



# ***City of Lompoc***

*FY 2001-2003 Budget*



Frank L. Priore, City Administrator

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# Proposed Biennial Budget For Fiscal Years 2001-03

Presented to:

The Honorable Mayor and Members of the City Council  
City of Lompoc, California

June 5, 2001

Frank L. Priore, City Administrator

## **Introduction**

Presented below is the proposed biennial budget for the City of Lompoc for Fiscal Years 2001-2003. The budget is comprised of all anticipated revenues available to the City over the course of the biennial budget period and all anticipated expenditures necessary to carry out the priorities of the City Council for the same period.

The responsibility for and preparation of the budget is clearly set forth in Section 1521 of the Lompoc City Code. This section of the Code speaks to the basic need to provide financial information. While this is certainly the primary purpose of any budgetary document, it is also necessary that the budget document accurately portray staff's best efforts at translating the priorities of the City Council as such priorities have been expressed in budget priority workshops and previous actions of the Council.

The proposed budget is also staff's effort at translating legislative priorities into a budget that constitutes the "essential services" level of operating performance required by the City Council and the laws of our state and federal governments. "Essential services" are defined as those necessary for the health, safety, and desired quality of life to the community, and for the effective functioning of City government. The proposed budget describes the resources which, in my judgment, are available and necessary for department managers to deliver the level of services, essential or desirable, that I believe the Council expects the organization to deliver over the next two fiscal years.

Throughout the process of preparing the FY 2001-03 proposed budget, the Administrative staff and City department heads have concentrated their efforts on providing the City Council with budget information that is timely and relevant to the Council's task of making policy decisions regarding services and programs. Staff analysis, review and discussions on budget and service issues have taken place prior to formulation of the proposed budget. As is always true, when available resources are limited, many departmental requests and some requests from other agencies cannot be recommended. As in the past, department heads have been given the opportunity to influence the final recommendations contained in the proposed budget.

This proposed budget has been developed using the following principles:

- # Basic services are financed at realistic levels;
- # Revenues have been estimated at realistic levels, and in conformance with the latest decennial Census count;
- # Reserve policies affording protection against unanticipated revenue shortfall or necessary expenditures are in place;
- # Productivity improvements through technology and human resources are employed in all City services;
- # One time monies have not been used for recurring expenditures;
- # Employee salaries and benefits are maintained at competitive levels and future outcomes of planned equity studies have been considered (though not represented in the proposed budget).
- # The City continues to protect its ratepayers from the effects of continued electrical industry restructuring by upgrading the local grid and positioning itself to ensure the continued reliable delivery of electricity;
- # All applicable revenues have been computed consistent with the provisions of Proposition 218;
- # The Lompoc quality of life is maintained and/or enhanced through a broad mix of service financed and paid for by its users.

As we enter this budget period, we have cause for caution. The State's electrical crisis has placed unprecedented pressure upon the State General Fund budget. Despite the Governor's best efforts to gain control over ever-increasing electrical costs and lack of capacity on the California grid (i.e., rolling blackouts), the situation continues to be foreboding. In addition, recent fluctuations in the stock market and lack of investor confidence in the dot-com and electronics industries has recently prompted the State's Legislative Analyst to portend a \$4.8 billion shortfall in anticipated State revenues.

This shortfall in anticipated revenues has prompted the Governor to begin reducing discretionary funding to local governments. As the electrical crisis continues, and worsens, the Governor and Legislature may be pressed to consider other cuts, including the capture of the Vehicle License Fee subvention. Staff continues to monitor these situations and is taking action as necessary to ensure revenue flow.

### **Revenues and Expenditures**

The Proposed 2001-03 Biennial Budget is \$135,070,326, representing a \$32,707,243 or 32% increase over the adopted FY 1999-2001 budget. Of this total proposed budget, the City's General Fund budget is \$44,274,800, an increase of 32.6% over the previously adopted budget.

However, nearly two-thirds of this increase can be attributed to one time funding for the Aquatic Center (\$6,000,000) and furniture purchased as a result of the City Hall Space Allocation Study and Plan (\$500,000). Absent these expenditures, the General Fund budget is up 13% from the previous year.

For reasons previously stated, staff has taken a conservative approach in the preparation of this budget, similar to past years. Though Property Tax, Transient Occupancy Tax, Sales Tax, and Vehicle License Fees (the largest unrestricted General Fund revenue sources) have increased by \$2,330,013 over last year's adopted projections, increases in General Fund employee salary and benefit costs (the largest single General Fund expense) over the same period have increased expenditures by \$3,979,664.

Because of the need to provide for normal contingencies during the coming fiscal years, the budget provides for a General Fund Reserve of approximately \$4,100,000. The General Fund Reserve balance includes \$2,000,000 held in the Economic Uncertainty Fund.

Even though staff has taken a conservative approach in developing this budget, a number of requests for new programs or expanded levels of service in the General Fund have been recommended, according to the following practices:

- # All requests for additional personnel have been critically reviewed and evaluated by both the Administrative and Personnel Departments;
- # Additional staff are recommended only in those cases where offsetting revenues could be documented and/or workload clearly exceeds the department's ability to provide required services;
- # Consistent with Council direction, public safety departments receive priority consideration;
- # Encourage and support alternative work methods that are expected to result in greater productivity of efficiencies while maintaining current staffing levels.

## **Revenues**

For the past six budgets, the City Administrator's Letter of Transmittal conveyed concern as to how an uncertain economy and State budget difficulties would impact the City's financial stability. We continue to have these same concerns. While the overall economy has improved, and local revenues reflect this to some extent, the current improved state of the economy may not last, and certainly, State-funded local programs will be cut.

Though legislation has once again been proposed to return previous General Fund revenues lost to the Education Revenue Augmentation Fund (ERAF), we are not optimistic that this proposed legislation will be passed.

The impending threat of SB 402 (final and binding arbitration) has been successfully challenged by the League of California Cities in the Superior Court, and has been declared unconstitutional. Though a run through the appellate courts is expected, we are hopeful that this legislation will no longer threaten the City's ability to make its own financial

decisions. However, if the current challenge is unsustainable through the courts, we can expect significant General Fund cost pressure driven by arbitration awards in future years.

## General Fund

Revenue projections for the General Fund are based on a “best estimate” of the future growth or decline of the various General Fund revenues, and assume no new taxes, user fees and/or charges will be assessed. However, to provide sufficient revenue to balance the FY 2001-03 budget, we are recommending that Council continue to transfer funds from the Electric Fund based on the Utility Rate of Return formula. This amount is within the guidelines recommended by the Utility Commission. Transfers to the General Fund from the Water, Wastewater, and Solid Waste utilities are computed on a “cost of service” methodology. These transfers will not, of themselves, result in the need for any utility rate increases.

Nonetheless, staff is interested in reviewing the current schedule of fees for Planning’s project review and especially Fire Department plan check and inspection. The last review of fees paid to these units was in 1990. The ability of the Fire Department to hire a Fire Marshal has been hampered by the very low fees charged for plan check and inspection. As new development occurs, the timely checking of plans will be critical. Currently, the Fire Department’s ability to timely respond to plan check requests is compromised without a Fire Marshall working on a standard business hour schedule.

Assumptions incorporated in the revenue projections are as follows:

### Taxes

Property Taxes are projected to increase 3% per year over FY 1999-2001. While staff anticipates a modest increase in this revenue source, it should be noted that the City will lose approximately \$1,129,300 in FY 2001-2003 due to the continued shift of property taxes through ERAF.

Staff is projecting Sales Tax to increase by 3% in FY 2001 and 4% in FY 2002, based in part on anticipated inflation and continued retail development.

Staff anticipates receiving Vehicle License Fees in the amount of \$2,292,728 in FY 2001 and 2,455,497 in FY 2002. As previously mentioned, this funding source may be in jeopardy as the State’s electrical crisis continues.

### License and Permits

Revenue from this source is projected to increase primarily due to increases in construction activities and the resulting new businesses the construction will house.

### Fines, Forfeitures and Penalties

Revenue from these sources is not expected to appreciably grow during the budget cycle. The State continues to take significant portions of these revenues to balance their own budget.

### Investment and Property Revenues

Staff projects essentially flat growth in interest earnings primarily due to anticipated low interest rates over the next 24 months. Continued active intervention by the Federal Reserve Bank has kept interest rates at low levels. Property Revenues will increase slightly due to the availability of the Senior Center as a meeting venue. Staff also negotiated a market-rate lease with one of its long-time tenants who had enjoyed a below-market lease.

### Revenues from Other Agencies

A 16.5% increase in these revenue sources is anticipated due primarily to the growth in Vehicle License Fee revenues.

### Charges/Internal Services

Revenues from these sources have been increased to reflect the actual cost of City operations.

### Transient Occupancy Tax

Revenues from this source are projected to reflect a modest increase during the budget period due primarily to increased business and tourist interest in the area. In addition, the Chamber will be receiving an additional allocation of advertising funds from the County of Santa Barbara during this budget period, which should attract more visitors.

### Electric Fund

The State's electrical crisis has spawned a flurry of legislation aimed at paying for the exorbitant cost of electricity on the spot and contract markets while providing protection to rate payers. While this situation remains extremely fluid, the City of Lompoc Electric Division, "Lompoc City Electric", will continue to provide its customers with the same stable electrical rates and quality service they have come to expect.

However, depending on the magnitude of the crisis as it progresses through the summer, legislators may be inclined to propose that municipal power companies "share in the solution". Such a development may require the City to consider a whole host of responses that could affect the current rate structure.

The City will be required to continue charging the 1 ½¢ per kWh Deregulation Cost Adjustment (DCA), which was scheduled to sunset on December 31, 2001. The DCA will need to be kept in place for the next five years in order to avoid the more costly rate

increases being charged by the investor-owned utilities. At the end of five years, the need for the DCA should be reviewed.

### **Solid Waste/Landfill Fund**

The City Council recently reviewed a presentation on a new rate structure for Solid Waste services. If the proposed rates are adopted, some customers could experience rate increases of up to 15% in FY 2001 and in FY 2002, while others could see a reduction or no increase in rates if they take advantage of new recycling programs. The City of Lompoc's award-winning Solid Waste, Recycling, and Landfill programs offer the citizens of Lompoc a far higher level of service than any other municipality or agency in the region.

This budget is based on the assumption that the Council will approve changes to the Solid Waste program substantially as presented at the Solid Waste Rate Study workshop. If the Council does not approve these proposed rate recommendations, then subsequent reductions to the Solid Waste budget must be made.

### **Water Fund**

No rate increases are recommended at this time.

### **Wastewater Fund**

Rate increases of 7.5% in FY 2001 and 10% in FY 2002 will be recommended due primarily to the anticipated issuance of a \$17.3 million bond for system redundancy at the plant, which will allow for long-overdue maintenance and upgrading of various plant systems. The annual principal and interest will be approximately \$1,000,000.

The 24-year-old plant has never had a major maintenance overall. A 1997 Master Plan study identified several areas of need maintenance and overhaul that staff would like to commence during this budget.

### **Summary**

The proposed FY 2001-03 Biennial Budget represents the efforts and best professional judgment of City staff. Although General Fund revenues are rather limited, service levels have not been reduced; in fact, staff is able to recommend several program changes and capital projects which show a City which is able to marshal limited resources in creative and effective ways:

- # The total budget shows an increase of 17.25 full-time equivalent (FTE) employees. Most of these new positions are the result of taking long-term part-time positions

and converting them to permanent status. In most cases where this has occurred, part-time hours have been stripped from the affected department's budget to compensate for the permanent position. In the Police Department, some former grant funded positions are required to be carried on our books when the grant funds expire, thus increasing the employee count.

- # The Police Department building will be expanded to alleviate overcrowding. Carpeting will also be replaced, alleviating a safety hazard.
- # Funding for painting, office space modification, and the replacement of worn furniture has been provided for our Fire Stations.
- # The replacement of the City Hall carpeting has been fully budgeted. Staff is working with a space allocation consultant to determine if enough floor space can be freed by the use of more efficient furniture systems and other minor building modifications. Handicapped accessibility improvements to the public restrooms will be made through the use of CDBG funds. In addition, money for an expansion of City Hall has been placed in the Electric budget. If approved, the new wing would be built with the latest in energy efficient materials and architectural features, thus serving as an energy-efficiency demonstration project.
- # Funding for the replacement of chain saws and the purchase of a tilt-trailer for the Urban Forestry program will ensure that the crews have safe equipment with which to complete their work.
- # Funding for a \$6,000,000 Aquatics Center is proposed in the Recreation budget. This "place-holder" line item will only be expended when adequate funds have been identified and/or the voters have approved a bond issue.
- # Funding for portable bleachers is proposed in the Parks budget. The portable bleachers will save staff hours when preparing for events requiring seating.
- # Proposed in the Parks budget is the replacement of poorly working and inaccessible drinking fountains at all parks and the modification of inaccessible bathroom spaces at Pioneer and Ryon parks through the use of CDBG funds. These funds will also be used for play lot accessibility modifications at Westvale, Pioneer, Beattie and Ryon parks. The modifications entail the removal of sand and the installation of a rubber surface that allows for mobility impaired children to address the apparatus. Parks staff will be seeking matching funds from the State Waste Management Board.
- # Keeping our parks green and using water efficiently is sometimes a delicate balancing act. Staff is proposing to replace an inoperable irrigation control system used to monitor and control irrigation in our parks. The system will be paid for with the use of Water Retrofit Fees.

- # Funds have been budgeted for the conversion of an old and unused spa at the Anderson Recreation Center into much needed storage space.
- # The long-awaited expansion of the Lompoc Airport Runway will be initiated during FY 2001. The expansion will allow larger corporate aircraft to land and take-off from Lompoc. The expansion will also develop a road over the 16 acres of City of Lompoc airport industrial land.
- # Providing for the future water needs of Lompoc is a top priority. Budgeted for this period is \$1.7 million for Well #10. The completion of Well #9 and the new Well #10 will provide for Lompoc's water needs for many years to come.
- # Lompoc City Electric is one of Lompoc's unique and valuable resources, providing low-cost reliable power to Lompoc residents and businesses. For this budget period the Electric Division will continue to upgrade key circuits and replace older transmission resources. To improve customer service, the Division will install circuit fault indicators that will allow the line workers to quickly identify a faulty circuit, isolate it, and return power to the rest of the block. This method of identifying faults saves many worker hours and restores power to customers much faster.
- # Our award-winning landfill program is proposing a new green waste recycling program designed to divert an increasing amount of green waste from the landfill and recycle it into mulch for use on public and private properties.
- # The Lompoc Valley Community Center will be open for its first full year of operation since opening in July 2000. The General Fund will be subsidizing the operation of the Center by approximately \$130,000 during the two-year budget period.

During the Fall of 2001, as per the latest negotiated Memorandum of Understanding with Teamsters Local 381, the staff will contract with a professional management firm to perform an equity study of positions considered by both management and the union to be less than equitably paid. This study will include a review of selected management positions identified by department heads as needing adjustment. Equity studies of this scope take into account both comparable positions and salaries in other area jurisdictions and the internal relationships of positions in the City's organizational structure to ensure against inequitable compensation between supervisors and subordinates (i.e. compaction).

Funds for the equity study have been budgeted, but the equity increases themselves, if any are negotiated, have not been budgeted.

During the next two years, several issues will need to be addressed, but due to lack of available funding at this time, have *not* be budgeted:

- # Additional equity increases as a result of negotiated salary increases following the results for the upcoming equity study.
- # The addition of a Fire Marshal or some other organizational configuration that makes possible the availability of the Fire plan check and inspection staff during regular business hours.



- # Additional paramedic response personnel in the Fire Department. Questions regarding the financial stability of AMR to adequately serve Lompoc force staff to consider hiring fire personnel with paramedic training and certification when positions become vacant. Additional compensation (i.e., pro-pay) will need to be considered.
  
- # The effects of any residential annexations have not been taken into account with this budget. Additional public safety personnel and capital improvements will need to be considered with new residential annexation. It is anticipated that impact and mitigation fees will ameliorate the initial effects of the annexations, but long term funding for servicing the areas is of concern unless significant gains in Sales Tax and other non-Property Tax related General Fund Revenues can be generated.
  
- # Additional wage pressure and staff time needed to respond to SB 402 (if continued court challenges are unsuccessful) and SB 739. Both of these labor related laws have the ability to significantly drive unprecedented wage increases to the detriment of other City services. Although staff has budgeted a new position in Personnel to respond to the requirements of the new legislation, additional staff time in, or contracting through, the City Attorney's office will be necessary. Staff will be closely monitoring the implementation of these laws and their effects on the City enterprise.
  
- # The allocation of \$175,000 to procure consultant services to update the City's General Plan in 2002. Allocation of these funds is *not* included in the recommended budget. The Santa Barbara County Association of Governments will make the Regional Fair Share Allocation during this budget period. The allocation process must be completed by June of 2003 with adoption of the Regional Housing Needs Plan. Since update of the Housing Element should include provisions for the new Allocation, staff intends to request an extension from the State Department of Housing and Community Development (HCD) to allow the City to perform the Housing Element update after adoption of the Regional Housing Needs Plan. Based upon the extent of the changes required to provide for the new Allocation, proposals would be sought from qualified consultants or City staff would perform the work if workload conditions permit. Should HCD deny the City's request for an extension, staff will bring a request for funding to update the Housing Element to the City Council out of the budget cycle.

As has been stated in previous budget messages, and restated here, the City cannot be expected to continue providing services at present levels, meet increased service requirements and provide for necessary improvements of existing facilities in future years without an adequate revenue base. If City revenues fail to keep pace with future expenditures, the City will have but two choices: cut services or create new revenues.

Given this reality, we are somewhat encouraged by the recent upturn in the Lompoc economy and the expansions of Pactuco, Ivex, Gore Photonics, and CU Enterprises. We are also encouraged by the explosive growth of the local wine industry, including the deconstruction of the old Grefco plant and the construction of the Parker Wine Center.

The creation of new retail shopping areas has helped propel Lompoc to the position of having the largest *growth* of retail sales (not actual sales) of any city in Santa Barbara County. Lompoc's reputation as a beautiful, family-oriented, and well-run City has been brought to the public's attention through our aggressive marketing efforts to the point where brokers are now being asked specifically about investment opportunities in Lompoc. But even these gains, as impressive as they may be, are not enough to address the aforementioned issues facing this City.

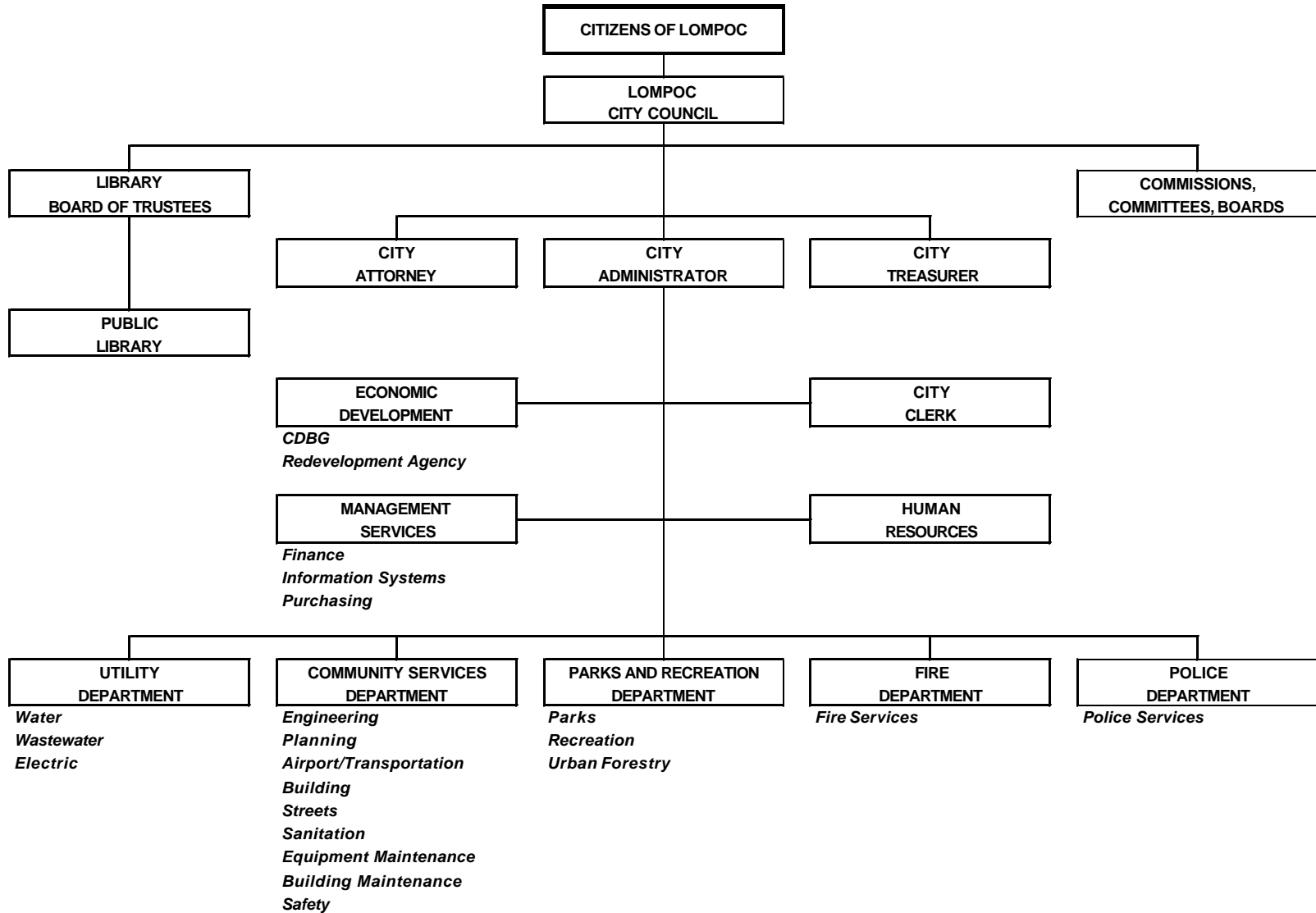
I greatly appreciate the Council's support of our staff and the commitment of the City employees who have helped plan the budget, those who have prepared it, and those who implement the adopted policies of the City Council and deliver the high quality services that the citizens of Lompoc have come to enjoy.

I would particularly like to recognize Dave Norman, Assistant to the City Administrator; John Walk, Management Services Director; Laurel Barcelona, Administrative Aide; and, Lisa Caouette, Secretary to the City Administrator, for their excellent work in coordinating the preparation of the budget.

The proposed FY 2001-03 budget as submitted is balanced and is recommended for your approval.

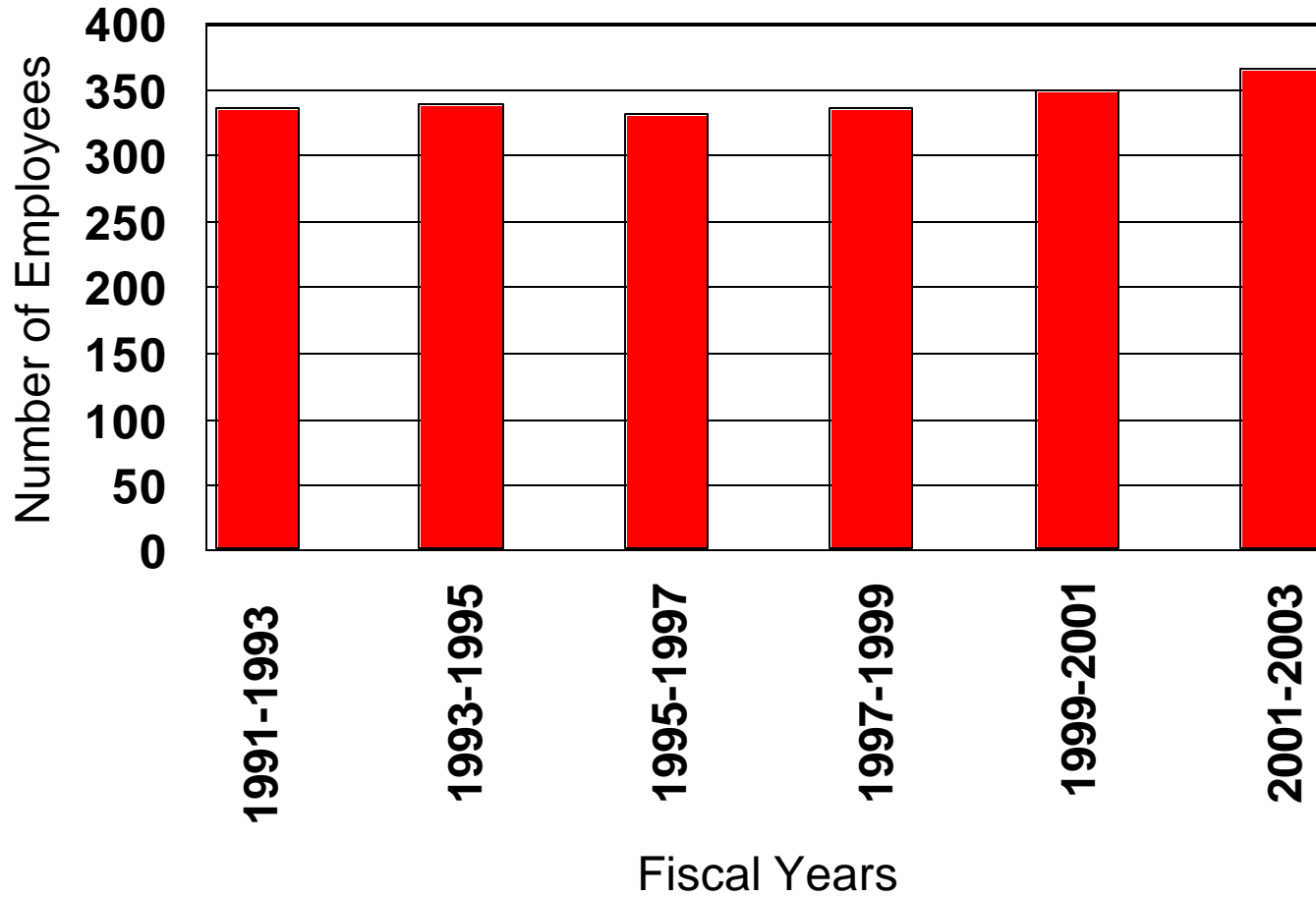
Frank L. Priore  
City Administrator

# City Of LompoC Organization Chart



## Personnel Position Summary

# CITY OF LOMPOC Personnel Positions Summary



2001-2003  
Detail Of Revenues by Fund

DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
***** <b>GENERAL</b> *****								
TAXES *****								
PROPERTY TAXES-SECURED	3,882,708	1,865,913	1,933,854	1,965,321	1,959,225	2,054,052	2,115,673	4,169,725
PROP TAX-EDUCTNL REV AUGMNTN	0	816	104,529	0	139,524	0	0	0
PROP TAX-RDA AMND#1 PASS THRU	0	0	2,494	0	0	7,750	7,750	15,500
PROPERTY TAXES-NONSECURED	268,000	134,275	124,662	134,000	122,016	125,676	129,447	255,123
TAXES-PRIOR SECURED	81,515	25,672	24,952	41,261	43,205	40,000	40,000	80,000
TAXES-PRIOR UNSECURED	4,698	1,605	1,651	2,378	334	1,800	1,800	3,600
TAXES-PRIOR SUPPLEMENTAL	2,935	1,137	1,488	1,486	2,113	2,000	2,000	4,000
ST HIWY RENTAL APPORTIONMENT	0	667	0	0	0	0	0	0
FED IN-LIEU HOUSING APPORTION	0	40,132	5,486	0	7,023	0	0	0
SUPPLEMENTAL-SB 813	77,132	51,306	83,917	39,042	50,370	50,000	50,000	100,000
PENALTIES/INT ON DELQ PROP TAX	28,769	11,770	11,334	14,562	5,668	12,000	12,000	24,000
SALES & USE TAX	5,489,272	2,621,002	2,881,825	2,778,397	2,704,081	3,028,179	3,149,306	6,177,485
SALES TAX-PUBLIC SAFETY	167,923	77,028	87,421	84,998	76,972	97,669	101,575	199,244
FRANCHISE TAX - P G & E	13,085	6,376	7,090	6,575	6,644	6,650	6,650	13,300
FRANCHISE TAX - SO CAL GAS CO	156,000	77,054	75,359	78,000	96,575	85,000	85,000	170,000
FRANCHISE TAX - CABLE T V	525,730	266,549	284,615	265,468	205,011	285,047	296,449	581,496
BUSINESS LICENSE TAXES	485,462	233,530	235,556	245,134	254,861	241,445	247,481	488,926
REAL PROPERTY TRANSFER TAXES	78,000	46,615	61,079	39,000	70,223	65,000	65,000	130,000
	11,261,229	5,461,447	5,927,312	5,695,622	5,743,845	6,102,268	6,310,131	12,412,399
LICENSE AND PERMITS *****								
BUILDING PERMITS	270,592	170,366	232,059	135,296	132,179	171,858	175,051	346,909
PLUMBING PERMITS	39,256	25,635	27,788	19,628	11,132	24,933	25,395	50,328
ELECTRIC PERMITS	48,720	23,843	29,310	24,360	17,470	30,943	31,518	62,461
MECHANICAL PERMITS	15,848	9,599	13,301	7,924	6,885	10,065	10,252	20,317
GRADING PERMITS	4,840	4,931	5,639	2,535	5,851	3,220	3,279	6,499
DEMOLITION PERMITS	616	0	0	308	0	391	398	789
EXCAVATION PERMITS	21	27	54	11	15	14	14	28
STREET ENCROACHMENT PERMITS	515	618	21	270	1,425	343	349	692
SMIP FEES	88	114	217	46	91	59	60	119
GUN PERMITS	21	10	10	11	10	10	10	20
GARAGE SALE PERMITS	4,367	1,996	2,106	2,205	1,530	2,100	2,100	4,200
DANCE & CABARET PERMITS	263	125	75	133	150	150	150	300
TAXICAB DRIVERS PERMITS	0	75	25	0	0	25	25	50
MISCELLANEOUS PERMITS	252	430	325	127	200	350	350	700
BICYCLE LICENSES	2,358	1,378	1,030	1,191	381	1,030	1,030	2,060
GUN VENDOR LICENSES	0	10	0	0	0	0	0	0
	387,757	239,157	311,960	194,045	177,319	245,491	249,981	495,472

2001-2003  
 DETAIL OF REVENUES BY FUND

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 GENERAL  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
FINES, FORFEITS & PENALTIES								
*****								
BUSINESS TAX PENALTIES	8,000	2,562	3,412	4,000	5,244	4,500	4,500	9,000
FINES-FALSE ALARMS	0	135	0	0	0	0	0	0
CRIMINAL CODE VIOLATIONS	21,334	12,467	8,722	10,773	10,841	10,500	10,500	21,000
	29,334	15,164	12,134	14,773	16,085	15,000	15,000	30,000
INVESTMENT & PROPERTY REVENUES								
*****								
INTEREST INCOME	30,000	184,120	141,374	15,000	124,224	110,000	110,000	220,000
PREMIUM ON TRAN	0	21,285	0	0	0	0	0	0
INT INC-LOCAL LAW ENFORCE BG	0	102	2,422	0	1,176	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	-70,242	-95,203	0	0	0	0	0
FACILITY RENTAL-PACTUCO	0	0	5,100	0	5,526	0	0	0
FACILITY RENTAL-CAC/MPL & I	19,920	9,960	9,960	9,960	7,785	10,680	10,680	21,360
FACILITY RENTAL-LPC YMCA	8,408	4,204	4,224	4,204	3,334	4,445	4,445	8,890
FACILITY RENTAL-AHC	0	4,000	0	0	0	0	0	0
LAND LEASE-CAMPBELL RANCHES	0	0	1,334	0	5,104	6,125	6,125	12,250
FACIL RENTAL-ACE ENGINEERING	24,288	9,108	0	12,144	0	0	0	0
FACILITY RENTAL-LPC TRANS MIX	2	0	0	1	0	1	1	2
TELEPHONE COMMISSIONS	0	1	66	0	96	100	100	200
TEL COMM-INMATE WELFARE	567	1,427	8,009	286	4,140	500	500	1,000
SITE RENTAL-NEXTEL COMM	0	0	0	0	8,537	15,990	16,470	32,460
FACILITY RENTAL-MISCELLANEOUS	0	0	0	0	1	0	0	0
	83,185	163,965	77,286	41,595	159,923	147,841	148,321	296,162
REVENUES FROM OTHER AGENCIES								
*****								
FED GRT-LLE BLK GRT 00-01	0	0	0	0	43,110	0	0	0
FED GRT-LLE BLK GRT 98	0	18,302	1,940	0	27,946	0	0	0
FED GT-COPS UHP (BIKE)	0	10,000	0	0	0	0	0	0
FED GT-COPS MORE 98(11031)	0	17,039	11,603	0	21,506	0	0	0
FED GT-COPS FAST	150,000	0	53,123	75,000	63,668	0	0	0
FED GT-COPS IN SCHOOL	80,000	0	4,126	40,000	29,266	0	0	0
FED GRANT-LLE BLK GRT 99-00	0	0	0	0	46,895	0	0	0
FED-FEMA DISASTER RELIEF	0	0	7,522	0	3,965	0	0	0
ST GRT-BYRNE MEMORIAL GRANT	61,478	30,739	30,739	30,739	23,054	20,000	20,000	40,000
ST GT-OCJP IMPACT	0	90,000	0	0	0	0	0	0
STATE GRANT-COPS	18,959	0	0	9,806	0	0	0	0
ST GRANT-97 CDF(PROP 70)	0	26,098	0	0	0	0	0	0
ST GRT-TRAFFIC SAFETY/DUI	0	17,935	5,970	0	0	0	0	0
ST GRT-KIDS' PLATES PROG	0	4,500	315	0	0	0	0	0
ST GRT-OCJP DOM VIOLENCE(STOP)	0	72,016	104,498	0	46,525	0	0	0
ST GRT-CCAP GRANT(11033)	0	45,447	138,762	0	60,138	0	0	0
STATE GRT-TECH GRT/CLEP	0	0	0	0	114,968	0	0	0
ST GT-OTS FIRE EXTRICATN EQUIP	0	25,256	2,311	0	0	0	0	0

2001-2003  
DETAIL OF REVENUES BY FUND

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GENERAL  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
STATE-FEMA DISASTER RELIEF	0	37,020	0	0	0	0	0	0
STATE-FEMA DISASTER RELIEF	0	37,020	1,949	0	0	0	0	0
HOME OWNERS EXEMPT REIMB	66,500	31,872	31,344	33,500	15,295	33,000	33,500	66,500
AB1431-RVRBEND PRK MSTR PLAN	0	0	0	0	15,995	0	0	0
MOTOR VEHICLE LICENSE FEES	3,804,866	1,820,066	2,073,125	1,921,269	2,062,696	2,292,728	2,455,497	4,748,225
MVLF-(ROUNDAABOUT 93-94)	0	39,525	0	0	0	0	0	0
OFF HIGHWAY M V L IN-LIEU	1,360	677	761	680	846	900	900	1,800
MANDATED COST REIMBURSEMENT	40,000	33,627	37,510	20,000	131,507	33,000	33,000	66,000
SOCIAL SVC GRANT-OCAP	0	55,000	55,000	0	50,200	0	0	0
P O S T GRANT	0	5,410	-24,449	0	62,230	0	0	0
SBCO PROBATION BLDG REIMB	0	0	0	0	13,000	0	0	0
SBCO-SUCCESS BY SIX	0	792	0	0	0	0	0	0
CHILDREN/FAMILIES COMM GRT	0	0	0	0	9,802	0	0	0
SBCO CHILD CARE PARTNERSHIP	0	4,000	4,000	0	0	4,000	4,000	8,000
SBCO VEHICLE ANTI-THEFT FEES	10,000	5,504	16,827	0	49,015	0	0	0
SBCO-LIVESCAN SB720 VEHREG FEE	0	4,305	49,997	0	25,464	0	0	0
1998 CALIF RELEAF GRANT	0	2,500	0	0	0	0	0	0
	4,233,163	2,434,650	2,606,973	2,130,994	2,917,091	2,383,628	2,546,897	4,930,525

CURRENT SERVICE CHARGES

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PRINTING/COPIES FEES	0	125	0	0	0	0	0	0
COPIER CHARGES	700	512	549	350	556	600	600	1,200
NOTARY FEES	600	200	180	300	210	270	270	540
COBRA ADMIN FEE	1,000	642	67	500	11	500	500	1,000
FLOWER FESTIVAL SERVICES	5,800	2,883	6,143	2,900	1,808	2,500	2,500	5,000
PARKS-MISC EVENTS SVCS	0	0	1,358	0	0	0	0	0
WATER-OTHER GEN FD SUPRT SVCS	519,439	252,106	261,152	262,291	221,869	270,566	274,188	544,754
WASTEWTR-OTHR GEN FD SUPRT SVC	412,233	193,161	200,489	211,744	176,453	224,449	237,916	462,365
SW-OTHR GENFD SUPRT SVC	356,223	172,890	179,088	179,875	153,292	187,379	191,805	379,184
GENERAL PLAN AMEND FEES	0	1,941	-772	0	1,000	0	0	0
ZONING CHANGE FEES	0	12,387	-1,580	0	1,500	0	0	0
ZONE VARIANCE FEES	0	-1,900	-107	0	0	0	0	0
ZONE VARIANCE FEES	0	-1,900	0	0	0	0	0	0
ANNEXATION FILING FEES	0	0	2,000	0	2,000	2,000	2,000	4,000
DUPLICATE PLAN(S) FEES	0	25	0	0	0	0	0	0
PLAN CHECKING FEES	184,968	136,531	130,454	92,484	-29,175	117,475	119,659	237,134
EIR CONSULTING DEPOSIT	0	500	0	0	0	0	0	0
APPEAL FILING FEES	0	116	358	0	215	300	300	600
FOOD 4 LESS PROJ FEES	0	7,700	0	0	0	0	0	0
AMENDMNT TO EXIST PERMIT/APPRV	0	327	999	0	0	350	350	700
ARCHITECTURAL REVIEW	6,000	17,474	7,453	3,000	-5,972	3,000	3,000	6,000
CONDITIONAL USE PERMIT	6,000	9,087	11,005	3,000	437	5,000	5,000	10,000
DESIGN REVIEW(SITE/BLDG PLAN)	10,000	-2,111	7,657	5,000	17,750	7,000	7,000	14,000
DEVELOPMENT AGREEMENT	0	500	0	0	0	0	0	0
NEGATIVE DECLARATION	0	605	694	0	760	500	500	1,000
ENVIRONMENTAL IMPACT REPORT	0	0	0	0	2,000	0	0	0
FENCE MODIFICATION	0	52	88	0	18	75	75	150

2001-2003  
DETAIL OF REVENUES BY FUND

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GENERAL  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
CC&R/OTHER RECD/FIELD RESEARCH	0	0	5	0	0	0	0	0
CERT OF COMPL/LOT LINE ADJ	0	500	500	0	675	500	500	1,000
PARCEL MAP	6,000	616	1,247	3,000	2,339	2,000	2,000	4,000
SUBDIVISION MAP	10,000	1,000	-400	5,000	3,400	1,800	1,800	3,600
BUSINESS LICENSE REVIEW	0	26	0	0	33	0	0	0
HOME USE PERMIT	15,000	7,927	7,214	7,500	6,058	7,500	7,500	15,000
TEMPORARY USE PERMIT	5,000	3,902	4,369	2,500	4,393	4,500	4,500	9,000
DAY CARE PERMIT - LARGE HOME	0	12	0	0	24	0	0	0
DAY CARE PERMIT - LARGE HOME	0	12	0	0	0	0	0	0
SIGN PERMIT PROGRAM	0	671	1,063	0	363	700	700	1,400
SINGLE SIGN PERMIT	3,000	246	1,065	1,500	1,696	1,500	1,500	3,000
TEMPORARY SIGN PERMIT	2,000	18	0	1,000	0	0	0	0
TIME EXT-MAJOR/PARCL,SUBDV MAP	0	0	519	0	1,062	550	550	1,100
TIME EXT-MINOR/ARCHIT/DSGN REV	0	-500	189	0	0	0	0	0
PUBLIC DISTURBANCE	0	0	0	0	35	15	15	30
UTILITY TURN ON	355	186	106	179	107	120	120	240
PARKING TICKETS	41,577	25,198	31,103	20,994	27,445	32,251	32,251	64,502
ALT SENTENCE (PAY TO STAY)	851	1,098	1,097	430	3,156	2,000	2,000	4,000
RANGER PARKING TICKETS	67	0	0	34	0	0	0	0
PD-FALSE ALARM	2,038	4,531	4,448	1,029	1,528	3,000	3,000	6,000
SALE OF POLICE REPORTS	11,242	4,205	4,841	5,677	3,639	5,000	5,000	10,000
DOJ PRINTS	0	256	-2,969	0	7,155	0	0	0
POLICE ALARM PERMITS	103	52	40	52	16	40	40	80
SPECIAL POLICE PATROL SERVICES	7,878	6,930	6,573	3,978	-310	0	0	0
SCHOOL SECURITY SERVICE	18,959	0	0	9,806	10,402	11,000	11,000	22,000
VEHICLE REPOSSESSION FEES	680	572	506	343	270	400	400	800
VEHICLE IMPOUND FEES	23,997	15,971	19,441	12,117	10,309	10,800	11,000	21,800
POLICE WITNESS DEPOSITS	2,000	479	150	1,000	573	500	500	1,000
EMERGENCY LINE 911	468	303	378	236	227	240	240	480
CRIMINAL JUSTICE ADMIN FEE	501	228	798	253	563	650	650	1,300
DUI LAB FEE REVENUE	0	0	0	0	26,751	0	0	0
JAIL SERVICES CHARGES	46,000	46,000	46,000	0	38,333	0	0	0
PRISONER CARE CHGS-US MARSHAL	0	0	35	0	0	0	0	0
FINGERPRINT CHARGES	8,708	4,317	14,344	4,397	17,502	15,000	15,000	30,000
DOJ-DOMESTIC VIOLENCE RESTRN	0	0	0	0	501	0	0	0
ENG-PLN CHK, SUB DIV	470	937	0	237	0	300	300	600
SALE OF MAPS & PUBLICATIONS	988	525	1,243	499	1,097	1,200	1,200	2,400
SALE OF PLANS & SPECIFICATIONS	7,314	1,650	7,575	3,693	2,135	4,000	4,000	8,000
PARKING LOT MAINT REIMBURS	247	240	360	125	180	300	300	600
STREET DEPT SVCS CHARGE	0	0	1,260	0	778	1,000	1,000	2,000
STATE HIGHWAY MAINTENANCE	99,285	55,489	77,990	50,134	40,481	60,000	60,000	120,000
WEED ABATEMENT CHARGES	2,822	-1,017	743	1,425	1,146	1,000	1,000	2,000
ENCROACHMT PERMIT-CURB/GUTTER	61	28	104	31	44	100	100	200
ENCROACHMT PERM-SDWK/CRS GUTTR	406	62	312	205	22	200	200	400
ENCROACHMT PERM-DRIVEWAY	242	44	134	122	189	120	120	240
ENCROACHMT PERM-STREET PAVING	2,222	1,396	440	1,122	2,683	1,400	1,400	2,800
NEW SUBDIV CONSTRUCTION	0	0	7,016	0	4,014	6,000	6,000	12,000
SWIM POOL - FACILITY RENTAL	24,775	12,376	7,236	12,510	225	0	0	0
SWIMMING POOL-ADMISSION	51,000	19,628	18,002	26,000	1,803	4,000	4,000	8,000



2001-2003  
 DETAIL OF REVENUES BY FUND

\*\*\*\*\*  
 GENERAL  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
SWIMMING POOL-LOCKER FEES	1,921	453	495	970	-65	0	0	0
SWIMMING POOL-CLASSES	95,000	40,959	33,866	48,000	654	0	0	0
CC REVENUE-REC/PARKS	12,913	0	0	6,520	0	0	0	0
CC REVENUE-DISTRIBUTION	-12,913	0	0	-6,520	0	0	0	0
PERM FEE/YRLY INSP:UNF FIRE CD	14,693	6,781	6,609	7,419	9,632	9,500	9,500	19,000
FIRE-PREVENT/HAZMAT INSP	0	110	110	0	0	0	0	0
FIRE CLEARANCE	1,291	221	79	652	401	500	500	1,000
FIRE SUP SYS-PL CK/FLD TST&INS	2,442	1,055	2,524	1,233	839	1,600	1,600	3,200
FIRE DET/ALM SYS PL CK TST&INS	275	0	924	139	173	500	500	1,000
BLDG-PLN CK/FLD TST & INSP	5,359	4,173	6,114	2,706	4,589	4,800	4,800	9,600
SALE OF FIRE REPORTS	206	120	130	104	63	125	125	250
	2,020,406	1,073,839	1,123,203	999,795	784,060	1,018,675	1,042,574	2,061,249
CHARGES/INTERNAL SERVICES								
*****								
ADMINISTRATIVE SERVICE CHARGE	5,775,032	2,694,828	2,888,164	2,887,516	2,417,297	3,438,165	3,438,165	6,876,330
ADMIN SVCS-LIBRARY	107,636	52,593	53,818	53,818	44,848	48,220	49,932	98,152
INTRL SVC-ENGINEERING	350,742	158,346	171,945	176,037	10,128	190,716	193,577	384,293
INTRL SVC-EQUIP USE CHGS	12,020	6,040	6,009	6,009	5,003	6,011	6,009	12,020
	6,245,430	2,911,807	3,119,936	3,123,380	2,477,276	3,683,112	3,687,683	7,370,795
OTHER REVENUE								
*****								
SALE OF MEDALLIONS	0	5	-163	0	200	0	0	0
SALE OF WOOD	4,957	3,950	3,020	2,503	4,562	0	0	0
SALE OF CITY LOGO PINS	258	48	83	130	41	0	0	0
SALE OF SURPLUS EQUIPMENT	29,940	24,914	18,278	15,118	17,926	18,000	18,000	36,000
PROCEEDS FROM LEASE PURCH	0	0	0	0	0	500,000	0	500,000
SALE OF SEIZED VEHICLES	0	0	0	0	1,275	0	0	0
BOND REV(SPCL ELEC AQUA CTR)	0	0	0	0	0	0	6,000,000	6,000,000
CABLE TV-RENEWAL COSTS REIMB.	0	0	11,422	0	0	0	0	0
RECOVERY-PY MUTUAL AID	0	0	7,109	0	0	0	0	0
RECOVERY-ASSET SEIZURE	0	17,122	41,259	0	4,400	12,000	12,000	24,000
ASSET SEIZURE-CCAP GRT MATCH	0	0	7,466	0	0	0	0	0
ASSET SEIZURE-LLEBG(1997)	0	5,379	0	0	0	0	0	0
ASSET SEIZURE-LLEBG(99-00)	0	0	5,211	0	0	0	0	0
CONTRIB-AED	0	0	11,540	0	13,500	0	0	0
CONTRIB-SWIFT WTR RESCUE EQUIP	0	0	638	0	0	0	0	0
CONTR-DOMESTIC VIOLENCE PROG	0	50	0	0	0	0	0	0
CONTRIB-PLANT A TREE	0	2,840	428	0	0	0	0	0
CONTRIB-CHILDRN INTERVW FACIL	0	595	0	0	0	0	0	0
CONTRIB-D.A.R.E. PROGRAM	0	0	2,537	0	795	0	0	0
CONTRIB-MAKE A DIFFERENCE DAY	0	0	0	0	100	0	0	0
CONTRIB-D.A.R.E. CARDS	0	50	0	0	0	0	0	0
CONTRIBUTIONS-CANINE FUND	0	50	1,250	0	50	0	0	0
CASH OVER-SHORT	-195	-117	-94	-98	-517	0	0	0
DELINQUENT FEES (1%)	137,000	67,919	71,281	69,000	57,533	73,000	74,000	147,000

2001-2003  
DETAIL OF REVENUES BY FUND

\*\*\*\*\*  
GENERAL  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
RETURNED CHECK CHARGES	15,334	7,112	6,496	7,743	5,262	7,000	7,000	14,000
DAMAGE TO PROPERTY	414	13	129	209	685	0	0	0
RECOVERY-LGL CSTS CODE ENFRCE	0	0	0	0	6,115	0	0	0
RECOVERIES-TREE RESTITUTION	0	0	33	0	0	1,100	1,100	2,200
RECOVERY-GAITAN CASE	2,250	180	85	1,125	1,021	0	0	0
CANDIDATE STATEMENT FEES	700	55	0	700	0	0	0	0
MISCELLANEOUS REVENUE	1,010	1,410	571	510	480	600	600	1,200
UNCLAIMED CASH	0	0	0	0	632	0	0	0
	191,668	131,575	188,579	96,940	114,060	611,700	6,112,700	6,724,400
TRANSFERS								
TFR FR-STD INS DEMUT/PDA	414,204	0	414,204	0	0	0	0	0
TRANS FRM-ECON UNCERTAINTY FND	200,000	97,302	86,647	100,000	80,253	100,000	100,000	200,000
TFR FROM-LOCAL STP FUND	98,794	0	98,794	0	0	378,206	159,000	537,206
TFR FROM-TRANS IMPROVEMENT	1,930,228	880,000	890,000	1,040,228	866,857	1,000,345	1,350,000	2,350,345
TFR FROM-CIVIC CENTER FD	0	0	0	0	0	150,000	0	150,000
TFR FROM-GAS TAX	800,000	368,000	400,187	400,000	337,521	0	0	0
TFR FROM-TRANSPORTATION	1,500,000	613,000	750,000	750,000	625,000	1,258,492	1,138,099	2,396,591
TFR FROM-STATE COPS GRANT	200,000	41,213	0	100,000	23,760	107,346	112,459	219,805
TFR FROM-ELECTRIC FUND	1,900,258	741,833	904,253	996,005	830,004	1,043,366	1,112,448	2,155,814
TFR FROM-INS FUND	283,960	250,000	0	31,178	25,982	0	0	0
TFR FROM-INS RETIRE PAYOUTS	0	0	0	0	0	158,859	0	158,859
TFR RECEIVED-TRAFFIC SAFETY	54,195	46,810	83,259	27,366	87,400	85,000	85,000	170,000
TFR RECEIVED-TRANSIENT OCCUP	1,545,000	717,414	807,653	780,000	830,074	945,000	992,250	1,937,250
	8,926,639	3,755,572	4,434,997	4,224,777	3,706,851	5,226,614	5,049,256	10,275,870
FUND TOTAL	33,378,811	16,187,176	17,802,380	16,521,921	16,096,510	19,434,329	25,162,543	44,596,872

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**ECONOMIC UNCERTAINTY FUND**  
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INVESTMENT & PROPERTY REVENUES								
INTEREST INCOME	200,000	97,302	86,647	100,000	80,253	100,000	100,000	200,000
	200,000	97,302	86,647	100,000	80,253	100,000	100,000	200,000
FUND TOTAL	200,000	97,302	86,647	100,000	80,253	100,000	100,000	200,000

2001-2003  
 DETAIL OF REVENUES BY FUND

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**INVESTMENT INTEREST FUND**

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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
*****								
<b>INVESTMENT INTEREST FUND</b>								
*****								
INVESTMENT & PROPERTY REVENUES	*****							
INTEREST EARNED ON INVESTMENTS	4,351,028	2,438,985	2,605,503	2,155,433	2,427,865	2,312,114	1,875,296	4,187,410
INTEREST EARNED DISTR CREDITS	-4,196,134	-2,365,544	-2,528,051	-2,077,986	-1,987,915	-2,223,057	-1,786,239	-4,009,296
	154,894	73,441	77,452	77,447	439,950	89,057	89,057	178,114
FUND TOTAL	154,894	73,441	77,452	77,447	439,950	89,057	89,057	178,114

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**FED ROAD FUND**

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REVENUES FROM OTHER AGENCIES								
*****								
FED TEA-SY RIVER BIKE BRIDGE	861,638	40,390	146,897	0	741,119	0	0	0
FED-CMAQ HWY E/W CHANNEL	204,800	1,001	0	0	0	0	0	0
FED-HWY (T-21)	732,060	0	0	323,098	0	338,000	0	338,000
	1,798,498	41,391	146,897	323,098	741,119	338,000	0	338,000
FUND TOTAL	1,798,498	41,391	146,897	323,098	741,119	338,000	0	338,000

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**LOCAL STP FUND**

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REVENUES FROM OTHER AGENCIES								
*****								
LOCAL STP FUNDS	477,531	0	318,000	159,177	318,000	553,000	159,000	712,000
	477,531	0	318,000	159,177	318,000	553,000	159,000	712,000
OTHER REVENUE								
*****								
**CONTRIB FROM RESERVES	0	0	0	0	0	219,206	0	219,206
	0	0	0	0	0	219,206	0	219,206

2001-2003  
 DETAIL OF REVENUES BY FUND

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 LOCAL STP FUND  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
FUND TOTAL	477,531	0	318,000	159,177	318,000	772,206	159,000	931,206

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TRANSPORTATION IMPROVE FUND  
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TAXES  
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SALES TAX-MEAS D 1/2 CENT	4,277,985	1,598,560	1,731,273	2,173,259	1,536,892	1,943,018	2,020,410	3,963,428
SALES TAX-MEAS D REALLOCATION	0	0	0	0	360,550	393,327	0	393,327
	4,277,985	1,598,560	1,731,273	2,173,259	1,897,442	2,336,345	2,020,410	4,356,755

INVESTMENT & PROPERTY REVENUES  
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INTEREST INCOME	20,000	27,990	41,612	10,000	42,288	100,000	90,000	190,000
UNREALIZ GAIN(LOSS)ON INVST	0	-13,311	-19,524	0	0	0	0	0
	20,000	14,679	22,088	10,000	42,288	100,000	90,000	190,000

OTHER REVENUE  
 \*\*\*\*\*

**CONTRIB FROM RESERVES	148,871	0	0	148,871	0	255,000	259,590	514,590
	148,871	0	0	148,871	0	255,000	259,590	514,590

FUND TOTAL	4,446,856	1,613,239	1,753,361	2,332,130	1,939,730	2,691,345	2,370,000	5,061,345
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SLTPP FUND  
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REVENUES FROM OTHER AGENCIES  
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STATE LOCAL TRANS PARTNER PROG	53,000	167,881	47,303	0	0	0	0	0
	53,000	167,881	47,303	0	0	0	0	0

2001-2003  
 DETAIL OF REVENUES BY FUND

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 SLTPP FUND  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
FUND TOTAL	53,000	167,881	47,303	0	0	0	0	0

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TRANSIENT OCCUPANCY  
 \*\*\*\*\*

TAXES  
 \*\*\*\*\*

TRANSIENT OCCUPANCY TAX	1,545,000	717,414	807,653	780,000	892,905	945,000	992,250	1,937,250
FUND TOTAL	1,545,000	717,414	807,653	780,000	892,905	945,000	992,250	1,937,250

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MISC STATE ROAD FUNDS  
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REVENUES FROM OTHER AGENCIES  
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STATE HWY-SYR BIKE BRIDGE	156,212	13,463	48,966	0	0	0	0	0
ST TSM-E/W CHANL BIKE/PED PATH	51,200	0	0	0	0	0	0	0
STIP STATE TRNS IMP PROGRAM	1,269,000	0	0	0	1,253,271	0	0	0
FUND TOTAL	1,476,412	13,463	48,966	0	1,253,271	0	0	0

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CIVIC CENTER  
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INVESTMENT & PROPERTY REVENUES  
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INTEREST INCOME	11,530	5,704	6,966	5,950	6,391	4,000	2,200	6,200
UNREALIZ GAIN(LOSS)ON INVST	0	-2,243	-3,298	0	0	0	0	0
FUND TOTAL	11,530	3,461	3,668	5,950	6,391	4,000	2,200	6,200

2001-2003  
 DETAIL OF REVENUES BY FUND

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 CIVIC CENTER  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
OTHER REVENUE								
*****								
AB1600 IMPACT FEES	5,000	4,372	35,102	2,500	17,477	10,000	10,000	20,000
**CONTRIB FROM RESERVES	0	0	0	0	0	123,800	0	123,800
	5,000	4,372	35,102	2,500	17,477	133,800	10,000	143,800
FUND TOTAL	16,530	7,833	38,770	8,450	23,868	137,800	12,200	150,000

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TRAFFIC SAFETY  
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FINES, FORFEITS & PENALTIES								
*****								
VEHICLE CODE VIOLATION FINES	54,195	46,810	83,259	27,366	87,400	85,000	85,000	170,000
	54,195	46,810	83,259	27,366	87,400	85,000	85,000	170,000
FUND TOTAL	54,195	46,810	83,259	27,366	87,400	85,000	85,000	170,000

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SPECIAL GAS TAX  
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INVESTMENT & PROPERTY REVENUES								
*****								
INTEREST INCOME	32,000	32,737	27,000	12,000	13,275	4,000	2,000	6,000
UNREALIZ GAIN(LOSS)ON INVST	0	-11,368	-967	0	0	0	0	0
	32,000	21,369	26,033	12,000	13,275	4,000	2,000	6,000

REVENUES FROM OTHER AGENCIES								
*****								
2105 GAS TAX (PROP 111)	522,124	258,531	259,037	263,647	218,888	271,653	279,123	550,776
2106 GASOLINE TAXES	318,354	152,477	149,644	160,753	125,993	157,501	160,651	318,152
2107.1 GASOLINE TAXES	707,262	343,382	344,868	357,132	291,895	348,310	355,276	703,586
2107.5 GASOLINE TAXES	12,000	6,000	6,000	6,000	6,000	6,000	6,000	12,000
	1,559,740	760,390	759,549	787,532	642,776	783,464	801,050	1,584,514

2001-2003  
DETAIL OF REVENUES BY FUND

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SPECIAL GAS TAX  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
CURRENT SERVICE CHARGES								
*****								
RAILROAD MAINTENANCE FEE	0	5,525	0	0	0	0	0	0
	0	5,525	0	0	0	0	0	0
OTHER REVENUE								
*****								
REFUNDS AND RECOVERY	0	904	0	0	0	0	0	0
**CONTRIB FROM RESERVES	520,208	0	0	259,236	0	104,229	0	104,229
	520,208	904	0	259,236	0	104,229	0	104,229
FUND TOTAL	2,111,948	788,188	785,582	1,058,768	656,051	891,693	803,050	1,694,743

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**TRANSIT**  
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TAXES								
*****								
SALES TAX-MEAS D SECTION 4a	30,108	16,390	17,737	15,203	15,783	15,507	15,507	31,014
SALES TAX-MEAS D/COUNTY	127,698	61,977	63,217	64,481	64,481	65,771	67,086	132,857
	157,806	78,367	80,954	79,684	80,264	81,278	82,593	163,871
INVESTMENT & PROPERTY REVENUES								
*****								
INTEREST INCOME	13,192	4,581	3,295	4,383	789	4,000	4,000	8,000
UNREALIZ GAIN(LOSS)ON INVST	0	-2,690	2,396	0	0	0	0	0
RENTAL-4 MCI BUSES	0	0	0	0	2,000	0	0	0
	13,192	1,891	5,691	4,383	2,789	4,000	4,000	8,000
REVENUES FROM OTHER AGENCIES								
*****								
FTA-CAPITAL GRANT	344,048	0	0	0	5,418	0	0	0
FTA-OPER GRANT	768,436	349,019	419,436	349,000	419,436	493,363	493,363	986,726
SALES TAX ON GASOLINE	377,798	0	0	103,098	277,030	268,592	265,358	533,950
MISSION HILLS/VV CONTRACT	479,358	165,988	125,185	242,052	0	246,893	251,831	498,724
STATE TRANSIT ASSIST-SB620	223,873	108,655	107,374	113,045	0	103,393	105,461	208,854
SBCO SERVICE CHARGE	0	0	2,000	0	0	0	0	0
	2,193,513	623,662	653,995	807,195	701,884	1,112,241	1,116,013	2,228,254

2001-2003  
DETAIL OF REVENUES BY FUND

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TRANSIT  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
CURRENT SERVICE CHARGES								
*****								
BUS FARES	163,192	77,105	53,729	82,404	59,294	62,885	66,029	128,914
	-----	-----	-----	-----	-----	-----	-----	-----
	163,192	77,105	53,729	82,404	59,294	62,885	66,029	128,914
OTHER REVENUE								
*****								
DAMAGE TO PROPERTY	0	0	50	0	0	0	0	0
BUS ADVERTISING	0	2,225	600	0	200	0	0	0
MISCELLANEOUS REVENUE	0	0	0	0	10,584	0	0	0
**CONTRIB FROM RESERVES	147,793	0	0	147,793	0	0	0	0
	-----	-----	-----	-----	-----	-----	-----	-----
	147,793	2,225	650	147,793	10,784	0	0	0
FUND TOTAL								
	2,675,496	783,250	795,019	1,121,459	855,015	1,260,404	1,268,635	2,529,039

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**CAPITAL DEVELOPMENT**  
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INVESTMENT & PROPERTY REVENUES								
*****								
INTEREST INCOME	22,000	12,389	7,975	11,000	2,513	11,854	12,447	24,301
UNREALIZ GAIN(LOSS)ON INVST	0	-3,744	5,400	0	0	0	0	0
	-----	-----	-----	-----	-----	-----	-----	-----
	22,000	8,645	13,375	11,000	2,513	11,854	12,447	24,301
OTHER REVENUE								
*****								
AB1600 IMPACT FEES	2,000	846	4,787	1,000	3,427	3,000	3,000	6,000
QUIMBY ACT PARK FEES	70,000	0	0	70,000	0	165,500	165,500	331,000
**CONTRIB FROM RESERVES	27,937	0	0	0	0	0	0	0
	-----	-----	-----	-----	-----	-----	-----	-----
	99,937	846	4,787	71,000	3,427	168,500	168,500	337,000
FUND TOTAL								
	121,937	9,491	18,162	82,000	5,940	180,354	180,947	361,301



2001-2003  
 DETAIL OF REVENUES BY FUND

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TRANSPORTATION  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
***** TRANSPORTATION *****								
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	0	0	0	0	4,500	0	0	0
INT INCOME-ART 3	20,000	17,289	16,576	10,000	6,461	1,500	2,750	4,250
INT INCOME-ART 8	8,000	15,364	26,349	4,000	28,965	33,500	33,650	67,150
UNREALIZ GAIN(LOSS)ON INVST	0	-16,584	-16,448	0	0	0	0	0
	28,000	16,069	26,477	14,000	39,926	35,000	36,400	71,400
REVENUES FROM OTHER AGENCIES *****								
SALES TAX ON GASOLINE ART-3	46,826	20,956	23,057	23,759	23,202	27,208	28,296	55,504
SALES TAX ON GASOLINE ART-8	1,813,198	719,418	1,070,332	991,027	1,097,866	1,107,915	1,226,182	2,334,097
	1,860,024	740,374	1,093,389	1,014,786	1,121,068	1,135,123	1,254,478	2,389,601
OTHER REVENUE *****								
CONTRIBUTIONS-CONSTRUCTION	0	100,000	0	0	0	0	0	0
**CONTRIB FROM RESERVES	268,974	0	0	0	0	0	0	0
	268,974	100,000	0	0	0	0	0	0
FUND TOTAL	2,156,998	856,443	1,119,866	1,028,786	1,160,994	1,170,123	1,290,878	2,461,001

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SPEC ASSESS-ALLEY IMPROVEMENT  
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INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	11,889	6,239	6,504	6,089	5,068	6,493	6,818	13,311
UNREALIZ GAIN(LOSS)ON INVST	0	-2,425	-2,008	0	0	0	0	0
	11,889	3,814	4,496	6,089	5,068	6,493	6,818	13,311
OTHER REVENUE *****								
SPECIAL ASSESSMENTS	602	2,664	305	301	249	250	250	500
ALLEY PAVING CONTRIBUTIONS	0	0	56	0	0	0	0	0
	602	2,664	361	301	249	250	250	500

2001-2003  
 DETAIL OF REVENUES BY FUND

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 SPEC ASSESS-ALLEY IMPROVEMENT  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
FUND TOTAL	12,491	6,478	4,857	6,390	5,317	6,743	7,068	13,811

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**DOWNTOWN PARKING FUND**  
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CHARGES/INTERNAL SERVICES								
*****								
GRNDS MAINT-RDA	1,000	3,000	1,000	0	1,667	3,500	3,500	7,000
	1,000	3,000	1,000	0	1,667	3,500	3,500	7,000
OTHER REVENUE								
*****								
**CONTRIB FROM RESERVES	7,884	0	0	4,463	0	1,068	1,084	2,152
	7,884	0	0	4,463	0	1,068	1,084	2,152
FUND TOTAL	8,884	3,000	1,000	4,463	1,667	4,568	4,584	9,152

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 STREET DEVELOPMENT FUND  
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INVESTMENT & PROPERTY REVENUES								
*****								
INTEREST INCOME	50,000	25,651	21,406	25,000	14,581	20,000	20,000	40,000
UNREALIZ GAIN(LOSS)ON INVST	0	-25,856	-26,805	0	0	0	0	0
	50,000	-205	-5,399	25,000	14,581	20,000	20,000	40,000

REVENUES FROM OTHER AGENCIES								
*****								
ST GRANT-97 CDF (PROP 70)	0	2,581	0	0	0	0	0	0
ST GRT-98 CDF (PROP 70)	0	0	0	0	16,774	0	0	0
	0	2,581	0	0	16,774	0	0	0

OTHER REVENUE								
*****								
AB1600 IMPACT FEES	10,000	0	0	5,000	0	10,000	10,000	20,000
**CONTRIB FROM RESERVES	48,700	0	0	0	0	11,000	0	11,000

2001-2003  
DETAIL OF REVENUES BY FUND

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STREET DEVELOPMENT FUND  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
	58,700	0	0	5,000	0	21,000	10,000	31,000
FUND TOTAL	108,700	2,376	-5,399	30,000	31,355	41,000	30,000	71,000

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**TRAFFIC OFFENDER FUND**  
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INVESTMENT & PROPERTY REVENUES  
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INTEREST INCOME	0	0	36	0	-716	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	0	-360	0	0	0	0	0
	0	0	-324	0	-716	0	0	0

REVENUES FROM OTHER AGENCIES  
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ST GRT-STOP	0	0	671	0	80,600	93,508	0	93,508
	0	0	671	0	80,600	93,508	0	93,508

CURRENT SERVICE CHARGES  
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PD-RESPONSE TO DUI ACCIDENTS	0	0	3,605	0	12,711	12,000	12,000	24,000
VEHICLE IMPOUND FEES-(FND 35)	0	0	6,480	0	30,023	34,765	34,765	69,530
	0	0	10,085	0	42,734	46,765	46,765	93,530

OTHER REVENUE  
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SALE OF SEIZED VEHICLES	0	0	0	0	3,475	5,000	5,000	10,000
**CONTRIB FROM RESERVES	0	0	0	0	0	11,355	22,013	33,368
	0	0	0	0	3,475	16,355	27,013	43,368

FUND TOTAL	0	0	10,432	0	126,093	156,628	73,778	230,406
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2001-2003  
 DETAIL OF REVENUES BY FUND

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**TRAFFIC CONGESTION RELIEF FUND**

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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
***** TRAFFIC CONGESTION RELIEF FUND *****								
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	0	0	0	0	8,269	8,000	0	8,000
	0	0	0	0	8,269	8,000	0	8,000
REVENUES FROM OTHER AGENCIES *****								
ST TRAFFIC CONGESTION RELIEF	0	0	0	0	308,520	0	0	0
	0	0	0	0	308,520	0	0	0
OTHER REVENUE *****								
**CONTRIB FROM RESERVES	0	0	0	0	0	320,020	0	320,020
	0	0	0	0	0	320,020	0	320,020
FUND TOTAL	0	0	0	0	316,789	328,020	0	328,020

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**TRANSPORTATION DEMAND MGT**

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REVENUES FROM OTHER AGENCIES *****								
FTA-CMAQ GRANT	0	19,544	10,361	0	24,000	0	0	0
FTA-FORMULA FUNDS	42,647	0	0	25,576	0	0	0	0
	42,647	19,544	10,361	25,576	24,000	0	0	0
TRANSFERS *****								
TFR FROM-23/TRANSIT	8,008	8,416	8,008	0	0	0	0	0
	8,008	8,416	8,008	0	0	0	0	0
FUND TOTAL	50,655	27,960	18,369	25,576	24,000	0	0	0

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2001-2003  
DETAIL OF REVENUES BY FUND

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**STATE COPS GRANT**

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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
***** STATE COPS GRANT *****								
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	0	11,880	16,018	0	15,575	10,000	7,500	17,500
UNREALIZ GAIN(LOSS)ON INVST	0	-4,775	-7,682	0	0	0	0	0
	0	7,105	8,336	0	15,575	10,000	7,500	17,500
REVENUES FROM OTHER AGENCIES *****								
STATE GRANT-COPS	200,000	95,362	94,264	100,000	100,000	100,000	100,000	200,000
	200,000	95,362	94,264	100,000	100,000	100,000	100,000	200,000
OTHER REVENUE *****								
**CONTRIB FROM RESERVES	0	0	0	0	0	0	2,305	2,305
	0	0	0	0	0	0	2,305	2,305
FUND TOTAL	200,000	102,467	102,600	100,000	115,575	110,000	109,805	219,805

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**LOMPOC MUNICIPAL AIRPORT**

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TAXES *****								
PROPERTY TAXES-NONSECURED	0	0	0	0	9,745	0	0	0
UNSECURED AIRPORT TAX	15,501	5,447	6,192	7,789	0	9,841	10,038	19,879
	15,501	5,447	6,192	7,789	9,745	9,841	10,038	19,879
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	1,808	-9,703	-6,514	1,393	896	3,903	3,275	7,178
UNREALIZ GAIN(LOSS)ON INVST	0	10,093	-9,967	0	0	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	10,093	0	0	0	0	0	0
SITE RENTAL-COOK ERECTOR	0	742	0	0	0	0	0	0
SITE RENTAL-WASTEWATER	5,000	2,500	0	2,500	0	0	0	0
MARSHALL AVIATION-FBO	9,600	7,515	0	4,800	0	0	0	0
ARCTIC AIR LEASE	4,520	13,560	1,130	0	0	0	0	0
ATLAS INC. LEASE	0	-490	0	0	0	0	0	0

2001-2003  
DETAIL OF REVENUES BY FUND

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LOMPOC MUNICIPAL AIRPORT  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
HANGAR REVENUES(CITY OWNED)	74,736	36,997	37,053	37,872	33,711	38,736	40,704	79,440
TIEDOWN REVENUES	4,680	2,372	3,218	2,376	2,888	3,132	3,210	6,342
HANGAR REV(PRIVATELY OWNED)	16,536	7,068	6,901	8,760	8,469	9,648	10,152	19,800
TRANSIENT TIEDOWN FEE	663	467	360	333	315	360	360	720
SUBURBAN LEASE	0	5,148	0	0	0	0	0	0
SUBURBAN LEASE	0	5,148	-468	0	0	0	0	0
"H" STREET PROPERTY	31,200	15,600	15,600	15,600	14,300	15,600	15,600	31,200
FARMING LEASE	0	4,800	0	0	2,000	0	0	0
STREETS/SW LAND RENT	30,000	20,000	15,000	15,000	12,500	1,500	1,500	3,000
GUERRA FARMING LEASE	3,836	1,581	0	2,000	0	0	0	0
JORDAN BROTHERS RANCH LEASE	1,116	528	539	564	464	574	591	1,165
CRYSTAL SOARING INC LEASE	13,968	8,512	6,230	6,984	5,402	6,699	6,900	13,599
NOLAN HNGR-3000 SQ FT N SIDE	5,454	0	0	2,754	0	0	0	0
1000 SQ FT HANGAR-SO. SIDE	1,050	0	0	600	0	0	0	0
NOLAN-16 S SIDE/8 N SIDE HNGRS	28,908	0	0	19,272	0	9,600	14,832	24,432
JOEL REIMAN LEASE	0	453	1,836	0	1,586	1,953	2,012	3,965
WILLIAM NOLAN LEASE	0	150	1,800	0	1,554	1,915	1,973	3,888
SKYDIVE SB LEASE	0	0	6,298	0	9,279	10,426	10,739	21,165
FLANAGAN ENTERPRISES LEASE	0	0	0	0	400	600	600	1,200
WHITAKER ENG CONTRACTORS. INC	0	0	0	0	450	0	0	0
	233,075	143,134	79,016	120,808	94,214	104,646	112,448	217,094
REVENUES FROM OTHER AGENCIES								
*****								
FED GT-SOUTH SIDE TAXIWAY	0	0	0	0	27,625	0	0	0
FED GRANT-RUNWAY EXTENSION	0	0	0	0	66,002	0	0	0
STATE GRANT-OTHER	20,000	10,000	10,000	10,000	28,777	10,000	10,000	20,000
	20,000	10,000	10,000	10,000	122,404	10,000	10,000	20,000
CURRENT SERVICE CHARGES								
*****								
VENDING MACHINE COMMISSIONS	152	57	59	76	157	60	60	120
	152	57	59	76	157	60	60	120
OTHER REVENUE								
*****								
SALE OF AIRCRAFT FUEL	88,656	43,658	59,413	44,767	40,897	73,478	84,783	158,261
CONTRIBUTIONS	6,010	0	800	3,050	1,372	0	0	0
PHONE LINE-FAA/HOTELS	518	284	270	259	165	270	270	540
AIRPORT SIGN ADVERTISING	250	300	250	125	450	250	250	500
LOAN FROM WATER FUND	39,500	0	0	0	0	0	0	0
LOAN FROM GENERAL FUND	0	0	0	0	0	39,953	26,956	66,909
MISCELLANEOUS REVENUE	0	16	0	0	0	0	0	0
**CONTRIB FROM RESERVES	104	0	0	0	0	0	0	0
	135,038	44,258	60,733	48,201	42,884	113,951	112,259	226,210

2001-2003  
 DETAIL OF REVENUES BY FUND

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 LOMPOC MUNICIPAL AIRPORT  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
FUND TOTAL	403,766	202,896	156,000	186,874	269,404	238,498	244,805	483,303

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WATER UTILITY  
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INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	600,798	241,277	261,141	283,556	206,352	225,000	225,000	450,000
INT INCOME-RESTRICTED FUNDS	237,213	309,696	297,540	51,308	255,230	79,591	25,000	104,591
UNREALIZ GAIN(LOSS)ON INVST	0	-93,858	-89,586	0	0	0	0	0
	838,011	457,115	469,095	334,864	461,582	304,591	250,000	554,591

REVENUES FROM OTHER AGENCIES

FED-FEMA DISASTER RELIEF	0	0	62,983	0	0	0	0	0
	0	0	62,983	0	0	0	0	0

CURRENT SERVICE CHARGES

FLOWER FESTIVAL SERVICES	0	44	0	0	50	45	45	90
RESIDENTIAL SALES/CHARGES	10,428,640	4,933,083	5,169,778	5,264,173	4,176,735	5,262,977	5,334,198	10,597,175
RESIDENTIAL WATER OUTSIDE CITY	61,314	30,581	26,309	31,593	22,823	30,024	30,463	60,487
CONSTRUCTION WTR SVC SALES	20,000	13,101	17,201	10,000	10,352	10,000	10,000	20,000
FIRE LINE WATER SERVICE SALES	37,947	18,840	20,485	19,096	21,981	22,422	22,534	44,956
NON METERED WATER SALES	0	770	785	0	2,685	30,024	30,463	60,487
FIELD SERVICE	0	0	0	0	1,185	0	0	0
INSTALLATION FEES	9,000	12,891	3,230	4,500	2,849	5,000	5,000	10,000
WATER MAIN EXTENSION	0	0	299	0	463	300	300	600
	10,556,901	5,009,310	5,238,087	5,329,362	4,239,123	5,360,792	5,433,003	10,793,795

CHARGES/INTERNAL SERVICES

INTRL SVC-WATER	50,505	0	0	25,529	0	0	0	0
	50,505	0	0	25,529	0	0	0	0

OTHER REVENUE

SALE OF SURPLUS EQUIPMENT	0	591	0	0	1,900	0	0	0
AB1600 IMPACT FEES	219,514	0	0	116,027	37,498	75,000	75,000	150,000
48 HOUR DELIVERY CHARGE	84,427	43,895	40,598	42,486	38,729	43,033	43,248	86,281

2001-2003  
 DETAIL OF REVENUES BY FUND

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 WATER UTILITY  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
DAMAGE TO PROPERTY	0	14,198	14,333	0	1,947	10,000	10,000	20,000
MISCELLANEOUS REVENUE	0	9,080	7,362	0	20	7,500	7,500	15,000
**CONTRIB FROM RESERVES	611,855	0	0	0	0	287,573	2,306,857	2,594,430
	915,796	67,764	62,293	158,513	80,094	423,106	2,442,605	2,865,711
FUND TOTAL	12,361,213	5,534,189	5,832,458	5,848,268	4,780,799	6,088,489	8,125,608	14,214,097

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ELECTRIC  
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INVESTMENT & PROPERTY REVENUES

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INTEREST INCOME	1,797,722	819,681	995,692	988,231	764,261	998,289	766,067	1,764,356
INT INC-PUBLIC BENEFIT PROG	0	31,328	46,338	0	42,257	55,000	55,000	110,000
UNREALIZ GAIN(LOSS)ON INVST	0	-340,999	-381,576	0	0	0	0	0
JOINT POLE RENTALS	11,444	5,722	2,861	5,722	8,583	2,861	2,861	5,722
	1,809,166	515,732	663,315	993,953	815,101	1,056,150	823,928	1,880,078

REVENUES FROM OTHER AGENCIES

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FED-FEMA DISASTER RELIEF	0	0	-6,459	0	0	0	0	0
CEC WEATHERIZATION GT(98-99)	0	42,196	57,804	0	35,206	0	0	0
	0	42,196	51,345	0	35,206	0	0	0

CURRENT SERVICE CHARGES

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FLOWER FESTIVAL SERVICES	1,500	674	0	750	616	675	675	1,350
RESIDENTIAL SALES/CHARGES	10,876,007	5,313,462	5,374,938	5,468,047	4,489,416	5,496,729	5,557,859	11,054,588
MOBILE HOME PARK ELEC SALES	225,144	115,453	110,569	113,132	95,329	111,121	111,677	222,798
MUNICIPAL ELECTRIC SALES	242,248	119,113	119,240	121,727	96,350	119,598	120,196	239,794
COMMERCIAL ELECTRIC SALES	6,445,878	3,128,380	3,224,296	3,245,034	2,713,305	3,377,140	3,414,289	6,791,429
INDUSTRIAL ELECTRIC SALES	5,632,098	2,576,442	2,737,238	2,823,718	2,461,552	3,030,507	3,135,591	6,166,098
MUNICIPAL STREET LIGHTS-SALES	638,592	323,789	326,847	320,553	275,336	388,935	392,824	781,759
MUNICIPAL POWER ELECTRIC SALES	1,498,763	683,869	955	753,110	955	960	965	1,925
AGRICULTURE POWER ELEC SALES	262	128	128	131	71	131	131	262
TRAFFIC SIGNALS ELECTRIC SALES	106,918	50,243	52,227	53,672	45,172	52,488	52,750	105,238
DEREGULATION COST ADJUSTMENT	3,868,888	1,847,711	1,899,137	1,944,382	1,620,839	1,989,997	2,023,399	4,013,396
MUNICIPAL DEMAND	0	0	720,340	0	592,490	723,942	727,562	1,451,504
SAME DAY TURN ON SVC FEE/OT	17,489	8,899	9,914	8,788	9,064	9,964	10,014	19,978
FIELD SERVICE	0	2,273	0	0	0	2,284	2,295	4,579
INSTALLATION FEES	10,432	15,087	26,233	5,242	14,440	20,100	20,201	40,301
ELECTRIC RECONNECTION CHARGES	35,306	19,154	18,598	17,741	18,289	18,691	18,784	37,475



2001-2003  
DETAIL OF REVENUES BY FUND

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ELECTRIC  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
ELECTRIC TURN ON FEES	117,014	52,530	50,030	58,798	38,670	50,280	50,531	100,811
	29,716,539	14,257,207	14,670,690	14,934,825	12,471,894	15,393,542	15,639,743	31,033,285
OTHER REVENUE								
SALE OF LIGHT BULBS	346	139	151	174	148	152	153	305
SALE OF SURPLUS EQUIPMENT	0	2,317	2,000	0	0	0	0	0
STATE ENERGY SURCHARGE	57,088	25,101	25,827	28,688	22,043	27,110	27,564	54,674
PUBLIC BENEFITS PROGRAM	631,106	301,974	311,922	317,163	266,064	325,316	330,764	656,080
DEVELOPER CONTRIBUTION	200,000	0	0	100,000	62,522	200,000	200,000	400,000
48 HOUR DELIVERY CHARGE	90,707	43,895	40,598	45,579	38,729	40,801	41,005	81,806
DAMAGE TO PROPERTY	10,000	29,729	1,812	5,000	12,534	1,821	1,830	3,651
JOINT POLE SALES	91,421	106,491	142,554	45,938	72,184	50,250	50,501	100,751
MISCELLANEOUS REVENUE	20,000	26,182	20,990	10,000	0	10,547	10,600	21,147
**CONTRIB FROM RESERVES	0	0	0	0	0	4,277,616	-142,259	4,135,357
	1,100,668	535,828	545,854	552,542	474,224	4,933,613	520,158	5,453,771
FUND TOTAL	32,626,373	15,350,963	15,931,204	16,481,320	13,796,425	21,383,305	16,983,829	38,367,134

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**SEWER UTILITY**  
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INVESTMENT & PROPERTY REVENUES								
INTEREST INCOME	800,100	461,348	384,637	337,017	214,447	256,955	60,438	317,393
BOND INTEREST FEE/VAFB	0	6,611	4,087	0	691	0	0	0
INT INCOME-RESTRICTED FUNDS	0	12,741	-1,242	0	4,082	3,500	700,679	704,179
UNREALIZ GAIN(LOSS)ON INVST	0	-167,808	-18,948	0	0	0	0	0
	800,100	312,892	368,534	337,017	219,220	260,455	761,117	1,021,572
REVENUES FROM OTHER AGENCIES								
FED-FEMA DISASTER RELIEF	0	0	-6,460	0	0	0	0	0
	0	0	-6,460	0	0	0	0	0
CURRENT SERVICE CHARGES								
RESIDENTIAL SALES/CHARGES	5,539,668	2,569,490	2,578,571	2,837,391	2,169,354	2,913,361	3,252,768	6,166,129
DISPOSAL FEES	0	0	57	0	18	24	24	48
RECLAIMED WATER SALES	2,465	1,295	1,881	1,232	1,287	1,843	1,843	3,686
EXTRA STRENGTH SEWER CHARGES	56,889	27,270	27,828	28,586	20,809	24,980	26,229	51,209

2001-2003  
DETAIL OF REVENUES BY FUND

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SEWER UTILITY  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
MAINT/OPER CHARGES VVCSD	744,103	312,099	349,306	385,847	342,368	385,847	385,847	771,694
MAINTENANCE/OPER CHARGES-VAFB	1,901,546	1,200,933	556,032	981,827	362,298	450,000	475,000	925,000
PROPOSED RATE CHANGES	0	0	0	0	0	202,138	598,753	800,891
	8,244,671	4,111,087	3,513,675	4,234,883	2,896,134	3,978,193	4,740,464	8,718,657
OTHER REVENUE								
BOND PROCEEDS	0	0	0	0	0	0	4,500,000	4,500,000
VVCSD WCRF REIMBURSEMENT	78,143	0	0	5,200	0	83,293	422,445	505,738
AB1600 IMPACT FEES	9,186	0	0	4,593	3,156	4,208	4,208	8,416
REPLACEMENT FEES/VAFB	120,000	60,000	60,000	60,000	50,000	60,000	60,000	120,000
VAFB COMPELLED UPGRADE	0	0	0	0	0	84,000	558,825	642,825
MISCELLANEOUS REVENUE	0	4,686	3,649	0	0	0	0	0
**CONTRIB FROM RESERVES	1,201,541	0	0	419,065	0	1,249,283	1,242,428	2,491,711
	1,408,870	64,686	63,649	488,858	53,156	1,480,784	6,787,906	8,268,690
FUND TOTAL	10,453,641	4,488,665	3,939,398	5,060,758	3,168,510	5,719,432	12,289,487	18,008,919

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**LNDFL CLOSE/PST CLOSE TR FUND**  
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INVESTMENT & PROPERTY REVENUES								
INTEREST INCOME	180,017	85,415	88,174	92,689	70,493	90,520	97,546	188,066
INT INCOME-HOUSEHOLD HAZMAT	5,119	2,436	2,503	2,628	1,946	2,534	2,661	5,195
UNREALIZ GAIN(LOSS)ON INVST	0	-33,491	-28,935	0	0	0	0	0
	185,136	54,360	61,742	95,317	72,439	93,054	100,207	193,261
TRANSFERS								
TRANSFER FROM FUND 59	77,063	0	30,155	66,908	55,757	50,000	50,000	100,000
	77,063	0	30,155	66,908	55,757	50,000	50,000	100,000
FUND TOTAL	262,199	54,360	91,897	162,225	128,196	143,054	150,207	293,261

2001-2003  
 DETAIL OF REVENUES BY FUND

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**SOLID WASTE**

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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
***** SOLID WASTE *****								
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	60,899	31,256	25,206	25,876	22,848	27,500	27,500	55,000
INT INCOME-RESTRICTED FUNDS	0	7,009	13,465	0	2,491	2,600	0	2,600
UNREALIZ GAIN(LOSS)ON INVST	0	-7,468	0	0	0	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	-7,468	-10,039	0	0	0	0	0
	60,899	23,329	28,632	25,876	25,339	30,100	27,500	57,600
REVENUES FROM OTHER AGENCIES *****								
STATE GRANT-OTHER	0	9,119	0	0	0	0	0	0
ST GR-USED OIL RECYCLING	0	0	31,003	0	13,280	13,684	13,700	27,384
	0	9,119	31,003	0	13,280	13,684	13,700	27,384
CURRENT SERVICE CHARGES *****								
FLOWER FESTIVAL SERVICES	5,740	3,038	0	2,870	3,540	3,250	3,250	6,500
SPRING ARTS FESTIVAL SVCS	1,704	630	0	852	0	630	630	1,260
VEHICLE ABATEMENT	10,728	5,462	4,669	5,417	3,820	4,700	4,747	9,447
STREET DEPT SVCS CHARGE	0	0	311	0	0	0	0	0
RESIDENTIAL SALES/CHARGES	3,599,245	1,568,964	1,576,990	1,848,611	1,466,969	1,653,494	1,686,564	3,340,058
LANDFILL USE FEES	1,315,038	760,382	828,203	662,943	735,757	734,742	749,437	1,484,179
LNDFLL FEES-FRM MNTHLY BILLING	2,328,300	1,230,136	1,241,552	1,158,300	930,262	1,265,156	1,290,459	2,555,615
COMM HAULRS/HSGLD HAZMAT MAT'L	590	1,740	758	298	874	1,178	1,202	2,380
SALE OF RECYCLABLE MATERIAL	64,727	41,865	54,575	32,684	57,947	66,826	68,163	134,989
PROPOSED RATE CHANGES	0	0	0	0	0	474,412	550,159	1,024,571
	7,326,072	3,612,217	3,707,058	3,711,975	3,199,169	4,204,388	4,354,611	8,558,999
CHARGES/INTERNAL SERVICES *****								
INTRL SVC-ENVIRONMENTAL	70,224	21,192	36,387	35,112	6,656	30,000	30,000	60,000
	70,224	21,192	36,387	35,112	6,656	30,000	30,000	60,000
OTHER REVENUE *****								
PROCEEDS FROM LEASE PURCH	300,000	0	0	0	0	0	0	0
SALE OF COMPOST BINS	616	336	448	311	182	200	200	400
AB1600 IMPACT FEES	39,405	0	0	23,470	767	5,490	5,400	10,890
DAMAGE TO PROPERTY	0	0	1,107	0	0	0	0	0
MISCELLANEOUS REVENUE	10,000	5,495	3,746	5,000	0	3,825	3,902	7,727
**CONTRIB FROM RESERVES	474,538	0	0	298,077	0	238,572	0	238,572

2001-2003  
DETAIL OF REVENUES BY FUND

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SOLID WASTE  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
	824,559	5,831	5,301	326,858	949	248,087	9,502	257,589
FUND TOTAL	8,281,754	3,671,688	3,808,381	4,099,821	3,245,393	4,526,259	4,435,313	8,961,572

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**REVOLVING RECREATION FUND**  
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INVESTMENT & PROPERTY REVENUES  
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INTEREST INCOME	0	-1,219	74	0	-771	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	-496	259	0	0	0	0	0
FACILITY RENTAL-D/T PRKING LOT	31,896	15,307	18,305	15,948	14,296	15,595	15,595	31,190
TELEPHONE COMMISSIONS	1,143	517	221	576	177	193	193	386
	33,039	14,109	18,859	16,524	13,702	15,788	15,788	31,576

REVENUES FROM OTHER AGENCIES  
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FED GRANT-JV GRANT	59,600	16,016	14,627	29,800	33,924	46,016	45,236	91,252
ST GRT-HAPGOOD HEALTHY START	10,350	4,245	5,554	5,175	1,437	5,178	5,178	10,356
GRT-SANTA BARBARA CAG	0	0	10,000	0	0	0	0	0
	69,950	20,261	30,181	34,975	35,361	51,194	50,414	101,608

CURRENT SERVICE CHARGES  
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SWIMMING POOL-ADMISSION	6,567	5,601	990	3,300	510	6,595	6,704	13,299
SWIMMING POOL-CLASSES	7,027	8,065	700	3,531	63	0	0	0
FACILITY RENTAL	136,917	71,913	59,132	69,170	58,536	63,857	63,857	127,714
VOLLEYBALL	24,690	7,443	5,581	12,376	1,469	14,210	14,446	28,656
CLASSES	12,142	8,580	3,369	6,086	8,320	6,611	6,720	13,331
TEEN PROGRAMS	22,867	10,284	1,234	11,462	405	2,931	2,979	5,910
PLAY SCHOOL	24,633	9,559	2,446	12,347	3,059	14,383	14,621	29,004
ADAPTIVE PROGRAMS	13,018	6,906	8,914	6,525	2,298	3,068	3,119	6,187
YOUTH PROGRAMS	31,932	16,853	21,495	16,006	21,236	20,885	21,232	42,117
GIRLS BASKETBALL	81,938	39,657	39,147	41,071	26,468	46,235	47,002	93,237
RECREATION GAME FEES	1,161	587	142	585	144	160	160	320
PHYSICAL FITNESS CHARGES	3,494	361	26	1,760	0	0	0	0
COPIER CHARGES	135	61	6	68	7	12	12	24
VENDING MACHINE COMMISSIONS	3,000	1,392	1,238	1,511	1,323	1,443	1,443	2,886
TOURNAMENTS	15,831	3,814	0	7,935	0	6,809	6,922	13,731
ADULT SOFTBALL	84,431	38,834	38,625	42,321	33,855	62,481	63,518	125,999
ADULT BASKETBALL	22,472	7,052	5,545	11,264	3,996	8,752	8,897	17,649
TENNIS PROGRAMS	18,183	8,552	6,062	9,114	3,090	13,232	13,451	26,683

2001-2003  
 DETAIL OF REVENUES BY FUND

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 REVOLVING RECREATION FUND  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
AFTER SCHOOL REC PROGRAM	0	0	19,353	0	11,094	0	0	0
SPORTS-MISC PROGRAMS	23,029	14,884	21,514	11,543	4,106	45,801	46,561	92,362
4TH OF JLY FIREWRKS SHOW	0	2,758	10,762	0	12,508	12,600	12,600	25,200
MISCELLANEOUS PROGRAMS	53,592	19,358	15,049	26,863	13,402	15,971	16,236	32,207
	587,059	282,514	261,330	294,838	205,889	346,036	350,480	696,516
OTHER REVENUE								
CONTRIBUTIONS	0	0	0	0	194	225	225	450
CONTRIBUTIONS-RECOG GROVE	1,451	960	960	731	1,200	731	731	1,462
	1,451	960	960	731	1,394	956	956	1,912
FUND TOTAL	691,499	317,844	311,330	347,068	256,346	413,974	417,638	831,612

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**LOMPOC VALLEY COMMUNITY CENTER**  
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INVESTMENT & PROPERTY REVENUES								
INTEREST INCOME	3,000	20,098	18,904	0	1,343	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	-6,863	-4,576	0	0	0	0	0
FACILITY RENTAL	43,299	0	0	25,063	13,767	40,000	40,000	80,000
	46,299	13,235	14,328	25,063	15,110	40,000	40,000	80,000
CURRENT SERVICE CHARGES								
CLASSES	0	0	0	0	154	2,000	2,000	4,000
	0	0	0	0	154	2,000	2,000	4,000
OTHER REVENUE								
SALE OF SURPLUS EQUIPMENT	0	862	0	0	0	0	0	0
CONTRIBUTIONS	0	50	0	0	0	0	0	0
DONATIONS-SR CNTR IMPRV	0	0	0	0	4,592	0	0	0
	0	912	0	0	4,592	0	0	0
TRANSFERS								
TFR FR-STD INS DEMUT/PDA	125,000	0	50,000	75,000	93,750	0	0	0
TFR FR 10-GENERAL FUND	0	0	0	0	0	64,008	66,694	130,702

2001-2003  
DETAIL OF REVENUES BY FUND

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LOMPOC VALLEY COMMUNITY CENTER  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
	125,000	0	50,000	75,000	93,750	64,008	66,694	130,702
FUND TOTAL	171,299	14,147	64,328	100,063	113,606	106,008	108,694	214,702

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**HUMAN SERVICES**  
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INVESTMENT & PROPERTY REVENUES

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INTEREST INCOME	4,000	2,798	2,621	2,000	2,019	2,000	2,000	4,000
UNREALIZ GAIN(LOSS)ON INVST	0	-1,196	-882	0	0	0	0	0
	4,000	1,602	1,739	2,000	2,019	2,000	2,000	4,000

CURRENT SERVICE CHARGES

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CLASSES	0	16	60	0	0	0	0	0
	0	16	60	0	0	0	0	0

OTHER REVENUE

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DONATIONS BY UTILITY CUSTOMERS	7,000	3,329	3,114	3,500	8,933	11,160	11,160	22,320
CONTRIBUTIONS	200	0	0	100	5	100	100	200
CONTRIBUTIONS-CABLE TV	50,000	25,000	25,000	25,000	25,000	25,000	25,000	50,000
**CONTRIB FROM RESERVES	559	0	0	0	0	1,798	1,798	3,596
	57,759	28,329	28,114	28,600	33,938	38,058	38,058	76,116

FUND TOTAL	61,759	29,947	29,913	30,600	35,957	40,058	40,058	80,116
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**BEAUTIFICATION**  
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INVESTMENT & PROPERTY REVENUES

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INTEREST INCOME	1,238	1,153	1,178	340	884	1,050	1,050	2,100
UNREALIZ GAIN(LOSS)ON INVST	0	-432	-348	0	0	0	0	0
	1,238	721	830	340	884	1,050	1,050	2,100

2001-2003  
DETAIL OF REVENUES BY FUND

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BEAUTIFICATION  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
OTHER REVENUE								
*****								
DONATIONS BY UTILITY CUSTOMERS	2,755	1,680	1,514	1,391	1,215	1,452	1,452	2,904
CONTRIBUTIONS	0	195	115	0	55	50	50	100
DOWNTOWN REVITALIZATION	96	60	60	48	50	50	50	100
FUND RAISERS	127	1,132	0	64	1,877	1,000	1,000	2,000
**CONTRIB FROM RESERVES	17,332	0	0	9,227	0	3,153	3,410	6,563
	20,310	3,067	1,689	10,730	3,197	5,705	5,962	11,667
FUND TOTAL	21,548	3,788	2,519	11,070	4,081	6,755	7,012	13,767

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**RIVER PARK CAMPGROUND FUND**  
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INVESTMENT & PROPERTY REVENUES								
*****								
INTEREST INCOME	0	351	2,794	0	1,243	1,500	1,500	3,000
UNREALIZ GAIN(LOSS)ON INVST	0	-701	434	0	0	0	0	0
	0	-350	3,228	0	1,243	1,500	1,500	3,000
CURRENT SERVICE CHARGES								
*****								
CAMPGROUND USE FEES	121,000	64,873	97,997	61,000	95,341	95,000	95,000	190,000
	121,000	64,873	97,997	61,000	95,341	95,000	95,000	190,000
OTHER REVENUE								
*****								
CONTRIBUTIONS-FISH-RVR PK POND	0	1,000	0	0	0	0	0	0
	0	1,000	0	0	0	0	0	0
FUND TOTAL	121,000	65,523	101,225	61,000	96,584	96,500	96,500	193,000

2001-2003  
 DETAIL OF REVENUES BY FUND

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**LEASE PURCHASE**

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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
***** LEASE PURCHASE *****								
TRANSFERS								
TFR FROM-CAP DEVELOPMENT	0	32,988	32,988	0	0	0	0	0
TFR FR 10-GENERAL FUND	0	26,242	26,242	0	0	0	0	0
	0	59,230	59,230	0	0	0	0	0
FUND TOTAL	0	59,230	59,230	0	0	0	0	0

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**INSURANCE CONTROL**

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INVESTMENT & PROPERTY REVENUES								
INTEREST INCOME	200,000	115,830	119,641	100,000	150,042	200,000	206,000	406,000
UNREALIZ GAIN(LOSS)ON INVST	0	-52,546	-22,580	0	0	0	0	0
	200,000	63,284	97,061	100,000	150,042	200,000	206,000	406,000

CHARGES/INTERNAL SERVICES								
EMPLOYEE SHARE HEALTH INS	569,732	268,309	175,316	291,814	168,563	0	0	0
EMPL SHARE-RETIREE HEALTH INS	54,294	27,470	2,907	27,147	4	0	0	0
EMPL SHARE-RETIREE DENTAL INS	4,472	1,689	2,234	2,236	2,366	0	0	0
EMPLOYEE SHARE DENTAL INS	98,488	50,192	53,269	50,860	71,893	0	0	0
EMPLOYEE SHARE LIFE INS	20,910	10,281	11,667	10,455	11,084	0	0	0
EMPLOYEE SHARE RETIREMENT	60,600	29,037	29,532	30,600	17,180	0	0	0
EMPLOYEE SHARE MEDICARE	280,695	136,498	153,326	141,737	149,622	0	0	0
PT EMPLOYEE SHARE RETIRE BEN	39,686	19,655	19,350	19,843	20,070	0	0	0
EMPLOYEE-DEPEND CARE REIMB	32,320	10,168	11,013	16,320	12,179	0	0	0
EMPLOYEE-MEDICAL REIMB	58,580	35,140	34,838	29,580	47,694	0	0	0
EMPLOYEE-FLEX BEN SVC FEE	13,130	1,406	12,976	6,630	10,359	0	0	0
	1,232,907	589,845	506,428	627,222	511,014	0	0	0

OTHER REVENUE								
STD INS DEMUTUALIZATION PROCDS	0	289,204	0	0	0	0	0	0
STD INS PDA REFUND	250,000	0	0	0	268,429	0	0	0
RECOVERIES-WORKERS COMP	0	0	69,078	0	559,338	0	0	0
AB702 ST BDG PERS DISTRIB 92	0	0	1,480,068	0	0	0	0	0



2001-2003  
DETAIL OF REVENUES BY FUND

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INSURANCE CONTROL  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
FORFEITED FLEX SPENDING FNDS	0	2,289	0	0	0	0	0	0
**CONTRIB FROM RESERVES	289,204	0	0	0	0	0	0	0
	539,204	291,493	1,549,146	0	827,767	0	0	0
<b>FUND TOTAL</b>	<b>1,972,111</b>	<b>944,622</b>	<b>2,152,635</b>	<b>727,222</b>	<b>1,488,823</b>	<b>200,000</b>	<b>206,000</b>	<b>406,000</b>

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**VEHICLE**  
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INVESTMENT & PROPERTY REVENUES

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INTEREST INCOME	205,000	123,133	113,116	105,000	87,092	100,000	105,000	205,000
INT INCOME-RESTRICTED FUNDS	0	0	6,133	0	6,152	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	-38,138	-38,478	0	0	0	0	0
	205,000	84,995	80,771	105,000	93,244	100,000	105,000	205,000

OTHER REVENUE

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SALE OF VEHICLES	0	6,117	-18,175	0	270	0	0	0
DAMAGE TO PROPERTY	0	25,881	0	0	0	0	0	0
PROCEEDS FROM LEASE FINANCING	500,000	0	550,000	100,000	0	600,000	0	600,000
	0	0	-550,000	0	0	0	0	0
**CONTRIB FROM RESERVES	0	0	0	0	0	131,191	138,935	270,126
	500,000	31,998	-18,175	100,000	270	731,191	138,935	870,126

**FUND TOTAL** 705,000 116,993 62,596 205,000 93,514 831,191 243,935 1,075,126

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**COMMUNICATIONS**  
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INVESTMENT & PROPERTY REVENUES

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INTEREST INCOME	0	0	374	0	0	0	0	0
INT INCOME-RESTRICTED FUNDS	0	5,076	1,766	0	0	0	0	0
	0	5,076	2,140	0	0	0	0	0

2001-2003  
DETAIL OF REVENUES BY FUND

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COMMUNICATIONS  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
FUND TOTAL	0	5,076	2,140	0	0	0	0	0

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**STORES INVENTORY**  
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INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	18,952	9,548	10,626	9,476	8,909	8,500	8,755	17,255
UNREALIZ GAIN(LOSS)ON INVST	0	-4,197	-4,080	0	0	0	0	0
	18,952	5,351	6,546	9,476	8,909	8,500	8,755	17,255

OTHER REVENUE

SALE OF PROPERTY	0	0	-512	0	0	0	0	0
**CONTRIB FROM RESERVES	42,295	0	0	21,805	0	84,918	12,578	97,496
	42,295	0	-512	21,805	0	84,918	12,578	97,496

FUND TOTAL	61,247	5,351	6,034	31,281	8,909	93,418	21,333	114,751
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**SURF RAIL STATION**  
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TRANSFERS

TFR FROM-23/TRANSIT	0	0	0	0	40,000	0	0	0
	0	0	0	0	40,000	0	0	0

FUND TOTAL	0	0	0	0	40,000	0	0	0
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2001-2003  
 DETAIL OF REVENUES BY FUND

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**LOMPOC LIBRARY**  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
***** LOMPOC LIBRARY *****								
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	12,000	6,748	8,549	6,000	7,870	13,800	12,000	25,800
UNREALIZ GAIN(LOSS)ON INVST	0	-3,935	-2,592	0	0	0	0	0
TELEPHONE COMMISSIONS	310	148	326	160	105	160	164	324
	12,310	2,961	6,283	6,160	7,975	13,960	12,164	26,124
REVENUES FROM OTHER AGENCIES *****								
SANTA BARBARA FOUNDATION GRNT	0	10,546	0	0	0	0	0	0
ST GRT-LIB SVC & TECH ACT	0	0	9,067	0	933	0	0	0
USP CONTRACT	6,000	2,400	4,800	3,000	5,000	5,000	5,000	10,000
SBCO SERVICE CHARGE	505,244	252,767	270,477	252,622	286,340	300,000	300,000	600,000
SB 358 PLF	133,554	66,777	86,502	66,777	86,002	86,001	86,001	172,002
GATES LEARNING FNDTN GRT(LIB)	0	0	14,436	0	1,327	0	0	0
	644,798	332,490	385,282	322,399	379,602	391,001	391,001	782,002
CURRENT SERVICE CHARGES *****								
LOST BOOK REIMBURSEMENTS	4,000	2,030	1,614	2,000	3,253	3,550	3,550	7,100
BOOK FINES	64,000	33,836	36,078	32,000	33,720	36,750	37,000	73,750
LIBRARY TYPEWRITER RENTAL	1,800	915	737	900	0	0	0	0
FILM RENTAL FEE	100	14	0	50	0	0	0	0
COMM ON SALES-GROSSMAN GALLERY	700	353	281	350	545	350	360	710
COPIER CHARGES	5,400	3,214	2,745	2,700	2,206	2,700	2,780	5,480
COLLECTIONS SERVICE FEE	0	0	0	0	-1,382	0	0	0
SALE OF RECYCLABLE MATERIAL	6,000	2,293	7,968	3,000	0	5,000	5,150	10,150
FACILITY RENTAL	4,800	2,110	1,945	2,400	2,485	2,400	2,472	4,872
	86,800	44,765	51,368	43,400	40,827	50,750	51,312	102,062
OTHER REVENUE *****								
CONTRIB-LIB RESERV D.REEVES	0	0	0	0	19,051	0	0	0
CONTRIB-MATLACK MEMORIAL	0	0	0	0	450	0	0	0
CONTRIB-LIBR/BKS-PERIODICALS	0	0	0	0	1,195	10,000	10,300	20,300
CONTRIB-LIBR/BLDG-LNDSCAPE	0	0	0	0	300	0	0	0
CONTR-SB FD GRT MATCH	0	0	0	0	15,000	0	0	0
SPECIAL CITY CONTRIBUTION	0	0	0	0	16,178	0	12,750	12,750
DONATIONS BY UTILITY CUSTOMERS	15,800	7,876	7,642	7,900	6,036	7,000	7,200	14,200
CITY CONTRIBUTION	594,921	285,225	293,788	301,133	250,944	310,167	319,472	629,639
CONTRIBUTIONS-FRIENDS	0	8,762	6,137	0	14,936	0	0	0
CONTRIBUTIONS	10,000	4,981	4,791	5,000	539	2,500	1,500	4,000

2001-2003  
DETAIL OF REVENUES BY FUND

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LOMPOC LIBRARY  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
LIBRARY-PUBLIC WORKSHOP	0	0	0	0	-84	0	0	0
MISCELLANEOUS REVENUE	0	0	864	0	100	0	0	0
**CONTRIB FROM RESERVES	0	0	0	0	0	0	10,419	10,419
	620,721	306,844	313,222	314,033	324,645	329,667	361,641	691,308
<b>FUND TOTAL</b>	<b>1,364,629</b>	<b>687,060</b>	<b>756,155</b>	<b>685,992</b>	<b>753,049</b>	<b>785,378</b>	<b>816,118</b>	<b>1,601,496</b>

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**VILLAGE LIBRARY**  
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INVESTMENT & PROPERTY REVENUES  
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INTEREST INCOME	1,800	1,401	1,990	900	1,592	2,250	2,000	4,250
UNREALIZ GAIN(LOSS)ON INVST	0	-590	-743	0	0	0	0	0
	1,800	811	1,247	900	1,592	2,250	2,000	4,250

REVENUES FROM OTHER AGENCIES  
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SANTA BARBARA FOUNDATION GRNT	0	1,852	0	0	0	0	0	0
SBCO SERVICE CHARGE	63,734	32,031	34,120	31,867	36,105	37,910	37,910	75,820
SB 358 PLF	16,846	8,423	12,171	8,423	12,146	12,145	12,145	24,290
	80,580	42,306	46,291	40,290	48,251	50,055	50,055	100,110

CURRENT SERVICE CHARGES  
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LOST BOOK REIMBURSEMENTS	0	0	90	0	20	102	102	204
BOOK FINES	6,400	2,601	2,339	3,200	1,376	3,280	3,280	6,560
LIBRARY TYPEWRITER RENTAL	0	0	26	0	0	0	0	0
COPIER CHARGES	284	114	179	142	39	145	145	290
	6,684	2,715	2,634	3,342	1,435	3,527	3,527	7,054

OTHER REVENUE  
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CONTR-SB FD GRT MATCH	0	0	0	0	3,500	0	0	0
CONTRIBUTIONS-FRIENDS	0	160	182	0	0	0	0	0
CONTRIBUTIONS	200	100	0	100	0	102	102	204
**CONTRIB FROM RESERVES	311	0	0	131	0	728	11,517	12,245
	511	260	182	231	3,500	830	11,619	12,449

2001-2003  
 DETAIL OF REVENUES BY FUND

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 VILLAGE LIBRARY  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
FUND TOTAL	89,575	46,092	50,354	44,763	54,778	56,662	67,201	123,863

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**BUELLTON LIBRARY**  
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INVESTMENT & PROPERTY REVENUES  
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INTEREST INCOME	5,400	3,931	3,415	2,700	2,996	2,500	2,200	4,700
UNREALIZ GAIN(LOSS)ON INVST	0	-1,299	-662	0	0	0	0	0
TELEPHONE COMMISSIONS	0	89	0	0	0	0	0	0
	5,400	2,721	2,753	2,700	2,996	2,500	2,200	4,700

REVENUES FROM OTHER AGENCIES  
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SANTA BARBARA FOUNDATION GRNT	0	1,852	0	0	0	0	0	0
SBCO SERVICE CHARGE	44,004	21,693	23,557	22,002	25,055	26,308	26,308	52,616
SB 358 PLF	11,632	5,816	8,418	5,816	8,520	8,519	8,519	17,038
GATES LEARNING FNDTN GRT(LIB)	0	0	14,436	0	1,327	0	0	0
	55,636	29,361	46,411	27,818	34,902	34,827	34,827	69,654

CURRENT SERVICE CHARGES  
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LOST BOOK REIMBURSEMENTS	100	40	271	50	483	525	525	1,050
BOOK FINES	8,000	3,966	4,770	4,000	4,635	5,050	5,050	10,100
LIBRARY TYPEWRITER RENTAL	0	0	60	0	0	0	0	0
LIBRARY SVCS-BUELLTON	73,794	36,897	36,777	36,897	38,742	39,806	41,000	80,806
COPIER CHARGES	4,500	2,209	1,976	2,250	1,889	2,060	2,060	4,120
	86,394	43,112	43,854	43,197	45,749	47,441	48,635	96,076

OTHER REVENUE  
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CONTR-SB FD GRT MATCH	0	0	0	0	2,250	0	0	0
SPECIAL CITY CONTRIBUTION	0	0	0	0	0	2,902	2,902	5,804
CONTRIBUTIONS-FRIENDS	0	200	252	0	0	0	0	0
CONTRIBUTIONS	2,000	2,241	81	1,000	0	1,000	1,000	2,000
**CONTRIB FROM RESERVES	0	0	0	0	0	5,942	7,191	13,133
	2,000	2,441	333	1,000	2,250	9,844	11,093	20,937

2001-2003  
 DETAIL OF REVENUES BY FUND

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 BUELLTON LIBRARY  
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DESCRIPTION	2-YEAR BUDGET 99-01	ACTUAL 98-99	YEAR-1 ACTUAL 99-00	YEAR-2 BUDGET 00-01	YEAR-2 TO--DATE 05-31-01	YEAR-1 PROJECTED 01-02	YEAR-2 PROJECTED 02-03	2-YEAR PROJECTED 01-03
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FUND TOTAL	149,430	77,635	93,351	74,715	85,897	94,612	96,755	191,367
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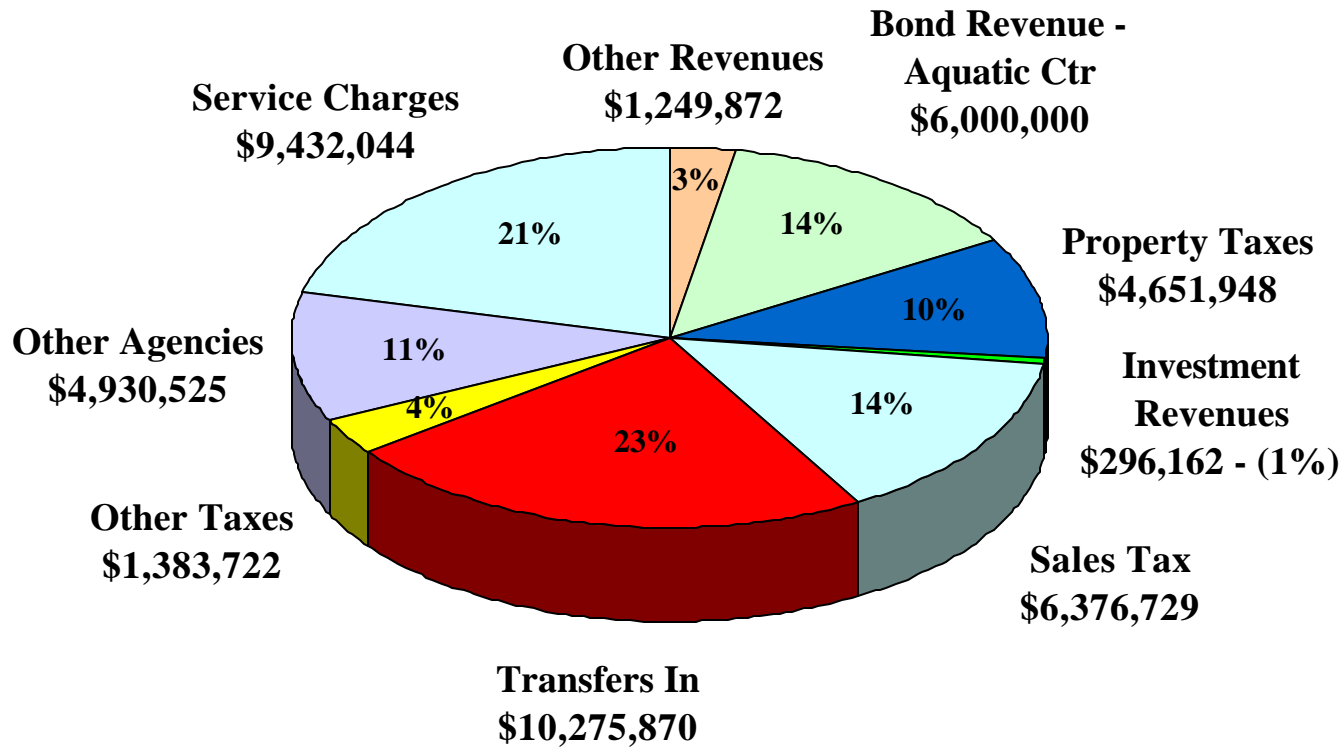
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GRAND TOTAL	120,846,87	53,221,672	57,512,324	57,945,071	53,592,073	69,565,863	77,089,288	146,655,151
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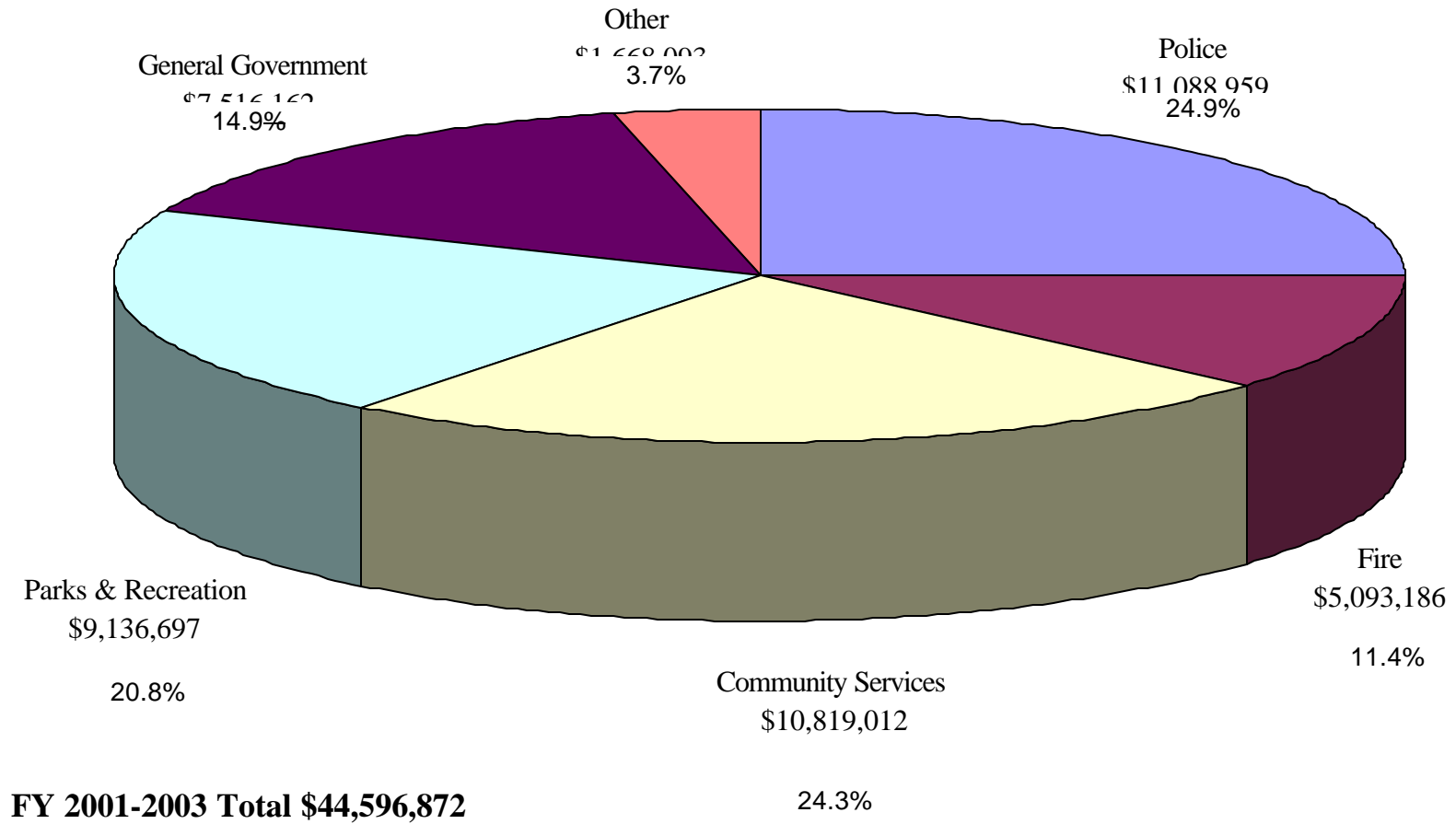
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# General Fund Revenues (Chart)

City of Lompoc

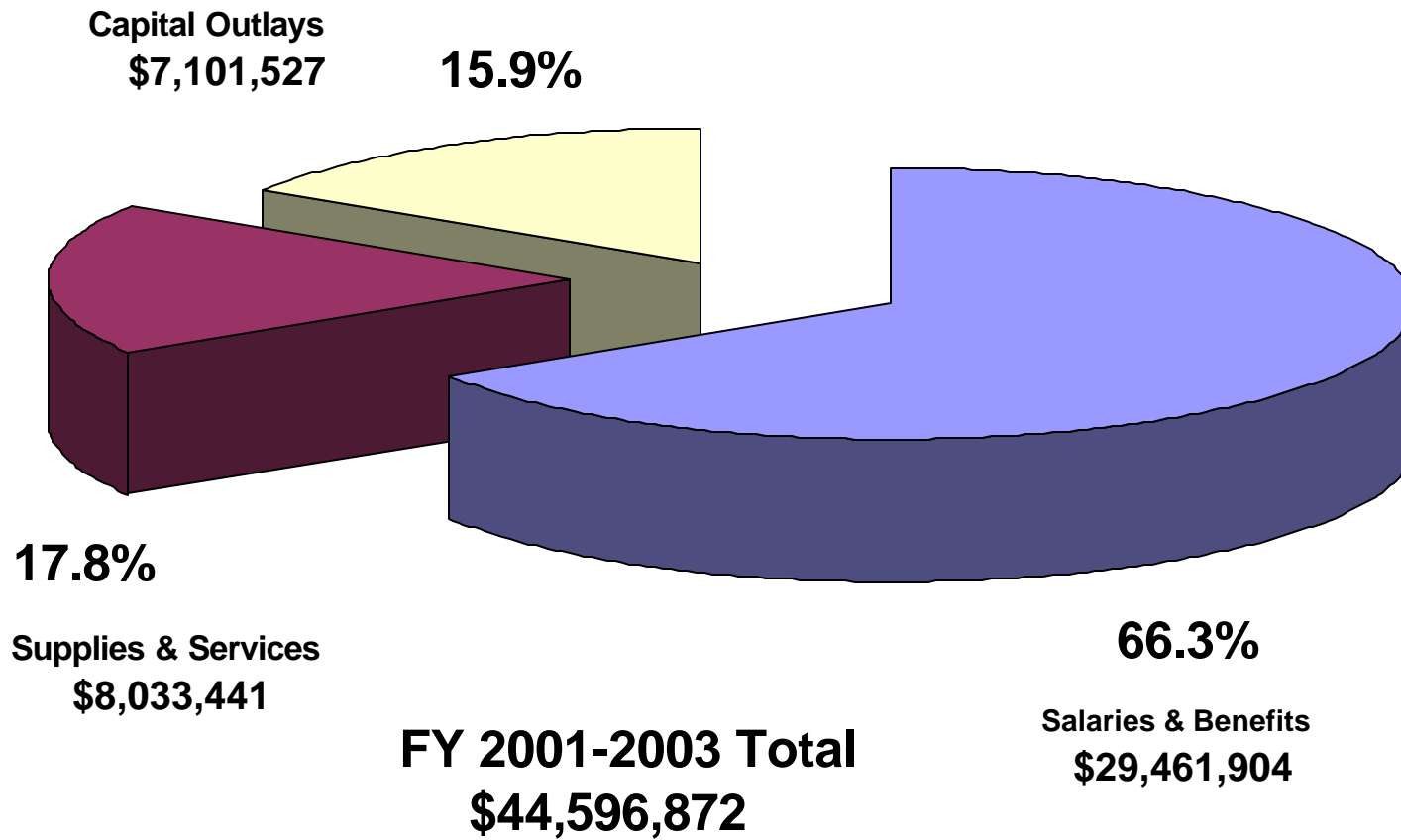


# General Fund Expenditures (Chart)

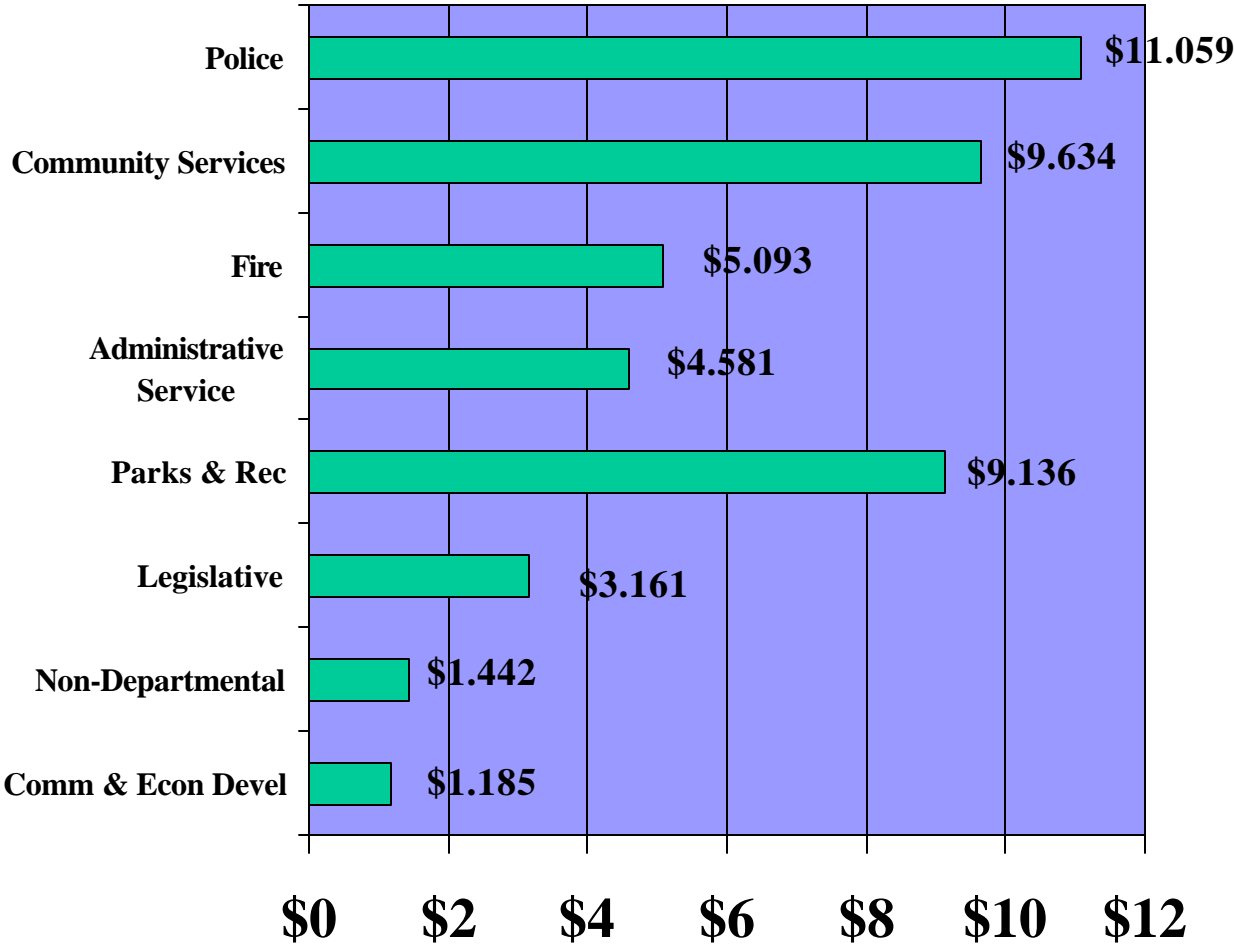




# General Fund Expenditures by Type (Chart)



# General Fund Expenditures by Department (Chart)



# General Fund Expense Analysis, FY 2001-03 Budget

FUNDS/DEPTS	SALARIES/ BENEFITS		SUPPLIES/ SERVICES		CAPITAL OUTLAY		TOTALS
	\$	%	\$	%	\$	%	\$
<b>GENERAL FUND :</b>							
CITY COUNCIL	173,961	77.0%	52,101	23.0%	0	0.0%	226,062
* CITY ADMINISTRATION	2,520,978	85.9%	414,000	14.1%	0	0.0%	2,934,978
ADMINISTRATIVE	3,865,051	84.4%	663,907	14.5%	52,226	1.1%	4,581,184
POLICE	9,638,347	86.9%	1,269,337	11.4%	181,275	1.6%	11,088,959
FIRE	4,494,543	88.2%	556,898	10.9%	41,745	0.8%	5,093,186
ENGINEERING/STREETS	4,577,107	65.9%	2,330,326	33.5%	41,987	0.6%	6,949,420
BUILDING	1,294,138	48.2%	672,741	25.1%	718,150	26.7%	2,685,029
COMMUNITY DEVELOPMENT	792,227	66.9%	392,336	33.1%	0	0.0%	1,184,563
PARKS	1,557,515	63.4%	833,731	33.9%	66,144	2.7%	2,457,390
RECREATION	486,858	7.3%	192,449	2.9%	6,000,000	89.8%	6,679,307
NON-DEPARTMENTAL	61,179	4.2%	1,380,852	95.8%	0	0.0%	1,442,031
ALLOCATED SERVICE COSTS			(855,939)	14.7%	0	0.0%	(855,939)
<b>SUBTOTAL :</b>	<b>29,461,904</b>	<b>66.3%</b>	<b>7,902,739</b>	<b>17.8%</b>	<b>7,101,527</b>	<b>16.0%</b>	<b>44,466,170</b>
<b>ADD: TRANSFER TO LOMPOC VALLEY COMMUNITY CENTER</b>							<u>130702</u>
<b>TOTAL GENERAL FUND EXPENDITURES &amp; TRANSFERS</b>							<u><u>44,596,872</u></u>

\* City Administration includes Council-appointed offices of City Administrator, City Attorney, City Clerk and City Treasurer.

# Summary of 2001-03 Budget by Fund

FD #	FUND NAME	UNRESERVED FUND BALANCE 7/1/01	SOURCES				USES				UNRESERVED FUND BALANCE 6/30/03
			REVENUES	CONTRIB FROM RESERVES	TRANSFERS IN	TOTAL SOURCES	EXPENDITURES	CONTRIB TO RESERVES	TRANSFERS OUT	TOTAL USES	
10	GENERAL FUND	\$1,643,242	\$34,321,002		\$10,275,870	\$44,596,872	\$44,274,800	\$191,370	\$130,702	\$44,596,872	\$1,834,612
11	ECONOMIC UNCERTAINTY FUND	0	200,000			200,000			\$200,000	200,000	0
12	INVESTMENT INTEREST FUND	0	178,114			178,114	178,114			178,114	0
13	FEDERAL ROAD FUNDS	500	338,000			338,000	338,000			338,000	500
14	LOCAL STP FUND	219,206	712,000	219,206		931,206	394,000		537,206	931,206	0
15	TRANSP IMP FD (MEASURE D)	2,163,857	4,546,755	514,590		5,061,345	2,711,000		2,350,345	5,061,345	1,649,267
16	SLTPP FUND	112,641	0			0	0			0	112,641
17	TRANSIENT OCCUPANCY	0	1,937,250			1,937,250			1,937,250	1,937,250	0
18	MISC. STATE HWY FUNDS	0	0			0	0			0	0
19	CIVIC CENTER	150,000	26,200	123,800		150,000			150,000	150,000	26,200
20	TRAFFIC SAFETY	0	170,000			170,000			170,000	170,000	0
22	SPECIAL GAS TAX	165,837	1,590,514	104,229		1,694,743	1,694,743			1,694,743	61,608
23	TRANSIT SYSTEM	0	2,529,039			2,529,039	2,529,039			2,529,039	0
24	CAPITAL DEVELOPMENT	0	361,301			361,301		361,301		361,301	361,301
25	TRANSPORTATION FUND	743,733	2,461,001			2,461,001		64,410	2,396,591	2,461,001	808,143
26	SPECIAL ASSESSMENT-ALLEYS	125,394	13,811			13,811		13,811		13,811	139,205
27	DOWNTOWN PRKG FUND	2,698	7,000	2,152		9,152	9,152			9,152	546
29	STREET DEVELOPMENT FUND	373,627	60,000	11,000		71,000	71,000			71,000	362,627
35	TRAFFIC OFFENDER FUND	33,368	197,038	33,368		230,406	230,406			230,406	0
36	TRAFFIC CONGESTION RELIEF FUND	320,020	8,000	320,020		328,020	328,020			328,020	0
38	STATE COPS FUND	102,058	217,500	2,305		219,805			219,805	219,805	99,753
50	AIRPORT FUND	136,999	483,303			483,303	483,303		219,805	483,303	136,999
51	WATER UTILITY	6,704,752	11,619,667	2,594,430		14,214,097	14,214,097			14,214,097	4,110,322
52	ELECTRIC UTILITY	17,302,068	34,231,777	4,135,357		38,367,134	36,211,320		2,155,814	38,367,134	13,166,711
53	SEWER SERVICE	4,934,278	15,517,208	2,491,711		18,008,919	18,008,919			18,008,919	2,442,567
58	LANDFILL POST CLOSURE RES	0	193,261		100,000	293,261		293,261		293,261	293,261
59	SOLID WASTE UTILITY	26,322	8,722,999	238,572		8,961,571	8,861,571		100,000	8,961,571	(212,250)
61	RECREATION REVOLVING FUND	(111,183)	831,612			831,612	831,612			831,612	(111,183)
62	LOMPOC VALLEY COMMUNITY CNTR	4,833	84,000		130,702	214,702	214,702			214,702	4,833
64	HUMAN SERVICES	33,005	76,520	3,596		80,116	80,116			80,116	29,409
65	BEAUTIFICATION	20,523	7,204	6,563		13,767				13,767	13,960
66	RIVER PARK CAMPGROUND	(387,706)	193,000			193,000	187,575	5,425		193,000	(382,281)
71	INSURANCE AND RETIRE FUND	2,512,565	406,000			406,000	98,467	148,674	158,859	406,000	2,661,239
73	VEHICLE FUND	499,995	805,000	270,126		1,075,126	1,075,126			1,075,126	229,869
74	COMMUNICATIONS FUND	0	0			0				0	0
76	CENTRAL STORES FUND	177,716	17,255	97,496		114,751	114,751			114,751	80,220
85	LOMPOC LIBRARY	225,167	1,591,077	10,419		1,601,496	1,601,496			1,601,496	214,748
86	VILLAGE LIBRARY	56,750	111,618	12,245		123,863	123,863			123,863	44,505
88	BUELLTON LIBRARY	50,186	178,234	13,133		191,367	191,367			191,367	37,053
		\$38,342,451	\$124,944,260	\$11,204,318	\$10,506,572	\$146,655,150	\$135,070,326	\$1,078,252	\$10,506,572	\$146,655,150	\$28,216,385

# Personnel Position Summary

2001-2003 Budget

	Adopted 1999-2001	Requested 2001-2003	Recommended 2001-2003
<b><u>GENERAL FUND</u></b>			
<b><u>General Administration</u></b>			
<b>City Council</b>			
Administrative Assistant	0.00	0.25	0.25
Administrative Aide	0.25	0.00	0.00
Secretary to the City Administrator	0.25	0.25	0.25
Total City Council	0.50	0.50	0.50
 <b>City Administrator</b>			
City Administrator	1.00	1.00	1.00
Asst To City Administrator	0.93	0.00	0.00
Asst City Administrator	0.00	0.81	0.81
Administrative Assistant	0.00	0.75	0.75
Administrative Aide	0.75	0.00	0.00
Secretary to the City Administrator	0.50	0.50	0.50
Total City Administrator	3.18	3.06	3.06
 <b>City Clerk</b>			
City Clerk	1.00	1.00	1.00
Office Staff Assistant III	1.00	0.00	0.00
Deputy City Clerk	0.00	1.00	1.00
Total City Clerk	2.00	2.00	2.00
 <b>City Attorney</b>			
City Attorney	1.00	1.00	1.00
Asst City Attorney	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00
Total City Attorney	3.00	3.00	3.00
 <b>City Treasurer</b>			
City Treasurer	1.00	1.00	1.00
Supervising Treasury Clerk	1.00	1.00	1.00
Utility Billing Supervisor	1.00	1.00	1.00
Senior Treasury Clerk	3.00	3.00	3.00
Treasury Credit Manager	1.00	1.00	1.00
Intermediate Treasury / Treasury Clerk	2.00	2.00	2.00
Office Staff Assistant I / II	1.00	1.00	1.00
Total City Treasurer	10.00	10.00	10.00
 <b><u>Management Services</u></b>			
<b>Copy Room</b>			
Printing & Publication Coordinator	1.00	0.00	0.00
Printing & Publication Coordinator/Web Tech	0.00	1.00	1.00
Total Mgmt Services Printing	1.00	1.00	1.00

**Finance**

Management Services Director	0.90	0.90	0.90
Financial Services Manager	1.00	1.00	1.00
Utility Accountant	0.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00
Accountant	3.00	2.00	2.00
Accounting Technician	0.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Senior Account Clerk	2.00	1.00	1.00
Intermediate / Account Clerk	1.75	1.75	1.75
Total Finance	<u>10.65</u>	<u>10.65</u>	<u>10.65</u>

**Information Systems**

Management Services Director	0.05	0.05	0.05
Information Systems Manager	1.00	1.00	1.00
Systems Analyst	2.00	2.00	2.00
Senior Programmer-Network Analyst	1.00	1.00	1.00
Engineering Technician-Specialized III	1.00	0.00	0.00
GIS Analyst	0.00	1.00	1.00
Computer Systems Specialist	1.00	0.00	0.00
GIS Specialist I	0.00	1.00	1.00
Computer Operator/Programmer	1.00	1.00	1.00
Computer Operator	0.00	1.00	1.00
GIS Technician	0.00	1.00	1.00
Total Information Systems	<u>7.05</u>	<u>9.05</u>	<u>9.05</u>

**Purchasing**

Management Services Director	0.05	0.05	0.05
Purchasing and Materials Manager	1.00	1.00	1.00
Buyer	1.00	1.00	1.00
Warehouser	2.00	2.00	2.00
Purchasing Assistant	1.25	1.50	1.50
Total Purchasing	<u>5.30</u>	<u>5.55</u>	<u>5.55</u>

**Other General Fund Departments**

**Human Resources**

Personnel Director	1.00	0.00	0.00
Human Resources Director	0.00	1.00	1.00
Senior Personnel Analyst	1.00	0.00	0.00
Sr Human Resources Analyst	0.00	1.00	1.00
Principal Human Resource Analyst	0.00	1.00	1.00
Personnel Assistant	2.00	0.00	0.00
Human Resources Technician	0.00	2.00	2.00
Office Staff Assistant I / II	1.00	1.00	1.00
Total Human Resources	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>

**Building & Facilities Maintenance**

Community Services Operations Manager	0.03	0.00	0.00
Community Services Director	0.00	0.03	0.00
Street Superintendent	0.05	0.00	0.00
Equipment & Facilities Maintenance Supt	0.00	0.10	0.10
Facilities Maintenance Supervisor	1.00	1.00	1.00
Senior Building / Building Maint.Worker	3.00	3.00	3.00
Office Staff Assistant I / II	0.25	0.00	0.00
Office Staff Assistant II/III	0.00	0.25	0.25
Total Bldg & Facilities Maintenance	<u>4.33</u>	<u>4.38</u>	<u>4.35</u>

**Building Custodial**

Lead Custodian	1.00	1.00	1.00
Senior Custodian	1.00	1.00	1.00
Custodian	0.00	1.00	1.00
Total Bldg Custodial	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>

**Non Departmental**

Administrative Aide (Coordinator for Children & Youth)	0.50	0.00	0.00
Admin Assistant (Family Resources Coordinator)	0.00	0.50	0.50
Total Non Departmental	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>

**Police**

Chief of Police	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00
Police Sergeant	7.00	7.00	7.00
Police Agent	6.00	6.00	6.00
Admin Division Manager	0.00	1.00	0.00
Police Officer/Police Motor Officer	25.00	35.00	27.00
Traffic Offender Police Officer	0.00	1.00	1.00
Police Dispatch-Jail Supervisor	1.00	1.00	1.00
Police Dispatcher-Jailer	9.00	12.00	12.00
Police Records-Property Supervisor	1.00	1.00	1.00
Crime Analyst	0.00	1.00	0.00
Community Services Officer	2.00	2.00	2.00
Office Staff Assistant III / IV	1.00	1.00	1.00
Office Staff Assistant II / III	2.00	3.00	2.00
Office Staff Assistant I / II	1.50	2.00	2.00
Unfunded Police Officer Positions	1.00	0.00	0.00
Total Regular Police Budgeted Positions	<u>59.50</u>	<u>76.00</u>	<u>65.00</u>

**Police - Ongoing Grant Funded Positions:**

St Cops Officer 00/01	Program # 11042	1.00	1.00	1.00
St Cops Dispatch/Jailer 00/01	Program # 11043	1.00	1.00	1.00
<b>Ongoing Grant Funded Positions included in 0103 Bdg</b>		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

**Police - Other Grant Funded Positions:**

	Prog Number	Year 1	Year 2
Community Service Officer (COPS MORE 98)	11031	1.00	0.00
Crime Analyst (CCAP)	* 11033	1.00	0.00
OSAII-Assistant to the Crime Analyst (CCAP)	* 11033	1.00	0.00
Narcotics Officer (COPS FAST)	11038	2.00	0.00
Cops In School ( partial year for year 2 )	* 11040	1.00	1.00
Traffic Offender Fund	* 35000	2.00	0.00
<b>Total Other Grant Positions-Information only-not in grand totals</b>		<b>8.00</b>	<b>1.00</b>
* Grant position funded for partial year only			

**Fire**

Fire Chief	1.00	1.00	1.00
Fire Marshal	0.00	1.00	0.00
Battalion Chief	3.00	3.00	3.00
Fire Captain	6.00	6.00	6.00
Fire Engineer	6.00	6.00	6.00
Fire Fighter	9.00	6.00	9.00
Fire Fighter/Paramedic	0.00	3.00	0.00
Office Staff Assistant III / IV	1.00	1.00	1.00
Total Fire	<u>26.00</u>	<u>27.00</u>	<u>26.00</u>

**Planning**

Community Services Director	0.05	0.02	0.05
Development Services Manager	0.00	0.75	0.00
City Planner	1.00	0.00	1.00
Principal Planner	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00
Planning Tech	1.00	1.00	1.00
Office Staff Assistant IV	0.00	0.25	0.25
Office Staff Assistant II / III	0.00	0.50	0.50
Total Planning	<u>5.05</u>	<u>5.52</u>	<u>5.80</u>

**Building Inspection**

Community Services Director	0.05	0.02	0.05
Development Services Manager	0.00	0.25	0.00
Building Official	1.00	1.00	1.00
Sr. Building/Zoning Inspector	2.00	2.00	2.00
Office Staff Assistant II / III	0.50	0.50	0.50
Total Bldg Inspection	<u>3.55</u>	<u>3.77</u>	<u>3.55</u>



**Engineering**

Community Services Director	0.30	0.20	0.30
City Engineer	0.92	0.92	0.92
Civil Engineer - Registered	1.00	1.00	1.00
Civil Engineering Associate I / II / III	2.00	2.00	2.00
Engineering Technician I / II / III	2.00	2.00	2.00
Office Staff Assistant IV	0.50	0.75	0.75
Total Engineering	<u>6.72</u>	<u>6.87</u>	<u>6.97</u>

**Employee Safety and Risk Management**

Safety Officer (Departmental)	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Employee Safety & Risk Mgmt	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

**Street Maintenance**

Community Services Director	0.30	0.05	0.30
Community Services Operations Manager	0.52	0.00	0.00
Street Maintenance Superintendent	0.95	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00
Heavy Equipment Operator	5.00	4.00	4.00
Lead Sign and Paint Worker	1.00	1.00	1.00
Lead Street Maintenance Worker	1.00	1.00	1.00
Senior Maintenance / Maintenance Worker	8.00	8.00	8.00
Engineering Tech I	0.00	1.00	1.00
Office Staff Assistant II / III	0.75	1.00	1.00
Office Staff Assistant I / II	1.25	0.00	0.00
Total Street Maintenance	<u>19.77</u>	<u>18.05</u>	<u>18.30</u>

**Urban Forestry**

Director of Parks & Recreation	0.34	0.34	0.34
Parks and Urban Forestry Manager	0.55	0.55	0.55
Tree Maintenance Supervisor	1.00	1.00	1.00
Lead Tree Trimmer	3.00	3.00	3.00
Senior Tree / Tree Trimmer	7.00	6.00	6.00
Maintenance Worker/Trainee	1.00	1.00	1.00
Computer Operator	0.00	0.50	0.50
Office Staff Assistant II / III	1.00	1.00	1.00
Office Staff Assistant I / II	0.50	0.00	0.00
Total Urban Forestry	<u>14.39</u>	<u>13.39</u>	<u>13.39</u>

**Recreation/General Fund**

Director of Parks & Recreation	0.33	0.33	0.33
Recreation Superintendent	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Office Staff Assistant III / IV	0.50	0.50	0.50
Office Staff Assistant I / II	0.50	1.03	0.50
Part Time Tech - Aquatic Manager Job Share	0.75	0.00	0.00
Total General Fund Recreation	<u>4.08</u>	<u>3.86</u>	<u>3.33</u>

**Parks**

Director of Parks & Recreation	0.33	0.33	0.33
Parks and Urban Forestry Manager	0.45	0.45	0.45
Parks Maintenance Supervisor	1.00	1.00	1.00
Lead Park Maintenance Worker	2.00	2.00	2.00
Park Maintenance Specialist	2.00	2.00	2.00
Senior Park Maint / Park Maintenance Worker	4.00	4.00	4.00
Park Ranger	1.00	1.00	1.00
Senior Building / Building Maintenance Worker	1.00	1.00	1.00
Administrative Aide	0.00	0.50	0.00
Office Staff Assistant III / IV	0.50	0.00	0.50
Total Parks	<u>12.28</u>	<u>12.28</u>	<u>12.28</u>

**TOTAL GENERAL FUND**

**208.85**

**228.43**

**216.28**

**OTHER FUNDS**

**REDEVELOPMENT AGENCY**

Asst To City Administrator	0.07	0.00	0.00
Asst City Administrator	0.00	0.10	0.10
Secretary to the City Administrator	0.25	0.25	0.25
Housing Program Tech	1.00	1.00	1.00
Grant Records Technician	0.50	0.50	0.50
Redevelopment Project Manager	0.00	1.00	1.00
Total Redevelopment Agency	<u>1.82</u>	<u>2.85</u>	<u>2.85</u>

**TRANSIT SYSTEM**

City Engineer	0.06	0.06	0.06
Aviation/Transportation Administrator	0.55	0.55	0.55
Senior Maintenance Worker	0.55	0.55	0.55
Office Staff Assistant I / II	0.35	0.35	0.35
Total Transit System	<u>1.51</u>	<u>1.51</u>	<u>1.51</u>

**BLOCK GRANT (CDBG)**

Assistant City Administrator	0.00	0.09	0.09
Community Development Program Manager	1.00	1.00	1.00
Sr Building / Zoning Inspector	1.00	1.00	1.00
Grant Records Technician	1.13	1.13	1.13
Office Staff Assistant II / III	1.00	0.00	0.00
Office Staff Assistant IV	0.00	1.00	1.00
Total Block Grant ( CDBG )	<u>4.13</u>	<u>4.22</u>	<u>4.22</u>

**AIRPORT**

City Engineer	0.02	0.02	0.02
Aviation/Transportation Administrator	0.45	0.45	0.45
Senior Maintenance Worker	0.45	0.45	0.45
Office Staff Assistant I / II	0.15	0.15	0.15
Total Airport	<u>1.07</u>	<u>1.07</u>	<u>1.07</u>

**WATER UTILITY**

Utility Director	0.33	0.33	0.33
Administrative Analyst	0.33	0.00	0.33
Senior Administrative Analyst	0.00	0.33	0.00
Water Resource Engineer	0.50	1.00	1.00
Water Superintendent	1.00	1.00	1.00
Water Distribution Supervisor	1.00	1.00	1.00
Water Plant Supervisor	1.00	0.00	0.00
Facility Maintenance Supervisor	0.00	1.00	1.00
Operations Supervisor	0.00	1.00	1.00
Chemist	1.00	1.00	1.00
Senior Water Plant Operator	1.00	1.00	1.00
Water Plant Operator I / II	6.00	6.00	6.00
Lead Water Plant Technician	1.00	1.00	1.00
Sr Water Plant / Water Plant Technician	3.00	3.00	3.00
Senior Maintenance / Maintenance Worker	1.00	1.00	1.00
Lead Water Distribution Worker	1.00	1.00	1.00
Senior / Water Distribution Worker	6.00	6.00	6.00
Senior / Water Meter Maint Technician	2.00	2.00	2.00
Utility Conservation Representative	0.50	0.50	0.50
Office Staff Assistant III / IV	0.34	0.34	0.34
Office Staff Assistant II / III	1.50	1.50	1.50
Customer Service Worker III	2.00	2.00	2.00
Customer Service Worker I / II	4.00	4.00	4.00
Total Water Utility Fund	<u>34.50</u>	<u>36.00</u>	<u>36.00</u>

**ELECTRIC UTILITY**

Utility Director	0.34	0.34	0.34
Administrative Analyst	0.33	0.00	0.33
Senior Administrative Analyst	0.00	0.33	0.00
Electrical Utility Manager	1.00	1.00	1.00
Principal Electrical Engineer	0.00	1.00	1.00
Senior Electrical Utility Engineer	1.00	0.00	0.00
Electrical Estimator	1.00	1.00	1.00
Electrical Supervisor	1.00	1.00	1.00
Sub Station Supervisor	1.00	1.00	1.00
Electrical / Apprentice Electrical Substation Technician	2.00	2.00	2.00
Lead Electrical Line Worker	2.00	2.00	2.00
Electrical / Apprentice Electrical Line Worker	7.00	8.00	8.00
Electrical Ground Support Worker	2.00	2.00	2.00
Utility Conservation Representative	0.50	0.50	0.50
Computer Operator	0.00	1.00	1.00
Office Staff Assistant III / IV	0.33	0.33	0.33
Office Staff Assistant II / III	1.50	1.50	1.50
Total Electric Utility Fund	<u>21.00</u>	<u>23.00</u>	<u>23.00</u>

**WASTEWATER UTILITY**

Utility Director	0.33	0.33	0.33
Wastewater Superintendent	1.00	1.00	1.00
Water Resources Engineer	0.50	0.00	0.00
Administrative Analyst	0.34	0.00	0.34
Senior Administrative Analyst	0.00	0.34	0.00
Wastewater Plant Operations Supervisor	1.00	1.00	1.00
Wastewater Facilities Maintenance Supervisor	1.00	1.00	1.00
Wastewater Collection System Maintenance Supervisor	1.00	1.00	1.00
Chemist	1.00	1.00	1.00
Water Resources Protection Technician	1.00	1.00	1.00
Laboratory Technician I / II	2.00	2.00	2.00
Senior Wastewater Plant Operator	1.00	1.00	1.00
Wastewater Plant Operator I / II	7.00	7.00	7.00
Wastewater/Senior Wastewater Collection Worker	2.00	3.00	3.00
Senior Building Maintenance Worker	1.00	1.00	1.00
Park Maintenance Specialist	1.00	1.00	1.00
Park Maintenance Worker	0.00	1.00	1.00
Electrical/Mechanical Technician I / II	4.00	5.00	4.00
Instrumentation Technician	1.00	1.00	1.00
Office Staff Assistant III / IV	0.33	0.33	0.33
Office Staff Assistant II / III	1.00	1.00	1.00
Total Wastewater Utility Fund	<u>27.50</u>	<u>30.00</u>	<u>29.00</u>

**SOLID WASTE UTILITY**

Community Services Director	0.20	0.08	0.20
Community Services Operations Manager	0.35	0.00	0.00
Sr Environmental Coordinator	0.00	1.00	1.00
Environmental Coordinator	1.00	0.00	0.00
Solid Waste Superintendent	1.00	1.00	1.00
Solid Waste Supervisor	1.00	1.00	1.00
Lead Sanitation Worker	1.00	1.00	1.00
Senior Sanitation / Sanitation Worker	13.00	14.00	13.00
Heavy Equipment Operator	3.00	3.00	3.00
Landfill Supervisor	1.00	1.00	1.00
Landfill Coordinator	3.00	4.00	4.00
Landfill Attendant	2.00	2.00	2.00
Solid Waste Program Technician	1.00	0.00	0.00
Solid Waste Program Analyst	0.00	1.00	1.00
Solid Waste Code Enforcement Officer	0.00	1.00	1.00
Household Hazardous Waste Specialist	0.00	1.00	1.00
Office Staff Assistant III / IV	0.50	0.00	0.00
Office Staff Assistant II / III	0.25	0.00	0.00
Office Staff Assistant I / II	0.00	0.50	0.50
Total Solid Waste Utility Fund	<u>28.30</u>	<u>31.58</u>	<u>30.70</u>

**RECREATION REVOLVING**

Recreation Supervisor	2.00	2.00	2.00
Office Staff Assistant I / II	<u>0.25</u>	<u>0.97</u>	<u>0.75</u>
Total Recreation Revolving	<u>2.25</u>	<u>2.97</u>	<u>2.75</u>

**LOMPOC VALLEY COMMUNITY CENTER**

LVCC Coordinator	<u>0.00</u>	<u>0.75</u>	<u>0.75</u>
Total Lompoc Valley Community Center	<u>0.00</u>	<u>0.75</u>	<u>0.75</u>

**RIVER PARK CAMP GROUND**

Park Ranger	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total River Park Campground	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

**EQUIPMENT SERVICES & REPLACEMENT**

Community Services Director	0.10	0.10	0.10
Community Services Operations Manager	0.10	0.00	0.00
Equipment & Facilities Maintenance Supt	0.00	0.90	0.90
Equipment Superintendent	1.00	0.00	0.00
Equipment Maintenance Supervisor	0.00	1.00	1.00
Lead Equipment Mechanic	1.00	0.00	0.00
Heavy Equipment / Equipment Mechanic	6.00	6.00	6.00
Buyer-Warehouser	1.00	1.00	1.00
Radio Repair Specialist	1.00	1.00	1.00
Office Staff Assistant II/III	<u>0.50</u>	<u>0.75</u>	<u>0.75</u>
Total Equip. Svcs & Replacement Fund	<u>10.70</u>	<u>10.75</u>	<u>10.75</u>

**LOMPOC PUBLIC LIBRARY SYSTEM****LOMPOC LIBRARY**

Library Director	1.00	0.82	0.82
Librarian I	0.00	1.00	0.00
Librarian II	2.00	1.96	1.96
Library Assistant I	1.00	1.00	1.00
Library Administrative Aide	1.00	0.92	0.92
Library Clerk II	1.00	0.00	0.88
Library Clerk III	0.00	0.88	0.00
Library Computer Tech	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>
Total Lompoc Library	<u>6.80</u>	<u>7.38</u>	<u>6.38</u>

**VILLAGE LIBRARY SYSTEM****VILLAGE LIBRARY**

Library Director	0.00	0.09	0.09
Librarian II	0.00	0.04	0.04
Library Administrative Aide	0.00	0.02	0.02
Library Clerk III	0.00	0.06	0.00
Library Clerk II	0.00	0.00	0.06
Library Computer Tech	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total Village Library	<u>0.10</u>	<u>0.31</u>	<u>0.31</u>

**BUELLTON LIBRARY SYSTEM**

**BUELLTON LIBRARY**

Library Director	0.00	0.09	0.09
Librarian II	0.00	0.04	0.04
Library Administrative Aide	0.00	0.02	0.02
Library Clerk III	1.00	1.06	1.00
Library Clerk II	0.00	0.00	0.06
Library Computer Tech	0.10	0.10	0.10
Total Buellton Library	<u>1.10</u>	<u>1.31</u>	<u>1.31</u>

<b>TOTAL REGULAR PERSONNEL POSITIONS</b>	<u>350.63</u>	<u>383.13</u>	<u>367.88</u>
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# City Council

## MISSION

Guide and direct policies, provide strong community leadership, and provide the people of Lompoc exceptional quality public service in response to their need for a safe, healthy, and economically viable community. We will accomplish this by sharing our vision with the City management to create a work environment that stimulates creative problem solving and recognizes employees for major accomplishments at all levels of the organization. When resources permit, City services will be provided with current technology, which is both cost effective and efficient. We will conduct ourselves with integrity; endeavor to be a good steward of the City to ensure a strong future for all local residents, businesses, and industries.

## PROGRAM GOALS

1. Provide the citizens of Lompoc with the highest quality of programs and services consistent with available funding.
2. Make the office of the City Council accessible to the citizens of Lompoc.

## PROGRAM PERFORMANCE AREAS

- A. Operations. Continually improve the general welfare and aesthetic qualities of the community through the utilization of available resources, programs and activities. (All Goals)

## SPECIFIC OBJECTIVES

1. Provide policy directions, which will result in the desired levels of programs and services and the highest possible quality of life in the community consistent with available resources. Policies and programs approved by the City Council are implemented and administered by the City Administrator and staff. (Goal 1)

## BUDGET COMMENTARY

The proposed budget reflects continuation of existing programming and service levels. A change in classification for the Administrative Aide to Administrative Assistant will more accurately reflect current level of work.

## PERSONNEL ANALYSIS

Position	<u>Adopted</u> 1999-2001	<u>Requested</u> 2001-2003	<u>Recommended</u> 2001-2003
Administrative Assistant	0.00	0.25	0.25
Administrative Aide	0.25	0.00	0.00
Secretary to the City Administrator	0.25	0.25	0.25
Total City Council	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>

CITY COUNCIL

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	110,585	169,846	169,846
* SUPPLIES AND SERVICES	45,899	56,438	52,101
FILE CABINET(S)	263	300	0
ADMIN AIDE TO ADM ASSIST	0	4,115	4,115
 TOTAL DEPARTMENT	 156,747 **	 230,699 **	 226,062 **
* ALLOCATED SERVICE COST	-46,335	-55,130	-55,130
 TOTAL DEPARTMENT	 -46,335 **	 -55,130 **	 -55,130 **
 NET DEPARTMENT	 110,412 **	 175,569 **	 170,932 **



# City Administrator

## **MISSION**

Implement the goals, programs, and policies of the City Council and provide a safe and productive work environment for all employees. Allow employees the opportunity to serve citizens and interested stakeholders by effectively and efficiently handling municipal services and related issues, requirements, and problems both existing and anticipated. The City Administrator's office will be responsive to public concerns and will strive to improve and enhance the image of the organization.

## **PROGRAM GOALS**

1. Recommend fiscal and operational policies to the City Council
2. Implement the goals, programs, and policies of the City Council.
2. Make the office of the City Administrator accessible to citizens and employees.
3. Communicate on a regular basis with all employees in the organization.
4. Re-emphasize the need for a Acustomer first philosophy throughout the entire organization.
5. Recommend adoption or changes in policies that will assist local businesses to remain competitive and to encourage new businesses to consider relocating to Lompoc.

## **PROGRAM PERFORMANCE AREAS**

- A. Operations. Improve the capabilities of the City of Lompoc in concert with department managers and through the development of all personnel; to continually evaluate the organizational structure of the City and recommend improvements whenever possible; and to insure that services are provided in conformance with adopted policies and directives and all applicable laws and regulations. (All Goals)
- B. Economic Development. Enhance the quality of life for the citizens of Lompoc by retaining the existing job base through a variety of City assisted redevelopment projects and economic development programs. City assistance may take a variety of forms including both technical and financial assistance. (Goals 1, 2, 4, and 5)

## **SPECIFIC OBJECTIVES**

1. Implement the goals and accomplish the work programs established by the City Council within established timelines 95% of the time. (Goal 1)
2. Meet at least semi-annually with representatives of City employee organizations and unrepresented individuals to discuss matters of mutual concern. (Goals 2 and 3)

3. Re-emphasize the need for a "customer first" philosophy throughout the entire organization by offering at least 1 customer service training programs per year for employees who deal with the public at the counter or over the phone and provide the same training to the balance of the workforce at least once during the life of this budget. (Goal 4)
4. Improve budget preparation and administrative capabilities so that all City departments stay within 2001-03 appropriations 95% of the time. (Goal 1)
5. Process citizen complaints within 8 hours of receipt 95% of the time and respond to those routine complaints within 72 hours, 90% of the time. (Goals 1, 2 and 4)
6. Respond to all inquiries for business assistance within 24 hours of the inquiry, 100% of the time. (Goals 2 and 4)

**BUDGET COMMENTARY**

The proposed 2001-03 budget reflects the continuation of existing service levels. The budget anticipates that the City will continue its pro-business and aggressive economic development programs. Changes in classification for the Administrative Aide to Administrative Assistant, and for the Assistant to the City Administrator to Assistant City Administrator are proposed to more accurately reflect current professional, supervisory and analytical duties.

**PERSONNEL ANALYSIS**

<b><u>Position</u></b>	<b>Adopted 1999-2001</b>	<b>Requested 2001-2003</b>	<b>Recommended 2001-2003</b>
City Administrator	1.00	1.00	1.00
Asst To City Administrator	0.93	0.00	0.00
Asst City Administrator	0.00	0.81	0.81
Administrative Assistant	0.00	0.75	0.75
Administrative Aide	0.75	0.00	0.00
Secretary to the City Administrator	0.50	0.50	0.50
Total City Administrator	<u>3.18</u>	<u>3.06</u>	<u>3.06</u>

CITY ADMINISTRATOR

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	526,020	627,676	627,676
* SUPPLIES AND SERVICES	28,579	33,418	29,336
ADMIN AIDE TO ADM ASSIST	0	12,344	12,344
ASSIST TO C/A TO ASSIST CA	0	1,491	1,491
* TOTAL PROGRAM CHANGES	0 *	13,835 *	13,835 *
TOTAL DEPARTMENT	554,599 **	674,929 **	670,847 **
* ALLOCATED SERVICE COST	-23,753	-26,338	-26,338
TOTAL DEPARTMENT	-23,753 **	-26,338 **	-26,338 **
NET DEPARTMENT	530,846 **	648,591 **	644,509 **

# City Clerk

## **MISSION**

The mission of the City Clerk's Department is to provide exceptional service to the Lompoc City Council, City departments, and the public by assuring vital records are easily accessible and disseminated with efficient and effective technology, increase greater public awareness of business tax requirements, provide an environment where valuable and minimal personnel resources are respected and encouraged to develop ethical, creative problem-solving techniques, and ensure compliance with applicable State and local laws and regulations.

## **PROGRAM GOALS**

1. Increase efficiency of City Clerk's Department through greater use of available technology, resources, and personnel.
2. Enhance relations with City Council, City staff, and the public by determining their needs with respect to agendas/minutes, records management, business tax activities, and other City Clerk functions.
3. Through greater public awareness and education, increase business tax revenues.
4. Comply with State and local laws.
5. Respond in a timely fashion to citizens' request for information.

## **PROGRAM PERFORMANCE AREAS**

- a. City Council Legislative Operations: Prepare and distribute City Council and Redevelopment Agency agendas and minutes; and maintain, prepare, and index all legislative actions including resolutions, ordinances and agreements. Certify authenticity of municipal corporate documents; maintain custody of City seal; assure publication and posting of legal notices. (Goals 1 and 4)
- b. Election Administration. Conduct consolidated municipal elections in cooperation with the County of Santa Barbara; and advise public officials, candidates for office and the public of election matters and campaign disclosures. (Goals 2 and 4)
- c. Records Management. Maintain all documents certifying municipal corporate actions and authority including agenda related materials, public notices, procedures for maintenance and retrieval of active City records, and provide for timely destruction and/or transfer of inactive records. (Goals 1, 2, 4 and 6)
- d. Fair Political Practices Commission Statements. Filing officer for election campaign reports and statements of economic interest (conflict of interest) for City Council, designated employees and appointed board members. (Goals 4 and 6)
- e. Business Taxes and Permits. Administer business taxes and permit requirements within the framework of the City Code. (Goal 3)

- f. Advisory Bodies. The City Clerk coordinates all appointments by the City Council to City advisory bodies. (Goals 2 and 4)

**SPECIFIC OBJECTIVES**

1. Begin utilizing existing document imaging system for City Clerk’s records or explore feasibility of other alternative methods by January 2002. (Goal 1, 2 and 4)
2. Review records= retention schedule for City Clerk=s Department records by December 2001 and assist other departments with their records= retention schedule as time permit. (Goals 1, 4, and 6)
3. Streamline Municipal Code distribution and updates through utilization of a codification service, which will also conduct legal review and code consistency and prepare the Code for access on the Internet by September 2002. (Goals 1 and 4)
4. Continue ongoing efforts to improve department operations and services by adding frequently asked for information to the Internet and eliminating obsolete practices. (Goals 1, 2, and 3)
5. Through education of City departments and the public, issue and renew business tax statements to at least 80% of the businesses conducting business in the City. (Goals 1 and 3)
6. Process citizen and employee inquiries for routine City Clerk records within one workday, 95% of the time; more complex inquiries for requests for public records within 10 calendar days (consistent with State law) or with appropriate extension when determined necessary due to unusual circumstances; and mediate cable franchise inquiries with the cable operator within three days of receipt. (Goal 1)

**BUDGET COMMENTARY**

The proposed budget includes funding for a code codification service to review and update the existing City Code and to make it accessible on the Internet. Other recommended program changes include the addition of part-time hours to assist with document imaging and a reclassification to Deputy City Clerk of the Staff Assistant in the second year. Funding requests are included for the Consolidated General Election in November 2002 and for training to assist the department in keeping abreast of changing laws, regulations, and technology.

**PERSONNEL ANALYSIS**

Position	Adopted 1999-2001	Requested 2001-2003	Recommended 2001-2003
City Clerk	1.00	1.00	1.00
Office Staff Assistant III	1.00	0.00	0.00
Deputy City Clerk	0.00	1.00	1.00
Total City Clerk	2.00	2.00	2.00

CITY CLERK

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	271,820	255,979	255,979
* SUPPLIES AND SERVICES	40,617	53,986	52,556
SOFTWARE/PROGRAMS	600	0	0
COMPUTER-PC & EQUIPMENT	0	663	0
* TOTAL CAPITAL OUTLAY	600 *	663 *	0 *
CODE CODIFICATION SVCS	0	8,800	8,800
OSAIIII TO DEP CITY CLK 1	0	1,912	1,912
1000 HRS OSA I DOC IMAG	0	22,655	22,655
* TOTAL PROGRAM CHANGES	0 *	33,367 *	33,367 *
 TOTAL DEPARTMENT	 313,037 **	 343,995 **	 341,902 **
* ALLOCATED SERVICE COST	-19,756	-21,749	-21,749
 TOTAL DEPARTMENT	 -19,756 **	 -21,749 **	 -21,749 **
 NET DEPARTMENT	 293,281 **	 322,246 **	 320,153 **

# City Attorney

## **MISSION**

To advise the City Council, City staff, and City Boards, Commissions, and Committees concerning legal matters; to act as the City prosecutor; to represent the Municipal Corporation; to defend the City and its employees in litigation; to pursue litigation on behalf of the City; and to manage outside legal services providers.

## **PROGRAM GOALS**

1. Serve as the City's legal advisor and legal representative.
2. Oversee all legal documents for City Council and staff.
3. Prosecute, in a timely fashion, alleged City Code violators.
4. Defend the City and its employees in civil litigation, other than in the specialties of water law and worker's compensation.
5. Commence litigation on behalf of the City when so directed by Council.
6. Manage and coordinate legal services provided by persons outside the City Attorney's Department.

## **PROGRAM PERFORMANCE AREAS**

- A. General Legal. Provide formal and informal legal advice, in all matters affecting the City, to the City Council, Boards, Commissions, City Administrator, City Clerk, City Treasurer, department heads, Risk Manager, and employees of the City. (Goal 1)
- B. Legislation and Documentation. Prepare or review all ordinances, resolutions, contracts, leases, and other formal legal documents required by the City. (Goal 2)
- C. Code Enforcement. Achieve compliance with requirements of City ordinances through various mechanisms ranging from informal conferences with City Code violators to formal criminal, civil, and administrative action. (Goal 3)
- D. Litigation. Bring civil actions on the City's behalf. Defend the City and its employees in federal and state courts. Handle claims against the City to prevent unnecessary litigation and settle meritorious claims at the lowest possible cost. (Goals 4 and 5)
- E. Legal Services Management. Oversee and coordinate with retained outside counsel in certain legal specialties and complex litigation. Coordinate and manage non-City providers of such legal services as claims adjustment, investigation, court reporting, insurance, and service of process. (Goals 4 and 5)

## **SPECIFIC OBJECTIVES**

Provide support services to City Council, Boards, and Commissions on or before the date requested, 100% of the time. (Goal 1)

Provide support services to staff on or before the date requested, 100% of the time. (Goal 2)

Enforce the City Code so that referrals are processed in accordance with pre-established schedules, 100% of the time. (Goal 5)

Handle at least 95% of the City's litigation and similar proceedings with City legal staff to maintain the 90% cost reduction for outside counsel achieved in the past three years. (Goals 4 and 5)

Maintain or improve the significant reduction (approximately 40-60%) in costs of legal services from outside paraprofessional providers. (Goal 6)

Provide case management and professional oversight of work performed by outside counsel. (Goal 6)

## **BUDGET COMMENTARY**

The recommended budget includes funding necessary to meet the objectives listed above. Retention of an experienced litigation attorney, assisted by a skilled paralegal, will continue to maintain the substantial reductions previously achieved in expensive outside legal services.

## **PERSONNEL ANALYSIS**

Position	<b>Adopted Requested</b>		<b>Recommended</b>
	1999-2001	2001-2003	2001-2003
City Attorney	1.00	1.00	1.00
Asst City Attorney	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00
Total City Attorney	3.00	3.00	3.00



CITY ATTORNEY

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	531,398	578,247	578,247
* SUPPLIES AND SERVICES	47,077	62,584	53,565
COMPUTER-PC & EQUIPMENT	0	2,000	0
ASST CA1-2 TO ASST CA2-3	0	26,535	0
TOTAL DEPARTMENT	578,475 **	669,366 **	631,812 **
* ALLOCATED SERVICE COST	-22,605	-27,991	-27,991
TOTAL DEPARTMENT	-22,605 **	-27,991 **	-27,991 **
NET DEPARTMENT	555,870 **	641,375 **	603,821 **

# City Treasurer

## **MISSION**

Provide the citizens of Lompoc with the highest level of customer service, and handle their monies in an ethical, honest, and careful manner, to fulfill our legal and moral responsibilities. Continue to use and pursue technologies to provide efficient service. Our employees will make every effort to provide service to citizens in a pleasant, courteous, and an efficient manner.

## **PROGRAM GOALS**

1. Ensure that the receipt, deposit, and investment of City funds are accomplished accurately and according to the law.
2. Give customers accurate and timely information regarding utilities and other services the City provides.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. Provide administration and supervision of City Treasurer Department by preparing and monitoring the budget, completing various reports, and insuring effective use of staff and resources. Serve as treasurer to City of Lompoc, Santa Barbara County Water Purveyors, and Redevelopment Agency. Monitor the City's travel and training budget programs. (Goals 1 & 2)
- B. Cash Management. Receive cash, issue receipts, and prepare deposits to appropriate accounts regularly. Post all payments received to appropriate utility or general accounts, edit, produce, and distribute final contracts, maintain bank control ledgers, and reconcile statements. Administer cash bail expense, petty cash, revolving fund programs, NCPA bills, and bond payments. (Goal 1)
- C. Investment. Maintain cash flow forecast and invest temporarily idle funds following State and municipal law. (Goal 1)
- D. Utility Billing. Process applications for new service, transfers, and termination of utility services. Prepare on/off orders, provide current information about utilities and assistance in problem solving. Edit meter readings, enter data to open and closed accounts, prepare monthly billing for accounts. Assist public with problems. Work with customers and agencies to affect timely payments due City. Pursue delinquent accounts. Represent City in Small Claims Court. (Goal 2)
- E. Receptionist/Switchboard. Greet public and give appropriate direction and assistance when needed. Answer incoming calls, refer calls to the appropriate City department quickly and assist departments with outgoing calls. Assist Treasury with mail, customer service with turn offs, and provide secretarial services to the department. (Goal 2)

## **SPECIFIC OBJECTIVES**

1. Maximize interest earnings by investing 99% of available City funds daily in a safe and prudent manner. (Goal 1)
2. Receive and receipt all program-generated revenue billing and collection transactions daily 100% of the time. (Goal 1)
3. Update and post utility charges to customer accounts daily 100% of the time. (Goal 2)
4. Input State energy report on magnetic tape when new NAIC codes are implemented, reducing preparation time each quarter. (Goal 2)
5. Enhance Utility Billing applications and input records on the Document Imaging System by July 2002. (Goal 2)
6. Develop Automated Clearing House (ACH) ability for customer payment of bills. (Goal 2)

**BUDGET COMMENTARY**

The City Treasurer's budget provides funds for continuance of current services. This budget reflects no increased staffing in the Treasurer's Office.

**PERSONNEL ANALYSIS**

Position	<b>Adopted</b>	<b>Requested</b>	<b>Recommended</b>
	1999-2001	2001-2003	2001-2003
City Treasurer	1.00	1.00	1.00
Supervising Treasury Clerk	1.00	1.00	1.00
Utility Billing Supervisor	1.00	1.00	1.00
Senior Treasury Clerk	3.00	3.00	3.00
Treasury Credit Manager	1.00	1.00	1.00
Intermediate Treasury / Treasury Clerk	2.00	2.00	2.00
Office Staff Assistant I / II	1.00	1.00	1.00
Total City Treasurer	10.00	10.00	10.00

TREASURER

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	897,079	1,020,674	1,020,674
* SUPPLIES AND SERVICES	254,688	271,941	269,743
CALCULATOR(S)	200	200	0
COMPUTER PRINTER	0	5,740	0
ENCODER/ENDORSE(S)	0	4,626	0
* TOTAL CAPITAL OUTLAY	200 *	10,566 *	0 *
 TOTAL DEPARTMENT	 1,151,967 **	 1,303,181 **	 1,290,417 **
* ALLOCATED SERVICE COST	-11,549	-12,488	-12,488
 TOTAL DEPARTMENT	 -11,549 **	 -12,488 **	 -12,488 **
 NET DEPARTMENT	 1,140,418 **	 1,290,693 **	 1,277,929 **

# Economic Development and Community Revitalization

## **MISSION**

The Mission of the Economic Development and Community Revitalization Department is to improve the quality of life for Lompoc's residents through the provision of timely technical and financial assistance to business-owners, investors, brokers, developers and others necessary to retain and create employment opportunities for Lompoc citizens; retain and expand the local tourism trade; reduce and eliminate blighting conditions that restrict economic growth; rehabilitate existing housing stock; create new housing in-fill opportunities; and, provide for various social service needs.

## **PROGRAM GOALS**

1. Reduce the number of Lompoc residents commuting to work outside of the Lompoc Valley.
2. Increase Property-Tax, Sales-Tax, Use-Tax, and Transient-Occupancy Tax revenues.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration: Provides technical assistance, information and demographics, City staff coordination, and analysis and packaging for financial assistance. Provides Staff support to the Economic Development Committee. Manages the programs and activities of the Community Development Block Grant Fund and the Lompoc Redevelopment Agency. (All Goals)
- B. Chamber of Commerce: Provides financial support to the Lompoc Valley Chamber of Commerce and Visitor's Bureau for material and staff expenses related to the fulfillment of literature and information requests, small-business assistance services, tourism marketing, and business attraction marketing support material. (All Goals)
- C. Economic Development Advertising: Provides funding for the economic development marketing program targeted to business-owners, investors, brokers and developers and administered by the Department. (All Goals)
- D. Tourism Advertising: Provides payment for the tourism marketing program administered under contract by the Chamber of Commerce. (Goal 2)
- E. Community Events: Provides for limited support of the Lompoc Flower Festival and expenses related to dignitary hospitality. Also provides limited support for tourism-related events sponsored by the Parks and Recreation Department. (Goal 2)

## **SPECIFIC OBJECTIVES**

1. Create a minimum of 100 new jobs during the budget cycle, by either assisting in the expansion of local businesses, or by attracting new businesses into the community.  
(All Goals)

2. Continue the implementation of the Economic Development Marketing Campaign to attract new businesses. (Goal 2)
3. Within the 2001-2002 fiscal year, update the Tourism Marketing Campaign in cooperation with the Lompoc Valley Chamber of Commerce and Visitors Bureau to increase Transient Occupancy Tax, Sales Tax and Gas Tax. (Goal 2)

### **BUDGET COMMENTARY**

The FY 2001-2003 Economic Development and Community Revitalization budget proposes an increase of \$15,000 per year in funding for the Lompoc Valley Chamber of Commerce and Visitor's Bureau for additional printing, postage and staffing costs related to the fulfillment of tourism information requests. Funding for tourism advertising is proposed to remain at current levels due to additional funding provided by Santa Barbara County under a separate advertising contract that the Chamber has with the County.

New for this budget is \$5,000 each year to be used for expenses related to support for community-wide special events administered by the Parks and Recreation Department. These events are designed to bring in tourism dollars into the community and the funding recognizes the economic development nature of these events.

The goals, objectives, programs and activities of the Community Development Block Grant Fund and the Lompoc Redevelopment Agency are detailed in their respective budgets.

### **PERSONNEL ANALYSIS**

The Economic Development and Community Revitalization budget does not include personnel expenses. The proposed Assistant City Administrator and the staffs of the Lompoc Redevelopment Agency and the Community Development Block Grant Program manage and perform the activities accomplished through this budget in addition to their other duties.

ECONOMIC DEVELOPMENT AND COMMUNITY REVITALIZATION

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	301,972	361,117	321,955
CMTY WDE SPCL EVNTS CONTRIBS	0	10,000	10,000
TOTAL DEPARTMENT	301,972 **	371,117 **	331,955 **
NET DEPARTMENT	301,972 **	371,117 **	331,955 **

# Management Services

## **MISSION**

To service and maintain the financial, purchasing, information, and risk-management needs of City departments in a manner that is fiscally responsible and responsive to department needs.

## **PROGRAM GOALS**

1. Provide administrative support, including accounting, budget, office services, information services, risk management and central purchasing.
2. Provide effective centralized resource accounting systems to control and safeguard the assets and financial operations of the City.
3. Develop and implement procedures to convert manual procedures to an automated system using the Keyfile program and document imaging systems.
4. Purchase equipment, supplies, and services in conformance with applicable legal codes and City Code regulations to meet department requests.
5. Provide local area and other vendors with timely information on how to do business with the City.
6. Develop, implement, and maintain all information systems including computer application software, computer networks, Personal Computers, the Geographic Information System, the telephone system, and provide training for systems users.
7. Provide secure backup of City information databases and reduce space needed for storage of City documents.
8. Provide mail and printing services to support all City departments.
9. Promptly respond to user requests for support.

## **PROGRAM PERFORMANCE AREAS**

- A. Budgeting. Prepares quarterly financial reports, prepares the preliminary budget, and monitors grants, agreements and contracts with regard to annual renewals and meeting reporting requirements. (Goals 1, 2 and 9)
- B. Finance. Maintain adequate and effective accounting and financial reporting systems covering the City's financial activities; this process culminates with the annual audit of City financial records. (Goals 1, 2 and 9)
- C. Purchasing. Provides for purchase of all items needed for City operation in a timely and efficient manner. (Goals 3, 4 and 9)
- D. Warehouse. Maintain a warehouse and inventory sufficient to meet the needs of the various departments. (Goals 3, 4 and 9)



- E. Information Services. Provides information services data processing support for all departments of the City, storage of City documents with minimum space requirements, and other management information as requested. Maintains all computing, network, Geographic Information, Intranet, Internet and telephone systems for all City departments. (Goals 5, 6 and 9)
- F. Risk Management. Provides insurance for liability, fire, and property for all City departments. (Goals 1 and 2)

## **SPECIFIC OBJECTIVES**

### **Finance**

- 1. Complete Citywide conversion of Accounts Payable transactions to a process which combines workflow and document imaging to speed up the processing of invoices, statements, account numbering, and payment authorization through check issuance by June 30, 2002. (Goals 1, 2, 6, 7 and 9)
- 2. Prepare a long-term capital improvement budget to provide the long-term funding plan for the future capital improvements needed to implement the City's newly adopted General Plan by June 30, 2002. (Goals 1, 2 and 9)
- 3. Prepare a five-year capital improvement budget to allow for proper planning and financing of City projects. (Goals 1, 2 and 9)
- 4. Ensure that Government Accounting Standards Board Statement Number 34 is fully implemented by June 30, 2003. (Goals 1, 2 and 9)
- 5. Process material and service invoices within 30 days from receipt of the invoice 95% of the time; prepare financial reports and surveys on time 59% of the time; and always prepare timely payroll schedules and payroll benefit reports 100% of the time. (Goals 1, 2 and 9)

### **Purchasing**

- 1. Review and update the Purchasing Policy and Procedures Manual. (Goal 3)
- 2. Within time lines established that are tied to value of the goods or services, solicit bids. Specifically, these time lines are 20 days for professional services; 15 for purchases of \$10,000 or more; 7 for purchases of \$3,000 or more; and 3 for purchases of less than \$3,000. (Goal 3)
- 3. **Annually visit a service club, Chamber of Commerce, Vandenberg Air Force Base Small and Minority Business Fair, and Santa Barbara's County Cooperative Purchasing Outreach program in order to provide vendors with information on how to do business with the City. (Goal 4)**
- 4. Implement a bar code system to automate data entry for receiving and dispensing inventory items to reduce data entry errors and provide real-time inventory procedures. (Goal 3, 4 and 9)

## **Information Services**

1. Provide secure, remote access capability to all computer systems for data processing staff to ensure 24-hour, 7-day per week, computer support is available for all City departments during non-business hours as well as normal business hours. (Goals 6)
2. In conjunction with the Finance Division, expand the Keyfile document imaging system to include a work-flow application. (Goals 6 and 7)
3. Update the network software and servers to provide increased resources and increased speed of system. (Goal 6)
4. Continue to enhance the Intranet system to provide on-line computer access to documents and functions such as the Personnel Manual, Purchasing Manual, Administrative Procedures Manual, registration for City-sponsored workshops, and other functions that require storage of or completion of paper documents. (Goals 6)

## **Print Shop**

1. Ensure mail services to City facilities daily, 100% of the time. (Goal 9)
2. Promote the use of colors and layout of documents to improve their appearance by using the most cost-effective methods and technology available. (Goal 9)

## **BUDGET COMMENTARY**

The Finance Division budget reflects reclassification of the Accounting Supervisor to Utility Accountant, and reclassification of one Accountant to Accounting Supervisor. These Division reclassifications will ensure a level of professional staffing required to support all City accounting services. The Finance Division plans to complete citywide conversion of Accounts Payable transactions to a process that combines workflow and document imaging to enhance overall Accounts Payable activities. A part-time position was created in November of 2000 to support document imaging data entry. This budget includes 2000 part-time hours to continue these activities throughout this budget cycle.

The Purchasing and Warehousing Division budget includes the purchase of a bar code system in the amount of \$10,750. Implementation of this bar code system to the current inventory software system will automate data entry and reduce data entry errors, which will enhance receiving and dispensing inventory items, while improve inventory services available through a real-time inventory system. The budget also reflects one additional hour a day for two part-time Purchasing Assistants to support document imaging and Purchasing Division Web site activities.

Information Services Division provides all computer, Geographic Information Systems (GIS), and communications support, as well as all printing services of the Print Shop. There are several recommended capital outlay requests that will improve the workflow throughout the City and increase resources and data available during the FY 2001-2003 budget cycle. These requests include replacing two main City servers, adding and replacing current software and hardware components to improve performance and extend the life of current equipment, enhancing the current document imaging system to allow more flexibility and ease of use, and replacing two GIS services to provide better performance and additional storage for data.

Reclassifications reflected in this budget of Engineering Technician-Specialized III to GIS Analyst and Computer Systems Specialist to GIS Specialist I more accurately matches the level of responsibilities and duties performed. This budget also reflects one additional Computer Operator position, increased from half-time temporary to full-time to support the Police Department computer CAD system, operations and hardware. Additionally, the 1000-hour part-time Computer Operator has been increased to one full-time GIS Technician to support GIS Division Internet and Intranet projects.

## **PERSONNEL ANALYSIS**

Position	<b>Adopted</b>	<b>Requested</b>	<b>Recommended</b>
	1999-2001	2001-2003	2001-2003
<b>Copy Room</b>			
Printing & Publication Coordinator	1.00	0.00	0.00
Printing & Publication Coordinator/Web Tech	0.00	1.00	1.00
Total Mgmt Services Printing	1.00	1.00	1.00
<b>Finance</b>			
Management Services Director	0.90	0.90	0.90
Financial Services Manager	1.00	1.00	1.00
Utility Accountant	0.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00
Accountant	3.00	2.00	2.00
Accounting Technician	0.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Senior Account Clerk	2.00	1.00	1.00
Intermediate / Account Clerk	1.75	1.75	1.75
Total Finance	10.65	10.65	10.65
<b>Information Systems</b>			
Management Services Director	0.05	0.05	0.05
Information Systems Manager	1.00	1.00	1.00
Systems Analyst	2.00	2.00	2.00
Senior Programmer-Network Analyst	1.00	1.00	1.00
Engineering Technician-Specialized III	1.00	0.00	0.00
GIS Analyst	0.00	1.00	1.00
Computer Systems Specialist	1.00	0.00	0.00
GIS Specialist I	0.00	1.00	1.00
Computer Operator/Programmer	1.00	1.00	1.00
Computer Operator	0.00	1.00	1.00
GIS Technician	0.00	1.00	1.00
Total Information Systems	7.05	9.05	9.05
<b>Purchasing</b>			
Management Services Director	0.05	0.05	0.05
Purchasing and Materials Manager	1.00	1.00	1.00

Buyer	1.00	1.00	1.00
Warehouser	2.00	2.00	2.00
Purchasing Assistant	1.25	1.50	1.50
Total Purchasing	<u>5.30</u>	<u>5.55</u>	<u>5.55</u>

MANAGEMENT SERVICES

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	2,556,106	2,911,071	2,911,371
* SUPPLIES AND SERVICES	343,672	508,994	472,098
SOFTWARE/PROGRAMS	6,333	0	0
DOCUMENT IMAGING SYS & EQUIP	16,500	16,595	16,595
FILE SERVER COMPUTER	0	20,172	2,327
PORTABLE COMPUTER	1,500	0	0
NETWORK EQUIPMENT	0	1,332	1,332
DISK DRIVE	0	1,181	1,181
COMPUTER PRINTER	1,250	2,688	0
UNINTERRUPTED PWR SUPPLY	0	1,879	1,879
BAR CODE EQUIPMENT	0	10,750	10,750
COMPUTER-PC & EQUIPMENT	2,400	17,937	0
COMPUTER EQUIPMENT UPGRADE	0	43,000	0
LCD MULTIMEDIA	1,250	0	0
PURCH-PROCUREMENT SYS	8,335	4,151	4,151
COLOR PLOTTER	0	8,063	0
NETWORK OS SOFTWARE	0	3,234	3,234
NETWORK SOFTWARE & PROGRAMS	0	10,777	10,777
AERIAL PHOTO MAPS	0	5,375	0
BLDG IMPR FROM BLDG MAINT	56,700	0	0
* TOTAL CAPITAL OUTLAY	94,268 *	147,134 *	52,226 *
ADJ ACTG SUPERVISOR COMP	0	12,512	0
2000 HRS OSA I DOC IMAG	0	36,802	36,802
1000HR PT TO 1 COMPUTER OPER	0	56,883	56,883
VAR 1/S EQUITY SAL ADJ'S	0	44,499	0
1000 HR PT TO 1 GIS TECH	0	78,292	78,292
P&PUB CRD TO P&PC WEBTECH	0	5,384	5,384
+ .25 PURCH ASSIST JOB SHARE	0	21,344	21,344
ADJ WAREHOUSER COMP + 10%	0	15,502	0
RPL SR TREE TRMR W/CNTRACTR	0	2	2
EQ INCREASE UTILITY ACCOUNTANT	0	14,424	0
ACCTG SUPV TO UTIL ACCNTNT	0	9,294	9,294
ACCT TO ACCTG SUPV	0	13,011	13,011
* TOTAL PROGRAM CHANGES	0 *	307,949 *	221,012 *
TOTAL DEPARTMENT	2,994,046 **	3,875,148 **	3,656,707 **
* ALLOCATED SERVICE COST	-174,201	-210,974	-210,974
TOTAL DEPARTMENT	-174,201 **	-210,974 **	-210,974 **
NET DEPARTMENT	2,819,845 **	3,664,174 **	3,445,733 **

# Human Resources

## **MISSION**

Provide quality assistance, professional expertise, and consulting services to employees, managers, supervisors, and job applicants in all facets of human resource administration. We strive to employ and retain well-qualified, productive, and service-oriented employees through effective recruitment, selection, employee performance and development programs, and ensure that the City has fair and equitable policies and practices, a diverse workforce, and that our interactions are guided by integrity and discretion.

## **PROGRAM GOALS**

2. Advise operating departments on human resource and employee relations issues and implement all personnel transactions.
3. Efficiently provide for the employment of qualified personnel to meet the City's staffing needs, attain a diverse, representative workforce, and advance its customer service philosophy.
4. Implement and administer a system which provides for performance standards, an effective appraisal program, career development planning, and a variety of training opportunities.
5. Provide for maximum attraction, retention, and motivation of personnel.
6. Meet and confer with employee organizations on wages, hours, and other terms and conditions of employment, and provide a reasonable method of resolving disputes and promoting communications between employee organizations and City representatives.
7. Attain a Human Resource Information System which provides for efficient, expedient, and accurate decision-making and comprehensive human resource communications.
8. Review and, if necessary, annually update at least 20 of existing City classifications.

## **PROGRAM PERFORMANCE AREAS**

1. Administration. Provide supervision to the Human Resources Department and consulting services to City departments in all areas of human resources and employee relations issues including negotiations with employee groups. (All Goals)
2. Employee Recruitment, Retention, and Selection. Provides for attracting, examining, evaluating, and selecting staff consistent with organizational needs. (Goals 1, 2, 3, and 4)
3. Employee Compensation, Classification, and Benefits. Provides for administering an equitable total compensation program and maintaining an updated classification plan which provides maximum development opportunities and effective use of work processes. (Goals 1, 2, 3, 4, and 5)

4. Employee Evaluation and Development. Provides for maintaining an appraisal system and training programs to maximize productivity, motivation, and the organization's goals and values. (Goals 3, 4, and 5)

### **SPECIFIC OBJECTIVES**

1. Complete 75% of all recruitments and testing processes for new management and technical employees within sixty (60) days; complete 75% of all recruitments for other employees within forty-two (42) days. (Goal 2)
2. Develop and implement recruiting incentives for hard-to-recruit occupations by September 2001. (Goals 2 and 4)
3. Provide on-site workshops on benefits and personnel issues for employees at all job sites by June 2003. (Goals 2, 4 and 5)
4. Develop enhancements to the flexible benefit (cafeteria) program and electronic enrollments by June 2002. (Goals 4 and 6)
5. Complete revision of employee appraisal system and training to managers and employees by January 2002 to better reflect performance standards, customer service philosophy and career development planning. (Goals 3 and 4)
6. Provide a minimum of six training programs, including a management development component and conflict resolution seminars. (Goals 1, 3, 4, and 5)

### **BUDGET COMMENTARY**

The recommended budget proposes a change of name from the Personnel Department to Human Resources Department to better reflect its mission and values.

The budget reflects a reclassification of the Senior Personnel Analyst to Principal Human Resources Analyst, and the addition of one Senior Human Resources Analyst in year two of the budget cycle. This additional position will support anticipated labor relations activities resulting from expansion of state law and mandated programs. Also, the position will assist with the maintenance of the City's classification and compensation plan, which includes the updating of class specifications and the conducting of salary/benefit surveys. The Principal Human Resources Analyst will be responsible for overseeing development and implementation of major programs in the Department, with anticipated additional workload for development and implementation of recruitment programs and enhancements to the flexible benefit program.

The Recruitment and Evaluation account reflected in this budget combines two Personnel accounts of earlier City budgets (Advertising and Evaluations). This account will support Human Resources Department recruitment activities.

## **PERSONNEL ANALYSIS**

Position	Adopted 1999-2001	Requested 2001-2003	Recommended 2001-2003
<b>Human Resources</b>			
Personnel Director	1.00	0.00	0.00
Human Resources Director	0.00	1.00	1.00
Senior Personnel Analyst	1.00	0.00	0.00
Sr. Human Resources Analyst	0.00	1.00	1.00
Principal Human Resource Analyst	0.00	1.00	1.00
Personnel Assistant	2.00	0.00	0.00
Human Resources Technician	0.00	2.00	2.00
Office Staff Assistant I / II	1.00	1.00	1.00
Total Human Resources	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>



PERSONNEL

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	541,247	667,027	667,027
* SUPPLIES AND SERVICES	70,274	187,039	180,209
+ 1 SR PERSONNEL ANALYST Y2	0	72,146	72,146
SR HU RES ANL>PRN HU RES ANL	0	11,936	5,095
1000HR SR PRS ANL IF 88017 AD	0	57,682	0
* TOTAL PROGRAM CHANGES	0 *	141,764 *	77,241 *
TOTAL DEPARTMENT	611,521 **	995,830 **	924,477 **
* ALLOCATED SERVICE COST	-118,521	-171,232	-171,232
TOTAL DEPARTMENT	-118,521 **	-171,232 **	-171,232 **
NET DEPARTMENT	493,000 **	824,598 **	753,245 **

# Building and Facilities Maintenance

## **MISSION**

The mission of the Building and Facilities Maintenance Division is to provide timely, cost effective, efficient and competent maintenance and repairs to the City=s facilities. We will strive to be responsive to the concerns of the citizens of Lompoc and the employees of the City, while ensuring that repairs are of the highest quality with allotted funding. We will accomplish this by keeping communications open between staff and our customers while staying abreast of technological advancements and acquiring enhanced training when possible. We will serve the City with integrity and honesty to protect the City=s investment and pride in our facilities and equipment.

## **PROGRAM GOALS**

1. Improve the life cycle cost of City facilities through special maintenance and regularly scheduled preventive maintenance of all assigned buildings.
2. Improve the cost-effectiveness and efficiency of custodial service without reducing service to our customers.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. Provide direction, coordination, training and staff support for the numerous activities related to this Division=s operation. (Goals 1 and 2)
- B. Building Maintenance. Provide efficient maintenance and preventive maintenance programs for all assigned facilities including: electrical, air conditioning, plumbing, carpentry, lock and key, and painting utilizing existing staff and outside contractors as needed. (Goal 1)
- C. Custodial Service. Provide clean and sanitary facilities for use by employees and citizens in all assigned facilities. (Goal 2)

## **SPECIFIC OBJECTIVES**

1. Enhance our preventive maintenance program with expanded use of the CFA data base system for equipment maintenance documentation. Start the transition to using the CFA database for work order documentation and tracking to improve cost accounting and historical records. (Goals 1 and 2)
2. Increase productivity and improve customer service with training and new equipment and schedules to better maintain the facilities without increasing manpower. (Goals 1 and 2)

## **BUDGET COMMENTARY**

The Building and Facilities Maintenance budget reflects an increase of one part-time custodian to full-time. The budget reflects minor personnel changes as a result of the department

reorganization, with elimination of the Community Services Operations Manger and allocation of time for the Equipment and Facilities Maintenance Superintendent to accurately reflect disbursement of time to Building and Facilities Maintenance activities. Staff is confident that there will be sufficient funding in this budget to accomplish the projected maintenance, while continuing to reduce backlogged maintenance.

Included in this budget are several capital outlay recommendations for workplace improvements, with major capital improvement projects such as replacement of the carpet in City Hall and at the Police Department for a cost of \$150,000 and \$18,000, respectively. Additionally, \$77,650.95 is included in this budget to fund the purchase of space allocation furniture as recommended by the consultant looking at individual workspace allocation to improve overall space utilization in City Hall.

**PERSONNEL ANALYSIS**

<b><u>Position</u></b>	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
Community Services Operations Manager	0.03	0.00	0.00
Community Services Director	0.00	0.03	0.00
Street Superintendent	0.05	0.00	0.00
Equipment & Facilities Maintenance Supt	0.00	0.10	0.10
Facilities Maintenance Supervisor	1.00	1.00	1.00
Senior Building / Building Maint Worker	3.00	3.00	3.00
Office Staff Assistant I / II	0.25	0.00	0.00
Office Staff Assistant II/III	0.00	0.25	0.25
Total Bldg and Facilities Maintenance	<u>4.33</u>	<u>4.38</u>	<u>4.35</u>
Lead Custodian	1.00	1.00	1.00
Senior Custodian	1.00	1.00	1.00
Custodian	0.00	1.00	1.00
Total Bldg Custodial	<u>2.00</u>	<u>3.00</u>	<u>3.00</u>

BUILDING MAINTENANCE

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	708,713	768,471	768,471
* SUPPLIES AND SERVICES	456,054	599,082	592,547
REPLACE LOBBY FURNITURE	2,000	0	0
BF-HOT WTR SYS/LOBBY RESTRM	1,500	0	0
REPLACE ENTRANCE PORTICO	6,624	0	0
COMPUTER-PC & EQUIPMENT	0	4,104	2,600
VACCUM CLEANER(S)	0	1,021	1,021
CARPET CLEANING MACHINE	0	2,685	2,685
KEY CUTTING MACHINE	0	2,688	2,688
RADIO-PORTABLE	0	3,656	3,656
BF-ENLRG EMER GENERTR BLDG	0	60,000	0
BF-REPLACE CARPET	0	168,000	168,000
BF-REPL DOOR(S)	0	2,000	0
BF-REPR WALLS/PNT INT	0	15,000	2,500
BF-REMODEL SECY AREA	0	12,000	0
BF-CORP YD IMPROVEMENTS	0	2,500	2,500
BF-ROOF REPAIR	78,000	18,000	18,000
BF-RPL AIR COMPRESS CONTRLS	8,000	0	0
BF-GENERATOR FUEL TANK	5,000	0	0
BF-REPL DDC CONTROL SYSTEM	30,000	15,000	15,000
BF-ROOF REPAIR CELL BLOCK	35,000	0	0
BF-RESTROOM RENOVATION	0	35,000	2,000
BF-SPACE ALLOC UPGRD FURNITUR	0	500,000	500,000
COR-CORP YARD PAVING	50,000	0	0
CREDITS-BUILDING MAINT	-1,579	0	0
CREDITS-PURCHASING/STORES	-56,700	0	0
CREDITS-STREETS	-15,083	0	0
CREDITS-URBAN FORESTRY	-4,034	0	0
CREDITS-TRANSIT	-3,379	0	0
CREDITS-ELECTRIC	-7,190	0	0
CREDITS-WASTEWATER	-160	0	0
CR-WTR DISTRIB (51300)	-5,299	-2,500	-2,500
CREDITS-SOLID WASTE	-1,206	0	0
CREDITS-GARAGE	-29,559	0	0
BLDG IMPR FROM BLDG MAINT	1,579	0	0
* TOTAL CAPITAL OUTLAY	93,514 *	839,154 *	718,150 *
1743 HR PT TO 1 FT CUSTODIAN	0	25,717	25,717
REALLOCATE COM SVC DIRECTOR	0	7,649	0
DELETE COM SVCS OPER MGR	0	-6,009	-6,009
REALLOC/PROMO OSAIL TO III	0	908	908
REALLOCATE STREET SUPT	0	-6,887	-6,887
EQ MT SUPT TO EQ FAC MT SUPT	0	14,906	14,906
* TOTAL PROGRAM CHANGES	0 *	36,284 *	28,635 *

BUILDING MAINTENANCE

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
TOTAL DEPARTMENT	1,258,281 **	2,242,991 **	2,107,803 **
* ALLOCATED SERVICE COST	-156,152	-256,387	-256,387
TOTAL DEPARTMENT	-156,152 **	-256,387 **	-256,387 **
NET DEPARTMENT	1,102,129 **	1,986,604 **	1,851,416 **

# Non-Departmental

## PROGRAM DESCRIPTION

The Non-Departmental account is established to simplify and provide appropriate accounting for those items which do not fall within the jurisdiction of any single department.

## PROGRAM PERFORMANCE AREAS

- A. Operating Expenses. To provide for external audit, fire insurance, liability insurance and miscellaneous expenses.
- B. Library Services. To provide contributions to the Lompoc Library for operational costs.
- C. Museum Association. To provide an annual contribution to the Museum Association for the operation of the City Museum.
- D. Family Resources Coordinator. To provide leadership and continuity needed to attain the goals of quality, affordable, and accessible care and education for families with infants, children, youth and teens, recognizing that the economic development of families is an indicator of community vitality for the prosperity of the City of Lompoc and Lompoc Valley.

## BUDGET COMMENTARY

The majority of the proposed budget reflects maintenance of the status quo. While addressed elsewhere in the budget, staff is recommending a two-year contribution to the Library of \$629,639, which is a 6 percent increase from the FY1999-01 budget. Continued support in the amount of \$110,000 was requested and is recommended for the Lompoc Museum.

The budget includes continuation of the graffiti removal and support services for children and youth programs. A change of classification from Administrative Aide to Administrative Assistant, with a working title of Family Resources Coordinator, is recommended to better represent the mission of this program.

## PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>1999-2001</u>	<u>Requested</u> <u>2001-2003</u>	<u>Recommended</u> <u>2001-2003</u>
Administrative Aide (Coordinator for Children & Youth)	0.50	0.00	0.00
Admin Assistant (Family Resources Coordinator)	0.00	0.50	0.50
Total Non Departmental	0.50	0.50	0.50

NON-DEPARTMENTAL

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	46,126	54,429	54,429
* SUPPLIES AND SERVICES	1,059,957	1,390,329	1,380,852
COMPUTER-PC & EQUIPMENT	0	1,017	0
5 ADM AIDE TO .5 ADM ASST	0	6,750	6,750
TOTAL DEPARTMENT	1,106,083 **	1,452,525 **	1,442,031 **
* ALLOCATED SERVICE COST	-20,807	-22,085	-22,085
TOTAL DEPARTMENT	-20,807 **	-22,085 **	-22,085 **
NET DEPARTMENT	1,085,276 **	1,430,440 **	1,419,946 **

# Police Department

## **MISSION**

The mission of the Lompoc Police Department is to provide effective and professional police services, in partnership with the citizens we serve, encouraging mutual respect and innovative problem solving, thereby improving the quality of life in our community.

## **PROGRAM GOALS**

1. Increase efficiency of police, communications and jail operations through greater utilization of technology and civilian support personnel.
2. Increase understanding of our community policing philosophy and promote citizen participation in the policing process through education, development of partnerships and cooperation with community-based organizations.
3. Comply with State standards in police jail and communications operations, and in the selection and training of personnel assigned to these functions.
4. Enhance the Department's ability to prevent crime, apprehend criminals, enforce traffic laws and provide prompt, efficient service, thereby promoting a sense of security, trust and well-being in the community.

## **PROGRAM PERFORMANCE AREAS:**

- A. Administration: The administration staff provides leadership in guiding the Police Department toward accomplishment of the mission. It constantly strives to improve the quality of services and seeks to interact with the community in order to monitor the effectiveness of the Department's overall operations and to seek proper input to adapt to changing needs. (Goals 1, 2, 3 and 4)
- B. Operations Division:
  1. Patrol Section: This section performs general law enforcement duties, conduct preliminary investigations of all crimes and traffic accidents, enforces traffic laws, and renders non-criminal assistance. The Police Canine, Motorcycle, and Explorer Units are assigned to the Patrol Section. (Goals 2 and 4)
  2. Community Services Section: This Section serves as a major link with the community and provides direct police service delivery in ways other than traditional patrol. Members of this section are able to react to crimes which have already occurred, but their primary focus is on crime prevention. The D.A.R.E. (Drug Abuse Resistance Education) / Crime Prevention Unit, *Lompoc Police Beat* crime prevention television show, C.O.D.E. (Community Oriented Diversion and Education) Unit, Volunteers On Patrol, and non-specific Police Volunteer Unit are all part of this Section. (Goals 2 and 4)
  3. Special Enforcement Team: A specially trained and equipped unit capable of being



deployed for high risk enforcement and rescue operations. (Goals 2 and 4)

4. Police Reserve Corps: A voluntary program comprised of community members trained in law enforcement as well as traffic control and security at civic and other events in the community. (Goals 2 and 4)

C. Support Services Division:

1. Investigation Section: Conducts follow-up investigations into crimes against persons and property, drug activity and related crimes, and initial investigations as necessary. (Goal 4)
2. Records/Property Section: Maintains all incident, crime and traffic reports, and jail booking records; manages the police computer system. Records, stores and maintains all evidence collected by investigating officers and property turned in as found or held for safekeeping. This Section also serves as the primary point of contact for citizens during regular business hours. (Goals 1 and 4)
3. Dispatch/Jail Section: this Section maintains a 24-hour communications center and is responsible for dispatching emergency and routine responses for police, fire and medical services. It receives information from citizens through the 911 emergency telephone system and provides initial input into the police computer system. The Section also provides custodial care for inmates of the Lompoc City Jail. The Jail is a Type 1 facility which conforms to minimum standards established by the State Board of Corrections. (Goals 1,2,3 and 4)

**SPECIFIC OBJECTIVES:**

1. Implement the Computer Aided Dispatch (CAD)/Records Management System by January 2002, with a view to future expansion to include mobile computing. (Goal 1)
2. Enhance the effectiveness of criminal investigations by implementing a computerized case management system by January 2002. (Goal 1)
3. Enhance the effectiveness of criminal investigations through increased use of the CAL-ID and AFIX systems to identify suspects by conducting an average of five CAL-ID fingerprint searches per month by January 2003. (Goal 1)
4. Enhance the efficient management of property and evidence contained in the Police Department Property Room by developing an automated property management system by January 2002. (Goal 1)
5. Continue the Department's transition from a traditional policing to a community oriented policing philosophy by sponsoring two Citizens' Police Academies per calendar year. (Goal 2)
6. Strengthen and maintain a partnership with citizens and the business community by facilitating quarterly forums for property managers, business owners and neighborhood watch groups. (Goal 2)

7. Maintain at minimum a 60% clearance rate on cases investigated throughout FY 2001-03. (Goal 4)
8. Maintain the weekly "Lompoc Police Beat" crime prevention television program. (Goals 2 and 4)
9. Continue aggressive D.U.I. (Driving Under the Influence) enforcement by conducting twelve (12) D.U.I. checkpoints and four (4) A.B.C. (Alcoholic Beverage Control) sting operations by June 30, 2002. (Goals 2 and 4)

### **BUDGET COMMENTARY**

The Police Department requested the retention of all grant-funded officers and support positions, and the addition of five sworn officers. The proposed budget allows the Department to retain three grant-funded officers. Unfortunately, three formerly grant-funded sworn officers and three grant-funded support positions will be lost during the budget period if additional funding sources are not found. The Department is looking for any grant funding opportunities that will allow these positions to remain in the budget.

Two State of California grant-funded positions, one a Patrol Officer and the other a Dispatch/Jailer continue to be funded by the State. If this funding is withdrawn by the State, the Department will need to consider other funding

The Department will gain three full-time Dispatch/Jailer positions in this budget, while losing part-time hours to compensate for the additional staffing. The State of California has dramatically increased training requirements for jail staff, making the use of part-time staff impractical.

The retirement of key personnel will require the purchase of a new polygraph machine and the training of a new polygrapher. The Department will also be purchasing an automatic fingerprint identification system which will save the Department hundreds of hours in what is now a laborious manual process, and assist in the conviction of repeat offenders.

Also included in this budget is funding for the much needed expansion of the Police Station. The expansion will allow for additional offices, a conference room, and storage. New shelving in the records management section and evidence room is also funded.

**PERSONNEL ANALYSIS**

<b><u>Positions:</u></b>	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
Chief of Police	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00
Police Sergeant	7.00	7.00	7.00
Police Agent	6.00	6.00	6.00
Admin Division Manager	0.00	1.00	0.00
Police Officer/Police Motor Officer	25.00	35.00	27.00
Traffic Offender Police Officer	0.00	1.00	1.00
Police Dispatch-Jail Supervisor	1.00	1.00	1.00
Police Dispatcher-Jailer	9.00	12.00	12.00
Police Records-Property Supervisor	1.00	1.00	1.00
Crime Analyst	0.00	1.00	0.00
Community Services Officer	2.00	2.00	2.00
Office Staff Assistant III / IV	1.00	1.00	1.00
Office Staff Assistant II / III	2.00	3.00	2.00
Office Staff Assistant I / II	1.50	2.00	2.00
Unfunded Police Officer Positions	1.00	0.00	0.00
<b>Total Regular Police Positions</b>	<b>59.50</b>	<b>76.00</b>	<b>65.00</b>

**Police - Ongoing Grant Funded Positions:**

St Cops Officer 00/01	Program # 11042	1.00	1.00	1.00
St Cops Dispatch/Jailer 00/01	Program # 11043	1.00	1.00	1.00

**Ongoing Grant Funded Positions**

<b>included in 2001-03 Budget</b>		2.00	2.00	2.00
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**Police - Other Grant Funded Positions**

<b>Program</b>	<b>Year 1</b>	<b>Year 2</b>	
Code Officer (OCAP)	11021	0.00	0.00
Community Service Officer (COPS MORE 98)	11031	1.00	0.00
Crime Analyst (CCAP)	11033	1.00	0.00
OSAI-Assistant to the Crime Analyst (CCAP)	11033	1.00	0.00
Crimes Against Women Officer (OCJP DOMESTIC VIOLENCE)	11034	0.00	0.00
Narcotics Officer (COPS FAST)	11038	2.00	* 0.00
Cops In School ( partial year for year 2 )	11040	1.00	1.00
Traffic Offender Fund	35000	2.00	**0.00

**Total Other Grant Positions-**

<b>Information only - Not in grand totals</b>		8.00	1.00
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\* Grant position funded for partial year only

- \* Both Narcotics Officers become General Fund employees in FY 2002.
- \*\* One of the Traffic Offender Fund Officers becomes a General Fund employee in FY 2002.

## POLICE

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	8,094,000	9,439,241	9,333,338
* SUPPLIES AND SERVICES	1,175,357	1,308,726	1,269,337
DICTATION MACHINE	803	0	0
HAZMAT LOCKER(S)	0	1,075	1,075
FURNITURE	0	35,000	0
LOCKERS	0	1,767	1,767
SHELVING & STORE EQUIP	0	23,925	23,925
RADIO-PORTABLE	11,933	7,774	7,774
POLICE-PERSNL SAFETY EQUIP	1,091	0	0
POLICE-POLYGRAPH	0	21,127	21,127
POLICE-IN-CAR VIDEO SYSTEM(S)	0	66,193	0
POLICE-VOICE/DATA REC SYS	20,288	0	0
POLICE-MOBILE DATA SYSTEM	0	243,275	0
POLICE-DIGTL DICTATION SYS	0	10,523	10,523
POLICE-SHOTGUN(S)	0	3,863	3,863
POLICE-9MM WEAPONS	0	3,598	3,598
POLICE-AUTO FNGRPRNT ID	0	26,085	26,085
POLICE-SPIKE STRIPS	0	846	0
POLICE-DIGTL PHOTO BKNG SYS	0	34,725	0
POLICE-RAIN GEAR	1,048	0	0
POLICE-TELECOM/INFO SYS	321,041	0	0
POLICE-DGTL VIDEO CAMERA SYS	900	5,318	0
SEDAN W/RADIO	0	21,550	0
POLICE VEHICLE	0	29,290	0
POLICE K-9 VAN	0	25,000	0
POLICE-CRIME SCENE VEHICLE	0	35,201	0
BF-REPLACE CARPET	0	20,000	0
FREEZER	0	538	538
WEST SIDE PD BLDG EXPANSION	86,125	81,000	81,000
* TOTAL CAPITAL OUTLAY	443,229 *	697,673 *	181,275 *
REPL 2 PT DJ'S W/3 FT DJ'S	0	130,890	130,890
RPL 2 GRNT NARC OFFICERS Y2	0	125,986	125,986
RPL SCHL GRT OFR 1/03(1/2 SCH	0	22,055	0
RPL CRIME AGNST WOMN GT OFR	0	146,665	0
CONT 2 STOP TRAFFIC GT OFRS	0	39,424	10,297
ADD 5 POLICE OFFICERS	0	606,910	0
5 OSAIL TO 1 FT OSAIL	0	37,836	37,836
CRIME ANLST+OSA FT AFTER GT	0	183,649	0
+1 CIVILIAN ADMIN DIVIS MGR	0	172,685	0
* TOTAL PROGRAM CHANGES	0 *	1,466,100 *	305,009 *
TOTAL DEPARTMENT	9,712,586 **	12,911,740 **	11,088,959 **

POLICE

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
NET DEPARTMENT	9,712,586 **	12,911,740 **	11,088,959 **

# Fire Department

## **MISSION**

The Lompoc Fire Department is dedicated to professionalism and a commitment to excellence providing the citizens of Lompoc with the highest level of service possible, safeguarding life, property, and the environment.

## **PROGRAM GOALS**

1. Minimize detrimental effects of all local emergencies and natural disasters.
2. Promote the concept of community-based fire protection to include City departments.
3. Ensure City compliance with State Office of Emergency Services/Federal Emergency Management Agency planning regulations/standards.
4. Strengthen community fire safety.
5. Enhance pre-construction, new development, and tenant improvement plan review in conjunction with the Building and Planning Divisions, ensuring compatibility with fire and life safety codes.
6. Increase Fire Safety awareness and public education for school grades Kindergarten through Fifth and the general public regarding the dangers of fire, causes of fire, and prevention.
7. Provide a comprehensive/multi-hazard emergency response force.
8. Maintain all fire apparatus and related equipment to the highest level of readiness.
9. Furnish annual training for career and reserve fire personnel in compliance with all standards and regulations.
10. Maintain adherence to CAL/OSHA rulings and regulations

## **PROGRAM PERFORMANCE AREAS**

- A. Administration: Directs and coordinates the management of personnel and resources toward fulfillment of the Fire Department's mission. Administration is committed to improving the quality of services by seeking active interaction with the community and city departments, evaluating the Department's effectiveness, and making adjustments to an ever changing emergency services demand.  
(All Goals)
- B. Fire Prevention/Code Enforcement: Provides for the development, updating, and enforcement of fire codes/ordinances pertaining to fire and life safety, fire inspection of

commercial and public assembly occupancies, arson investigation; pre-construction plan review and inspection of new construction, and tenant improvements assuring fire and life safety code compliance; administer the hazardous materials business plan inspection program through a Cooperative Agreement with the County Hazardous Materials Unified Program Agency (SBCoUPA). (Goals 2, 4 and 5)

- C. Fire Suppression/Emergency and Medical Response: Provides a comprehensive/multi-hazard emergency response force capable of initiating fire control, rescue operations, medical Basic Life Support (BLS) while working to improve engine company proficiency to Advanced Life Support (ALS) status. (Goals 1, 7 and 8)
- D. Hazardous Materials: Provides nine Department HazMat Specialists as part of the Santa Barbara County HazMat Team for hazardous materials response and containment, conducts specialized SBCoHMUP Business Plan inspections, and train Department/City personnel for compliance with CAL/OSHA hazardous materials regulations. (Goals 4 and 7)
- E. Functional Maintenance: Provides for the maintenance of fire apparatus and related equipment beyond the scope of Corporate yard staff, in conjunction with required vehicle service, supporting Corporate yard personnel to assure response readiness of emergency apparatus and equipment. (Goal 8)
- F. Training: Provides an annual training program for full-time/reserve Fire personnel supporting the Department's Mission, program Goals, and compliance with CAL/OSHA regulations; by providing in-service training for HazMat, Blood borne Pathogens, Confined Space (to include City departments when requested), and a basic CPR program (CPR 2000) to high school students. (Goal 9 and 10)
- G. Emergency Preparedness Planning: Provides assistance to the City Administrator (Director of Emergency Services) in the day-to-day coordination of the City's emergency preparedness, planning, training, and response to major emergencies and disasters; assisting the community/City in recovery from an emergency and meet SEMS State requirements - training essential City staff and relevant private sector organizations. (Goals 1, 2, 3, 7 and 9)

### **SPECIFIC OBJECTIVES:**

- 1. Maintain a Citywide SEMS, Africanized Honey Bee training program, and special problem response program (i.e., Y2K) meeting 100% of the State's requirements. (Goal 3)
- 2. Evaluate and update the City's Multi-Hazard Functional Plan (Disaster Plan) annually, conducting one Citywide emergency training exercise biennially as part of the Plan and Operational Area requirement. (Goal 3)
- 3. Strive for 100% customer service satisfaction while fulfilling the Department's mission. (Goals 1 and 5)
- 4. Provide fire code compliance in commercial occupancies with 90% annual inspection completion. (Goals 4 and 5)



5. Inspect all Hazardous Materials Business Plan occupancies that are regulated by the SBCO HMUP Program when the inspection is required, 100% of the time. (Goal 4)
6. Investigate and identify the cause of suspicious, arson, and major fires with a 90% rate of success. (Goal 4)
7. Present a fire prevention/emergency awareness program for school grades Kindergarten through Fifth, two times a year, reaching 90% of enrolled students in public and private schools. (Goal 6)
8. Provide a first-due multi-hazard emergency response arriving on-scene within five minutes of notification, minimizing the loss of life, damage to property and the environment, for 90% of all incidents. (Goal 1 and 7)
9. Provide personnel to work as part of a highly trained hazardous material emergency response team arriving on-scene within 30 minutes of notification. (Goal 1 and 7)
10. Maintain front-line fire apparatus and equipment in a continual state of readiness 100% of the time through strict department policy and procedures with assistance of Corporate Yard staff. (Goal 8)
8. Maintain an employee-training plan that supports Department and City program goals and objectives reaching 75% of personnel annually. Goal 2
12. Meet CAL/OSHA training requirements with 100% compliance and 95% proficiency for the Department and assist other City departments in meeting their OSHA requirements. (Goal 2)
13. Continue with high school CPR program (CPR 2000) reaching 40% of high school students within the school year. (Goal 1)

### **BUDGET COMMENTARY**

The proposed budget for years 2001-2003 allows for the continuation of existing Fire Department service levels and the addition of CERT, a new public awareness community program. Community Emergency Response Training or CERT provides disaster training for Lompoc citizens through certification as emergency first responders. Two important changes to the budget are the added funding for the Reserve Firefighter program and a notable increase to the Department's training account.

The Department is scheduled to order a new KME triple combination fire pumper in the first fiscal year of the budget. The KME will be purchased under the final year of a purchasing consortium with other cities and agencies. The City will realize a savings of 25% - 30%. Staff is also processing a grant request for a Type III fire apparatus through the Assistance to Fire Fighters Grant Program funded under the auspices of FEMA. This new firefighting resource will protect the wildland/urban interface of the community and bolster the Department's emergency fire apparatus fleet.

Two budgeting Program Changes, a Fire Marshal and three Firefighters' paramedics regrettably could not be funded. The need for a full-time Fire Marshal is vital to the City and Fire Department, and this request will be further evaluated mid-budget. The three Firefighter Paramedic positions would have been an exciting program for the Department as well as a tremendous benefit to our citizens, but it's initial cost was prohibitive. When recruiting for new Firefighters, the Department will seek candidates who are qualified candidates and consider giving additional compensation for their skills.

The recent 2 In/2 Out OSHA ruling and NFPA 1710 standard will continue having an effect on future Fire Department staffing and emergency response procedures.

The Fire Department's expectation is to fulfill the heart of our vision for FY 2001-2003, by meeting all challenges head-on while striving to become a self-sufficient multi-hazard response agency through quality service, programs, and leadership.

### **PERSONNEL ANALYSIS**

Position	<b>Adopted</b>	<b>Requested</b>	<b>Recommended</b>
	<u>1999-2001</u>	<u>2001-2003</u>	<u>2001-2003</u>
Fire Chief	1.00	1.00	1.00
Fire Marshal	0.00	1.00	0.00
Battalion Chief	3.00	3.00	3.00
Fire Captain	6.00	6.00	6.00
Fire Engineer	6.00	6.00	6.00
Fire Fighter	9.00	6.00	9.00
Fire Fighter/Paramedic	0.00	3.00	0.00
Office Staff Assistant III / IV	1.00	1.00	1.00
Total Fire	<u>26.00</u>	<u>27.00</u>	<u>26.00</u>

FIRE

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	3,915,561	4,545,843	4,494,543
* SUPPLIES AND SERVICES	483,692	574,796	552,898
AIR COMPRESSOR	0	2,465	0
FAX MACHINE	0	750	750
COMPUTER-PC & EQUIPMENT	4,200	3,225	2,000
FURNITURE	2,050	4,709	4,709
CHAIR(S)	0	1,772	0
TABLE(S)	0	1,075	0
RADIO-PAGER(S)	7,945	10,396	10,396
FIRE-SAFETY/TRAINING EQUIP	0	3,004	1,500
FIRE-FIRE HOSE/COUPLER	12,677	0	0
FIRE-BREATHING APPAR	0	16,909	8,070
FIRE-MEDICAL EQUIPMENT	8,620	0	0
FIRE-UPGRD AIR CASCADE SYS	0	43,000	0
FIRE-CO GAS MONITOR METER	0	6,117	0
FIRE-PROTECTIVE CLOTHING	0	12,122	12,122
FIRE-FOAM AND EQUIP	0	698	698
FIRE-WATER RESCUE EQUIP	0	1,500	1,500
FIRE-ALRM MONITOR W/HEAT SENS	5,463	0	0
FIRE ENGINE	0	300,000	0
SPECIAL EQUIP TRAILER	0	8,070	0
FIRE STATION IMPROVEMENTS	0	710,000	0
FIRE-REPL PHNE SYS STA #2	0	11,309	0
* TOTAL CAPITAL OUTLAY	40,955 *	1,137,121 *	41,745 *
CIP-RELOCATE STA #2	0	750,000	0
3 FIREFIGHTER/PARAMEDICS	0	527,069	0
COMTY EMERGCY RESPNSE TEAM	0	2,500	2,500
+1 FIRE MARSHAL	0	217,186	0
FIRE PREVENTION PROMO	0	1,500	1,500
* TOTAL PROGRAM CHANGES	0 *	1,498,255 *	4,000 *
TOTAL DEPARTMENT	4,440,208 **	7,756,015 **	5,093,186 **
NET DEPARTMENT	4,440,208 **	7,756,015 **	5,093,186 **

# Planning

## **MISSION**

To foster the orderly growth and protect the quality of life of the community. We will accomplish this by utilizing the best available planning techniques and resources to implement the City's long range plans and to perform design and environmental review of development proposals. We will perform our planning duties in a manner that reflects the City Council's direction and maintains the ethical standards promoted by the American Planning Association and the American Institute of Certified Planners.

## **PROGRAM GOALS**

1. Maintain the City's General Plan.
2. Administer the City's Zoning Ordinance.
3. Maintain a quality database of socio-economic, demographic, environmental, and physical information.
4. Encourage citizen participation in the planning process.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. To administer the Division's budget, applicant billing procedure, consultant contracts, and staff resources in order to meet the needs of the City Council, Planning Commission, and development community (All Goals).
- B. Long Range Planning. To maintain the General Plan, pursuant to the community's values and state-mandated requirements, as the long-range guide for the physical, social, and economic development of the City. To prepare studies regarding sphere of influence amendments, annexations, and growth issues (Goals 1 and 3).
- C. Current Planning. To provide services to the development community via coordination of the Development Review Board meetings; administration of the environmental and design review process; preparation of staff reports for the Planning Commission and City Council; provision of planning support for City Capital Improvement Projects; issuance of minor development permits to the public; and administration of the Zoning Ordinance (Goal 2).
- D. Coordination. To promote and maintain effective working relationships with Federal, state, county, regional, civic, and non-profit organizations involved with comprehensive planning and environmental resource management (All Goals).
- E. Special Projects. To research, support, coordinate, and implement various projects as directed by the City Council and/or the City Administrator (All Goals).

## **SPECIFIC OBJECTIVES**

1. To prepare the annual residential construction reports, which describes the City's progress

toward the low and moderate-income housing goals established by the California Department of Housing and Community Development, and the Santa Barbara County Association of Governments by July of each year (Goal 1).

2. To complete the revision of the City's Zoning Ordinance with adoption of a new Development Code (Goal 2).
3. To implement the Old Town Specific Plan (Goal 1).
4. To amend the City's Zoning Map to achieve consistency with the General Plan Land Use Map following adoption of a new Development Code (Goals 1 and 2).

**BUDGET COMMENTARY**

The recommended budget provides the funding level necessary to meet Planning Division objectives. Funds are included in this budget for the addition of one half-time Office Staff Assistant II/III position to perform general clerical duties to support the City's Planning Commission meetings and activities. In addition, the allocation of the Office Staff Assistant IV reflects time that has been dedicated to the Planning Division during the previous budget and will continue during this budget cycle.

The City's Housing Element is currently in compliance with the State of California General Plan Guidelines. A comprehensive update of the City's General Plan, which will include an update of the Housing Element, is scheduled for adoption during the 2003-2005 budget cycle.

**PERSONNEL ANALYSIS**

Position	Adopted 1999-2001	Requested 2001-2003	Recommended 2001-2003
Community Services Director	0.05	0.02	0.05
Development Services Manager	0.00	0.75	0.00
City Planner	1.00	0.00	1.00
Principal Planner	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00
Planning Tech	1.00	1.00	1.00
Office Staff Assistant IV	0.00	0.25	0.25
Office Staff Assistant II / III	0.00	0.50	0.50
Total Planning	5.05	5.52	5.80

PLANNING

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	499,615	731,972	731,972
* SUPPLIES AND SERVICES	56,304	61,954	60,381
CONTRACT 5YR GEN PLAN UPDTE	0	175,000	0
REALLOCATE COM SVC DIRECTOR	0	-7,649	0
REALLOCATE OSA IV	0	22,611	22,611
ADD JOB SHARE OSAIL/III	0	37,644	37,644
CTY PLANNR TO DEV SVCS MGR	0	-41,239	0
* TOTAL PROGRAM CHANGES	0 *	186,367 *	60,255 *
TOTAL DEPARTMENT	555,919 **	980,293 **	852,608 **
NET DEPARTMENT	555,919 **	980,293 **	852,608 **

# Building Inspection

## **MISSION**

Ensure the health and safety of City residents through the coordination and enforcement of all building and housing regulations established by State and local government. The Building Division shall provide prompt, convenient and courteous service to all individuals. Our mission includes providing public education to the citizens of Lompoc in an attempt to promote public health and safety that is the very foundation of building codes. The Division strives to process plans, permits, inspection, and code enforcement requests in an efficient and timely manner.

## **PROGRAM GOALS**

1. Enhance property owners' ability to develop their property in a cost effective and timely manner.
2. Enhance the public's safety by providing thorough and timely plan check services and building inspections, and through the development of ordinances and regulations.
3. Improve the overall appearance of the City by administrating the graffiti abatement program.
4. Manage a building conservation program providing an economical and practical solution to the problems of substandard housing and blight growth.

## **PROGRAM PERFORMANCE AREAS**

- A. Plan Review. Assist the public by providing extensive, detailed, and accurate plan review prior to the issuance of permits. (Goals 1 and 2)
- B. Inspection Services. Serve developers, contractors and homeowners by guiding them through the construction process to guarantee compliance with approved plans, pertinent codes and regulations. (Goals 1 and 2)
- C. Code Enforcement. Investigate reports and/or complaints of possible code violations, substandard or unsafe buildings and building equipment, and initiate proper procedures to assure compliance with appropriate codes, State regulations, and City ordinances. (Goal 4)
- D. Graffiti Eradication. Remove graffiti within 48 hours of notification by means of the City's volunteer removal team. (Goals 3 and 4)
- E. Administration. Provide administrative support for the Division by preparing and reviewing various reports regarding the issuance of permits, revenues received and the Department's budget. Draft ordinances for the adoption of newly adopted State codes and supervise a building conservation program in order to reduce blight and improve living conditions within the City. (All Goals)

## **SPECIFIC OBJECTIVES**

1. Provide plan checking services for residential additions in 10 working days and complete plan checks for residential dwelling units and commercial projects within 21 working days.

(Goals 1 and 2)

2. Complete all requested construction inspections within 24 hours. (Goal 2)
3. Maintain and manage programs implementing city goals for the reduction of substandard housing. (Goal 4)
4. Maintain a zero (0) tolerance graffiti removal program by use of an all-volunteer crew and property owner compliance. (Goal 3)

### **BUDGET COMMENTARY**

This budget reflects sufficient funds to continue the anticipated workload generated by building construction activity and plan check requests. During the past budget cycle, a dramatic increase in building activity has occurred due to increased commercial construction projects. Due to this increased activity, demands for inspection and plan reviews have been significant.

In addition to the increased commercial building activity, two specific single-family housing tracts are expected to require Building Division services within this budget cycle. The La Purisima Highlands project will include 121 homes, while an additional 88 homes are planned in the Bodger project. It is also predicted that the high levels of construction activity will continue for home improvement, tenant improvement and general building repair projects.

Although building construction activity is expected to remain high, there are no staffing changes reflected in this budget. Current staffing and budget levels are adequate to serve the obligations placed upon this Division.

The majority of plan checks are serviced by the Building Division staff; however, a small number of plan reviews are sent out to a consultant, when staff workloads do not allow a timely response, or when a project requires a complex structural analysis. There is no cost incurred by the City for plan check services, since the applicant pays the full amount for this service when plans are submitted.

### **PERSONNEL ANALYSIS**

	<b>Adopted</b>	<b>Requested</b>	Recommended
Position	1999-2001	2001-2003	2001-2003
Community Services Director	0.05	0.02	0.05
Development Services Manager	0.00	0.25	0.00
Building Official	1.00	1.00	1.00
Sr. Building/Zoning Inspector	2.00	2.00	2.00
Office Staff Assistant II / III	0.50	0.50	0.50
Total Building Inspection	3.55	3.77	3.55

\*CDBG funds have been allocated for the Sr. Building/Zoning Inspector specifically for code enforcement purposes



BLDG INSPECTION

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	332,167	497,032	497,032
* SUPPLIES AND SERVICES	54,711	81,494	80,194
REALLOCATE COM SVC DIRECTOR	0	-7,649	0
CTY PLANNR TO DEV SVCS MGR	0	50,201	0
* TOTAL PROGRAM CHANGES	0 *	42,552 *	0 *
 TOTAL DEPARTMENT	 386,878 **	 621,078 **	 577,226 **
 NET DEPARTMENT	 386,878 **	 621,078 **	 577,226 **

# Engineering

## **MISSION**

Provide the Lompoc community with professional engineering services that continually enhance the quality of life for all our citizens. This commitment will be accomplished by providing well-designed and constructed public projects that enhance the convenience and safety of the public. We are committed to being responsive to the public in a courteous and timely manner; seeking the highest quality product; providing services in a safe and cost-effective manner; and being innovative and solving problems through teamwork. When resources permit, we will utilize the most current technology available.

## **PROGRAM GOALS**

1. Maximize the City=s existing resources through acquisition of regional, state and federal grants.
2. Enhance the quality of life in the city by supporting the implementation of public works projects, which will upgrade community facilitates.
3. Provide timely, up to date, and accurate information regarding City standards and requirements for private development projects.
4. Contribute to the health and safety of the community by identifying traffic circulation needs and supporting the implementation of projects that fulfill those needs.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. To provide administrative services for public works contracts. To file timely and appropriate applications to receive state and federal funds for street and transportation projects. To represent the City on regional transportation committees. (Goals 1, 2, and 4)
- B. Design. To prepare and/or check plans and specifications for public and private improvements, consistent with recognized standards and statutory regulations. (Goals 2 and 3)
- C. Public Information, Permits and Records. To assist citizens, public utilities and others in using, or constructing improvements in the public rights-of-way, consistent with City policy and statutory regulations, and to maintain appropriate public records. (Goals 2, 3, and 4)
- D. Traffic. To provide a pro-active traffic program which plans, executes, and analyzes traffic studies, stop sign and signal warrants, traffic volumes, and speed zones in order to reduce the City's potential liability. To maintain records of traffic volumes and listings of reported traffic accidents. (Goals 2, 3, and 4)
- E. Inspection. To provide inspection of public improvements for safety and conformity to accepted construction practices, plans, specifications, and statutory regulations. (Goals 2, 3, and 4)

- F. Survey. To provide an accurate survey program to determine the physical location of needed improvements to be used as a basis for design and construction.  
(Goals 2 and 3)
- G. Development. To provide timely review of development applications and coordinate review of these development activities with other departments and divisions of the City to see that City services will be available to adequately serve existing and proposed development and that the new development will provide adequate public infrastructure.  
(Goals 3 and 4)
- H. Floodplain Management. To implement and enforce measures to reduce flood risk to new construction in special flood hazard areas by administering the City's Floodplain Ordinance. (Goals 2 and 3)

### **SPECIFIC OBJECTIVES**

- 1. To annually complete at least one street capital improvement construction project consisting of overlay or reconstruction as prescribed by the City's Pavement Management System. (Goals 2 and 4)
- 2. To annually update, and have adopted by April 15th, the 5-year capital improvement program as required for Measure D funding of local transportation projects.  
(Goals 1 and 2)
- 3. To annually file appropriate applications to receive reimbursement funds from federal, state and local street and road funding. (Goals 1 and 2)
- 4. To coordinate with the Planning and Building Divisions to continually improve the streamlined permitting process. (Goal 3)
- 5. To annually monitor traffic volumes at critical locations throughout the City street system.  
(Goals 3 and 4)

### **BUDGET COMMENTARY**

The budget provides funds necessary to meet the objectives of the Engineering Division. During FY 99-00, Council approved upgrade of the Civil Engineering Associate III classification to Registered Civil Engineer. The Division successfully recruited a qualified candidate to fill this position year one of the 2001-03 budget.

## PERSONNEL ANALYSIS

Position	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
Community Services Director	0.30	0.20	0.30
City Engineer	0.92	0.92	0.92
Civil Engineer - Registered	2.00	2.00	2.00
Civil Engineering Associate I / II / III	1.00	1.00	1.00
Engineering Technician I / II / III	2.00	2.00	2.00
Office Staff Assistant IV	0.50	0.75	0.75
Total Engineering	<u>6.72</u>	<u>6.87</u>	<u>6.97</u>

## ENGINEERING

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	761,218	1,105,638	1,105,638
* SUPPLIES AND SERVICES	228,856	268,257	264,321
COMPUTER-PC & EQUIPMENT	0	4,988	0
SALRY INCR FOR ENGIN SERIES	0	42,154	0
INCR ENG INTERN \$5HR/500HR YR	0	3,178	3,178
REALLOCATE COM SVC DIRECTOR	0	-25,498	0
REALLOCATE OSA IV	0	22,611	22,611
* TOTAL PROGRAM CHANGES	0 *	42,445 *	25,789 *
TOTAL DEPARTMENT	990,074 **	1,421,328 **	1,395,748 **
NET DEPARTMENT	990,074 **	1,421,328 **	1,395,748 **

# Safety And Risk Management

## **MISSION**

The mission of the Safety and Risk Management Division is to reduce the number of job-related injuries and improve the overall wellness of the City's workforce.

## **PROGRAM GOALS**

1. Ensure the safety and health of City employees.
2. Ensure the safety of the public as they come into contact with City facilities, operations, equipment, and personnel.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. Report findings, conclusions, and recommendations to City Council annually. (All Goals)
- B. Inspection and Evaluation. Maintain and implement comprehensive Safety Inspection and Safety Program Evaluation Programs. (All Goals)
- C. Training. Provide specialized job safety training programs to employees at all levels. (All Goals)

## **SPECIFIC OBJECTIVES**

1. Realize a 5 percent successive reduction in accident frequency each calendar year. (Goal 1)
2. Realize a 5 percent successive reduction in accident severity each calendar year. (All Goals)
3. Reduce by 5 percent workers' compensation dollar costs. (Goal 1)
4. Reduce by 5 percent internal and external claims for property damage dollar costs. (All Goals)
5. Maintain a 5-year accident history database. (All Goals)
6. Conduct regular safety program evaluations and facilities inspections to identify and eliminate hazards and to initiate corrective action within 30 days. (All Goals)
7. Conduct ongoing informal and formal safety training sessions to provide City staff and management relevant accident prevention information. (Goal 1)
8. Recognize safety achievers through an equitable safety awards/incentives program to promote safety awareness. (Goal 1)

## **BUDGET COMMENTARY**

The Safety and Risk Management budget provides for the ongoing training of staff in safe work practices and procedures, including, but not limited to CPR, office safety, back safety, driver's safety, forklift safety, supervisor's safety, and respirator use. The budget also provides for the assessment of risk factors in the workplace with the primary objective of mitigating safety and risk exposures.

The Safety Officer performs site safety inspections of City work areas and field operations in an attempt to identify and eliminate safety problems. It is also the Safety Officer's responsibility to investigate accidents involving City personnel and the public in order to mitigate legal claims against the City.

The budget includes funding for training supplies, employee safety awards, and computer software to ensure the most current safety standards compliance.

## **PERSONNEL ANALYSIS**

Position	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
Safety Officer (Departmental)	1.00	1.00	1.00
Total Employee Safety & Risk Mgmt	1.00	1.00	1.00

SAFETY & RISK MANAGEMENT

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	120,878	136,871	136,871
* SUPPLIES AND SERVICES	20,246	18,142	20,610
TOTAL DEPARTMENT	141,124 **	155,013 **	157,481 **
* ALLOCATED SERVICE COST	-42,374	-51,565	-51,565
TOTAL DEPARTMENT	-42,374 **	-51,565 **	-51,565 **
NET DEPARTMENT	98,750 **	103,448 **	105,916 **



# Street Maintenance

## **MISSION**

Ensure public safety through effective and efficient maintenance of all roadways, sidewalks and alleyways, and sign and traffic markings in a state of good repair. The Street Maintenance Division staff is highly qualified, trained in all aspects of roadway maintenance activities and take great pride in their community. The citizens of Lompoc have a large investment in our public right-of-ways and our staff must provide the latest in technological strategies to accomplish our maintenance within our budgetary constraints.

## **PROGRAM GOALS**

1. Continue to improve maintenance methods.
2. Improve future maintenance planning.
3. Continually evaluate the cost effectiveness of all maintenance activities.
4. Increase productivity of staff and equipment.
5. Improve the traffic safety program.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. Provide direction, coordination and staff support for all Street Maintenance Activities. (All Goals)
- B. Street Maintenance. Provide all street maintenance activities to include maintenance strategies and preventive maintenance programs. (Goals 1, 2, 3, and 4)
- C. Traffic Safety. Provide safe traffic flow and ensure clear and timely advance warning of traffic control devices through a mandatory maintenance program. (Goals 1, 3 and 5)

## **SPECIFIC OBJECTIVES**

1. Monitor the efficiency of the Street Maintenance Division activities through the Pavement Management System (PMS) and the Work Order System, accomplishing 100% of the established designated maintenance, as established by the PMS System and allocated funding. (Goals 1, 2, and 3)
2. Perform all variable thickness overlays, asphalt surface treatments, patching, sidewalk maintenance and storm drain maintenance, within 48 hours of notification, and, at a minimum, scheduling the repair within this time frame. (Goals 1, 3 and 4)
3. Perform an annual route-based traffic marking and sign maintenance program and respond to emergency sign replacement and traffic control within one hour of notification. (Goals 1, 2, 4 and 5)

## **BUDGET COMMENTARY**

The Street Division is taking an aggressive approach towards safety work practices and will provide training in specific areas that will key on physical well-being and understanding of the mechanics of the body. The budget reflects some personnel changes; the elimination of the Community Services Operations Manager position and conversion of one Heavy Equipment Operator to an Engineering Technician position to operate the Pavement Management System and minor contracts. Facility Maintenance responsibility was moved from this division to the Equipment Maintenance Division. There was also reduction and redistribution of clerical time allocation to more accurately reflect the current needs of the Streets Division.

This budget has keyed on adding motorized equipment in assisting the work crews in achieving their goals of complete projects on schedule and in a safe manner. The budget provides funding for training supplies, safety equipment, computer software, and for hand tools to complete our daily operations.

## **PERSONNEL ANALYSIS**

Position	<b>Adopted</b>	<b>Requested</b>	<b>Recommended</b>
	1999-2001	2001-2003	2001-2003
Community Services Director	0.30	0.05	0.30
Community Services Operations Manager	0.52	0.00	0.00
Street Maintenance Superintendent	0.95	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00
Heavy Equipment Operator	5.00	4.00	4.00
Lead Sign and Paint Worker	1.00	1.00	1.00
Lead Street Maintenance Worker	1.00	1.00	1.00
Senior Maintenance / Maintenance Worker	8.00	8.00	8.00
Engineering Tech I	0.00	1.00	1.00
Office Staff Assistant II / III	0.75	1.00	1.00
Office Staff Assistant I / II	1.25	0.00	0.00
Total Street Maintenance	<u>19.77</u>	<u>18.05</u>	<u>18.30</u>

## STREET MAINTENANCE

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	1,843,898	2,078,924	2,078,924
* SUPPLIES AND SERVICES	1,060,491	1,389,012	1,462,723
ST-WLK BEHIND STUMP CUTTER	0	6,988	6,988
ST-RIDER ATTACH/STRIPING MACH	0	6,500	6,500
RADIO-PORTABLE	0	2,580	2,580
BLDG IMPR FROM BLDG MAINT	15,083	0	0
* TOTAL CAPITAL OUTLAY	15,083 *	16,068 *	16,068 *
REALLOCATE COM SVC DIRECTOR	0	12,747	0
DELETE COM SVCS OPER MGR	0	-104,177	-104,177
REALLOC/PROMO OSAIL TO III	0	-22,029	-22,029
REALLOCATE STREET SUPT	0	6,887	6,887
HVY EQ OPR TO ENG TECH I/II	0	-5,646	-5,646
DELETE STREETS OSA II	0	-78,130	-78,130
REALLOC STREETS OSA III	0	22,523	22,523
* TOTAL PROGRAM CHANGES	0 *	-167,825 *	-180,572 *
TOTAL DEPARTMENT	2,919,472 **	3,316,179 **	3,377,143 **
NET DEPARTMENT	2,919,472 **	3,316,179 **	3,377,143 **

# Urban Forestry

## **MISSION**

The mission of the Urban Forestry Division is to enhance our City's aesthetics by providing City streets with attractive landscaped areas while providing routine maintenance and planting of street trees in a safe, efficient and economical manner.

## **PROGRAM GOALS**

1. Increase the efficiency of the tree maintenance and planting operations.
2. Improve the appearance of the City of Lompoc's hardscaped areas.
3. Enhance the health and safety of Lompoc's Urban Forest.
4. Heighten awareness on the benefits of Urban Forestry.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. To provide direction, supervision and staff coordination for division goals and objectives utilizing efficient methods of operation and budgetary monitoring. (Goals 1,2 and 3)
- B. Maintenance. To provide continued maintenance of city trees while expanding maintenance of landscaped areas within the division's jurisdiction. (Goals 1, 2 and 3)
- C. Education. To supply educational literature and training for both the private and public sectors in tree care and maintenance; as well as, technical assistance within the agency. (Goals 1 and 4)

## **SPECIFIC OBJECTIVES**

1. Maintain all street trees in a healthy and safe condition in such a way that there is no more than a 3% tree loss mostly due to aging trees. (Goals 2 and 3)
2. Provide necessary tree trimming within 2 weeks of citizen requests, weather permitting, through a combination of in-house and contractual services. (Goals 1, 2 and 3)
3. Maintain 75% of all division landscaping in a clean, healthy, aesthetically pleasing and weed free condition. (Goals 2 and 3)
4. Complete tree plantings requested by citizens within 90 days of request 100% of the time; during planting seasons. (Goal 1)
5. Utilize staff as a certified pesticide applicator to reduce by 100% the use of contractual services. (Goals 1, 2 and 3)
6. Provide rotation of seasonal color in the downtown/uptown medians and planters twice a

year. (Goal 2)

## **BUDGET COMMENTARY**

The recommended budget for fiscal year 2001-2003 represents an improvement in current levels of service.

Three Program Changes are proposed, all related to improved levels of service. The first of these Program Changes proposes the deletion of (1) full-time Sr. Tree Trimmer position and the allocation of funds to our current contractual program. The 10-year negotiable contract with West Coast Arborists Inc. has reduced our incidence of worker injury and increased production by 37%.

Closely related to this Program Change is a proposal to physically relocate and provide new leadership for the Landscape Crew. Two full-time positions plus two part-time positions will continue to be funded by road improvement, but housed in Parks. This change facilitates more efficient use of space and equipment in addition to eliminating overlap of work assignments.

Also proposed is a reclassification of our GIS Technician from an Office Staff Assistant-Job Share to a Computer Operator-Job Share. When reviewing the job descriptions and Division needs, the Computer Operator position is more appropriate for daily tasks and operations.

## **PERSONNEL ANALYSIS**

Position	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
Director of Parks & Recreation	0.34	0.34	0.34
Parks and Urban Forestry Manager	0.55	0.55	0.55
Tree Maintenance Supervisor	1.00	1.00	1.00
Lead Tree Trimmer	3.00	3.00	3.00
Senior Tree / Tree Trimmer	7.00	6.00	6.00
Maintenance Worker/Trainee	1.00	1.00	1.00
Computer Operator	0.00	0.50	0.50
Office Staff Assistant II / III	1.00	1.00	1.00
Office Staff Assistant I / II	0.50	0.00	0.00
Total Urban Forestry	<u>14.39</u>	<u>13.39</u>	<u>13.39</u>

URBAN FORESTRY

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	1,268,006	1,407,821	1,400,823
* SUPPLIES AND SERVICES	401,686	703,438	582,672
COMPUTER-PC & EQUIPMENT	2,400	0	0
CHAIN SAW(S)	0	1,827	1,827
HYDRAULIC SAW(S)	0	2,757	2,757
HYDRAULIC POLE SAW(S)	3,084	0	0
TILT TRAILER	0	1,335	1,335
OFFICE SPACE COVR STOR BLDG	0	20,000	20,000
BLDG IMPR FROM BLDG MAINT	4,034	0	0
* TOTAL CAPITAL OUTLAY	9,518 *	25,919 *	25,919 *
RPL SR TREE TRMR W/CNTRACTR	0	2	2
RECLS .5 OSA I TO CMPTR OPR	0	9,632	9,632
TFR UF LNDSCAPE CREW TO PRKS	0	20,000	0
* TOTAL PROGRAM CHANGES	0 *	29,634 *	9,634 *
 TOTAL DEPARTMENT	 1,679,210 **	 2,166,812 **	 2,019,048 **
 NET DEPARTMENT	 1,679,210 **	 2,166,812 **	 2,019,048 **

# Recreation

## **MISSION**

It is the mission of the Recreation Division to improve the quality of life in the community by promoting positive social behavior, interaction with others, self discovery and positive self-esteem through the development, implementation, and coordination of a wide variety of recreation and cultural services.

## **PROGRAM GOALS**

1. The division shall coordinate, plan, organize and deliver quality recreational programs and services, which meet the diverse needs of the citizens of the Lompoc.
2. The division shall provide services in coordination and partnership with other agencies, organizations, and groups.
3. The division shall operate in a manner that maximizes resources and actively searches for alternative sources of revenue.
4. The division shall provide assistance and support for community development, community services, and environmental protection and awareness.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. To provide administration of division functions by preparing and monitoring the budget; to work closely with the Parks and Recreation Commission in establishing and enforcing recreation policy; address risk management concerns; and ensure the most effective use of manpower and resources.
- B. Structured Recreation Programs. To plan, organize, lead and evaluate recreation programs to meet the needs of individuals as well as groups. Major program areas include aquatics, sports, arts, cultural, educational, special events, and programs for special populations.
- C. Non-Structured Programs. To provide necessary facilities and equipment to enable all citizens of Lompoc to enjoy self-motivated and self-directed, non-structured recreation activities.

## **SPECIFIC OBJECTIVES**

1. Provide a wide range of programs for youth that may include day camps, afterschool programs, tiny tot programs, sports clinics and leagues, craft classes, dance classes, aquatic programs and special events. (Goal 1)
2. Provide a wide range of programs for adults that may include sports leagues, dance classes, craft classes, fitness classes, and special interest classes. (Goal 1)

3. Provide, promote, and coordinate City sponsored special events. (Goal 1)
4. Provide for the management and function of community recreation facilities operated by the City for public use (Swimming Pools, Civic Auditorium, Lompoc Valley Community Center, and Anderson Recreation Center). (Goals 1, 2, and 3)
5. Provide for the ongoing evaluation of programs and service delivery system to insure the quality of programs and good customer service. (Goals 1, 2, 3, and 4)
6. Generate income through fees and charges from recreational programs to offset expenditures of the Recreation Division; and provide for the annual review of fees and charges. (Goal 3)
7. Actively seek funding from community donations, sponsorships, and grants for the benefit of recreation division programs and facilities. (Goal 3)
8. Provide a program for the use of volunteers to supplement division operations. (Goals 1, 2, 3, and 4)
9. Enter into and administer agreements or contracts for the operation, joint-use and/or development of recreation facilities. (Goals 2, 3, and 4)
10. Work in cooperation with other City departments, government agencies, private organizations and groups and local business to provide community and economic development. (Goals 2, 3, and 4)
11. Provide staff support for the Senior and Parks and Recreation Commissions as well as other City Commissions, advisory groups, and committees that may be required from time to time. (Goal 4)

### **PERSONNEL ANALYSIS**

Position	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
Director of Parks & Recreation	0.33	0.33	0.33
Recreation Superintendent	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Office Staff Assistant III / IV	0.50	0.50	0.50
Office Staff Assistant I / II	0.50	1.03	0.50
Part Time Tech - Aquatic Mgr Job Share	0.75	0.00	0.00
Total General Fund Recreation	4.08	3.86	3.33



RECREATION

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	524,802	507,666	507,666
* SUPPLIES AND SERVICES	196,467	207,013	192,449
COMPUTER-PC & EQUIPMENT	1,500	0	0
REC-POOL COVER(S)	4,858	0	0
REPL ELEVATOR CASING	0	40,000	0
REC-POOL RENNOVATION COVERD	0	250,000	0
AQUATIC CENTER	0	6,000,000	6,000,000
REC-RECEPTION OFFICE REMDL	2,500	0	0
* TOTAL CAPITAL OUTLAY	8,858 *	6,290,000 *	6,000,000 *
SPECIAL ELECT AQUATIC CENTR	0	102,192	0
CMTY WDE SPCL EVNTS CONTRIBS	0	10,000	0
REC SUPERVISOR EQUITY INCREAS	0	7,561	0
+ .53 BGTD OSAI	0	36,369	0
REDUCE HOURS AQ MGR	0	-20,808	-20,808
* TOTAL PROGRAM CHANGES	0 *	135,314 *	-20,808 *
 TOTAL DEPARTMENT	 730,127 **	 7,139,993 **	 6,679,307 **
 NET DEPARTMENT	 730,127 **	 7,139,993 **	 6,679,307 **

# Parks Division

## **MISSION**

It is the mission of the Parks Maintenance Division to provide safe, beautiful parks and exceptional recreational opportunities throughout the City. Through positive interaction with other City departments and the public, we can preserve and enhance the City's parks and recreational environment.

## **PROGRAM GOALS**

1. Provide a system of well-maintained parks and recreation facilities which will meet the needs of our citizens in a safe and healthy environment.
2. The division shall enhance and expand parks and recreational activities that are safe and healthy for the community to enjoy.
3. Operate in a manner that maximizes resources and actively searches for alternative sources of revenue.
4. Provide assistance and support for planning, community services, disaster recovery and other City departments as requested.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. To provide administration of division functions by preparing and monitoring the budget, to work closely with the Parks and Recreation Commission in establishing and enforcing park policy, address risk management concerns and ensure the most effective use of staff and resources. (All Goals)
- B. Routine Park Maintenance. To provide park maintenance services to City parks and open space in an orderly and programmed format that is cost efficient considering the resources available. Routine maintenance is normal planned activity in the park maintenance program (mowing, watering, weeding, cleaning, etc.). (Goal 3)
- C. Special/Emergency Park Maintenance. To provide park maintenance support for special community events or emergency work that may occur in City parks and recreational facilities. This work is not planned and is a result of a special event, new community project and/or unforeseen circumstances. (Goal 4)
- D. Capital Improvement Program. To establish, implement and maintain an updated capital improvement projects program that will address the short-term as well as the long-term needs of the Lompoc park system. (Goals 1 and 2)

## **SPECIFIC OBJECTIVES**

1. To establish a maintenance program for City parks and recreation facilities utilizing scheduled maintenance activities for 70% of the work week. (Goal 1)
2. Provide for the planning and improvement of City parks, trails and recreation facilities which meet the goals and time frames of the City's General Plan-Recreation Element. (Goal 1)
3. Provide for group use of park and recreation facilities including the operation of a facility reservation program. (Goal 2)
4. Provide services in partnership with other agencies, organizations and groups.
5. Provide a program for compliance with all Federal, State and local regulations and policies applicable to division operations such as the American with Disabilities Act, Consumer Safety Guidelines, Pesticide Laws and Regulations and the California Occupational and Safety Act. (Goal 4)
6. Enter into and administer agreements or contracts for the operation, joint-use and/or development of parks and recreation facilities to facilitate more passive and active use by our citizens. (Goals 2 and 3)
7. Work in cooperation with other City departments, government agencies, private organizations, groups and local business to provide community and economic development. (Goals 2, 3, and 4)
8. Increase funding from community donations, sponsorships and grants for the benefit of park division programs and facilities by 15% annually. (Goal 3)
9. Provide a program for the use of volunteers and/or court assigned worker to supplement division operations, for a minimum of 2,080 hours annually. (Goals 1, 2 and 3)
10. Provide staff support for the Parks and Recreation Commission and the Beautification and Appearance Commission, plus other City Commissions, advisory groups and committees, as required, 100 % of the time. (Goal 2)

### **BUDGET COMMENTARY**

The recommended budget for fiscal year 2001 -2003 provides restoration of hours lost since 1992 with the addition of 3,840 hours part-time Manual (General). Part-time Manual (General) positions are filling permanent positions lost in higher classifications.

An additional program change was included to provide a salary increase for two (2) Park Rangers. This request will be included in the upcoming Equity Study.

Capital Improvements to be made in the Park system include new handicapped-accessible drinking fountains, tot-lots and the improvement of some restroom facilities. The irrigation control systems at the various parks will be upgraded to prevent costly under or over-watering. The Department will also be purchasing new equipment to save work hours, such as a new floor-scrubbing machine for use in the Anderson Recreation Center and other buildings. Portable

bleachers will also be purchased for community-wide events. The bleachers will save the Department many hours in set-up and take-down.

**PERSONNEL ANALYSIS**

Position	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
Director of Parks and Recreation	0.33	0.33	0.33
Parks and Urban Forestry Manager	0.45	0.45	0.45
Parks Maintenance Supervisor	1.00	1.00	1.00
Lead Park Maintenance Worker	2.00	2.00	2.00
Park Maintenance Specialist	2.00	2.00	2.00
Senior Park Maint / Park Maintenance Wkr	4.00	4.00	4.00
Park Ranger	1.00	1.00	1.00
Senior Building / Building Maintenance Worker	1.00	1.00	1.00
Administrative Aide	0.00	0.50	0.00
Office Staff Assistant III / IV	0.50	0.00	0.50
Total Parks	12.28	12.28	12.28

PARKS

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	1,406,911	1,532,610	1,532,610
* SUPPLIES AND SERVICES	735,248	884,052	831,281
BLEACHER(S)	0	8,063	8,063
REPLACE CARPET	0	7,500	0
PAVEMENT RESURFACING	0	11,000	0
PRK-HVY DTY GROUP PICNIC TBL	0	10,000	5,000
HIGH SPEED FLR BURNISHER	0	1,129	0
VACCUM CLEANER(S)	0	1,393	0
FLOOR BUFFER	0	914	0
CURTAINS/DRAPERIES/BLINDS	0	10,500	0
DRINKING FOUNTAIN(S)	0	12,900	0
SECURITY EQUIPMENT	0	26,000	0
FLOOR SCRUBBING MACHINE	0	4,458	4,458
UTILITY VEHICLE	0	4,983	4,983
BF-REPL DRAPES	0	20,000	0
BF-REPL HVAC ECON UNITS	0	70,000	0
PBF-REPAIRS, REPLCMTS, IMPR	13,900	0	0
PBF-PARKING LOT CHIP SEAL	0	3,000	0
PBF-REPL STRWAY TILE	0	5,500	0
REC CNTR RENOVATION	0	40,000	15,000
PRK-JM ATHLET FIELD LGHTINGHT	0	50,000	25,000
PRK-RESURFACE TENNIS CTS	9,000	28,000	0
PRK-RIVER PRK RENOV FIT TRAIL	0	1,000	0
PRK-IRRIGATION SYSTEM	0	23,563	0
PRK-PARK LAND ACQUISITION	250,000	0	0
PRK-NORTH PRK ROADWAY IMPRV	0	3,000	0
PRK-RPR MUNI POOL SOUTH WALL	55,000	0	0
PRK-ADA IMPRV	0	529,000	0
BACKFLOW PREVENTERS	0	3,640	3,640
* TOTAL CAPITAL OUTLAY	327,900 *	875,543 *	66,144 *
+PT HRS Y1 520 & Y2 2560	0	24,905	24,905
PRK-8% SAL INCR PARK RANGER	0	6,860	0
+.5 ADMINISTRATIVE AIDE	0	50,446	0
BARTON PARK DEVELOPMENT	0	3,750	2,450
* TOTAL PROGRAM CHANGES	0 *	85,961 *	27,355 *
TOTAL DEPARTMENT	2,470,059 **	3,378,166 **	2,457,390 **
NET DEPARTMENT	2,470,059 **	3,378,166 **	2,457,390 **

# Investment Interest Fund

## **PROGRAM DESCRIPTION**

To act as a clearing fund for interest earnings from all fund investments. Each month, investment income is collected in this fund and then credited back to its appropriate fund at month=s end.

## **BUDGET COMMENTARY**

The City Treasurer spends a significant portion of her time managing the City=s investment portfolio and interest income.

It is proposed that investment income continue to pay that portion of the City Treasurer=s salary and related operating expenses that is proportionate to the time that is devoted to the investment income function. This method will appropriately charge each fund its proportionate share of the cost.

TREASURER-INVESTMENTS

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	154,904	178,114	178,114
TOTAL DEPARTMENT	154,904 **	178,114 **	178,114 **
NET DEPARTMENT	154,904 **	178,114 **	178,114 **

# Federal Road Funds

## **PROGRAM DESCRIPTION**

To account for various Federal road funds that the City receives, or will receive in the future. Currently, amounts and types of federal road funds received do not warrant special, separate accounts; hence, this general account.

## **BUDGET COMMENTARY**

These funds, when combined with matching Measure “D” funds, will be used for the Pedestrian Enhancements for Old Towne.



FEDERAL ROAD FUND

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
CIP-CONSTRUCTION	1,798,498	338,000	338,000
TOTAL DEPARTMENT	1,798,498 **	338,000 **	338,000 **
NET DEPARTMENT	1,798,498 **	338,000 **	338,000 **

# Local Surface Transportation Program (STP) Fund

## **PROGRAM DESCRIPTION**

The Mission of the STP Fund is to collect additional street improvement funds provided by the Federal Intermodal Surface Transportation Efficiency Act of 1991 and its reauthorization by TEA-21. These Funds are allocated to cities and counties through the State of California (CalTrans) and the Regional Transportation Planning Agency (RTPA) and/or the Metropolitan Planning Organization (MPO), which in our case is the Santa Barbara County Association of Governments (SBCAG).

## **BUDGET COMMENTARY**

SB 1435 provides each county area with Local STP apportionment equal to 110 percent of the Fiscal Year 1990-1991 amount funded under the old FAU/FAS programs. Provisions of SB 1435 also provide for the exchange of federal STP funds for non-federal State Highway Account funds by the RTPA=s and MPO=s.

SBCAG will exchange all of the City's federal local STP funds for non-federal State Highway Account funds for local street and road purposes. SBCAG has also exchanged the Regional STP funds for the Allan Hancock Bikeway Connector.

LOCAL STP FUND

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	378,737	0	0
CIP-CONSTRUCTION	0	394,000	394,000
TOTAL DEPARTMENT	378,737 **	394,000 **	394,000 **

# Transportation Improvement Fund (Measure “D”)

## **PROGRAM DESCRIPTION**

The Transportation Improvement Fund (Measure “D”) provides funds for street and road projects. This fund was established as a result of passage of Measure “D”, which increased the local sales tax by 0.5 cent. Major projects financed with these funds must be included in a program of projects approved by City Council. A portion of the revenues received from Measure D are allocated for constructing street, bicycle, and pedestrian projects. The balance is utilized for General Fund street maintenance.

TRANSPORTATION IMPR FUND MEASURE D

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	607,910	0	0
CIP-CONSTRUCTION	1,908,718	2,711,000	2,711,000
TOTAL DEPARTMENT	2,516,628 **	2,711,000 **	2,711,000 **
NET DEPARTMENT	2,516,628 **	2,711,000 **	2,711,000 **

# Civic Center

## **PROGRAM DESCRIPTION**

To provide the citizens of Lompoc with a centralized point to obtain governmental services.

## **BUDGET COMMENTARY**

This budget provides funds for minor improvements to the Civic Center complex and other facilities, including, parking and furnishings during FY 2001-03.

CIVIC CENTER

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	16,530	0	0
TOTAL DEPARTMENT	16,530 **	0 **	0 **
NET DEPARTMENT	16,530 **	0 **	0 **

# Special Gas Tax

## **PROGRAM DESCRIPTION**

The Special Gas Tax Street Improvement and Repair Fund provides funding for the design and reconstruction of failed streets, for paving supplies for street maintenance, and for the trimming of street trees. These costs are fully funded by Highway Users Gas Taxes.

## **PROGRAM PERFORMANCE AREAS**

- A. Engineering Services. Provide funding for engineering services to design, perform soils test, survey and contract support services to reconstruct failed streets, curbs, gutters and sidewalks.
- B. Supplies. Purchase the paving supplies used to chip seal, fog seal or overlay non-failed streets to prevent failure.
- C. Street Tree Maintenance. Provide funding for the trimming and care of existing street trees.
- D. Contracting: Provide funding to contract with private companies for specified reconstruction of failed streets, overlay of streets and roads and other large repairs and street projects.

## **BUDGET COMMENTARY**

The budget reflects a continuation of street improvement and repair throughout the community. Funds have been transferred to salaries and wages to offset the personnel costs of street maintenance.

Included in this budget is a capital improvement project for construction of a covered storage structure at the Corporate Yard to allow additional storage of equipment out of the elements for a total of \$156,000.



GAS TAX

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	1,255,755	1,376,550	1,376,550
COVERED STORAGE BLDG	0	172,000	172,000
CIP-NURSERY STOCK/STREET TREE	56,193	56,193	56,193
CIP-CONCRETE HANDICAP RAMPS	0	90,000	90,000
* TOTAL PROGRAM CHANGES	56,193 *	146,193 *	146,193 *
 TOTAL DEPARTMENT	 1,311,948 **	 1,694,743 **	 1,694,743 **
 NET DEPARTMENT	 1,311,948 **	 1,694,743 **	 1,694,743 **

# Transit System

## **MISSION**

Provide a transit service that meets the needs of those who are transportation disadvantaged and the general public, while helping to reduce traffic congestion and assist air quality attainment. The system will offer a convenient, safe, esthetically pleasing, and reliable transit service and an attractive alternative to the private automobile. It will contribute to the economic well-being of the City by improving easier access to employment, shopping, medical, educational, and recreational destinations.

## **PROGRAM GOALS**

1. Provide administrative direction for the day-to-day operation of the transit system.
2. Maintain City of Lompoc Transit facilities and equipment in a state of good repair.
3. Develop, study, analyze, and implement strategies to enhance productivity of the transit system and evaluate future transit needs that address growth in the community.
4. Provide a reliable, convenient, and accessible transit service for the overall benefit of the community, while maintaining a productive, efficient and effective transit system.
5. Secure funding as necessary to continue transit service operations in the event there are reduced levels of transit funding and, when appropriate, expand the transit system as funding may allow.

## **PROGRAM PERFORMANCE AREAS:**

- A. Administration. Provide administrative direction for day-to-day operation of the transit system. (Goals 1,3,4, and 5)
- B. Maintenance. Maintain Lompoc Transit facilities in a state of good repair. (Goals 2 and 4)

## **SPECIFIC OBJECTIVES**

1. Expand the fixed route Transit System serving the community, supplementing this service as needed with Dial-A-Ride service for the disabled and elderly. (Goals 1,3,4, and 5)
2. Work to ensure maintenance cost per transit vehicle service mile does not increase more than 10 percent per year. (Goals 2 and 4)
3. Increase ridership by 4 percent. (Goals 3, 4, and 5)
4. Appeal to new ridership groups by expending 2 percent of operating budget on marketing efforts. (Goals 3, 4, and 5)
5. Hold operating cost increases to less than 20 percent per year. (Goals 3 and 4)

6. Maintain local revenues of at least 20 percent of operating costs. (Goals 3 and 4)
7. Study the feasibility of extending service to Vandenberg Air Force Base and expanding services to the Hancock campus. (Goals 3, 4, and 5)
8. Utilize advanced technology systems as available to enhance the capabilities of our local system. (Goals 1, 2, and 5)

**BUDGET COMMENTARY**

This budget provides funds for the Transit Fixed Route system. Capital outlay funds are included for purchase of four buses during this budget cycle to replace the CNG buses no longer in use, with total purchase cost of \$150,000 for two new buses year one, and purchase of two additional new buses year two for a total purchase cost of \$160,000. Also scheduled for this budget cycle is the installation of new bus shelters for the Transit Fixed Route.

This budget provides a line item for Transportation Demand Management promotions. While funding for the TDM Program has ceased, we will still be participating in the promotion of Rideshare and Bike To Work Days.

**PERSONNEL ANALYSIS**

<b><u>Position</u></b>	Adopted 1999-2001	Requested 2001-2003	Recommended 2001-2003
City Engineer	0.06	0.06	0.06
Aviation/Transportation Administrator	0.55	0.55	0.55
Senior Maintenance Worker	0.55	0.55	0.55
Office Staff Assistant I / II	0.35	0.35	0.35
Total Transit System	1.51	1.51	1.51

TRANSIT SYSTEM

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	107,538	178,366	178,366
* SUPPLIES AND SERVICES	1,903,845	1,930,045	1,963,973
BUS STOPS/SHELTERS	248,060	0	0
SOFTWARE/PROGRAMS	1,750	0	0
COMPUTER-PC & EQUIPMENT	2,950	4,838	0
RADIO-PORTABLE	0	1,828	1,828
RADIO-REPEATER EQUIP	0	26,875	26,875
BUS	350,000	294,550	310,000
BUS REFURBISHMENT	50,000	0	0
CORP YD-REPL 400 AMP ELEC PNL	0	47,997	47,997
BLDG IMPR FROM BLDG MAINT	3,379	0	0
* TOTAL CAPITAL OUTLAY	656,139 *	376,088 *	386,700 *
SALRY INCR FOR ENGIN SERIES	0	556	0
TOTAL DEPARTMENT	2,667,522 **	2,485,055 **	2,529,039 **
NET DEPARTMENT	2,667,522 **	2,485,055 **	2,529,039 **

# Capital Development Fund

## **PROGRAM DESCRIPTION**

To provide funds for various capital development projects, including various park improvements and equipment for the fire service.

## **PROGRAM PERFORMANCE AREAS**

- A. Fire Facility. Purchase various equipment items for the fire service.
- B. Park Improvements. Make various park improvements.

## **BUDGET COMMENTARY**

The expenditures identified in this budget will be utilized for purchase of equipment for the fire service. Specifically, these purchases include replacement of old equipment such as pagers, hoses, fire fighter alarm monitors, and various fire station improvements.

There are no expenditures from this account for Park Improvements. All expenditures for Park Improvements will be made from the General Fund or other sources.

CAPITAL DEVELOPMENT

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	114,987	361,301	361,301
COMPUTER PRINTER	1,450	0	0
FIRE STATION IMPROVEMENTS	5,500	0	0
* TOTAL CAPITAL OUTLAY	6,950 *	0 *	0 *
 TOTAL DEPARTMENT	 121,937 **	 361,301 **	 361,301 **
 NET DEPARTMENT	 121,937 **	 361,301 **	 361,301 **

# Transportation and Street Improvements

## **PROGRAM DESCRIPTION**

The Transportation and Street Improvements Fund addresses improvements funded by the Transportation Development Act (TDA). These revenues are derived from a portion of the .0025 cents general California Sales Tax.

## **PROGRAM PERFORMANCE AREAS**

- A. Design. Design and administer construction of sidewalks and approved street and bicycle lane improvement projects.
- B. Replacement of Failed Streets. Replace failed street paving and/or reconstruction.

## **BUDGET COMMENTARY**

Program emphasis is on street, sidewalk, storm drain, and pedestrian and bike lane improvements.

TRANSPORTATION AND STREET IMPROVEMENTS

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	278,786	64,410	64,410
CIP-CONSTRUCTION	378,212	0	0
TOTAL DEPARTMENT	656,998 **	64,410 **	64,410 **
NET DEPARTMENT	656,998 **	64,410 **	64,410 **



# Downtown Parking Fund

## **PROGRAM DESCRIPTION**

The mission of the Downtown Parking Maintenance Fund is to account for the maintenance of the downtown parking lots located at Ocean Avenue and "I" Street, and Cypress Avenue and "I" Street.

## **BUDGET COMMENTARY**

Staff is recommending a two-year allocation of \$7,000 for the maintenance of the downtown parking lots. These Redevelopment Agency-owned parking lots are maintained by Parks staff through an allocation provided by the Lompoc Redevelopment Agency. These funds will be used to pay for landscaping maintenance, sweeping and payment of utility costs.

DOWNTOWN PARKING FUND

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	5,464	5,586	5,586
* SUPPLIES AND SERVICES	3,420	3,566	3,566
 TOTAL DEPARTMENT	 8,884 **	 9,152 **	 9,152 **
 NET DEPARTMENT	 8,884 **	 9,152 **	 9,152 **

# Street Development Fund

## **PROGRAM DESCRIPTION**

The Street Development Fund holds monies from the sale of Combined Road Plan (CRP) funds and FAU funds. Also, it holds monies from miscellaneous grants for roads and street trees. Such funds are used for local street and road purposes.

STREET DEVELOPMENT FUND

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	32,897	21,473	21,473
DOCUMENT IMAGING SYS & EQUIP	16,500	16,615	16,615
FILE SERVER COMPUTER	0	2,330	2,330
NETWORK EQUIPMENT	0	1,334	1,334
DISK DRIVE	0	1,183	1,183
UNINTERRUPTED PWR SUPPLY	0	1,882	1,882
LCD MULTIMEDIA	1,250	0	0
PURCH-PROCUREMENT SYS	8,333	4,150	4,150
ENG-TRAFFIC CAPACITY ANALYSIS	1,500	3,000	3,000
NETWORK OS SOFTWARE	0	3,238	3,238
NETWORK SOFTWARE & PROGRAMS	0	10,790	10,790
TRAFFIC DATA COLLECTOR	8,394	0	0
GIS SHARED COMPUTER EQUIP	2,586	5,005	5,005
RIDING MOWER	17,240	0	0
PICKUP 3/4 TON	20,000	0	0
* TOTAL CAPITAL OUTLAY	75,803 *	49,527 *	49,527 *
 TOTAL DEPARTMENT	 108,700 **	 71,000 **	 71,000 **
 NET DEPARTMENT	 108,700 **	 71,000 **	 71,000 **

# State Traffic Congestion Relief Fund

(Assembly Bill 2928)

## **PROGRAM DESCRIPTION**

Account for State of California Congestion Relief Funds provided by Assembly Bill 2928, Chapter 91, Statutes of 2000. These funds are to be used only for street and highway maintenance, rehabilitation, reconstruction, and storm damage repair.

## **BUDGET COMMENTARY**

These funds will be used for a street overlay and reconstruction project on various streets throughout the City.

TRAFFIC CONGESTION RELIEF FUND

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
CIP-CONSTRUCTION	0	328,020	328,020
TOTAL DEPARTMENT	0 **	328,020 **	328,020 **
NET DEPARTMENT	0 **	328,020 **	328,020 **

# State COPS Grant Fund

## **PROGRAM DESCRIPTION**

Establish a Supplemental Law Enforcement Services Fund (SLESF) for deposit of funds received from the County through the Citizens' Option for Public Safety (COPS) program funds. These funds are then transferred to the General Fund. These funds must supplement and not supplant existing funding for front line municipal police services.

## **BUDGET COMMENTARY**

This grant funding pays \$100,000 per year toward the cost of one Police Officer and one Dispatch Jailer, representing the majority of costs associated with these positions.

# Traffic Offender Fund

## **PROGRAM DESCRIPTION**

This fund accounts for monies granted to the City through the California Office of Traffic Safety (OTS) Strategic Traffic Offenders Program (STOP). The funding pays for the majority of expenses for two motorcycle officers. At the end of the budget period, the grant funding will run out, and staff anticipates the program will only generate enough traffic fine income to support one officer.



TRAFFIC OFFENDER FUND

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	0	146,128	146,128
* SUPPLIES AND SERVICES	0	21,000	21,000
CONT 2 STOP TRAFFIC GT OFRS	0	63,278	63,278
 TOTAL DEPARTMENT	 0 **	 230,406 **	 230,406 **
 NET DEPARTMENT	 0 **	 230,406 **	 230,406 **

# Community Development Block Grant and Human Service Program

## **PROGRAM GOALS**

Provide efficient and effective administration that results in attainment of the program goal, and provides benefits to lower and very low-income persons through public services, facilities, housing programs, economic development, and the elimination of slums and blight.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. Demonstrate adequate administrative capacity as required by HUD as a condition of receiving block grants. Coordinate Block Grant Program and the City Human Services Commission Program with City departments. Maintain records for HUD monitoring visits and audits, manage individual projects in compliance with all appropriate Federal regulations, and advise City Council and the public regarding HUD regulations. The staff provides overall program coordination, drawdown and disbursement of funds, citizen information, program monitoring and subcontractor reports. Staff also prepares the grant application and is responsible for the preparation of a Consolidated Plan of Community Development Programs, annual Action Plans, annual Performance Report, annual Relocation Reports, annual Real Property Acquisition Report, CDBG proposed and final Statements of Objectives, EEO report, Minority Business Report, Semi-annual Labor Standards Enforcement Report, quarterly Report of Deposits in Minority Financial Institutions, quarterly Cash Transactions Report, sub-grantee Service Contracts, loan agreements, sub-grantee monitoring reports, environmental clearance reports. Staff also manages the City Housing Rehabilitation, Economic Development, and First Time Homebuyers loan programs.
- B. Housing. Promote affordable rental and ownership housing and housing rehabilitation to improve the overall housing stock conditions for lower and very low-income persons. The Housing Rehabilitation Loan Program involves loan underwriting, document preparation, funding, and loan servicing. Administer Housing Revolving Loan Portfolio. Establish and work with local non-profit housing corporation to develop and implement housing projects to achieve Lompoc's housing goals. Administer federal HOME grant. Coordinate with Santa Barbara County HOME Consortium as a founding member and with the Housing Authority. Maintain HOME Consortium membership for annual HOME allocations and develop eligible housing programs. Study feasibility of mobile home park conversion to tenant ownership and mobile home replacement program. Administer MERG (Mobile Home Emergency Repair Grant) and ERG (Emergency Repair Grant) in coordination with Catholic Charities. Continue the Building Code Enforcement "RESPECT" program funded with CDBG funds. Coordinate the California Housing Finance Authority (CHFA) low interest loan program with Lompoc Housing Assistance Corporation's (LHAC) acquisition and rehab activities.
- C. Fair Housing. Promote and educate renters, landlords, buyers and sellers about rights and responsibilities regarding equal housing opportunities. Identify and remove impediments to fair housing. Prepare and administer contract to implement all of the above functions.

This contract is currently administered by the Legal Aid Foundation of Santa Barbara County.

- D. Economic Development. Promote job opportunities for lower and very low-income persons through an Economic Development Revolving Loan. This involves marketing, underwriting analysis, preparation of appropriate loan documents and servicing of loan portfolio. It also requires coordination of CDBG economic development programs with other economic development programs such as: the U.S. Economic Development Administration, the U.S. Small Business Administration, the Central Coast Development Corporation, the Lompoc Redevelopment Agency, the Private Industry Council, and the Lompoc Valley Chamber of Commerce.
- E. Elimination of Slums and Blight. This involves any program that is qualified on the basis of elimination of slum and blight. Past projects have included historic /preservation rehabilitation loans and the development of the downtown parking lots.
- F. Human Services. Aid human service non-profit corporations that primarily benefit lower and very low-income persons and coordinate and assist the City's Human Services Commission in its programs. Prepare and monitor all Human Service Contracts including fund disbursement. See proposed FY 01-02 appropriations for individual contracting agencies and programs.
- G. Handicapped Access. Provide handicapped access to the various public facilities and/or programs to comply with the Federal Americans Disability Act. This involves contract preparation and monitoring for compliance with federal bid and contract requirements.
- H. Environmental Review. Perform required environmental review and clearance of all federally funded projects under the NEPA (National Environmental Protection Act). This includes identifying lead based paint, asbestos and flood hazards. It also includes coordination with SOHP (State Office of Historic Preservation) for all structures.
- I. Lead-Based Paint. Develop Lead-Based Paint Program to reduce incidence of lead poisoning.

### **SPECIFIC OBJECTIVES**

- 1. Housing Rehab Revolving Loans. Rehabilitates 25 multi-family units and 13 single-family units.
- 2. Computerize Loan Portfolio Servicing. Continue servicing of portfolio, including processing request for payoff demand statements, reconveyance, substitution of trustee and subordination agreements as necessary. Consolidate servicing function from two (2) entities to one (1) entity, the City of Lompoc. Continue on-line credit report services and secure a tax tracking service.
- 3. Administration. Complete all required reports as listed above under Administration, Housing, Equal Opportunity, Human Services, Energy Conservation and Public Improvements, prior to deadline.

4. Code Enforcement. Provide funding for a full-time Code Enforcement Officer and comprehensive code enforcement program.
5. Multi-Family Rehabilitation Loans. Rehabilitate 25 multi-family units, obtain Davis-Bacon Wage Act training and relocation training to facilitate the use of CDBG funds in larger housing projects.
6. Lompoc Housing Assistance Corporation (LHAC). Coordinate activity for compatibility with City goals. Complete rehabilitation of Southern Court and Courtyard South Apartments and develop plans for a large family housing with day care project on North K Street.
7. Economic Development. Expend all budgeted funds on qualified projects.
8. Mobile Homes. Provide grant funds to 5-10 lower income and/or senior citizen mobile home owners to make emergency repairs to their units.
9. Human Service:
  - A. Boys & Girls Club. Provide 29,440 cases, with an approximate of 51 weeks of service, benefiting an approximate 115 unduplicated lower or very low-income clients, 2 scholarships for one week of camp, benefiting approximately 2 clients, and 4 annual scholarships for 4 individuals.
  - B. Catholic Charities. Provide 4,320 cases of service, such as rental assistance and utility assistance to avoid homelessness, to approximately 3,840 unduplicated lower or very low-income clients.
  - C. Lompoc Parks and Recreation (Senior Recreation Program). Provide 1,080 cases of service (one visit of a participant 55 years or older who can benefit from recreational activities and services) to approximately 60 citizens.
  - D. Family Service Agency (CRIS Helpline). Provide 70,733 cases of service (counseling, crisis intervention, information, referral, education and/or prevention) to low and very low-income clients.
  - E. Family Service Agency (Lompoc Family Counseling). 250 cases of service (one hour of counseling) to 90 clients.
  - F. Family Service Agency (Lompoc Healthy Start). Provide 4,000 contacts of 15 minutes or more with one student/family needing support services to approximately 173 unduplicated lower and very low income clients.
  - G. Family Service Agency (Lompoc Homemaker). 1,100 cases (one hour of time spent providing care for a senior, whether it be cleaning, laundry or errands) for 32 citizens.
  - H. Food Bank of Santa Barbara County. Provide 200,000 pounds of food to approximately 4,500 unduplicated lower and very low-income clients.

- I. Food Pantry. Provide 15,083 cases of service (3-4 day supply of non-perishable food items) to approximately 1,107 unduplicated lower and very low-income clients.
- J. Legal Aid. Provide 403 cases of legal assistance to an approximate 392 unduplicated lower and very low-income clients.
- K. Legal Aid – Fair Housing. Test a minimum of 5 apartment complexes per year for discriminatory practices; provide a minimum of two workshops per year, to educate lower income households of their rights and landlords of their obligations under the laws regulating fair housing choice for Lompoc citizens; litigate, arbitrate or otherwise resolve 3 fair housing cases per year; provide a local office where services will be rendered; spot check real estate ads for discriminatory language; provide a paralegal in the Lompoc office for a minimum of 10 hours per week; provide annual reports.
- L. Lompoc Homeless Shelter (HOPE Center). Provide 1,125 cases of service (a safe, clean resting place, hot drinks, snacks, restroom and laundry facilities, employment, health, education and resource referrals, etc.) to approximately 375 lower or very low-income clients.
- M. Lompoc Housing Assistance Corporation (LHAC) – Homeless Family Transition House. Provide 3,200 one night stays at the Marks House and casework services that benefit to an estimated 48 unduplicated lower or very low-income clients.
- N. Lompoc Parks & Recreation (Summer Drop-In Program). Provide 1,110 visits to a supervised community-based recreational and diversionary program to an estimated 46 unduplicated lower or very low-income children.
- O. Community Action Commission (Senior Nutrition). Provide 19,000 meals for 170 citizens.
- P. Family Life Counseling Service (Family Beginnings). 264 cases of service to individuals, couples or families in the form of one-hour educational or counseling sessions to an estimated 25 clients.
- Q. Lompoc Public Library (Adult Literacy Program). Provide 24 program activities and literacy instruction to an estimated 93 unduplicated lower or very low-income families.
- R. Lompoc Valley Haven (Senior Day Care). Provide 4,388 hours of senior day care to approximately 9 unduplicated lower or very low-income clients.
- S. North County Rape Crisis and Child Protection Center (Lompoc Program). Provide 15,251 cases of service (such as accompaniment, advocacy, counseling, follow-up, referral, self-defense, ChildSafe or awareness programs) to an estimated 4,256 unduplicated lower or very low-income clients.

- T. Shelter Services for Women (Emergency Shelter). Provide 142 nights of shelter to an approximate 142 low or very low-income victims of domestic violence.
- U. YMCA. Provide 132 enrollments in the School Age Child Care Program to an approximately 73 lower or very low-income children.

**BUDGET COMMENTARY**

The use of the City's CDBG, HOME and Human Service Program funds is described in greater detail in the FY 2001-2002 Annual Action Plan of the five year Consolidated Plan. The Consolidated Plan is required by HUD and is the City's application to HUD for federal funds. The document is intended to be a comprehensive coordinated strategy to address the issues of affordable housing, fair housing, adequate infrastructure, enhancement of civic design, environmental protection, vigorous economic growth, and human development.

**PERSONNEL ANALYSIS**

<u>Position</u>	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
Assistant City Administrator	0.00	0.09	0.09
Community Development Program Manager	1.00	1.00	1.00
Sr Building / Zoning Inspector	1.00	1.00	1.00
Grant Records Technician	1.13	1.13	1.13
Office Staff Assistant II / III	1.00	0.00	0.00
Office Staff Assistant IV	0.00	1.00	1.00
Total Block Grant ( CDBG )	<u>4.13</u>	<u>4.22</u>	<u>4.22</u>



# Consolidated Plan Of Community Development Programs

## FOR YEAR 2001 ACTION PLAN BUDGET

	Requested	Recommended	%	FUNDING SOURCES										
				COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)				HOME				Human Service Donations		
				FY 01 CDBG	Reprogrammed PY CDBG	Housing Rehab Program Income	Econ Dev Program Income	FY 00 HOME	Reprog. PY HOME	HOME Program Income	FTHB Program Income			
<b>1 Administration</b>	<b>130,000</b>	<b>130,000</b>	<b>7%</b>	<b>130,000</b>										
<b>2 Economic Development</b>	<b>507,100</b>	<b>310,000</b>	<b>17%</b>	<b>130,500</b>	<b>102,500</b>		<b>77,000</b>							
<b>3 Code Enforcement</b>	<b>80,000</b>	<b>80,000</b>	<b>4%</b>	<b>64,000</b>	<b>16,000</b>	<sup>a</sup>								
<b>Housing</b>	<b>1,225,000</b>	<b>993,170</b>	<b>54%</b>	<b>128,000</b>	<b>507,100</b>	<sup>a</sup>	<b>130,000</b>	<b>0</b>	<b>202,070</b>	<b>0</b>	<b>0</b>	<b>26,000</b>	<b>0</b>	<b>0</b>
4 Single Family Rehab Revolving Loan Program (13 units)	150,000	347,100	<sup>b</sup>	64,000	258,100		25,000							
5 Multi Family Rehab Revolving Loan Program (25 units)	338,000	418,000	<sup>b</sup>	64,000	249,000		105,000							
6 LHAC Capacity Building	14,000	14,000										14,000		
7 LHAC Pre Development	12,000	12,000										12,000		
8 LHAC Acquisition Rehab	711,000	202,070	<sup>l</sup>					202,070						
<b>9 Public Facilities</b>	<b>549,800</b>	<b>200,000</b>	<b>11%</b>	<b>100,000</b>	<b>100,000</b>									
Human Service Program	253,944	137,500	<b>7%</b>	97,500	0	<sup>o</sup>	0	0	0	0	0	0	0	40,000 <sup>c</sup>
10 Boys & Girls Club (Scholarship)	35,620	7,000		1,067										5,933 <sup>d</sup>
11 Catholic Charities (Emergency Services)	18,000	14,400		9,880										4,520
12 Parks & Recreation (Senior Rec Program)	7,500	3,000		2,600										400 <sup>e</sup>
13 Parks & Recreation (Summer drop-in)	26,000	6,500		5,635										865
14 Community Action Commission (Senior Nutrition)	8,500	8,500		4,333										4,167
15 Family Life Counseling Service (Family Beginnings)	10,000	1,100		953										147 <sup>g</sup>
16 Family Service Agency (CRIS Helpline)	3,000	2,000		1,733										267
17 Family Service Agency (Lompoc Family Counseling)	4,000	2,000		1,733										267
18 Family Service Agency (Lompoc Healthy Start)	3,000	1,200		1,040										160
19 Family Service Agency (Lompoc Homemaker)	4,000	4,000		2,167										1,833
20 Food Bank of SB County (Warehouse)	5,000	5,000		3,467										1,533
21 Food Pantry of Lompoc Valley (Emergency Food)	25,000	16,500		14,300										2,200
22 Legal Aid (Essential Legal Services)	13,000	10,000		6,933										3,067
Legal Aid (Fair Housing, Testing, Education)	5,000	5,000		5,000										0
23 YMCA (Before & After School Child Care)	12,000	6,000		4,333										1,667
24 Lompoc Homeless Shelter	8,000	5,000		4,333										667 <sup>h</sup>
25 LHAC (Mark's House)	5,000	3,200		2,773										427
26 Lompoc Public Library (Families for Literacy)	8,000	5,300		3,553										1,747
27 Lompoc Valley Youth Center (Teen Target Program)	4,000	0		0										0
28 Lompoc Valley Haven (Senior Day Care)	10,000	5,000		3,640										1,360
29 No. Co. Rape Crisis & Child Protect (Lompoc Pgm)	15,000	13,300		8,927										4,373
30 Shelter Services for Women (Emergency Shelter)	13,624	13,500		9,100										4,400
31 Transitions - Mental Health Assn (Emergency Shltr)	10,700	0		0										0
32 Reserve	0	0		0										0
<b>GRAND TOTALS:</b>	<b>2,745,844</b>	<b>1,850,670</b>	<b>100%</b>	<b>650,000</b>	<b>725,600</b>		<b>130,000</b>	<b>77,000</b>	<b>202,070</b>	<b>0</b>	<b>0</b>	<b>26,000</b>	<b>40,000</b>	<b>d</b>

**NOTES:**

- a. Unspent Housing Rehab Administration
- b. Includes \$106,580 Rehab Admin
- c. Includes 4,500 in prior year H.S. funds

**STIPULATIONS:**

- d. Scholarships only
- e. Program Instructors
- g. Parenting/couples counseling. Update board roster chart.
- h. Day Center ... no hotel stays.
- l. CHFA HELP, City RDA and County funds are also being considered



# Airport

## **MISSION**

Develop and maintain a fully operational Airport facility, which meets the needs of the Lompoc Valley residents and visitors. This will be accomplished by marketing the airport to the widest range of users and providing an atmosphere in which quality commercial use is assisted by staff who are committed to their success in the interest of community and airport enhancement.

## **PROGRAM GOALS**

1. Develop the Airport facilities to accommodate business aircraft and serve as a large economic generator for the Lompoc Valley.
2. Maintain the runway, taxiway, lighting, and other airport facilities consistent with available budget.
3. Promote the benefits of the Airport to maintain and enhance community relations and positive commercial growth.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. Provide administrative direction for day-to-day operation of the airport. (Goals 1, 2, 3)
- B. Maintenance. Maintain the runway, taxiway, lighting and other airport facilities in a state of good repair. (Goal 2)
- C. Planning. Implement the Airport Master Plan within available resources. (All Goals)

## **SPECIFIC OBJECTIVES**

1. Maintain the runway and associated equipment in operational condition 100 percent of the time. (Goal 2)
2. Maintain all City owned buildings in rentable condition 100 percent of the time. (Goal 2)
3. Conduct annual fire control inspections of all airport facilities to meet Uniform Fire and NFPA Codes and Standards. (Goal 2)
4. Secure funding through grants and/or airport related rates and charges to allow the airport to remain self-sufficient. (All Goals)
5. Facilitate construction of privately developed hangars and other commercial businesses. (Goals 1 and 2)
6. Extend the runway/taxiway and associated lighting 1,000 feet for a total runway length of 4,600 feet.

**BUDGET COMMENTARY**

This budget provides funds for the continuance of current services. Funds are included to complete the extension of the Airport runway and taxiway, with completion of the southside access road. This extension will accommodate large aircraft and provide for additional safety of aircraft.

**PERSONNEL ANALYSIS**

Position	<b>Adopted</b>	<b>Requested</b>	<b>Recommended</b>
	<u>1999-2001</u>	<u>2001-2003</u>	<u>2001-2003</u>
City Engineer	0.02	0.02	0.02
Aviation/Transportation Administrator	0.45	0.45	0.45
Senior Maintenance Worker	0.45	0.45	0.45
Office Staff Assistant I / II	0.15	0.15	0.15
Total Airport	<u>1.07</u>	<u>1.07</u>	<u>1.07</u>

AIRPORT

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	117,622	130,308	130,308
* SUPPLIES AND SERVICES	261,152	359,858	352,995
AIRPT-RE-ROOF MAIN HANGAR	25,000	50,000	0
SALRY INCR FOR ENGIN SERIES	0	186	0
TOTAL DEPARTMENT	403,774 **	540,352 **	483,303 **
NET DEPARTMENT	403,774 **	540,352 **	483,303 **

# Water Utility Fund

## **MISSION**

To provide production, treatment and distribution of a municipal water supply as a contribution to the health and welfare of the community, and to commit to a working environment with our customers and coworkers in an atmosphere of courtesy, integrity, safety, and quality service.

## **PROGRAM GOALS**

1. To ensure current and future quantity and storage needs.
2. To improve the quality of water delivered.
3. To provide continued effective operation of the wells, water treatment plant, and water distribution system.
4. To promote customer service, safety awareness, technical competence, and professional behavior.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration. To provide supervision and direction of all activities in the Water Division. The program includes the protection and enhancement of water rights, environmental and regulatory compliance, groundwater management, review of operations and methods of the division, planning for the future developments of the water system, and control and administration of the division's safety and training program, and meter reading. (All Goals)
- B. Water Treatment. To provide water treatment operations as required by the State of California, Health and Safety Codes, and policies of the Lompoc City Council. Programs include pumping, treatment, transmission, storage, and laboratory evaluation of water. (Goal 2, 3, and 4)
- C. Water Distribution. To maintain reservoirs, water mains, valves, make emergency repairs, promote customer service, and administer the City's backflow/cross-connection program. (Goal 2, 3, and 4)

## **SPECIFIC OBJECTIVES**

1. To complete construction of Well No. 9 by October 2001. (Goals 1, 2, and 3)
2. To complete construction of Avalon reservoir by September 2001. (Goals 1 and 3)
3. To continue the water meter replacement program by replacing 400 meters annually. Establish evaluation and testing criteria for residential meters and test 100 annually. (Goal

3)

4. To continue replacement of substandard water mains by coordinating with Streets and Engineering Divisions. (Goal 3)
5. To provide a minimum of 10 hours per year of professional training for each employee to improve technical competence, interpersonal relationships and supervisory skills. (Goal 4)
6. To maintain conservation activities at a 20% reduction rate from the 1989 base period through enforcement and reeducation of City's conservation ordinance. (Goal 1)
7. To complete design criteria and public bid process for a filter addition by August 2001. (Goal 1 and 3)
8. To construct a filter addition to provide for 10 MGD peak flow by April 2002. (Goal 1 and 3)
9. To continue replacement/repair/inspection and exercising of distribution valves and fire hydrants. (Goals 3)
10. To convert the disinfection system from gaseous chlorine to liquid sodium hypochlorite by October 2001. (Goal 4)

### **BUDGET COMMENTARY**

The proposed budget provides a funding level sufficient to continue the existing level of service during FY 2001-03.

Funds are also provided to maintain system capability, reliability and safety. Current projects to be completed this budget includes a filter addition and conversion from gaseous chlorine to liquid sodium hypochlorite. Also to be completed is Well No. 9 and Avalon Reservoir. Funds have been budgeted to complete the drilling and casing of Well No. 10 prior to completion of the Parker Wine Center.

Other recommended capital improvements are an addition to the Water administration building, cathodic protection systems for the steel reservoirs, reservoir road maintenance, and continued distribution mainline improvements.

Personnel program changes include the addition of a Facility Maintenance and Operations Supervisor at the Water Treatment Plant, which deletes the Water Plant Supervisor; and, a full-time Water Resource Engineer (previously budgeted half time each in Water and Wastewater).

## PERSONNEL ANALYSIS

Position	Adopted 1999-2001	Requested 2001-2003	Recommended 2001-2003
Utility Director	0.33	0.33	0.33
Administrative Analyst	0.33	0.00	0.33
Senior Administrative Analyst	0.00	0.33	0.00
Water Resource Engineer	0.50	1.00	1.00
Water Superintendent	1.00	1.00	1.00
Water Distribution Supervisor	1.00	1.00	1.00
Water Plant Supervisor	1.00	0.00	0.00
Facility Maintenance Supervisor	0.00	1.00	1.00
Operations Supervisor	0.00	1.00	1.00
Chemist	1.00	1.00	1.00
Senior Water Plant Operator	1.00	1.00	1.00
Water Plant Operator I / II	6.00	6.00	6.00
Lead Water Plant Technician	1.00	1.00	1.00
Sr Water Plant / Water Plant Technician	3.00	3.00	3.00
Senior Maintenance / Maintenance Worker	1.00	1.00	1.00
Lead Water Distribution Worker	1.00	1.00	1.00
Senior / Water Distribution Worker	6.00	6.00	6.00
Senior / Water Meter Maintenance Tech.	2.00	2.00	2.00
Utility Conservation Representative	0.50	0.50	0.50
Office Staff Assistant III / IV	0.34	0.34	0.34
Office Staff Assistant II / III	1.50	1.50	1.50
Customer Service Worker III	2.00	2.00	2.00
Customer Service Worker I / II	4.00	4.00	4.00
Total Water Utility Fund	<u>34.50</u>	<u>36.00</u>	<u>36.00</u>

WATER

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	3,382,848	3,695,420	3,720,620
* SUPPLIES AND SERVICES	7,478,546	7,651,793	7,366,668
DOCUMENT IMAGING SYS & EQUIP	16,500	16,615	16,615
FILE SERVER COMPUTER	0	2,330	2,330
NETWORK EQUIPMENT	0	1,334	1,334
DISK DRIVE	0	1,183	1,183
UNINTERRUPTED PWR SUPPLY	0	1,882	1,882
COMPUTER-PC & EQUIPMENT	0	14,728	10,966
GIS WORKSTATION	0	5,375	0
LCD MULTIMEDIA	1,250	0	0
PURCH-PROCUREMENT SYS	8,333	4,150	4,150
Y2K UPGRADES/REMEDICATION	21,706	0	0
NETWORK OS SOFTWARE	0	3,238	3,238
NETWORK SOFTWARE & PROGRAMS	0	10,790	10,790
GIS SHARED COMPUTER EQUIP	2,586	5,005	5,005
RADIO-UHF FM RADIO SYSTEM	0	9,084	9,084
ANALYTICAL BALANCE	0	4,300	4,300
WTR-VERTICAL TURBINE PUMP	4,000	0	0
PICKUP 1/2 TON	0	21,500	21,500
UTILITY TRUCK	42,454	0	0
UPGRD 1/2 TON PU TO 3/4 TON	0	6,604	6,604
DUMP TRUCK	22,609	0	0
TURBO DIESEL TRK W/CRANE	0	17,897	17,897
TRANSPORT TRAILER	12,930	0	0
WTR-PAVEMENT OVERLAY	0	26,000	18,000
WTR-DISTRIBUTION MAINS	167,000	230,000	230,000
WTR-SCAM PANEL	29,500	0	0
WTR-BOOSTER PUMPS	0	49,000	49,000
REPL UTIL-RIVER CROSSING	150,060	0	0
WTR-ADMIN OFFICES	0	736,000	736,000
WTR-CLEAN/COAT EXTR WTR TNK(S	55,000	0	0
WTR-COAT MIGUELITO RESVR	287,000	0	0
WTR-CONV TO LIQUID CHLORINE	203,000	0	0
REMOTE METER READ MODULES	24,500	0	0
WTR-WTP IMPROVEMENTS	437,500	0	0
WTR-CATHODIC PROTECTION	0	60,000	60,000
WTR-WELL #10	0	1,700,000	1,700,000
WTR-WELL HEAD STRUCTURES	0	11,175	11,175
BLDG IMPR FROM BLDG MAINT	5,299	2,500	2,500
* TOTAL CAPITAL OUTLAY	1,491,227 *	2,940,690 *	2,923,553 *
FAC MAINT SUP+OPS SUP-WTP SUP	0	108,539	108,539
WTR .5 RSRCE ENG FROM WWTP	0	94,717	94,717
9% SAL INCR/WTR DIST WRKERS	0	79,045	0
ADMIN ANLST TO SR ADMIN ANLST	0	3,110	0
5-7% INCR WTR CUST SVC WKR3	0	14,032	0
+2000HR YR MAINT WKR TRAINEE	0	63,631	0

WATER

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* TOTAL PROGRAM CHANGES	0 *	363,074 *	203,256 *
TOTAL DEPARTMENT	12,352,621 **	14,650,977 **	14,214,097 **
NET DEPARTMENT	12,352,621 **	14,650,977 **	14,214,097 **



# Electric Utility Fund

## **MISSION STATEMENT**

To contribute to the maintenance and improvement of the quality of life in the City of Lompoc by insuring that the supply of electricity meets the needs of the community and is provided in a safe, efficient, reliable, and economical manner in an atmosphere of courtesy, integrity and quality service.

## **PROGRAM GOALS**

1. Provide a safe and reliable electric system for the City.
2. Provide economical electrical power to City Electric Customers.
3. Provide quality service to City Electric Customers.

## **PROGRAM PERFORMANCE AREAS**

- A. Operation And Maintenance. Provides for the design, construction, operation and maintenance of the City Electrical Distribution system so as to accurately anticipate future electrical demand and consumption requirements. (Goals 1 and 3)
- B. Reliability. Provides for various system improvements so that electrical power may be reliably provided in quantities as needed for present and future customers. (Goal 1 and 3)
- C. NCPA. Continue to work through the Northern California Power Agency (NCPA), to generate, transmit, and distribute reliable and economic electric power to the City. Lompoc is very dependent on NCPA to act as our Resource Department for power purchases and sales to the wholesale energy market. It will be important for Lompoc to continue to actively participate in NCPA to preserve our interests and maintain our access to inexpensive power and ability to sell unused resources to the market (Goals 1 and 2)
- D. Conservation. Providing for energy conservation efforts in response to the statewide power shortage. (Goals 2 and 3)
- E. Industry Restructuring. Maintain awareness of additional changes in the industry restructuring and coordinate with other public entities to effect trends in the energy market and the regulatory arena. (Goals 1, 2, and 3)

## **SPECIFIC OBJECTIVES**

1. Provide system extension for new developments and special projects such as undergrounding and mid-block lighting within pre-established time frames, 100% of the time. (Goals 1, 2, and 3)
2. Continue to re-build 40+ year old 4kV circuits, by converting them to 12kV. (Goals 1 and 3)

3. Continue the program for light bulb replacement, provide energy efficiency appliance rebates, and provide education in electric conservation. (Goal 2)
4. Continue Field Safety Program to reduce work related injuries by 5%. (Goal 1)
5. Continue to provide competitive electric rates below the applicable PG&E rate. (Goal 2)

### **BUDGET COMMENTARY**

The FY 2001-2003 Budget period will continue to see significant changes in the business climate for the Electric Division. The deregulated electric industry has created a physically and financially driven shortage of energy, triggering rolling blackouts throughout California. Lompoc is obligated to participate in electric load reductions in compliance with out PG&E interconnection agreement. The City has been able to avoid rolling blackouts through the use of standby generators at City facilities. Rolling blackouts within the City are likely during this budget period because on-site generator resources are limited and we may not be able to meet our percentage share of load reductions without interrupting service to our customers.

The NCPA Interconnection Agreement covering delivery of our power to the City will expire in March 2002. NCPA is trying to negotiate a successor agreement, however at that point we expect to become dependent on the ISO run system to deliver energy. In either case our transmission costs will likely increase. The Electric Division will continue to monitor this situation and through NCPA attempt to mitigate effects on our customers.

One new area of concern is a recent ruling of the California Public Utilities Commission (CPUC). The CPUC has issued General Order 165 (GO165), requiring a documented, auditable inspection program for power distribution systems. This program will require an annual 'patrol' inspection of essentially all of our distribution poles, transformers, vaults, street lights, wires, fuses, etc. There are also very detailed inspections required on many items every 5 years. This adds a substantial new workload, especially since we must maintain a record of item inspected and repairs made (if needed). Based on a sample inspection, we estimate .75 of a person-year per year to accomplish these inspections. We also anticipate the need for additional clerical support to maintain the records and generate inspection lists. Because of this we are proposing an additional Electrical Line Worker position.

Over the last 4 years we have utilized part-time technical help to provide computer drafting and database support to the Electrical Estimator and Electric Utility Engineer. Though part time for the individual workers involved, we have had more than enough work to keep them busy year around. With the addition of the clerical needs to support the GO165 requirements, we feel it is time to convert this position to a full time permanent position. This will have two immediate advantages: 1) training time will be reduced; and, 2) we will be able to complete a project with the person who starts it. Our Construction Standards have been an ongoing project for two years and 5 individuals. Having to switch people over and over has led to many delays in completing this project.

We are continuing with our 4kV/12kV conversion project. This continuing project addresses the need to rebuild the 4KV system due to its age (40+ years). In the process of rebuild we are also taking this opportunity to convert the older 4KV distribution system to 12KV, significantly reducing line losses.

The North Avenue Feeder Re-conductor and Central Ave Feeder Re-conductor projects will be carried over from FY 1999-2001 budget. Replacement is needed to avoid emergency replacement costs and more importantly the emergency outages, which would result from failure. Since we cannot do all the cables at once we have shown this as two projects in the budget.

**PERSONNEL ANALYSIS**

Position	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommen</b> 2001-
Utility Director	0.34	0.34	
Administrative Analyst	0.33	0.00	
Senior Administrative Analyst	0.00	0.33	
Electrical Utility Manager	1.00	1.00	
Principal Electrical Engineer	0.00	1.00	
Senior Electrical Utility Engineer	1.00	0.00	
Electrical Estimator	1.00	1.00	
Electrical Supervisor	1.00	1.00	
Sub Station Supervisor	1.00	1.00	
Electrical / Apprentice Electrical Substation Technician	2.00	2.00	
Lead Electrical Line Worker	2.00	2.00	
Electrical / Apprentice Electrical Line Worker	7.00	8.00	
Electrical Ground Support Worker	2.00	2.00	
Utility Conservation Representative	0.50	0.50	
Computer Operator	0.00	1.00	
Office Staff Assistant III / IV	0.33	0.33	
Office Staff Assistant II / III	1.50	1.50	
<b>Total Electric Utility Fund</b>	<b>21.00</b>	<b>23.00</b>	<b>2</b>

## ELECTRIC

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	3,108,671	3,507,613	3,507,613
* SUPPLIES AND SERVICES	26,171,039	31,244,260	31,177,213
DOCUMENT IMAGING SYS & EQUIP	16,500	16,615	16,615
FILE SERVER COMPUTER	0	2,330	2,330
NETWORK EQUIPMENT	0	1,334	1,334
DISK DRIVE	0	1,183	1,183
COMPUTER PRINTER	0	4,000	4,000
UNINTERRUPTED PWR SUPPLY	0	1,882	1,882
COMPUTER-PC & EQUIPMENT	2,400	6,000	6,000
HOLIDAY DECORATIONS	0	30,000	30,000
LCD MULTIMEDIA	1,250	0	0
PURCH-PROCUREMENT SYS	8,333	4,150	4,150
NETWORK OS SOFTWARE	0	3,238	3,238
NETWORK SOFTWARE & PROGRAMS	0	10,790	10,790
GIS SHARED COMPUTER EQUIP	5,819	11,262	11,262
FIRE-FOAM AND EQUIP	0	698	698
ELEC-RELAYS	0	15,480	15,480
ELEC-TREE REPLACEMENT	8,000	8,600	8,600
ELEC-MTR INSTALLATION TESTER	6,000	0	0
ELEC-ELECTRONIC RELAY TESTER	12,000	0	0
ELEC-MOTORS FOR OVRHD DOORS	4,310	0	0
ELEC-HEATPUMP	6,465	0	0
ELEC-LOAD TAP CHGER CONTROLS	0	24,350	24,350
UPGRD ESTIMATOR/ENG CAR	5,000	0	0
MESSAGE SIGN BOARD TRAILER(S)	0	7,000	7,000
REMOTE METER READ MODULES	29,750	0	0
CENTRAL 12KV UNGRND D ST/H ST	175,000	0	0
4 KV CONVERSION	185,000	170,000	170,000
ELEC-SCADA SYSTEM	0	290,000	290,000
ELEC-CIRCUIT FAULT INDICATORS	0	74,000	74,000
RELOCATE RVR BND PRK TRAFMRS	4,500	0	0
AIRPT 12KV LOOP SYSTEM	210,000	0	0
ENRGY EFFIC CITY HALL ANNEX	0	430,000	430,000
ELEC-NORTH AVE FEEDER RECONDT	210,000	0	0
ELEC-CNTRL AVE FEEDER RECONDT	280,000	0	0
ELEC-12KV LOOP POLE REPLACEMN	40,000	0	0
ELEC-CIRCUIT BREAKERS	0	54,000	0
ELEC-TRFMR RADIATORS	0	188,340	188,340
ELEC-UNIV PRK REBUILD/CONV	255,000	0	0
ELEC-ELECTRIC METER LAB	17,400	0	0
BLDG IMPR FROM BLDG MAINT	7,190	0	0
* TOTAL CAPITAL OUTLAY	1,489,917 *	1,355,252 *	1,301,252 *
ADMIN ANLST TO SR ADMIN ANLST	0	3,110	0
EL-1 LINE WKR/GO165 INSPECTNS	0	156,174	156,174
SR EL UTL ENGR>PRIN EL ENGR	0	2	2
ELEC-COMPUTER OPERATOR	0	69,066	69,066

ELECTRIC

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* TOTAL PROGRAM CHANGES	0 *	228,352 *	225,242 *
TOTAL DEPARTMENT	30,769,627 **	36,335,477 **	36,211,320 **
NET DEPARTMENT	30,769,627 **	36,335,477 **	36,211,320 **

# Wastewater Utility Fund

## **MISSION**

We, the employees of the Wastewater Division, will provide our customers, the citizens of Lompoc, VAFB, and VVCSD, with safe efficient and reliable transportation and treatment of the community's wastewater. We shall meet or exceed all regulations by utilizing "state of the art" procedures and technologies. We will accomplish this in a work environment that promotes team work and professionalism.

## **PROGRAM GOALS**

1. Enhance the effectiveness of the Wastewater Division employees by providing good leadership, a safe workplace, and up to date tools and facilities.
2. Implement new treatment plant master plan strategies.
3. Provide long term vision and direction for treatment plant infrastructure.
4. Correct deficiencies in the collection system infrastructure.
5. Continue maximum compliance with all local, state and federal regulations and standards.

## **PERFORMANCE AREAS**

- A. Administration. Provide supervision and direction of all activities of the Wastewater Division. The program includes environmental and regulatory compliance including, the EPA pretreatment program, review of operational methods of the division, planning for future operations and control of the division's safety and training programs. (All Goals)
- B. Wastewater Collection System. Provide maintenance and repair of the sewage collection system and ensure the safety of the community and division employees. (Goals 1 and 4)
- C. Wastewater Division Laboratory. Provide biological and chemical analyses required to evaluate and manage domestic and industrial waste, maintain plant process control, and provide the database for performance reports required by regulatory agencies. (Goals 1 and 5)
- D. Wastewater Plant Maintenance. Provide preventive and remedial maintenance required to ensure reliable process control and efficient wastewater treatment. (Goals 1, 2 and 5)
- E. Wastewater Plant Operation. Provide efficient operation and control of dynamic wastewater plant processes, ensuring a high quality effluent and conformance with discharge requirements established by regulatory agencies. (Goals 1, 2 and 5)

## **SPECIFIC OBJECTIVES**

1. Each employee will participate in at least 75% of Division safety meetings and 8 hours of relevant technical training. (Goals 1, 2, 3 and 5)

2. Complete first phase of treatment plant design as identified in the new master plan, May 2002. (Goals 1, 3 and 5)
3. Initiate first construction phase of Master Plan. (Goals 1, 3 and 5)
4. Reduce lost time injuries to less than one injury annually. (Goals 1, 2 and 5)
5. Design and construct modifications and repairs to sewer mains, including College Avenue and "V" Street improvements by September 2002. (Goals 4 and 5)
6. Replace Lift Station at Third Street and Maple Avenue by June 30, 2002. (Goals 4 and 5)
7. Reduce reliance on part-time help with addition of full-time/permanent labor. Goals 1, 2, 4 and 5)
8. Increase effectiveness of small repair program. (Goals 1, 4 and 5)
9. Maintain Treatment Plant facilities in optimal operating condition. (Goal 1)

### **BUDGET COMMENTARY**

The collection system budget includes capital requests to correct three major system problem areas and a host of small repairs. More than half of the program may be funded from the Wastewater Capital Reserve Fund. We anticipate fully rehabilitating the collection system within the next 20 to 25 years.

The treatment plant budget includes a recommendation to design and begin construction of facilities as identified in the recently completed Master Plan update. (See City Administrator's overview under "Wastewater Fund").

A number of capital outlay and capital improvement requests are included to repair aging treatment plant facilities that are not part of the Master Plan scope. Included in the proposed budget are the replacement of the obsolete and inefficient Administration Building heating and air conditioning system; the replacement of the plant-wide telephone intercom system; and the replacement of the Third Street and Maple Avenue lift station.

For years, the collection crew has been supplemented with part time hours. Due to the volume of construction over the next several years, we are proposing the addition of a full time permanent Wastewater Collection Worker and the deletion of part-time hours from the budget.

A Park Maintenance Worker position is being added to help maintain the grounds at the Treatment Plant. A corresponding number of part-time hours have been removed from the budget to pay for the position.

## PERSONNEL ANALYSIS

Position	Adopted	Requested	Recommended
	1999-2001	2001-2003	2001-2003
Utility Director	0.33	0.33	0.33
Wastewater Superintendent	1.00	1.00	1.00
Water Resources Engineer	0.50	0.00	0.00
Administrative Analyst	0.34	0.00	0.34
Senior Administrative Analyst	0.00	0.34	0.00
Wastewater Plant Operations Supervisor	1.00	1.00	1.00
Wastewater Facilities Maintenance Supervisor	1.00	1.00	1.00
Wastewater Collection System Maintenance Supervisor	1.00	1.00	1.00
Chemist	1.00	1.00	1.00
Water Resources Protection Technician	1.00	1.00	1.00
Laboratory Technician I / II	2.00	2.00	2.00
Senior Wastewater Plant Operator	1.00	1.00	1.00
Wastewater Plant Operator I / II	7.00	7.00	7.00
Wastewater/Senior Wastewater Collection Worker	2.00	3.00	3.00
Senior Building Maintenance Worker	1.00	1.00	1.00
Park Maintenance Specialist	1.00	1.00	1.00
Park Maintenance Worker	0.00	1.00	1.00
Electrical/Mechanical Technician I / II	4.00	5.00	4.00
Instrumentation Technician	1.00	1.00	1.00
Office Staff Assistant III / IV	0.33	0.33	0.33
Office Staff Assistant II / III	1.00	1.00	1.00
Total Wastewater Utility Fund	<u>27.50</u>	<u>30.00</u>	<u>29.00</u>



WASTEWATER

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	3,147,710	3,493,692	3,493,692
* SUPPLIES AND SERVICES	5,206,960	7,206,312	7,225,584
AIR CONDITIONER & INSTALLATIO	0	75,000	75,000
OVERHEAD DOOR	0	21,582	21,582
REPLACE ENTRANCE PORTICO	0	17,175	17,175
DOCUMENT IMAGING SYS & EQUIP	16,500	16,615	16,615
FILE SERVER COMPUTER	0	2,330	2,330
NETWORK EQUIPMENT	0	1,334	1,334
DISK DRIVE	0	1,183	1,183
UNINTERRUPTED PWR SUPPLY	0	1,882	1,882
COMPUTER-PC & EQUIPMENT	3,400	20,370	12,686
LCD MULTIMEDIA	1,250	0	0
PURCH-PROCUREMENT SYS	8,333	4,150	4,150
NETWORK OS SOFTWARE	0	3,238	3,238
NETWORK SOFTWARE & PROGRAMS	0	10,790	10,790
GIS SHARED COMPUTER EQUIP	2,586	5,005	5,005
WW-ATOMIC ABSORP SPECTROMTER	40,000	0	0
WW-VIDEO MONITOR EQUIPMENT	10,000	0	0
WW-TELEPHONE SYSTEM	0	11,938	11,938
WW-REFRIGERATED SAMPLER(S)	22,800	0	0
WW-FENCE-DRYING BEDS	0	14,000	14,000
WW-CHEMICAL FEED STATIONS	9,000	0	0
VEHICLE UPGRADE	5,000	0	0
ELECTRIC CARRYALL VEHICLE(S)	11,600	0	0
UPGRD 1/2 TON PU TO 3/4 TON	4,000	0	0
BF-FIRE ALARM SYSTEM	0	7,725	7,725
REPL UTIL-RIVER CROSSING	100,400	0	0
WW-COLLECTION SYS RENOVATION	500,000	314,750	314,750
WWTP EVAL/MSTR PLN/UPGRD DESG	400,000	0	0
WW-REPL/UPGR LIFT STA ELEC SV	10,000	0	0
WW-FSIBL STDY-ACCES RD V/CNTR	75,000	0	0
WW-PERM ACCESS TO E-W INTRCPT	200,000	0	0
WW-EMER GEN COOLING SYS CONV	35,000	0	0
WW-INFLUENT BLDG MODIFICATNS	20,000	0	0
WW-SEWER MAINS IMP-COLLEGE AV	500,000	853,000	853,000
WW-INFLUENT BLDG AIR UNIT REP	25,000	0	0
WW-RPL 4 DRS-DIGESTER BLDG	11,000	0	0
WW-INSTL BLOWR BLDG OIL HEATR	20,000	0	0
WW-REPLACE LIFT STATION	0	603,000	603,000
WW-REPLACE "U" ST SIPHON	0	828,000	828,000
BLDG IMPR FROM BLDG MAINT	160	0	0
* TOTAL CAPITAL OUTLAY	2,031,029 *	2,813,067 *	2,805,383 *
CIP-WW PLANT IMPROVEMENTS	0	4,500,000	4,500,000
ADMIN ANLST TO SR ADMIN ANLST	0	3,200	0
WW-WW COLLECTION WORKER	0	41,431	41,431
PRK MT WKR/ELIM 2600PT HR YR	0	17,481	17,481
50% WTR RESOURC ENG TO WTR	0	-74,652	-74,652

WASTEWATER

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* TOTAL PROGRAM CHANGES	0 *	4,487,460 *	4,484,260 *
TOTAL DEPARTMENT	10,385,699 **	18,000,531 **	18,008,919 **
NET DEPARTMENT	10,385,699 **	18,000,531 **	18,008,919 **

# Solid Waste Division

## **MISSION**

Provide the residential and business community of Lompoc an integrated waste management system, which will conserve natural resources and landfill capacity, promote waste management and effective recycling in a safe, cost-effective and environmentally safe manner, while providing the highest priority to personal customer service to the residents and businesses of the Lompoc Valley.

## **PROGRAM GOALS**

1. Provide the citizens of Lompoc with a cost effective and efficient Solid Waste Collection System.
2. Provide an efficient and cost effective refuse disposal facility.
3. Provide effective preplanning of Solid Waste issues and goals.
4. Provide a street sweeping program to ensure cleanliness of streets.
5. Provide means for disposing of Hazardous Waste for residents and small Businesses.
6. Improve the appearance of the City by administering a code enforcement program.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration: To plan, direct, supervise and evaluate the activities of the Solid Waste Program and provide code enforcement of same. (All Goals)
- B. Refuse & Recycling Collection: To provide refuse and recycling collection service to our residential and commercial customers. (Goals 1 and 3)
- C. Refuse Disposal Facility: Provide a well maintained and managed disposal facility. (Goals 1, 2, and 3)
- D. Street Sweeping: Provide twice-a-monthly street sweeping program to enhance the cleanliness of our community. (Goals 1 and 4)
- E. Hazardous Waste: Provide a safe, efficient manner for residents and small businesses to properly dispose of hazardous materials. (Goals 1 and 5)
- F. Code Enforcement: Provide Solid Waste Code Enforcement in order to ensure code violations, substandard trash removal, and related problems comply with appropriate City ordinances and State regulations. (Goals 1 and 6)
- G. Public Education: To provide public education on up-to-date techniques of efficient waste management. (All Goals)

## **SPECIFIC OBJECTIVES**

1. Continue to monitor the efficiency of all solid waste activities monthly and make any necessary adjustments quarterly. (Goals 1 and 3)

2. Continue to operate and maintain all landfill activities in conformance with all applicable permits saving the City a minimum \$10,000 per day in possible fines. (Goals 2 and 3)
3. Continue to enhance current recycling activities by expanding the wood and green waste program by 50 percent. (Goals 2 and 3)
4. Expand all recycling activities to maintain mandated goals of 50 percent reduction by the year 2000. (Goals 1, 2, and 3)
5. Continue to provide a twice-per-week collection and recycling service to our residential customers and adequate collection intervals for our commercial customers while continuing to improve personalized service. (Goals 1,2, and 3)
6. Develop commingled recycling for commercial and multi-family residential customers. (Goals 1, 2, and 3)
7. Continue twice-per-month street sweeping program. (Goals 3 and 4)
8. Continue to operate the Household Hazardous Waste Collection Facility for our community disposing of approximately 100 tons of Household Hazardous Waste annually. (Goals 3 and 5)
9. Continue to provide code enforcement of all applicable codes relating to solid waste, and provide personalized public interaction with complaints. (Goal 6)
10. Expand public education to classroom, civic groups and organizations, as well as continue to improve existing public education activities. (All Goals)

### **BUDGET COMMENTARY**

Included in this budget are capital outlay items to ensure the Solid Waste Division will meet all mandated regulatory requirements and projected goals for this budget period.

The Solid Waste Division Budget reflects two new classifications: Solid Waste Code Enforcement Officer and Household Hazardous Waste Specialist. Additionally, the Solid Waste Programs Analyst classification is recommended to replace the Solid Waste Program Technician classification, which will more accurately reflect current professional and analytical work.

During the FY 1999-01 budget cycle, the Streets Division Supervisor began performing Solid Waste code enforcement. Working within the Solid Waste Division, this individual will continue code enforcement activities during this budget cycle, with the classification of Solid Waste Code Enforcement Officer. The Household Hazardous Waste Collection program has experienced a significant increase in the amount of household hazardous waste brought to the Solid Waste facility since the program's inception in 1993. The Solid Waste Household Hazardous Waste Specialist will manage the hazardous waste program at the Solid Waste Yard on "V" Street. An expansion of the current single-family, residential collection program to include greenwaste recycling is recommended in this budget. This program will enhance the City's effort to improve customer service by supporting diversion of an additional waste stream. Implementation of this program will ensure the City's ability to maintain the 50 percent diversion rate mandated by the California Integrated Waste Management Board. Staffing the greenwaste program will require one additional full-time Landfill Coordinator. Total funding of this program is \$134,068.

## PERSONNEL ANALYSIS

Position	<b>Adopted</b>	<b>Requested</b>	<b>Recommended</b>
	1999-2001	2001-2003	2001-2003
Community Services Director	0.20	0.08	0.20
Community Services Operations Manager	0.35	0.00	0.00
Sr Environmental Coordinator	0.00	1.00	1.00
Environmental Coordinator	1.00	0.00	0.00
Solid Waste Superintendent	1.00	1.00	1.00
Solid Waste Supervisor	1.00	1.00	1.00
Lead Sanitation Worker	1.00	1.00	1.00
Senior Sanitation / Sanitation Worker	13.00	14.00	13.00
Heavy Equipment Operator	3.00	3.00	3.00
Landfill Supervisor	1.00	1.00	1.00
Landfill Coordinator	3.00	4.00	4.00
Landfill Attendant	2.00	2.00	2.00
Solid Waste Program Technician	1.00	0.00	0.00
Solid Waste Program Analyst	0.00	1.00	1.00
Solid Waste Code Enforcement Officer	0.00	1.00	1.00
Household Hazardous Waste Specialist	0.00	1.00	1.00
Office Staff Assistant III / IV	0.50	0.00	0.00
Office Staff Assistant II / III	0.25	0.00	0.00
Office Staff Assistant I / II	0.00	0.50	0.50
Total Solid Waste Utility Fund	<u>28.30</u>	<u>31.58</u>	<u>30.70</u>

SOLID WASTE

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	2,768,171	3,195,247	3,195,247
* SUPPLIES AND SERVICES	4,817,749	5,448,458	5,289,730
POLE BARN(S)	0	150,000	0
DOCUMENT IMAGING SYS & EQUIP	16,500	16,615	16,615
FILE SERVER COMPUTER	0	2,330	2,330
NETWORK EQUIPMENT	0	1,334	1,334
DISK DRIVE	0	1,183	1,183
UNINTERRUPTED PWR SUPPLY	0	1,882	1,882
COMPUTER-PC & EQUIPMENT	0	1,600	1,600
LCD MULTIMEDIA	1,250	0	0
PURCH-PROCUREMENT SYS	8,333	4,150	4,150
IMPRV DATA LINE AT LNDFLL	0	15,000	15,000
3D AERIAL OF LANDFILL	0	32,000	32,000
NETWORK OS SOFTWARE	0	3,238	3,238
NETWORK SOFTWARE & PROGRAMS	0	10,790	10,790
GIS SHARED COMPUTER EQUIP	2,586	5,006	5,006
FIRE-FOAM AND EQUIP	0	1,394	1,394
SW-REFUSE BINS	0	47,623	47,623
SW-AUTO REFUSE COLLECT CONTAI	200,000	0	0
SW-REFRIG VAPOR RECOVERY SYS	0	3,870	3,870
SW-PORTBL HOT WTR PRESS WSHR	5,900	0	0
SW-SCALE DATA ENTRY/INFO SYS	20,000	0	0
PICKUP 1/2 TON	14,500	0	0
PICKUP 3/4 TON	0	27,000	0
UPGRADE LF WATER TRUCK	0	20,000	20,000
REAR LOAD REFUSE PACKER	50,000	0	0
ROLL-OFF BINS	0	7,061	7,061
SORT ROLL-OFF BINS	7,500	0	0
SELF-CONTD 24 CY ROLL-OFF LOD	109,000	0	0
BF-REMODEL BREAK ROOM	0	39,650	0
SW-WELL MONITOR PROGRAM	4,585	0	0
SW-LNDFL FENCING PROJECTS	22,000	0	0
SW-RELOCATE SCALE FACIL	20,000	0	0
BLDG IMPR FROM BLDG MAINT	1,206	0	0
* TOTAL CAPITAL OUTLAY	483,360 *	391,726 *	175,076 *
SW-CODE ENFORC OFFCR FRM STS	0	144,229	144,229
SW-PRGRAM TECH TO SPCLSTIII	0	5,334	5,334
+1 SW SPECIALIST I TO HHWCF	0	108,521	108,521
GREEN WASTE RECYCLING PROGRAM	0	399,825	134,068
ENVIR COORD TO SR ENVIR COORD	0	12,502	12,502
REALLOCATE COM SVC DIRECTOR	0	20,400	0
DELETE COM SVCS OPER MGR	0	-70,119	-70,119
REALLOCATE OSA IV	0	-45,223	-45,223
REALLOC STREETS OSA III	0	-22,523	-22,523
ADD SW JOBSHARE OSA I/II	0	34,729	34,729
* TOTAL PROGRAM CHANGES	0 *	587,675 *	301,518 *

SOLID WASTE

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
TOTAL DEPARTMENT	8,069,280 **	9,623,106 **	8,961,571 **
NET DEPARTMENT	8,069,280 **	9,623,106 **	8,961,571 **

# Recreational Revolving Fund

## PROGRAM DESCRIPTION

The Recreation Revolving Fund is a mechanism utilized to collect user fees generated from the various recreation programs offered by the Recreation Division. The revenues collected are utilized to finance the programs run through the Recreation Revolving Fund.

## BUDGET COMMENTARY

The recommended budget reflects a continuation of most existing programs with minor increases in some program areas. Equity increases for the Recreation Supervisor and most of the part-time classifications have been requested. These equity adjustment requests will be considered in the equity study to be conducted in the fall of 2001. The part-time hourly Office Staff Assistant I/II will be made a .5 job share position.

## PERSONNEL ANALYSIS

	<b>Adopted</b>	<b>Requested</b>	<b>Recommended</b>
Position	1999-2001	2001-2003	2001-2003
Recreation Supervisor	2.00	2.00	2.00
Office Staff Assistant I / II	<u>0.25</u>	<u>0.97</u>	<u>0.75</u>
Total Recreation Revolving	<u><u>2.25</u></u>	<u><u>2.97</u></u>	<u><u>2.75</u></u>



RECREATION PROGRAMS

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	348,271	419,266	425,466
* SUPPLIES AND SERVICES	343,228	376,658	398,240
+.22 OSAI LESS 15HR PT WKLY	0	-4,711	0
1000 HRS PT OSA I TO .5 JS	0	7,906	7,906
RR-INCR SALRY REC SUPERVISOR	0	13,661	0
RR-INCR SAL PT TECH REC LDR	0	3,566	0
INCR SAL PT TECH SPORT SPCL	0	520	0
INCR SAL PT TECH BLDG SUPERV	0	839	0
* TOTAL PROGRAM CHANGES	0 *	21,781 *	7,906 *
 TOTAL DEPARTMENT	 691,499 **	 817,705 **	 831,612 **
 NET DEPARTMENT	 691,499 **	 817,705 **	 831,612 **

# Lompoc Valley Community Center Fund

## **PROGRAM DESCRIPTION**

The Lompoc Valley Community Center Fund is a mechanism utilized to collect user fees generated from the rental of the Center. The revenues collected are utilized to finance the operation of the Center.

## **BUDGET COMMENTARY**

This is the first budget to contain this Fund. A fund entitled "Senior Center Fund" was present in the last budget when funds for the construction of the Lompoc Valley Community Center were designated. Since the Center has been constructed and is now operating, it is necessary to account for its operating expenses.

## **PERSONNEL ANALYSIS**

Position	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
LVCC Coordinator	0.00	0.75	0.75
Total Lompoc Valley Community Center	0.00	0.75	0.75

LOMPOC VALLEY COMMUNITY CENTER

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	86,919	111,365	111,365
* SUPPLIES AND SERVICES	84,380	82,857	82,577
+1300 PT CUSTODIAL HRS/YR	0	20,502	20,502
INCR SAL PT TECH BLDG SUPERV	0	1,177	0
+.75 LVC COORD LESS 1560PT HR	0	258	258
* TOTAL PROGRAM CHANGES	0 *	21,937 *	20,760 *
 TOTAL DEPARTMENT	 171,299 **	 216,159 **	 214,702 **
 NET DEPARTMENT	 171,299 **	 216,159 **	 214,702 **

# Human Services Fund

Supplement City CDBG, Santa Barbara County and United Way funding to human service agencies to allow a minimum level of programs to benefit the Lompoc community.

## **PROGRAM PERFORMANCE AREAS**

- A. Provide utility billing donation program.
- B. Coordinate with the Community Development Block Grant Program and the City budget process regarding Council's allocation.
- C. Provide the Human Service Commission with an application and review process for formulating their annual human services program recommendation.
- D. Develop the contractual documents and ongoing contract monitoring necessary to ensure that each entity receiving funds complies with Federal law and in accordance with their contract.

## **SPECIFIC OBJECTIVES**

- 1. Boys & Girls Club. Provide 29,440 cases, with an approximate 51 weeks of service, benefiting an approximate 115 unduplicated lower or very low-income clients, 2 scholarships for one week of camp, benefiting approximately 2 clients, and 4 annual scholarships for 4 individuals.
- 2. Catholic Charities. Provide 4,320 cases of service, such as rental assistance and utility assistance to avoid homelessness, to approximately 3,840 unduplicated lower or very low-income clients.
- 3. Lompoc Parks and Recreation (Senior Recreation Program). Provide 1,080 cases of service (one visit of a participant 55 years or older who can benefit from recreational activities and services) to approximately 60 citizens.
- 4. Family Service Agency (CRIS Helpline). Provide 70,733 cases of service (counseling, crisis intervention, information, referral, education and/or prevention) to lower and very low-income clients.
- 5. Family Service Agency (Lompoc Family Counseling). 250 cases of service (one hour of counseling) to 90 clients.
- 6. Family Service Agency (Lompoc Healthy Start). Provide 4,000 contacts of 15 minutes or more with one student/family needing support services to approximately 173 unduplicated lower and very low income clients.

7. Family Service Agency (Lompoc Homemaker). 1,100 cases (one hour of time spent providing care for a senior, whether it be cleaning, laundry or errands) for 32 citizens.
8. Food Bank of Santa Barbara County. Provide 200,000 pounds of food to approximately 4,500 unduplicated lower and very low-income clients.
9. Food Pantry. Provide 15,083 cases of service (3-4 day supply of non-perishable food items) to approximately 1,107 unduplicated lower and very low-income clients.
10. Legal Aid. Provide 403 cases of legal assistance to an approximate 392 unduplicated lower and very low-income clients.
11. Legal Aid – Fair Housing. Test a minimum of 5 apartment complexes per year for discriminatory practices; provide a minimum of two workshops per year, to educate lower income households of their rights, and landlords of their obligations, under the laws regulating fair housing choice for Lompoc citizens; litigate, arbitrate or otherwise resolve 3 fair housing cases per year; provide a local office where services will be rendered; spot check real estate ads for discriminatory language; provide a paralegal in the Lompoc office for a minimum of 10 hours per week; provide annual reports.
12. Lompoc Homeless Shelter (HOPE Center). Provide 1,125 cases of service (a safe, clean resting place, hot drinks, snacks, restroom and laundry facilities, employment, health, education and resource referrals, etc.) to approximately 375 lower or very low-income clients.
13. Lompoc Housing Assistance Corporation (LHAC) – Homeless Family Transition House. Provide 3,200 one night stays at the Marks House and casework services that benefit to an estimated 48 unduplicated lower or very low-income clients.
14. Lompoc Parks & Recreation (Summer Drop-In Program). Provide 1,110 visits to a supervised community-based recreational and diversionary program to an estimated 46 unduplicated lower or very low-income children.
15. Community Action Commission (Senior Nutrition). Provide 19,000 meals for 170 citizens.
16. Family Life Counseling Service (Family Beginnings). 264 cases of service to individuals, couples or families in the form of one-hour educational or counseling sessions to an estimated 25 clients.
17. Lompoc Public Library (Adult Literacy Program). Provide 24 program activities and literacy instruction to an estimated 93 unduplicated lower or very low-income families.
18. Lompoc Valley Haven (Senior Day Care). Provide 4,388 hours of senior day care to approximately 9 unduplicated lower or very low-income clients.
19. North County Rape Crisis and Child Protection Center (Lompoc Program). Provide 15,251 cases of service (such as accompaniment, advocacy, counseling, follow-up, referral, self-defense, ChildSafe or awareness programs) to an estimated 4,256 unduplicated lower or very low-income clients.

20. Shelter Services for Women (Emergency Shelter). Provide 142 nights of shelter to an approximate 142 low or very low-income victims of domestic violence.
21. YMCA. Provide 132 enrollments in the School Age Child Care Program to an approximately 73 lower or very low-income children.

### **BUDGET COMMENTARY**

The Economic Development and Community Revitalization Division's CDBG-funded staff provide support for the Human Services Commission. All contracts with human services agencies are drafted by Division staff. Monitoring of the contracts is accomplished through the combined efforts of the Division staff and the Human Services Commission.

HUMAN SERVICES

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	49,059	80,116	80,116
TOTAL DEPARTMENT	49,059 **	80,116 **	80,116 **
NET DEPARTMENT	49,059 **	80,116 **	80,116 **

# Beautification Fund

## **MISSION**

The mission of the Beautification and Appearance Commission is to foster programs and partnerships that enhance the City=s appearance utilizing funds from contributions and fundraisers.

## **PROGRAM GOALS**

1. Increase awareness of the community on the benefits of beautification for our City.
2. Heighten fund raising and volunteerism for beautification projects in our City.
3. Expand beautification projects to new areas within our City.

## **PROGRAM PERFORMANCE AREAS**

- A. Administration: To act as an advisory committee for the City Council regarding issues involving the appearance of the city. (Goal 1)
- B. Funding: To seek funding from private donations, fundraisers, grants and other sources for beautification projects in the city. (Goal 2)
- C. Projects: To initiate and implement beautification projects throughout the City with increased citizen participation and awareness. (Goals 1 & 3)

## **SPECIFIC OBJECTIVES**

1. Hold public hearings on beautification improvements and make recommendations to the City Council. (Goals 1 & 2)
2. Distribute Beautification Awards annually recognizing appearance enhancements throughout the community. (Goals 1 & 3)
3. Provide one additional fund raising opportunity within the first fiscal year. (Goal 2)

## **BUDGET COMMENTARY**

Funds are provided in this budget to maintain various beautification projects in the City. The existing beautification projects are previously approved Council projects. Some maintenance will continue being provided by the Urban Forestry and Parks Maintenance Division.



BEAUTIFICATION

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	3,386	1,740	1,740
* SUPPLIES AND SERVICES	18,162	11,411	12,027
TOTAL DEPARTMENT	21,548 **	13,151 **	13,767 **
NET DEPARTMENT	21,548 **	13,151 **	13,767 **

# River Park Campground Fund

## PROGRAM DESCRIPTION

The River Park Campground Fund was established to account for the rental activity at the River Park Campground. Revenues generated from the campground are used to fund a Park Ranger and costs associated with maintenance or improvements.

## BUDGET COMMENTARY

Funds are provided for the continued operation of the River Park Campground, and for the payment of limited debt service to the General Fund. Maintenance is performed by existing staff that handle custodial and other maintenance efforts for all the City parks.

## PERSONNEL ANALYSIS

	<u>Adopted</u> <u>1999-2001</u>	<u>Requested</u> <u>2001-2003</u>	<u>Recommended</u> <u>2001-2003</u>
Position			
Park Ranger	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total River Park Campground	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

RIVER PARK CAMPGROUND FUND

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	84,070	99,546	99,546
* SUPPLIES AND SERVICES	36,930	90,753	88,029
RR-8% SAL INCR PARK RANGER	0	6,766	0
 TOTAL DEPARTMENT	 121,000 **	 197,065 **	 187,575 **
 NET DEPARTMENT	 121,000 **	 197,065 **	 187,575 **

# Insurance And Retirement Fund

## **PROGRAM DESCRIPTION**

To control the expenditures for insurance and retirement by type and to show the reimbursements received from the various funds.

## **PROGRAM PERFORMANCE AREAS**

- A. To provide adequate self-insured liability insurance coverage for the City of Lompoc and maintenance of reserves.
- B. To provide fire and property insurance for City facilities by obtaining policies at reasonable costs from insurance vendors.
- C. To initiate and maintain health insurance coverage for all City employees and eligible, participating retirees, and establishment of adequate reserves.
- D. To provide life insurance for all eligible full-time City employees.
- E. To provide disability insurance for all eligible full-time City employees.
- F. To provide self-insured worker's compensation insurance for all City personnel and maintenance of adequate reserves.
- G. To provide dental insurance to all eligible employees.
- H. To provide a retirement program by continuing the agreement with the State Public Employees' Retirement Program.
- I. To provide retirement coverage for part-time employees through participation in the International City Management Association's (ICMA) deferred compensation program.
- J. To provide flexible spending accounts to City employees which provides pre-tax benefits for child care, dependent care, health insurance premiums, and medical expenses.

## **BUDGET COMMENTARY**

The adjustments in the proposed budget are due to anticipated premium and salary increases. This fund serves as a summary statement of costs. The credits reflect monies from each of the using funds and are shown here to prevent a duplication of the costs.

INSURANCE AND RETIREMENT FUND

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	4,070,853	4,593,925	4,596,925
* SUPPLIES AND SERVICES	-2,921,900	-4,498,458	-4,498,458
 TOTAL DEPARTMENT	 1,148,953 **	 95,467 **	 98,467 **
 NET DEPARTMENT	 1,148,953 **	 95,467 **	 98,467 **

# Equipment Services and Replacement

## **MISSION**

The mission of the Equipment Services and Replacement Division is to provide all City departments with high quality automotive, equipment and communications services. Our staff is trained to utilize the latest technology to perform all maintenance functions. The City fleet and communication network are maintained with pride and certain sense of ownership on the part of the staff. Promoting this theory has improved the overall appearance and reliability of our fleet and promotes an elevated public image of our care of publicly owned equipment.

## **PROGRAM GOALS**

1. Maintain an efficient and economical fleet.
2. Ensure compliance with all goals established by local State and Federal regulations.
3. Enhance the vehicle preventive maintenance program.
4. Improve the procurement program for replacement vehicles.
5. Enhance the City=s communication system capability and reliability while providing a cost effective and responsive service to our customers.

## **PROGRAM PERFORMANCE AREAS**

- A. Equipment Maintenance. Provide the highest quality preventive maintenance and repairs to its City-owned vehicles and equipment. Control costs to ensure our customers are receiving service at a competitive price. (Goals 1, 2 and 3)
- B. Equipment Replacement. Keep the City fleet of vehicular equipment operating efficiently and economically through a planned program of refurbishment and replacement. (Goals 1 and 4)
- C. Radio and Communication Systems Provide efficient and cost -effective repairs and service to the City-owned communication network and equipment. (Goals 1 and 5)

## **SPECIFIC OBJECTIVES**

1. Maintain the vehicular fleet in a state of good repair and maintain or reduce the vehicle in commission rate of 95% by improving parts procurement, increasing stock levels of parts, and providing more comprehensive training programs and more appropriate task assignment. (Goals 1 and 2)
2. Provide preventive maintenance to all assigned vehicles and equipment pursuant to established Corporate Garage and manufacturer's schedules to further reduce downtime by utilizing improved preventive maintenance techniques. (Goals 3 and 4)

3. Maintain the radios and communication equipment in a state of good repair. Establish short and long range plans for system upgrades and new requirements to meet State and Federal requirements. (Goals 1 and 5)

**BUDGET COMMENTARY**

The Equipment Services and Replacement Division budget reflects minor changes in personnel this upcoming cycle as a result of the reorganization of the department. The budget reflects the elimination of the Community Services Operations Manager position and redistribution of duties through reallocating a portion of the Equipment Superintendent's time to Building and Facilities Maintenance, and upgrading the Lead Mechanic to a supervisor.

Staff is recommending additional equipment and upgraded equipment to increase productivity and reliability of the fleet and communication system. Staff is confident that this budget reflects adequate funding to accommodate planned goals for this budget period.

**PERSONNEL ANALYSIS**

Position	Adopted 1999-2001	Requested 2001-2003	Recommended 2001-2003
Community Services Director	0.10	0.10	0.10
Community Services Operations Manager	0.10	0.00	0.00
Equipment and Facilities Maintenance Superintendent	0.00	0.90	0.90
Equipment Superintendent	1.00	0.00	0.00
Equipment Maintenance Supervisor	0.00	1.00	1.00
Lead Equipment Mechanic	1.00	0.00	0.00
Heavy Equipment / Equipment Mechanic	6.00	6.00	6.00
Buyer-Warehouser	1.00	1.00	1.00
Radio Repair Specialist	1.00	1.00	1.00
Office Staff Assistant II/III	0.50	0.75	0.75
Total Equipment Services & Replacement	10.70	10.75	10.75

## EQUIPMENT SVCS &amp; REPLACEMENT

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	1,123,662	1,262,373	1,262,373
* SUPPLIES AND SERVICES	-1,975,206	-1,996,339	-1,987,140
SOFTWARE/PROGRAMS	0	2,053	0
COMPUTER PRINTER	0	1,500	0
COMPUTER-PC & EQUIPMENT	5,280	2,052	0
RADIO TEST KIT(S)	0	7,243	7,243
PARTS WASHER(S)	0	7,313	7,330
TOOL BOXES	0	5,145	5,157
BATTERY CHARG SYS ANALYZER	2,371	0	0
CAR TIRE CHANGER	5,338	0	0
A/C RECHARGE EQUIPMENT	4,310	0	0
RADIO-UPGRD AC PWR/REPTR SITE	0	5,000	5,000
RADIO-REPLACE ANTENNAS	0	10,000	10,000
RADIO-FIELD SVC MONITOR	0	8,869	8,869
RADIO-FREQUENCY LICENSE	0	6,000	6,000
CAPITAL OUTLAY	1,284,790	1,367,398	1,367,398
FIRE ENGINE	0	270,000	270,000
EQUIP FOR NEW FIRE ENGINE	0	30,000	30,000
REFURB & REHAB EQUIP	225,000	150,000	80,000
BLDG IMPR FROM BLDG MAINT	29,559	0	0
* TOTAL CAPITAL OUTLAY	1,556,648 *	1,872,573 *	1,796,997 *
DELETE COM SVCS OPER MGR	0	-20,034	-20,034
REALLOC/PROMO OSAIL TO III	0	25,215	25,215
EQ MT SUPT TO EQ FAC MT SUPT	0	-8,407	-8,407
LD EQ MECH TO EQ MNT SUPV	0	6,122	6,122
* TOTAL PROGRAM CHANGES	0 *	2,896 *	2,896 *
TOTAL DEPARTMENT	705,104 **	1,141,503 **	1,075,126 **
NET DEPARTMENT	705,104 **	1,141,503 **	1,075,126 **



# Communications Fund

## **PROGRAM DESCRIPTION**

To provide an Internal Services Fund to accumulate all of the costs associated with the purchase, maintenance, and replacement of communications equipment for the City.

## **BUDGET COMMENTARY**

This budget provides funds for required communications equipment and replacement costs. Applicable charges for all departments are then credited to this account.

COMMUNICATIONS

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	0	-3	-3
TOTAL DEPARTMENT	0 **	-3 **	-3 **
NET DEPARTMENT	0 **	-3 **	-3 **

# Central Stores Fund

## **PROGRAM DESCRIPTION**

To provide an Internal Service Fund to accumulate all of the costs associated with the purchase, maintenance, and replacement of copy machines, the distribution of postage charges, the operations of the print shop, and the purchase of standard supplies.

## **BUDGET COMMENTARY**

This fund serves as the central point of purchase for copiers, postage, printing, and supplies. The fund receives revenue through charges to the individual funds that use these services.

CENTRAL STORES

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SUPPLIES AND SERVICES	20,988	38,782	28,845
FAX MACHINE	2,953	0	0
COPY MACHINE	36,000	85,500	85,500
SOFTWARE/PROGRAMS	406	406	406
COMPUTER PRINTER	900	0	0
* TOTAL CAPITAL OUTLAY	40,259 *	85,906 *	85,906 *
 TOTAL DEPARTMENT	 61,247 **	 124,688 **	 114,751 **
 NET DEPARTMENT	 61,247 **	 124,688 **	 114,751 **

# Lompoc Public Library System

## **MISSION**

To help maintain an educated and informed public in a democratic society and provide for the informational, educational, cultural and recreational needs of the people of the Lompoc community through Library materials and programs.

## **PROGRAM GOALS**

1. Provide residents of all ages with convenient access to library materials and services.
2. Make available to residents of all ages current, high-demand items and older but still useful materials in a variety of formats and languages and in sufficient quantities to meet their needs.
3. Make available to all residents accurate, complete and timely information services to meet their diverse needs.
4. Provide children and parents with literature-based activities and early exposure to reading. Supplement the educational experience of children with educational, informational, and entertaining material.
5. Ensure that residents are knowledgeable about library services and activities and actively support this valuable community resource.

## **PROGRAM PERFORMANCE AREAS**

- A. Reference and Readers Advisory Service. To assist patrons of all ages in the convenient use of the library's resources and collections, and help patrons find the information and materials that will meet their specific needs. Work with community groups, businesses and organizations to increase support for the library and provide tours and special programs, such as story times and children's summer reading. (All Goals)
- B. Materials Collection. To provide a collection of books and other materials for all ages and a variety of languages that will meet the educational, recreational and informational needs of the residents. Specific collections include adult, young adult and children's reference materials, CD-ROM products, the Internet, adult, young adult and children's fiction and nonfiction collections, picture books, beginning readers, large type books, magazines, newspapers, talking books for the blind and visually handicapped, music CDs, cassette tapes, video, and books on tape. (Goals 2, 3, 4, and 5)
- C. Technical Service. Upgrade the library's automation system from the current Dynix text-based system to the Millennium Web-based system. To maintain the On-line Public Access Catalog (OPAC), CD-ROM, Internet, and word processing stations, and the materials security system. To work in cooperation with others through the Black Gold Cooperative Library System, the Gold Coast Library Network, and the Library of California,

thereby achieving savings in expensive personnel and equipment costs, and sharing resources with a larger group of libraries. (Goals 1, 2, 3, and 4)

- D. Support Services. To acquire, catalog and prepare library materials for use by the public. To control the loan of books and other library materials through the *Millennium Circulation System*, keeping track of where the material is, retrieving it when due, registering patrons and keeping track of overdue materials and fines. Assisting patrons with special materials requests and searching for requested items. Maintaining shelves of library materials in good order to allow retrievability. (Goals 1, 2, 3, and 4)
- E. Administration. To oversee the management and operations of the library, with both short term and long term goals in mind. Develop work schedules, maintain the budget, keep books and pay bills. Work with appropriate staff in maintaining buildings and grounds. Serve as liaison to public funding sources, boards and advisory groups, and as Zone II's representative to Black Gold and the Gold Coast Library Network. Develop positive public relations for Santa Barbara County Library Zone II. (All Goals)

### **SPECIFIC OBJECTIVES**

1. Provide in-depth professional staff training once per year to improve patron service and use of library materials. Provide quarterly clerical staff training to improve patron service and use of library materials. (All Goals)
2. Continue the five-year schedule for the systematic removal of old and outdated materials from the shelves. (Goals 2 and 4)
3. Increase patron access to electronic resources through the purchase (either individually or through Black Gold or the Gold Coast Library Network) of additional information databases by July 2002. (Goals 2, 3, and 4)
4. Upgrade Personal Computers and PC terminal workstations in all areas of the library and the librarian's desk in the Children's Department by July 2002. (Goal 1)
5. Continue to work with the Friends of the Library, the District Libraries Foundation, and other civic groups and organizations to increase support for the library. (Goal 5)
6. Continue to provide regular, literature-based or culturally diverse programs for families and children of all ages. (Goals 4 and 5)
7. Continue to work with the Teen Advisory Committee to increase young adult use of the library. (Goal 5)
8. Continue working with individuals and groups to fund the opening of the *Charlotte's Web Children's Library* in 2001. (All Goals)

### **BUDGET COMMENTARY**

This budget reflects recommended funding to upgrade computer workstations and computer systems at the Lompoc Library. This budget reflects a more accurate allocation of Library staff hours distributed between the Lompoc, Buellton and Village Libraries.

Staff is recommending the City contribute \$629,639 toward the operation of the Library in 2001-03, which represents an increase of approximately 6 percent over the FY 1999-01 contribution.

**PERSONNEL ANALYSIS**

Position	<b>Adopted</b> 1999-2001	<b>Requested</b> 2001-2003	<b>Recommended</b> 2001-2003
<b>LOMPOC LIBRARY</b>			
Library Director	1.00	0.82	0.82
Librarian I	0.00	1.00	0.00
Librarian II	2.00	1.96	1.96
Library Assistant I	1.00	1.00	1.00
Library Administrative Aide	1.00	0.92	0.92
Library Clerk II	1.00	0.00	0.88
Library Clerk III	0.00	0.88	0.00
Library Computer Tech	0.80	0.80	0.80
Total Lompoc Library	6.80	7.38	6.38
<b>VILLAGE LIBRARY</b>			
Library Director	0.00	0.09	0.09
Librarian II	0.00	0.04	0.04
Library Administrative Aide	0.00	0.02	0.02
Library Clerk III	0.00	0.06	0.00
Library Clerk II	0.00	0.00	0.06
Library Computer Tech	0.10	0.10	0.10
Total Village Library	0.10	0.31	0.31
<b>BUELLTON LIBRARY</b>			
Library Director	0.00	0.09	0.09
Librarian II	0.00	0.04	0.04
Library Administrative Aide	0.00	0.02	0.02
Library Clerk III	1.00	1.06	1.00
Library Clerk II	0.00	0.00	0.06
Library Computer Tech	0.10	0.10	0.10
Total Buellton Library	1.10	1.31	1.31

LOMPOC LIBRARY

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	1,016,203	1,207,631	1,207,015
* SUPPLIES AND SERVICES	348,178	510,422	373,439
BLK GOLD AUTOMATION SYS UPGRA	0	32,356	32,356
COMPUTER PRINTER	0	1,236	1,236
COMPUTER-PC & EQUIPMENT	0	14,620	14,620
ADA COMPUTER/WORK STATION	0	2,580	2,580
FURN-COMPUTER WRK STATION	0	3,193	3,193
FURNITURE	0	1,537	1,537
LIB-UPGRADE HEATING SYSTEM	0	25,500	25,500
* TOTAL CAPITAL OUTLAY	0 *	81,022 *	81,022 *
RCL LIB CLKII>LIB CLKIII	0	6,958	0
RCL LIB CLK I>LIB CLK II	0	2,284	0
INCR LIB WKLY HRS 50>62 Y2	0	85,485	0
+1 LIBRARIAN I FOR YOUTH SVC	0	47,586	0
LPC LIBR ALLOC TO OTH LIBRS	0	-51,593	-51,593
LIB TECH NO CHG JUL-SEP 01	0	-8,387	-8,387
* TOTAL PROGRAM CHANGES	0 *	82,333 *	-59,980 *
 TOTAL DEPARTMENT	 1,364,381 **	 1,881,408 **	 1,601,496 **
 NET DEPARTMENT	 1,364,381 **	 1,881,408 **	 1,601,496 **



VILLAGE LIBRARY

DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	42,495	48,671	46,437
* SUPPLIES AND SERVICES	47,080	51,803	36,701
BLK GOLD AUTOMATION SYS UPGRA	0	12,972	12,972
ADD 2 HRS WKLY CUSTDL LBR	0	3,519	3,519
LPC LIBR ALLOC TO VILLG LIBR	0	24,234	24,234
* TOTAL PROGRAM CHANGES	0 *	27,753 *	27,753 *
TOTAL DEPARTMENT	89,575 **	141,199 **	123,863 **
NET DEPARTMENT	89,575 **	141,199 **	123,863 **

BUELLTON LIBRARY

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DESCRIPTION	BUDGET 1999--2001	DEPT REQ 2001--2003	PROPOSED 2001--2003
* SALARIES, WAGES & BENEFITS	81,052	118,163	118,150
* SUPPLIES AND SERVICES	68,378	70,823	40,054
BLK GOLD AUTOMATION SYS UPGRA	0	11,608	5,804
LPC LIBR ALLOC TO BUELL LIBR	0	27,359	27,359
 TOTAL DEPARTMENT	 149,430 **	 227,953 **	 191,367 **
 NET DEPARTMENT	 149,430 **	 227,953 **	 191,367 **