

CITY OF COSTA MESA, CALIFORNIA

ADOPTED OPERATING & CAPITAL IMPROVEMENT BUDGET



FISCAL YEAR
2009-2010

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CAPITAL IMPROVEMENT BUDGET
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CITY COUNCIL

Allan R. Mansoor
Mayor

Wendy B. Leece
Mayor Pro Tem

Eric R. Bever
Council Member

Katrina A. Foley
Council Member

Gary C. Monahan
Council Member

Allan L. Roeder
City Manager

Prepared by the Finance Department

Marc R. Puckett
Director of Finance

Bobby R. Young
Budget & Research Officer



City Council



Wendy B. Leece
Mayor Pro Tem



Eric R. Bever
Council Member



Allan R. Mansoor
Mayor



Katrina A. Foley
Council Member



Gary C. Monahan
Council Member

California Society of Municipal Finance Officers

Certificate of Award
For

Excellence in Operating Budgeting

Fiscal Year 2008-2009

The California Society of Municipal Finance Officers (CSMFO) proudly presents this certificate to

City of Costa Mesa

For meeting the criteria established to achieve the EXCELLENCE AWARD in the OPERATING BUDGET CATEGORY.

February 17, 2009



Viki Copeland

Viki Copeland
CSMFO President

Pamela Arends-King

Pamela Arends-King, Chair
Budgeting & Financial Reporting

California Society of Municipal Finance Officers

Certificate of Award
For

Excellence in Public Communications

Fiscal Year 2008-2009

The California Society of Municipal Finance Officers (CSMFO) proudly presents this certificate to

City of Costa Mesa

For meeting the criteria established to achieve the EXCELLENCE in the PUBLIC COMMUNICATIONS CATEGORY.

February 17, 2009



Viki Copeland

Viki Copeland
CSMFO President

Pamela Arends-King

Pamela Arends-King, Chair
Budgeting & Financial Reporting



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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PRESENTED TO

**City of Costa Mesa
California**

For the Fiscal Year Beginning

July 1, 2008

President

Executive Director



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CITY MANAGER'S BUDGET MESSAGE



July 1, 2009

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

I am pleased to submit the Fiscal Year 2009-10 Operating and Capital Budget. As adopted, this represents a budget for the coming fiscal year that provides the highest level of service feasible 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 within the financial constraints existent to fulfill the service requirements of the people who live, work, and play in our community.

Given the expectations of Costa Mesa residents, businesses, employee associations and the City Council, development of this coming year's budget has been particularly challenging. The gap between "expectations" and "financial reality" has gradually widened over the past several years. When coupled with what appears to be one of the more significant and far reaching economic downturns in United States history, the task at hand has been very difficult. However, from my professional experience in preparing twenty-three consecutive Operating and Capital budgets for consideration by current and prior City Councils, I would offer that sometimes adverse financial conditions can produce more efficient plans for managing public resources. While the adopted budget involves a number of actions I would prefer not to have recommended to you based on the public's interest and those of the City Council, I believe you will find the financial plan as adopted to be feasible within economic, legal and policy constraints.

The objectives used in developing the adopted budget were to submit a balanced budget to the City Council; to do the best job possible of maintaining levels of service to the community; to implement City Council's priorities as feasible; to be prudent in our revenue estimates and cautiously optimistic overall. Unlike in prior years where the focus has been on expanding programs & services, maintenance of existing public assets and a high level of customer service, the economic downturn and policy direction dictate that all of these areas be scaled back for the coming year. The adopted budget before you has already been scrutinized closer at all levels of the organization more than any in the past 20 years. As adopted, it represents the largest single year reduction in operating costs in decades – much of it through planned reductions in staffing and operating budget cuts. Until financial conditions stabilize and begin to return to their historic averages and in the absence of City Council authorized and voter approved increases in existing tax proceeds, it will be necessary to operate in this mode.

BUDGET DEVELOPMENT STRATEGIES

During the April 14th City Council meeting, a presentation was made declaring the Fiscal Year 2009-2010 Budget Development Strategies. As part of that presentation, a 10 point Budget Management Strategy was presented for reducing the City's budget deficit. The following is a list of those proposals and an update on how they were implemented.

1. Reduce Department operating budgets by an additional 5% for an average reduction of 10% by Department from the prior fiscal year which will require elimination of approximately 23 full-time positions. **Estimated impact – \$6,318,134.**
Implementation Status – Total department reductions amounted to \$8.8 million. These include structural as well as one year reductions that can be made. The proposed budget does not reflect the reduction of any full-time staffing pending the results of the PERS Retirement Incentive (see # 6 below) .
2. Negotiate reduction in employee compensation equating to approximately 5% of salary. **Estimated impact – \$3,623,663.**
Implementation Status – Assumes a 5% reduction of base salary and all related appropriations amounting to \$3,623,663 budget impact. This assumption is made with the understanding that negotiations will take place with employee associations during the fiscal year to ensure a reduction is made. If 5% reduction can not be negotiated with employee associations, it will either have an impact on current staffing levels or a greater use of fund balance.
3. Reduction of \$1 million dollars in non-reimbursable overtime for Police and Fire departments. **Estimated impact – \$1,000,000.**
Implementation Status – Assumes a reduction in overtime for Police in the amount of \$534,078, and for the Fire Department in the amount of \$465,922, for a total reduction of \$1,000,000.
4. Negotiated suspension of minimum manning requirements in the Fire Department in order to accomplish the aforementioned reduction in overtime.
Implementation Status – Currently discussing suspension with Costa Mesa Firefighters Association.
5. Seek Federal Stimulus funding for ten police officer positions to be eliminated due to Police Department budget reductions. **Estimated impact – \$1,052,010.**
Implementation Status – During the month of April, the City Manager and Police Chief officially sent the application for Federal Stimulus funding for Police Officer positions. The application was made for a total of 18 positions with the hope to receive funding for at least 10 of those. The Department of Justice has acknowledged receipt of the application and should respond by September 30, 2009 if not sooner.
6. Offer PERS Retirement Incentive to create vacancies to (a) reduce the number of personnel that may be laid off as a result of reductions in departmental operating budgets and (b) create additional vacancies needed for budgetary purposes (assumes total of 50 employees opting to retire of which 25 positions would be eliminated). **Estimated impact – \$3,485,000.**

Implementation Status – Currently staff is preparing all paperwork necessary for PERS Retirement Incentive to be acted on and implemented. Estimated time to have available for employees is September 2009. However, currently there is no actual impact to the proposed FY 2009-2010 budget because positions and related budgetary savings can not be identified. After the Incentive is implemented and positions are accurately identified, staff will return to City Council to make necessary reductions to the budget and recognize attributed savings. At such time, staff will also evaluate the necessity to reduce more staff to achieve any additional savings.

7. Suspension or termination of the Retiree Health Savings (RHS) Plan (Contributions are comprised of 1% by Employer and 1% by Employee). **Estimated impact – \$508,764.**

Implementation Status – Staff has determined that the RHS Plan may be suspended instead of terminated. This item is negotiated with each represented employee association; therefore staff is currently conducting discussions to negotiate suspension of the RHS contributions made by both the employer and employees. Once the item has been successfully negotiated, staff will reduce the necessary budget line items pertaining to the RHS contributions.

8. Implement various cost recovery programs including resident EMS fees, inspection fees, and Police and Fire Cost Reimbursement Fees. **Estimated impact – \$959,700.**

Implementation Status – The City Council has passed a resolution adopting the resident EMS fees although the fee is set for rehearing as of the date of this writing. Staff is scheduled to bring more information to City Council regarding the inspection fees and Police and Fire Cost Reimbursement fees following which City Council will take action.

9. Renegotiate/extend the Golf Course Operator's agreement for a greater share of revenues and institute formula adjustments to the greens fees. **Estimated impact - \$244,850.**

Implementation Status – Staff has successfully renegotiated the Golf Course Operator's agreement which will be coming before City Council June 2, 2009 for consideration and adoption. The change in the agreement will increase Golf Course Operation revenue \$112,500 annually. Also as part of the renegotiation, the City will be able to recognize revenue previously established for Golf Course Capital Improvements in the amount of \$190,000. Total impact for FY 2009-10 – \$302,500.

10. Utilization of undesignated unreserved General Fund balance. **Estimated impact – \$2,900,000.**

Implementation Status – Currently total use of fund balance in the General Fund is \$4,828,349. This amount includes potential savings from PERS Retirement Incentive and RHS Plan contributions, should those be successfully negotiated it will reduce the total use of fund balance for FY 2009-2010.

As a quick overview, here is the adopted budget for FY 09-10 for all funds:

<u>ADOPTED BUDGET - ALL FUNDS</u>				
<u>Appropriations/ All Funds</u>	<u>Adopted FY 09-10</u>	<u>Adopted FY 08-09</u>	<u>Increase (Decrease)</u>	
			<u>Amount</u>	<u>Percent</u>
Operating Budget	\$ 111,853,767	\$ 128,440,254	(\$16,586,487)	(12.91%)
Transfers Out	1,543,000	5,565,200	(4,022,200)	(72.27%)
Capital Budget	4,864,020	11,150,477	(6,286,457)	(56.38%)
Total	<u>\$ 118,260,787</u>	<u>\$ 145,155,931</u>	<u>(\$26,895,144)</u>	<u>(18.53%)</u>

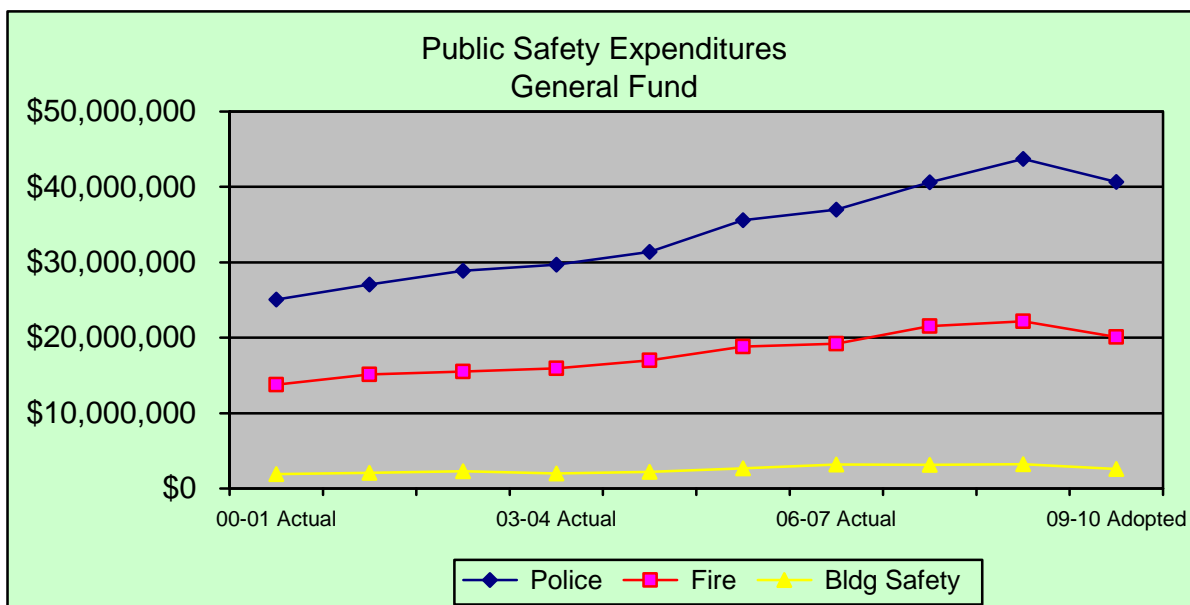
GENERAL FUND ADOPTED BUDGET

The General Fund provides 95.65% of the total operating budget for all governmental funds. The total adopted budget is \$102.4 million, a decrease of \$16.4 million or negative 13.82% from the adopted budget in FY 08-09. Table 1 is a summary of the total resources and requirements for FY 09-10:

Table 1

<u>ADOPTED BUDGET - GENERAL FUND</u>				
	<u>Adopted FY 09-10</u>	<u>Adopted FY 08-09</u>	<u>Increase (Decrease)</u>	
			<u>Amount</u>	<u>Percent</u>
Estimated Revenues	\$ 96,962,588	\$ 107,334,823	(\$10,372,235)	(9.66%)
Transfers In	793,000	5,042,200	(4,249,200)	(84.27%)
Use of Fund Balance	4,652,629	6,458,441	(1,805,812)	(27.96%)
Total Resources	<u>\$ 102,408,217</u>	<u>\$ 118,835,464</u>	<u>(\$16,427,247)</u>	<u>(13.82%)</u>
Operating Budget	\$ 101,658,217	\$ 118,312,464	(\$16,654,247)	(14.08%)
Transfers Out	750,000	523,000	227,000	43.40%
Total Appropriations	<u>\$ 102,408,217</u>	<u>\$ 118,835,464</u>	<u>(\$16,427,247)</u>	<u>(13.82%)</u>

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



A more thorough discussion on the details of the adopted budget can be found on page 15 under the Budget Overview section.

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 the use of some of these reserves to balance the budget in the amount of \$4.8 million, this is \$1.6 million less than was planned to be used in FY 08-09 when the budget for that year was adopted. This reduction is directly attributed to the assumptions that have been made related to salaries and benefits, as well as cuts made by departments that staff is planning to sustain throughout the year.

At the beginning of the coming fiscal year, staff estimates the available General Fund undesignated fund balance at \$9.6 million of which \$4.8 million will be applied towards the FY 09-10 budget. The City continues to maintain the \$14.125 million general operating reserve, along with reserves for workers’ compensation and general liability claims, as well as reserves for compensated absences.

A schedule of estimated fund balances for all funds is found on pages 38-39.

IMPACT TO SERVICES PROVIDED BY THE CITY

The residents and the business community of Costa Mesa enjoy a high level of service at some of the lowest tax rates in Orange County: police and fire protection; emergency medical care; recreation programs for the youth, adults and seniors; parks maintenance; street maintenance; transportation; engineering; building safety; street sweeping; housing; planning and development; code enforcement; animal control; and general government. However, as a result of the economic downturn and the need to balance revenues and expenditures, it is necessary to make budget cuts that will affect services either directly or indirectly. The following are examples of impacts to services due to budget reductions. Please note – This is not a complete list of all potential services impacts.

- Close Downtown Recreation Center pool from November to January (10 weeks).
- Elimination of funding for planting of 250 trees, park and open space clean up crew (from County), weekly median hardscape maintenance, fertilization of median landscape and turf. This will further reduce emergency tree response and removal.
- Reduction of traffic enforcement & accident investigations; possible decreased response times related to Traffic Operations.
- Reduction of small tools, materials and equipment repair related to graffiti removal.
- Suspension of Police Department Recruitment Program.
- Significant reduction in funding for Water Quality including consulting assistance and termination of catch basin entrance lid and screen repair/replacement program. The combination of these actions along with the reduced level of inspections to be completed on an annual basis and will have the potential to put the City out of compliance with the NPDES permit.
- Eliminate most weekend & after business hour video production programs - not including cable casting of City Council meetings.
- Partial reallocation of Engineering employees salaries, from the General Fund to the Measure M Fund, will reduce the Measure M fund balance available for construction of street improvements and therefore a fewer number of streets will receive improvements.
- Elimination of paving two residential streets, and reduction of approximately 750 tons of asphalt.
- Reduction in the traffic signal maintenance account will impact the City's ability to respond to knockdowns and unexpected repair items.
- Reduction of right of way weed control by 10%, resulting in more visible weeds along City streets, alleys and sidewalks. Decrease alley and right of way maintenance funding by 50%, possibly resulting in citizen complaints due to weeds and debris in alleys and in un-landscaped areas .
- Elimination of all turf and landscape fertilization resulting in a decline in aesthetic quality of parks and landscape and reduce turf healing ability in high traffic areas. This also includes a reduction in the contract maintenance of TeWinkle Lake, elimination of the provision of "Mutt Mitts" in all City parks and routine replacement of park furniture and related amenities.

- Virtual elimination of all building repairs and major maintenance items such as termite fumigation, painting, plumbing & electrical repair and related property upkeep.
- Postponement of most scheduled vehicle and equipment replacement except for police patrol vehicles.
- Postponement of needed computer hardware & software replacement.
- Elimination of all non-mandatory training and professional development for all personnel.
- Reductions in Youth & Family programs, Mobile Recreation Program, Youth Basketball and Football, Concerts in the Parks and suspension of Youth In Government and reduced funding for the Cultural Arts and Historic Preservation Committees.
- Reduction of turf mowing to two times a month in all parks and City buildings except for sports fields which will remain weekly - resulting in a decline in aesthetic quality of parks and overgrown appearance.
- Reduction in hours of the assigned part time staff overseeing contracts with Fairview Park user groups, OC Model Engineers and Harbor Soaring Society. Reduction in assistance given to Parks Project Manager regarding construction projects, performing research and writing Council and Park Commission reports. Reduction in oversight of the Phase 1, 17-acre Riparian Habitat 5 year maintenance and monitoring as required by the Department of Fish and Game and US Wildlife Service. Phase 1 completed in June 2009.

PRIOR YEAR ACCOMPLISHMENTS

City departments have achieved a great deal this past year despite budgetary limitations and reduced staffing levels. Some of the key accomplishments include the following:

- Swept and cleaned approximately 425 curb miles and 140 arterial lane miles weekly, removing up to 10 tons of debris from City streets daily.
- Completed the installation of 25 thermo plastic crosswalks and messages for the Safe Route to Schools project.
- Improved emergency responder inspection techniques by hosting seminars for; basic business inspections, hazardous materials handlers' inspections, and high-rise systems inspections.
- Rehabilitated 15 residential streets with Street Maintenance Section staff.
- Completed the installation of handicapped accessible concrete walkways and picnic table areas at Vista Park, Canyon Park, Del Mesa Park and Wimbledon Park with Park and Street Maintenance crews.
- Completed building inspections and project management for what will be one of the first LEED certified buildings in the City, the Coastline Community College administrative offices, located at 1370 Adams Avenue.

- Completed Safe Route to School improvements at 14 school sites including 56 countdown signal heads, 14 speed feedback signs, 22 high visibility crosswalks, ADA handicap improvements at 19 locations, and preparation of Suggested Route to School Maps.
- Planned and implemented the City's first public art mural with both the Historic Preservation Committee and the Cultural Arts Committee as well as a community youth arts program.
- Conducted three Artist Showcases with assistance of the Cultural Arts Committee, six Concerts in the Park and supported several community organized events with Mobile Recreation Unit including Spring Egg-citement and Snow Hill with Torelli Realty.
- Permitted 357 picnic reservations, issued over 100 model airplane permits, issued 120 community garden parcel agreements, and permitted over 70,000 hours of field time through the Recreation division at reduced staffing levels.
- Videotaped and televised 71 public meetings (City Council, Planning Commission, Parks & Recreation Commission, Redevelopment Agency, and City Council Study Sessions); and 24 youth sports games in conjunction with the Recreation Division; several special events.
- Increased the qualified applicant pool by utilizing NEOGOV (automated on-line application and applicant tracking program) and targeted job advertisements.
- Videotaped and televised 3 City Council Candidate Forums.
- Participated in the State-wide Golden Guardian exercise, and all lead staff were trained and participated in a shelter and mass care reception exercise with Orange Coast College.
- Hosted two successful Neighbors for Neighbors events involving the coordination of more than 800 volunteers, raising \$43,000 in cash and in-kind donations, to assist with the beautification of 12 area homes and Canyon Park.
- Supported the Costa Mesa Library Foundation and Costa Mesa Friends of the Library in reviewing and planning for future library services needs.
- Updated the comprehensive Users Fees & Charges for implementation within the target date.
- Continued to receive the budgeting, financial reporting, and procurement awards from GFOA, CSMFO and NPI.
- Improved EMS ambulance response and cost recovery process by awarding contract to new ambulance company CARE.
- Improved USAR capability by implementing low-angle rescue equipment on all engines purchased with donated funds.

More detailed accomplishments are listed under each departmental section of the budget document.

CAPITAL IMPROVEMENT PROJECTS

The City is continuing its commitment to infrastructure improvements in the capital improvement program for FY 09-10. In a 10 year span, the City has dedicated over \$123 million for capital improvements or an average of \$12.3 million a year. The adopted capital budget allocates \$4.9 million including: \$3.8 million for street improvements and maintenance; \$400,000 for curbs and sidewalks; \$434,020 for traffic operations and planning; and \$75,000 for government buildings and facilities 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 \$2 million or 42% of the total funding for capital projects comes from Measure M Fund; another \$1.8 million or 38% comes from the Gas Tax Fund. Both funds 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 09-10</u>
Street Improvements & Maintenance	\$ 3,755,000
Storm Drain Improvements	200,000
Curbs & Sidewalks	400,000
Traffic Operations & Planning	434,020
Facilities Maintenance	75,000
Total	<u><u>\$ 4,864,020</u></u>

FINANCIAL OUTLOOK

As a result of the recent slow down in the economy, most revenue sources are projected to decline slightly or remain flat, with only property tax increasing marginally from the prior year projection. However, the cost of services provided to the community is expected to continue to rise except in the area of contract construction costs. In particular, it should be noted that existing labor agreements with all employee associations continues to increase the cost of all City services. While the agreements were reached pursuant to State law and at a mid-point with the labor market consisting of neighboring communities, they nonetheless have increased both salary and benefit costs. The total increase in salary and benefit adjustments alone account for \$3.5 million of the increased costs from the prior year. In light of the City Council's expressed desire not to consider any increases in taxes or any new taxes to keep pace with increasing costs, expansion of programs, services and facilities, it is timely to begin discussions with employee association in the near future about changing the City's long standing labor market. Additionally, as with consumers and businesses alike, the City is facing higher fuel costs, utility costs, insurance premium costs and material costs. The combination of flat revenues and increasing costs of operation is cause for keeping a very close watch on budgetary performance over the course of the year.

While the passage of Proposition 1A (2004) has provided some fiscal stability to local agencies, the State's continuing budget dilemma has all Cities focused on the State's budget deliberations. 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. Of equal concern is the State's never ending appetite for intervening in the authority of local government along with endless layers of additional regulations & requirements. The combination of a revenue starved State and the Legislature's desire to "govern local government" should be of major concern to anyone who supports local control and self-determination. Given current circumstances, it is not inconceivable that local government will soon resemble K-12 public education if this pattern continues.

The City's cash flow position remains healthy. However, further expansion of programs and services as well as increasing the City's commitment to capital improvements in the community will necessitate additional revenues to fund those initiatives. The City cannot accomplish this expansion of programs and services strictly by economizing, cutting support personnel, contracting for services, and utilizing other "right sizing" tools to cut costs in other areas. These tools have been in place for over 18 years and have become a "way of life" for City operations. However, they cannot support the continuous addition of more programs, more services and most especially the addition of more City personnel.

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 09-10:

Step 1 - Appropriations Limit for FY 08-09	\$ 163,517,932
Step 2 - Multiply the FY 08-09 Appropriations Limit by the cumulative growth factors for Orange County	<u>1.0334</u>
Appropriations Limit FY 09-10	<u>\$ 168,979,431</u>

The estimated proceeds from general tax revenues in FY 09-10 equal \$80.8 million, which is \$88.2 million or 52.19% under the limit.

BUDGETARY REPORTING AWARDS

The adopted budget will be 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, 2008. This is the tenth 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 08-09 Adopted Budget and Budget at-a-Glance, respectively.

Staff believes the upcoming FY 09-10 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.

SUMMARY

The adopted budget continues to support the overall high level of service that the citizens of Costa Mesa are accustomed to expect. It also represents a balanced financial plan, using a reduced level of available fund balance. Adequate reserves have been set aside for contingencies, including amounts to meet projected workers' compensation and general liability claims, and vehicle replacements.

The adopted budget represents a delicately balanced plan designed to ensure that Costa Mesa remains a great place to live, work and play. Furthermore, I believe this plan reflects as many of the City Council and Community priorities as can reasonably be supported under the current financial circumstances. However, should the City Council and the community desire additional/expanded programs and services or additional Capital Projects, it will be necessary to identify exactly what existing programs and services or Capital Projects funded in a similar fashion can be eliminated from the budget. The City is not in the position – either upon budget adoption or at any point in time throughout the fiscal year – to add expenses without corresponding reductions. This must apply to everyone if we are to successfully work together to implement this budget.

If substantially approved as submitted and consistent with the 10 point Management Budget Strategy, the City will lose over 100,000 man hours over the course of the fiscal year. The adopted staffing levels reflect those of almost 25 years ago while serving a larger population today. This cannot happen without impacting the quality and quantity of service to the public. It would be illusory to suggest otherwise and disingenuous to the public we serve. At the same time, it is allowing Costa Mesa to keep local taxes among the lowest of any City in Orange County and among the most business friendly cities anywhere in California. The future success of the community will rest with a well reasoned balance between the need for services and the desire for public amenities in combination with fiscal restraint and an equitable tax structure for all.

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,

Allan L. Roeder
City Manager



ADOPTED OPERATING & CAPITAL BUDGET OVERVIEW

The Fiscal Year 2009-10 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 \$118.5 million, a decrease of \$26.7 million or -18.38% compared to the adopted budget for FY 08-09. Table 1 illustrates these changes.

TABLE 1

ADOPTED BUDGET - ALL FUNDS					
Appropriations/ All Funds	Adopted FY 09-10	Adopted FY 08-09	Increase (Decrease)		Percent of Total
			Amount	Percent	
Operating Budget	\$111,853,767	\$128,440,254	(\$16,586,487)	(12.91%)	94.59%
Transfers Out	1,543,000	5,565,200	(4,022,200)	(72.27%)	1.30%
Capital Budget	4,864,020	11,150,477	(6,286,457)	(56.38%)	4.11%
Total	<u>\$118,260,787</u>	<u>\$145,155,931</u>	<u>(\$26,895,144)</u>	<u>(18.53%)</u>	<u>100.00%</u>

GENERAL FUND BUDGET OVERVIEW

For all governmental funds, the General Fund comprises 95.65% of the *operating* budget and 91.36% of the *operating* and *capital* budget. Therefore, the succeeding discussion will focus primarily on the General Fund.

The adopted operating budget is \$102.4 million, a decrease of \$16.4 million or -13.82% compared to the adopted budget in FY 08-09. Table 2 below illustrates the components and the changes of the adopted budget as compared to the prior year's budget.

TABLE 2

GENERAL FUND OPERATING BUDGET					
Expenditure Category	Adopted FY 09-10	Adopted FY 08-09	Increase (Decrease)		% of Total
			Amount	Percent	
Salaries & Benefits	\$ 79,985,178	\$ 87,921,851	(\$7,936,673)	(9.02%)	78.10%
Maintenance & Operations	21,673,039	29,678,548	(8,005,509)	(26.97%)	21.16%
Fixed Assets	-	712,065	(712,065)	(100.0%)	0.00%
Transfers Out	750,000	523,000	227,000	43.40%	0.73%
Total	<u>\$102,408,217</u>	<u>\$118,835,464</u>	<u>(\$16,427,247)</u>	<u>(13.82%)</u>	<u>100.00%</u>

Salaries & Benefits: Personnel costs decreased by \$7.9 million or -9.00%. As stated in the City Manager's Budget Message, a 5% salary reduction and \$1 million reduction in overtime were assumed when preparing the 2009-10 adopted budget. All departments were also tasked with reducing professional development to only include funds necessary for licenses and certifications. The result is a \$368,348 reduction in professional development.

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 \$15.1 million which is a \$744,179 decrease compared to FY 08-09, primarily because of the reduction in salary. The employer contribution rate for non-safety decreased from 12.564% to 11.857% (because non-safety employees are now required to pick up 2.52% of the employer rate), fire-sworn personnel increased from 24.674% to 25.968%, and police-sworn personnel decreased from 29.372% to 29.206%. These rates exclude the employer-paid member contributions of 7.49% for non-safety and 9.81% 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 \$21.7 million, a net decrease of \$8.0 million or -26.97% compared to the FY 08-09 adopted budget. The major components of the decrease are:

- ❑ \$2,248,496 in maintenance and replacement charges for the City's fleet
- ❑ \$2,789,785 in principal and interest payments on debt service compared to the prior fiscal year
- ❑ \$835,908 for consulting services - citywide
- ❑ \$414,482 for repairs and maintenance on all City owned facilities and structures
- ❑ \$253,867 for miscellaneous small tools and equipment

Also included in the M&O adopted budget is \$3,383,616 for debt service payments on the following (descriptions of the debt can be found on pages 203 and 281):

- ❑ \$84,098 for energy retrofit lease
- ❑ \$1,515,831 for revenue bonds
- ❑ \$1,259,563 for Certificates of Participation (COPs)
- ❑ \$524,124 for TeWinkle Park ball fields capital improvement project

A component of the Certificates of Participation is the payment on the 2007 Certificates of Participation – Policy Facility Expansion. The Certificates mature serially from October 1, 2007 through October 1, 2026 in annual principal payments ranging from \$750,000 to \$2,180,000 and bear interest rates ranging from 3.75% to 4.30%. However, for FY 2009-10, the City is not budgeting principal and interest payments because they are scheduled to be made with remaining project funds. Using the remaining project funds for this purpose is legally allowed under the agreement.

CITY OF COSTA MESA, CALIFORNIA

The total adopted FY 09-10 General Fund estimated revenue is \$96.9 million, a decrease of \$10.6 million or - 9.89% compared to adopted estimated revenues for FY 08-09. Table 3 illustrates the General Fund revenue sources that fund City services. Excluded from this presentation are other financing sources in the amount of \$793,000 from interfund transfers.

TABLE 3

GENERAL FUND ESTIMATED REVENUES					
Revenue Source	Adopted FY 09-10	Adopted FY 08-09	Increase (Decrease)		Percent of Total
			Amount	Percent	
Taxes	\$ 80,779,000	\$ 90,980,000	(\$10,201,000)	(11.21%)	83.31%
Licenses & Permits	1,150,500	1,300,200	(149,700)	(11.51%)	1.19%
Fines & Forfeitures	3,362,000	3,663,000	(301,000)	(8.22%)	3.47%
Use of Money & Property	5,195,400	5,681,973	(486,573)	(8.56%)	5.36%
Other Governmental Agencies	909,188	1,291,500	(382,312)	(29.60%)	0.94%
Fees & Charges for Services	4,192,890	4,099,050	93,840	2.29%	4.32%
Other Revenues	1,373,610	319,100	1,054,510	330.46%	1.41%
Total	\$ 96,962,588	\$107,334,823	(\$10,372,235)	(9.66%)	100.00%

Note: Excludes transfers in.

Revenues: With the continued slowdown of the economy, the City is projecting revenue decreases in most categories. Sales & Use Tax, Transient Occupancy Tax, Building Permits, Electrical Permits, Plumbing & Mechanical Permits and Plan Checking Fees are all anticipated to continue to decline due to the economic slowdown. The largest projected increase for FY 09-10 is Other Revenues, an increase of \$1.1 million over FY 08-09 adopted revenue due to the projected receipt of a Federal Stimulus Grant for Police Officers from the Federal Government in the amount of \$1 million. Even though the housing market has declined substantially over the past year, because the assessed value continues to be lower than the market value on most properties in Costa Mesa, the City estimates a flattening in Property Tax revenue in FY 09-10.

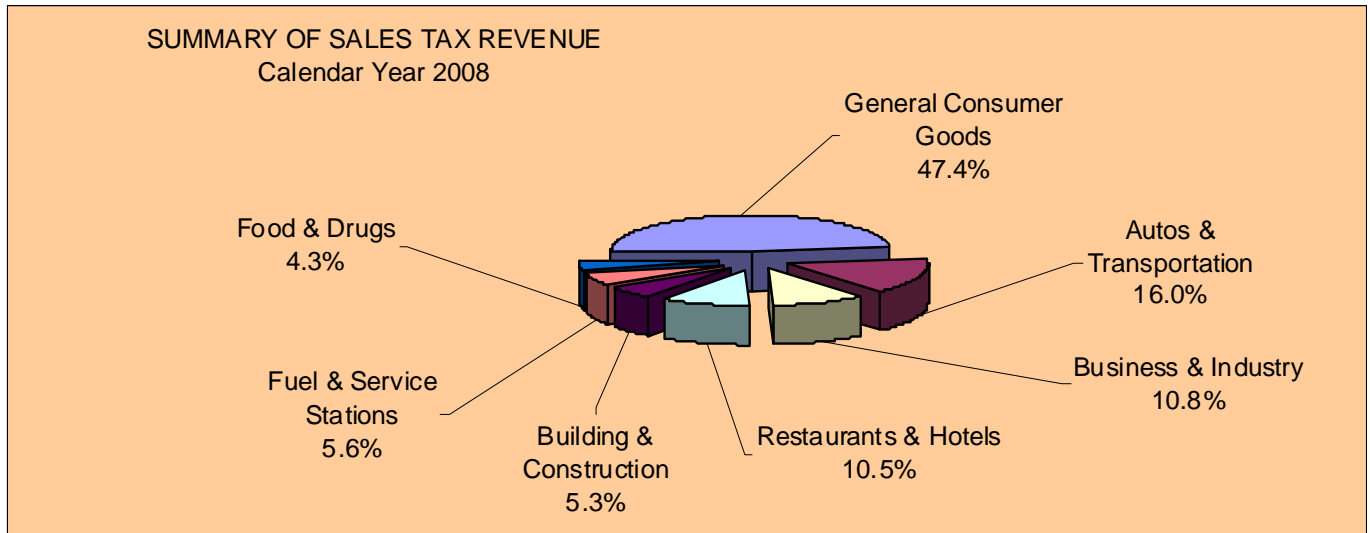
Sales & Use Tax represents Costa Mesa's single largest revenue source estimated at \$39.9 million or 41.12% of the total General Fund estimated revenues for FY 09-10. This amount includes the \$9.5 million backfill payment from the State in the form of property taxes (accounted for as Sales Tax In-Lieu), and represents a decrease of \$9.2 million or -18.75% compared to the estimated revenue in FY 08-09. 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.

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 2008.

GRAPH 1



Property Tax is the second largest source of revenue for the City. The FY 09-10 estimated revenue from property tax is \$30.8 million or 31.76% of the total General Fund revenues. It includes \$8.75 million of additional property taxes resulting from the Vehicle License Fee (VLF) Swap.

The VLF 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 benefited from the swap as property values have continued to rise in the County.

Transient Occupancy Tax (TOT) represents the City's third largest source of revenue. The FY 09-10 estimated TOT revenue is \$5.2 million, which represents 5.36% of the total General Fund revenues. This amount reflects a decrease of \$800,000 or -13.33% compared to the estimate in FY 08-09 due to the continued recession of the economy and continued slowdown of travel.

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 09-10, estimated revenue for Franchise Fees is \$4.0 million, which represents 4.14% of the total General Fund revenue. The estimated revenue reflects a net increase of \$40,000 or 1.01% over the FY 08-09 estimate.

Descriptions, assumptions, and a ten-year historical trend on the General Fund revenue sources by major categories can be found on pages 54-62.

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 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

<u>GOVERNMENTAL FUNDS ADOPTED BUDGET</u>					
<u>Fund Types</u>	<u>Adopted FY 09-10</u>	<u>Adopted FY 08-09</u>	<u>Increase/(Decrease)</u>		<u>Percent of Total</u>
			<u>Amount</u>	<u>Percent</u>	
General Fund *	\$102,408,217	\$118,835,464	(\$16,427,247)	(13.82%)	91.36%
Special Revenue Funds *	5,921,151	7,797,753	(1,876,602)	(24.06%)	5.28%
Capital Projects Funds *	3,765,754	7,173,565	(3,407,811)	(47.50%)	3.36%
Total Governmental Funds	<u>\$112,095,122</u>	<u>\$133,806,782</u>	<u>(\$21,711,660)</u>	<u>(16.23%)</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 33-35. 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

<u>GOVERNMENTAL FUNDS RESOURCES/APPROPRIATIONS</u>			
<u>Fund</u>	<u>Estimated Resources FY 09-10</u>	<u>Adopted Appropriations FY 09-10</u>	<u>Revenues Over (Under) Appropriations</u>
Gas Tax Fund	\$ 2,682,900	\$ 1,835,000	\$ 847,900
Prop 172 Fund *	1,500,000	1,297,521	202,479
Air Quality Management District (AQMD) Fund	165,700	107,000	58,700
HOME Fund	761,235	781,039	(19,804)
Community Development Block Grant Fund	1,361,264	1,318,951	42,313
Park Development Fees Fund	105,500	-	105,500
Drainage Fees Fund	275,500	200,000	75,500
Supplemental Law Enforcement Services Fund	202,600	208,640	(6,040)
Traffic Impact Fees Fund	556,000	-	556,000
Rental Rehabilitation Fund	3,370	-	3,370
Narcotics Forfeiture Fund *	106,150	173,000	(66,850)
Fire System Development Fund	15,200	-	15,200
Capital Improvement Fund	121,000	172,020	(51,020)
Measure M Fund *	2,648,216	3,593,733	(945,517)
Vehicle Parking Dist 1/2 Fund	1,090	-	1,090
Total Other Governmental Funds	<u>\$10,505,725</u>	<u>\$ 9,686,904</u>	<u>\$ 818,821</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 09-10 the adopted budget is \$2.4 million and the estimated revenue is \$2.4 million. Included in the adopted budget is \$50,000 for 2 new/replacement patrol vehicles. A detailed list of vehicles is found on page 83. The funding necessary to replace vehicles has been accumulated in the ERF over a number of years based upon an established replacement schedule. Also included in the budget is the transfer of the ERF's estimated investment income of \$260,000 to the General Fund, consistent with the City's past practice.

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.

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 \$3.5 million, a net increase of \$174,261 or 5.32% compared to the FY 08-09 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. Investment earnings in the Self-Insurance Fund estimated at \$333,000 are included to be transferred to the General Fund, consistent with the City's past practice.

CAPITAL IMPROVEMENT PROJECTS

The City’s Seven-Year Capital Improvement Program (CIP) is listed on pages 222-235. This section provides comprehensive, detailed information on the capital projects that the City plans to undertake in the coming fiscal year and beyond. Eleven capital improvement projects totaling \$4.9 million were adopted for funding in FY 09-10, a decrease of \$6.3 million or 56.38% over the adopted CIP in FY 08-09. Initially, departments requested \$9.3 million worth of projects; due to a lack of funding, some of these projects were not recommended for funding in FY 09-10.

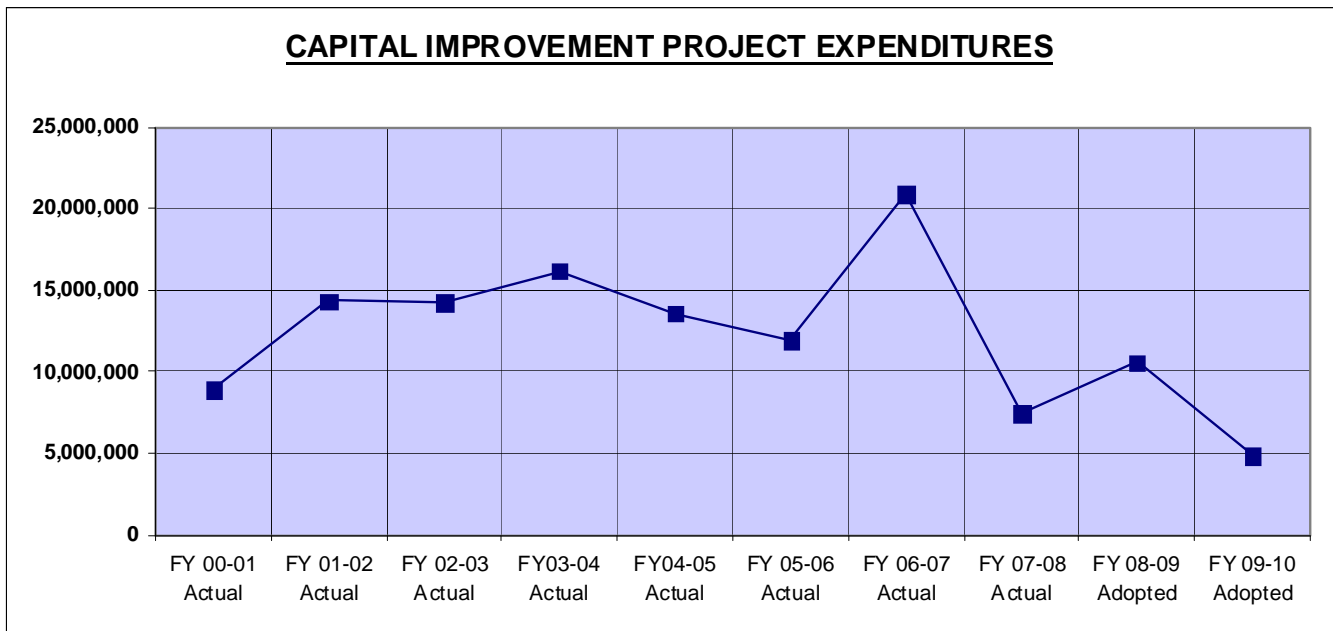
Table 6 is a summary of adopted projects by program category. Further detail of each CIP is included on pages 210-221.

TABLE 6

<u>CAPITAL IMPROVEMENT PROJECTS</u>	
<u>Program Category:</u>	<u>Adopted FY 09-10</u>
Street Improvements & Maintenance	\$ 3,755,000
Storm Drain Improvements	200,000
Curbs & Sidewalks	400,000
Traffic Operations & Planning	434,020
Facilities Maintenance	75,000
Total	<u>\$ 4,864,020</u>

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 \$123 million or an average of \$12.3 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 38-39. Table 7 lists the estimated fund balances to be used to support the FY 09-10 adopted budget.

TABLE 7

<u>ESTIMATED FUND BALANCES TO BE USED</u>	
<u>Fund</u>	<u>Amount</u>
General Fund	\$ 4,652,629
HOME Fund	19,804
Supplemental Law Enforcement Fund	6,040
Capital Improvement Fund	51,020
Measure M Fund	845,517
Total Use of Fund Balances	<u>\$ 5,800,062</u>

Redevelopment Agency (RDA): Information on the City’s Redevelopment Agency FY 09-10 budget is listed on pages 237-252. 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’ May 12, 2009 meeting.

AirBorne Law Enforcement (ABLE): The FY 09-10 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 253-256.

LISTING OF PUBLIC OFFICIALS

FISCAL YEAR 2009-2010

Allan L. Roeder
City Manager

Thomas R. Hatch
Assistant City Manager

Kimberly Hall Barlow
City Attorney (Contract)

Michael F. Morgan
Fire Chief

Christopher Shawkey
Police Chief

Kimberly Brandt
Acting Development Services Director

Stephen N. Mandoki
Administrative Services Director

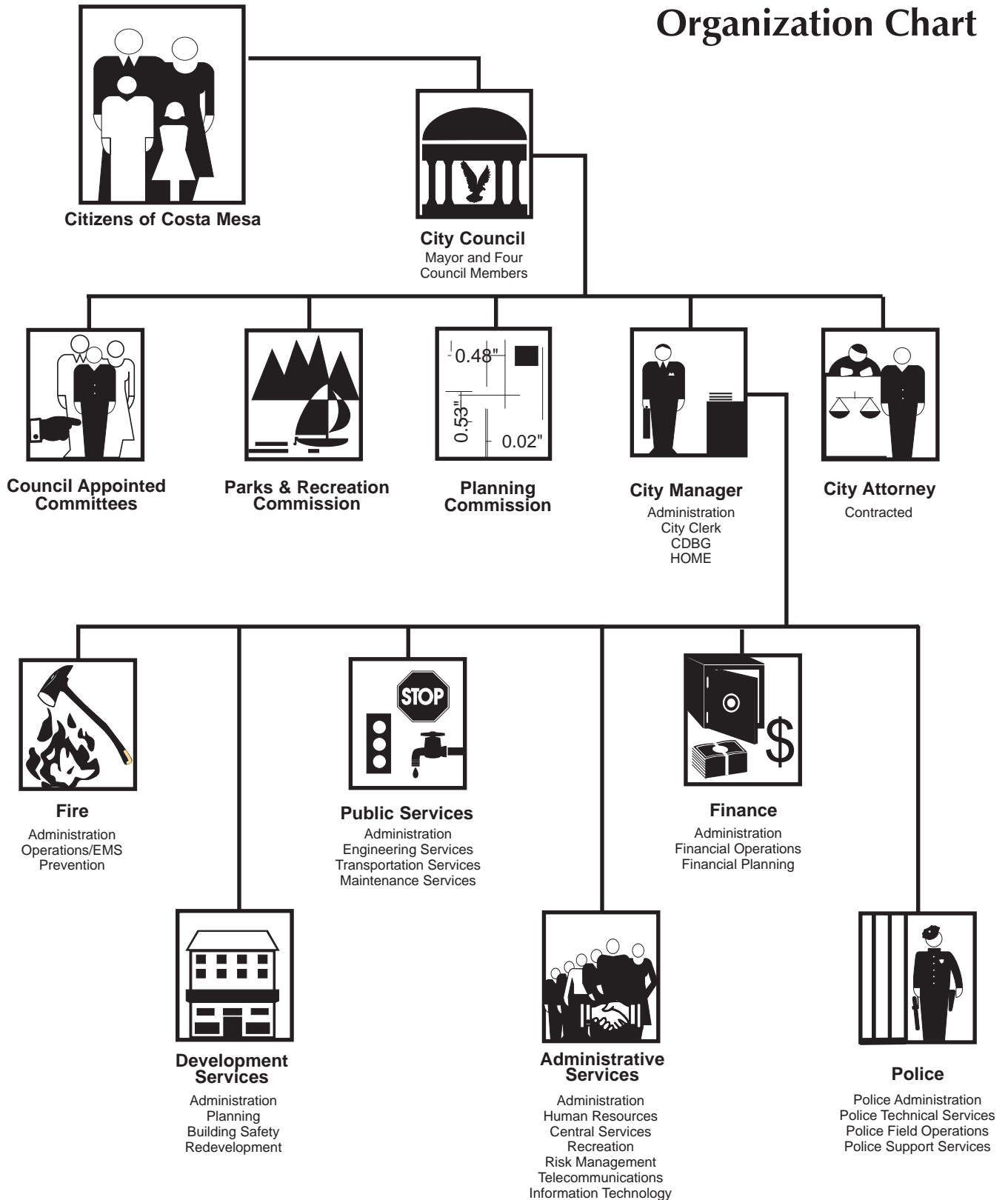
Peter Naghavi
Public Services Director

Marc R. Puckett
Director of Finance



City of Costa Mesa, California

Organization Chart



Visit our Web site at www.ci.costa-mesa.ca.us

RESOLUTION NO. 09- 46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COSTA MESA, CALIFORNIA, ADOPTING A BUDGET FOR THE FISCAL YEAR 2009-2010.

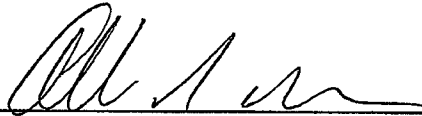
THE CITY COUNCIL OF THE CITY OF COSTA MESA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the Proposed Budget for Fiscal Year 2009-2010 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, 2009 and ending June 30, 2010 is hereby adopted as set forth in the Proposed 2009-2010 Budget.



PASSED AND ADOPTED this 16th day of June, 2009.



Allan R. Mansoor, Mayor

ATTEST:

APPROVED AS TO FORM:


Julie Folcik, City Clerk
Kimberly Hall Barlow, 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. 09-46 and was duly passed and adopted by the City Council of the City of Costa Mesa at a regular meeting held on the 16th day of June, 2009, by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS: MANSOOR, LEECE, FOLEY, MONAHAN
NOES: COUNCIL MEMBERS: BEVER
ABSENT: COUNCIL MEMBERS: NONE

IN WITNESS WHEREOF, I have hereby set my hand and affixed the seal of the City of Costa Mesa this 17th day of June, 2009.



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 City Manager 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 City Manager'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 May 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 City Manager 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 City Manager holds departmental budget hearings. Subsequently, the City Manager makes his recommendations and Finance, along with Central Services, prepares the proposed budget document. The City Manager 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 City Manager and staff conduct a "walkthrough" of the various proposed projects. After the City Manager'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 City Manager.

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 proposed for FY 09-10.

Special Revenue Funds:

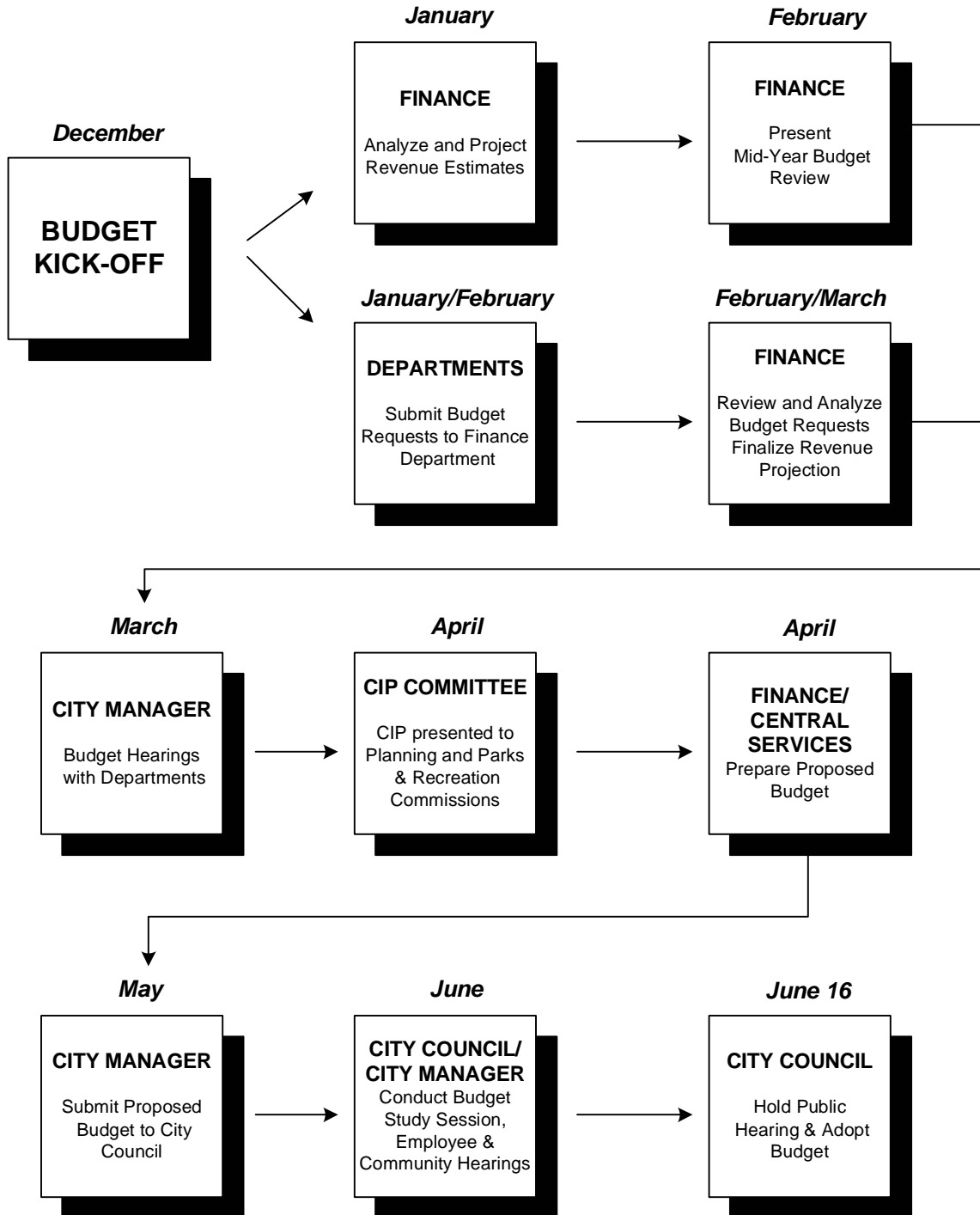
- | | |
|------------------------------------|-----------------------------------|
| Park Development Fees Fund | Traffic Impact Fees Fund |
| Rental Rehabilitation Program Fund | Fire System Development Fees Fund |

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 2009-2010**



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.

BICYCLE AND PEDESTRIAN FACILITIES FUND - 210: Established under SB 821 to account for the construction of bicycle and pedestrian facilities. Financing provided by the Transportation Development Act. (This fund to be closed June 2005.)

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.

DESCRIPTION OF FUNDS & FUND TYPES

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.

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.

1974 OPEN SPACE BOND FUND - 301: To accumulate monies for payment of the General Obligation bonds which were serial bonds due in annual installments through January 1, 2004. Financing was provided through specific tax levies. (This fund closed June 2005.)

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.

DESCRIPTION OF FUNDS & FUND TYPES

CENTROCCS FUND - 405: Established to account for receipt and disbursement of funds received from developers for transportation improvements in the Sunflower / Main Street project area as defined in the Central Orange County Circulation Study. (This fund closed June 2005.)

FINANCING AUTHORITY CONSTRUCTION FUND - 408: Established to account for the construction of capital facilities financed by the Costa Mesa Financing Authority bond proceeds. (This fund closed June 2005.)

MEASURE "M" CONSTRUCTION FUND - 403: Established to account for the expenditure of the April 1991 voter-approved one-half percent sales tax for local transportation improvements.

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

FISCAL YEAR 2009-2010

CALCULATION OF PROJECTED FUND BALANCES
for the Fiscal Year Ending June 30, 2010

Fund Description	Projected Balances 07/01/09	Estimated Revenues FY 09-10	Adopted Operating Budget FY 09-10
General Fund*	\$ 9,612,398	\$ 96,962,588	\$ 101,658,217
Gas Tax Fund	-	2,682,900	-
Proposition 172 Fund	2,350	850,000	1,297,521
Air Quality Management District Fund (AQMD)	368,953	165,700	20,000
HOME Program Fund	19,803	761,235	781,039
Community Development Block Grant Fund (CDBG)	49,333	1,361,264	798,951
Park Development Fees Fund	660,732	105,500	-
Drainage Fees Fund	719,468	275,500	-
Supplemental Law Enforcement Services Fund	29,726	102,600	208,640
Traffic Impact Fees Fund	1,238,836	556,000	-
Rental Rehabilitation Program Fund	11,705	3,370	-
Narcotics Forfeiture Fund	82,339	106,150	73,000
Fire System Development Fees Fund	455,493	15,200	-
Subtotal Special Revenue Funds	\$ 3,638,738	\$ 6,985,419	\$ 3,179,151
Capital Improvement Fund	\$ 51,020	\$ 121,000	\$ -
Measure "M" Fund	955,684	2,648,216	1,443,733
Vehicle Parking District 1&2 Funds	45,918	1,090	-
Subtotal Capital Projects Funds	\$ 1,052,622	\$ 2,770,306	\$ 1,443,733
Total Governmental Funds	\$ 14,303,758	\$ 106,718,313	\$ 106,281,101
Equipment Replacement Fund	\$ 8,732,878	\$ 2,384,740	\$ 2,124,740
Self Insurance Fund	6,190,325	3,798,861	3,447,925
Total Internal Service Funds	\$ 14,923,203	\$ 6,183,601	\$ 5,572,665
GRAND TOTAL	\$ 29,226,961	\$ 112,901,914	\$ 111,853,766

* Calculated projected balance 7/1/09 using: unreserved undesignated fund balance plus designated for FY 08-09 operating budget from FY 07-08 CAFR, then subtracted use of fund balance amount as presented at mid-year budget review.

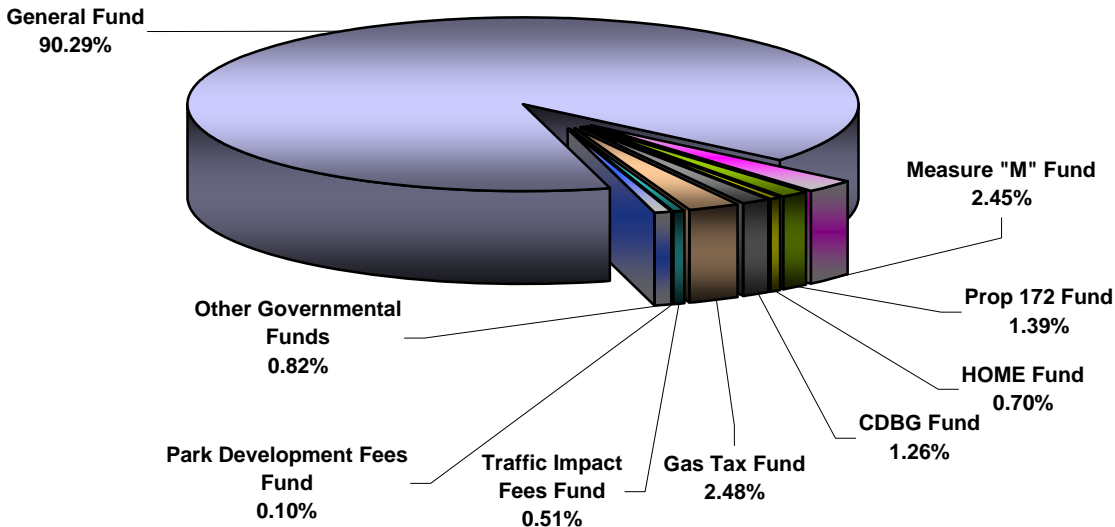
CITY OF COSTA MESA, CALIFORNIA

Adopted Capital Budget FY 09-10	Total Adopted Budget FY 09-10	Estimated Revenues Over (Under) Adopted Budget	Transfers In	Transfers Out	Projected Balances 06/30/10
\$ -	\$ 101,658,217	\$ (4,695,629)	\$ 793,000	\$ 750,000	\$ 4,959,769
1,835,000	1,835,000	847,900	-	-	847,900
-	1,297,521	(447,521)	650,000	-	204,829
87,000	107,000	58,700	-	-	427,653
-	781,039	(19,804)	-	-	(1)
520,000	1,318,951	42,313	-	-	91,646
-	-	105,500	-	-	766,232
200,000	200,000	75,500	-	-	794,968
-	208,640	(106,040)	100,000	-	23,686
-	-	556,000	-	-	1,794,836
-	-	3,370	-	-	15,075
-	73,000	33,150	-	100,000	15,489
-	-	15,200	-	-	470,693
\$ 2,642,000	\$ 5,821,151	\$ 1,164,268	\$ 750,000	\$ 100,000	\$ 5,453,006
\$ 172,020	\$ 172,020	\$ (51,020)	\$ -	\$ -	\$ -
2,050,000	3,493,733	(845,517)	-	100,000	10,167
-	-	1,090	-	-	47,008
\$ 2,222,020	\$ 3,665,753	\$ (895,447)	\$ -	\$ 100,000	\$ 57,175
\$ 4,864,020	\$ 111,145,121	\$ (4,426,808)	\$ 1,543,000	\$ 950,000	\$ 10,469,950
\$ -	\$ 2,124,740	\$ 260,000	\$ -	\$ 260,000	\$ 8,732,878
-	3,447,925	350,936	-	333,000	6,208,261
\$ -	\$ 5,572,665	\$ 610,936	\$ -	\$ 593,000	\$ 14,941,139
\$ 4,864,020	\$ 116,717,786	\$ (3,815,872)	\$ 1,543,000	\$ 1,543,000	\$ 25,411,089

**TOTAL RESOURCES & APPROPRIATIONS - ALL GOVERNMENTAL FUNDS
FISCAL YEAR 2009-2010**

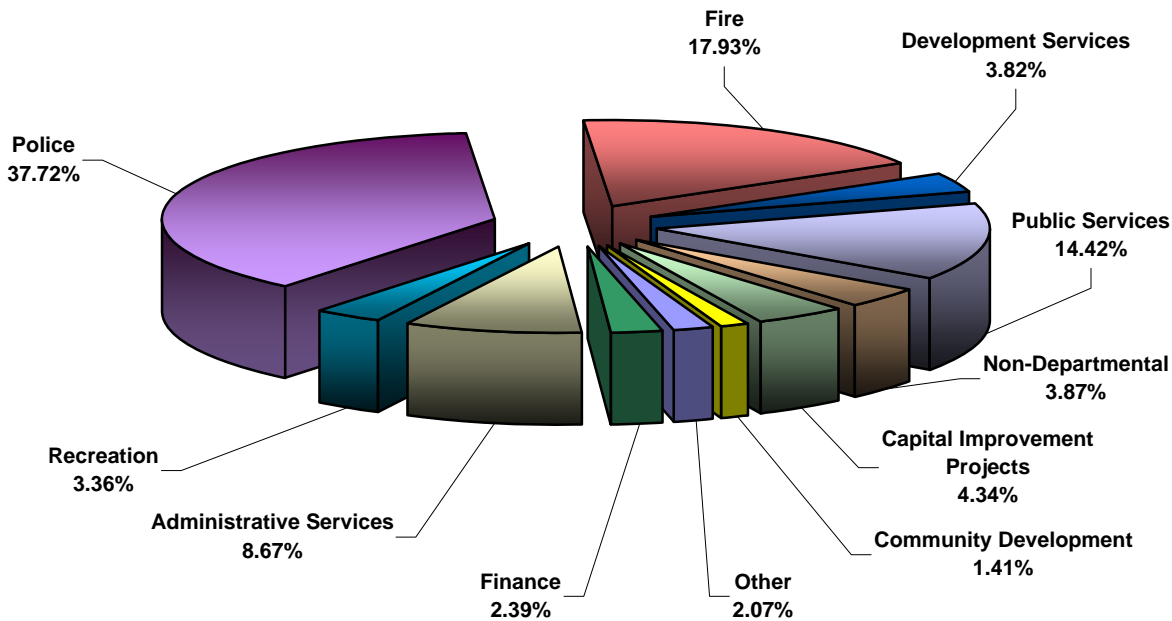
TOTAL RESOURCES - \$108,261,313

(Where Monies Come From)
(Including Transfers In)



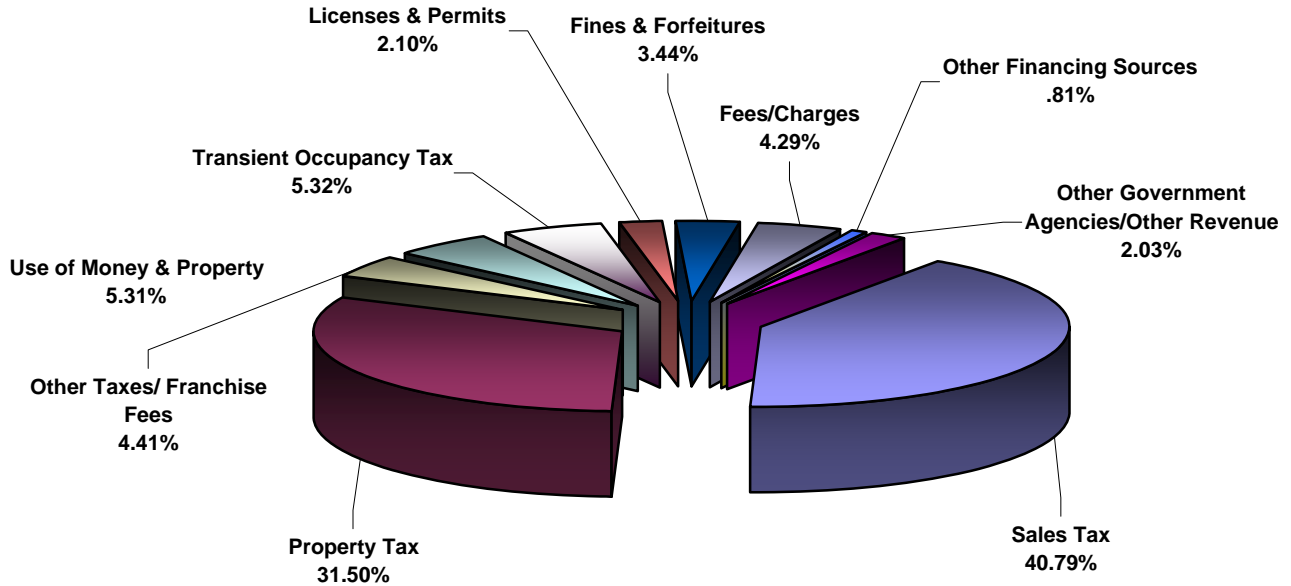
TOTAL APPROPRIATIONS - \$112,095,122

(Where Monies Go)
(Including Transfers Out)

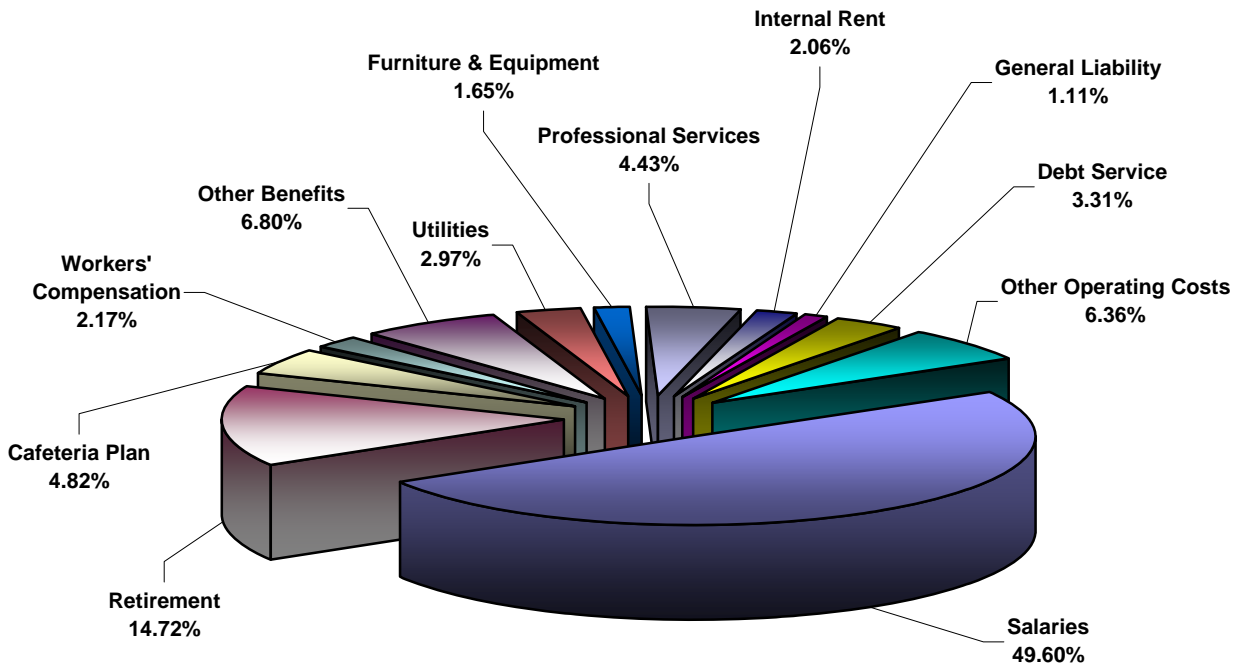


CITY OF COSTA MESA, CALIFORNIA
GENERAL FUND RESOURCES & APPROPRIATIONS
FISCAL YEAR 2009-2010

GENERAL FUND RESOURCES - TOTAL \$97,755,588
(Including Transfers In)



GENERAL FUND APPROPRIATIONS - TOTAL \$102,408,217



SCHEDULE OF INTERFUND TRANSFERS

FISCAL YEAR 2009-2010

<u>FUND</u>	<u>TRANSFERS IN</u>	<u>TRANSFERS OUT</u>
General Fund - 101	\$ 793,000	\$ 750,000 ¹
Prop 172 Fund - 202	650,000	-
Supplemental Law Enforcement Fund - 213	100,000	
Narcotics Forfeiture Fund - 217	-	100,000 ²
Measure M Fund - 403	-	100,000 ³
Equipment Replacement Fund - 601	-	260,000 ⁴
Self-Insurance Fund - 602	-	333,000 ⁵
Total	<u>\$ 1,543,000</u>	<u>\$ 1,543,000</u>

¹ Funding of \$650,000 for support of Prop 172 Fund.

¹ Funding of \$100,000 for support of Supplemental Law Enforcement Fund.

² Reimbursement transferred back to the General Fund for prior year advance.

³ Reimbursement to the General Fund to offset part of the City Engineer's salary and benefits.

⁴ Investment earnings transferred back to the General Fund.

⁵ Investment earnings transferred back to the General Fund.

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

FISCAL YEARS 2006-2007 THROUGH 2009-2010

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 \$10.3 million decrease in taxes is related to the current economic condition Property Tax revenues compared to FY 08-09 Adopted. The \$2.1 million decrease in Intergovernmental reflects a reduction of grants and other funds for capital improvement projects. The \$2.1 million decrease in Charges for Services reflects a reduction of internal rent charges for the fiscal year. Excess appropriations over total estimated resources will be funded from available fund balances.

Revenues & Other Sources	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Taxes	84,716,303	87,057,525	91,930,410	81,629,795
Licenses & Permits	6,359,916	2,464,627	1,953,469	1,700,500
Fines & Forfeits	2,953,963	3,068,572	3,763,000	3,462,000
Intergovernmental	13,074,160	18,237,754	10,195,975	7,955,103
Charges for Services	10,234,646	10,514,915	11,870,875	9,783,491
Rental	2,880,987	2,822,724	2,761,800	2,893,400
Investment Income	6,805,051	5,858,558	4,930,048	4,104,015
Miscellaneous	2,949,082	1,719,315	329,100	1,373,610
Lease Proceeds	482,250	-	900,000	-
Transfers In	1,581,335	3,465,203	5,565,200	1,543,000
Total Revenues & Other Sources	<u>\$ 132,037,693</u>	<u>\$ 135,209,193</u>	<u>\$ 134,199,877</u>	<u>\$ 114,444,914</u>
 <u>Expenditures & Other Uses</u>				
Protection of Persons & Property	60,520,730	65,908,973	69,914,263	64,100,423
Community Health & Environment	10,999,525	10,770,390	12,029,100	10,367,886
Transportation	7,599,711	8,179,699	8,645,280	7,779,640
Leisure & Community Services	3,737,717	3,880,263	4,264,567	3,745,067
General Government Support	32,874,595	30,871,326	27,402,641	22,477,133
Capital Improvement Projects	15,724,900	19,751,574	11,150,477	4,864,020
Debt Service:				
Principal Payments*	3,073,795	4,072,687	4,095,189	2,629,843
Interest Payments*	1,025,996	2,085,714	2,089,214	753,773
Transfers Out*	1,482,240	3,465,203	5,565,200	1,543,000
Total Expenditures & Other Uses	<u>\$ 137,039,209</u>	<u>\$ 148,985,829</u>	<u>\$ 145,155,931</u>	<u>\$ 118,260,785</u>
Estimated Ending Balances	<u>\$ (5,001,516)</u>	<u>\$ (13,776,636)</u>	<u>\$ (10,956,054)</u>	<u>\$ (3,815,871)</u>

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



REVENUE SUMMARIES

FISCAL YEAR 2009-2010

REVENUE & OTHER FINANCING SOURCES
FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2009-2010

FUND/ACCT DESCRIPTION	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 08-09 Revised	FY 09-10 Estimated
<u>Fund 101 - General Fund</u>					
Property Tax - Secured	\$ 16,884,612	\$ 18,402,026	\$ 20,000,000	\$ 20,250,000	\$ 20,250,000
Property Tax - Unsecured	798,013	823,861	800,000	800,000	800,000
Property Tax - Supplemental	840,156	713,310	750,000	750,000	400,000
Property Tax - VLF Swap	8,031,067	8,651,423	8,500,000	8,500,000	8,750,000
Property Tax - Homeowners	177,657	175,676	185,000	185,000	170,000
Delinquent Tax - Penalties/Int	93,101	143,465	100,000	100,000	175,000
Property Transfer Tax	618,096	459,336	700,000	700,000	250,000
Sales & Use Tax	34,049,894	34,010,008	37,000,000	33,300,000	30,374,000
Sales Tax In-Lieu	11,591,325	11,980,420	12,075,000	10,867,500	9,500,000
Transient Occupancy Tax	5,959,556	5,791,003	6,000,000	5,415,600	5,200,000
Electric Franchise Fee	1,402,578	1,345,697	1,400,000	1,400,000	1,350,000
Cable TV Franchise Fee	793,548	843,845	800,000	800,000	850,000
PEG Cable Franchise Fee	151,969	167,942	150,000	150,000	160,000
Gas Franchise Fee	332,400	326,191	345,000	345,000	325,000
Solid Waste Hauler Franchise Fee	1,231,305	1,362,842	1,275,000	1,275,000	1,325,000
Business License	897,608	932,278	900,000	900,000	900,000
Total Taxes	\$ 83,852,885	\$ 86,129,323	\$ 90,980,000	\$ 85,738,100	\$ 80,779,000
Dog License	\$ 30,500	\$ 30,541	\$ 30,000	\$ 30,000	\$ 30,000
Fire Permits	71,692	78,371	70,000	70,000	170,000
Building Permits	1,390,562	684,865	650,000	650,000	480,000
Electrical Permits	200,790	158,100	125,000	125,000	95,000
Plumbing/Mechanical Permits	291,551	170,747	125,000	125,000	95,000
Street Permits	214,655	184,485	180,000	180,000	150,000
Special Business Permits	428	380	200	600	500
Home Occupation Permits	16,960	15,615	19,000	19,000	19,000
Operator's Permits	950	1,015	1,000	1,000	1,000
Other Permits	136,951	165,148	100,000	100,000	110,000
Total Licenses & Permits	\$ 2,355,039	\$ 1,489,267	\$ 1,300,200	\$ 1,300,600	\$ 1,150,500
Municipal Code Violations	\$ 117,280	\$ 96,210	\$ 150,000	\$ 150,000	\$ 100,000
Vehicle Code Violations	1,083,512	1,170,825	1,150,000	1,150,000	1,150,000
Parking Citations	1,061,513	1,059,149	1,050,000	1,050,000	1,000,000
Illegal Sign Removal	20	(20)	-	-	-
Shopping Cart Retrieval	15,303	17,910	13,000	13,000	14,000
Red Light Camera Violations	581,714	568,931	1,300,000	1,300,000	1,098,000
Total Fines & Forfeitures	\$ 2,859,342	\$ 2,913,005	\$ 3,663,000	\$ 3,663,000	\$ 3,362,000

REVENUE & OTHER FINANCING SOURCES
FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2009-2010

FUND/ACCT DESCRIPTION	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 08-09 Revised	FY 09-10 Estimated
Fund 101 - General Fund (continued)					
Investment Earnings	\$ 2,079,752	\$ 1,890,531	\$ 1,910,173	\$ 1,910,173	\$ 1,322,000
GASB 31 Adjustment	1,287,989	216,334	-	-	-
Interest Earned - CMRA Note	974,455	948,435	920,000	920,000	890,000
Other Interest	115,870	178,916	90,000	90,000	90,000
Buildings/Grounds, Rental	157,166	132,178	125,000	125,000	130,000
Rental - Downtown Comm. Center	7,816	9,714	6,800	6,800	6,900
Rental - Balearic Center	22,226	38,918	26,500	26,500	19,000
Rental - Neighborhood Comm. Ctr.	176,303	210,468	175,000	175,000	184,000
Rental - Fields	104,806	116,758	100,000	100,000	112,500
Rental - Tennis	30,321	32,518	28,500	28,500	28,500
Rental - Golf Course Operations	2,180,012	2,178,624	2,200,000	2,200,000	2,312,500
Rental - Bus Shelter Ads	113,116	103,546	100,000	100,000	100,000
Total Use of Money & Property	\$ 7,249,832	\$ 6,056,940	\$ 5,681,973	\$ 5,681,973	\$ 5,195,400
Motor Vehicle In-Lieu Tax	\$ 655,988	\$ 504,441	700,000	\$ 700,000	300,000
Off-Highway Motor Vehicle Tax	-	-	3,000	3,000	-
FEMA - Disaster Reimbursement	8,370	10,278	-	-	-
Other Federal Grants	56,802	171,093	-	-	-
POST Reimbursements	98,756	99,104	75,000	75,000	50,000
Custody Officers Training	5,525	975	5,500	5,500	5,500
OTS Grant	292,127	-	-	-	-
Used Oil Recycling Grant	2,594	-	-	10,000	-
Beverage Container Program	30,439	30,067	-	-	-
SB 90 - State Mandated Costs	314,446	127,064	50,000	50,000	50,000
Other State Grants	5,351	11,748	30,500	30,500	61,388
OCTA - SAAV	57,178	33,111	25,000	25,000	25,000
Other County Grants	64,587	188,392	70,000	70,000	75,000
Reimbursement - ABLE	337,862	358,393	332,500	332,500	342,300
Reimb. from Sanitary District	(62,798)	-	-	-	-
Homeland Security Grant	40,485	-	-	-	-
Total Other Govt. Agencies	\$ 1,907,712	\$ 1,534,666	\$ 1,291,500	\$ 1,301,500	\$ 909,188
Zoning/Variance/CUP Fees	\$ 180,520	\$ 155,626	\$ 183,000	\$ 183,000	\$ 130,000
Subdivision Map Fees	61,562	37,250	26,000	26,000	6,000
Environmental Impact Fees	27,465	5,402	2,750	2,750	2,750
Plan Checking Fee	519,086	387,691	340,000	340,000	200,000
Vacation/Abandonment of ROW	-	600	600	600	600

REVENUE & OTHER FINANCING SOURCES
FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2009-2010

FUND/ACCT DESCRIPTION	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 08-09 Revised	FY 09-10 Estimated
Fund 101 - General Fund (continued)					
Source Reduction/Recycling	\$ 8,985	\$ 8,190	\$ 8,700	\$ 8,700	\$ 8,700
Special Policing Fees	405,458	455,901	400,000	400,000	400,000
Vehicle Storage/Impound Fees	330,000	471,420	600,000	600,000	450,000
Repo Vehicle Release Fee	2,400	2,510	2,900	2,900	2,000
DUI/Emergency Response	49,669	65,989	70,000	70,000	110,000
Jail Booking Fees - City	314,207	312,709	200,000	200,000	210,000
Jail Booking Fees - County	-	911	-	-	-
Police False Alarms	349,759	292,785	342,000	342,000	367,000
Fingerprinting	52,780	42,770	45,000	45,000	43,000
Animal Pound Fees	669	383	100	100	100
Fire Inspections	5,747	4,700	6,500	6,500	81,500
Hazmat Disclosure Fee	74,055	71,700	78,000	78,000	153,900
Paramedic Fee	195,171	182,920	145,000	145,000	460,920
Medical Supply Reimbursement	201,346	156,573	180,000	180,000	163,850
Fire False Alarms	10,602	19,693	19,000	19,000	21,000
Dispatch/Phone Svc. in 911 Center	10,350	8,013	7,400	7,400	7,400
Park Permits	33,628	31,183	25,000	25,000	30,000
Park Improvements	19,208	6,694	6,000	6,000	6,000
Recreation - Aquatics	63,853	69,779	86,000	86,000	86,000
Recreation - Day Camp	189,934	167,080	203,000	203,000	203,000
Playgrounds	1,469	669	2,400	2,400	2,400
Special Events	18,795	18,210	8,200	8,200	350
Recreation - Early Childhood	108,872	110,548	113,000	113,000	119,400
Instructional Classes	500,411	570,777	558,000	558,000	558,000
Recreation - Basketball	32,440	33,282	42,000	42,000	42,000
Recreation - Softball	93,244	121,392	112,000	112,000	112,000
Teen Camp	27,014	16,725	28,000	28,000	14,000
Family Night/Kids Night	3,999	2,991	5,100	5,100	5,100
Other Adult Sports	-	-	13,650	13,650	-
Adult Open Gym	10,295	6,393	10,000	10,000	7,500
Photocopies	3,327	2,577	3,000	3,000	670
Police Reports	33,223	35,786	30,000	30,000	31,500
Police Clearance Letters	2,881	3,230	2,500	2,500	3,000
Sale - Maps & Publications	19,832	20,060	15,000	15,000	12,500

REVENUE & OTHER FINANCING SOURCES
FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2009-2010

FUND/ACCT DESCRIPTION	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 08-09 Revised	FY 09-10 Estimated
Fund 101 - General Fund (continued)					
Sale - Miscellaneous Supplies	\$ 497	\$ 608	\$ 1,000	\$ 1,000	\$ 750
Central Services Reimb	113,487	117,368	171,250	171,250	125,000
Charges for Other Services	36,795	3,208	7,000	15,000	15,000
Total Fees & Charges	\$ 4,113,035	\$ 4,022,296	\$ 4,099,050	\$ 4,107,050	\$ 4,192,890
Contributions	\$ 2,707	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500
Sponsorship Naming Rights	30,000	33,480	30,000	30,000	30,000
Reimb. - Const. Permit Insp. Fees	47	94	500	500	500
Reimb. - Overtime Construction	-	-	100	100	100
Damage to City Property	37,040	(4,807)	30,000	40,000	30,000
Civil Subpoena Costs	6,924	5,527	3,500	3,500	3,500
Settlements	1,000	-	-	-	-
Other Reimbursements	233,128	392,770	200,000	825,000	1,252,010
Sale - Other Equipment	(11,009)	6,714	2,500	2,500	5,000
Other	153,932	740,019	50,000	85,000	50,000
Total Other Revenues	\$ 453,769	\$ 1,175,797	\$ 319,100	\$ 989,100	\$ 1,373,610
Total Revenues	\$ 102,791,614	\$ 103,321,294	\$ 107,334,823	\$ 102,781,323	\$ 96,962,588
Operating Transfers In	\$ 1,096,864	\$ 2,073,195	\$ 5,042,200	\$ 5,042,200	\$ 793,000
Total Other Financing Sources	\$ 1,096,864	\$ 2,073,195	\$ 5,042,200	\$ 5,042,200	\$ 793,000
Total Fund 101	\$ 103,888,478	\$ 105,394,489	\$ 112,377,023	\$ 107,823,523	\$ 97,755,588
Fund 201 - Gas Tax					
Investment Earnings	\$ 479,654	\$ 389,115	\$ 234,100	\$ 234,100	\$ 245,000
Gas Tax - 2105	688,509	513,898	700,000	700,000	475,000
Gas Tax - 2106	428,475	316,409	440,000	440,000	275,000
Gas Tax - 2107.1	920,221	686,877	935,000	935,000	600,000
Gas Tax - 2107.5	10,000	10,000	10,000	10,000	10,000
Traffic Congestion Relief Fund	831,372	-	-	-	1,077,900
AHRP Grant	425,561	3,032,407	-	-	-
Other Governmental Agencies	3,630	-	-	-	-
Total Fund 201	\$ 3,787,422	\$ 4,948,706	\$ 2,319,100	\$ 2,319,100	\$ 2,682,900

REVENUE & OTHER FINANCING SOURCES
FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2009-2010

FUND/ACCT DESCRIPTION	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 08-09 Revised	FY 09-10 Estimated
<u>Fund 202 - Prop 172</u>					
Sales Tax - Public Safety	\$ 848,380	\$ 927,417	\$ 950,000	\$ 950,000	\$ 850,000
Investment Earnings	11,632	(108)	-	-	-
Total Revenues	\$ 860,012	\$ 927,309	\$ 950,000	\$ 950,000	\$ 850,000
Operating Transfers In	\$ 2,640	\$ -	\$ 460,000	\$ 460,000	\$ 650,000
Total Other Financing Sources	\$ 2,640	\$ -	\$ 460,000	\$ 460,000	\$ 650,000
Total Fund 202	\$ 862,652	\$ 927,309	\$ 1,410,000	\$ 1,410,000	\$ 1,500,000
<u>Fund 203 - Air Quality</u>					
Investment Earnings	\$ 29,589	\$ 30,891	\$ 28,900	\$ 28,900	\$ 25,700
AB 2766 - AQMD	136,327	135,924	140,000	140,000	140,000
Total Fund 203	\$ 165,916	\$ 166,815	\$ 168,900	\$ 168,900	\$ 165,700
<u>Fund 205 - HOME</u>					
Investment Earnings	\$ 3,318	\$ -	\$ -	\$ -	\$ -
Lien/Loan Repayment	155,000	-	-	-	-
HOME Invest/Partnership Grant	1,246,282	564,339	685,233	685,233	761,235
Total Fund 205	\$ 1,404,600	\$ 564,339	\$ 685,233	\$ 685,233	\$ 761,235
<u>Fund 207 - CDBG</u>					
Lien/Loan Repayment	\$ 30,268	\$ 22,218	\$ -	\$ -	\$ -
Community Dev. Block Grant	1,528,006	1,198,398	1,349,027	1,349,027	1,361,264
Buildings/Grounds, Rental	89,221	-	-	-	-
Other Reimbursements	27,375	6,415	-	-	-
Total Revenues	\$ 1,674,870	\$ 1,227,031	\$ 1,349,027	\$ 1,349,027	\$ 1,361,264
Operating Transfers In	\$ -	\$ 92,008	\$ -	\$ -	\$ -
Total Other Financing Sources	\$ -	\$ 92,008	\$ -	\$ -	\$ -
Total Fund 207	\$ 1,674,870	\$ 1,319,039	\$ 1,349,027	\$ 1,349,027	\$ 1,361,264
<u>Fund 208 - Park Development</u>					
Investment Earnings	\$ 112,582	\$ 139,348	\$ 118,925	\$ 118,925	\$ 105,500
Park Development Fees	1,917,130	65,204	103,269	103,269	-
Total Fund 208	\$ 2,029,712	\$ 204,552	\$ 222,194	\$ 222,194	\$ 105,500

REVENUE & OTHER FINANCING SOURCES
FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2009-2010

FUND/ACCT DESCRIPTION	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 08-09 Revised	FY 09-10 Estimated
<u>Fund 209 - Drainage Fees</u>					
Investment Earnings	\$ 20,073	\$ 28,923	\$ 21,600	\$ 21,600	\$ 25,500
Drainage Assessment Fees	107,759	289,337	150,000	150,000	250,000
Total Fund 209	\$ 127,832	\$ 318,260	\$ 171,600	\$ 171,600	\$ 275,500
<u>Fund 213 - SLESF</u>					
Investment Earnings	\$ 6,867	\$ 4,677	\$ 4,800	\$ 4,800	\$ 2,600
Citizens' Option for Public Safety (COPS)	220,872	218,840	165,000	165,000	100,000
Total Revenues	\$ 227,739	\$ 223,517	\$ 169,800	\$ 169,800	\$ 102,600
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Fund 213	\$ 227,739	\$ 223,517	\$ 169,800	\$ 169,800	\$ 202,600
<u>Fund 214 - Traffic Impact Fees</u>					
Investment Earnings	\$ 287,406	\$ 357,935	\$ 316,500	\$ 316,500	\$ 256,000
OCTA Regional Grant	8,427	-	-	-	-
Traffic Impact Fees	1,907,028	620,819	400,000	400,000	300,000
Other Reimbursements	1,984,226	-	-	-	-
Total Fund 214	\$ 4,187,087	\$ 978,754	\$ 716,500	\$ 716,500	\$ 556,000
<u>Fund 216 - Rental Rehab</u>					
Investment Earnings	\$ 3,390	\$ 2,509	\$ 3,370	\$ 3,370	\$ 3,370
Total Fund 216	\$ 3,390	\$ 2,509	\$ 3,370	\$ 3,370	\$ 3,370
<u>Fund 217 - Narcotic Forfeiture</u>					
Asset Forfeiture - DOJ	\$ 39,887	\$ 96,123	\$ -	\$ -	\$ -
Asset Forfeiture - County/Other	16,068	57,225	70,000	70,000	70,000
Investment Earnings	9,144	10,846	6,150	6,150	6,150
Regional Narc Suppression Program	-	-	25,000	25,000	25,000
High Intensity Drug Trafficking	38,666	2,219	5,000	5,000	5,000
Total Fund 217	\$ 103,765	\$ 166,413	\$ 106,150	\$ 106,150	\$ 106,150
<u>Fund 218 - Fire System Dev.</u>					
Investment Earnings	\$ 16,302	\$ 19,188	\$ 17,050	\$ 17,050	\$ 15,200
Fire Protection System Dev. Fees	72,960	-	-	-	-
Total Fund 218	\$ 89,262	\$ 19,188	\$ 17,050	\$ 17,050	\$ 15,200

REVENUE & OTHER FINANCING SOURCES
FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2009-2010

FUND/ACCT DESCRIPTION	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 08-09 Revised	FY 09-10 Estimated
<u>Fund 219 - LLEBG</u>					
Local Law Enforcement Block Grant	\$ 20,041	\$ -	\$ -	\$ -	\$ -
Total Fund 219	\$ 20,041	\$ -	\$ -	\$ -	\$ -
<u>Fund 401 - Capital Outlay</u>					
Investment Earnings	\$ 194,011	\$ 197,916	\$ 122,000	\$ 122,000	\$ 121,000
Other Federal Grants	-	-	342,265	342,265	-
State Park Bond Act Grant	-	1,034,800	-	-	-
Other State Grants	-	2,039,994	2,243,300	2,243,300	-
Other Reimbursements	44,568	-	-	-	-
Other	188,123	211,158	-	-	-
Total Revenues	\$ 426,702	\$ 3,483,868	\$ 2,707,565	\$ 2,707,565	\$ 121,000
Operating Transfers In	479,108	1,300,000	-	-	-
Proceeds from Capital Lease	-	-	900,000	900,000	-
Total Other Financing Sources	\$ 479,108	\$ 1,300,000	\$ 900,000	\$ 900,000	\$ -
Total Fund 401	\$ 905,810	\$ 4,783,868	\$ 3,607,565	\$ 3,607,565	\$ 121,000
<u>Fund 403 - Measure M</u>					
Investment Earnings	\$ 416,235	\$ 519,512	\$ 393,100	\$ 393,100	\$ 402,700
Measure "M" Turnback	1,870,223	2,198,280	1,894,650	1,894,650	1,995,516
Measure "M" Regional Grant	2,171,759	4,263,029	-	-	250,000
OCTA Growth Mgmt. Area Grant	88,353	162,000	-	-	-
Other County Grants	335,890	116,735	-	-	-
Other	28,277	-	-	-	-
Total Fund 403	\$ 4,910,737	\$ 7,259,556	\$ 2,287,750	\$ 2,287,750	\$ 2,648,216
<u>Fund 409 - Veh Prkg Dist. 1</u>					
Property Tax - Secured	\$ 387	\$ 399	\$ 170	\$ 170	\$ 410
Property Tax - Unsecured	18	17	20	20	20
Property Tax - Supplemental	19	15	10	10	10
Property Tax - Homeowners	4	4	-	-	-
Delinquent Tax - Penalties/Int	2	3	-	-	-
Investment Earnings	1,027	578	1,000	1,000	245
Total Fund 409	\$ 1,457	\$ 1,016	\$ 1,200	\$ 1,200	\$ 685

REVENUE & OTHER FINANCING SOURCES
FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2009-2010

FUND/ACCT DESCRIPTION	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 08-09 Revised	FY 09-10 Estimated
<u>Fund 410 - Veh Prkg Dist. 2</u>					
Property Tax - Secured	\$ 302	\$ 316	\$ 180	\$ 180	\$ 325
Property Tax - Unsecured	14	13	20	20	20
Property Tax - Supplemental	15	12	10	10	10
Property Tax - Homeowners	3	3	-	-	-
Delinquent Tax - Penalties/Int	2	3	-	-	-
Investment Earnings	370	98	180	180	50
Total Fund 410	\$ 706	\$ 445	\$ 390	\$ 390	\$ 405
<u>Fund 601 - Equipment Replacement</u>					
Investment Earnings	\$ 316,072	\$ 328,859	\$ 305,000	\$ 305,000	\$ 260,000
Rental of Automotive Equip	3,069,053	3,176,276	4,501,452	4,501,452	2,114,740
Damage to City Property	37,492	15,325	-	-	-
Sale of Automotive Equipment	74,981	50,960	10,000	10,000	10,000
Total Revenues	\$ 3,497,598	\$ 3,571,420	\$ 4,816,452	\$ 4,816,452	\$ 2,384,740
Operating Transfers In	\$ 2,723	\$ -	\$ 63,000	\$ 63,000	\$ -
Total Other Sources	\$ 2,723	\$ -	\$ 63,000	\$ 63,000	\$ -
Total Fund 601	\$ 3,500,321	\$ 3,571,420	\$ 4,879,452	\$ 4,879,452	\$ 2,384,740
<u>Fund 602 - Self Insurance</u>					
Investment Earnings	\$ 439,313	\$ 461,877	\$ 437,200	\$ 437,200	\$ 333,000
General Liability Premiums	1,124,135	1,185,276	1,122,155	1,122,155	1,144,535
Workers' Comp. Premiums	1,886,643	2,085,913	2,102,445	2,102,445	2,272,511
Unemployment Premiums	41,780	45,154	45,773	45,773	48,815
Other Reimbursements	177,544	448,600	-	-	-
Total Fund 602	\$ 3,669,415	\$ 4,226,820	\$ 3,707,573	\$ 3,707,573	\$ 3,798,861
TOTAL REVENUES	\$ 129,979,877	\$ 131,611,812	\$ 127,734,677	\$ 123,181,177	\$ 112,901,914
TOTAL OTHER SOURCES	\$ 1,581,335	\$ 3,465,203	\$ 6,465,200	\$ 6,465,200	\$ 1,543,000
GRAND TOTAL ALL FUNDS	\$ 131,561,212	\$ 135,077,015	\$ 134,199,877	\$ 129,646,377	\$ 114,444,914

SALES & USE TAX

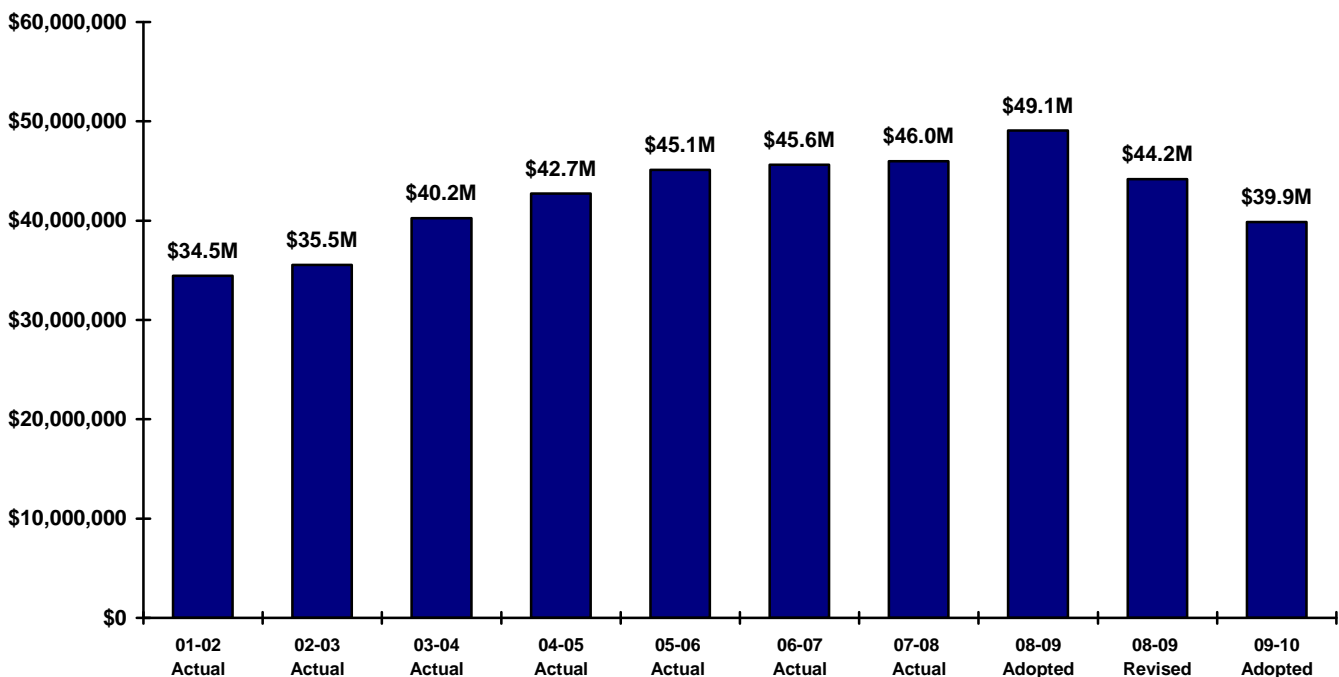
Sales Tax is imposed on retailers selling tangible personal property in California. The Use Tax is imposed on the user of a product purchased out-of-state and delivered for use in California. The Sales & Use Tax rate for Orange County is 8.75% and is broken down as follows:

State General Fund	6.00%
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>8.75%</u>

Sales & Use Tax represents Costa Mesa's single largest revenue source estimated at \$39.9 million or 40.81% of the total General Fund revenues projected for FY 09-10. This amount represents a decrease of \$9.2 million or 18.75% from the adopted estimate in FY 08-09, but only a decrease of \$4.3 million or 9.72% from the mid-year revised estimate. This reduction in revenue is directly attributed to the down turn and current state of the economy. The City is estimating Sales Tax revenue will continue to decline for some of FY 09-10, before leveling off when the economy begins to rebound.

Also, included as part of the \$39.9 million estimate is \$9.5 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 backfill portion is remitted only 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 within the City.



PROPERTY TAX

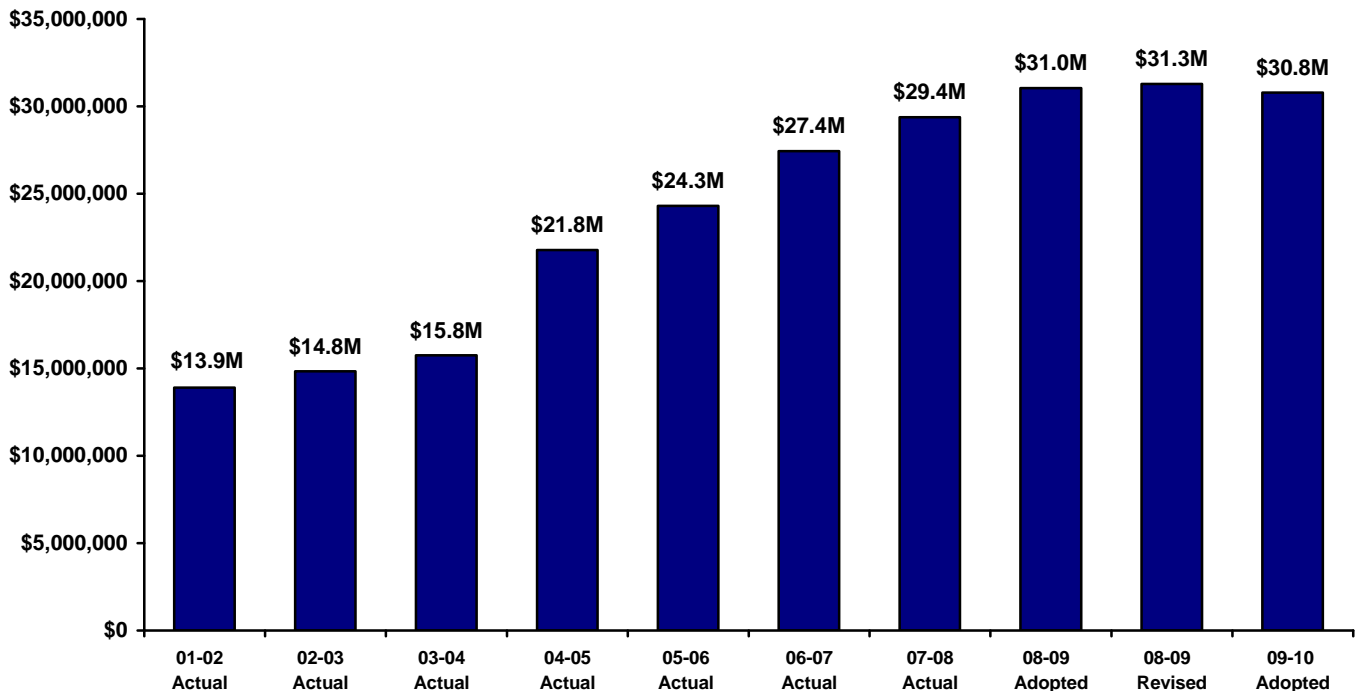
Property Tax is imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property) located within the State, based on the property value rather than on a fixed amount or benefit. Properties are distinguished as secured and unsecured (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% increase each year.

For FY 09-10, estimated revenue from Property Taxes is \$30.8 million, which represents 31.52% of the total General Fund revenue, and a decrease of \$240,000 or 0.77% under the adopted revenue in FY 08-09, but a decrease of \$490,000 or 1.57% under the mid year revised estimate.

Even though the housing market has continued to decline substantially over the past year, because the assessed value continues to be lower than the market value on most properties in Costa Mesa, the City estimates Property Tax revenue in FY 09-10 to be relatively flat. Helping underscore this point, Costa Mesa's total assessed valuation for secured property, as determined by the County of Orange - Auditor Controller's Office, has increased by \$531 million or 3.84% in FY 08-09. The reduction in revenue is more attributed to Supplemental Taxes (reduced \$350,000) and Property Transfer Tax (reduced \$450,000), both of which are generated when property transactions occur.

The total estimated revenue from Property Taxes includes \$8.75 million of additional property taxes resulting from the Vehicle License Fee (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. When the State reduced the rate, the State also promised to make local government whole by backfilling the lost revenue with a like amount in property tax. This backfill will be tied to the growth in property taxes in the future.

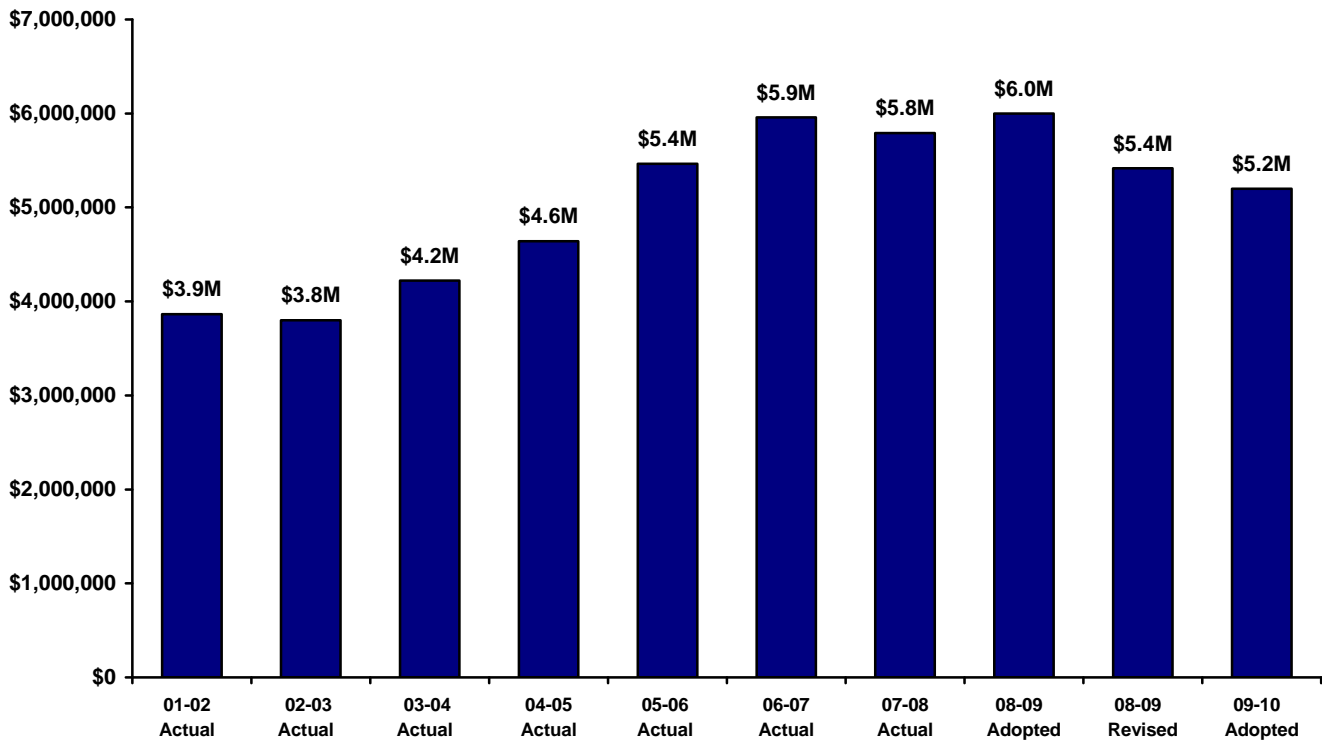
Included in the estimates are Supplemental Taxes at \$400,000; Homeowner's Exemption (\$7,000 of assessed value is exempt from property tax, which is made up by State subvention) for \$170,000; and \$250,000 derived from Property Transfers (assessed at 55 cents for every \$500 of market value at the 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. The City's current rate is 6%. The Business Improvement Area (BIA), comprised of ten hotels within the City, imposes an additional 2%. The amount collected from the additional 2% 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 third largest revenue source. For FY 09-10, estimated revenue from TOT is \$5.2 million, which represents 5.32% of the total General Fund revenue. The projected amount reflects a decrease of \$800,000 or 13.33% from the adopted in FY 08-09, but only a decrease of \$215,600 or 3.98% from the mid-year revised estimate. This reduction is due to the continued slowdown of the economy and slowdown of travel. The City is estimating TOT revenue will continue to decline for some of FY 09-10, before leveling off when the economy begins to rebound.



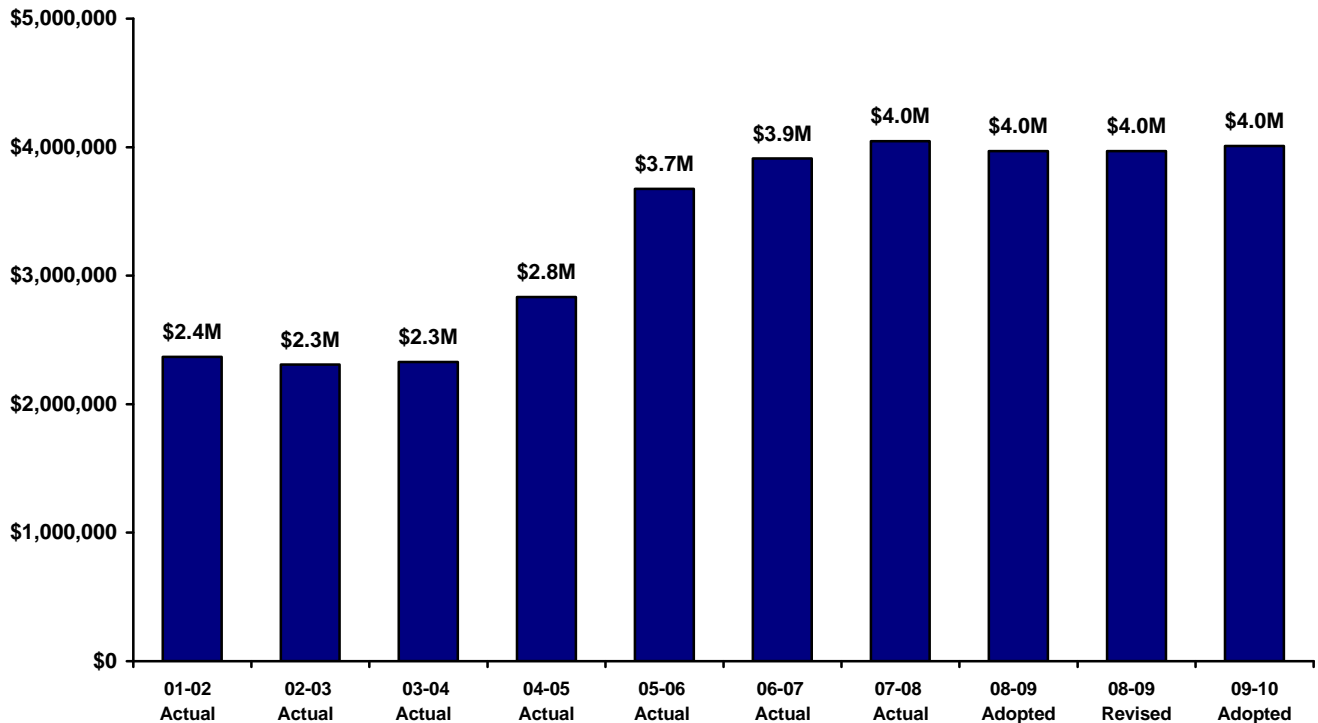
FRANCHISE FEES

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 13 waste haulers. Currently, five franchise holders fall into Class "A" – those pay a \$10,000 minimum franchise fee; while the remaining eight franchisees fall into Class "B" – those pay a \$1,500 minimum franchise fee. The current franchise rate is 12% of gross receipts payable quarterly to the City.

For FY 09-10 estimated revenue from Franchise Fees is \$4.0 million, which represents 4.10% of the total General Fund revenue. The estimated revenue projections are essentially flat.

The City also receives approximately \$160,000 from a PEG (Public, Education and Government) fee paid by the cable franchisee. This amount is reserved in the General Fund to support the operating costs for cable television services provided by the City.

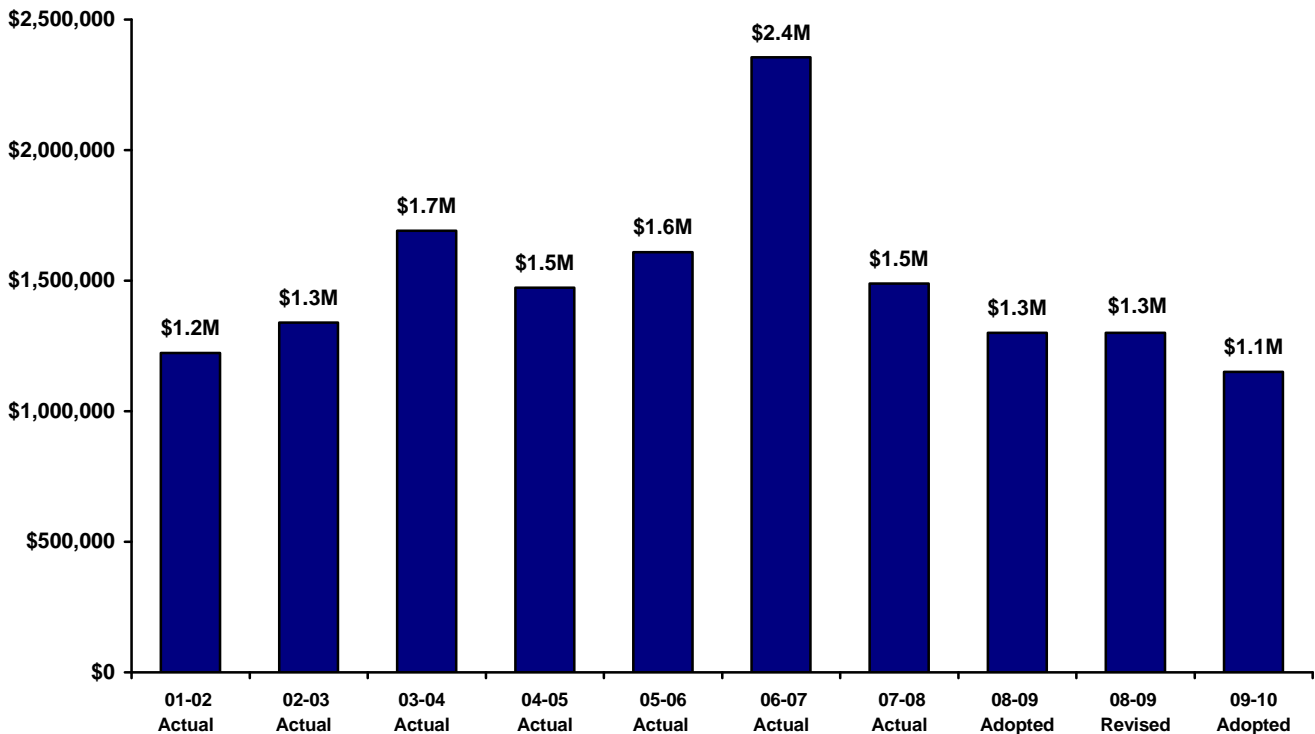


LICENSES & PERMITS

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 09-10 estimated revenue from Licenses & Permits is \$1.1 million, which represents 1.18% of the total General Fund revenue. This estimate reflects a decrease of \$150,100 or 11.54% from the adopted revenue in FY 08-09. The largest component for this revenue source comes from building permits projected at \$480,000, which has decreased \$170,000 due to the continued slow down of the economy and lack of development expected over the next year.

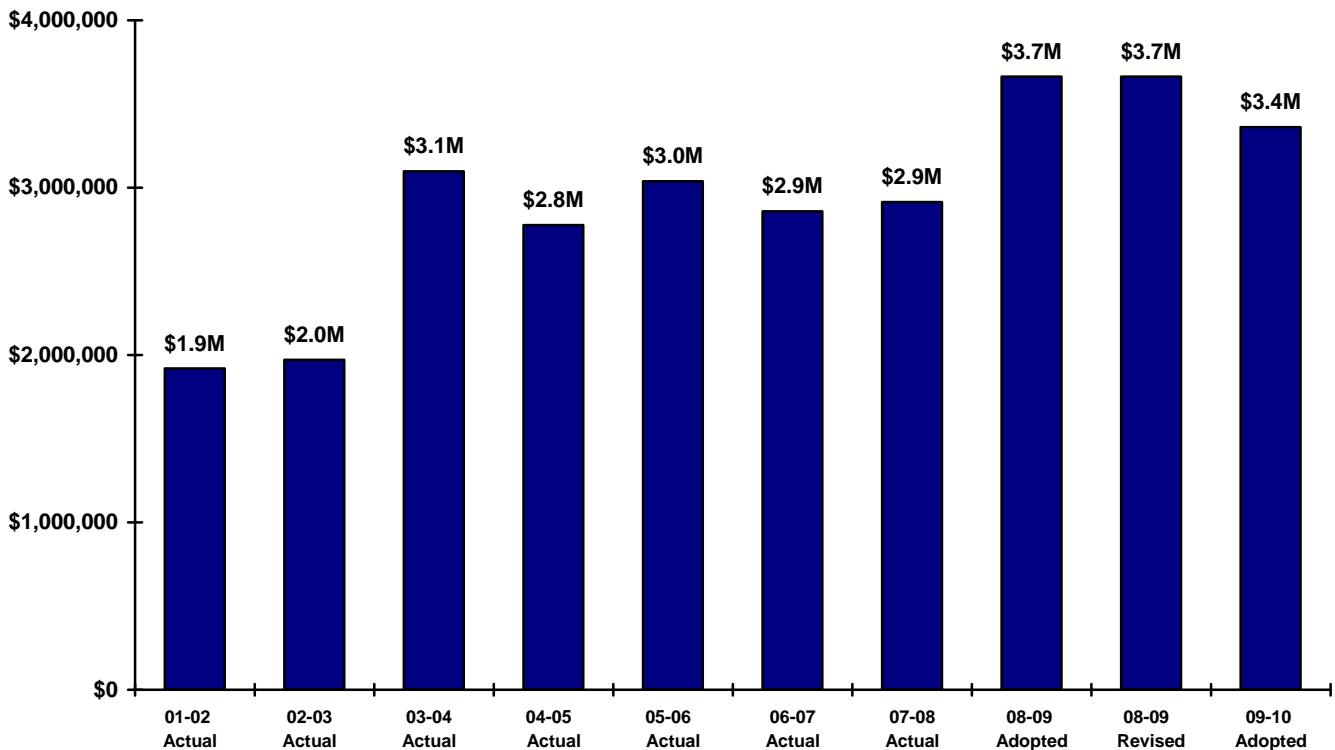


FINES & FORFEITURES

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 09-10, estimated revenue from Fines & Forfeitures is \$3.4 million, which represents 3.44% of the total General Fund revenue. The estimated amount reflects a decrease of \$301,000 or 8.22% from the adopted revenue in FY 08-09. The decrease is primarily attributed to the Red Light Camera Program revenue which decreased \$202,000.



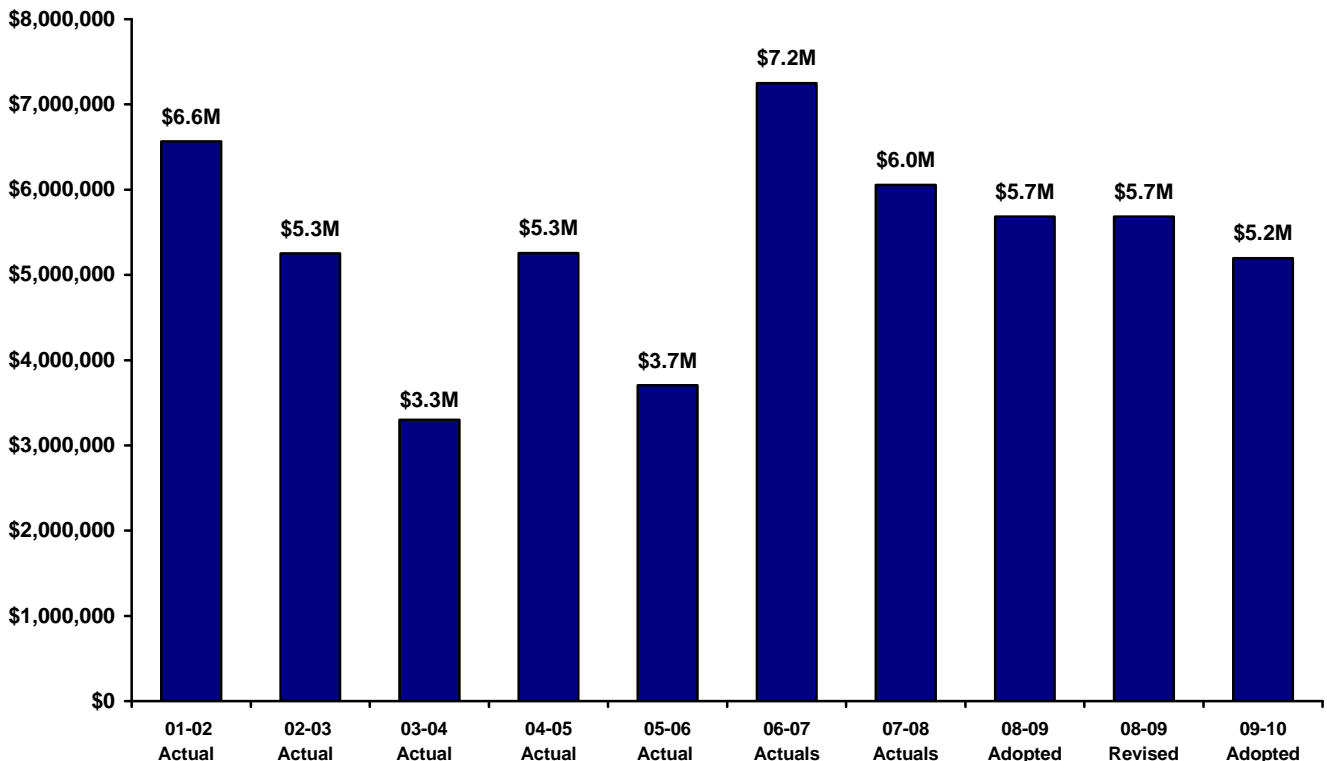
USE OF MONEY & PROPERTY

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 09-10, estimated revenue from Use of Money & Property is \$5.2 million or 5.32% of the total General Fund revenue. The FY 09-10 estimated revenues reflect a decrease of \$486,573 or 8.56% from the adopted revenue in FY 08-09. The decrease is primarily attributed to lower projected investment earnings based on a weighted average rate of return (ROR) of 3.50% (compared to the prior year's ROR of 4.30%). The lower ROR reflects a reduction in the Federal Funds rate throughout the past year in an effort to stabilize the economy. This rate reduction reduces the rate of return on investment vehicles the City can purchase based on the City Investment Policy.

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 increased \$112,500 to \$2.3 million because of a change in the contract.



MOTOR VEHICLE LICENSE FEES

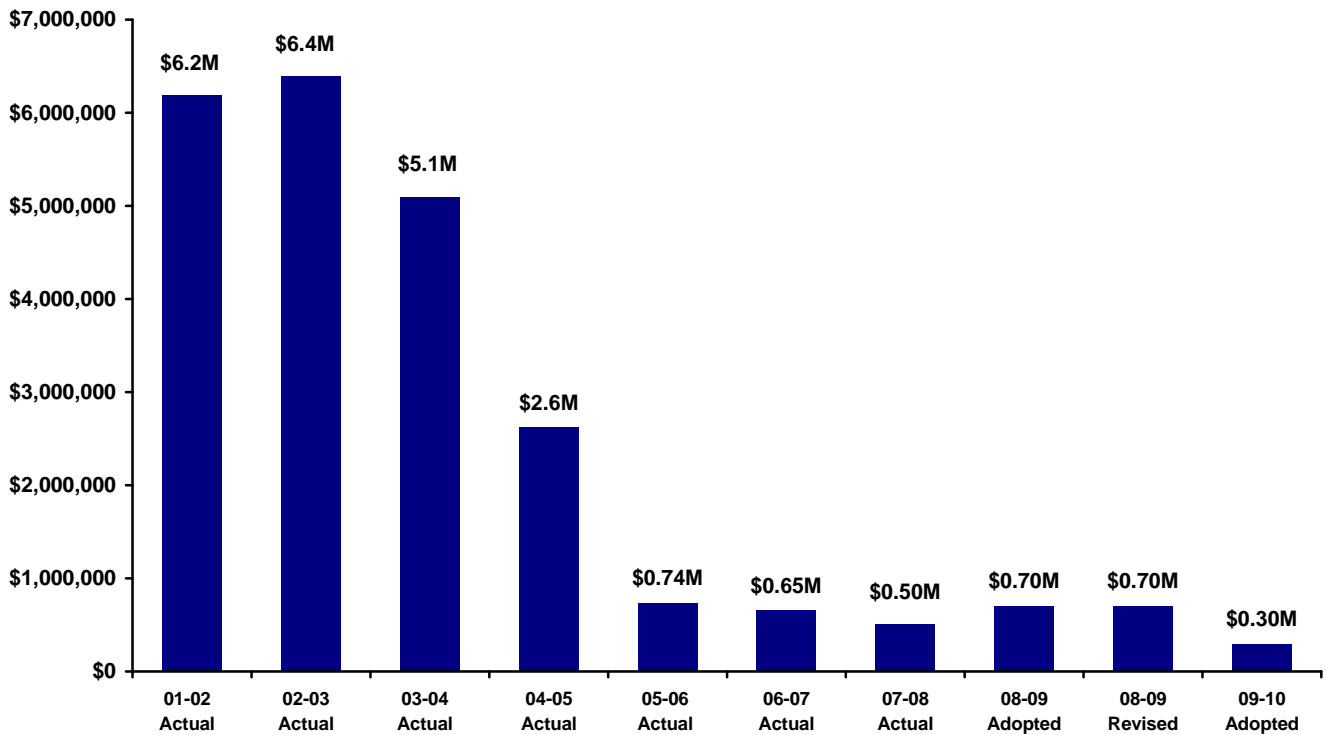
The Motor Vehicle License Fee (VLF) is a fee charged for operating the vehicle on public streets. This fee is collected by the State Department of Motor Vehicles and disbursed to governmental agencies by the State Controller. VLF is based on a fee equivalent to 2% of the market value (based on an 11-year depreciation schedule) of motor vehicles, which is imposed annually by the State “in-lieu” of property tax. Cities and counties receive 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.

With the State’s budget crisis in 2003 and 2004, the City did not receive the 67.5% backfill between June 20 and October 1, 2003, when the VLF was fully restored. This was known as the backfill gap, which the State was required to pay in August 2006 under AB 1768 Revenue & Taxation Code 10754. Unexpectedly, the State repaid the \$1.9 million backfill gap in July 2005, a year earlier than planned. The repayment was recorded as an accrual in FY 04-05. Local government started receiving the reduced rate of the VLF in FY 04-05.

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 property taxes. Costa Mesa has benefited from the VLF swap (currently budgeted at \$8.75 million in FY 09-10) as the property tax replacement includes increases in the assessed value of property.

For FY 09-10, estimated revenue from VLF is \$300,000, which represents 0.31% of the total General Fund revenue. This estimate reflects a decrease of \$400,000 or 57.14% from the adopted revenue in FY 08-09. This estimated reduction is due to the State’s continued budget problem and reduction in expected purchases of new vehicles. Recently, the State has begun collecting an administrative fee attributed to the VLF which has further reduced the City’s revenue. It is anticipated this administrative fee will continue as the State try to fix its’ budget.



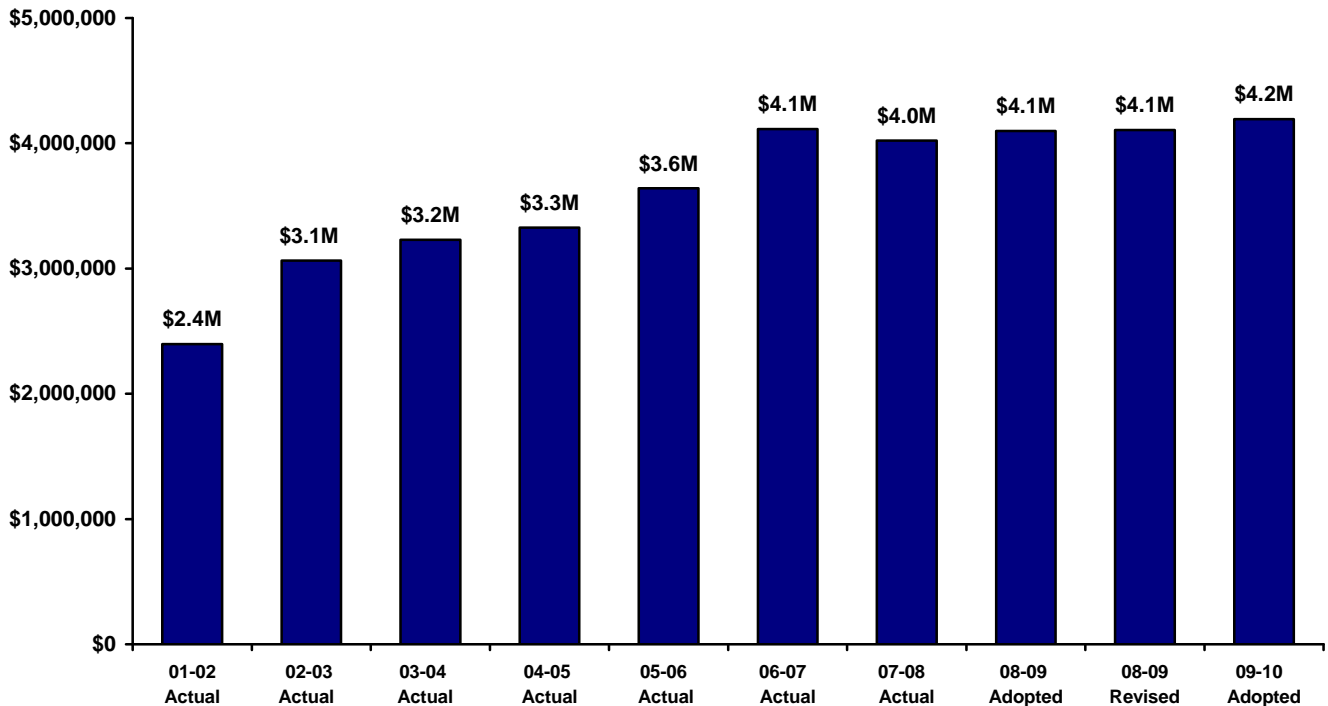
FEES & CHARGES FOR SERVICES

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.

The City annually reviews its user fees and charges and 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 09-10, estimated revenue from Fees & Charges for Services is \$4.2 million, which represents 4.29% of the total General Fund revenue. This amount reflects the trend in activities for the current year and some of the fee increases approved by Council during the annual update. The FY 09-10 estimated revenue amount reflects an increase of \$93,840 or 2.29% over the adopted revenue in FY 08-09.

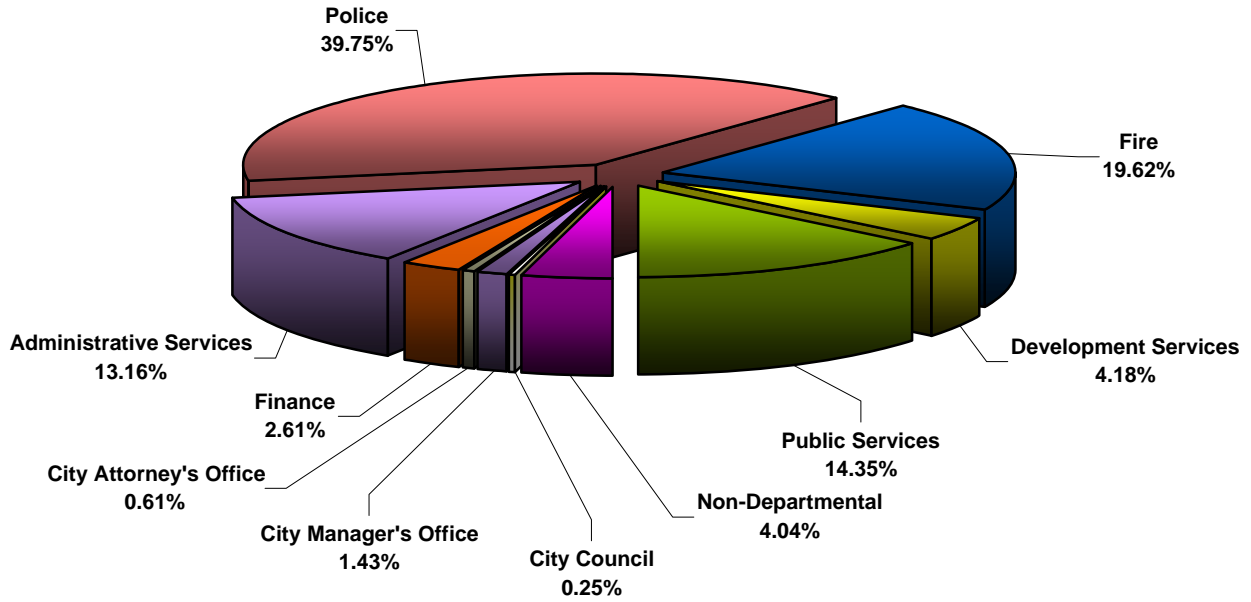


APPROPRIATIONS SUMMARIES

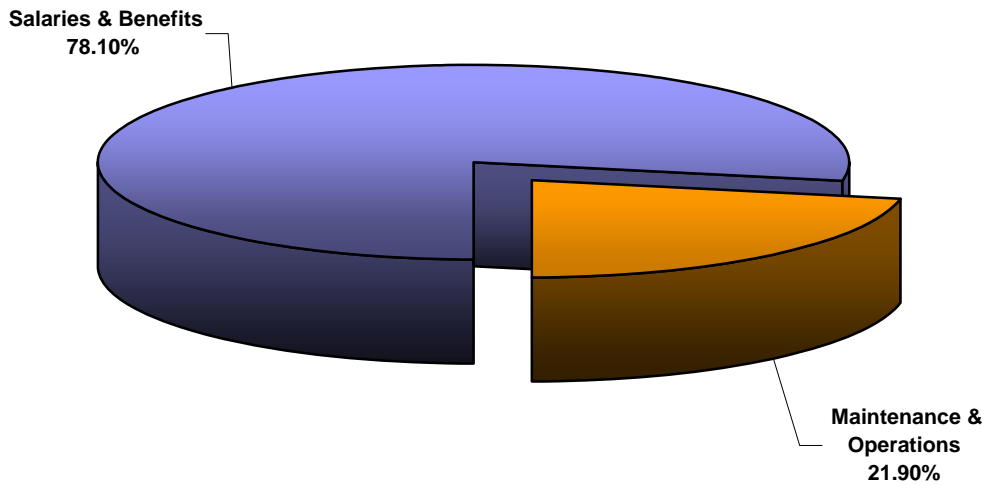
FISCAL YEAR 2009-2010

CITY OF COSTA MESA, CALIFORNIA
GENERAL FUND APPROPRIATIONS
 FISCAL YEAR 2009-2010

GENERAL FUND APPROPRIATIONS by DEPARTMENT
 Total \$102,408,217



GENERAL FUND APPROPRIATIONS by CATEGORY
 Total \$102,408,217



**BUDGET COMPARISON
BY FUND/BY DEPARTMENT**

Fund/Department	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>General Fund (101)</u>				
City Council	\$ 288,980	\$ 269,435	\$ 284,640	\$ 252,196
City Manager's Office	1,415,452	1,453,201	1,694,667	1,469,899
City Attorney's Office	525,781	454,077	677,900	625,150
Finance	2,521,324	2,782,768	2,906,380	2,679,971
Administrative Services	14,023,354	14,983,855	14,973,946	13,477,422
Police	37,327,003	40,626,581	43,723,720	40,702,615
Fire	19,199,735	21,521,059	22,161,701	20,088,251
Development Services	4,743,579	4,887,320	5,064,910	4,283,752
Public Services	16,285,042	17,256,659	18,866,199	14,695,345
Non-Departmental	5,073,384	8,224,759	8,481,401	4,133,616
Subtotal Fund 101	\$ 101,403,634	\$ 112,459,714	\$ 118,835,464	\$ 102,408,217
<u>Gas Tax Fund (201)</u>				
Capital Improvement Projects	\$ 2,278,047	\$ 1,700,000	\$ 1,850,000	\$ 1,835,000
Subtotal Fund 201	\$ 2,278,047	\$ 1,700,000	\$ 1,850,000	\$ 1,835,000
<u>Prop 172 Fund (202)</u>				
Police	\$ 1,255,603	\$ 1,188,721	\$ 1,406,249	\$ 1,292,521
Fire	129,898	10,922	5,000	5,000
Non-Departmental	37,840	39,000	-	-
Subtotal Fund 202	\$ 1,423,341	\$ 1,238,643	\$ 1,411,249	\$ 1,297,521
<u>AQMD Fund (203)</u>				
Capital Improvement Projects	\$ 27,793	\$ 170,000	\$ 408,200	\$ 87,000
Public Services	10,213	10,868	20,000	20,000
Subtotal Fund 203	\$ 38,006	\$ 180,868	\$ 428,200	\$ 107,000
<u>HOME Fund (205)</u>				
City Manager's Office	\$ 1,554,651	\$ 962,127	\$ 1,054,952	\$ 781,039
Subtotal Fund 205	\$ 1,554,651	\$ 962,127	\$ 1,054,952	\$ 781,039
<u>CDBG Fund (207)</u>				
City Manager's Office	\$ 606,789	\$ 561,847	\$ 600,346	\$ 497,899
Development Services	251,737	282,121	294,263	301,053
Capital Improvement Projects	764,508	920,000	758,512	520,000
Subtotal Fund 207	\$ 1,623,034	\$ 1,763,968	\$ 1,653,121	\$ 1,318,951
<u>Park Dev Fees Fund (208)</u>				
Capital Improvement Projects	\$ 35,338	\$ 395,000	\$ 490,000	\$ -
Non-Departmental	3,616,833	217,010	-	-
Subtotal Fund 208	\$ 3,652,171	\$ 612,010	\$ 490,000	\$ -

**BUDGET COMPARISON
BY FUND/BY DEPARTMENT**

<u>Fund/Department</u>	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>
<u>Drainage Fees Fund (209)</u>				
Capital Improvement Projects	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
Subtotal Fund 209	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
<u>SLESF Fund (213)</u>				
Police	\$ 331,117	\$ 221,694	\$ 220,680	\$ 208,640
Subtotal Fund 213	\$ 331,117	\$ 221,694	\$ 220,680	\$ 208,640
<u>Traffic Impact Fees Fund (214)</u>				
Capital Improvement Projects	\$ 334,922	\$ -	\$ 140,200	\$ -
Subtotal Fund 214	\$ 334,922	\$ -	\$ 140,200	\$ -
<u>Rental Rehab Program Fund (216)</u>				
Capital Improvement Projects	\$ 47,514	\$ -	\$ -	\$ -
Subtotal Fund 216	\$ 47,514	\$ -	\$ -	\$ -
<u>Narcotics Forfeiture Fund (217)</u>				
Police	\$ 66,541	\$ 82,970	\$ 99,351	\$ 73,000
Non-Departmental	200,000	60,000	-	100,000
Subtotal Fund 217	\$ 266,541	\$ 142,970	\$ 99,351	\$ 173,000
<u>Fire System Development Fund (218)</u>				
Capital Improvement Projects	\$ -	\$ -	\$ 250,000	\$ -
Subtotal Fund 218	\$ -	\$ -	\$ 250,000	\$ -
<u>Capital Outlay Fund (401)</u>				
Capital Improvement Projects	\$ 2,739,485	\$ 2,300,000	\$ 5,103,565	\$ 172,020
Non-Departmental	3	2,061,555	-	-
Subtotal Fund 401	\$ 2,739,488	\$ 4,361,555	\$ 5,103,565	\$ 172,020
<u>Measure M Fund (403)</u>				
Capital Improvement Projects	\$ 5,192,848	\$ 1,800,000	\$ 1,950,000	\$ 2,050,000
Public Services	13,405	21,740	20,000	1,443,733
Non-Departmental	100,000	100,000	100,000	\$ 100,000
Subtotal 403 Fund	\$ 5,306,253	\$ 1,921,740	\$ 2,070,000	\$ 3,593,733
<u>Vehicle Prk Dist 1 Fund (409)</u>				
Non-Departmental	\$ 1,014	\$ 803	\$ -	\$ -
Subtotal Fund 409	\$ 1,014	\$ 803	\$ -	\$ -
<u>Vehicle Prk Dist 2 Fund (410)</u>				
Capital Improvement Projects	\$ 17,433	\$ -	\$ -	\$ -
Non-Departmental	565	126	-	-
Subtotal Fund 410	\$ 17,998	\$ 126	\$ -	\$ -

**BUDGET COMPARISON
BY FUND/BY DEPARTMENT**

<u>Fund/Department</u>	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>
<u>Police Depart Exp Fund (412)</u>				
Capital Improvement Projects	\$ 8,426,020	\$ -	\$ -	\$ -
Subtotal Fund 412	\$ 8,426,020	\$ -	\$ -	\$ -
<u>Vehicle Repl Fund (601)</u>				
Public Services	\$ 3,146,549	\$ 3,249,553	\$ 3,133,285	\$ 2,124,740
Non-Departmental	323,622	336,896	305,000	260,000
Subtotal Fund 601	\$ 3,470,171	\$ 3,586,449	\$ 3,438,285	\$ 2,384,740
<u>Self-Insurance Fund (602)</u>				
City Attorney's Office	\$ -	\$ -	\$ -	\$ -
Administrative Services	2,248,440	6,785,216	3,273,664	3,447,925
Non-Departmental	433,823	482,370	4,637,200	333,000
Subtotal Fund 602	\$ 2,682,263	\$ 7,267,586	\$ 7,910,864	\$ 3,780,925
Grand Total	\$ 135,596,185	\$ 136,620,253	\$ 145,155,931	\$ 118,260,787

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

Fund	City Council	City Manager	City Attorney	Finance	Administrative Services	Recreation*
General Fund - 101	\$ 252,196	\$ 1,469,899	\$ 625,150	\$ 2,679,971	\$ 9,713,115	\$ 3,764,307
Gas Tax Fund - 201	-	-	-	-	-	-
Prop 172 Fund - 202	-	-	-	-	-	-
AQMD Fund - 203	-	-	-	-	-	-
HOME Fund - 205	-	781,039	-	-	-	-
CDBG Fund - 207	-	497,899	-	-	-	-
Park Devel Fees Fund - 208	-	-	-	-	-	-
Drainage Fund - 209	-	-	-	-	-	-
SLESF Fund - 213	-	-	-	-	-	-
Traffic Impact Fees Fund - 214	-	-	-	-	-	-
Narcotics & Seizure Fund - 217	-	-	-	-	-	-
Fire System Devel Fund - 218	-	-	-	-	-	-
Capital Outlay Fund - 401	-	-	-	-	-	-
Measure M Fund - 403	-	-	-	-	-	-
Equipment Replacement Fund - 601	-	-	-	-	-	-
Self-Insurance Fund - 602	-	-	-	-	3,447,925	-
Total	\$ 252,196	\$ 2,748,837	\$ 625,150	\$ 2,679,971	\$ 13,161,040	\$ 3,764,307

* Housed under the Administrative Services Department

CITY OF COSTA MESA, CALIFORNIA

Police	Fire	Development Services	Public Services	Non- Departmental	CIP	Total
\$ 40,702,615	\$ 20,088,251	\$ 4,283,752	\$ 14,695,345	\$ 4,133,616	\$ -	\$ 102,408,217
-	-	-	-	-	1,835,000	1,835,000
1,292,521	5,000	-	-	-	-	1,297,521
-	-	-	20,000	-	87,000	107,000
-	-	-	-	-	-	781,039
-	-	301,053	-	-	520,000	1,318,952
-	-	-	-	-	-	-
-	-	-	-	-	200,000	200,000
208,640	-	-	-	-	-	208,640
-	-	-	-	-	-	-
73,000	-	-	-	100,000	-	173,000
-	-	-	-	-	-	-
-	-	-	-	-	172,020	172,020
-	-	-	1,443,733	100,000	2,050,000	3,593,733
-	-	-	2,124,740	260,000	-	2,384,740
-	-	-	-	333,000	-	3,780,925
\$ 42,276,776	\$ 20,093,251	\$ 4,584,805	\$ 18,283,818	\$ 4,926,616	\$ 4,864,020	\$ 118,260,787

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

Description	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Regular Salaries - Sworn	\$ 21,741,397	\$ 23,667,263	\$ 24,345,768	\$ 25,102,740
Regular Salaries - Non-Sworn	21,727,405	22,908,527	23,477,810	22,859,986
Regular Salaries - Part-Time	2,731,036	2,725,450	2,773,245	2,321,998
Overtime	5,796,507	6,705,019	4,734,903	3,452,950
Accrual Payoff - Excess Max.	1,065,573	909,183	949,155	252,719
Vacation/Comp. Time Cash Out	124,222	138,901	275,767	276,954
Holiday Allowance	664,267	700,321	694,301	907,673
Separation Pay-Off	509,204	365,109	-	-
Other Compensation	2,032,910	2,174,365	2,447,797	2,587,300
Cafeteria Plan	4,237,064	4,887,515	4,690,893	5,274,263
Medicare	636,317	711,921	675,066	707,705
Retirement	14,198,814	15,302,921	15,024,502	15,829,264
Longevity	23,269	27,596	20,832	5,448
Professional Development	482,345	538,777	673,943	294,916
Auto Allowance	17,294	18,985	18,000	21,000
Unemployment	78,382	75,956	90,309	97,580
Workers' Compensation	3,398,126	3,552,762	3,828,643	4,173,323
Employer Contr.Retirees' Med.	1,557,186	1,662,992	1,379,480	2,155,752
Salaries & Benefits	\$ 81,021,318	\$ 87,073,563	\$ 86,100,415	\$ 86,321,572
Stationery and Office	\$ 172,052	\$ 182,410	\$ 183,754	\$ 171,250
Multi-Media, Promos, Subscript.	269,230	320,426	379,003	274,620
Small Tools and Equipment	327,306	571,316	630,835	316,978
Uniforms and Clothing	362,108	384,783	401,538	373,640
Safety and Health	337,564	420,689	480,109	454,650
Maintenance and Construction	1,241,934	1,140,590	1,124,985	968,326
Agriculture	61,966	96,241	95,000	77,400
Fuel	690,561	806,006	701,600	751,600
Electricity - Buildings & Fac.	562,517	542,227	690,864	584,400
Electricity - Power	193,610	201,283	180,878	192,000
Electricity - Street Lights	867,338	929,144	804,490	867,000
Gas	42,635	48,346	55,655	46,850
Water - Domestic	66,949	79,683	62,600	83,000
Water - Parks and Parkways	670,529	582,213	790,962	735,000
Waste Disposal	168,683	158,765	195,047	180,769
Janitorial and Housekeeping	345,560	351,939	371,058	357,200
Postage	113,853	100,700	131,075	111,200
Legal Advertising/Filing Fees	232,763	219,276	276,500	302,631
Advertising and Public Info.	44,765	67,742	332,450	26,855
Telephone/Radio/Communications	288,253	409,809	484,240	376,590
Meetings and Conferences	805	1,364	2,000	1,000
Mileage Reimbursement	3,649	4,967	10,090	6,870
Board Member Fees	29,250	28,940	29,500	28,500
Buildings and Structures	439,275	583,652	697,250	77,000
Landscaping and Sprinklers	930,297	1,114,807	1,291,340	1,094,908
Underground Lines	8,331	3,917	5,000	3,000
Automotive Equipment	106,682	121,483	115,000	125,000
Subtotal Maint. & Operations	\$ 8,578,465	\$ 9,472,720	\$ 10,522,823	\$ 8,588,237

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

Description	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Office Furniture	\$ 2,048	\$ 5,202	\$ 11,900	\$ 3,450
Office Equipment	601,711	602,276	624,525	794,947
Other Equipment	831,503	974,252	955,959	902,239
Streets, Alleys and Sidewalks	124,703	162,292	158,000	136,617
Employment	72,319	136,086	54,350	38,735
Consulting	2,838,607	2,838,859	3,556,448	2,701,456
Legal	190,557	166,297	150,000	186,745
Engineering and Architectural	260,224	158,925	169,700	135,000
Financial & Information Svcs.	132,746	171,984	107,803	96,000
Medical and Health Inspection	163,455	160,018	241,000	195,270
Law Enforcement	1,316,132	1,420,499	1,435,580	1,460,436
Recreation	466,327	463,803	463,220	462,440
Principal Payments	3,079,360	4,905,332	4,059,139	2,639,343
Interest Payments	1,259,749	2,321,668	2,242,666	755,273
External Rent	562,132	848,731	623,185	583,100
Grants, Loans and Subsidies	1,887,656	1,153,989	1,146,793	988,382
Depreciation	730,696	756,051	-	-
Central Services	112,422	114,889	168,300	134,940
Internal Rent - Maint. Charges	1,975,280	1,640,952	1,584,995	2,162,397
Internal Rent - Repl.Cost	1,071,398	1,535,661	1,535,662	-
General Liability	1,325,987	3,042,860	2,145,043	2,049,729
Special Liability	143	-	16,790	19,000
Physical Damage	70,777	23,062	25,000	-
Buildings & Personal Property	276,001	265,210	270,000	319,830
Faithful Performance Bonds	7,159	6,128	7,200	8,200
Taxes and Assessments	90,874	113,183	102,784	120,429
Contingency	-	2,988,935	-	-
Other Costs	359,616	2,966	-	-
Relocation	-	4,850	-	-
Operating Transfers Out	1,583,863	4,380,750	2,419,780	1,543,000
Loss on Disposal of Assets	-	145,004	-	-
Maintenance & Operations	\$ 29,971,910	\$ 40,983,434	\$ 34,798,645	\$ 27,025,195
Land	\$ 3,366,338	\$ -	\$ -	\$ -
Landscaping and Sprinklers	32,110	-	-	-
Buildings and Structures	18,533	-	-	-
Automotive Equipment	125,640	200,648	1,762,000	50,000
Office Furniture	129,252	54,838	12,000	-
Office Equipment	124,263	29,071	53,332	-
Other Equipment	942,916	894,650	565,282	-
Fixed Assets	\$ 4,739,052	\$ 1,179,207	\$ 2,392,614	\$ 50,000
Total Operating	\$115,732,279	\$129,236,205	\$123,291,674	\$113,396,767
Capital Improvements	\$ 19,863,907	\$ 7,485,000	\$ 11,150,477	\$ 4,864,020
Total Appropriations	\$135,596,185	\$136,721,205	\$134,442,151	\$118,260,787

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.

	FY 06-07	FY 07-08	FY 08-09	FY 09-10
	Actual	Actual	Adopted	Adopted
Police Protection				
Police Administration - 50001	\$ 3,121,859	\$ 3,342,476	\$ 3,495,095	\$ 3,523,654
Field Area Policing - 10111	16,180,696	16,544,805	18,307,175	18,270,861
Helicopter Patrol - 10112	1,749,719	1,914,064	2,059,559	1,933,381
Traffic Enforcement - 10113	5,449,704	6,349,493	6,432,550	5,784,779
Contract & Special Event Policing - 10114	567,308	629,831	675,911	838,426
Crime Investigation - 10120	3,238,518	3,454,403	3,797,481	3,857,479
Vice and Narcotics - 10125	1,660,766	1,812,801	1,946,379	-
Records / Information Systems - 10131	1,847,380	1,971,216	2,231,445	2,148,998
Crime Scene Inv./Photographic Svcs - 10132	790,300	792,754	847,667	690,618
Training - 10133	658,161	615,001	776,260	1,015,992
Community Services - 10134	189,325	220,642	283,099	257,198
Youth Crime Intervention - 10135	1,291,232	1,710,948	1,861,035	1,643,125
Property and Evidence - 10136	324,152	345,005	400,079	403,702
Jail - 10137	1,128,997	1,230,401	1,332,470	1,335,027
Equipment Maintenance - 10138	49,323	79,789	47,278	51,405
Animal Control - 10139	423,609	620,648	569,625	474,558
RAID - 10143	84,971	180,296	15,218	47,573
Recruitment - 10146	224,244	305,396	371,672	-
Total Police Protection	\$ 38,980,264	\$ 42,119,969	\$ 45,449,999	\$ 42,276,777
Fire Protection				
Fire Administration - 50001	\$ 1,623,297	\$ 1,771,044	\$ 1,883,254	\$ 1,859,598
Operations - 10210	16,030,297	17,943,069	18,402,687	16,528,803
Fire Prevention - 10220	707,726	926,340	862,352	812,458
Emergency Medical Services - 10230	968,313	891,528	1,018,408	892,392
Total Fire Protection	\$ 19,329,633	\$ 21,531,981	\$ 22,166,701	\$ 20,093,251
Other Public Safety Services				
Building Safety - 20410	\$ 2,210,833	\$ 2,257,023	\$ 2,297,563	\$ 1,730,395
Total Other Public Safety Services	\$ 2,210,833	\$ 2,257,023	\$ 2,297,563	\$ 1,730,395
Total Protection of Persons and Property	\$ 60,520,730	\$ 65,908,973	\$ 69,914,263	\$ 64,100,423

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.

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Beautification				
Parkway and Median Maintenance - 20111	\$ 906,445	\$ 982,938	\$ 1,088,299	\$ 976,587
Street Cleaning - 20120	748,079	710,145	854,020	626,530
Graffiti Abatement - 20130	201,600	224,421	230,247	215,899
Park Maintenance - 40111	3,469,549	3,596,662	4,232,815	3,515,489
Park Improvements - 40112	272,026	320,836	316,901	341,500
Total Beautification	\$ 5,597,699	\$ 5,835,002	\$ 6,722,284	\$ 5,676,005
Sanitation				
Recycling - 20230	\$ 62,894	\$ 88,615	\$ 40,000	\$ 39,000
Water Quality - 20510	393,009	410,383	549,907	519,533
Total Sanitation	\$ 455,903	\$ 498,998	\$ 589,907	\$ 558,533
Planning				
Development Services Admin. - 50001	\$ 487,720	\$ 530,570	\$ 536,645	\$ 522,589
Current Planning - 20320	1,186,563	1,293,911	1,275,131	1,131,937
Code Enforcement - 20350	1,079,326	1,054,784	1,218,335	1,175,283
Planning Commission - 20360	30,873	33,152	31,500	24,600
Total Planning	\$ 2,784,482	\$ 2,912,417	\$ 3,061,611	\$ 2,854,410
Housing and Community Development				
Code Enforcement - 20350	\$ 10,893	\$ 19,547	\$ 20,213	\$ 21,458
Public Service Programs - 20421	215,860	193,509	202,341	204,189
Single Family Housing Rehabilitation - 20422	248,801	434,999	350,000	356,976
Neighborhood Improvement Program - 20425	232,336	448,830	518,135	213,910
Neighbors for Neighbors - 20426	96,010	90,724	108,005	-
CDBG Administration - 20427	284,027	258,066	269,787	272,252
HOME Program -20440	86,984	78,298	84,026	95,967
HOME Projects -20445	986,530	-	102,791	114,186
Total Housing & Community Dev	\$ 2,161,441	\$ 1,523,973	\$ 1,655,298	\$ 1,278,938
Total Community Health & Environment	\$ 10,999,525	\$ 10,770,390	\$ 12,029,100	\$ 10,367,886

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.

	FY 06-07	FY 07-08	FY 08-09	FY 09-10
	Actual	Actual	Adopted	Adopted
Administration				
Public Services Admin. - 50001	\$ 1,183,931	\$ 1,089,327	\$ 1,198,526	\$ 1,208,626
Construction Management - 50002	826,134	901,456	968,938	900,202
Total Administration	\$ 2,010,065	\$ 1,990,783	\$ 2,167,464	\$ 2,108,827
Traveled Ways				
Street Maintenance - 30111	\$ 1,270,476	\$ 1,470,913	\$ 1,392,168	\$ 1,196,796
Street Improvements - 30112	649,922	707,370	804,031	772,691
Storm Drain Maintenance - 30121	138,333	127,900	208,331	173,299
Storm Drain Improvements - 30122	378,718	412,254	446,282	433,491
Total Traveled Ways	\$ 2,437,449	\$ 2,718,437	\$ 2,850,811	\$ 2,576,277
Traffic Safety				
Traffic Planning - 30210	\$ 517,687	\$ 577,030	\$ 655,479	\$ 502,178
Traffic Operations - 30241	1,984,623	2,155,389	2,137,770	1,963,081
Signs and Markings - 30243	649,887	738,060	833,755	629,277
Total Traffic Safety	\$ 3,152,197	\$ 3,470,479	\$ 3,627,005	\$ 3,094,536
Total Transportation	\$ 7,599,711	\$ 8,179,699	\$ 8,645,280	\$ 7,779,640

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.

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Community Facilities				
Downtown Recreation Center - 40121	\$ 210,923	\$ 210,722	\$ 250,576	\$ 245,692
Balearic Community Center - 40122	187,427	186,796	218,676	193,556
Neighborhood Community Center - 40123	253,608	286,249	294,001	271,120
Total Community Facilities	\$ 651,958	\$ 683,767	\$ 763,254	\$ 710,368
Community Programs				
Recreation Administration - 50001	\$ 634,576	\$ 653,251	\$ 719,561	\$ 564,728
Aquatics - 40212	175,752	268,636	284,396	233,914
Tennis - 40213	2,114	3,040	28,175	15,750
Adult Sports Basketball and Volleyball - 40214	48,759	44,609	67,350	67,858
Adult Sports Softball - 40215	57,438	66,263	105,994	101,983
Adult Sports Misc/Field Ambassadors - 40216	420,022	421,908	379,901	367,231
Youth Sports Basketball/Cheerleading - 40218	36,229	37,956	47,556	38,809
Youth Sports Football/Cheer/Soccer- 40219	47,506	44,986	46,541	36,528
Senior Citizens - 40231	324,914	330,194	339,235	338,863
Day Camp - 40232	187,278	157,402	200,887	188,650
Playgrounds - 40233	331,977	368,797	391,724	387,775
Costa Mesa Job Center - 40234	3,331	-	-	-
Youth and Family Programs - 40235	17,520	14,288	15,015	-
Teen Programs - 40236	98,883	84,579	153,432	105,756
Concert Programs - 40237	23,933	29,921	33,085	-
Early Childhood - 40241	110,628	119,915	115,726	119,164
Adult Instructional Classes - 40242	119,746	94,309	90,985	91,117
Youth Instructional Classes - 40243	351,364	367,079	336,981	376,575
Special Recreation Events - 40244	26,541	28,260	73,477	-
Mobile Recreation - 40245	67,248	61,103	71,291	-
Total Community Programs	\$ 3,085,759	\$ 3,196,496	\$ 3,501,313	\$ 3,034,700
Total Leisure and Community Services	\$ 3,737,717	\$ 3,880,263	\$ 4,264,567	\$ 3,745,067

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.

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Representation				
City Council - 50110	\$ 330,055	\$ 313,235	\$ 331,553	\$ 296,773
Elections - 50120	73,762	1,008	120,240	-
Parks & Recreation Comm. - 50125	12,502	9,533	8,830	5,100
Child Care and Youth Services - 50140	-	154	355	1,840
Fairview Pk Friend/Comm. - 50145	1,577	151	-	-
Cultural Arts Committee - 50190	5,623	5,537	20,480	4,800
Historic Resources Committee - 50191	2,672	3,357	8,000	7,500
Total Representation	\$ 426,191	\$ 332,975	\$ 489,458	\$ 316,013
Policy Formulation & Implementation				
City Manager - 50210	\$ 995,353	\$ 1,068,382	\$ 1,179,787	\$ 1,084,533
Nondepartmental - 50240	9,787,081	11,621,519	13,523,601	4,926,616
Total Policy Formulation & Implement	\$ 10,782,434	\$ 12,689,901	\$ 14,703,388	\$ 6,011,149
Legal Services				
General Legal Services - 50320	\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150
Total Legal Services	\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150
City Clerk				
City Council Meetings - 50410	\$ 200,178	\$ 258,332	\$ 252,155	\$ 263,175
Public Records - 50420	103,508	81,527	95,572	77,615
Total City Clerk	\$ 303,686	\$ 339,859	\$ 347,726	\$ 340,789
Financial Services				
Finance Administration - 50001	\$ 415,022	\$ 441,718	\$ 433,059	\$ 423,824
Accounting - 50510	749,882	896,932	923,178	841,993
Budget and Research - 50520	297,427	327,944	360,995	365,004
Purchasing - 50530	347,665	416,025	436,824	407,102
Treasury - 50540	711,328	700,150	752,324	642,048
Total Financial Services	\$ 2,521,324	\$ 2,782,769	\$ 2,906,380	\$ 2,679,971

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

(Excludes CIP)

	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>
Personnel Services				
Administrative Services Admin. - 50001	\$ 633,718	\$ 696,095	\$ 680,519	\$ 680,343
Human Resources Administration - 50610	816,892	903,170	1,037,616	705,097
Employee Benefit Administration - 50630	176,970	189,275	264,378	213,572
Post Employment Benefits - 50650	1,171,982	1,298,744	108,147	100,797
Insurance Administration - 50661	399,718	389,831	482,536	468,142
General Liability - 50662	380,980	5,017,465	1,165,038	1,116,300
Workers' Compensation- 50663	1,961,451	1,966,069	2,331,177	2,450,837
Total Personnel Services	<u>\$ 5,541,711</u>	<u>\$ 10,460,649</u>	<u>\$ 6,069,411</u>	<u>\$ 5,735,087</u>
Computer Services				
Computer Operations - 50710	\$ 1,633,472	\$ 1,699,016	\$ 1,954,323	\$ 1,671,773
Computer Systems Development - 50720	1,066,658	1,077,258	1,125,751	1,114,782
Total Computer Services	<u>\$ 2,700,130</u>	<u>\$ 2,776,274</u>	<u>\$ 3,080,073</u>	<u>\$ 2,786,555</u>
Central Services				
Printing and Graphics - 50810	\$ 351,688	\$ 363,260	\$ 361,899	\$ 350,877
Reprographics - 50820	167,251	188,868	203,457	183,436
Mailing and Delivery - 50840	88,767	95,927	100,570	108,785
Total Central Services	<u>\$ 607,706</u>	<u>\$ 648,055</u>	<u>\$ 665,926</u>	<u>\$ 643,097</u>
Maintenance Services				
Maintenance Services Admin. - 50001	\$ 236,311	\$ 270,766	\$ 298,791	\$ 274,360
Facility Maintenance - 50910	2,423,706	2,508,572	2,649,938	1,870,539
Fleet Services - 50920	3,141,882	3,245,784	3,133,285	2,124,740
Total Maintenance Services	<u>\$ 5,801,899</u>	<u>\$ 6,025,122</u>	<u>\$ 6,082,013</u>	<u>\$ 4,269,639</u>
Telecommunications				
Operations - 51010	\$ 2,721,472	\$ 2,986,839	\$ 3,196,433	\$ 2,954,493
Technical Support and Maintenance - 51020	470,926	512,790	372,570	546,907
Cable Television Services - 51030	295,792	292,072	349,298	302,208
Emergency Services - 51040	175,543	193,548	211,667	192,692
Total Telecommunications	<u>\$ 3,663,733</u>	<u>\$ 3,985,249</u>	<u>\$ 4,129,967</u>	<u>\$ 3,996,300</u>
Total General Government Support	<u>\$ 32,874,595</u>	<u>\$ 40,494,930</u>	<u>\$ 39,152,242</u>	<u>\$ 27,403,749</u>

FOUR-YEAR PERSONNEL SUMMARY BY DEPARTMENT

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>City Council</u>				
Council Member	5.00	5.00	5.00	5.00
Total City Council	5.00	5.00	5.00	5.00
<u>City Manager's Office</u>				
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	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 City Manager	-	-	1.00	1.00
Legislative & Public Affairs Manager	1.00	1.00	1.00	1.00
Management Analyst	4.81	4.81	4.81	5.00
Neighborhood Improvement Manager	1.00	1.00	1.00	1.00
Office Specialist II	2.00	2.00	2.00	2.00
Secretary to the City Manager	1.00	1.00	-	-
Total City Manager's Office	15.81	15.81	15.81	16.00
<u>Finance Department</u>				
Director of Finance	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist I	2.00	1.00	1.00	1.00
Accounting Specialist II	4.00	4.00	4.00	4.00
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	1.00	1.00
Budget Specialist	-	1.00	1.00	1.00
Business License Inspector	1.00	1.00	1.00	1.00
Buyer	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
Grant Administrator	1.00	1.00	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	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
Total Finance Department	23.00	23.00	23.00	23.00
<u>Administrative Services Department</u>				
Administrative Services Director	1.00	1.00	1.00	1.00
Administrative Secretary	4.00	3.00	3.00	3.00
Assistant Recreation Supervisor	-	2.00	2.00	2.00
Benefits Coordinator	1.00	1.00	1.00	1.00
Central Services Supervisor	1.00	1.00	1.00	1.00
Communications Installer	1.00	1.00	1.00	1.00
Communications Officer	15.00	15.00	15.00	15.00

**FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Administrative Services Department (continued)</u>				
Communications Supervisor	3.00	3.00	3.00	3.00
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	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
Graphics Designer	2.00	2.00	2.00	2.00
Human Resources Administrator	-	2.00	2.00	2.00
Human Resources Analyst	-	3.00	3.00	3.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Secretary	-	1.00	1.00	1.00
Information Technology Manager	-	-	1.00	1.00
Management Analyst	3.00	1.00	1.00	1.00
Management Information Services Manager	1.00	1.00	-	-
Messenger	1.00	1.00	1.00	1.00
Network Administrator	5.00	5.00	5.00	5.00
Office Specialist II	4.00	4.00	4.00	4.00
Offset Press Operator II	1.00	1.00	1.00	1.00
Personnel Administrator	1.00	-	-	-
Personnel Technician	1.00	-	-	-
Principal Human Resources Analyst	-	1.00	1.00	1.00
Principal Personnel Analyst	1.00	-	-	-
Programmer Analyst I	1.00	1.00	1.00	1.00
Programmer Analyst II	2.00	2.00	2.00	2.00
Recreation Coordinator	5.00	2.00	2.00	2.00
Recreation Manager	1.00	1.00	1.00	1.00
Recreation Specialist	-	1.00	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00	2.00
Risk Administrator	1.00	-	-	-
Senior Communications Officer	3.00	3.00	3.00	3.00
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	1.00
Video Production Specialist	1.00	1.00	1.00	1.00
Total Administrative Services Department	74.00	74.00	74.00	74.00
<u>Police Department</u>				
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	2.00	2.00
Community Services Specialist	15.00	15.00	15.00	15.00
Corporal	10.00	10.00	9.00	2.00
Crime Analyst	1.00	1.00	1.00	1.00
Crime Prevention Specialist	2.00	2.00	2.00	2.00
Crime Scene Investigator Supervisor	1.00	1.00	1.00	1.00
Crime Scene Specialist	5.00	5.00	5.00	5.00

**FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT**

	FY 06-07	FY 07-08	FY 08-09	FY 09-10
	Actual	Actual	Adopted	Adopted
<u>Police Department (continued)</u>				
Custody Officer	11.00	11.00	11.00	11.00
Executive Secretary	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Office Specialist II	3.00	4.00	4.00	4.00
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	4.00	4.00
Police Helicopter Sergeant	1.00	1.00	1.00	1.00
Police Lieutenant	8.00	8.00	8.00	8.00
Police Officer	92.00	98.00	101.00	108.00
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	24.00	24.00	25.00	25.00
Police Training Assistant	1.00	1.00	1.00	1.00
Police Training Administrator	1.00	1.00	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	20.00	16.00	13.00	13.00
Senior Police Records Technician	18.00	18.00	18.00	18.00
Total Police Department	237.00	240.00	240.00	240.00
<u>Fire Department</u>				
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
Deputy Fire Chief/Operations	1.00	2.00	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
Fire Captain	25.00	25.00	24.00	24.00
Fire Division Chief/Fire Marshal	1.00	-	-	-
Fire Engineer	24.00	24.00	24.00	24.00
Fire Protection Analyst	2.00	2.00	2.00	2.00
Fire Protection Specialist	2.00	2.00	2.00	2.00
Firefighter	48.00	48.00	48.00	48.00
Management Analyst	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00
Total Fire Department	111.00	111.00	111.00	111.00
<u>Development Services Department</u>				
Dev Svcs Director - Deputy City Manager	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	1.00	1.00
Assistant Planner	2.00	2.00	2.00	2.00
Associate Planner	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Building Official	1.00	1.00	1.00	1.00

**FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Development Services Department (continued)</u>				
Building Technician	1.00	1.00	1.00	1.00
Building Technician II	1.00	1.00	1.00	1.00
Chief of Code Enforcement	1.00	1.00	1.00	1.00
Chief of Inspection	1.00	1.00	1.00	1.00
Chief Plans Examiner	1.00	1.00	1.00	1.00
Code Enforcement Officer	8.00	8.00	8.00	8.00
Combination Building Inspector	1.00	1.00	1.00	1.00
Combination Inspector***	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
Office Coordinator	1.00	1.00	1.00	1.00
Office Specialist II	6.00	6.00	6.00	6.00
Permit Processing Specialist	1.00	1.00	1.00	1.00
Plan Check Engineer	2.00	2.00	2.00	2.00
Plan Checker	1.00	1.00	1.00	1.00
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	1.00
Total Development Services Department	43.00	43.00	43.00	43.00
<u>Public Services Department</u>				
Director of Public Services	1.00	1.00	1.00	1.00
Administrative Secretary	2.00	3.00	3.00	3.00
Assistant Engineer	6.00	6.00	6.00	6.00
Assistant Street Superintendent	1.00	1.00	1.00	1.00
Associate Engineer	3.00	3.00	3.00	3.00
Chief Construction Inspector	1.00	1.00	1.00	1.00
City Engineer	1.00	1.00	1.00	1.00
Construction Inspector	2.00	2.00	2.00	2.00
Engineering Technician I	1.00	1.00	1.00	1.00
Engineering Technician II	5.00	5.00	5.00	5.00
Engineering Technician III	3.00	3.00	3.00	3.00
Equipment Mechanic II	3.00	3.00	3.00	3.00
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	3.00	3.00
Lead Equipment Mechanic	1.00	1.00	-	-
Lead Facilities Maintenance Technician	1.00	1.00	-	-
Lead Maintenance Worker	8.00	8.00	8.00	8.00
Maintenance Services Manager	1.00	1.00	1.00	1.00
Maintenance Supervisor	3.00	3.00	5.00	5.00
Maintenance Worker	19.00	19.00	19.00	19.00
Management Analyst	1.19	1.19	1.19	1.00
Office Specialist I	1.00	1.00	1.00	1.00
Office Specialist II	2.00	1.00	1.00	1.00

**FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Public Services Department</u> (continued)				
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	18.00	19.00	19.00	19.00
Transportation Services Manager	1.00	1.00	1.00	1.00
Total Public Services Department	98.19	99.19	99.19	99.00
Total Full-time Employees	607.00	611.00	611.00	611.00
<u>Part-time Employees FTE's (Full-time Equivalents)</u>				
City Council	0.50	0.50	0.50	0.50
City Manager's Office	0.75	0.75	0.75	-
Finance Department	0.67	1.42	1.42	1.42
Administrative Services Department	51.19	50.66	52.21	42.68
Police Department	21.73	22.73	26.75	14.63
Fire Department	2.40	1.92	1.92	1.92
Development Services Department	2.00	2.00	2.00	1.50
Public Services Department	9.71	9.71	9.71	9.96
Total Part-time FTE's	88.95	89.69	95.26	72.61

SUMMARY OF APPROVED REPLACEMENT VEHICLES
FISCAL YEAR 2009-10

Unit	Description		Green Purchase Price
	Current Vehicle	Requested Vehicle	
tbd	Patrol Unit	Patrol Unit	\$ 25,000
tbd	Patrol Unit	Patrol Unit	25,000
	Total Police Field Operations		\$ 50,000
	Total Approved Replacement Vehicles		\$ 50,000

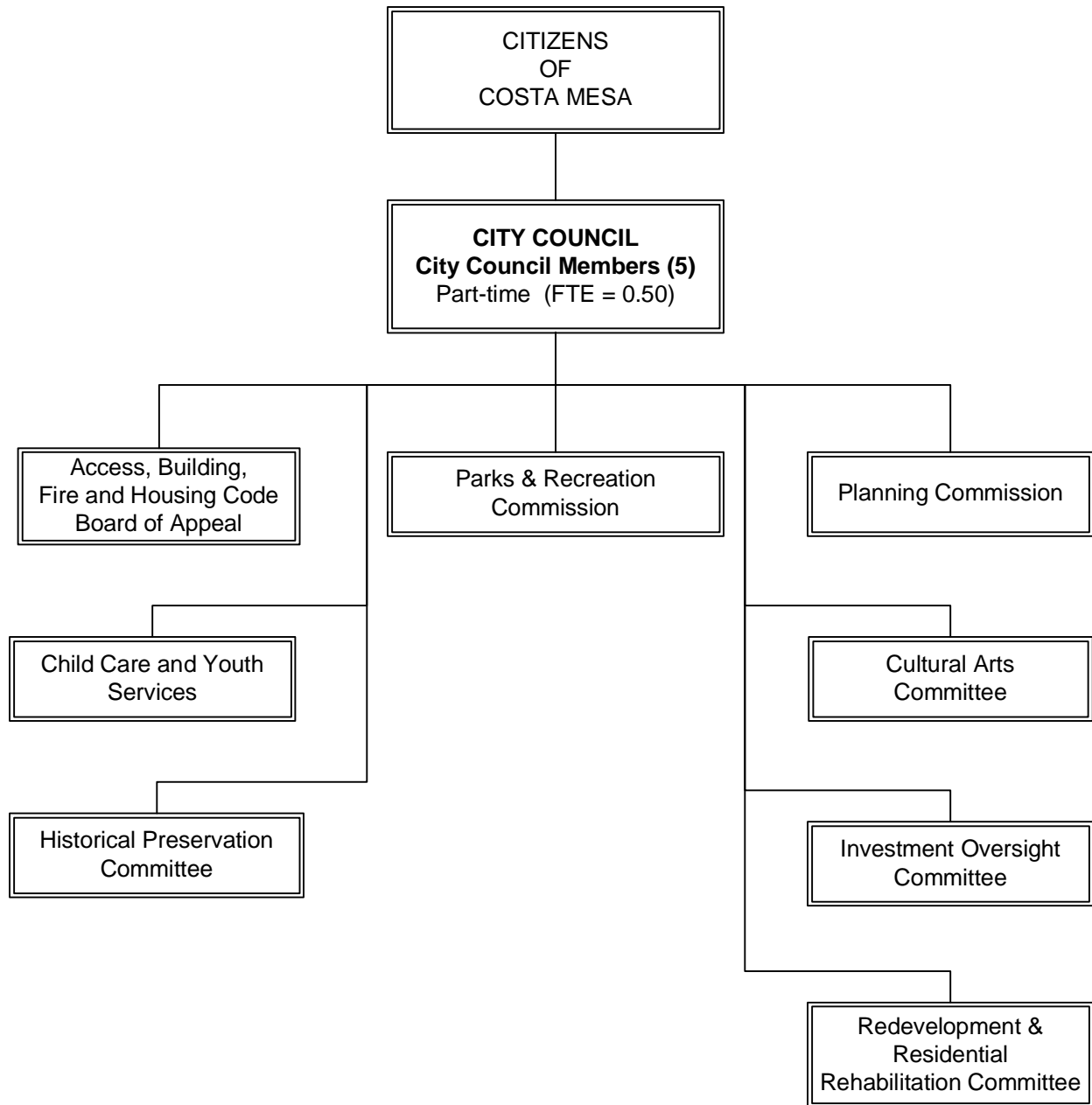
SUMMARY OF APPROVED MAINTENANCE PROJECTS
FISCAL YEAR 2009-10

Facility	Proposed Project Description	Cost
Various Locations	Install backflow protection cages (5)	\$ 5,000
	Replace benches, tables and trashcans	5,000
	Replace deteriorated irrigation controller/cabinets (10)	12,500
	Total Approved Maintenance Projects	\$ 22,500

SUMMARY OF APPROVED CAPITAL IMPROVEMENT PROJECTS
FISCAL YEAR 2009-2010

Improvement Category	Total
Street Maintenance	
CDBG Alley Improvement - Anaheim Avenue	\$ 110,000
Citywide Unimproved Alley - Knox Place	235,000
Street Improvement	
CDBG Street Improvement - Center Street	410,000
Citywide Street Improvements	3,000,000
Storm Drain Improvement	
Walnut Street Storm Drain Improvements	200,000
Curbs and Sidewalks	
New Sidewalk / Missing Link	100,000
Parkway Improvements	250,000
Sidewalk Repair	50,000
Traffic Operations	
Placentia / 17th Signal Improvements	117,020
Signal / CCTV Improvement Project	317,000
Facilities Maintenance	
Fire Station #1 Fuel Leak Remediation	75,000
Total FY 09-10 Approved Capital Improvement Projects	<u><u>\$ 4,864,020</u></u>

CITY COUNCIL ORGANIZATION CHART



CITY COUNCIL

The City Council is a General Government Support function. There are five Council Members supported by one part-time clerical position. Each year, the Council Members 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 09-10 adopted budget for the City Council is \$252,196, a decrease of \$32,444 or -11.40% as compared to the adopted budget for FY 08-09. The decrease is primarily attributed to miscellaneous reductions in various maintenance and operation accounts.

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.

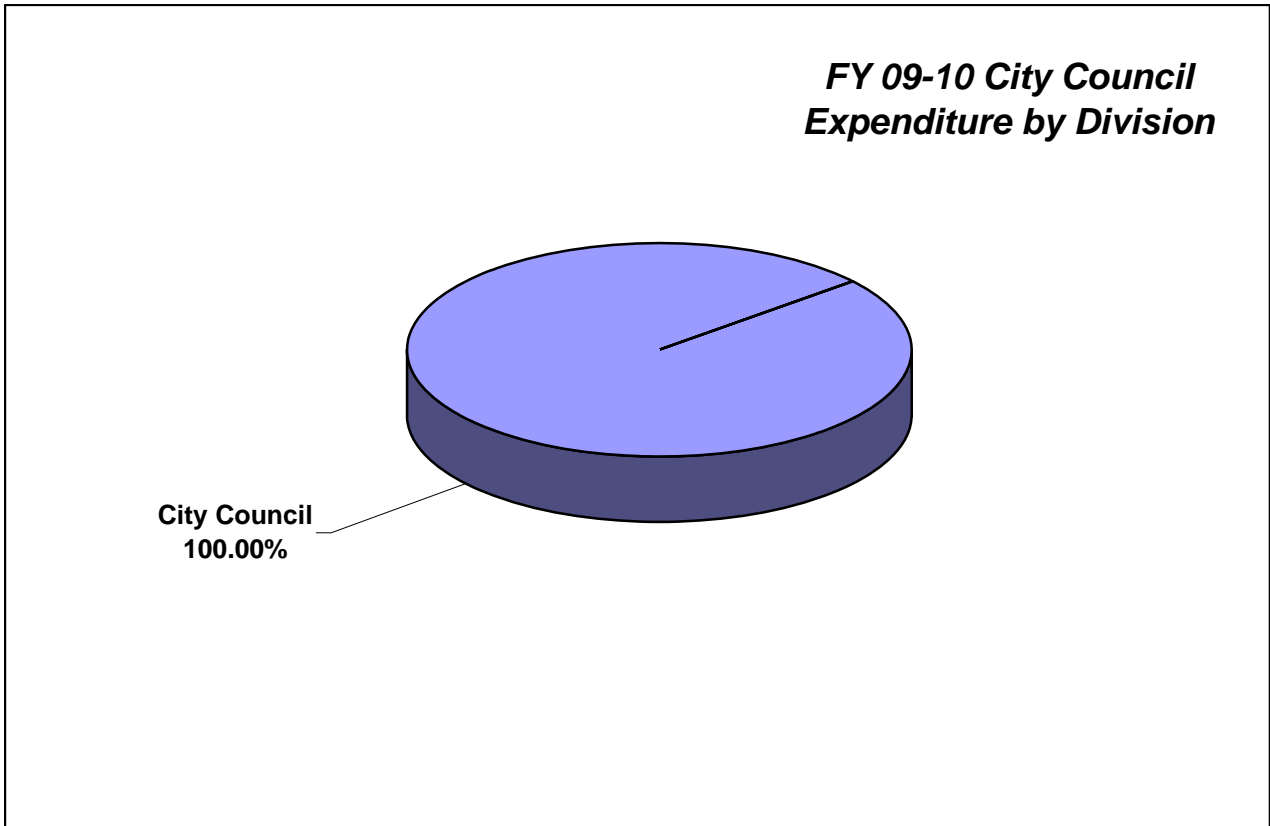


**CITY COUNCIL
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>City Council - 10100</u>				
Council Member	5.00	5.00	5.00	5.00
<i>Subtotal City Council - 50110</i>	5.00	5.00	5.00	5.00
Total Department Full-time Positions	5.00	5.00	5.00	5.00
Total Department Part-time Positions (in FTE's)	0.50	0.50	0.50	0.50
TOTAL DEPARTMENT	5.50	5.50	5.50	5.50

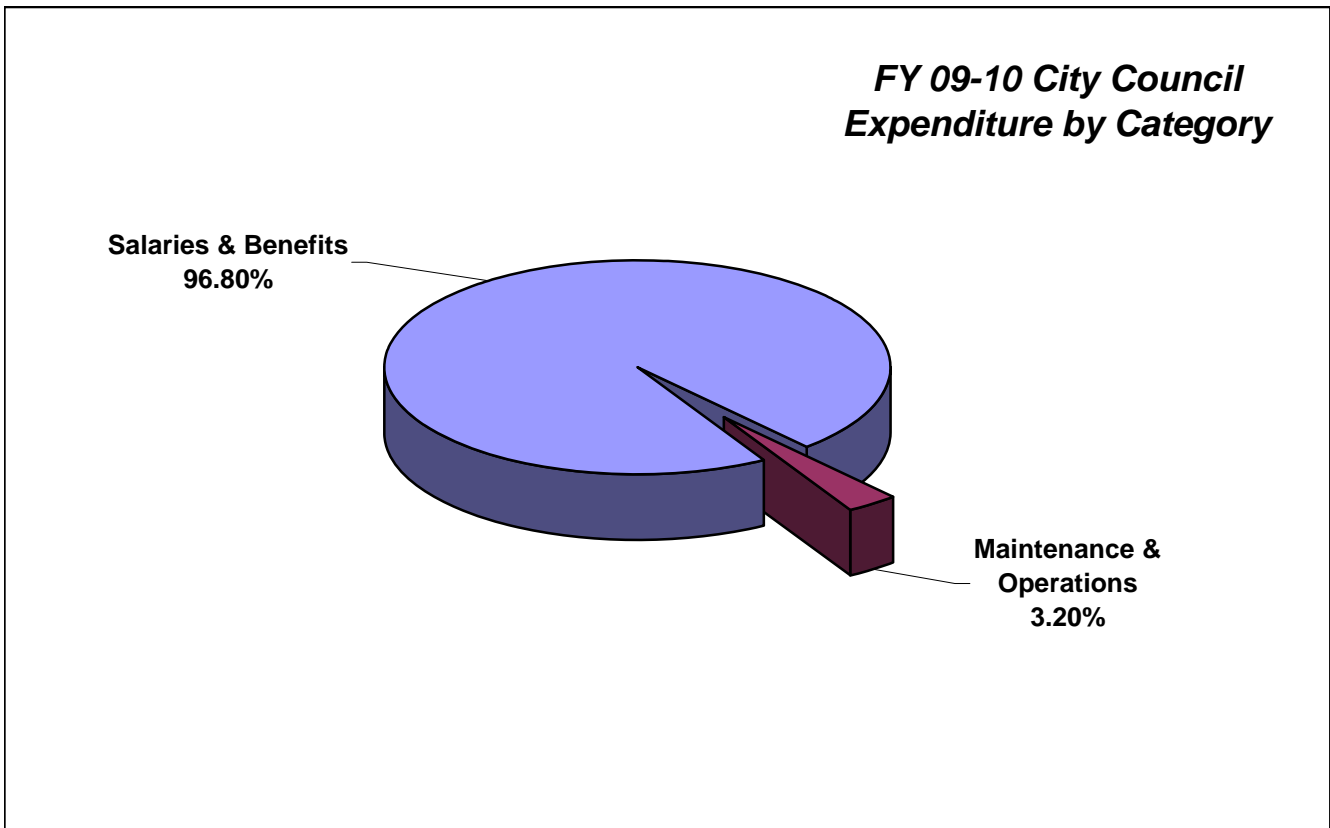
**CITY COUNCIL
EXPENDITURE SUMMARY BY DIVISION**

<u>Expenditure by Division:</u>	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
City Council - 10100	\$ 288,980	\$ 269,435	\$ 284,640	\$ 252,196	-11.40%
Total Expenditures	\$ 288,980	\$ 269,435	\$ 284,640	\$ 252,196	-11.40%



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

	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 226,437	\$ 246,320	\$ 256,801	\$ 244,121	-4.94%
Maintenance & Operations	39,567	23,115	27,839	8,075	-70.99%
Fixed Assets	22,976	-	-	-	0.00%
Total Expenditures	\$ 288,980	\$ 269,435	\$ 284,640	\$ 252,196	-11.40%



	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent of Total</u>
<u>Funding Sources:</u>					
General Fund - 101	\$ 288,980	\$ 269,435	\$ 284,640	\$ 252,196	100.00%
Total Funding Sources	\$ 288,980	\$ 269,435	\$ 284,640	\$ 252,196	100.00%

CITY OF COSTA MESA, CALIFORNIA

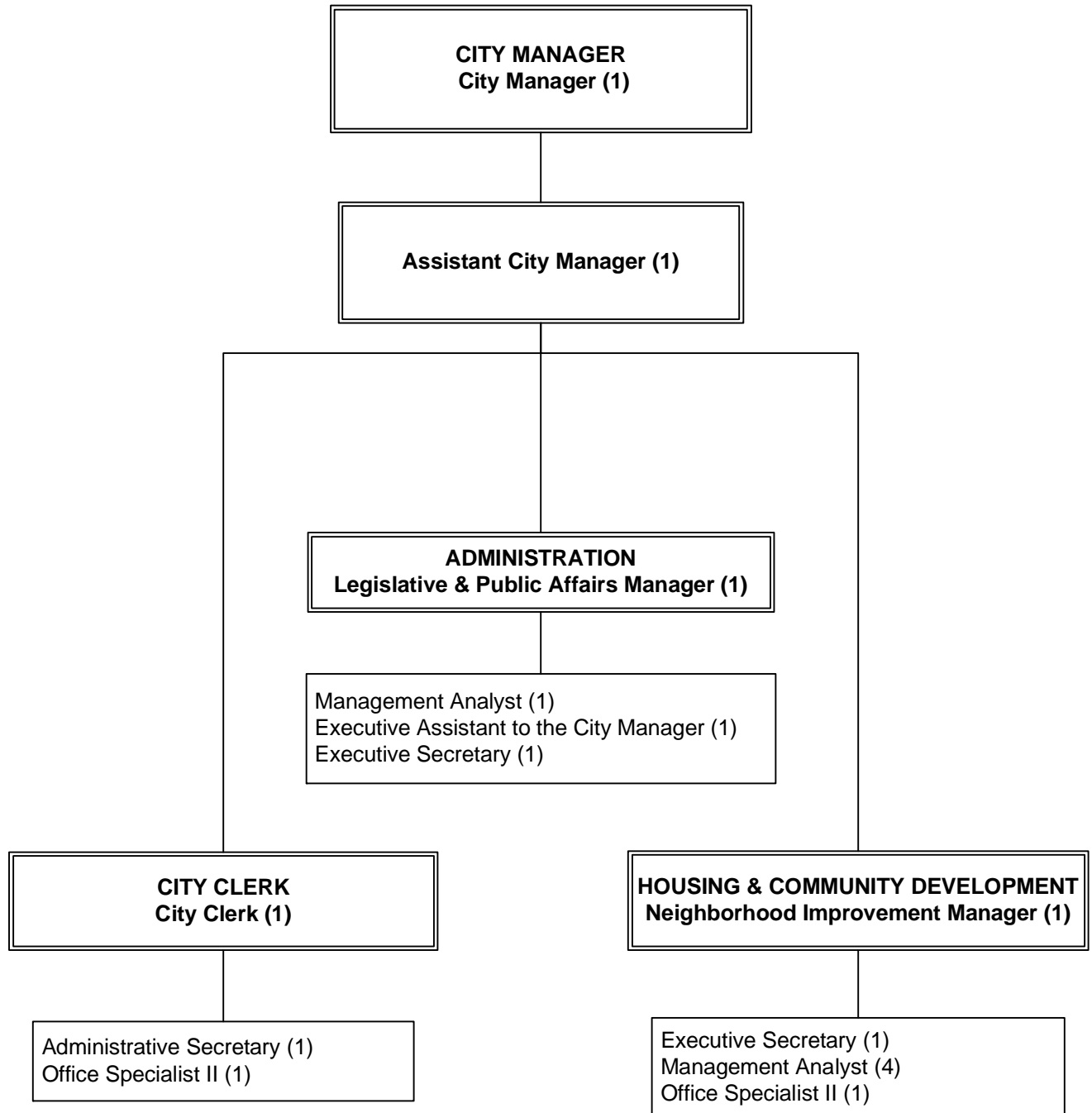
**CITY COUNCIL
EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account #	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Chg
Regular Salaries - Non Sworn	501200	\$ 54,521	\$ 57,103	\$ 57,120	\$ 57,120	0%
Regular Salaries - Part time	501300	17,431	19,837	20,613	21,766	6%
Cafeteria Plan	505100	78,827	86,100	89,425	89,490	0%
Medicare	505200	2,024	2,062	1,127	1,144	1%
Retirement	505300	7,979	9,538	8,452	8,999	6%
Professional Development	505500	65,656	71,681	80,064	65,602	-18%
Subtotal Salaries & Benefits		\$ 226,437	\$ 246,320	\$ 256,801	\$ 244,121	-5%
Stationery and Office	510100	\$ 826	\$ 809	\$ 1,350	\$ 1,250	-7%
Multi-Media, Promotions and Subs	510200	1,182	1,524	2,439	2,900	19%
Small Tools and Equipment	510300	388	3,395	5,200	500	-90%
Uniform & Clothing	510400	237	53	1,250	1,000	-20%
Postage	520100	2,939	508	1,000	600	-40%
Advertising and Public Info.	520300	13,000	13,000	13,500	-	-100%
Telephone/Radio/Communications	520400	858	1,781	1,500	500	-67%
Board Member Fees	520800	450	540	-	-	0%
Office Equipment	525700	150	150	300	375	25%
Consulting	530200	17,702	-	-	-	0%
Central Services	535800	1,833	1,354	1,300	950	-27%
Other Costs	540900	1	1	-	-	0%
Subtotal Maintenance & Operations		\$ 39,567	\$ 23,115	\$ 27,839	\$ 8,075	-71%
Office Furniture	590600	\$ 20,977	\$ -	\$ -	\$ -	0%
Office Equipment	590700	1,999	-	-	-	0%
Subtotal Fixed Assets		\$ 22,976	\$ -	\$ -	\$ -	0%
Total Expenditures		\$ 288,980	\$ 269,435	\$ 284,640	\$ 252,196	-11%

**CITY COUNCIL
EXPENDITURE SUMMARY BY PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
CITY COUNCIL - 10100					
City Council - 50110					
Salaries & Benefits	\$ 226,437	\$ 246,320	\$ 256,801	\$ 244,121	-5%
Maintenance & Operations	39,567	23,115	27,839	8,075	-71%
Fixed Assets	22,976	-	-	-	0%
Subtotal City Council	\$ 288,980	\$ 269,435	\$ 284,640	\$ 252,196	-11%
Total Expenditures	\$ 288,980	\$ 269,435	\$ 284,640	\$ 252,196	-11%

**CITY MANAGER'S OFFICE
ORGANIZATION CHART**



CITY MANAGER'S OFFICE

The City Manager's Office is a General Government Support function. The Department has 16 full-time staff members composed of five management, six professional and five clerical positions, plus one part-time administrative intern and one part-time clerical staff member. 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 Manager - 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.

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.

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.

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.

CITY MANAGER'S OFFICE

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.

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.

BUDGET NARRATIVE

The FY 09-10 adopted budget for the City Manager's Office, including the City Clerk's Office, is \$2,748,837, a decrease of \$601,127 or -17.94%, compared to the adopted budget for FY 08-09. The decrease reflects a minimum 5% from FY 08-09, as directed by City Council. In the City Manager/Administration Division, the decreases include a hold on the refilling the part-time Intern position; reduction in the Professional Development accounts and other miscellaneous maintenance and operation accounts. In the City Clerk's Division, the decreases include a reduction in overtime; legal advertising and consulting services.

The City Manager's Office also oversees the Housing & Community Development (HCD) program. The proposed budget for HCD reflects the total Housing and Urban Development (HUD) entitlement of \$1,361,264 for CDBG and \$761,235 for the HOME programs. Both the CDBG and HOME funds have prior years' program income to support the additional program costs beyond the HUD entitlements. The CDBG entitlement will also fund several hundred thousand dollars of various capital improvement projects as listed in the Capital Improvement Section of the budget document.

CITY MANAGER'S OFFICE

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.
- 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. Prepared over 80 letters on bills and legislative issues to area legislators, state bill authors, and the Governor.
- 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.
- Per direction of City Council, established City sponsorship program of the 1/5, United States Marine Corps, providing assistance to the 1/5 Support Group for their fundraising events for the unit.
- Completed the City's Tow Policy Guidelines and Requirements and the applicable Municipal Code section updates, the Police Towing Services RFP and process, forms and contract for selected vendors of the 5-year contract.
- Assisted the Police Department with the review of the current Animal Shelter services contract, evaluated other service providers, determined current and future needs for shelter services, and prepared and executed the 3-year contract for Animal Care Shelter services with the Orange County Humane Society.
- Established a PIO team comprised of City department representatives to assist in; building upon and improving the City's image, maintaining and fostering our working relationship with the media, coordinating information during an emergency/disaster and overall coordination of the public information function.
- Supported the Costa Mesa Library Foundation and Costa Mesa Friends of the Library in reviewing and planning for future library services needs.
- Installed High Density Storage Units in the City Clerk's Active and Inactive Records Vaults and migrated all active files to the Muff Filing System.
- Installed two new legal notice posting boards at the entrances of the Council Chamber.
- Completed the review of the City Clerk's Records Retention Schedule.
- Successfully conducted the General Municipal Election for two Council seats.
- Hosted two successful Neighbors for Neighbors events involving the coordination of more than 800 volunteers, raising \$43,000 in cash and in-kind donations, to assist with the beautification of 12 area homes and Canyon Park.
- Completed 3 due diligence items for Bethel Towers, including ADA, structural analysis, and a finance feasibility report. Began negotiations with Bethel Towers manager.
- Administered and monitored 15 public service grants to local non-profit providers successfully.
- Completed inspections and re-certifications of 66 units in Costa Mesa.
- Completed 7 rehab loans and 45 rehab grants.
- Completed RFP process for housing consulting services, resulting in hiring of the Fair Housing Foundation.
- Completed 2 First Time Home Buyer Loans.
- Responded to 148 homeless or affordable housing assistance inquiries.

CITY MANAGER'S OFFICE

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.
- Maintain accurate records of official documents of the City; publish City legal notices as required by law.
- Complete review of City's records retention schedule.
- 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.
- Administer the American Reinvestment and Recovery Act (ARRA) programs in an expedient manner in order to implement stimulus programs

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 and 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.
- 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.
- 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.
- Notify concerned persons of City Council action within seven working days following Council meetings.
- 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.
- Conduct housing strategy and reallocate Bethel Towers, HOME and Ancillary funds.
- Conduct housing strategy for use with Implementation Plan and consolidated based on input from the community.
- Design CDBG energy grant program.
- Implement 3-Party Agreement for Neighborhood Stabilization Program (NSP) I with Fullerton, La Habra and Costa Mesa.
- Begin implementation of Homeless Prevention & Rapid Recovery (HPRP) program. Conduct RFP, evaluations, enter into a PSA with two HPRP non profits and begin HPRP program implementation no later than February 2010.
- Work with new management of Costa Mesa Village to implement contract requirements and conduct inspections and financial monitoring.
- Complete RFP process, developer evaluations, negotiate Exclusive Right, and commit all NSP funds by March 2010.

CITY MANAGER'S OFFICE

Performance Measures/Workload Indicators:	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
<u>Performance Measures:</u>			
Percentage of complaint responses provided within 10 business days:	70%	85%	85%
Completed City Council minutes by the following Council meeting:	78%	100%	100%
Public record requests to the City Clerk responded to within prescribed time:	89%	98%	100%
Number of residents served via Public Services programs:	2,383	2,800	3,000
Fair Housing Foundation referrals for service:	*	*	540
Cal Home loans underway:	*	*	3
Single Family Grants completed:	*	*	46
Single Family Homes completed:	*	*	8
Neighbors For Neighbors events completed:	*	*	2
First Time Home Buyer loans:	*	*	1
Consolidated Plan & RDA Implementation Plan adopted:	*	*	2
Completed mandated monitoring of projects:			
a. Housing quality standard inspections of rental units	*	*	49
b. Recerts of Rental Units	*	*	162
c. Occupancy monitoring of first time home buyer loans	*	*	36
d. Residual Receipts Monitoring	*	*	6
e. Occupancy monitoring of owner- occupied Rehab units?	*	*	2
f. Occupancy monitoring of rental rehab units	*	*	2
Percentage of Housing portion of State Controller's report completed:	*	*	100%
Complete Bethel Towers property inspection report, ADA, financial & structural analysis:	*	100%	--
<u>Workload Indicators:</u>			
Number of correspondence letters prepared on legislation:	29	28	40
Number of complaints requiring formal written response (including email letters):	23	30	200
Number of weekly informal complaints/inquiries received/processed:	352	265	515
Press releases & information pieces processed:	81	82	130 (10)
Number of Council requests and projects processed:	158	130	1,108(10)
Number of proclamations, certificates, speeches, tours, response/ congratulatory letters prepared and other Council-related support activities:	*	*	324
Number of formal and informal records requests processed:	6,187	1,800	5,800
Number of requests for homeless and/or affordable housing assistance processed/responded to:	*	*	148
Number of FTHB/Rehab loan payoffs and subordinations:	*	*	8
Apply for Neighborhood Stabilization Program funds from State HCD for purchase of foreclosed properties:	*	*	2

*new item. prior year's data not available

**CITY MANAGER'S OFFICE
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>City Manager - 11100</u>				
Executive Secretary	0.50	0.50	0.50	0.50
<i>Subtotal City Council - 50110</i>	0.50	0.50	0.50	0.50
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00	0.88
Executive Secretary	0.50	0.50	0.50	0.50
Executive Assistant to the City Manager	-	-	1.00	1.00
Legislative & Public Affairs Manager	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.33
Secretary to the City Manager	1.00	1.00	-	-
<i>Subtotal City Manager - 50210</i>	5.50	5.50	5.50	5.71
Total City Manager Full-time Positions	6.00	6.00	6.00	6.21
Total City Manager Part-time Positions (in FTE's)	0.75	0.75	0.75	-
<u>City Clerk - 11200</u>				
City Clerk	0.10	-	0.10	-
Administrative Secretary	0.10	-	0.10	-
Office Specialist II	0.10	-	0.10	-
<i>Subtotal Elections - 50120</i>	0.30	-	0.30	-
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	0.70	0.80
<i>Subtotal City Council Meetings - 50410</i>	2.10	2.40	2.10	2.40
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	0.20	0.20
<i>Subtotal Public Records - 50420</i>	0.60	0.60	0.60	0.60
Total City Clerk Full-time Positions	3.00	3.00	3.00	3.00
<u>Housing & Community Development - 11310/11320</u>				
Executive Secretary	0.05	0.05	0.05	0.05
Office Specialist II	0.10	0.21	0.21	0.21
<i>Subtotal Code Enforcement - 20350</i>	0.15	0.26	0.26	0.26
Management Analyst	-	-	0.90	0.73
<i>Subtotal Neighborhood Improvement - 20425</i>	-	-	0.90	0.73
Assistant City Manager	-	-	-	0.03
Neighborhood Improvement Manager	0.05	0.05	0.05	0.05
Management Analyst	0.55	0.55	0.55	0.49
<i>Subtotal Neighbors for Neighbors - 20426</i>	0.60	0.60	0.60	0.57

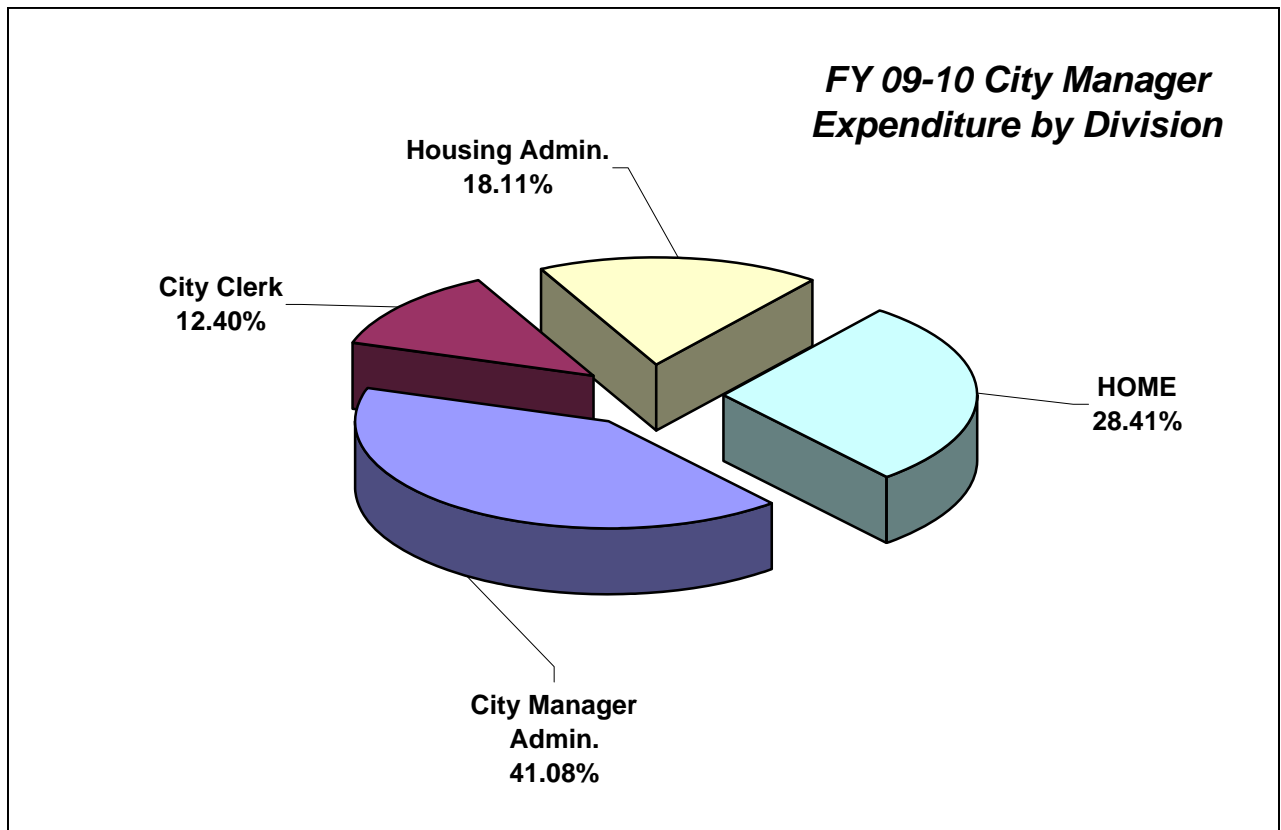
**CITY MANAGER'S OFFICE
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Housing & Community Development (continued)</u>				
Neighborhood Improvement Manager	0.25	0.25	0.25	0.25
Executive Secretary	0.15	0.15	0.15	0.15
Management Analyst	0.84	0.60	0.60	0.60
<i>Subtotal CDBG Administration - 20427</i>	<u>1.24</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Neighborhood Improvement Manager	0.25	0.25	0.25	0.25
Executive Secretary	0.05	0.05	0.05	-
Management Analyst	0.19	0.14	0.14	0.07
Office Specialist II	0.43	0.21	0.21	0.21
<i>Subtotal HOME Administration - 20440</i>	<u>0.92</u>	<u>0.65</u>	<u>0.65</u>	<u>0.53</u>
Assistant City Manager	-	-	-	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>0.90</u>	<u>0.90</u>	<u>0.95</u>
Management Analyst	1.88	2.12	1.22	1.38
Office Specialist II	0.47	0.58	0.58	0.58
<i>Subtotal RDA Low/Mod Projects - 60300</i>	<u>2.35</u>	<u>2.70</u>	<u>1.80</u>	<u>1.96</u>
Assistant City Manager	-	-	-	0.04
Neighborhood Improvement Manager	0.30	0.30	0.30	0.30
Executive Secretary	0.15	0.15	0.15	0.20
Management Analyst	0.20	0.25	0.25	0.25
<i>Subtotal RDA Low/Mod Administration - 60500</i>	<u>0.65</u>	<u>0.70</u>	<u>0.70</u>	<u>0.79</u>
Total Housing & Comm Devel Full-time Positions	6.81	6.81	6.81	6.79
Total HCD Part-time Positions (in FTE's)	-	-	-	-
Total Department Full-time Positions	15.81	15.81	15.81	16.00
Total Department Part-time Positions (in FTE's)	0.75	0.75	0.75	-
TOTAL DEPARTMENT	<u>16.56</u>	<u>16.56</u>	<u>16.56</u>	<u>16.00</u>

*Additional personnel for this program are included in Development Services

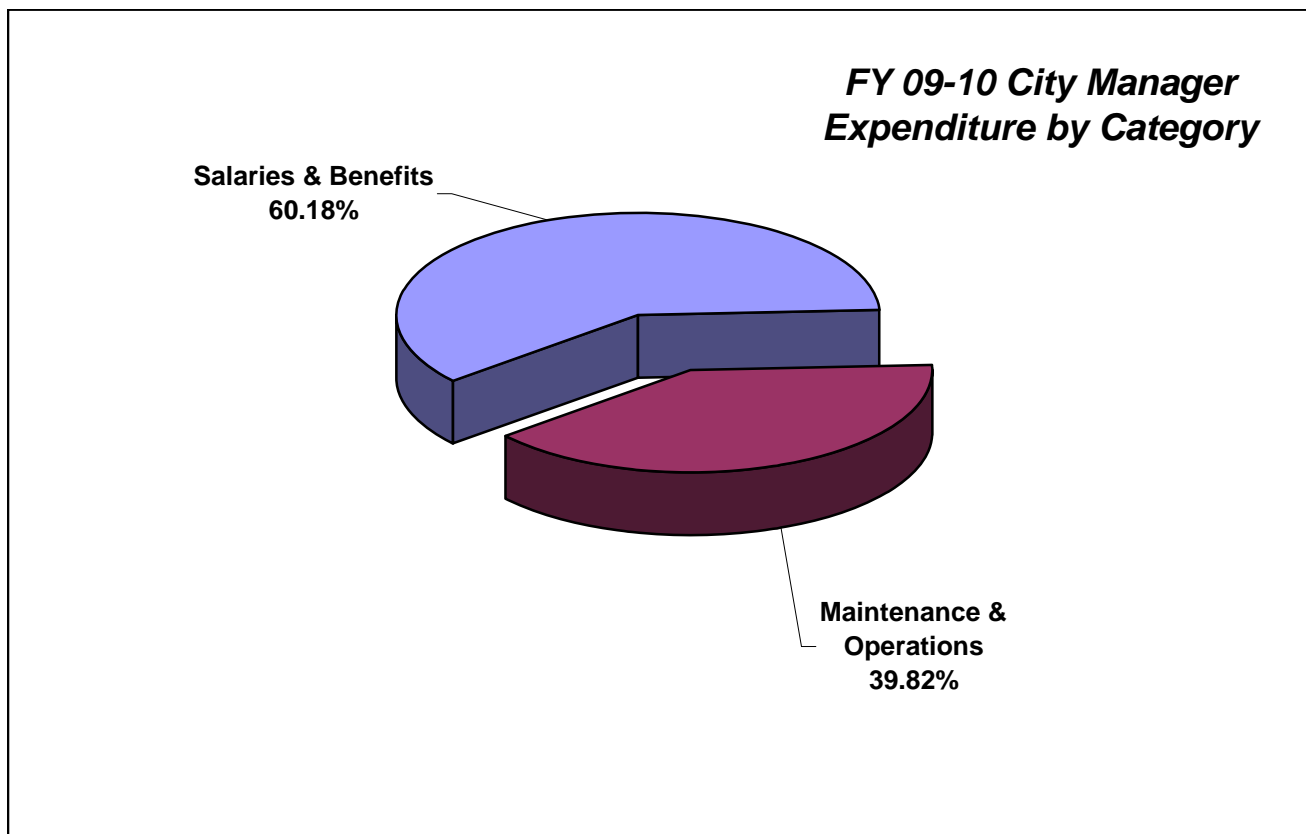
**CITY MANAGER'S OFFICE
EXPENDITURE SUMMARY BY DIVISION**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Division:</u>					
City Manager Admin. - 11100	\$ 1,038,005	\$ 1,112,333	\$ 1,226,700	\$ 1,129,110	-7.96%
City Clerk - 11200	378,970	340,867	467,967	340,790	-27.18%
Housing Admin. - 11310	606,789	561,847	600,346	497,899	-17.06%
HOME - 11320	1,554,651	962,127	1,054,952	781,039	-25.96%
Total Expenditures	\$ 3,578,415	\$ 2,977,175	\$ 3,349,964	\$ 2,748,837	-17.94%



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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 1,562,322	\$ 1,667,035	\$ 1,835,565	\$ 1,654,305	-9.87%
Maintenance & Operations	2,014,571	1,310,140	1,509,399	1,094,532	-27.49%
Fixed Assets	1,523	-	5,000	-	-100.00%
Total Expenditures	\$ 3,578,415	\$ 2,977,175	\$ 3,349,964	\$ 2,748,837	-17.94%



	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent of Total
<u>Funding Sources:</u>					
General Fund - 101	\$ 1,416,975	\$ 1,453,201	\$ 1,694,667	\$ 1,469,899	53.47%
HOME Fund - 205	1,554,651	962,127	1,054,952	781,039	28.42%
CDBG Fund - 207	606,789	561,847	600,346	497,899	18.11%
Total Funding Sources	\$ 3,578,415	\$ 2,977,175	\$ 3,349,964	\$ 2,748,837	100.00%

CITY OF COSTA MESA, CALIFORNIA

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

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Regular Salaries - Non Sworn	501200	\$ 1,066,983	\$ 1,151,907	\$ 1,224,362	\$ 1,132,439	-8%
Regular Salaries - Part time	501300	51,249	22,281	18,424	-	-100%
Overtime	501400	15,428	13,392	27,523	11,208	-59%
Accrual Payoff - Excess Maximum	501500	6,759	6,032	7,180	7,200	0%
Vacation/Comp. Time Cash Out	501600	-	3,923	-	-	0%
Holiday Allowance	501700	4,597	6,055	5,420	7,000	29%
Separation Pay-Off	501800	-	59	-	-	0%
Other Compensation	501900	8,435	8,719	9,078	8,878	-2%
Cafeteria Plan	505100	125,173	140,637	152,965	143,408	-6%
Medicare	505200	10,707	11,266	12,180	10,480	-14%
Retirement	505300	211,325	235,185	258,769	217,960	-16%
Professional Development	505500	17,174	15,700	21,501	15,807	-26%
Auto Allowance	505600	7,200	7,650	10,800	10,800	0%
Unemployment	505800	971	1,022	1,012	1,232	22%
Workers' Compensation	505900	25,658	31,705	31,255	36,933	18%
Employer Contr.Retirees' Med.	506100	10,663	11,504	55,096	50,960	-8%
Subtotal Salaries & Benefits		\$ 1,562,322	\$ 1,667,035	\$ 1,835,565	\$ 1,654,305	-10%
Stationery and Office	510100	\$ 5,440	\$ 5,236	\$ 6,523	\$ 5,400	-17%
Multi-Media, Promotions and Subs	510200	9,919	7,123	9,609	7,125	-26%
Small Tools and Equipment	510300	14,998	11,281	16,330	6,965	-57%
Uniform & Clothing	510400	4,998	2,976	3,500	-	-100%
Maintenance & Construction	510600	2,389	1,176	3,000	-	-100%
Postage	520100	5,505	4,736	6,850	4,000	-42%
Legal Advertising/Filing Fees	520200	20,983	18,785	20,000	8,600	-57%
Advertising and Public Info.	520300	1,806	6,957	22,794	20,705	-9%
Telephone/Radio/Communications	520400	1,491	2,100	2,500	2,500	0%
Mileage Reimbursement	520600	401	418	800	850	6%
Office Furniture	525600	-	-	200	200	0%
Office Equipment	525700	908	339	1,500	1,000	-33%
Employment	530100	-	5,995	1,000	1,000	0%
Consulting	530200	214,093	226,468	331,477	216,022	-35%
Legal	530300	3,162	1,355	8,201	11,745	43%
External Rent	535400	4,373	5,215	5,450	2,415	-56%
Grants, Loans and Subsidies	535500	1,657,656	918,989	987,536	731,183	-26%
Central Services	535800	15,174	11,102	14,800	6,150	-58%
General Liability	540100	51,262	79,887	67,329	68,672	2%
Other Costs	540900	12	4	-	-	0%
Subtotal Maintenance & Operations		\$ 2,014,571	\$ 1,310,140	\$ 1,509,399	\$ 1,094,532	-27%
Office Equipment	590700	\$ 1,523	\$ -	\$ -	\$ -	0%
Other Equipment	590800	-	-	5,000	-	-100%
Subtotal Fixed Assets		\$ 1,523	\$ -	\$ 5,000	\$ -	-100%
Total Expenditures		\$ 3,578,415	\$ 2,977,175	\$ 3,349,964	\$ 2,748,837	-18%

CITY MANAGER'S OFFICE
EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<i>ADMINISTRATION - 11100</i>					
<u>City Manager - 50210</u>					
Salaries & Benefits	\$ 942,575	\$ 990,733	\$ 1,076,312	\$ 1,001,657	-7%
Maintenance & Operations	52,778	77,649	103,475	82,876	-20%
Fixed Assets	-	-	-	-	0%
<i>Subtotal City Manager</i>	<u>\$ 995,353</u>	<u>\$ 1,068,382</u>	<u>\$ 1,179,787</u>	<u>\$ 1,084,533</u>	<u>-8%</u>
<u>City Council - 50110</u>					
Salaries & Benefits	\$ 41,075	\$ 43,800	\$ 45,813	\$ 44,477	-3%
Maintenance & Operations	-	-	1,100	100	-91%
Fixed Assets	-	-	-	-	0%
<i>Subtotal City Council</i>	<u>\$ 41,075</u>	<u>\$ 43,800</u>	<u>\$ 46,913</u>	<u>\$ 44,577</u>	<u>-5%</u>
<u>Fairview Prk Friends Comm - 50145</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	1,577	151	-	-	0%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Fairview Park Committee</i>	<u>\$ 1,577</u>	<u>\$ 151</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0%</u>
<i>CITY CLERK - 11200</i>					
<u>Elections - 50120</u>					
Salaries & Benefits	\$ 23,853	\$ 1,008	\$ 30,690	\$ -	-100%
Maintenance & Operations	49,909	-	89,550	-	-100%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Elections</i>	<u>\$ 73,762</u>	<u>\$ 1,008</u>	<u>\$ 120,240</u>	<u>\$ -</u>	<u>-100%</u>
<u>City Council Meetings - 50410</u>					
Salaries & Benefits	\$ 170,725	\$ 229,827	\$ 224,905	\$ 250,975	12%
Maintenance & Operations	29,453	28,505	27,250	12,200	-55%
Fixed Assets	1,523	-	-	-	0%
<i>Subtotal City Council Meetings</i>	<u>\$ 201,700</u>	<u>\$ 258,332</u>	<u>\$ 252,155</u>	<u>\$ 263,175</u>	<u>4%</u>
<u>Public Records - 50420</u>					
Salaries & Benefits	\$ 90,333	\$ 65,288	\$ 64,772	\$ 65,575	1%
Maintenance & Operations	13,174	16,238	25,800	12,040	-53%
Fixed Assets	-	-	5,000	-	-100%
<i>Subtotal Public Records</i>	<u>\$ 103,508</u>	<u>\$ 81,527</u>	<u>\$ 95,572</u>	<u>\$ 77,615</u>	<u>-19%</u>

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

	<u>FY 06-07</u> <u>Actual</u>	<u>FY 07-08</u> <u>Actual</u>	<u>FY 08-09</u> <u>Adopted</u>	<u>FY 09-10</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<u>HOUSING & COMMUNITY DEV - 11310/11320</u>					
<u>Code Enforcement - 20350</u>					
Salaries & Benefits	\$ 10,893	\$ 19,547	\$ 20,213	\$ 20,543	2%
Maintenance & Operations	-	-	-	915	0%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Code Enforcement</i>	\$ 10,893	\$ 19,547	\$ 20,213	\$ 21,458	6%
<u>Public Service Programs - 20421</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	215,860	193,509	202,341	204,189	1%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Public Service Programs</i>	\$ 215,860	\$ 193,509	\$ 202,341	\$ 204,189	1%
<u>Single Family Housing Rehab. - 20422</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	248,801	434,999	350,000	356,976	2%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Sgl. Fam. Housing Rehab.</i>	\$ 248,801	\$ 434,999	\$ 350,000	\$ 356,976	2%
<u>Neighborhood Imp. - 20425</u>					
Salaries & Benefits	\$ -	\$ 65,565	\$ 102,731	\$ 86,078	-16%
Maintenance & Operations	232,336	383,265	415,404	127,832	-69%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Neighborhood Imp.</i>	\$ 232,336	\$ 448,830	\$ 518,135	\$ 213,910	-59%
<u>Neighbors for Neighbors - 20426</u>					
Salaries & Benefits	\$ 68,912	\$ 68,867	\$ 80,123	\$ -	-100%
Maintenance & Operations	27,097	21,858	27,882	-	-100%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Neighbors for Neighbors</i>	\$ 96,010	\$ 90,724	\$ 108,005	\$ -	-100%
<u>CDBG Admin. - 20427</u>					
Salaries & Benefits	\$ 133,331	\$ 117,202	\$ 124,248	\$ 123,463	-1%
Maintenance & Operations	150,696	140,864	145,539	148,789	2%
Fixed Assets	-	-	-	-	0%
<i>Subtotal CDBG Admin.</i>	\$ 284,027	\$ 258,066	\$ 269,787	\$ 272,252	1%
<u>HOME - 20440</u>					
Salaries & Benefits	\$ 80,626	\$ 65,197	\$ 65,759	\$ 61,538	-6%
Maintenance & Operations	6,358	13,101	18,267	34,429	88%
Fixed Assets	-	-	-	-	0%
<i>Subtotal HOME</i>	\$ 86,984	\$ 78,298	\$ 84,026	\$ 95,967	14%

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

	<u>FY 06-07</u> <u>Actual</u>	<u>FY 07-08</u> <u>Actual</u>	<u>FY 08-09</u> <u>Adopted</u>	<u>FY 09-10</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<u>HOME Projects - 20445</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	986,530	-	102,791	114,186	11%
Fixed Assets	-	-	-	-	0%
<i>Subtotal HOME Projects</i>	\$ 986,530	\$ -	\$ 102,791	\$ 114,186	11%
Total Expenditures	\$ 3,578,415	\$ 2,977,175	\$ 3,349,964	\$ 2,748,837	-18%



**CITY ATTORNEY'S OFFICE
ORGANIZATION CHART**

**CITY ATTORNEY
Contracted City Attorney**

CITY ATTORNEY'S OFFICE

The City Attorney's Office is classified as a General Government Support function. Prior to November 1, 2004, the City Attorney's Office had six full-time staff members composed of three management and three professional/clerical positions, under one division and one program. Now, 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 09-10 adopted budget for the City Attorney's Office is \$625,150 which is a decrease of \$52,750 or -7.78% compared to the FY 08-09 adopted budget.

GOALS

Provide efficient and effective legal advice to the City Council, City Manager, Planning Commission, City staff, and the Redevelopment Agency, and successful resolution to any lawsuits against or by the City.

OBJECTIVES

- Protect the City Council, staff and other City entities from adverse legal consequences based on City action or failure to act by providing prompt and accurate legal advice.
- Assist the City Council, staff and other City entities in the preparation and revision of ordinances, resolutions, contracts, and other legal documents.
- Initiate legal action to protect the interests of the City and its citizens.
- Defend the City, its officers, and employees whenever necessary.
- Hire outside counsel and manage their work in the most cost-effective manner.

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

	<u>FY 06-07</u> <u>Actual</u>	<u>FY 07-08</u> <u>Actual</u>	<u>FY 08-09</u> <u>Adopted</u>	<u>FY 09-10</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<u>Expenditure by Division:</u>					
City Attorney - 12100	\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150	-7.78%
Total Expenditures	\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150	-7.78%

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

	<u>FY 06-07</u> <u>Actual</u>	<u>FY 07-08</u> <u>Actual</u>	<u>FY 08-09</u> <u>Adopted</u>	<u>FY 09-10</u> <u>Adopted</u>	<u>Percent</u> <u>Change</u>
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	-
Maintenance & Operations	525,781	454,077	677,900	625,150	-7.78%
Fixed Assets	-	-	-	-	-
Total Expenditures	\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150	-7.78%

	<u>FY 06-07</u> <u>Actual</u>	<u>FY 07-08</u> <u>Actual</u>	<u>FY 08-09</u> <u>Adopted</u>	<u>FY 09-10</u> <u>Adopted</u>	<u>Percent</u> <u>of Total</u>
<u>Funding Sources:</u>					
General Fund - 101	\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150	100.00%
Total Funding Sources	\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150	100.00%

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

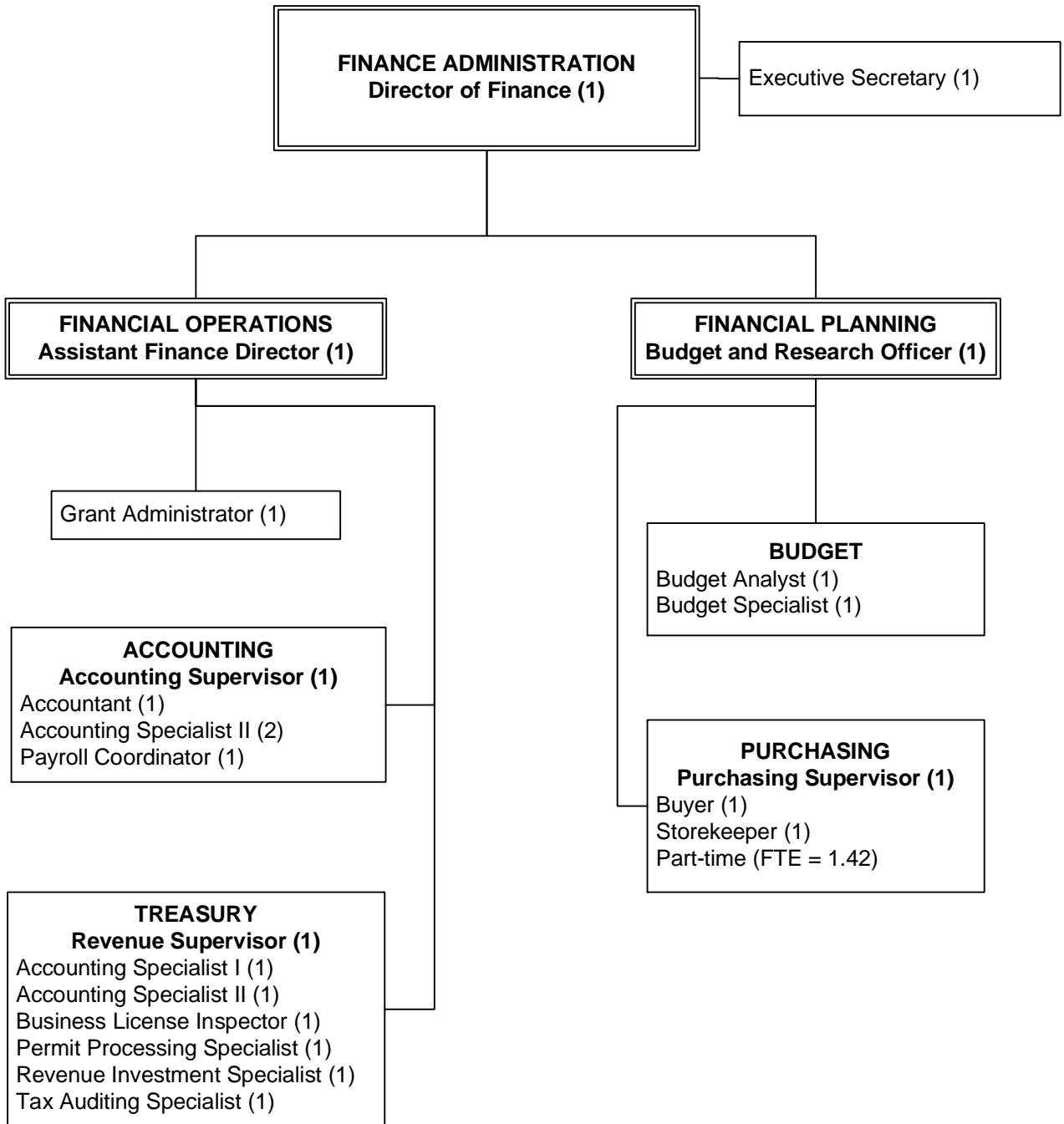
Account Description	Account #	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Chg
Subtotal Salaries & Benefits		\$ -	\$ -	\$ -	\$ -	0%
Stationery and Office	510100	\$ -	\$ 196	\$ 1,500	\$ 500	-67%
Multi-Media, Promotions and Subs	510200	2,582	2,581	3,500	3,000	-14%
Postage	520100	1	6	50	50	0%
Meetings & Conferences	520500	805	911	2,000	1,000	-50%
Office Equipment	525700	470	788	650	500	-23%
Consulting	530200	394,645	313,722	580,000	495,000	-15%
Legal	530300	127,212	135,871	90,000	125,000	39%
Central Services	535800	68	-	200	100	-50%
Other Costs	540900	-	2	-	-	0%
Subtotal Maintenance & Operations		\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150	-8%
Subtotal Fixed Assets		\$ -	\$ -	\$ -	\$ -	0%
Total Expenditures		\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150	-8%

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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
CITY ATTORNEY'S OFFICE - 12100					
Legal Services - 50320					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	525,781	454,077	677,900	625,150	-8%
Fixed Assets	-	-	-	-	0%
Subtotal Legal Services					
	\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150	-8%
Total Expenditures					
	\$ 525,781	\$ 454,077	\$ 677,900	\$ 625,150	-8%



FINANCE DEPARTMENT ORGANIZATION CHART



FINANCE DEPARTMENT

The Finance Department is a General Government Support function. The Department has 22 full-time staff members composed of three management, three supervisory, and 16 professional/clerical positions, plus two part-time positions, one to assist in the purchasing function and one in the warehousing 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 09-10 adopted budget for the Finance Department is \$2.68 million, a decrease of \$226,409 or -7.79% compared to the adopted budget for FY 08-09. The decrease reflects the elimination of an Accounting Specialist II position that is currently vacant. The Finance Department is also planning to leave the position of Business License Inspector vacant as these duties are currently being completed with the assistance of the Development Services Department - Code Enforcement Division. Other reductions include various professional development and miscellaneous maintenance and operations accounts.

PRIOR YEAR'S ACCOMPLISHMENTS

- Continued to receive the budgeting, financial reporting, and procurement awards from GFOA, CSMFO and NPI.
- Assisted with revising the City's Tow Policy Guidelines and Requirements and the applicable Municipal Code section; and the Police Towing Services RFP and contract.
- Received Federal, State and private grants totaling approximately \$800,000.
- Completed an actuarial valuation of the City's Other Post Employment Benefits (OPEB) and pension obligations. Also established a new fund to track funding of OPEB obligations.
- Continued to revise the City's purchasing ordinance for new purchasing thresholds and changes to the California Uniform Public Construction Cost Accounting Act.
- Updated the comprehensive Users Fees & Charges for implementation within the target date.
- Implemented paperless tracking system of invoices sent to departments for approval.

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 Manager 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 and coordinate bidding procedures for all departments.
- Assist in implementing automated time sheet reporting.
- Apply for grant funding from sources available to local government.
- Revise purchasing ordinance and implement new purchasing procedures.
- Update user fees for Council adoption by January each year.
- Implement electronic pay advice procedures to greatly reduce paper each payroll period.

FINANCE DEPARTMENT

Performance Measures/Workload Indicators:	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
<u>Performance Measures:</u>			
Number of Audit Adjustments (Auditor Recommended)	1	2	2
Years Received GFOA CAFR Award	30	31	32
Years Received GFOA Distinguished Budget Award	9	10	11
Accuracy Forecasting Expenditures – General Fund	97%	100%	100%
Accuracy Forecasting Revenues – General Fund	96%	100%	100%
Years Received NPI Excellence in Procurement Award	8	9	10
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)	92%	90%	95%
Percentage of items posted/sold via online auction	74%	75%	80%
Inventory turnover ratio per fiscal year	4.01	4.00	4.50
Percentage of the items listed that sold via online auction	74%	75%	75%
<u>Workload indicators:</u>			
City Budgeted Funds Monitored (Millions)	\$130.8	\$144.6	\$150.0
Number of budget adjustments processed	85	80	80
Accounts Payable Checks Issued	12,474	12,500	12,500
Number of payroll checks issued	19,781	20,100	19,650
Number of purchase orders issued	700	900	850
Number of contracts issued	120	130	110
Number of Transient Occupancy Tax (TOT) audits	6	6	6
Number of business licenses processed	12,585	13,000	12,700
Number of accounts receivable invoices processed	5,465	5,000	5,500
Dollar value of online auction sales	\$57,685	\$100,000	\$50,000

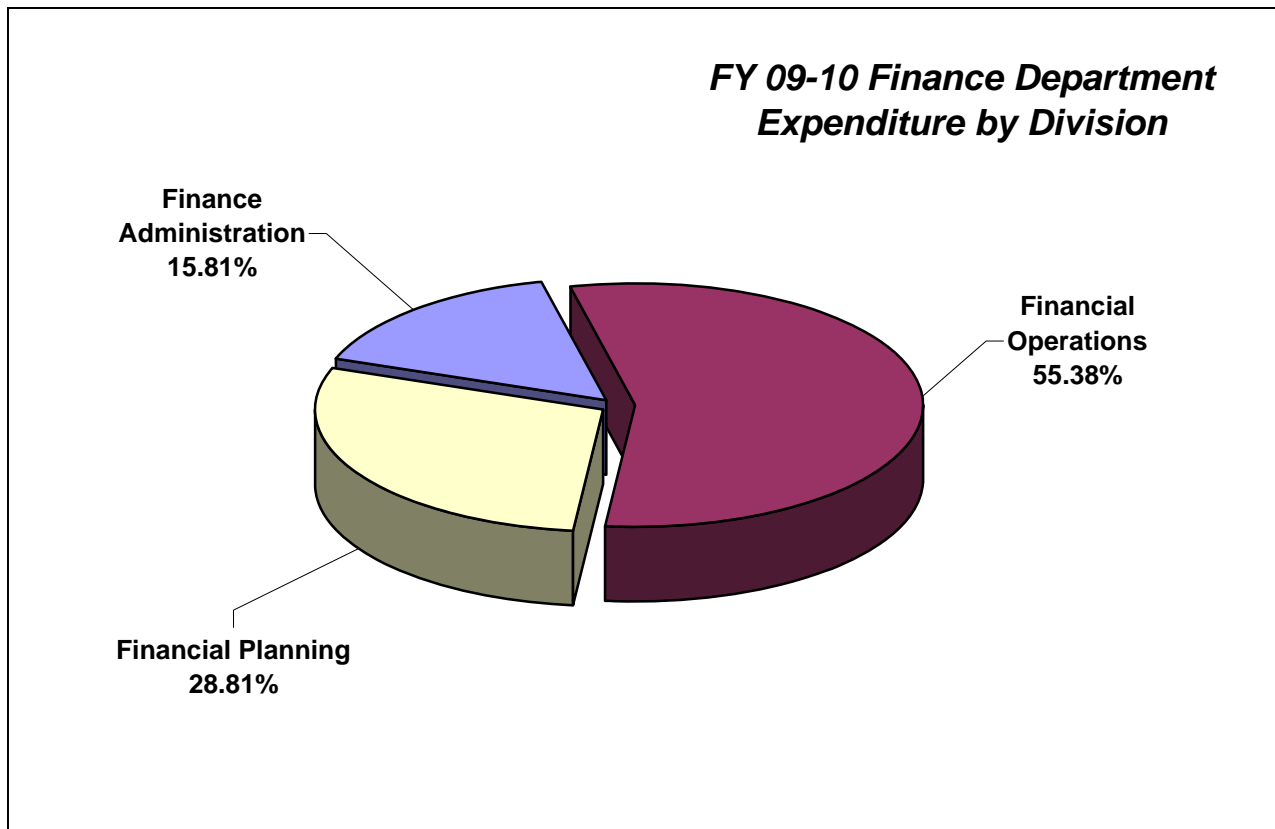


**FINANCE DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Finance Administration - 13100</u>				
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
Total Finance Administration Full-time Positions	2.00	2.00	2.00	2.00
<u>Financial Operations - 13200</u>				
Assistant Finance Director	0.60	0.60	0.65	0.65
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist II	2.20	3.00	3.00	3.00
Accounting Supervisor	1.00	1.00	1.00	1.00
Budget Specialist	-	0.20	0.10	-
Grant Administrator	1.00	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00	1.00
Revenue Investment Specialist	-	-	-	0.10
<i>Subtotal Accounting - 50510</i>	6.80	7.80	7.75	7.75
Assistant Finance Director	0.40	0.40	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	1.00	1.00
Permit Processing Specialist	1.00	1.00	1.00	1.00
Revenue Investment Specialist	1.00	1.00	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>	7.40	7.40	7.35	7.25
Total Financial Operations Full-time Positions	14.20	15.20	15.10	15.00
<u>Financial Planning - 13300</u>				
Budget & Research Officer	0.75	0.75	0.75	0.75
Accounting Specialist II	0.80	-	-	-
Budget Analyst	1.00	1.00	1.00	1.00
Budget Specialist	-	0.80	0.90	1.00
<i>Subtotal Budget & Research - 50520</i>	2.55	2.55	2.65	2.75
Budget & Research Officer	0.25	0.25	0.25	0.25
Accounting Specialist I	1.00	-	-	-
Buyer	1.00	1.00	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>	4.25	3.25	3.25	3.25
Total Financial Planning Full-time Positions	6.80	5.80	5.90	6.00
Total Fin Planning Part-time Positions (in FTE's)	0.67	1.42	1.42	1.42
Total Department Full-time Positions	23.00	23.00	23.00	23.00
Total Department Part-time Positions (in FTE's)	0.67	1.42	1.42	1.42
TOTAL DEPARTMENT	23.67	24.42	24.42	24.42

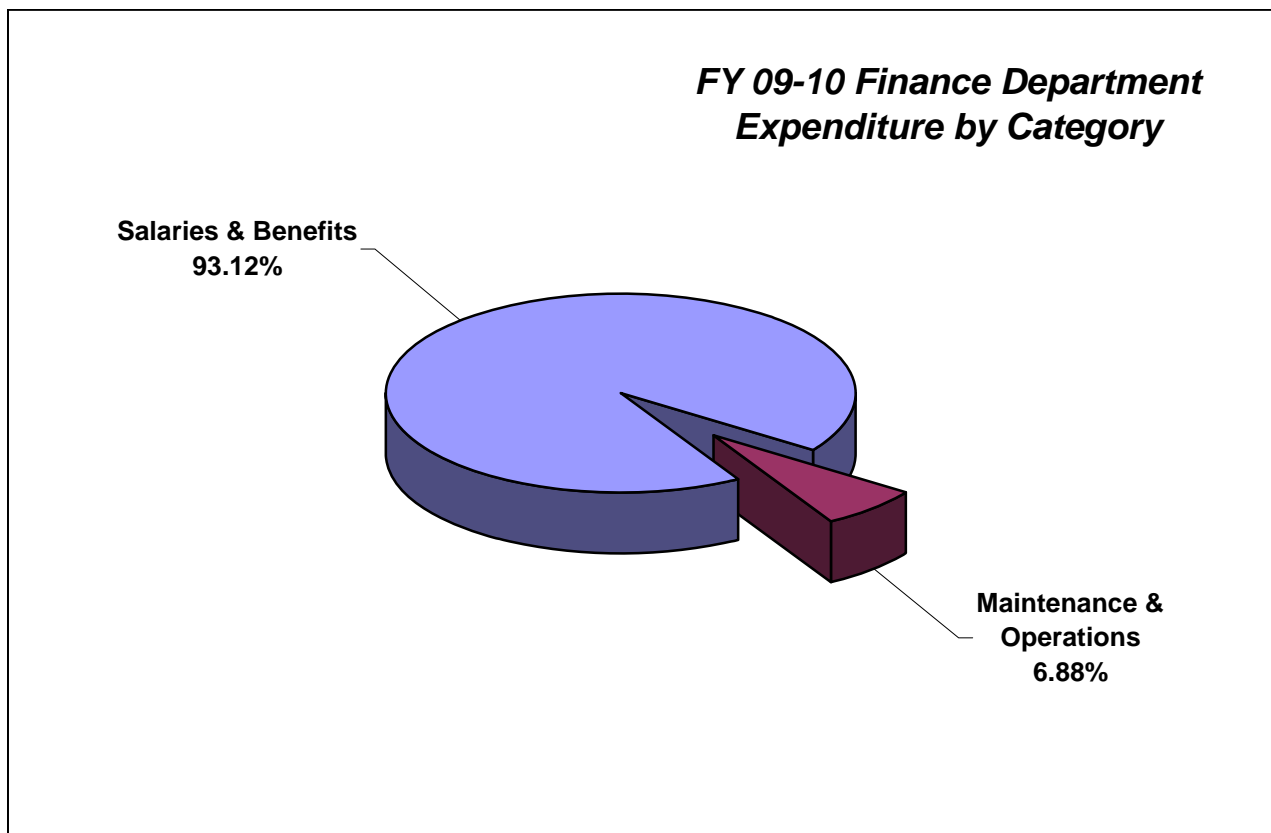
**FINANCE DEPARTMENT
EXPENDITURE SUMMARY BY DIVISION**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Division:</u>					
Finance Admin. - 13100	\$ 415,022	\$ 441,718	\$ 433,059	\$ 423,823	-2.13%
Financial Operations - 13200	1,461,210	1,597,082	1,675,502	1,484,042	-11.43%
Financial Planning - 13300	645,092	743,969	797,820	772,106	-3.22%
Total Expenditures	\$ 2,521,324	\$ 2,782,768	\$ 2,906,380	\$ 2,679,971	-7.79%



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

	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 2,287,014	\$ 2,510,461	\$ 2,727,646	\$ 2,495,495	-8.51%
Maintenance & Operations	208,623	237,472	178,734	184,476	3.21%
Fixed Assets	25,686	34,836	-	-	-
Total Expenditures	\$ 2,521,324	\$ 2,782,768	\$ 2,906,380	\$ 2,679,971	-7.79%



	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent of Total</u>
<u>Funding Sources:</u>					
General Fund - 101	\$ 2,521,324	\$ 2,782,768	\$ 2,906,380	\$ 2,679,971	100.00%
Total Funding Sources	\$ 2,521,324	\$ 2,782,768	\$ 2,906,380	\$ 2,679,971	100.00%

CITY OF COSTA MESA, CALIFORNIA

FINANCE DEPARTMENT
EXPENDITURE SUMMARY BY ACCOUNT

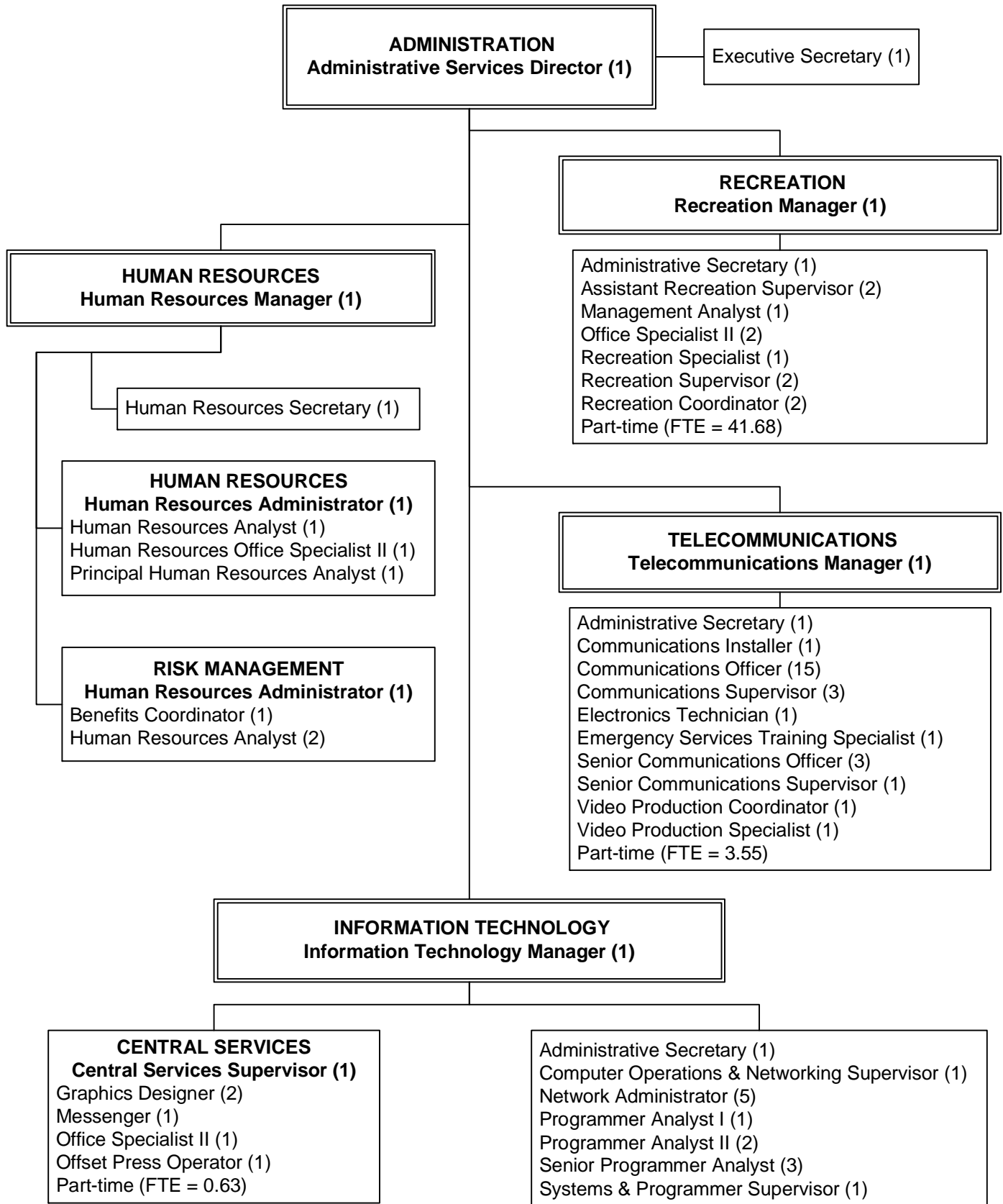
Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Chg
Regular Salaries - Non Sworn	501200	\$ 1,612,952	\$ 1,730,908	\$ 1,848,173	\$ 1,721,379	-7%
Regular Salaries - Part time	501300	28,943	66,547	53,121	53,723	1%
Overtime	501400	10,654	2,158	4,000	-	-100%
Accrual Payoff - Excess Maximum	501500	9,539	9,004	500	-	-100%
Vacation/Comp. Time Cash Out	501600	3,130	8,445	-	-	0%
Holiday Allowance	501700	3,804	4,349	-	-	0%
Separation Pay-Off	501800	5,965	3,593	-	-	0%
Other Compensation	501900	4,625	5,030	5,163	5,136	-1%
Cafeteria Plan	505100	184,621	216,076	244,929	225,666	-8%
Medicare	505200	21,593	24,454	25,933	25,813	0%
Retirement	505300	319,345	362,295	389,889	333,069	-15%
Professional Development	505500	20,361	16,341	23,775	8,220	-65%
Auto Allowance	505600	3,600	4,050	5,400	-	-100%
Unemployment	505800	1,411	1,529	1,547	1,848	19%
Workers' Compensation	505900	40,374	38,381	42,049	43,178	3%
Employer Contr.Retirees' Med.	506100	16,097	17,300	83,168	77,462	-7%
Subtotal Salaries & Benefits		\$ 2,287,014	\$ 2,510,461	\$ 2,727,646	\$ 2,495,495	-9%
Stationery and Office	510100	\$ 12,774	\$ 17,669	\$ 16,700	\$ 19,600	17%
Multi-Media, Promotions and Subs	510200	2,290	655	3,000	2,400	-20%
Small Tools and Equipment	510300	9,164	6,976	1,400	6,200	343%
Uniform & Clothing	510400	-	-	400	400	0%
Maintenance & Construction	510600	859	9,369	-	-	0%
Waste Disposal	515700	390	-	750	750	0%
Postage	520100	21,367	23,461	22,500	23,000	2%
Legal Advertising/Filing Fees	520200	637	466	1,000	1,000	0%
Mileage Reimbursement	520600	96	166	300	300	0%
Office Equipment	525700	1,894	3,392	2,400	3,950	65%
Financial & Information Svcs	530500	127,401	138,820	89,150	94,750	6%
External Rent	535400	35	36	100	-	-100%
Central Services	535800	13,250	12,672	17,500	15,000	-14%
Internal Rent - Maint. Charges	536100	3,366	6,054	4,741	5,681	20%
Internal Rent - Repl.Cost	536200	3,533	5,660	7,571	-	-100%
General Liability	540100	11,241	11,853	11,222	11,445	2%
Other Costs	540900	327	223	-	-	0%
Subtotal Maintenance & Operations		\$ 208,623	\$ 237,472	\$ 178,734	\$ 184,476	3%
Other Equipment	590800	\$ 25,686	\$ 34,836	\$ -	\$ -	0%
Subtotal Fixed Assets		\$ 25,686	\$ 34,836	\$ -	\$ -	0%
Total Expenditures		\$ 2,521,324	\$ 2,782,768	\$ 2,906,380	\$ 2,679,971	-8%

FINANCE DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
FINANCE ADMINISTRATION - 13100					
<u>Finance Admin - 50001</u>					
Salaries & Benefits	\$ 333,128	\$ 354,399	\$ 368,187	\$ 357,179	-3%
Maintenance & Operations	58,132	63,406	64,872	66,645	3%
Fixed Assets	23,762	23,913	-	-	0%
Subtotal Finance Administration	\$ 415,022	\$ 441,718	\$ 433,059	\$ 423,824	-2%
FINANCIAL OPERATIONS - 13200					
<u>Acctg. & Financial Rprt. - 50510</u>					
Salaries & Benefits	\$ 641,208	\$ 773,970	\$ 852,128	\$ 761,043	-11%
Maintenance & Operations	108,674	122,962	71,050	80,950	14%
Fixed Assets	-	-	-	-	0%
Subtotal Acct. & Financial Rprt.	\$ 749,882	\$ 896,932	\$ 923,178	\$ 841,993	-9%
<u>Treasury - 50540</u>					
Salaries & Benefits	\$ 691,091	\$ 682,959	\$ 736,824	\$ 626,648	-15%
Maintenance & Operations	20,237	17,191	15,500	15,400	-1%
Fixed Assets	-	-	-	-	0%
Subtotal Treasury	\$ 711,328	\$ 700,150	\$ 752,324	\$ 642,048	-15%
FINANCIAL PLANNING - 13300					
<u>Budget & Research - 50520</u>					
Salaries & Benefits	\$ 286,327	\$ 316,094	\$ 348,995	\$ 352,704	1%
Maintenance & Operations	11,100	11,850	12,000	12,300	3%
Fixed Assets	-	-	-	-	0%
Subtotal Budget & Research	\$ 297,427	\$ 327,944	\$ 360,995	\$ 365,004	1%
<u>Purchasing - 50530</u>					
Salaries & Benefits	\$ 335,261	\$ 383,039	\$ 421,512	\$ 397,921	-6%
Maintenance & Operations	10,480	22,063	15,312	9,181	-40%
Fixed Assets	1,924	10,923	-	-	0%
Subtotal Purchasing	\$ 347,665	\$ 416,025	\$ 436,824	\$ 407,102	-7%
Total Expenditures	\$2,521,324	\$2,782,768	\$2,906,380	\$2,679,971	-8%



ADMINISTRATIVE SERVICES DEPARTMENT ORGANIZATION CHART



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 74 full-time staff members, composed of five management and 69 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; CMTV, the City cable TV station; 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 and selection in accordance with personnel rules; recruits, screens, and tests applicants; establishes eligibility lists of qualified and screened candidates; insures that new employees are processed in accordance with job standards and the law; collaborates with departments to compose challenging promotional examinations; initiates studies related to, 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; 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

Provides centralized offset printing services including bindery and finishing supporting the administrative needs of each department. Revises, creates and maintains master files and forms used for day-to-day operations. Services provided include design and layout of newsletters, brochures and periodicals, as well as, creating advertising and promotional materials for citywide special events and programs.

Reprographics - 50820

Provides centralized high volume photocopy projects including full service binding and finishing. Also provides both color and black and white high-speed copies for large projects and scan-to-file document preparation. Produces City Council, Planning Commission, and Parks and Recreation Commission reports and a wide range of other city publications.

Mail and Delivery - 50840

Provides centralized mail and delivery services for incoming and outgoing mail, as well as, internal and external communications for the City Council and Planning and Parks and Recreation Commissions. Responsible for the internal routing of courier shipments to off site City facilities including fire stations, police station, corporation yard, and recreation centers.

RECREATION - 14300

Recreation Administration - 50001

Serves as the administrator of recreation programs and activities. Provides staff support to the Parks and Recreation Commission, the Child Care and Youth Services Committee, 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. The City's Teen Program and ACT (Activity Club for Teens) takes place in this facility along with contracted classes and Adult Basketball and Volleyball programs.

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 for soccer, softball, and football.

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 swim instruction, lap swim, instructional water polo, senior aquatics, recreational swimming and water safety activities year round. In addition, this program provides American Red Cross-certified First Aid and Cardiopulmonary Resuscitation (CPR) training as well as Title 22 training to Recreation program staff.

ADMINISTRATIVE SERVICES DEPARTMENT

Tennis - 40213

Administers the contract for the Costa Mesa Tennis Center, located at TeWinkle Park, 880 Junipero Drive. The Center, open seven days a week, includes 12-lighted courts and a pro shop with professional tennis staff to assist the public. Programs include: lessons, tournaments, leagues and open play.

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 TeWinkle Park.

Fields/Field Ambassadors - 40216

Coordinates field reservations and scheduling of athletic fields for facilities owned by the City of Costa Mesa and the Newport-Mesa Unified School District (NMUSD), through the Joint Use Agreement, located within Costa Mesa for soccer, tackle football, baseball, softball and flag football, 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 using the Field Use and Allocation Policy.

Golf Course Management - 40217

Administers the contract for the Costa Mesa Country Club, located at 1701 Golf Course Drive. This municipal golf course, open seven days a week, includes two 18-hole golf courses, a pro-shop, coffee shop, banquet facility, and driving range. Programs include youth and adult lessons, a Junior Golf program, men's and women's leagues and tournament play.

Youth Sports Basketball/Cheerleading - 40218

Provides clinics, practices, and league play for youth basketball; provides a cheerleading program; and encourages skill development, teamwork, healthy competition and sportsmanship.

Youth Sports Flag Football/Cheerleading/Spring Sports - 40219

Provides clinics, practices, and league play for youth flag football and spring kickball programs; provides recreational spring sports activities and play; provides a cheerleading program; and encourages skill development, teamwork, healthy competition and sportsmanship.

Senior Citizens Center - 40231

Administers the lease agreement for the Costa Mesa Senior Center, located at 695 West 19th 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. It is also responsible for administering a Senior Mobility Transportation Program, a demand-driven transportation service for Costa Mesa seniors funded by a grant from the Orange County Transportation Authority (OCTA).

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 12 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.

ADMINISTRATIVE SERVICES DEPARTMENT

Youth & Family - 40235

Offers programs, excursions and activities designed for youth, as well as their families, to encourage family togetherness. The programs are designed to be fun and affordable, and provide multiple activities in which the community may participate.

Teen Programs - 40236

Meets the recreational, physical, and social needs of youth ages 12-18 through the afterschool and school break Drop-In Teen Center and scheduled events and activities. Offers year round activities designed for teens as well as opportunities for the entire family to participate in together that are fun, affordable and help to provide for multiple recreational opportunities to the entire community. Program participants are available to assist and advise the City, City Council or the Parks and Recreation Commission with issues concerning Costa Mesa teens through the Activity Club for Teens (ACT) program.

Concerts - 40237

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

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.

Special Recreation Events - 40244

Provides special, one-time or Council-requested programs or events and is also used to launch new programs.

Mobile Recreation - 40245

Provides a mobile playground program by taking recreational activities directly to the community via the Mobile Recreation Van. Offers supervised recreation activities to children who do not attend community centers or other traditional recreational facilities. This drop-in program also encourages academic achievement activities and character education in a supervised environment.

Parks & Recreation Commission - 50125

Assists City Council and various City departments with parks and recreation-related issues.

Child Care and Youth Services Committee - 50140

Assists City Council regarding policy and other service concerns in the area of childcare and youth services. Creates and distributes childcare and teen activity directories. Provides training to child care providers.

Cultural Arts Committee - 50190

Maintains, educates, enriches, and promotes cultural arts programs and resources throughout the City.

Historical Preservation Committee - 50191

Maintains, educates, enriches, and promotes historical programs and resources throughout the City.

ADMINISTRATIVE SERVICES DEPARTMENT

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.

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.

ADMINISTRATIVE SERVICES DEPARTMENT

Cable Television - 51030

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.

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), which includes contingency planning for flooding/dam failure, earthquakes, pandemics, hazardous materials, fires, Stage III energy failures, terrorism, aircraft incidents, nuclear accidents, and environmental contamination, etc.

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 09-10 adopted budget for the Administrative Services Department is \$16.9 million, a decrease of \$1.3 million or -7.24% compared to the FY 08-09 adopted budget. Some reductions include elimination of over 1,400 part time hours, related costs of closing the City Pool from 10 weeks, expected reduction in recruitment and employment of new employees and related costs, delay implementation of Broadband connectivity and minimal replacement of computers/printers/monitors for departmental uses. Also elimination of all non-essential professional development, the proposed budget only includes that which requires certification or license. The Administrative Services Department is also planning to leave vacant the positions of Human Resources Manager and Recreation Supervisor. Other reductions include many miscellaneous maintenance and operational accounts.

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

PRIOR YEAR'S ACCOMPLISHMENTS

- Opened Fairview Developmental Center Fields for youth sports practice.
- Conducted three Artist Showcases with assistance of the Cultural Arts Committee, six Concerts in the Park and supported several community organized events with Mobile Recreation Unit including Spring Egg-citement and Snow Hill with Torelli Realty.
- Participated and supported the Walk to School Day with the Newport Mesa Unified School District and the Costa Mesa Community 5K Run.
- Provided Project Management services for the construction of three Costa Mesa Golf Course Capital Improvement Projects, Netting Project, Entryway Project and Los Lagos Holes 10-13.
- Planned and implemented the City's first public art mural with both the Historic Preservation Committee and the Cultural Arts Committee as well as a community youth arts program.

ADMINISTRATIVE SERVICES DEPARTMENT

PRIOR YEAR'S ACCOMPLISHMENTS (Continued)

- Integrated programming for autistic children at Paularino School; Participated with the City of Newport Beach and the Newport Mesa Unified School District in joint autism task force for training Recreation staff.
- Participated in the State-wide Golden Guardian exercise, and all lead staff were trained and participated in a shelter and mass care reception exercise with Orange Coast College.
- Implemented Granicus meeting minutes for the Parks and Recreation Commission.
- Exceeded 585,000 participants in recreation program attendance in over 800 classes, 40 adult leagues, 22 day camps, and 55 swimming classes/programs.
- Permitted 357 picnic reservations, issued over 100 model airplanes permits, issued 120 community garden parcel agreements, and permitted over 70,000 hours of field time through the Recreation front office.
- Conducted promotional recruitments for Transportation Services Manager, Maintenance Supervisor, Police Sergeant and Police Lieutenant.
- Increased the qualified applicant pool by utilizing NEOGOV (automated on-line application and applicant tracking program) and targeted job advertisements.
- Implemented salary range adjustments on time for represented and non-represented employees.
- Implemented a new online open enrollment process for employee benefits selection.
- Re-established the City's Safety Coordinating Committee with representatives from all departments to address City-wide safety issues.
- Coordinated with the City Clerk's office to establish an electronic liability claims notification system.
- Contracted with a new employee assistance program (EAP) provider and offered a new vision plan to better serve the needs of City employees.
- Designed the "Request for City Council Presentation", an on-line application that provides a common place for City Departments to request and submit documents for presentations at City Council meetings.
- Designed the Costa Mesa Police Department Broadband Menu Program.
- Installed and tested In-Vehicle Video for Public Safety vehicles.
- Began redesign of City's website.
- Designed the Costa Mesa Jail Booking System.
- Created Carpool Connection, an on-line application and database program to match employees interested in carpooling.
- Set up file indexes for in-house scanning.
- Produced over 4,000,000 copies/print impressions, including City Council and Commission Agenda reports, newsletters, public information requests, flyers and brochures.
- Created an image database which has been highly successful in providing access to images for all departments.
- Developed and implemented a more structured Communications Officer training program.
- Developed and presented succession workshops for those interested in promoting to supervision.
- Videotaped and televised 71 public meetings (City Council, Planning Commission, Parks & Recreation Commission, Redevelopment Agency, and City Council Study Sessions); and 24 youth sports games in conjunction with the Recreation Division; several special events.
- Videotaped and televised three City Council Candidate Forums.
- Provided Emergency training to 320 personnel from the City, Newport Mesa Unified School District, and other government, non-profit and business organizations.
- Conducted a Golden Guardian Exercise utilizing the new Emergency Operation Center, and a Joint Information Center. Conducted a mock press conference with participation of City staff and City Council.

ADMINISTRATIVE SERVICES DEPARTMENT

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 a wide range of affordable recreation and leisure programs to the Costa Mesa community.
- 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.
- Provide training for all Recreation Division employees and volunteers to assist them in leading the programs to which they are assigned.
- 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 85% of new workers compensation claims to the third party administrator within one week of the incident date to mitigate work time.
- Review 95% of insurance verification requests within five (5) business days in order to expedite City projects.
- Process 95% of benefit change requests within five (5) business days.
- Update the City Injury and Illness Prevention Program (IIPP) document and provide training to supervisors on the IIPP.
- 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.
- 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.
- Videotape and televise City of Costa Mesa public meetings (City Council, Planning Commission, Parks & Recreation Commission, Redevelopment agency, and City Council Study Sessions).
- Coordinate production and playback of community-oriented programming for the education and enjoyment of Costa Mesa residents.
- Maintain the CMTV 24 Community Bulletin Board, which posts announcements regarding City business, community events, and non-profit organizations.
- Provide audio and video production support to all City Departments.
- Increase multi and inter-agency coordination with other government, private sector and non-government organizations and agencies in emergency and disaster preparedness.

ADMINISTRATIVE SERVICES DEPARTMENT

Performance Measures/Workload Indicators:	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
<u>Performance Measures:</u>			
Percent of 9-1-1 calls answered within 10 seconds	95%	95%	95%
Percentage of Recreation Programs meeting or exceeding Cost Recovery Guidelines	93%	95%	95%
Percentage of Recreation survey respondents rating overall satisfaction with programs/services as above average	87%	88%	88%
Percentage of staff/volunteers receiving specialized training	40%	45%	50%
Employee turnover rate (non retirements)	3.5%	3%	3%
Percentage of eligibility lists established within (8) weeks of administrative authorization to fill.	*	80%	80%
Percentage of workers compensation claims reported to the third party administrator within one week of receipt of the claim in Risk	*	85%	90%
Percentage of insurance verification requests reviewed within five days.	*	85%	95%
Percentage of claims filed that are closed without litigation	*	*	80%
Percentage of benefit change requests processed within five business days	*	90%	95%
<u>Workload Indicators:</u>			
Average monthly ridership in City Senior Mobility Program (SMP)	730	930	800
Number of hours permitted on athletic fields (all user groups)	71,023	72,000	72,000
Number of classes offered and percentage cancelled	732/13%	850/10%	800/12%
Number of children served in Day Camp Programs	1,350	1,500	1,100
Number of children served in Drop-In Recreation Programs	129,600	162,500	140,500
Resident: Non-resident park permits issued	533:85 (14%)	550:80(12.7%)	550:80 (12.7%)
Number of pieces of outgoing mail metered in-house	164,713	160,000	160,000
Number of copies produced by Central Services	2,424,189	2,250,000	2,260,000
Number of Printers/Terminals maintained	125/400	150/400	150/487
Help Desk requests resolved	2,495	2,495	3,250
Number of City developed software applications	8	8	21
Number of servers maintained	20	*	44
Number of miscellaneous devices maintained	200	*	250
Number of vendor software applications maintained	12	*	13

ADMINISTRATIVE SERVICES DEPARTMENT

Performance Measures/Workload Indicators (Continued):	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
Number of recruitments processed	62	75	40
Number of qualified job applicants placed onto an eligibility list	386	475	300
Number of volunteers participating in City programs	30	30	30
Number of job applicants processed	*	*	3,000
Number of 9-1-1 Emergency/Public Safety calls received	50,839	48,000	52,000
Number of Calls for Service Telcom Quest Link	121214 *	120,000 *	123,000 *
Number of live telecasts of City meetings (Council, RDA, Commissions)	71	74	74
Emergency Services Training Courses (Classes Offered/Held)	*	*	73/43
Emergency Services Tabletops/Drills/Exercises	*	*	8

*new item, prior year's data not available

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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Administrative Services Administration - 14050</u>				
Administrative Services Director	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
Total Admin Svcs Admin Full-time Positions	2.00	2.00	2.00	2.00
<u>Human Resources - 14100</u>				
Human Resources Manager	0.60	0.60	0.60	0.60
Administrative Secretary	0.70	-	-	-
Human Resources Administrator	-	1.00	1.00	1.00
Human Resources Analyst	-	1.00	1.00	1.00
Human Resources Secretary	-	0.70	0.70	0.70
Office Specialist II	1.00	1.00	1.00	1.00
Personnel Administrator	1.00	-	-	-
Personnel Technician	1.00	-	-	-
Principal Human Resources Analyst	-	1.00	1.00	1.00
Principal Personnel Analyst	1.00	-	-	-
<i>Subtotal Human Resources Admin - 50610</i>	5.30	5.30	5.30	5.30
Total Human Resources Full-Time Positions	5.30	5.30	5.30	5.30
<u>Central Services - 14200</u>				
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 & 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	1.00	1.00
<i>Subtotal Reprographics - 50820</i>	1.50	1.50	1.50	1.50
Central Services Supervisor	0.25	0.25	0.25	0.25
Messenger	1.00	1.00	1.00	1.00
<i>Subtotal Mail & Delivery - 50840</i>	1.25	1.25	1.25	1.25
Total Central Services Full-time Positions	6.00	6.00	6.00	6.00
Total Central Svcs Part-time Positions (in FTE's)	0.63	0.63	0.63	0.63
<u>Recreation - 14300</u>				
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	1.00	1.00
Recreation Supervisor	2.00	2.00	2.00	2.00
<i>Subtotal Administration - 50001</i>	6.00	6.00	6.00	6.00

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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Recreation (continued)				
Assistant Recreation Supervisor	-	0.25	0.25	0.25
Recreation Coordinator	0.25	-	-	-
<i>Subtotal Downtown Recreation Center - 40121</i>	0.25	0.25	0.25	0.25
Recreation Coordinator	0.20	-	0.20	0.20
<i>Subtotal Balearic Community Center - 40122</i>	0.20	-	0.20	0.20
Office Specialist II	1.00	1.00	1.00	1.00
Recreation Coordinator	0.40	0.40	0.40	0.40
<i>Subtotal Neighborhood Community Ctr - 40123</i>	1.40	1.40	1.40	1.40
Assistant Recreation Supervisor	-	0.35	0.25	0.25
Recreation Coordinator	0.35	-	-	-
Recreation Specialist	-	1.00	1.00	1.00
<i>Subtotal Aquatics - 40212</i>	0.35	1.35	1.25	1.25
Assistant Recreation Supervisor	-	0.15	0.25	0.25
Recreation Coordinator	0.15	-	-	-
<i>Subtotal Adult Basketball&Volleyball - 40214</i>	0.15	0.15	0.25	0.25
Assistant Recreation Supervisor	-	-	0.20	0.20
Recreation Coordinator	0.15	0.15	-	-
<i>Subtotal Adult Sports Softball - 40215</i>	0.15	0.15	0.20	0.20
Assistant Recreation Supervisor	-	-	0.60	0.60
Recreation Coordinator	0.85	0.85	-	-
<i>Subtotal Fields/Field Ambassadors - 40216</i>	0.85	0.85	0.60	0.60
Assistant Recreation Supervisor	-	0.15	0.10	0.10
Recreation Coordinator	0.15	-	-	-
<i>Subtotal Youth Basketball/Cheerleading - 40218</i>	0.15	0.15	0.10	0.10
Assistant Recreation Supervisor	-	0.15	0.10	0.10
Recreation Coordinator	0.15	-	-	-
<i>Subtotal Youth Football/Cheer/Soccer - 40219</i>	0.15	0.15	0.10	0.10
Recreation Coordinator	0.35	-	0.20	0.20
<i>Subtotal Day Camp - 40232</i>	0.35	-	0.20	0.20
Assistant Recreation Supervisor	-	0.50	-	-
Recreation Coordinator	0.50	-	0.40	0.40
<i>Subtotal Playgrounds - 40233</i>	0.50	0.50	0.40	0.40
Recreation Coordinator	0.10	-	-	-
<i>Subtotal Youth and Family - 40235</i>	0.10	-	-	-

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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Recreation (continued)				
Assistant Recreation Supervisor	-	0.25	0.25	0.25
Recreation Coordinator	0.25	-	-	-
<i>Subtotal Teen Programs - 40236</i>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Recreation Coordinator	0.10	0.10	0.10	0.10
<i>Subtotal Concerts - 40237</i>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Assistant Recreation Supervisor	-	0.20	-	-
Recreation Coordinator	0.30	-	0.20	0.20
<i>Subtotal Early Childhood - 40241</i>	<u>0.30</u>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>
Recreation Coordinator	0.25	0.25	0.25	0.25
<i>Subtotal Adult Instructional Classes - 40242</i>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Recreation Coordinator	0.25	0.25	0.25	0.25
<i>Subtotal Youth Instructional Classes - 40243</i>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
Recreation Coordinator	0.25	-	-	-
<i>Subtotal Mobile Recreation - 40245</i>	<u>0.25</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Recreation Full-time Positions	12.00	12.00	12.00	12.00
Total Recreation Part-time Positions (in FTE's)	47.01	46.48	48.03	41.68
Risk Management - 14400				
Human Resources Manager	0.10	0.10	0.10	0.10
Human Resources Administrator	-	0.20	0.15	0.15
Human Resources Analyst	-	0.25	0.25	0.25
Risk Administrator	0.20	-	-	-
Management Analyst	0.25	-	-	-
Benefits Coordinator	0.70	0.70	0.75	0.75
<i>Subtotal Employee Benefit Admin - 50630</i>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>	<u>1.25</u>
Human Resources Manager	0.10	0.10	0.05	0.05
Human Resources Administrator	-	0.30	0.35	0.35
Human Resources Analyst	-	0.25	0.25	0.25
Human Resources Secretary	-	0.30	0.30	0.30
Risk Administrator	0.30	-	-	-
Management Analyst	0.25	-	-	-
Administrative Secretary	0.30	-	-	-
Benefits Coordinator	0.15	0.15	0.15	0.15
<i>Subtotal Risk Management Admin - 50661</i>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>	<u>1.10</u>

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

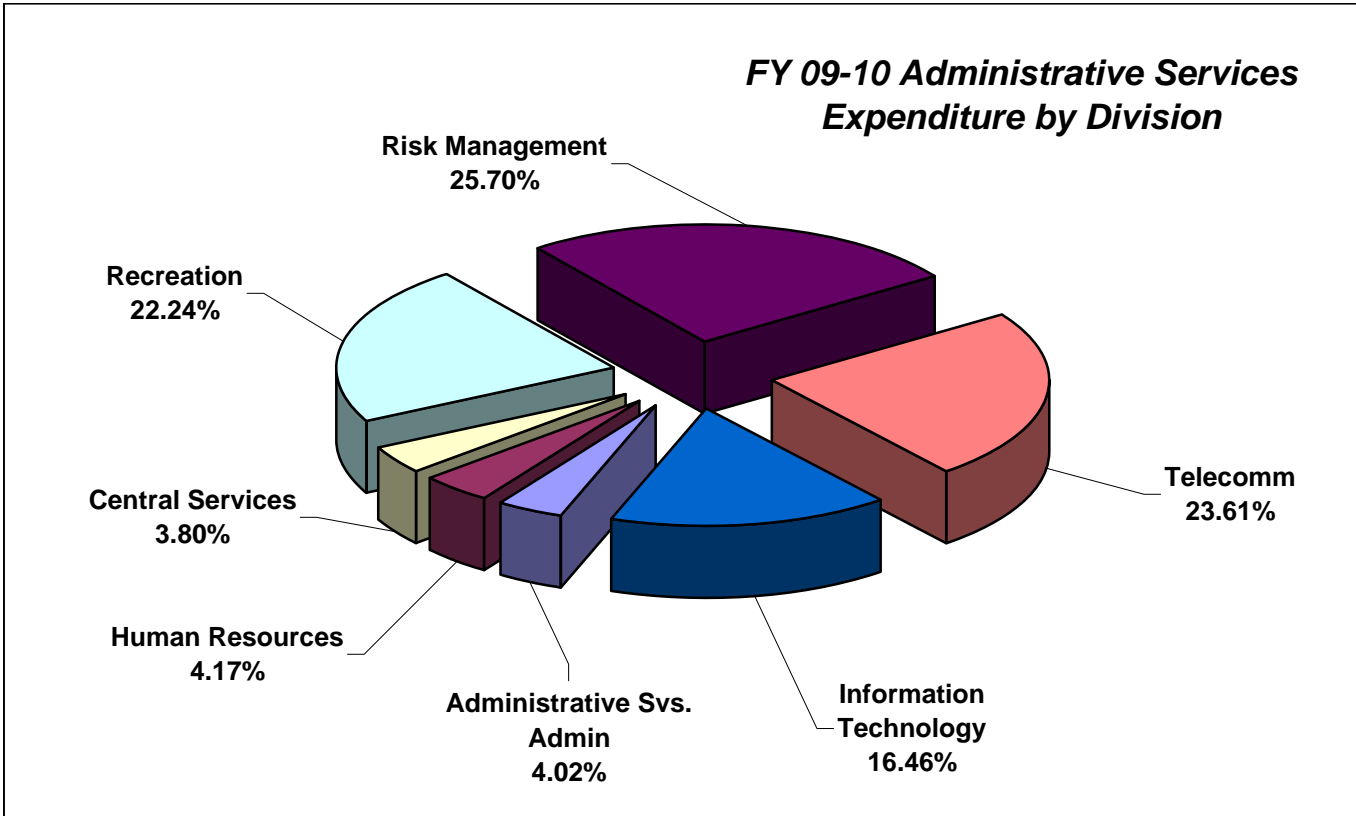
	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Risk Management</u> (continued)				
Human Resources Manager	0.10	0.10	0.15	0.15
Human Resources Administrator	-	0.25	0.10	0.10
Human Resources Analyst	-	0.75	0.75	0.75
Risk Administrator	0.25	-	-	-
Management Analyst	0.75	-	-	-
<i>Subtotal Liability - 50662</i>	1.10	1.10	1.00	1.00
Human Resources Manager	0.10	0.10	0.10	0.10
Human Resources Administrator	-	0.25	0.40	0.40
Human Resources Analyst	-	0.75	0.75	0.75
Risk Administrator	0.25	-	-	-
Management Analyst	0.75	-	-	-
Benefits Coordinator	0.15	0.15	0.10	0.10
<i>Subtotal Workers' Compensation - 50663</i>	1.25	1.25	1.35	1.35
Total Risk Management Full-time Positions	4.70	4.70	4.70	4.70
<u>Telecommunications - 14500</u>				
Telecommunications Manager	0.30	0.30	0.30	0.30
Communications Officer	15.00	15.00	15.00	15.00
Communications Supervisor	3.00	3.00	3.00	3.00
Administrative Secretary	0.50	0.50	0.50	0.50
Senior Communications Officer	3.00	3.00	3.00	3.00
Senior Communications Supervisor	0.80	0.80	0.80	0.80
<i>Subtotal Telecomm Operations - 51010</i>	22.60	22.60	22.60	22.60
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>	2.70	2.70	2.70	2.70
Telecommunications Manager	0.10	0.10	0.10	0.10
Administrative Secretary	0.10	0.10	0.10	0.10
Video Production Coordinator	1.00	1.00	1.00	1.00
Video Production Specialist	1.00	1.00	1.00	1.00
<i>Subtotal Cable Television - 51030</i>	2.20	2.20	2.20	2.20

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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Telecommunications (continued)				
Telecommunications Manager	0.30	0.30	0.30	0.30
Emergency Services Training Specialist	1.00	1.00	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>1.50</u>	<u>1.50</u>
Total Telecommunications Full-time Positions	29.00	29.00	29.00	29.00
Total Telecomm Part-time Positions (in FTE's)	3.55	3.55	3.55	3.55
Information Technology - 14600				
Information Technology Manager	-	-	0.50	0.50
Management Information Services Manager	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	5.00	5.00
<i>Subtotal Computer Operations - 50710</i>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>
Information Technology Manager	-	-	0.50	0.50
Management Information Services Manager	0.50	0.50	-	-
Administrative Secretary	0.50	0.50	0.50	0.50
Programmer Analyst I	1.00	1.00	1.00	1.00
Programmer Analyst II	2.00	2.00	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>8.00</u>	<u>8.00</u>
Total Information Technology Full-time Positions	15.00	15.00	15.00	15.00
Total Department Full-time Positions	74.00	74.00	74.00	74.00
Total Department Part-time Positions (in FTE's)	51.19	50.66	52.21	45.86
TOTAL DEPARTMENT	<u>125.19</u>	<u>124.66</u>	<u>126.21</u>	<u>119.86</u>

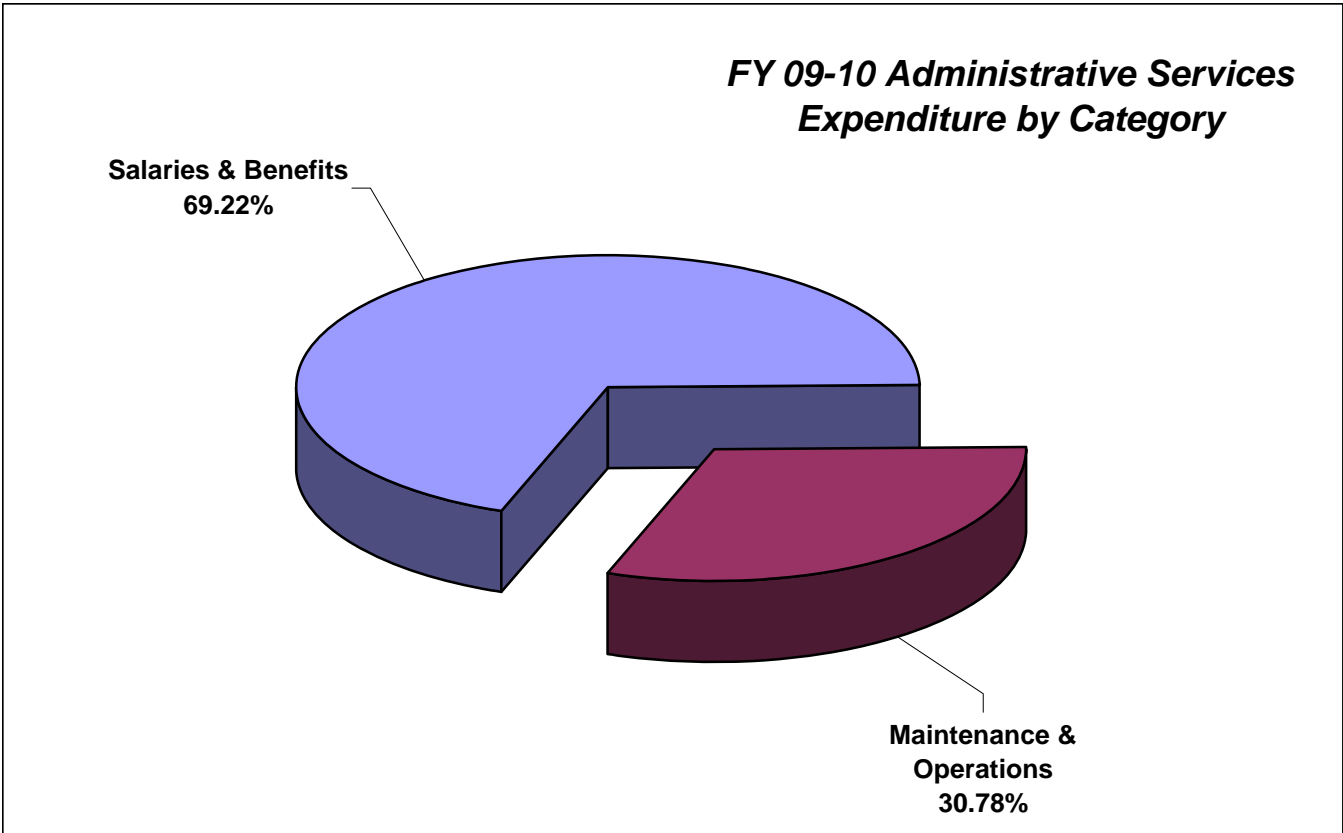
**ADMINISTRATIVE SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY DIVISION**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Division:</u>					
Administrative Svs. Admin. - 14050	\$ 633,718	\$ 696,095	\$ 680,519	\$ 680,343	-0.03%
Human Resources - 14100	816,892	903,170	1,037,616	705,097	-32.05%
Central Services - 14200	607,706	648,055	665,926	643,097	-3.43%
Recreation - 14300	3,758,513	3,898,844	4,300,027	3,764,307	-12.46%
Risk Management -14400	4,091,102	8,861,383	4,351,275	4,349,647	-0.04%
Telecommunications -14500	3,663,733	3,985,250	4,129,967	3,996,300	-3.24%
Information Technology - 14600	2,700,130	2,776,274	3,080,074	2,786,555	-9.53%
Total Expenditures	\$ 16,271,794	\$ 21,769,070	\$ 18,245,405	\$ 16,925,347	-7.24%



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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 11,791,318	\$ 12,542,656	\$ 12,300,063	\$ 11,715,660	-4.75%
Maintenance & Operations	4,081,511	9,080,486	5,587,567	5,209,687	-6.76%
Fixed Assets	398,965	145,928	357,775	-	-100.00%
Total Expenditures	\$ 16,271,794	\$ 21,769,070	\$ 18,245,405	\$ 16,925,347	-7.24%



	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent of Total
<u>Funding Sources:</u>					
General Fund - 101	\$ 14,023,354	\$ 14,983,855	\$ 14,971,741	\$ 13,477,422	79.63%
Self-Insurance Fund - 602	2,248,440	6,785,216	3,273,664	3,447,925	20.37%
Total Funding Sources	\$ 16,271,794	\$ 21,769,070	\$ 18,245,405	\$ 16,925,347	100.00%

ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY ACCOUNT

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Regular Salaries - Non Sworn	501200	\$ 5,033,042	\$ 5,451,601	\$ 5,625,174	\$ 5,384,475	-4%
Regular Salaries - Part time	501300	1,264,977	1,324,466	1,563,690	1,291,567	-17%
Overtime	501400	454,717	398,642	285,604	274,378	-4%
Accrual Payoff - Excess Maximum	501500	71,171	53,176	5,348	18,979	255%
Vacation/Comp. Time Cash Out	501600	-	26,120	1,840	24,332	1222%
Holiday Allowance	501700	19,009	22,002	14,146	19,825	40%
Separation Pay-Off	501800	49,076	19,410	-	-	0%
Other Compensation	501900	86,400	96,785	212,028	154,236	-27%
Cafeteria Plan	505100	573,081	665,100	750,025	722,658	-4%
Medicare	505200	92,014	98,317	102,779	95,736	-7%
Retirement	505300	1,208,562	1,342,640	1,382,759	1,247,261	-10%
Professional Development	505500	86,582	71,210	114,208	34,402	-70%
Auto Allowance	505600	3,600	4,050	5,400	5,400	0%
Unemployment	505800	42,104	36,752	51,627	54,440	5%
Workers' Compensation	505900	1,698,072	1,684,410	1,932,303	2,145,670	11%
Employer Contr.Retirees' Med.	506100	1,108,911	1,247,973	253,133	242,301	-4%
Subtotal Salaries & Benefits		\$ 11,791,318	\$ 12,542,656	\$ 12,300,063	\$ 11,715,660	-5%
Stationery and Office	510100	\$ 41,483	\$ 49,537	\$ 47,600	\$ 37,375	-21%
Multi-Media, Promotions and Subs	510200	125,555	137,732	174,795	116,370	-33%
Small Tools and Equipment	510300	84,756	194,220	198,523	111,902	-44%
Uniform & Clothing	510400	28,545	34,170	41,651	34,130	-18%
Safety and Health	510500	22,263	24,226	45,925	22,975	-50%
Maintenance & Construction	510600	21,840	20,448	43,050	44,350	3%
Electricity - Buildings & Fac.	515100	73,555	75,741	82,400	74,900	-9%
Electricity - Power	515200	-	-	25,000	13,000	-48%
Gas	515400	23,034	27,342	23,500	27,500	17%
Water - Domestic	515500	14,451	14,834	24,500	15,500	-37%
Waste Disposal	515700	2,250	823	1,000	2,000	100%
Janitorial and Housekeeping	515800	75,463	76,001	81,700	81,700	0%
Postage	520100	41,954	31,555	45,975	42,515	-8%
Advertising and Public Info.	520300	11,124	13,028	15,800	5,500	-65%
Telephone/Radio/Communications	520400	225,766	301,019	365,260	280,500	-23%
Mileage Reimbursement	520600	2,823	2,885	4,150	4,200	1%
Board Member Fees	520800	5,200	4,400	5,500	4,500	-18%
Buildings and Structures	525100	508	1,449	800	1,250	56%
Office Furniture	525600	405	3,645	12,011	1,150	-90%
Office Equipment	525700	588,438	588,966	663,150	768,222	16%
Other Equipment	525800	168,959	180,135	25,365	199,570	687%
Employment	530100	26,028	43,967	29,250	18,735	-36%
Consulting	530200	423,639	476,092	581,341	501,600	-14%
Legal	530300	60,183	29,071	50,000	50,000	0%
Medical and Health Inspection	530600	58,046	62,294	158,031	80,170	-49%
Law Enforcement	530700	108,341	95,351	107,750	47,046	-56%
Recreation	530800	466,327	462,828	465,860	462,440	-1%
Principal Payments	535100	14,459	13,905	22,500	9,500	-58%
Interest Payments	535200	-	-	3,500	1,500	-57%
External Rent	535400	382,102	474,629	424,030	411,140	-3%
Grants, Loans and Subsidies	535500	230,000	235,000	240,000	240,000	0%
Central Services	535800	23,099	26,508	39,850	33,940	-15%
Internal Rent - Maint. Charges	536100	56,916	40,906	61,395	59,379	-3%
Internal Rent - Repl.Cost	536200	26,016	54,267	54,065	-	-100%
General Liability	540100	332,926	1,981,564	1,036,525	1,019,648	-2%

**ADMINISTRATIVE SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Special Liability	540200	143	-	16,790	19,000	13%
Buildings & Personal Property	540500	276,001	265,210	317,350	319,830	1%
Faithful Performance Bonds	540600	7,159	6,128	8,200	8,200	0%
Taxes & Assessments	540700	31,680	41,383	43,475	38,450	-12%
Contingency	540800	-	2,988,935	-	-	0%
Other Costs	540900	77	292	-	-	0%
Subtotal Maintenance & Operations		\$ 4,081,511	\$ 9,080,486	\$ 5,587,567	\$ 5,209,687	-7%
Buildings and Structures	590400	\$ 2,160	\$ -	\$ -	\$ -	0%
Office Furniture	590600	81,047	48,581	-	-	0%
Office Equipment	590700	50,345	10,971	252,400	-	-100%
Other Equipment	590800	265,412	86,376	105,375	-	-100%
Subtotal Fixed Assets		\$ 398,965	\$ 145,928	\$ 357,775	\$ -	-100%
Total Expenditures		\$ 16,271,794	\$ 21,769,070	\$ 18,245,405	\$ 16,925,347	-7%

ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
ADMINISTRATION - 14050					
<u>Administrative Svcs Admin - 50001</u>					
Salaries & Benefits	\$ 493,406	\$ 540,680	\$ 550,603	\$ 565,239	3%
Maintenance & Operations	140,312	155,416	129,916	115,104	-11%
Fixed Assets	-	-	-	-	0%
Subtotal Administrative Svcs Admin	\$ 633,718	\$ 696,095	\$ 680,519	\$ 680,343	0%
HUMAN RESOURCES - 14100					
<u>Human Resources Administration - 50610</u>					
Salaries & Benefits	\$ 496,687	\$ 625,103	\$ 647,081	\$ 517,536	-20%
Maintenance & Operations	308,944	270,660	390,535	187,561	-52%
Fixed Assets	11,261	7,407	-	-	0%
Subtotal Human Resources Admin	\$ 816,892	\$ 903,170	\$ 1,037,616	\$ 705,097	-32%
CENTRAL SERVICES - 14200					
<u>Printing & Graphics - 50810</u>					
Salaries & Benefits	\$ 312,032	\$ 326,080	\$ 326,209	\$ 321,377	-1%
Maintenance & Operations	36,514	37,180	35,690	29,500	-17%
Fixed Assets	3,142	-	-	-	0%
Subtotal Printing & Graphics	\$ 351,688	\$ 363,260	\$ 361,899	\$ 350,877	-3%
<u>Reprographics - 50820</u>					
Salaries & Benefits	\$ 96,038	\$ 113,307	\$ 120,357	\$ 121,186	1%
Maintenance & Operations	71,212	75,561	83,100	62,250	-25%
Fixed Assets	-	-	-	-	0%
Subtotal Reprographics	\$ 167,251	\$ 188,868	\$ 203,457	\$ 183,436	-10%
<u>Mail & Delivery - 50840</u>					
Salaries & Benefits	\$ 77,427	\$ 83,142	\$ 84,542	\$ 97,301	15%
Maintenance & Operations	11,341	12,784	16,028	11,484	-28%
Fixed Assets	-	-	-	-	0%
Subtotal Mail & Delivery	\$ 88,767	\$ 95,927	\$ 100,570	\$ 108,785	8%
RECREATION - 14300					
<u>Recreation Admin - 50001</u>					
Salaries & Benefits	\$ 587,456	\$ 606,347	\$ 664,061	\$ 525,028	-21%
Maintenance & Operations	47,120	46,904	55,500	39,700	-28%
Fixed Assets	-	-	-	-	0%
Subtotal Administration	\$ 634,576	\$ 653,251	\$ 719,561	\$ 564,728	-22%

ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Downtown Recreation Ctr - 40121</u>					
Salaries & Benefits	\$ 98,029	\$ 97,324	\$ 121,685	\$ 122,418	1%
Maintenance & Operations	112,895	113,399	128,891	123,274	-4%
Fixed Assets	-	-	-	-	0%
Subtotal Downtown Rec Ctr	\$ 210,923	\$ 210,722	\$ 250,576	\$ 245,692	-2%
<u>Balearic Community Ctr - 40122</u>					
Salaries & Benefits	\$ 66,173	\$ 71,954	\$ 93,586	\$ 82,016	-12%
Maintenance & Operations	101,205	114,842	125,090	111,540	-11%
Fixed Assets	20,049	-	-	-	0%
Subtotal Balearic Community Ctr	\$ 187,427	\$ 186,796	\$ 218,676	\$ 193,556	-11%
<u>Neighborhood Comm Ctr - 40123</u>					
Salaries & Benefits	\$ 172,428	\$ 197,120	\$ 180,976	\$ 188,821	4%
Maintenance & Operations	76,157	89,129	113,025	82,299	-27%
Fixed Assets	5,024	-	-	-	0%
Subtotal Neighborhood Comm Ctr	\$ 253,608	\$ 286,249	\$ 294,001	\$ 271,120	-8%
<u>Aquatics - 40212</u>					
Salaries & Benefits	\$ 164,984	\$ 259,372	\$ 272,621	\$ 225,539	-17%
Maintenance & Operations	6,737	9,264	8,375	8,375	0%
Fixed Assets	4,031	-	-	-	0%
Subtotal Aquatics	\$ 175,752	\$ 268,636	\$ 280,996	\$ 233,914	-17%
<u>Tennis - 40213</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	2,114	3,040	28,175	15,750	-44%
Fixed Assets	-	-	-	-	0%
Subtotal Tennis	\$ 2,114	\$ 3,040	\$ 28,175	\$ 15,750	-44%
<u>Adult Sports Basketball/Volleyball - 40214</u>					
Salaries & Benefits	\$ 32,447	\$ 32,427	\$ 52,205	\$ 52,813	1%
Maintenance & Operations	16,312	12,182	15,145	15,045	-1%
Fixed Assets	-	-	-	-	0%
Subtotal Adult Basketball/Volleyball	\$ 48,759	\$ 44,609	\$ 67,350	\$ 67,858	1%
<u>Adult Sports Softball - 40215</u>					
Salaries & Benefits	\$ 30,646	\$ 27,920	\$ 61,378	\$ 57,733	-6%
Maintenance & Operations	26,792	38,342	44,616	44,250	-1%
Fixed Assets	-	-	-	-	0%
Subtotal Adult Sports Softball	\$ 57,438	\$ 66,263	\$ 105,994	\$ 101,983	-4%

ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Fields/Field Ambassadors - 40216</u>					
Salaries & Benefits	\$ 148,712	\$ 123,821	\$ 161,843	\$ 153,977	-5%
Maintenance & Operations	199,909	298,088	218,058	213,254	-2%
Fixed Assets	71,401	-	-	-	0%
Subtotal Fields/Field Ambassadors	\$ 420,022	\$ 421,908	\$ 379,901	\$ 367,231	-3%
<u>Youth Sports Basketball/Cheerleading - 40218</u>					
Salaries & Benefits	\$ 32,523	\$ 34,404	\$ 42,356	\$ 34,259	-19%
Maintenance & Operations	3,706	3,553	5,200	4,550	-13%
Fixed Assets	-	-	-	-	0%
Subtotal Youth Basketball/Cheer	\$ 36,229	\$ 37,956	\$ 47,556	\$ 38,809	-18%
<u>Youth Sports Flag Football/Cheerleading/Soccer - 40219</u>					
Salaries & Benefits	\$ 43,216	\$ 41,331	\$ 42,141	\$ 32,578	-23%
Maintenance & Operations	4,289	3,655	4,400	3,950	-10%
Fixed Assets	-	-	-	-	0%
Subtotal Youth Sports FF/C/S	\$ 47,506	\$ 44,986	\$ 46,541	\$ 36,528	-22%
<u>Senior Citizens Center - 40231</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	324,914	330,194	339,235	338,863	0%
Fixed Assets	-	-	-	-	0%
Subtotal Senior Citizens Center	\$ 324,914	\$ 330,194	\$ 339,235	\$ 338,863	0%
<u>Day Camp - 40232</u>					
Salaries & Benefits	\$ 109,692	\$ 92,080	\$ 125,732	\$ 112,300	-11%
Maintenance & Operations	75,425	65,322	76,350	76,350	0%
Fixed Assets	2,160	-	-	-	0%
Subtotal Day Camp	\$ 187,278	\$ 157,402	\$ 202,082	\$ 188,650	-7%
<u>Playgrounds - 40233</u>					
Salaries & Benefits	\$ 315,773	\$ 347,237	\$ 369,905	\$ 367,325	-1%
Maintenance & Operations	16,204	21,560	21,819	20,450	-6%
Fixed Assets	-	-	-	-	0%
Subtotal Playgrounds	\$ 331,977	\$ 368,797	\$ 391,724	\$ 387,775	-1%
<u>Job Center - 40234</u>					
Salaries & Benefits	\$ 3,331	\$ -	\$ -	\$ -	0%
Maintenance & Operations	-	-	-	-	0%
Fixed Assets	-	-	-	-	0%
Subtotal Job Center	\$ 3,331	\$ -	\$ -	\$ -	0%

ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Youth & Family - 40235</u>					
Salaries & Benefits	\$ 13,799	\$ 9,227	\$ 9,259	\$ -	0%
Maintenance & Operations	3,722	5,061	5,756	-	14%
Fixed Assets	-	-	-	-	0%
Subtotal Youth & Family	\$ 17,520	\$ 14,288	\$ 15,015	\$ -	5%
<u>Teen Programs - 40236</u>					
Salaries & Benefits	\$ 80,382	\$ 64,690	\$ 115,282	\$ 74,856	-35%
Maintenance & Operations	18,501	19,888	38,150	30,900	-19%
Fixed Assets	-	-	-	-	0%
Subtotal Teen Programs	\$ 98,883	\$ 84,579	\$ 153,432	\$ 105,756	-31%
<u>Concerts - 40237</u>					
Salaries & Benefits	\$ 7,936	\$ 11,450	\$ 14,335	\$ -	-100%
Maintenance & Operations	15,997	18,472	18,750	-	-100%
Fixed Assets	-	-	-	-	0%
Subtotal Concerts	\$ 23,933	\$ 29,921	\$ 33,085	\$ -	-100%
<u>Early Childhood - 40241</u>					
Salaries & Benefits	\$ 101,938	\$ 113,086	\$ 106,626	\$ 109,864	3%
Maintenance & Operations	6,598	6,829	9,100	9,300	2%
Fixed Assets	2,092	-	-	-	0%
Subtotal Early Childhood	\$ 110,628	\$ 119,915	\$ 115,726	\$ 119,164	3%
<u>Adult Instructional Classes - 40242</u>					
Salaries & Benefits	\$ 21,934	\$ 21,373	\$ 22,135	\$ 22,267	1%
Maintenance & Operations	97,812	72,936	68,850	68,850	0%
Fixed Assets	-	-	-	-	0%
Subtotal Adult Instructional	\$ 119,746	\$ 94,309	\$ 90,985	\$ 91,117	0%
<u>Youth Instructional Classes - 40243</u>					
Salaries & Benefits	\$ 27,645	\$ 34,422	\$ 37,406	\$ 37,000	-1%
Maintenance & Operations	323,720	332,657	299,575	339,575	13%
Fixed Assets	-	-	-	-	0%
Subtotal Youth Instructional	\$ 351,364	\$ 367,079	\$ 336,981	\$ 376,575	12%
<u>Special Recreation Events - 40244</u>					
Salaries & Benefits	\$ 5,928	\$ 8,998	\$ 4,025	\$ -	-100%
Maintenance & Operations	20,613	19,261	69,452	-	-100%
Fixed Assets	-	-	-	-	0%
Subtotal Special Recreation Events	\$ 26,541	\$ 28,260	\$ 73,477	\$ -	-100%

ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Mobile Recreation - 40245</u>					
Salaries & Benefits	\$ 58,852	\$ 50,170	\$ 55,388	\$ -	-100%
Maintenance & Operations	8,396	10,933	15,903	-	-100%
Fixed Assets	-	-	-	-	0%
Subtotal Mobile Recreation	\$ 67,248	\$ 61,103	\$ 71,291	\$ -	-100%
<u>Parks & Recreation Commission - 50125</u>					
Salaries & Benefits	\$ 2,204	\$ 2,261	\$ 230	\$ 200	-13%
Maintenance & Operations	7,783	7,271	8,600	4,900	-43%
Fixed Assets	2,514	-	-	-	0%
Subtotal Parks & Recreation Comm.	\$ 12,502	\$ 9,533	\$ 8,830	\$ 5,100	-42%
<u>Child Care/Youth Services Comm - 50140</u>					
Salaries & Benefits	\$ -	\$ 154	\$ 155	\$ 140	-10%
Maintenance & Operations	-	-	200	1,700	750%
Fixed Assets	-	-	-	-	0%
Subtotal Child Care/Youth Comm	\$ -	\$ 154	\$ 355	\$ 1,840	418%
<u>Cultural Arts Committee - 50190</u>					
Salaries & Benefits	\$ -	\$ 150	\$ 480	\$ 300	-37%
Maintenance & Operations	5,623	5,387	20,000	4,500	-78%
Fixed Assets	-	-	-	-	0%
Subtotal Cultural Arts Committee	\$ 5,623	\$ 5,537	\$ 20,480	\$ 4,800	-77%
<u>Historical Preservation Committee - 50191</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	2,672	3,357	8,000	7,500	-6%
Fixed Assets	-	-	-	-	0%
Subtotal Historic Resources Comm	\$ 2,672	\$ 3,357	\$ 8,000	\$ 7,500	-6%
<u>RISK MANAGEMENT - 14400</u>					
<u>Employee Benefit Admin - 50630</u>					
Salaries & Benefits	\$ 142,284	\$ 147,968	\$ 181,303	\$ 164,722	-9%
Maintenance & Operations	34,686	41,307	83,075	48,850	-41%
Fixed Assets	-	-	-	-	0%
Subtotal Employee Benefit Admin	\$ 176,970	\$ 189,275	\$ 264,378	\$ 213,572	-19%
<u>Post-Employment Benefits - 50650</u>					
Salaries & Benefits	\$ 1,171,982	\$ 1,297,994	\$ 106,497	\$ 99,297	-7%
Maintenance & Operations	-	750	1,650	1,500	-9%
Fixed Assets	-	-	-	-	0%
Subtotal Post Employment Benefits	\$ 1,171,982	\$ 1,298,744	\$ 108,147	\$ 100,797	-7%

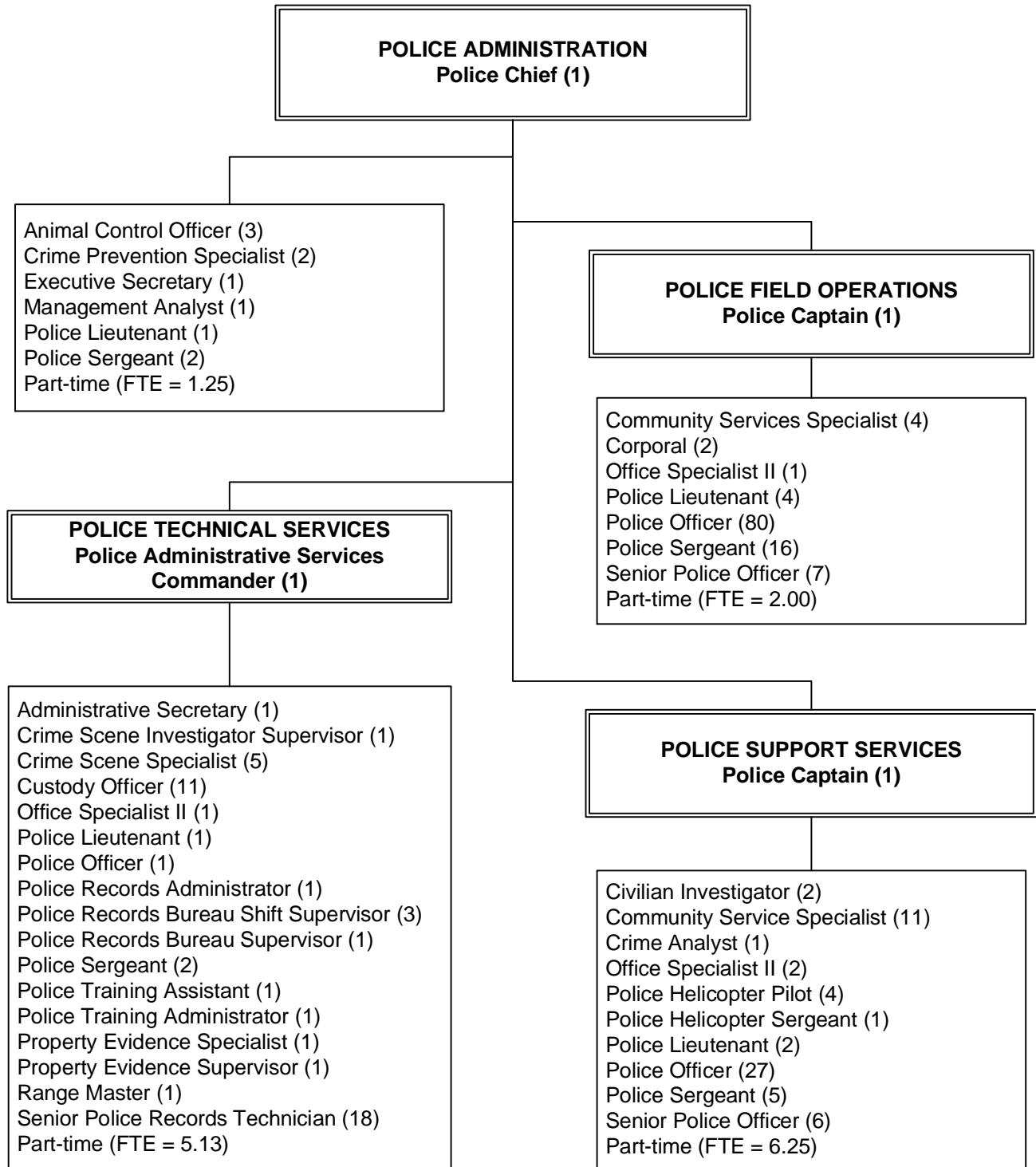
ADMINISTRATIVE SERVICES DEPARTMENT EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Risk Mgmt Admin - 50661</u>					
Salaries & Benefits	\$ 112,465	\$ 106,640	\$ 125,336	\$ 110,702	-12%
Maintenance & Operations	285,835	274,754	357,200	357,440	0%
Fixed Assets	1,418	8,437	-	-	0%
Subtotal Risk Mgmt Admin	\$ 399,718	\$ 389,831	\$ 482,536	\$ 468,142	-3%
<u>Liability - 50662</u>					
Salaries & Benefits	\$ 127,222	\$ 100,113	\$ 120,239	\$ 90,906	-24%
Maintenance & Operations	253,759	4,884,615	1,044,799	1,025,394	-2%
Fixed Assets	-	32,737	-	-	0%
Subtotal Liability	\$ 380,980	\$ 5,017,465	\$ 1,165,038	\$ 1,116,300	-4%
<u>Workers' Comp - 50663</u>					
Salaries & Benefits	\$ 1,632,796	\$ 1,623,650	\$ 1,890,531	\$ 2,056,587	9%
Maintenance & Operations	328,655	342,418	440,646	394,250	-11%
Fixed Assets	-	-	-	-	0%
Subtotal Workers' Comp	\$ 1,961,451	\$ 1,966,069	\$ 2,331,177	\$ 2,450,837	5%
<u>TELECOMMUNICATIONS - 14500</u>					
<u>Telecomm Operations - 51010</u>					
Salaries & Benefits	\$ 2,448,616	\$ 2,661,268	\$ 2,800,593	\$ 2,649,163	-5%
Maintenance & Operations	236,973	325,571	395,840	305,330	-23%
Fixed Assets	35,883	-	-	-	0%
Subtotal Telecomm Operations	\$ 2,721,472	\$ 2,986,839	\$ 3,196,433	\$ 2,954,493	-8%
<u>Technical Support/Maint - 51020</u>					
Salaries & Benefits	\$ 287,741	\$ 303,522	\$ 303,390	\$ 313,002	3%
Maintenance & Operations	172,293	209,268	63,780	233,905	267%
Fixed Assets	10,893	-	5,400	-	-100%
Subtotal Tech Support/Maint	\$ 470,926	\$ 512,790	\$ 372,570	\$ 546,907	47%
<u>Cable Television - 51030</u>					
Salaries & Benefits	\$ 210,074	\$ 240,393	\$ 272,900	\$ 259,785	-5%
Maintenance & Operations	32,293	34,019	49,423	42,423	-14%
Fixed Assets	53,425	17,660	26,975	-	-100%
Subtotal Cable Television	\$ 295,792	\$ 292,072	\$ 349,298	\$ 302,208	-13%
<u>Emergency Services - 51040</u>					
Salaries & Benefits	\$ 165,632	\$ 181,266	\$ 189,997	\$ 175,642	-8%
Maintenance & Operations	7,376	12,282	21,670	17,050	-21%
Fixed Assets	2,534	-	-	-	0%
Subtotal Emergency Services	\$ 175,543	\$ 193,548	\$ 211,667	\$ 192,692	-9%

**ADMINISTRATIVE SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM**

	<u>FY 06-07</u> Actual	<u>FY 07-08</u> Actual	<u>FY 08-09</u> Adopted	<u>FY 09-10</u> Adopted	<u>Percent</u> <u>Change</u>
<i>INFORMATION TECHNOLOGY - 14600</i>					
<u>Computer Operations - 50710</u>					
Salaries & Benefits	\$ 825,580	\$ 866,952	\$ 905,673	\$ 859,103	-5%
Maintenance & Operations	634,753	752,377	723,250	812,671	12%
Fixed Assets	173,139	79,687	325,400	-	-100%
<i>Subtotal Computer Operations</i>	<u>\$ 1,633,472</u>	<u>\$ 1,699,016</u>	<u>\$ 1,954,323</u>	<u>\$ 1,671,774</u>	<u>-14%</u>
<u>Computer Systems Development - 50720</u>					
Salaries & Benefits	\$ 1,065,308	\$ 1,077,258	\$ 1,121,001	\$ 1,114,682	-1%
Maintenance & Operations	1,350	-	4,750	100	-98%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Computer Systems Dev</i>	<u>\$ 1,066,658</u>	<u>\$ 1,077,258</u>	<u>\$ 1,125,751</u>	<u>\$ 1,114,782</u>	<u>-1%</u>
Total Expenditures	<u>\$ 16,271,794</u>	<u>\$ 21,769,070</u>	<u>\$ 18,245,405</u>	<u>\$ 16,925,347</u>	<u>-7%</u>

POLICE DEPARTMENT ORGANIZATION CHART



POLICE DEPARTMENT

The Police Department is tasked with protecting life and property while preserving the peace. The Department has 237 full-time positions, of which 162 are sworn and 75 are civilian. Full-time staffing is composed of 12 management positions, 41 supervisory, and 184 line-level positions. Part-time staffing consists of 21.73 full-time equivalents. The Department is comprised of four divisions and each division is further split into different programs. The four divisions are as follows:

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

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; manages the Department budget and financial planning; coordinates press information distribution to the local media; and provides internal investigation services through the Professional Standards Unit.

Community Services – 10134

Provides home and business crime prevention strategies and personal protection seminars; oversees the Department's Volunteer Program and Citizens' Academy; coordinates the Neighborhood Watch Program and the annual National Night Out and Santa Program events.

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 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
- Recruitment

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.

POLICE DEPARTMENT

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 (P.O.S.T.) requirements and community needs for both sworn and civilian personnel; develops and evaluates daily in-service programs.

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

Provides and coordinates the recruitment and selection of candidates for vacant positions within the department, adhering to guidelines established by statutory and state-mandated Peace Officer Standard Training (P.O.S.T.) requirements, for both sworn and civilian personnel.

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; and provides business-related services to the public via the front desk.

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.

POLICE DEPARTMENT

POLICE SUPPORT SERVICES - 15400

Helicopter Patrol - 10112

Provides helicopter patrol through participation in Airborne Law Enforcement (A.B.L.E.).

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.

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

Investigates persons involved in illegal narcotics with emphasis on traffickers, gambling, vice and prostitution; and provides a community resource for training on narcotic and drug abuse issues.

BUDGET NARRATIVE

The FY 09-10 adopted budget for the Police Department totals \$42.3 million, which reflects a decrease of \$3.2 million or -6.98% compared to the FY 08-09 adopted budget. The Police Department is planning to leave vacant the positions of Crime Scene Specialist, Senior Police Records Technician, and one Police Sergeant. Also included are the assumptions of a 5% salary reduction and a reduction of \$534,000 in non-reimbursed overtime. Other reductions include suspension of the Recruitment program and many miscellaneous maintenance and operational accounts.

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.

POLICE DEPARTMENT

PRIOR YEAR'S ACCOMPLISHMENTS

- Developed the new customer survey to measure quality of police/community contacts during traffic stops resulting in a citation for a vehicle violation.
- Purchased a surveillance video camera system to be used in high-crime areas of Costa Mesa.
- Developed and implemented the Keep Your Teen Safe Program in conjunction with the Newport-Mesa Unified School District.
- Achieved record participation and interest in the Citizens' Academy.
- Purchased accident scene diagramming software and trained all Traffic Safety Bureau personnel to operate.
- Completed Phase I of the police facility construction project. The Crime Scene Investigation, Property & Evidence, Animal Control, and Vice & Narcotics bureaus, as well as the arsenal, are now housed in the new facility expansion.
- Designed and implemented a new personnel appraisal system, containing performance measures applicable to all employees, to include additional performance measures for supervisors.
- Researched, purchased, and installed new mobile video system in field units.
- Upgraded the jail facility with new bunks, new cell doors, and a security monitoring system.
- Installed broadband in field units, allowing field officers to access applications capable of sending images, large amounts of data, and countywide information sharing.
- Newly formed Recruitment Program fully budgeted and staffed.
- Implemented Crime Map software.
- Entered into a contractual agreement with the Office of the District Attorney of Orange County to use a district attorney and investigator to work with the Gang Detail under the T.A.R.G.E.T. concept.
- Re-established a third police service dog.
- Established a contract for long-term animal shelter arrangements.
- Reorganized the Field Operations Division to incorporate Area Command and Team Policing.
- Expanded the police website, designed to educate the community and provide general information sought by the public.
- Awarded \$463,000 in grant funds from the Office of Traffic Safety for the DUI Enforcement and Awareness Program. Under this grant, officers conducted 16 alcohol saturation patrols.
- Developed the Keep Kids Alive Drive 25 Program.
- Ranked third of 22 cities in the same population demographic for enforcement of seat belt violations in the "Click It or Ticket" campaign. Achieved overall ranking of 19th statewide.
- Six officers earned Century Awards from Mothers Against Drunk Driving, four of whom arrested over 100 drivers under the influence and two of whom arrested over 200.
- Decreased street prostitution presence by more than 25 percent.
- Commenced participation in "Project Innocence Lost," targeting and investigating suspects involved in the sexual exploitation of juveniles, and implemented memorandum of understanding with the FBI formalizing the Detective Bureau's participation.
- Exceeded target objectives for robbery, crimes against persons, and juvenile case clearance.

POLICE DEPARTMENT

GOALS

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

OBJECTIVES

- Establish a living jail emergency management document designed to address emergency shut-off valves, facility blueprints, emergency contact numbers, inmate evacuation, staging areas, incident command structure, jail breaches, etc., with input from other affected city departments.
- Proceed with plans to implement online report-writing system.
- Develop and implement the Rush Hour Deployment concept using collision data to target high-collision locations during peak traffic hours. Reduce injury traffic collisions by 10 percent and reduce hit-and-run collisions by 10-percent by targeting unlicensed drivers.
- Fully implement the Community Oriented Policing and Problem Solving/Traffic Problem Oriented Policing computer program to document, track, and measure responses to quality of life issues.
- Apply for \$250,000 in grant funds from the Office of Traffic Safety for participation in the Selective Traffic Enforcement Program.
- Commence participation in the FBI's Cyber Crime Task Force and formalize involvement through implementation of a memorandum of understanding.
- Expand the website to further educate the community and meet public inquiries and demand.
- Re-establish National Night Out through the Neighborhood Watch Program, by registering Neighborhood Watch groups, home owner associations, and community groups that intend to host a social event attended by community members and police personnel.
- Establish protocol for managing the new in-car video system.
- Install and implement electronic barcode property inventory system.
- Explore agreement with Newport Beach Police Department for mutual aid jail services in the event operations are disrupted at either facility.
- Meet all state and legislative training mandates to 100-percent compliance.
- Increase police officer/recruit applications by 15 percent.
- Transcribe and make available for release all dictated reports within five days from dictation.
- Develop and implement the Bicycle Rodeo Program for three target elementary schools to instruct students on safe bicycle operation.
- Add 14 red light camera approaches to intersections with high traffic collision volumes.
- Achieve the Detective Bureau's established case clearance rate objectives.
- Continue progress toward implementation of virtual muster for Patrol.
- Increase emphasis on investigation of cold case homicides by applying additional hours worked on unsolved cases.
- Further develop the functionality and scope of the terrorism liaison officer.

POLICE DEPARTMENT

Performance Measures/Workload Indicators:	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
• Records Bureau cases and arrest reports processed	21,091	24,603	24,603
Percent of full-time civilian staffing (average)	80%	90%	100%
Percent of budgeted overtime used	86%	80%	70%
• Custody Bookings	5,358	5,032	5,258
Full-time civilian staffing (average)	80%	100%	100%
Budgeted overtime used	99%	60%	60%
• Emergency calls	1,310	1,450	1,350
Responded within 5 minutes	83%	80%	82%
• Non-emergency calls	84,389	81,550	87,250
Responded within 15 minutes	94%	98%	95%
• Non-emergency calls	83,054	81,550	86,000
Responded within 30 minutes	99%	98%	98%
• Hit-and-run investigations	-----	450	600
Cases cleared	-----	160	210
Effectiveness	-----	35%	35%
• Services provided for Special Events	58	80	80
• Traffic Collisions	2,255	2,000	2,000
Change from previous year	+9%		
• Traffic customer survey rating good or better	-----	80%	80%
• Assigned robbery cases	112	140	110
Cases cleared	52	49	40
Effectiveness	46%	35%	35%
• Assigned crimes against persons cases	166	320	160
Cases cleared	126	224	110
Effectiveness	76%	70%	70%
• Assigned burglary cases	1,449	1,600	1,425
Cases cleared	305	400	355
Effectiveness	21%	25%	25%
• Assigned theft cases	1,965	2,000	2,055
Cases cleared	522	500	515
Effectiveness	26%	25%	25%

POLICE DEPARTMENT

Performance Measures/Workload Indicators (continued):	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
• Assigned juvenile cases	318	590	325
Cases cleared	308	531	295
Effectiveness	97%	90%	90%
• Economic/identity theft cases [*]	-----	650	570
Cases cleared	-----	325	140
Effectiveness	-----	50%	25%
• Narcotics arrests	60	75	75
Change from previous year	-13%		
• Vice and prostitution arrests	41	50	45
Change from previous year	-18%		

* Clearance rate goal lower due to adjustment with case closure protocol to coincide with FBI's uniform crime reporting.



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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Police Administration - 15100</u>				
Police Chief	1.00	1.00	1.00	1.00
Police Lieutenant	-	-	1.00	1.00
Police Sergeant	1.00	1.00	2.00	2.00
Executive 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	-	-
<i>Subtotal Administration - 50001</i>	<u>5.00</u>	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>
Crime Prevention Specialist	2.00	2.00	2.00	2.00
<i>Subtotal Community Services - 10134</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Police Captain	0.10	0.10	-	-
Animal Control Officer	3.00	3.00	3.00	3.00
<i>Subtotal Animal Control - 10139</i>	<u>3.10</u>	<u>3.10</u>	<u>3.00</u>	<u>3.00</u>
Total Police Administration Full-time Positions	10.10	10.10	11.00	11.00
Total Police Admin Part-time Positions (in FTE's)	0.50	0.50	1.25	1.25
<u>Police Technical Services - 15200</u>				
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	18.00	18.00
<i>Subtotal Records/Info Systems - 10131</i>	<u>23.00</u>	<u>23.00</u>	<u>23.00</u>	<u>23.00</u>
Crime Scene Investigator Supervisor	1.00	1.00	1.00	1.00
Crime Scene Specialist	5.00	5.00	5.00	5.00
<i>Subtotal Crime Scene Invest/Photos - 10132</i>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
Police Training Administrator	1.00	1.00	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
Police Officer	1.00	0.50	0.50	1.00
Office Specialist II	-	-	1.00	1.00
<i>Subtotal Training - 10133</i>	<u>4.00</u>	<u>3.50</u>	<u>4.50</u>	<u>6.00</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 & Evidence - 10136</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

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

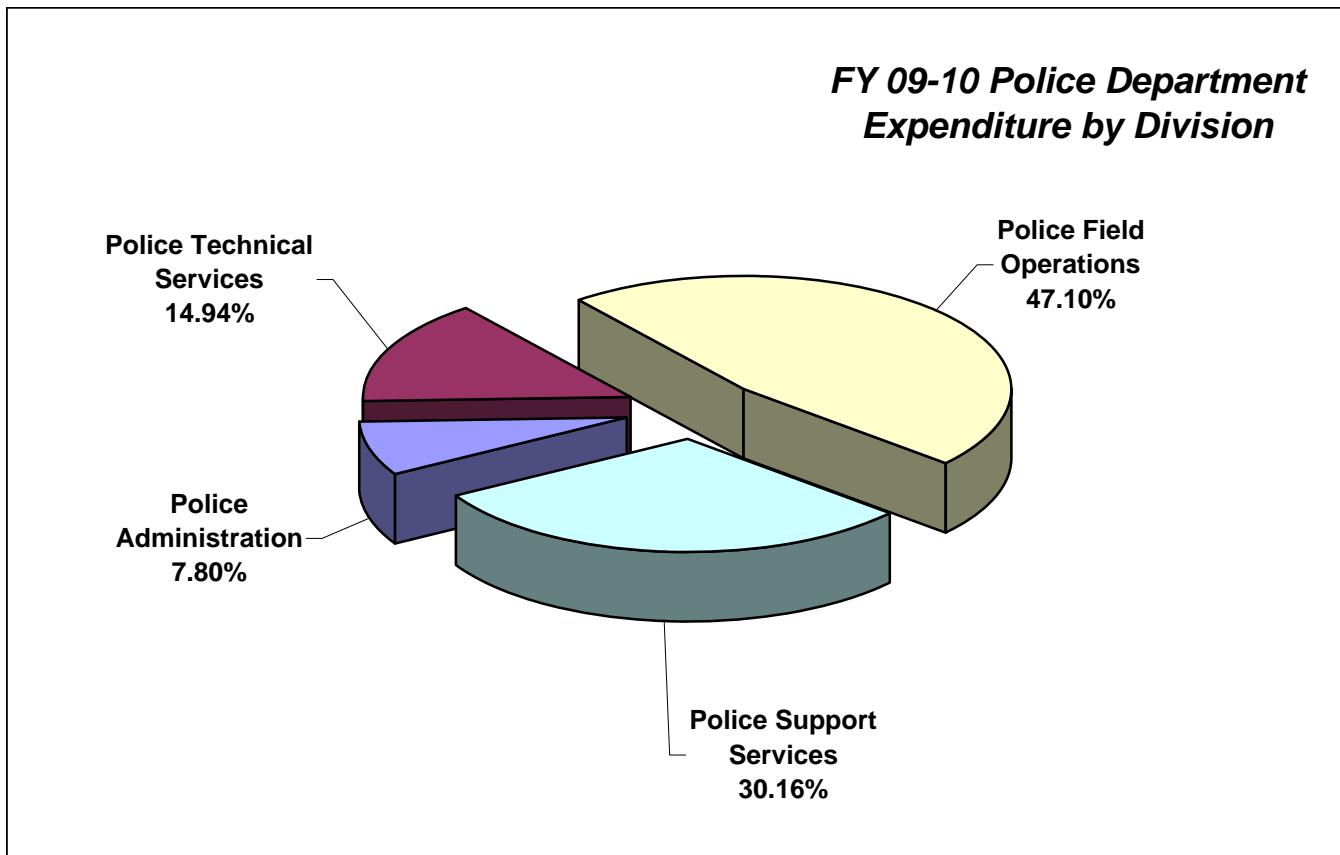
	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Police Technical Services - 15200</u> (continued)				
Police Sergeant	1.00	1.00	1.00	1.00
Custody Officer	11.00	11.00	11.00	11.00
<i>Subtotal Jail - 10137</i>	12.00	12.00	12.00	12.00
Police Sergeant	-	1.50	1.00	-
Police Officer	-	1.00	0.50	-
<i>Subtotal Recruitment - 10146</i>	-	2.50	1.50	-
Total Police Technical Svcs Full-time Positions	50.00	52.00	52.00	52.00
Total Police Tech Svcs Part-time Positions (in FTE's)	6.00	7.50	7.00	5.13
<u>Police Field Operations - 15300</u>				
Police Captain	0.50	0.50	0.80	0.80
Community Services Specialist	10.00	3.00	3.00	4.00
Corporal	9.00	8.00	7.00	2.00
Police Lieutenant	4.00	4.00	4.00	4.00
Police Officer	54.00	57.00	62.00	73.00
Police Sergeant	14.00	12.00	14.00	15.00
Senior Police Officer	9.00	9.00	6.00	6.00
<i>Subtotal Field Area Policing - 10111</i>	100.50	93.50	96.80	104.80
Police Captain	0.10	0.10	0.20	0.20
Community Services Specialist	0.50	0.50	0.50	-
Office Specialist II	-	1.00	1.00	1.00
Police Officer	6.00	7.00	7.00	7.00
Police Sergeant	1.00	1.00	1.00	1.00
Senior Police Officer	2.00	1.00	1.00	1.00
<i>Subtotal Youth Crime Intervention - 10135</i>	9.60	10.60	10.70	10.20
Total Police Field Operations Full-time Positions	110.10	104.10	107.50	115.00
Total Police Fld Ops Part-time Positions (in FTE's)	13.25	12.75	13.00	2.00
<u>Police Support Services - 15400</u>				
Police Captain	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	-	-
Police Lieutenant	1.00	1.00	-	-
<i>Subtotal Administration - 50001</i>	3.00	3.00	1.00	1.00
Police Helicopter Sergeant	1.00	1.00	1.00	1.00
Police Helicopter Pilot	4.00	4.00	4.00	4.00
<i>Subtotal Helicopter Patrol - 10112</i>	5.00	5.00	5.00	5.00

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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Police Support Services - 15400</u> (continued)				
Police Captain	0.25	0.25	-	-
Community Services Specialist	3.00	10.00	10.00	10.00
Corporal	1.00	2.00	2.00	-
Office Specialist II	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Police Officer	13.00	14.00	12.00	14.00
Police Sergeant	2.00	2.00	2.00	2.00
Senior Police Officer	4.00	2.00	2.00	2.00
<i>Subtotal Traffic Enforcement - 10113</i>	25.25	32.25	30.00	30.00
Police Captain	0.05	0.05	-	-
Police Sergeant	1.00	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00	1.00
<i>Subtotal Contract & Special Events - 10114</i>	2.05	2.05	2.00	2.00
Civilian Investigator	2.00	2.00	2.00	2.00
Community Services Specialist	0.50	0.50	0.50	1.00
Crime Analyst	1.00	1.00	1.00	1.00
Office Specialist II	0.80	0.80	0.80	1.00
Police Lieutenant	0.80	0.80	0.80	1.00
Police Officer	10.00	11.00	11.00	12.00
Police Sergeant	2.00	2.00	2.00	2.00
Senior Police Officer	5.00	4.00	4.00	4.00
<i>Subtotal Crime Investigation - 10120</i>	22.10	22.10	22.10	24.00
Community Services Specialist	1.00	1.00	1.00	-
Office Specialist II	0.20	0.20	0.20	-
Police Lieutenant	0.20	0.20	0.20	-
Police Officer	7.00	7.00	7.00	-
Police Sergeant	1.00	1.00	1.00	-
<i>Subtotal Vice & Narcotics - 10125</i>	9.40	9.40	9.40	-
Total Police Support Services Full-time Positions	66.80	73.80	69.50	62.00
Total Police Supt Svcs Part-time Positions (in FTE's)	1.98	1.98	5.50	6.25
Total Department Full-time Positions	237.00	240.00	240.00	240.00
Total Department Part-time Positions (in FTE's)	21.73	22.73	26.75	14.63
TOTAL DEPARTMENT	258.73	262.73	266.75	254.63

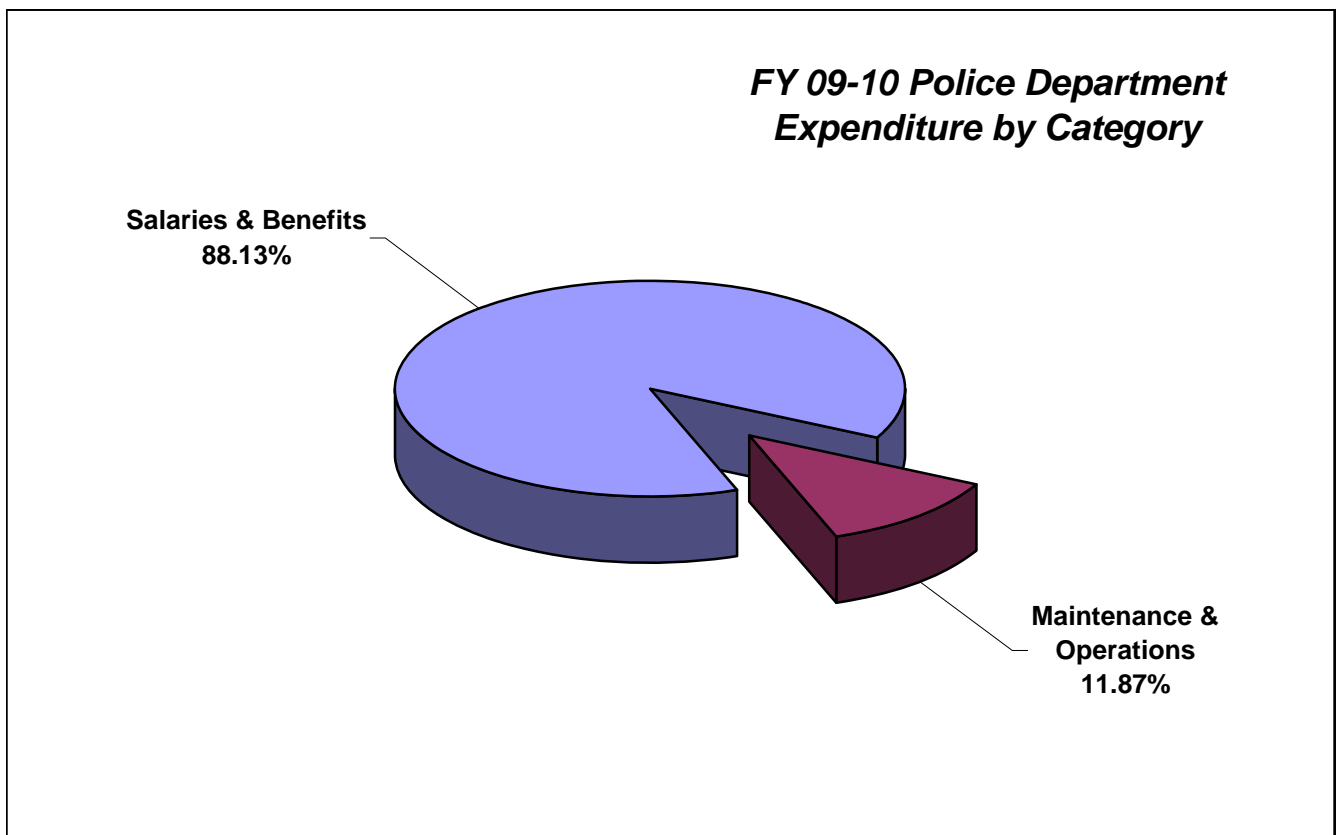
**POLICE DEPARTMENT
EXPENDITURE SUMMARY BY DIVISION**

	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
Expenditure by Division:					
Police Administration - 15100	\$ 2,552,691	\$ 2,875,046	\$ 3,371,294	\$ 3,298,774	-2.15%
Police Technical Services - 15200	5,585,559	5,963,847	6,677,563	6,314,057	-5.44%
Police Field Operations - 15300	17,471,929	18,255,753	20,168,211	19,913,986	-1.26%
Police Support Services - 15400	13,321,487	15,025,321	15,232,931	12,749,960	-16.30%
Total Expenditures	\$ 38,931,665	\$ 42,119,966	\$ 45,449,999	\$ 42,276,777	-6.98%



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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 33,439,893	\$ 35,947,777	\$ 39,081,140	\$ 37,259,902	-4.66%
Maintenance & Operations	5,186,630	5,501,201	6,328,330	5,016,875	-20.72%
Fixed Assets	353,741	670,988	40,529	-	-100.00%
Total Expenditures	\$ 38,980,264	\$ 42,119,966	\$ 45,449,999	\$ 42,276,777	-6.98%



	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent of Total
<u>Funding Sources:</u>					
General Fund - 101	\$ 37,017,788	\$ 40,626,581	\$ 43,723,720	\$ 40,702,615	96.20%
Prop 172 Fund - 202	1,255,603	1,188,721	1,406,249	1,292,521	3.09%
SLESF Fund - 213	331,117	221,694	220,680	208,640	0.49%
Narcotics Forfeiture Fund - 217	66,541	82,970	99,351	73,000	0.22%
Total Funding Sources	\$ 38,671,049	\$ 42,119,966	\$ 45,449,999	\$ 42,276,777	100.00%

CITY OF COSTA MESA, CALIFORNIA

POLICE DEPARTMENT
EXPENDITURE SUMMARY BY ACCOUNT

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Regular Salaries - Sworn	501100	\$ 13,059,555	\$ 14,437,522	\$ 15,591,991	\$ 15,310,827	-2%
Regular Salaries - Non Sworn	501200	4,138,101	4,376,034	4,672,007	4,691,807	0%
Regular Salaries - Part time	501300	1,042,270	922,047	1,169,573	543,152	-54%
Overtime	501400	2,799,300	2,674,445	2,607,142	1,936,379	-26%
Accrual Payoff - Excess Maximum	501500	691,274	687,455	156,470	127,699	-18%
Vacation/Comp. Time Cash Out	501600	59,143	9,230	187,708	172,900	-8%
Holiday Allowance	501700	209,341	244,245	262,059	439,392	68%
Separation Pay-Off	501800	284,626	202,205	-	-	0%
Other Compensation	501900	1,460,353	1,538,185	1,749,435	1,734,779	-1%
Cafeteria Plan	505100	1,438,221	1,745,293	1,998,923	1,960,854	-2%
Medicare	505200	273,536	302,349	326,179	305,622	-6%
Retirement	505300	6,799,632	7,498,480	8,211,787	7,979,469	-3%
Professional Development	505500	156,809	192,445	271,118	100,374	-63%
Unemployment	505800	16,988	18,227	18,770	20,264	8%
Workers' Compensation	505900	840,123	913,213	946,099	1,036,265	10%
Employer Contr.Retirees' Med.	506100	170,620	186,402	911,880	900,119	-1%
Subtotal Salaries & Benefits		\$ 33,439,893	\$ 35,947,777	\$ 39,081,140	\$ 37,259,902	-5%
Stationery and Office	510100	\$ 64,458	\$ 62,967	\$ 64,235	\$ 65,875	3%
Multi-Media, Promotions and Subs	510200	84,129	84,365	108,252	75,019	-31%
Small Tools and Equipment	510300	54,206	123,273	114,707	60,011	-48%
Uniform & Clothing	510400	176,015	167,246	187,365	166,710	-11%
Safety and Health	510500	165,998	229,882	295,726	278,320	-6%
Maintenance & Construction	510600	6,892	10,632	13,605	12,025	-12%
Electricity - Buildings & Fac.	515100	6,183	-	9,000	8,000	-11%
Gas	515400	289	296	350	350	0%
Water - Domestic	515500	1,974	2,722	3,500	2,000	-43%
Waste Disposal	515700	3,257	894	3,250	3,250	0%
Janitorial and Housekeeping	515800	84,093	85,332	90,000	90,000	0%
Postage	520100	18,645	19,423	23,585	18,285	-22%
Legal Advertising/Filing Fees	520200	-	-	100	100	0%
Telephone/Radio/Communications	520400	29,694	62,808	35,000	50,000	43%
Mileage Reimbursement	520600	15	460	75	50	-33%
Buildings and Structures	525100	-	3,139	6,550	6,250	-5%
Office Furniture	525600	530	493	1,550	250	-84%
Office Equipment	525700	3,031	2,768	13,855	10,775	-22%
Other Equipment	525800	8,569	25,304	34,980	24,580	-30%
Consulting	530200	1,294,167	1,251,827	1,488,752	989,604	-34%
Financial & Information Svcs	530500	5,345	5,489	6,505	1,250	-81%
Medical and Health Inspection	530600	105,409	97,694	115,600	115,100	0%
Law Enforcement	530700	1,207,791	1,325,148	1,364,130	1,413,390	4%
External Rent	535400	168,674	359,688	300,520	159,795	-47%
Central Services	535800	17,446	13,634	30,000	23,000	-23%
Internal Rent - Maint. Charges	536100	1,027,388	788,459	1,046,270	1,105,248	6%
Internal Rent - Repl.Cost	536200	328,737	423,787	639,832	-	-100%
General Liability	540100	323,526	348,115	331,036	337,638	2%
Other Costs	540900	170	505	-	-	0%
Relocation	545100	-	4,850	-	-	0%
Subtotal Maintenance & Operations		\$ 5,186,630	\$ 5,501,201	\$ 6,328,330	\$ 5,016,875	-21%

**POLICE DEPARTMENT
EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Automotive Equipment	590500	\$ 32,539	\$ 99,187	\$ -	\$ -	0%
Office Equipment	590700	30,399	430	-	-	0%
Other Equipment	590800	290,802	571,371	40,529	-	-100%
<i>Subtotal Fixed Assets</i>		\$ 353,741	\$ 670,988	\$ 40,529	\$ -	-100%
Total Expenditures		\$ 38,980,264	\$ 42,119,966	\$ 45,449,999	\$ 42,276,777	-7%

POLICE DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<i>POLICE ADMINISTRATION - 15100</i>					
<u>Police Administration - 50001</u>					
Salaries & Benefits	\$ 1,533,207	\$ 1,588,206	\$ 2,109,508	\$ 2,144,822	2%
Maintenance & Operations	406,550	445,550	409,061	422,196	3%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Administration</i>	\$ 1,939,756	\$ 2,033,756	\$ 2,518,569	\$ 2,567,018	2%
<u>Community Services - 10134</u>					
Salaries & Benefits	\$ 167,744	\$ 196,696	\$ 216,522	\$ 213,944	-1%
Maintenance & Operations	21,582	23,946	66,577	43,254	-35%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Community Services</i>	\$ 189,325	\$ 220,642	\$ 283,099	\$ 257,198	-9%
<u>Animal Control - 10139</u>					
Salaries & Benefits	\$ 341,138	\$ 358,050	\$ 360,470	\$ 357,786	-1%
Maintenance & Operations	82,472	262,598	209,155	116,772	-44%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Animal Control</i>	\$ 423,609	\$ 620,648	\$ 569,625	\$ 474,558	-17%
<i>POLICE TECHNICAL SERVICES - 15200</i>					
<u>Administration - 50001</u>					
Salaries & Benefits	\$ 513,859	\$ 526,328	\$ 543,872	\$ 543,494	0%
Maintenance & Operations	97,742	97,957	126,820	124,821	-2%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Administration</i>	\$ 611,601	\$ 624,286	\$ 670,692	\$ 668,315	0%
<u>Records/Information Systems - 10131</u>					
Salaries & Benefits	\$ 1,650,952	\$ 1,816,803	\$ 2,018,945	\$ 1,959,199	-3%
Maintenance & Operations	162,841	154,413	212,500	189,799	-11%
Fixed Assets	33,588	-	-	-	0%
<i>Subtotal Records/Info Systems</i>	\$ 1,847,380	\$ 1,971,216	\$ 2,231,445	\$ 2,148,998	-4%
<u>Crime Scene Investigation/Photos - 10132</u>					
Salaries & Benefits	\$ 670,023	\$ 704,521	\$ 734,513	\$ 598,593	-19%
Maintenance & Operations	81,242	88,233	107,724	92,025	-15%
Fixed Assets	39,035	-	5,430	-	-100%
<i>Subtotal Crime Scene Inv/Photos</i>	\$ 790,300	\$ 792,754	\$ 847,667	\$ 690,618	-19%
<u>Training - 10133</u>					
Salaries & Benefits	\$ 559,051	\$ 508,896	\$ 608,931	\$ 867,302	42%
Maintenance & Operations	97,062	106,105	167,329	148,690	-11%
Fixed Assets	2,048	-	-	-	0%
<i>Subtotal Training</i>	\$ 658,161	\$ 615,001	\$ 776,260	\$ 1,015,992	31%

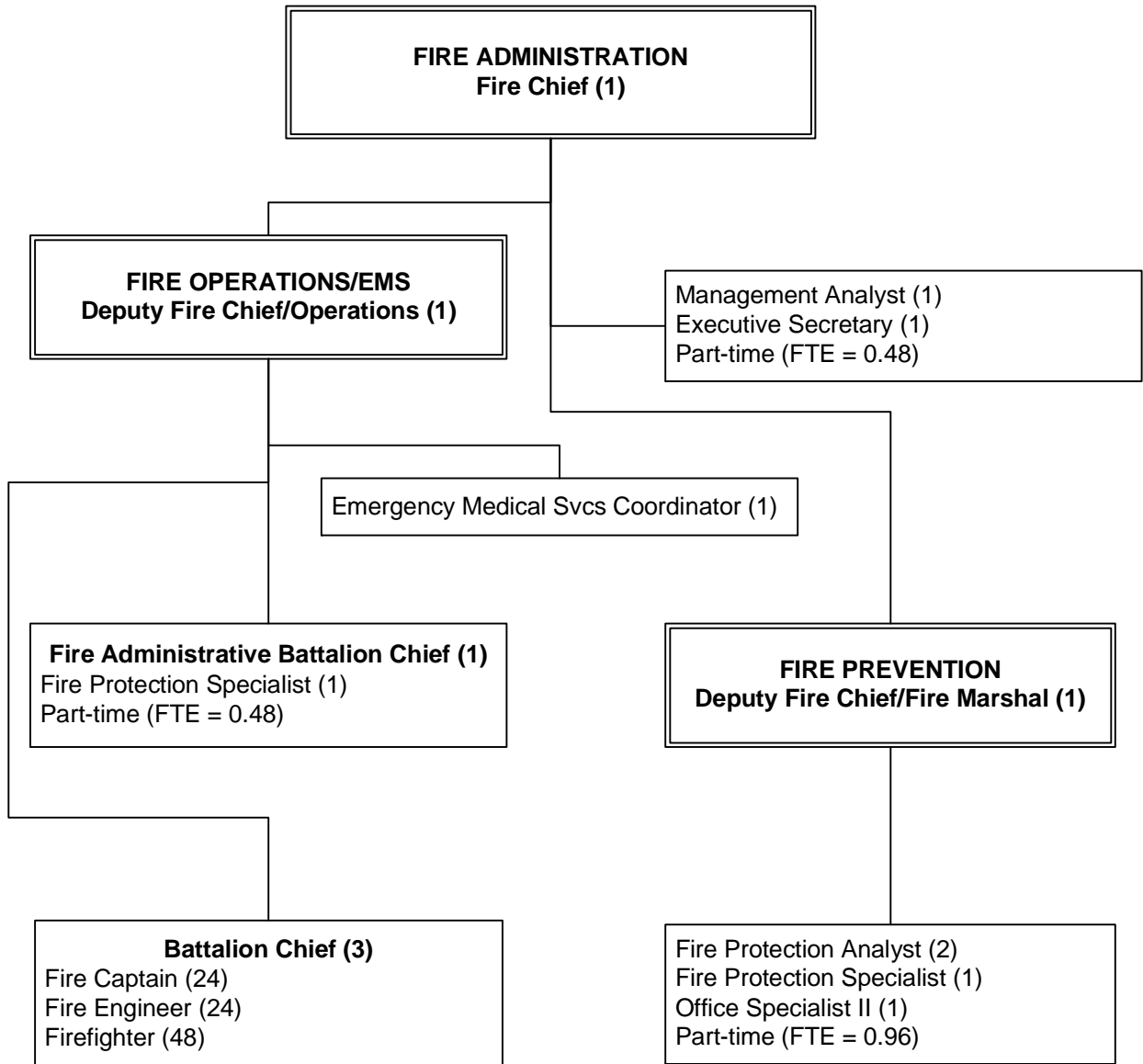
POLICE DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Property & Evidence - 10136</u>					
Salaries & Benefits	\$ 256,701	\$ 279,493	\$ 305,412	\$ 329,491	8%
Maintenance & Operations	53,497	65,512	86,067	74,211	-14%
Fixed Assets	13,954	-	8,600	-	-100%
Subtotal Property & Evidence	\$ 324,152	\$ 345,005	\$ 400,079	\$ 403,702	1%
<u>Jail - 10137</u>					
Salaries & Benefits	\$ 1,046,532	\$ 1,178,797	\$ 1,270,441	\$ 1,279,800	1%
Maintenance & Operations	57,480	51,603	62,029	55,227	-11%
Fixed Assets	24,986	-	-	-	0%
Subtotal Jail	\$ 1,128,997	\$ 1,230,401	\$ 1,332,470	\$ 1,335,027	0%
<u>Equipment Maintenance - 10138</u>					
Salaries & Benefits	\$ 19,678	\$ 48,558	\$ 24,289	\$ 26,309	8%
Maintenance & Operations	29,645	31,230	22,989	25,096	9%
Fixed Assets	-	-	-	-	0%
Subtotal Equipment Maintenance	\$ 49,323	\$ 79,789	\$ 47,278	\$ 51,405	9%
<u>Recruitment - 10146</u>					
Salaries & Benefits	\$ -	\$ 283,119	\$ 341,052	\$ -	-100%
Maintenance & Operations	-	22,277	30,620	-	-100%
Fixed Assets	-	-	-	-	0%
Subtotal Recruitment	\$ -	\$ 305,396	\$ 371,672	\$ -	-100%
<u>POLICE FIELD OPERATIONS - 15300</u>					
<u>Field Area Policing - 10111</u>					
Salaries & Benefits	\$ 15,052,800	\$ 15,128,381	\$ 17,082,626	\$ 17,333,676	1%
Maintenance & Operations	943,500	905,605	1,198,050	937,185	-22%
Fixed Assets	184,397	510,818	26,499	-	-100%
Subtotal Field Area Policing	\$ 16,180,696	\$ 16,544,805	\$ 18,307,175	\$ 18,270,861	0%
<u>Youth Crime Intervention - 10135</u>					
Salaries & Benefits	\$ 1,216,284	\$ 1,548,396	\$ 1,695,616	\$ 1,623,774	-4%
Maintenance & Operations	74,948	162,553	165,419	19,351	-88%
Fixed Assets	-	-	-	-	0%
Subtotal Youth Crime Intervention	\$ 1,291,232	\$ 1,710,948	\$ 1,861,035	\$ 1,643,125	-12%

POLICE DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<i>POLICE SUPPORT SERVICES - 15400</i>					
<u>Administration - 50001</u>					
Salaries & Benefits	\$ 552,967	\$ 662,736	\$ 289,506	\$ 275,228	-5%
Maintenance & Operations	17,535	21,698	16,328	13,093	-20%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Administration</i>	\$ 570,502	\$ 684,434	\$ 305,834	\$ 288,321	-6%
<u>Helicopter Patrol - 10112</u>					
Salaries & Benefits	\$ 902,016	\$ 1,005,055	\$ 1,079,049	\$ 952,871	-12%
Maintenance & Operations	847,703	909,009	980,510	980,510	0%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Helicopter Patrol</i>	\$ 1,749,719	\$ 1,914,064	\$ 2,059,559	\$ 1,933,381	-6%
<u>Traffic Enforcement - 10113</u>					
Salaries & Benefits	\$ 3,556,747	\$ 4,560,310	\$ 4,389,594	\$ 4,146,671	-6%
Maintenance & Operations	1,892,957	1,789,183	2,042,956	1,638,108	-20%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Traffic Enforcement</i>	\$ 5,449,704	\$ 6,349,493	\$ 6,432,550	\$ 5,784,779	-10%
<u>Contract & Special Events - 10114</u>					
Salaries & Benefits	\$ 567,308	\$ 629,831	\$ 675,911	\$ 838,426	24%
Maintenance & Operations	-	-	-	-	0%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Contract & Special Events</i>	\$ 567,308	\$ 629,831	\$ 675,911	\$ 838,426	24%
<u>Crime Investigation - 10120</u>					
Salaries & Benefits	\$ 3,069,136	\$ 3,278,500	\$ 3,552,829	\$ 3,745,435	5%
Maintenance & Operations	169,383	175,903	244,652	112,044	-54%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Crime Investigation</i>	\$ 3,238,518	\$ 3,454,403	\$ 3,797,481	\$ 3,857,479	2%
<u>Vice & Narcotics - 10125</u>					
Salaries & Benefits	\$ 1,525,884	\$ 1,622,027	\$ 1,766,835	\$ -	-100%
Maintenance & Operations	132,471	167,626	179,544	-	-100%
Fixed Assets	2,410	23,148	-	-	0%
<i>Subtotal Vice & Narcotics</i>	\$ 1,660,766	\$ 1,812,801	\$ 1,946,379	\$ -	-100%
<u>RAID - 10143</u>					
Salaries & Benefits	\$ 78,055	\$ 23,075	\$ 15,218	\$ 23,080	52%
Maintenance & Operations	2,190	20,198	-	24,493	0%
Fixed Assets	4,725	137,022	-	-	0%
<i>Subtotal RAID</i>	\$ 84,971	\$ 180,296	\$ 15,218	\$ 47,573	213%
Total Expenditures	\$ 38,756,020	\$ 42,119,966	\$ 45,449,999	\$ 42,276,777	-7%

FIRE DEPARTMENT ORGANIZATION CHART



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 111 full-time staff members, 102 sworn and nine non-sworn positions. Part-time staffing consists of 1.92 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***
- * ***Fire Operations/EMS***
- * ***Fire Prevention***

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 Manager or the City Council.

FIRE OPERATIONS/EMS - 16200

Operations - 10210

Manages the operations and training of eight 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 pre-hospital care and associated training, equipment, and certifications in support of Basic Life Support (BLS) and Advanced Life Support (ALS) to the community.

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.

BUDGET NARRATIVE

The FY 09-10 adopted budget for the Fire Department totals \$20.1 million, a decrease of \$2.0 million or -9.35%, compared to the FY 08-09 adopted budget. Included in the reductions are the assumptions of a 5% salary reduction and a reduction of \$466,000 in non-reimbursed overtime. Other reductions include small tools and equipment, uniform and clothing and health and safety line item accounts.

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

FIRE DEPARTMENT

PRIOR YEAR'S ACCOMPLISHMENTS

Fire Administration

- Improved Department focus by completing mission statement, vision statement, core-values, and Department slogan.
- Improved station maintenance, operational efficiency, and personnel safety by implementing quarterly battalion chief, station and personnel reviews and reports.
- Reduced OT vacancy costs by filling two (2) Fire Engineer positions and hiring five (5) Firefighters and two (2) Firefighter Paramedics.
- Improved personnel working conditions by completing station upgrades to Fire Stations 1, 3, and 5.
- Proceeded with Fire Station Deployment Project by establishing an fire station design task force.
- Augmented revenue by implementing training-host program estimated at \$20K for 08-09.
- Improved management continuity by completing initial management training for all management staff.
- Improved EMS ambulance response and cost recovery process by awarding contract to new ambulance company CARE.

Fire Operations/EMS

- Improved response capability by replacing operations deputy chief vehicle with new apparatus purchased with donated funds.
- Improved performance by replacing MQ86 with new state-of-the-art apparatus.
- Improved firefighter safety by outfitting all personnel with wildland personal protection apparel and equipment.
- Improved EMS capability by installing oxygen cascade system purchased with grant funds.
- Improved fire suppression capability by installing SCBA compressor purchased with grant funds.
- Improved CERT response capability by establishing tools and equipment cache purchased with donated funds.
- Improved USAR capability by implementing low-angle rescue equipment on all engines purchased with donated funds.
- Improved USAR capability by implementing plasma cutter purchased with grant funds.
- Improved Department readiness by certifying 22 personnel as Terrorism Liaison Officers (7-full/15-basic).
- Improved response capability by completing Automatic-Vehicle-Location (AVL) equipment installation.
- Improved regional response capability by increasing strike team leader certification to 75%.
- Improved structure fire expertise by purchasing forcible entry training tool with donated funds.
- Improved response expertise by meeting Federal, State, and Local training requirements for all personnel – NIMS/SEMS, IQS/ROSS, Engine Boss, Chief Officer EOC.
- Improved cardiac-event survival by implementing training program for City-facility AED's.

Fire Prevention

- Improved emergency responder inspection techniques by hosting seminars for; basic business inspections, hazardous materials handlers' inspections, and high-rise systems inspections.
- Improved response capability for incidents involving hazardous materials by initiating updates to the Hazardous Materials Area Plan – grant funded.
- Improved fireworks-stand safety by holding meetings with fireworks vendors and sellers prior to July 4, 2008 to emphasize City policies and safety procedures.
- Augmented restaurant kitchen safety by advising all restaurant owners (via mailing) that kitchen hood-systems, by state mandate, must be UL300 compliant by January 1, 2009.
- Improved business inspection process by providing all fire station personnel with updated documents (Condemned tag, Unsafe Placard, False Alarm Information Sheet).
- Improved data collection, management, and recall by updating Fire RMS software and providing training.
- Improved hazardous materials response and cost recovery by hiring an independent contractor to manage hazardous materials concerns.

FIRE DEPARTMENT

GOALS

Expertly and consistently protect and enhance the lives of all we serve by applying strong organizational values and a “sharp-focus wide-angle” 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

- Reduce 08-09 Vacancy OT costs by filling vacant positions and promotional vacancies as required.
- Improve internal and external communications by design and implementation of new CMFD website.
- Implement Regional USAR Task Force through collaborate effort with Nbfd, HBFD, SAFD, and CMFD.

Fire Operations/EMS

- Complete analysis and specifications for replacement monitor defibrillator equipment and prepare for purchase in FY 10-11.
- Improve structure fire and rescue performance by purchasing new tiller-truck apparatus.
- Complete portable radio cache by purchasing eleven (11) Motorola XTS-5000 radios with PSIC grant funds.
- Respond to Code 3 EMS emergencies within five-minutes (5:00) 80% of the time.
- Respond to Code 3 Fire emergencies within five-minutes, forty-five seconds (5:45) 80% of the time.
- Respond to other (non-Code 3) service requests within ten-minutes (10:00) 80% of the time.
- Maintain annual fire loss at or below (\$16.50 property only - \$22 property and contents) per citizen.
- Maintain the number of building fires at less than 0.4 percent per 1000 population.
- Achieve a Department average of 216 hours/member of compulsory firefighter training/education.
- Maintain a Department average of 14 hours/member of discretionary firefighter training/education.
- Audit twenty-five percent (22.5%) of fire narrative reports.
- Audit twenty-five percent (22.5%) of Pre-hospital care reports.

Fire Prevention

- Return 90% of complaint calls within one business day.
- Complete 90% of Plan Checks within ten business days.
- Complete 90% of existing and new business information entries into the Records Management System (RMS) data base.
- Complete 90% of occupancy inspections annually and enter inspection data into RMS data base.
- Clear 90% of occupancy inspection violations within 90 days.

FIRE DEPARTMENT

Performance Measures/Workload Indicators:	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
<u>Performance Measures:</u>			
<u>Fire Administration</u>			
Reduction of prior year vacancy overtime costs	*	7%	100%
<u>Fire Operations/EMS</u>			
Response to Code 3 emergencies within 5 minutes (EMS)		90%	80%
Response to Code 3 emergencies within 5 minutes 45 seconds (Fires)		90%	80%
Response to other service requests within 10 minutes	*	90%	80%
Fire Loss per Citizen (Property Only)	\$24	\$15	\$16.50
Fire Loss per Citizen (Property and Contents)	\$29	\$20	\$22
Percentage of Personnel Certified in Technical Rescue ¹	17%	35%	40%
Average hrs/member of on-duty, in-house firefighter training/education	216	240	216
Average hrs/member of off-duty career development FF training/education	*	16	14
Percentage of fire narrative reports audited	*	25%	25%
<u>Fire Prevention</u>			
Percentage of complaint calls returned within one business day	*	100%	90%
Percentage of plan checks completed within ten business days	*	100%	90%
Percentage of existing and new business information entries into RMS data base	*	100%	90%
Percentage of annual business inspections entered RMS data base	*	100%	90%
Percentage of occupancy inspections violations cleared within 90 days ²	*	100%	90%
<u>Workload Indicators:</u>			
Number of Calls for Service	9,785	9,450	9,500
Number of EMS Responses	6,965	6,700	6,700
Percentage EMS	71.2%	72.0%	72.0%
Percentage Fires	2.4%	3.0%	3.0%
Other ³	26.7%	25.0%	25.0%
Number of Paramedic-escorted Advanced Life Support Patients	2,976	2,700	2,800
Building Fires per 1,000 Population ⁴	0.560	0.375	0.375
Number of Pre-hospital Care Reports audited	1,740	1,400	1,675

* new item, prior year's data not available

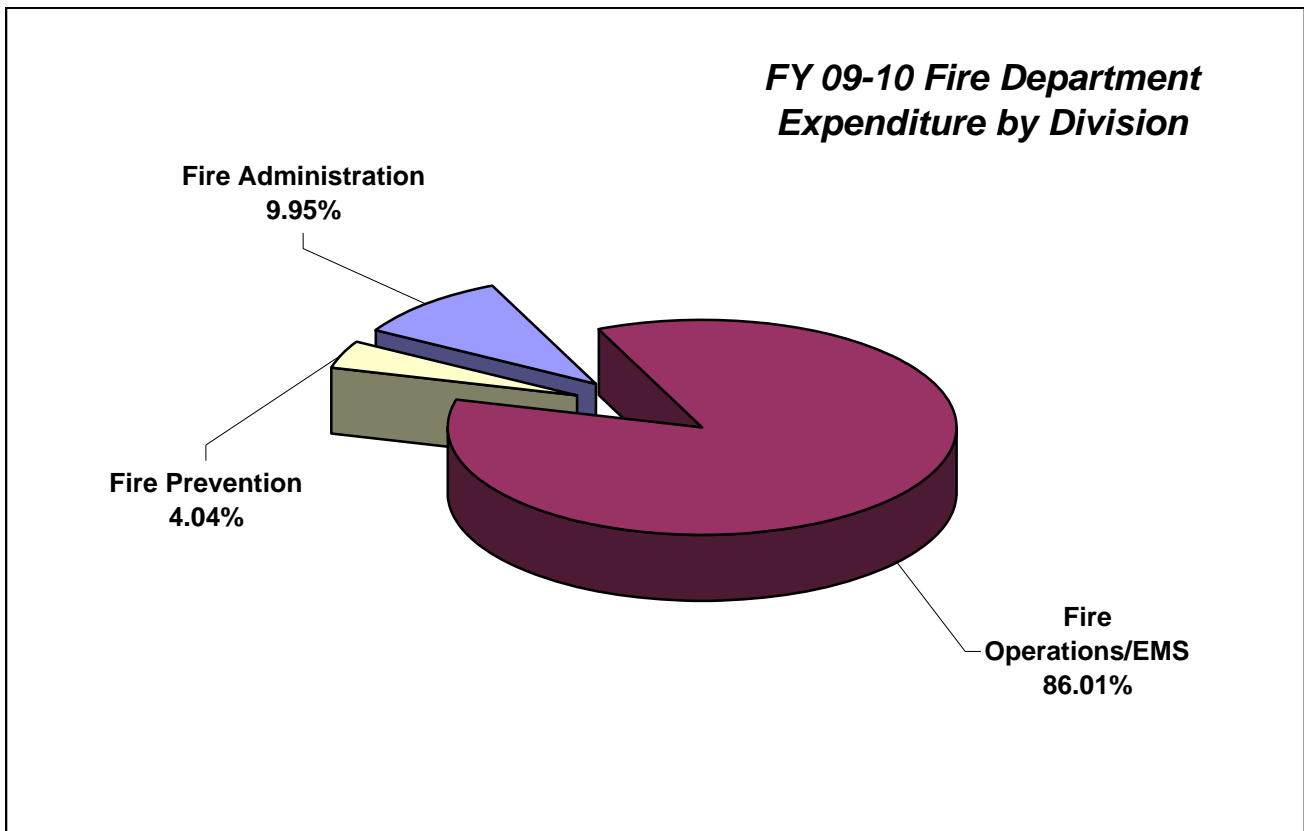
- 1 Personnel certified in "Technical Rescue" operations includes course completion with credentials in "Confined Space Rescue", "Rescue Systems I & II", "Trench Rescue", and "Swift Water Rescue" courses.
- 2 Based on violations/hazards cleared upon re-inspection of a business facility. Examples of fire code violations include: outdated or discharged fire extinguishers and blocked exits.
- 3 "Other Calls" include investigations (suspicious odor or substance), hazardous materials, assist Costa Mesa Police Department (lighting, ladder, stand-by), swift water rescue (no victim) and non-injury traffic accidents.
- 4 While there is not a national standard, the "average" number of fires per 1,000 citizens for a city the size of Costa Mesa is .0655

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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Fire Administration - 16100</u>				
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
Executive Secretary	1.00	1.00	1.00	1.00
Fire Administrative Captain	1.00	1.00	-	-
Fire Protection Specialist	-	-	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
<i>Subtotal Administration - 50001</i>	<u>5.00</u>	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>
Emergency Medical Services Coordinator	1.00	1.00	1.00	1.00
<i>Subtotal Emergency Medical Services - 10230</i>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Fire Administration Full-time Positions	6.00	6.00	7.00	7.00
Total Fire Admin Part-time Positions (in FTE's)	1.44	0.96	0.96	0.96
<u>Fire Operations/EMS - 16200</u>				
Battalion Chief	3.00	3.00	3.00	3.00
Fire Captain	24.00	24.00	24.00	24.00
Fire Engineer	24.00	24.00	24.00	24.00
Firefighter	44.00	44.00	44.00	44.00
<i>Subtotal Operations - 10210</i>	<u>95.00</u>	<u>95.00</u>	<u>95.00</u>	<u>95.00</u>
Firefighter	4.00	4.00	4.00	4.00
<i>Subtotal Emergency Medical Services - 10230</i>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
Total Fire Operations/EMS Full-time Positions	99.00	99.00	99.00	99.00
<u>Fire Prevention - 16300</u>				
Deputy Fire Chief - Fire Marshal	-	1.00	1.00	1.00
Fire Division Chief/Fire Marshal	1.00	-	-	-
Fire Protection Analyst	2.00	2.00	2.00	2.00
Fire Protection Specialist	2.00	2.00	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00
<i>Subtotal Fire Prevention - 10220</i>	<u>6.00</u>	<u>5.00</u>	<u>4.00</u>	<u>4.00</u>
Total Fire Prevention Full-time Positions	6.00	6.00	5.00	5.00
Total Fire Prevention Part-time Positions (in FTE's)	0.96	0.96	0.96	0.96
Total Department Full-time Positions	111.00	111.00	111.00	111.00
Total Department Part-time Positions (in FTE's)	2.40	1.92	1.92	1.92
TOTAL DEPARTMENT	<u>113.40</u>	<u>112.92</u>	<u>112.92</u>	<u>112.92</u>

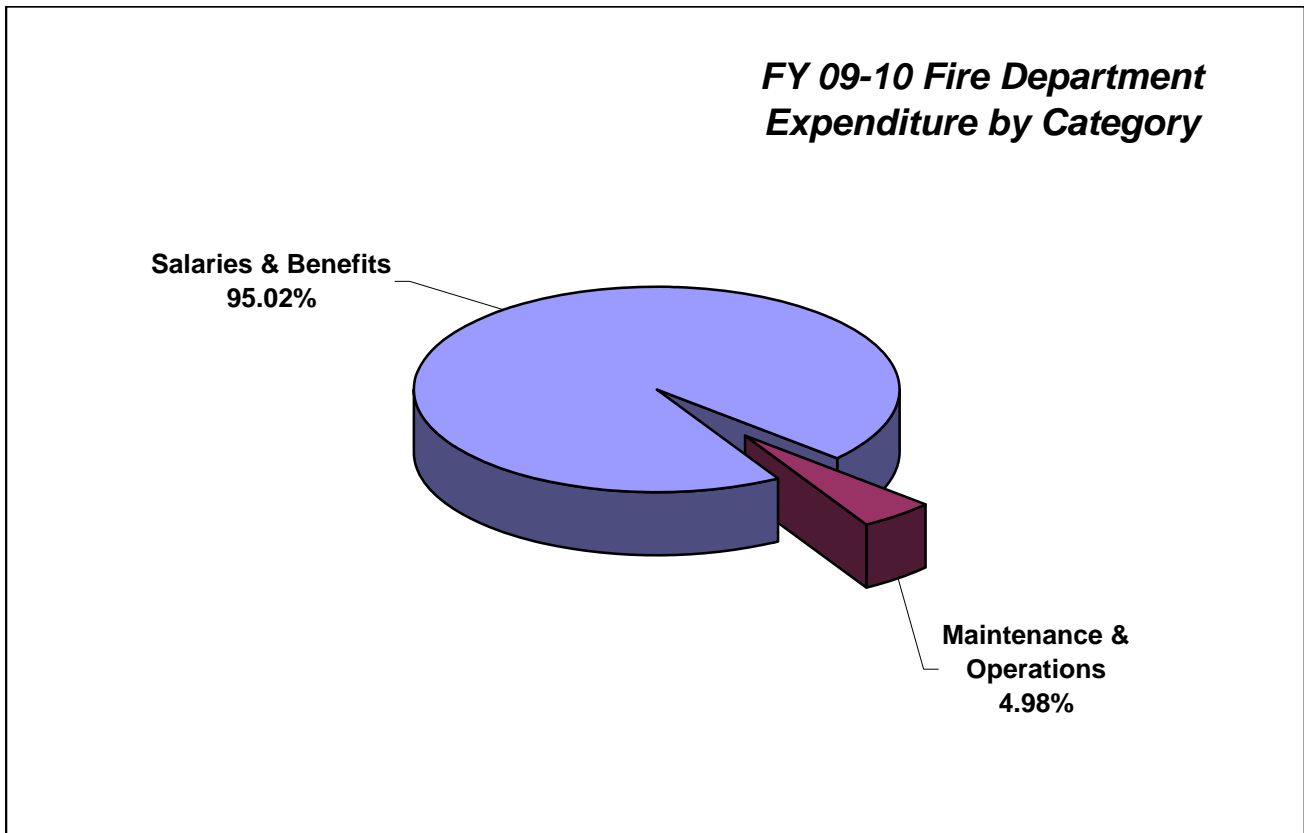
**FIRE DEPARTMENT
EXPENDITURE SUMMARY BY DIVISION**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Division:</u>					
Fire Administration - 16100	\$ 1,752,125	\$ 1,908,961	\$ 2,026,618	\$ 1,998,971	-1.36%
Fire Operations/EMS - 16200	16,869,782	18,696,679	19,277,731	17,281,822	-10.35%
Fire Prevention - 16300	707,726	926,340	862,352	812,458	-5.79%
Total Expenditures	\$ 19,329,633	\$ 21,531,981	\$ 22,166,701	\$ 20,093,251	-9.35%



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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 17,833,886	\$ 19,939,537	\$ 19,936,531	\$ 19,093,134	-4.23%
Maintenance & Operations	1,256,167	1,521,524	2,027,170	1,000,117	-50.66%
Fixed Assets	239,580	70,919	203,000	-	-100.00%
Total Expenditures	\$ 19,329,633	\$ 21,531,981	\$ 22,166,701	\$ 20,093,251	-9.35%



	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent of Total
<u>Funding Sources:</u>					
General Fund - 101	\$ 19,199,735	\$ 21,521,059	\$ 22,161,701	\$ 20,088,251	99.98%
Prop. 172 Fund - 202	129,898	10,922	5,000	5,000	0.02%
Total Funding Sources	\$ 19,329,633	\$ 21,531,981	\$ 22,166,701	\$ 20,093,251	100.00%

CITY OF COSTA MESA, CALIFORNIA

FIRE DEPARTMENT
EXPENDITURE SUMMARY BY ACCOUNT

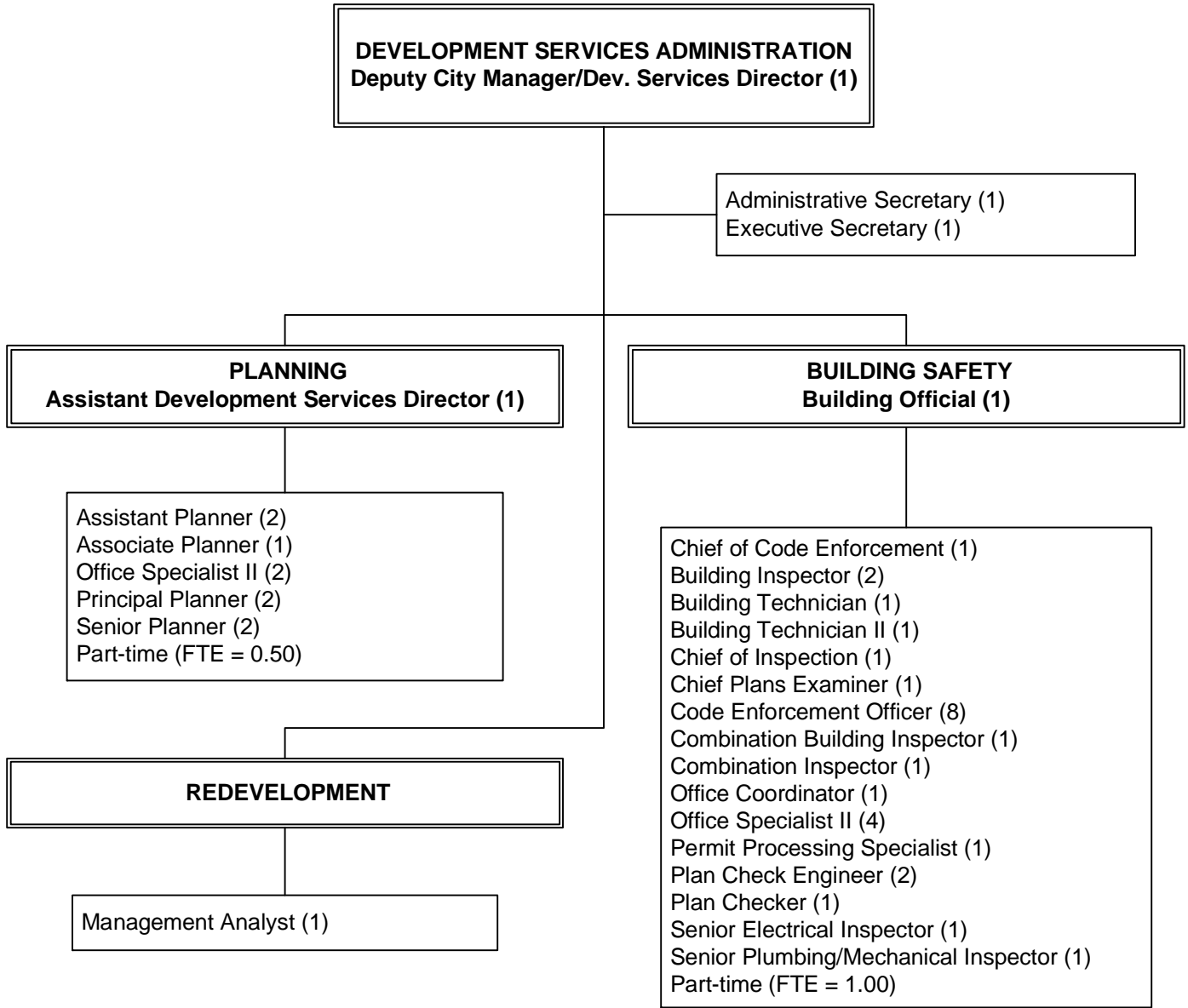
Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Regular Salaries - Sworn	501100	\$ 8,681,842	\$ 9,229,741	\$ 9,661,961	\$ 9,791,913	1%
Regular Salaries - Non Sworn	501200	547,953	593,719	609,294	607,110	0%
Regular Salaries - Part time	501300	47,632	58,025	60,335	59,632	-1%
Overtime	501400	2,393,439	3,456,500	2,243,500	1,171,873	-48%
Accrual Payoff - Excess Maximum	501500	126,163	58,451	119,460	56,860	-52%
Vacation/Comp. Time Cash Out	501600	39,419	35,428	81,750	39,335	-52%
Holiday Allowance	501700	387,390	388,046	426,547	433,841	2%
Separation Pay-Off	501800	131,504	86,580	-	-	0%
Other Compensation	501900	381,917	429,265	540,931	592,003	9%
Cafeteria Plan	505100	724,088	791,839	829,983	829,746	0%
Medicare	505200	127,418	157,158	161,531	153,848	-5%
Retirement	505300	3,492,815	3,840,742	4,026,103	4,225,250	5%
Longevity	505400	23,269	27,596	29,532	5,448	-82%
Professional Development	505500	48,027	87,219	99,392	41,288	-58%
Unemployment	505800	9,295	9,960	10,037	10,271	2%
Workers' Compensation	505900	513,544	584,473	573,968	606,760	6%
Employer Contr.Retirees' Med.	506100	158,171	104,797	462,206	467,956	1%
Subtotal Salaries & Benefits		\$ 17,833,886	\$ 19,939,537	\$ 19,936,531	\$ 19,093,134	-4%
Stationery and Office	510100	\$ 11,687	\$ 11,544	\$ 11,700	\$ 11,700	0%
Multi-Media, Promotions and Subs	510200	23,277	34,288	39,056	35,756	-8%
Small Tools and Equipment	510300	77,664	92,016	125,025	59,700	-52%
Uniform & Clothing	510400	125,061	155,733	172,491	148,000	-14%
Safety and Health	510500	143,881	156,351	165,480	148,205	-10%
Maintenance & Construction	510600	34,221	29,411	32,500	32,500	0%
Fuel	510800	1,939	274	1,600	1,600	0%
Waste Disposal	515700	643	1,788	4,080	2,000	-51%
Janitorial and Housekeeping	515800	6,162	6,607	6,500	6,500	0%
Postage	520100	1,245	2,058	1,475	2,450	66%
Advertising and Public Info.	520300	-	231	250	250	0%
Telephone/Radio/Communications	520400	13,743	16,723	25,630	18,040	-30%
Meetings & Conferences	520500	-	454	500	-	-100%
Mileage Reimbursement	520600	21	827	100	-	-100%
Buildings and Structures	525100	2,093	-	5,000	5,000	0%
Office Furniture	525600	-	-	450	-	-100%
Office Equipment	525700	1,116	1,872	2,000	2,400	20%
Other Equipment	525800	14,187	11,040	17,800	19,200	8%
Employment	530100	4,759	-	-	-	0%
Consulting	530200	108,716	126,477	145,660	119,000	-18%
Medical and Health Inspection	530600	-	30	-	-	0%
Central Services	535800	7,360	6,216	13,600	14,800	9%
Internal Rent - Maint. Charges	536100	283,126	259,428	297,374	318,635	7%
Internal Rent - Repl.Cost	536200	340,478	555,932	905,413	-	-100%
General Liability	540100	46,876	42,670	44,886	45,781	2%
Taxes & Assessments	540700	7,427	8,577	8,600	8,600	0%
Other Costs	540900	485	978	-	-	0%
Subtotal Maintenance & Operations		\$ 1,256,167	\$ 1,521,524	\$ 2,027,170	\$ 1,000,117	-51%
Buildings and Structures	590400	\$ 6,912	\$ -	\$ -	\$ -	0%
Office Furniture	590600	14,662	-	19,000	-	-100%
Office Equipment	590700	4,438	-	-	-	0%
Other Equipment	590800	213,568	70,919	184,000	-	-100%
Subtotal Fixed Assets		\$ 239,580	\$ 70,919	\$ 203,000	\$ -	-100%
Total Expenditures		\$ 19,329,633	\$ 21,531,981	\$ 22,166,701	\$ 20,093,251	-9%

FIRE DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<i>FIRE ADMINISTRATION - 16100</i>					
<u>Administration - 50001</u>					
Salaries & Benefits	\$ 1,512,560	\$ 1,670,068	\$ 1,736,959	\$ 1,749,425	1%
Maintenance & Operations	96,075	100,976	127,295	110,173	-13%
Fixed Assets	14,662	-	19,000	-	-100%
<i>Subtotal Administration</i>	<u>\$ 1,623,297</u>	<u>\$ 1,771,044</u>	<u>\$ 1,883,254</u>	<u>\$ 1,859,598</u>	<u>-1%</u>
<u>Emergency Medical Services - 10230</u>					
Salaries & Benefits	\$ 128,828	\$ 137,918	\$ 143,364	\$ 138,310	-4%
Maintenance & Operations	-	-	-	1,063	0%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Emergency Medical Svcs</i>	<u>\$ 128,828</u>	<u>\$ 137,918</u>	<u>\$ 143,364</u>	<u>\$ 139,373</u>	<u>-3%</u>
<i>FIRE OPERATIONS/EMS - 16200</i>					
<u>Operations - 10210</u>					
Salaries & Benefits	\$ 15,033,658	\$ 16,727,867	\$ 16,746,494	\$ 15,893,105	-5%
Maintenance & Operations	911,123	1,151,265	1,612,193	635,698	-61%
Fixed Assets	85,516	63,936	44,000	-	-100%
<i>Subtotal Operations</i>	<u>\$ 16,030,297</u>	<u>\$ 17,943,069</u>	<u>\$ 18,402,687</u>	<u>\$ 16,528,803</u>	<u>-10%</u>
<u>Emergency Medical Services - 10230</u>					
Salaries & Benefits	\$ 591,305	\$ 629,414	\$ 608,492	\$ 627,073	3%
Maintenance & Operations	111,653	117,213	126,552	125,946	0%
Fixed Assets	136,527	6,983	140,000	-	-100%
<i>Subtotal Emergency Medical Svcs</i>	<u>\$ 839,485</u>	<u>\$ 753,610</u>	<u>\$ 875,044</u>	<u>\$ 753,019</u>	<u>-14%</u>
<i>FIRE PREVENTION - 16300</i>					
<u>Fire Prevention - 10220</u>					
Salaries & Benefits	\$ 567,535	\$ 774,270	\$ 701,222	\$ 685,221	-2%
Maintenance & Operations	137,316	152,070	161,130	127,237	-21%
Fixed Assets	2,875	-	-	-	0%
<i>Subtotal Fire Prevention</i>	<u>\$ 707,726</u>	<u>\$ 926,340</u>	<u>\$ 862,352</u>	<u>\$ 812,458</u>	<u>-6%</u>
Total Expenditures	<u>\$ 19,329,633</u>	<u>\$ 21,531,981</u>	<u>\$ 22,166,701</u>	<u>\$ 20,093,251</u>	<u>-9%</u>



DEVELOPMENT SERVICES DEPARTMENT ORGANIZATION CHART



DEVELOPMENT SERVICES DEPARTMENT

The Development Services Department is a Community Health and Environment function. The Department has 38 full-time positions composed of three management and 35 supervisory/professional/clerical positions, plus four part-time professional/clerical/intern positions. It is comprised of four divisions and each division is split into different programs. The four divisions are as follows:

- * ***Administration***
- * ***Building Safety***
- * ***Planning***
- * ***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 includes two sections: Advance Planning and Current Planning. Advance Planning assists private citizens and City decision-makers in the formation of community development goals, objectives, and policies. Other responsibilities include ordinance preparation, environmental review, urban plan preparation, socio-economic data collection and analysis, and Federal Flood Insurance Program implementation.

Current Planning implements established public policy by information distribution and interpretation of City Council policies, the Zoning Code, and State and Federal requirements. 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.

DEVELOPMENT SERVICES DEPARTMENT

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.

BUDGET NARRATIVE

The FY 09-10 adopted budget for the Development Services Department totals \$4.6 million, decrease of \$757,569 or -14.18% compared to the FY 08-09 adopted budget. The decrease reflects the planned continued vacancies of the Chief Code Enforcement Officer, Building Technician II and 2 Plan Check Engineer positions. Also elimination of all non-essential professional development, the proposed budget only includes that which requires certification or license. Other reductions include many miscellaneous maintenance and operational accounts.

PRIOR YEAR'S ACCOMPLISHMENTS

- Costa Mesa was the second city in Orange County to receive State certification of their Housing Element.
- Completed building inspections and project management for what will be one of the first LEED certified buildings in the City, the Coastline Community College administrative offices, located at 1370 Adams Avenue.
- Completed buildings inspections and project management for the first 25 units of the 145 unit "Pacifica" condominium project located at 1901 Newport Boulevard, as well as the four-story medical office building at 1640 Newport Boulevard; the CarMax Auto Superstore at 3200 Harbor Boulevard; a 12,640 sq. ft. office building at 250 Baker Street; and the reconstruction of the Chevron service station/mini mart at 3200 Harbor Boulevard.
- Acknowledged by the Orange Section of the American Planning Association for the 2008 Award of Merit – Neighborhood Planning for the Westside Lofts Master Plan.
- Assistant Development Services Director served as Section Director of the Orange County Chapter of the American Planning Association for a two year term.
- Development Services Director served as First Vice President of the Planning Directors Association of Orange County and First Vice President of the statewide League of California Cities Planning and Community Development Department, then served as President of both organizations commencing January 1, 2009.
- Development Services Director and Assistant Director assisted in the coordination of the Planning Director's Association of Orange County Planning Officials Forum "Growing Up, Growing Green" at the Westin Hotel & Resort in Costa Mesa.
- Department Building Official was honored at the national level by the International Code Council by being chosen as the 2008 Code Official of the Year. He was the first in California to receive this prestigious award.
- Completed building inspections and project management for the 890-unit Enclave apartment complex project.
- Completed building inspections of the \$25 million "Energy Star" compliant police station addition and renovation.
- Completed building inspections and project management of a 312,540 sq. ft. retail furniture center (South Coast Home Furnishings Centre), including small business such as take-out restaurants, stationery stores, and dry cleaners that will provide services to the surrounding businesses and community overall.
- For a fourth consecutive year, completed Fall "Residential Remodeling Incentive Program" (RRIP), which accounted for Costa Mesa property owners investing approximately \$2.6 million in home improvements including installing new roofs, remodeling kitchens, adding extra bedrooms, and installing new swimming pools and spas.
- Implemented a second year round "Build Green" incentive program, encouraging residents and business owners to incorporate environmental friendly measures in construction to reduce our carbon footprint.

DEVELOPMENT SERVICES DEPARTMENT

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.

OBJECTIVES

- Complete and distribute the Planning Commission agenda and staff reports no later than 4:00 PM, 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.

Performance Measures (PM)/Workload Indicators (WL):	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
<u>Planning</u>			
(WL) Planning Commission minutes prepared	23	23	23
(PM) Percentage of Planning Commission minutes prepared by next meeting	*	95%	95%
(PM) Wait time at counter less than 15 minutes	*	*	90%
(PM) Percentage of sign permits reviewed and issued within 3 working days	*	*	90%
(WL) Number of phone calls to Planning per day (average)	*	*	30
(WL) Number of counter contacts to Planning counter per day (average)	*	*	25
(PM) Percentage of certification of final EIR within 1 year of contract award	*	100%	100%
(PM) Percentage of certification of mitigated negative declaration within 9 months of contract award	*	90%	90%
(WL) General Plan Amendments/Rezoning/Zoning Code amendments processed	7	11	4
(WL) Planning Actions, Zoning Administrator, and Development Review Applications processed	125	175	125
(WL) Applicants notified within 5 working days of meeting	125	175	125

DEVELOPMENT SERVICES DEPARTMENT

Performance Measures (PM)/ Workload Indicators (WL) – (Continued):	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
<u>Building Safety</u>			
(PM) Wait time at counter less than 20 minutes	*	90%	90%
(PM) Trade permits issued within 20 minutes of application	*	90%	90%
(WL) Number of calls to general building lines per day	*	50	40
(WL) Minor plan checks reviewed	510	600	500
(PM) Percentage of minor plan checks reviewed within 5 working days	*	90%	90%
(WL) Moderate plan check projects (less than \$1M) reviewed	594	792	600
(PM) Percentage of moderate plan check projects reviewed within 15 days	*	85%	85%
(WL) Major plan check projects (greater than \$1M) reviewed	14	28	10
(PM) Percentage of major plan check projects reviewed within 20 days	*	90%	85%
(WL) Inspection requests received	25,142	16,500	15,000
(PM) Inspection requests performed within 24 hours	*	99%	99%
(WL) Building permits finalized	3,029	8,100	3,000
(WL) Complaints received	18,262	22,000	20,000
(PM) Complaint response within 2 working days	*	95%	95%
(WL) Number of Code Violations cleared	18,231	22,000	20,000

* new item, prior year's data not available

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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Development Svcs Admin - 18100</u>				
Dev Svcs Director - Deputy City Manager	0.80	0.80	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>	2.80	2.80	2.75	2.75
Total Development Svcs Admin Full-time Positions	2.80	2.80	2.75	2.75
<u>Planning - 18200</u>				
Assistant Development Services Director	1.00	1.00	1.00	1.00
Assistant Planner	2.00	2.00	2.00	2.00
Associate Planner	1.00	1.00	1.00	1.00
Management Analyst	0.50	0.50	0.40	0.40
Office Specialist II	2.00	2.00	2.00	2.00
Principal Planner	2.00	2.00	2.00	2.00
Senior Planner	2.00	2.00	2.00	2.00
<i>Subtotal Planning - 20320</i>	10.50	10.50	10.40	10.40
Total Planning Full-time Positions	10.50	10.50	10.40	10.40
Total Planning Part-time Positions (in FTE's)	1.00	1.00	1.00	0.50
<u>Redevelopment - 11400</u>				
Dev Svcs Director - Deputy City Manager	0.20	0.20	0.25	0.25
Management Analyst	0.50	0.50	0.60	0.60
<i>Subtotal Redevelopment Admin - 60100</i>	0.70	0.70	0.85	0.85
Total Redevelopment Full-time Positions	0.70	0.70	0.85	0.85
<u>Building Safety - 18300</u>				
Chief of Code Enforcement	1.00	1.00	1.00	1.00
Code Enforcement Officer	8.00	8.00	8.00	8.00
Office Specialist II	3.00	3.00	3.00	3.00
<i>Subtotal Code Enforcement - 20350</i>	12.00	12.00	12.00	12.00
Building Official	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Building Technician	1.00	1.00	1.00	1.00
Building Technician II	1.00	1.00	1.00	1.00
Chief of Inspection	1.00	1.00	1.00	1.00
Chief Plans Examiner	1.00	1.00	1.00	1.00
Combination Inspector	2.00	2.00	2.00	2.00
Office Coordinator	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00
Permit Processing Specialist	1.00	1.00	1.00	1.00
Plan Check Engineer	2.00	2.00	2.00	2.00

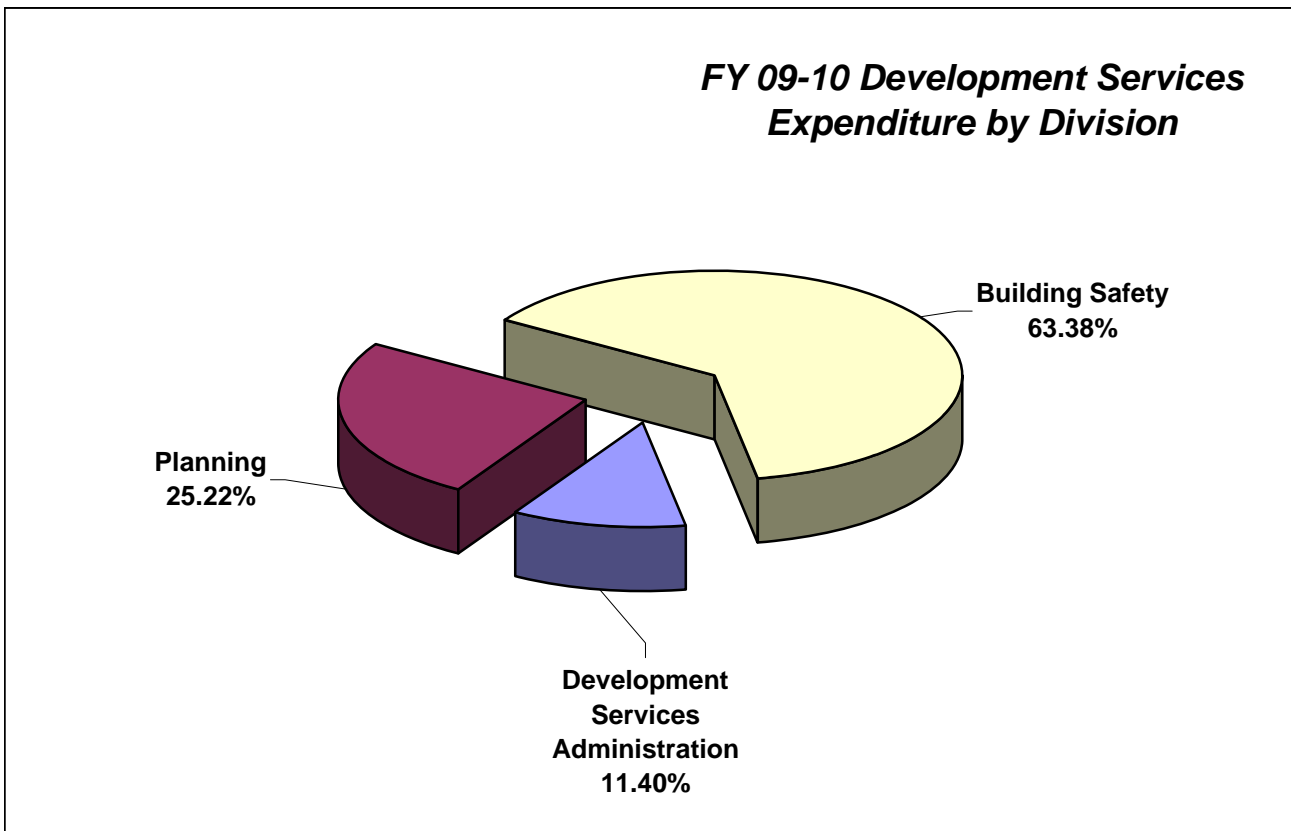


**DEVELOPMENT SERVICES DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Building Safety - 18300</u> (continued):				
Plan Checker	1.00	1.00	1.00	1.00
Senior Electrical Inspector	1.00	1.00	1.00	1.00
Senior Plumbing/Mechanical Inspector	1.00	1.00	1.00	1.00
<i>Subtotal Building Safety - 20410</i>	17.00	17.00	17.00	17.00
Total Building Safety Full-time Positions	29.00	29.00	29.00	29.00
Total Building Safety Part-time Positions (in FTE's)	1.00	1.00	1.00	1.00
Total Department Full-time Positions	43.00	43.00	43.00	43.00
Total Department Part-time Positions (in FTE's)	2.00	2.00	2.00	1.50
TOTAL DEPARTMENT	45.00	45.00	45.00	44.50

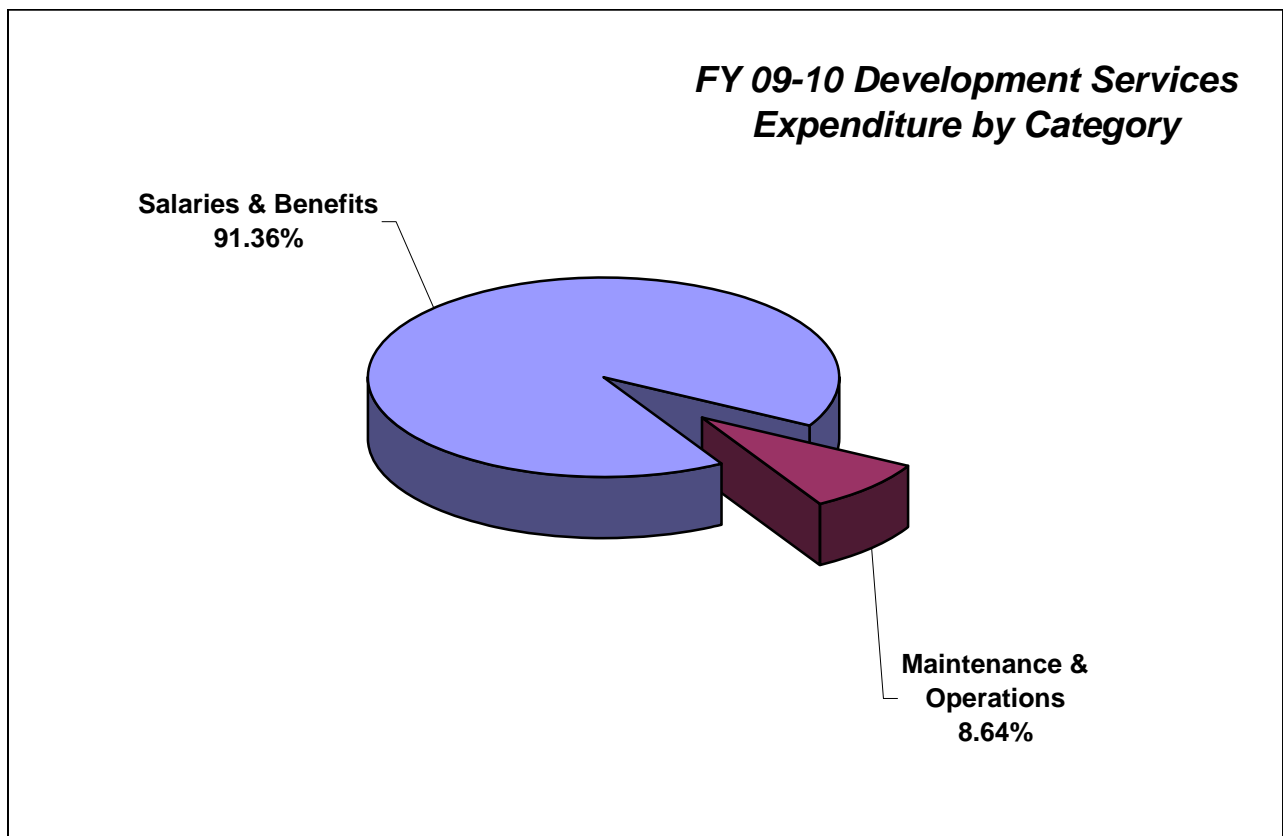
**DEVELOPMENT SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY DIVISION**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Division:</u>					
Dev. Svcs. Admin. - 18100	\$ 487,720	\$ 530,570	\$ 536,645	\$ 522,590	-2.62%
Planning - 18200	1,217,436	1,327,063	1,289,831	1,156,537	-10.33%
Building Safety - 18300	3,290,159	3,311,808	3,515,898	2,905,678	-17.36%
Total Expenditures	\$ 4,995,315	\$ 5,169,441	\$ 5,342,374	\$ 4,584,805	-14.18%



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

	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 4,402,942	\$ 4,509,312	\$ 4,862,421	\$ 4,188,486	-13.86%
Maintenance & Operations	543,714	595,905	479,952	396,319	-17.43%
Fixed Assets	48,659	64,224	-	-	-
Total Expenditures	\$ 4,995,315	\$ 5,169,441	\$ 5,342,373	\$ 4,584,805	-14.18%



	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent of Total</u>
<u>Funding Sources:</u>					
General Fund - 101	\$ 4,743,579	\$ 4,887,320	\$ 5,048,110	\$ 4,283,752	93.43%
CDBG Fund - 207	251,737	282,121	294,263	301,053	6.57%
Total Funding Sources	\$ 4,995,315	\$ 5,169,441	\$ 5,342,373	\$ 4,584,805	100.00%

CITY OF COSTA MESA, CALIFORNIA

**DEVELOPMENT SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY ACCOUNT**

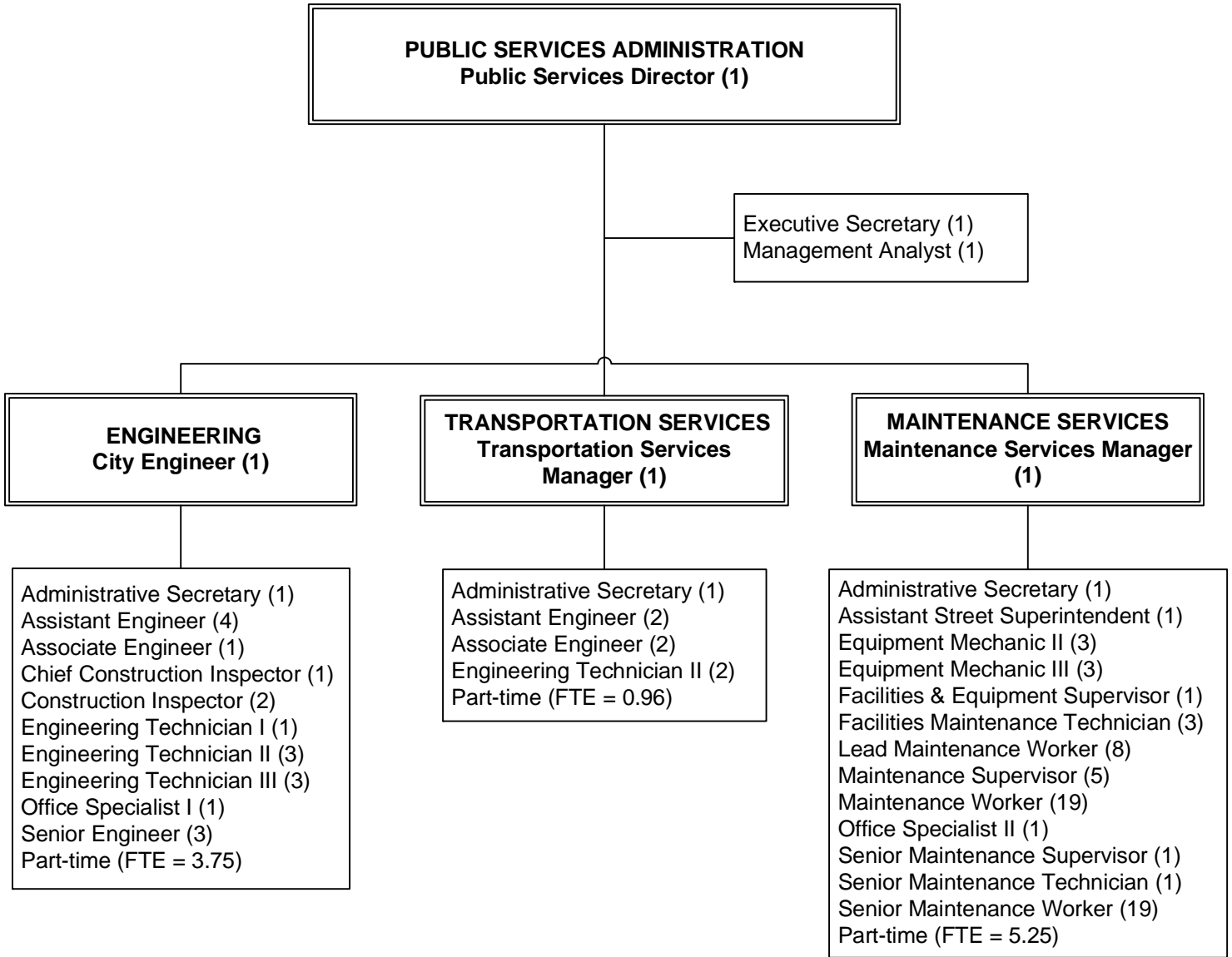
Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Regular Salaries - Non Sworn	501200	\$ 3,010,047	\$ 3,020,851	\$ 3,271,286	\$ 2,872,370	-12%
Regular Salaries - Part time	501300	101,902	119,057	74,641	59,686	-20%
Overtime	501400	47,691	52,641	38,400	22,500	-41%
Accrual Payoff - Excess Maximum	501500	43,942	28,276	2,000	1,500	-25%
Vacation/Comp. Time Cash Out	501600	453	15,108	2,000	2,000	0%
Holiday Allowance	501700	9,166	6,890	-	600	0%
Separation Pay-Off	501800	10,871	26,732	-	-	0%
Other Compensation	501900	30,694	28,522	26,076	24,102	-8%
Cafeteria Plan	505100	341,757	368,917	426,465	378,435	-11%
Medicare	505200	42,844	44,563	45,080	38,864	-14%
Retirement	505300	599,357	633,685	692,695	555,366	-20%
Professional Development	505500	53,872	48,269	44,315	11,652	-74%
Auto Allowance	505600	2,894	3,235	5,400	4,800	-11%
Unemployment	505800	2,507	2,736	2,759	3,271	19%
Workers' Compensation	505900	74,522	79,682	84,098	84,083	0%
Employer Contr.Retirees' Med.	506100	30,424	30,148	147,208	129,257	-12%
Subtotal Salaries & Benefits		\$ 4,402,942	\$ 4,509,312	\$ 4,862,422	\$ 4,188,486	-14%
Stationery and Office	510100	\$ 20,680	\$ 19,810	\$ 17,148	\$ 18,100	6%
Multi-Media, Promotions and Subs	510200	8,651	45,782	33,700	21,300	-37%
Small Tools and Equipment	510300	30,455	17,118	26,990	16,150	-40%
Uniform & Clothing	510400	3,147	2,490	3,000	4,500	50%
Postage	520100	11,617	10,610	11,750	11,000	-6%
Legal Advertising/Filing Fees	520200	4,380	5,247	9,500	9,500	0%
Telephone/Radio/Communications	520400	8,541	12,666	9,700	12,500	29%
Mileage Reimbursement	520600	209	212	1,350	1,350	0%
Board Member Fees	520800	23,600	24,000	24,000	24,000	0%
Office Furniture	525600	417	-	1,100	1,100	0%
Office Equipment	525700	886	78	2,100	1,600	-24%
Other Equipment	525800	634	3,703	100	100	0%
Employment	530100	6,676	82,814	15,000	15,000	0%
Consulting	530200	71,515	116,247	53,000	53,000	0%
Engineering and Architectural	530400	215,512	101,190	100,000	76,000	-24%
Grants, Loans and Subsidies	535500	-	-	-	17,199	0%
Central Services	535800	26,663	24,391	32,000	30,000	-6%
Internal Rent - Maint. Charges	536100	58,100	45,945	57,995	61,029	5%
Internal Rent - Repl.Cost	536200	32,221	39,744	59,076	-	-100%
General Liability	540100	19,785	43,856	22,443	22,891	2%
Other Costs	540900	25	3	-	-	0%
Subtotal Maintenance & Operations		\$ 543,714	\$ 595,905	\$ 479,952	\$ 396,319	-17%
Office Furniture	590600	\$ 12,566	\$ -	\$ -	\$ -	0%
Office Equipment	590700	36,092	2,960	-	-	0%
Other Equipment	590800	-	61,264	-	-	0%
Subtotal Fixed Assets		\$ 48,659	\$ 64,224	\$ -	\$ -	0%
Total Expenditures		\$ 4,995,315	\$ 5,169,441	\$ 5,342,374	\$ 4,584,805	-14%

**DEVELOPMENT SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM**

	<u>FY 06-07</u> Actual	<u>FY 07-08</u> Actual	<u>FY 08-09</u> Adopted	<u>FY 09-10</u> Adopted	<u>Percent</u> <u>Change</u>
<i>DEVELOPMENT SERVICES ADMINISTRATION - 18100</i>					
<i>Administration - 50001</i>					
Salaries & Benefits	\$ 422,018	\$ 444,158	\$ 449,081	\$ 441,570	-2%
Maintenance & Operations	65,701	86,412	87,564	81,019	-7%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Administration</i>	<i>\$ 487,720</i>	<i>\$ 530,570</i>	<i>\$ 536,645</i>	<i>\$ 522,589</i>	<i>-3%</i>
<i>PLANNING - 18200</i>					
<i>Planning - 20320</i>					
Salaries & Benefits	\$ 1,141,743	\$ 1,155,213	\$ 1,238,231	\$ 1,111,837	-10%
Maintenance & Operations	41,398	138,698	20,100	20,100	0%
Fixed Assets	3,422	-	-	-	0%
<i>Subtotal Planning</i>	<i>\$ 1,186,563</i>	<i>\$ 1,293,911</i>	<i>\$ 1,258,331</i>	<i>\$ 1,131,937</i>	<i>-10%</i>
<i>Planning Commission - 20360</i>					
Salaries & Benefits	\$ 7,175	\$ 9,152	\$ 7,500	\$ 600	-92%
Maintenance & Operations	23,698	24,000	24,000	24,000	0%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Planning Commission</i>	<i>\$ 30,873</i>	<i>\$ 33,152</i>	<i>\$ 31,500</i>	<i>\$ 24,600</i>	<i>-22%</i>
<i>BUILDING SAFETY - 18300</i>					
<i>Code Enforcement - 20350</i>					
Salaries & Benefits	\$ 981,305	\$ 1,008,048	\$ 1,149,620	\$ 1,120,098	-3%
Maintenance & Operations	98,021	46,736	68,715	55,185	-20%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Code Enforcement</i>	<i>\$ 1,079,326</i>	<i>\$ 1,054,784</i>	<i>\$ 1,218,335</i>	<i>\$ 1,175,283</i>	<i>-4%</i>
<i>Building Safety - 20410</i>					
Salaries & Benefits	\$ 1,850,701	\$ 1,892,740	\$ 2,017,990	\$ 1,514,380	-25%
Maintenance & Operations	314,896	300,059	279,573	216,015	-23%
Fixed Assets	45,236	64,224	-	-	0%
<i>Subtotal Building Safety</i>	<i>\$ 2,210,833</i>	<i>\$ 2,257,023</i>	<i>\$ 2,297,563</i>	<i>\$ 1,730,395</i>	<i>-25%</i>
Total Expenditures	<i>\$ 4,995,315</i>	<i>\$ 5,169,441</i>	<i>\$ 5,342,374</i>	<i>\$ 4,584,805</i>	<i>-14%</i>



PUBLIC SERVICES DEPARTMENT ORGANIZATION CHART



PUBLIC SERVICES DEPARTMENT

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

The Department has 99 full-time staff members, composed of four management and 95 supervisory/technical/clerical positions. Part-time staffing consists of 9.71 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 direction and coordination of the Department that includes four Divisions and 108 full and part time employees. Administrative management is responsible for developing the budget, managing personnel, securing and implementing grant programs and providing commercial waste and recycling services. Public Services Administration also 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 the Integrated Waste Management Act of 1989 for the commercial and multi-family sectors of Costa Mesa. Administers the 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 Capital Improvement Projects. The Division is also responsible for the procurements 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 in five programs.

Construction Management - 50002

Manages and inspects construction projects in the public right-of-way, City-owned buildings and facilities. Manages the construction of the City's Capital Improvement Program.

Water Quality - 20510

Implements and monitors the City's compliance to 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.

Street Improvements - 30112

Designs, procures right-of-way, and constructs street improvement projects in the City; reviews and approves engineering submittals including improvement plans, specifications, material reports, utility work, engineering estimates, and ADA accessibility; issues permits for construction work within the public right-of-way; and manages leased or rented City-owned property.

PUBLIC SERVICES DEPARTMENT

Storm Drain Improvements - 30122

Designs and manages the construction of the City's storm drain system, which is approximately 42 miles of storm drain.

Park Improvements - 40112

Acquires, develops, and renovates park facilities. Manages the design and construction of new park projects and renovation of existing park facilities.

TRANSPORTATION SERVICES - 19300

The Transportation Services Division is responsible for the operation and planning of transportation related tasks within the City. The Division administers programs and projects to promote the safe and efficient movement of people and goods throughout the City and 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 Circulation Element of the City's General Plan. Studies and implements short and long range transportation improvements in accordance with the General Plan. Manages the City's traffic model. Participates and monitors development projects. Administers the City's Trip Fee Program.

Traffic Operations - 30241

Maintains, operates and updates the automated traffic controls, traffic signals, CCTV system, traffic control devices and streetlights in the City. Manages the overall traffic flow/movement within the City.

MAINTENANCE SERVICES - 19500

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

Maintenance Services Administration - 50001

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

Parkway & Median Maintenance - 20111

Maintains 22 acres of landscaped medians and parkways. Maintains over 22,800 trees.

Street Cleaning - 20120

Sweeps and cleans approximately 425 miles of curb lanes and 140 arterial lane miles in the City.

Graffiti Abatement - 20130

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

PUBLIC SERVICES DEPARTMENT

Street Maintenance - 30111

Maintains approximately 525 lane miles of streets and adjacent sidewalks; 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 & Markings - 30243

Installs and maintains traffic signs and pavement markings in the City.

Park Maintenance - 40111

Maintains over 460 acres of landscape and site elements incorporated in the City's 30 parks, community centers, fire stations and other public facilities; that include athletic fields, tot lots, skate park, lakes and open space.

Facility Maintenance - 50910

Maintains, repairs and renovates 22 City-owned buildings; administers and supervises contract services required for maintaining City facilities.

Fleet Services - 50920

Maintains and repairs 315 City vehicles and equipment, including all public safety vehicles, off-the-road equipment and necessary fueling and alternative fueling infrastructure.

BUDGET NARRATIVE

The FY 2009-10 adopted budget for the Public Services Department totals \$18.3 million, a decrease of \$3.8 million or -17.04% compared to the FY 08-09 adopted budget. The decrease reflects the planned continued vacancies of the Associate Engineer and 5 Maintenance Worker positions. Other decreases include elimination of: at least 2 streets from the Annual Residential Street Pavement Program, one arterial street pavement project, TeWinkle Lake maintenance program; a reduction in the Signal Maintenance, Signs and Markings Maintenance/Repair, Parkway, Storm Drain, Parks and Open Space maintenance programs. As well as many other miscellaneous maintenance and operational accounts that may have an impact on services provided to the community.

Also a reduction in the FY 2009-10 adopted budget is the amount on repairs and improvements in various City buildings and facilities. Included in the budget is \$22,500 for 3 repairs to address safety concerns at various park locations. This is a 94% reduction from the adopted budget for FY 2008-09. The Equipment Replacement Fund only provides \$50,000 to replace 2 patrol vehicles.

There are 11 projects that total \$4,864,020 in cost, scheduled for construction in the Capital Improvement Plan for FY 2009-10. These projects include the Fire Station #1 Fuel Leak Remediation, Placentia/17th Signal Improvements, Signal/CCTV Improvement Project, Citywide Unimproved Alley – Knox Place Alley, CDBG Alley Improvement – Anaheim Ave. Alley, CDBG Street Improvement - Center Street, Citywide Street Improvements, New Sidewalk/Missing Link Program, Parkway Improvement Program, and Walnut Street Storm Drain Improvements.

PUBLIC SERVICES DEPARTMENT

PRIOR YEAR'S ACCOMPLISHMENTS

- Swept and cleaned approximately 425 curb miles and 140 arterial lane miles weekly, removing up to 10 tons of debris from City streets daily.
- Completed the arterial roadway illuminated street name sign replacement project.
- Completed the Victoria Street and Adams Avenue speed reduction projects.
- Completed the installation of 15 new concrete bus benches and 20 new trash receptacles at various locations throughout the City.
- Completed the installation of 25 thermo plastic crosswalks and messages for the Safe Route to Schools project.
- Rehabilitated 15 residential streets with Street Maintenance Section staff.
- Completed the construction of the Suburbia Park bike trail and walkway project.
- Completed approximately 1900 preventive sidewalk repairs/grinds.
- Inspected and cleaned all 1,165 catch basins/culverts.
- Completed construction of the Harbor Blvd/I-405 Improvement Project.
- Completed construction of the Fairview Road/I-405 Interchange Widening Project.
- Completed construction of the Newport Boulevard Improvement Project.
- Completed design and environmental phase of the Fairview Road/I-405 Interchange Landscape Enhancement Project.
- Completed construction of the Baker/Mendoza Traffic Signal Upgrade and Irvine Avenue Pedestrian Signal.
- Completed construction of the Fairview Road/Adams Avenue Intersection Improvement Project.
- Designed three flashing crosswalks in the vicinity of Paularino School and Kaiser School.
- Completed Safe Route to School improvements at 14 school sites including 56 countdown signal heads, 14 speed feedback signs, 22 high visibility crosswalks, ADA handicap improvements at 19 locations, and preparation of Suggested Route to School Maps.
- Received new Safe Route to School (SRTS) grant funding of \$1.5 Million for improvements on Broadway and vicinity of Victoria School.
- Received Measure M grant funding for four Closed Circuit Televisions (CCTVs); started design.
- Completed Victoria Street signing and striping improvements.
- Completed construction of the Sakioka/Vista Traffic Signal and modification of the Anton/Experian Traffic Signal.
- Completed construction of the CCTV Phase III project including enhancements to the Traffic Operations Center.
- Completed design of the Placentia/17th Traffic Signal Upgrade.
- Completed design of the Redhill Signal Improvements.
- Completed design of the Baker/Bear Intersection Improvements.
- Completed design of the East 17th/Tustin Intersection Improvements.
- Completed the Costa Mesa-Santa Ana Signal Coordination Study.
- Completed traffic signal system upgrades on Bristol Street at Redhill Avenue and the north and southbound Newport Boulevard Frontage Road signals.
- Provided various debris removal programs eliminating 135 tons of discarded debris from City alleys and right-of-ways.
- Reconstructed playground area at Gisler Park; installed new rubberized play surfacing playground; installed 150 cubic yards of engineered wood fiber to replace the sand.
- Re-landscaped and installed new patio behind the Communications building.
- Automated the irrigation system and applied hydro seed flower mix to the new section of Brentwood Park.
- Planted and hydro seeded the slope behind TeWinkle Lake near the new Angels Playground shelter.
- Replaced site furnishings at the Farm Complex, Heller Park, Del Mesa Park, Tanager Park, Vista Park, Wimbledon Park and Wakeham Park.
- Painted the restroom, shelter and kiosk at Fairview Park.
- Completed the installation of handicapped accessible concrete walkways and picnic table areas at Vista Park, Canyon Park, Del Mesa Park and Wimbledon Park with Park and Street Maintenance crews.

PUBLIC SERVICES DEPARTMENT

PRIOR YEAR'S ACCOMPLISHMENTS (continued):

- Rehabilitated the ball field at Smallwood Park; including the infield, irrigation modifications, and dugout improvements.
- Relocated the multi-trunk palm tree from the Brentwood Park project to the rear planter at City Hall.
- Installed new demonstration garden in the raised planter around the new palm tree.
- Renovated the Farm Complex applying 500 pounds of Bermuda seed, 75 cubic yards of top soil and 250 cubic yards of top dressing recycled from the Orange County Sanitation District.
- Completed the design of seven Street Projects for major rehabilitation.
- Completed the design for alley rehabilitation for Alley 072 (Flower St. Alley) from Tustin Avenue to East End
- Completed the design of parkway improvement project for 42 streets citywide
- Completed the design of Rubberized sidewalk on Sunflower Avenue west of Hyland Avenue.
- Completed the design of new and/or missing link sidewalk on National Avenue from Victoria Street to Congress Street.
- Reviewed and recorded a total of 10 Subdivision Maps
- Issued a total of 508 permits
- Acquired 18 easements for public purposes and projects.
- Completed seven abandonments with a total area of 76,502 SQ. FT. or 1.76 acres of City right-of-way to reduce maintenance cost by disposing of City property that is of no public use.

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.

OBJECTIVES

- Provide landscape maintenance of 463 acres of City parks and fields, and monthly maintenance of landscaped parkways and medians.
- Manage approximately 22,800 City-owned trees annually.
- 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 315 fire, police, general use vehicles and off-road equipment.
- 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 and maintain 525 lane miles of streets and 400 miles of curb and gutter as determined by the Pavement Management System.
- Repair potholes on City streets within 24 hours of notification or discovery.
- Review and/or approve engineering and construction documents, and permits in a timely manner.
- 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.

PUBLIC SERVICES DEPARTMENT

OBJECTIVES (continued):

- Sweep 425 miles of curb and 140 arterial lane miles weekly.
- Install and maintain 1,529 painted and thermo plastic pavement messages and markings.
- Paint 420,000 feet of curb annually.
- Provide ongoing maintenance to the City's infrastructure, including sidewalks, curb and gutters.
- Inspect, clean and monitor all 1,165 catch basins to insure proper functioning in a safe and hydraulically efficient manner and to minimize the entry of debris and toxic or hazardous substances into the storm water system per NPDES requirements.
- Perform routine monthly traffic signal maintenance and proactively upgrade the City's 122 traffic signals to minimize traffic congestion.
- 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 the design of nine Street Projects for major rehabilitation.
- Complete design for Citywide Slurry Seal Project.
- Complete design for Citywide Residential Street Improvements.
- Complete the design for 6 alleys for major rehabilitation projects.
- Complete the design of parkway improvement project citywide.

Performance Measures/Workload Indicators:	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
<u>Performance Measures:</u>			
Percent of the total number of City trees trimmed	39%	35%	35%
Percent of budgeted building maintenance projects completed	75%	100%	100%
Percent of Costa Maintenance work requests completed/month	97%	95%	90%
Percent increase in extra-ordinary repairs of City fleet vehicles	25%	25%	0%
Percent of total street signs replaced	20%	20%	15%
Percent of total lane lines repainted	40%	50%	25%
Percent of total pavement legends repainted/re-applied	80%	100%	75%
Percent of total red curb repainted	100%	100%	100%
Percent change in number of residential streets rehabilitated Vs. prior year	40%	7%	-20%
Percent change in tons of asphalt applied	40%	7%	-20%
Percent of total catch basins with inserts screens or other anti-pollution devices installed	5%	6%	6%

PUBLIC SERVICES DEPARTMENT

Performance Measures/Workload Indicators (Continued):	FY 07-08 <u>Actual</u>	FY 08-09 <u>Adopted</u>	FY 09-10 <u>Adopted</u>
<u>Performance Measures:</u>			
Percent change in debris removed from catch basins vs. prior year	20%	5%	8%
Percent of Street Inventory Improved by Overlay/Reconstruction using contract forces	8%	7%	7%
Percent of budgeted capital improvement projects completed in budgeted fiscal year	100%	100%	100%
<u>Workload Indicators:</u>			
Number of new trees planted	210	300	50
Number of trees removed	172	50	200
Number of trees root-pruned	165	200	175
Number of facility rehabilitation projects completed	12	25	0
Number of facilities work requests tracked	1,772	1,500	1,600
Number of ball field preparations performed	1,320	1,400	1,350
Number of scheduled vehicle and equipment services performed	1,212	1,000	990
Number of extraordinary vehicle and equipment services performed	835	700	700
Number of traffic and street signs maintained	2000	2,100	1,500
Number of linear feet of lane lines repainted	533,385	600,000	225,000
Number of pavement legends repainted/reapplied	1,500	1,500	1,200
Number of crosswalks repainted/reapplied	109	100	95
Number of lineal feet of red curb repainted	411,000	411,000	418,231
Number of residential streets renovated	15	15	12
Tons of asphalt applied annually	5,480	5,500	4,480
Tons of debris removed and diverted from the waterways	65	65	68
Arterial lane miles of overlay/reconstruction completed	50	5%	3%
Dollar amount of construction contracts awarded	\$30 million	\$8.18 Million	\$6 Million
Number of Residential Parking Permits issued	175	500	500
Number of Oversized Load Permits issued	200	229	200
Number of Construction Permits issued	790	401	380
Number of Development Projects processed	190	42	40
Number of Building Permit Applications processed	298	310	280



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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Public Services Administration - 19100</u>				
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>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
Total Public Svcs Admin Full-time Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>Engineering - 19200</u>				
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>	<u>1.34</u>	<u>1.34</u>	<u>1.34</u>	<u>1.34</u>
City Engineer	0.33	0.33	0.33	0.33
Assistant Engineer	1.75	1.75	1.75	1.75
Engineering Technician II	1.50	1.50	1.50	1.50
Engineering Technician III	1.50	1.50	1.50	1.50
Office Specialist I	0.50	0.50	0.50	0.50
Senior Engineer	0.50	0.50	0.50	0.50
<i>Subtotal Street Improvements - 30112</i>	<u>6.08</u>	<u>6.08</u>	<u>6.08</u>	<u>6.08</u>
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	0.50	0.50
Engineering Technician III	1.50	1.50	1.50	1.50
Senior Engineer	0.50	0.50	0.50	0.50
Office Specialist I	0.50	0.50	0.50	0.50
<i>Subtotal Storm Drain Improvements - 30122</i>	<u>3.58</u>	<u>3.58</u>	<u>3.58</u>	<u>3.58</u>
Engineering Technician I	1.00	1.00	1.00	1.00
Senior Engineer	1.00	1.00	1.00	1.00
<i>Subtotal Park Improvements - 40112</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Administrative Secretary	-	1.00	1.00	1.00
Assistant Engineer	2.00	2.00	2.00	2.00
Chief Construction Inspector	1.00	1.00	1.00	1.00
Construction Inspector	2.00	2.00	2.00	2.00
Engineering Technician II	1.00	1.00	1.00	1.00
Office Specialist II	1.00	-	-	-
Senior Engineer	1.00	1.00	1.00	1.00
<i>Subtotal Construction Management - 50002</i>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Total Engineering Full-time Positions	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>
Total Engineering Part-time Positions (in FTE's)	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.75</u>

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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Transportation - 19300</u>				
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	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00
Engineering Technician II	1.00	1.00	1.00	1.00
<i>Subtotal Traffic Planning - 30210</i>	4.25	4.25	4.25	4.25
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	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00
Engineering Technician II	1.00	1.00	1.00	1.00
<i>Subtotal Traffic Operations - 30241</i>	3.75	3.75	3.75	3.75
Total Transportation Full-time Positions	8.00	8.00	8.00	8.00
Total Transportation Part-time Positions (in FTE's)	0.96	0.96	0.96	0.96
<u>Maintenance Services - 19500</u>				
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 & 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	0.25	0.25
Maintenance Worker	1.00	1.00	-	-
Senior Maintenance Worker	4.25	4.25	4.25	4.25
<i>Subtotal Street Cleaning - 20120</i>	5.75	5.75	4.75	4.75
Maintenance Worker	1.00	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	2.25	2.25	1.25
Assistant Street Superintendent	0.75	0.75	0.75	0.75
Lead Maintenance Worker	2.00	2.00	1.75	1.75
Maintenance Worker	0.25	0.25	0.25	0.25
Senior Maintenance Worker	3.50	4.25	4.25	4.25
<i>Subtotal Street Maintenance - 30111</i>	6.50	7.25	7.00	7.00

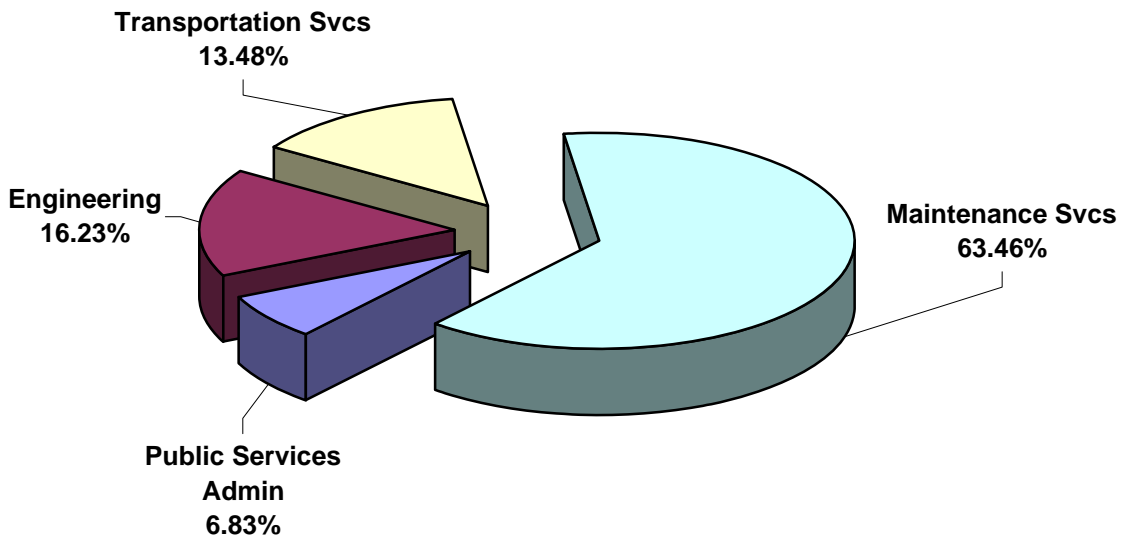
**PUBLIC SERVICES DEPARTMENT
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Maintenance Services - 19500 (continued)				
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	0.50	0.75	0.75	0.75
<i>Subtotal Storm Drain Maintenance - 30121</i>	<u>1.50</u>	<u>1.75</u>	<u>2.00</u>	<u>2.00</u>
Maintenance Supervisor	0.75	0.75	0.75	0.75
Lead Maintenance Worker	0.75	0.75	0.75	0.75
Maintenance Worker	1.00	1.00	2.00	2.00
Senior Maintenance Technician	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.75	1.75	1.75	1.75
<i>Subtotal Signs & Markings - 30243</i>	<u>5.25</u>	<u>5.25</u>	<u>6.25</u>	<u>6.25</u>
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	11.00	11.00	12.00
Management Analyst	0.19	0.19	0.19	-
Senior Maintenance Worker	7.00	7.00	7.00	7.00
<i>Subtotal Park Maintenance - 40111</i>	<u>25.69</u>	<u>25.69</u>	<u>25.69</u>	<u>26.50</u>
Facilities & Equipment Supervisor	0.50	0.50	0.50	0.50
Facility Maintenance Technician	3.00	3.00	3.00	3.00
Lead Facilities Maintenance Technician	1.00	1.00	-	-
Maintenance Supervisor	-	-	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>	<u>8.75</u>	<u>8.75</u>	<u>8.75</u>	<u>8.75</u>
Facilities & Equipment Supervisor	0.50	0.50	0.50	0.50
Maintenance Supervisor	-	-	1.00	1.00
Equipment Mechanic II	3.00	3.00	3.00	3.00
Equipment Mechanic III	3.00	3.00	3.00	3.00
Lead Equipment Mechanic	1.00	1.00	-	-
Office Specialist II	0.75	0.75	0.75	0.75
<i>Subtotal Equipment Maintenance - 50920</i>	<u>8.25</u>	<u>8.25</u>	<u>8.25</u>	<u>8.25</u>
Total Maintenance Services Full-time Positions	66.19	67.19	67.19	67.00
Total Maint Svcs Part-time Positions (in FTE's)	5.25	5.25	5.25	5.25
Total Department Full-time Positions	98.19	99.19	99.19	99.00
Total Department Part-time Positions (in FTE's)	9.71	9.71	9.71	9.96
TOTAL DEPARTMENT	<u>107.90</u>	<u>108.90</u>	<u>108.90</u>	<u>108.96</u>

**PUBLIC SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY DIVISION**

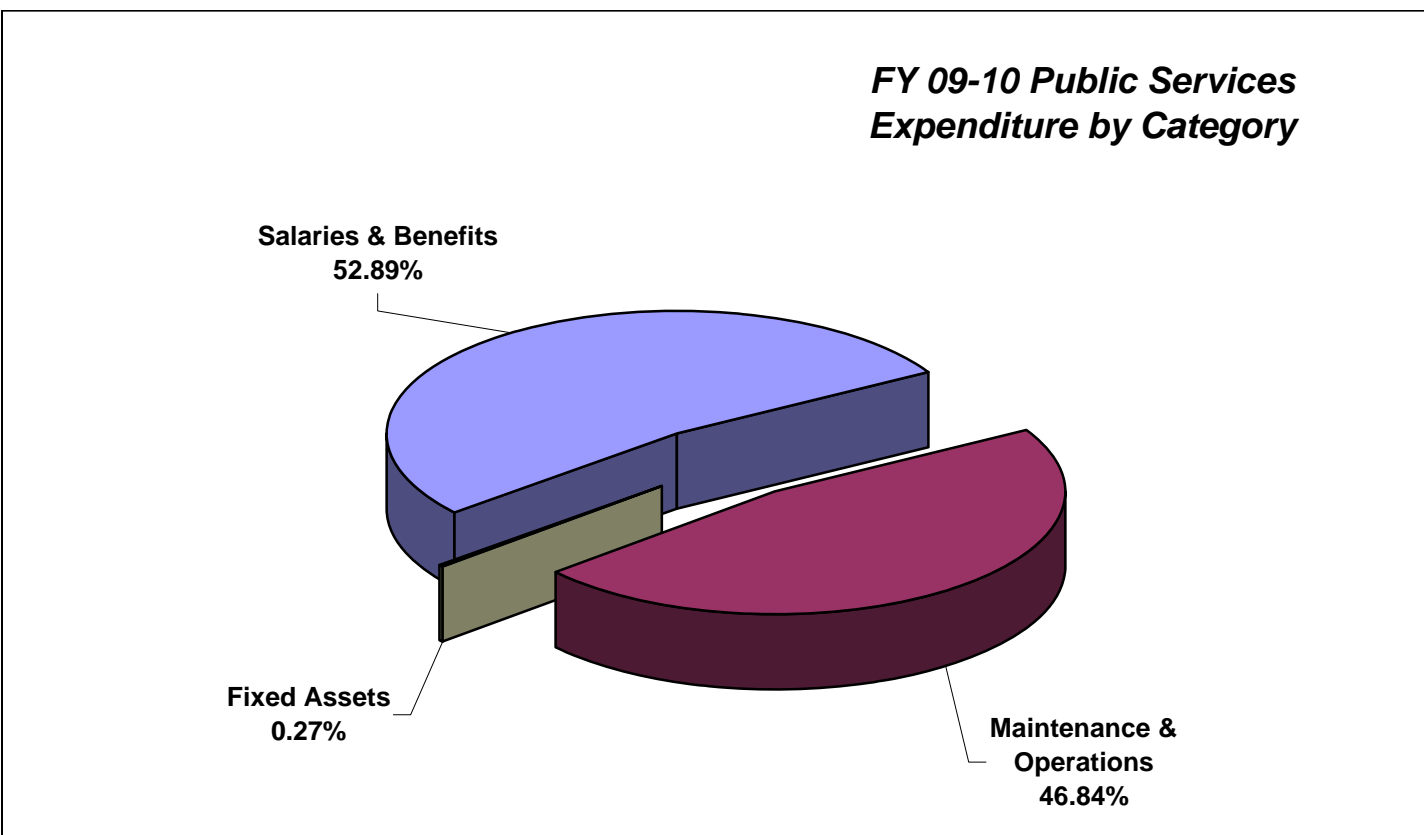
	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Expenditure by Division:					
Public Services Admin. - 19100	\$ 1,246,826	\$ 1,177,941	\$ 1,238,526	\$ 1,247,625	0.73%
Engineering - 19200	2,519,809	2,752,299	3,086,059	2,967,417	-3.84%
Transportation Svcs - 19300	2,502,310	2,732,419	2,793,250	2,465,259	-11.74%
Maintenance Svcs - 19500	13,186,268	13,876,160	14,921,650	11,603,517	-22.24%
Total Expenditures	\$ 19,455,212	\$ 20,538,820	\$ 22,039,484	\$ 18,283,818	-17.04%

**FY 09-10 Public Services
Expenditure by Division**



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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 9,165,273	\$ 9,708,533	\$ 10,405,313	\$ 9,670,470	-7.06%
Maintenance & Operations	10,006,832	10,637,976	10,511,410	8,563,348	-18.53%
Fixed Assets	283,107	192,311	1,122,761	50,000	-95.55%
Total Expenditures	\$ 19,455,212	\$ 20,538,820	\$ 22,039,484	\$ 18,283,818	-17.04%



	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent of Total
<u>Funding Sources:</u>					
General Fund - 101	\$ 16,285,042	\$ 17,256,659	\$ 18,866,199	\$ 14,695,345	80.37%
Air Quality Imp. Fund - 203	10,213	10,868	20,000	20,000	0.11%
Capital Improvmts Fund - 401	3	-	-	-	0.00%
Measure M Fund - 403	13,405	21,740	20,000	1,443,733	7.90%
Equipment Replacement - 601	3,146,549	3,249,553	3,133,285	2,124,740	11.62%
Total Funding Sources	\$ 19,455,212	\$ 20,538,820	\$ 22,039,484	\$ 18,283,818	100.00%

PUBLIC SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY ACCOUNT

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Regular Salaries - Non Sworn	501200	\$ 6,263,806	\$ 6,526,404	\$ 6,806,980	\$ 6,393,287	-6%
Regular Salaries - Part time	501300	176,631	193,190	272,343	292,472	7%
Overtime	501400	75,278	106,890	86,709	36,612	-58%
Accrual Payoff - Excess Maximum	501500	116,726	66,789	42,027	40,481	-4%
Vacation/Comp. Time Cash Out	501600	22,077	40,645	41,027	38,387	-6%
Holiday Allowance	501700	30,960	28,734	9,331	7,015	-25%
Separation Pay-Off	501800	27,162	26,529	-	-	0%
Other Compensation	501900	60,486	67,858	70,262	68,166	-3%
Cafeteria Plan	505100	771,295	873,554	983,493	924,006	-6%
Medicare	505200	66,182	71,753	77,488	76,197	-2%
Retirement	505300	1,247,568	1,378,776	1,448,897	1,261,890	-13%
Longevity	505400	3,657	-	-	-	0%
Professional Development	505500	30,207	35,912	44,403	17,571	-60%
Unemployment	505800	5,106	5,730	5,795	6,254	8%
Workers' Compensation	505900	205,833	220,898	210,245	220,434	5%
Employer Contr.Retirees' Med.	506100	62,300	64,869	306,314	287,698	-6%
Subtotal Salaries & Benefits		\$ 9,165,273	\$ 9,708,533	\$ 10,405,313	\$ 9,670,470	-7%
Stationery and Office	510100	\$ 14,703	\$ 14,642	\$ 14,719	\$ 11,450	-22%
Multi-Media, Promotions and Subs	510200	11,645	8,688	15,000	10,750	-28%
Small Tools and Equipment	510300	55,676	123,113	93,550	55,550	-41%
Uniform & Clothing	510400	24,105	22,041	22,953	18,900	-18%
Safety and Health	510500	5,422	9,934	6,650	5,150	-23%
Maintenance & Construction	510600	1,175,732	1,063,739	1,075,730	879,451	-18%
Agriculture	510700	61,966	102,056	100,000	77,400	-23%
Fuel	510800	688,622	805,732	700,000	750,000	7%
Electricity - Buildings & Fac.	515100	482,778	466,487	576,700	501,500	-13%
Electricity - Power	515200	193,610	201,283	171,500	179,000	4%
Electricity - Street Lights	515300	867,338	929,144	867,000	867,000	0%
Gas	515400	19,311	20,709	24,100	19,000	-21%
Water - Domestic	515500	50,525	62,127	65,400	65,500	0%
Water - Parks and Parkways	515600	670,529	582,213	715,000	735,000	3%
Waste Disposal	515700	162,142	155,260	188,700	172,769	-8%
Janitorial and Housekeeping	515800	179,841	184,000	211,730	179,000	-15%
Postage	520100	10,580	8,344	10,220	9,300	-9%
Legal Advertising/Filing Fees	520200	206,764	194,780	298,561	283,431	-5%
Advertising and Public Info.	520300	18,835	32,508	400	400	0%
Telephone/Radio/Communications	520400	8,161	12,713	10,050	12,550	25%
Mileage Reimbursement	520600	85	-	220	120	-45%
Buildings and Structures	525100	436,674	579,063	479,932	64,500	-87%
Landscaping and Sprinklers	525200	930,297	1,114,807	1,310,779	1,094,908	-16%
Underground Lines	525300	8,331	3,917	5,500	3,000	-45%
Automotive Equipment	525400	106,682	121,483	133,000	125,000	-6%
Office Furniture	525600	696	1,064	1,750	750	-57%
Office Equipment	525700	4,819	3,923	8,550	6,125	-28%
Other Equipment	525800	639,154	751,383	749,625	658,789	-12%
Streets, Alleys and Sidewalks	525900	124,703	164,980	253,000	136,617	-46%
Employment	530100	34,856	4,285	24,400	4,000	-84%
Consulting	530200	314,131	328,007	377,230	327,230	-13%
Engineering and Architectural	530400	44,712	57,735	69,700	59,000	-15%
External Rent	535400	6,949	9,172	14,400	9,750	-32%
Depreciation	535600	730,696	756,051	-	-	0%
Central Services	535800	7,531	19,013	14,500	11,000	-24%

**PUBLIC SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Internal Rent - Maint. Charges	536100	546,385	491,224	608,006	612,425	1%
Internal Rent - Repl.Cost	536200	340,413	445,745	697,452	-	-100%
General Liability	540100	540,371	554,378	533,024	543,654	2%
Physical Damage	540400	70,777	23,062	-	-	0%
Taxes & Assessments	540700	51,767	63,222	62,379	73,379	18%
Other Costs	540900	158,517	145,951	-	-	0%
Subtotal Maintenance & Operations		\$ 10,006,832	\$ 10,637,976	\$ 10,511,410	\$ 8,563,348	-19%
Landscaping and Sprinklers	590200	\$ 32,110	\$ -	\$ -	\$ -	0%
Buildings and Structures	590400	9,460	-	-	-	0%
Automotive Equipment	590500	93,101	101,462	1,017,000	50,000	-95%
Office Furniture	590600	-	6,257	-	-	0%
Office Equipment	590700	989	14,710	8,450	-	-100%
Other Equipment	590800	147,447	69,882	97,311	-	-100%
Subtotal Fixed Assets		\$ 283,107	\$ 192,311	\$ 1,122,761	\$ 50,000	-96%
Total Expenditures		\$ 19,455,212	\$ 20,538,820	\$ 22,039,484	\$ 18,283,818	-17%

**PUBLIC SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<i>PUBLIC SERVICES ADMINISTRATION - 19100</i>					
<u>Administration - 50001</u>					
Salaries & Benefits	\$ 624,747	\$ 534,327	\$ 642,088	\$ 645,706	1%
Maintenance & Operations	559,185	555,000	556,438	562,920	1%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Administration</i>	\$ 1,183,931	\$ 1,089,327	\$ 1,198,526	\$ 1,208,626	1%
<u>Recycling - 20230</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	51,915	79,308	40,000	39,000	-3%
Fixed Assets	10,979	9,307	-	-	0%
<i>Subtotal Recycling</i>	\$ 62,894	\$ 88,615	\$ 40,000	\$ 39,000	-3%
<i>ENGINEERING - 19200</i>					
<u>Construction Management - 50002</u>					
Salaries & Benefits	\$ 768,047	\$ 852,081	\$ 911,444	\$ 860,164	-6%
Maintenance & Operations	58,087	49,375	57,494	40,038	-30%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Construction Mgmt</i>	\$ 826,134	\$ 901,456	\$ 968,938	\$ 900,202	-7%
<u>Water Quality - 20510</u>					
Salaries & Benefits	\$ 162,430	\$ 179,746	\$ 192,946	\$ 192,052	0%
Maintenance & Operations	230,579	230,637	356,961	327,481	-8%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Water Quality</i>	\$ 393,009	\$ 410,383	\$ 549,907	\$ 519,533	-6%
<u>Street Improvements - 30112</u>					
Salaries & Benefits	\$ 632,872	\$ 684,803	\$ 765,061	\$ 753,283	-2%
Maintenance & Operations	17,050	22,566	30,520	19,408	-36%
Fixed Assets	-	-	8,450	-	-100%
<i>Subtotal Street Improvements</i>	\$ 649,922	\$ 707,370	\$ 804,031	\$ 772,691	-4%
<u>Storm Drain Improvements - 30122</u>					
Salaries & Benefits	\$ 368,112	\$ 393,906	\$ 426,082	\$ 417,791	-2%
Maintenance & Operations	10,606	18,348	20,200	15,700	-22%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Storm Drain Imprvmnts</i>	\$ 378,718	\$ 412,254	\$ 446,282	\$ 433,491	-3%
<u>Park Improvements - 40112</u>					
Salaries & Benefits	\$ 268,544	\$ 311,077	\$ 305,698	\$ 333,450	9%
Maintenance & Operations	3,482	9,759	11,203	8,050	-28%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Park Improvements</i>	\$ 272,026	\$ 320,836	\$ 316,901	\$ 341,500	8%

**PUBLIC SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
TRANSPORTATION SERVICES - 19300					
<u>Traffic Planning - 30210</u>					
Salaries & Benefits	\$ 477,573	\$ 533,321	\$ 571,337	\$ 436,647	-24%
Maintenance & Operations	40,113	43,709	84,142	65,531	-22%
Fixed Assets	-	-	-	-	0%
Subtotal Traffic Planning	\$ 517,687	\$ 577,030	\$ 655,479	\$ 502,178	-23%
<u>Traffic Operations - 30241</u>					
Salaries & Benefits	\$ 382,175	\$ 427,044	\$ 467,970	\$ 416,481	-11%
Maintenance & Operations	1,534,351	1,661,513	1,586,800	1,546,600	-3%
Fixed Assets	68,097	66,832	83,000	-	-100%
Subtotal Traffic Operations	\$ 1,984,623	\$ 2,155,389	\$ 2,137,770	\$ 1,963,081	-8%
MAINTENANCE SERVICES - 19500					
<u>Administration - 50001</u>					
Salaries & Benefits	\$ 220,737	\$ 251,234	\$ 266,880	\$ 259,891	-3%
Maintenance & Operations	15,574	19,532	31,911	14,469	-55%
Fixed Assets	-	-	-	-	0%
Subtotal Administration	\$ 236,311	\$ 270,766	\$ 298,791	\$ 274,360	-8%
<u>Parkway & Median Maint - 20111</u>					
Salaries & Benefits	\$ 30,929	\$ 31,325	\$ 32,484	\$ 31,487	-3%
Maintenance & Operations	875,516	951,613	1,055,815	945,100	-10%
Fixed Assets	-	-	-	-	0%
Subtotal Pkwy & Median Maint	\$ 906,445	\$ 982,938	\$ 1,088,299	\$ 976,587	-10%
<u>Street Cleaning - 20120</u>					
Salaries & Benefits	\$ 440,305	\$ 409,171	\$ 422,521	\$ 414,981	-2%
Maintenance & Operations	307,774	300,974	431,499	211,549	-51%
Fixed Assets	-	-	-	-	0%
Subtotal Street Cleaning	\$ 748,079	\$ 710,145	\$ 854,020	\$ 626,530	-27%
<u>Graffiti Abatement - 20130</u>					
Salaries & Benefits	\$ 160,265	\$ 173,037	\$ 184,159	\$ 180,878	-2%
Maintenance & Operations	41,335	36,674	46,088	35,021	-24%
Fixed Assets	-	14,710	-	-	0%
Subtotal Graffiti Abatement	\$ 201,600	\$ 224,421	\$ 230,247	\$ 215,899	-6%
<u>Street Maintenance - 30111</u>					
Salaries & Benefits	\$ 582,802	\$ 753,627	\$ 636,327	\$ 641,316	1%
Maintenance & Operations	687,673	717,287	755,841	555,480	-27%
Fixed Assets	-	-	-	-	0%
Subtotal Street Maintenance	\$ 1,270,476	\$ 1,470,913	\$ 1,392,168	\$ 1,196,796	-14%

**PUBLIC SERVICES DEPARTMENT
EXPENDITURE SUMMARY BY PROGRAM**

	<u>FY 06-07</u> Actual	<u>FY 07-08</u> Actual	<u>FY 08-09</u> Adopted	<u>FY 09-10</u> Adopted	<u>Percent</u> <u>Change</u>
<u>Storm Drain Maint - 30121</u>					
Salaries & Benefits	\$ 111,087	\$ 96,814	\$ 168,391	\$ 168,698	0%
Maintenance & Operations	27,247	31,086	39,940	4,601	-88%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Storm Drain Maint</i>	\$ 138,333	\$ 127,900	\$ 208,331	\$ 173,299	-17%
<u>Signs & Markings - 30243</u>					
Salaries & Benefits	\$ 468,989	\$ 504,456	\$ 540,135	\$ 516,683	-4%
Maintenance & Operations	180,899	233,604	293,620	112,594	-62%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Signs & Markings</i>	\$ 649,887	\$ 738,060	\$ 833,755	\$ 629,277	-25%
<u>Park Maintenance - 40111</u>					
Salaries & Benefits	\$ 1,984,445	\$ 2,071,818	\$ 2,292,262	\$ 1,991,690	-13%
Maintenance & Operations	1,432,374	1,524,843	1,940,553	1,523,799	-21%
Fixed Assets	52,730	-	-	-	0%
<i>Subtotal Park Maintenance</i>	\$ 3,469,549	\$ 3,596,662	\$ 4,232,815	\$ 3,515,489	-17%
<u>Facility Maintenance - 50910</u>					
Salaries & Benefits	\$ 734,118	\$ 709,311	\$ 765,177	\$ 616,105	-19%
Maintenance & Operations	1,681,373	1,799,261	1,870,450	1,254,434	-33%
Fixed Assets	8,214	-	14,311	-	-100%
<i>Subtotal Facility Maintenance</i>	\$ 2,423,706	\$ 2,508,572	\$ 2,649,938	\$ 1,870,539	-29%
<u>Fleet Services - 50920</u>					
Salaries & Benefits	\$ 747,097	\$ 791,433	\$ 814,350	\$ 793,167	-3%
Maintenance & Operations	2,251,698	2,352,889	1,301,935	1,281,573	-2%
Fixed Assets	143,087	101,462	1,017,000	50,000	-95%
<i>Subtotal Fleet Services</i>	\$ 3,141,882	\$ 3,245,784	\$ 3,133,285	\$ 2,124,740	-32%
Total Expenditures	\$ 19,455,212	\$ 20,538,820	\$ 22,039,484	\$ 18,283,818	-17%

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 2009-10 Non-Departmental adopted budget are the debt service requirements and the interfund transfers that are planned for during the fiscal year.

For FY 09-10, the adopted budget for Non-Departmental includes the following:

Debt Service:

Energy Retrofit Lease	\$ 84,098
1998 Revenue Bonds	1,282,725
2003 Refunding Certificates of Participation (COPs)	1,259,563
2005 TeWinkle Park Ball Fields Project	524,124
2006 Refunding Revenue Bonds	233,106
Total Debt Service	<u>\$ 3,383,616</u>

Interfund Transfers:

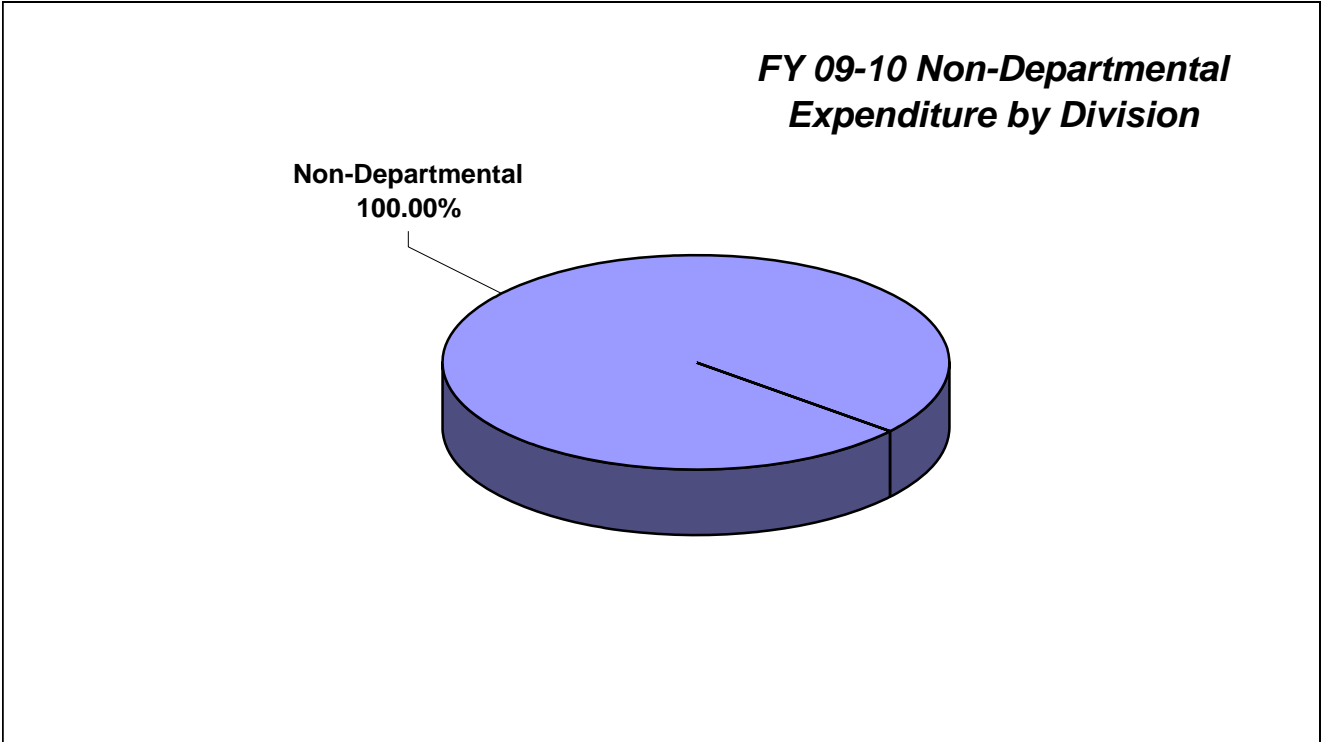
General Fund to the Prop 172 Fund	\$ 650,000
General Fund to the Supplemental Law Enforcement Fund	100,000
Narcotics Forfeiture Fund to the General Fund	100,000
Measure M Fund to General Fund – City Engineer's Salary Reimbursement	100,000
Equipment Replacement Fund to General Fund - Investment Earnings	260,000
Self-Insurance Fund to General Fund - Investment Earnings	333,000
Total Transfers Out	<u>\$ 1,543,000</u>

Total Non-Department Adopted Budget **\$ 4,926,616**

A Schedule of Interfund Transfers is found on page 42, Description of the City's Current Debt Obligations is found on page 281.

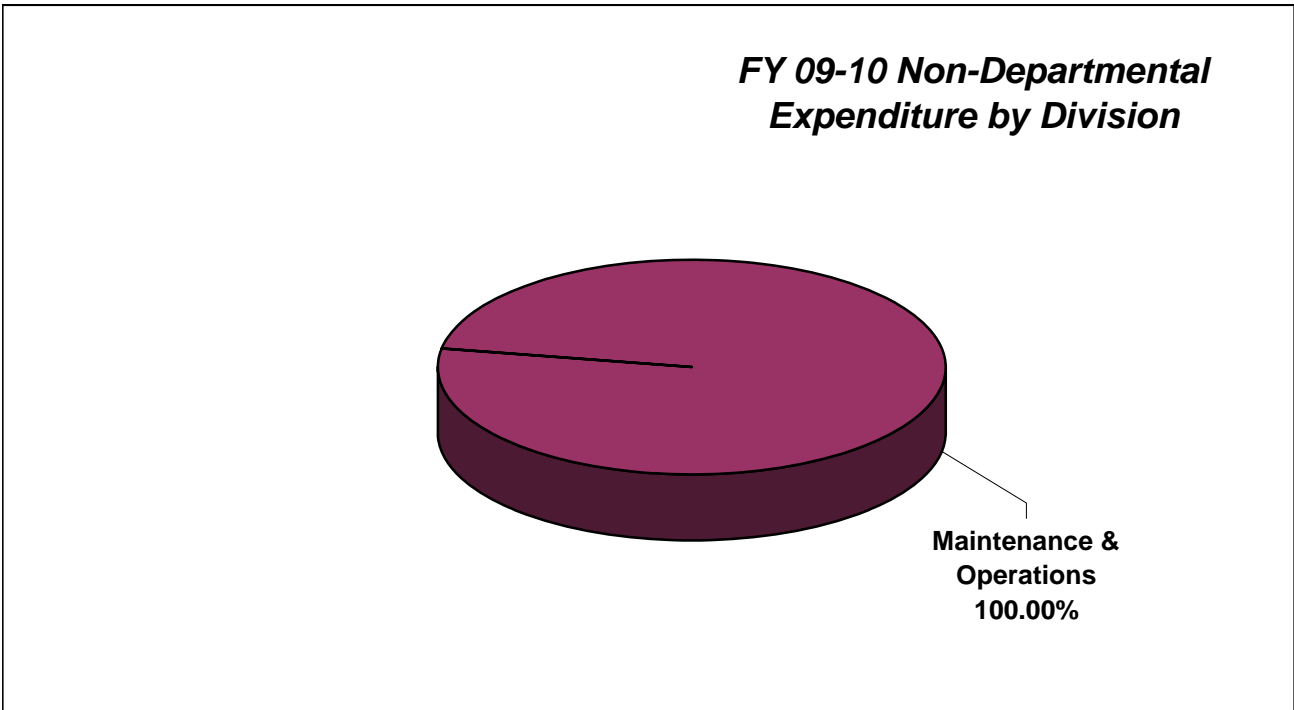
**NON-DEPARTMENTAL
EXPENDITURE SUMMARY BY DIVISION**

	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
<u>Expenditure by Division:</u>					
Non-Departmental - 90000	\$ 6,420,743	\$ 11,621,519	\$ 13,523,601	\$ 4,926,616	-63.57%
Total Expenditures	\$ 6,420,743	\$ 11,621,519	\$ 13,523,601	\$ 4,926,616	-63.57%



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

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 312,231	\$ -	\$ 1,500,000	\$ -	-100.00%
Maintenance & Operations	6,108,512	11,621,519	12,023,601	4,926,616	-59.03%
Fixed Assets	-	-	-	-	0.00%
Total Expenditures	\$ 6,420,743	\$ 11,621,519	\$ 13,523,601	\$ 4,926,616	-63.57%



	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent of Total
<u>Funding Sources:</u>					
General Fund - 101	\$ 5,073,384	\$ 8,224,759	\$ 8,481,401	\$ 4,133,616	83.90%
Prop 172 Fund - 202	37,840	39,000	-	-	0.00%
Park Devel Fees Fund - 208	250,495	217,010	-	-	0.00%
Narcotic Forfeiture Fund - 217	200,000	60,000	-	100,000	2.03%
Capital Outlay Fund - 401	-	2,061,555	-	-	0.00%
Measure "M" Fund - 403	100,000	100,000	100,000	100,000	2.03%
Vehicle Prking. Dist. #1 - 409	1,014	803	-	-	0.00%
Vehicle Prking. Dist. #2 - 410	565	126	-	-	0.00%
Equip. Replacement Fund - 601	323,622	336,896	305,000	260,000	5.28%
Self-Insurance Fund - 602	433,823	482,370	4,637,200	333,000	6.76%
Total Funding Sources	\$ 6,420,743	\$ 11,621,519	\$ 13,523,601	\$ 4,926,616	100.00%

**NON-DEPARTMENTAL
EXPENDITURE SUMMARY BY ACCOUNT**

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Regular Salaries - Sworn	501100	\$ -	\$ -	\$ 1,000,000	\$ -	-100%
Regular Salaries - Non Sworn	501200	-	-	500,000	-	-100%
Retirement	505300	312,231	-	-	-	0%
Subtotal Salaries & Benefits		\$ 312,231	\$ -	\$ 1,500,000	\$ -	-100%
Advertising and Public Info.	520300	\$ -	\$ -	\$ 300,000	\$ -	-100%
Financial & Information Svcs	530500	-	27,674	-	-	0%
Principal Payments	535100	3,064,900	4,891,427	4,072,687	2,629,843	-35%
Interest Payments	535200	1,259,749	2,104,658	2,085,714	753,773	-64%
Other Costs	540900	200,000	217,010	-	-	0%
Operating Transfers Out	595100	1,583,863	4,380,750	5,565,200	1,543,000	-72%
Subtotal Maintenance & Operations		\$6,108,512	\$ 11,621,519	\$ 12,023,601	\$ 4,926,616	-59%
Subtotal Fixed Assets		\$ -	\$ -	\$ -	\$ -	0%
Total Expenditures		\$6,420,743	\$ 11,621,519	\$ 13,523,601	\$ 4,926,616	-64%

**NON-DEPARTMENTAL
EXPENDITURE SUMMARY BY PROGRAM**

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Non-Departmental - 50240					
Salaries & Benefits	\$ 312,231	\$ -	\$ 1,500,000	\$ -	-100%
Maintenance & Operations	6,108,512	11,621,519	12,023,601	4,926,616	-59%
Fixed Assets	-	-	-	-	0%
Subtotal Non-Departmental	\$6,420,743	\$ 11,621,519	\$ 13,523,601	\$ 4,926,616	-64%
Total Expenditures	\$6,420,743	\$ 11,621,519	\$ 13,523,601	\$ 4,926,616	-64%

CAPITAL
IMPROVEMENT
PROGRAM
FISCAL YEAR 2009-2010

SUMMARY OF CAPITAL IMPROVEMENT PROJECTS

by Funding Source

Fiscal Year 2009-2010

Item Nbr	Program/Project Name	Gas Tax Fund 201	AQMD Fund 203	CDBG Fund 207	Drainage Fund 209
Street Maintenance					
1	CDBG Alley Improvement - Anaheim Avenue	-	-	\$ 110,000	-
2	Citywide Unimproved Alley - Knox Place	\$ 235,000	-	-	-
Street Improvement					
3	CDBG Street Improvement - Center Street	-	-	410,000	-
4	Citywide Street Improvements	1,200,000	-	-	-
Storm Drain Improvement					
5	Walnut Street Storm Drain Improvements	-	-	-	\$ 200,000
Curbs and Sidewalks					
6	New Sidewalk / Missing Link	100,000	-	-	-
7	Parkway Improvements	250,000	-	-	-
8	Sidewalk Repair	50,000	-	-	-
Traffic Operations					
9	Placentia / 17th Signal Improvements	-	\$ 20,000	-	-
10	Signal / CCTV Improvement Project	-	67,000	-	-
Facilities Maintenance					
11	Fire Station #1 Fuel Leak Remediation	-	-	-	-
Total FY 09-10 Adopted CIPs		\$ 1,835,000	\$ 87,000	\$ 520,000	\$ 200,000

CITY OF COSTA MESA, CALIFORNIA

Item Nbr	Program/Project Name	Cap Imprv Fund 401	Measure M Fund 403	Total
Street Maintenance				
1	CDBG Alley Improvement - Anaheim Avenue	-	-	\$ 110,000
2	Citywide Unimproved Alley - Knox Place	-	-	235,000
Street Improvement				
3	CDBG Street Improvement - Center Street	-	-	410,000
4	Citywide Street Improvements	-	\$ 1,800,000	3,000,000
Storm Drain Improvement				
5	Walnut Street Storm Drain Improvements	-	-	200,000
Curbs and Sidewalks				
6	New Sidewalk / Missing Link	-	-	100,000
7	Parkway Improvements	-	-	250,000
8	Sidewalk Repair	-	-	50,000
Traffic Operations				
9	Placentia / 17th Signal Improvements	\$ 97,020	-	117,020
10	Signal / CCTV Improvement Project	-	250,000	317,000
Facilities Maintenance				
11	Fire Station #1 Fuel Leak Remediation	75,000	-	75,000
				-
Total FY 09-10 Adopted CIPs		\$ 172,020	\$ 2,050,000	\$ 4,864,020

CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
 FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES	DIVISION Engineering	PROGRAM Alley Improvements, 30111
PROJECT TITLE CDBG Alley Improvement - Anaheim Avenue		PROJECT MANAGER Fariba Fazeli, x-5378
PROJECT ACCOUNT STRING:		ITEM 1
Account	Fund	Org
500000	207	19200
Program	Project	
30111	300130	
		New Project ▼

Priority Classification:

Class I Required by action of the City Council or legislation of another governmental agency.

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.

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.

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.

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
Architect Fees	-	-	-	-	-	-	-
Construction	\$ 90,000	-	-	-	-	-	-
Engineering Fees	20,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
Total	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description of Resources							
CDBG	\$ 110,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Justification **Operating Impact:** \$ -

A comprehensive citywide study was conducted 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 priority order as recommended. This program meets the City Council's Goals and Objective No. 98-B1 "ALLEYS".

These funds will be used towards rehabilitation of Anaheim Avenue Alley (No. 007) from Plumer Street to Center Street.

No Operational Impact.

GENERAL PLAN CONSISTENCY	GOAL:	POLICY:	OBJECTIVE:
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CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES	DIVISION Engineering	PROGRAM Alley Improvements, 30111
PROJECT TITLE Citywide Unimproved Alley - Knox Place		PROJECT MANAGER Fariba Fazeli, x-5378
PROJECT ACCOUNT STRING:		ITEM 2
Account	Fund	Org
500000	201	19200
Program	Project	
30111	400012	
		Existing Project ▼

Priority Classification:

- Class I Required by action of the City Council or legislation of another governmental agency.
- 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.
- 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.
- 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.

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
Architect Fees	-	-	-	-	-	-	-
Construction	\$ 200,000	\$ 95,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 300,000	\$ 140,000
Engineering Fees	35,000	20,000	30,000	30,000	30,000	50,000	30,000
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
Total	\$ 235,000	\$ 115,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 350,000	\$ 170,000
Description of Resources							
Gas Tax	\$ 235,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Justification	Operating Impact: \$ -
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A comprehensive Citywide study was conducted 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 priority order as recommended. This program meets the City Council's Goals and Objective No. 98-B1 "ALLEYS".

These funds will be used towards rehabilitation of Alley No. 063, Knox Place Alley, between Knox Place and Knox Street, from Orange Avenue to Westminster Avenue.

No Operational Impact.

GENERAL PLAN CONSISTENCY	GOAL:	POLICY:	OBJECTIVE:
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CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
 FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES	DIVISION Engineering	PROGRAM Street Improvements, 30112											
PROJECT TITLE CDBG Street Improvement - Center Street		PROJECT MANAGER Fariba Fazeli, x-5378											
PROJECT ACCOUNT STRING:		ITEM 3											
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Account</td> <td style="text-align: center;">Fund</td> <td style="text-align: center;">Org</td> <td style="text-align: center;">Program</td> <td style="text-align: center;">Project</td> </tr> <tr> <td style="text-align: right;">500000</td> <td style="text-align: center;">207</td> <td style="text-align: center;">19200</td> <td style="text-align: center;">30112</td> <td style="text-align: center;">300131</td> </tr> </table>	Account	Fund	Org	Program	Project	500000	207	19200	30112	300131	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">New Project ▼</td> </tr> </table>	New Project ▼
Account	Fund	Org	Program	Project									
500000	207	19200	30112	300131									
New Project ▼													

Priority Classification:

Class I Required by action of the City Council or legislation of another governmental agency.

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.

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.

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.

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
Architect Fees	-	-	-	-	-	-	-
Construction	\$ 370,000	-	-	-	-	-	-
Engineering Fees	40,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
Total	\$ 410,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description of Resources							
CDBG	\$ 410,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 410,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Justification	Operating Impact: \$ -
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This program will provide major rehabilitation or reconstruction of City streets which are in immediate need of improvement. This program is implemented in accordance with the Pavement Management System and with recommendations from the Engineering Division. The proposed project is located entirely within a low-to-moderate income area in the City. This program meets the City Council's Goal and Objective No.98-B9 "STREET REPAIRS NEED GREATER EFFORT".

This project consists of total rehabilitation of Center Street from Pomona Avenue to Anaheim Avenue.

Operational Impact: temporary repairs will be required by the City crews until permanent improvements have been completed.

GENERAL PLAN CONSISTENCY	GOAL:	POLICY:	OBJECTIVE:
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CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES		DIVISION Engineering			PROGRAM Street Improvements, 30112		
PROJECT TITLE Citywide Street Improvements				PROJECT MANAGER Fariba Fazeli, x-5378		ITEM 4	
PROJECT ACCOUNT STRING:		Account 500000 500000	Fund 201 403	Org 19200 19200	Program 30112 30112	Project 400015 400015	Existing Project ▼
Priority Classification:							
<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.							
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
Architect Fees	-	-	-	-	-	-	-
Construction	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
Engineering Fees	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
Total	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000
Description of Resources							
Gas Tax	\$ 1,200,000	-	-	-	-	-	-
Measure "M"	1,800,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Justification					Operating Impact: \$ -		
<p>This program will provide major rehabilitation or reconstruction of City streets which are in immediate need of 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>Operational Impact: temporary repairs will be required by the City crews until permanent improvements have been completed.</p>							
GENERAL PLAN CONSISTENCY		GOAL:		POLICY:		OBJECTIVE:	

CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
 FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES	DIVISION Engineering	PROGRAM Storm Drain Imprv, 30122
PROJECT TITLE Walnut Street Storm Drain Improvements		PROJECT MANAGER Fariba Fazeli, x-5378
PROJECT ACCOUNT STRING:		ITEM 5
Account 500000	Fund 209	Org 19200
Program 30122	Project 550011	Existing Project ▼

Priority Classification:

Class I Required by action of the City Council or legislation of another governmental agency.

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.

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.

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.

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
Architect Fees	-	-	-	-	-	-	-
Construction	\$ 200,000	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description of Resources							
Drainage Fees	\$ 200,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Justification **Operating Impact:** \$ -

A comprehensive Citywide study was conducted to provide information about the storm drain system and the cost to upgrade and/or construct a new underground system. The City Council approved the priorities and recommendations in the report and directed staff to upgrade and/or construct storm drain systems as recommended.

In Fiscal Years 2007-2008 and 2008-2009, the City Council allocated a total of \$400,000 towards the design and a portion of construction cost for Walnut Street Storm Drain System. This final allocation will cover the total estimated construction costs needed for this project.

No Operational Impact.

GENERAL PLAN CONSISTENCY	GOAL:	POLICY:	OBJECTIVE:
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CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES		DIVISION Engineering			PROGRAM Curbs & Sidewalks, 30130			
PROJECT TITLE New Sidewalk / Missing Link				PROJECT MANAGER Fariba Fazeli, x-5378		ITEM 6		
PROJECT ACCOUNT STRING:		Account 500000	Fund 201	Org 19200	Program 30130	Project 500009	Existing Project ▼	
Priority Classification:								
<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.								
		FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures								
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)		-	-	-	-	-	-	-
Total		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Description of Resources								
Gas Tax		\$ 100,000	-	-	-	-	-	-
		-	-	-	-	-	-	-
Total		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Justification						Operating Impact:		\$ -
<p>In 1997, a comprehensive Citywide study was conducted 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>								
GENERAL PLAN CONSISTENCY		GOAL:		POLICY:		OBJECTIVE:		

CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES	DIVISION Engineering	PROGRAM Curbs & Sidewalks, 30130										
PROJECT TITLE Parkway Improvements	PROJECT MANAGER Fariba Fazeli, x-5378	ITEM 7										
PROJECT ACCOUNT STRING:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Account</td> <td style="text-align: center;">Fund</td> <td style="text-align: center;">Org</td> <td style="text-align: center;">Program</td> <td style="text-align: center;">Project</td> </tr> <tr> <td style="text-align: center;">500000</td> <td style="text-align: center;">201</td> <td style="text-align: center;">19200</td> <td style="text-align: center;">30130</td> <td style="text-align: center;">500010</td> </tr> </table>	Account	Fund	Org	Program	Project	500000	201	19200	30130	500010	Existing Project ▼
Account	Fund	Org	Program	Project								
500000	201	19200	30130	500010								

Priority Classification:

Class I Required by action of the City Council or legislation of another governmental agency.

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.

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.

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.

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
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)	-	-	-	-	-	-	-
Total	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Description of Resources							
Gas Tax	\$ 250,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Justification	Operating Impact: \$ -
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Parkway improvement projects, as part of the Parkway Maintenance Program, are essential to remove and replace damaged curb, gutter, and sidewalk to reduce the City's liability exposure associated with pedestrian accidents. This program is intended to provide funds to permanently repair the damaged concrete improvements within the City right-of-way.

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.

GENERAL PLAN CONSISTENCY	GOAL:	POLICY:	OBJECTIVE:
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CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES	DIVISION Engineering	PROGRAM Curbs & Sidewalks, 30130										
PROJECT TITLE Sidewalk Repair	PROJECT MANAGER Fariba Fazeli, x-5378	ITEM 8										
PROJECT ACCOUNT STRING:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; font-size: small;">Account</td> <td style="text-align: center;">500000</td> <td style="text-align: right; font-size: small;">Fund</td> <td style="text-align: center;">201</td> <td style="text-align: right; font-size: small;">Org</td> <td style="text-align: center;">19200</td> <td style="text-align: right; font-size: small;">Program</td> <td style="text-align: center;">30130</td> <td style="text-align: right; font-size: small;">Project</td> <td style="text-align: center;">500017</td> </tr> </table>	Account	500000	Fund	201	Org	19200	Program	30130	Project	500017	Existing Project ▼
Account	500000	Fund	201	Org	19200	Program	30130	Project	500017			

Priority Classification:

Class I Required by action of the City Council or legislation of another governmental agency.

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.

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.

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.

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
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)	-	-	-	-	-	-	-
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Description of Resources							
Gas Tax	\$ 50,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Justification **Operating Impact:** \$ -

Sidewalk repair, as part of the Parkway Maintenance Program, is essential to remove and replace damaged curb, gutter, and sidewalk to reduce the City's liability exposure associated with pedestrian accidents. This program is intended to provide funds to permanently repair the damaged concrete improvements within the City right-of-way.

These funds will be used to perform the necessary sidewalk repairs where staff has been directed to remove trees by the Parks and Recreation Commission. Additionally, ADA accessibility ramps are also constructed as part of this program throughout the City.

GENERAL PLAN CONSISTENCY	GOAL:	POLICY:	OBJECTIVE:
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CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES		DIVISION Transportation			PROGRAM Traffic Operations, 30241		
PROJECT TITLE Placentia / 17th Signal Improvements				PROJECT MANAGER David Sorge, x-5183		ITEM 9	
PROJECT ACCOUNT STRING:		Account 500000 500000	Fund 401 203	Org 19300 19300	Program 30241 30241	Project 370029 370029	New Project ▼
Priority Classification:							
<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.							
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
Architect Fees	-	-	-	-	-	-	-
Construction	\$ 117,020	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
Total	\$ 117,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description of Resources							
Capital Imprv (Caltrans Grant)	\$ 97,020	-	-	-	-	-	-
AQMD	20,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 117,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Justification					Operating Impact: \$ -		
<p>During the 5-year period between January 2003 and January 2008, accident records revealed four pedestrian and one bicycle related accident at the intersection of Placentia Avenue and 17th Street. Although the overall accident rate is not high, this intersection is the highest ranked ped/bike accident location in the City of Costa Mesa.</p> <p>The project has received a Caltrans Highway Safety Improvement Program (HSIP) grant to enhance safety based on the following proposed measures:</p> <ul style="list-style-type: none"> * Protected-permissive left-turn signal phasing for Placentia Avenue to minimize conflict points between vehicles, pedestrians and bicyclists. * Mast-arm traffic signals for 17th Street to clarify signal controls for the east and westbound directions. * Highlighted crosswalk markings, safety lighting and signing to improve motorist's recognition of pedestrian conditions. * Count-down ped heads and vibrat-tactile ped push buttons to assist pedestrians in determining appropriate and safe crossing intervals. * Bike push buttons to improve accessibility for bicyclists. * Radar speed feedback signs to alert motorists to their speed thereby reducing speed and calming traffic. 							
GENERAL PLAN CONSISTENCY		GOAL:		POLICY:		OBJECTIVE:	

CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES		DIVISION Transportation			PROGRAM Traffic Operations, 30241		
PROJECT TITLE Signal / CCTV Improvement Project				PROJECT MANAGER David Sorge x-5183		ITEM 10	
PROJECT ACCOUNT STRING:		Account 500000 500000	Fund 403 203	Org 19300 19300	Program 30241 30241	Project 370030 370030	New Project ▼
Priority Classification:							
<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 checked="" 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.							
	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
Architect Fees	-	-	-	-	-	-	-
Construction	\$ 317,000	-	-	-	-	-	-
Engineering Fees	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
Total	\$ 317,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description of Resources							
OCTA Measure M	\$ 250,000	-	-	-	-	-	-
AQMD	67,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 317,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Justification						Operating Impact: \$ -	
<p>This multifaceted project is initiated to improve signal coordination and traffic management in proximity to two of Orange County's major public attraction destinations, the South Coast Plaza/Theater & Arts District and the Orange County Fairgrounds. Rapid changes in commuter demands from these centers create pronounced traffic impacts, extended vehicle queuing, traffic overflow to adjacent freeways and gridlock. These conditions are compounded by heavy pedestrian demands generated by these venues.</p> <p>This project consists of implementing signal coordination timing plans along Anton Boulevard, Fairview Road and Fair Drive, constructing four CCTV traffic monitoring cameras, and upgrading three traffic signals to protected-permissive phasing. The project will additionally upgrade traffic signal and CCTV communication provisions including new conduit and cable transmission equipment along Anton Boulevard and Fairview Road, and establishing shared CCTV traffic monitoring provisions with the OC Fairgrounds. Project components consist of:</p> <ul style="list-style-type: none"> * CCTV improvements at Bear/South Coast Plaza, Anton/Experian, Fair/Fairview, and Fair/SR-55/Newport Blvd. * Protective permissive signal phasing upgrades at Anton/Ave of Arts, Anton/Sakioka and the Fair/Fairgrounds main entrance. * Anton Fiber Optic Communications along Anton Boulevard and Fairview Road * Signal coordination improvements along Anton Boulevard, Fair Drive and Fairview Road * OC Fairgrounds CCTV interagency workstation and communications link with the Costa Mesa Traffic Operations Center (TOC). 							
GENERAL PLAN CONSISTENCY		GOAL:		POLICY:		OBJECTIVE:	

CITY OF COSTA MESA, CALIFORNIA

		Existing Project ▼					
<input checked="" type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/> Class IV							
<p>The requested funding is for the final phase and closure of the State mandated fuel leak remediation and monitoring at the Royal Palm Fire Station #1. The funding provides for required equipment, on-going testing, permits, fees, well removal / capping and reporting for this final phase.</p> <p>All work will be conducted at the direction of the Orange County Environmental Health, the local agency responsible for oversight of State fuel system and water quality regulations.</p>							

CITY OF COSTA MESA, CALIFORNIA
CAPITAL IMPROVEMENT PROJECT
 FISCAL YEAR 2009 - 2010

DEPARTMENT PUBLIC SERVICES	DIVISION Maintenance Services	PROGRAM Equipment Maintenance, 50920										
PROJECT TITLE Fire Station #1 Fuel Leak Remediation		PROJECT MANAGER John Aguilar, x-7483										
		ITEM 11										
PROJECT ACCOUNT STRING:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Account</td> <td style="text-align: center;">500000</td> <td style="text-align: right;">Fund</td> <td style="text-align: center;">401</td> <td style="text-align: right;">Org</td> <td style="text-align: center;">19500</td> <td style="text-align: right;">Program</td> <td style="text-align: center;">50920</td> <td style="text-align: right;">Project</td> <td style="text-align: center;">200024</td> </tr> </table>	Account	500000	Fund	401	Org	19500	Program	50920	Project	200024	Existing Project ▼
Account	500000	Fund	401	Org	19500	Program	50920	Project	200024			

Priority Classification:

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	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16
Description of Expenditures							
Architect Fees	-	-	-	-	-	-	-
Construction	\$ 70,000	-	-	-	-	-	-
Engineering Fees	5,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Inspection	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Other Costs (please identify)	-	-	-	-	-	-	-
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description of Resources							
Capital Improvement Fund	\$ 75,000	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Justification	Operating Impact: \$ 82,075
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The requested funding is for the final phase and closure of the State mandated fuel leak remediation and monitoring at the Royal Palm Fire Station #1. The funding provides for required equipment, on-going testing, permits, fees, well removal / capping and reporting for this final phase.

All work will be conducted at the direction of the Orange County Environmental Health, the local agency responsible for oversight of State fuel system and water quality regulations.

GENERAL PLAN CONSISTENCY	GOAL:	POLICY:	OBJECTIVE:
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SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 09-10	FY 10-11	FY 11-12	FY 12-13
TRANSPORTATION				
Traveled Ways				
Street Improvements				
CDBG Street Improvement - Center Street	\$ 410,000	\$ -	\$ -	\$ -
Citywide Street Improvement	3,000,000	1,800,000	2,000,000	2,000,000
Anton / Sunflower Intersection Improvement	-	-	-	-
Baker St. / Bear St. Intersection Improvement	-	-	-	44,000
Bear St. / SR-73 N/B Ramp-2nd left-turn lane	-	-	-	-
Bristol St. / Baker St. Intersection Improvement	-	-	115,500	412,500
Bristol St. / Sunflower Ave. Intersection Improvement	-	-	115,500	522,500
Bristol St. Widening - I-405 to Baker St.	-	-	-	258,500
E. 17th St. / Irvine Avenue Intersection Improvement	-	300,000	1,100,000	-
E. 17th St. / Tustin Avenue Intersection Improvement	-	275,000	1,023,000	-
Fairview Rd. / Baker Street Intersection Widening	-	-	-	-
Fairview Rd. / South Coast Dr. Intersection Improvement	-	-	124,300	649,000
Fairview Rd. / Sunflower Ave. Intersection Improvement	-	-	-	117,700
Harbor Blvd. / Adams Ave. Intersection Improve. (SARX)	-	-	495,000	825,000
Harbor Blvd. / Gisler Ave. SB Harbor Rt-Turn Lane at Gisler	-	-	-	-
Harbor Blvd. / South Coast Dr. Intersection Improvement	-	-	-	-
Harbor Blvd. / Sunflower Ave. Intersection Improvement	-	-	-	103,400
Harbor Blvd. / Victoria St. E/B Right Turn	-	-	-	93,500
Harbor Blvd. / Wilson St. Intersection Improvement	-	-	48,400	361,900
Harbor Blvd. at Adams & MacArthur - Bus Turnouts	-	-	66,000	330,000
Hyland Ave./I-405 NB Ramp & South Coast Drive	-	500,000	-	-
Hyland Ave./MacArthur Bl. Intersection Improve. (SARX)	-	132,000	495,000	-
Main St. / Sunflower Avenue Intersection Improvement	-	-	-	-
Newport Blvd. Northbound at Del Mar	-	-	-	-
Newport Blvd. Southbound at Fair Drive	-	-	-	-
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. Gateway Landscape Enhancement Project	-	650,000	-	-
SR-55 Frwy. N/B / Baker St. Intersection Improvement	-	-	47,300	277,200
SR-55 Frwy. N/B / Paularino Ave. Intersection Improvement	-	-	-	83,600
SR-55 Frwy. S/B / Baker St. Intersection Improvement	-	-	-	62,700
SR-55 Frwy. S/B / Paularino Ave. Intersection Improvement	-	-	-	69,300
Wilson St. - SR-55 to Fairview Road	-	-	211,750	254,100
Subtotal Street Improvements	\$ 3,410,000	\$ 3,877,000	\$ 5,841,750	\$ 6,639,250
Street Maintenance				
CDBG Alley Improvement - Anaheim Ave.	\$ 110,000	\$ -	\$ -	\$ -
Citywide Unimproved Alley - Knox Place	235,000	100,000	100,000	100,000
Adams Avenue - Mesa Verde Dr. East to Harbor Blvd.	-	-	-	-

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SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 13-14	FY 14-15	FY 15-16	Total
TRANSPORTATION				
Traveled Ways				
Street Improvements				
CDBG Street Improvement - Center Street	\$ -	\$ -	\$ -	\$ 410,000
Citywide Street Improvement	2,000,000	2,000,000	-	12,800,000
Anton / Sunflower Intersection Improvement	-	38,500	220,000	258,500
Baker St. / Bear St. Intersection Improvement	52,800	346,500	-	443,300
Bear St. / SR-73 N/B Ramp-2nd left-turn lane	57,200	346,500	-	403,700
Bristol St. / Baker St. Intersection Improvement	550,000	-	-	1,078,000
Bristol St. / Sunflower Ave. Intersection Improvement	863,500	-	-	1,501,500
Bristol St. Widening - I-405 to Baker St.	60,500	2,145,000	-	2,464,000
E. 17th St. / Irvine Avenue Intersection Improvement	-	-	-	1,400,000
E. 17th St. / Tustin Avenue Intersection Improvement	-	-	-	1,298,000
Fairview Rd. / Baker Street Intersection Widening	82,500	137,500	515,900	735,900
Fairview Rd. / South Coast Dr. Intersection Improvement	462,000	-	-	1,235,300
Fairview Rd. / Sunflower Ave. Intersection Improvement	283,800	484,000	-	885,500
Harbor Blvd. / Adams Ave. Intersection Improve. (SARX)	3,300,000	-	-	4,620,000
Harbor Blvd. / Gisler Ave. SB Harbor Rt-Turn Lane at Gisler	60,500	90,200	380,600	531,300
Harbor Blvd. / South Coast Dr. Intersection Improvement	167,200	104,500	1,669,800	1,941,500
Harbor Blvd. / Sunflower Ave. Intersection Improvement	167,200	457,600	-	728,200
Harbor Blvd. / Victoria St. E/B Right Turn	200,200	495,000	-	788,700
Harbor Blvd. / Wilson St. Intersection Improvement	-	-	-	410,300
Harbor Blvd. at Adams & MacArthur - Bus Turnouts	-	-	-	396,000
Hyland Ave./I-405 NB Ramp & South Coast Drive	-	-	-	500,000
Hyland Ave./MacArthur Bl. Intersection Improve. (SARX)	-	-	-	627,000
Main St. / Sunflower Avenue Intersection Improvement	200,750	292,050	479,050	971,850
Newport Blvd. Northbound at Del Mar	33,550	207,900	-	241,450
Newport Blvd. Southbound at Fair Drive	68,750	28,050	667,700	764,500
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. Gateway Landscape Enhancement Project	-	-	-	650,000
SR-55 Frwy. N/B / Baker St. Intersection Improvement	-	-	-	324,500
SR-55 Frwy. N/B / Paularino Ave. Intersection Improvement	382,250	382,250	-	848,100
SR-55 Frwy. S/B / Baker St. Intersection Improvement	486,200	-	-	548,900
SR-55 Frwy. S/B / Paularino Ave. Intersection Improvement	305,800	-	-	375,100
Wilson St. - SR-55 to Fairview Road	1,633,500	-	-	2,099,350
Subtotal Street Improvements	\$ 12,670,000	\$ 7,639,150	\$ 4,280,100	\$ 44,357,250
Street Maintenance				
CDBG Alley Improvement - Anaheim Ave.	\$ -	\$ -	\$ -	\$ 110,000
Citywide Unimproved Alley - Knox Place	100,000	-	-	635,000
Adams Avenue - Mesa Verde Dr. East to Harbor Blvd.	1,000,000	-	-	1,000,000

continued to next page

SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 09-10	FY 10-11	FY 11-12	FY 12-13
continued from previous page				
Adams Avenue - Placentia Ave. to Mesa Verde Drive	\$ -	\$ -	\$ 1,396,000	\$ -
Adams Avenue - Santa Ana River to Placentia Avenue	-	-	1,326,500	-
Arlington Drive - Fairview Road to Newport Blvd.	-	-	-	2,700,000
Baker Street - Harbor Blvd. to Mesa Verde Drive	-	-	-	-
Baker Street - Newport Blvd. to Red Hill Ave.	-	-	-	1,150,000
Bristol Street - Irvine Avenue to Santa Ana Avenue	-	-	-	1,233,000
CDBG Alley Improvement - Park Drive	-	190,000	-	-
CDBG Street Improvement - Knowell Place	-	315,000	-	-
Concrete Bus Pad Installation Citywide	-	50,000	50,000	50,000
Fairview Road - Baker Street to Sunflower Avenue	-	-	-	-
MacArthur Blvd. - 600' W/O Harbor Blvd. to Santa Ana River	-	1,000,000	-	-
Merrimac Way - Harbor Blvd. to Fairview Road	-	2,800,000	-	-
Mesa Verde Dr. - East and West	-	-	4,775,000	-
Newport Blvd. N/B Frontage Rd - 15th Street to 17th Street	-	475,000	-	-
Newport Blvd. S/B - Frontage Rd - 16th St. to Industrial Wy	-	605,000	-	-
Orange Avenue - Del Mar Avenue to Mesa Drive	-	570,000	-	-
Paularino Avenue - Bear Street to Bristol Street	-	700,000	-	-
Placentia Ave. - Wilson Street to Adams Avenue	-	2,656,000	-	-
Red Hill Avenue - Bristol Street to Paularino Avenue	-	4,000,000	-	-
Santa Ana Ave. - 19th St. to 21st St.	-	847,000	-	-
Vanguard Way - Fair Dr. to Newport Blvd.	-	1,703,000	-	-
Victoria Street - SR 55 to Placentia Avenue	-	-	-	2,095,000
Wilson St. - Harbor Blvd. to Fountain Way East	-	622,500	-	-
Subtotal Street Maintenance	\$ 345,000	\$ 16,633,500	\$ 7,647,500	\$ 7,328,000
Storm Drain Improvements				
Walnut Street Storm Drain System	\$ 200,000	\$ -	\$ -	\$ -
Anaheim / Superior SD System Phase IV & V	-	2,298,990	-	-
Brentwood Avenue Storm Drain System	-	793,040	-	-
Cherry Lake Storm Drain System Phase I, II & III	-	-	2,721,600	-
Cherry Lake Storm Drain System Phase IV & V	-	-	-	2,009,360
E. 17th St. Storm Drain System	-	-	-	-
W. 18th St. Storm Drain System	-	-	-	-
W. 19th St. Storm Drain System	-	-	-	823,390
Subtotal Storm Drain Improvements	\$ 200,000	\$ 3,092,030	\$ 2,721,600	\$ 2,832,750
Traffic Operations				
Placentia/17th Signal Improvements	\$ 117,020	\$ -	\$ -	\$ -
Signal/CCTV Improvement Project	317,000	-	-	-
Adams Ave., Fairview Rd, Harbor Bl. Signal Coord. (SARX)	-	25,000	25,000	25,000
Bear Street Signals	-	261,250	-	-
Citywide Bicycle Project (SRTS)	-	80,000	-	-
Citywide Traffic Signal Improvements	-	-	-	850,000
Costa Mesa ITS Improvements	-	-	-	-

continued to next page

SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 13-14	FY 14-15	FY 15-16	Total
continued from previous page				
Adams Avenue - Placentia Ave. to Mesa Verde Drive	\$ -	\$ -	\$ -	\$ 1,396,000
Adams Avenue - Santa Ana River to Placentia Avenue	-	-	-	1,326,500
Arlington Drive - Fairview Road to Newport Blvd.	-	-	-	2,700,000
Baker Street - Harbor Blvd. to Mesa Verde Drive	1,392,000	-	-	1,392,000
Baker Street - Newport Blvd. to Red Hill Ave.	-	-	-	1,150,000
Bristol Street - Irvine Avenue to Santa Ana Avenue	-	-	-	1,233,000
CDBG Alley Improvement - Park Drive	-	-	-	190,000
CDBG Street Improvement - Knowell Place	-	-	-	315,000
Concrete Bus Pad Installation Citywide	50,000	50,000	-	250,000
Fairview Road - Baker Street to Sunflower Avenue	2,397,000	-	-	2,397,000
MacArthur Blvd. - 600' W/O Harbor Blvd. to Santa Ana River	-	-	-	1,000,000
Merrimac Way - Harbor Blvd. to Fairview Road	-	-	-	2,800,000
Mesa Verde Dr. - East and West	-	-	-	4,775,000
Newport Blvd. N/B Frontage Rd - 15th Street to 17th Street	-	-	-	475,000
Newport Blvd. S/B - Frontage Rd - 16th St. to Industrial Wy	-	-	-	605,000
Orange Avenue - Del Mar Avenue to Mesa Drive	-	-	-	570,000
Paularino Avenue - Bear Street to Bristol Street	-	-	-	700,000
Placentia Ave. - Wilson Street to Adams Avenue	-	-	-	2,656,000
Red Hill Avenue - Bristol Street to Paularino Avenue	-	-	-	4,000,000
Santa Ana Ave. - 19th St. to 21st St.	-	-	-	847,000
Vanguard Way - Fair Dr. to Newport Blvd.	-	-	-	1,703,000
Victoria Street - SR 55 to Placentia Avenue	-	-	-	2,095,000
Wilson St. - Harbor Blvd. to Fountain Way East	-	-	-	622,500
Subtotal Street Maintenance	\$ 4,939,000	\$ 50,000	\$ -	\$ 36,943,000
Storm Drain Improvements				
Walnut Street Storm Drain System	\$ -	\$ -	\$ -	\$ 200,000
Anaheim / Superior SD System Phase IV & V	-	-	-	2,298,990
Brentwood Avenue Storm Drain System	-	-	-	793,040
Cherry Lake Storm Drain System Phase I, II & III	-	-	-	2,721,600
Cherry Lake Storm Drain System Phase IV & V	-	-	-	2,009,360
E. 17th St. Storm Drain System	1,176,785	-	-	1,176,785
W. 18th St. Storm Drain System	653,490	-	-	653,490
W. 19th St. Storm Drain System	-	-	-	823,390
Subtotal Storm Drain Improvements	\$ 1,830,275	\$ -	\$ -	\$ 10,676,655
Traffic Operations				
Placentia/17th Signal Improvements	\$ -	\$ -	\$ -	\$ 117,020
Signal/CCTV Improvement Project	-	-	-	317,000
Adams Ave., Fairview Rd, Harbor Bl. Signal Coord. (SARX)	25,000	25,000	25,000	150,000
Bear Street Signals	-	-	-	261,250
Citywide Bicycle Project (SRTS)	-	-	-	80,000
Citywide Traffic Signal Improvements	-	-	-	850,000
Costa Mesa ITS Improvements	-	1,530,000	-	1,530,000

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SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 09-10	FY 10-11	FY 11-12	FY 12-13
continued from previous page				
Fairview Rd/Baker St Signal Modifications (SARX)	\$ -	\$ 25,000	\$ -	\$ -
Red Hill Avenue Signal Improvements	-	275,000	-	-
Traffic Calming on Broadway (SRTS)	-	999,600	-	-
Traffic Signal Installation	-	180,000	-	190,000
Traffic Signal System Upgrade Project	-	-	-	-
Victoria School Sites Improvements	-	449,250	-	-
W. Mesa Verde/Adams Ave Signal Modifications (SARX)	-	25,000	-	-
Subtotal Traffic Operations	\$ 434,020	\$ 2,320,100	\$ 25,000	\$ 1,065,000
Curbs and Sidewalks				
New Sidewalks / Missing Link Sidewalks	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Parkway Improvements	250,000	300,000	300,000	300,000
Sidewalk Repair	50,000	-	-	-
Subtotal Curbs and Sidewalks	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
TOTAL TRANSPORTATION	\$ 4,789,020	\$ 26,322,630	\$ 16,635,850	\$ 18,265,000

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

Arterial Wall Cost Share Program	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Gisler Avenue Bike Trail Landscape	-	-	165,000	-
Neighborhood Entryways	-	-	-	200,000
Newport Blvd. Landscape - 19th St. to Bristol St.	-	-	1,000,000	-
Street Median Improvement Projects	-	250,000	250,000	250,000
Subtotal Parkway & Median Improvements	\$ -	\$ 265,000	\$ 1,430,000	\$ 465,000

Park Improvements

Athletic Field Lighting	\$ -	\$ -	\$ -	\$ -
Canyon Park - New Restroom	-	-	-	650,000
Canyon Park - Slope Stability Implementation	-	250,000	250,000	-
City Entry Monument Sign - Harbor Boulevard	-	-	70,000	-
Costa Mesa HS Field Design	-	3,000,000	2,000,000	-
Davis School Field Design	-	-	-	2,000,000
Fairview Developmental Center Sports Complex Phase II	-	-	500,000	-
Fairview Park Amphitheater	-	-	-	450,000
Fairview Park Improvements	-	-	250,000	250,000
Fairview Park Riparian Habitat Phase I	-	125,000	-	-
Fairview Park Wetlands	-	125,000	3,000,000	1,000,000
Gisler Park - New Picnic Shelter	-	-	-	-
Harper Park - Expand Park	-	-	-	1,250,000
Heller Park - 2 New Lighted Basketball Courts	-	-	-	-
Joann Street Bicycle Trail Fence Improvement	-	-	1,600,000	-
Lindbergh Park - 1 New Half Court Basketball Court	-	-	-	-

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SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 13-14	FY 14-15	FY 15-16	Total
continued from previous page				
Fairview Rd/Baker St Signal Modifications (SARX)	\$ -	\$ -	\$ -	\$ 25,000
Red Hill Avenue Signal Improvements	-	-	-	275,000
Traffic Calming on Broadway (SRTS)	-	-	-	999,600
Traffic Signal Installation	-	200,000	-	570,000
Traffic Signal System Upgrade Project	2,600,000	-	-	2,600,000
Victoria School Sites Improvements	-	-	-	449,250
W. Mesa Verde/Adams Ave Signal Modifications (SARX)	-	-	-	25,000
Subtotal Traffic Operations	\$ 2,625,000	\$ 1,755,000	\$ 25,000	\$ 8,249,120
Curbs and Sidewalks				
New Sidewalks / Missing Link Sidewalks	\$ 100,000	\$ 100,000	\$ -	\$ 600,000
Parkway Improvements	300,000	300,000	-	1,750,000
Sidewalk Repair	-	-	-	50,000
Subtotal Curbs and Sidewalks	\$ 400,000	\$ 400,000	\$ -	\$ 2,400,000
TOTAL TRANSPORTATION	\$ 22,464,275	\$ 9,844,150	\$ 4,305,100	\$ 102,626,025

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

Arterial Wall Cost Share Program	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000
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
Street Median Improvement Projects	250,000	-	-	1,000,000
Subtotal Parkway & Median Improvements	\$ 415,000	\$ 165,000	\$ 165,000	\$ 2,905,000

Park Improvements

Athletic Field Lighting	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Canyon Park - New Restroom	-	-	-	650,000
Canyon Park - Slope Stability Implementation	-	-	-	500,000
City Entry Monument Sign - Harbor Boulevard	-	-	-	70,000
Costa Mesa HS Field Design	-	-	-	5,000,000
Davis School Field Design	-	-	-	2,000,000
Fairview Developmental Center Sports Complex Phase II	2,000,000	2,000,000	-	4,500,000
Fairview Park Amphitheater	-	-	-	450,000
Fairview Park Improvements	250,000	250,000	250,000	1,250,000
Fairview Park Riparian Habitat Phase I	-	-	-	125,000
Fairview Park Wetlands	1,000,000	-	-	5,125,000
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
Joann Street Bicycle Trail Fence Improvement	-	-	-	1,600,000
Lindbergh Park - 1 New Half Court Basketball Court	75,000	-	-	75,000

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SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 09-10	FY 10-11	FY 11-12	FY 12-13
continued from previous page				
Lindbergh Park - Expand Park	\$ -	\$ -	\$ -	\$ -
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	-	-	-	-
Second Skate Park	-	100,000	-	400,000
Tanager Park - 2 New Tennis Courts	-	-	-	-
TeWinkle & California Schs Field Design/Phase I Constr	-	4,150,000	-	-
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	-	-	-	-
Subtotal Park Improvements	\$ -	\$ 7,750,000	\$ 8,120,000	\$ 7,550,000
Park Maintenance				
Concrete Walkway Replacement - Various Parks	\$ -	\$ 50,000	\$ 55,000	\$ 60,000
Del Mesa Park - Replace Existing Shelter and Concrete	-	-	60,000	-
Del Mesa Park - Replace Walkway Lights	-	45,000	-	-
Gisler Park - Replace Existing Shelter	-	40,000	-	-
Pinkley Park - Tot Lot Improvements	-	-	165,000	-
Playground Equipment Replacement - Various Parks	-	90,000	100,000	105,000
TeWinkle Park Lake - Leak Repairs (Falls & Edges)	-	75,000	-	-
Wakeham Park - Replace Par Course	-	-	30,000	-
Wakeham Park - Upgrade Play Equipment & Surface	-	190,000	-	-
Subtotal Park Maintenance	\$ -	\$ 490,000	\$ 410,000	\$ 165,000
Sanitation				
Water Quality				
NPDES Best Management Practices Implementation	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
Subtotal Water Quality	-	50,000	50,000	50,000
TOTAL COMMUNITY HEALTH & ENVIRONMENT	\$ -	\$ 8,555,000	\$ 10,010,000	\$ 8,230,000

SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 13-14	FY 14-15	FY 15-16	Total
continued from previous page				
Lindbergh Park - Expand Park	\$ 1,265,000	\$ -	\$ -	\$ 1,265,000
Marina View Park - 1 New Half Court Basketball Court	-	75,000	-	75,000
Moon Park - 1 New Half Court Basketball Court	-	75,000	-	75,000
Park Monument Signage	50,000	-	-	150,000
Park Security Lighting Replacement	400,000	-	-	1,200,000
Pinkley Park - 2 New Tennis Courts	110,000	-	-	110,000
Second Skate Park	3,000,000	-	-	3,500,000
Tanager Park - 2 New Tennis Courts	-	110,000	-	110,000
TeWinkle & California Schs Field Design/Phase I Constr	-	-	-	4,150,000
TeWinkle Park - 2 New Half Court Basketball Courts	-	-	-	150,000
TeWinkle Park - 2 New Tennis Courts	-	125,000	-	125,000
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
Subtotal Park Improvements	\$ 9,510,000	\$ 3,450,000	\$ 1,400,000	\$ 37,780,000
Park Maintenance				
Concrete Walkway Replacement - Various Parks	\$ 65,000	\$ -	\$ -	\$ 230,000
Del Mesa Park - Replace Existing Shelter and Concrete	-	-	-	60,000
Del Mesa Park - Replace Walkway Lights	-	-	-	45,000
Gisler Park - Replace Existing Shelter	-	-	-	40,000
Pinkley Park - Tot Lot Improvements	-	-	-	165,000
Playground Equipment Replacement - Various Parks	110,000	-	-	405,000
TeWinkle Park Lake - Leak Repairs (Falls & Edges)	-	-	-	75,000
Wakeham Park - Replace Par Course	-	-	-	30,000
Wakeham Park - Upgrade Play Equipment & Surface	-	-	-	190,000
Subtotal Park Maintenance	\$ 175,000	\$ -	\$ -	\$ 1,240,000
Sanitation				
Water Quality				
NPDES Best Management Practices Implementation	\$ -	\$ -	\$ -	\$ 150,000
Subtotal Water Quality	-	-	-	150,000
TOTAL COMMUNITY HEALTH & ENVIRONMENT	\$ 10,100,000	\$ 3,615,000	\$ 1,565,000	\$ 42,075,000

SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 09-10	FY 10-11	FY 11-12	FY 12-13
LEISURE & COMMUNITY SERVICES				
Community Programs				
Construct Soccer Field	\$ -	\$ 1,000,000	\$ -	\$ -
Construct Youth Baseball Fields (2)	-	1,116,000	-	-
Recreation Use Concept Plans, Various Properties	-	270,000	340,000	325,000
Subtotal Community Programs	\$ -	\$ 2,386,000	\$ 340,000	\$ 325,000
TOTAL LEISURE & COMMUNITY SERVICES	\$ -	\$ 2,386,000	\$ 340,000	\$ 325,000

GENERAL GOVERNMENT SUPPORT**Facilities Maintenance**

Fire Station #1 - Fuel Leak Remediation	\$ 75,000	\$ 75,000	\$ -	\$ -
Balearic Center - Electrical Svc./Distribution	-	28,206	-	-
Balearic Center - Exterior Doors	-	-	20,000	-
Balearic Center - Exterior Windows	-	-	-	60,000
Balearic Center - Fire Protection Sprinklers	-	-	-	120,000
Balearic Center - HVAC Unit - Heating Furnace	-	40,000	-	-
Balearic Center - Plumbing Fixtures	-	-	70,000	-
City Hall - 2nd Flr Carpet Replacement (1 floor per year)	-	85,000	85,000	85,000
City Hall - 2nd Flr Planning Lobby Renovation	-	35,000	-	-
City Hall - 5th Flr Renovation	-	275,000	-	-
City Hall - City Clerk's Office Renovation	-	35,000	-	-
City Hall - HVAC Cooling & Generating System	-	-	-	-
City Hall - Paint Exterior	-	-	-	-
City Hall - Plumbing Fixtures	-	-	-	260,000
City Hall - Remodel Front Lobby	-	-	-	65,000
City Hall - Replace Roof	-	400,000	-	-
City Hall - Wall Finishes	-	-	100,000	100,000
City Hall - Water Distribution System	-	-	-	85,000
Civic Center - Exterior Paint & Canopy Roof	-	-	90,000	-
Communications - Exterior Paint & Abatement	-	40,000	-	-
Communications - Floor Finishes	-	-	-	-
Corp Yard - Install Above Ground Tank/Remove 2 UST	-	-	125,000	-
Corp Yard - Paint Exterior	-	-	146,000	-
Corp Yard - Replace Failed Concrete	-	70,000	-	-
Corp Yard - Roof Replacement	-	210,000	-	-
Corp Yard Fleet - CNG Fastfill	-	150,000	-	-
Corp Yard Fleet - Communications & Security	-	201,203	-	-
Corp Yard Fleet - Domestic Water Distribution	-	32,683	-	-
Corp Yard Fleet - Electrical Svc./Distribution	-	42,896	-	-
Corp Yard Fleet - Emergency Generator	-	90,000	-	-
Corp Yard Fleet - Lighting & Branch Wiring	-	-	-	585,225
Corp Yard Fleet - Roof	-	220,000	-	-
Corp Yard Warehouse - Exterior Doors	-	-	25,000	-

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SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 13-14	FY 14-15	FY 15-16	Total
LEISURE & COMMUNITY SERVICES				
Community Programs				
Construct Soccer Field	\$ -	\$ -	\$ -	\$ 1,000,000
Construct Youth Baseball Fields (2)	-	-	-	1,116,000
Recreation Use Concept Plans, Various Properties	695,000	350,000	-	1,980,000
Subtotal Community Programs	\$ 695,000	\$ 350,000	\$ -	\$ 4,096,000
TOTAL LEISURE & COMMUNITY SERVICES	\$ 695,000	\$ 350,000	\$ -	\$ 4,096,000

GENERAL GOVERNMENT SUPPORT**Facilities Maintenance**

Fire Station #1 - Fuel Leak Remediation	\$ -	\$ -	\$ -	\$ 150,000
Balearic Center - Electrical Svc./Distribution	-	-	-	28,206
Balearic Center - Exterior Doors	-	-	-	20,000
Balearic Center - Exterior Windows	-	-	-	60,000
Balearic Center - Fire Protection Sprinklers	-	-	-	120,000
Balearic Center - HVAC Unit - Heating Furnace	-	-	-	40,000
Balearic Center - Plumbing Fixtures	-	-	-	70,000
City Hall - 2nd Flr Carpet Replacement (1 floor per year)	85,000	-	-	340,000
City Hall - 2nd Flr Planning Lobby Renovation	-	-	-	35,000
City Hall - 5th Flr Renovation	-	-	-	275,000
City Hall - City Clerk's Office Renovation	-	-	-	35,000
City Hall - HVAC Cooling & Generating System	4,500,000	-	-	4,500,000
City Hall - Paint Exterior	200,000	-	-	200,000
City Hall - Plumbing Fixtures	-	-	-	260,000
City Hall - Remodel Front Lobby	-	-	-	65,000
City Hall - Replace Roof	-	-	-	400,000
City Hall - Wall Finishes	100,000	-	-	300,000
City Hall - Water Distribution System	-	-	-	85,000
Civic Center - Exterior Paint & Canopy Roof	-	-	-	90,000
Communications - Exterior Paint & Abatement	-	-	-	40,000
Communications - Floor Finishes	50,000	-	-	50,000
Corp Yard - Install Above Ground Tank/Remove 2 UST	-	-	-	125,000
Corp Yard - Paint Exterior	-	-	-	146,000
Corp Yard - Replace Failed Concrete	-	-	-	70,000
Corp Yard - Roof Replacement	-	-	-	210,000
Corp Yard Fleet - CNG Fastfill	-	-	-	150,000
Corp Yard Fleet - Communications & Security	-	-	-	201,203
Corp Yard Fleet - Domestic Water Distribution	-	-	-	32,683
Corp Yard Fleet - Electrical Svc./Distribution	-	-	-	42,896
Corp Yard Fleet - Emergency Generator	-	-	-	90,000
Corp Yard Fleet - Lighting & Branch Wiring	-	-	-	585,225
Corp Yard Fleet - Roof	-	-	-	220,000
Corp Yard Warehouse - Exterior Doors	-	-	-	25,000

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SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 09-10	FY 10-11	FY 11-12	FY 12-13
continued from previous page				
Costa Mesa Tennis Center - Master Plan Improvements	\$ -	\$ -	\$ -	\$ -
Costa Mesa Tennis Center - Plumbing Fixtures	-	-	10,000	-
Costa Mesa Tennis Center - Roof	-	-	-	45,000
Downtown Recreation Center - Repair Pool Deck	-	50,000	-	-
Downtown Recreation Center - Repair Pool Plaster	-	100,000	-	-
Downtown Recreation Center - Wall Finishes	-	-	30,000	20,000
Fire Station #2 - Communications and Security	-	-	45,520	-
Fire Station #2 - Electrical Service Distribution	-	-	34,450	-
Fire Station #2 - Exterior Doors and Windows	-	-	32,182	-
Fire Station #2 - Fittings	-	-	11,440	-
Fire Station #2 - Interior Doors	-	-	-	28,891
Fire Station #2 - Lighting and Branch Wiring	-	-	121,300	-
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 - Ceiling Remediation	-	45,000	-	-
Fire Station #4 - Domestic Water Distribution	-	-	-	31,206
Fire Station #4 - Electrical Service/Distribution	-	-	-	382,825
Fire Station #4 - Exterior Doors	-	-	-	84,415
Fire Station #4 - Plumbing Fixtures	-	-	-	140,185
Fire Station #4 - Repair Concrete Damage at Fire Tower	-	85,000	-	-
Fire Station #4 - Replace/Relocate Stationary Generator	-	90,000	-	-
Fire Station #5 - Exterior Doors	-	-	-	-
Fire Station #5 - Exterior Windows	-	-	-	-
Fire Station #6 - Remove UST, Install Above Ground Tank	-	-	-	-
Gisler Park -Replace Concrete Service Walkway	-	35,000	-	-
Heller Park - New Shelter Near Tot-Lot	-	50,000	-	-
Lions Park - Davis Bleacher Bldg - Paint and Repair Interior	-	31,000	-	-
Lion's Park Shelter - Lighting and Branch Wiring	-	-	57,824	-
Lions Park Shelter - Paint and Protect All Surfaces	-	-	60,000	-
Lions Park Shelter - Replace Roof	-	40,000	-	-
Lions Park Shelter - Replace Walkway Lighting	-	60,000	-	-
Mesa Verde Library - Floor Coverings	-	38,000	-	-
Mesa Verde Library - Painting Interior	-	50,000	-	-
Mesa Verde Library - Plumbing Fixtures	-	-	28,193	-
Neighborhood Comm Ctr - Replace 2 HVAC Units	-	-	-	-
New Corporation Yard - HVAC Terminal Pkg Units	-	-	45,000	-
New Corporation Yard - Wall Finishes	-	-	22,000	-
Old Corp Yard/Fleet - Domestic Water Distribution	-	-	32,680	-
Old Corp Yard/Fleet - Electrical Service/Distribution	-	-	42,900	-
Pinkley Park - Add Age Appropriate Playground Equip/Swing	-	-	50,000	-
Police Heliport - Replace UST w/Above Ground Tank	-	-	110,000	-

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SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 13-14	FY 14-15	FY 15-16	Total
continued from previous page				
Costa Mesa Tennis Center - Master Plan Improvements	\$ 250,000	\$ -	\$ -	\$ 250,000
Costa Mesa Tennis Center - Plumbing Fixtures	-	-	-	10,000
Costa Mesa Tennis Center - Roof	-	-	-	45,000
Downtown Recreation Center - Repair Pool Deck	-	-	-	50,000
Downtown Recreation Center - Repair Pool Plaster	-	-	-	100,000
Downtown Recreation Center - Wall Finishes	-	-	-	50,000
Fire Station #2 - Communications and Security	-	-	-	45,520
Fire Station #2 - Electrical Service Distribution	-	-	-	34,450
Fire Station #2 - Exterior Doors and Windows	-	-	-	32,182
Fire Station #2 - Fittings	-	-	-	11,440
Fire Station #2 - Interior Doors	-	-	-	28,891
Fire Station #2 - Lighting and Branch Wiring	-	-	-	121,300
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 - Ceiling Remediation	-	-	-	45,000
Fire Station #4 - Domestic Water Distribution	-	-	-	31,206
Fire Station #4 - Electrical Service/Distribution	-	-	-	382,825
Fire Station #4 - Exterior Doors	-	-	-	84,415
Fire Station #4 - Plumbing Fixtures	-	-	-	140,185
Fire Station #4 - Repair Concrete Damage at Fire Tower	-	-	-	85,000
Fire Station #4 - Replace/Relocate Stationary Generator	-	-	-	90,000
Fire Station #5 - Exterior Doors	100,624	-	-	100,624
Fire Station #5 - Exterior Windows	47,002	-	-	47,002
Fire Station #6 - Remove UST, Install Above Ground Tank	180,000	-	-	180,000
Gisler Park -Replace Concrete Service Walkway	-	-	-	35,000
Heller Park - New Shelter Near Tot-Lot	-	-	-	50,000
Lions Park - Davis Bleacher Bldg - Paint and Repair Interior	-	-	-	31,000
Lion's Park Shelter - Lighting and Branch Wiring	-	-	-	57,824
Lions Park Shelter - Paint and Protect All Surfaces	-	-	-	60,000
Lions Park Shelter - Replace Roof	-	-	-	40,000
Lions Park Shelter - Replace Walkway Lighting	-	-	-	60,000
Mesa Verde Library - Floor Coverings	-	-	-	38,000
Mesa Verde Library - Painting Interior	-	-	-	50,000
Mesa Verde Library - Plumbing Fixtures	-	-	-	28,193
Neighborhood Comm Ctr - Replace 2 HVAC Units	522,230	-	-	522,230
New Corporation Yard - HVAC Terminal Pkg Units	-	-	-	45,000
New Corporation Yard - Wall Finishes	-	-	-	22,000
Old Corp Yard/Fleet - Domestic Water Distribution	-	-	-	32,680
Old Corp Yard/Fleet - Electrical Service/Distribution	-	-	-	42,900
Pinkley Park - Add Age Appropriate Playground Equip/Swing	-	-	-	50,000
Police Heliport - Replace UST w/Above Ground Tank	-	-	-	110,000

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SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 09-10	FY 10-11	FY 11-12	FY 12-13
continued from previous page				
Police Heliport - Resurface Deck	\$ -	\$ -	\$ 80,000	\$ -
Police Station - Other Electrical Systems	-	-	-	201,812
Police Station - Replace Backup Generator	-	200,000	-	-
Police Substation - Exterior Windows	-	-	-	80,000
Police Substation - Interior Floor Finishes	-	113,600	-	-
Police Substation - Interior Wall Finishes	-	-	50,000	-
Police Substation - Plumbing Fixtures	-	-	45,000	-
Vacant Tree Sites	-	76,500	76,500	76,500
Various Parks - Resurface Parking Lots	-	25,000	25,000	25,000
Wakeham Park - Replace Playground Equipment	-	-	50,000	-
Wilson Park - Replace Existing Shelter and Concrete	-	50,000	-	-
TOTAL GENERAL GOVERNMENT SUPPORT	\$ 75,000	\$ 3,264,088	\$ 1,820,989	\$ 2,611,059
GRAND TOTAL	\$ 4,864,020	\$ 40,527,718	\$ 28,806,839	\$ 29,431,059

SEVEN-YEAR CAPITAL IMPROVEMENT PROGRAM

FISCAL YEAR 2009-2010 through FISCAL YEAR 2015-2016

MAJOR SERVICE CATEGORY

PROGRAM / Project Description	FY 13-14	FY 14-15	FY 15-16	Total
continued from previous page				
Police Heliport - Resurface Deck	\$ -	\$ -	\$ -	\$ 80,000
Police Station - Other Electrical Systems	-	-	-	201,812
Police Station - Replace Backup Generator	-	-	-	200,000
Police Substation - Exterior Windows	-	-	-	80,000
Police Substation - Interior Floor Finishes	-	-	-	113,600
Police Substation - Interior Wall Finishes	-	-	-	50,000
Police Substation - Plumbing Fixtures	-	-	-	45,000
Vacant Tree Sites	76,500	76,500	76,500	459,000
Various Parks - Resurface Parking Lots	25,000	-	-	100,000
Wakeham Park - Replace Playground Equipment	-	-	-	50,000
Wilson Park - Replace Existing Shelter and Concrete	-	-	-	50,000
TOTAL GENERAL GOVERNMENT SUPPORT	\$ 6,136,356	\$ 76,500	\$ 76,500	\$ 14,060,492
GRAND TOTAL	\$ 39,395,631	\$ 13,885,650	\$ 5,946,600	\$ 162,857,517



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 19th 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 seven 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 09-10 adopted budget continues funding for most of the administrative functions at similar levels as the FY 08-09 budget. The Agency's Low/Mod Programs include the First-Time Home Buyer Program and the Single-Family Rehabilitation Loans and Grants Program. Funds remaining, after the above existing programs are funded, are reserved for future affordable housing projects.



REDEVELOPMENT AGENCY AGENDA REPORT

ITEM NO: IX. 1

MEETING DATE: 5/12/09

SUBJECT: CONSIDERATION OF PUBLIC IMPROVEMENT PROJECTS FOR FISCAL YEARS 2008-2009 AND 2009-2010 AND CONSIDERATION OF BUDGET ADOPTION FOR FISCAL YEAR 2009-2010

DATE : APRIL 28, 2009

FROM: MARC R. PUCKETT, DIRECTOR OF FINANCE

CONTACT: BOBBY YOUNG, BUDGET AND RESEARCH OFFICER, 714-754-5241

RECOMMENDATION:

Redevelopment Agency

Adopt three Agency resolutions, the first approving public improvement projects included for fiscal year 2008-2009 within the Costa Mesa Downtown Project Area; the second approving the proposed public improvement projects for fiscal year 2009-2010 within the Costa Mesa Downtown Project Area; and the third approving the proposed budget of the Costa Mesa Redevelopment Agency for fiscal year 2009-2010.

City Council

Adopt two City Council resolutions; the first approving use of tax increment funds for public improvement projects included for fiscal year 2008-2009 within the Costa Mesa Downtown Project Area, and the second approving use of tax increment funds for the proposed public improvement projects for fiscal year 2009-2010 within the Costa Mesa Downtown Project Area.

BACKGROUND:

On May 13, 2008, the Agency approved the budget of the Costa Mesa Redevelopment Agency for fiscal year 2008-2009, which included a list of public improvement projects to be undertaken during the current fiscal year. That budget was also approved by City Council, as a part of the City's overall budget on June 17, 2008. However, to clarify the work proposed for the public improvements on the initial list, a resolution has been prepared which more specifically identifies the work to be performed. Likewise, a second resolution identifying the specific work for public improvement projects proposed for fiscal year 2009-2010 is included for Agency consideration. Similar actions will need to be taken by the City Council approving resolutions for the public improvement projects for fiscal years 2008-2009 and 2009-2010.

The fiscal year 2009-2010 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 2009-2010 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>
2009-2010 Est. Revenue	\$ 839,664	\$ 3,373,654	\$ 1,737,605	\$ 5,950,923
2009-2010 Appropriations	<u>(1,151,316)</u>	<u>(3,633,119)</u>	<u>(795,626)</u>	<u>(5,580,061)</u>
Total Excess Revenues (Appropriations)	(311,652)	(259,465)	941,979	370,862
2009-2010 Projected Beginning Fund Balance	<u>311,652</u>	<u>259,465</u>	<u>185,940</u>	<u>757,057</u>
2009-2010 Proj. Ending Fund Balance	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$1,127,919</u>	<u>\$1,127,919</u>

A. Budget Highlights

- Full funding of the Redevelopment Agency's low and moderate income housing set aside requirement for fiscal year 2009-2010.
- 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 \$351,957 in the Downtown Project Fund for administration. This includes 5% of salary costs for the Assistant City Manager position (\$12,500 – one time salary reallocation).
- Funding in the amount of \$263,346 in the Low/Moderate Housing Fund for administration. This includes 4% of salary costs for the Assistant City Manager position (\$10,000 - one time salary reallocation).
- Funding in the amount of \$270,200 in the Low/Moderate Housing Fund for the Single Family Residence (SFR) Rehabilitation Loan and Grant program to cover salaries associated with both HOME and RDA rehabilitation programs and other program costs.
- Funding for 5-year Consolidation Plan.

Affordable Housing Projects:

- Funding for the Bethel Towers Senior Project is based on prior year funds and not reflected in the current budget other than transactional costs. The project is currently being reviewed by Assemblies of God Church (the owner) to determine equity contribution and different construction options. Once project costs and scope have been finalized, staff will return to the City Council/Redevelopment Agency for formal project approval.
- Temporary suspension of existing First Time Home Buyer program and combination of RDA Home Buyer funds with proposed Neighborhood Stabilization Program. \$321,316 of carryover funds put in Neighborhood Stabilization Program (NSP I) to leverage with \$311,000 in NSP I Federal grant for a foreclosure homebuyer program, for a total of \$632,316.

Highlights of existing projects include the following:

- 1901 Newport Plaza Project: On June 14, 2004, the Redevelopment Agency entered into an Affordable Housing Agreement with Rutter Development. Rutter is still responsible for providing seven on-site affordable units to low to moderate income households, and these must be constructed within six years of the date of the Agreement, by June 14, 2010.

In June 2005, the Redevelopment Agency appropriated \$892,000 for a 145-unit residential condominium project at 1901 Newport Boulevard called the Plaza Residences project. However, due to the project not being anticipated to be completed for 5 years, the Agency chose to release \$400,000 of the original appropriation for other uses. Subsequently, the Agency had to re-appropriate \$100,000 for the following four years back to the Project to complete the original commitment to the developer. It was completed in the fiscal year 2008-09 budget. The fiscal year 2009-2010 budget includes a \$10,000 appropriation for the anticipated legal fees to close the project.

Due to the economic downturn, it is unlikely that the project will be completed by Year 2010. By July 2009, Rutter Development will be submitting a construction timeline for the delivery of these affordable units with the hope of targeting the original deadline date of June 14, 2010 as close as possible. Once this information is received, Celeste Brady, Special Legal Counsel to the Redevelopment Agency, will evaluate the legal and economic implications of the construction delay and make recommendations for amending the original Agreement, if warranted.

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 2009-2010.

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 2009-2010.

LEGAL REVIEW:

Resolutions approved as to form.

CONCLUSION:

As this is a joint meeting of the Redevelopment Agency and the City Council, separate actions will be required of each entity as listed below:

Redevelopment Agency

It is recommended that the Agency Board adopt the attached Agency Resolutions approving:

1. The public improvement projects included for fiscal year 2008-2009 within the Costa Mesa Downtown Project Area,
2. The proposed public improvement projects for fiscal year 2009-2010 within the Costa Mesa Downtown Project Area, and
3. The Costa Mesa Redevelopment Agency Budget for fiscal year 2009-2010.

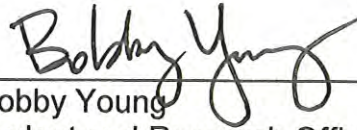
City Council

It is recommended that the City Council adopt the following two Council Resolutions approving:

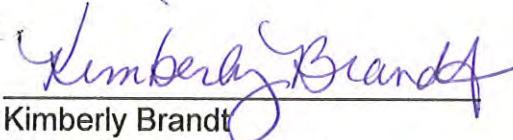
1. The use of tax increment funds for public improvement projects included for fiscal year 2008-2009 within the Costa Mesa Downtown Project Area, and
2. The use of tax increment funds for the proposed public improvement projects for fiscal year 2009-2010 within the Costa Mesa Downtown Project Area.



Marc R. Puckett
Director of Finance



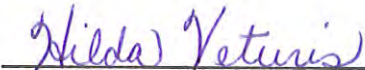
Bobby Young
Budget and Research Officer



Kimberly Brandt
Acting Executive Director



Muriel Ullman
Neighborhood Improvement Manager



Hilda Veturis
Management Analyst

Attachments:

- 1-Operating Budget
- 2-Estimated Revenue Budget
- 3-Projected Available Funds
- 4-Debt Information
- 5-Agency Resolution FY2008-2009 Public Improvements
- 6-Agency Resolution FY 2009-2010 Public Improvements
- 7-Agency Resolution FY2009-2010 Budget
- 8-City Council Resolution FY2008-2009 Public Improvements
- 9-City Council Resolution FY2009-2010 Public Improvements

RDA RESOLUTION NO. 04-2009

**A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF
COSTA MESA, CALIFORNIA, ADOPTING A BUDGET FOR THE
FISCAL YEAR 2009-2010**

**THE REDEVELOPMENT AGENCY OF THE CITY OF COSTA MESA HEREBY
RESOLVE AS FOLLOWS:**

WHEREAS, a Proposed Budget for 2009-2010 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, 2009, and ending June 30, 2010, is hereby adopted as set forth in the Proposed 2009-2010 Budget, detailed in Attachment A.

APPROVED AND ADOPTED this 12th day of May 2009.

By: 

Wendy Leece, Vice Chairperson
Costa Mesa Redevelopment Agency

ATTEST:



Martha Rosales, Secretary
Costa Mesa Redevelopment Agency

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 the foregoing RDA Resolution No. 04-2009 was introduced and adopted at a Joint Redevelopment Agency/City Council Meeting provided by law of the Costa Mesa Redevelopment Agency held on Tuesday, May 12, 2009 by the following vote of the members thereof:

AYES: AGENCY MEMBERS LEECE, BEVER, MONAHAN AND
MANSOOR


NOES: NONE

ABSENT: AGENCY CHAIR FOLEY

ABSTAIN: NONE

COSTA MESA REDEVELOPMENT AGENCY

By: _____



Agency Secretary

REDEVELOPMENT AGENCY
FOUR-YEAR PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION, BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
<u>Redevelopment - 11400</u>				
Assistant City Manager	-	-	-	0.05
Dev Svcs Director - Deputy City Manager	0.20	0.20	0.25	0.25
Neighborhood Improvement Manager	0.15	0.15	0.15	0.15
Management Analyst	0.65	0.65	0.75	0.75
Executive Secretary	0.60	0.60	0.60	0.60
<i>Subtotal Redevelopment Admin - 60100</i>	1.60	1.60	1.75	1.80
Management Analyst	1.88	2.12	1.22	1.38
Office Specialist II	0.47	0.58	0.58	0.58
<i>Subtotal RDA Low/Mod Projects - 60300</i>	2.35	2.70	1.80	1.96
Assistant City Manager	-	-	-	0.04
Neighborhood Improvement Manager	0.30	0.30	0.30	0.30
Management Analyst	0.20	0.25	0.25	0.25
Executive Secretary	0.15	0.15	0.15	0.20
<i>Subtotal RDA Low/Mod Admin - 60500</i>	0.65	0.70	0.70	0.79
TOTAL DEPARTMENT	4.60	5.00	4.25	4.55

Note: The positions shown here are housed in the City Manager's Office and Development Services. This schedule reflects those portions funded by RDA funds.

REDEVELOPMENT AGENCY
CALCULATION OF PROJECTED BALANCES
for the Fiscal Year Ending June 30, 2010

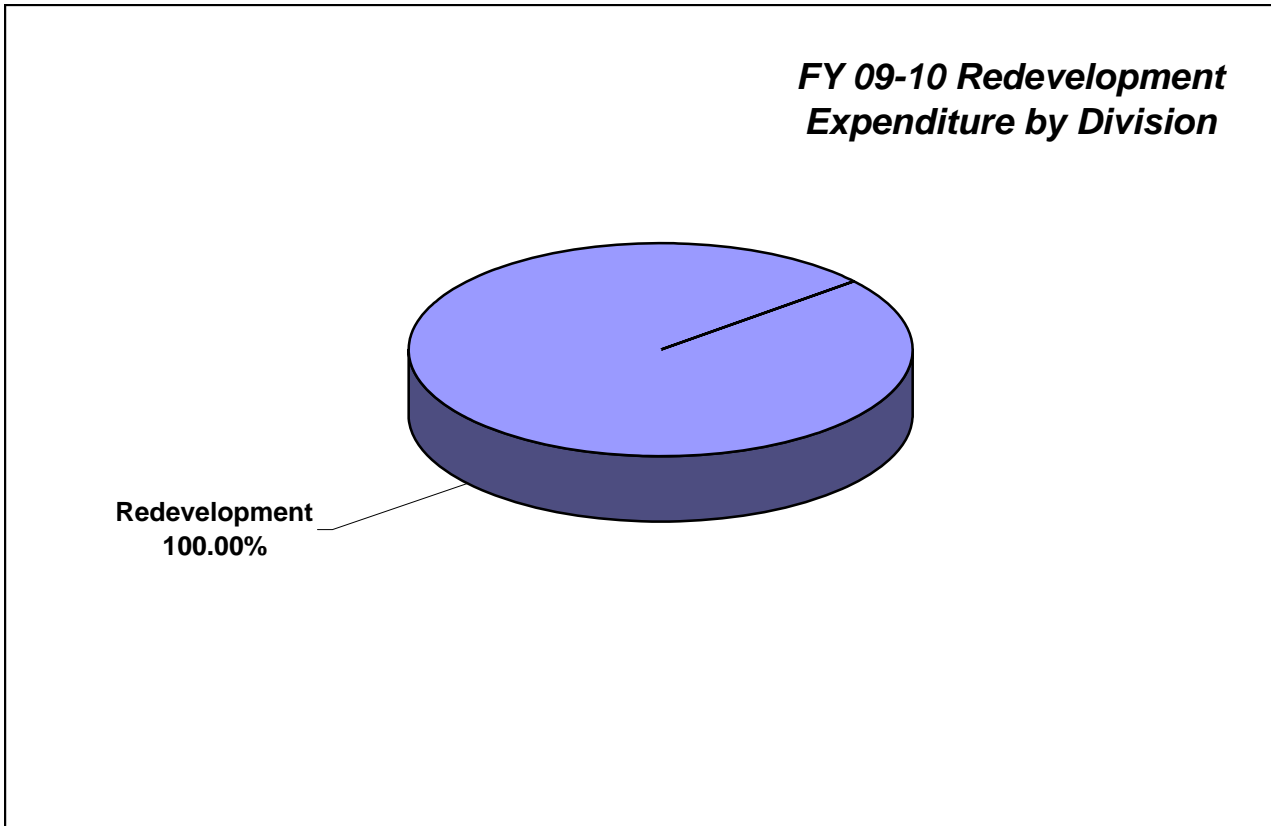
Fund Description	Projected Balances 07/01/09	Estimated Revenues FY 09-10	Adopted Operating Appropriations FY 09-10	Revenues Over (Under) Appropriations	Projected Balances 06/30/2010
Fund 370 - Tax Increment Fund	\$ 259,465	\$3,373,654	\$ 3,633,119	\$ (259,465)	\$ -
Fund 471 - Low and Mod Housing Fund	311,652	839,664	1,151,316	(311,652)	\$ -
Fund 472 - Downtown Project Fund	185,940	1,737,605	795,626	941,979	1,127,919
TOTAL	757,057	5,950,923	5,580,061	370,862	1,127,919

CITY OF COSTA MESA, CALIFORNIA
REDEVELOPMENT AGENCY
SCHEDULE OF ESTIMATED REVENUES
FROM FISCAL YEAR 2006-2007 THROUGH FISCAL YEAR 2009-2010

Fund Description	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted
Fund 370 - Tax Increment Fund				
Revenues:				
Tax increment (80%)	\$ 2,807,587	\$ 3,197,500	\$ 2,919,890	\$ 3,325,400
Interest earned on investments	144,942	99,447	29,199	33,254
Other revenue	15,000	15,000	15,000	15,000
Subtotal Fund 370	\$ 2,967,529	\$ 3,311,947	\$ 2,964,089	\$ 3,373,654
Fund 471 - Low and Mod Housing Fund				
Revenues:				
Tax increment (20%)	\$ 701,897	\$ 799,375	\$ 729,972	\$ 831,350
Transfer of deferred set aside	43,318	-	368,111	-
Loan payoffs	42,301	292	-	-
Interest earned on investments	78,285	68,277	7,300	8,314
Other revenue	-	(26,230)	-	-
Subtotal Fund 471	\$ 865,801	\$ 841,714	\$ 1,105,383	\$ 839,664
Fund 472 - Downtown Project Fund				
Revenues:				
Rental Revenue	\$ 87,673	\$ 92,009	\$ 108,669	\$ 113,669
Transfers In (from City/Excess Tax Increment)	506,890	1,055,000	900,000	1,623,936
Miscellaneous	10,686	42,441	-	-
Subtotal Fund 472	\$ 605,249	\$ 1,189,450	\$ 1,008,669	\$ 1,737,605
TOTAL	\$ 4,438,579	\$ 5,343,111	\$ 5,078,141	\$ 5,950,923

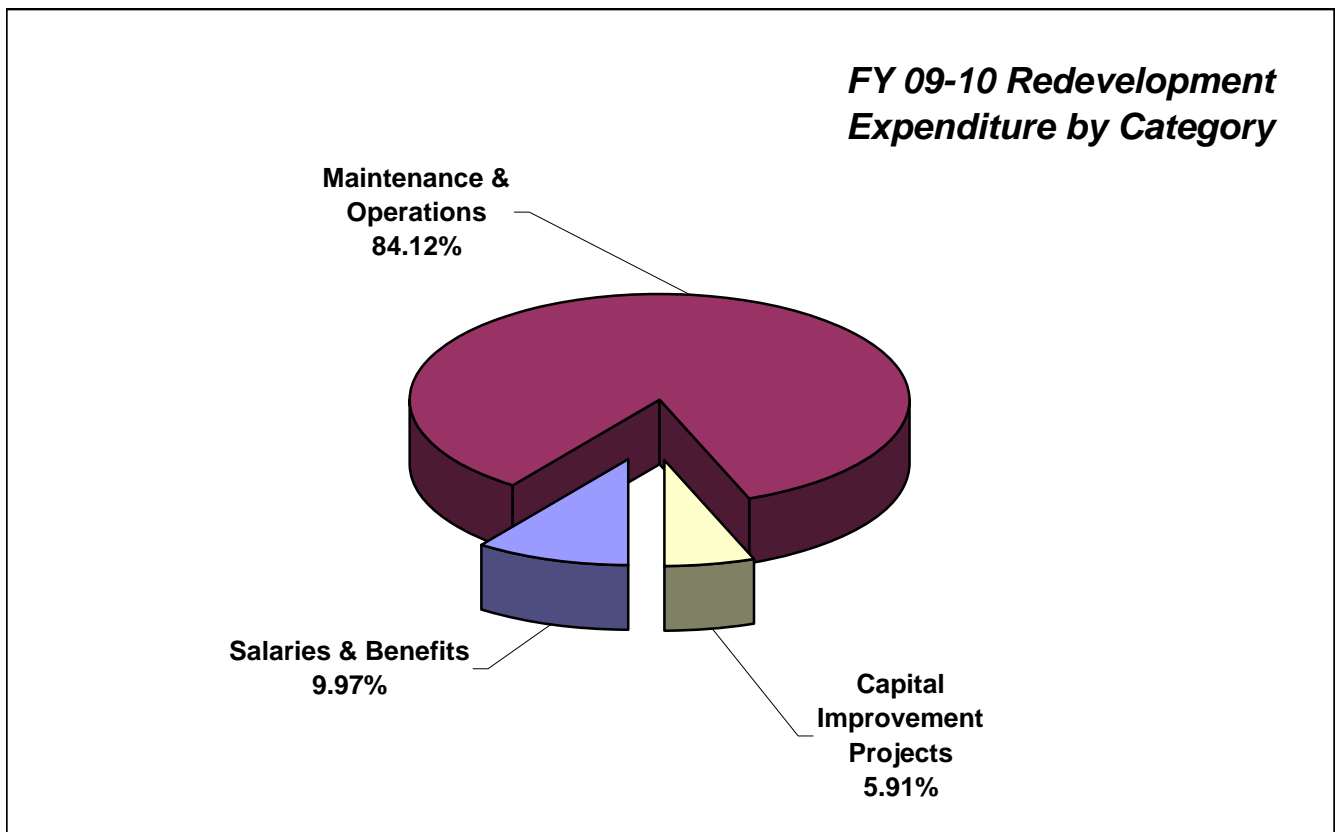
**REDEVELOPMENT AGENCY
EXPENDITURE SUMMARY BY DIVISION**

	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
<u>Expenditure by Division:</u>					
Redevelopment - 11400	\$ 2,613,448	\$ 3,949,636	\$ 5,695,130	\$ 5,580,061	-2.02%
Total Expenditures	\$ 2,613,448	\$ 3,949,636	\$ 5,695,130	\$ 5,580,061	-2.02%



**REDEVELOPMENT AGENCY
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 473,077	\$ 441,784	\$ 504,388	\$ 556,362	10.30%
Maintenance & Operations	2,140,371	3,507,852	5,190,742	4,693,699	-9.58%
Capital Improvement Projects	-	-	-	330,000	0.00%
Total Expenditures	\$ 2,613,448	\$ 3,949,636	\$ 5,695,130	\$ 5,580,061	-2.02%



	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent of Total</u>
<u>Funding Sources:</u>					
RDA Debt Service Fund - 370	\$ 1,678,968	\$ 2,713,652	\$ 4,003,718	\$ 3,633,119	65.11%
RDA Low & Mod. Hsg. Fund - 471	653,826	928,943	1,232,462	1,151,316	20.63%
RDA Downtown Projects Fund - 472	280,654	307,041	458,949	795,626	14.26%
Total Funding Sources	\$ 2,613,448	\$ 3,949,636	\$ 5,695,130	\$ 5,580,061	100.00%

REDEVELOPMENT AGENCY
EXPENDITURE SUMMARY BY ACCOUNT

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Fund 370						
Subtotal Salaries & Benefits		\$ -	\$ -	\$ -	\$ -	0%
Financial & Information Svcs	530500	\$ 4,479	\$ 7,008	\$ 6,000	\$ 7,000	17%
Principal Payments	535100	460,000	475,000	1,237,383	909,769	-26%
Interest Payments	535200	1,214,489	1,176,644	1,136,399	1,092,414	-4%
Operating Transfers Out	595100	-	1,055,000	1,623,936	1,623,936	0%
Subtotal Maintenance & Operations		\$ 1,678,968	\$ 2,713,652	\$ 4,003,718	\$ 3,633,119	-9%
Subtotal Fixed Assets		\$ -	\$ -	\$ -	\$ -	0%
Total Fund 370 Expenditures		\$ 1,678,968	\$ 2,713,652	\$ 4,003,718	\$ 3,633,119	-9%
Fund 471						
Regular Salaries - Non Sworn	501200	\$ 217,714	\$ 173,469	\$ 183,877	\$ 208,458	13%
Overtime	501400	271	994	860	700	-19%
Vacation/Comp. Time Cash Out	501600	-	586	-	-	0%
Holiday Allowance	501700	229	457	80	350	338%
Separation Pay-Off	501800	-	336	-	-	0%
Other Compensation	501900	1,311	2,540	1,635	4,737	190%
Cafeteria Plan	505100	23,904	22,654	24,667	28,799	17%
Medicare	505200	3,060	2,632	2,702	3,102	15%
Retirement	505300	41,593	37,223	38,812	40,676	5%
Professional Development	505500	2,007	3,661	7,750	7,953	3%
Employer Contr. Retirees' Med.	506100	2,177	1,736	8,274	9,380	13%
Subtotal Salaries & Benefits		\$ 292,266	\$ 246,289	\$ 268,657	\$ 304,155	13%
Stationery and Office	510100	\$ 1,257	\$ 2,668	\$ 2,350	\$ 2,300	-2%
Multi-Media, Promotions and Subs	510200	-	-	1,300	500	-62%
Small Tools and Equipment	510300	875	606	1,000	1,350	35%
Postage	520100	306	876	1,850	1,650	-11%
Legal Advertising/Filing Fees	520200	-	-	500	500	0%
Advertising and Public Info.	520300	285	1,161	3,150	1,950	-38%
Mileage Reimbursement	520600	43	35	300	300	0%
Board Member Fees	520800	-	-	600	600	0%
Office Furniture	525600	-	-	250	250	0%
Office Equipment	525700	-	-	500	250	-50%
Consulting	530200	17,423	18,673	33,955	87,519	158%
Legal	530300	88,464	25,793	72,500	62,500	-14%
Engineering and Architectural	530400	-	14,001	-	-	0%
Financial & Information Svcs	530500	4,203	4,805	4,250	20,000	371%
Internal Rent	535300	250	-	-	-	0%
Central Services	535800	216	5	1,300	1,000	-23%
Relocation	545100	-	-	20,000	20,000	0%
Assistance	545300	248,239	614,031	820,000	646,492	-21%
Subtotal Maintenance & Operations		\$ 361,560	\$ 682,654	\$ 963,805	\$ 847,161	-12%
Subtotal Fixed Assets		\$ -	\$ -	\$ -	\$ -	0%
Total Fund 471 Expenditures		\$ 653,826	\$ 928,943	\$ 1,232,462	\$ 1,151,316	-7%

REDEVELOPMENT AGENCY
EXPENDITURE SUMMARY BY ACCOUNT

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
Fund 472						
Regular Salaries - Non Sworn	501200	\$ 129,364	\$ 137,899	\$ 155,987	\$ 173,532	11%
Overtime	501400	308	457	1,400	-	-100%
Holiday Allowance	501700	248	366	-	-	0%
Other Compensation	501900	4,406	4,709	5,307	5,572	5%
Cafeteria Plan	505100	14,293	16,126	19,201	20,292	6%
Medicare	505200	1,919	2,051	2,359	2,597	10%
Retirement	505300	25,507	28,549	33,692	34,152	1%
Professional Development	505500	2,768	3,146	10,765	8,253	-23%
Auto Allowance	505600	706	815	-	-	0%
Employer Contr.Retirees' Med.	506100	1,293	1,378	7,019	7,808	11%
Subtotal Salaries & Benefits		\$ 180,812	\$ 195,495	\$ 235,730	\$ 252,207	7%
Stationery and Office	510100	\$ 245	\$ -	\$ 1,500	\$ 1,500	0%
Multi-Media, Promotions and Subs	510200	-	-	500	2,700	440%
Small Tools and Equipment	510300	991	-	750	750	0%
Postage	520100	37	124	300	300	0%
Legal Advertising/Filing Fees	520200	-	399	1,000	1,000	0%
Advertising and Public Info.	520300	-	2,942	1,000	1,000	0%
Mileage Reimbursement	520600	43	9	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	1,251	685	67,000	50,000	-25%
Legal	530300	317	3,999	25,000	25,000	0%
Financial & Information Svcs	530500	8,811	11,221	15,000	15,000	0%
Central Services	535800	472	159	-	-	0%
Operating Transfers Out	595100	87,673	92,009	108,669	113,669	5%
Subtotal Maintenance & Operations		\$ 99,842	\$ 111,546	\$ 223,219	\$ 213,419	-4%
Subtotal Fixed Assets		\$ -	\$ -	\$ -	\$ -	0%
Capital Improvement Projects		\$ -	\$ -	\$ -	\$ 330,000	0%
Total Fund 472 Expenditures		\$ 280,654	\$ 307,041	\$ 458,949	\$ 795,626	73%
Total Expenditures		\$ 2,613,448	\$ 3,949,636	\$ 5,695,130	\$ 5,580,061	-2%

REDEVELOPMENT AGENCY
EXPENDITURE SUMMARY BY PROGRAM

	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
<u>Redevelopment Admin - 60100</u>					
Salaries & Benefits	\$ 180,812	\$ 195,495	\$ 235,730	\$ 252,207	7%
Maintenance & Operations	1,778,163	2,825,198	4,226,937	3,846,538	-9%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Redevelopment Admin</i>	\$ 1,958,974	\$ 3,020,693	\$ 4,462,667	\$ 4,098,745	-8%
<u>Redevelopment Projects - 60200</u>					
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	0%
Maintenance & Operations	648	-	-	-	0%
Fixed Assets	-	-	-	-	0%
Capital Improvement Projects	-	-	-	330,000	0%
<i>Subtotal Redevelopment Projects</i>	\$ 648	\$ -	\$ -	\$ 330,000	0%
<u>RDA Low/Mod Projects - 60300</u>					
Salaries & Benefits	\$ 224,432	\$ 167,658	\$ 184,188	\$ 192,228	4%
Maintenance & Operations	276,647	637,910	881,400	695,742	-21%
Fixed Assets	-	-	-	-	0%
<i>Subtotal Low/Mod Projects</i>	\$ 501,080	\$ 805,568	\$ 1,065,588	\$ 887,970	-17%
<u>RDA Low/Mod Admin - 60500</u>					
Salaries & Benefits	\$ 67,833	\$ 78,631	\$ 84,470	\$ 111,927	33%
Maintenance & Operations	84,913	44,744	82,405	151,419	84%
Fixed Assets	-	-	-	-	0%
<i>Subtotal RDA Low/Mod Admin</i>	\$ 152,746	\$ 123,376	\$ 166,875	\$ 263,346	58%
Total Expenditures	\$ 2,613,448	\$ 3,949,636	\$ 5,695,130	\$ 5,580,061	-2%

AIRBORNE LAW ENFORCEMENT SERVICES

AirBorne Law Enforcement (ABLE) Services 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.

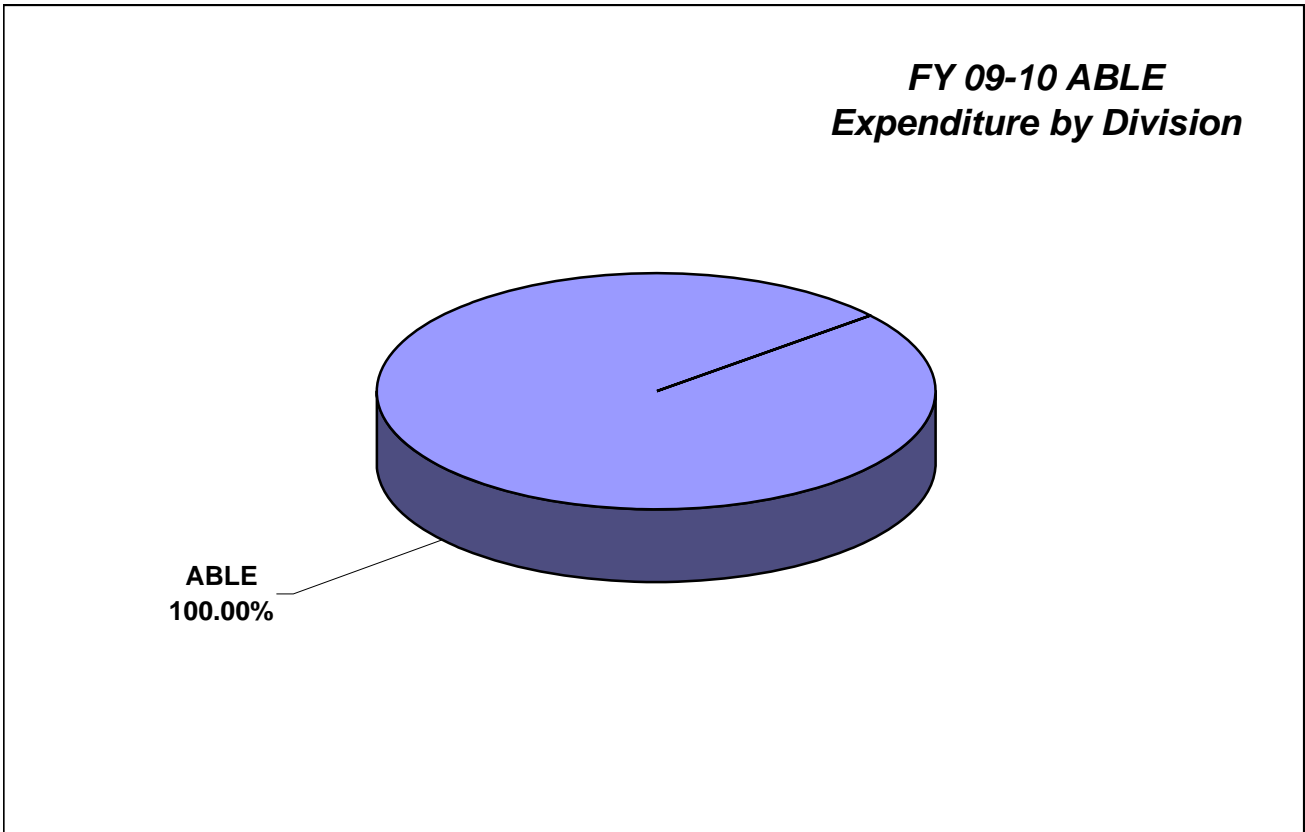
ABLE provides contract air support services to the City of Santa Ana through a services agreement. ABLE also provides contract maintenance services to the Orange County Sheriff's Department Air Support Bureau at ABLE's hangar facilities, located at John Wayne Airport.

Costa Mesa provides four pilots and three part-time observers. Newport Beach provides three pilots, three mechanics (which includes one supervisor) and three part-time observers. The Cities of Costa Mesa and Newport Beach co-fund 50/50 one bureau commander position. Santa Ana also provides one sergeant/pilot and two part-time observers, as part of its contract contribution.

ABLE assets include three Eurocopter EC120 turbine-powered helicopters.

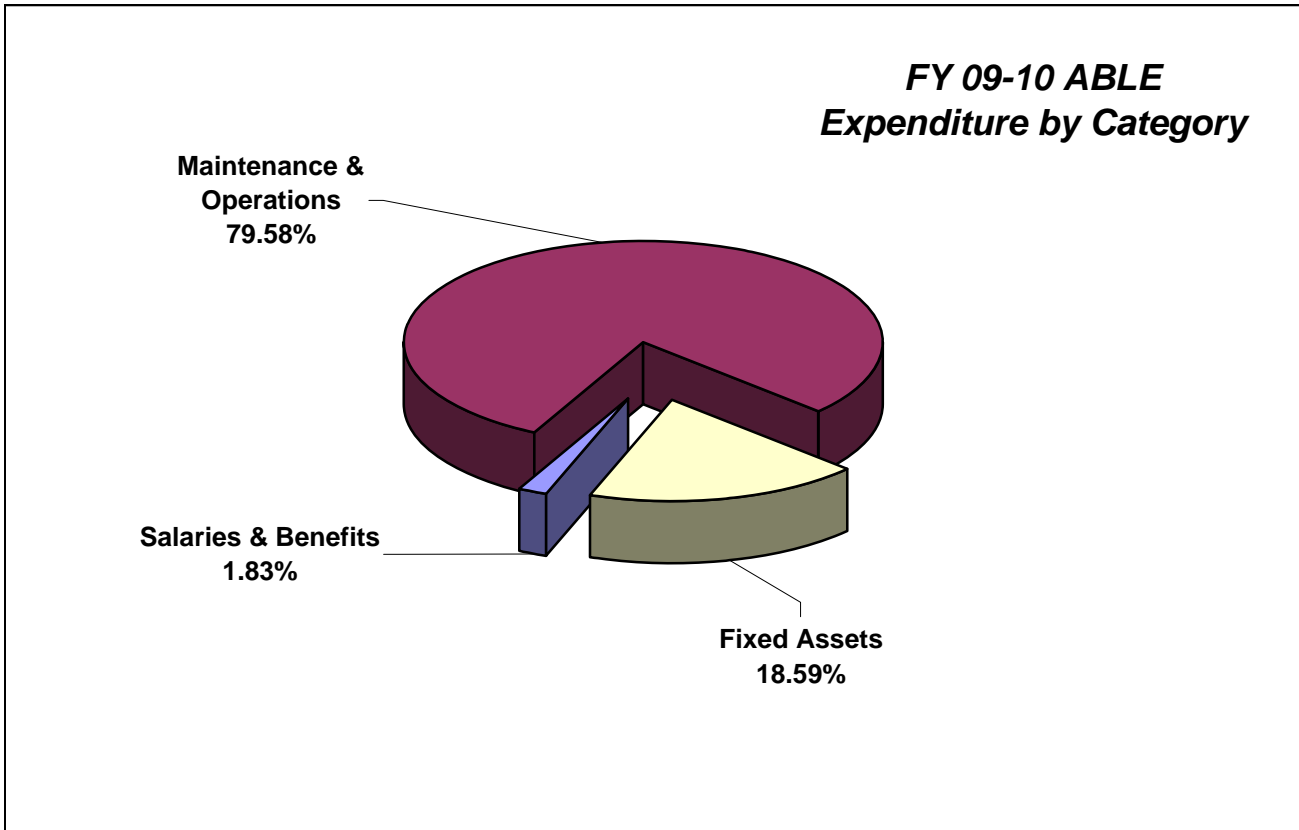
**AIRBORNE LAW ENFORCEMENT
EXPENDITURE SUMMARY BY DIVISION**

<u>Expenditure by Division:</u>	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
ABLE	\$ 1,980,129	\$ 2,159,467	\$ 2,528,996	\$ 2,569,380	1.60%
Total Expenditures	\$ 1,980,129	\$ 2,159,467	\$ 2,528,996	\$ 2,569,380	1.60%



**AIRBORNE LAW ENFORCEMENT
EXPENDITURE SUMMARY BY CATEGORY/FUNDING SOURCE**

	<u>FY 06-07 Actual</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent Change</u>
<u>Expenditure by Category:</u>					
Salaries & Benefits	\$ 54,646	\$ 50,424	\$ 45,237	\$ 47,045	4.00%
Maintenance & Operations	1,642,586	1,910,400	2,036,105	2,044,681	0.42%
Fixed Assets	282,897	198,643	447,654	477,654	6.70%
Total Expenditures	\$ 1,980,129	\$ 2,159,467	\$ 2,528,996	\$ 2,569,380	1.60%



	<u>FY 06-07 Adopted</u>	<u>FY 07-08 Actual</u>	<u>FY 08-09 Adopted</u>	<u>FY 09-10 Adopted</u>	<u>Percent of Total</u>
<u>Funding Sources:</u>					
ABLE Fund 260	\$ 1,729,540	\$ 1,965,327	\$ 2,081,342	\$ 2,091,726	81.41%
ABLE Fund 261	250,588	194,140	447,654	477,654	18.59%
Total Funding Sources	\$ 1,980,129	\$ 2,159,467	\$ 2,528,996	\$ 2,569,380	100.00%

AIRBORNE LAW ENFORCEMENT EXPENDITURE SUMMARY BY ACCOUNT

Account Description	Account Number	FY 06-07 Actual	FY 07-08 Actual	FY 08-09 Adopted	FY 09-10 Adopted	Percent Change
FUND 260						
Professional Development	505500	\$ 47,146	\$ 42,924	\$ 45,237	\$ 47,045	4%
Workers' Compensation	505900	7,500	7,500	-	-	0%
Subtotal Salaries & Benefits		\$ 54,646	\$ 50,424	\$ 45,237	\$ 47,045	4%
Stationery and Office	510100	\$ 833	\$ 424	\$ 928	\$ 954	3%
Multi-Media, Promotions and Subs	510200	1,284	623	1,236	1,273	3%
Small Tools and Equipment	510300	4,193	1,538	9,476	9,760	3%
Uniform & Clothing	510400	5,394	3,841	6,830	6,860	0%
Safety and Health	510500	400	485	619	636	3%
Maintenance & Construction	510600	562	1,395	1,500	1,500	0%
Fuel	510800	195,950	473,414	510,825	536,366	5%
Postage	520100	3,480	4,605	5,665	5,835	3%
Telephone/Radio/Communications	520400	3,392	4,554	4,238	4,366	3%
Automotive Equipment	525400	-	3,811	3,667	3,777	3%
Helicopter Equipment	525500	453,415	603,669	577,151	525,727	-9%
Office Equipment	525700	42	-	350	350	0%
Employment	530100	665,914	532,896	570,256	593,913	4%
Financial & Information Svcs	530500	2,105	2,158	3,000	3,000	0%
External Rent	535400	148,122	154,546	156,538	161,234	3%
General Liability	540100	4,790	8,001	-	-	0%
Special Liability	540200	19,400	17,933	21,012	21,432	2%
Aircraft	540300	132,752	96,496	157,664	162,394	3%
Physical Damage	540400	-	-	5,150	5,304	3%
Other Costs	540900	555	11	-	-	0%
Subtotal Maintenance & Operations		\$1,642,586	\$1,910,400	\$2,036,105	\$2,044,681	0%
Buildings and Structures	590400	\$ 27,036	\$ -	\$ -	\$ -	0%
Other Equipment	590800	5,273	4,503	-	-	0%
Subtotal Fixed Assets		\$ 32,309	\$ 4,503	\$ -	\$ -	0%
Total Expenditures - FUND 260		\$1,729,540	\$1,965,327	\$2,081,342	\$2,091,726	0%
FUND 261						
Subtotal Salaries & Benefits		\$ -	\$ -	\$ -	\$ -	0%
Subtotal Maintenance & Operations		\$ -	\$ -	\$ -	\$ -	0%
Other Equipment	590800	\$ 250,588	\$ 194,140	\$ 447,654	\$ 477,654	7%
Subtotal Fixed Assets		\$ 250,588	\$ 194,140	\$ 447,654	\$ 477,654	7%
Total Expenditures - FUND 261		\$ 250,588	\$ 194,140	\$ 447,654	\$ 477,654	7%
Total Expenditures		\$1,980,129	\$2,159,467	\$2,528,996	\$2,569,380	2%

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. As of 2007, the City has an area of 16.8 square miles and the population has risen to 113,805.

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 2009-2010

General

Date of Incorporation	June 29, 1953
Form of Government	Council-Manager
Classification	General Law
Area (in square miles)	16.8
Population	113,805
Acres Zoned for Industry	1,146
Acres of Open Space	1,957
Post Offices	2
Number of Full-Time Employees	611

Fire Protection

Number of Fire Stations	6
Number of Sworn Fire Fighters	102
Fire Insurance Rating	Class 2

Police Protection

Number of Sworn Police Officers	162
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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



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%

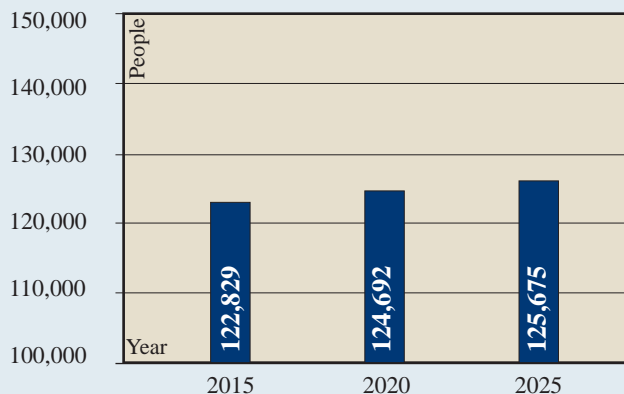
City Hall

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.

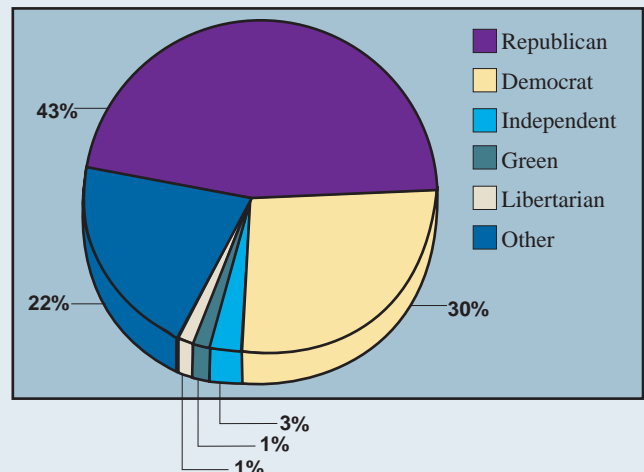
Population Characteristics

2007 Population:	113,955
Median Age:	32
Average Household Size:	2.77
Average Family Size:	3.34

POPULATION PROJECTIONS



VOTER REGISTRATION



Growth and Trends

	1980	1999	2007	2015	2020
Population Orange County¹	1,932,709	2,788,767	3,098,121	3,451,757	3,533,935
Population Costa Mesa	82,562	106,103	113,323	122,829	124,692
Costa Mesa Retail Sales Tax Revenue²	\$11.2 million	\$30.3 million	\$49.0 million	–	–

1. Center for Demographic Research (2007), State Department of Finance

2. Costa Mesa Finance Department (2007)

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.³

3. Costa Mesa General Plan (2000)

Home Sales Price in Costa Mesa⁴ on the market (October 2008)

Costa Mesa - 92626

Homes Listed	99
Highest	\$ 1,545,000
Lowest	\$ 309,900
Median	\$ 575,000

Condos Listed	47
Highest	\$ 650,000
Lowest	\$ 250,000
Median	\$ 338,000

Costa Mesa - 92627

Homes Listed	125
Highest	\$ 2,250,000
Lowest	\$ 320,000
Median	\$ 745,000

Condos Listed	46
Highest	\$ 799,000
Lowest	\$ 299,000
Median	\$ 495,000

4. Torelli Realty

2000 Housing Units Distribution⁵

	Units	%
Single Detached:	15,347	38.0%
Single Attached:	4,116	10.2%
2 to 4 units/ structure:	5,854	14.5%
5+ units/ structure:	13,869	34.3%
Mobile homes:	1,141	2.8%
Other	72	.2%
Total housing units:	40,399	100.0%
Occupied units:	39,188	97%
Vacant units:	1,211	3%
Persons per unit:	2.77	

5. Center for Demographic Research (2007)

Orange County Fair Market Rental Rates⁶

Studio apartments	\$ 1,185
One-bedroom apartments	\$ 1,330
Two-bedroom apartments	\$ 1,595

6. Department of Housing and Urban Development (2008)

2000 Households⁷

	Units	%
Owner occupied	15,811	40%
Renter occupied	23,377	60%

7. Center for Demographic Research (2007)

Property Valuation

In 2006, the total assessed property valuation for the City was \$13.6 billion. The total valuation for the City may be broken down into the following categories⁸.

Single family	\$ 6.1 billion
Multi-family	\$ 1.9 billion
Commercial	\$ 3.9 billion
Industrial	\$ 1.1 billion
Other	\$ 0.6 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 2020³. 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 Income¹ \$50,732
Income Distribution²

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%

1. Dept. Of Housing and Urban Development
 2. 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 Market²

Agriculture	less than 1.0%
Mining	less than 1.0%
Transportation & Public Utilities	3.0%
Construction	5.0%
Self-employed	6.0%
Finance, Insurance & Real Estate	9.0%
Government	9.0%
Manufacturing	12.0%
Trade	27.0%
Services	28.0%

2. Center for Demographic Research (2007)

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 (2007)

	<u>Number</u>	<u>Percent of Total</u>
Employed	66,000	95.7%
Unemployed	2,900	4.3%
Total Labor Force	68,900	100%

4. California Employment Development Department (2007)

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.

Seegerstrom 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 1⁵ (40 acres) – east of Sakioka Dr., north of Anton Blvd., and south of Sunflower Ave.

Sakioka Farms Lot 2⁵ (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 2008-2009 is \$145,155,931. The General Fund portion of the budget is \$118,835,464. The approved budget is effective from July 1, 2008 through June 30, 2009.

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

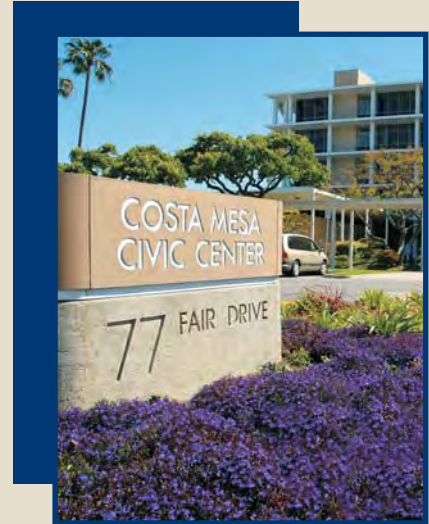
Costa Mesa Chamber of Commerce (714) 885-9090

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



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



*This brochure was prepared by the City of Costa Mesa Planning Division
Visit our Website at www.ci.costa-mesa.ca.us*

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 09-10, the \$14.125 million is equivalent to 13.78% of the General Fund budget or 11.92% 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: Asphalt Concrete

ADA: Americans with Disabilities Act

ADT: Average Daily Traffic

AHRP: Arterial Highway Rehabilitation Program

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

BMP: Best Management Practices

CAD: Computer-Aided 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

CEQA: California Environmental Quality Act

CERT: Community Emergency Response Team

CIP: Capital Improvement Program

ACRONYMS

- 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
- 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
- EIR:** Environmental Impact Report
- EMS:** Emergency Medical Service
- EOC:** Emergency Operations Center
- ERAF:** Educational Revenue Augmentation Fund
- ERF:** Equipment Replacement Fund

ACRONYMS

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 Particulant Air (Filter)

HUD: Housing 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

JPA: Joint Powers Authority

JIC: Joint Information Center

JUA: Joint Use Agreement

LIDAR: Light Detection and Ranging

LLEBG: Local Law Enforcement Block Grant

ACRONYMS

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

OPEB: Other Post Employment Benefits

OS: Official Statement

OTS: Office of Traffic Safety

PC: Personal Computer, Penal Code

PD: Police Department

ACRONYMS

- PEG:** Public, Education & Government
- PERS:** Public Employees Retirement System
- POST:** Peace Officer Standard Training
- PPE:** Personal Protective Equipment
- PUC:** Public Utility Commission
- RAID:** Reduce 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
- 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

ACRONYMS

SWAT: Special Weapons and Tactics (Team)

TAN: Tax Anticipation Note

TARGET: Tri-Agency Gang Enforcemenet 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

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>
1998-99	\$ 7,143,934,766	\$ 156,247,185	2.24%
1999-00	\$ 7,615,769,247	\$ 471,834,481	6.60%
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	\$ 14,833,137,120	\$ 2,098,434,069	16.48%

Source: HDL Coren & Cone

COMPUTATION OF LEGAL DEBT MARGIN
Fiscal Year Ended June 30, 2008

ASSESSED VALUE		<u>\$ 14,833,137,120</u>
DEBT LIMIT: 3.75 Percent of Assessed Value		\$ 556,242,642
Amount of Debt applicable to Debt Limit:		
Total Bonded Debt	<u>\$ -</u>	
LESS: Assets in Debt Service Fund (Net)	<u>-</u>	
TOTAL AMOUNT OF DEBT APPLICABLE TO DEBT LIMIT		<u>\$ -</u>
LEGAL DEBT MARGIN		<u><u>\$ 556,242,642</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 ⁽¹⁾</u>	<u>Assessed Value ⁽²⁾</u>	<u>Gross Bonded Debt</u>		
1998-99	105,608	7,143,934,766	1,130,000		
1999-00	106,607	7,615,769,247	930,000		
2000-01	110,932	8,364,393,299	720,000		
2001-02	110,720	8,937,943,913	490,000		
2002-03	111,512	9,492,361,297	250,000		
2003-04	113,011	10,057,183,726	-		
2004-05	113,011	10,689,157,305	-		
2005-06	113,134	11,644,775,477	-		
2006-07	113,143	12,734,703,051	-		
2007-08	113,955	14,833,137,120	-		
<u>Fiscal Year</u>	<u>Less Debt Service Fund ⁽³⁾</u>	<u>Net Bonded Debt</u>	<u>Ratio of Net Bonded Debt to Assessed Value</u>	<u>Net Bonded Debt Per Capita</u>	
1998-99	298,699	831,301	0.00010	7.80	
1999-00	339,344	590,656	0.00010	3.43	
2000-01	340,349	379,651	0.00000	1.35	
2001-02	345,402	144,598	0.00002	1.31	
2002-03	348,014	(98,014)	(0.00001)	(0.88)	
2003-04	366,067	(366,067)	(0.00003)	(3.24)	
2004-05	-	-	0.00000	0.00	
2005-06	-	-	0.00000	0.00	
2006-07	-	-	0.00000	0.00	
2007-08	-	-	0.00000	0.00	

(1) Costa Mesa 2007 Community Economic Profile

(2) Assessed Valuation - Source: HdL Coren & Cone, Orange County Assessor 2006/07 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>
1997-98	180,000	77,650	257,650	73,778,936	0.35%
1998-99	190,000	68,200	258,200	70,860,400	0.36%
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%

* 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 09-10 is \$3.4 million, which is equivalent to 3.32% of the General Fund operating budget. At this time, these payments are accommodated within the City's existing financial resources.

Reserves for debt service: As of June 30, 2008, the City has designated part of the General Fund balance for its debt service obligations for the following fiscal year.

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, 2009, 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
2010	1,282,726	1,259,562	233,106	2,086,004	4,861,398
2011	1,279,403	1,257,937	217,634	2,273,804	5,028,778
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
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Total principal and interest	\$ 5,125,629	\$ 12,514,394	\$ 2,849,826	\$ 40,364,477	\$ 60,854,326
Less interest payments	(475,629)	(2,294,394)	(739,826)	(11,899,477)	(15,409,326)
Outstanding principal	<u>\$ 4,650,000</u>	<u>\$ 10,220,000</u>	<u>\$ 2,110,000</u>	<u>\$ 28,465,000</u>	<u>\$ 45,445,000</u>

PER CAPITA EXPENDITURE COMPARISON
AMONG JURISDICTIONS CONTIGUOUS TO THE CITY OF COSTA MESA
BASED ON FISCAL YEAR 2009-2010 ADOPTED BUDGET

	City		
	Costa Mesa	Fountain Valley	Huntington Beach
General Fund Budget	\$ 110,305,535	\$ 37,362,969	\$ 181,345,942
Population as of 1/1/09	113,955	58,309	202,480
Budget per Capita	\$ 968	\$ 641	\$ 896
Police Department's Budget	\$ 39,899,030	\$ 14,589,291	\$ 60,015,155
Budget per Capita	\$ 350	\$ 250	\$ 296
No. of Sworn Officers	164	65	241
No. Citizens per Sworn Officer	695	897	840
Fire Department's Budget	\$ 19,927,546	\$ 9,841,502	\$ 32,240,905
Budget per Capita	\$ 175	\$ 169	\$ 159
No. of Sworn Firefighters	102	39	155
No. Citizens per Sworn Firefighter	1,117	1,495	1,306

	City		
	Irvine*	Newport Beach	Santa Ana
General Fund Budget	\$ 148,050,524	\$ 157,099,373	\$ 219,856,367
Population as of 1/1/09	212,793	86,252	368,494
Budget per Capita	\$ 696	\$ 1,821	\$ 597
Police Department's Budget	\$ 56,125,211	\$ 44,863,062	\$ 114,637,950
Budget per Capita	\$ 264	\$ 520	\$ 311
No. of Sworn Officers	189	153	388
No. Citizens per Sworn Officer	1,126	564	950
Fire Department's Budget	\$ -	\$ 33,754,688	\$ 51,279,255
Budget per Capita	\$ -	\$ 391	\$ 139
No. of Sworn Firefighters	-	134	253
No. Citizens per Sworn Firefighter	-	644	1,456

* Contracts with the Orange County Fire Authority

