></b>					
Salaries & Benefits	\$ 442,856	\$ 292,124	\$ 224,935	\$ 223,483	-1%
Maintenance & Operations	247,978	51,308	59,597	209,130	251%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Signs &amp; Markings</b>	<b>\$ 690,834</b>	<b>\$ 343,432</b>	<b>\$ 284,532</b>	<b>\$ 432,613</b>	<b>52%</b>
<b><u>Park Maintenance - 40111</u></b>					
Salaries & Benefits	\$ 2,103,907	\$ 1,929,965	\$ 1,638,457	\$ 1,720,741	5%
Maintenance & Operations	1,597,145	1,111,086	1,030,506	1,554,867	51%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Park Maintenance</b>	<b>\$ 3,701,051</b>	<b>\$ 3,041,051</b>	<b>\$ 2,668,963</b>	<b>\$ 3,275,608</b>	<b>23%</b>
<b><u>Facility Maintenance - 50910</u></b>					
Salaries & Benefits	\$ 771,270	\$ 723,237	\$ 674,096	\$ 672,293	0%
Maintenance & Operations	1,706,834	1,182,771	1,341,374	1,375,403	3%
Fixed Assets	13,823	-	-	-	0%
<b>Subtotal Facility Maintenance</b>	<b>\$ 2,491,926</b>	<b>\$ 1,906,007</b>	<b>\$ 2,015,470</b>	<b>\$ 2,047,696</b>	<b>2%</b>
<b><u>Fleet Services - 50920</u></b>					
Salaries & Benefits	\$ 795,298	\$ 712,995	\$ 733,088	\$ 709,529	-3%
Maintenance & Operations	2,039,134	1,833,290	1,174,575	1,231,518	5%
Fixed Assets	5,476	-	207,500	-	-100%
<b>Subtotal Fleet Services</b>	<b>\$ 2,839,908</b>	<b>\$ 2,546,285</b>	<b>\$ 2,115,163</b>	<b>\$ 1,941,047</b>	<b>-8%</b>
<b>Total Expenditures</b>	<b>\$ 20,352,782</b>	<b>\$ 16,161,214</b>	<b>\$ 14,512,208</b>	<b>\$ 17,281,409</b>	<b>19%</b>



**NON-DEPARTMENTAL**

For accounting and budgeting purposes only, the Non-Departmental serves as a cost center to house charges and appropriations that are not assigned or chargeable to a specific department or function. It is categorized as a General Government Support function. A "Division 90000" and a "Program 50240" are assigned to this "department" bearing the same description as Non-Departmental.

Typically, this cost center reflects the budget for general salary adjustment for the coming year. After the budget is adopted and labor negotiations are completed, the appropriations for general salary adjustment are moved to each department, as appropriate. Hence, the "actual" columns for salaries and benefits account reflect a zero amount.

Included in the FY 2011-12 Non-Departmental adopted budget are the debt service requirements and the interfund transfers that are planned for during the fiscal year.

For FY 11-12, the adopted budget for Non-Departmental includes the following:

**Debt Service:**

Energy Retrofit Lease	\$ 42,049
1998 Revenue Bonds	1,282,250
2003 Refunding Certificates of Participation (COPs)	1,253,250
2005 TeWinkle Park Ball Fields Project	524,124
2006 Refunding Revenue Bonds	217,054
2007 Certificates of Participation – Police Facility Expansion	2,271,104
2009 Fire Truck Lease – Equipment Replacement Fund	219,641
Total Debt Service	<u>\$ 5,809,472</u>

**Interfund Transfers:**

General Fund to the Supplemental Law Enforcement Fund	<u>\$ 100,000</u>
Total Transfers Out	<u>\$ 100,000</u>

**Other:**

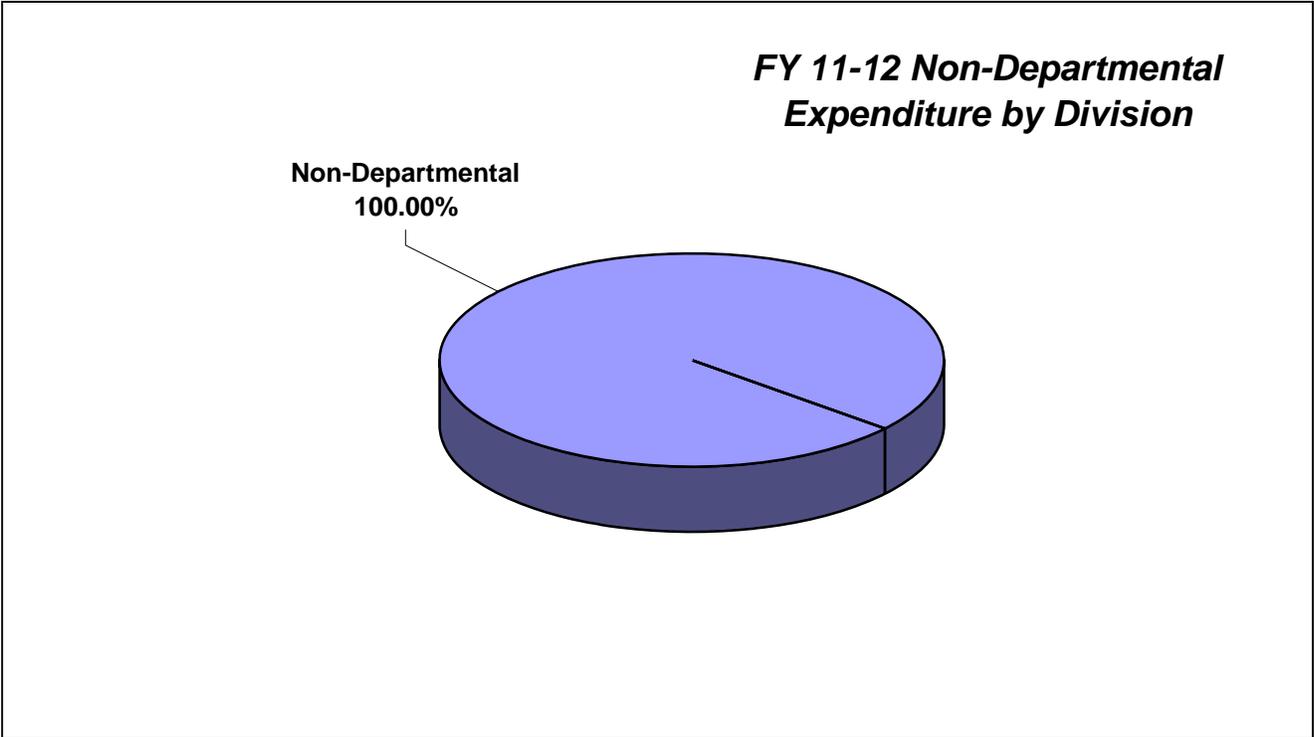
Regular Salaries	(\$ 2,550,000)
Contingency	970,000
Total Other	<u>(\$ 1,580,000)</u>

**Total Non-Department Preliminary Budget** **\$ 4,329,472**

A Schedule of Interfund Transfers is found on page 36.

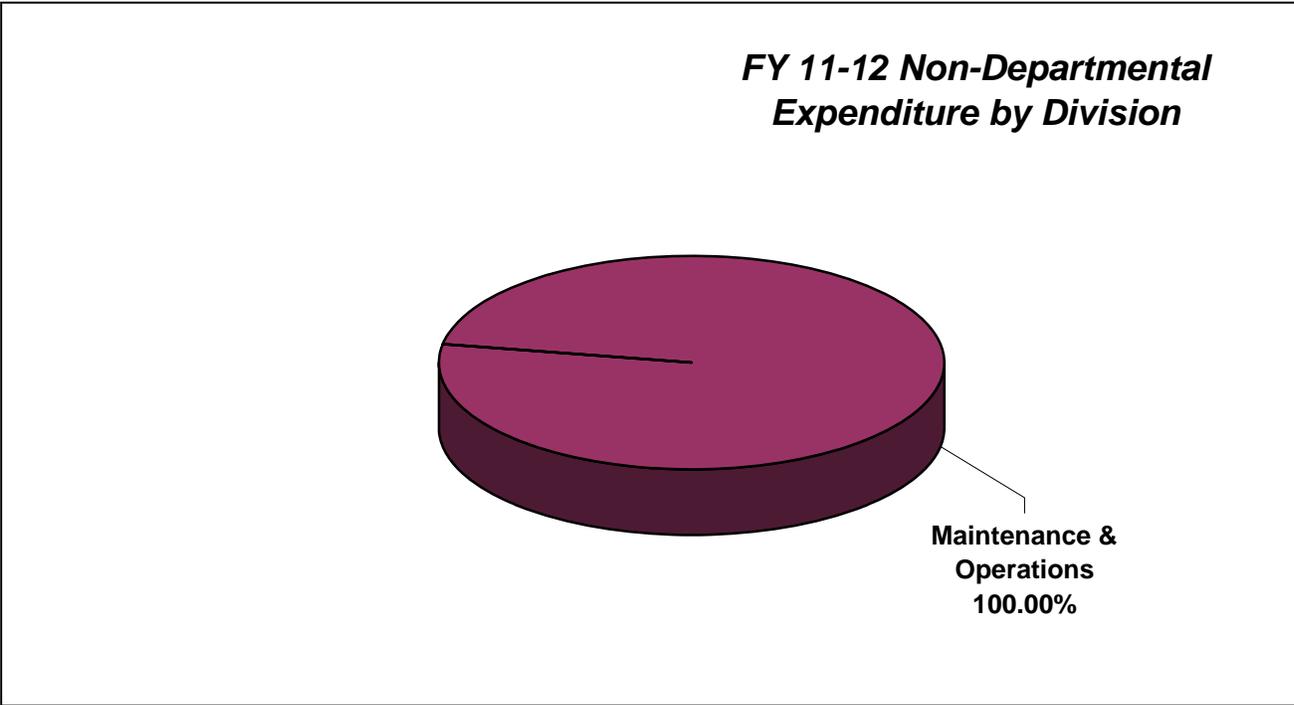
**NON-DEPARTMENTAL  
EXPENDITURE SUMMARY BY DIVISION**

	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
<b><u>Expenditure by Division:</u></b>					
Non-Departmental - 90000	\$ 7,433,591	\$ 9,621,903	\$ 7,713,064	\$ 4,329,472	-43.87%
<b>Total Expenditures</b>	<b>\$ 7,433,591</b>	<b>\$ 9,621,903</b>	<b>\$ 7,713,064</b>	<b>\$ 4,329,472</b>	<b>-43.87%</b>



**NON-DEPARTMENTAL  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent Change</b>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ (2,550,000)	0.00%
Maintenance & Operations	7,433,591	9,621,903	7,713,064	6,879,472	-10.81%
Fixed Assets	-	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 7,433,591</b>	<b>\$ 9,621,903</b>	<b>\$ 7,713,064</b>	<b>\$ 4,329,472</b>	<b>-43.87%</b>



	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>	<b>Percent of Total</b>
<b><u>Funding Sources:</u></b>					
General Fund - 101	\$ 6,282,435	\$ 5,986,513	\$ 5,737,000	\$ 4,109,831	94.93%
Park Devel Fees Fund - 208	-	243,832	-	-	0.00%
Narcotic Forfeiture Fund - 217	-	335,862	200,000	-	0.00%
Capital Outlay Fund - 401	930,193	2,548,331	1,591,064	-	0.00%
Measure "M" Fund - 403	190,475	-	-	-	0.00%
Vehicle Prking. Dist. #1 - 409	-	45	-	-	0.00%
Vehicle Prking. Dist. #2 - 410	6	44	-	-	0.00%
Equip. Replacement Fund - 601	20,559	234,065	75,000	219,641	5.07%
Self-Insurance Fund - 602	9,923	273,210	110,000	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 7,433,591</b>	<b>\$ 9,621,903</b>	<b>\$ 7,713,064</b>	<b>\$ 4,329,472</b>	<b>100.00%</b>

**NON-DEPARTMENTAL  
EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account Number	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
Regular Salaries - Non Sworn	501200	-	-	-	(2,550,000)	0%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$(2,550,000)</b>	<b>0%</b>
Principal Payments	535100	\$ 3,773,687	\$ 3,434,842	\$ 3,885,904	\$ 4,182,926	8%
Interest Payments	535200	1,946,124	2,507,831	1,751,096	1,626,546	-7%
Contingency	540800	-	-	-	970,000	0%
Operating Transfers Out	595100	1,713,780	3,679,230	2,076,064	100,000	-95%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 7,433,591</b>	<b>\$ 9,621,903</b>	<b>\$ 7,713,064</b>	<b>\$ 6,879,472</b>	<b>-11%</b>
<b>Subtotal Fixed Assets</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>\$ 7,433,591</b>	<b>\$ 9,621,903</b>	<b>\$ 7,713,064</b>	<b>\$ 4,329,472</b>	<b>-44%</b>

**NON-DEPARTMENTAL  
EXPENDITURE SUMMARY BY PROGRAM**

Account Description	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b>Non-Departmental - 50240</b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$(2,550,000)	0%
Maintenance & Operations	7,433,591	9,621,903	7,713,064	6,879,472	-11%
Fixed Assets	-	-	-	-	0%
<b>Subtotal Non-Departmental</b>	<b>\$ 7,433,591</b>	<b>\$ 9,621,903</b>	<b>\$ 7,713,064</b>	<b>\$ 4,329,472</b>	<b>-44%</b>
<b>Total Expenditures</b>	<b>\$ 7,433,591</b>	<b>\$ 9,621,903</b>	<b>\$ 7,713,064</b>	<b>\$ 4,329,472</b>	<b>-44%</b>



CAPITAL IMPROVEMENT PROGRAM

***CAPITAL***  
***IMPROVEMENT***  
***PROGRAM***  
**FISCAL YEAR 2011-2012**

**SUMMARY OF ADOPTED CAPITAL IMPROVEMENT PROJECTS**

by Funding Source  
FISCAL YEAR 2011-2012

Req Nbr	Program/Project Name	Gas Tax Fund 201	AQMD Fund 203	CDBG Fund 207	Drainage Fund 209
<b>Parkway &amp; Median Improvements, Program #20111</b>					
1	Harbor Blvd. Beautification Project	\$ 65,000	\$ -	\$ -	\$ -
<b>Street Improvements, Program #30112</b>					
2	Broadway Safe Route to Schools Project	-	-	-	-
3	Gisler Avenue In-Pavement Flashing Crosswalk	-	10,000	-	-
4	Paularino Channel Bicycle Trail	-	35,000	-	-
5	Victoria/Valley Intersection Improvements	-	30,000	-	-
6	Citywide Street Improvements	5,000,000	-	-	-
7	Major & Primary Arterial Street Rehab Project	-	-	-	-
8	Citywide Unimproved Alley- Harbor Blvd. (No. 30)	676,000	-	-	-
9	CDBG Alley Improvement-Mission Drive (No. 122)	-	-	350,000	-
<b>Storm Drain Improvements, Program #30122</b>					
10	Pomona Ave/ Industrial Wy Water Quality & Storm Drain Improvement	-	-	-	300,000
<b>Curbs and Sidewalks, Program #30130</b>					
11	Priority Sidewalk Repair	50,000	-	-	-
12	Parkway Improvement Program	250,000	-	-	-
13	New Sidewalk / Missing Link	100,000	-	-	-
<b>Park Maintenance, Program #40111</b>					
14	Concrete Replacement Various Parks	-	-	-	-
15	Tewinkle Park Lake- Infrastructure Repairs	-	-	-	-
<b>Total FY 11-12 Adopted CIPs</b>		<b>\$ 6,141,000</b>	<b>\$ 75,000</b>	<b>\$ 350,000</b>	<b>\$ 300,000</b>

**CITY OF COSTA MESA, CALIFORNIA**

<b>Req Nbr</b>	<b>Program/Project Name</b>	<b>Cap Imprv Fund 401</b>	<b>Measure M Fund 414</b>	<b>Total</b>
<b>Parkway &amp; Median Improvements, Program #20111</b>				
1	Harbor Blvd. Beautification Project	\$ -	\$ -	\$ 65,000
<b>Street Improvement, Program #30112</b>				
2	Broadway Safe Route to Schools Project	939,600 *	-	939,600
3	Gisler Avenue In-Pavement Flashing Crosswalk	85,000 *	-	95,000
4	Paularino Channel Bicycle Trail	-	-	35,000
5	Victoria/Valley Intersection Improvements	243,000 *	-	273,000
6	Citywide Street Improvements	-	1,500,000	6,500,000
7	Major & Primary Arterial Street Rehab Project	-	605,522	605,522
8	Citywide Unimproved Alley- Harbor Blvd. (No. 30)	-	-	676,000
9	CDBG Alley Improvement-Mission Drive (No. 122)	-	-	350,000
<b>Storm Drain Improvement, Program #30122</b>				
10	Pomona Ave/ Industrial Wy Water Quality & Storm Drain Improvement	-	-	-
		-	-	300,000
<b>Curbs and Sidewalks, Program #30130</b>				
11	Priority Sidewalk Repair	-	-	50,000
12	Parkway Improvement Program	-	-	250,000
13	New Sidewalk / Missing Link	-	-	100,000
<b>Park Maintenance, Program #40111</b>				
14	Concrete Replacement Various Parks	50,000	-	50,000
15	Tewinkle Park Lake- Infrastructure Repairs	160,000	-	160,000
<b>Total FY 11-12 Adopted CIPs</b>		<b>\$ 1,477,600</b>	<b>\$ 2,105,522</b>	<b>\$ 10,449,122</b>

\*Grant Funded Project



**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES	<b>DIVISION</b> Engineering	<b>PROGRAM</b> Parkway & Median Improvements, 2011
<b>PROJECT TITLE</b> Harbor Blvd. Beautification Project		<b>PROJECT MANAGER</b> Bart Mejia, x - 5291
<b>PROJECT ACCOUNT STRING:</b>		<b>ITEM</b> 1
<b>Account</b>	<b>Fund</b>	<b>Org</b>
500000	201	19500
<b>Program</b>	<b>Project</b>	
20111	350017	
		New Project ▼
<b>Priority Classification:</b>		
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input checked="" type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.		
	<b>FY 11-12</b>	<b>FY 12-13</b>
<b>Description of Expenditures</b>		
Architect Fees	-	-
Construction	-	610,000
Engineering Fees	65,000	-
Equipment	-	-
Inspection	-	-
Land Acquisition	-	-
Other Costs (please identify)	-	-
<b>Total</b>	<b>\$ 65,000</b>	<b>\$ 610,000</b>
<b>Description of Resources</b>		
Gas Tax Fund	65,000	110,000
Capital Impr Fd (TE Grant)	-	500,000
	-	-
<b>Total</b>	<b>\$ 65,000</b>	<b>\$ 610,000</b>
<b>Project Justification</b>	<b>Operating Impact:</b> \$ -	
<p>The City received a \$500,000 Transportation Enhancement grant for the design and construction of beautification improvements on Harbor Boulevard that includes the planting of new trees per the approved plant palette for this corridor and the installation of a new entry monument sign south of MacArthur Boulevard.</p> <p>The amount requested this fiscal year will fund the design phase of the project. The TE grant reimburses up to 74% of all qualifying expenditures.</p>		
<b>GENERAL PLAN CONSISTENCY</b>	<b>GOAL:</b>	<b>POLICY:</b>
		<b>OBJECTIVE:</b>

**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Transportation Services			<b>PROGRAM</b> Street Improvements, 30112		
<b>PROJECT TITLE</b> Broadway Safe Route to School Project				<b>PROJECT MANAGER</b> Raja Sethuraman, x - 5032		<b>ITEM</b> 2	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000	<b>Fund</b> 401	<b>Org</b> 19300	<b>Program</b> 30112	<b>Project</b> 370031	Existing Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	939,600	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 939,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Description of Resources</b>							
Capital Impr Fd (SRTS Grant)	939,600	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 939,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>					<b>Operating Impact:</b> \$ -		
<p>The segment of Broadway between Fullerton and Tustin Avenues has a street width of 50 feet curb-to-curb. Between Tustin and Irvine Avenues, the roadway narrows to 42 feet curb-to-curb width. The additional street width, especially between Fullerton and Tustin Avenues, allows for higher volume and speed of traffic, which is not desirable in a residential neighborhood. The project provides for construction of new curb and gutter to create a narrower roadway section on Broadway. Within the additional parkway area, off-street bicycle trail and landscape areas/sidewalks could be added. In addition, the project includes installation of other traffic calming measures such as chokers and medians. These features would be designed to function as additional "traffic calming" measures by further narrowing travel lanes.</p> <p>City has been working with representatives of neighborhood association in development of these measures over the past year and was successful in securing federal Safe Route to School (SRTS) grant in the amount of \$999,600 towards this project. Design of the project was initiated in FY 10-11 per City Council authorization. The design is expected to be completed in Summer 2011 and construction is expected in Fall/Winter in FY 11-12.</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Transportation Services			<b>PROGRAM</b> Street Improvements, 30112		
<b>PROJECT TITLE</b> Gisler Avenue In-Pavement Flashing Crosswalk				<b>PROJECT MANAGER</b> Raja Sethuraman, x - 5032		<b>ITEM</b> 3	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000 500000	<b>Fund</b> 401 203	<b>Org</b> 19300 19300	<b>Program</b> 30112 30112	<b>Project</b> 370032 370032	New Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input checked="" type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	95,000	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Description of Resources</b>							
Capital Impr Fd (SR2S Grant)	85,000	-	-	-	-	-	-
AQMD Fund	10,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>						<b>Operating Impact:</b> \$ -	
<p>There were numerous requests for a mid-block crosswalk on Gisler Avenue between California Avenue and Iowa Avenue. The City was concerned about providing a mid-block crosswalk without consideration of other traffic calming features that address vehicle speeds on Gisler Avenue. The City applied for and received a grant from State Safe Route to Schools program in the amount of \$85,000, to provide a mid-block crosswalk and also implement traffic calming features such as mid-block chokers and in-pavement flashing crosswalks. In addition, overhead mast arms with flashing indications will be added to provide visibility to the crosswalk. This will reduce random crossing of pedestrians on Gisler Avenue to this location which will be very visible to motorists. Air Quality Management District (AQMD) funds will be used as match for this project.</p> <p>Design of the project was initiated in FY 10-11 using in-house staff resources. The project is expected to be constructed in Summer of 2011.</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Transportation Services			<b>PROGRAM</b> Street Improvements, 30112		
<b>PROJECT TITLE</b> Paularino Channel Bicycle Trail				<b>PROJECT MANAGER</b> Raja Sethuraman, x - 5032		<b>ITEM</b> 4	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000	<b>Fund</b> 203	<b>Org</b> 19300	<b>Program</b> 30112	<b>Project</b> 450007	New Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input checked="" type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Engineering Fees	35,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Description of Resources</b>							
AQMD Fund	35,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>						<b>Operating Impact:</b> \$ -	
<p>Upon review of options for implementation of an east-west bicycle connection, it was determined the flood control channel maintenance roads could be efficiently used as part of the bicycle system, based on Orange County Flood Control District (OCFCD) concurrence. Paularino Channel was identified as one of the possible options for bicycle trail connection and was presented to the Planning Commission and City Council for consideration. Due to the location of residential properties adjacent to the channel, the City Council directed staff to conduct a feasibility study and outreach to the community prior to incorporation of this facility in City's Master Plan of Bikeways (MPB).</p> <p>This project includes the conduct of feasibility and extensive outreach process with all residents near the proposed trail in order to; review current as well as potential concerns along Paularino Channel; develop measures to address these concerns; and to conduct a review of alternative alignments of the bicycle trail connection. Based on results of the feasibility study and public input, a decision on whether to include this trail in the City's MPB could be determined by the City Council.</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Transportation Services			<b>PROGRAM</b> Street Improvements, 30112		
<b>PROJECT TITLE</b> Victoria/Valley Intersection Improvements				<b>PROJECT MANAGER</b> Raja Sethuraman, x - 5032		<b>ITEM</b> 5	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000 500000	<b>Fund</b> 401 203	<b>Org</b> 19300 19300	<b>Program</b> 30112 30112	<b>Project</b> 300138 300138	Existing Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	273,000	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 273,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Description of Resources</b>							
Capital Impr Fd (HSIP Grant)	243,000	-	-	-	-	-	-
AQMD Fund	30,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 273,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>						<b>Operating Impact:</b> \$ -	
<p>In order to address school safety, accident and speeding concerns, the City approved and received funding from the Highway Safety Improvement Program (HSIP) to implement improvements at Victoria/Valley intersection. The proposed improvements include protective-permissive left-turn phasing, enhanced safety lighting, countdown-pedestrian heads, illuminated radar feedback signs, bicycle detection at traffic loops and improved signal displays.</p> <p>Design of the improvements has been initiated using in-house resources. It is anticipated that design will be completed by Fall 2011 and project will be implemented in Spring 2012.</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Engineering			<b>PROGRAM</b> Street Improvements, 30112		
<b>PROJECT TITLE</b> Citywide Street Improvements				<b>PROJECT MANAGER</b> Fariba Fazeli, x - 5378		<b>ITEM</b> 6	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000 500000	<b>Fund</b> 201 414	<b>Org</b> 19200 19200	<b>Program</b> 30112 30112	<b>Project</b> 400015 400015	Existing Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	6,500,000	4,000,000	2,000,000	1,500,000	500,000	500,000	500,000
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 6,500,000</b>	<b>\$ 4,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ 1,500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>
<b>Description of Resources</b>							
Measure "M" Fund	1,500,000	-	-	-	-	-	-
Gas Tax Fund	5,000,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 6,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>					<b>Operating Impact:</b> \$ -		
<p>This program will provide major rehabilitation or reconstruction to City streets which are in immediate need for improvement. This program is implemented in accordance with the Pavement Management System and with recommendations from the Engineering Division. This program meets the City Council's Goal and Objective No.98-B9 "STREET REPAIRS NEED GREATER EFFORT" and OCTA's Measure "M" Funding guidelines.</p> <p>These funds will be used towards rehabilitation of the following streets:  16th Pl., 16th St., 17th St., 18th St., 19th St., 21st St., Abbie Way, Aliso Ave., Albert Pl., Alva Ln., Bay St., Broadway, Cabrillo St., Cambridge Cir., Costa Mesa St., Esther St., Flower St., Fullerton Ave., Knox Pl., Knox St., La Perle Ln./Pl., Laurie Ln., Lenwood Cir., Magnolia St., Marian Way, Ogle Cir., Ogle St., Orange Ave., Palmer St., Paloma Dr., Ramona Pl., Raymond Ave., Redlands Pl., Riverside Pl., Robin Hood Ln., Rochester St., Rosemary Pl., San Bernardino Pl., Santa Ana Ave., Sherwood Pl., Sierks St., Tustin Ave., Walnut Pl., Walnut St., Westminster Ave.</p> <p>*The complete list of street names and exact locations can be found in the Public Services Department.</p> <p>Operational Impact: temporary repairs will be required by the City crews until permanent improvements have been completed</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

CITY OF COSTA MESA, CALIFORNIA  
**CAPITAL IMPROVEMENT PROJECT**  
 FISCAL YEAR 2011-2012

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Engineering			<b>PROGRAM</b> Street Improvements, 30112		
<b>PROJECT TITLE</b> Major & Primary Arterial Streets Rehabilitation Project				<b>PROJECT MANAGER</b> Fariba Fazeli, x - 5378		<b>ITEM</b> 7	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000	<b>Fund</b> 414	<b>Org</b> 19200	<b>Program</b> 30112	<b>Project</b> 400015	Existing Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	605,522	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 605,522</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Description of Resources</b>							
Measure "M" Fund	605,522	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 605,522</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>						<b>Operating Impact:</b> \$ -	
<p>This program will provide major rehabilitation or reconstruction to City streets which are in immediate need for improvement. This program is implemented in accordance with the Pavement Management System and with recommendations from the Engineering Division. This program meets the City Council's Goal and Objective No.98-B9 "STREET REPAIRS NEED GREATER EFFORT".</p> <p>These funds will be used towards rehabilitation of the following arterial streets:</p> <ol style="list-style-type: none"> <li>1. Harbor Boulevard I-405 To Baker St</li> <li>2. 17th St (Newport Blvd To 200' W/O Fullerton Ave)</li> </ol> <p>Operational Impact: temporary repairs will be required by the City crews until permanent improvements have been completed</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Engineering			<b>PROGRAM</b> Alley Improvements, 30112		
<b>PROJECT TITLE</b> Citywide Unimproved Alley (Alley No. 030) Harbor Blvd. Alley				<b>PROJECT MANAGER</b> Fariba Fazeli, x - 5378		<b>ITEM</b> 8	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000	<b>Fund</b> 201	<b>Org</b> 19200	<b>Program</b> 30112	<b>Project</b> 400012	Existing Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	606,000	-	-	-	-	-	-
Engineering Fees	70,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 676,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Description of Resources</b>							
Gas Tax Fund	676,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 676,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>					<b>Operating Impact:</b> \$ -		
<p>A comprehensive study was conducted Citywide to provide information about the existing conditions of the alleys and their rehabilitation costs. The City Council approved the priorities and recommendations in the report and directed staff to improve the alleys in order as recommended per the priority list. This program meets the City Council's Goals and Objective No. 98-B1 "ALLEYS".</p> <p>These funds will be used towards rehabilitation of Alley No. 030, Harbor Blvd. Alley, between Harbor Boulevard and Pepper Tree Lane, from Baker street to Ponderosa Street.</p> <p>No Operational Impact.</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

CITY OF COSTA MESA, CALIFORNIA  
**CAPITAL IMPROVEMENT PROJECT**  
 FISCAL YEAR 2011-2012

<b>DEPARTMENT</b> PUBLIC SERVICES	<b>DIVISION</b> Engineering	<b>PROGRAM</b> Alley Improvements, 30112
<b>PROJECT TITLE</b> CDBG Alley Improvement- Mission Drive Alley (No. 122)		<b>PROJECT MANAGER</b> Fariba Fazeli, x - 5378
<b>PROJECT ACCOUNT STRING:</b>		<b>ITEM</b> 9
	<b>Account</b> 500000	<b>Fund</b> 207
	<b>Org</b> 19200	<b>Program</b> 30112
	<b>Project</b> 300139	
		New Project ▼
<b>Priority Classification:</b>		
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.		
	<b>FY 11-12</b>	<b>FY 12-13</b>
	<b>FY 13-14</b>	<b>FY 14-15</b>
	<b>FY 15-16</b>	<b>FY 16-17</b>
	<b>FY 17-18</b>	
<b>Description of Expenditures</b>		
Architect Fees	-	-
Construction	310,000	-
Engineering Fees	40,000	-
Equipment	-	-
Inspection	-	-
Land Acquisition	-	-
Other Costs (please identify)	-	-
<b>Total</b>	<b>\$ 350,000</b>	<b>\$ -</b>
<b>Description of Resources</b>		
CDBG Fund	350,000	-
	-	-
	-	-
<b>Total</b>	<b>\$ 350,000</b>	<b>\$ -</b>
<b>Project Justification</b>	<b>Operating Impact:</b> \$ -	
<p>A comprehensive study was conducted Citywide to provide information about the existing conditions of the alleys and their rehabilitation costs. The City Council approved the priorities and recommendations in the report and directed staff to improve the alleys in order as recommended per the priority list. This program meets the City Council's Goals and Objective No. 98-B1 "ALLEYS".</p> <p>These funds will be used towards rehabilitation of Mission Drive Alley (No. 122) from Mendoza Drive to La Salle Avenue.</p> <p>No Operational Impact.</p>		
<b>GENERAL PLAN CONSISTENCY</b>	<b>GOAL:</b>	<b>POLICY:</b>
		<b>OBJECTIVE:</b>



**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Engineering			<b>PROGRAM</b> Curbs & Sidewalks, 30130		
<b>PROJECT TITLE</b> Priority Sidewalk Repair				<b>PROJECT MANAGER</b> Fariba Fazeli, x - 5378		<b>ITEM</b> 11	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000	<b>Fund</b> 201	<b>Org</b> 19200	<b>Program</b> 30130	<b>Project</b> 500017	Existing Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Description of Resources</b>							
Gas Tax Fund	50,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>						<b>Operating Impact:</b> \$ -	
<p>A parkway maintenance program is essential to remove and replace damaged curb, gutter, and sidewalk which eliminates the City's liability associated with pedestrian accidents. This program is intended to provide funds to permanently repair the damaged concrete improvements within the City right-of-way.</p> <p>These funds will be used to perform the necessary parkway repairs where staff has been directed to remove trees by the Parks Commissioners. Additionally, ADA accessibility ramps are also constructed as part of this program throughout the City.</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Engineering			<b>PROGRAM</b> Curbs & Sidewalks, 30130		
<b>PROJECT TITLE</b> Parkway Improvement Program				<b>PROJECT MANAGER</b> Fariba Fazeli, x - 5378		<b>ITEM</b> 12	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000	<b>Fund</b> 201	<b>Org</b> 19200	<b>Program</b> 30130	<b>Project</b> 500010	Existing Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
<b>Description of Resources</b>							
Gas Tax Fund	250,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>					<b>Operating Impact:</b> \$ -		
<p>A parkway maintenance program is essential to remove and replace damaged curb, gutter, and sidewalk which eliminates the City's liability associated with pedestrian accidents. This program is intended to provide funds to permanently repair the damaged concrete improvements within the City right-of-way.</p> <p>These funds will be used to perform the necessary parkway repairs in anticipation of the residential street maintenance program for the following year. Additionally, ADA accessibility ramps are also constructed as part of this program throughout the City.</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Engineering			<b>PROGRAM</b> Curbs & Sidewalks, 30130		
<b>PROJECT TITLE</b> New Sidewalk/Missing Link Program				<b>PROJECT MANAGER</b> Fariba Fazeli, x - 5378		<b>ITEM</b> 13	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000	<b>Fund</b> 201	<b>Org</b> 19200	<b>Program</b> 30130	<b>Project</b> 500009	Existing Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>Description of Resources</b>							
Gas Tax Fund	100,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>					<b>Operating Impact:</b> \$ -		
<p>A comprehensive study was conducted Citywide in 1997 to provide information about missing sidewalk locations, and to supplement and update a previous study conducted by staff in 1995. City Council approved the priorities and recommendations in the report. New sidewalks will be constructed in the highest priority areas such as around schools, hospitals, convalescent homes, public facilities, bus routes, and arterial highways. This program meets the City Council's Goal and Objective No.98-B7 "SIDEWALKS"</p> <p>No Operational Impact.</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

CITY OF COSTA MESA, CALIFORNIA  
**CAPITAL IMPROVEMENT PROJECT**  
 FISCAL YEAR 2011-2012

<b>DEPARTMENT</b> PUBLIC SERVICES	<b>DIVISION</b> Maintenance Services	<b>PROGRAM</b> Park Maintenance, 40111					
<b>PROJECT TITLE</b> Concrete Walkway Replacement - Various Parks		<b>PROJECT MANAGER</b> Dean Rodia, x - 7492					
<b>PROJECT ACCOUNT STRING:</b>		<b>ITEM</b> 14					
	<b>Account</b>	<b>Fund</b>	<b>Org</b>	<b>Program</b>	<b>Project</b>		
	500000	401	19500	40111	700093	New Project ▼	
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	50,000	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Description of Resources</b>							
Capital Impr Fd	50,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>						<b>Operating Impact:</b>	
						<b>\$</b>	<b>-</b>
<p>Replace sections of raised, cracked and/or deteriorating concrete walkways within eight (8) parks. These locations have created trip hazards and potential liability concerns. Some of these locations are severely deteriorated and there are no maintenance alternatives other than replacement.</p> <p>The eight (8) parks are as follows:</p> <ol style="list-style-type: none"> <li>1. TeWinkle Park</li> <li>2. Jordan Park</li> <li>3. Heller Park</li> <li>4. Mesa Verde Park</li> <li>5. Canyon Park (by tot-lot)</li> <li>6. Estancia Park (around the Adobe and pathways towards Balearic Center)</li> <li>7. Wakeham Park (restroom area)</li> <li>8. Shiffer Park</li> </ol>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

**CITY OF COSTA MESA, CALIFORNIA**  
**CAPITAL IMPROVEMENT PROJECT**  
**FISCAL YEAR 2011-2012**

<b>DEPARTMENT</b> PUBLIC SERVICES		<b>DIVISION</b> Maintenance Services			<b>PROGRAM</b> Park Maintenance, 40111		
<b>PROJECT TITLE</b> TeWinkle Park Lake - Infrastructure Repairs				<b>PROJECT MANAGER</b> Dean Rodia, x - 7492		<b>ITEM</b> 15	
<b>PROJECT ACCOUNT STRING:</b>		<b>Account</b> 500000	<b>Fund</b> 401	<b>Org</b> 19500	<b>Program</b> 40111	<b>Project</b> 700091	New Project ▼
<b>Priority Classification:</b>							
<input type="checkbox"/> Class I Required by action of the City Council or legislation of another governmental agency. <input checked="" type="checkbox"/> Class II Eliminates a hazard to public health or safety. Replaces an obsolete facility or maintains or better utilizes an existing facility. Benefits the City's economic base. Results in reduced operating costs or better service. <input type="checkbox"/> Class III Prevents a substantial reduction in an existing standard of City service due to population growth. Eliminates potential hazard to health or safety, or eliminates nuisance conditions. <input type="checkbox"/> Class IV Provides a new facility or asset or improves an existing standard of service. Provides programs to increase public convenience or comfort or projects having primary social, cultural, historic or aesthetic value.							
	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>
<b>Description of Expenditures</b>							
Architect Fees	-	-	-	-	-	-	-
Construction	160,000	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Description of Resources</b>							
Capital Impr Fd	160,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 160,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Project Justification</b>						<b>Operating Impact:</b> \$ -	
<p>Repair leaks along the lake edges and at bridges/falls.</p> <p>Install isolation valves, strainer structure on return line and flow sensors to the pump inlet line to protect and minimize clogging and damage to the pumps.</p> <p>Repair existing leaks in the main pump return line, circulation lines and clean the bio-filter. System is currently pulling pump damaging debris into the system.</p> <p>The pumping/circulation system repairs and bio-filter cleaning will restore the pumping and filter systems to original design function. The main pump return line break is located in the lower lake, within the gravel of the bio-filter. The lower lake would need to be drained to complete these repairs. This expenditure would include the cost for water to refill the lower lake.</p>							
<b>GENERAL PLAN CONSISTENCY</b>		<b>GOAL:</b>		<b>POLICY:</b>		<b>OBJECTIVE:</b>	

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>
<b>TRANSPORTATION</b>				
<b>Traveled Ways</b>				
<b>Street Improvements</b>				
Anton / Sunflower Intersection Improvement	\$ -	\$ -	\$ -	\$ -
Baker St. / Bear St. Intersection Improvement	-	242,000	-	-
Bear St. / SR-73 N/B Ramp-2nd left-turn lane	-	-	-	-
Bristol St. / Baker St. Intersection Improvement	-	200,000	412,500	550,000
Bristol St. / Sunflower Ave. Intersection Improvement	-	115,500	522,500	863,500
Bristol St. Widening - I-405 to Baker St.	-	-	-	258,500
Broadway Safe Route to Schools Project	939,600	-	-	-
E. 17th St. / Irvine Avenue Intersection Improvement	-	-	100,000	200,000
E. 17th St. / Tustin Avenue Intersection Improvement	-	500,000	500,000	-
Fairview Rd. / Baker Street Intersection Widening	-	-	-	-
Fairview Rd. / South Coast Dr. Intersection Improvement	-	124,300	649,000	462,000
Fairview Rd. / Sunflower Ave. Intersection Improvement	-	-	-	117,700
Gisler Avenue In-Pavement Flasing Crosswalks	95,000	-	-	-
Harbor Blvd. / Adams Ave. Intersection Improvement (SARX)	-	900,000	3,300,000	-
Harbor Blvd. / Gisler Ave. Intersection Improvement	-	250,000	-	125,000
Harbor Blvd. / South Coast Dr. Intersection Improvement	-	-	-	-
Harbor Blvd. / Law Court to Sunflower Ave. Improvements	-	400,000	1,000,000	-
Harbor Blvd. / Victoria St. E/B Right Turn	-	75,000	125,000	525,000
Harbor Blvd. / Wilson St. Intersection Improvement	-	325,000	-	-
Harbor Blvd. at Adams & MacArthur - Bus Turnouts	-	-	-	-
Hyland Ave. / I-405 NB Ramp & South Coast Drive	-	50,000	100,000	535,000
Hyland Ave. / MacArthur Bl. Intersection Improve. (SARX)	-	-	-	-
Main St. / Sunflower Avenue Intersection Improvement	-	-	-	-
Newport Blvd. Northbound at Del Mar	-	-	-	33,550
Newport Blvd. Southbound at Fair Drive	-	-	-	68,750
Paularino Channel Bicycle Trail	35,000	-	-	-
Placentia Ave. / Victoria St. E/B Right-Turn Lane	-	-	-	-
Red Hill Ave. / Baker St. Intersection Improvement	-	-	-	90,750
Red Hill Ave. / Paularino Ave. Intersection Improvement	-	-	-	83,600
SR-55 Frwy. Extension Downgrade Study	-	220,000	-	-
SR-55 Frwy. N/B / Baker St. Intersection Improvement	-	47,300	277,200	-
SR-55 Frwy. N/B / Paularino Ave. Intersection Improvement	-	-	83,600	382,250
SR-55 Frwy. S/B / Baker St. Intersection Improvement	-	-	62,700	486,200
SR-55 Frwy. S/B / Paularino Ave. Intersection Improvement	-	-	69,300	305,800
Victoria/Valley Intersection Improvements	273,000	-	-	-
Wilson St. - SR-55 to Fairview Road	-	211,750	254,100	1,633,500
<b>Subtotal Street Improvements</b>	<b>\$ 1,342,600</b>	<b>\$ 3,660,850</b>	<b>\$ 7,455,900</b>	<b>\$ 6,721,100</b>
<b>Street Maintenance</b>				
Major & Primary Arterial Streets Rehabilitation Project:	\$ 605,522	\$ -	\$ -	\$ -
1. Harbor Blvd.- I 405 to Baker St.				
2. 17th St. (Newport Blvd. To 200' W/O Fullerton Ave.)				
Citywide Street Improvements	6,500,000	4,000,000	2,000,000	3,800,000
Citywide Unimproved Alley Program	-	200,000	200,000	200,000
Citywide Unimproved Alley- Harbor Blvd. (No. 30)	676,000	-	-	-
Adams Ave.- Harbor Blvd. To Santa Ana River	-	-	-	-
Anton Blvd.- Sakioka Dr. to Avenue of the Arts	-	358,757	-	-
Bristol St. from I-405 to Randolph & South of Bear to Red Hill Ave.	-	2,099,444	-	-

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>Total</b>
<b>TRANSPORTATION</b>				
<b>Traveled Ways</b>				
<b>Street Improvements</b>				
Anton / Sunflower Intersection Improvement	\$ -	\$ 38,500	\$ 220,000	\$ 258,500
Baker St. / Bear St. Intersection Improvement	-	-	-	242,000
Bear St. / SR-73 N/B Ramp-2nd left-turn lane	57,200	346,500	-	403,700
Bristol St. / Baker St. Intersection Improvement	-	-	-	1,162,500
Bristol St. / Sunflower Ave. Intersection Improvement	-	-	-	1,501,500
Bristol St. Widening - I-405 to Baker St.	60,500	2,145,000	-	2,464,000
Broadway Safe Route to Schools Project	-	-	-	939,600
E. 17th St. / Irvine Avenue Intersection Improvement	500,000	-	-	800,000
E. 17th St. / Tustin Avenue Intersection Improvement	-	-	-	1,000,000
Fairview Rd. / Baker Street Intersection Widening	82,500	137,500	515,900	735,900
Fairview Rd. / South Coast Dr. Intersection Improvement	-	-	-	1,235,300
Fairview Rd. / Sunflower Ave. Intersection Improvement	283,800	484,000	-	885,500
Gisler Avenue In-Pavement Flasing Crosswalks	-	-	-	95,000
Harbor Blvd. / Adams Ave. Intersection Improvement (SARX)	-	-	-	4,200,000
Harbor Blvd. / Gisler Ave. Intersection Improvement	525,000	300,000	-	1,200,000
Harbor Blvd. / South Coast Dr. Intersection Improvement	167,200	104,500	1,669,800	1,941,500
Harbor Blvd. / Law Court to Sunflower Ave. Improvements	-	-	-	1,400,000
Harbor Blvd. / Victoria St. E/B Right Turn	-	-	-	725,000
Harbor Blvd. / Wilson St. Intersection Improvement	-	100,000	300,000	725,000
Harbor Blvd. at Adams & MacArthur - Bus Turnouts	66,000	330,000	-	396,000
Hyland Ave. / I-405 NB Ramp & South Coast Drive	-	-	-	685,000
Hyland Ave. / MacArthur Bl. Intersection Improve. (SARX)	132,000	495,000	-	627,000
Main St. / Sunflower Avenue Intersection Improvement	200,750	292,050	479,050	971,850
Newport Blvd. Northbound at Del Mar	207,900	-	-	241,450
Newport Blvd. Southbound at Fair Drive	28,050	-	667,700	764,500
Paularino Channel Bicycle Trail	-	-	-	35,000
Placentia Ave. / Victoria St. E/B Right-Turn Lane	55,550	83,600	347,050	486,200
Red Hill Ave. / Baker St. Intersection Improvement	694,100	-	-	784,850
Red Hill Ave. / Paularino Ave. Intersection Improvement	502,150	-	-	585,750
SR-55 Frwy. Extension Downgrade Study	-	-	-	220,000
SR-55 Frwy. N/B / Baker St. Intersection Improvement	-	-	-	324,500
SR-55 Frwy. N/B / Paularino Ave. Intersection Improvement	382,250	-	-	848,100
SR-55 Frwy. S/B / Baker St. Intersection Improvement	-	-	-	548,900
SR-55 Frwy. S/B / Paularino Ave. Intersection Improvement	-	-	-	375,100
Victoria/Valley Intersection Improvements	-	-	-	273,000
Wilson St. - SR-55 to Fairview Road	-	-	-	2,099,350
<b>Subtotal Street Improvements</b>	<b>\$ 3,944,950</b>	<b>\$ 4,856,650</b>	<b>\$ 4,199,500</b>	<b>\$ 32,181,550</b>
<b>Street Maintenance</b>				
Major & Primary Arterial Streets Rehabilitation Project:	\$ -	\$ -	\$ -	\$ 605,522
1. Harbor Blvd.- I 405 to Baker St.				
2. 17th St. (Newport Blvd. To 200' W/O Fullerton Ave.)				
Citywide Street Improvements	1,700,000	3,300,000	2,700,000	24,000,000
Citywide Unimproved Alley Program	200,000	200,000	200,000	1,200,000
Citywide Unimproved Alley- Harbor Blvd. (No. 30)	-	-	-	676,000
Adams Ave.- Harbor Blvd. To Santa Ana River	2,877,423	-	-	2,877,423
Anton Blvd.- Sakioka Dr. to Avenue of the Arts	-	-	-	358,757
Bristol St. from I-405 to Randolph & South of Bear to Red Hill Ave.	-	-	-	2,099,444

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>
Baker St. - Bear St. to Bristol	-	730,105	-	-
Baker St.- Red Hill Ave. to Newport Blvd (NB)	-	335,160	-	-
CDBG Alley Improvement- Mission Drive (No. 122)	350,000	-	-	-
Del Mar Ave. - N/B Newport Blvd. To Santa Ana Ave.	-	-	622,160	-
Fairview Rd. - Paularino Channel to S'ly edge bridge over I-405	-	-	-	400,242
Mesa Verde Dr. - Adams Ave. (E) to Harbor Blvd.	-	-	741,787	-
Red Hill Ave.- Paularino Ave. to Bristol St.	-	-	-	-
South Coast Dr. - 605' W/O Harbor Blvd to Harbor Blvd	-	-	-	232,927
Victoria St. - Santa Ana River to SR- 55	-	-	-	-
Wilson St - Placentia Ave. to Pomona Ave.	-	-	-	156,102
<b>Subtotal Street Maintenance</b>	<b>\$ 8,131,522</b>	<b>\$ 7,723,466</b>	<b>\$ 3,563,947</b>	<b>\$ 4,789,271</b>
<b>Storm Drain Improvements</b>				
Pomona Ave/Industrial Wy Water Quality & Storm Drain Design	\$ 300,000	\$ 500,000	\$ 500,000	\$ 500,000
Brentwood Ave. Storm Drain System	-	-	793,040	-
Cherry Lake Storm Drain System Phase I, II & III	-	-	-	-
Cherry Lake Storm Drain System Phase IV & V	-	-	-	-
E. 17th St. Storm Drain System	-	-	-	-
W. 18th St. Storm Drain System	-	-	-	653,490
W. 19th St. Storm Drain System	-	-	-	823,390
<b>Subtotal Storm Drain Improvements</b>	<b>\$ 300,000</b>	<b>\$ 500,000</b>	<b>\$ 1,293,040</b>	<b>\$ 1,976,880</b>
<b>Traffic Operations</b>				
Adams Ave., Fairview Rd, Harbor Blvd. Signal Coord. (SARX)	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
Bear Street Signals Coordination/ Improvements	-	261,250	-	-
Citywide Traffic Signal Improvements (Hardware)	-	-	-	250,000
Costa Mesa ITS Improvements (Communications, Central Sys. CCTV)	-	250,000	250,000	250,000
Fairview Rd / Baker St Signal Modifications (SARX)	-	25,000	-	-
Red Hill Ave. Signal Improvements	-	-	-	-
Traffic Signal Installation	-	180,000	-	190,000
Signal System Upgrade- Fairview, Bristol & Red Hill Ave.	-	500,000	250,000	-
Signal System Upgrade- Adams & Baker	-	-	250,000	-
Signal System Upgrade- Victoria, E. 19th St., Westside, Placentia	-	-	-	500,000
Signal System Upgrade- Newport, Fair, & Wilson	-	-	-	-
W. Mesa Verde / Adams Ave Signal Modifications (SARX)	-	25,000	-	-
<b>Subtotal Traffic Operations</b>	<b>\$ -</b>	<b>\$ 1,266,250</b>	<b>\$ 775,000</b>	<b>\$ 1,215,000</b>
<b>Curbs and Sidewalks</b>				
New Sidewalks / Missing Link Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Parkway Improvement Program	250,000	250,000	250,000	250,000
Priority Sidewalk Repair	50,000	50,000	50,000	50,000
<b>Subtotal Curbs and Sidewalks</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>TOTAL TRANSPORTATION</b>	<b>\$ 10,174,122</b>	<b>\$ 13,550,566</b>	<b>\$ 13,487,887</b>	<b>\$ 15,102,251</b>
<b>COMMUNITY HEALTH &amp; ENVIRONMENT</b>				
<b>Beautification</b>				
<b>Parkway and Median Improvements</b>				
Arterial Wall Cost Share Program	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Harbor Blvd. Beautification Project	65,000	610,000	-	-
Gisler Avenue Bike Trail Landscape	-	-	165,000	-
Neighborhood Entryways	-	-	-	200,000
Newport Blvd. Landscape - 19th St. to Bristol St.	-	-	1,000,000	-

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>Total</b>
Baker St. - Bear St. to Bristol	-	-	-	730,105
Baker St.- Red Hill Ave. to Newport Blvd (NB)	-	-	-	335,160
CDBG Alley Improvement- Mission Drive (No. 122)	-	-	-	350,000
Del Mar Ave. - N/B Newport Blvd. To Santa Ana Ave.	-	-	-	622,160
Fairview Rd. - Paularino Channel to S'ly edge bridge over I-405	-	-	-	400,242
Mesa Verde Dr. - Adams Ave. (E) to Harbor Blvd.	-	-	-	741,787
Red Hill Ave.- Paularino Ave. to Bristol St.	-	-	2,953,600	2,953,600
South Coast Dr. - 605' W/O Harbor Blvd to Harbor Blvd	-	-	-	232,927
Victoria St. - Santa Ana River to SR- 55	-	2,222,965	-	2,222,965
Wilson St - Placentia Ave. to Pomona Ave.	-	-	-	156,102
<b>Subtotal Street Maintenance</b>	<b>\$ 4,777,423</b>	<b>\$ 5,722,965</b>	<b>\$ 5,853,600</b>	<b>\$ 40,562,194</b>
<b>Storm Drain Improvements</b>				
Pomona Ave/Industrial Wy Water Quality & Storm Drain Design	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,300,000
Brentwood Ave. Storm Drain System	-	-	-	793,040
Cherry Lake Storm Drain System Phase I, II & III	-	2,721,600	-	2,721,600
Cherry Lake Storm Drain System Phase IV & V	-	-	2,009,360	2,009,360
E. 17th St. Storm Drain System	1,176,785	-	-	1,176,785
W. 18th St. Storm Drain System	-	-	-	653,490
W. 19th St. Storm Drain System	-	-	-	823,390
<b>Subtotal Storm Drain Improvements</b>	<b>\$ 1,676,785</b>	<b>\$ 3,221,600</b>	<b>\$ 2,509,360</b>	<b>\$ 11,477,665</b>
<b>Traffic Operations</b>				
Adams Ave., Fairview Rd, Harbor Blvd. Signal Coord. (SARX)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
Bear Street Signals Coordination/ Improvements	-	-	-	261,250
Citywide Traffic Signal Improvements (Hardware)	250,000	250,000	250,000	1,000,000
Costa Mesa ITS Improvements (Communications, Central Sys. CCTV)	250,000	250,000	250,000	1,500,000
Fairview Rd / Baker St Signal Modifications (SARX)	-	-	-	25,000
Red Hill Ave. Signal Improvements	-	-	275,000	275,000
Traffic Signal Installation	-	200,000	-	570,000
Signal System Upgrade- Fairview, Bristol & Red Hill Ave.	500,000	-	-	1,250,000
Signal System Upgrade- Adams & Baker	-	-	-	250,000
Signal System Upgrade- Victoria, E. 19th St., Westside, Placentia	250,000	-	-	750,000
Signal System Upgrade- Newport, Fair, & Wilson	250,000	500,000	-	750,000
W. Mesa Verde / Adams Ave Signal Modifications (SARX)	-	-	-	25,000
<b>Subtotal Traffic Operations</b>	<b>\$ 1,525,000</b>	<b>\$ 1,225,000</b>	<b>\$ 800,000</b>	<b>\$ 6,806,250</b>
<b>Curbs and Sidewalks</b>				
New Sidewalks / Missing Link Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 700,000
Parkway Improvement Program	250,000	250,000	250,000	1,750,000
Priority Sidewalk Repair	50,000	50,000	50,000	350,000
<b>Subtotal Curbs and Sidewalks</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 2,800,000</b>
<b>TOTAL TRANSPORTATION</b>	<b>\$ 12,324,158</b>	<b>\$ 15,426,215</b>	<b>\$ 13,762,460</b>	<b>\$ 93,827,659</b>

**COMMUNITY HEALTH & ENVIRONMENT****Beautification****Parkway and Median Improvements**

Arterial Wall Cost Share Program	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000
Harbor Blvd. Beautification Project	-	-	-	675,000
Gisler Avenue Bike Trail Landscape	-	-	-	165,000
Neighborhood Entryways	150,000	150,000	150,000	650,000
Newport Blvd. Landscape - 19th St. to Bristol St.	-	-	-	1,000,000

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>
Street Median Improvement Projects	-	250,000	250,000	250,000
<b>Subtotal Parkway &amp; Median Improvements</b>	<b>\$ 65,000</b>	<b>\$ 875,000</b>	<b>\$ 1,430,000</b>	<b>\$ 465,000</b>
<b>Park Improvements</b>				
Brentwood Park Master Plan Implementation	\$ -	\$ -	\$ 250,000	\$ 500,000
Canyon Park - New Restroom	-	-	-	650,000
Costa Mesa HS Field Design & Construction	-	-	-	-
Davis School Field Design & Construction	-	-	-	-
Fairview Developmental Center Sports Complex Phase II	-	-	-	500,000
Fairview Park Amphitheater	-	-	-	450,000
Fairview Park Improvements	-	250,000	250,000	250,000
Fairview Park Riparian Habitat Phase III	-	-	500,000	1,000,000
Fairview Park - Placentia Ave Connector Trail	-	500,000	-	-
Fairview Park Downhill Trail Rehabilitation	-	-	50,000	400,000
Gisler Park - New Picnic Shelter	-	-	-	-
Harper Park - Expand Park	-	-	-	1,250,000
Heller Park - 2 New Lighted Basketball Courts	-	-	-	-
Lindbergh Park - 1 New Half Court Basketball Court	-	-	-	-
Lindbergh Park - Expand Park	-	-	-	-
Lions Park Improvements	-	1,200,000	-	-
Marina View Park - 1 New Half Court Basketball Court	-	-	-	-
Moon Park - 1 New Half Court Basketball Court	-	-	-	-
Park Monument Signage	-	-	50,000	50,000
Park Security Lighting Replacement	-	-	400,000	400,000
Pinkley Park - 2 New Tennis Courts	-	-	-	-
Smallwood Park Playground and Picnic Shelter	-	150,000	200,000	-
Smallwood Park Security Lighting	-	-	100,000	-
Tanager Park - 2 New Tennis Courts	-	-	-	-
TeWinkle & California Schools Field Design & Phase I Construction	-	-	-	-
TeWinkle Park - 2 New Half Court Basketball Courts	-	-	-	150,000
TeWinkle Park - 2 New Tennis Courts	-	-	-	-
TeWinkle Park - 2 Sand Volleyball Courts	-	-	-	-
TeWinkle Park - Drainage Swale - North Boundary	-	-	-	400,000
TeWinkle Park - Landscape Buffer North Boundary	-	-	-	300,000
TeWinkle Park - Landscape Median & Crosswalk @Junipero Dr.	-	-	-	250,000
TeWinkle Park - New Restroom - Lake Area	-	-	-	-
TeWinkle Park - New Tot Lot East of Junipero Dr.	-	-	-	-
TeWinkle Park - Presidio Square Restroom Demolition	-	-	-	-
Vista Park - Picnic Shelter	-	-	-	-
Wakeham Park - 2 New Tennis Courts	-	-	-	-
<b>Subtotal Park Improvements</b>	<b>\$ -</b>	<b>\$ 2,100,000</b>	<b>\$ 1,800,000</b>	<b>\$ 6,550,000</b>
<b>Park Maintenance</b>				
Del Mesa Park - Replace Existing Shelter and Concrete	\$ -	\$ 65,000	\$ -	\$ -
Del Mesa Park - Replace Walkway Lights	-	-	45,000	-
Gisler Park - Replace Concrete Service Walkway	-	-	75,000	-
Gisler Park - Replace Existing Shelter	-	65,000	-	-
Heller Park - New Shelter Near Tot Lot	-	-	-	-
Heller Park - Replace Security Lighting	-	-	-	125,000
Lions Park - Shelter Replace Roof & Repair Water Damage	-	30,000	-	-
Lions Park - Shelter Replace Walkway Lighting	-	-	60,000	-
Pinkley Park - Tot Lot Improvements	-	-	-	80,000

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>Total</b>
Street Median Improvement Projects	250,000	-	-	1,000,000
<b>Subtotal Parkway &amp; Median Improvements</b>	<b>\$ 415,000</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 3,580,000</b>
<b>Park Improvements</b>				
Brentwood Park Master Plan Implementation	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,250,000
Canyon Park - New Restroom	-	-	-	650,000
Costa Mesa HS Field Design & Construction	-	-	20,000,000	20,000,000
Davis School Field Design & Construction	-	-	6,000,000	6,000,000
Fairview Developmental Center Sports Complex Phase II	2,000,000	2,000,000	1,000,000	5,500,000
Fairview Park Amphitheater	-	-	-	450,000
Fairview Park Improvements	250,000	250,000	250,000	1,500,000
Fairview Park Riparian Habitat Phase III	-	-	-	1,500,000
Fairview Park - Placentia Ave Connector Trail	-	-	-	500,000
Fairview Park Downhill Trail Rehabilitation	-	-	-	450,000
Gisler Park - New Picnic Shelter	185,000	-	-	185,000
Harper Park - Expand Park	-	-	-	1,250,000
Heller Park - 2 New Lighted Basketball Courts	275,000	-	-	275,000
Lindbergh Park - 1 New Half Court Basketball Court	75,000	-	-	75,000
Lindbergh Park - Expand Park	1,300,000	-	-	1,300,000
Lions Park Improvements	-	-	-	1,200,000
Marina View Park - 1 New Half Court Basketball Court	-	80,000	-	80,000
Moon Park - 1 New Half Court Basketball Court	-	80,000	-	80,000
Park Monument Signage	50,000	-	-	150,000
Park Security Lighting Replacement	400,000	-	-	1,200,000
Pinkley Park - 2 New Tennis Courts	150,000	-	-	150,000
Smallwood Park Playground and Picnic Shelter	-	-	-	350,000
Smallwood Park Security Lighting	-	-	-	100,000
Tanager Park - 2 New Tennis Courts	-	150,000	-	150,000
TeWinkle & California Schools Field Design & Phase I Construction	-	-	11,000,000	11,000,000
TeWinkle Park - 2 New Half Court Basketball Courts	-	-	-	150,000
TeWinkle Park - 2 New Tennis Courts	-	150,000	-	150,000
TeWinkle Park - 2 Sand Volleyball Courts	-	-	150,000	150,000
TeWinkle Park - Drainage Swale - North Boundary	-	-	-	400,000
TeWinkle Park - Landscape Buffer North Boundary	-	-	-	300,000
TeWinkle Park - Landscape Median & Crosswalk @Junipero Dr.	-	-	-	250,000
TeWinkle Park - New Restroom - Lake Area	-	650,000	-	650,000
TeWinkle Park - New Tot Lot East of Junipero Dr.	500,000	-	-	500,000
TeWinkle Park - Presidio Square Restroom Demolition	250,000	-	-	250,000
Vista Park - Picnic Shelter	-	165,000	-	165,000
Wakeham Park - 2 New Tennis Courts	150,000	-	-	150,000
<b>Subtotal Park Improvements</b>	<b>\$ 6,085,000</b>	<b>\$ 4,025,000</b>	<b>\$ 38,900,000</b>	<b>\$ 59,460,000</b>
<b>Park Maintenance</b>				
Del Mesa Park - Replace Existing Shelter and Concrete	\$ -	\$ -	\$ -	\$ 65,000
Del Mesa Park - Replace Walkway Lights	-	-	-	45,000
Gisler Park - Replace Concrete Service Walkway	-	-	-	75,000
Gisler Park - Replace Existing Shelter	-	-	-	65,000
Heller Park - New Shelter Near Tot Lot	40,000	-	-	40,000
Heller Park - Replace Security Lighting	-	-	-	125,000
Lions Park - Shelter Replace Roof & Repair Water Damage	-	-	-	30,000
Lions Park - Shelter Replace Walkway Lighting	-	-	-	60,000
Pinkley Park - Tot Lot Improvements	-	-	-	80,000

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>
Shiffer Park - Replace Concrete Sidewalk/Access Path to Cell Tower	-	40,000	-	-
TeWinkle Park Lake- Infrastructure Repairs	160,000	-	-	-
Wilson Park - Replace Existing Restroom w/Pre-Fabricated	-	-	-	-
Wilson Park - Replace Existing Shelter and Concrete	-	-	-	75,000
Concrete Walkway Replacement -Various Parks	50,000	50,000	50,000	50,000
Various Vacant Tree Sites- 1of 20 Installments of 8,000 Vacant Tree Lc	-	40,000	40,000	40,000
Various Parks - Resurface Parking Lots	-	25,000	25,000	25,000
<b>Subtotal Park Maintenance</b>	<b>\$ 210,000</b>	<b>\$ 315,000</b>	<b>\$ 295,000</b>	<b>\$ 395,000</b>
<b>Sanitation</b>				
<b>Water Quality</b>				
NPDES Best Management Practices Implementation	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
<b>Subtotal Water Quality</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>TOTAL COMMUNITY HEALTH &amp; ENVIRONMENT</b>	<b>\$ 275,000</b>	<b>\$ 3,340,000</b>	<b>\$ 3,575,000</b>	<b>\$ 7,460,000</b>
<b>LEISURE &amp; COMMUNITY SERVICES</b>				
<b>Community Programs</b>				
Construct Soccer Field	\$ -	\$ -	\$ -	\$ -
Recreation Use Concept Plans, Various Properties	-	50,000	50,000	50,000
<b>Subtotal Community Programs</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>TOTAL LEISURE &amp; COMMUNITY SERVICES</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>

**GENERAL GOVERNMENT SUPPORT****Facilities Maintenance**

Balearic Center - ADA Upgrades	\$ -	\$ -	\$ 75,000	\$ -
Balearic Center - Electrical Service Distribution	-	45,000	-	-
Balearic Center - Fire Protection Sprinklers	-	-	-	115,000
Balearic Center - HVAC Unit - Heating Furnace	-	-	-	-
City Hall - HVAC Cooling & Generating System	-	-	-	-
City Hall - Paint Exterior	-	-	-	-
City Hall - Replace Roof on Exterior Walkway Canopy	-	95,000	-	-
City Hall - Wall Finishes / Carpet Finishes	-	-	564,000	564,000
Communications - Exterior Paint & Abatement	-	-	20,000	-
Communications - Floor Finishes	-	-	-	50,000
Corp Yard - Automate Front Gate/Security System	-	-	45,000	-
Corp Yard - HVAC Terminal and Package Units	-	40,000	-	-
Corp Yard Fleet - Electrical Service Distribution	-	43,000	-	-
Corp Yard Fleet - Emergency Generator	-	-	90,000	-
Corp Yard Fleet - Remove 1-2 of 4 UST/Install Above-Ground Tanks	-	-	165,000	-
Corp Yard Fleet - Remove 3-4 of 4 UST/Install Above-Ground Tanks	-	-	-	175,000
Corp Yard Fleet - Replace Concrete Apron NPDES	-	40,000	-	-
Corp Yard Warehouse - Exterior Doors	-	-	-	-
Costa Mesa Tennis Center - Floor Finishes	-	-	-	30,000
Costa Mesa Tennis Center - Fumigate/Repair	-	-	30,000	-
Costa Mesa Tennis Center - Master Plan Improvements	-	-	30,000	-
Costa Mesa Tennis Center - Plumbing Fixtures	-	-	-	9,821
Costa Mesa Tennis Center - Replace Tennis Fencing	-	-	-	115,000
Costa Mesa Tennis Center - Replace Tennis Lighting	-	-	300,000	-
Downtown Recreation Center - Repair Pool Deck	-	-	50,000	-
Downtown Recreation Center - Repair Pool Plaster	-	100,000	-	-

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>Total</b>
Shiffer Park - Replace Concrete Sidewalk/Access Path to Cell Tower	-	-	-	40,000
TeWinkle Park Lake- Infrastructure Repairs	-	-	-	160,000
Wilson Park - Replace Existing Restroom w/Pre-Fabricated	225,000	-	-	225,000
Wilson Park - Replace Existing Shelter and Concrete	-	-	-	75,000
Concrete Walkway Replacement -Various Parks	-	-	-	200,000
Various Vacant Tree Sites- 1of 20 Installments of 8,000 Vacant Tree Lc	40,000	40,000	40,000	240,000
Various Parks - Resurface Parking Lots	25,000	25,000	-	125,000
<b>Subtotal Park Maintenance</b>	<b>\$ 330,000</b>	<b>\$ 65,000</b>	<b>\$ 40,000</b>	<b>\$ 1,650,000</b>
<b>Sanitation</b>				
<b>Water Quality</b>				
NPDES Best Management Practices Implementation	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
<b>Subtotal Water Quality</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 300,000</b>
<b>TOTAL COMMUNITY HEALTH &amp; ENVIRONMENT</b>	<b>\$ 6,880,000</b>	<b>\$ 4,305,000</b>	<b>\$ 39,155,000</b>	<b>\$ 64,990,000</b>
<b>LEISURE &amp; COMMUNITY SERVICES</b>				
<b>Community Programs</b>				
Construct Soccer Field	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000
Recreation Use Concept Plans, Various Properties	-	-	-	150,000
<b>Subtotal Community Programs</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 1,150,000</b>
<b>TOTAL LEISURE &amp; COMMUNITY SERVICES</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 1,150,000</b>
<b>GENERAL GOVERNMENT SUPPORT</b>				
<b>Facilities Maintenance</b>				
Balearic Center - ADA Upgrades	\$ -	\$ -	\$ -	\$ 75,000
Balearic Center - Electrical Service Distribution	-	-	-	45,000
Balearic Center - Fire Protection Sprinklers	-	-	-	115,000
Balearic Center - HVAC Unit - Heating Furnace	175,000	-	-	175,000
City Hall - HVAC Cooling & Generating System	-	-	4,500,000	4,500,000
City Hall - Paint Exterior	-	200,000	-	200,000
City Hall - Replace Roof on Exterior Walkway Canopy	-	-	-	95,000
City Hall - Wall Finishes / Carpet Finishes	564,000	564,000	-	2,256,000
Communications - Exterior Paint & Abatement	-	-	-	20,000
Communications - Floor Finishes	-	-	-	50,000
Corp Yard - Automate Front Gate/Security System	-	-	-	45,000
Corp Yard - HVAC Terminal and Package Units	-	-	-	40,000
Corp Yard Fleet - Electrical Service Distribution	-	-	-	43,000
Corp Yard Fleet - Emergency Generator	-	-	-	90,000
Corp Yard Fleet - Remove 1-2 of 4 UST/Install Above-Ground Tanks	-	-	-	165,000
Corp Yard Fleet - Remove 3-4 of 4 UST/Install Above-Ground Tanks	-	-	-	175,000
Corp Yard Fleet - Replace Concrete Apron NPDES	-	-	-	40,000
Corp Yard Warehouse - Exterior Doors	25,000	-	-	25,000
Costa Mesa Tennis Center - Floor Finishes	-	-	-	30,000
Costa Mesa Tennis Center - Fumigate/Repair	-	-	-	30,000
Costa Mesa Tennis Center - Master Plan Improvements	-	-	-	30,000
Costa Mesa Tennis Center - Plumbing Fixtures	-	-	-	9,821
Costa Mesa Tennis Center - Replace Tennis Fencing	-	-	-	115,000
Costa Mesa Tennis Center - Replace Tennis Lighting	-	-	-	300,000
Downtown Recreation Center - Repair Pool Deck	-	-	-	50,000
Downtown Recreation Center - Repair Pool Plaster	-	-	-	100,000

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>FY 14-15</b>
Downtown Recreation Center - Wall Finishes	-	-	-	75,000
Fire Station #1 - Replace Backup Generator	-	-	40,000	-
Fire Station #2 - Remove UST/Install Above-Ground Tank	-	-	100,000	-
Fire Station #3 - Remove UST/Install Above-Ground Tank	-	-	-	135,000
Fire Station #3 - Replace Roof	-	-	95,000	-
Fire Station #4 - Repair Concrete Damage at Fire Tower	-	-	85,000	-
Fire Station #4 - Replace/Relocate Stationary Generator	-	90,000	-	-
Fire Station #6 - Remove UST/Install Above-Ground Tank	-	-	-	-
Mesa Verde Library - Floor Coverings	-	59,000	-	-
Mesa Verde Library - HVAC Replacement	-	25,000	-	-
Mesa Verde Library - Interior Paint/Wall Finishes	-	18,000	-	-
Mesa Verde Library - Plumbing Fixtures	-	28,000	-	-
Neighborhood Comm Ctr - Floor Finishes	-	-	-	50,000
Neighborhood Comm Ctr - Wall Finishes	-	-	-	30,000
Police Station - Replace Backup Generator	-	600,000	-	-
Police Station - ADA Upgrades	-	-	-	80,000
Police Substation - Wall and Floor Finishes	-	-	-	-
<b>TOTAL GENERAL GOVERNMENT SUPPORT</b>	<b>\$ -</b>	<b>\$ 1,183,000</b>	<b>\$ 1,689,000</b>	<b>\$ 1,428,821</b>
<b>GRAND TOTAL</b>	<b>\$ 10,449,122</b>	<b>\$ 18,123,566</b>	<b>\$ 18,801,887</b>	<b>\$ 24,041,072</b>

**SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM**

FISCAL YEAR 2011-2012 through FISCAL YEAR 2017-2018

**MAJOR SERVICE CATEGORY**

<b>PROGRAM / Project Description</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>Total</b>
Downtown Recreation Center - Wall Finishes		-	-	75,000
Fire Station #1 - Replace Backup Generator	-	-	-	40,000
Fire Station #2 - Remove UST/Install Above-Ground Tank	-	-	-	100,000
Fire Station #3 - Remove UST/Install Above-Ground Tank	-	-	-	135,000
Fire Station #3 - Replace Roof	-	-	-	95,000
Fire Station #4 - Repair Concrete Damage at Fire Tower	-	-	-	85,000
Fire Station #4 - Replace/Relocate Stationary Generator	-	-	-	90,000
Fire Station #6 - Remove UST/Install Above-Ground Tank	150,000		-	150,000
Mesa Verde Library - Floor Coverings	-	-	-	59,000
Mesa Verde Library - HVAC Replacement	-	-	-	25,000
Mesa Verde Library - Interior Paint/Wall Finishes	-	-	-	18,000
Mesa Verde Library - Plumbing Fixtures	-	-	-	28,000
Neighborhood Comm Ctr - Floor Finishes	-	-	-	50,000
Neighborhood Comm Ctr - Wall Finishes	-	-	-	30,000
Police Station - Replace Backup Generator	-	-	-	600,000
Police Station - ADA Upgrades	-	-	-	80,000
Police Substation - Wall and Floor Finishes	120,000	-	-	120,000
<b>TOTAL GENERAL GOVERNMENT SUPPORT</b>	<b>\$ 1,034,000</b>	<b>\$ 764,000</b>	<b>\$ 4,500,000</b>	<b>\$ 10,598,821</b>
<b>GRAND TOTAL</b>	<b>\$ 20,238,158</b>	<b>\$ 21,495,215</b>	<b>\$ 57,417,460</b>	<b>\$ 170,566,480</b>





**Costa Mesa**  
FIVE YEAR FINANCIAL FORECAST



# *CITY COUNCIL STUDY SESSION REPORT*

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MEETING DATE: JULY 12, 2011

ITEM NUMBER:

**SUBJECT: INTRODUCTION OF THE CITY'S PRELIMINARY FIVE YEAR FINANCIAL FORECAST  
AND CAPITAL REINVESTMENT STRATEGY**

**DATE: JULY 6, 2011**

**FROM: FINANCE DEPARTMENT /FINANCIAL PLANNING DIVISION**

**PRESENTATION BY: BOBBY YOUNG, BUDGET AND RESEARCH OFFICER**

**FOR FURTHER INFORMATION CONTACT: BOBBY YOUNG, BUDGET AND RESEARCH OFFICER  
(714) 754-5241**

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## **RECOMMENDED ACTION**

It is recommended the City Council discuss the City's Preliminary Five Year Financial Forecast and Capital Reinvestment Strategy and provide comments/suggestions about future priorities.

## **BACKGROUND**

During the recent decline in the economy, the City's financial position changed. Over the last few years, the City's revenues have declined forcing the City to take necessary actions to reduce expenditures. As part of reducing expenditures, among other things, it was determined to delay: purchasing or replacing equipment, repairs and maintenance to facilities, and funding reserves. Unfortunately, while reducing staffing costs, the City also used fund balance or reserves in the amount of approximately \$33 million.

Recently, City Council has expressed a desire to determine, financially, what the next five years (FY 12-13 thru FY 16-17) look like for the City's General Fund. The City has not had a comprehensive five year financial forecast to provide such information, therefore staff has developed one. Staff created this five year financial forecast using most of the City's own tools for developing the annual budget, both revenues and expenditures.

At this time, this forecast is based on preliminary assumptions and is intended to be a tool to help: 1.) project what future year's budget might be; 2.) demonstrate how decisions in the current year may impact the financial future of the City; and 3.) allow City Council to discuss and determine future priorities based upon available resources. City Council has expressed a desire to contribute more General Fund monies to capital improvements and therefore the 5-year forecast may allow for even more clarification of priorities under the capital improvements topic (Streets, Alleys, Sidewalks, etc).

## **ANALYSIS**

For revenues, staff compiled about 10 years of historical data at the individual account level. This historical information is very important when determining future forecasting. Having such data helps determine if a revenue account is relatively flat (Business License Tax),

increasing at consistent rate (some fee and charges), or fluctuating with current market conditions from year to year (Sales Tax and Property Tax). Using this data, staff was able to then summarize into two line items – Total Revenue and Total Other Financing Sources (Transfers In). These two items can be seen in historical CAFR's and therefore allows for easy year to year comparison/verification.

For expenditures, staff also compiled about 10 years of historical data at the department/division individual account level. Using this detail, staff was able to summarize the information into the major categories of Salaries and Benefits (S&B), Maintenance & Operations (M&O), Fixed Assets and Transfers Out, as well as have year over year data at the individual account level. Establishing a database at this level allows for maximum analysis and the ability to forecast certain line item data at the department/division level, similar to the annual budget.

Since salaries and benefits are a large part of the overall expenditure forecast, staff created the necessary database to forecast these future costs at the position level. Currently, staff uses a similar database for the annual budget, which includes current salary information, applicable step/merit increases, other compensation rates/amounts, PERS rates (for a given year), medical/flex bucket amounts and Medicare contributions. While having this data for one year, staff extrapolated the same database for each of the five years to forecast. Having such a database, has allowed staff to more accurately forecast salary and benefit costs, especially with variables like PERS rates and salary increases.

This salary and benefit information feeds into the department/division line item database to be combined with any M&O account analysis. Maintenance and operations account analysis is very similar to that of revenues. Having historical data helps when determining if individual accounts remain flat (office supplies and debt service), increase at a consistent rate (utility costs – water, gas, electric), or fluctuate with current conditions or needs (building modifications and fixed asset purchases). Staff reviewed current funding levels for each department/division line item and forecasted each according to the type of account.

### **Assumptions:**

As with any forecast, making assumptions about future conditions is very important. For the City, assumptions need to be made for both revenues and expenditures.

**Revenues:** At this time, staff determined there were 4 main revenue sources that would require an assumption be made, Sales Tax, Property Tax, Transient Occupancy Tax (TOT) and Building/Electrical/Plumbing Permits. In the future, it may be necessary to incorporate additional accounts in the forecast to provide more detailed analysis. With most of the assumptions, trying to eliminate year to year fluctuations while forecasting, staff determined it was prudent to assume an average rate.

Sales Tax – the current sales tax assumption is an increase of 3% per year. Staff recognizes that current market conditions are more favorable than previous years and that those conditions may not continue. Using a 3% average could allow for a 6% increase in one year and a 0% increase the following. The average for those two would be 3%.

Property Tax – the current property tax assumption is an increase of 3% per year. A portion of the property tax base has been restricted by Prop 13, which establishes a maximum annual assessment increase to 2% (CPI Adjustment Factor). Therefore, even though market values are down, these properties may still increase annually by the CPI adjustment factor until they are assessed at the market value.

Another aspect of property taxes is, with the recent decline of property values, the County Assessor reduced the assessed value of many properties. In the future, when the market value increases, these properties can be assessed in excess of the CPI adjustment factor (2% maximum) until they return to the Prop 13 assessed maximum value. Should this occur, property tax revenue will increase in excess of normal inflationary factors.

Transient Occupancy Tax (TOT) – the current TOT assumption is an increase of 2% in 2012-13, 2.5% in 2013-14, and 3% the remaining years. The rate increase from 2010-11 is fully implemented and staff is including a slight increase as the economy begins to stabilize. Also the business sector may begin to increase from where it currently is and Costa Mesa will benefit by being in Central Orange County and its proximity to the airport.

Building/Electrical/Plumbing Permits – the current permit assumption is an increase of 2.5% in 2012-13, 3.0% in 2013-14, and 2% the remaining years. It is anticipated by many economists that the building industry will be increasing in the next couple of years for both housing and business development. While Costa Mesa is fairly built out for new development, the City is starting to see more redevelopment of current properties. Staff reducing this increase in future years is a conservative reduction.

For all other revenue line items staff used historical trends to help determine changes (increases or no change) from year to year.

**Expenditures:** At this time, staff determined there were 2 main expenditure attributes that would require assumptions: salary increases and PERS rates. Since greater than 70% of the City's budget is salary and benefits, staff felt it important to focus on those aspects at this time. Staff recognizes both attributes could change as part of the negotiation/contract process, so both are viewed more conservatively as to not influence that process.

For both assumptions there are 3 categories – Miscellaneous, Police and Fire. Miscellaneous should be considered all non-sworn full time personnel. Police and Fire are the sworn personnel in each of those departments.

Salary Increases – City staff have not received salary increases since the 2008-09 fiscal year.

The current salary increase assumption for the Miscellaneous personnel is 0% until 2014-15, then 2% the remaining two years. The current employment contract is effective until 2013. Given current employment market conditions and the length of the current employment contract, staff is not forecasting a salary adjustment for three years. Staff has included a 2% salary increase in the final two years of the forecast as it may be more probable some adjustment would take place in the future.

The current salary increase assumption for sworn Police personnel is 0% until 2014-15, then 2% the remaining 2 years. This is based on the current employment contract that states if the City's top 3 revenues have increased to previous all time highs (FY 07-08) then a minimum 2% increase would be required. At this time, the current forecast does not meet this requirement; therefore staff is not including a salary increase until 2015-16.

The current salary increase assumption for sworn Fire personnel is 0% in 2012-13 the 2% the remaining 4 years. This is based on the current employment contract that states the requirement by the City not to adjust salaries until September 2013. Therefore starting in FY 2013-14 staff has forecasted a 2% increase and assumed the same each year after.

PERS Rate Increases – Staff based the forecast using the most recent PERS rate increases received from PERS in March 2011. They are displayed as the total PERS rate (including both the Employee and Employer rates).

For calculating the forecasted cost, staff has separated the two as it normally does for the annual budget, and only taken into account the City's net cost (excluding the amounts paid by employees).

The forecasted rates for Miscellaneous are as follows:

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
18.53%	19.38%	27.18%	27.58%	27.88%	28.18%

There are 2 reasons for the increase in FY 13-14. One is because CalPERS has projected a rate increase of 2.8%. They are currently projecting rate increases to level off after that year. The other reason is because that is the time when the current employment contract will conclude and the 5% the Miscellaneous personnel currently contribute would revert back to the City. In FY 13-14, staff estimates that amount to be \$740,067.

The forecasted rates for Police are as follows:

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
38.06%	38.80%	42.20%	42.50%	47.80%	48.10%

The reason for the increase in FY 13-14 is because CalPERS has projected a rate increase of 3.4%. They are currently projecting rate increases to level off after that year. The reason for the increase in FY 15-16 is because that is the time when the current employment contract will conclude and the 5% the Police personnel currently contribute would revert back to the City. In 15-16, staff estimates that amount to be \$894,908.

The forecasted rates for Fire are as follows:

FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
40.04%	47.70%	51.90%	52.50%	53.00%	53.50%

The reason for the increase in FY 12-13 is because that is the time when the current employment contract will conclude and the 6% the Fire personnel currently contribute would revert back to the City. In 12-13, staff estimates that amount to be \$637,598. The reason for the increase in FY 13-14 is because CalPERS has projected a rate increase of 4.2%. They are currently projecting rate increases to level off after that year.

For all other expenditure items, staff also used historical costs to help determine changes (increases or no change) from year to year. Certain items that are based on current rates (utilities and insurance), staff included annual increase amounts and will continue to determine if included amounts are reasonable. For other more controllable line items (office supplies, furniture, equipment), staff forecasted flat using current proposed budgeted amounts.

### **Preliminary Forecast Results:**

Given these assumptions, staff was able to forecast the fiscal years 2012-13 thru 2016-17 (five fiscal years) and determine if the City would have a positive or negative change in fund balance (difference between revenues and expenditures) from year to year. It appears that if the City is able to control expenditures while the revenues increase, each forecasted year shows a positive change (excess) in fund balance or more revenues than expenditures (as shown on Attachment 1). Staff then began drafting a list of current and future year initiatives (as shown on Attachment 2) to use as an example of how or where excess fund balance can be prioritized.

The first items in the initiatives (#1 - #5) relate to the current year budget proposed by the CEO. They include savings created by the Police Department Reorganization and Continued Organizational Efficiencies (reduction in personnel/vacant positions). Both items, because they are structural in nature, will continue to generate savings each fiscal year since those costs are included in the forecasted expenditures on Attachment 1. When staff updates the forecast in the future, it will take into account any decisions made by City Council while adopting the budget as part of the analysis on Attachment 1. Other priorities include the replenishment of fund balance for both the General Fund and the Equipment Replacement Fund.

Also, based on City Council's desire to begin reinvestment in Capital Infrastructure with General Fund monies, staff created line items (#6 - #11, #15) including: Building Modification/Park Maintenance, Streets, Alleys, Sidewalks, IT (Information Technology/Computer) Upgrades and Website Design. Items #12 – 14 and #16 – 20 are other initiatives staff wanted to include to track and determine City Council's desire to fund them in the future. The last item #21 is for Budget Contingencies and at this point is a balancing amount to account for all available funds. A description of the items has been included as Attachment 3 to help provide City Council and the public with some general information of each.

Staff has included funding amounts on Attachment 2 as an example and should be viewed as a starting point for City Council to establish funding priorities for future initiatives. Staff also recognizes more information may be necessary to properly set funding levels and will do so when provided that direction.

### **ALTERNATIVES CONSIDERED**

Staff has not considered any alternatives at this time.

### **FISCAL REVIEW**

There is no fiscal impact to the Five Year Financial Forecast.

## **LEGAL REVIEW**

There is no legal review necessary at this time.

## **CONCLUSION**

Recently, City Council has expressed a desire to determine, financially, what the next five years (FY 12-13 thru FY 16-17) look like for the City's General Fund. The City has not had a comprehensive five year financial forecast to provide such information, therefore staff has developed one. Staff created this five year financial forecast using most of the City's own tools for developing the annual budget, both revenues and expenditures.

At this time, this forecast is based on preliminary assumptions and is intended to be a tool to help 1.) project what future year's budget might be, 2.) demonstrate how decisions in the current year may impact the financial future of the City, and 3.) allow City Council to discuss and determine future priorities based upon available resources. City Council has expressed a desire to contribute more General Fund monies to capital improvements and therefore the 5-year forecast may allow for even more clarification of priorities under the capital improvements topic (Streets, Alleys, Sidewalks, etc).

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LARRY HURST  
Interim Finance Director

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BOBBY YOUNG  
Budget & Research Officer

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DAN BAKER  
Management Analyst

Attachment(s): 1 – Total Revenues, Expenditures and Net Fund Balance  
2 – Current and Future Year Initiatives  
3 – Current and Future Year Initiatives Descriptions  
4 – Current Assumptions

**City of Costa Mesa - 5 Year Forecast - Total Revenues, Expenditures and Net Fund Balance**

	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>
	<b>Revised</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>	<b>Projected</b>
Total Revenues	89,830,589	94,578,394	96,769,917	99,405,889	102,109,938	104,723,864	107,118,906
Total Other Financing Sources	1,976,064	-	-	-	-	-	-
<b>Total Revenue</b>	<b>91,806,653</b>	<b>94,578,394</b>	<b>96,769,917</b>	<b>99,405,889</b>	<b>102,109,938</b>	<b>104,723,864</b>	<b>107,118,906</b>
Expenditures							
Salaries & Benefits	73,154,878	72,608,268	74,435,217	77,759,714	78,598,503	81,128,479	82,625,449
Maintenance & Operations	19,611,738	24,704,500	22,032,290	20,520,748	20,700,345	20,770,217	20,955,593
Fixed Assets	527,229	458,845	150,000	150,000	150,000	150,000	150,000
Transfers Out	100,000	100,000	100,000	100,000	100,000	100,000	100,000
<b>Total Expenditures</b>	<b>93,393,845</b>	<b>97,871,613</b>	<b>96,717,507</b>	<b>98,530,462</b>	<b>99,548,848</b>	<b>102,148,696</b>	<b>103,831,042</b>
<b>Net change in fund balance</b>	<b>(1,587,192)</b>	<b>(3,293,219)</b>	<b>52,410</b>	<b>875,427</b>	<b>2,561,090</b>	<b>2,575,168</b>	<b>3,287,864</b>

## City of Costa Mesa - 5 Year Forecast - Current and Future Year Initiatives

	FY 2011-12 Adopted	FY 2012-13 Projected	FY 2013-14 Projected	FY 2014-15 Projected	FY 2015-16 Projected	FY 2016-17 Projected	Cumulative Total
<b>Net change in fund balance</b>	<b>\$ (3,293,219)</b>	<b>\$ 52,410</b>	<b>\$ 875,427</b>	<b>\$ 2,561,090</b>	<b>\$ 2,575,168</b>	<b>\$ 3,287,864</b>	
<b>Current &amp; Future Year Initiatives (Examples):</b>							
1 <b>Structural Changes - PD Reorganization</b>	(1,232,660)	(1,645,066)	(1,645,066)	(1,058,306)	(1,058,306)	(1,058,306)	(7,697,710)
2 Continued Organizational Efficiencies	(1,718,623)	(1,718,623)	(1,718,623)	(1,718,623)	(1,718,623)	(1,718,623)	(10,311,738)
3 <b>Other Budget Changes</b>	(955,695)	-	-	-	-	-	(955,695)
4 Replenishment of GF Fund Balance	76,984	500,000	500,000	500,000	500,000	500,000	2,576,984
5 <b>Replenishment of Equip Replace Fund Balance</b>	(433,225)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	4,566,775
6 Building Modifications/Park Maintenance	-	500,000	500,000	500,000	500,000	500,000	2,500,000
7 <b>Streets</b>	-	-	-	1,000,000	1,500,000	2,000,000	4,500,000
8 Alleys	-	200,000	200,000	500,000	500,000	500,000	1,900,000
9 <b>Sidewalks</b>	-	-	-	250,000	250,000	400,000	900,000
10 IT Upgrades	-	300,000	300,000	300,000	300,000	300,000	1,500,000
11 <b>Website Design</b>	-	50,000	50,000	50,000	50,000	50,000	250,000
12 Cal PERS Unfunded Liability	-	-	-	-	-	-	-
13 <b>Medical Reimbursement Unfunded Liability</b>	-	-	-	-	-	-	-
14 Compensated Absence Unfunded Liability	-	-	-	-	-	-	-
15 <b>Youth Sports - CM United</b>	-	100,000	100,000	100,000	100,000	100,000	500,000
16 Library Upgrades	-	-	-	-	-	-	-
17 <b>Sports Fields Master Plan</b>	-	-	-	-	-	-	-
18 Problem Properties	-	-	-	-	-	-	-
19 <b>Tree Plan</b>	-	-	-	-	-	-	-
20 Countywide 800 MHz System	-	-	-	-	-	-	-
21 <b>Budget Contingency</b>	970,000	766,099	1,589,116	1,138,019	652,097	714,793	5,830,123
<b>Subtotal Initiatives</b>	<b>(3,293,219)</b>	<b>52,410</b>	<b>875,427</b>	<b>2,561,090</b>	<b>2,575,168</b>	<b>3,287,864</b>	<b>6,058,739</b>
<b>Total</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ 0</b>				

## City of Costa Mesa 5 Year Current and Future Initiatives Descriptions

<b><u>Current &amp; Future Initiatives</u></b>		<b><u>Cumulative Total</u></b>
1.	<p><b><u>Structural Changes – Police Department Reorganization (Savings):</u></b>            This amount represents the savings created from the proposed Police Department reorganization. Because the salaries and other costs are included in the expenditure forecast for each year, when structural changes are made, those savings continue in future years.</p>	<b><u>(\$7,697,710)</u></b>
2.	<p><b><u>Continued Organizational Efficiencies (Savings):</u></b>            This amount represents additional reductions proposed by the CEO. As presented the savings in FY 11-12 are \$238,225. A commitment from the CEO to continue has been to continue to create structural savings in future years. Should any positions (vacant or filled) be reduced in future years, the City can expect these additional savings.</p>	<b><u>(\$10,311,738)</u></b>
3.	<p><b><u>Other Budget Changes (Savings):</u></b>            This amount represents the net changes proposed by CEO for FY 11-12. These include reducing the amount allocated for the General Plan, CAD equipment, Aquatics program; and increasing the City Attorney, Finance and CEO's department budget.</p>	<b><u>(\$955,695)</u></b>
4.	<p><b><u>Replenishment of General Fund - Fund Balance:</u></b>            This amount represents the commitment to replenish General Fund reserves which have been used during the recent economic downturn.</p>	<b><u>\$2,576,984</u></b>
5.	<p><b><u>Replenishment of Equipment Replacement Fund – Fund Balance:</u></b>            This amount represents the commitment to increase the amount set aside for replacement of the City's vehicles and equipment.</p>	<b><u>\$4,566,775</u></b>
6.	<p><b><u>Building Modifications:</u></b>            Many of the City's facilities are in need of funding for necessary repairs and improvements. Over the next five years the City is planning to commit \$2.5 million in General Fund dollars to facilitate these necessary improvements to its' facilities to ensure a safe working environment for both employees and Costa Mesa residents and visitors.</p>	<b><u>\$2,500,000</u></b>

## City of Costa Mesa 5 Year Current and Future Initiatives Descriptions

<u>Current &amp; Future Initiatives</u>		<u>Cumulative Total</u>
7.	<p><b><u>Streets:</u></b> Street maintenance, repair, and replacement are some of the most important components in keeping Costa Mesa a healthy and safe community. Safety is not only important for its' visitors but also for its' residents and businesses that call Costa Mesa home. As such, over the next 5 years the City is planning to invest \$4.5 million in General Fund dollars to keep Costa Mesa streets healthy. These General Fund dollars will be in addition to the roughly \$20 million dollars in grant funding that the City will utilize over the next five years to ensure the maintenance and repair of Costa Mesa's roads and arterials.</p>	<b><u>\$4,500,000</u></b>
8.	<p><b><u>Alleys:</u></b> Over the next 5 years the City is planning to invest \$1.9 million in additional General Fund dollars towards the rehabilitation of the City's unfinished alleys. These General Fund dollars will be in addition to the existing grant funding the City annually utilizes (CDBG, Measure M, Gas Tax, etc.) to complete the improvements. The improvements include the removal of all existing asphalt and replacing with new concrete. Proper drainage will also be ensured. Currently, the estimated cost to repair all of Costa Mesa's roughly 100 unimproved alleys is approximately \$17 million.</p>	<b><u>\$1,900,000</u></b>
9.	<p><b><u>Sidewalks:</u></b> Over the next 5 years the City is planning to invest an additional \$900,000 of General Fund dollars to continue its' priority sidewalk repair program and continue to invest in the remaining neighborhoods that are currently without sidewalks. These additional General Fund dollars will be in addition to the existing grant funding the City annually utilizes (CDBG, Measure M, Gas Tax, etc.) to complete sidewalk and parkway improvements.</p>	<b><u>\$900,000</u></b>
10.	<p><b><u>IT Upgrades:</u></b> The City's computer and information infrastructure is aging and is in need of necessary upgrades and improvements. Some of these improvements include the replacement of all public safety Mobile Computers, the purchase and licensing fees for all computer upgrades to windows 7, as well as the purchase of an HP 9000 server and other miscellaneous servers for City Hall and Police department networks. Over the next 5 years the City is planning to invest \$1.5 million General Fund Dollars to ensure the completion of these necessary upgrades and improvements.</p>	<b><u>\$1,500,000</u></b>

## City of Costa Mesa 5 Year Current and Future Initiatives Descriptions

<b><u>Current &amp; Future Initiatives</u></b>		<b><u>Cumulative Total</u></b>
11.	<p><b><u>Website Improvements:</u></b> Over the next 5 years the City is planning to invest in the enhancement of the overall way it communicates with its' residents. The primary focus will be in the creation and maintenance of a vibrant, useful, and highly interactive website where citizens can access all the information they need and want regarding the daily operation of not only City Hall but all current happenings within the City.</p>	<b><u>\$250,000</u></b>
12.	<p><b><u>Cal PERS Unfunded Liability:</u></b> Cal PERS is reporting that the City has an unfunded liability of \$221 million dollars. While this item may need future funding, the appropriate amount has yet to be determined.</p>	<b><u>Undetermined</u></b>
13.	<p><b><u>Medical Unfunded Liability:</u></b> Currently the City has an unfunded liability of \$35 million dollars regarding the cost to cover all retiree medical costs that started employment with the City of Costa Mesa prior to 2003. In 2003 the City of Costa Mesa ended this plan but still has an annual liability for all retirees. While this item may need future funding, the appropriate amount has yet to be determined.</p>	<b><u>Undetermined</u></b>
14.	<p><b><u>Compensated Absence Unfunded Liability:</u></b> Employees accrue general leave hours every pay period. When an employee chooses to cash out these leave hours the City is obligated to pay the employee per his/her hourly rate. Currently the City funds this liability at 75 percent. While this item may need future funding, the appropriate amount has yet to be determined.</p>	<b><u>Undetermined</u></b>
15.	<p><b><u>Youth Sports – CM United:</u></b> The City of Costa Mesa is committed to the health and welfare of all the outstanding young men and women that are proud to call Costa Mesa home. As such, the City is planning to pledge \$100,000 a year for the next five years to Costa Mesa United. Together, this partnership will bring in the necessary funding to make the City of Costa Mesa an attractive place for young families to settle and raise their children by providing outstanding venues and opportunities for the youth of Costa Mesa.</p>	<b><u>\$500,000</u></b>

## City of Costa Mesa 5 Year Current and Future Initiatives Descriptions

<b><u>Current &amp; Future Initiatives</u></b>		<b><u>Cumulative Total</u></b>
16.	<p><b><u>Library Upgrades:</u></b>            Many, if not all, of the City's library facilities are in need of funding for necessary repairs and upgrades. The City is committed to provide additional funding to facilitate not only needed repairs but necessary upgrades. However, the appropriate amount of future funding has yet to be determined.</p>	<b><u>Undetermined</u></b>
17.	<p><b><u>Sports Fields Master Plan:</u></b>            The City is committed to completing a Sports Field Master Plan. This plan will advise City stack holders as to the best and most effective use of open space for the future of Costa Mesa youth sports. While the creation of a Master Plan is a priority, the appropriate amount of future funding has yet to be determined to complete the plan.</p>	<b><u>Undetermined</u></b>
18.	<p><b><u>Problem Properties:</u></b>            Throughout both the commercial and residential sectors of Costa Mesa, properties, from time to time, fall prey to a number of different scenarios that leave them both unattractive and unsafe to the community. As such, the City will look to set aside funding to purchase such properties and either rehabilitate or transform such properties into the best use for the citizens of Costa Mesa. While this item may need future funding, the appropriate amount has yet to be determined.</p>	<b><u>Undetermined</u></b>
19.	<p><b><u>Tree Plan:</u></b>            The City is committed to establishing a greener canopy. As such, the City will continue to beautify Costa Mesa by designating specific areas of need and planting additional trees. While this plan is a priority, an appropriate amount of future funding has yet to be determined.</p>	<b><u>Undetermined</u></b>

## City of Costa Mesa 5 Year Current and Future Initiatives Descriptions

<u>Current &amp; Future Initiatives</u>		<u>Cumulative Total</u>
20.	<p><b><u>800 MHz Countywide Communications Systems:</u></b>            The current 800 MHz Countywide Coordinated Communications Systems (CCCS) is expected to serve the County radio infrastructure through 2015. All Orange County municipalities, the County of Orange, the Orange County Fire Authority and other participating agencies jointly govern and finance the CCCS. With the endorsement of the Orange County City Manager's Association, Orange County Chiefs of Police and Sheriff's Association, Orange County Fire Chief's Association, 800 MHz User Group and 800 MHz Governance Committee the Orange County Sheriff's Communications Division was given approval to research/evaluate and propose an approach to upgrade the CCCS into the Next Generation platform. A four phase approach to ensure system functionality was reviewed at the November 2010 Orange County City Manager's Association (OCCMA) meeting. While this item may need future funding, the appropriate amount has yet to be determined.</p>	<b><u>Undetermined</u></b>
21.	<p><b><u>Budget Contingency:</u></b>            This amount represents an annual general budget contingency for unexpected increases in expenditures and/or decreases in revenues.</p>	<b><u>\$5,830,123</u></b>

## City of Costa Mesa - 5 Year Forecast - Current Assumptions

	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
	Projected	Projected	Projected	Projected	Projected	Projected

<b>Revenue Assumptions - Increase/(Decrease)</b>						
Sales Taxes	-	3.00%	3.00%	3.00%	3.00%	3.00%
Property Taxes	-	3.00%	3.00%	3.00%	3.00%	3.00%
Transient Occupancy Taxes (TOT)	-	2.50%	3.00%	3.00%	3.00%	3.00%
Building/Electrical/Plumbing Permits	-	3.00%	2.00%	2.00%	2.00%	2.00%

### Expenditure Assumptions

<b>Salary Increases - Increase/(Decrease)</b>						
Miscellaneous	-	-	-	-	2.00%	2.00%
Police	-	-	-	-	2.00%	2.00%
Fire	-	-	2.00%	2.00%	2.00%	2.00%

### PERS Rates - Total

Miscellaneous	18.53%	19.38%	27.18%	27.58%	27.88%	28.18%
Police	38.06%	38.80%	42.20%	42.50%	47.80%	48.10%
Fire	40.04%	47.70%	51.90%	52.50%	53.00%	53.50%

**Savings if current employee contributions continue      \$ 637,598      \$ 1,580,548      \$ 1,600,727      \$ 2,530,838      \$ 2,582,256**

CITY OF COSTA MESA  
GENERAL FUND REVENUES  
BY CATEGORY

ACCOUNT DESCRIPTION	Projected FY 11-12	Projected FY 12-13	Projected FY 13-14	Projected FY 14-15	Projected FY 15-16	Projected FY 15-16
Property Tax - Secured	\$ 19,475,000	\$ 20,059,250	\$ 20,661,028	\$ 21,280,858	\$ 21,919,284	\$ 22,576,863
Property Tax - Unsecured	800,000	900,000	950,000	1,000,000	1,050,000	1,050,000
Property Tax - Supplemental	100,000	175,000	200,000	225,000	250,000	250,000
Property Tax - Homeowners	170,000	170,000	170,000	170,000	170,000	170,000
Delinquent Tax - Penalties/Int	100,000	50,000	50,000	50,000	50,000	50,000
Property Transfer Tax	300,000	225,000	250,000	275,000	300,000	325,000
Sales & Use Tax	31,250,000	32,088,434	32,940,827	33,818,791	34,723,094	35,654,527
Sales Tax In-Lieu	10,500,000	11,000,000	11,500,000	12,000,000	12,500,000	13,000,000
Transient Occupancy Tax	5,950,000	6,059,790	6,211,285	6,397,623	6,589,552	6,787,239
Electric Franchise Fee	1,300,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
Cable TV Franchise Fee	1,000,000	950,000	950,000	950,000	950,000	950,000
PEG Cable Franchise Fee	200,000	185,250	185,250	185,250	185,250	185,250
Gas Franchise Fee	300,000	350,000	350,000	350,000	350,000	350,000
Business License	850,000	850,000	850,000	850,000	850,000	850,000
Solid Waste Hauler Franchise Fee	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000
<b>Total Taxes</b>	<b>\$ 73,545,000</b>	<b>\$ 75,662,724</b>	<b>\$ 77,868,389</b>	<b>\$ 80,152,523</b>	<b>\$ 82,487,181</b>	<b>\$ 84,798,878</b>
<b>Total Licenses &amp; Permits</b>	<b>\$ 1,413,000</b>	<b>\$ 1,350,775</b>	<b>\$ 1,391,371</b>	<b>\$ 1,412,381</b>	<b>\$ 1,448,810</b>	<b>\$ 1,470,668</b>
<b>Total Fines &amp; Forfeitures</b>	<b>\$ 2,025,000</b>	<b>\$ 2,075,000</b>	<b>\$ 2,175,000</b>	<b>\$ 2,175,000</b>	<b>\$ 2,175,000</b>	<b>\$ 2,175,000</b>
<b>Total Use of Money &amp; Property</b>	<b>\$ 3,689,500</b>	<b>\$ 3,761,074</b>	<b>\$ 3,799,784</b>	<b>\$ 3,785,190</b>	<b>\$ 3,767,029</b>	<b>\$ 3,745,015</b>
<b>Total Other Govt. Agencies</b>	<b>\$ 9,366,000</b>	<b>\$ 9,392,500</b>	<b>\$ 9,642,500</b>	<b>\$ 9,892,500</b>	<b>\$ 10,142,500</b>	<b>\$ 10,142,500</b>
<b>Total Fees &amp; Charges</b>	<b>\$ 3,858,894</b>	<b>\$ 3,846,844</b>	<b>\$ 3,847,844</b>	<b>\$ 4,011,344</b>	<b>\$ 4,022,344</b>	<b>\$ 4,105,844</b>
<b>Total Other Revenues</b>	<b>\$ 681,000</b>					
<b>Total Revenues</b>	<b>\$ 94,578,394</b>	<b>\$ 96,769,917</b>	<b>\$ 99,405,889</b>	<b>\$ 102,109,938</b>	<b>\$ 104,723,864</b>	<b>\$ 107,118,906</b>
<b>Total Other Financing Sources</b>	<b>\$ -</b>					
<b>Total Fund 101</b>	<b>\$ 94,578,394</b>	<b>\$ 96,769,917</b>	<b>\$ 99,405,889</b>	<b>\$ 102,109,938</b>	<b>\$ 104,723,864</b>	<b>\$ 107,118,906</b>

**CITY OF COSTA MESA  
PROJECTED GENERAL FUND EXPENDITURES  
BY DEPARTMENT/DIVISION**

**GENERAL FUND**

<b>Department/Division</b>	<b>FY 2011-12 Projected</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Projected</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Projected</b>
<u>City Council</u>						
Salaries & Benefits	\$ 199,920	\$ 225,970	\$ 230,327	\$ 230,551	\$ 230,718	\$ 230,886
Maintenance & Operations	9,725	8,700	8,700	8,700	8,700	8,700
Fixed Assets	-	-	-	-	-	-
<b>Total City Council</b>	<b>\$ 209,645</b>	<b>\$ 234,670</b>	<b>\$ 239,027</b>	<b>\$ 239,251</b>	<b>\$ 239,418</b>	<b>\$ 239,586</b>
<u>City Chief Executive Officer</u>						
Salaries & Benefits	\$ 1,026,425	\$ 1,049,588	\$ 1,124,341	\$ 1,127,493	\$ 1,149,732	\$ 1,172,465
Maintenance & Operations	143,341	149,450	149,450	149,450	149,450	149,450
Fixed Assets	7,250	-	-	-	-	-
<b>Total City Manager</b>	<b>\$ 1,177,016</b>	<b>\$ 1,199,038</b>	<b>\$ 1,273,791</b>	<b>\$ 1,276,943</b>	<b>\$ 1,299,182</b>	<b>\$ 1,321,915</b>
<u>City Clerk</u>						
Salaries & Benefits	\$ 295,346	\$ 282,837	\$ 297,606	\$ 298,364	\$ 303,720	\$ 309,195
Maintenance & Operations	24,100	104,400	29,400	104,400	29,400	104,400
Fixed Assets	-	-	-	-	-	-
<b>Total City Clerk</b>	<b>\$ 319,446</b>	<b>\$ 387,237</b>	<b>\$ 327,006</b>	<b>\$ 402,764</b>	<b>\$ 333,120</b>	<b>\$ 413,595</b>
<u>City Attorney</u>						
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	703,000	853,000	853,000	853,000	853,000	853,000
Fixed Assets	-	-	-	-	-	-
<b>Total City Attorney</b>	<b>\$ 703,000</b>	<b>\$ 853,000</b>				
<u>Finance Administration</u>						
Salaries & Benefits	\$ 319,407	\$ 331,905	\$ 359,487	\$ 370,869	\$ 377,735	\$ 366,854
Maintenance & Operations	56,674	55,000	55,000	55,000	55,000	55,000
Fixed Assets	-	-	-	-	-	-
<b>Total Finance Admin.</b>	<b>\$ 376,081</b>	<b>\$ 386,905</b>	<b>\$ 414,487</b>	<b>\$ 425,869</b>	<b>\$ 432,735</b>	<b>\$ 421,854</b>
<u>Financial Operations</u>						
Salaries & Benefits	\$ 1,199,232	\$ 1,207,716	\$ 1,279,620	\$ 1,283,308	\$ 1,309,384	\$ 1,336,039
Maintenance & Operations	111,150	109,800	109,800	109,800	109,800	109,800
Fixed Assets	-	-	-	-	-	-
<b>Total Financial Operations</b>	<b>\$ 1,310,382</b>	<b>\$ 1,317,516</b>	<b>\$ 1,389,420</b>	<b>\$ 1,393,108</b>	<b>\$ 1,419,184</b>	<b>\$ 1,445,839</b>
<u>Financial Planning</u>						
Salaries & Benefits	\$ 548,114	\$ 551,725	\$ 581,856	\$ 583,402	\$ 594,328	\$ 605,498
Maintenance & Operations	26,295	26,250	26,250	26,250	26,250	26,250
Fixed Assets	-	-	-	-	-	-
<b>Total Financial Planning</b>	<b>\$ 574,409</b>	<b>\$ 577,975</b>	<b>\$ 608,106</b>	<b>\$ 609,652</b>	<b>\$ 620,578</b>	<b>\$ 631,748</b>
<u>Admin. Services Admin.</u>						
Salaries & Benefits	\$ 448,951	\$ 448,344	\$ 461,895	\$ 462,590	\$ 467,505	\$ 472,528
Maintenance & Operations	167,333	161,100	161,100	161,100	161,100	161,100
Fixed Assets	-	-	-	-	-	-
<b>Total Admin. Serv. Admin.</b>	<b>\$ 616,284</b>	<b>\$ 609,444</b>	<b>\$ 622,995</b>	<b>\$ 623,690</b>	<b>\$ 628,605</b>	<b>\$ 633,628</b>
<u>Human Resources</u>						
Salaries & Benefits	\$ 472,510	\$ 472,928	\$ 501,210	\$ 502,660	\$ 512,916	\$ 523,399
Maintenance & Operations	270,827	282,550	282,550	282,550	282,550	282,550
Fixed Assets	-	-	-	-	-	-
<b>Total Personnel Division</b>	<b>\$ 743,337</b>	<b>\$ 755,478</b>	<b>\$ 783,760</b>	<b>\$ 785,210</b>	<b>\$ 795,466</b>	<b>\$ 805,949</b>

**CITY OF COSTA MESA  
PROJECTED GENERAL FUND EXPENDITURES  
BY DEPARTMENT/DIVISION**

**GENERAL FUND**

<b>Department/Division</b>	<b>FY 2011-12 Projected</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Projected</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Projected</b>
<b><u>Central Services</u></b>						
Salaries & Benefits	\$ 366,955	\$ 369,331	\$ 391,191	\$ 392,312	\$ 400,238	\$ 408,341
Maintenance & Operations	81,504	91,150	91,150	91,150	91,150	91,150
Fixed Assets	-	-	-	-	-	-
<b>Total Central Services</b>	<b>\$ 448,459</b>	<b>\$ 460,481</b>	<b>\$ 482,341</b>	<b>\$ 483,462</b>	<b>\$ 491,388</b>	<b>\$ 499,491</b>
<b><u>Recreation Division</u></b>						
Salaries & Benefits	\$ 1,925,730	\$ 1,927,717	\$ 1,979,880	\$ 1,983,615	\$ 2,001,265	\$ 2,019,306
Maintenance & Operations	1,553,492	1,652,950	1,652,950	1,652,950	1,652,950	1,627,950
Fixed Assets	-	-	-	-	-	-
<b>Total Recreation Div.</b>	<b>\$ 3,479,222</b>	<b>\$ 3,580,667</b>	<b>\$ 3,632,830</b>	<b>\$ 3,636,565</b>	<b>\$ 3,654,215</b>	<b>\$ 3,647,256</b>
<b><u>Risk Management</u></b>						
Salaries & Benefits	\$ 2,182,203	\$ 2,223,600	\$ 2,393,544	\$ 2,494,527	\$ 2,601,480	\$ 2,608,586
Maintenance & Operations	408,081	401,300	406,300	411,300	416,300	421,300
Fixed Assets	-	-	-	-	-	-
<b>Total Risk Management</b>	<b>\$ 2,590,284</b>	<b>\$ 2,624,900</b>	<b>\$ 2,799,844</b>	<b>\$ 2,905,827</b>	<b>\$ 3,017,780</b>	<b>\$ 3,029,886</b>
<b><u>Telecommunications Div.</u></b>						
Salaries & Benefits	\$ 3,243,172	\$ 3,250,160	\$ 3,436,552	\$ 3,466,930	\$ 3,550,284	\$ 3,616,776
Maintenance & Operations	564,359	612,000	612,000	612,000	612,000	612,000
Fixed Assets	-	-	-	-	-	-
<b>Total Telecommunications</b>	<b>\$ 3,807,531</b>	<b>\$ 3,862,160</b>	<b>\$ 4,048,552</b>	<b>\$ 4,078,930</b>	<b>\$ 4,162,284</b>	<b>\$ 4,228,776</b>
<b><u>Management Info. Systems</u></b>						
Salaries & Benefits	\$ 1,446,317	\$ 1,433,961	\$ 1,517,176	\$ 1,521,443	\$ 1,551,587	\$ 1,582,399
Maintenance & Operations	874,203	897,550	922,550	947,550	972,550	997,550
Fixed Assets	307,880	100,000	100,000	100,000	100,000	100,000
<b>Total Management Info.</b>	<b>\$ 2,628,400</b>	<b>\$ 2,431,511</b>	<b>\$ 2,539,726</b>	<b>\$ 2,568,993</b>	<b>\$ 2,624,137</b>	<b>\$ 2,679,949</b>
<b><u>Police Administration</u></b>						
Salaries & Benefits	\$ 1,752,938	\$ 1,730,323	\$ 1,754,443	\$ 1,756,373	\$ 1,802,980	\$ 1,822,425
Maintenance & Operations	474,682	480,800	480,800	480,800	480,800	480,800
Fixed Assets	-	-	-	-	-	-
<b>Total Police Admin.</b>	<b>\$ 2,227,620</b>	<b>\$ 2,211,123</b>	<b>\$ 2,235,243</b>	<b>\$ 2,237,173</b>	<b>\$ 2,283,780</b>	<b>\$ 2,303,225</b>
<b><u>Police Technical Services</u></b>						
Salaries & Benefits	\$ 5,215,410	\$ 5,240,811	\$ 5,517,685	\$ 5,532,511	\$ 5,682,115	\$ 5,801,336
Maintenance & Operations	710,659	628,000	628,000	628,000	628,000	628,000
Fixed Assets	-	-	-	-	-	-
<b>Total Police Technical</b>	<b>\$ 5,926,069</b>	<b>\$ 5,868,811</b>	<b>\$ 6,145,685</b>	<b>\$ 6,160,511</b>	<b>\$ 6,310,115</b>	<b>\$ 6,429,336</b>
<b><u>Police Field Operations</u></b>						
Salaries & Benefits	\$ 17,260,566	\$ 18,029,489	\$ 18,595,342	\$ 18,701,442	\$ 19,694,393	\$ 20,088,799
Maintenance & Operations	1,236,508	1,206,000	1,206,000	1,206,000	1,206,000	1,206,000
Fixed Assets	-	-	-	-	-	-
<b>Total Police Field Oper.</b>	<b>\$ 18,497,074</b>	<b>\$ 19,235,489</b>	<b>\$ 19,801,342</b>	<b>\$ 19,907,442</b>	<b>\$ 20,900,393</b>	<b>\$ 21,294,799</b>
<b><u>Police Support Services</u></b>						
Salaries & Benefits	\$ 7,651,816	\$ 7,483,419	\$ 7,681,042	\$ 7,696,432	\$ 8,077,367	\$ 8,232,640
Maintenance & Operations	988,263	967,250	967,250	967,250	967,250	967,250
Fixed Assets	-	-	-	-	-	-
<b>Total Police Support</b>	<b>\$ 8,640,079</b>	<b>\$ 8,450,669</b>	<b>\$ 8,648,292</b>	<b>\$ 8,663,682</b>	<b>\$ 9,044,617</b>	<b>\$ 9,199,890</b>

**CITY OF COSTA MESA  
PROJECTED GENERAL FUND EXPENDITURES  
BY DEPARTMENT/DIVISION**

**GENERAL FUND**

<b>Department/Division</b>	<b>FY 2011-12 Projected</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Projected</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Projected</b>
<b><u>Fire Administration</u></b>						
Salaries & Benefits	\$ 1,372,394	\$ 1,388,428	\$ 1,438,809	\$ 1,457,177	\$ 1,474,662	\$ 1,492,540
Maintenance & Operations	111,387	110,500	110,500	110,500	110,500	110,500
Fixed Assets	-	-	-	-	-	-
<b>Total Fire Admin.</b>	<b>\$ 1,483,781</b>	<b>\$ 1,498,928</b>	<b>\$ 1,549,309</b>	<b>\$ 1,567,677</b>	<b>\$ 1,585,162</b>	<b>\$ 1,603,040</b>
<b><u>Fire Suppression</u></b>						
Salaries & Benefits	\$ 16,633,211	\$ 17,643,221	\$ 18,501,576	\$ 18,970,733	\$ 19,383,944	\$ 19,772,055
Maintenance & Operations	1,413,113	1,407,600	1,408,600	1,409,600	1,410,600	1,411,600
Fixed Assets	23,715	50,000	50,000	50,000	50,000	50,000
<b>Total Fire Suppression</b>	<b>\$ 18,070,039</b>	<b>\$ 19,100,821</b>	<b>\$ 19,960,176</b>	<b>\$ 20,430,333</b>	<b>\$ 20,844,544</b>	<b>\$ 21,233,655</b>
<b><u>Fire Prevention</u></b>						
Salaries & Benefits	\$ 243,094	\$ 245,328	\$ 258,600	\$ 259,280	\$ 264,083	\$ 268,992
Maintenance & Operations	218,740	209,500	209,500	209,500	209,500	209,500
Fixed Assets	-	-	-	-	-	-
<b>Total Fire Prevention</b>	<b>\$ 461,834</b>	<b>\$ 454,828</b>	<b>\$ 468,100</b>	<b>\$ 468,780</b>	<b>\$ 473,583</b>	<b>\$ 478,492</b>
<b><u>Development Serv. Admin.</u></b>						
Salaries & Benefits	\$ 396,410	\$ 399,736	\$ 421,060	\$ 422,153	\$ 429,886	\$ 437,790
Maintenance & Operations	53,100	53,100	53,100	53,100	53,100	53,100
Fixed Assets	-	-	-	-	-	-
<b>Total Development Serv.</b>	<b>\$ 449,510</b>	<b>\$ 452,836</b>	<b>\$ 474,160</b>	<b>\$ 475,253</b>	<b>\$ 482,986</b>	<b>\$ 490,890</b>
<b><u>Planning</u></b>						
Salaries & Benefits	\$ 803,976	\$ 816,004	\$ 864,793	\$ 867,295	\$ 884,964	\$ 903,026
Maintenance & Operations	537,800	82,450	82,450	82,450	82,450	82,450
Fixed Assets	-	-	-	-	-	-
<b>Total Planning</b>	<b>\$ 1,341,776</b>	<b>\$ 898,454</b>	<b>\$ 947,243</b>	<b>\$ 949,745</b>	<b>\$ 967,414</b>	<b>\$ 985,476</b>
<b><u>Building Safety</u></b>						
Salaries & Benefits	\$ 1,212,234	\$ 1,239,875	\$ 1,314,182	\$ 1,317,811	\$ 1,343,482	\$ 1,369,722
Maintenance & Operations	371,880	406,500	406,500	406,500	406,500	406,500
Fixed Assets	120,000	-	-	-	-	-
<b>Total Building Safety</b>	<b>\$ 1,704,114</b>	<b>\$ 1,646,375</b>	<b>\$ 1,720,682</b>	<b>\$ 1,724,311</b>	<b>\$ 1,749,982</b>	<b>\$ 1,776,222</b>
<b><u>Public Services Admin.</u></b>						
Salaries & Benefits	\$ 608,112	\$ 633,221	\$ 660,223	\$ 661,607	\$ 671,403	\$ 681,415
Maintenance & Operations	529,120	526,000	526,000	526,000	526,000	526,000
Fixed Assets	-	-	-	-	-	-
<b>Total Public Serv. Adm.</b>	<b>\$ 1,137,232</b>	<b>\$ 1,159,221</b>	<b>\$ 1,186,223</b>	<b>\$ 1,187,607</b>	<b>\$ 1,197,403</b>	<b>\$ 1,207,415</b>
<b><u>Engineering</u></b>						
Salaries & Benefits	\$ 1,069,323	\$ 1,091,338	\$ 1,155,064	\$ 1,158,332	\$ 1,181,448	\$ 1,205,076
Maintenance & Operations	333,902	387,300	387,300	387,300	387,300	387,300
Fixed Assets	-	-	-	-	-	-
<b>Total Engineering</b>	<b>\$ 1,403,225</b>	<b>\$ 1,478,638</b>	<b>\$ 1,542,364</b>	<b>\$ 1,545,632</b>	<b>\$ 1,568,748</b>	<b>\$ 1,592,376</b>
<b><u>Transportation Services</u></b>						
Salaries & Benefits	\$ 576,386	\$ 547,401	\$ 584,227	\$ 585,834	\$ 597,205	\$ 608,828
Maintenance & Operations	1,765,624	1,867,700	1,920,700	1,973,200	2,025,700	2,078,200
Fixed Assets	-	-	-	-	-	-
<b>Total Transportation</b>	<b>\$ 2,342,010</b>	<b>\$ 2,415,101</b>	<b>\$ 2,504,927</b>	<b>\$ 2,559,034</b>	<b>\$ 2,622,905</b>	<b>\$ 2,687,028</b>

**CITY OF COSTA MESA  
PROJECTED GENERAL FUND EXPENDITURES  
BY DEPARTMENT/DIVISION**

**GENERAL FUND**

<b>Department/Division</b>	<b>FY 2011-12 Projected</b>	<b>FY 2012-13 Projected</b>	<b>FY 2013-14 Projected</b>	<b>FY 2014-15 Projected</b>	<b>FY 2015-16 Projected</b>	<b>FY 2016-17 Projected</b>
<b><u>Maintenance Services</u></b>						
Salaries & Benefits	\$ 4,138,116	\$ 4,170,840	\$ 4,457,983	\$ 4,493,459	\$ 4,589,653	\$ 4,688,535
Maintenance & Operations	5,375,807	5,393,700	5,423,700	5,453,700	5,508,700	5,563,700
Fixed Assets	-	-	-	-	-	-
<b>Total Maintenance Serv.</b>	<b>\$ 9,513,923</b>	<b>\$ 9,564,540</b>	<b>\$ 9,881,683</b>	<b>\$ 9,947,159</b>	<b>\$ 10,098,353</b>	<b>\$ 10,252,235</b>
<b><u>Non-Departmental</u></b>						
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance & Operations	5,589,831	5,291,690	3,741,148	3,732,245	3,738,617	3,735,493
Transfers Out	100,000	100,000	100,000	100,000	100,000	100,000
<b>Total Non-Departmental</b>	<b>\$ 5,689,831</b>	<b>\$ 5,391,690</b>	<b>\$ 3,841,148</b>	<b>\$ 3,832,245</b>	<b>\$ 3,838,617</b>	<b>\$ 3,835,493</b>
<b><u>RECAP:</u></b>						
Salaries & Benefits	\$ 72,608,268	\$ 74,435,217	\$ 77,759,714	\$ 78,598,503	\$ 81,128,479	\$ 82,625,449
Maintenance & Operations	24,704,500	24,423,290	22,911,748	23,091,345	23,161,217	23,346,593
Fixed Assets	458,845	150,000	150,000	150,000	150,000	150,000
Transfers Out	100,000	100,000	100,000	100,000	100,000	100,000
Less: Equipment Replacement		(2,141,000)	(2,141,000)	(2,141,000)	(2,141,000)	(2,141,000)
Less: Building Modifications		(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
<b>Grand Total</b>	<b>\$ 97,871,613</b>	<b>\$ 96,717,507</b>	<b>\$ 98,530,462</b>	<b>\$ 99,548,848</b>	<b>\$ 102,148,696</b>	<b>\$ 103,831,042</b>





## ***COSTA MESA REDEVELOPMENT AGENCY***

The Costa Mesa Redevelopment Agency (RDA) was established by Ordinance No. 72.2 of the Costa Mesa City Council and adopted on January 17, 1972, pursuant to the Community Redevelopment Law of California, as codified in Section 33000 of the California Health and Safety Code.

The principal objectives of the Agency are to prepare and carry out plans for the improvement, rehabilitation and development of blighted areas within the defined boundaries of the redevelopment area. The principal project of the Agency is known as the Downtown Redevelopment Project, which was approved by Ordinance No. 73-44 at the meeting of the Costa Mesa City Council on December 24, 1973. The plan was amended to add area No. 2 by Ordinance No. 77-27 approved on July 5, 1977. Ordinance No. 77-36 approved August 1, 1977, amended the plan to resolve inconsistencies between the plan and the City's General Plan and improve the procedures for processing combined Agency and City permits. Ordinance No. 80-22 approved on November 17, 1980, amended the plan to add area No. 3.

Although the Redevelopment Agency, on February 15, 2005, voted to discontinue the expansion of the Costa Mesa Downtown Project Area along West 19<sup>th</sup> Street, the City created Master Urban Plans for the Westside and south Bristol Street, which provide additional opportunities for private redevelopment to occur within the designed areas. With only five years remaining for the conclusion of the Downtown Project Area in 2014, the Agency may continue to collect tax increment funds through 2024 to amortize and pay off the remaining debt.

The FY 11-12 adopted budget continues funding for most of the administrative functions at similar levels as the FY 10-11 budget. The Agency's Low/Mod Programs include the Single-Family Rehabilitation Loan and Grants Program and the Neighborhood Stabilization Program. Funds remaining, after the above existing programs are funded, are reserved for future affordable housing projects.



**REDEVELOPMENT AGENCY  
AGENDA REPORT**

ITEM NO: VIII.2  
MEETING DATE: 06/14/11

**SUBJECT: CONSIDERATION OF BUDGET ADOPTION FOR FISCAL YEAR  
2011-2012**

**DATE : June 6, 2011**

**FROM: BOBBY YOUNG. BUDGET AND RESEARCH OFFICER, 714-754-5241**

**CONTACT: BOBBY YOUNG, BUDGET AND RESEARCH OFFICER, 714-754-5241**

---

**RECOMMENDATION:**

Adopt Resolution approving the proposed budget of the Costa Mesa Redevelopment Agency for fiscal year 2011-2012.

**BACKGROUND:**

The fiscal year 2011-2012 proposed budget is presented in two parts: the first part is a summary of the budget highlights (analysis section); the second part is a detail of proposed operating appropriations (Attachment #1).

**ANALYSIS:**

The fiscal year 2011-2012 proposed budget details total estimated revenue, total appropriations, and utilization of fund balance as follows:

	<u>Low/Moderate Housing</u>	<u>Tax Increment</u>	<u>Downtown Project</u>	<u>Combined Totals</u>
2011-2012 Est. Revenue	\$ 833,250	\$ 3,358,510	\$ 1,478,907	\$ 5,670,667
2011-2012 Appropriations	<u>(583,542)</u>	<u>(3,358,510)</u>	<u>(559,100)</u>	<u>(4,501,152)</u>
Total Excess Revenues (Appropriations)	249,708	0	919,807	1,169,515
2011-2012 Projected Beginning Fund Balance	<u>386,383</u>	<u>0</u>	<u>785,831</u>	<u>1,172,214</u>
<b>2011-2012 Proj. Ending Fund Balance</b>	<b><u>\$ 636,091</u></b>	<b><u>\$ 0</u></b>	<b><u>\$1,705,638</u></b>	<b><u>\$2,341,729</u></b>

## A. Budget Highlights

- Full funding of the Redevelopment Agency's low and moderate income housing set aside requirement for fiscal year 2011-2012.
- Full funding of the interest and principal portions of the Agency's promissory note to the City of Costa Mesa in the amount of \$1,299,705, based on the amortization schedule.
- Funding in the amount of \$559,100 in the Downtown Project Fund for administration.
- Funding in the amount of \$259,233 in the Low/Moderate Housing Fund for administration.
- Funding in the amount of \$289,009 in the Low/Moderate Housing Fund for the Single Family Residence (SFR) Rehabilitation Loan and Grant programs. These funds include salaries for two (2) full time staff, 4 contingency loans and grants, all lead testing, and all operational costs for the programs.
- Funding in the amount of \$10,200 in the Low/Moderate Housing Fund for operational costs for the existing participants of the First Time Home Buyer program. No new assistance funds are budgeted.
- Funding in the amount of \$25,100 in the Low/Moderate Housing Fund for the Neighborhood Stabilization Program (NSP1) for anticipated legal and consulting costs. Outstanding issues include escrow costs related to sale of the rehabilitated homes, and review of developer costs after homes sales are completed. No new assistance funds are budgeted.

### Affordable Housing Projects:

Last year, the City Council authorized staff to enter into a Funding Commitment Agreement with the Harpers Pointe Limited Partnership for a low income affordable senior rental project. This Project will consist of 58 one-bedroom age-restricted apartments available to people 62 years of age and older. The residential portion of the four-story building will be located over the top of approximately 5,700 square feet of retail space. Within the residential portion of the building is a community center, which will provide services and activities for all the residents.

The City Council and Redevelopment Agency committed \$1.375 million to this project. These funds were originally appropriated to the Bethel Towers Rehabilitation Project which fell out of negotiations due to lack of owner participation. The Funding Commitment Agreement allowed the developer to compete for two rounds of tax credit financing. The developer failed to receive the first round of funding and is presently waiting to hear from the Tax Allocation Credit Committee regarding round two (June, 2011). Should the developer not be successful, he may, at that time, request an extension to the Agreement as he is currently in negotiations with the County of Orange for a 4% tax credit deal. Staff is planning to return to the Redevelopment Agency and City Council in early summer to get direction as to how they would like to proceed with this project or an alternate affordable housing project.

#### Highlights of existing Downtown Project Fund:

- With full funding restored for the Lion's Park Lighting project in the amount of \$628,000, staff proceeded with the purchase of the lights, the completion of the design work, the advertising of the project for construction and scheduling the contract for City Council to award at their meeting of June 21, 2011. Once the contract is awarded, construction is expected to begin shortly thereafter.
- As shown in the table on page 1, the Downtown Project Fund has excess fund balance available. Staff will bring funding options for additional projects at the July 12, 2011 Redevelopment Agency Board Meeting.

#### **ALTERNATIVE CONSIDERED:**

An alternative to adopting this budget for the Agency would be to adopt a modified budget (specified changes to the proposed budget based upon direction received from the Agency Board). As presented, the proposed budget reflects the funding necessary to meet the Agency's current needs and future requirements for all projects.

#### **FISCAL REVIEW:**

##### Low/Moderate Income Housing and Downtown Project Funds

As illustrated in the combined totals for all funds (within the table on page 1), there is sufficient resources in the Low/Moderate Income Housing and Downtown Project Funds to adequately support the proposed budget for the fiscal year 2011-2012.

##### Tax Increment Fund

As illustrated in the combined totals for all funds (within the table on page 1), the Tax Increment Fund has sufficient resources to fully fund debt obligations for the fiscal year 2011-2012.

#### **LEGAL REVIEW:**

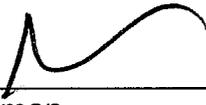
Resolutions approved as to form.

**CONCLUSION:**

It is recommended that the Agency Board adopt the attached Resolution approving the Costa Mesa Redevelopment Agency Budget for the fiscal year 2011-2012.

  
\_\_\_\_\_  
Bobby Young  
Budget and Research Officer

  
\_\_\_\_\_  
Khanh Nguyen  
Interim RDA Executive Director

  
\_\_\_\_\_  
Muriel Ullman  
Neighborhood Improvement Manager

Attachments:

- 1-Operating Budget
- 2-Estimated Revenue Budget
- 3-Projected Available Funds
- 4-Debt Information
- 5-Agency Resolution FY2011-2012 Budget

AGENCY RESOLUTION NO. 02-2011

A RESOLUTION OF THE REDEVELOPMENT AGENCY  
OF THE CITY OF COSTA MESA, CALIFORNIA,  
ADOPTING A BUDGET FOR THE FISCAL YEAR 2011-2012.

THE REDEVELOPMENT AGENCY OF THE CITY OF COSTA MESA HEREBY  
RESOLVE AS FOLLOWS:

WHEREAS, a Proposed Budget for 2011-2012 Fiscal Year has been prepared in  
compliance with Section 2-153 of the Costa Mesa Municipal Code.

NOW, THEREFORE, BE IT RESOLVED, as follows:

**SECTION I:** The Annual Budget for the Redevelopment Agency of the City of  
Costa Mesa, for the Fiscal Year beginning July 1, 2011, and ending June 30, 2012, is  
hereby adopted as set forth in the Proposed 2011-2012 Budget, detailed in Attachment A.

**PASSED AND ADOPTED** this fourteenth day of June 2011, by the following roll call  
vote:

AYES: Agency Members Righeimer, Leece, Monahan

NOES: None

ABSENT: Agency Members Bever, Mensinger

  
\_\_\_\_\_  
Chairperson of the Redevelopment Agency

ATTEST:

  
\_\_\_\_\_  
Secretary, Redevelopment Agency of the  
City of Costa Mesa

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) SS  
CITY OF COSTA MESA )

I, MARTHA ROSALES, Secretary to the Costa Mesa Redevelopment Agency, City of Costa Mesa, do hereby certify that RDA Resolution No. 02-2011 was passed and adopted at a regular meeting of the Costa Mesa Redevelopment Agency held on June 14, 2011, by the following votes:

AYES: Agency Members Righeimer, Leece, Monahan

NOES: NONE

ABSENT: Agency Members Bever, Mensinger

COSTA MESA REDEVELOPMENT AGENCY

By: Martha Rosales  
Agency Secretary



**REDEVELOPMENT AGENCY  
FOUR-YEAR PERSONNEL SUMMARY  
BY DEPARTMENT/DIVISION, BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted
<b><u>Redevelopment - 11400</u></b>				
Assistant Chief Executive Officer*	-	0.05	0.05	-
Development Services Director	0.25	0.25	0.25	0.25
Neighborhood Improvement Manager	0.15	0.15	0.15	0.15
Assistant Planner	-	-	0.03	0.03
Associate Planner	-	-	0.03	0.03
Building Official	-	-	0.13	0.13
Building Technician	-	-	0.03	0.03
Chief of Inspection	-	-	0.03	0.03
Combination Inspector	-	-	0.03	0.03
Executive Secretary	0.60	0.60	0.60	0.60
Management Analyst	0.75	0.75	0.75	0.75
Plan Check Engineer	-	-	-	0.03
Principal Planner	-	-	0.28	0.28
Senior Electrical Inspector	-	-	0.03	0.03
Senior Planner	-	-	0.06	0.06
Senior Plumbing/Mechanical Inspector	-	-	0.03	-
<i>Subtotal Redevelopment Admin - 60100</i>	1.75	1.80	2.48	2.43
Management Analyst	1.22	1.38	1.48	0.95
Office Specialist II	0.58	0.58	0.58	0.60
<i>Subtotal RDA Low/Mod Projects - 60300</i>	1.80	1.96	2.06	1.55
Assistant Chief Executive Officer*	-	0.04	0.04	-
Neighborhood Improvement Manager	0.30	0.30	0.30	0.35
Management Analyst	0.25	0.25	0.25	0.65
Executive Secretary	0.15	0.20	0.20	0.20
<i>Subtotal RDA Low/Mod Admin - 60500</i>	0.70	0.79	0.79	1.20
<b>TOTAL DEPARTMENT</b>	<b>4.25</b>	<b>4.55</b>	<b>5.33</b>	<b>5.18</b>

Note: The positions shown here are housed in the CEO's Office and Development Services. This schedule reflects those portions funded by RDA funds.

\*Position retitled from Assistant City Manager by City Council 2-15-11.

**REDEVELOPMENT AGENCY**  
**CALCULATION OF PROJECTED BALANCES**  
for the Fiscal Year Ending June 30, 2012

<b>Fund Description</b>	<b>Projected Balances 07/01/11</b>	<b>Estimated Revenues FY 11-12</b>	<b>Adopted Operating Appropriations FY 11-12</b>	<b>Revenues Over (Under) Appropriations</b>	<b>Projected Balances 06/30/2012</b>
Fund 370 - Tax Increment Fund	\$ -	\$3,358,510	\$ 3,358,510	\$ -	\$ -
Fund 471 - Low and Mod Housing Fund	386,383	833,250	583,542	249,708	\$ 636,091
Fund 472 - Downtown Project Fund	785,831	1,478,907	559,100	919,807	1,705,638
<b>TOTAL</b>	<b>1,172,214</b>	<b>5,670,667</b>	<b>4,501,152</b>	<b>1,169,515</b>	<b>2,341,729</b>

## CITY OF COSTA MESA, CALIFORNIA

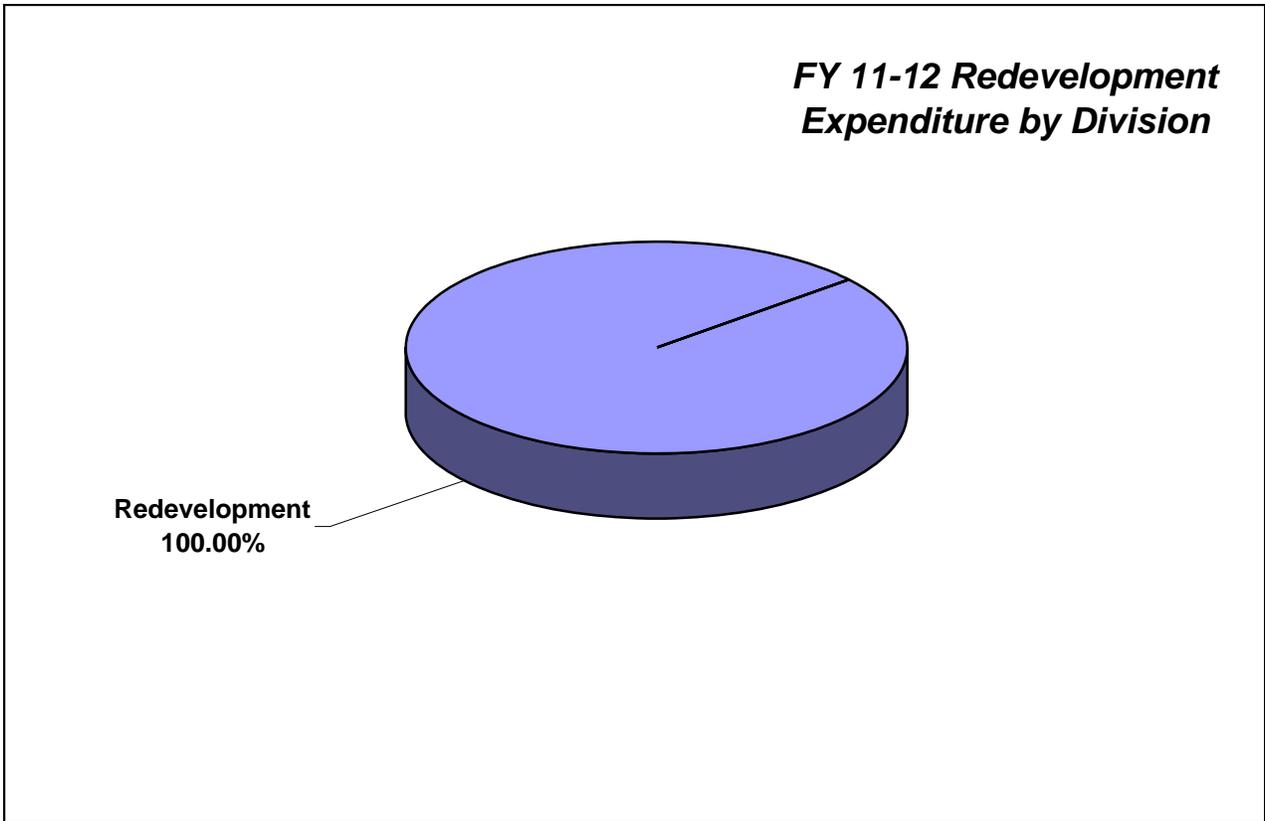
**REDEVELOPMENT AGENCY**  
**SCHEDULE OF ESTIMATED REVENUES**

FROM FISCAL YEAR 2008-2009 THROUGH FISCAL YEAR 2011-2012

<b>Fund Description</b>	<b>FY 08-09 Actual</b>	<b>FY 09-10 Actual</b>	<b>FY 10-11 Adopted</b>	<b>FY 11-12 Adopted</b>
<b>Fund 370 - Tax Increment Fund</b>				
Revenues:				
Tax increment (80%)	\$ 3,299,797	\$ 3,188,681	\$ 3,458,416	\$ 3,300,000
ERAF transfer payment	-	(1,423,104)	(292,706)	-
Interest earned on investments	35,336	10,560	34,584	33,000
Other revenue	16,250	15,000	25,510	25,510
<b>Subtotal Fund 370</b>	<b>\$ 3,351,383</b>	<b>\$ 1,791,137</b>	<b>\$ 3,225,804</b>	<b>\$ 3,358,510</b>
<b>Fund 471 - Low and Mod Housing Fund</b>				
Revenues:				
Tax increment (20%)	\$ 825,167	\$ 797,170	\$ 864,604	\$ 825,000
Transfer of deferred set aside	-	-	-	-
Loan payoffs	170,067	99,003	-	-
Interest earned on investments	42,844	15,785	8,646	8,250
Other revenue	-	-	-	-
<b>Subtotal Fund 471</b>	<b>\$ 1,038,078</b>	<b>\$ 911,958</b>	<b>\$ 873,250</b>	<b>\$ 833,250</b>
<b>Fund 472 - Downtown Project Fund</b>				
Revenues:				
Rental Revenue	\$ 99,309	\$ 94,868	\$ 118,669	\$ 123,669
Transfers In (from City/Excess Tax Increment)	900,000	757,897	1,220,695	1,355,238
Miscellaneous	39,821	7,566	-	-
<b>Subtotal Fund 472</b>	<b>\$ 1,039,130</b>	<b>\$ 860,331</b>	<b>\$ 1,339,364</b>	<b>\$ 1,478,907</b>
<b>TOTAL</b>	<b>\$ 5,428,591</b>	<b>\$ 3,563,426</b>	<b>\$ 5,438,418</b>	<b>\$ 5,670,667</b>

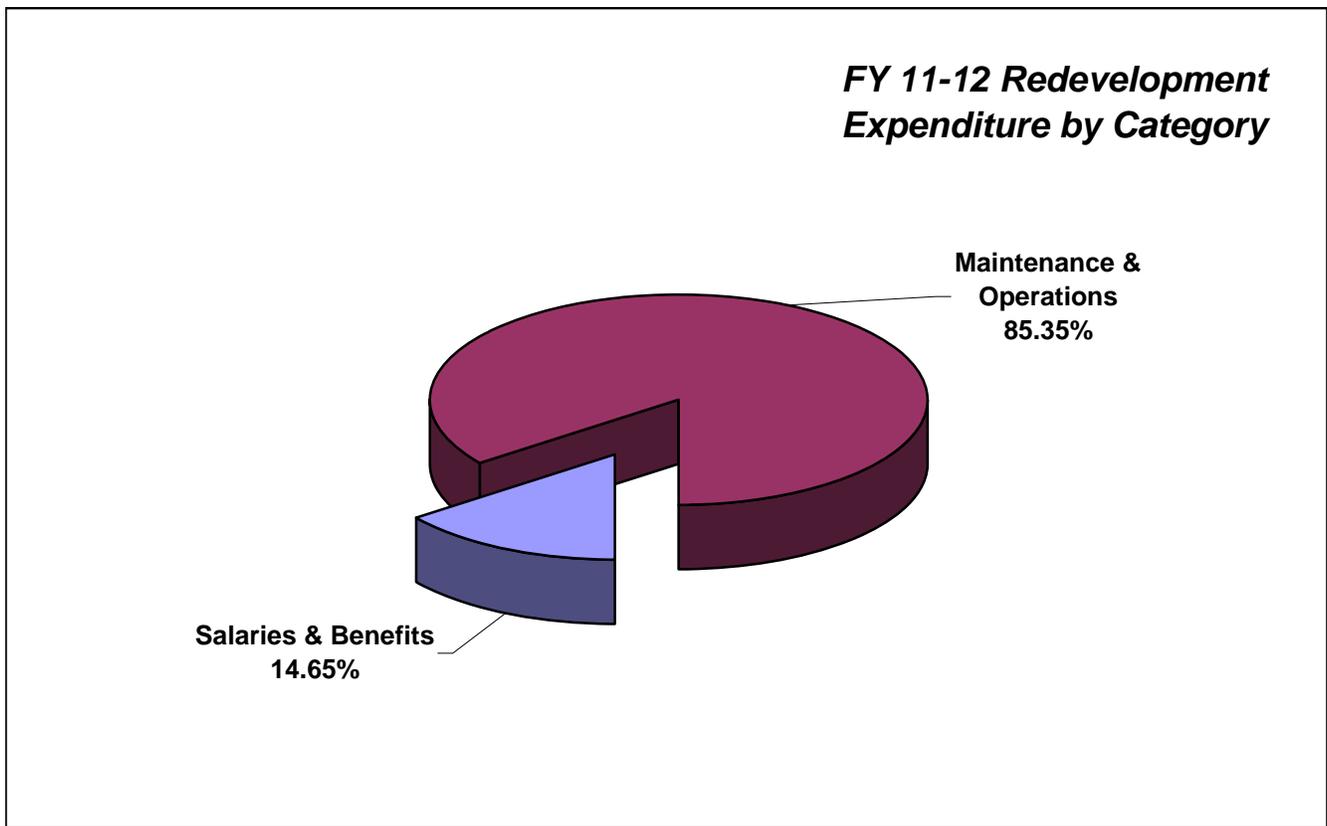
**REDEVELOPMENT AGENCY  
EXPENDITURE SUMMARY BY DIVISION**

	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
<b><u>Expenditure by Division:</u></b>					
Redevelopment - 11400	\$ 4,020,781	\$ 3,290,481	\$ 5,015,611	\$ 4,501,152	-10.26%
<b>Total Expenditures</b>	<b>\$ 4,020,781</b>	<b>\$ 3,290,481</b>	<b>\$ 5,015,611</b>	<b>\$ 4,501,152</b>	<b>-10.26%</b>



**REDEVELOPMENT AGENCY  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 505,442	\$ 503,329	\$ 682,244	\$ 659,323	-3.36%
Maintenance & Operations	3,515,339	2,787,152	3,993,367	3,841,829	-3.79%
Capital Improvement Projects	-	-	340,000	-	-100.00%
<b>Total Expenditures</b>	<b>\$ 4,020,781</b>	<b>\$ 3,290,481</b>	<b>\$ 5,015,611</b>	<b>\$ 4,501,152</b>	<b>-10.26%</b>



	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent of Total</u>
<b><u>Funding Sources:</u></b>					
RDA Debt Service Fund - 370	\$ 2,530,192	\$ 2,348,740	\$ 3,229,803	\$ 3,358,510	74.61%
RDA Low & Mod. Hsg. Fund - 471	1,129,420	570,719	876,131	583,542	12.96%
RDA Downtown Projects Fund - 472	361,168	371,023	909,677	559,100	12.42%
<b>Total Funding Sources</b>	<b>\$ 4,020,781</b>	<b>\$ 3,290,481</b>	<b>\$ 5,015,611</b>	<b>\$ 4,501,152</b>	<b>100.00%</b>

**REDEVELOPMENT AGENCY**  
**EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account Number	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b>Fund 370</b>						
<b>Subtotal Salaries &amp; Benefits</b>		\$ -	\$ -	\$ -	\$ -	0%
Financial & Information Svcs	530500	\$ 8,794	\$ 3,429	\$ 7,000	\$ 3,000	-57%
Principal Payments	535100	485,000	495,000	957,698	1,008,255	5%
Interest Payments	535200	1,136,399	1,092,414	1,044,410	992,017	-5%
Operating Transfers Out	595100	900,000	757,897	1,220,695	1,355,238	11%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 2,530,192</b>	<b>\$ 2,348,740</b>	<b>\$ 3,229,803</b>	<b>\$ 3,358,510</b>	<b>4%</b>
<b>Subtotal Fixed Assets</b>		\$ -	\$ -	\$ -	\$ -	0%
<b>Total Fund 370 Expenditures</b>		<b>\$ 2,530,192</b>	<b>\$ 2,348,740</b>	<b>\$ 3,229,803</b>	<b>\$ 3,358,510</b>	<b>4%</b>
<b>Fund 471</b>						
Regular Salaries - Non Sworn	501200	\$ 189,475	\$ 176,708	\$ 216,577	\$ 216,056	0%
Regular Salaries - Part time	501300	587	11,709	-	-	0%
Overtime	501400	556	1,029	1,200	1,200	0%
Holiday Allowance	501700	467	1,129	350	-	-100%
Separation Pay-Off	501800	-	5,534	-	-	0%
Other Compensation	501900	4,447	4,634	5,008	2,790	-44%
Cafeteria Plan	505100	24,360	23,144	30,060	29,168	-3%
Medicare	505200	2,687	2,853	3,230	3,191	-1%
Retirement	505300	38,979	36,718	45,202	41,737	-8%
Professional Development	505500	4,336	1,504	3,318	4,500	36%
Auto Allowance	505600	-	216	-	-	0%
Employer Contr.Retirees' Med.	506100	1,892	292	1,041	-	-100%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 267,787</b>	<b>\$ 265,470</b>	<b>\$ 305,986</b>	<b>\$ 298,642</b>	<b>-2%</b>
Stationery and Office	510100	\$ 1,481	\$ 1,657	\$ 2,300	\$ 3,250	41%
Multi-Media, Promotions and Subs	510200	-	-	-	1,000	0%
Small Tools and Equipment	510300	77	-	1,350	1,750	30%
Postage	520100	1,596	1,321	1,600	2,600	63%
Legal Advertising/Filing Fees	520200	-	-	2,000	500	-75%
Advertising and Public Info.	520300	899	-	800	4,000	400%
Mileage Reimbursement	520600	230	-	500	500	0%
Board Member Fees	520800	-	-	600	600	0%
Office Furniture	525600	-	-	250	250	0%
Office Equipment	525700	-	-	250	250	0%
Employment	530100	-	2,404	-	-	0%
Consulting	530200	36,548	69,022	73,990	44,000	-41%
Legal	530300	9,547	69,248	90,000	105,000	17%
Financial & Information Svcs	530500	4,165	4,816	6,000	5,000	-17%
Central Services	535800	462	189	550	1,200	118%
Relocation	545100	-	-	15,000	15,000	0%
Assistance	545300	806,630	156,592	374,955	100,000	-73%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 861,633</b>	<b>\$ 305,249</b>	<b>\$ 570,145</b>	<b>\$ 284,900</b>	<b>-50%</b>
<b>Subtotal Fixed Assets</b>		\$ -	\$ -	\$ -	\$ -	0%
<b>Total Fund 471 Expenditures</b>		<b>\$ 1,129,420</b>	<b>\$ 570,719</b>	<b>\$ 876,131</b>	<b>\$ 583,542</b>	<b>-33%</b>

**REDEVELOPMENT AGENCY**  
**EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account Number	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b>Fund 472</b>						
Regular Salaries - Non Sworn	501200	\$ 161,469	\$ 166,068	\$ 247,188	\$ 238,312	-4%
Regular Salaries - Part time	501300	420	3,948	31,023	34,195	10%
Overtime	501400	343	776	-	-	0%
Accrual Payoff - Excess Maximum	501500	88	545	-	-	0%
Vacation/Comp. Time Cash Out	501600	-	608	-	-	0%
Holiday Allowance	501700	561	510	-	-	0%
Separation Pay-Off	501800	8,960	1,310	-	-	0%
Other Compensation	501900	5,481	5,382	6,768	6,746	0%
Cafeteria Plan	505100	19,168	19,411	29,088	27,617	-5%
Medicare	505200	2,484	2,443	3,742	3,659	-2%
Retirement	505300	33,756	34,107	52,955	47,999	-9%
Professional Development	505500	2,087	1,754	3,023	2,153	-29%
Auto Allowance	505600	1,224	765	-	-	0%
Employer Contr. Retirees' Med.	506100	1,615	231	2,472	-	-100%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 237,655</b>	<b>\$ 237,859</b>	<b>\$ 376,258</b>	<b>\$ 360,681</b>	<b>-4%</b>
Stationery and Office	510100	\$ -	\$ -	\$ 1,500	\$ 1,500	0%
Multi-Media, Promotions and Subs	510200	58	-	2,700	2,700	0%
Small Tools and Equipment	510300	-	-	750	750	0%
Postage	520100	50	99	300	300	0%
Legal Advertising/Filing Fees	520200	-	-	1,000	1,000	0%
Advertising and Public Info.	520300	-	-	1,000	1,000	0%
Mileage Reimbursement	520600	-	-	200	200	0%
Board Member Fees	520800	-	-	600	600	0%
Office Furniture	525600	-	-	500	500	0%
Office Equipment	525700	-	-	200	200	0%
Employment	530100	-	-	1,000	1,000	0%
Consulting	530200	12,240	24,039	25,000	25,000	0%
Legal	530300	2,835	1,124	25,000	25,000	0%
Financial & Information Svcs	530500	8,659	12,610	15,000	15,000	0%
Central Services	535800	363	424	-	-	0%
Operating Transfers Out	595100	99,309	94,868	118,669	123,669	4%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ 123,513</b>	<b>\$ 133,164</b>	<b>\$ 193,419</b>	<b>\$ 198,419</b>	<b>3%</b>
<b>Subtotal Fixed Assets</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Capital Improvement Projects</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 340,000</b>	<b>\$ -</b>	<b>-100%</b>
<b>Total Fund 472 Expenditures</b>		<b>\$ 361,168</b>	<b>\$ 371,023</b>	<b>\$ 909,677</b>	<b>\$ 559,100</b>	<b>-39%</b>
<b>Total Expenditures</b>		<b>\$ 4,020,781</b>	<b>\$ 3,290,481</b>	<b>\$ 5,015,611</b>	<b>\$ 4,501,152</b>	<b>-10%</b>

**REDEVELOPMENT AGENCY**  
**EXPENDITURE SUMMARY BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>Redevelopment Admin - 60100</u></b>					
Salaries & Benefits	\$ 237,655	\$ 237,859	\$ 376,258	\$ 360,681	-4%
Maintenance & Operations	2,653,706	2,481,903	3,423,222	3,556,929	4%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Redevelopment Admin</i></b>	<b>\$ 2,891,360</b>	<b>\$ 2,719,762</b>	<b>\$ 3,799,480</b>	<b>\$ 3,917,610</b>	<b>3%</b>
<b><u>Redevelopment Projects - 60200</u></b>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	-	-	-	-	0%
Fixed Assets	-	-	-	-	0%
Capital Improvement Projects	\$ -	\$ -	\$ 340,000	\$ -	-100%
<b><i>Subtotal Redevelopment Projects</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 340,000</b>	<b>\$ -</b>	<b>-100%</b>
<b><u>RDA Low/Mod Projects - 60300</u></b>					
Salaries & Benefits	\$ 166,173	\$ 171,550	\$ 197,601	\$ 146,909	-26%
Maintenance & Operations	826,613	176,293	438,305	177,400	-60%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal Low/Mod Projects</i></b>	<b>\$ 992,787</b>	<b>\$ 347,843</b>	<b>\$ 635,906</b>	<b>\$ 324,309</b>	<b>-49%</b>
<b><u>RDA Low/Mod Admin - 60500</u></b>					
Salaries & Benefits	\$ 101,614	\$ 93,920	\$ 108,385	\$ 151,733	40%
Maintenance & Operations	35,020	128,956	131,840	107,500	-18%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal RDA Low/Mod Admin</i></b>	<b>\$ 136,634</b>	<b>\$ 222,876</b>	<b>\$ 240,225</b>	<b>\$ 259,233</b>	<b>8%</b>
<b>Total Expenditures</b>	<b>\$ 4,020,781</b>	<b>\$ 3,290,481</b>	<b>\$ 5,015,611</b>	<b>\$ 4,501,152</b>	<b>-10%</b>



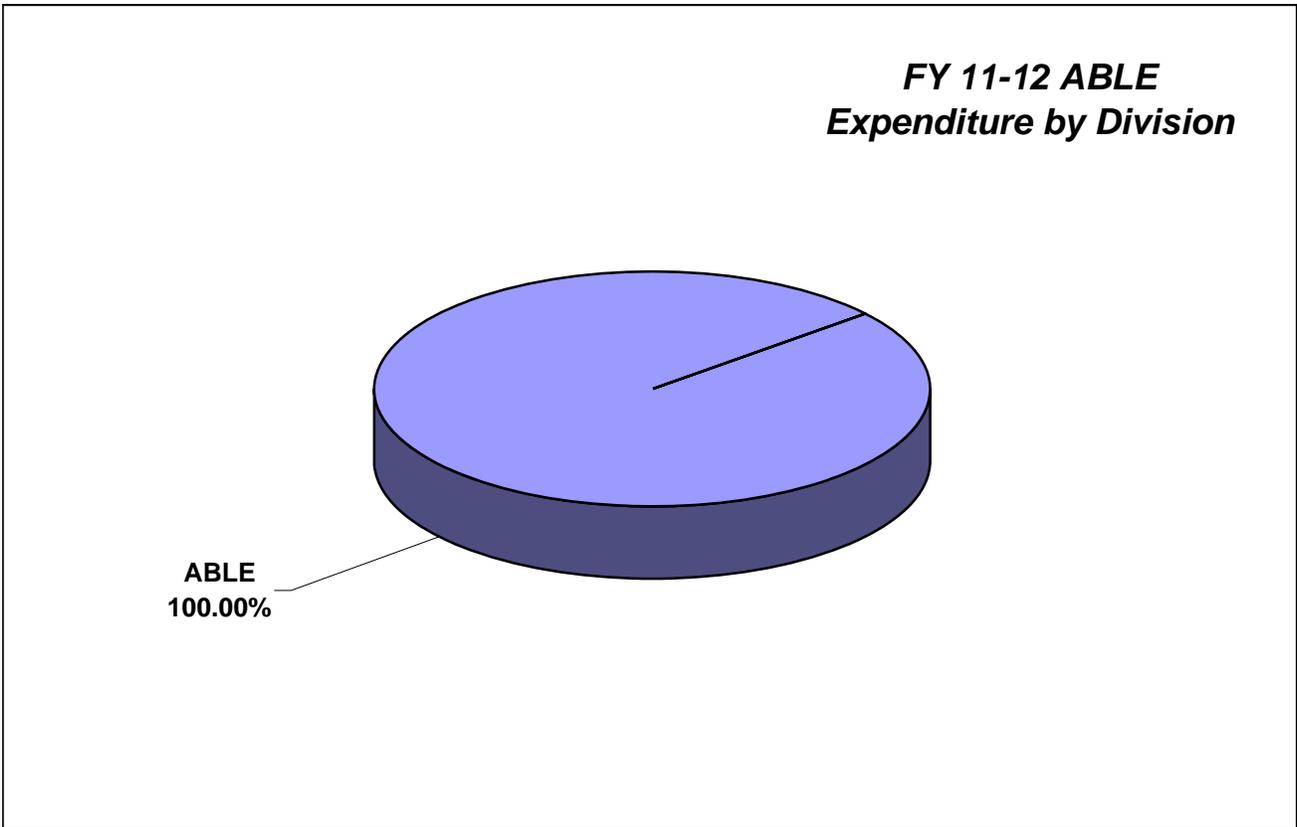
## ***AIRBORNE LAW ENFORCEMENT SERVICES***

Airborne Law Enforcement Services (ABLE) was created in 1996. It is a Joint Powers Authority (JPA) of the Cities of Costa Mesa and Newport Beach to provide regional law enforcement helicopter services to their respective jurisdictions. ABLE is managed by a Board of Governors, comprised of the Police Chiefs from Costa Mesa and Newport Beach and their respective Patrol Division Captains.

On February 15, 2011, the Costa Mesa Council voted to dissolve the Airborne Law Enforcement Services Program (ABLE) on June 30, 2011. In the current fiscal year, all of the aircraft, parts, tools and inventory will be liquidated in accordance with the Joint Powers Agreement. The FY 2011-2012 budget provides funding for one supervisor to remain at ABLE to prepare the aircraft for sale and work with a broker to liquidate all the assets and one helicopter mechanic to maintain the three EC-120 helicopters. The budget also includes funding for helicopter maintenance, fuel, and the dismantling of the hanger offices.

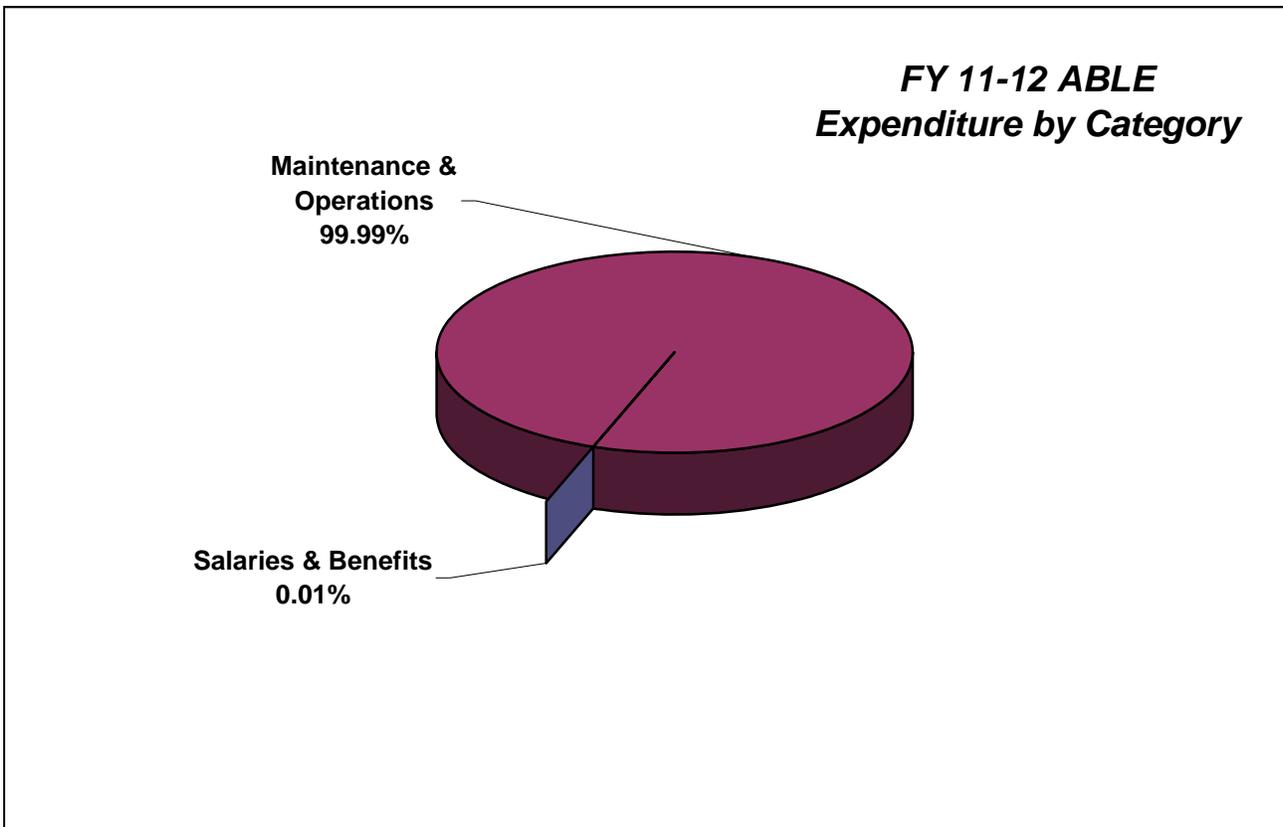
**AIRBORNE LAW ENFORCEMENT  
EXPENDITURE SUMMARY BY DIVISION**

<u>Expenditure by Division:</u>	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
ABLE	\$ 1,945,767	\$ 1,921,074	\$ 1,763,363	\$ 782,158	-55.64%
<b>Total Expenditures</b>	<b>\$ 1,945,767</b>	<b>\$ 1,921,074</b>	<b>\$ 1,763,363</b>	<b>\$ 782,158</b>	<b>-55.64%</b>



**AIRBORNE LAW ENFORCEMENT  
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent Change</u>
<b><u>Expenditure by Category:</u></b>					
Salaries & Benefits	\$ 78,340	\$ 148,504	\$ 43,577	\$ 85	-99.80%
Maintenance & Operations	1,828,343	1,772,569	1,719,786	782,073	-54.52%
Fixed Assets	39,085	-	-	-	0.00%
<b>Total Expenditures</b>	<b>\$ 1,945,767</b>	<b>\$ 1,921,074</b>	<b>\$ 1,763,363</b>	<b>\$ 782,158</b>	<b>-55.64%</b>



	<u>FY 08-09 Actual</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Adopted</u>	<u>FY 11-12 Adopted</u>	<u>Percent of Total</u>
<b><u>Funding Sources:</u></b>					
ABLE Fund 260	\$ 1,908,589	\$ 1,921,074	\$ 1,763,363	\$ 782,158	100.00%
ABLE Fund 261	37,179	-	-	-	0.00%
<b>Total Funding Sources</b>	<b>\$ 1,945,767</b>	<b>\$ 1,921,074</b>	<b>\$ 1,763,363</b>	<b>\$ 782,158</b>	<b>100.00%</b>

## AIRBORNE LAW ENFORCEMENT EXPENDITURE SUMMARY BY ACCOUNT

Account Description	Account Number	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b>FUND 260</b>						
Professional Development	505500	\$ 70,840	\$ 141,004	\$ 43,577	\$ 85	-100%
Workers' Compensation	505900	7,500	7,500	-	-	0%
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ 78,340</b>	<b>\$ 148,504</b>	<b>\$ 43,577</b>	<b>\$ 85</b>	<b>-100%</b>
Stationery and Office	510100	\$ 242	\$ 165	\$ 477	\$ -	-100%
Multi-Media, Promotions and Subs	510200	1,300	1,621	1,575	-	-100%
Small Tools and Equipment	510300	3,194	4,156	6,600	400	-94%
Uniform & Clothing	510400	4,608	1,680	6,175	400	-94%
Safety and Health	510500	526	490	500	125	-75%
Maintenance & Construction	510600	2,298	1,789	1,500	150,000	9900%
Fuel	510800	415,885	321,784	515,550	18,150	-96%
Postage	520100	4,535	4,321	5,000	1,000	-80%
Telephone/Radio/Communications	520400	4,634	5,319	9,776	6,800	-30%
Automotive Equipment	525400	896	2,558	3,250	500	-85%
Helicopter Equipment	525500	558,189	534,523	305,834	66,947	-78%
Office Equipment	525700	-	-	350	-	-100%
Employment	530100	575,646	562,193	617,088	318,680	-48%
Financial & Information Svcs	530500	2,212	2,267	2,324	2,324	0%
External Rent	535400	159,408	159,424	166,072	143,000	-14%
General Liability	540100	-	3,838	3,552	3,552	0%
Special Liability	540200	15,880	7,935	7,936	3,968	-50%
Aircraft	540300	78,871	158,482	66,227	66,227	0%
Other Costs	540900	18	24	-	-	0%
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$1,828,343</b>	<b>\$1,772,569</b>	<b>\$1,719,786</b>	<b>\$ 782,073</b>	<b>-55%</b>
Other Equipment	590800	\$ 1,906	\$ -	\$ -	\$ -	0%
Operating Transfers Out	595100	-	-	-	-	0%
<b>Subtotal Fixed Assets</b>		<b>\$ 1,906</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures - FUND 260</b>		<b>\$1,908,589</b>	<b>\$1,921,074</b>	<b>\$1,763,363</b>	<b>\$ 782,158</b>	<b>-56%</b>
Account Description	Account Number	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b>FUND 261</b>						
<b>Subtotal Salaries &amp; Benefits</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Subtotal Maintenance &amp; Operations</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Automotive Equipment	590500	\$ 22,929	\$ -	\$ -	\$ -	0%
Other Equipment	590800	14,250	-	-	-	0%
<b>Subtotal Fixed Assets</b>		<b>\$ 37,179</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures - FUND 261</b>		<b>\$ 37,179</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>\$1,945,767</b>	<b>\$1,921,074</b>	<b>\$1,763,363</b>	<b>\$ 782,158</b>	<b>-56%</b>

**AIRBORNE LAW ENFORCEMENT  
EXPENDITURE SUMMARY BY PROGRAM**

	FY 08-09 Actual	FY 09-10 Actual	FY 10-11 Adopted	FY 11-12 Adopted	Percent Change
<b><u>ABLE - 85000</u></b>					
Salaries & Benefits	\$ 70,840	\$ 141,004	\$ 43,077	\$ 85	-100%
Maintenance & Operations	1,344,411	1,348,936	1,055,738	782,073	-26%
Fixed Assets	39,085	-	-	-	0%
<b><i>Subtotal ABLE</i></b>	<b>\$ 1,454,336</b>	<b>\$ 1,489,940</b>	<b>\$ 1,098,815</b>	<b>\$ 782,158</b>	<b>-29%</b>
<b><u>ABLE - Orange County Sheriff Division - 85100</u></b>					
Salaries & Benefits	\$ 7,500	\$ 7,500	\$ 500	\$ -	-100%
Maintenance & Operations	483,932	423,633	664,048	-	-100%
Fixed Assets	-	-	-	-	0%
<b><i>Subtotal ABLE - Orange County Sheriff Division</i></b>	<b>\$ 491,432</b>	<b>\$ 431,133</b>	<b>\$ 664,548</b>	<b>\$ -</b>	<b>-100%</b>
<b>Total Expenditures</b>	<b>\$ 1,945,767</b>	<b>\$ 1,921,074</b>	<b>\$ 1,763,363</b>	<b>\$ 782,158</b>	<b>-56%</b>





## **HISTORY OF COSTA MESA**

Located on the "coastal tableland" above Newport Bay, Costa Mesa was once grazing grounds for cattle belonging to the Mission San Juan Capistrano. At the beginning of the 19th Century, missionaries built an adobe way station or "estancia" for the vaqueros who tended the herds. This structure still stands at 1900 Adams Avenue and was recently restored and transformed by the City into a museum. In 1810, this same area was a part of the Spanish land grant of Santiago del Santa Ana made to Jose Antonio Yorba. By 1880, settlers had begun buying portions of the rancho from Yorba's heirs and in the same decade established the town of Fairview. A school house and church were built near the present intersection of Harbor and Adams, and a 25-room hotel accommodated visitors to the nearby hot sulfur springs. But in early 1889, a storm washed out the railroad and brought financial disaster to the community which soon reverted to a farming country.

By this time, the little town of Harper, named after a nearby rancher, had emerged on a siding of the Santa Ana and Newport Railroad. Its first business, Ozment's General Store, stood on the corner of Newport and 18th Streets and contained the City's first post office, established in 1909. On May 11, 1920, Harper officially changed its name to Costa Mesa, which means "coastal tableland" in Spanish, and continued as an agricultural community, growing sweet potatoes, corn, tomatoes, strawberries, and apples.

Building and oil drilling industries were just beginning to bring new growth to the City when the depression hit Southern California. Industries collapsed and the local bank closed. More disaster followed when the 1933 earthquake shook the town, damaging businesses and the Main School. But, the school was soon rebuilt and continued in operation as the Clara McNally School. These buildings are now used for school administrative and service purposes.

World War II brought many thousands of people to the area for training at the Santa Ana Army Air Base, located on what is now the Orange County Fairgrounds, Orange Coast College, and the present site of the Civic Center. When the war ended, many of these men returned with their families to begin a population boom in the City.

On June 29, 1953, the City was incorporated and a City Council-Manager form of government was chosen. The new City had an area of 3.5 square miles and a population of 16,840. The City has an area of 16.8 square miles and the population has risen to 116,479, as of January 1, 2009.

Today, Costa Mesa is a major commercial and industrial center of Orange County. The City, which formally adopted the slogan "The City of the Arts" in late 1984, is home to the Orange County Performing Arts Center and the Tony Award-winning South Coast Repertory Theatre. The Center includes a 3,000-seat facility, which was completed in 1985. And in September 2006, the 2,000-seat Henry and Renee Segerstrom Concert Hall and 500-seat Samuelli Theatre opened with great success. The Concert Hall is the new home to the Orange County's Pacific Symphony and Pacific Chorale.

Costa Mesa also offers world-class shopping and dining experiences in and around South Coast Plaza. Home to large corner stores like Nordstrom's, Macy's, Saks Fifth Avenue, Bloomingdale's and Sears, South Coast Plaza also offers smaller specialized stores like Tiffany & Co., Ralph Lauren, Williams-Sonoma and Coach. The South Coast Plaza area also offers a variety of fine dining that include Scott's Seafood, Morton's The Steakhouse, Maggiano's Little Italy and Pinot Provence.

This history has made and continues to make the City of Costa Mesa a destination for all experiences.

**MISCELLANEOUS STATISTICS**  
**Fiscal Year 2011-2012**

**General**

Date of Incorporation	June 29, 1953
Form of Government	Council-Manager
Classification	General Law
Area (in square miles)	16.8
Population	117,178
Acres Zoned for Industry	1,146
Acres of Open Space	1,957
Post Offices	2
Number of Full-Time Employees	489

**Fire Protection**

Number of Fire Stations	6
Number of Sworn Fire Fighters	89
Fire Insurance Rating	Class 2

**Police Protection**

Number of Sworn Police Officers	144
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**Streets, Parks and Sanitation**

Miles of Streets (in lane miles)	525
Miles of Alleys	14.61
Trees, Street	25,000
Park Sites	30
Skate Park	1
18-hole Public Golf Courses	2
Miles of Storm Drains	45.5
Miles of Sewers	325.7
Sanitation Pumping Stations	20

**Education Facilities**

Elementary Schools	14
Junior High Schools	2
High Schools	3
2-year Community College	1
4-year College	1
Public Libraries	2

# Costa Mesa

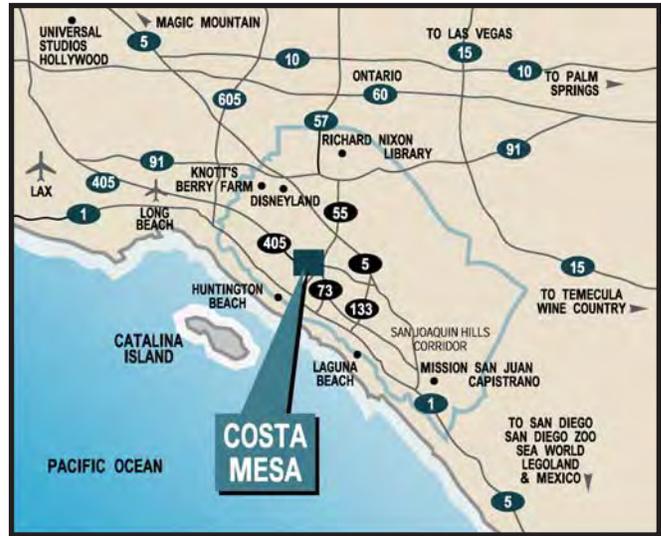


## 2011 Community Economic Profile

This is an annual publication prepared by the Development Services Department including Planning, Building and Code Enforcement Divisions. For any questions regarding current or future development, please contact the department at (714) 754-5245.

### Location

The City of Costa Mesa is located in central Orange County and encompasses 16.8 square miles. It is bordered by the cities of Santa Ana, Newport Beach, Huntington Beach, Fountain Valley, and Irvine. The City is approximately 37 miles southeast of Los Angeles, 88 miles north of San Diego, and 475 miles south of San Francisco. Costa Mesa is accessible from the San Diego Freeway (I-405), the Costa Mesa Freeway (SR-55), and the Corona del Mar Freeway (SR-73).



### Climate

The climate is characterized by mild winters, warm summers, moderate rainfall, and generally year-round sunshine.

Average temperature: January high 69°, low 41°  
July high 81°, low 60°

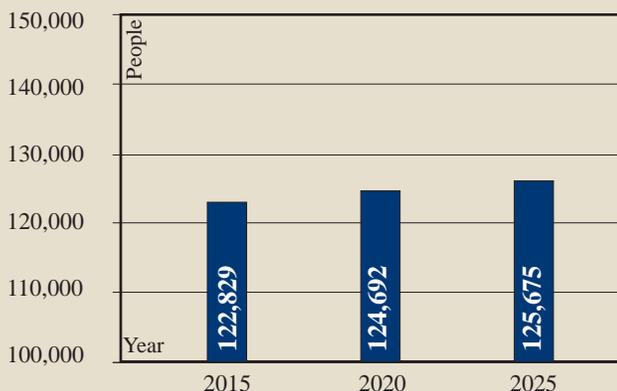
Average rainfall: 14.5 inches, humidity- 71%

### City Hall

Incorporated in June, 1953, Costa Mesa has a Council/City Manager form of government. The 9.5 acre Civic Center is located at 77 Fair Drive. City Hall is a five-story building where the primary City administrative functions are conducted. The Civic Center complex also includes the Council Chambers, the Police Facility, the Communications Building and Fire Station No. 5.

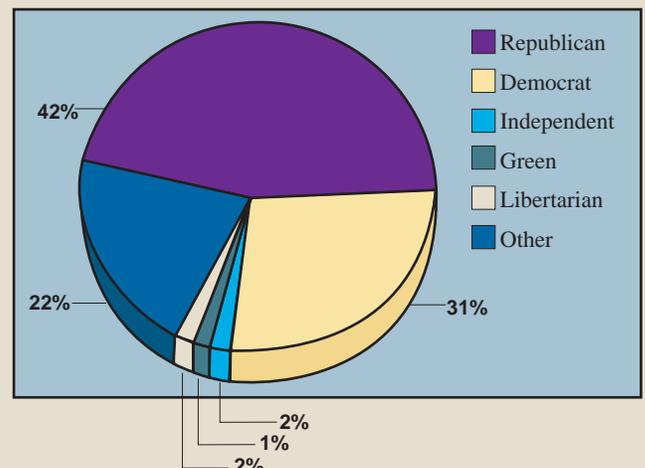
## Population Characteristics

### POPULATION PROJECTIONS



Population:	117,178
Median Age:	32
Average Household Size:	2.81
Average Family Size:	3.32

### VOTER REGISTRATION



## Growth and Trends

	1980	1999	2009	2015	2020
<b>Population Orange County<sup>1</sup></b>	1,932,709	2,788,767	3,139,017	3,451,757	3,533,935
<b>Population Costa Mesa</b>	82,562	106,103	117,178	122,829	124,692
<b>Costa Mesa Retail Sales Tax Revenue<sup>2</sup></b>	\$11.2 million	\$30.3 million	\$39.8 million	–	–

1. Center for Demographic Research (2010), State Department of Finance  
 2. Costa Mesa Finance Department (2010)

## Land Use

A diversity of land uses exists within the City. Approximately 48% of all incorporated land is designated for residential use, 14% is designated for commercial uses, 14% is set aside for industrial uses, and 24% is allocated for public and semi-public uses.<sup>3</sup>

3. Costa Mesa General Plan (2000)

### Home Sales Price in Costa Mesa<sup>4</sup> on the market (December 2009)

#### Costa Mesa - 92626

Homes Listed	65
Highest	\$ 1,199,000
Lowest	\$ 399,000
Median	\$ 605,045
Condos Listed	18
Highest	\$ 525,000
Lowest	\$ 220,000
Median	\$ 338,180

#### Costa Mesa - 92627

Homes Listed	68
Highest	\$ 1,700,000
Lowest	\$ 315,500
Median	\$ 654,391
Condos Listed	41
Highest	\$ 595,000
Lowest	\$ 165,000
Median	\$ 363,943

4. Torelli Realty

### 2000 Housing Units Distribution<sup>5</sup>

	Units	%
<b>Single Detached:</b>	15,347	38.0%
<b>Single Attached:</b>	4,116	10.2%
<b>2 to 4 units/ structure:</b>	5,854	14.5%
<b>5+ units/ structure:</b>	13,869	34.3%
<b>Mobile homes:</b>	1,141	2.8%
<b>Other</b>	72	.2%
<b>Total housing units:</b>	40,399	100.0%
<b>Occupied units:</b>	39,188	97%
<b>Vacant units:</b>	1,211	3%
<b>Persons per unit:</b>	2.77	

5. Center for Demographic Research (2009)

### Orange County Fair Market Rental Rates<sup>6</sup>

Studio apartments	\$ 1,147
One-bedroom apartments	\$ 1,211
Two-bedroom apartments	\$ 1,442

6. Department of Housing and Urban Development (2008)

### 2000 Households<sup>7</sup>

	Units	%
Owner occupied	15,811	40%
Renter occupied	23,377	60%

7. Center for Demographic Research (2009)

## Property Valuation

In 2009-2010, the total assessed property valuation for the City was \$14.4 billion. The total valuation for the City may be broken down into the following categories<sup>8</sup>.

<b>Single family</b>	\$ 6.3 billion
<b>Multi-family</b>	\$ 1.9 billion
<b>Commercial</b>	\$ 4.0 billion
<b>Industrial</b>	\$ 1.3 billion
<b>Other</b>	\$ 1.2 billion

8. County Assessor's Office



## Employment

The major industries in the City are services and trade followed by manufacturing. The projection of future employment within the City is a total of 97,192 jobs in Year 2010, increasing to a total of 99,743 jobs in Year 2020<sup>3</sup>. Wages, rates, extent of unionization, fringe benefits and related information for specific industries and job classifications may be obtained from the State Employment Development Department at (714) 558-6406. General information for the State of California is available at (916) 445-8008.



### 2000 Income

**Median Household Income** \$50,732  
**Income Distribution**

Up to \$ 14,999	10.4%
\$ 15,000 - \$ 24,999	10.1%
\$ 25,000 - \$ 34,999	11.3%
\$ 35,000 - \$ 49,999	17.2%
\$ 50,000 - \$ 74,999	22.5%
\$ 75,000 or greater	28.5%

U.S. Census Bureau (2000)

### Education

Newport Mesa Unified School District:	
Elementary Schools	10
Junior High Schools	2
High Schools	2
Orange Coast Community College	
Private Schools	19
Vanguard University	
Whittier Law School	
National University	

### Labor Market<sup>2</sup>

Agriculture	less than 1.0%
Mining	less than 1.0%
Transportation & Public Utilities	3.0%
Construction	4.0%
Self-employed	6.0%
Finance, Insurance & Real Estate	8.0%
Government	9.0%
Manufacturing	12.0%
Trade	27.0%
Services	28.0%

2. Center for Demographic Research (2010)

## Major Employers

<u>Name of Company</u>	<u>Estimated Employees</u>
Auto Club of Southern California	2,300
Experian Information Solutions	3,700
Associated Students of Orange	2,500
Coast Community College District	3,044
White Cap Construction Supply	2,200

3. Center for Demographic Research (2010)

	<u>Number</u>	<u>Percent of Total</u>
Employed	60,700	91.5%
Unemployed	5,600	8.5%
Total Labor Force	66,300	100%

4. Center for Demographic Research (2009)

## Major Development Projects/Areas

**Harbor Gateway** (78 acres) – north of Sunflower Ave., east of Hyland Ave., and west of Harbor Blvd.

**Automobile Club of Southern California** (39 acres) – 3333 Fairview Road.

**Segerstrom Home Ranch** (93 acres) – north of I-405, east of Harbor Blvd., west of Fairview Road, and south of Sunflower Ave.

**Metro Pointe** (50 acres) – 901-907 South Coast Drive.

**South Coast Plaza** (115 acres) – 3333 Bristol Street and 3333 Bear Street

**South Coast Plaza Town Center** (54 acres) – east of Bristol Street, south of Sunflower Ave., north of I-405, and west of Avenue of the Arts.

**South Coast Metro Center/Experian Solutions** (45 acres) – 475-595 Anton Blvd.

**Sakioka Farms Lot 1<sup>5</sup>** (40 acres) – east of Sakioka Dr., north of Anton Blvd., and south of Sunflower Ave.

**Sakioka Farms Lot 2<sup>5</sup>** (33 acres) – north of I-405, west of Main Street and SR-55, east of Experian Solutions, and south of Sunflower Ave.

**1901 Newport Plaza** (8 acres) – 1901 Newport Blvd.

5. Major Undeveloped Areas



## Major Medical Facilities

**Fairview Developmental Center** (714) 957-5000  
2501 Harbor Blvd

**Hoag Health Center** (714) 668-2550  
1190 Baker Street

**College Hospital of Costa Mesa** (714) 642-2734  
301 Victoria Street

## City Budget

The adopted City budget for all funds used for the Fiscal Year 2009-2010 is \$109,489,618. The General Fund portion of the budget is \$94.6 million. The approved budget is effective from July 1, 2010 through June 30, 2011.

## Transportation

**Rail:** AMTRAK stations at the Irvine Transportation Center (949) 753-9713 and the Santa Ana Transportation Center (714) 547-8389

**Air:** John Wayne Orange County Airport (949) 252-5200 and Los Angeles International Airport (310) 646-5252

**Bus:** Orange County Transportation Authority, Dial-A-Ride, Park-N-Ride (714) 636-RIDE or (800) 636-7433

**Highways:** San Diego Freeway (I-405), Costa Mesa Freeway (SR-55) and Corona del Mar Freeway (SR-73)

**Water:** Long Beach Harbor/ Port of Los Angeles (22 miles away)

**Truck:** All major trucking lines serve Orange County

## Utilities

**Electricity:** Southern California Edison (800) 684-8123

**Natural Gas:** Southern California Gas Company (800) 427-2200

**Telephone:** AT&T (866) 505-1765

**Cable:** Time Warner Cable (888) 892-2253

**Water:** Mesa Consolidated Water District (949) 631-1200; Irvine Ranch Water District (949) 453-5300

**Sewer:** Costa Mesa Sanitary District (949) 645-8400

## Other Offices/Contacts

Costa Mesa Chamber of Commerce (714) 885-9090

Orange Coast Association of Realtors (949) 722-2300

Newport Mesa Unified School District (714) 424-5000

Orange County Fair & Exposition Center (714) 751-3247

Orange County Board of Education (714) 966-4000



*This brochure was prepared by the City of Costa Mesa Planning Division  
Visit our Website at [www.ci.costa-mesa.ca.us](http://www.ci.costa-mesa.ca.us)*



## City Offices

### Police Services

Emergency 911 or (714) 754-5252  
Police Information (714) 754-5311  
Animal Control (714) 754-5311

### Fire Services

Emergency 911  
Administration (714) 754-5106

**City Council** (714) 754-5285

**City Manager** (714) 754-5328

**City Clerk** (714) 754-5223

**Business Assistance Hotline** (714) 754-5613

### Development Services

Administration (714) 754-5270  
Plan Check and Permits (714) 754-5273  
Inspections (714) 754-5626  
Planning (714) 754-5245  
Code Enforcement (714) 754-5607

**Business Licenses** (714) 754-5234

**Public Services** (714) 754-5343

Engineering (714) 754-5323

Transportation (714) 754-5335

### Administrative Services

Recreation (714) 754-5300

**Redevelopment & Housing** (714) 754-5635

## ***FINANCIAL POLICIES***

### **RESERVES:**

#### **General Fund**

The General Fund Operating Reserve is currently set at \$14.125 million and may be utilized pursuant to the limited circumstances provided for in Costa Mesa Municipal Code Section 2-206. For FY 11-12, the \$14.125 million is equivalent to 14.92% of the General Fund budget or 12.29% of the total operating budget for all funds.

#### **Debt Service Funds**

The Debt Service Funds shall maintain reserves as prescribed by the bond covenants adopted at the time of the debt issuance.

#### **Equipment Replacement Fund**

The Equipment Replacement Fund shall maintain adequate reserves to provide funding for replacement of fleet vehicles and motorized equipment.

#### **Self-Insurance Fund**

The Self-Insurance Fund shall maintain adequate loss reserves based upon an actuarial analysis of the risk of loss to provide funding for estimated claims and potential liabilities.

### **OPERATING BUDGET:**

The City will maintain a long-range fiscal perspective through the use of an annual operating budget and a seven-year Capital Improvement Program. The City will develop a long-term revenue and expenditure forecast.

#### **General Fund**

The City will maintain a balanced operating budget. To achieve a balanced budget, current revenues should be sufficient to cover current expenditures. Appropriations of available fund balance will only be permitted for "one time" or non-recurring expenditures.

#### **Special Revenue Funds**

Special Revenue Funds will be used for specific programs or projects under the guidelines established for each fund. Appropriations may not exceed the anticipated resources including use of reserves when appropriate.

#### **Debt Service Funds**

Adequate funding will be appropriated within the Debt Service Funds to fund debt obligations as they come due. Reserves will be maintained within the Funds as necessary pursuant to bond covenants and/or other legal restrictions.

#### **Internal Service Funds**

Internal Service Funds will have revenues (intra-City user charges, interest income, and other income) sufficient to meet operating expenses and capital outlay.

## ***FINANCIAL POLICIES***

### **REVENUES:**

Recurring revenue growth (inflation) will be used to pay for recurring expenditures. Recurring expenditure increases should not be approved which exceed recurring revenue growth. Any new or expanded programs will be required to identify new funding sources and/or offsetting reductions in expenditures. In addition:

- The City shall use a conservative approach in projecting revenues.
- One-time revenues may be used for one-time expenditures.
- The City shall update its user fees and charges periodically to recover costs of providing that service for which a fee is charged.

### **ACCOUNTING:**

The City will comply with the requirements of the Governmental Accounting Standards Board (GASB) and record and maintain its financial transactions based upon Generally Accepted Accounting Principles (GAAP).

### **INVESTMENTS:**

The City Treasurer shall invest the City's idle funds in accordance with the guidelines established in the adopted Investment Policy.

### **DEBT:**

- The City shall issue debt primarily to finance capital improvement projects or for the purchase of large fixed assets.
- The term of the debt should not exceed the life of the asset being financed.
- The City shall issue debt using the most cost-effective method available at time of debt issuance.
- The debt shall not cause the City to exceed its legal debt limit.

## ***GLOSSARY OF BUDGET TERMS***

**ACCRUAL BASIS OF ACCOUNTING:** Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

**ADOPTED BUDGET:** The official budget as approved by the City Council at the start of each fiscal year.

**AD VALOREM TAX:** (which means “according to its value”) A state or local government tax based on the value of real property as determined by the county tax assessor.

**AGENCY FUND:** Used to account for assets held by the City in a fiduciary capacity for individuals, government entities, and others. Such funds are operated by carrying out the specifications of trust indentures, statutes, ordinances, or other governing regulations.

**AMENDED BUDGET:** The adopted budget as amended by the City Council through the course of a fiscal year.

**APPROPRIATIONS:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

**ARBITRAGE:** The interest rate differential that exists when proceeds from a municipal bond – which is tax-free and carries a lower yield – are invested in taxable securities with a yield that is higher. The 1986 Tax Reform Act made this practice by municipalities illegal solely as a borrowing tactic, except under certain safe-harbor conditions.

**ASSESSED VALUATION:** A municipality’s property tax base stated in dollars based on real estate and/or other taxable business property for the purposes of taxation, sometimes expressed as a percent of the full market value of the taxable property within a community.

**AUTHORITY OR AGENCY:** A state or local unit of government created to perform a single activity or a limited group of functions and authorized by the state legislature to issue bonded debt.

**AUTHORIZING ORDINANCE:** A law that, when enacted, allows the unit of government to sell a specific bond issue or finance a specific project.

**BOND:** A security whereby an issuer borrows money from an investor and agrees and promises, by written contract, to pay a fixed principal sum on a specified date (maturity date) and at a specified rate of interest.

**BOND PREMIUM:** The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

**BUDGET:** A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

**BUDGET MESSAGE:** A written discussion of the budget presented by the City Manager to the City Council.

**CAPITAL BUDGET:** A budget which focuses on capital projects to implement the Capital Improvement Program.

**CAPITAL IMPROVEMENT PROGRAM:** A plan for capital improvements to be implemented each year over a number of years to meet capital needs arising from the assessment of long-term needs. It sets forth the estimated cost for each project and specifies the resources required to finance the projected expenditures.

## **GLOSSARY OF BUDGET TERMS**

**CAPITAL IMPROVEMENT PROJECT:** The budget unit to group activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

**CAPITAL PROJECTS FUNDS:** Used to account for financial resources for the acquisition or construction of major capital facilities other than those financed by proprietary and trust funds.

**CERTIFICATES OF PARTICIPATION (COPs):** A form of lease revenue bond that permits the investor to participate in a stream of lease payments, installment payments or loan payments relating to the acquisition or construction of specific equipment, land, or facilities. COPs have become a popular financing device in California since the passage of Proposition 13. COPs are not viewed legally as “debt” because payment is tied to an annual appropriation by the government body. As a result, COPs are seen by investors as providing weaker security and often carry ratings that are a notch or two below an agency’s general obligation rating.

**COMMUNITY FACILITIES DISTRICT 91-1:** Established to account for a special tax received under the Mello-Roos Community Facilities Act of 1982. Bonds were issued to provide for improvements within the district and the special tax revenue is restricted for payment of principal and interest to the bondholder.

**CONTRACTED SERVICES:** Services rendered in support of City operations and activities by external parties. These may be based upon either formal contracts or ad hoc charges.

**COUPON RATE:** The specified annual interest rate payable to the bond or note holder as printed on the bond. This term is still used even though there are no coupon bonds anymore.

**DEBT LIMIT:** The maximum statutory or constitutional amount of debt that the general obligation bond issuer can either issue or have outstanding at any time.

**DEBT SERVICE FUNDS:** Account for the accumulation of resources set aside to meet current and future debt service requirements (payments) on general long-term debt.

**DELINQUENT TAXES:** Property Taxes that have been levied but remain unpaid on and after the due date. In California, the due dates are December 10 and April 10. Special taxes and assessments are often due on these dates as well. When tax delinquencies exceed 5%, the Bond Advisor places the issue on its internal Bond Watch.

**DEPARTMENT:** A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

**DISCOUNT:** The amount by which market value of a bond is less than par value or face value.

**DIVISION:** An organizational subgroup of a department.

**ENCUMBRANCE:** The commitment of appropriated funds to purchase goods, which have not yet been received, or services that has yet to be rendered

**EXPENDITURES:** Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service and capital outlays.

**EXPENSES:** Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

## **GLOSSARY OF BUDGET TERMS**

**FEASIBILITY STUDY:** A financial study provided by the issuer of a revenue bond that estimates service needs, construction schedules, and most importantly, future project revenues and expenses used to determine the financial feasibility and creditworthiness of the project to be financed.

**FISCAL AGENT:** Also known as the Paying Agent, the bank, designated by the issuer, to pay interest and principal to the bondholder.

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which an entity determines its financial position, the results of its operations, and adopts a budget for the coming year. The City of Costa Mesa's fiscal year is from July 1 to June 30.

**FIXED ASSETS:** Equipment costing \$5,000 or more, including tax, with a useful life longer than one year, and not qualifying as a capital improvement project. Includes automotive equipment, office equipment, office furniture, acquisitions, landscaping improvements, etc.

**FULL FAITH AND CREDIT:** The pledge of “the full faith and credit and taxing power without limitation as to rate or amount.” A phrase used primarily in conjunction with General Obligation bonds to convey the pledge of utilizing all taxing powers and resources, if necessary, to pay the bond holders.

**FULL-TIME EQUIVALENT (FTE):** The conversion of part-time employee hours to an equivalent of a full-time position. For example: one person working 20 hours a week for a year would be 0.5 FTE.

**FUND:** An independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**FUND BALANCE:** The equity (assets minus liabilities) of governmental fund and fiduciary fund types. However, for budgeting purposes, a working capital definition of current assets minus current liabilities is used for the computation.

**GENERAL OBLIGATION (GO) BOND:** A bond secured by a pledge of the issuer’s taxing powers (limited or unlimited). More commonly the general obligation bonds of local governments are paid from ad valorem property taxes and other general revenues. Considered the most secure of all municipal debt. Limited in California by Proposition 13 to debt authorized by a two-thirds vote in the case of local governments or a simple majority for State issuance.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):** Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

**GOVERNMENTAL FUNDS:** Typically are used to account for tax-supported (governmental) activities. These include the General Fund, Special Revenue Funds, Capital Projects Funds, and Debt Service Funds.

**HOMEOWNERS' SUBVENTION:** Owner-occupied properties are eligible for an annual exemption of \$7,000 of the assessed value of the property. This State exemption is reimbursed to the City through this subvention.

## **GLOSSARY OF BUDGET TERMS**

**INTERFUND TRANSFERS:** Defined as "flows of assets" (such as goods or services) without equivalent flows of assets in return and without requirement for repayment.

**INTERGOVERNMENTAL REVENUE:** Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

**INTERNAL SERVICE FUNDS:** Account for the goods or services provided by one fund and/or department to another fund and/or department on a cost reimbursement basis.

**INVESTMENT GRADE:** A rating issued by the three major bond rating agencies, Moody's, Standard & Poor's, and Fitch, rated BBB, Baa or better. Many fiduciaries, trustees, and some mutual fund managers can only invest in securities with an investment grade rating.

**ISSUER:** A state or local unit of government that borrows money through the sale of bonds and/or notes.

**JOINT POWERS AUTHORITY (JPA):** The formation of two or more public entities with common powers to consolidate their forces and resources to acquire assets and/or provide services to the public. Their bonding authority and taxing ability is the same as their powers as separate units.

**LETTER OF CREDIT:** A form of supplement or, in some cases, direct security for a municipal bond under which a commercial bank or private corporation guarantees payment on the bond under certain specified conditions.

**LIEN:** A claim on revenues, assessments or taxes made for a specific issue of bonds.

**MARKS-ROOS BOND:** The State Legislature enacted the Marks-Roos (named after its legislative sponsors) Local Bond Pooling Act of 1985 to facilitate the financing of local government facilities by bond bank pools funded by bond proceeds. The pool, formed under a Joint Powers Authority, can buy any type of legally issued debt instrument within or without its geographic area. The idea was to save money through economies of scale by selling one large bond issue to finance several small projects. (Several Marks-Roos issues have defaulted and are under investigation by the Securities and Exchange Commission. Prospective investors should find out what sort of loans the pooled fund will make before buying such deals.)

**MELLO-ROOS BOND:** The Mello-Roos (named for its legislative sponsors) Community Facilities District Act of 1982 established another method where by almost every municipal subdivision of the state may form a special, separate district to finance a long list of public facilities by the sale of bonds and finance certain public services on a pay-as-you-go basis. These Community Facilities Districts are formed and bond issues authorized by a two-thirds vote of the property owners in the district. Typically, the only voters in a district are one or more real estate developers who own or have an option on all of the land in the district. These land-based financings were nicknamed "dirt bonds" by the Bond Advisor years ago. Bonds are sold to finance facilities that can include school, parks, libraries, public utilities and other forms of infrastructure. The Districts may provide public services that include police and fire protection, recreation programs, area maintenance, library services, flood and storm drainage. Bonded debt service and/or the public services are paid for by special taxes levied on the real property within the district. As the developer subdivides and sells off the land the new property owner assumes the tax burden. (Tax delinquencies can lead to fines and penalties and ultimately foreclosure and sale. The ultimate security for Mello-Roos bonds is the value of the real property being taxed, consequently a provision in the law requires the appraised value of the land be three times the bonded debt. Recent foreclosure sales have cast doubts on the skills of the appraisers and underscore the risk of some of this debt when a severe real estate slump hits developers.)

## ***GLOSSARY OF BUDGET TERMS***

**MODIFIED ACCRUAL BASIS:** The accrual basis of accounting where revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting.

**NET BUDGET:** The legally adopted budget less interfund transactions. Those amounts in the budget representing transfers and interfund reimbursements are subtracted from the legally adopted budget amount.

**OBJECTIVE:** A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should specify a standard of performance for a given program or stated goal.

**OBJECT CODE:** The classification of expenditures in terms of what is bought and paid for grouped into categories.

**OFFICIAL STATEMENT (OS):** A document (prospectus) circulated for an issuer prior to a bond sale with salient facts regarding the proposed financing. There are two OS, the first known as the preliminary, or "red herring" – so named because some of the type on its cover is printed in red – and it is supposed to be available to the investor before the sale. The final OS must be sent to the purchaser before delivery of the bonds.

**OPERATING BUDGET:** A budget which focuses on everyday operating activities and programs. Usually includes personnel, maintenance and operations and capital equipment.

**OVERLAPPING DEBT:** The proportionate share of the general obligation bonds of local governments located wholly or in part within the limits of the reporting unit of government, that must be borne by property owners within the unit.

**PAR VALUE:** The face value or principal amount of a bond, usually \$5,000, due to the holder at maturity. It has no relation to the market value.

**PERSONNEL EXPENSES:** Compensation paid to or on behalf of City employees for salaries and wages, overtime and benefits.

**PREMIUM:** The amount, if any, by which the price exceeds the principal amount (par value) of a bond. Its current yield will be less than its coupon rate.

**PRINCIPAL:** The face value of a bond, exclusive of interest.

**PROFESSIONAL SERVICES:** Includes the cost of outside professional and specialized services purchased by the City, such as consultants for special studies, outside attorneys, architectural and engineering, etc.

**PROGRAM BUDGET:** A budget organized by a grouping of related activities, projects and services which are similar in purpose. The expenditure focus of a program budget is related to the nature of work and services performed.

**PROPERTY TAX:** A tax levied on real estate and personal property. The basic rate in Orange County is 1% of assessed value, of which Costa Mesa receives approximately 15 cents for every dollar collected.

**PROPERTY TRANSFER TAX:** An assessment on real property transfers at the current rate of \$.55 per \$500 in market value, and is collected at the time of the transfer with the County receiving half the collected amount. Also known as the Documentary Transfer Tax.

## **GLOSSARY OF BUDGET TERMS**

**PROPOSED BUDGET:** The budget as formulated and proposed by the City Manager. It is submitted to the City Council for review and approval.

**RATINGS:** Various alphabetical and numerical designations used by institutional investors, underwriters, and commercial rating companies to indicate bond and note creditworthiness. Standard & Poor's and Fitch Investors Service Inc. use the same system, starting with their highest rating of AAA, AA, A, BBB, BB, B, CCC, CC, C, and D for default. Moody's Investors Services uses Aaa, Aa, A, Baa, Ba, B, Caa, Ca, C, and D. Each of the services use + or – or +1 to indicate half steps in between. The top four grades are considered Investment Grade Ratings.

**REDEVELOPMENT AGENCY:** A legislatively established subdivision of government established to revitalize blighted and economically depressed areas of a community and to promote economic growth. Tax Allocation Bonds are issued to pay the cost of land and building acquisition and their redevelopment and are repaid by the incremental increase in property tax revenues produced by the increase assessed value of the area after redevelopment. Redevelopment Agencies may also sell Housing Mortgage Revenue Bonds to finance housing units within the area, 20% of which must be for low-cost housing.

**REFUNDING BOND:** The issuance of a new bond for the purpose of retiring an already outstanding bond issue.

**RETAINED EARNINGS:** An equity account reflecting the accumulated earnings of Proprietary Fund types. For budgeting purposes, the working capital definition of fund balance is used.

**REVENUE:** Moneys that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues and interest income.

**REVENUE BOND:** A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.

**SELF-INSURANCE:** The retention of liabilities, arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. The City currently provides self-insurance for workers' compensation, general liability and unemployment, and purchases outside insurance for excess coverage in these areas.

**SPECIAL REVENUE FUNDS:** Account for the revenue derived from specific taxes or other earmarked revenue sources (other than expendable trusts or for major capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

**SUPPLEMENTAL ROLL PROPERTY TAXES:** Assessed on property that changes ownership during the year and is based on the difference between the new and old assessed values.

**TAX BASE:** The total resource of the community that is legally available for taxation.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, user charges.

**TRUSTEE:** A bank designated as the custodian of funds and official representative of bondholders. Appointed to ensure compliance with trust indenture.

**UNDERWRITER:** A financial institution (investment or commercial bank), which purchases a new issue of municipal securities for resale; may acquire the bonds either by negotiated sale or based on competitive bidding.

**USER CHARGES:** Payments made by users or customers of publicly provided services that benefit specific individuals. These services exhibit "public good" characteristics. Examples of user charges are fees paid for recreational activities, building fees, police fees, etc.

## ACRONYMS

**AB:** Assembly Bill

**ABLE:** AirBorne Law Enforcement

**AC:** Air Conditioning

**ACT:** Activity Club for Teens

**ADA:** Americans with Disabilities Act

**ADT:** Average Daily Traffic

**AHRP:** Arterial Highway Rehabilitation Program

**ALS:** Advanced Life Support

**APA:** American Planning Association

**AQMD:** Air Quality Management District

**A/V:** Audio/Video

**AVL:** Automatic Vehicle Location

**AYSO:** American Youth Soccer Organization

**BAN:** Bank Anticipation Note

**BCC:** Balearic Community Center

**BIA:** Business Improvement Area

**BLS:** Basic Life Support

**BMP:** Best Management Practices

**CAD:** Computer Automated Dispatch

**CAFR:** Comprehensive Annual Financial Report

**CAL OSHA:** California Occupational Safety and Health Administration

**CalPERS:** California Public Employees Retirement System

**CalTrans:** California Department of Transportation

**CCTV:** Closed-circuit Television

**CD:** Community Design

**CDBG:** Community Development Block Grant

**ACRONYMS**

- CEQA:** California Environmental Quality Act
- CEO:** Chief Executive Officer
- CERT:** Community Emergency Response Team
- CIP:** Capital Improvement Program
- CIR:** Circulation Impact Report
- CMP:** Congestion Management Program
- CMRA:** Costa Mesa Redevelopment Agency
- CMSD:** Costa Mesa Sanitary District
- CMTV:** Costa Mesa's Municipal Access Channel
- CNG:** Compressed Natural Gas
- CO:** Carbon Monoxide
- COP:** Certificates of Participation
- COPPS:** Community-Oriented Policing and Problem Solving
- COPS:** Citizen's Option for Public Safety
- CPI:** Consumer Price Index
- CPR:** Cardiopulmonary Resuscitation
- CSI:** Crime Scene Investigation
- CSMFO:** California Society of Municipal Finance Officers
- CSS:** Community Services Specialist
- CUP:** Conditional Use Permit
- DARE:** Drug Awareness Resistance Education
- DOJ:** Department of Justice
- DRC:** Downtown Recreation Center
- DUI:** Driving under the Influence
- EAP:** Employee Assistance Program
- EDD:** Employment Development Department

**ACRONYMS**

- EIR**: Environmental Impact Report
- EMS**: Emergency Medical Service
- EOC**: Emergency Operations Center
- ERAF**: Educational Revenue Augmentation Fund
- ERF**: Equipment Replacement Fund
- FEMA**: Federal Emergency Management Agency
- FHWA**: Federal Highway Administration
- FTE**: Full-Time Equivalent
- FY**: Fiscal Year
- GAAP**: Generally Accepted Accounting Practices
- GASB**: Governmental Accounting Standards Board
- GFOA**: Government Finance Officers' Association
- GIS**: Geographic Information System
- GMA**: Growth Management Area
- GO**: General Obligation
- HCD**: Housing and Community Development
- HEPA**: High-Efficiency Particulate Air (Filter)
- HUD**: Housing and Urban Development
- HVAC**: Heating, Ventilation, Air Conditioning
- I-405**: Interstate 405, also known as the San Diego Freeway
- ICE**: Immigration & Customs Enforcement
- ICU**: Intersection Capacity Utilization
- IIP**: Intersection Improvement Project
- IIPP**: Injury and Illness Prevention Program
- IPEMA**: International Playground Equipment Association
- IT**: Information Technology

## ACRONYMS

**JPA:** Joint Powers Authority

**JIC:** Joint Information Center

**JUA:** Joint Use Agreement

**LIDAR:** Light Detection and Ranging

**LLEBG:** Local Law Enforcement Block Grant

**LOS:** Level of Service

**LRMS:** Law Records Management System

**LTD:** Long-term Disability

**M&O:** Maintenance & Operation

**MADD:** Mothers Against Drinking and Driving

**MDC:** Mobile Data Computer

**MIC:** Mobile Intensive Care

**MIS:** Management Information Services

**MOU:** Memorandum of Understanding

**MPAH:** Master Plan of Arterial Highways

**NACSLB:** National Advisory Council on State and Local Budgeting

**NCC:** Neighborhood Community Center

**NEC:** National Electric Code

**NFN:** Neighbors for Neighbors

**NIMS:** National Incident Management System

**NMUSD:** Newport-Mesa Unified School District

**NPDES:** National Pollutant Discharge Elimination System

**NPI:** National Purchasing Institute

**OCFCD:** Orange County Flood Control District

**OCFEC:** Orange County Fair & Exposition Center

**OCTA:** Orange County Transportation Authority, OC Treasurer's Association

## ACRONYMS

**OPEB:** Other Post Employment Benefits

**OS:** Official Statement

**OTS:** Office of Traffic Safety

**PC:** Personal Computer, Penal Code

**PD:** Police Department

**PDAOC:** Planning Director's Association of Orange County

**PEG:** Public, Education & Government

**PERS:** Public Employees Retirement System

**POST:** Peace Officer Standard Training

**PPE:** Personal Protective Equipment

**PUC:** Public Utility Commission

**RAID:** Reduce/Remove Aggressive & Impaired Drivers

**RAN:** Revenue Anticipation Note

**RDA:** Redevelopment Agency

**RMS:** Records Management System

**ROR:** Rate of Return

**ROW:** Right-of-Way

**RRIP:** Residential Remodel Incentive Program

**SAAV:** Service Authority for Abandoned Vehicles

**SB:** Senate Bill

**SBOE:** State Board of Equalization

**SCBA:** Self-Contained Breathing Apparatus

**SEC:** Security and Exchange Commission

**SED:** Special Enforcement Detail

**SEMS:** Standardized Emergency Management Systems

**SIP:** Signal Improvement Program

## ACRONYMS

**SLESF:** Supplemental Law Enforcement Services Fund

**SMP:** Senior Mobility Program

**SOBECA:** South Bristol Entertainment and Cultural Arts

**SR-55:** State Route 55, also known as the Costa Mesa Freeway

**SR-73:** State Route 73, also known as the Corona del Mar Freeway

**SRO:** School Resource Officer

**SUV:** Sports Utility Vehicle

**SWAT:** Special Weapons and Tactics (Team)

**TAN:** Tax Anticipation Note

**TARGET:** Tri-Agency Gang Enforcement Team

**TEA:** Transportation Enhancement Activities

**TMC:** Turning Movement Count

**TOT:** Transient Occupancy Tax

**TPA:** Third Party Administrator

**TRAN:** Tax and Revenue Anticipation Note

**UASI:** Urban Area Security Initiative

**UBC:** Uniform Building Code

**UCM:** Utility Cost Management

**UMC:** Uniform Mechanical Code

**UPC:** Uniform Plumbing Code

**UPS:** Uninterrupted Power System

**UST:** Underground Storage Tank

**VLF:** Vehicle License Fee

**WMD:** Weapons of Mass Destruction

**WROC:** Westside Revitalization Oversight Committee

**ASSESSED VALUATION**

Last 10 Fiscal Years

<u>Fiscal Year</u>	<u>Assessed Value</u>	<u>Increase (Decrease)</u>	<u>Percent Increase (Decrease)</u>
2000-01	\$ 8,364,393,299	\$ 748,624,052	9.83%
2001-02	\$ 8,937,943,913	\$ 573,550,614	6.86%
2002-03	\$ 9,492,361,297	\$ 554,417,384	6.20%
2003-04	\$ 10,057,183,726	\$ 564,822,429	5.95%
2004-05	\$ 10,689,157,305	\$ 631,973,579	6.28%
2005-06	\$ 11,644,775,477	\$ 955,618,172	8.94%
2006-07	\$ 12,734,703,051	\$ 1,089,927,574	9.36%
2007-08	\$ 13,824,233,517	\$ 1,089,530,466	8.56%
2008-09	\$ 14,366,107,839	\$ 541,874,322	3.92%
2009-10	\$ 14,432,675,049	\$ 66,567,210	0.46%

Source: HDL Coren &amp; Cone

**COMPUTATION OF LEGAL DEBT MARGIN**  
**Fiscal Year Ended June 30, 2010**

ASSESSED VALUE		<u>\$ 14,432,675,049</u>
DEBT LIMIT: 3.75 Percent of Assessed Value		\$ 541,225,314
Amount of Debt applicable to Debt Limit:		
Total Bonded Debt	<u>\$ 4,650,000</u>	
LESS: Assets in Debt Service Fund (Net)	<u>704,300</u>	
TOTAL AMOUNT OF DEBT APPLICABLE TO DEBT LIMIT		<u>\$ 3,945,700</u>
LEGAL DEBT MARGIN		<u><u>\$ 537,279,614</u></u>

**RATIO OF NET GENERAL BONDED DEBT TO ASSESSED VALUE  
AND NET BONDED DEBT PER CAPITA  
Last Ten Fiscal Years**

<u>Fiscal Year</u>	<u>Population <sup>(1)</sup></u>	<u>Assessed Value <sup>(2)</sup></u>	<u>Gross Bonded Debt</u>		
2000-01	110,932	8,364,393,299	8,915,000		
2001-02	110,720	8,937,943,913	8,380,000		
2002-03	111,512	9,492,361,297	7,820,000		
2003-04	113,011	10,057,183,726	7,470,000		
2004-05	113,011	10,689,157,305	7,020,000		
2005-06	113,134	11,644,775,477	6,565,000		
2006-07	113,143	12,734,703,051	6,105,000		
2007-08	113,955	13,824,233,517	5,630,000		
2008-09	116,479	14,366,107,839	5,145,000		
2009-10	116,341	14,432,675,049	4,650,000		
<u>Fiscal Year</u>	<u>Less Debt Service Fund <sup>(3)</sup></u>	<u>Net Bonded Debt</u>	<u>Ratio of Net Bonded Debt to Assessed Value</u>	<u>Net Bonded Debt Per Capita</u>	
2000-01	774,219	8,140,781	0.00097	73.39	
2001-02	759,793	7,620,207	0.00085	68.82	
2002-03	762,440	7,057,560	0.00074	63.29	
2003-04	704,877	6,765,123	0.00067	59.86	
2004-05	707,466	6,312,534	0.00059	55.86	
2005-06	710,981	5,854,019	0.00050	51.74	
2006-07	711,982	5,393,018	0.00042	47.67	
2007-08	706,045	4,923,955	0.00036	43.21	
2008-09	704,300	4,440,700	0.00031	38.12	
2009-10	704,300	3,945,700	0.00027	33.91	

(1) Costa Mesa Community Economic Profile

(2) Assessed Valuation - Source: HdL Coren & Cone, Orange County Assessor Combined Tax Rolls.

(3) Amount available for repayment of General Obligation Bonds.

***RATIO OF ANNUAL DEBT SERVICE EXPENDITURES  
FOR GENERAL OBLIGATION BONDED DEBT  
TO TOTAL GENERAL GOVERNMENTAL EXPENDITURES \****  
Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Services</u>	<u>Total General Governmental Expenditures</u>	<u>Ratio Debt Service to General Govmtl. Expenditures</u>
1999-00	200,000	58,130	258,130	71,286,590	0.36%
2000-01	210,000	47,530	257,530	78,230,729	0.33%
2001-02	230,000	39,136	269,136	88,633,599	0.30%
2002-03	240,000	26,958	266,958	99,166,422	0.27%
2003-04	250,000	12,603	262,603	103,905,736	0.25%
2004-05	-	-	-	104,188,148	0.00%
2005-06	-	-	-	115,639,713	0.00%
2006-07	-	-	-	132,030,167	0.00%
2007-08	-	-	-	148,917,186	0.00%
2008-09	-	-	-	146,045,455	0.00%
2009-10	-	-	-	119,029,826	0.00%

\* Includes General, Special Revenue, and Debt Service Funds.

## **DESCRIPTION OF THE CITY'S CURRENT DEBT OBLIGATIONS**

**1998 Refunding Revenue Bonds** – The bonds were issued by the Costa Mesa Public Financing Authority on May 1, 1998 in connection with the lease and leaseback of the Los Lagos and Mesa Linda Golf Courses, currently owned by the City. The Authority leases back the Project to the City. The bonds mature serially from October 1, 1998 through October 1, 2012 in annual principal payments ranging from \$580,000 to \$1,250,000 and bear interest rates ranging from 4.00% to 5.00%. The debt service payments are funded by the General Fund.

**2003 Refunding Certificates of Participation (COP)** – On October 1, 2003, the Costa Mesa Public Financing Authority issued a \$14,340,000 COP to refund the 1993 Refunding Revenue Bonds (which was an advance refunding of the 1966 bonds) and the 1988 Lease Revenue Bonds. The 1966 bonds were issued for the construction of the Civic Center, including City Hall, Police Facility, Telecommunications Center, and Fire Station 5, while the 1988 bonds were issued for the widening project of Victoria Street. The certificates mature serially from October 1, 2004 to October 1, 2018 and bear interest rates ranging from 2.00% to 4.20%. The debt service payments are funded by the General Fund.

**2006 Refunding Revenue Bonds** – On June 1, 2006, the Costa Mesa Public Financing Authority issued \$2,365,000 of Revenue Refunding Bonds, Series 2006A, which was to advance refund the \$3,225,000 of the 1991 Lease Revenue Bonds issued on November 1, 1991. The original bonds were issued to provide monies to enable the Authority to acquire the City of Costa Mesa Community Facilities District 91-1 (Plaza Tower Public Improvements) 1991 Special Tax Bonds, issued under the Mello-Roos Community Facilities Act of 1982. The bonds mature serially from August 1, 2007 through August 1, 2022 in annual principal payments ranging from \$120,000 to \$210,000 and bear interest rates ranging from 3.85% to 5.10%. The debt service payments are funded by the General Fund.

**2007 Certificates of Participation (COP) Police Facility Expansion** – On January 18, 2007, the Costa Mesa Public Financing Authority issued a \$29,960,000 COP to fund the Police Facility Expansion Project. The project includes: renovation, expansion and seismic retrofitting of the City's Police Department facility; a new 11,342 sq. ft. single story addition to house expanded Property and Evidence sections; state of the art Crime Scene Investigation facilities; a large auditorium; a new Emergency Operation Center and dedicated training rooms. The Authority leases back the Project to the City. The certificates mature serially from October 1, 2007 through October 1, 2026 in annual principal payments ranging from \$745,000 to \$2,180,000 and bear interest rates ranging from 3.75% to 4.30%. The debt service payments are funded by the General Fund.

**Energy Retrofit Lease** – The City entered into a ten-year Lease with Option to Purchase with Municipal Finance Corporation on July 16, 2001 to replace inefficient lighting technology in various City-owned facilities. The amount financed is \$578,922 with an interest rate of 3.65%. The total interest payment is \$93,860 and the annual debt payment is \$84,098, payable semi-annually by the General Fund. The lease will mature in FY 11-12.

**2005 TeWinkle Park Athletic Field Complex** – The City entered into a seven-year sublease/option agreement with Municipal Finance Corporation on December 22, 2005 to finance the TeWinkle Park Athletic Field Complex capital improvement project. The amount financed is \$3.2 million payable semi-annually for seven years, with an interest rate of 3.95%. The annual debt service is \$524,124 paid by the General Fund. The lease will mature on December 29, 2012.

**Impact on the General Fund operating budget:** The total estimated debt service payments for FY 11-12 is \$5.8 million, which is equivalent to 5.94% of the General Fund operating budget. At this time, these payments are accommodated within the City's existing financial resources.

**CITY OF COSTA MESA, CALIFORNIA**  
**SCHEDULE OF DEBT SERVICE**  
**REQUIREMENTS TO MATURITY**

The annual requirements to amortize bonds payable by the City as of June 30, 2011, are as follows (excluding loans payable and advances from other funds for which minimum annual payments have not been established):

Year Ending June 30	Financing Authority 1998 Refunding Revenue	Financing Authority 2003 Refunding Certificates of Participation	Financing Authority 2006 Refunding Revenue	Financing Authority 2007 Certificates of Participation	Totals
2012	1,282,250	1,253,250	217,054	2,271,104	5,023,658
2013	1,281,250	1,255,863	221,011	2,271,504	5,029,628
2014	-	1,251,719	219,526	2,269,904	3,741,149
2015	-	1,248,275	217,666	2,266,304	3,732,245
2016	-	1,252,713	220,301	2,265,604	3,738,618
2017	-	1,250,450	217,439	2,267,604	3,735,493
2018	-	1,244,375	219,086	2,257,404	3,720,865
2019	-	1,240,250	220,130	2,255,004	3,715,384
2020	-	-	215,708	2,240,404	2,456,112
2021	-	-	215,810	2,243,404	2,459,214
2022	-	-	215,355	2,237,594	2,452,949
2023	-	-	-	2,237,829	2,237,829
2024	-	-	-	2,234,248	2,234,248
2025	-	-	-	2,231,216	2,231,216
2026	-	-	-	2,228,675	2,228,675
2027	-	-	-	2,226,870	2,226,870
<hr/>					
Total principal and interest	\$ 2,563,500	\$ 9,996,895	\$ 2,399,086	\$ 36,004,672	\$ 50,964,153
<hr/>					
Less interest payments	(123,500)	(1,551,895)	(549,086)	(9,649,672)	(11,874,153)
<hr/>					
Outstanding principal	<u>\$ 2,440,000</u>	<u>\$ 8,445,000</u>	<u>\$ 1,850,000</u>	<u>\$ 26,355,000</u>	<u>\$ 39,090,000</u>

Thank you to the following staff members for their contribution in preparing the  
Fiscal Year 2011-2012 Budget:

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Community Development  
City Council/CEO's Office  
Public Services  
Administrative Services  
Development Services

**Additional Assistance From:**

John Aguilar  
Victoria Barner  
Dane Bora  
Willa Bouwens-Killeen  
Thanh Bui  
Anna Dolewski  
Julie Folcik  
Scheralee Ford  
Deborah Freeland  
Les Gogerty  
Bruce Hartley  
Cheryl Helwig  
Rick Kirkbride  
Kasama Lee  
Brad Long  
Doug Lovell  
Lisa McPherson  
Ernesto Munoz  
Lance Nakamoto  
Colleen O'Donoghue  
Steve Ridgway  
Kelly Shelton  
Jennifer Sommers  
Marian Stueve  
Anna Tellez  
Kathy Ulrich  
Bill Verderber  
Debra Yasui

Maintenance Services  
Information Technology  
Public Communications  
Planning  
Information Technology  
Finance/Payroll  
City Clerk's Office  
Police  
Maintenance Services  
Police  
Maintenance Services  
Public Services  
Information Technology  
Human Resources  
Public Communications  
Maintenance Services  
Recreation  
Engineering  
Human Resources  
Finance  
Maintenance/Fleet Services  
CEO's Office  
Risk Management  
Maintenance Services  
Telecommunications  
Finance Administration  
Information Technology  
Risk Management

**Central Services (Printing & Graphics):**

Leigh Chalkley and his staff:  
Gina Clark, Jane Duenweg and Sam Nguyen

