

City of Laguna Niguel



**Adopted Operating Budget and
Capital Improvement Program**

Fiscal Year 2013-2014

City of Laguna Niguel

City Council

Robert Ming, Mayor
Linda Lindholm, Mayor Pro Tem
Laurie Davies, Council Member
Jerry McCloskey, Council Member
Jerry Slusiewicz, Council Member

Rod Foster, City Manager

**Adopted Operating Budget and
Capital Improvement Program**

Fiscal Year 2013-2014

CITY OF LAGUNA NIGUEL
2013-2014 ADOPTED OPERATING BUDGET
AND CAPITAL IMPROVEMENT PROGRAM

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City of Laguna Niguel

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CITY COUNCIL

Laurie Davies
Linda Lindholm
Jerry McCloskey
Robert Ming
Jerry Slusiewicz

June 4, 2013

The Honorable Mayor and City Council
City of Laguna Niguel, California

SUBJECT: Proposed FY 2013-2014 City Budget

It is my pleasure to submit the proposed City Budget, Capital Improvement Program and Work Program for FY 2013-2014. The proposed budget is a \$42.0 million package of services, programs, and projects for the benefit of Laguna Niguel residents and business owners. The proposed budget maintains all existing service levels and programs, and provides \$10.4 million in funding for the Annual Capital Improvement Program.

The proposed FY 2013-2014 City Budget estimates revenue from all funds to total \$42.0 million. This is a \$4.2 million increase from original FY 2012-2013 revenue estimates, largely due to one-time grant revenue related to the Oso Creek Multi-Use Trail Project and increased building and safety fees based on anticipated building activity in the Gateway. The FY 2013-2014 General Fund revenue estimate is \$36.1 million; a \$2.0 million increase from the current fiscal year. The proposed FY 2013-2014 City Operating Budget is \$31.6 million, and represents a \$900,000 increase from FY 2012-2013.

The proposed FY 2013-2014 Capital Improvement Program is \$10.4 million. This represents a \$3.3 million increase from FY 2012-2013 and is primarily related to the Oso Creek Multi-Use Trail grant funded project appropriation in the upcoming fiscal year. The focus of the Capital Improvement Program is continued funding for the Citywide Street Rehabilitation Program, Oso Creek Multi-Use Trail Project, and fund building for future Laguna Niguel Gateway Public Improvement Projects and Crown Valley Community Park Master Plan Improvements.

The proposed FY 2013-2014 City Budget incorporates an Annual Work Program and specific objectives for accomplishment during the fiscal year. The proposed Work Program reflects City Council priorities identified during the May 13, 2013 Budget Workshop.

BUDGET PHILOSOPHY AND OBJECTIVES

Historically, the development of the Annual City Budget and Capital Improvement Program has been generally guided by the following conservative financial practices and philosophies:

- General Fund revenues and operating expenditures should balance on a “current” basis.
- The General Fund budget should include an operating contingency reserve to cover unanticipated revenue losses, expenditure increases, and mid-year budget adjustments.
- Interest earnings should be earmarked for one-time capital outlay appropriations, capital improvement projects, and other non-recurrent expenditures.
- The use of reserve funds should be limited to those capital improvement projects for which special designations have been established by the City Council and/or for which appropriations have been budgeted over a multi-year period.

These budgetary practices, coupled with the City’s Financial Reserves Policy, have served the City well for many years. The proposed FY 2013-2014 City Budget fully adheres to these guiding principles. Therefore, we present a “balanced in, balanced out” fiscal budget for Council consideration.

REVENUE, EXPENDITURE AND PERSONNEL HIGHLIGHTS

The proposed FY 2013-2014 City Budget contains a number of revenue and expenditure changes that are highlighted below:

REVENUES AND OTHER RESOURCES

- Property tax revenue (including property tax in-lieu of VLF) is expected to increase by \$345,500 from original FY 2012-2013 estimates. The actual change in FY 2012-2013 citywide assessed valuation was greater than originally estimated. The proposed FY 2013-2014 City Budget assumes nominal growth in Citywide assessed valuation of 1.5%.
- Sales tax revenue is estimated to increase \$289,000 from original FY 2012-2013 levels. The estimate is based on current revenue trends.
- Interest revenue is expected to decrease by \$575,325 based on projected cash balances and a decrease in yields from investment pools and securities purchased by the City. \$5 million in investment securities, with yields ranging from 2.3% to 3.6%,

will mature during FY 2013-2014. Current reinvestment rates range from approximately 0.28% (LAIF) to 0.74% (5-Year Treasury Note).

- Traffic Impact Fees are estimated at \$875,000 and result from projects primarily in the Laguna Niguel Gateway Specific Plan.
- Planning Professional Fees are estimated at \$185,000 to cover environmental and technical studies related to planning applications (i.e. Crossings Village and Crestavilla).
- Building and safety fee revenue is expected to increase by \$768,000 due to anticipated building activity related to the Crossings Village, Crestavilla, Crown Cabot, and Career Lofts projects.
- The City is anticipating a \$1.4 million grant from the State Water Resources Control Board and an \$883,300 grant from the OCTA for the Oso Creek Multi-Use Trail Project.

EXPENDITURES

- \$38,855 has been appropriated for Personnel Services across all Departments and Functions versus prior year. This amount reflects the net impact of a slight increase in health insurance benefits, decreased retirement costs resulting from employees contributing 7.0% of their salary toward the CalPERS Employee Contribution Rate, and other compensation adjustments based on a pay-for-performance evaluation system.
- \$27,000 has been appropriated in the Finance Department's Integrated Accounting System account to cover the costs of the City's financial software system upgrade.
- \$185,457 has been appropriated in the Police Services Budget to cover increased Sheriff's Department contract costs. Labor negotiations are pending with all OCSD bargaining units and may result in additional mid-year costs to the City.
- \$185,000 has been appropriated in the Community Development - Planning Function for Planning Professional Services to cover environmental and technical studies consultant expenses related to planning applications (i.e. Crossings Village and Crestavilla). The services are implemented through a professional service agreement and paid by applicants through revenue received in the form of Planning Professional Fees.
- \$437,760 has been appropriated in the Community Development – Building and Safety Function for Building and Safety Services due to anticipated building activity related to the Crossings Village, Crestavilla, Crown Cabot, and Career Lofts projects.
- \$1,000,000 has been appropriated as an operating contingency reserve for the City.

CAPITAL IMPROVEMENT PROJECTS

The proposed FY 2013-2014 Capital Improvement Program totals \$10.4 million. The general categories and proposed capital appropriations for FY 2013-2014 are listed below:

<u>Capital Expenditure Category</u>	<u>Amount</u>
Neighborhood Parks	\$1,841,950
Crown Valley Community Park	\$1,288,000
Chapparosa Park	\$128,400
Sea Country Senior & Community Center	\$10,000
Trail Improvements	\$3,000,000
School Field/Facility Improvements	\$215,000
Streets and Roads	\$3,536,825
Storm Drain Improvements	\$380,000
TOTAL	<u>\$10,400,175</u>

FY 2013-2014 WORK PROGRAM HIGHLIGHTS

The proposed FY 2013-2014 City Budget includes an Annual Work Program for each Department. Among the most significant work program objectives proposed for FY 2013-2014 are:

- Complete evaluation of Information Technology (IT) support alternatives.
- Negotiate Memoranda of Understanding with Orange County Employees Association.
- Conduct bi-annual Citizen Satisfaction Survey.
- Implement e-filing system for FPPC Form 7000.
- Prepare and issue a Request for Proposals for Banking Services.
- Present Safe City Plan Annual Report.

- Increase the number of active Neighborhood Watch groups.
- Complete adoption of the 2014-2021 General Plan Housing Element Update.
- Complete the Crown Valley Community Park Master Plan.
- Complete design development phase and commence implementation of Laguna Niguel Gateway Master Sign Program.
- Complete Laguna Niguel Gateway Development Impact Fee Study.
- Complete implementation of the CRW Land Management and Permitting Software System.
- Evaluate revenue/cost ratio for operation of CVCP Pool and Laguna Niguel Skatepark.
- Commence and complete construction of:
 - La Paz Park Synthetic Turf Replacement Project
 - Pacific Island Drive and Highland Street Improvements
 - Crown Valley Median – Cabot Rd. to Forbes Rd.
- Complete OCTA Tier 1 Environmental Cleanup Project.
- Commence construction of:
 - Oso Creek Multi-Use Trail Project
 - Tier I Crown Valley Community Park Master Plan Improvements

PENDING ISSUES

As of this writing, there are several outstanding issues that could affect the FY 2013-2014 City Budget and require mid-year adjustments.

As mentioned earlier, labor negotiations are pending between the County of Orange, the Association of Orange County Deputy Sheriffs (AOCDS) and other Sheriff's Department bargaining units. To the extent that these negotiations result in increases to salaries and/or benefits for County employees during FY 2013-2014, the additional costs will be passed through to the City pursuant to applicable terms of our Law Enforcement Services Agreement with the County.

The Memorandum of Understanding between the City and the Orange County Employee's Association (OCEA) expires on September 30, 2013. City Management anticipates entering negotiations with OCEA in July 2013.

CONCLUSION

It is my professional opinion that the proposed FY 2013-2014 City Budget represents a responsible and sensible spending program for current economic conditions, while positioning and pointing the City toward the future. The proposed budget maintains all current programs and service levels and continues a significant annual investment in the maintenance of the City's streets, parks, and other capital assets. The proposed budget also continues a process of annual fund building for future public improvements in the LN Gateway area and Crown Valley Community Park. Finally, the proposed FY 2013-2014 City Budget has been developed around the conservative financial practices and philosophies that have served the City well for the last 23 years.

As this is my first City budget as your City Manager, I am reminded of the joy and accomplishment to be provided the opportunity to serve this very special community. The horizon glimmers with the hope of tomorrow. To that end, our future continues to shine and has never looked brighter.

In closing, I want to express my gratitude to the City Council for their wise and prudent stewardship of the City's financial resources. I also want to thank Finance Director Stephen Erlandson and the entire City Staff for their time and effort in developing the proposed FY 2013-2014 City Budget. On a daily basis, each Department recognizes the important role that other Departments play in the provision of City services and the maintenance of the City's quality of life.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Rod Foster", is written over the typed name.

Rod Foster
City Manager

AMENDMENTS TO THE FY 2013-2014 PROPOSED BUDGET

At the June 4, 2013 City Council Meeting, the City Council discussed possible modifications to the FY 2013-2014 City of Laguna Niguel Proposed Operating Budget and Capital Improvement Program. The following summarizes the changes of which the Council reached consensus during budget deliberations.

Budget Modifications

Operating Budget	
General Government Increase City Council appropriation to include funding for the expanded use of the City’s local government access channel.	\$10,000
Public Works Rename the “Tree Trimming” line item in the Median and Slope functions to “Tree Care & Maintenance”.	N/A

Work Program Additions/Modifications

City Council Amend Work Program Item “Collaborate with the City Manager and Community Development Department on the strategic planning for the County Courthouse property (Q4)” to also include (Q1, Q2, and Q3).
City Manager Amend Work Program Item “Collaborate with the City Council and Community Development Department on the strategic planning for the County Courthouse property (Q4)” to also include (Q1, Q2, and Q3).
Community Development Amend Work Program Item “Collaborate with the City Council and City Manager on the strategic planning for the County Courthouse property (Q4)” to also include (Q1, Q2, and Q3).
Public Works Add Work Program Item to read: “Study and analyze use of Galivan Basin as a potential park or soccer field use. (Q4)”

CITY OF LAGUNA NIGUEL
TABLE OF ORGANIZATION
FY 2013-2014

	FY 12-13	FY 13-14
CITY COUNCIL		
Council Liaison/Communications Officer	1	1
CITY MANAGER		
City Manager	1	1
Deputy City Manager/Director of Recreation & Administrative Services	.5	.5
Management Assistant/Analyst	1	1
Community Liaison	1	1
Administrative Secretary	.5	.5
CITY CLERK		
Deputy City Clerk	1	1
Clerk Typist	1	1
Administrative Secretary	.5	.5
FINANCE		
Finance Director	1	1
Accounting Officer	1	1
Accountant	1	1
Senior Account Clerk	1	1
IT Network Technician	1	1
POLICE SERVICES		
Management Analyst	.5	.5
EMERGENCY PREPAREDNESS		
Management Analyst	.5	.5
COMMUNITY DEVELOPMENT – ADMINISTRATION		
Community Development Director	1	1
Administrative Secretary	1	1
Secretary	1	1
COMMUNITY DEVELOPMENT - PLANNING		
Planning Manager	1	1
Senior Planner	3	3
Associate/Assistant Planner	2	2
Code Enforcement Officer	2	2
Environmental Programs Manager/ City Landscape Architect	.2	.2

CITY OF LAGUNA NIGUEL
 TABLE OF ORGANIZATION (Continued)
 FY 2013-2014

	FY 12-13	FY 13-14
COMMUNITY DEVELOPMENT - BUILDING & SAFETY		
Grading Engineer	1	1
Building Permit Technician	1	1
PUBLIC WORKS – ADMINISTRATION		
Public Works Director	1	1
Administrative Secretary	1	1
Secretary	1	1
PUBLIC WORKS - ENGINEERING		
Deputy Public Works Director	1	1
Senior Civil Engineer	1	1
Public Works Inspector	4	4
Assistant/Associate Civil Engineer	.5	.5
PUBLIC WORKS – STORM DRAIN/WATER QUALITY		
Engineering Technician	1	1
Environmental Programs Manager/ City Landscape Architect	.8	.8
Assistant/Associate Civil Engineer	.5	.5
PUBLIC WORKS - PARKS MAINTENANCE		
Park and Land Maintenance Superintendent	.5	.5
Building and Facilities Supervisor	.5	.5
Building and Facilities Specialist	1	1
Landscape Maintenance Inspector	.5	.5
Landscape Maintenance Inspector	.5	.5
PUBLIC WORKS – MEDIAN MAINTENANCE		
Park and Land Maintenance Superintendent	.25	.25
Landscape Maintenance Inspector	.25	.25
Landscape Maintenance Inspector	.25	.25
PUBLIC WORKS – SLOPE MAINTENANCE		
Park and Land Maintenance Superintendent	.25	.25
Landscape Maintenance Inspector	.25	.25
Landscape Maintenance Inspector	.25	.25
PUBLIC WORKS – CITY HALL		
Building and Facilities Supervisor	.5	.5
Maintenance Worker	1	1

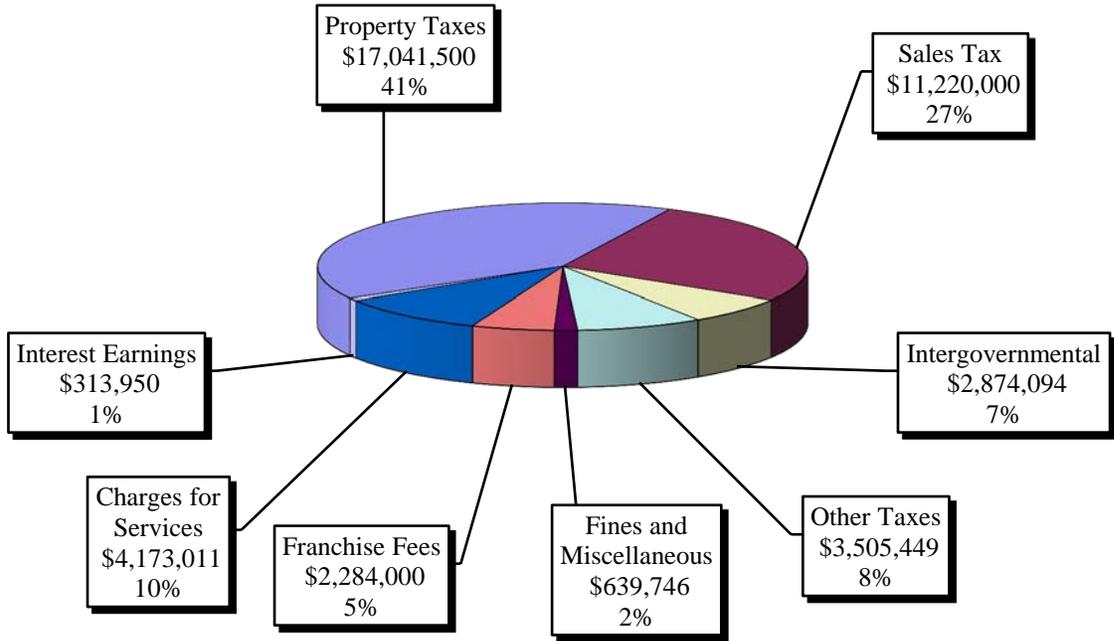
CITY OF LAGUNA NIGUEL
 TABLE OF ORGANIZATION (Continued)
 FY 2013-2014

	FY 12-13	FY 13-14
PARKS & RECREATION - ADMINISTRATION		
Deputy City Manager/Director of Recreation & Administrative Services	.5	.5
Administrative Secretary	1	1
Clerk Typist	1	1
PARKS & RECREATION - RECREATION		
Deputy Director of Recreation	1	1
Recreation Supervisor	2	2
Recreation Coordinator	1	1
Maintenance Worker	1	1
PARKS & RECREATION - AQUATICS		
Aquatics Supervisor	1	1
Head Lifeguard	1	1
PARKS & RECREATION – SKATEBOARD PARK		
Recreation Coordinator	1	1
PARKS & RECREATION - SCS&CC		
Recreation Supervisor	1	1
Recreation Coordinator	1	1
Secretary	1	1
Recreation Clerk	1	1
Maintenance Worker	1	1
TOTALS	60	60

CITY OF LAGUNA NIGUEL

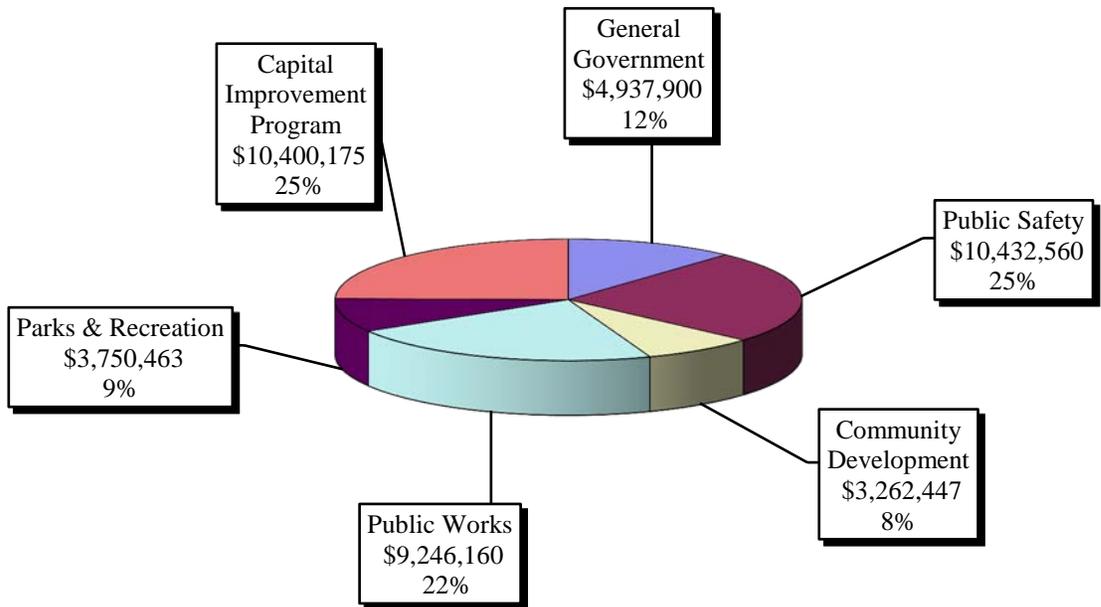
SUMMARY BUDGET INFORMATION

RESOURCES - WHERE IT COMES FROM



Total Revenues: \$ 42,051,750

APPROPRIATIONS - WHERE IT IS SPENT



Total Expenditures: \$ 42,029,705

CITY OF LAGUNA NIGUEL

REVENUE ESTIMATES/OTHER RESOURCES

<u>REVENUES</u>	2012-2013 <u>BUDGET</u>	2013-2014 <u>ESTIMATES</u>	GENERAL <u>FUND</u>	<u>OTHER</u>
Property taxes	\$ 11,972,000	12,196,900	12,196,900	-
Sales tax	8,078,000	8,367,000	8,367,000	-
Property taxes in-lieu of sales tax (Prop 57)	2,600,000	2,853,000	2,853,000	-
Property taxes in-lieu of VLF backfill	4,724,000	4,844,600	4,844,600	-
Property transfer tax	327,300	431,000	431,000	-
Transient occupancy tax	32,000	25,000	25,000	-
Gas tax	1,761,900	1,966,329	-	1,966,329
Motor vehicle fines	292,500	204,000	204,000	-
Abandoned vehicles	7,000	-	-	-
Parking citations	64,600	59,000	59,000	-
COPS grant	100,000	100,000	-	100,000
Franchise fees:				
Cox Communications	1,184,400	1,204,000	1,204,000	-
SDG&E	446,100	419,000	419,000	-
Southern California Edison	124,000	135,000	135,000	-
Southern California Gas Company	173,500	144,000	144,000	-
CR&R Disposal	293,900	285,000	285,000	-
Bus shelters	96,400	97,000	97,000	-
Planning fees	134,000	95,300	95,300	-
Traffic impact fees	-	875,000	875,000	-
Planning professional services	-	185,000	185,000	-
Building & safety fees	860,000	1,628,000	1,628,000	-
Grading fees	65,000	100,000	100,000	-
Soil engineering fees	60,000	16,000	16,000	-
Hydrology/water quality fees	-	10,000	10,000	-
Fire administration fees	1,300	1,000	1,000	-
Engineering fees	100,000	100,000	100,000	-
Transportation fees	2,000	2,000	2,000	-
Measure M	1,018,900	1,083,120	-	1,083,120
AB2766	75,000	75,000	-	75,000
Park & recreation fees:				
Recreational programs	713,000	681,612	681,612	-
Aquatics	281,750	282,850	282,850	-
Skate and Soccer Park	93,800	81,880	81,880	-
Sea Country Senior & Comm. Center	170,700	114,369	114,369	-
Community Development Block Grant	232,358	220,740	-	220,740
OCTA Senior Mobility - Measure M	57,381	66,257	-	66,257
OCTA Tier 1 Environmental Cleanup Grant	-	92,285	-	92,285
OCTA Tier 2 Environmental Cleanup Grant	-	883,300	-	883,300
Proposition 1B State-Local Partnership Program	412,725	-	-	-
State Water Resources Control Board	-	1,436,512	-	1,436,512
Interest earnings *	889,275	313,950	278,557	35,393
Rents and concessions	313,500	311,746	311,746	-
Miscellaneous	68,000	65,000	65,000	-
TOTAL REVENUES	\$ 37,826,289	42,051,750	36,092,814	5,958,936
From reserves	-	-	-	-
TOTAL REVENUES AND OTHER RESOURCES	\$ 37,826,289	42,051,750	36,092,814	5,958,936

* Other = Streets and Roads Fund - \$28,988, AB2766 Fund - \$1,359, Vehicle Replacement Fund - \$3,737 and all other funds - \$1,309

CITY OF LAGUNA NIGUEL

OPERATING EXPENDITURES AND CAPITAL IMPROVEMENT PROGRAM

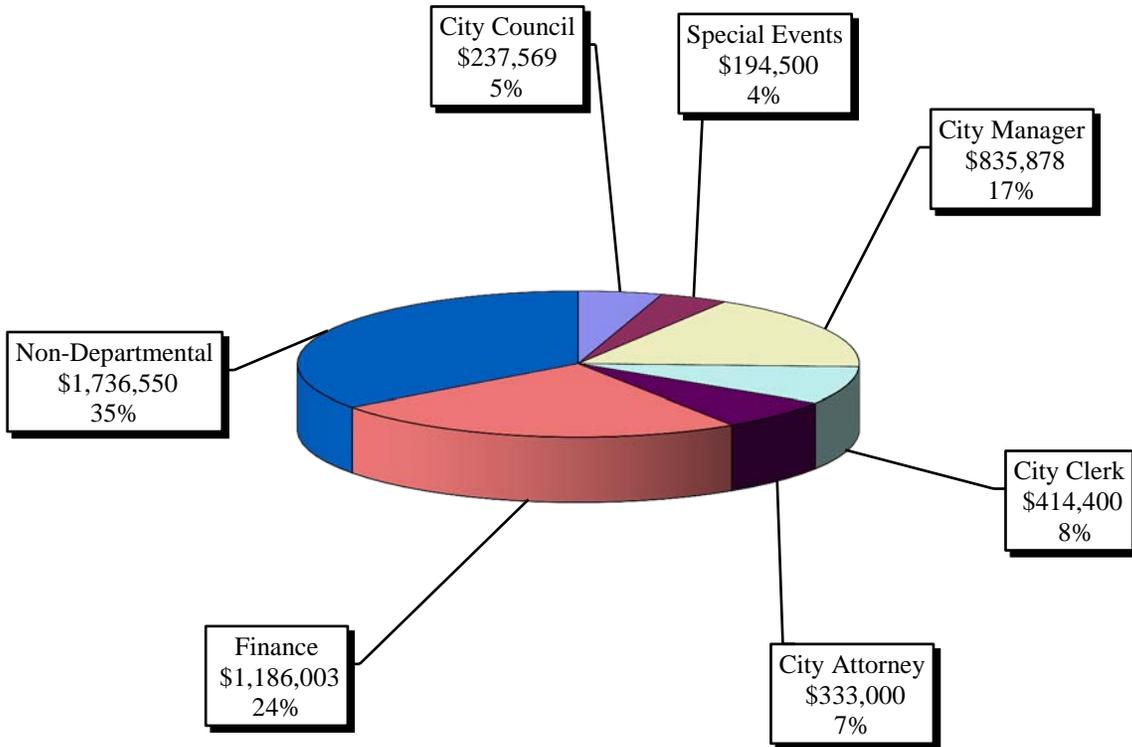
<u>OPERATING EXPENDITURES</u>	2012-2013 <u>BUDGET</u>	2013-2014 ADOPTED <u>BUDGET</u>	GENERAL <u>FUND</u>	<u>OTHER</u>
City Council	\$ 279,503	237,569	237,569	-
Special Events	169,500	194,500	194,500	-
City Manager	883,869	835,878	835,878	-
City Clerk	362,700	414,400	414,400	-
City Attorney	333,000	333,000	333,000	-
Finance	1,069,582	1,186,003	1,186,003	-
Non-Departmental	1,980,250	1,736,550	1,736,550	-
Police Services	9,848,874	10,042,527	9,942,527	100,000
Animal Control	324,000	325,500	325,500	-
Emergency Preparedness	80,298	64,533	64,533	-
Community Development:				
Administration	463,983	462,478	462,478	-
Planning	1,494,492	1,485,886	1,485,886	-
Building and Safety	803,310	1,242,416	1,242,416	-
Comm. Development Block Grant	66,428	71,667	-	71,667
Public Works:				
Administration	607,607	611,108	611,108	-
Engineering	958,147	989,287	989,287	-
Street Maintenance	1,952,995	1,952,995	339,000	1,613,995
Storm Drain/Water Quality	976,364	1,069,385	1,069,385	-
Street Sweeping	189,000	189,000	189,000	-
Street Lighting	546,000	546,000	546,000	-
Median Maintenance	429,935	490,939	490,939	-
Slope Maintenance	414,853	417,757	417,757	-
Parks Maintenance	2,379,936	2,490,119	2,490,119	-
Metrolink Station	69,448	111,028	76,028	35,000
City Hall	366,991	378,543	378,543	-
Parks & Recreation:				
Administration	350,805	340,602	340,602	-
Recreational Programs	1,202,699	1,290,910	1,290,910	-
Aquatics	601,461	586,188	586,188	-
Skateboard Park	240,723	258,878	258,878	-
Sea Country Senior & Comm. Center	1,162,923	1,191,064	1,191,064	-
Senior Transportation Program Grant	<u>57,381</u>	<u>82,821</u>	<u>16,564</u>	<u>66,257</u>
 TOTAL OPERATING EXPENDITURES	 \$ 30,667,057	 31,629,530	 29,742,611	 1,886,919
 TOTAL CAPITAL IMPROVEMENTS	 <u>\$ 7,142,450</u>	 <u>10,400,175</u>	 <u>6,334,563</u>	 <u>4,065,612</u>
 TOTAL OPERATING & CIP	 <u>\$ 37,809,507</u>	 <u>42,029,705</u>	 <u>36,077,174</u>	 <u>5,952,531</u>

CITY OF LAGUNA NIGUEL

PROGRAM SUMMARY

PROGRAM: General Government

PROGRAM ACTIVITIES: General Government encompasses the activities required to provide ongoing administrative and policy making support for the City. It includes the City Council, City Manager, City Attorney, City Clerk, Finance, Non-Departmental, and the Special Events functions.



CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: General Government

FUNCTION: City Council

DESCRIPTION: The City of Laguna Niguel has a five member City Council which serves as the governing body of the City. Members of the Council are elected at large to 4-year terms. The City Council formulates general policy and budget priorities in response to the needs of the Citizens of Laguna Niguel. The Council makes appointments to City Commissions, Committees and Boards and hires the City Manager and City Attorney.

	ADOPTED BUDGET	GENERAL FUND	OTHER
Personnel Costs	\$ 144,845	144,845	-
Operating Costs	92,724	92,724	-
Capital Outlay	-	-	-
Totals	\$ 237,569	237,569	-

- WORK PROGRAM:
1. Participate on Transportation Corridor Agencies (TCA), Orange County Fire Authority (OCFA), Southern California Association of Governments (SCAG), Orange County Council of Governments (OCCOG), Orange County Public Library Advisory Board, California Joint Powers Insurance Authority (CJPIA), and the Orange County Vector Control District.
 2. Select two Additionally Agreed Upon Procedures for review by City's independent auditors. (Q1)
 3. Appoint a Mayor and Mayor Pro Tem for 2014. (Q2)
 4. Award Community Service Organization and Cultural Arts Program Grants. (Q2)
 5. Interview Commission, Committee and Board applicants and make appointments to all offices with terms expiring on December 31, 2013. (Q2)
 6. Collaborate with the City Manager on possible development of a community-based innovation program. (Q2)
 7. Conduct a Budget Workshop to review community goals, objectives, and priorities prior to development of the FY 2014-2015 City Budget and Capital Improvement Program. (Q3)
 8. Conduct a Joint Meeting with the Youth Committee. (Q4)
 9. Interview Youth Committee applicants and make appointments by July 1, 2014. (Q4)
 10. Collaborate with the City Manager and Community Development Department on the strategic planning for the County Courthouse property. (Q1, Q2, Q3, and Q4)

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: CITY COUNCIL

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Council stipend & compensation	\$ 24,000	24,000	24,000	24,000	24,000	-
Salaries & wages - full-time	80,939	83,816	83,816	83,816	83,816	-
Salaries & wages - overtime	4,000	4,000	4,000	4,000	4,000	-
Retirement	14,493	11,124	11,124	11,124	11,124	-
Health & life insurance	48,174	17,808	17,808	17,808	17,808	-
Disability insurance	575	595	595	595	595	-
Workers' compensation	408	392	392	392	392	-
Social security	2,472	3,109	3,109	3,109	3,109	-
TOTALS - PERSONNEL SERVICES	\$ 175,060	144,845	144,845	144,845	144,845	-
OPERATING EXPENDITURES:						
Clothing & personnel supplies	\$ -	500	500	500	500	-
Communications	12,000	12,000	12,000	12,000	12,000	-
Computer software	1,000	1,000	1,000	1,000	1,000	-
Computer supplies	500	500	500	500	500	-
Local government access channel	-	10,000	10,000	10,000	10,000	-
Maintenance - equipment	500	500	500	500	500	-
Memberships & dues	67,843	50,999	50,999	50,999	50,999	-
Printing	350	500	500	500	500	-
Special department expense	10,000	-	-	-	-	-
Sponsorships	-	10,000	10,000	10,000	10,000	-
Travel, meetings & conferences	12,250	6,725	6,725	6,725	6,725	-
TOTALS - OPERATING	\$ 104,443	92,724	92,724	92,724	92,724	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - CITY COUNCIL	\$ 279,503	237,569	237,569	237,569	237,569	-

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: CITY COUNCIL

MEMBERSHIPS & DUES

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
Association of California Cities - O.C.	\$ 14,288	14,288	14,288
CAPIO	130	130	130
International Assoc. of Admin Professionals	225	225	225
Orange County Business Council	5,000	5,000	5,000
LAFCO	7,368	7,368	7,368
Other	18,000	18,000	18,000
Southern California Assoc. of Gov'ts.	<u>5,988</u>	<u>5,988</u>	<u>5,988</u>
	<u>\$ 50,999</u>	<u>50,999</u>	<u>50,999</u>

TRAVEL, MEETINGS & CONFERENCES

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
CAPIO Conference	\$ 1,725	1,725	1,725
One day seminars & mileage	<u>\$ 5,000</u>	<u>5,000</u>	<u>5,000</u>
	<u>\$ 6,725</u>	<u>6,725</u>	<u>6,725</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: General Government

FUNCTION: Special Events

DESCRIPTION: This function provides for City Council authorized special events and activities.

	<u>ADOPTED BUDGET</u>	<u>GENERAL FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	194,500	194,500	-
Capital Outlay	-	-	-
Totals	<u>\$ 194,500</u>	<u>194,500</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: SPECIAL EVENTS

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Community organization/cultural arts grants	\$ 20,000	20,000	20,000	20,000	20,000	-
Special events grant programs*	15,000	25,000	25,000	25,000	25,000	-
Holiday lights	8,000	8,000	8,000	8,000	8,000	-
Holiday parade	48,000	48,000	48,000	48,000	48,000	-
Menorah Lighting Ceremony	3,000	3,000	3,000	3,000	3,000	-
Shredding events	-	15,000	15,000	15,000	15,000	-
Sister City program	1,000	1,000	1,000	1,000	1,000	-
Special events	8,000	8,000	8,000	8,000	8,000	-
Street decorations	38,500	38,500	38,500	38,500	38,500	-
Christmas Tree Lighting Ceremony	3,000	3,000	3,000	3,000	3,000	-
USS McClusky	5,000	5,000	5,000	5,000	5,000	-
USMC 1st Battalion, 4th Marine Regiment	5,000	5,000	5,000	5,000	5,000	-
Volunteer recognition event	15,000	15,000	15,000	15,000	15,000	-
TOTALS - SPECIAL EVENTS	\$ 169,500	194,500	194,500	194,500	194,500	-

* La Dolce Vita Italian Festival and Laguna Niguel Triathlon included in 2013-2014 amount.

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: General Government

FUNCTION: City Manager

DESCRIPTION: The City Manager's office provides overall leadership and direction to City staff; recommends the Proposed City Budget and Capital Improvement Program; implements municipal programs in accordance with City Council policy direction; and coordinates departmental operations. The City Manager's office is also responsible for the Personnel Services function.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 578,434	578,434	-
Operating Costs	256,444	256,444	-
Capital Outlay	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Totals	<u>\$ 835,878</u>	<u>835,878</u>	<u>-</u>

- WORK PROGRAM:
1. Complete evaluation of Information Technology (IT) support alternatives. (Q1)
 2. Complete development of administrative policy and procedures for Personal Information Management. (Q1)
 3. Evaluate alternatives for expansion of the City's local government access channel. (Q1)
 4. Implement smartphone city application to enhance public awareness and access to information on city services, events, and activities. (Q1)
 5. Negotiate Memoranda of Understanding with Orange County Employees Association. (Q1)
 6. Review/analyze CR&R Refuse Collection and Recycling Franchise Agreement/rates. (Q2)
 7. Collaborate with the City Council on possible development of a community-based innovation program. (Q2)
 8. Conduct bi-annual Citizen Satisfaction Survey. (Q2)
 9. Complete annual review and update of City Financial Reserves Policy. (Q4)
 10. Collaborate with the City Council and Community Development Department on the strategic planning for the County Courthouse property. (Q1, Q2, Q3, and Q4)

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: CITY MANAGER

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 459,161	443,516	443,516	443,516	443,516	-
Salaries & wages - over-time	1,000	1,000	1,000	1,000	1,000	-
Retirement	68,487	45,875	45,875	45,875	45,875	-
Health & life insurance	49,851	54,780	54,780	54,780	54,780	-
Disability insurance	3,260	2,108	2,108	2,108	2,108	-
Workers' compensation	2,208	1,328	1,328	1,328	1,328	-
Social security	6,672	4,319	4,319	4,319	4,319	-
Other benefits	42,231	25,508	25,508	25,508	25,508	-
TOTALS - PERSONNEL SERVICES	\$ 632,871	578,434	578,434	578,434	578,434	-
OPERATING EXPENDITURES:						
Communications	2,800	2,800	2,800	2,800	2,800	-
Computer supplies	500	500	500	500	500	-
Educational reimbursement program	1,000	-	-	-	-	-
Employee recognition program	35,000	-	-	-	-	-
Maintenance - equipment	500	500	500	500	500	-
Memberships & dues	13,323	22,219	22,219	22,219	22,219	-
Outreach materials	-	5,000	5,000	5,000	5,000	-
Printing	-	500	500	500	500	-
Recruitment	20,000	6,000	6,000	6,000	6,000	-
Resource materials	5,000	5,000	5,000	5,000	5,000	-
Special department expense	5,000	-	-	-	-	-
Training & education	10,000	10,000	10,000	10,000	10,000	-
Travel, meetings & conferences	7,875	6,925	6,925	6,925	6,925	-
Professional services:						
Citizens satisfaction survey	-	21,000	21,000	21,000	21,000	-
Internet/Web Site	15,000	36,000	36,000	36,000	36,000	-
Laguna Niguel Library - reserve	30,000	30,000	30,000	30,000	30,000	-
Legislative advocacy-Federal	72,000	72,000	72,000	72,000	72,000	-
OCCOG/CDR demographic research	2,000	2,000	2,000	2,000	2,000	-
Personnel consultant	6,000	8,000	8,000	8,000	8,000	-
LNCC Business and Community Directory	18,000	20,000	20,000	20,000	20,000	-
LNCC Shop Laguna Niguel	6,000	8,000	8,000	8,000	8,000	-
TOTALS - OPERATING	\$ 249,998	256,444	256,444	256,444	256,444	-
CAPITAL OUTLAY	\$ 1,000	1,000	1,000	1,000	1,000	-
TOTALS - CITY MANAGER	\$ 883,869	835,878	835,878	835,878	835,878	-

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: CITY MANAGER

MEMBERSHIPS & DUES

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
Employers Group	\$ 2,100	2,100	2,100
OC City Managers Association	325	325	325
ICMA	2,200	2,200	2,200
Chamber of Commerce	10,000	10,000	10,000
CAPIO	225	225	225
Municipal Mgmt. Association of So. Cal.	75	75	75
CalPACS	275	275	275
OC Human Resources Consortium	3,000	3,000	3,000
California City Management Foundation	400	400	400
O.C. Human Relations Council	<u>3,619</u>	<u>3,619</u>	<u>3,619</u>
	<u>\$ 22,219</u>	<u>22,219</u>	<u>22,219</u>

TRAVEL, MEETINGS & CONFERENCES

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
CAPIO Conference	\$ 1,725	1,725	1,725
CJPIA	850	850	850
ICMA	2,350	2,350	2,350
Municipal Mgmt. Association of So. Cal.	1,000	1,000	1,000
One day seminars & mileage	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	<u>\$ 6,925</u>	<u>6,925</u>	<u>6,925</u>

CAPITAL OUTLAY

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
Furniture & equipment under \$500	\$ 1,000	1,000	1,000
	<u>\$ 1,000</u>	<u>1,000</u>	<u>1,000</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: General Government

FUNCTION: City Clerk

DESCRIPTION: The City Clerk directs the City's record retention program; maintains the Municipal Code; administers elections for the City in accordance with State local election laws; and provides ongoing support services to the City Council and City staff, including the production and distribution of City Council agendas, minutes, and other documentation.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 228,690	228,690	-
Operating Costs	185,710	185,710	-
Capital Outlay	-	-	-
Totals	\$ 414,400	414,400	-

- WORK PROGRAM: 1. Coordinate continued implementation of Questys Document Imaging Software.
2. Participate with Police Services and Public Works Department in Document Shredding and Identity Theft Program event. (Q1 & Q3)
3. Conduct Public Outreach and Orientation Session and advertise Board/Commission/Committee Vacancies. (Q2)
4. Implement e-filing system for FPPC Form 700. (Q2)
5. Participate in a Municipal Code Review Workshop with the City Council and City Attorney. (Q4)

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: CITY CLERK

	2012-2013	2013- 2014		Adopted Budget	Funding Source	
	Adopted Budget	Function Request	City Manager Recommends		General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 145,378	149,280	149,280	149,280	149,280	-
Salaires & wages - part-time	10,000	10,000	10,000	10,000	10,000	-
Salaries & wages - overtime	5,500	6,000	6,000	6,000	6,000	-
Retirement	23,579	19,812	19,812	19,812	19,812	-
Health & life insurance	37,626	38,784	38,784	38,784	38,784	-
Disability insurance	1,032	1,060	1,060	1,060	1,060	-
Workers' compensation	772	737	737	737	737	-
Social security	2,953	3,017	3,017	3,017	3,017	-
TOTALS - PERSONNEL SERVICES	\$ 226,840	228,690	228,690	228,690	228,690	-
OPERATING EXPENDITURES:						
Communications	\$ 1,450	1,450	1,450	1,450	1,450	-
Computer software	1,000	5,000	5,000	5,000	5,000	-
Computer supplies	500	500	500	500	500	-
Elections	64,000	-	-	-	-	-
Memberships & dues	635	635	635	635	635	-
Municipal code	2,000	2,000	2,000	2,000	2,000	-
Office supplies	500	500	500	500	500	-
Plaques/Presentation Supplies	-	1,000	1,000	1,000	1,000	-
Postage/delivery	850	600	600	600	600	-
Printing	20,000	20,000	20,000	20,000	20,000	-
Public notices	20,000	20,000	20,000	20,000	20,000	-
Records Management	-	120,000	120,000	120,000	120,000	-
Resource materials	8,500	8,500	8,500	8,500	8,500	-
Special department expense	11,000	-	-	-	-	-
Training & education	1,000	1,000	1,000	1,000	1,000	-
Travel, meetings & conferences	4,425	4,525	4,525	4,525	4,525	-
TOTALS - OPERATING	\$ 135,860	185,710	185,710	185,710	185,710	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - CITY CLERK	\$ 362,700	414,400	414,400	414,400	414,400	-

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: CITY CLERK

MEMBERSHIPS & DUES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
City Clerk's Association of California	\$ 310	310	310
International Institute of Municipal Clerks	<u>325</u>	<u>325</u>	<u>325</u>
	<u>\$ 635</u>	<u>635</u>	<u>635</u>

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
CCAC Annual Conference	\$ 1,650	1,650	1,650
CCAC Election Law Seminar	2,375	2,375	2,375
One day seminars & mileage	<u>500</u>	<u>500</u>	<u>500</u>
	<u>\$ 4,525</u>	<u>4,525</u>	<u>4,525</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: General Government

FUNCTION: City Attorney

DESCRIPTION: The City Attorney provides legal direction to the City Council and City Staff, prepares necessary legal documents and prosecutes or defends actions to which the City is party. This function is provided by the legal firm of Terry E. Dixon.

	<u>ADOPTED BUDGET</u>	<u>GENERAL FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	333,000	333,000	-
Capital Outlay	-	-	-
Totals	\$ 333,000	333,000	-

- WORK PROGRAM:
1. Monitor and advise City Council and staff on conflict of interest disqualification and disclosure laws and campaign contribution limits laws.
 2. Monitor CJPIA and special counsel representation of the City in litigation; personally represent City as appropriate.
 3. Assist staff with monitoring Ranch Plan/SCRIPS Traffic Mitigation and Developer Fee Program process with County of Orange and South County Cities.
 4. Assist staff with compliance with ethics training requirement of Assembly Bill No. 1234.
 5. Assist staff with any legal issues resulting from expanding use of Cable Television government channel.
 6. Monitor legal developments related to Medical Marijuana Dispensaries.
 7. Continue to monitor and assist staff with NPDES Permit review and implementation and Unfunded Mandate Test Claim issues.
 8. Continue to review law and advise City Council regarding regulating homelessness, beggars, and panhandlers. (Q1)
 9. Continue to monitor and assist staff with installation of cellular facilities, including installation in the public right-of-way.
 10. Assist staff with 2014-2021 General Plan Housing Element update. (Q1)
 11. Assist staff with review/analysis of CR&R Refuse Collection and Recycling Franchise Agreement/rates. (Q2)
 12. Evaluate legal and risk management issues associated with a City Loan Program for improvement of privately-owned slopes along scenic corridors. (Q2)
 13. Evaluate and develop alternatives for building permit fee waiver/reduction/amnesty program(s) for residential and commercial properties. (Q2)

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

- WORK PROGRAM: 14. Update provisions in Laguna Niguel Municipal Code related to animal control regulations and massage and other specialty licenses. (Q3)
(continued)
15. Assist staff with inventory of expiring Irrevocable Offers of Dedication for open space, park, trail, landscape maintenance and scenic preservation easements and recommendations for acceptance or rejection. (Q3)
16. Assist staff with Laguna Niguel Gateway Implementation Plan actions including:
- a. Completion of Development Impact Fee Study. (Q2)
 - b. Evaluation of economic incentives to attract quality developers/uses to area. (Q4)
 - c. Pending development projects.
17. Assist staff with negotiation of extension of Joint Use Agreements with CUSD. (Q4)
18. Participate in a Municipal Code Review Workshop with the City Council and City Clerk. (Q4)

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: CITY ATTORNEY

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Professional services:						
Legal services	\$ 333,000	333,000	333,000	333,000	333,000	-
TOTALS - CITY ATTORNEY	\$ 333,000	333,000	333,000	333,000	333,000	-

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: General Government

FUNCTION: Finance

DESCRIPTION: Finance is responsible for the City's financial records, reporting system, coordination of the annual audit, and compliance with all financial laws and regulations. Finance controls the management of investments, the disbursement of funds, the collection of cash receipts, and the development of the budget document. The City's Local Area Network is managed and controlled by this department.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 622,359	622,359	-
Operating Costs	492,244	492,244	-
Capital Outlay	<u>71,400</u>	<u>71,400</u>	<u>-</u>
Totals	<u>\$ 1,186,003</u>	<u>1,186,003</u>	<u>-</u>

- WORK PROGRAM:
1. Prepare City's Annual Investment Report for FY 2012-2013. (Q1)
 2. Complete development of administrative policy and procedures for Personal Information Management. (Q1)
 3. Coordinate independent auditors' review of FY 2012-2013 City financial statements and prepare Comprehensive Annual Financial Report (CAFR). (Q2)
 4. Review Other Post-Employment Benefits (OPEB) liability and funding alternatives. (Q2)
 5. Review and update City Investment Policy. (Q2)
 6. Review City's ladder portfolio and investment oversight with the Investment, Banking, & Audit Committee and provide recommendations to the City Council. (Q2)
 7. Prepare and issue a Request for Proposals for Banking Services. (Q3)
 8. Present PERS Annual Actuarial Valuation to City Council. (Q3)
 9. Complete FY 2013-2014 Mid-Year Budget Review. (Q3)
 10. Conduct City Council FY 2014-2015 Pre-Budget Workshop. (Q3)
 11. Submit Proposed FY 2014-2015 City Budget and Capital Improvement Program. (Q4)
 12. Update 5-Year Revenue and Expenditure Forecast. (Q4)

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: FINANCE

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 355,500	458,542	458,542	458,542	458,542	-
Salaries & wages - limited term	94,342	-	-	-	-	-
Salaries & wages - part-time	3,800	3,800	3,800	3,800	3,800	-
Salaries & wages - overtime	7,500	7,500	7,500	7,500	7,500	-
Retirement	68,364	60,858	60,858	60,858	60,858	-
Health & life insurance	69,072	74,460	74,460	74,460	74,460	-
Disability insurance	3,194	3,256	3,256	3,256	3,256	-
Workers' compensation	2,213	2,095	2,095	2,095	2,095	-
Social security	6,922	7,048	7,048	7,048	7,048	-
Other benefits	4,800	4,800	4,800	4,800	4,800	-
TOTALS - PERSONNEL SERVICES	\$ 615,707	622,359	622,359	622,359	622,359	-
OPERATING EXPENDITURES:						
Armored car service	\$ -	3,440	3,440	3,440	3,440	-
Bank monitoring reports	-	240	240	240	240	-
Bank/NSFcharges	-	10,500	10,500	10,500	10,500	-
CAFR award/information	-	2,270	2,270	2,270	2,270	-
Committee/commission stipends	-	1,500	1,500	1,500	1,500	-
Communications	2,000	3,200	3,200	3,200	3,200	-
Computer software	25,000	35,200	35,200	35,200	35,200	-
Computer supplies	5,000	5,000	5,000	5,000	5,000	-
Integrated accounting system	33,000	61,120	61,120	61,120	61,120	-
Maintenance - equipment	5,500	5,500	5,500	5,500	5,500	-
Memberships & dues	1,700	1,470	1,470	1,470	1,470	-
Office supplies	4,000	5,000	5,000	5,000	5,000	-
Payroll processing	12,400	33,422	33,422	33,422	33,422	-
Printing	5,800	5,800	5,800	5,800	5,800	-
Resource materials	2,000	2,000	2,000	2,000	2,000	-
Safekeeping services	3,500	8,232	8,232	8,232	8,232	-
Special department expense	17,000	-	-	-	-	-
Training & education	9,100	9,100	9,100	9,100	9,100	-
Travel, meetings & conferences	4,105	2,890	2,890	2,890	2,890	-
Professional services:						
Independent audit	29,620	30,510	30,510	30,510	30,510	-
IT technical support	200,000	200,000	200,000	200,000	200,000	-
Mandated Claims	7,750	7,750	7,750	7,750	7,750	-
Professional services-other	11,400	58,100	58,100	58,100	58,100	-
TOTALS - OPERATING	\$ 378,875	492,244	492,244	492,244	492,244	-
CAPITAL OUTLAY	\$ 75,000	71,400	71,400	71,400	71,400	-
TOTALS - FINANCE	\$ 1,069,582	1,186,003	1,186,003	1,186,003	1,186,003	-

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: FINANCE

MEMBERSHIPS & DUES

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
American Institute Cerified Public Accountants	\$ 220	220	220
American Payroll Association	220	220	220
California Municipal Treasurers Association	155	155	155
California Society Municipal Finance Officers	220	220	220
Government Finance Officers Association	595	595	595
Orange County Chapter APA	60	60	60
	<u>\$ 1,470</u>	<u>1,470</u>	<u>1,470</u>

TRAVEL, MEETINGS & CONFERENCES

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
CMTA Annual Conference	\$ 305	305	305
CSMFO Annual Conference	900	900	900
GFOA Annual Conference	1,385	1,385	1,385
One day seminars & mileage	300	300	300
	<u>\$ 2,890</u>	<u>2,890</u>	<u>2,890</u>

CAPITAL OUTLAY

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
Computer software	\$ 10,000	10,000	10,000
Desk-top computers	6,400	6,400	6,400
Network computer equipment	55,000	55,000	55,000
	<u>\$ 71,400</u>	<u>71,400</u>	<u>71,400</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: General Government

FUNCTION: Non-Departmental

DESCRIPTION: The Non-Departmental function consists of the ongoing operating costs of the City that relate to multiple functions; such as insurance, office supplies, printing, and contingency accounts.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	1,736,550	1,736,550	-
Capital Outlay	-	-	-
Totals	<u>\$ 1,736,550</u>	<u>1,736,550</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: GENERAL GOVERNMENT

FUNCTION: NON-DEPARTMENTAL

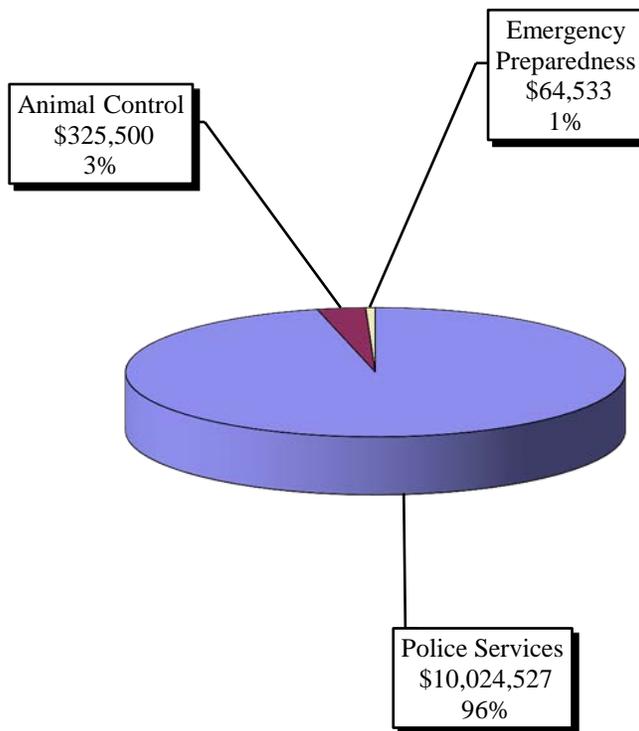
	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Building supplies	\$ 20,000	20,000	20,000	20,000	20,000	-
Communications	65,000	69,800	69,800	69,800	69,800	-
Contingencies	1,250,000	1,000,000	1,000,000	1,000,000	1,000,000	-
First aid	1,000	3,000	3,000	3,000	3,000	-
Insurance	394,000	394,000	394,000	394,000	394,000	-
Lease - equipment	28,000	28,000	28,000	28,000	28,000	-
Maintenance - equipment	5,000	6,000	6,000	6,000	6,000	-
Office supplies	15,000	15,000	15,000	15,000	15,000	-
Postage & delivery	10,000	6,000	6,000	6,000	6,000	-
Printing	3,500	6,000	6,000	6,000	6,000	-
Property tax administration fees	188,000	188,000	188,000	188,000	188,000	-
Resource materials	750	750	750	750	750	-
TOTALS - OPERATING	\$ 1,980,250	1,736,550	1,736,550	1,736,550	1,736,550	-
TOTALS - NON-DEPARTMENTAL	\$ 1,980,250	1,736,550	1,736,550	1,736,550	1,736,550	-

CITY OF LAGUNA NIGUEL

PROGRAM SUMMARY

PROGRAM: Public Safety

PROGRAM ACTIVITIES: The Public Safety program includes the Police Services, Animal Control and the Emergency Preparedness functions. Fire protection services for the City are funded through the Structural Fire Fund administered and staffed by the Orange County Fire Authority.



CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Safety

FUNCTION: Police Services

DESCRIPTION: This function accounts for the funding for the law enforcement contract with the Orange County Sheriff's Department. The Sheriff's Department is responsible for providing for the protection of citizens, the enforcement of laws, and crime prevention.

	<u>ADOPTED BUDGET</u>	<u>GENERAL FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 65,287	65,287	-
Operating Costs	9,975,740	9,875,740	100,000
Capital Outlay	<u>1,500</u>	<u>1,500</u>	<u>-</u>
Totals	<u>\$ 10,042,527</u>	<u>9,942,527</u>	<u>100,000</u>

- WORK PROGRAM: 1. Conduct one Senior Safety Series Crime Prevention Program. (Q1)
2. Provide quarterly training for Neighborhood Watch Block Captains. (Q1, Q2, Q3, Q4)
3. Provide quarterly "Laguna Niguel Disaster Ready" programs for LN Residents. (Q1, Q2, Q3, Q4)
4. Implement a comprehensive Youth Safety Program. (Q2)
5. Provide update on 2012 Orange County Cities Crime Statistics. (Q2)
6. Conduct on Emergency Preparedness Tabletop Exercise. (Q3)
7. Conduct one Citizen Academy. (Q3)
8. Present Safe City Plan Annual Report. (Q3)
9. Evaluate Laguna Niguel Police Services staffing, deployment and beat alignment. (Q3)
10. Evaluate Motorcycle Deputy staffing levels and performance in all OCSD contract cities. (Q3)
11. Conduct one South Orange County Community Preparedness Academy. (Q3)
12. Increase Neighborhood Watch groups with the goal of reaching out to all homeowners associations in the City. (Q4)
13. Expand and update the Business Watch program. (Q4)
14. Conduct four "Safe Rider" (Bicycle/Scooter/Skateboard/In-Line Skates) education programs. (Q4)

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC SAFETY

FUNCTION: POLICE SERVICES

	2012-2013 Adopted Budget	2013- 2014		Funding Source		
		Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 39,848	42,012	42,012	42,012	42,012	-
Salaries & wages - part-time	8,000	8,000	8,000	8,000	8,000	-
Retirement	7,320	5,124	5,124	5,124	5,124	-
Health & life insurance	8,646	8,904	8,904	8,904	8,904	-
Disability insurance	282	298	298	298	298	-
Workers' compensation	230	223	223	223	223	-
Social security	694	725	725	725	725	-
TOTALS - PERSONNEL SERVICES	\$ 65,021	65,287	65,287	65,287	65,287	-
OPERATING EXPENDITURES:						
Biohazard cleanup	\$ -	3,500	3,500	3,500	3,500	-
Building supplies	6,200	6,200	6,200	6,200	6,200	-
Clothing	7,000	7,000	7,000	7,000	7,000	-
Communications	18,000	18,000	18,000	18,000	18,000	-
Computer software	700	700	700	700	700	-
Computer supplies	1,000	1,000	1,000	1,000	1,000	-
First aid supplies	700	-	-	-	-	-
LN Citizen Police Academy	30,000	30,000	30,000	30,000	30,000	-
Lease - equipment	15,000	16,000	16,000	16,000	16,000	-
Maintenance - equipment	19,000	25,000	25,000	25,000	25,000	-
Maintenance - 800 MHZ equipment	14,000	14,000	14,000	14,000	14,000	-
Memberships & dues	1,000	120	120	120	120	-
Neighborhood watch/crime prevention	50,000	50,000	50,000	50,000	50,000	-
Office supplies	10,000	15,000	15,000	15,000	15,000	-
Parking citation surcharge-County	15,000	15,000	15,000	15,000	15,000	-
Police Auxiliary Citizen Team	6,000	6,000	6,000	6,000	6,000	-
Postage/delivery	100	-	-	-	-	-
Printing	1,700	3,800	3,800	3,800	3,800	-
Resource materials	1,000	1,000	1,000	1,000	1,000	-
Shredding & special event support	-	5,500	5,500	5,500	5,500	-
Special department expense	6,000	-	-	-	-	-
Towing fee refunds	-	1,000	1,000	1,000	1,000	-
Training & education	5,000	3,500	3,500	3,500	3,500	-
Travel, meetings & conferences	6,000	4,500	4,500	4,500	4,500	-
Vehicle replacement	23,522	4,932	4,932	4,932	4,932	-
Youth safety program/drug awareness	-	18,000	18,000	18,000	18,000	-

(continued on next page)

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC SAFETY

FUNCTION: POLICE SERVICES

Professional services:						
ANHS school officer cost share	75,000	75,000	75,000	75,000	75,000	-
Committee minutes	-	1,000	1,000	1,000	1,000	-
Staff deployment study	6,000	-	-	-	-	-
Crossing guard services	171,000	176,000	176,000	176,000	176,000	-
Emergency response cost recovery	500	-	-	-	-	-
Orange County Sheriff *	9,275,931	9,461,388	9,461,388	9,461,388	9,361,388	100,000
Parking citation administration	8,000	5,000	5,000	5,000	5,000	-
Trauma intervention program	8,000	7,600	7,600	7,600	7,600	-
	<u>8,000</u>	<u>7,600</u>	<u>7,600</u>	<u>7,600</u>	<u>7,600</u>	<u>-</u>
TOTALS - OPERATING	\$ 9,781,353	9,975,740	9,975,740	9,975,740	9,875,740	100,000
CAPITAL OUTLAY	\$ 2,500	1,500	1,500	1,500	1,500	-
TOTALS - POLICE SERVICES	\$ 9,848,874	10,042,527	10,042,527	10,042,527	9,942,527	100,000

* Other = COPS grant

MEMBERSHIPS & DUES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
International Association of Chiefs of Police	\$ 120	120	120
	<u>\$ 120</u>	<u>120</u>	<u>120</u>

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
One day seminars & mileage	\$ 4,500	4,500	4,500
	<u>\$ 4,500</u>	<u>4,500</u>	<u>4,500</u>

CAPITAL OUTLAY

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Furniture & equipment under \$500	\$ 500	500	500
Phones	500	500	500
Video equipment/cameras	500	500	500
	<u>\$ 1,500</u>	<u>1,500</u>	<u>1,500</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Safety

FUNCTION: Animal Control

DESCRIPTION: The Animal Control function provides funding for the contract with the City of Mission Viejo for animal control services as mandated by City codes.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	325,500	325,500	-
Capital Outlay	-	-	-
Totals	<u>\$ 325,500</u>	<u>325,500</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC SAFETY

FUNCTION: ANIMAL CONTROL

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Professional services:						
City of Mission Viejo	\$ 324,000	325,500	325,500	325,500	325,500	-
TOTALS - ANIMAL CONTROL	\$ 324,000	325,500	325,500	325,500	325,500	-

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Safety

FUNCTION: Emergency Preparedness

DESCRIPTION: The Emergency Preparedness function provides funding to prepare a well organized emergency service plan, and promote a better City-wide understanding of emergency preparedness.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 56,233	56,233	-
Operating Costs	5,300	5,300	-
Capital Outlay	<u>3,000</u>	<u>3,000</u>	<u>-</u>
Totals	<u>\$ 64,533</u>	<u>64,533</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC SAFETY

FUNCTION: EMERGENCY PREP.

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 39,839	42,012	42,012	42,012	42,012	-
Retirement	6,461	4,222	4,222	4,222	4,222	-
Health & life insurance	8,646	8,904	8,904	8,904	8,904	-
Disability insurance	283	298	298	298	298	-
Workers' compensation	191	187	187	187	187	-
Social security	578	609	609	609	609	-
TOTALS - PERSONNEL SERVICES	\$ 55,998	56,233	56,233	56,233	56,233	-
OPERATING EXPENDITURES:						
Clothing & personnel supplies	\$ 1,000	1,000	1,000	1,000	1,000	-
Communications	1,000	1,000	1,000	1,000	1,000	-
Disaster/emergency/POD supplies	-	1,500	1,500	1,500	1,500	-
Memberships & dues	300	300	300	300	300	-
Printing	1,000	1,000	1,000	1,000	1,000	-
Special department expense	500	-	-	-	-	-
Travel, meetings & conferences	500	500	500	500	500	-
Professional services: EOP Update	20,000	-	-	-	-	-
TOTALS - OPERATING	\$ 24,300	5,300	5,300	5,300	5,300	-
CAPITAL OUTLAY	\$ -	3,000	3,000	3,000	3,000	-
TOTALS - EMERGENCY PREP.	\$ 80,298	64,533	64,533	64,533	64,533	-

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC SAFETY

FUNCTION: EMERGENCY PREP.

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
One day seminars & mileage	\$ 500	500	500
	<u>\$ 500</u>	<u>500</u>	<u>500</u>

CAPITAL OUTLAY

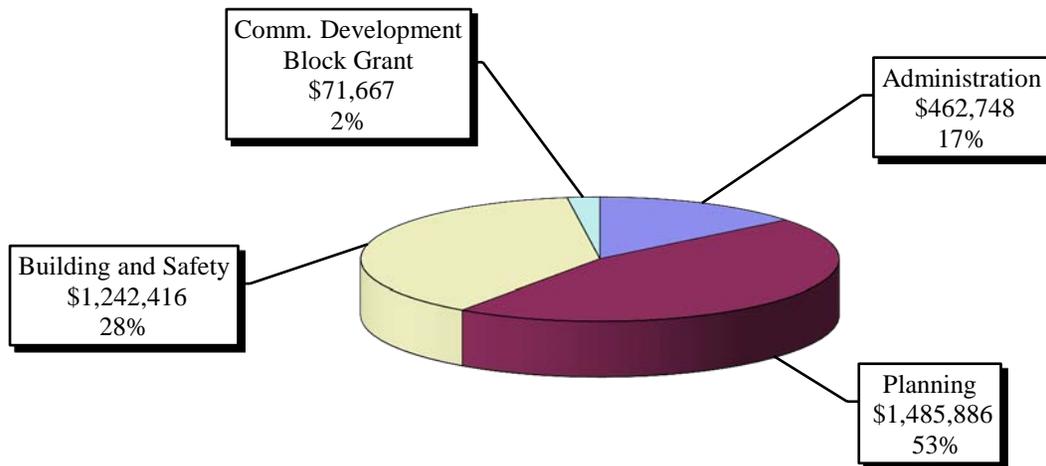
	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Radio units	\$ 3,000	3,000	3,000
	<u>\$ 3,000</u>	<u>3,000</u>	<u>3,000</u>

CITY OF LAGUNA NIGUEL

PROGRAM SUMMARY

PROGRAM: Community Development

PROGRAM ACTIVITIES: The Community Development program includes the Community Development Administration, Planning and Building & Safety functions. Activities include current and advanced planning, review of building plans, issuance of permits, inspection of construction and code enforcement.



CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Community Development

FUNCTION: Administration

DESCRIPTION: The Community Development Administration function provides coordination, direction and support to all divisions of the Community Development Department.

	<u>ADOPTED BUDGET</u>	<u>GENERAL FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 370,298	370,298	-
Operating Costs	92,180	92,180	-
Capital Outlay	-	-	-
Totals	\$ 462,478	462,478	-

- WORK PROGRAM: 1. Monitor SCAG and OCCOG activities.
2. Collaborate with City of Mission Viejo to identify East-West traffic improvement projects between Crown Valley Parkway and Avery for further study by OCTA.
 3. Monitor and participate in the Ranch Plan/SCRIPS Traffic Mitigation and Developer Fee Program process with County of Orange and South County Cities.
 4. Complete adoption of the 2014-2021 General Plan Housing Element Update. (Q1)
 5. Collaborate with the Public Works Department on the completion of the Salt Creek Trail Enhancement Project. (Q1)
 6. Participate in preparation of City's Annual NPDES Performance Report. (Q1)
 7. Develop and recommend alternatives for building permit fee waiver/reduction/amnesty program(s) for residential properties. (Q1)
 8. Research opportunities for the feasibility to create a Development Review Committee process. (Q1)
 9. Continue efforts related to Laguna Niguel Gateway Implementation Plan Actions including:
 - a. Complete Design Development Phase and commence implementation of Master Sign Program for area. (Q1)
 - b. Collaborate with Public Works Department on completing Design Phase for Oso Creek Trail. (Q1)
 - c. Complete Development Impact Fee Study. (Q2)
 - d. Collaborate with Public Works Department on completing Design Phase for westbound Crown Valley widening. (Q2)
 10. Collaborate with Public Works and Recreation Departments on implementation of Tier I Crown Valley Community Park Master Plan Improvements. (Q2)
 11. Prepare FY 2014-2015 CDBG Action Plan. (Q3)
 12. Complete implementation of the CRW Land Management and Permitting Software System. (Q3)
 13. Complete adoption of the 2013 Building and Fire Code Updates, including local amendments. (Q4)

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

WORK PROGRAM: 14. Complete inventory of expiring Irrevocable Offers of Dedication for open space, park, trail, landscape, and scenic preservation easements and make recommendations for acceptance or rejection. (Q4)

15. Collaborate with the City Council and City Manager on the strategic planning for the County Courthouse property. (Q1, Q2, Q3, and Q4)

CITY OF LAGUNA NIGUEL

PROGRAM: COMMUNITY DEVELOPMENT

FUNCTION: ADMINISTRATION

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 271,244	279,291	279,291	279,291	279,291	-
Salaries & wages - overtime	500	500	500	500	500	-
Retirement	43,993	37,067	37,067	37,067	37,067	-
Health & life insurance	40,116	41,352	41,352	41,352	41,352	-
Disability insurance	1,926	1,983	1,983	1,983	1,983	-
Workers' compensation	1,304	1,248	1,248	1,248	1,248	-
Social security	3,940	4,057	4,057	4,057	4,057	-
Other benefits	4,800	4,800	4,800	4,800	4,800	-
TOTALS - PERSONNEL SERVICES	\$ 367,823	370,298	370,298	370,298	370,298	-
OPERATING EXPENDITURES:						
Building supplies	\$ 7,000	7,000	7,000	7,000	7,000	-
Clothing & personnel supplies	2,000	2,000	2,000	2,000	2,000	-
Communications	13,000	13,000	13,000	13,000	13,000	-
Computer supplies	3,000	3,000	3,000	3,000	3,000	-
Lease-equipment	20,200	20,200	20,200	20,200	20,200	-
Maintenance - equipment	5,000	5,000	5,000	5,000	5,000	-
Memberships & dues	4,000	4,000	4,000	4,000	4,000	-
Office supplies	12,000	12,000	12,000	12,000	12,000	-
Postage/delivery	1,000	1,000	1,000	1,000	1,000	-
Printing	5,000	5,000	5,000	5,000	5,000	-
Resource materials	5,000	4,300	4,300	4,300	4,300	-
Special department expense	300	-	-	-	-	-
Training & education	3,000	3,000	3,000	3,000	3,000	-
Travel, meetings & conferences	15,660	12,680	12,680	12,680	12,680	-
TOTALS - OPERATING	\$ 96,160	92,180	92,180	92,180	92,180	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - ADMINISTRATION	\$ 463,983	462,478	462,478	462,478	462,478	-

CITY OF LAGUNA NIGUEL

PROGRAM: COMMUNITY DEVELOPMENT

FUNCTION: ADMINISTRATION

MEMBERSHIPS & DUES

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
American Planning Association	\$ 2,365	2,365	2,365
Association of Environmental Professionals	150	150	150
California Building Officials	230	230	230
California Geographic Information Association	50	50	50
International Code Council	225	225	225
International Council of Building Officials	280	280	280
International Council of Shopping Centers	100	100	100
Planning Directors Association of Orange County	125	125	125
So. Cal Association of Code Enforcement Officers	150	150	150
Urban Land Institute	225	225	225
Urban & Regional Information Systems Association	100	100	100
	<u>\$ 4,000</u>	<u>4,000</u>	<u>4,000</u>

TRAVEL, MEETINGS & CONFERENCES

	Function <u>Request</u>	City Manager <u>Recommends</u>	Adopted <u>Budget</u>
CCAPA State Conference	\$ 2,280	2,280	2,280
CRW Systems User Conference	900	900	900
ESRI International User Conference	625	625	625
League of California Cities - Planning Institute	7,275	7,275	7,275
LN Ad-hoc Committee Meetings	1,000	1,000	1,000
Orange County Planning Directors Association	600	600	600
	<u>\$ 12,680</u>	<u>12,680</u>	<u>12,680</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Community Development

FUNCTION: Planning

DESCRIPTION: The Planning function includes processing discretionary land use applications, reviewing building permit applications for zoning compliance, and building and zoning code enforcement. Additional Planning Function tasks include implementing and updating the City's General Plan, preparing environmental documentation, and participating in regional planning activities including air quality, affordable housing, growth management, park and trail planning and hazardous waste management.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 1,095,686	1,095,686	-
Operating Costs	390,200	390,200	-
Capital Outlay	-	-	-
Totals	<u>\$ 1,485,886</u>	<u>1,485,886</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: COMMUNITY DEVELOPMENT

FUNCTION: PLANNING

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 764,577	786,841	786,841	786,841	786,841	-
Salaries & wages - part-time	41,000	43,200	43,200	43,200	43,200	-
Salaries & wages - over-time	500	500	500	500	500	-
Retirement	128,402	109,299	109,299	109,299	109,299	-
Health & life insurance	128,606	132,324	132,324	132,324	132,324	-
Disability insurance	5,428	5,587	5,587	5,587	5,587	-
Workers' compensation	5,821	5,892	5,892	5,892	5,892	-
Social security	11,688	12,043	12,043	12,043	12,043	-
TOTALS - PERSONNEL SERVICES	\$ 1,086,022	1,095,686	1,095,686	1,095,686	1,095,686	-
OPERATING EXPENDITURES:						
Committee/commission stipends	\$ -	3,000	3,000	3,000	3,000	-
Computer software	60,700	97,100	97,100	97,100	97,100	-
New Land Use Mgmt. Software System	250,000	-	-	-	-	-
Computer supplies	3,000	3,000	3,000	3,000	3,000	-
Printing	4,000	4,000	4,000	4,000	4,000	-
Special department expense	3,000	-	-	-	-	-
Vehicle replacement	7,670	-	-	-	-	-
Weekend sign removal	22,100	22,100	22,100	22,100	22,100	-
Professional services:						
LN Gateway Specific Plan	-	25,000	25,000	25,000	25,000	-
Planning consultant	28,000	46,000	46,000	46,000	46,000	-
Planning professional services	-	185,000	185,000	185,000	185,000	-
Economic Development Activities	-	5,000	5,000	5,000	5,000	-
Housing Element Update	30,000	-	-	-	-	-
TOTALS - OPERATING	\$ 408,470	390,200	390,200	390,200	390,200	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - PLANNING	\$ 1,494,492	1,485,886	1,485,886	1,485,886	1,485,886	-

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Community Development

FUNCTION: Building & Safety

DESCRIPTION: The Building & Safety function is responsible for the review of building plans, issuance of permits, inspections of construction, and the investigation of complaints relating to building within the City of Laguna Niguel. This function is provided under contract with Charles Abbott Associates for building services and with Goffman, McCormick & Urban (GMU) for geotechnical services.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 247,842	247,842	-
Operating Costs	994,574	994,574	-
Capital Outlay	-	-	-
Totals	<u>\$ 1,242,416</u>	<u>1,242,416</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: COMMUNITY DEVELOPMENT

FUNCTION: BLDG. & SAFETY

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 181,265	186,025	186,025	186,025	186,025	-
Salaries & wages - over-time	500	500	500	500	500	-
Retirement	29,399	24,689	24,689	24,689	24,689	-
Health & life insurance	30,882	31,764	31,764	31,764	31,764	-
Disability insurance	1,287	1,321	1,321	1,321	1,321	-
Workers' compensation	878	838	838	838	838	-
Social security	2,636	2,705	2,705	2,705	2,705	-
TOTALS - PERSONNEL SERVICES	\$ 246,847	247,842	247,842	247,842	247,842	-
OPERATING EXPENDITURES:						
Clothing & personnel supplies	\$ 1,000	1,000	1,000	1,000	1,000	-
Vehicle replacement	5,263	5,614	5,614	5,614	5,614	-
Professional services:						
Building & safety service	490,200	927,960	927,960	927,960	927,960	-
Geotechnical services	60,000	60,000	60,000	60,000	60,000	-
TOTALS - OPERATING	\$ 556,463	994,574	994,574	994,574	994,574	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - BUILDING & SAFETY	\$ 803,310	1,242,416	1,242,416	1,242,416	1,242,416	-

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Community Development

FUNCTION: Community Development Block Grant (CDBG)

DESCRIPTION: The CDBG function accounts for grant proceeds and outlays as designated in the grant. Financing is provided by the U.S. Department of Housing and Urban Development.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	71,667	-	71,667
Capital Outlay	-	-	-
Totals	<u>\$ 71,667</u>	<u>-</u>	<u>71,667</u>

CITY OF LAGUNA NIGUEL

PROGRAM: COMMUNITY DEVELOPMENT

FUNCTION: CDBG

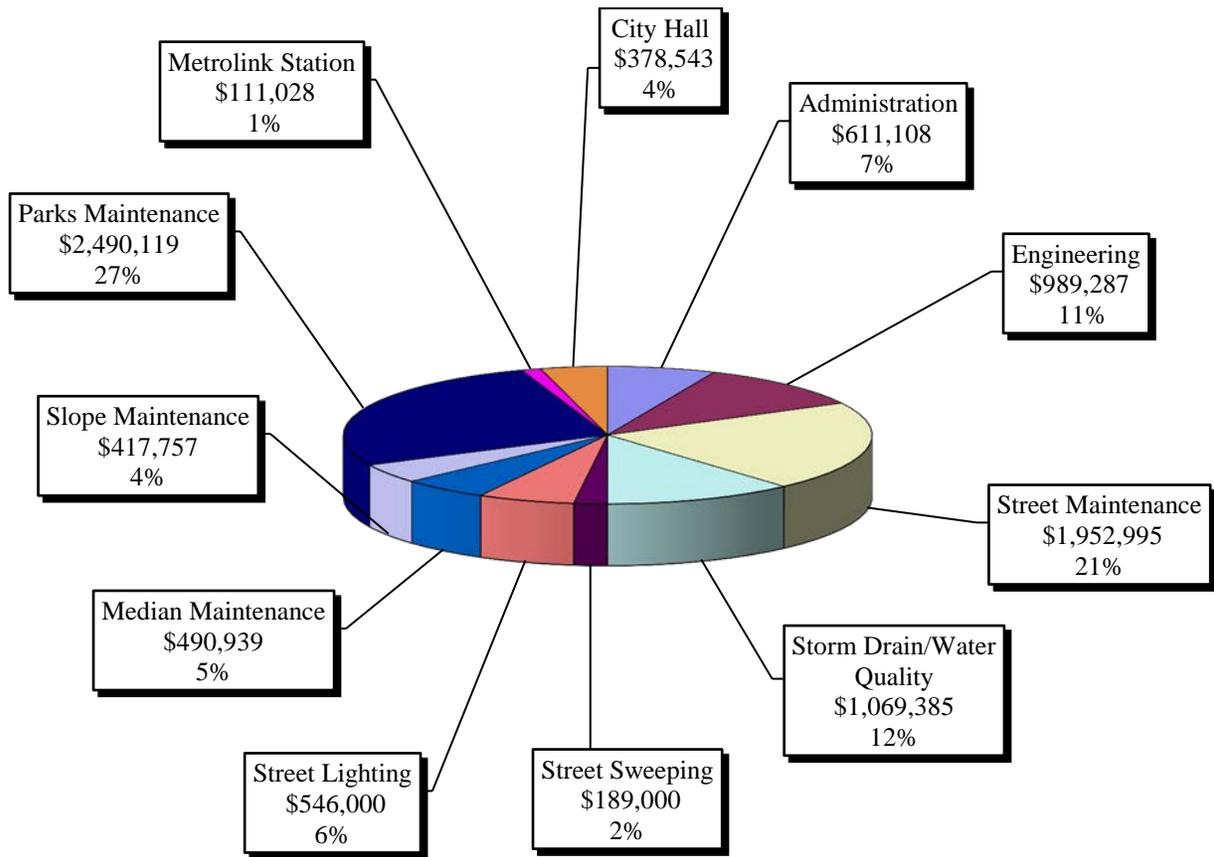
	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Public service organization grants	\$ 34,850	33,111	33,111	33,111	-	33,111
CDBG administration	<u>31,578</u>	<u>38,556</u>	<u>38,556</u>	<u>38,556</u>	<u>-</u>	<u>38,556</u>
TOTALS - CDBG	<u>\$ 66,428</u>	<u>71,667</u>	<u>71,667</u>	<u>71,667</u>	<u>-</u>	<u>71,667</u>

CITY OF LAGUNA NIGUEL

PROGRAM SUMMARY

PROGRAM: Public Works

PROGRAM ACTIVITIES: The Public Works program includes the Public Works Administration, Engineering, Storm Drain/Water Quality, Street Maintenance, Street Sweeping, Street Lighting, Median Maintenance, Slope Maintenance, Parks Maintenance, City Hall Maintenance, and Metrolink Station functions.



CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Administration

DESCRIPTION: The Public Works Administration function provides coordination, direction, and support to all divisions of the Public Works Department.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 380,318	380,318	-
Operating Costs	229,790	229,790	-
Capital Outlay	<u>1,000</u>	<u>1,000</u>	<u>-</u>
Totals	<u>\$ 611,108</u>	<u>611,108</u>	<u>-</u>

- WORK PROGRAM: 1. Collaborate with City of Mission Viejo to identify East-West traffic improvement projects between Crown Valley Parkway and Avery for further study by OCTA.
2. Monitor and participate in the Ranch Plan/SCRIPS Traffic Mitigation and Developer Fee Program process with County of Orange and South County Cities.
3. Collaborate with Federal lobbyists to secure funding for LN Gateway public improvement projects.
4. Collaborate with OCTA on evaluation of parking alternatives and the expansion of the surface parking lot for the Metrolink Station.
5. Collaborate with County and Co-Permittees in development and implementation of Water Quality Improvement Plans for Aliso Creek and San Juan Creek, and Salt Creek watershed areas.
6. Prepare funding application(s) for any Measure M2 calls for street and/or environmental projects.
7. Collaborate with Recreation Department and Consultant on Crown Valley Community Park Master Plan and implementation of Tier 1 restroom and tot lot improvements. (Q1)
8. Collaborate with Parks and Recreation Department on implementation of Tier 1 Crown Valley Community Park Master Plan Improvements. (Q1)
9. Prepare City's Annual NPDES Performance Report. (Q1)
10. Complete construction of Salt Creek Trail Enhancement Project. (Q1)
11. Commence construction of La Plata Park Improvements. (Q1)
12. Evaluate cost/benefit of leasing v. purchasing future City vehicles. (Q1)
13. Coordinate with the City of Aliso Viejo to determine feasibility/impacts of a proposed pedestrian bridge over Aliso Creek to serve students at Aliso Niguel High School.
14. Continue efforts related to Laguna Niguel Gateway Implementation Plan Actions including:
- a. Complete Design Development Phase and commence implementation of Master Sign Program for area. (Q1)
 - b. Collaborate with Community Development Department on Oso Creek Trail Design Phase. (Q1)
 - c. Collaborate with Community Development Department on completing Design Phase for westbound Crown Valley widening. (Q2)

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

WORK PROGRAM: 15. Update Left-Turn Holding Lane Priority List. (Q2)
(continued)

16. Review current maintenance practices and develop a Citywide Sidewalk Annual Maintenance Program, including review and prioritization of sidewalk areas adjacent to slopes where slough/retaining walls may be appropriate. (Q2)
17. Develop grant applications for Integrated Regional Water Management funding. (Q2)
18. Commence preliminary design of entry bridge, parking, and community/pool building complex improvements at Crown Valley Community Park. (Q2)
19. Solicit proposals for Street Sweeping Services. (Q2)
20. Commence construction of the Paseo De Colinas Bridge Seismic Retrofit Project. (Q2)
21. Complete design and construction of La Paz Road Pavement Rehabilitation Project. (Q2)
22. Work with a designated consultant on the City's tree management plan and the potential use of the Urban Forest Project Protocol for the California Cap and Trade Program. (Q2)
23. Provide information to the City Council on the maintenance of private slopes on major streets. (Q2)
24. Complete design and construction of La Paz Sports Park Soccer Field Turf Replacement and Drainage Repair Project. (Q3)
25. Complete pre-construction monitoring, design, and bidding for construction of the Oso Creek Multi-Use Trail Project. (Q4)
26. Complete remaining work from the 5-Year \$30 million Residential and Collector Street Pavement Rehabilitation Program. (Q4)
27. Prepare and submit Measure M Annual Eligibility Package. (Q4)
28. Conduct Annual Review of Traffic Controls for Schools. (Q4)
29. Conduct Annual Review of Parking Exceptions on Major Streets. (Q4)
30. Complete construction of Measure M2 Tier 1 Environmental Grant Project for runoff elimination on Crown Valley Parkway medians. (Q4)
31. Conduct Annual Citywide Traffic Collision Review. (Q4)
32. Evaluate alternative student drop-off and pick-up locations at Niguel Hills Middle School. (Q4)
33. Study and analyze use of Galivan Basin as a park/soccer field. (Q4)

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: ADMINISTRATION

	2012-2013	2013- 2014		Adopted Budget	Funding Source	
	Adopted Budget	Function Request	City Manager Recommends		General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 278,776	287,064	287,064	287,064	287,064	-
Salaries & wages - part-time	3,000	4,500	4,500	4,500	4,500	-
Salaries & wages - overtime	500	500	500	500	500	-
Retirement	45,215	38,099	38,099	38,099	38,099	-
Health & life insurance	36,414	37,500	37,500	37,500	37,500	-
Disability insurance	1,979	2,038	2,038	2,038	2,038	-
Workers' compensation	1,355	1,302	1,302	1,302	1,302	-
Social security	4,279	4,514	4,514	4,514	4,514	-
Other benefits	4,800	4,800	4,800	4,800	4,800	-
TOTALS - PERSONNEL SERVICES	\$ 376,317	380,318	380,318	380,318	380,318	-
OPERATING EXPENDITURES:						
Building supplies	\$ 1,000	1,000	1,000	1,000	1,000	-
Clothing & personnel supplies	8,000	8,000	8,000	8,000	8,000	-
Communications	17,000	17,000	17,000	17,000	17,000	-
Computer supplies	5,000	5,000	5,000	5,000	5,000	-
First aid	500	-	-	-	-	-
Fleet gasoline	63,240	63,240	63,240	63,240	63,240	-
Fleet maintenance	30,000	30,000	30,000	30,000	30,000	-
Graffiti removal	45,000	45,000	45,000	45,000	45,000	-
Lease - equipment	14,000	14,000	14,000	14,000	14,000	-
Maintenance - equipment	6,000	6,000	6,000	6,000	6,000	-
Memberships & dues	1,000	1,000	1,000	1,000	1,000	-
Office supplies	11,000	11,000	11,000	11,000	11,000	-
Parking permit supplies	-	1,500	1,500	1,500	1,500	-
Postage/delivery	3,000	3,000	3,000	3,000	3,000	-
Printing	11,000	11,000	11,000	11,000	11,000	-
Recycling materials	6,700	6,700	6,700	6,700	6,700	-
Resource materials	3,000	3,000	3,000	3,000	3,000	-
Special department expense	3,000	-	-	-	-	-
Specialty tools	-	1,500	1,500	1,500	1,500	-
Training & education	1,850	1,850	1,850	1,850	1,850	-
Professional services:						
Grant planning and administration	-	-	-	-	-	-
TOTALS - OPERATING	\$ 230,290	229,790	229,790	229,790	229,790	-
CAPITAL OUTLAY	\$ 1,000	1,000	1,000	1,000	1,000	-
TOTALS - ADMINISTRATION	\$ 607,607	611,108	611,108	611,108	611,108	-

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: ADMINISTRATION

CAPITAL OUTLAY

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Furniture & equipment under \$500	\$ 1,000	1,000	1,000
	<u>\$ 1,000</u>	<u>1,000</u>	<u>1,000</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Engineering

DESCRIPTION: The Engineering function is responsible for ensuring that City capital projects and private projects comply with legal requirements and high standards of quality through development review and public works inspections.

	<u>ADOPTED BUDGET</u>	<u>GENERAL FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 896,482	896,482	-
Operating Costs	92,805	92,805	-
Capital Outlay	-	-	-
Totals	<u>\$ 989,287</u>	<u>989,287</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: ENGINEERING

	2012-2013	2013- 2014		Adopted Budget	Funding Source	
	Adopted Budget	Function Request	City Manager Recommends		General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 627,035	644,294	644,294	644,294	644,294	-
Salaries & wages - part-time	25,000	30,000	30,000	30,000	30,000	-
Salaries & wages - overtime	20,000	30,000	30,000	30,000	30,000	-
Retirement	101,699	88,892	88,892	88,892	88,892	-
Health & life insurance	83,427	78,900	78,900	78,900	78,900	-
Disability insurance	4,452	4,574	4,574	4,574	4,574	-
Workers' compensation	6,850	9,609	9,609	9,609	9,609	-
Social security	9,092	10,212	10,212	10,212	10,212	-
TOTALS - PERSONNEL SERVICES	\$ 877,554	896,482	896,482	896,482	896,482	-
OPERATING EXPENDITURES:						
Computer software	\$ 350	4,000	4,000	4,000	4,000	-
Computer supplies	1,000	1,000	1,000	1,000	1,000	-
Memberships & dues	1,558	1,558	1,558	1,558	1,558	-
Training & education	4,645	4,645	4,645	4,645	4,645	-
Vehicle replacement	38,840	36,402	36,402	36,402	36,402	-
Professional services:						
Civil engineering	10,000	10,000	10,000	10,000	10,000	-
Public works inspections	10,000	10,000	10,000	10,000	10,000	-
Traffic engineering	13,000	24,000	24,000	24,000	24,000	-
Underground service alert	1,200	1,200	1,200	1,200	1,200	-
TOTALS - OPERATING	\$ 80,593	92,805	92,805	92,805	92,805	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - ENGINEERING	\$ 958,147	989,287	989,287	989,287	989,287	-

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Street Maintenance

DESCRIPTION: The Street Maintenance function is responsible for the ongoing maintenance of the streets and traffic signals within the City of Laguna Niguel. These services are provided by Computer Services Company and Charles Abbott Associates, both private contractors. The County of Orange provides signal synchronization services and manages the signals located at multi-jurisdictional intersections.

	<u>ADOPTED BUDGET</u>	<u>GENERAL FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	1,952,995	339,000	1,613,995
Capital Outlay	-	-	-
Totals	<u>\$ 1,952,995</u>	<u>339,000</u>	<u>1,613,995</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: STREET MAINTENANCE

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Maintenance - signals	\$ 210,000	210,000	210,000	210,000	210,000	-
Maintenance - streets *	1,644,995	1,644,995	1,644,995	1,644,995	71,000	1,573,995
Traffic signals - shared costs **	40,000	40,000	40,000	40,000	-	40,000
Utilities - traffic signals	58,000	58,000	58,000	58,000	58,000	-
TOTALS - STREET MAINTENANCE	<u>\$ 1,952,995</u>	<u>1,952,995</u>	<u>1,952,995</u>	<u>1,952,995</u>	<u>339,000</u>	<u>1,613,995</u>

* Other = Gas Tax

** Other = AB2766

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Storm Drain/Water Quality

DESCRIPTION: The Storm Drain/Water Quality function is responsible for all activities required under the NPDES permit and the water quality directives from the Regional Water Quality Control Board.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 268,041	268,041	-
Operating Costs	767,344	767,344	-
Capital Outlay	<u>34,000</u>	<u>34,000</u>	<u>-</u>
Totals	<u>\$ 1,069,385</u>	<u>1,069,385</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: STORM DRAIN/WATER QUALITY

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 211,065	212,473	212,473	212,473	212,473	-
Salaries & wages - overtime	500	3,000	3,000	3,000	3,000	-
Retirement	32,418	28,199	28,199	28,199	28,199	-
Health & life insurance	37,564	17,268	17,268	17,268	17,268	-
Disability insurance	1,499	1,509	1,509	1,509	1,509	-
Workers' compensation	2,340	2,467	2,467	2,467	2,467	-
Social security	3,060	3,124	3,124	3,124	3,124	-
TOTALS - PERSONNEL SERVICES	\$ 288,446	268,041	268,041	268,041	268,041	-
OPERATING EXPENDITURES:						
Mitigation monitoring	\$ 46,500	46,500	46,500	46,500	46,500	-
Maintenance - catch basin screens	4,000	4,000	4,000	4,000	4,000	-
Maintenance - damage & repair	-	50,000	50,000	50,000	50,000	-
Maintenance - extra work	25,000	50,000	50,000	50,000	50,000	-
Maintenance - wetlands	95,405	95,405	95,405	95,405	95,405	-
Public education	15,000	15,000	15,000	15,000	15,000	-
Storm drain maintenance	109,000	109,000	109,000	109,000	109,000	-
Storm drain video inspections	10,000	10,000	10,000	10,000	10,000	-
Travel, meetings & conferences	6,000	6,000	6,000	6,000	6,000	-
Vehicle replacement	5,436	5,439	5,439	5,439	5,439	-
Water quality testing	45,000	45,000	45,000	45,000	45,000	-
Professional services:						
Aliso Creek monitoring directive	61,431	70,000	70,000	70,000	70,000	-
Integrated Regional Water Mgmt Plan	5,750	6,000	6,000	6,000	6,000	-
National pollution elimination system	170,653	175,000	175,000	175,000	175,000	-
San Juan Creek Planning & Monitoring	4,843	5,000	5,000	5,000	5,000	-
Other professional services	70,600	75,000	75,000	75,000	75,000	-
TOTALS - OPERATING	\$ 674,618	767,344	767,344	767,344	767,344	-
CAPITAL OUTLAY	\$ 13,300	34,000	34,000	34,000	34,000	-
TOTALS - STORM DRAIN/WATER QUALITY	\$ 976,364	1,069,385	1,069,385	1,069,385	1,069,385	-

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: STORM DRAIN/WATER QUALITY

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Water Quality Staff Training	\$ 6,000	6,000	6,000
	<u>\$ 6,000</u>	<u>6,000</u>	<u>6,000</u>

CAPITAL OUTLAY

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Catch basin stenciling	\$ 11,000	11,000	11,000
Gates and fences	22,000	22,000	22,000
Field equipment	1,000	1,000	1,000
	<u>\$ 34,000</u>	<u>\$ 34,000</u>	<u>\$ 34,000</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Street Sweeping

DESCRIPTION: This function is responsible for the sweeping of all public residential streets and major arterials within the City boundaries. This function is performed by R.F. Dickson, a private contractor.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	189,000	189,000	-
Capital Outlay	-	-	-
Totals	<u>\$ 189,000</u>	<u>189,000</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: STREET SWEEPING

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Maintenance - street sweeping	\$ 189,000	189,000	189,000	189,000	189,000	-
TOTALS - STREET SWEEPING	<u>\$ 189,000</u>	<u>189,000</u>	<u>189,000</u>	<u>189,000</u>	<u>189,000</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Street Lighting

DESCRIPTION: This function is responsible for the lighting of all streets within the boundaries of the City. Expenditures consist of the utility charges for electricity billed by San Diego Gas & Electric and Southern California Edison Company.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	546,000	546,000	-
Capital Outlay	-	-	-
Totals	<u>\$ 546,000</u>	<u>546,000</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: STREET LIGHTING

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Utilities - street lighting	\$ 546,000	546,000	546,000	546,000	546,000	-
TOTALS - STREET LIGHTING	<u>\$ 546,000</u>	<u>546,000</u>	<u>546,000</u>	<u>546,000</u>	<u>546,000</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Median Maintenance

DESCRIPTION: This function is responsible for the maintenance of City-owned medians.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 77,714	77,714	-
Operating Costs	413,225	413,225	-
Capital Outlay	-	-	-
Totals	<u>\$ 490,939</u>	<u>490,939</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: MEDIAN MAINTENANCE

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 52,039	41,543	41,543	41,543	41,543	-
Salaries & wages - limited term	-	12,607	12,607	12,607	12,607	-
Salaries & wages - overtime	1,000	1,000	1,000	1,000	1,000	-
Retirement	7,559	6,330	6,330	6,330	6,330	-
Health & life insurance	11,118	12,393	12,393	12,393	12,393	-
Disability insurance	369	384	384	384	384	-
Workers' compensation	1,968	2,656	2,656	2,656	2,656	-
Social security	755	800	800	800	800	-
TOTALS - PERSONNEL SERVICES	\$ 74,809	77,714	77,714	77,714	77,714	-
OPERATING EXPENDITURES:						
Maintenance - extra work	\$ 60,000	60,000	60,000	60,000	60,000	-
Maintenance - landscape	159,527	193,127	193,127	193,127	193,127	-
Tree care & maintenance	45,000	45,000	45,000	45,000	45,000	-
Utilities - electricity	14,000	16,000	16,000	16,000	16,000	-
Utilities - water	73,500	96,000	96,000	96,000	96,000	-
Vehicle replacement	3,099	3,098	3,098	3,098	3,098	-
TOTALS - OPERATING	\$ 355,126	413,225	413,225	413,225	413,225	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - MEDIAN MAINTENANCE	\$ 429,935	490,939	490,939	490,939	490,939	-

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Slope Maintenance

DESCRIPTION: This function is responsible for the maintenance of City-owned slope areas.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 77,714	77,714	-
Operating Costs	340,043	340,043	-
Capital Outlay	-	-	-
Totals	<u>\$ 417,757</u>	<u>417,757</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: SLOPE MAINTENANCE

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 52,039	41,543	41,543	41,543	41,543	-
Salaries & wages - limited term	-	12,607	12,607	12,607	12,607	-
Salaries & wages - overtime	1,000	1,000	1,000	1,000	1,000	-
Retirement	7,559	6,330	6,330	6,330	6,330	-
Health & life insurance	11,118	12,393	12,393	12,393	12,393	-
Disability insurance	369	384	384	384	384	-
Workers' compensation	1,968	2,656	2,656	2,656	2,656	-
Social security	755	800	800	800	800	-
TOTALS - PERSONNEL SERVICES	\$ 74,809	77,714	77,714	77,714	77,714	-
OPERATING EXPENDITURES:						
Maintenance - extra work	\$ 60,000	60,000	60,000	60,000	60,000	-
Maintenance - landscape	136,025	136,025	136,025	136,025	136,025	-
Tree care & maintenance	45,000	45,000	45,000	45,000	45,000	-
Utilities - electricity	850	850	850	850	850	-
Utilities - water	22,000	22,000	22,000	22,000	22,000	-
Vehicle replacement	1,669	1,668	1,668	1,668	1,668	-
Weed abatement	74,500	74,500	74,500	74,500	74,500	-
TOTALS - OPERATING	\$ 340,044	340,043	340,043	340,043	340,043	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - SLOPE MAINTENANCE	\$ 414,853	417,757	417,757	417,757	417,757	-

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Parks Maintenance

DESCRIPTION: This function provides for the ongoing maintenance and repair of Crown Valley Community Park, Chapparosa Park, La Paz Sports Park, Alicia Skate and Soccer Park, all neighborhood parks, in addition to the maintenance of school grounds.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 304,244	304,244	-
Operating Costs	2,159,875	2,159,875	-
Capital Outlay	<u>26,000</u>	<u>26,000</u>	<u>-</u>
Totals	<u>\$ 2,490,119</u>	<u>2,490,119</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: PARKS MAINTENANCE

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 180,583	187,430	187,430	187,430	187,430	-
Salaries & wages - limited term	-	25,215	25,215	25,215	25,215	-
Salaries & wages - over-time	6,000	6,000	6,000	6,000	6,000	-
Retirement	28,408	26,510	26,510	26,510	26,510	-
Health & life insurance	37,764	40,770	40,770	40,770	40,770	-
Disability insurance	1,282	1,510	1,510	1,510	1,510	-
Workers' compensation	9,389	13,639	13,639	13,639	13,639	-
Social security	2,618	3,170	3,170	3,170	3,170	-
TOTALS - PERSONNEL SERVICES	\$ 266,045	304,244	304,244	304,244	304,244	-
OPERATING EXPENDITURES:						
Computer software	\$ -	3,000	3,000	3,000	3,000	-
Maintenance - brickdust	99,541	100,749	100,749	100,749	100,749	-
Maintenance - buildings & structures	165,808	165,808	165,808	165,808	165,808	-
Maintenance - equipment	3,000	3,000	3,000	3,000	3,000	-
Maintenance - heat exchange	5,400	5,400	5,400	5,400	5,400	-
Maintenance - pool chemicals and other	42,000	54,000	54,000	54,000	54,000	-
Maintenance - sports fields	24,000	30,000	30,000	30,000	30,000	-
Maintenance - trees/shrubs	50,000	50,000	50,000	50,000	50,000	-
Memberships & dues	475	475	475	475	475	-
Playgrounds/parkland inspections & repairs	5,000	50,000	50,000	50,000	50,000	-
Travel, meetings & conferences	2,020	3,015	3,015	3,015	3,015	-
Vehicle replacement	10,787	10,786	10,786	10,786	10,786	-
Parks:						
Maintenance - extra work	113,220	113,220	113,220	113,220	113,220	-
Maintenance - landscape	962,104	962,104	962,104	962,104	962,104	-
Utilities - electricity	220,035	150,417	150,417	150,417	150,417	-
Utilities - natural gas	8,700	8,700	8,700	8,700	8,700	-
Utilities - water	234,969	234,969	234,969	234,969	234,969	-
School Grounds:						
Maintenance - extra work	65,000	65,000	65,000	65,000	65,000	-
Maintenance - landscape	116,132	116,132	116,132	116,132	116,132	-
Utilities - electricity	32,000	32,000	32,000	32,000	32,000	-
Utilities - water	1,100	1,100	1,100	1,100	1,100	-
TOTALS - OPERATING	\$ 2,161,291	\$ 2,159,875	\$ 2,159,875	\$ 2,159,875	\$ 2,159,875	\$ -
CAPITAL OUTLAY	\$ -	26,000	26,000	26,000	26,000	-
TOTALS - PARKS MAINTENANCE	\$ 2,427,336	2,490,119	2,490,119	2,490,119	2,490,119	-

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: PARKS MAINTENANCE

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
California Parks and Recreation Society	\$ 995	995	995
International Society of Aboriculture Seminar	855	855	855
Irrigation Association	400	400	400
Pesticide Applicators Prof. Assoc. Seminar	765	765	765
	<u>\$ 3,015</u>	<u>3,015</u>	<u>3,015</u>

CAPITAL OUTLAY

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Desktop/Laptop computers	\$ 3,000	3,000	3,000
Irrigation controllers/equipment	23,000	23,000	23,000
	<u>\$ 26,000</u>	<u>\$ 26,000</u>	<u>\$ 26,000</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: Metrolink Station

DESCRIPTION: This function provides for the ongoing maintenance and repair of the Metrolink Station.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	111,028	76,028	35,000
Capital Outlay	-	-	-
Totals	<u>\$ 111,028</u>	<u>76,028</u>	<u>35,000</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: METROLINK STATION

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Communications	\$ 650	650	650	650	445	205
Maintenance - buildings/structures	26,868	43,748	43,748	43,748	29,957	13,791
Maintenance - extra work	7,500	20,000	20,000	20,000	13,695	6,305
Maintenance - landscape	5,630	8,130	8,130	8,130	5,567	2,563
Printing	600	300	300	300	205	95
Security services	1,700	1,700	1,700	1,700	1,164	536
Utilities - electricity	23,500	32,500	32,500	32,500	22,255	10,245
Utilities - water	3,000	4,000	4,000	4,000	2,739	1,261
TOTALS - METROLINK STATION	\$ 69,448	111,028	111,028	111,028	76,028	35,000

Other = AB2766

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Public Works

FUNCTION: City Hall

DESCRIPTION: This function provides for the ongoing maintenance and repair of City Hall.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 133,623	133,623	-
Operating Costs	244,920	244,920	-
Capital Outlay	-	-	-
Totals	<u>\$ 378,543</u>	<u>378,543</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PUBLIC WORKS

FUNCTION: CITY HALL

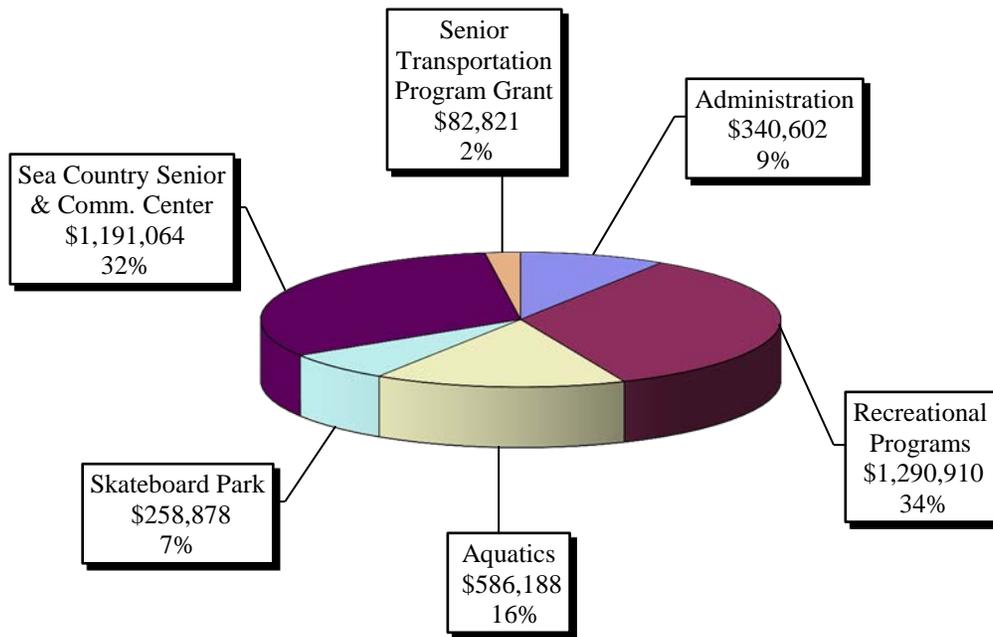
	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 92,236	94,663	94,663	94,663	94,663	-
Salaries & wages - overtime	1,000	1,000	1,000	1,000	1,000	-
Retirement	13,245	12,564	12,564	12,564	12,564	-
Health & life insurance	15,528	15,984	15,984	15,984	15,984	-
Disability insurance	655	672	672	672	672	-
Workers' compensation	5,325	7,353	7,353	7,353	7,353	-
Social security	1,337	1,387	1,387	1,387	1,387	-
TOTALS - PERSONNEL SERVICES	\$ 129,326	133,623	133,623	133,623	133,623	-
OPERATING EXPENDITURES:						
Maintenance - buildings/structures	126,100	129,576	129,576	129,576	129,576	-
Maintenance - extra work	3,490	7,269	7,269	7,269	7,269	-
Maintenance - landscape	29,075	29,075	29,075	29,075	29,075	-
Utilities - electricity	70,000	70,000	70,000	70,000	70,000	-
Utiliti natural gas	4,500	4,500	4,500	4,500	4,500	-
Utilities - water	4,500	4,500	4,500	4,500	4,500	-
TOTALS - OPERATING	\$ 237,665	244,920	244,920	244,920	244,920	-
TOTALS - CITY HALL	\$ 366,991	378,543	378,543	378,543	378,543	-

CITY OF LAGUNA NIGUEL

PROGRAM SUMMARY

PROGRAM: Parks and Recreation

PROGRAM ACTIVITIES: The Parks and Recreation program offers residents a variety of recreational services and programs which include aquatics, recreation programs, cultural arts, facilities for outdoor activities, and a senior transportation program. This program is also responsible for the management of the Sea Country Senior and Community Center.



CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Parks and Recreation

FUNCTION: Administration

DESCRIPTION: This function provides coordination, direction and support to all divisions of the Parks and Recreation department.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 253,802	253,802	-
Operating Costs	86,300	86,300	-
Capital Outlay	<u>500</u>	<u>500</u>	<u>-</u>
Totals	<u>\$ 340,602</u>	<u>340,602</u>	<u>-</u>

- WORK PROGRAM:
1. Conduct Joint Meeting of Parks and Recreation Commission and Youth Committee. (Q2)
 2. Evaluate Revenue/Cost Ratio for operation of CVCP Pool and LN Skatepark. (Q2)
 3. Evaluate Revenue/Cost Ratio for operation of sports fields. (Q2)
 4. Collaborate with Public Works and Community Development Departments on implementation of Tier I Crown Valley Community Park Master Plan Improvements. (Q2)
 5. Conduct Joint Meeting of the City Council and Youth Committee. (Q4)
 6. Negotiate extensions to Joint Use Agreements with CUSD. (Q4)
 7. Evaluate user fees for use of City sports fields and make recommendations for any revisions. (Q4)

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: ADMINISTRATION

	2012-2013	2013-2014			Funding Source	
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 182,473	186,982	186,982	186,982	186,982	-
Salaries & wages - part-time	10,000	10,000	10,000	10,000	10,000	-
Salaries & wages - overtime	5,000	5,000	5,000	5,000	5,000	-
Temporary help	2,000	-	-	-	-	-
Retirement	30,667	25,943	25,943	25,943	25,943	-
Health & life insurance	17,489	17,700	17,700	17,700	17,700	-
Disability insurance	1,296	1,328	1,328	1,328	1,328	-
Workers' compensation	947	901	901	901	901	-
Social security	3,483	3,549	3,549	3,549	3,549	-
Other benefits	2,400	2,400	2,400	2,400	2,400	-
TOTALS - PERSONNEL SERVICES	\$ 255,755	253,802	253,802	253,802	253,802	-
OPERATING EXPENDITURES:						
Building supplies	\$ 2,000	3,500	3,500	3,500	3,500	-
CUSD after school program	12,000	12,000	12,000	12,000	12,000	-
Committee/commission stipends	-	1,500	1,500	1,500	1,500	-
Communications	20,940	20,940	20,940	20,940	20,940	-
Computer software	500	500	500	500	500	-
Computer supplies	2,000	2,000	2,000	2,000	2,000	-
LN Youth Committee	10,000	10,000	10,000	10,000	10,000	-
Lease - equipment	10,000	10,000	10,000	10,000	10,000	-
Maintenance - equipment	2,200	2,200	2,200	2,200	2,200	-
Memberships & dues	3,010	2,760	2,760	2,760	2,760	-
Office supplies	9,500	9,500	9,500	9,500	9,500	-
Postage/delivery	4,500	4,500	4,500	4,500	4,500	-
Printing	1,500	1,500	1,500	1,500	1,500	-
Resource materials	200	200	200	200	200	-
Special department expense	2,500	-	-	-	-	-
Travel, meetings & conferences	1,200	1,200	1,200	1,200	1,200	-
Youth sports sponsorship	3,000	3,000	3,000	3,000	3,000	-
Youth task force program	10,000	-	-	-	-	-
Professional services: Committee minutes	-	1,000	1,000	1,000	1,000	-
TOTALS - OPERATING	\$ 95,050	86,300	86,300	86,300	86,300	-
CAPITAL OUTLAY	\$ -	500	500	500	500	-
TOTALS - ADMINISTRATION	\$ 350,805	340,602	340,602	340,602	340,602	-

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: ADMINISTRATION

MEMBERSHIPS & DUES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
American Soc. of Composers, Authors, & Publishers	\$ 650	650	650
Broadcast Music, Inc.	650	650	650
California Park & Recreation Society	450	450	450
National Park & Recreation Society	360	360	360
Society of European Stage Authors & Composers	650	650	650
	<u>\$ 2,760</u>	<u>2,760</u>	<u>2,760</u>

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
ActiveNet training	\$ 400	400	400
One day seminars & mileage	800	800	800
	<u>\$ 1,200</u>	<u>1,200</u>	<u>1,200</u>

CAPITAL OUTLAY

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Furniture & equipment under \$500	\$ 500	500	500
	<u>\$ 500</u>	<u>500</u>	<u>500</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Parks and Recreation

FUNCTION: Recreational Programs

DESCRIPTION: This function provides the community with various recreational programs.

	<u>ADOPTED BUDGET</u>	<u>GENERAL FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 775,308	775,308	-
Operating Costs	452,302	452,302	-
Capital Outlay	<u>63,300</u>	<u>63,300</u>	<u>-</u>
Totals	<u>\$ 1,290,910</u>	<u>1,290,910</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: REC. PROGRAMS

	2012-2013	2013-2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 363,981	375,136	375,136	375,136	375,136	-
Salaries & wages - part-time	206,552	217,022	217,022	217,022	217,022	-
Salaries & wages - overtime	8,069	9,111	9,111	9,111	9,111	-
Retirement	63,462	54,681	54,681	54,681	54,681	-
Health & life insurance	82,758	85,188	85,188	85,188	85,188	-
Disability insurance	2,584	2,663	2,663	2,663	2,663	-
Workers' compensation	8,638	9,333	9,333	9,333	9,333	-
Social security	21,196	22,174	22,174	22,174	22,174	-
TOTALS - PERSONNEL SERVICES	\$ 757,241	775,308	775,308	775,308	775,308	-
OPERATING EXPENDITURES:						
Athletic facility supplies	\$ 10,000	12,000	12,000	12,000	12,000	-
Armored car service	-	3,000	3,000	3,000	3,000	-
Bank/NSF charges	-	2,000	2,000	2,000	2,000	-
Clothing & personnel supplies	3,000	5,000	5,000	5,000	5,000	-
Communications	1,000	2,000	2,000	2,000	2,000	-
Computer software maintenance fees	6,000	6,000	6,000	6,000	6,000	-
Cultural arts	17,000	16,250	16,250	16,250	16,250	-
Lease - El Lazo	10,224	10,224	10,224	10,224	10,224	-
Memberships & dues	1,550	1,590	1,590	1,590	1,590	-
Postage/delivery	20,000	20,500	20,500	20,500	20,500	-
Printing	82,240	82,415	82,415	82,415	82,415	-
Promotional	20,055	25,561	25,561	25,561	25,561	-
Recreational programs	114,033	108,212	108,212	108,212	108,212	-
Recreational supplies	44,485	48,750	48,750	48,750	48,750	-
Special department expense	5,000	-	-	-	-	-
Travel, meetings & conferences	13,331	13,547	13,547	13,547	13,547	-
Vehicle replacement	7,540	5,253	5,253	5,253	5,253	-
Professional services:						
Contract instructors	90,000	90,000	90,000	90,000	90,000	-
TOTALS - OPERATING	\$ 445,458	452,302	452,302	452,302	452,302	-
CAPITAL OUTLAY	\$ -	63,300	63,300	63,300	63,300	-
TOTALS - RECREATION PROGRAMS	\$ 1,202,699	1,290,910	1,290,910	1,290,910	1,290,910	-

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: REC. PROGRAMS

MEMBERSHIPS & DUES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
American Camping Association	\$ 200	200	200
California Park & Recreation Society	600	600	600
National Recreation & Park Association	580	580	580
Southern California Municipal Athletic Federation	210	210	210
	<u>\$ 1,590</u>	<u>1,590</u>	<u>1,590</u>

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Athletic Business Conference	\$ 1,590	1,590	1,590
CPRS Conference	1,893	1,893	1,893
LERN Conference	4,570	4,570	4,570
NRPA Conference	2,239	2,239	2,239
So. Cal. Municipal Athletic Federation Institute	325	325	325
One day seminars & mileage	2,930	2,930	2,930
	<u>\$ 13,547</u>	<u>13,547</u>	<u>13,547</u>

CAPITAL OUTLAY

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Furniture & equipment under \$500	\$ 1,000	1,000	1,000
Park equipment	11,900	11,900	11,900
Storage bins	6,000	6,000	6,000
Sport field equipment	44,400	44,400	44,400
	<u>\$ 63,300</u>	<u>63,300</u>	<u>63,300</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Parks and Recreation

FUNCTION: Aquatics

DESCRIPTION: This function relates to all programs involving the swimming pool at Crown Valley Community Park, including the maintenance.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 440,319	440,319	-
Operating Costs	129,169	129,169	-
Capital Outlay	<u>16,700</u>	<u>16,700</u>	<u>-</u>
Totals	<u>\$ 586,188</u>	<u>586,188</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: AQUATICS

	2012-2013	2013-2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 137,309	140,913	140,913	140,913	140,913	-
Salaries & wages - part-time	209,800	211,000	211,000	211,000	211,000	-
Salaries & wages - overtime	3,000	3,000	3,000	3,000	3,000	-
Retirement	26,768	23,459	23,459	23,459	23,459	-
Health & life insurance	15,042	15,438	15,438	15,438	15,438	-
Disability insurance	975	1,000	1,000	1,000	1,000	-
Workers' compensation	20,213	27,280	27,280	27,280	27,280	-
Social security	18,084	18,228	18,228	18,228	18,228	-
TOTALS - PERSONNEL SERVICES	\$ 431,192	440,319	440,319	440,319	440,319	-
OPERATING EXPENDITURES:						
Armored car services	\$ -	3,000	3,000	3,000	3,000	-
Clothing & personnel supplies	5,000	5,000	5,000	5,000	5,000	-
Computer software maintenance fees	2,000	3,850	3,850	3,850	3,850	-
Computer supplies	1,000	1,000	1,000	1,000	1,000	-
Deck and other equipment	8,000	8,000	8,000	8,000	8,000	-
First aid supplies	1,500	1,500	1,500	1,500	1,500	-
Memberships & dues	390	400	400	400	400	-
Office supplies	2,200	2,200	2,200	2,200	2,200	-
Postage/delivery	500	500	500	500	500	-
Printing	3,000	3,050	3,050	3,050	3,050	-
Recreational supplies	9,004	9,379	9,379	9,379	9,379	-
Red Cross fees	675	4,690	4,690	4,690	4,690	-
Resource materials	1,000	1,000	1,000	1,000	1,000	-
Special department expense	3,000	-	-	-	-	-
Training & education	2,000	2,000	2,000	2,000	2,000	-
Travel, meetings & conferences	3,600	3,600	3,600	3,600	3,600	-
Utilities -electricity	70,000	70,000	70,000	70,000	70,000	-
Utilities - natural gas	10,000	10,000	10,000	10,000	10,000	-
TOTALS - OPERATING	\$ 122,869	129,169	129,169	129,169	129,169	-
CAPITAL OUTLAY	\$ -	16,700	16,700	16,700	16,700	-
TOTALS - AQUATICS	\$ 554,061	586,188	586,188	586,188	586,188	-

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: AQUATICS

MEMBERSHIPS & DUES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Association of Aquatic Professionals	\$ 90	90	90
California Park & Recreation Society	280	280	280
Southern California Public Pool Operators Assoc.	<u>30</u>	<u>30</u>	<u>30</u>
	<u>\$ 400</u>	<u>400</u>	<u>400</u>

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Association of Aquatic Professionals	\$ 1,800	1,800	1,800
California Aquatics Management School	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
	<u>\$ 3,600</u>	<u>3,600</u>	<u>3,600</u>

CAPITAL OUTLAY

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
Furniture & equipment under \$500	\$ 500	500	500
Pool equipment	<u>16,200</u>	<u>16,200</u>	<u>16,200</u>
	<u>\$ 16,700</u>	<u>16,700</u>	<u>16,700</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Parks and Recreation

FUNCTION: Skateboard Park

DESCRIPTION: This function accounts for all costs related to the Laguna Niguel Skate and Soccer Park.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 214,818	214,818	-
Operating Costs	44,060	44,060	-
Capital Outlay	-	-	-
Totals	<u>\$ 258,878</u>	<u>258,878</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: SKATEBOARD PARK

	2012-2013	2013-2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 54,128	55,546	55,546	55,546	55,546	-
Salaries & wages - part-time	103,515	110,471	110,471	110,471	110,471	-
Salaries & wages - overtime	3,000	3,000	3,000	3,000	3,000	-
Retirement	9,889	8,617	8,617	8,617	8,617	-
Health & life insurance	17,292	17,808	17,808	17,808	17,808	-
Disability insurance	384	394	394	394	394	-
Workers' compensation	7,045	9,681	9,681	9,681	9,681	-
Social security	8,747	9,300	9,300	9,300	9,300	-
TOTALS - PERSONNEL SERVICES	\$ 203,999	214,818	214,818	214,818	214,818	-
OPERATING EXPENDITURES:						
Armored car services	\$ -	6,600	6,600	6,600	6,600	-
Building supplies	1,200	1,200	1,200	1,200	1,200	-
Clothing & personnel supplies	1,950	1,950	1,950	1,950	1,950	-
Communications	2,400	10,200	10,200	10,200	10,200	-
Computer software maintenance fees	2,000	2,100	2,100	2,100	2,100	-
Computer supplies	1,500	1,500	1,500	1,500	1,500	-
Maintenance - buildings/structures	2,000	2,000	2,000	2,000	2,000	-
Maintenance - equipment	500	500	500	500	500	-
Memberships & dues	440	350	350	350	350	-
Office supplies	3,000	3,000	3,000	3,000	3,000	-
Printing	1,500	1,500	1,500	1,500	1,500	-
Recreational supplies	7,400	7,400	7,400	7,400	7,400	-
Security services	300	300	300	300	300	-
Special department expense	6,600	-	-	-	-	-
Training & education	420	420	420	420	420	-
Travel, meetings & conferences	2,014	1,540	1,540	1,540	1,540	-
Utilities - water	3,500	3,500	3,500	3,500	3,500	-
TOTALS - OPERATING	\$ 36,724	44,060	44,060	44,060	44,060	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - SKATEBOARD PARK	\$ 240,723	258,878	258,878	258,878	258,878	-

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: SKATEBOARD PARK

MEMBERSHIPS & DUES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
American Camping Association	\$ 200	200	200
California Park & Recreation Society	<u>150</u>	<u>150</u>	<u>150</u>
	<u>\$ 350</u>	<u>350</u>	<u>350</u>

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
LERN Conference	\$ 1,540	1,540	1,540
	<u>\$ 1,540</u>	<u>1,540</u>	<u>1,540</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Parks and Recreation

FUNCTION: Sea Country Senior & Community Center

DESCRIPTION: This function accounts for all costs related to the Sea Country Senior and Community Center.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ 720,764	720,764	-
Operating Costs	470,300	470,300	-
Capital Outlay	-	-	-
Totals	<u>\$ 1,191,064</u>	<u>1,191,064</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: SENIOR CENTER

	2012-2013		2013- 2014		Funding Source	
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
PERSONNEL SERVICES:						
Salaries & wages - full-time	\$ 306,290	314,328	314,328	314,328	314,328	-
Salaries & wages - part-time	241,238	256,653	256,653	256,653	256,653	-
Salaries & wages - overtime	12,000	8,000	8,000	8,000	8,000	-
Temporary help	5,800	5,800	5,800	5,800	5,800	-
Retirement	49,677	41,718	41,718	41,718	41,718	-
Health & life insurance	62,694	64,428	64,428	64,428	64,428	-
Disability insurance	2,175	2,232	2,232	2,232	2,232	-
Workers' compensation	3,325	3,297	3,297	3,297	3,297	-
Social security	23,070	24,308	24,308	24,308	24,308	-
TOTALS - PERSONNEL SERVICES	\$ 706,269	720,764	720,764	720,764	720,764	-
OPERATING EXPENDITURES:						
Bank/NSF charges	\$ -	1,400	1,400	1,400	1,400	-
Building supplies	8,880	8,880	8,880	8,880	8,880	-
Clothing & personnel supplies	4,500	4,500	4,500	4,500	4,500	-
Communications	22,000	28,436	28,436	28,436	28,436	-
Computer lab	2,000	2,000	2,000	2,000	2,000	-
Computer software maintenance fee	2,000	3,500	3,500	3,500	3,500	-
Computer supplies	2,000	3,000	3,000	3,000	3,000	-
Honoraria/cultural arts items	-	2,000	2,000	2,000	2,000	-
Lease - equipment	13,332	14,142	14,142	14,142	14,142	-
Maintenance - buildings/structures	130,000	130,384	130,384	130,384	130,384	-
Maintenance - equipment	8,000	8,000	8,000	8,000	8,000	-
Maintenance - extra work	7,000	7,000	7,000	7,000	7,000	-
Maintenance - landscape	13,592	13,592	13,592	13,592	13,592	-
Memberships & dues	1,654	1,654	1,654	1,654	1,654	-
Office supplies	10,000	10,000	10,000	10,000	10,000	-
Postage/delivery	1,000	1,960	1,960	1,960	1,960	-
Printing	15,000	17,000	17,000	17,000	17,000	-
Promotional sellable items	-	2,400	2,400	2,400	2,400	-
Recreational programs	44,465	42,840	42,840	42,840	42,840	-
Recreational supplies	30,000	37,000	37,000	37,000	37,000	-
Rental patron liability insurance	-	5,904	5,904	5,904	5,904	-
Resource materials	2,000	2,000	2,000	2,000	2,000	-
Security services	5,040	3,888	3,888	3,888	3,888	-
Special department expense	9,520	-	-	-	-	-
Training & education	4,600	6,072	6,072	6,072	6,072	-
Travel, meetings & conferences	17,795	17,798	17,798	17,798	17,798	-
Utilities - electricity	65,000	69,000	69,000	69,000	69,000	-
Utilities - natural gas	5,000	5,000	5,000	5,000	5,000	-
Utilities - water	5,000	5,000	5,000	5,000	5,000	-
Professional services:						
Contract instructors	27,276	15,950	15,950	15,950	15,950	-
TOTALS - OPERATING	\$ 456,654	470,300	470,300	470,300	470,300	-
CAPITAL OUTLAY	\$ -	-	-	-	-	-
TOTALS - SENIOR CENTER	\$ 1,162,923	1,191,064	1,191,064	1,191,064	1,191,064	-

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: SENIOR CENTER

MEMBERSHIPS & DUES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
California Park & Recreation Society	\$ 495	495	495
International Council on Active Aging	619	619	619
National Council on Aging	145	145	145
Learning Resources Network	395	395	395
	<u>\$ 1,654</u>	<u>1,654</u>	<u>1,654</u>

TRAVEL, MEETINGS & CONFERENCES

	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>
CPRS Conference	\$ 2,668	2,668	2,668
LERN Conference	4,740	4,740	4,740
NISC/MCOA Aging Conference	3,300	3,300	3,300
NRPA Event Management School	3,590	3,590	3,590
One day seminars & mileage	3,500	3,500	3,500
	<u>\$ 17,798</u>	<u>17,798</u>	<u>17,798</u>

CITY OF LAGUNA NIGUEL

FUNCTION SUMMARY

PROGRAM: Parks and Recreation

FUNCTION: Senior Transportation Program Grant

DESCRIPTION: The Senior Transportation function accounts for the grant proceeds and outlays as designated in the grant. Financing is provided by the Orange County Transportation Authority.

	<u>ADOPTED</u> <u>BUDGET</u>	<u>GENERAL</u> <u>FUND</u>	<u>OTHER</u>
Personnel Costs	\$ -	-	-
Operating Costs	82,821	16,564	66,257
Capital Outlay	-	-	-
Totals	<u>\$ 82,821</u>	<u>16,564</u>	<u>66,257</u>

CITY OF LAGUNA NIGUEL

PROGRAM: PARKS & RECREATION

FUNCTION: SR. TRANS.

	2012-2013	2013- 2014		Funding Source		
	Adopted Budget	Function Request	City Manager Recommends	Adopted Budget	General Fund	Other
OPERATING EXPENDITURES:						
Senior transportation program	\$ 57,381	82,821	82,821	82,821	16,564	66,257
TOTALS - SENIOR TRANSPORTATION	<u>\$ 57,381</u>	<u>82,821</u>	<u>82,821</u>	<u>82,821</u>	<u>16,564</u>	<u>66,257</u>

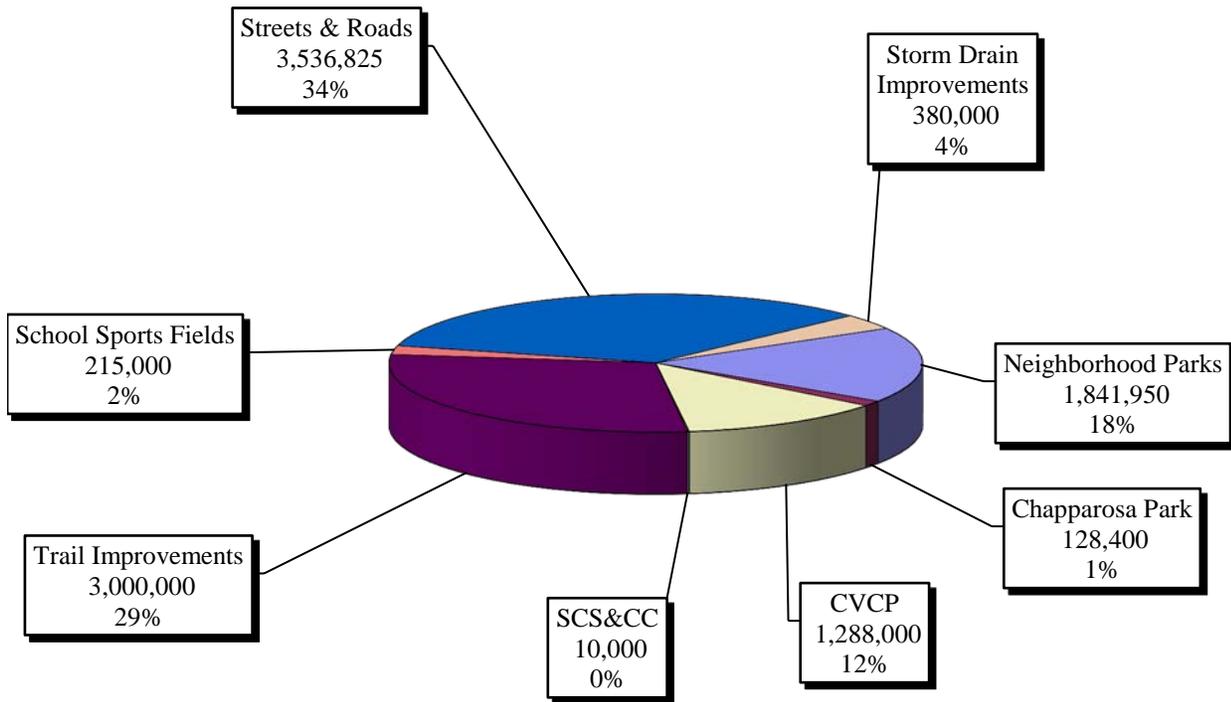
Other = OCTA Senior Mobility Program Grant

CITY OF LAGUNA NIGUEL

PROGRAM SUMMARY

PROGRAM: Capital Improvements

PROGRAM ACTIVITIES: The Capital Improvement Program is responsible for the rehabilitation, reconstruction, replacement and new construction of City-wide infrastructure and facilities.



CITY OF LAGUNA NIGUEL

CAPITAL IMPROVEMENT PROGRAM

PARKS & RECREATION

FUNCTION: Neighborhood Parks and Trails

<u>Description</u>	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>	<u>Funding Source</u>	
				<u>General Fund</u>	<u>Other</u>
Annual ballfield sod replacement	\$ 70,000	70,000	70,000	70,000	-
Annual brickdust repairs/replacements	40,000	40,000	40,000	40,000	-
Annual park system repairs/replacements	210,000	210,000	210,000	210,000	-
Annual soccer field renovation	50,000	50,000	50,000	50,000	-
Annual soccer field sod replacement	113,500	113,500	113,500	113,500	-
Annual trail repairs/replacements	76,000	76,000	76,000	76,000	-
Painting at various parks	15,000	15,000	15,000	15,000	-
Beacon Hill Playground Replacement	103,450	103,450	103,450	103,450	-
Colinas Bridge Outside Loop Landscaping	30,000	30,000	30,000	30,000	-
La Paz Park Synthetic Turf Replacement	1,000,000	1,000,000	1,000,000	1,000,000	-
Longview Park Install D.G. in Turf Area	15,000	15,000	15,000	15,000	-
Marina Hills Bocce Courts Improvements	15,000	15,000	15,000	15,000	-
Marina Hills Bocce Courts Rubber Installation	9,000	9,000	9,000	9,000	-
Marina Hills Bocce Courts Shade Structure	26,000	26,000	26,000	26,000	-
Marina Hills Light Poles Replacement	44,000	44,000	44,000	44,000	-
Various Park Concrete Repairs	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>	<u>-</u>
TOTALS - NEIGHBORHOOD PARKS	<u>\$ 1,841,950</u>	<u>1,841,950</u>	<u>1,841,950</u>	<u>1,841,950</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

CAPITAL IMPROVEMENT PROGRAM

PARKS & RECREATION

FUNCTION: Crown Valley Community Park

<u>Description</u>	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>	<u>Funding Source</u>	
				<u>General Fund</u>	<u>Other</u>
Annual park system repairs/replacements	\$ 100,000	100,000	100,000	100,000	-
Annual pool repairs	15,000	15,000	15,000	15,000	-
Annual soccer field renovations	38,000	38,000	38,000	38,000	-
Annual soccer field sod replacements	16,000	16,000	16,000	16,000	-
Botanical preserve improvements	94,000	94,000	94,000	94,000	-
South Coast Watershed Center	25,000	25,000	25,000	25,000	-
CVCP Master Plan Improvements ⁽¹⁾	<u>1,000,000</u>	<u>1,000,000</u>	<u>1,000,000</u>	<u>850,927</u>	<u>149,073</u>
TOTALS - CVCP	<u>\$ 1,288,000</u>	<u>1,288,000</u>	<u>1,288,000</u>	<u>1,138,927</u>	<u>149,073</u>

(1) Other Funding = CDBG

CITY OF LAGUNA NIGUEL

CAPITAL IMPROVEMENT PROGRAM

PARKS & RECREATION

FUNCTION: Chapparosa Park

<u>Description</u>	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>	<u>Funding Source</u>	
				<u>General Fund</u>	<u>Other</u>
Annual ballfield sod replacement	\$ 25,000	25,000	25,000	25,000	-
Annual park system repairs/replacements	65,000	65,000	65,000	65,000	-
Contractor Parking and Storage Area	<u>38,400</u>	<u>38,400</u>	<u>38,400</u>	<u>38,400</u>	<u>-</u>
TOTALS - CHAPPAROSA PARK	<u><u>\$ 128,400</u></u>	<u><u>128,400</u></u>	<u><u>128,400</u></u>	<u><u>128,400</u></u>	<u><u>-</u></u>

CITY OF LAGUNA NIGUEL

CAPITAL IMPROVEMENT PROGRAM

PARKS & RECREATION

FUNCTION: Sea Country Senior & Community Center

<u>Description</u>	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>	<u>Funding Source</u>	
				<u>General Fund</u>	<u>Other</u>
Exterior repairs/replacements	\$ 10,000	10,000	10,000	10,000	-
TOTALS - SEA COUNTRY SENIOR & COMM. CTR	<u>\$ 10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>

CITY OF LAGUNA NIGUEL

CAPITAL IMPROVEMENT PROGRAM

PARKS & RECREATION

FUNCTION: Trail Improvements

<u>Description</u>	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>	<u>Funding Source</u>	
				<u>General Fund</u>	<u>Other</u>
Oso Creek Multi-Use Trail Project	<u>\$ 3,000,000</u>	<u>3,000,000</u>	<u>3,000,000</u>	<u>680,188</u>	<u>2,319,812</u>
TOTALS - TRAIL IMPROVEMENTS	<u><u>\$ 3,000,000</u></u>	<u><u>3,000,000</u></u>	<u><u>3,000,000</u></u>	<u><u>680,188</u></u>	<u><u>2,319,812</u></u>

Other Funding = \$1,436,512 State Water Resources Control Board; \$883,300 OCTA Measure M2 Tier 2 Grant

CITY OF LAGUNA NIGUEL

CAPITAL IMPROVEMENT PROGRAM

PARKS & RECREATION

FUNCTION: School Sports Fields

<u>Description</u>	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>	<u>Funding Source</u>	
				<u>General Fund</u>	<u>Other</u>
Annual park system repairs/replacements	\$ 50,000	50,000	50,000	50,000	-
Annual soccer field renovations	85,000	85,000	85,000	85,000	-
Annual soccer field sod replacements	75,000	75,000	75,000	75,000	-
Crown Valley Elementary Bullpen Netting	5,000	5,000	5,000	5,000	-
TOTALS - SCHOOL SPORTS FIELDS	\$ 215,000	215,000	215,000	215,000	-

CITY OF LAGUNA NIGUEL

CAPITAL IMPROVEMENT PROGRAM

PUBLIC WORKS

FUNCTION: Streets and Roads

<u>Description</u>	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>	<u>Funding Source</u>	
				<u>General Fund</u>	<u>Other</u>
Annual signal head painting	\$ 20,000	20,000	20,000	20,000	-
Annual median island repairs/replacements	85,000	85,000	85,000	85,000	-
Annual traffic sign replacement	30,000	30,000	30,000	30,000	-
Bi-annual curb number painting	25,000	25,000	25,000	25,000	-
LN Gateway Specific Plan Improvements	121,825	121,825	121,825	121,825	-
Annual street resurfacing program (1)	3,200,000	3,200,000	3,200,000	1,695,558	1,504,442
Crown Valley Median - Cabot Rd. to Forbes Rd.	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>-</u>
TOTALS - STREETS AND ROADS	<u>\$ 3,536,825</u>	<u>3,536,825</u>	<u>3,536,825</u>	<u>2,032,383</u>	<u>1,504,442</u>

(1) Funding = \$1,083,120 M2 Fair Share; \$392,334 Gas Tax Fund; \$28,988 Streets and Roads Fund

CITY OF LAGUNA NIGUEL

CAPITAL IMPROVEMENT PROGRAM

PUBLIC WORKS

FUNCTION: Storm Drain Improvements

<u>Description</u>	<u>Function Request</u>	<u>City Manager Recommends</u>	<u>Adopted Budget</u>	<u>Funding Source</u>	
				<u>General Fund</u>	<u>Other</u>
La Plata Storm Drain Repair	80,000	80,000	80,000	80,000	-
OCTA Tier 1 Environmental Cleanup ⁽¹⁾	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>207,715</u>	<u>92,285</u>
TOTALS - STORM DRAIN IMPROVEMENTS	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ 287,715</u>	<u>92,285</u>

(1) Other Funding = \$92,285 OCTA Measure M2 Tier 1 Environmental Cleanup Grant - Phase 5