



City of Lompoc Biennial Budget FY 2003-2005



Gary P. Keefe
City Administrator

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Proposed Biennial Budget For Fiscal Years 2003-05

Presented to:

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

June 3, 2003

Gary P. Keefe, City Administrator

Introduction

Presented herein is the proposed biennial budget for the City of Lompoc for Fiscal Years 2003-05. 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 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.

Through the process of preparing the FY 2003-05 proposed budget, the Administrative staff and the 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, based on historical data and a reasonable forecast of economic conditions over the next two years, and the latest legislative developments;
- 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 and future outcomes of salary negotiations have been considered (though not represented in the proposed budget);
- The City continues to protect its electric ratepayers by positioning itself to ensure the continued reliable delivery of reasonably priced 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 continued caution. We are faced with great uncertainty as the State faces its financial crisis, placing unprecedented pressure upon the State General Fund budget. Continued fluctuations in the stock market and lack of investor confidence, increased State spending, and decreased personal income tax revenue has contributed to the State's \$38.2 billion shortfall.

While the State shortfall prompted the Governor to begin reducing discretionary funding to local government during FY 2001-03, reduction of State discretionary funding worsens during this budget cycle. As we enter this budget, the City is faced with a number of uncertainties, with the Governor and Legislature proposing several cuts. We currently assume deferral and suspension of State

mandates to local governments that approximate \$900 million during FY 2003-05, representing a loss of approximately \$34,000 to \$74,000 to the City; and reductions in the Public Library Foundation (PLF) of approximately \$14.7 million statewide, representing a cut to the Lompoc Library PLF of approximately \$60,000. In addition, the proposed State budget cuts the tax increment of Redevelopment Agencies (RDA) in the amount of \$250 million to shift to ERAF during fiscal year 2003-04. While the RDA budget is separate from the City budget, this shift represents a reduction in the City's RDA tax increment of \$43,386 for 2003-04, which will limit RDA activity. Animal Control costs are up \$80,000 FY 2003-04 and \$100,000 FY 2004-05 because Santa Barbara County has developed a new cost per capita allocation program, but service hours will be reduced at the Lompoc Animal Shelter because of reduced State funding to the County.

During the fiscal year 2001-03 budget, speculation as to the fate of the Motor Vehicle License Fee (VLF) revenue caused staff grave concern. This revenue source contributes over \$2 million each year to the City General Fund, 20% of our City's General Fund revenue source. This funding is essential for maintaining the current level of service for the Police Department, Fire Department, and Parks and Recreation Department. Loss of this funding will limit the City's ability to fund the Library, Museum and Chamber of Commerce. Staff has closely monitored the Governor's proposal to discontinue the Motor Vehicle License Fee (VLF) "backfill" to local governments, because loss of all or a portion of this revenue would require the City to make drastic cuts. While the VLF is currently assumed to be restored July of 2003, this revenue source continues to be at risk. Staff will continue to monitor this situation and take action as necessary and available to protect this revenue. Future loss of this revenue will require program changes with likely reductions in service.

Staff is pleased to report that the Governor's May 2003 budget revision will continue a number of public safety programs, including the COPS/Juvenile Justice program and law enforcement technology grants as well as restore the POST Aid to Local Government reimbursements.

Revenues and Expenditures

The Proposed 2003-05 Biennial Budget is \$177,636,578, representing a \$41,929,335, or 31% increase over the adopted FY 2001-03 budget. Of this proposed budget, the City's General Fund budget is \$42,625,208, a decrease of 4% over the previously adopted budget.

For reasons previously stated, staff has taken a conservative approach in the preparation of this budget. Although Property Tax, Transient Occupancy Tax, Sales Tax, and Vehicle License Fees (the largest unrestricted General Fund revenue sources) have increased by \$2,371,000 over last year's adopted

projections, General Fund employee salary and benefit costs (the largest single General Fund expense @ 77%) over the same period have increased expenditures by \$3,200,000 due to increased costs in salaries, equity adjustments, increased retirement costs, and higher insurance and workers compensation premiums. However, the total General Fund budget is down \$2,200,000 because this budget does not include the \$6,000,000 swimming pool included in FY 2001-03.

Because of the need to provide for normal contingencies during the coming fiscal years, the budget provides for a General Fund Reserve of approximately \$3,600,000. The General Fund Reserve balance also includes \$2,000,000 held in the Economic Uncertainty Fund.

Staff has also taken a conservative approach when considering personnel staffing requests. While requests for new positions are not recommended in this budget, 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 Human Resource Departments;
- Expanded Part-Time hours and Job Share 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 have received priority consideration;
- Alternative work methods that are expected to result in greater productivity or efficiencies while maintaining current staffing levels have been encouraged and supported.

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. However, to provide sufficient revenue to balance the FY 2003-05 budget, we are recommending that Council continue to transfer funds from the Electric Fund based on the Utility Rate of Return formula. Transfers to the General Fund from the Water, Wastewater, and Solid Waste utilities are computed on a "cost of service" methodology. While staff will be recommending an increase in Water, Wastewater and Solid Waste fees, these are being driven solely by increased operating costs. Caution continues to be taken in regard to the future of the General Fund. This attitude exists because the City has far less control over General Fund

revenues than in other funds, and because so many essential services of the City are supported through this fund.

Assumptions incorporated in the revenue projections are as follows:

Taxes

Property Taxes are projected to increase 5% per year over FY 2003-05. While staff anticipates a modest increase in this revenue source, it should be noted that the City will lose approximately \$182,000 in FY 2003-05 due to the continued shift of property taxes through ERAF.

Staff is projecting Sales Tax to increase by 4% each year during FY 2003-05, based in part by inflation and anticipated continued retail development (the Dodge Dealership and Home Depot).

Motor Vehicle License Fee revenue is projected at \$2,634,903 in FY 2003-04 and \$2,840,618 in FY 2004-05, totaling \$5,475,521 for FY 2003-05. The State VLF backfill is assumed to continue at 65% and is projected at \$3,559,089 for FY 2003-05.

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 continued 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 continue to increase slightly due to the availability of the Lompoc Community Center as a meeting venue.

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.

Electric Fund

During the 2001-03 budget, the State's electrical crisis placed pressure on the State General Fund budget. While the situation remained extremely fluid, the City of Lompoc Electric Division, "Lompoc City Electric," continued to provide its customers with the same stable electrical rates and quality service they have come to expect.

The 2003-05 budget will continue to see changes in the business climate for the Electric Division. In September of 2002, NCPA became a Metered Subsystem of the California Independent System Operator (ISO). As an NCPA pool member, Lompoc now depends on the ISO for 95% of our power deliveries. Starting 2004, the final 5% WAPA energy will also be delivered via the ISO system. This places NCPA and its member cities, including Lompoc, into all of the issues surrounding the ISO operation, potentially affecting our ability or the cost to deliver power to Lompoc economically. The Electric Division will continue to monitor this situation and, through NCPA, attempt to mitigate effects on our customers and work with NCPA to acquire and deliver economical energy to Lompoc customers. The wholesale market is less volatile; however, federal controls are relaxing and market performance for the next two to five years will need to be closely watched. The City, along with other NCPA members, will actively manage the energy portfolio and will very likely include construction or purchase of additional generation facilities.

Solid Waste/Landfill Fund

During the 2001-03 budget, Council approved the first two years of a five-year plan for the Solid Waste Division. As a result, a new rate structure was implemented for both collection and the landfill; three additional Citywide cleanup days and a one-time bulky item pickup were added for our residential customers. Commingled recycling was introduced to commercial customers, and Greenwaste recycling was introduced, with once-per-week collection established for all three commodities (refuse, greenwaste, and commingled recycling) for single-family residents. Staff will propose during year one of this budget cycle implementing the remaining three years of the five-year plan. It is anticipated that this will result in a 20% increase in commercial collection rates, and a 5% increase in residential collection rates.

While 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, the Landfill operations face pressure from external regulations, with a number of unfunded mandates costing the City approximately \$140,000 during this budget cycle. Additionally, the City pays a metal recycling contractor \$20/ton. This increased cost is due to the slump in the metal market prices. Based on an average of 175 tons per month, the projected cost to process recycled metal for the 2003-05 budget is approximately \$3,500/mo. or \$84,000 over the two-year budget cycle.

Water Fund

A 10% rate increase will be requested during this budget cycle as a result of infrastructure improvements at the Treatment Plant and within the distribution system. Capital Improvements are several, but include \$2.3M in booster station improvements, \$375,000 in water main improvements, and \$250,000 for preliminary work to replace or upgrade the Frick Springs system.

Wastewater Fund

Rate increases of 15% in FY 2003 and 15% in FY 2004 will be recommended due primarily to the design and construction of the nearly \$50M in plant upgrades required by the Regional Water Quality Control Board and evaluated in our recently completed Master Plan. \$41M of this work is included in this budget. Vandenberg Village Community Services District (owns capacity in the plant) and Vandenberg Air Force Base (contract customer) have both been made aware of these needs because they will equitably share the cost.

Summary

The Proposed FY 2003-05 Biennial Budget represents the efforts and best professional judgment of City staff. Although General Fund revenues are limited, service levels have not been reduced, except in the Police Department where several grant funded positions are no longer funded. Police Department staff will apply for additional grant funding. If successful, grant participation requests will be brought to the City Council for a decision.

A new cost not reflected in this budget is Public, Education, and Government (PEG) television programming, which will become our responsibility in January 2004 as a result of the recently approved contract with Comcast Cable. A partnership with the City of Santa Maria and/or Comcast Cable may be utilized to accomplish this task. Revenue for this mandated service is provided by Comcast

under the terms of the current agreement, but the adequacy of that revenue stream remains to be determined.

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 new businesses, including the Dodge Dealership and the anticipated arrival of Home Depot. 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 and 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 overcome the previously mentioned 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 Laurel Barcelona, Administrative Analyst; John Walk, Management Services Director; Lisa Caouette, Secretary to the City Administrator; and Steve Boggs Printing & Publication Coordinator/Web Technician, for their excellent work in coordinating the preparation of the budget.

The proposed FY 2003-05 budget as submitted is balanced and is recommended for your approval.

Gary P. Keefe
City Administrator

City of Lompoc Biennial Budget FY 2003-2005

Gary P. Keefe, City Administrator

Mayor Dick DeWees

Councilmember DeWayne Holmdahl

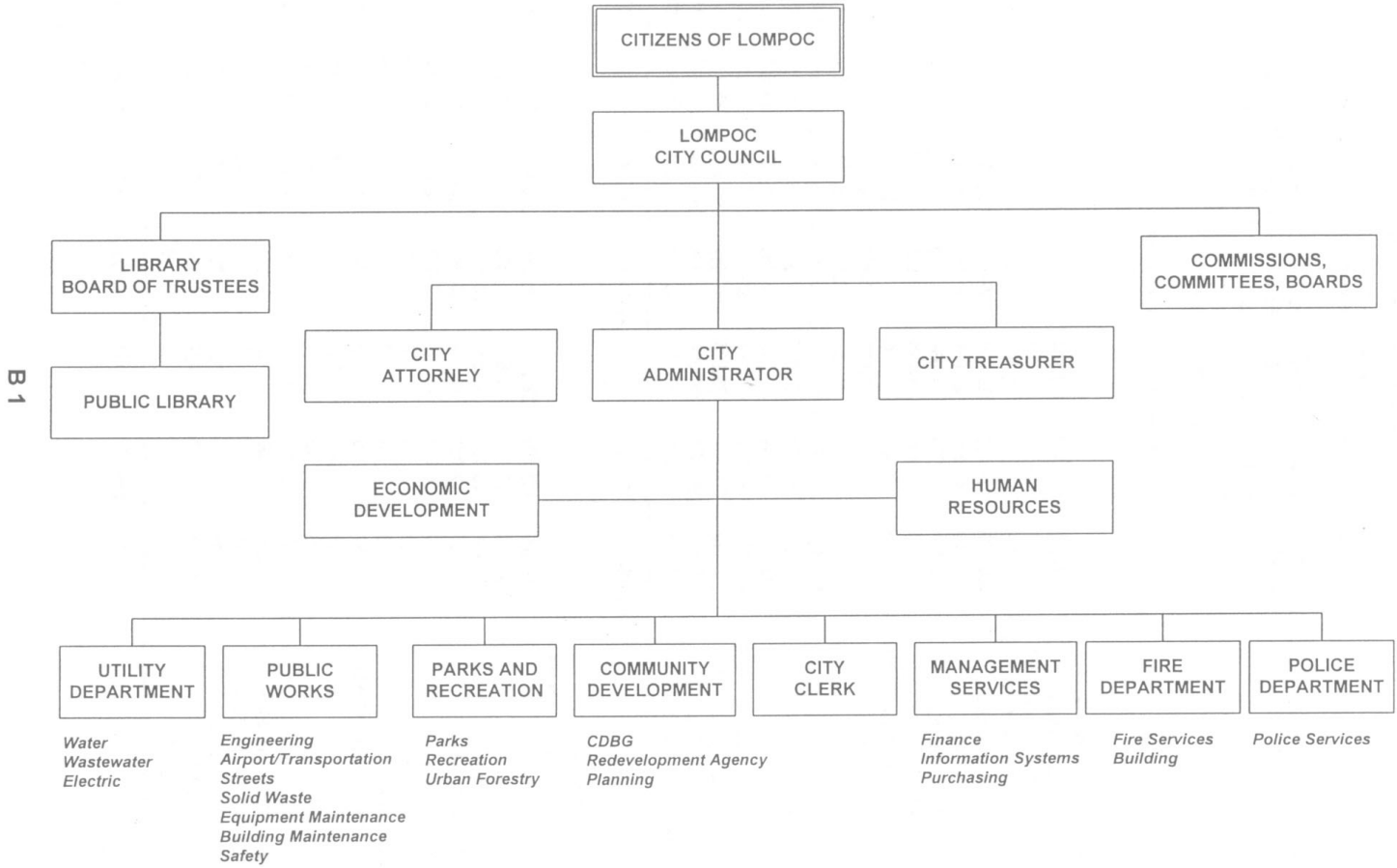
Councilmember Janice Keller

Councilmember William Schuyler

Councilmember Michael Siminski



CITY OF LOMPOC ORGANIZATION CHART



2003-2005
 DETAIL OF REVENUES BY FUND

 GENERAL

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
***** GENERAL *****								
TAXES								

PROPERTY TAXES-SECURED	4,169,725	1,987,463	2,129,504	2,115,673	2,194,958	2,364,799	2,494,863	4,859,662
PROP TAX-EDUCTNL REV AUGMNTN	0	139,524	0	0	0	0	0	0
PROP TAX-RDA AMND#1 PASS THRU	15,500	7,513	13,050	7,750	0	14,492	15,289	29,781
PROPERTY TAXES-NONSECURED	255,123	122,016	121,968	129,447	138,229	135,445	142,894	278,339
TAXES-PRIOR SECURED	80,000	44,628	22,861	40,000	20,617	36,000	37,000	73,000
TAXES-PRIOR UNSECURED	3,600	334	4,034	1,800	0	2,200	2,400	4,600
TAXES-PRIOR SUPPLEMENTAL	4,000	2,452	1,895	2,000	3,379	2,000	2,000	4,000
FED IN-LIEU HOUSING APPORTION	0	7,023	0	0	17,501	0	0	0
SUPPLEMENTAL-SB 813	100,000	65,118	111,097	50,000	101,691	80,000	80,000	160,000
PENALTIES/INT ON DELQ PROP TAX	24,000	6,892	10,187	12,000	6,676	12,000	12,000	24,000
SALES & USE TAX	6,177,485	3,021,384	3,203,480	3,149,306	2,602,829	3,410,144	3,546,550	6,956,694
SALES TAX-PUBLIC SAFETY	199,244	86,072	88,973	101,575	83,410	95,308	99,120	194,428
FRANCHISE TAX - P G & E	13,300	6,644	9,212	6,650	9,957	10,000	10,000	20,000
FRANCHISE TAX - SO CAL GAS CO	170,000	96,575	115,165	85,000	70,123	100,000	115,000	215,000
FRANCHISE TAX - CABLE T V	581,496	274,317	275,825	296,449	210,836	295,409	301,317	596,726
BUSINESS LICENSE TAXES	488,926	255,855	250,254	247,481	268,181	262,923	269,496	532,419
REAL PROPERTY TRANSFER TAXES	130,000	77,125	83,692	65,000	101,654	80,000	80,000	160,000
	12,412,399	6,200,935	6,441,197	6,310,131	5,830,041	6,900,720	7,207,929	14,108,649

LICENSE AND PERMITS

BUILDING PERMITS	346,909	139,590	225,970	175,051	304,449	252,125	252,125	504,250
PLUMBING PERMITS	50,328	12,440	31,841	25,395	33,837	35,527	35,527	71,054
ELECTRIC PERMITS	62,461	20,159	32,140	31,518	43,978	35,860	35,860	71,720
MECHANICAL PERMITS	20,317	7,017	12,016	10,252	14,898	13,407	13,407	26,814
GRADING PERMITS	6,499	6,297	10,107	3,279	6,610	10,107	10,107	20,214
DEMOLITION PERMITS	789	0	0	398	0	0	0	0
EXCAVATION PERMITS	28	15	48	14	18	48	48	96
STREET ENCROACHMENT PERMITS	692	1,440	4,013	349	1,744	4,013	4,013	8,026
SMIP FEES	119	104	169	60	184	169	169	338
GUN PERMITS	20	10	0	10	-126	0	0	0
GARAGE SALE PERMITS	4,200	1,750	1,752	2,100	1,372	2,100	2,100	4,200
DANCE & CABARET PERMITS	300	150	50	150	120	50	50	100
TAXICAB DRIVERS PERMITS	50	0	50	25	75	50	50	100
MISCELLANEOUS PERMITS	700	250	157	350	25	157	157	314
BICYCLE LICENSES	2,060	417	427	1,030	361	420	420	840
GUN VENDOR LICENSES	0	0	0	0	20	10	10	20
	495,472	189,639	318,740	249,981	407,565	354,043	354,043	708,086

2003-2005
DETAIL OF REVENUES BY FUND

GENERAL

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
FINES, FORFEITS & PENALTIES								

BUSINESS TAX PENALTIES	9,000	5,244	4,949	4,500	4,692	5,000	5,000	10,000
CRIMINAL CODE VIOLATIONS	21,000	11,994	13,584	10,500	24,502	13,000	13,000	26,000
	30,000	17,238	18,533	15,000	29,194	18,000	18,000	36,000
INVESTMENT & PROPERTY REVENUES								

INTEREST INCOME	220,000	186,902	210,349	110,000	154,014	180,000	180,000	360,000
INT INCOME-RESTRICTED FUNDS	0	0	4,652	0	3,047	0	0	0
INT INC-LOCAL LAW ENFORCE BG	0	1,392	0	0	0	0	0	0
INTEREST RECEIVED-RDA LOANS	0	51	0	0	3,693	2,000	2,000	4,000
UNREALIZ GAIN(LOSS)ON INVST	0	160,856	58,937	0	0	0	0	0
FACILITY RENTAL-PACTUCO	0	5,526	0	0	0	0	0	0
FACILITY RENTAL-CAC/MPL & I	21,360	10,500	12,570	10,680	11,705	13,000	13,000	26,000
FACILITY RENTAL-LPC YMCA	8,890	4,445	4,467	4,445	3,539	4,500	4,500	9,000
LAND LEASE-CAMPBELL RANCHES	12,250	6,125	0	6,125	0	0	0	0
FACILITY RENTAL-LPC TRANS MIX	2	0	0	1	0	0	0	0
TELEPHONE COMMISSIONS	200	122	0	100	0	0	0	0
TEL COMM-INMATE WELFARE	1,000	4,140	4,485	500	0	17,000	0	17,000
SITE RENTAL-NEXTEL COMM	32,460	12,437	14,745	16,470	13,875	16,964	17,473	34,437
FACILITY RENTAL-MISCELLANEOUS	0	1	0	0	0	0	0	0
	296,162	392,497	310,205	148,321	189,873	233,464	216,973	450,437
REVENUES FROM OTHER AGENCIES								

FED GRT-LLE BLK GRT 00-01	0	0	43,110	0	0	0	0	0
FED GRT-LLE BLK GRT 98	0	27,946	0	0	0	0	0	0
FED GT-COPS MORE 98(11031)	0	28,642	0	0	0	0	0	0
FED GT-COPS FAST	0	82,354	14,523	0	0	0	0	0
FED GT-COPS IN SCHOOL	0	38,333	49,081	0	33,459	0	0	0
FED GRANT-LLE BLK GRT 99-00	0	151	46,744	0	0	0	0	0
FED-FEMA DISASTER RELIEF	0	3,965	-21,161	0	0	0	0	0
ST GRT-BYRNE MEMORIAL GRANT	40,000	30,739	22,766	20,000	16,611	0	0	0
ST GRT-OCJP DOM VIOLENCE(STOP)	0	88,383	95,103	0	49,032	0	0	0
ST GRT-CCAP GRANT(11033)	0	101,424	28,055	0	0	0	0	0
STATE GRT-TECH GRT/CLEEP	0	114,968	42,990	0	21,899	0	0	0
HOME OWNERS EXEMPT REIMB	66,500	30,590	29,595	33,500	15,338	32,000	33,000	65,000
ABI431-RVRBEND PRK MSTR PLAN	0	63,877	28,330	0	23,122	0	0	0
MOTOR VEHICLE LICENSE FEES	4,748,225	2,286,842	2,316,933	2,455,497	2,262,669	2,634,903	2,840,618	5,475,521
OFF HIGHWAY M V L IN-LIEU	1,800	846	990	900	1,114	1,000	1,000	2,000
MANDATED COST REIMBURSEMENT	66,000	140,266	73,066	33,000	-6,345	33,000	33,000	66,000
SOCIAL SVC GRANT-OCAP	0	55,377	13,316	0	0	0	0	0
P O S T GRANT	0	21,895	-8,986	0	24,221	0	0	0
SBCO PROBATION BLDG REIMB	0	13,000	0	0	0	0	0	0
CHILDREN/FAMILIES COMM GRT	0	9,082	21,338	0	0	0	0	0

2003-2005
DETAIL OF REVENUES BY FUND

GENERAL

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
SBCO CHILD CARE PARTNERSHIP	8,000	0	4,000	4,000	4,000	4,000	4,000	8,000
SBCO VEHICLE ANTI-THEFT FEES	0	0	0	0	86,859	0	0	0
SBCO-LIVESCAN SB720 VEHREG FEE	0	25,464	32,969	0	12,789	26,000	26,000	52,000
	4,930,525	3,164,144	2,832,762	2,546,897	2,544,768	2,730,903	2,937,618	5,668,521

CURRENT SERVICE CHARGES

COPIER CHARGES	1,200	596	350	600	461	360	360	720
NOTARY FEES	540	210	120	270	130	110	110	220
COBRA ADMIN FEE	1,000	20	33	500	38	29	29	58
FLOWER FESTIVAL SERVICES	5,000	1,808	8,117	2,500	0	4,019	4,019	8,038
WATER-OTHER GEN FD SUPRT SVCS	544,754	266,243	273,656	274,188	234,797	281,285	300,906	582,191
WASTEWTR-OTHR GEN FD SUPRT SVC	462,365	211,744	217,640	237,916	186,735	234,485	267,418	501,903
SW-OTHR GENFD SUPRT SVC	379,184	183,950	189,072	191,805	162,223	225,177	238,847	464,024
GENERAL PLAN AMEND FEES	0	2,683	779	0	741	0	0	0
ZONING CHANGE FEES	0	3,914	1,522	0	2,713	0	0	0
ZONE VARIANCE FEES	0	933	0	0	0	0	0	0
ZONE VARIANCE FEES	0	933	-815	0	-95	0	0	0
ANNEXATION FILING FEES	4,000	4,000	-222	2,000	5,164	0	0	0
PLAN CHECKING FEES	237,134	89,041	153,102	119,659	185,032	145,047	145,047	290,094
APPEAL FILING FEES	600	215	222	300	27	0	0	0
RECORDING FEES	0	0	0	0	0	80,000	80,000	160,000
AMENDMNT TO EXIST PERMIT/APPRV	700	0	0	350	735	0	0	0
ARCHITECTURAL REVIEW	6,000	5,509	-5,515	3,000	-4,873	0	0	0
CONDITIONAL USE PERMIT	10,000	9,910	3,057	5,000	8,964	0	0	0
DESIGN REVIEW(SITE/BLDG PLAN)	14,000	28,607	8,873	7,000	26,306	0	0	0
NEGATIVE DECLARATION	1,000	974	514	500	286	0	0	0
ENVIRONMENTAL IMPACT REPORT	0	8,451	3,521	0	9,026	0	0	0
FENCE MODIFICATION	150	18	169	75	232	0	0	0
CERT OF COMPL/LOT LINE ADJ	1,000	1,279	694	500	969	0	0	0
PARCEL MAP	4,000	2,864	1,253	2,000	7,007	0	0	0
SUBDIVISION MAP	3,600	3,684	9,485	1,800	3,248	0	0	0
BUSINESS LICENSE REVIEW	0	33	0	0	-18	0	0	0
HOME USE PERMIT	15,000	6,543	8,899	7,500	8,420	0	0	0
TEMPORARY USE PERMIT	9,000	5,155	3,530	4,500	3,862	0	0	0
DAY CARE PERMIT - LARGE HOME	0	37	0	0	0	0	0	0
DAY CARE PERMIT - LARGE HOME	0	37	0	0	0	0	0	0
SIGN PERMIT PROGRAM	1,400	726	0	700	1,162	0	0	0
SINGLE SIGN PERMIT	3,000	1,817	1,634	1,500	1,286	0	0	0
TEMPORARY SIGN PERMIT	0	0	20	0	41	0	0	0
TIME EXT-MAJOR/PARCL,SUBDV MAP	1,100	1,062	550	550	0	0	0	0
TIME EXT-MINOR/ARCHIT/DSGN REV	0	58	299	0	124	0	0	0
PUBLIC DISTURBANCE	30	35	0	15	0	0	0	0
UTILITY TURN ON	240	123	222	120	230	200	200	400
PARKING TICKETS	64,502	30,462	25,757	32,251	30,771	30,000	30,000	60,000
ALT SENTENCE (PAY TO STAY)	4,000	3,407	2,406	2,000	1,749	2,000	2,000	4,000
PD-FALSE ALARM	6,000	4,457	6,031	3,000	-164	4,500	4,500	9,000
SALE OF POLICE REPORTS	10,000	4,174	5,884	5,000	5,357	5,000	5,000	10,000

2003-2005
 DETAIL OF REVENUES BY FUND

 GENERAL

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
DOJ PRINTS	0	2,348	-110	0	1,203	3,000	3,000	6,000
POLICE ALARM PERMITS	80	16	112	40	22	50	50	100
SPECIAL POLICE PATROL SERVICES	0	6,325	3,744	0	0	4,500	4,500	9,000
SCHOOL SECURITY SERVICE	22,000	10,402	11,111	11,000	8,694	39,037	41,918	80,955
VEHICLE REPOSSESSION FEES	800	270	360	400	240	400	400	800
VEHICLE IMPOUND FEES	21,800	11,529	10,680	11,000	9,180	12,000	13,000	25,000
POLICE WITNESS DEPOSITS	1,000	573	1,078	500	972	1,000	1,000	2,000
EMERGENCY LINE 911	480	378	227	240	76	300	300	600
CRIMINAL JUSTICE ADMIN FEE	1,300	563	972	650	1,817	1,000	1,000	2,000
DUI LAB FEE RECEIPTS	0	26,751	-3,045	0	0	0	0	0
JAIL SERVICES CHARGES	0	42,167	16,228	0	0	0	0	0
PRISONER CARE CHGS-US MARSHAL	0	0	827	0	0	500	500	1,000
FINGERPRINT CHARGES	30,000	18,928	15,510	15,000	18,704	18,000	18,000	36,000
DOJ-DOMESTIC VIOLENCE RESTRN	0	501	0	0	0	0	0	0
ENG-PLN CHK, SUB DIV	600	0	0	300	0	0	0	0
SALE OF MAPS & PUBLICATIONS	2,400	1,181	1,312	1,200	1,616	1,200	1,200	2,400
SALE OF PLANS & SPECIFICATIONS	8,000	2,175	5,305	4,000	3,775	4,000	4,000	8,000
PARKING LOT MAINT REIMBURS	600	240	240	300	240	250	250	500
STREET DEPT SVCS CHARGE	2,000	1,100	0	1,000	-322	1,000	1,000	2,000
STATE HIGHWAY MAINTENANCE	120,000	62,849	3,167	60,000	0	4,000	4,000	8,000
WEED ABATEMENT CHARGES	2,000	1,146	1,364	1,000	946	1,350	1,350	2,700
ENCROACHMT PERMIT-CURB/GUTTER	200	53	61	100	50	60	60	120
ENCROACHMT PERM-SDWK/CRS GUTTR	400	26	75	200	170	100	100	200
ENCROACHMT PERM-DRIVEWAY	240	152	194	120	162	175	175	350
ENCROACHMT PERM-STREET PAVING	2,800	2,829	1,352	1,400	1,335	1,500	1,500	3,000
NEW SUBDIV CONSTRUCTION	12,000	4,122	42,107	6,000	10,758	10,000	10,000	20,000
SWIM POOL - FACILITY RENTAL	0	225	0	0	0	0	0	0
SWIMMING POOL-ADMISSION	8,000	1,857	67	4,000	129	0	0	0
SWIMMING POOL-LOCKER FEES	0	-65	0	0	0	0	0	0
SWIMMING POOL-CLASSES	0	1,911	43	0	90	0	0	0
PERM FEE/YRLY INSP:UNF FIRE CD	19,000	9,886	8,193	9,500	7,840	9,500	9,500	19,000
FIRE CLEARANCE	1,000	401	108	500	5,963	250	250	500
FIRE SUP SYS-PL CK/FLD TST&INS	3,200	839	2,012	1,600	1,432	2,000	2,000	4,000
FIRE DET/ALM SYS PL CK TST&INS	1,000	173	569	500	1,563	500	500	1,000
BLDG-PLN CK/FLD TST & INSP	9,600	4,774	3,381	4,800	12,138	4,500	4,500	9,000
SALE OF FIRE REPORTS	250	68	70	125	85	70	70	140
FIRE-LOMPOC FIRE CAMP	0	0	0	0	0	1,200	1,200	2,400
	2,061,249	1,102,405	1,048,173	1,042,574	971,564	1,133,654	1,203,759	2,337,413

CHARGES/INTERNAL SERVICES

ADMINISTRATIVE SERVICE CHARGE	6,876,330	2,900,756	3,438,174	3,438,165	2,865,145	3,735,008	3,921,758	7,656,766
ADMIN SVCS-LIBRARY	104,911	53,818	54,979	49,932	41,610	57,370	59,210	116,580
INTRNL SVC-ENGINEERING	384,293	28,536	106,326	193,577	101,135	170,000	170,000	340,000
INTRNL SVC-EQUIP USE CHGS	12,020	6,004	5,997	6,009	5,020	10,617	11,148	21,765
	7,377,554	2,989,114	3,605,476	3,687,683	3,012,910	3,972,995	4,162,116	8,135,111

2003-2005
DETAIL OF REVENUES BY FUND

GENERAL

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
OTHER REVENUE								

SALE OF MEDALLIONS	0	108	-45	0	83	75	75	150
SALE OF WOOD	0	4,927	3,398	0	2,622	3,500	3,500	7,000
SALE OF CITY LOGO PINS	0	41	2	0	3	35	35	70
SALE OF SURPLUS EQUIPMENT	36,000	17,926	19,615	18,000	48,189	20,000	20,000	40,000
PROCEEDS FROM LEASE PURCH	500,000	0	500,000	0	0	0	0	0
BOND REV(SPCL ELEC AQUA CTR)	6,000,000	0	0	6,000,000	0	0	0	0
RECOVERY-ASSET SEIZURE	24,000	4,400	8,861	12,000	10,138	12,000	12,000	24,000
CONTRIB-AED	0	13,500	1,000	0	5,405	0	0	0
CONTRIB-D.A.R.E. PROGRAM	0	795	0	0	1,149	0	0	0
CONTRIB-MAKE A DIFFERENCE DAY	0	100	300	0	-19	0	0	0
CONTRIBUTIONS-CANINE FUND	0	50	196	0	0	0	0	0
CASH OVER-SHORT	0	-510	108	0	140	0	0	0
DELINQUENT FEES (1%)	147,000	70,630	55,304	74,000	46,776	73,000	73,000	146,000
RETURNED CHECK CHARGES	14,000	6,030	5,918	7,000	5,376	7,000	7,000	14,000
DAMAGE TO PROPERTY	0	713	30	0	120	100	100	200
RECOVERY-LGL CSTS CODE ENFRCE	0	6,115	0	0	0	0	0	0
RECOVERIES-TREE RESTITUTION	2,200	0	0	1,100	0	0	0	0
RECOVERY-GAITAN CASE	0	1,099	0	0	0	0	0	0
MISCELLANEOUS REVENUE	1,200	780	4,653	600	763	750	750	1,500
UNCLAIMED CASH	0	632	0	0	0	0	0	0
	6,724,400	127,336	599,340	6,112,700	120,745	116,460	116,460	232,920
TRANSFERS								

TRANS FRM-ECON UNCERTAINTY FND	200,000	111,721	107,366	100,000	67,582	60,000	60,000	120,000
TFR FROM-LOCAL STP FUND	537,206	0	378,206	159,000	132,500	179,000	179,000	358,000
TFR FROM-TRANS IMPROVEMENT	2,350,345	1,040,228	587,929	1,350,000	1,125,000	1,200,000	1,448,412	2,648,412
TFR FROM-CIVIC CENTER FD	150,000	0	0	0	0	0	0	0
TFR FROM-GAS TAX	0	405,025	0	0	0	307,531	200,000	507,531
TFR FROM-TRANSPORTATION	2,396,591	750,000	1,258,492	1,138,099	948,416	1,290,000	1,200,000	2,490,000
TFR FROM-STATE COPS GRT/FND 38	219,805	238,978	194,006	112,459	114,171	100,000	100,000	200,000
TFR FROM-ELECTRIC FUND	2,155,814	996,005	1,043,366	1,112,448	927,040	1,112,448	1,175,926	2,288,374
TFR FROM-INS FUND	0	31,178	0	0	0	0	0	0
TFR FROM-INS RETIRE PAYOUTS	158,859	0	0	0	0	56,752	53,755	110,507
TFR RECEIVED-TRAFFIC SAFETY	170,000	97,470	102,334	85,000	59,736	102,000	102,000	204,000
TFR RECEIVED-TRANSIENT OCCUP	1,937,250	940,851	961,762	992,250	632,901	1,000,617	1,020,630	2,021,247
	10,275,870	4,611,456	4,633,461	5,049,256	4,007,346	5,408,348	5,539,723	10,948,071
FUND TOTAL	44,603,631	18,794,764	19,807,887	25,162,543	17,114,006	20,868,587	21,756,621	42,625,208

2003-2005
DETAIL OF REVENUES BY FUND

ECONOMIC UNCERTAINTY FUND

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
***** ECONOMIC UNCERTAINTY FUND *****								
INVESTMENT & PROPERTY REVENUES								

INTEREST INCOME	200,000	111,721	107,366	100,000	67,582	60,000	60,000	120,000
	200,000	111,721	107,366	100,000	67,582	60,000	60,000	120,000
FUND TOTAL	200,000	111,721	107,366	100,000	67,582	60,000	60,000	120,000

INVESTMENT INTEREST FUND

INVESTMENT & PROPERTY REVENUES								

INTEREST EARNED ON INVESTMENTS	4,187,410	2,852,471	2,720,750	1,875,296	1,772,420	1,633,785	1,648,785	3,282,570
INTEREST EARNED DISTR CREDITS	-4,009,296	-2,775,019	-2,631,693	-1,786,239	-1,686,734	-1,540,408	-1,550,739	-3,091,147
	178,114	77,452	89,057	89,057	85,686	93,377	98,046	191,423
FUND TOTAL	178,114	77,452	89,057	89,057	85,686	93,377	98,046	191,423

FED ROAD FUND

REVENUES FROM OTHER AGENCIES								

FED TEA-SY RIVER BIKE BRIDGE	0	807,284	-163,570	0	0	0	0	0
FED-CMAQ HWY E/W CHANNEL	0	188,237	205,000	0	0	0	0	0
FED-HWY (T-21)	338,000	4,781	27,089	0	0	343,000	1,880,000	2,223,000
	338,000	1,000,302	68,519	0	0	343,000	1,880,000	2,223,000
FUND TOTAL	338,000	1,000,302	68,519	0	0	343,000	1,880,000	2,223,000

2003-2005
DETAIL OF REVENUES BY FUND

LOCAL STP FUND

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
***** LOCAL STP FUND *****								
REVENUES FROM OTHER AGENCIES	*****							
LOCAL STP FUNDS	712,000	0	477,000	159,000	0	179,000	179,000	358,000
	712,000	0	477,000	159,000	0	179,000	179,000	358,000
OTHER REVENUE	*****							
**CONTRIB FROM RESERVES	219,206	0	0	0	0	0	0	0
	219,206	0	0	0	0	0	0	0
FUND TOTAL	931,206	0	477,000	159,000	0	179,000	179,000	358,000

TRANSPORTATION IMPROVE FUND

TAXES								

SALES TAX-MEAS D 1/2 CENT	3,963,428	1,867,915	1,873,473	2,020,410	1,763,058	1,921,154	2,000,298	3,921,452
SALES TAX-MEAS D REALLOCATION	393,327	393,327	393,327	0	0	0	0	0
	4,356,755	2,261,242	2,266,800	2,020,410	1,763,058	1,921,154	2,000,298	3,921,452
INVESTMENT & PROPERTY REVENUES								

INTEREST INCOME	190,000	72,949	141,569	90,000	113,879	100,000	90,000	190,000
UNREALIZ GAIN(LOSS)ON INVST	0	28,211	23,967	0	0	0	0	0
	190,000	101,160	165,536	90,000	113,879	100,000	90,000	190,000
OTHER REVENUE								

**CONTRIB FROM RESERVES	514,590	0	0	259,590	0	1,120,960	0	1,120,960
	514,590	0	0	259,590	0	1,120,960	0	1,120,960

2003-2005
DETAIL OF REVENUES BY FUND

TRANSPORTATION IMPROVE FUND

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
FUND TOTAL	5,061,345	2,362,402	2,432,336	2,370,000	1,876,937	3,142,114	2,090,298	5,232,412

SLTPP FUND

OTHER REVENUE

**CONTRIB FROM RESERVES	0	0	0	0	0	80,000	0	80,000
	0	0	0	0	0	80,000	0	80,000
FUND TOTAL	0	0	0	0	0	80,000	0	80,000

TRANSIENT OCCUPANCY

TAXES

TRANSIENT OCCUPANCY TAX	1,937,250	1,083,157	961,762	992,250	737,283	1,000,617	1,020,630	2,021,247
	1,937,250	1,083,157	961,762	992,250	737,283	1,000,617	1,020,630	2,021,247
FUND TOTAL	1,937,250	1,083,157	961,762	992,250	737,283	1,000,617	1,020,630	2,021,247

MISC STATE ROAD FUNDS

REVENUES FROM OTHER AGENCIES

STATE HWY-SYR BIKE BRIDGE	0	0	10,462	0	0	0	0	0
STIP STATE TRNS IMP PROGRAM	0	1,268,675	-675	0	0	0	0	0
	0	1,268,675	9,787	0	0	0	0	0

2003-2005
DETAIL OF REVENUES BY FUND

MISC STATE ROAD FUNDS

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
FUND TOTAL	0	1,268,675	9,787	0	0	0	0	0

CIVIC CENTER

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	6,200	9,077	9,736	2,200	6,866	2,000	2,000	4,000
UNREALIZ GAIN(LOSS)ON INVST	0	5,380	1,767	0	0	0	0	0
	6,200	14,457	11,503	2,200	6,866	2,000	2,000	4,000

OTHER REVENUE

AB1600 IMPACT FEES	20,000	15,977	11,336	10,000	16,689	10,000	10,000	20,000
**CONTRIB FROM RESERVES	123,800	0	0	0	0	0	0	0
	143,800	15,977	11,336	10,000	16,689	10,000	10,000	20,000

FUND TOTAL	150,000	30,434	22,839	12,200	23,555	12,000	12,000	24,000
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TRAFFIC SAFETY

FINES, FORFEITS & PENALTIES

VEHICLE CODE VIOLATION FINES	170,000	97,470	102,334	85,000	66,274	102,000	102,000	204,000
	170,000	97,470	102,334	85,000	66,274	102,000	102,000	204,000

FUND TOTAL	170,000	97,470	102,334	85,000	66,274	102,000	102,000	204,000
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2003-2005
DETAIL OF REVENUES BY FUND

SPECIAL GAS TAX

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
***** SPECIAL GAS TAX *****								
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	6,000	17,341	19,093	2,000	17,583	11,000	5,200	16,200
UNREALIZ GAIN(LOSS)ON INVST	0	14,420	3,681	0	0	0	0	0
	6,000	31,761	22,774	2,000	17,583	11,000	5,200	16,200
REVENUES FROM OTHER AGENCIES *****								
2105 GAS TAX (PROP 111)	550,776	263,595	240,349	279,123	218,493	247,860	250,000	497,860
2106 GASOLINE TAXES	318,152	151,000	131,336	160,651	117,531	135,660	138,000	273,660
2107.1 GASOLINE TAXES	703,586	348,229	315,396	355,276	289,190	324,360	327,000	651,360
2107.5 GASOLINE TAXES	12,000	6,000	0	6,000	6,000	6,000	6,000	12,000
	1,584,514	768,824	687,081	801,050	631,214	713,880	721,000	1,434,880
OTHER REVENUE *****								
**CONTRIB FROM RESERVES	104,229	0	0	0	0	371,701	263,916	635,617
	104,229	0	0	0	0	371,701	263,916	635,617
FUND TOTAL	1,694,743	800,585	709,855	803,050	648,797	1,096,581	990,116	2,086,697

TRANSIT

TAXES *****								
SALES TAX-MEAS D SECTION 4a	31,014	19,835	17,717	15,507	16,740	16,500	17,500	34,000
SALES TAX-MEAS D/COUNTY	132,857	64,481	65,771	67,086	132,857	68,427	69,796	138,223
	163,871	84,316	83,488	82,593	149,597	84,927	87,296	172,223
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	8,000	405	4,624	4,000	3,698	3,000	3,500	6,500
UNREALIZ GAIN(LOSS)ON INVST	0	267	152	0	0	0	0	0
RENTAL-4 MCI BUSES	0	0	0	0	2,000	0	0	0
	8,000	672	4,776	4,000	5,698	3,000	3,500	6,500

2003-2005
DETAIL OF REVENUES BY FUND

TRANSIT

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
REVENUES FROM OTHER AGENCIES *****								
FTA-CAPITAL GRANT	0	0	0	0	66,487	0	0	0
FTA-OPER GRANT	986,726	456,422	493,363	493,363	493,363	545,000	565,987	1,110,987
SALES TAX ON GASOLINE	533,950	0	29,965	265,358	443,132	288,570	388,679	677,249
MISSION HILLS/VV CONTRACT	498,724	202,000	246,893	251,831	0	259,395	267,077	526,472
STATE TRANSIT ASSIST-SB620	208,854	101,366	76,302	105,461	0	92,009	93,849	185,858
SBCO SERVICE CHARGE	0	2,000	2,000	0	2,000	0	0	0
	2,228,254	761,788	848,523	1,116,013	1,004,982	1,184,974	1,315,592	2,500,566
CURRENT SERVICE CHARGES *****								
BUS FARES	128,914	67,234	80,329	66,029	78,583	96,482	98,895	195,377
	128,914	67,234	80,329	66,029	78,583	96,482	98,895	195,377
OTHER REVENUE *****								
SALE OF SURPLUS EQUIPMENT	0	0	0	0	5,603	0	0	0
DAMAGE TO PROPERTY	0	0	45	0	155	0	0	0
BUS ADVERTISING	0	200	0	0	0	0	0	0
MISCELLANEOUS REVENUE	0	10,584	0	0	0	0	0	0
	0	10,784	45	0	5,758	0	0	0
FUND TOTAL	2,529,039	924,794	1,017,161	1,268,635	1,244,618	1,369,383	1,505,283	2,874,666

CAPITAL DEVELOPMENT

INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	24,301	6,222	12,368	12,447	11,623	18,000	18,000	36,000
UNREALIZ GAIN(LOSS)ON INVST	0	-1,238	2,478	0	0	0	0	0
	24,301	4,984	14,846	12,447	11,623	18,000	18,000	36,000
OTHER REVENUE *****								
ABI600 IMPACT FEES	6,000	0	0	3,000	9,166	11,000	12,000	23,000
QUIMBY ACT PARK FEES	331,000	0	41,375	165,500	112,540	141,515	300,000	441,515
	337,000	0	41,375	168,500	121,706	152,515	312,000	464,515

2003-2005
DETAIL OF REVENUES BY FUND

CAPITAL DEVELOPMENT

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
FUND TOTAL	361,301	4,984	56,221	180,947	133,329	170,515	330,000	500,515

TRANSPORTATION

INVESTMENT & PROPERTY REVENUES

INT INCOME-ART 3	4,250	5,011	-5,072	2,750	1,225	3,000	4,200	7,200
INT INCOME-ART 8	67,150	49,536	29,512	33,650	13,306	10,500	4,000	14,500
UNREALIZ GAIN(LOSS)ON INVST	0	31,578	7,084	0	0	0	0	0
	71,400	86,125	31,524	36,400	14,531	13,500	8,200	21,700

REVENUES FROM OTHER AGENCIES

SALES TAX ON GASOLINE ART-3	55,504	23,145	27,533	28,296	21,870	27,065	27,065	54,130
SALES TAX ON GASOLINE ART-8	2,334,097	1,095,192	1,240,113	1,226,182	790,293	845,286	970,000	1,815,286
	2,389,601	1,118,337	1,267,646	1,254,478	812,163	872,351	997,065	1,869,416

OTHER REVENUE

**CONTRIB FROM RESERVES	0	0	0	0	0	554,149	194,735	748,884
	0	0	0	0	0	554,149	194,735	748,884

FUND TOTAL	2,461,001	1,204,462	1,299,170	1,290,878	826,694	1,440,000	1,200,000	2,640,000
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SPEC ASSESS-ALLEY IMPROVEMENT

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	13,311	7,115	7,173	6,818	4,758	4,350	4,450	8,800
UNREALIZ GAIN(LOSS)ON INVST	0	4,506	1,280	0	0	0	0	0
	13,311	11,621	8,453	6,818	4,758	4,350	4,450	8,800

2003-2005
DETAIL OF REVENUES BY FUND

SPEC ASSESS-ALLEY IMPROVEMENT

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05

OTHER REVENUE								

SPECIAL ASSESSMENTS	500	249	41	250	0	100	100	200
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	500	249	41	250	0	100	100	200

FUND TOTAL	13,811	11,870	8,494	7,068	4,758	4,450	4,550	9,000

DOWNTOWN PARKING FUND

CHARGES/INTERNAL SERVICES								

GRNDS MAINT-RDA	7,000	2,000	3,500	3,500	3,000	3,500	3,500	7,000
	-----	-----	-----	-----	-----	-----	-----	-----
	7,000	2,000	3,500	3,500	3,000	3,500	3,500	7,000

OTHER REVENUE								

**CONTRIB FROM RESERVES	2,152	0	0	1,084	0	1,232	1,248	2,480
	-----	-----	-----	-----	-----	-----	-----	-----
	2,152	0	0	1,084	0	1,232	1,248	2,480

FUND TOTAL	9,152	2,000	3,500	4,584	3,000	4,732	4,748	9,480

STREET DEVELOPMENT FUND

INVESTMENT & PROPERTY REVENUES								

INTEREST INCOME	40,000	20,690	21,067	20,000	13,730	12,000	12,000	24,000
UNREALIZ GAIN(LOSS)ON INVST	0	53,313	16,302	0	0	0	0	0
	-----	-----	-----	-----	-----	-----	-----	-----
	40,000	74,003	37,369	20,000	13,730	12,000	12,000	24,000

REVENUES FROM OTHER AGENCIES								

ST GRT-98 CDF (PROP 70)	0	16,774	0	0	0	0	0	0
	-----	-----	-----	-----	-----	-----	-----	-----
	0	16,774	0	0	0	0	0	0

2003-2005
DETAIL OF REVENUES BY FUND

STREET DEVELOPMENT FUND

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
OTHER REVENUE								

AB1600 IMPACT FEES	20,000	0	0	10,000	15,927	10,000	10,000	20,000
**CONTRIB FROM RESERVES	11,000	0	0	0	0	0	0	0
	31,000	0	0	10,000	15,927	10,000	10,000	20,000

FUND TOTAL	71,000	90,777	37,369	30,000	29,657	22,000	22,000	44,000

TRAFFIC OFFENDER FUND

INVESTMENT & PROPERTY REVENUES								

INTEREST INCOME	0	-1,452	-207	0	24	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	313	-75	0	0	0	0	0
	0	-1,139	-282	0	24	0	0	0

REVENUES FROM OTHER AGENCIES								

ST GRT-STOP	93,508	199,444	88,047	0	9,221	0	0	0
	93,508	199,444	88,047	0	9,221	0	0	0

CURRENT SERVICE CHARGES								

PD-RESPONSE TO DUI ACCIDENTS	24,000	13,708	14,189	12,000	7,170	0	0	0
VEHICLE IMPOUND FEES-(FND 35)	69,530	35,693	31,208	34,765	19,453	25,000	25,000	50,000
	93,530	49,401	45,397	46,765	26,623	25,000	25,000	50,000

OTHER REVENUE								

SALE OF SEIZED VEHICLES	10,000	1,414	0	5,000	17,900	2,000	2,000	4,000
**CONTRIB FROM RESERVES	33,368	0	0	22,013	0	0	0	0
	43,368	1,414	0	27,013	17,900	2,000	2,000	4,000

TRANSFERS								

TFR FR 10-GENERAL FUND	0	0	0	0	0	52,951	58,861	111,812
	0	0	0	0	0	52,951	58,861	111,812

2003-2005
DETAIL OF REVENUES BY FUND

STATE COPS GRANT

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
	200,000	100,000	100,000	100,000	100,000	100,000	100,000	200,000
OTHER REVENUE								

**CONTRIB FROM RESERVES	2,305	0	0	2,305	0	0	0	0
	2,305	0	0	2,305	0	0	0	0
FUND TOTAL	219,805	132,978	115,851	109,805	105,448	101,500	101,500	203,000

PRK MAINT & POOL ASSESS DIST

INVESTMENT & PROPERTY REVENUES								

INTEREST INCOME	0	0	0	0	0	2,500	2,500	5,000
	0	0	0	0	0	2,500	2,500	5,000
OTHER REVENUE								

SPECIAL ASSESSMENTS	0	0	0	0	0	218,976	227,801	446,777
**CONTRIB FROM RESERVES	0	0	0	0	0	0	16,624	16,624
	0	0	0	0	0	218,976	244,425	463,401
FUND TOTAL	0	0	0	0	0	221,476	246,925	468,401

LOMPOC MUNICIPAL AIRPORT

TAXES								

PROPERTY TAXES-NONSECURED	0	9,745	0	0	11,148	0	0	0
UNSECURED AIRPORT TAX	19,879	0	10,720	10,038	0	11,371	11,598	22,969
	19,879	9,745	10,720	10,038	11,148	11,371	11,598	22,969

2003-2005
DETAIL OF REVENUES BY FUND

LOMPOC MUNICIPAL AIRPORT

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
INVESTMENT & PROPERTY REVENUES								

INTEREST INCOME	7,178	2,323	2,526	3,275	2,701	2,500	2,750	5,250
UNREALIZ GAIN(LOSS)ON INVST	0	-342	575	0	0	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	-342	0	0	0	0	0	0
SKY DIVE STORAGE HANGAR	0	0	0	0	0	5,562	5,729	11,291
HANGAR REVENUES(CITY OWNED)	79,440	37,461	39,363	40,704	33,897	42,739	44,876	87,615
TIEDOWN REVENUES	6,342	3,210	2,544	3,210	1,486	3,000	3,060	6,060
HANGAR REV(PRIVATELY OWNED)	19,800	9,421	10,322	10,152	8,671	14,952	15,251	30,203
TRANSIENT TIEDOWN FEE	720	348	273	360	407	400	400	800
"H" STREET PROPERTY	31,200	16,900	15,200	15,600	16,000	19,200	19,200	38,400
FARMING LEASE	0	2,900	0	0	0	0	0	0
STREETS/SW LAND RENT	3,000	15,000	15,000	1,500	12,500	0	0	0
JORDAN BROTHERS RANCH LEASE	1,165	557	557	591	489	621	633	1,254
LAND RENTAL-MISC	0	729	4,240	0	3,052	2,232	2,277	4,509
CRYSTAL SOARING INC LEASE	13,599	6,486	5,962	6,900	3,224	2,448	2,497	4,945
NOLAN-16 S SIDE/8 N SIDE HNGRS	24,432	0	0	14,832	4,052	4,504	4,594	9,098
JOEL REIMAN LEASE	3,965	1,902	1,897	2,012	1,507	2,104	2,146	4,250
WILLIAM NOLAN LEASE	3,888	1,864	6,125	1,973	1,796	2,066	2,108	4,174
SKYDIVE SB LEASE	21,165	10,966	6,863	10,739	6,191	7,200	7,344	14,544
FLANAGAN ENTERPRISES LEASE	1,200	450	600	600	300	0	0	0
WHITAKER ENG CONTRACTORS. INC	0	450	0	0	0	0	0	0
SITE RENTAL-LARRRY M. CURTIS	0	0	3,264	0	10,440	11,542	11,772	23,314
NOLAN-S SIDE/9 HANGARS	0	0	0	0	0	2,160	4,320	6,480
	217,094	110,283	115,311	112,448	106,713	123,230	128,957	252,187
REVENUES FROM OTHER AGENCIES								

FED GRANT-RUNWAY EXTENSION	0	0	46,422	0	1,173,712	0	0	0
STATE GRANT-OTHER	20,000	10,000	10,000	10,000	10,000	0	0	0
	20,000	10,000	56,422	10,000	1,183,712	0	0	0
CURRENT SERVICE CHARGES								

VENDING MACHINE COMMISSIONS	120	157	321	60	352	300	320	620
	120	157	321	60	352	300	320	620
OTHER REVENUE								

SALE OF AIRCRAFT FUEL	158,261	50,904	62,895	84,783	75,294	103,600	121,440	225,040
PHONE LINE-FAA/HOTELS	540	180	180	270	150	300	306	606
AIRPORT SIGN ADVERTISING	500	475	500	250	275	250	255	505
LOAN FROM ELECTRIC FUND	0	0	0	0	107,000	100,000	0	100,000
LOAN FROM GENERAL FUND	66,909	0	0	26,956	0	0	0	0

2003-2005
DETAIL OF REVENUES BY FUND

LOMPOC MUNICIPAL AIRPORT

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
	226,210	51,559	63,575	112,259	182,719	204,150	122,001	326,151
FUND TOTAL	483,303	181,744	246,349	244,805	1,484,644	339,051	262,876	601,927

WATER UTILITY

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	450,000	289,090	263,769	225,000	161,238	120,000	120,000	240,000
INT INCOME-RESTRICTED FUNDS	104,591	273,193	77,633	25,000	22,745	149,000	88,000	237,000
UNREALIZ GAIN(LOSS)ON INVST	0	183,538	52,782	0	0	0	0	0
	554,591	745,821	394,184	250,000	183,983	269,000	208,000	477,000

REVENUES FROM OTHER AGENCIES

FED-FEMA DISASTER RELIEF	0	0	-78,620	0	0	0	0	0
SBCO-METEROLOG STUDY GT	0	-25,000	0	0	0	0	0	0
	0	-25,000	-78,620	0	0	0	0	0

CURRENT SERVICE CHARGES

FLOWER FESTIVAL SERVICES	90	50	149	45	121	200	200	400
RESIDENTIAL SALES/CHARGES	10,597,175	5,055,692	5,105,114	5,334,198	4,229,528	5,530,768	5,919,068	11,449,836
RESIDENTIAL WATER OUTSIDE CITY	60,487	27,774	29,139	30,463	22,818	32,000	33,000	65,000
CONSTRUCTION WTR SVC SALES	20,000	17,615	15,633	10,000	31,011	20,000	20,000	40,000
FIRE LINE WATER SERVICE SALES	44,956	22,016	23,985	22,534	25,145	25,184	26,707	51,891
NON METERED WATER SALES	60,487	6,867	14,969	30,463	3,604	6,500	7,000	13,500
FIELD SERVICE	0	1,185	0	0	945	250	250	500
INSTALLATION FEES	10,000	3,020	7,511	5,000	13,344	10,000	11,000	21,000
WATER MAIN EXTENSION	600	463	969	300	1,146	1,000	1,100	2,100
	10,793,795	5,134,682	5,197,469	5,433,003	4,327,662	5,625,902	6,018,325	11,644,227

OTHER REVENUE

SALE OF SURPLUS EQUIPMENT	0	1,900	0	0	0	0	0	0
BOND PROCEEDS	0	0	0	0	0	8,512,889	0	8,512,889
ABI600 IMPACT FEES	150,000	0	0	75,000	209,638	75,000	75,000	150,000
48 HOUR DELIVERY CHARGE	86,281	44,835	41,957	43,248	35,556	43,000	44,500	87,500
DAMAGE TO PROPERTY	20,000	5,612	9,174	10,000	9,528	12,000	13,000	25,000
MISCELLANEOUS REVENUE	15,000	7,569	5,672	7,500	221	6,000	6,000	12,000

2003-2005
DETAIL OF REVENUES BY FUND

WATER UTILITY

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
**CONTRIB FROM RESERVES	2,594,430	0	0	2,306,857	0	0	0	0
	2,865,711	59,916	56,803	2,442,605	254,943	8,648,889	138,500	8,787,389
FUND TOTAL	14,214,097	5,915,419	5,569,836	8,125,608	4,766,588	14,543,791	6,364,825	20,908,616

ELECTRIC

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	1,764,356	1,154,800	965,368	766,067	469,525	590,850	596,759	1,187,609
INT INC-PUBLIC BENEFIT PROG	110,000	60,092	57,318	55,000	33,024	52,020	53,060	105,080
UNREALIZ GAIN(LOSS)ON INVST	0	712,292	153,440	0	0	0	0	0
JOINT POLE RENTALS	5,722	8,583	2,861	2,861	8,583	5,722	5,722	11,444
	1,880,078	1,935,767	1,178,987	823,928	511,132	648,592	655,541	1,304,133

CURRENT SERVICE CHARGES

FLOWER FESTIVAL SERVICES	1,350	616	552	675	628	675	700	1,375
RESIDENTIAL SALES/CHARGES	11,054,588	5,308,995	5,288,712	5,557,859	4,439,313	5,406,272	5,460,335	10,866,607
MOBILE HOME PARK ELEC SALES	222,798	113,091	114,714	111,677	93,898	114,635	115,781	230,416
MUNICIPAL ELECTRIC SALES	239,794	116,179	114,998	120,196	97,265	118,978	120,168	239,146
COMMERCIAL ELECTRIC SALES	6,791,429	3,238,079	3,139,506	3,414,289	2,708,398	3,307,968	3,341,048	6,649,016
INDUSTRIAL ELECTRIC SALES	6,166,098	2,978,556	3,017,314	3,135,591	2,574,942	3,214,177	3,246,318	6,460,495
MUNICIPAL STREET LIGHTS-SALES	781,759	332,732	347,959	392,824	309,069	375,750	379,508	755,258
MUNICIPAL POWER ELECTRIC SALES	1,925	1,191	1,115	965	575	1,000	1,100	2,100
AGRICULTURE POWER ELEC SALES	262	71	0	131	0	0	0	0
TRAFFIC SIGNALS ELECTRIC SALES	105,238	54,069	19,712	52,750	7,229	8,484	8,569	17,053
DEREGULATION COST ADJUSTMENT	4,013,396	1,934,283	1,895,975	2,023,399	1,577,713	1,924,031	1,943,271	3,867,302
MUNICIPAL DEMAND	1,451,504	714,701	717,257	727,562	593,359	738,307	745,690	1,483,997
SAME DAY TURN ON SVC FEE/OT	19,978	10,005	8,470	10,014	7,217	9,316	9,409	18,725
FIELD SERVICE	4,579	0	475	2,295	6,383	2,000	2,200	4,200
INSTALLATION FEES	40,301	17,929	13,690	20,201	35,860	27,000	28,000	55,000
ELECTRIC RECONNECTION CHARGES	37,475	20,625	19,103	18,784	17,364	19,950	20,149	40,099
ELECTRIC TURN ON FEES	100,811	46,440	43,450	50,531	34,880	42,851	43,280	86,131
	31,033,285	14,887,562	14,743,002	15,639,743	12,504,093	15,311,394	15,465,526	30,776,920

OTHER REVENUE

SALE OF LIGHT BULBS	305	148	0	153	0	0	0	0
SALE OF SURPLUS EQUIPMENT	0	0	-9,477	0	4,525	0	0	0
STATE ENERGY SURCHARGE	54,674	26,314	26,022	27,564	21,959	26,827	27,095	53,922

2003-2005
DETAIL OF REVENUES BY FUND

ELECTRIC

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
PUBLIC BENEFITS PROGRAM	656,080	317,594	312,693	330,764	261,139	319,002	322,192	641,194
DEVELOPER CONTRIBUTION	400,000	0	0	200,000	148,152	171,700	173,417	345,117
48 HOUR DELIVERY CHARGE	81,806	44,835	41,957	41,005	35,556	44,135	44,576	88,711
DAMAGE TO PROPERTY	3,651	26,312	-3,644	1,830	24,368	2,000	2,000	4,000
JOINT POLE SALES	100,751	43,150	2,621	50,501	30,271	50,250	50,501	100,751
MISCELLANEOUS REVENUE	21,147	22,351	27,945	10,600	125	19,000	19,500	38,500
**CONTRIB FROM RESERVES	4,135,357	0	0	-142,259	0	715,000	780,997	1,495,997
	5,453,771	480,704	398,117	520,158	526,095	1,347,914	1,420,278	2,768,192
FUND TOTAL	38,367,134	17,304,033	16,320,106	16,983,829	13,541,320	17,307,900	17,541,345	34,849,245

SEWER UTILITY

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	317,393	288,147	228,751	60,438	126,616	86,306	93,577	179,883
BOND INTEREST FEE/VAFB	0	1,382	0	0	0	0	0	0
INT INCOME-RESTRICTED FUNDS	704,179	0	-2	700,679	786	218,000	128,000	346,000
UNREALIZ GAIN(LOSS)ON INVST	0	214,203	42,243	0	0	0	0	0
	1,021,572	503,732	270,992	761,117	127,402	304,306	221,577	525,883

CURRENT SERVICE CHARGES

RESIDENTIAL SALES/CHARGES	6,166,129	2,604,956	2,940,815	3,252,768	2,771,292	3,806,001	4,395,931	8,201,932
VVCSD-DEBT SVC REIMBURSEMENT	0	0	0	0	0	31,621	63,242	94,863
DISPOSAL FEES	48	18	38	24	30	38	38	76
RECLAIMED WATER SALES	3,686	1,355	1,516	1,843	1,563	1,500	1,500	3,000
EXTRA STRENGTH SEWER CHARGES	51,209	25,612	4,925	26,229	0	5,430	5,702	11,132
MAINT/OPER CHARGES VVCSD	771,694	356,525	269,069	385,847	275,666	360,971	368,190	729,161
MAINTENANCE/OPER CHARGES-VAFB	925,000	452,073	447,809	475,000	306,157	483,289	492,955	976,244
PROPOSED RATE CHANGES	800,891	0	0	598,753	0	0	0	0
	8,718,657	3,440,539	3,664,172	4,740,464	3,354,708	4,688,850	5,327,558	10,016,408

OTHER REVENUE

PROCEEDS FROM LOAN RECEIVED	0	0	0	0	0	36,647,920	36,647,920	36,647,920
BOND PROCEEDS	4,500,000	0	0	4,500,000	0	9,696,753	0	9,696,753
VVCSD WCRF REIMBURSEMENT	505,738	0	0	422,445	0	0	0	0
AB1600 IMPACT FEES	8,416	0	0	4,208	20,541	15,000	15,000	30,000
REPLACEMENT FEES/VAFB	120,000	60,000	60,000	60,000	45,000	60,000	60,000	120,000
VAFB COMPELLED UPGRADE	642,825	0	0	558,825	0	0	0	0

2003-2005
 DETAIL OF REVENUES BY FUND

 SEWER UTILITY

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
MISCELLANEOUS REVENUE	0	3,856	3,202	0	0	0	0	0
**CONTRIB FROM RESERVES	2,491,711	0	0	1,242,428	0	0	0	0
	8,268,690	63,856	63,202	6,787,906	65,541	9,771,753	36,722,920	46,494,673
FUND TOTAL	18,008,919	4,008,127	3,998,366	12,289,487	3,547,651	14,764,909	42,272,055	57,036,964

 LNDFL CLOSE/PST CLOSE TR FUND

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	188,066	99,457	103,301	97,546	70,017	60,000	65,000	125,000
INT INCOME-HOUSEHOLD HAZMAT	5,195	2,731	2,750	2,661	1,824	2,900	3,000	5,900
UNREALIZ GAIN(LOSS)ON INVST	0	63,276	18,959	0	0	0	0	0
	193,261	165,464	125,010	100,207	71,841	62,900	68,000	130,900

TRANSFERS

TRANSFER FROM FUND 59	100,000	66,908	50,000	50,000	41,667	175,000	110,000	285,000
	100,000	66,908	50,000	50,000	41,667	175,000	110,000	285,000

FUND TOTAL	293,261	232,372	175,010	150,207	113,508	237,900	178,000	415,900
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 SOLID WASTE

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	55,000	32,076	16,867	27,500	6,120	12,000	13,000	25,000
INT INCOME-RESTRICTED FUNDS	2,600	2,799	572	0	815	1,400	1,500	2,900
UNREALIZ GAIN(LOSS)ON INVST	0	18,640	0	0	0	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	18,640	3,167	0	0	0	0	0
	57,600	72,155	20,606	27,500	6,935	13,400	14,500	27,900

REVENUES FROM OTHER AGENCIES

ST GR-USED OIL RECYCLING	27,384	13,280	30,993	13,700	18,622	12,839	13,096	25,935
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2003-2005
DETAIL OF REVENUES BY FUND

SOLID WASTE

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
ST GRT-BEVERAGE RECYCL CONT.	0	0	12,868	0	0	0	0	0
STATE GRT-TIRE RECYCLING	0	0	0	0	0	15,620	16,000	31,620
ST GRT-DEPT OF CONSERVATION	0	0	12,449	0	11,959	11,747	11,982	23,729
	27,384	13,280	56,310	13,700	30,581	40,206	41,078	81,284

CURRENT SERVICE CHARGES

FLOWER FESTIVAL SERVICES	6,500	4,108	2,209	3,250	2,679	2,800	3,000	5,800
SPRING ARTS FESTIVAL SVCS	1,260	0	0	630	0	0	0	0
VEHICLE ABATEMENT	9,447	3,546	6,620	4,747	3,436	10,000	12,000	22,000
STREET DEPT SVCS CHARGE	0	-311	0	0	0	0	0	0
RESIDENTIAL SALES/CHARGES	3,340,058	1,627,966	1,605,114	1,686,564	1,551,890	1,829,236	1,961,118	3,790,354
LANDFILL USE FEES	1,484,179	850,146	960,321	749,437	803,455	976,675	996,209	1,972,884
LNDFLL FEES-FRM MNTHLY BILLING	2,555,615	1,270,855	1,461,579	1,290,459	1,343,878	1,688,526	1,810,262	3,498,788
COMM HAULRS/HSHLD HAZMAT MAT'L	2,380	736	1,438	1,202	1,275	1,600	1,700	3,300
SALE OF RECYCLABLE MATERIAL	134,989	42,197	36,417	68,163	37,509	7,500	7,650	15,150
PROPOSED RATE CHANGES	1,024,571	0	0	550,159	0	0	0	0
	8,558,999	3,799,243	4,073,698	4,354,611	3,744,122	4,516,337	4,791,939	9,308,276

CHARGES/INTERNAL SERVICES

INTRL SVC-ENVIRONMENTAL	60,000	36,921	66,162	30,000	989	1,200	1,300	2,500
	60,000	36,921	66,162	30,000	989	1,200	1,300	2,500

OTHER REVENUE

SALE OF COMPOST BINS	400	182	140	200	155	200	200	400
AB1600 IMPACT FEES	10,890	0	0	5,400	12,095	25,000	27,000	52,000
PROCEEDS FROM LEASE FINANCING	0	0	161,000	0	0	0	0	0
MISCELLANEOUS REVENUE	7,727	4,338	3,452	3,902	0	5,000	5,500	10,500
**CONTRIB FROM RESERVES	238,572	0	0	0	0	302,609	0	302,609
	257,589	4,520	164,592	9,502	12,250	332,809	32,700	365,509

FUND TOTAL	8,961,572	3,926,119	4,381,368	4,435,313	3,794,877	4,903,952	4,881,517	9,785,469
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REVOLVING RECREATION FUND

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	0	-1,026	-1,770	0	58	0	0	0
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2003-2005
DETAIL OF REVENUES BY FUND

REVOLVING RECREATION FUND

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
UNREALIZ GAIN(LOSS)ON INVST	0	283	-39	0	0	0	0	0
FACILITY RENTAL-D/T PRKING LOT	31,190	15,730	14,506	15,595	13,622	15,000	15,000	30,000
LAND LEASE-CAMPBELL RANCHES	0	0	5,615	0	5,615	6,000	6,000	12,000
TELEPHONE COMMISSIONS	386	177	171	193	88	200	200	400
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	31,576	15,164	18,483	15,788	19,383	21,200	21,200	42,400
REVENUES FROM OTHER AGENCIES								

FED GRANT-JV GRANT	91,252	33,096	16,300	45,236	9,457	15,888	16,285	32,173
ST GRT-HAPGOOD HEALTHY START	10,356	-112	0	5,178	0	0	0	0
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	101,608	32,984	16,300	50,414	9,457	15,888	16,285	32,173
CURRENT SERVICE CHARGES								

SWIMMING POOL-ADMISSION	13,299	596	1,124	6,704	1,368	4,408	4,518	8,926
SWIMMING POOL-CLASSES	0	949	5,822	0	1,866	0	0	0
FACILITY RENTAL	127,714	61,976	73,629	63,857	57,213	70,000	73,000	143,000
VOLLEYBALL	28,656	1,469	2,297	14,446	1,225	9,500	10,500	20,000
CLASSES	13,331	9,702	8,175	6,720	11,682	12,500	12,750	25,250
TEEN PROGRAMS	5,910	405	0	2,979	170	2,500	2,500	5,000
PLAY SCHOOL	29,004	3,119	3,684	14,621	412	8,000	8,500	16,500
ADAPTIVE PROGRAMS	6,187	2,285	3,021	3,119	742	5,000	5,000	10,000
YOUTH PROGRAMS	42,117	24,080	21,284	21,232	21,006	21,525	22,063	43,588
GIRLS BASKETBALL	93,237	26,668	33,391	47,002	29,043	39,975	40,974	80,949
RECREATION GAME FEES	320	163	95	160	2	0	0	0
COPIER CHARGES	24	11	4	12	44	12	12	24
VENDING MACHINE COMMISSIONS	2,886	1,439	4,684	1,443	7,829	4,000	4,000	8,000
TOURNAMENTS	13,731	0	0	6,922	0	6,500	6,663	13,163
ADULT SOFTBALL	125,999	41,557	35,373	63,518	33,322	46,125	47,278	93,403
ADULT BASKETBALL	17,649	4,029	1,664	8,897	5,567	10,800	11,500	22,300
TENNIS PROGRAMS	26,683	3,876	2,451	13,451	2,024	4,000	4,100	8,100
AFTER SCHOOL REC PROGRAM	0	11,094	0	0	0	0	0	0
SPORTS-MISC PROGRAMS	92,362	11,010	23,307	46,561	6,020	26,500	27,163	53,663
4TH OF JLY FIREWRKS SHOW	25,200	12,508	15,170	12,600	16,570	16,627	17,042	33,669
MISCELLANEOUS PROGRAMS	32,207	17,032	15,750	16,236	14,389	15,375	15,760	31,135
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	696,516	233,968	250,925	350,480	210,494	303,347	313,323	616,670
OTHER REVENUE								

CONTRIBUTIONS	450	194	0	225	0	225	225	450
CONTRIBUTIONS-RECOG GROVE	1,462	1,200	720	731	0	1,800	1,845	3,645
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	1,912	1,394	720	956	0	2,025	2,070	4,095

2003-2005
DETAIL OF REVENUES BY FUND

REVOLVING RECREATION FUND

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
FUND TOTAL	831,612	283,510	286,428	417,638	239,334	342,460	352,878	695,338

LOMPOC VALLEY COMMUNITY CENTER

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	0	872	2,316	0	1,330	1,800	1,900	3,700
UNREALIZ GAIN(LOSS)ON INVST	0	13,373	377	0	0	0	0	0
FACILITY RENTAL	80,000	15,170	21,341	40,000	22,170	40,000	40,000	80,000
	80,000	29,415	24,034	40,000	23,500	41,800	41,900	83,700

CURRENT SERVICE CHARGES

CLASSES	4,000	1,425	5,900	2,000	6,887	8,000	8,000	16,000
	4,000	1,425	5,900	2,000	6,887	8,000	8,000	16,000

OTHER REVENUE

CONTRIBUTIONS	0	20	0	0	0	0	0	0
DONATIONS-SR CNTR IMPRV	0	4,592	0	0	0	0	0	0
	0	4,612	0	0	0	0	0	0

TRANSFERS

TFR FR-STD INS DEMUT/PDA	0	75,000	0	0	0	0	0	0
TFR FR 10-GENERAL FUND	130,702	0	64,008	66,694	55,578	65,000	65,000	130,000
	130,702	75,000	64,008	66,694	55,578	65,000	65,000	130,000

FUND TOTAL	214,702	110,452	93,942	108,694	85,965	114,800	114,900	229,700
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2003-2005
DETAIL OF REVENUES BY FUND

HUMAN SERVICES

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
***** HUMAN SERVICES *****								
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	4,000	3,126	2,512	2,000	1,108	2,000	2,000	4,000
UNREALIZ GAIN(LOSS)ON INVST	0	2,143	470	0	0	0	0	0
	4,000	5,269	2,982	2,000	1,108	2,000	2,000	4,000
OTHER REVENUE *****								
DONATIONS BY UTILITY CUSTOMERS	22,320	10,756	14,002	11,160	13,598	17,000	17,000	34,000
CONTRIBUTIONS	200	8	560	100	25,983	100	100	200
CONTRIBUTIONS-CABLE TV	50,000	25,000	0	25,000	25,000	25,000	25,000	50,000
**CONTRIB FROM RESERVES	3,596	0	0	1,798	0	0	0	0
	76,116	35,764	14,562	38,058	64,581	42,100	42,100	84,200
FUND TOTAL	80,116	41,033	17,544	40,058	65,689	44,100	44,100	88,200

BEAUTIFICATION

INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	2,100	1,258	1,253	1,050	830	1,050	1,050	2,100
UNREALIZ GAIN(LOSS)ON INVST	0	800	231	0	0	0	0	0
	2,100	2,058	1,484	1,050	830	1,050	1,050	2,100
OTHER REVENUE *****								
DONATIONS BY UTILITY CUSTOMERS	2,904	1,455	1,411	1,452	1,105	1,452	1,452	2,904
CONTRIBUTIONS	100	55	0	50	300	50	50	100
DOWNTOWN REVITALIZATION	100	60	60	50	50	50	50	100
FUND RAISERS	2,000	1,877	1,232	1,000	705	1,000	1,000	2,000
**CONTRIB FROM RESERVES	6,563	0	0	3,410	0	2,896	2,896	5,792
	11,667	3,447	2,703	5,962	2,160	5,448	5,448	10,896

2003-2005
DETAIL OF REVENUES BY FUND

BEAUTIFICATION

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
FUND TOTAL	13,767	5,505	4,187	7,012	2,990	6,498	6,498	12,996

RIVER PARK CAMPGROUND FUND

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	3,000	2,080	4,246	1,500	1,595	2,000	2,050	4,050
UNREALIZ GAIN(LOSS)ON INVST	0	21	328	0	0	0	0	0
	3,000	2,101	4,574	1,500	1,595	2,000	2,050	4,050

CURRENT SERVICE CHARGES

CAMPGROUND USE FEES	190,000	109,596	125,763	95,000	100,588	125,000	128,125	253,125
	190,000	109,596	125,763	95,000	100,588	125,000	128,125	253,125

FUND TOTAL	193,000	111,697	130,337	96,500	102,183	127,000	130,175	257,175
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AQUATIC CENTER FUND

REVENUES FROM OTHER AGENCIES

PROP 40 ST PARK BOND GRANT	0	0	0	0	0	0	346,000	346,000
PROP 40 SBCO PRK BOND SHARE	0	0	0	0	0	350,000	0	350,000
	0	0	0	0	0	350,000	346,000	696,000

CURRENT SERVICE CHARGES

SWIM POOL - FACILITY RENTAL	0	0	0	0	0	0	22,053	22,053
SWIMMING POOL-ADMISSION	0	0	0	0	0	0	60,282	60,282
SWIMMING POOL-CLASSES	0	0	0	0	0	0	17,225	17,225
SWIM POOL-SWIM LESSOS	0	0	0	0	0	0	47,157	47,157
	0	0	0	0	0	0	146,717	146,717

2003-2005
DETAIL OF REVENUES BY FUND

AQUATIC CENTER FUND

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
OTHER REVENUE								

BOND PROCEEDS	0	0	0	0	0	6,467,500	0	6,467,500
	0	0	0	0	0	6,467,500	0	6,467,500
TRANSFERS								

TFR FR 10-POOL BOND PAYMENT	0	0	0	0	0	0	100,890	100,890
TFR FR 21-POOL BOND PAYMENT	0	0	0	0	0	0	154,303	154,303
TFR FR 40-POOL BOND PAYMENT	0	0	0	0	0	0	178,000	178,000
TFR FR 10-POOL O & M	0	0	0	0	0	0	67,512	67,512
TFR FR 24-POOL CONST	0	0	0	0	0	0	50,000	50,000
	0	0	0	0	0	0	550,705	550,705

FUND TOTAL	0	0	0	0	0	6,817,500	1,043,422	7,860,922

INSURANCE CONTROL

INVESTMENT & PROPERTY REVENUES								

INTEREST INCOME	406,000	216,460	225,857	206,000	152,941	150,288	154,045	304,333
UNREALIZ GAIN(LOSS)ON INVST	0	71,560	40,456	0	0	0	0	0
	406,000	288,020	266,313	206,000	152,941	150,288	154,045	304,333

CHARGES/INTERNAL SERVICES								

EMPLOYEE SHARE HEALTH INS	0	209,551	225,212	0	279,556	0	0	0
EMPL SHARE-RETIREE HEALTH INS	0	4	0	0	0	0	0	0
EMPL SHARE-RETIREE DENTAL INS	0	3,073	3,523	0	3,800	0	0	0
EMPLOYEE SHARE DENTAL INS	0	78,905	78,773	0	75,946	0	0	0
EMPLOYEE SHARE LIFE INS	0	12,221	12,297	0	12,894	0	0	0
EMPLOYEE SHARE RETIREMENT	0	19,773	74,382	0	52,047	0	0	0
EMPLOYEE SHARE MEDICARE	0	169,492	184,168	0	178,241	193,150	196,253	389,403
PT EMPLOYEE SHARE RETIRE BEN	0	22,531	21,019	0	21,225	0	0	0
EMPLOYEE-DEPEND CARE REIMB	0	13,775	16,872	0	18,779	23,513	24,101	47,614
EMPLOYEE-MEDICAL REIMB	0	55,106	59,834	0	58,942	80,146	82,150	162,296
EMPLOYEE-FLEX BEN SVC FEE	0	12,516	12,693	0	10,718	15,067	15,445	30,512
	0	596,947	688,773	0	712,148	311,876	317,949	629,825

2003-2005
DETAIL OF REVENUES BY FUND

INSURANCE CONTROL

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
OTHER REVENUE *****								
STD INS PDA REFUND	0	268,429	0	0	0	0	0	0
RECOVERIES-WORKERS COMP	0	559,338	169,709	0	267,775	0	0	0
	0	827,767	169,709	0	267,775	0	0	0

FUND TOTAL	406,000	1,712,734	1,124,795	206,000	1,132,864	462,164	471,994	934,158

VEHICLE

INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	205,000	118,977	121,709	105,000	87,794	94,392	96,752	191,144
INT INCOME-RESTRICTED FUNDS	0	6,994	10,341	0	6,088	0	0	0
UNREALIZ GAIN(LOSS)ON INVST	0	83,440	20,090	0	0	0	0	0
	205,000	209,411	152,140	105,000	93,882	94,392	96,752	191,144

OTHER REVENUE *****								
SALE OF VEHICLES	0	270	11,131	0	7,808	0	0	0
DAMAGE TO PROPERTY	0	0	0	0	10,996	0	0	0
PROCEEDS FROM LEASE FINANCING	600,000	0	999,000	0	0	1,036,032	0	1,036,032
DR-LEASE PROCEEDS TO PRIN	0	0	-999,000	0	0	0	0	0
**CONTRIB FROM RESERVES	270,126	0	0	138,935	0	0	0	0
	870,126	270	11,131	138,935	18,804	1,036,032	0	1,036,032

FUND TOTAL	1,075,126	209,681	163,271	243,935	112,686	1,130,424	96,752	1,227,176

COMMUNICATIONS

INVESTMENT & PROPERTY REVENUES *****								
INT INCOME-RESTRICTED FUNDS	0	0	-87	0	0	0	0	0
	0	0	-87	0	0	0	0	0

2003-2005
DETAIL OF REVENUES BY FUND

COMMUNICATIONS

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
FUND TOTAL	0	0	-87	0	0	0	0	0

STORES INVENTORY

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	17,255	12,590	12,124	8,755	4,968	4,379	4,488	8,867
UNREALIZ GAIN(LOSS)ON INVST	0	8,235	1,764	0	0	0	0	0
	17,255	20,825	13,888	8,755	4,968	4,379	4,488	8,867

OTHER REVENUE

**CONTRIB FROM RESERVES	97,496	0	0	12,578	0	0	0	0
	97,496	0	0	12,578	0	0	0	0

FUND TOTAL	114,751	20,825	13,888	21,333	4,968	4,379	4,488	8,867
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SURF RAIL STATION

TRANSFERS

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

FUND TOTAL	0	40,000	0	0	0	0	0	0
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2003-2005
DETAIL OF REVENUES BY FUND

LOMPOC LIBRARY

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
***** LOMPOC LIBRARY *****								
INVESTMENT & PROPERTY REVENUES *****								
INTEREST INCOME	25,800	12,183	13,986	12,000	9,247	8,000	7,500	15,500
UNREALIZ GAIN(LOSS)ON INVST	0	6,465	2,362	0	0	0	0	0
TELEPHONE COMMISSIONS	324	124	106	164	94	120	120	240
	-----	-----	-----	-----	-----	-----	-----	-----
	26,124	18,772	16,454	12,164	9,341	8,120	7,620	15,740
REVENUES FROM OTHER AGENCIES *****								
SANTA BARBARA FOUNDATION GRNT	0	6,833	0	0	0	0	0	0
ST GRT-LIB SVC & TECH ACT	0	152	781	0	0	0	0	0
USP CONTRACT	10,000	3,749	5,601	5,000	8,150	6,700	6,700	13,400
SBCO SERVICE CHARGE	600,000	286,340	304,132	300,000	319,773	335,994	335,994	671,988
SB 358 PLF	172,002	86,002	77,066	86,001	41,398	22,969	22,969	45,938
GATES LEARNING FNDTN GRT(LIB)	0	0	1,327	0	0	0	0	0
	-----	-----	-----	-----	-----	-----	-----	-----
	782,002	383,076	388,907	391,001	369,321	365,663	365,663	731,326
CURRENT SERVICE CHARGES *****								
LOST BOOK REIMBURSEMENTS	7,100	3,498	3,572	3,550	2,413	3,500	3,500	7,000
BOOK FINES	73,750	35,562	33,741	37,000	30,682	34,000	34,000	68,000
COMM ON SALES-GROSSMAN GALLERY	710	545	93	360	650	450	450	900
COPIER CHARGES	5,480	2,493	2,567	2,780	2,596	2,500	2,500	5,000
COLLECTIONS SERVICE FEE	0	-1,732	-2,410	0	-1,317	-1,800	-1,800	-3,600
SALE OF RECYCLABLE MATERIAL	10,150	5,414	3,843	5,150	3,238	4,000	4,000	8,000
FACILITY RENTAL	4,872	2,665	1,973	2,472	2,515	2,400	2,400	4,800
	-----	-----	-----	-----	-----	-----	-----	-----
	102,062	48,445	43,379	51,312	40,777	45,050	45,050	90,100
OTHER REVENUE *****								
CONTRIB-LIB RESERV D.REEVES	0	19,051	0	0	0	0	0	0
CONTRIB-MATLACK MEMORIAL	0	450	0	0	0	0	0	0
CONTRIB-LIBR/BKS-PERIODICALS	0	1,195	320	0	105	150	150	300
CONTRIB-LIBR/BLDG-LNDSCAPE	0	300	0	0	0	0	0	0
CONTR-SB FD GRT MATCH	0	7,500	0	0	0	0	0	0
SPECIAL CITY CONTRIBUTION	57,856	16,178	16,178	41,678	73,303	6,375	0	6,375
DONATIONS BY UTILITY CUSTOMERS	14,200	7,166	6,597	7,200	5,419	6,500	6,500	13,000
CITY CONTRIBUTION	629,639	301,133	310,167	319,472	266,227	329,928	338,928	668,856
CONTRIBUTIONS-FRIENDS	0	14,936	4,667	0	3,011	3,500	3,500	7,000
CONTRIBUTIONS	4,000	549	50	1,500	1,024	550	550	1,100
LIBRARY-PUBLIC WORKSHOP	0	-84	0	0	0	0	0	0
MISCELLANEOUS REVENUE	0	100	0	0	388	160	160	320

2003-2005
DETAIL OF REVENUES BY FUND

LOMPOC LIBRARY

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
**CONTRIB FROM RESERVES	9,572	0	0	-8,209	0	29,406	43,810	73,216
	715,267	368,474	337,979	361,641	349,477	376,569	393,598	770,167
FUND TOTAL	1,625,455	818,767	786,719	816,118	768,916	795,402	811,931	1,607,333

VILLAGE LIBRARY

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	4,250	2,438	3,231	2,000	1,977	2,600	2,600	5,200
UNREALIZ GAIN(LOSS)ON INVST	0	1,300	495	0	0	0	0	0
	4,250	3,738	3,726	2,000	1,977	2,600	2,600	5,200

REVENUES FROM OTHER AGENCIES

SANTA BARBARA FOUNDATION GRNT	0	1,000	1,500	0	0	0	0	0
SBCO SERVICE CHARGE	75,820	36,105	38,477	37,910	40,456	42,508	42,508	85,016
SB 358 PLF	24,290	12,146	11,015	12,145	6,495	3,254	3,254	6,508
	100,110	49,251	50,992	50,055	46,951	45,762	45,762	91,524

CURRENT SERVICE CHARGES

LOST BOOK REIMBURSEMENTS	204	20	10	102	38	20	20	40
BOOK FINES	6,560	1,376	525	3,280	3,230	1,750	1,750	3,500
COPIER CHARGES	290	39	81	145	501	200	200	400
	7,054	1,435	616	3,527	3,769	1,970	1,970	3,940

OTHER REVENUE

CONTR-SB FD GRT MATCH	0	2,500	0	0	0	0	0	0
CONTRIBUTIONS-FRIENDS	0	0	76	0	206	90	90	180
CONTRIBUTIONS	204	0	0	102	0	0	0	0
**CONTRIB FROM RESERVES	4,539	0	0	11,517	0	14,813	17,712	32,525
	4,743	2,500	76	11,619	206	14,903	17,802	32,705

2003-2005
DETAIL OF REVENUES BY FUND

VILLAGE LIBRARY

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05
FUND TOTAL	116,157	56,924	55,410	67,201	52,903	65,235	68,134	133,369

BUELLTON LIBRARY

INVESTMENT & PROPERTY REVENUES

INTEREST INCOME	4,700	3,954	2,477	2,200	1,669	2,500	2,500	5,000
UNREALIZ GAIN(LOSS)ON INVST	0	2,054	495	0	0	0	0	0
	4,700	6,008	2,972	2,200	1,669	2,500	2,500	5,000

REVENUES FROM OTHER AGENCIES

SANTA BARBARA FOUNDATION GRNT	0	1,000	1,500	0	0	0	0	0
SBCO SERVICE CHARGE	52,616	25,055	26,990	26,308	28,378	29,818	29,818	59,636
SB 358 PLF	17,038	8,520	7,727	8,519	4,559	2,285	2,285	4,570
GATES LEARNING FNDTN GRT(LIB)	0	0	1,327	0	0	0	0	0
	69,654	34,575	37,544	34,827	32,937	32,103	32,103	64,206

CURRENT SERVICE CHARGES

LOST BOOK REIMBURSEMENTS	1,050	528	248	525	478	430	430	860
BOOK FINES	10,100	5,007	5,338	5,050	7,229	5,500	5,500	11,000
LIBRARY SVCS-BUELLTON	80,806	38,742	41,771	41,000	45,443	50,600	52,118	102,718
COPIER CHARGES	4,120	2,142	2,637	2,060	2,097	2,300	2,300	4,600
	96,076	46,419	49,994	48,635	55,247	58,830	60,348	119,178

OTHER REVENUE

CONTR-SB FD GRT MATCH	0	1,250	0	0	0	0	0	0
SPECIAL CITY CONTRIBUTION	5,804	2,901	2,902	2,902	2,902	0	0	0
CONTRIBUTIONS-FRIENDS	0	0	90	0	0	0	0	0
CONTRIBUTIONS	2,000	0	25	1,000	0	0	0	0
**CONTRIB FROM RESERVES	3,639	0	0	7,191	0	10,605	13,154	23,759
	11,443	4,151	3,017	11,093	2,902	10,605	13,154	23,759

2003-2005
 DETAIL OF REVENUES BY FUND

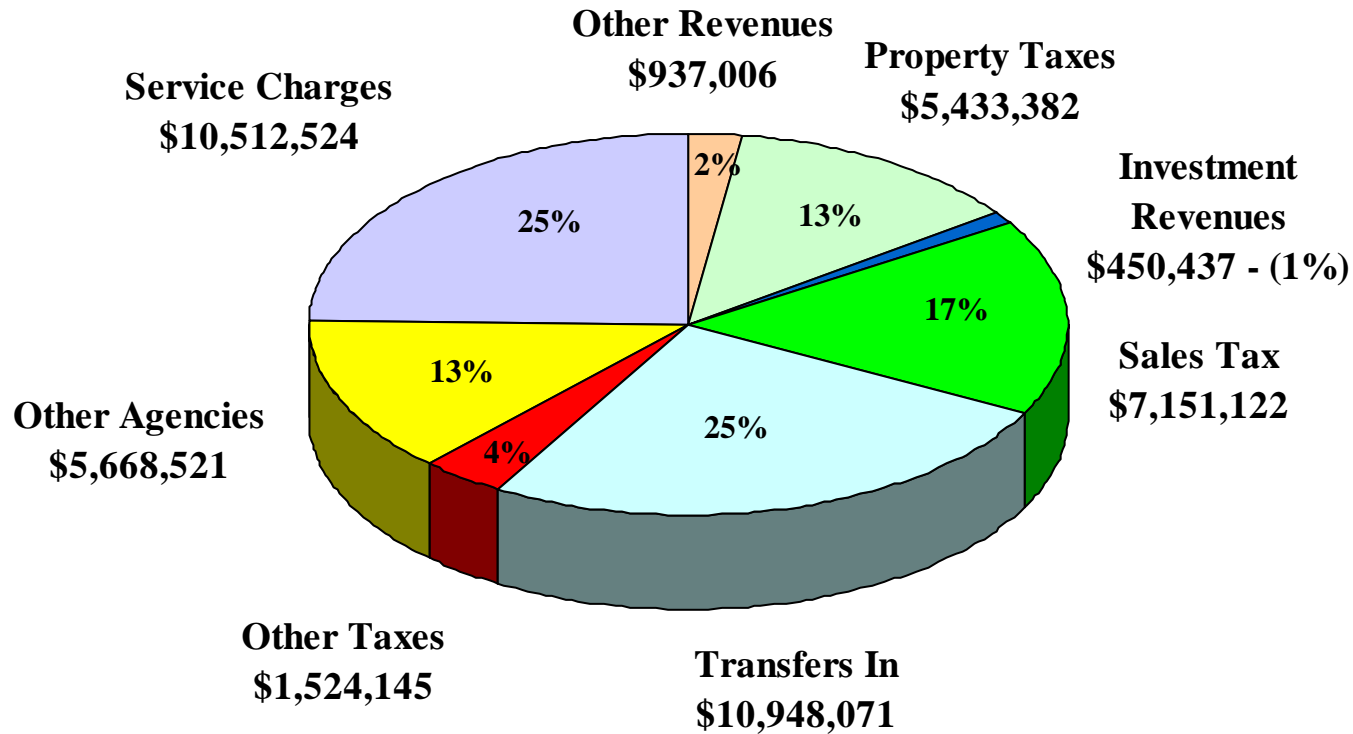
 BUELLTON LIBRARY

DESCRIPTION	2-YEAR BUDGET 01-03	ACTUAL 00-01	YEAR-1 ACTUAL 01-02	YEAR-2 BUDGET 02-03	YEAR-2 TO--DATE 05-31-03	YEAR-1 PROJECTED 03-04	YEAR-2 PROJECTED 04-05	2-YEAR PROJECTED 03-05

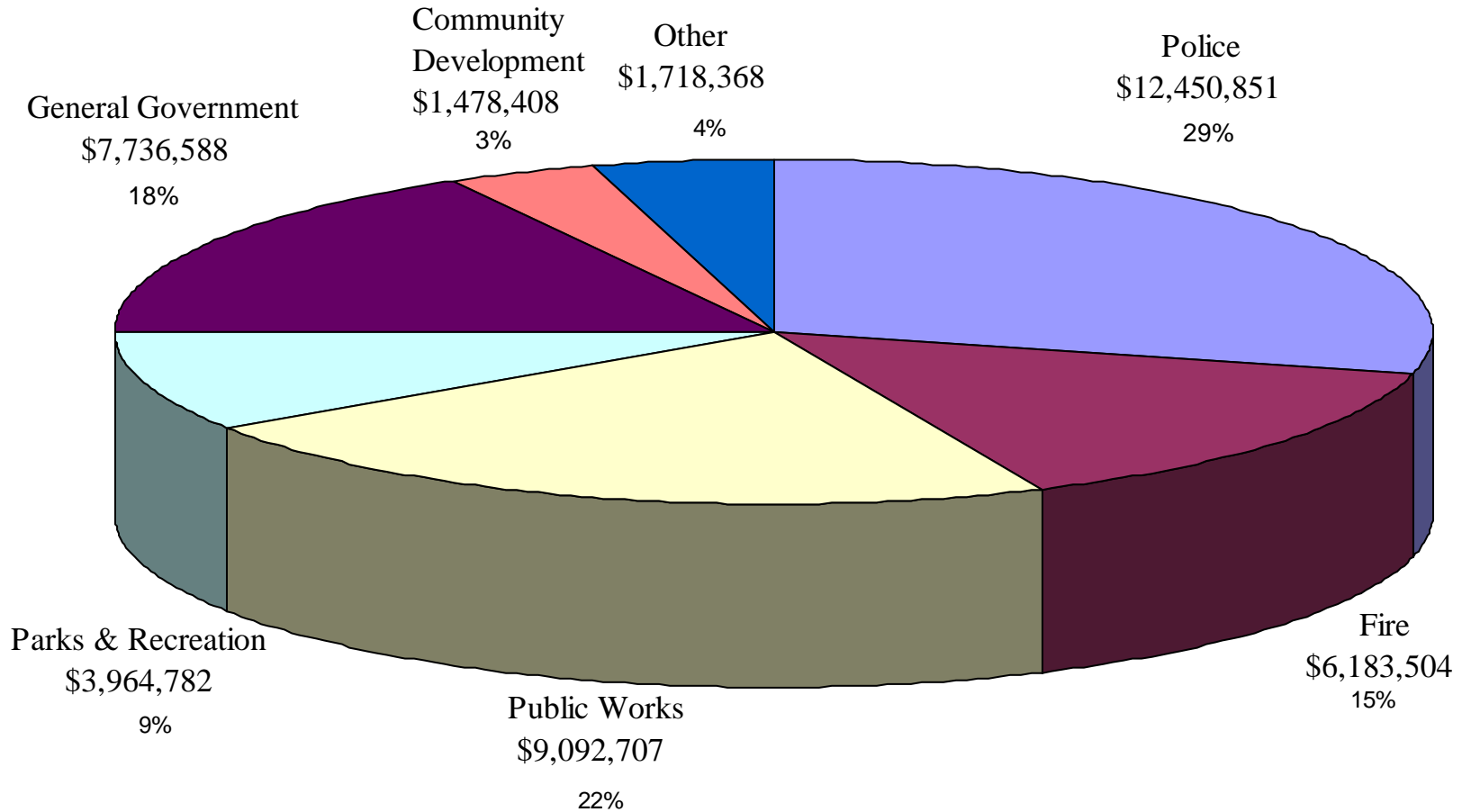
FUND TOTAL	181,873	91,153	93,527	96,755	92,755	104,038	108,105	212,143

GRAND TOTAL	146,668,66	63,639,838	61,030,395	77,089,288	53,024,966	92,502,786	106,443,57	198,946,359

City of Lompoc
General Fund Revenues
FY 2003-2005 Total \$42,625,208

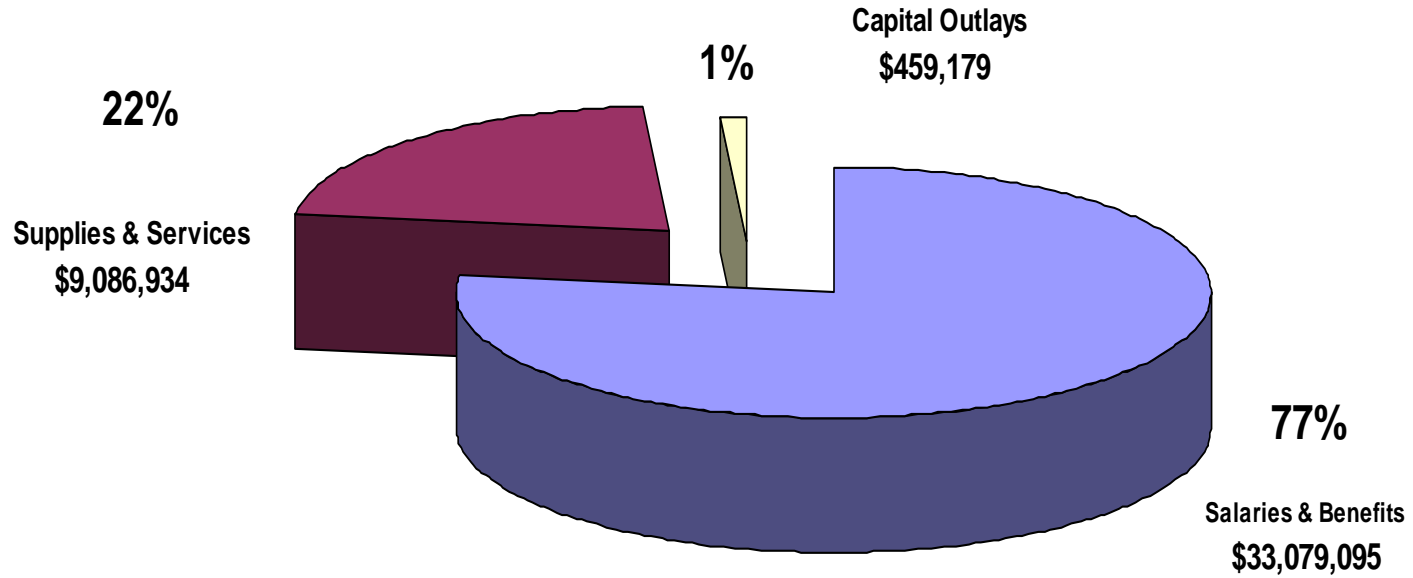


City of Lompoc General Fund Expenditures



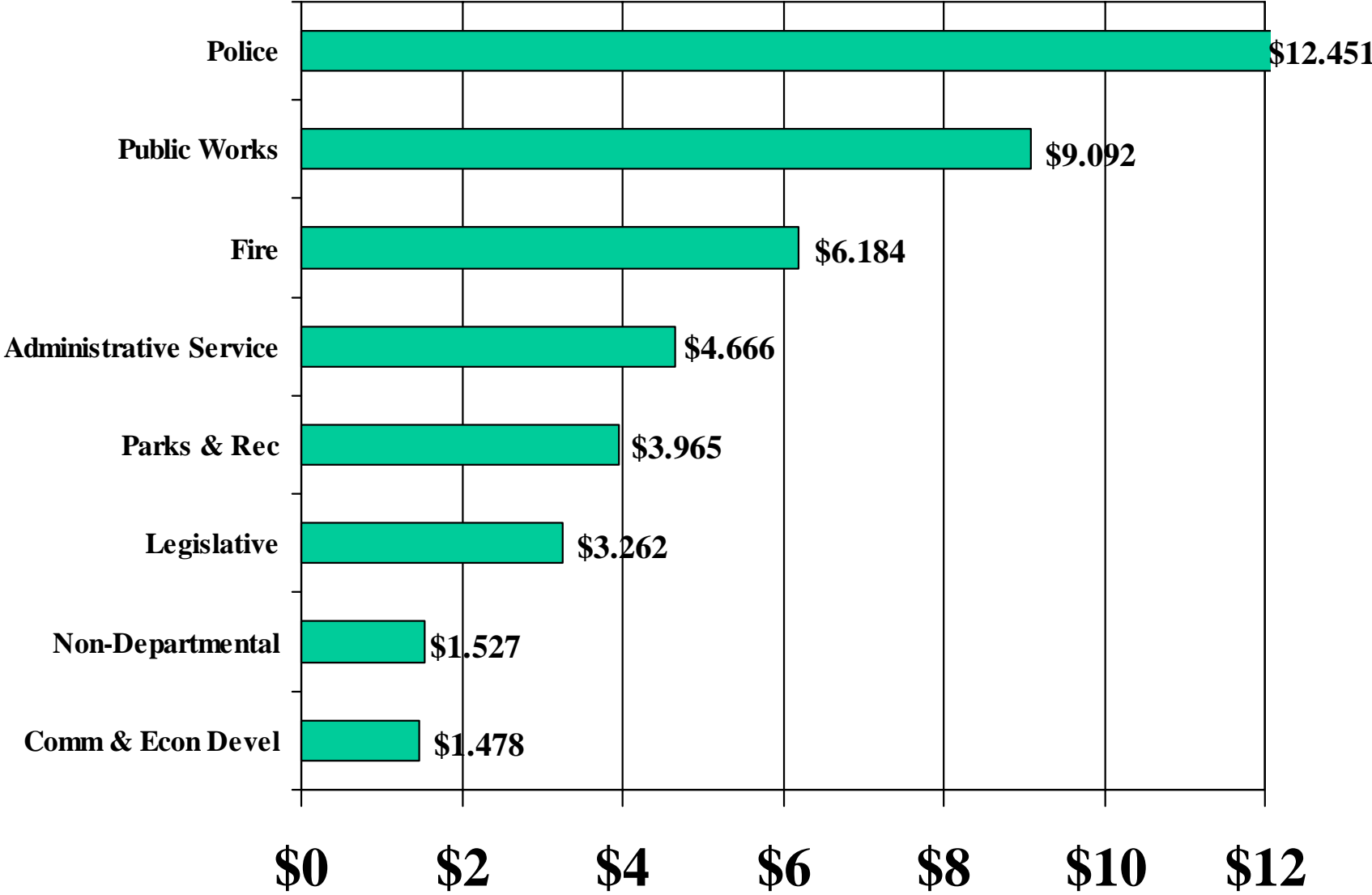
FY 2003-2005 Total \$42,625,208

General Fund Expenditures by Type



FY 2003-2005 Total \$42,625,208

General Fund Expenditure by Department



SUMMARY OF 2003-05 BUDGET BY FUND:

FD #	FUND NAME	UNRESERVED FUND BALANCE 7/1/2001	SOURCES				USES				UNRESERVED FUND BALANCE 6/30/2003
			REVENUES	CONTRIB FROM RESERVES	2,640,000 TRANSFERS IN	TOTAL SOURCES	823651 EXPENDITURES	CONTRIB TO RESERVES	10,828,071 TRANSFERS OUT	TOTAL USES	
10	GENERAL FUND	\$3,686,193	\$31,677,137		\$10,948,071	\$42,625,208	\$41,936,015	\$278,979	\$410,214	\$42,625,208	\$3,965,172
11	ECONOMIC UNCERTAINTY FUND	0	120,000			120,000	\$0		\$120,000	120,000	0
12	INVESTMENT INTEREST FUND	0	191,423			191,423	191,423			191,423	0
13	FEDERAL ROAD FUNDS	500	2,223,000			2,223,000	2,223,000			2,223,000	500
14	LOCAL STP FUND	219,206	358,000			358,000	0		358,000	358,000	219,206
15	TRANSP IMP FD (MEASURE D)	2,163,857	4,111,452	1,120,960		5,232,412	2,584,000		2,648,412	5,232,412	1,042,897
16	SLTPP FUND	112,641	0	80,000		80,000	80,000			80,000	32,641
17	TRANSIENT OCCUPANCY	0	2,021,247			2,021,247	0		2,021,247	2,021,247	0
18	MISC. STATE HWY FUNDS	0	0			0	0			0	0
19	CIVIC CENTER	60,683	24,000			24,000	0	24,000		24,000	84,683
20	TRAFFIC SAFETY	0	204,000			204,000	0		204,000	204,000	0
22	(1) SPECIAL GAS TAX	165,837	1,451,080	635,617		2,086,697	1,579,166		507,531	2,086,697	(469,780)
23	TRANSIT SYSTEM	0	2,874,666			2,874,666	2,837,998	36,668		2,874,666	36,668
24	CAPITAL DEVELOPMENT	431,048	500,515			500,515	94,000	356,515	50,000	500,515	787,563
25	TRANSPORTATION FUND	743,733	1,891,116	748,884		2,640,000	150,000		2,490,000	2,640,000	(5,151)
26	SPECIAL ASSESSMENT-ALLEYS	125,394	9,000			9,000	0	9,000		9,000	134,394
27	DOWNTOWN PRKG FUND	8,698	7,000	2,480		9,480	9,480			9,480	6,218
29	STREET DEVELOPMENT FUND	468,647	44,000			44,000	28,083	15,917		44,000	484,564
35	TRAFFIC OFFENDER FUND	0	54,000		111,812	165,812	165,812			165,812	0
36	TRAFFIC CONGESTION RELIEF FUN	0	0			0	0			0	0
38	STATE COPS FUND	102,058	203,000			203,000	0	3,000	200,000	203,000	105,058
40	PRK MAINT & POOL ASSESS DISTRI	208,299	451,777	16,624		468,401	290,401		178,000	468,401	191,675
50	AIRPORT FUND	(8,477)	601,927			601,927	597,830	4,097		601,927	(4,380)
51	WATER UTILITY	4,321,796	20,908,616			20,908,616	18,913,409	1,995,207		20,908,616	6,317,003
52	ELECTRIC UTILITY	8,936,763	33,353,248	1,495,997		34,849,245	32,560,871		2,288,374	34,849,245	7,440,766
53	SEWER SERVICE	(326,511)	57,036,964			57,036,964	52,121,465	4,915,499		57,036,964	4,588,988
58	LANDFILL POST CLOSURE RES	24,933	130,900		285,000	415,900	0	415,900		415,900	440,833
59	SOLID WASTE UTILITY	474,298	9,482,860	302,609		9,785,469	9,500,469		285,000	9,785,469	171,689
61	RECREATION REVOLVING FUND	5,068	695,338			695,338	678,067	17,271		695,338	22,339
62	LOMPOC VALLEY COMMUNITY CN	31,249	99,700		130,000	229,700	222,393	7,307		229,700	38,556
64	HUMAN SERVICES	33,005	88,200			88,200	88,200			88,200	33,005
65	BEAUTIFICATION	23,497	6,750	6,246		12,996	12,996			12,996	17,251
66	RIVER PARK CAMPGROUND	8,674	257,175			257,175	129,296	127,879		257,175	136,553
69	AQUATIC CENTER FUND	0	7,310,217		550,705	7,860,922	7,847,422	13,500		7,860,922	13,500
71	INSURANCE AND RETIRE FUND	91,938	934,158			934,158	0	823,651	110,507	934,158	915,589
73	VEHICLE FUND	1,317,056	1,227,176			1,227,176	1,099,872	127,304		1,227,176	1,444,360
74	COMMUNICATIONS FUND	0	0			0	0			0	0
76	CENTRAL STORES FUND	144,558	8,867			8,867	5,393	3,474		8,867	148,032
85	LOMPOC LIBRARY	283,218	1,534,117	73,216		1,607,333	1,607,333			1,607,333	210,002
86	VILLAGE LIBRARY	56,750	100,844	32,525		133,369	133,369			133,369	24,225
88	BUELLTON LIBRARY	59,017	188,384	23,759		212,143	212,143			212,143	35,258
21	REDEVELOPMENT AGENCY	\$23,973,626	\$182,381,854	\$4,538,917	\$12,025,588	\$198,946,359	\$177,899,906	\$9,175,168	\$11,871,285	\$198,946,359	\$28,609,877
	ADJUSTED TRANSFER TOTAL				(154,303)						
					\$11,871,285						

PERSONNEL POSITIONS SUMMARY
2003-2005 BUDGET

GENERAL FUND	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
<u>General Administration</u>			
City Council			
Administrative Analyst	0.25	0.00	0.00
Administrative Aide	0.00	0.25	0.00
Secretary to the City Administrator	0.25	0.00	0.25
Assistant to the City Administrator	0.00	0.25	0.25
Total City Council	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
City Administrator			
City Administrator	1.00	1.00	1.00
Asst To City Administrator	0.00	0.75	0.75
Administrative Analyst	1.55	0.80	0.80
Administrative Aide	0.00	0.50	0.00
Secretary to the City Administrator	0.50	0.00	0.50
Total City Administrator	<u>3.05</u>	<u>3.05</u>	<u>3.05</u>
City Clerk			
City Clerk	1.00	1.00	1.00
Office Staff Assistant II/III	0.00	1.00	0.00
Deputy City Clerk	1.00	1.00	1.00
Office Staff Assistant I/II	0.00	0.50	0.50
Total City Clerk	<u>2.00</u>	<u>3.50</u>	<u>2.50</u>
City Attorney			
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	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
City Treasurer			
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	4.00	3.00
Collection Accounts Coordinator	1.00	1.00	1.00
Intermediate Treasury / Treasury Clerk	2.00	1.00	2.00
Office Staff Assistant I / II	1.00	0.00	0.00
Office Staff Assistant II / III	0.00	1.00	1.00
Total City Treasurer	<u>10.00</u>	<u>10.00</u>	<u>10.00</u>
<u>Management Services</u>			
Copy Room			
Printing & Web Technician	1.00	1.00	1.00
Total Mgmt Services Printing	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

PERSONNEL POSITIONS SUMMARY
2003-2005 BUDGET

	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
Finance			
Management Services Director	0.90	0.90	0.90
Financial Services Manager	1.00	1.00	1.00
Utility Accountant	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00
Accountant	2.00	2.00	2.00
Accounting Technician	1.00	2.00	2.00
Payroll Technician	1.00	1.00	1.00
Senior Account Clerk	1.00	1.75	1.75
Intermediate / Account Clerk	1.75	0.00	0.00
Office Staff Assistant I/II	0.00	0.50	0.50
Total Finance	<u>10.65</u>	<u>11.15</u>	<u>11.15</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
Programmer-Network Analyst	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00
GIS Technician I	1.00	1.00	1.00
GIS Technician II	1.00	1.00	1.00
Computer Operator/Programmer	1.00	2.00	2.00
Computer Operator	1.00	0.00	0.00
Total Information Systems	<u>10.05</u>	<u>10.05</u>	<u>10.05</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	0.00	2.00
Senior Warehouser	0.00	2.00	0.00
Purchasing Assistant	1.50	0.50	0.50
Buyer/Purchasing Assistant	0.00	1.00	1.00
Total Purchasing	<u>5.55</u>	<u>5.55</u>	<u>5.55</u>

Other General Fund Departments

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

PERSONNEL POSITIONS SUMMARY
2003-2005 BUDGET

	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
Building & Facilities Maintenance			
Facilities & Equipment Maintenance Supt	0.10	0.10	0.10
Facilities Maintenance Supervisor	1.00	1.00	1.00
Senior Building / Building Maint. Worker	3.00	4.00	3.00
Custodian	0.00	0.75	0.75
Office Staff Assistant II/III	0.25	0.25	0.25
Total Bldg & Facilities Maintenance	4.35	6.10	5.10
Building Custodial			
Lead Custodian	1.00	1.00	1.00
Senior Custodian	1.00	1.00	1.00
Custodian	1.00	1.00	1.00
Total Bldg Custodial	3.00	3.00	3.00
Non Departmental			
Admin Assistant (Family Resources Coordinator)	0.50	0.50	0.50
Total Non Departmental	0.50	0.50	0.50
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
Police Lieutenant	0.00	2.00	0.00
Police Officer/Police Motor Officer	27.00	32.00	27.00
Police Dispatch-Jail Supervisor	1.00	1.00	1.00
Police Dispatcher-Jailer	12.00	12.00	12.00
Police Records-Property Supervisor	1.00	1.00	1.00
Police Evidence Technician	0.00	1.00	0.00
Community Services Officer	2.00	4.00	2.00
Office Staff Assistant III / IV	1.00	1.00	1.00
Office Staff Assistant II / III	2.00	2.00	2.00
Office Staff Assistant I / II	2.00	2.00	2.00
Total Regular Police Budgeted Positions	64.00	74.00	64.00
Police - Ongoing Grant and Other Funded Positions:			
	Prog No.		
St Cops Officer 00/01	11042	1.00	1.00
St Cops Dispatch/Jailer 00/01	11043	1.00	1.00
Cops In School	11040	1.00	1.00
Traffic Offender	35000	1.00	1.00
Ongoing Grant & Other Funded Positions		4.00	4.00

PERSONNEL POSITIONS SUMMARY
2003-2005 BUDGET

	Adopted 2001-2003	Requested 2003-2005 fy03-04	Recommended 2003-2005 fy04-05
Police - Other Grant Funded Positions:			
Info only - not in grand total	Prog Number	Year 1	Year 2
Crimes Against Women Officer	11034	0.00	0.00
PAL	11050	1.00	1.00
Total Other Grant Funded Positions		1.00	1.00

Fire

Fire Chief	0.80	0.80	0.80
Battalion Fire Chief	2.90	2.90	2.90
Fire Captain	6.00	6.00	6.00
Fire Engineer	6.00	6.00	6.00
Fire Fighter	9.00	9.00	9.00
Fire Fighter/Paramedic	0.00	3.00	0.00
Office Staff Assistant III / IV	0.80	0.80	0.80
Total Fire	<u>25.50</u>	<u>28.50</u>	<u>25.50</u>

Building Inspection

Building Official/Fire Marshall	1.00	1.00	1.00
Building Plans Examiner	0.00	1.00	0.00
Sr./Building/Zoning Inspector	2.00	3.00	2.00
Office Staff Assistant II / III	0.50	1.00	1.00
Fire Chief	0.20	0.20	0.20
Battalion Fire Chief	0.10	0.10	0.10
OSA III/IV	0.20	0.20	0.20
Total Building Inspection	<u>4.00</u>	<u>6.50</u>	<u>4.50</u>

Community Development/Planning

Community Development Director	0.85	0.85	0.85
City Planner	0.00	1.00	1.00
Principal Planner	1.00	0.00	0.00
Associate Planner	1.00	1.00	1.00
Assistant Planner	2.00	2.00	2.00
Sr Environmental Coordinator	0.20	0.20	0.20
Planning Technician	1.00	1.00	1.00
Office Staff Assistant III/IV	0.25	0.50	0.50
Office Staff Assistant II / III	0.50	0.50	0.50
Total Comm. Development/Planning	<u>6.80</u>	<u>7.05</u>	<u>7.05</u>

Engineering

Public Works Director	0.35	0.35	0.35
City Engineer	0.92	0.92	0.92
Senior Civil Engineer	2.00	1.00	1.00
Civil Engineering Associate I / II / III	1.00	2.00	2.00
Engineering Technician I / II / III	2.00	2.00	2.00
Office Staff Assistant III/IV	0.75	0.75	0.75
Total Engineering	<u>7.02</u>	<u>7.02</u>	<u>7.02</u>

PERSONNEL POSITIONS SUMMARY
2003-2005 BUDGET

	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
Employee Safety and Risk Management			
Safety Officer (Departmental)	1.00	1.00	1.00
Total Employee Safety & Risk Mgmt	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Street Maintenance			
Public Works Director	0.35	0.35	0.35
Street Superintendent	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00
Heavy Equipment Operator	3.00	3.00	3.00
Lead Sign and Paint Worker	1.00	1.00	1.00
Lead Street Maintenance Worker	2.00	2.00	2.00
Senior Maintenance / Maintenance Worker	8.00	8.00	8.00
Engineering Tech I	1.00	1.00	1.00
Solid Waste Code Enforcement Officer	0.50	0.50	0.50
Sr Environmental Coordinator	0.16	0.16	0.16
Office Staff Assistant II / III	1.00	1.00	1.00
Office Staff Assistant III/IV	0.00	0.25	0.25
Total Street Maintenance	<u>19.01</u>	<u>19.26</u>	<u>19.26</u>
Urban Forestry			
Parks & Recreation Director	0.34	0.34	0.34
Parks and Urban Forestry Manager	0.55	0.55	0.55
Urban Forestry Supervisor	1.00	1.00	1.00
Lead Tree Trimmer	3.00	3.00	3.00
Senior Tree / Tree Trimmer	6.00	5.00	5.00
Maintenance Worker/Trainee	1.00	1.00	1.00
GIS Assistant	0.50	0.50	0.50
Office Staff Assistant II / III	1.00	1.00	1.00
Total Urban Forestry	<u>13.39</u>	<u>12.39</u>	<u>12.39</u>
Recreation/General Fund			
Parks & Recreation Director	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	1.00	1.00	1.00
Total General Fund Recreation	<u>3.83</u>	<u>3.83</u>	<u>3.83</u>
Parks			
Parks & Recreation Director	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
Office Staff Assistant III / IV	0.50	0.50	0.50
Total Parks	<u>12.28</u>	<u>12.28</u>	<u>12.28</u>
TOTAL GENERAL FUND	<u>220.48</u>	<u>239.23</u>	<u>222.23</u>

PERSONNEL POSITIONS SUMMARY
2003-2005 BUDGET

	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
OTHER FUNDS			
<u>REDEVELOPMENT AGENCY</u>			
Community Development Director	0.10	0.10	0.10
Secretary to the City Administrator	0.25	0.00	0.25
Redevelopment Program Coordinator	1.00	1.00	1.00
Administrative Aide	0.00	0.25	0.00
Grant Records Technician	0.50	0.50	0.50
Administrative Analyst	0.20	0.20	0.20
Office Staff Assistant III/IV	0.00	0.10	0.10
Total Redevelopment Agency	<u>2.05</u>	<u>2.15</u>	<u>2.15</u>
<u>TRANSIT SYSTEM</u>			
City Engineer	0.06	0.06	0.06
Aviation Transportation Administrator	0.75	0.75	0.75
Senior Maintenance Worker	0.55	0.55	0.55
Office Staff Assistant I / II	0.35	0.35	0.35
Total Transit System	<u>1.71</u>	<u>1.71</u>	<u>1.71</u>
<u>PARK MAINT & POOL ASSESSMENT DISTRICT</u>			
Park Ranger	1.00	1.00	1.00
Total Prk Maint/Pool Assess. District	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>BLOCK GRANT (CDBG)</u>			
Community Development Director	0.05	0.05	0.05
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	0.00	0.50	0.50
Office Staff Assistant III/IV	1.00	0.40	0.40
Total Block Grant (CDBG)	<u>4.18</u>	<u>4.08</u>	<u>4.08</u>
<u>AIRPORT</u>			
City Engineer	0.02	0.02	0.02
Aviation Transportation Administrator	0.25	0.25	0.25
Senior Maintenance Worker	0.45	0.45	0.45
Office Staff Assistant I / II	0.15	0.15	0.15
Total Airport	<u>0.87</u>	<u>0.87</u>	<u>0.87</u>

PERSONNEL POSITIONS SUMMARY
2003-2005 BUDGET

	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
<u>WATER UTILITY</u>			
Utility Director	0.33	0.33	0.33
Administrative Analyst	0.33	0.33	0.33
Water Resource Engineer	1.00	1.00	1.00
Water Superintendent	1.00	1.00	1.00
Water Distribution Supervisor	1.00	1.00	1.00
Facility Maintenance Supervisor	1.00	1.00	1.00
Water Plant Operations Supervisor	1.00	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 Operator	1.00	1.00	1.00
Senior / Water Distribution Operator	6.00	6.00	6.00
Senior / Water Meter Maint Technician	2.00	2.00	2.00
Utility Conservation Coordinator	0.50	0.50	0.50
Utility Conservation Representative	0.00	0.50	0.00
Office Staff Assistant III / IV	0.34	0.34	0.34
Office Staff Assistant II / III	1.50	1.50	1.50
Senior Environmental Coordinator	0.16	0.16	0.16
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	36.16	36.66	36.16

<u>ELECTRIC UTILITY</u>			
Utility Director	0.34	0.34	0.34
Administrative Analyst	0.33	0.33	0.33
Electrical Utility Manager	1.00	1.00	1.00
Assist Electric Utility Manager	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
Electrical Substation Supervisor	1.00	1.00	1.00
Electrical/Apprentice Electrical Substation Tech.	2.00	2.00	2.00
Lead Electrical Line Worker	2.00	2.00	2.00
Electrical / Apprentice Electrical Line Worker	8.00	8.00	8.00
Electrical Ground Support Worker	2.00	2.00	2.00
Utility Conservation Coordinator	0.50	0.50	0.50
Utility Conservation Representative	0.00	0.50	0.00
Sr Environmental Coordinator	0.16	0.16	0.16
GIS Assistant	1.00	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	23.16	23.66	23.16

PERSONNEL POSITIONS SUMMARY
2003-2005 BUDGET

	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
<u>WASTEWATER UTILITY</u>			
Utility Director	0.33	0.33	0.33
Wastewater Superintendent	1.00	1.00	1.00
Administrative Analyst	0.34	0.34	0.34
Wastewater Plant Operations Supervisor	1.00	1.00	1.00
Wastewater Facilities Maintenance Supervisor	1.00	1.00	1.00
Wastewater Collection 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	1.00	1.00
Laboratory Services Assistant	0.00	1.00	1.00
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	3.00	3.00	3.00
Senior Building Maintenance Worker	1.00	1.00	1.00
Park Maintenance Specialist	1.00	1.00	1.00
Sr./Park Maintenance Worker	1.00	1.00	1.00
Electrical/Mechanical Technician I / II	5.00	5.00	5.00
Sr Environmental Coordinator	0.16	0.16	0.16
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>29.16</u>	<u>29.16</u>	<u>29.16</u>
<u>SOLID WASTE UTILITY</u>			
Public Works Director	0.20	0.20	0.20
Sr Environmental Coordinator	0.16	0.16	0.16
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	13.00	13.00
Heavy Equipment Operator	3.00	3.00	3.00
Landfill Supervisor	1.00	1.00	1.00
Landfill Coordinator	4.00	4.00	4.00
Landfill Attendant	2.00	2.00	2.00
Solid Waste Program Analyst	1.00	1.00	1.00
Solid Waste Code Enforcement Officer	0.50	0.50	0.50
Household Hazardous Waste Technician	1.00	1.00	1.00
Office Staff Assistant I / II	1.00	1.00	1.00
Total Solid Waste Utility Fund	<u>29.86</u>	<u>29.86</u>	<u>29.86</u>
<u>RECREATION REVOLVING</u>			
Recreation Supervisor	2.00	2.00	2.00
Office Staff Assistant I / II	0.25	0.25	0.25
Total Recreation Revolving	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>

PERSONNEL POSITIONS SUMMARY
2003-2005 BUDGET

	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
<u>LOMPOC VALLEY COMMUNITY CENTER</u>			
LVCC Coordinator	0.75	1.00	1.00
Total Lompop Valley Comm. Center	0.75	1.00	1.00
<u>RIVER PARK CAMP GROUND</u>			
Park Ranger	1.00	1.00	1.00
Total River Park Campground	1.00	1.00	1.00
<u>EQUIPMENT SERVICES & REPLACEMENT</u>			
Public Works Director	0.10	0.10	0.10
Equipment & Facilities Maintenance Supt	0.90	0.90	0.90
Equipment Maintenance Supervisor	1.00	1.00	1.00
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
Radio Electronic Equip Repair Trainee	0.00	1.00	0.00
Office Staff Assistant II/III	0.75	0.75	0.75
Total Equip Svcs & Replacement Fund	10.75	11.75	10.75
<u>LOMPOC PUBLIC LIBRARY SYSTEM</u>			
LOMPOC LIBRARY			
Library Director	1.00	1.00	1.00
Principal Librarian	0.00	1.00	0.00
Librarian I	0.00	0.60	0.00
Librarian II	2.00	2.00	2.00
Library Assistant I	1.00	0.00	0.00
Library Administrative Aide	1.00	1.00	1.00
Library Clerk II	1.00	0.00	0.00
Library Clerk III	0.00	1.00	1.00
Library Computer Tech	1.00	1.00	1.00
Total Lompop Library	7.00	7.60	6.00
<u>VILLAGE LIBRARY SYSTEM</u>			
VILLAGE LIBRARY			
Librarian I	0.00	0.20	0.00
Total Village Library	0.00	0.20	0.00
<u>BUELLTON LIBRARY SYSTEM</u>			
BUELLTON LIBRARY			
Librarian I	0.00	0.20	0.00
Library Clerk III	1.00	1.00	1.00
Total Buellton Library	1.00	1.20	1.00
TOTAL REGULAR PERSONNEL POSITIONS	371.38	393.38	372.38

City of Lompoc Biennial Budget FY 2003-2005

General Fund



Gary P. Keefe
City Administrator

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 Analyst to Assistant to the City Administrator will more accurately reflect current level of work.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
Administrative Analyst	0.25	0.00	0.00
Administrative Aide	0.00	0.25	0.00
Secretary to the City Administrator	0.25	0.00	0.25
Assistant to the City Administrator	0.00	0.25	0.25
Total City Council	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>

CITY COUNCIL

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	173,960	186,962	186,962
* SUPPLIES AND SERVICES	52,101	59,675	59,675
ADMIN ASST>ASST TO CITY ADMIN	0	2,303	2,303
SECTY TO CITY ADMIN>ADMIN AID	0	3,056	0
* TOTAL PROGRAM CHANGES	0 *	5,359 *	2,303 *
TOTAL DEPARTMENT	226,061 **	251,996 **	248,940 **
* ALLOCATED SERVICE COST	-55,130	-57,541	-57,541
TOTAL DEPARTMENT	-55,130 **	-57,541 **	-57,541 **
NET DEPARTMENT	170,931 **	194,455 **	191,399 **

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.
3. Make the office of the City Administrator accessible to citizens and employees.
4. Communicate on a regular basis with all employees in the organization.
5. Re-emphasize the need for a Acustomer first≅ philosophy throughout the entire organization.
6. 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 and 6)

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 program 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 2003-05 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 2003-05 budget reflects the continuation of existing service levels. The budget anticipates that the City will continue its pro-business and aggressive economic development programs. The change in classification for the Administrative Analyst to Assistant to the City Administrator is proposed to more accurately reflect the current level of professional administrative work.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
City Administrator	1.00	1.00	1.00
Asst To City Administrator	0.00	0.75	0.75
Administrative Analyst	1.55	0.80	0.80
Administrative Aide	0.00	0.50	0.00
Secretary to the City Administrator	0.50	0.00	0.50
Total City Administrator	<u>3.05</u>	<u>3.05</u>	<u>3.05</u>

CITY ADMINISTRATOR

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	641,512	598,886	598,886
* SUPPLIES AND SERVICES	29,336	33,347	33,347
ADMIN ASST>ASST TO CITY ADMIN	0	6,909	6,909
SECTY TO CITY ADMIN>ADMIN AID	0	5,995	0
* TOTAL PROGRAM CHANGES	0 *	12,904 *	6,909 *
 TOTAL DEPARTMENT	 670,848 **	 645,137 **	 639,142 **
* ALLOCATED SERVICE COST	-26,338	-24,354	-24,354
 TOTAL DEPARTMENT	 -26,338 **	 -24,354 **	 -24,354 **
 NET DEPARTMENT	 644,510 **	 620,783 **	 614,788 **

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 and enforcement of business tax requirements, provide an environment where valuable and limited personnel resources are respected and encouraged to develop ethical, creative problem-solving techniques, and insure 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, education, and enforcement increase business tax revenues.
4. Comply with State and local laws.
5. Insure cable operators conform to the cable franchise.
6. 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; maintain, prepare, and index all legislative actions including resolutions, ordinances and agreements. Certify authenticity of municipal corporate documents; 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; 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. Serve as 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 Tax and Permits. Administer business tax and permit requirements within the framework of the City Code. (Goal 3)
- F. Advisory Bodies. Coordinate all appointments by the City Council to City advisory bodies. (Goals 2 and 4)
- G. Cable Communications Franchise. Administer the cable franchise ordinance to insure cable operators comply with the ordinance. (Goal 5)

SPECIFIC OBJECTIVES

- 1. Continue document imaging of City Clerk's records. (Goals 1, 2 and 4)
- 2. Continue ongoing efforts to improve department operations and services by adding frequently asked for information to the Internet and streamline department procedures. (Goals 1, 2, 3 and 5)
- 3. Insure City Council agendas and Staff reports are posted on the City's web site no later than the Friday, prior to the City Council meeting. (Goals 1, 2 and 6)
- 4. Increase the number of new business tax receipts issued by 5% from previous year. (Goals 1 and 3)
- 5. Process citizen and employee inquiries with respect to 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 due to unusual circumstances; and mediate cable franchise inquiries with the cable operator within three days of receipt. (Goals 1 and 5)

BUDGET COMMENTARY

The Department requested a full-time position to assist with increasing business tax revenues, continue document imaging, and provide other support. Unfortunately, due to budget constraints, this program change was not recommended. The proposed budget includes the addition of benefits for the existing part-time OSA II that will support document imaging activities and assist with other City Clerk functions and business taxes, as time permits. Funding is included for the Consolidated General Election in November 2004, and for training to assist the department in keeping abreast of changing laws and regulations.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
City Clerk	1.00	1.00	1.00
Office Staff Assistant II/III	0.00	1.00	0.00
Deputy City Clerk	1.00	1.00	1.00
Office Staff Assistant I/II	0.00	0.50	0.50
Total City Clerk	<u>2.00</u>	<u>3.50</u>	<u>2.50</u>

CITY CLERK

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	280,546	341,789	341,789
* SUPPLIES AND SERVICES	61,356	65,013	61,688
SOFTWARE/PROGRAMS	0	9,213	9,213
COMPUTER-PC & EQUIPMENT	663	0	0
* TOTAL CAPITAL OUTLAY	663 *	9,213 *	9,213 *
+1 OSA 3 -1000HR PT OSA 1	0	65,261	0
1000HR PT OSA 1>OSA 2 JOBSHAR	0	14,297	14,297
* TOTAL PROGRAM CHANGES	0 *	79,558 *	14,297 *
 TOTAL DEPARTMENT	 342,565 **	 495,573 **	 426,987 **
* ALLOCATED SERVICE COST	-21,749	-28,546	-28,546
 TOTAL DEPARTMENT	 -21,749 **	 -28,546 **	 -28,546 **
 NET DEPARTMENT	 320,816 **	 467,027 **	 398,441 **

City Attorney

MISSION

To advise the City Council, City staff, and City Boards, Commissions, and Committees concerning legal matters; to act as the City's prosecutor; to represent the Municipal Corporation; to defend the City and its employees in litigation; to pursue litigation on behalf of the City; to manage outside legal services providers; and to perform all such duties in a manner consistent with the highest standards of ethical and professional behavior.

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, equity, and administrative actions. (Goal 3)

- D. Litigation. Bring civil actions on the City's behalf. Defend the City and its employees in federal and state courts. Monitor and oversee the administration of claims against the City to prevent unnecessary litigation and to 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

1. Provide support services to City Council, Boards, and Commissions on or before the date requested, 100% of the time. (Goals 1 and 2)
2. Provide support services to staff on or before the date requested, 100% of the time. (Goals 1 and 2)
3. Enforce the City Code so that referrals are processed in accordance with pre-established schedules, 100% of the time. (Goal 3)
4. Handle as much litigation and similar formal proceedings as possible with City legal staff. (Goals 4 and 5)
5. Maintain or improve the significant reduction of costs of contract work by outside legal counsel through diligent case management and oversight of work performed by such retained counsel. (Goal 6)
6. Reduce the costs of legal services performed by paraprofessional outside providers to the maximum extent possible. (Goal 6)

BUDGET COMMENTARY

The recommended budget includes funding necessary to meet the objectives listed above. In many accounts the funds requested are less than the amounts approved in the 2001-2003 budget.

Retention of an experienced litigation attorney, assisted by a skilled paralegal, will continue to maintain and possibly enhance the substantial reductions achieved in expensive outside legal services since 1999.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted <u>2001-2003</u>	Requested <u>2003-2005</u>	Recommended <u>2003-2005</u>
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	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

CITY ATTORNEY

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	578,247	615,244	615,244
* SUPPLIES AND SERVICES	53,565	74,360	65,263
TOTAL DEPARTMENT	631,812 **	689,604 **	680,507 **
* ALLOCATED SERVICE COST	-27,991	-29,971	-29,971
TOTAL DEPARTMENT	-27,991 **	-29,971 **	-29,971 **
NET DEPARTMENT	603,821 **	659,633 **	650,536 **

City Treasurer

MISSION

Provides 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 ensuring 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 and 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 the public, and give appropriate direction and assistance when needed. Answer incoming calls; refer calls to the appropriate City departments in a timely manner; and assist departments with outgoing calls. Assist the Treasury Department with mail; provide customer service related to utility turn-off notices; and perform 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. Develop a cash adjustment program that reflects corrections to sales and consumption reports by July 2003. (Goal 2)
5. Input State energy report on magnetic tape when new NAIC codes are implemented thereby reducing preparation time each quarter. (Goal 2)
6. Revise the existing Utility Billing files for Sewer charge changes. (Goal 2)
7. Ability to have the Treasurer's cash register screens reflect when an account is turned off for non-payment or a returned check. (Goal 2)
8. Acquire receipt printers for Cash Registers and Service desk. (Goal 2)

BUDGET COMMENTARY

The City Treasurer's budget provides funds for continuance of current services. The reclassification reflected in this budget of Office Staff Assistant I/II to Office Staff Assistant II/III (Receptionist) more accurately matches the level of duties performed.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
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	4.00	3.00

Collection Accounts Coordinator	1.00	1.00	1.00
Intermediate Treasury / Treasury Clerk	2.00	1.00	2.00
Office Staff Assistant I/II	1.00	0.00	0.00
Office Staff Assistant II/III	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>
Total City Treasurer	<u><u>10.00</u></u>	<u><u>10.00</u></u>	<u><u>10.00</u></u>

TREASURER

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	1,020,674	1,073,020	1,073,020
* SUPPLIES AND SERVICES	269,743	404,178	342,201
RECEPTION OSA 1-2 > OSA 3-4	0	3,680	3,680
INTRMED TREAS CLK>SR TREAS CL	0	7,067	0
* TOTAL PROGRAM CHANGES	0 *	10,747 *	3,680 *
 TOTAL DEPARTMENT	 1,290,417 **	 1,487,945 **	 1,418,901 **
* ALLOCATED SERVICE COST	-12,488	-11,982	-11,982
 TOTAL DEPARTMENT	 -12,488 **	 -11,982 **	 -11,982 **
 NET DEPARTMENT	 1,277,929 **	 1,475,963 **	 1,406,919 **

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 speed up processes through the use of updated software, additional training, the City Intranet and the Internet.
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, property and boiler for all City departments. (Goals 1 and 2)

SPECIFIC OBJECTIVES

Finance

1. Process all of the current year's account payables documentation and payroll time sheets into the document imaging system. Introduce procedures, which will speed up the processing of invoices, statements, account numbering and payment authorization. (Goals 1, 2, and 9)
2. Prepare proposed rate increases for the Wastewater Utility. (Goals 1, 2 and 9)
3. Work with Wastewater staff on putting financing together for estimated \$32 million in Phase I Wastewater Treatment Plant Improvements which must be completed by 2006. (Goals 1, 2 and 9)
4. Review all utility operations for possible needed rate increases. (Goals 1, 2 and 9)
5. Work with Parks and Recreation on putting together estimated \$8 million financing for new Aquatic Center. (Goals 1, 2 and 9)
6. Completion of AB1600 Development Impact Fee Study and a new User Fee Study to update user fees. (Goals 1, 2 and 9)
7. Implement Government Accounting Standards Board statement number 34 for June 30, 2003 City Financial Statements. (Goals 1, 2 and 9)

SPECIFIC OBJECTIVES

Purchasing

1. Improve the Purchasing process through faster requisition to order processing supported by training and new software. (Goals 3 and 4)
2. Improve communications with client departments through the City intranet and with vendors through the Internet. (Goals 3 and 5)
3. Improve the Warehousing process through warehouse training to upgrade skills. (Goal 3)

Information Services

1. Replace servers and software, which are no longer under support. (Goal 6)
2. Develop and Implement E-Commerce (Internet, Keyflow, and Document Imaging). (Goals 6 and 7)
3. Update the ADMINS programming language to Windows (bring programs that the City currently uses up to current standards). (Goal 6)
4. Enhance the Intranet Site and make it a focal point for the employee by providing news, policies, and forms. (Goal 6)
5. Continue development and fluidity of City Internet site. (Goal 6)
6. Replace outdated Network equipment. (Goal 6)

Print Shop

1. Ensure mail services to City facilities daily, 100% of the time. (Goals 8 and 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. (Goals 8 and 9)

BUDGET COMMENTARY

The Finance Division budget reflects reclassification of a Senior Account Clerk to an Accounting Technician and reclassification of two Intermediate Account Clerks to Senior Account Clerks. These Division reclassifications will ensure a level of professional staffing required to support all City accounting services. The Finance Division plans to continue to implement the 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 a reclassification of this temporary part-time position to a part-time job share OSA II position in order to continue these activities throughout this budget cycle.

The Purchasing and Warehousing Division budget includes the reclassification of one Purchasing Assistant to Buyer/Purchasing Assistant. This reclassification will enable the Purchasing division to handle additional administrative duties.

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 2003-2005 budget cycle. These requests include replacing 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 updating current programs.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
Copy Room			
Printing & Web Technician	1.00	1.00	1.00
Total Mgmt Services Printing	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Finance			
Management Services Director	0.90	0.90	0.90
Financial Services Manager	1.00	1.00	1.00
Utility Accountant	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00
Accountant	2.00	2.00	2.00
Accounting Technician	1.00	2.00	2.00
Payroll Technician	1.00	1.00	1.00
Senior Account Clerk	1.00	1.75	1.75
Intermediate / Account Clerk	1.75	0.00	0.00
Office Staff Assistant I/II	0.00	0.50	0.50
Total Finance	<u>10.65</u>	<u>11.15</u>	<u>11.15</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
Programmer-Network Analyst	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00
GIS Technician I	1.00	1.00	1.00
GIS Technician II	1.00	1.00	1.00
Computer Operator/Programmer	1.00	2.00	2.00
Computer Operator	1.00	0.00	0.00
Total Information Systems	<u>10.05</u>	<u>10.05</u>	<u>10.05</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	0.00	2.00
Senior Warehouser	0.00	2.00	0.00
Purchasing Assistant	1.50	0.50	0.50
Buyer/Purchasing Assistant	0.00	1.00	1.00
Total Purchasing	<u>5.55</u>	<u>5.55</u>	<u>5.55</u>

MANAGEMENT SERVICES

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	3,132,381	3,479,285	3,479,054
* SUPPLIES AND SERVICES	472,098	521,790	479,698
DOCUMENT IMAGING SYS & EQUIP	16,595	17,240	0
FILE SERVER COMPUTER	2,327	51,074	0
NETWORK EQUIPMENT	1,332	8,000	0
DISK DRIVE	1,181	0	0
COMPUTER PRINTER	0	10,380	0
UNINTERRUPTED PWR SUPPLY	1,879	0	0
BAR CODE EQUIPMENT	10,750	0	0
COMPUTER EQUIPMENT UPGRADE	0	17,127	0
NETWORK EQUIP & PROG	0	23,263	0
PROJECTOR	0	5,388	0
GIS FILE SERVER & SOFTWARE	0	3,771	0
PURCH-PROCUREMENT SYS	4,151	0	0
NETWORK OS SOFTWARE	3,234	0	0
NETWORK SOFTWARE & PROGRAMS	10,777	0	0
AERIAL PHOTO MAPS	0	5,388	0
GIS VOICE MAIL SYSTEM	0	1,570	0
* TOTAL CAPITAL OUTLAY	52,226 *	143,201 *	0 *
1000HR PT OSA 1>OSA 2 JOBSHAR	0	14,971	14,971
INTERMED ACCT CLK>SR ACCT CLK	0	12,267	12,267
COMPUTR OPER>COMPUTR OP-PROGM	0	8,728	8,728
1 PURCH ASST>1 BUYER PRCH ASS	0	8,033	8,033
2 WAREHOUSERS>2 SR WAREHOUSER	0	21,132	0
IS MANAGER PT ADD 210 HRS/YEA	0	19,660	19,660
SR ACCT CLK>ACCTNG TECHNICIAN	0	2	2
* TOTAL PROGRAM CHANGES	0 *	84,793 *	63,661 *
TOTAL DEPARTMENT	3,656,705 **	4,229,069 **	4,022,413 **
* ALLOCATED SERVICE COST	-210,974	-230,929	-230,929
TOTAL DEPARTMENT	-210,974 **	-230,929 **	-230,929 **
NET DEPARTMENT	3,445,731 **	3,998,140 **	3,791,484 **

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, and 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

1. Advise operating departments on human resource and employee relation issues and implement all personnel transactions.
2. Efficiently provide for the employment of qualified personnel to meet the City's staffing needs, attain a diverse workforce, and advance its customer service philosophy.
3. Implement and administer a system that provides for performance standards, an effective appraisal program, career development planning, and a variety of training opportunities.
4. Provide for maximum attraction, retention, and motivation of personnel.
5. Meet and confer in good faith, consistent with PERB regulations, with employee organizations on wages, hours, and mandatory terms and conditions of employment. Provide a reasonable method of resolving disputes and promoting communications between employee organizations and the City.
6. Attain a Human Resource Information System that provides for efficient and accurate decision-making and comprehensive human resource communications.

PROGRAM PERFORMANCE AREAS

- A. 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)
- B. Employee Recruitment, Retention, and Selection. Provides for attracting, evaluating, and selecting staff consistent with organizational needs. (Goals 1, 2, 3 and 4)

- C. Employee Compensation, Classification, and Benefits. Provides for administering an equitable total compensation program and maintaining an updated classification plan that provides maximum development opportunities and effective use of work processes. (Goals 1, 2, 3, 4 and 5)
- D. 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 examining processes for new management and technical employees within eighty (80) days; complete 75% of all recruitments for other employees within forty-eight (48) days. (Goal 2)
2. Investigate alternative health insurance programs that will provide quality medical benefits, choice of health plans, with the potential to control cost increases by May 2004. (Goals 2 and 4)
3. Complete full revision of Personnel Ordinance and Rules and selected Personnel Procedures to comply with all regulatory guidelines and current human resource principles by January 2005. (Goals 1, 2 and 5)
4. Develop statements of essential job functions and comprehensive physical and mental requirements for 65% of City job classifications by February 2005. (Goals 2,3 and 4)
5. Complete new employee appraisal system and training for managers and employees by January 2004 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 work, life/family seminars. (Goals 1, 3, 4 and 5)

BUDGET COMMENTARY

The proposed budget reflects one-time funding for consultant services to determine physical and mental requirements, and essential functions for over 200 City job classifications. This will provide a necessary component in determining "reasonable accommodations" under Federal and State law for employees who become disabled. A second significant proposed project is a complete revision of the Personnel Ordinance and Rules and selected City Personnel Procedures. These consultant services will bring the documents into full compliance with all Federal and State regulatory requirements and current human resources practices.

The proposed budget anticipates increased recruiting and selection activities due to demographic changes in the work force. The budget also provides funding for background investigations through the Department of Justice for specified City positions.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
Human Resources Director	1.00	1.00	1.00
Human Resources Sr Analyst/Principal Analyst	2.00	2.00	2.00
Human Resources Technician	2.00	2.00	2.00
Office Staff Assistant I / II	1.00	1.00	1.00
Total Human Resources	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

PERSONNEL

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	742,668	860,824	860,824
* SUPPLIES AND SERVICES	180,209	169,010	150,535
COMPUTER-PC & EQUIPMENT	1,600	0	0
CLASS STUDY ESSENT JOB FUNCTN	0	35,000	35,000
REV PERSONNEL RULES/PROCEDURE	0	20,000	20,000
* TOTAL PROGRAM CHANGES	0 *	55,000 *	55,000 *
 TOTAL DEPARTMENT	 924,477 **	 1,084,834 **	 1,066,359 **
* ALLOCATED SERVICE COST	-171,232	-191,939	-191,939
 TOTAL DEPARTMENT	 -171,232 **	 -191,939 **	 -191,939 **
 NET DEPARTMENT	 753,245 **	 892,895 **	 874,420 **

Economic Development and Community Revitalization

MISSION

The Economic Development and Community Revitalization mission 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 (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. (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 2003-2005 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 2003-2005 Economic Development and Community Revitalization budget proposes an increase of 5%. Funding for tourism advertising is proposed to remain at current levels.

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

PERSONNEL ANALYSIS

The Economic Development and Community Revitalization budget does not include personnel expenses.

ECONOMIC DEVELOPMENT AND COMMUNITY REVITALIZATION

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	331,955	383,236	349,066
TOTAL DEPARTMENT	331,955 **	383,236 **	349,066 **
NET DEPARTMENT	331,955 **	383,236 **	349,066 **

Building and Facilities Maintenance

MISSION

Provide timely, cost-effective, efficient and competent maintenance and repairs to the City's facilities. Staff is trained to utilize the latest technological advancements and receives ongoing advanced training to perform quality maintenance at a competitive cost. The City facilities are maintained with pride and a sense of ownership to provide the highest quality service possible. Communication between staff and our customers is a key factor in providing timely and complete service. Staff has improved the overall appearance and reliability of our facilities and installed equipment in those facilities.

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, fire alarms, 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. Using the CFA data base for work order documentation and tracking will improve cost accounting and historical records.
2. Increase productivity and improve customer service with improved organization and scheduling.
3. Improve and expand the preventative maintenance program.

BUDGET COMMENTARY

The Division requested one additional Building Maintenance Worker position to better support daily maintenance requirements as well as improve and expand the preventative maintenance program for City facilities. Due to budget constraints, this program change was not recommended for funding. This budget reflects an additional .75 Job Share custodial position and eliminates the custodial part-time hours for the Corporate Yard.

Staff is confident there is sufficient funding in this budget to accomplish the projected maintenance while continuing to reduce the backlogged maintenance. Expansion of the preventative maintenance program will have to be deferred to a future budget cycle. There are numerous departmental requests for facility improvements that are specified categorically in the budget line items.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	2001-2003	2003-2005	2003-2005
Facilities & Equipment Maintenance Supt	0.10	0.10	0.10
Facilities Maintenance Supervisor	1.00	1.00	1.00
Senior Building / Building Maint.Worker	3.00	4.00	3.00
Custodian	0.00	0.75	0.75
Office Staff Assistant II/III	0.25	0.25	0.25
Total Bldg Maintenance	<u>4.35</u>	<u>6.10</u>	<u>5.10</u>
Lead Custodian	1.00	1.00	1.00
Senior Custodian	1.00	1.00	1.00
Custodian	1.00	1.00	1.00
Total Bldg Custodial	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

BUILDING MAINTENANCE

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	797,105	878,742	878,742
* SUPPLIES AND SERVICES	592,547	725,184	635,219
AIR HNDLR UNIT-CNCIL CHMBS	0	9,482	0
AIR HNDLR UNIT-LOBBY AREA	0	7,543	0
COMPUTER-PC & EQUIPMENT	2,600	0	0
VACCUM CLEANER(S)	1,021	0	0
CARPET CLEANING MACHINE	2,685	0	0
LOCKERS	0	5,926	5,926
KEY CUTTING MACHINE	2,688	0	0
RADIO-PORTABLE	3,656	0	0
BF-REPL COMPRESSOR AIR LINES	0	21,550	21,550
BF-REPL CONDNS UNIT CNCIL CHM	0	2,694	0
BF-PD LOBBY COUNTER SECURITY	0	8,739	8,739
BF-FIRE ALARM SYSTEM	0	21,550	0
BF-REPLACE CARPET	168,000	35,051	14,546
BF-REPR WALLS/PNT INT	2,500	0	0
BF-ROOF REPLACEMENT	0	21,550	21,550
BF-REPL HVAC PKG UNIT	0	42,347	21,012
BF-CORP YD IMPROVEMENTS	2,500	0	0
BF-TRANSLUC ROOF PANEL REPLAC	0	4,019	4,019
BF-ROOF REPAIR	18,000	11,318	11,318
BF-MOISTURE SEAL/PAINT	0	7,543	0
BF-GUTTER DOWN SPOUTS	0	8,620	8,620
BF-REPL DDC CONTROL SYSTEM	15,000	0	0
BF-RESTROOM RENOVATION	2,000	0	0
BF-SECURITY SYS AT CITY HALL	0	4,327	0
BF-SPACE ALLOC UPGRD FURNITUR	500,000	0	0
FIRE STATION IMPROVEMENTS	0	9,159	0
CREDITS-ELECTRIC	0	-15,337	-15,337
CR-WTR DISTRIB (51300)	-2,500	0	0
* TOTAL CAPITAL OUTLAY	718,150	* 206,081	* 101,943 *
ADD 1 BUILDING MAINT WORKER	0	104,833	0
1500 HR CUSTODIAN>.75 JOBSHAR	0	38,990	38,990
ON-CALL CUSTODIANS +443 HR/YR	0	15,137	0
* TOTAL PROGRAM CHANGES	0	* 158,960	* 38,990 *
TOTAL DEPARTMENT	2,107,802 **	1,968,967 **	1,654,894 **
* ALLOCATED SERVICE COST	-256,387	-316,340	-316,340
TOTAL DEPARTMENT	-256,387 **	-316,340 **	-316,340 **

BUILDING MAINTENANCE

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
NET DEPARTMENT	1,851,415 **	1,652,627 **	1,338,554 **

Non-Departmental

PROGRAM DESCRIPTION

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

PROGRAM PERFORMANCE AREAS

- A. Operating Expenses. Provide for external audit, fire insurance, liability insurance and miscellaneous expenses.
- B. Library Services. Provide contributions to the Lompoc Library for operational costs.
- C. Museum Association. Provide an annual contribution to the Museum Association for the operation of the City Museum.
- D. Family Resources Coordinator. 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 \$667,984, which is a 6% increase from the FY2001-03 budget. Continued support in the amount of \$114,159 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.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
Administrative Assistant (Family Resources Coordinator)	0.50	0.50	0.50
Total Non-Departmental	0.50	0.50	0.50

NON-DEPARTMENTAL

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	61,179	64,811	64,811
* SUPPLIES AND SERVICES	1,379,748	1,647,966	1,486,717
TOTAL DEPARTMENT	1,440,927 **	1,712,777 **	1,551,528 **
* ALLOCATED SERVICE COST	-22,085	-24,557	-24,557
TOTAL DEPARTMENT	-22,085 **	-24,557 **	-24,557 **
NET DEPARTMENT	1,418,842 **	1,688,220 **	1,526,971 **

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, 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 mobile computing component of the Department's Computer Aided Dispatch (CAD) / Records management System by January 2004. (Goals 1 and 4)
2. Convert all microfilmed police records to a digital format by January 2005. (Goal 1)
3. Develop and train regular and volunteer staff to operate AFIX fingerprint system and to conduct a minimal of five searches per month by January 2004. (Goals 1, 2 and 4)

4. Continue the Department's transition from a traditional policing to a community oriented policing philosophy by continuing to sponsor two Citizens' Police Academies per calendar year, and by sponsoring two Junior Police Camp programs per year. (Goal 2)
5. Strengthen and maintain a partnership with citizens and the business community by implementing a COPPS (Community Oriented Policing and Problem Solving) area plan to provide enhanced geographic accountability. (Goal 1, 2 and 4)
6. Maintain at minimum a 60% clearance rate on cases investigated throughout FY 2003-2005. (Goal 4)
7. Maintain full compliance with the Board of Corrections Standards in Training for Corrections (STC) Program by maintaining 24 hour annual training for all full and part-time custody staff. (Goal 3)
8. Maintain 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 six (6) D.U.I. checkpoints and two (2) A.B.C. (Alcoholic Beverage Control) sting operations by June 30, 2004. (Goals 2 and 4)

BUDGET COMMENTARY

The Police Department requested ten and one-half additional positions in this budget cycle (2 Police Lieutenants, 5 Police Officers, 2 Community Services Officers, a Civilian Evidence Technician, and a part-time Office Staff Assistant.) Due to budget constraints, only one entry-level Police Officer position and 1,000 hours of additional Office Staff Assistant time (equivalent to a part-time position without benefits) could be authorized.

The Police Department continues to aggressively seek grant funding for additional positions whenever it becomes available, but some type of long-term solution to the City's ongoing inability to significantly increase police staffing commensurate with needs and growth must be found. This would most likely take the form of a designated utility tax.

Due to the aforementioned budget limitations the Police Department's capital improvements for this budget cycle were limited, but they do include funding for a replacement digital radio system and a 911 system upgrade in the Communications Center, two urgently needed unmarked cars, replacement portable radios, and a variety of uniform and safety equipment items ranging from nylon duty gear, gas masks and expandable batons to lightweight uniform jackets and rechargeable flashlights. The Department will also receive some enhancements to its closed-circuit television recording capability in the police station and jail.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	<u>2001-2003</u>	<u>2003-2005</u>	<u>2003-2005</u>
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
Police Lieutenant	0.00	2.00	0.00
Police Officer/Police Motor Officer	27.00	32.00	27.00
Police Dispatch-Jail Supervisor	1.00	1.00	1.00
Police Dispatcher-Jailer	12.00	12.00	12.00
Police Records-Property Supervisor	1.00	1.00	1.00
Police Evidence Technician	0.00	1.00	0.00
Community Services Officer	2.00	4.00	2.00
Office Staff Assistant III/IV	1.00	1.00	1.00
Office Staff Assistant II/III	2.00	2.00	2.00
Office Staff Assistant I/II	2.00	2.00	2.00
Total Regular Police Budgeted Positions	64.00	74.00	64.00

Police - Ongoing Grant and Other Funded Positions:

	<u>Prog No.</u>			
St Cops Officer 00/01	11042	1.00	1.00	1.00
St Cops Dispatch/Jailer 00/01	11043	1.00	1.00	1.00
Cops In School	11040	1.00	1.00	1.00
Traffic Offender	35000	1.00	1.00	1.00
Ongoing Grant & Other Funded Positions		4.00	4.00	4.00

Police - Other Grant Funded Positions:

		FY03-04	FY04-05
Info only - not in grand total	Prog Number	Year 1	Year 2
Crimes Against Women Officer	11034	1.00	1.00
PAL	11050	1.00	1.00
Total Other Grant Funded Positions		2.00	2.00

POLICE

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	9,638,347	10,863,184	10,669,355
* SUPPLIES AND SERVICES	1,276,537	1,491,787	1,373,243
CLOSED CIRCUIT TV CAMERAS	0	20,000	20,000
DIGITAL MICROFILM READER	0	12,392	25,000
HAZMAT LOCKER(S)	1,075	0	0
FURNITURE	0	31,278	0
LOCKERS	1,767	0	0
TABLE(S)	0	12,492	12,492
SHELVING & STORE EQUIP	23,925	0	0
CREDITS--SHARED SECURITY EQUIP	0	-62,492	-62,492
POLICE--UNIFORM JACKETS	0	13,361	0
RADIO--PORTABLE	7,774	35,760	18,000
RADIO--UPGRD RADIO SYSTEM(S)	0	102,363	52,363
POLICE--POLYGRAPH	21,127	0	0
POLICE--EXPANDABLE BATONS	0	5,144	5,144
POLICE--IN-CAR VIEDO SYSTEMS	0	51,930	0
POLICE--DIGTL DICTATION SYS	10,523	0	0
POLICE--GAS MASKS	0	8,743	8,743
POLICE--GUN SAFES	0	9,525	0
POLICE--SHOTGUN(S)	3,863	0	0
POLICE--9MM WEAPONS	3,598	0	0
POLICE--AUTO FNNGRPRNT ID	26,085	0	0
POLICE--SET TEAM EQUIP	0	7,424	0
POLICE--RE--CHGBLE FLASHLGHTS	0	11,873	11,873
PD--OFFICER DUTY GEAR	0	20,563	20,563
PD--UPGRADE 9-1-1 SYSTEM	0	31,650	31,650
POLICE VEHICLE	0	111,522	0
FREEZER	538	0	0
WEST SIDE PD BLDG EXPANSION	81,000	70,000	0
* TOTAL CAPITAL OUTLAY	181,275	* 493,528	* 143,336 *
REPL CRIME AGNST WOMEN GT OFC	0	148,291	0
ADD 5 POLICE OFFICERS	0	720,182	125,000
ADD 2 COMMUNITY SVC OFFICERS	0	219,010	0
ADD 2 POLICE LIEUTENANTS	0	420,187	0
+1000HR PT OSA 2 TO RECORDS	0	28,104	28,104
ADD 1 POLICE EVIDENCE TECH	0	100,399	0
* TOTAL PROGRAM CHANGES	0	* 1,636,173	* 153,104 *
TOTAL DEPARTMENT	11,096,159	** 14,484,672	** 12,339,038 **
NET DEPARTMENT	11,096,159	** 14,484,672	** 12,339,038 **

Fire and Building Department

MISSION

The Lompoc Fire Department is dedicated to professionalism and a commitment to excellence providing the highest level of service possible, safeguarding life, the environment, and property, through emergency preparedness, emergency response, and through the coordination and enforcement of all building, fire, and housing regulations established by state and local regulations.

DEPARTMENT 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 and standards.
4. Enhance property owners' ability to develop their property in a cost effective and timely manner.
5. Provide a comprehensive Fire Safety Awareness Program.
6. Provide a competent multi-hazard emergency response force.
7. Provide annual training for Fire and Building personnel in compliance with all standards and regulations.
8. Maintain adherence to CAL/OSHA rulings and regulations.
9. Enhance the public's safety by providing thorough and timely plan check services, fire inspections, and building inspections through the development of ordinances and regulations.
10. Improve the overall appearance of the City by administering the Graffiti Abatement Program.
11. Manage a building conservation program providing an economical and practical solution to the problems of substandard housing and blight growth.
12. Promote and secure fire prevention through sound policies and procedures, inspections, public education, development review, and modern technologies.

PROGRAM PERFORMANCE AREAS

- A. Administration. Direct and coordinate the management of personnel and resources toward fulfillment of the Fire Department's Mission. Administration is committed to improving the quality of services by active participation of Department members in the decision making process, aggressive solicitation of community needs, and continuing evaluation of the Department's effectiveness, making adjustments as the environment warrants. (All Goals)
- B. Administrative Services. Provide the management of Department records, oversee all Department expenditures and reconcile all accounts. Maintain the administrative calendar and schedules activities for the department. Greet the public. (All Goals)
- C. Building/Fire Prevention/Code Enforcement. Provide for the development, updating, and enforcement of building codes, fire codes, and ordinances pertaining to building construction, fire and life safety systems, inspections of commercial and public assembly occupancies, pre-construction plan review and inspection of new construction, and tenant improvements assuring building, fire, and life safety code compliance. (Goals 4, 10,11,13 and 16)
- D. Fire Suppression and Emergency Medical Response. Provide a comprehensive multi-hazard emergency response force capable of initiating fire control, rescue operations, and administering Basic Life Support (BLS) services while working to improve engine company proficiency to Advanced Life Support (ALS) status. (Goals 1 and 7)
- E. Hazardous Materials. Provide trained Department Hazardous Materials Specialists for hazardous materials response and containment, conduct specialized Santa Barbara County Hazardous Materials Unification Plan Inspections, and assist City personnel in compliance efforts with hazardous materials regulations. (Goals 1 and 6)
- F. Functional Maintenance. Provide 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 6)
- G. Training. Provide an annual training program for Fire and Building personnel supporting the Department's Mission, Program Goals, and compliance with CAL/OSHA regulations. (Goals 7 and 8)

- H. Emergency Preparedness Planning. Provide 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 City and the community in recovery from an emergency. (Goals 1, 2, 3 and 8)

SPECIFIC OBJECTIVES

1. Maintain a Citywide SEMS program and special problem response program 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 50% annual inspection completion. (Goals 4 and 5)
5. Inspect all Hazardous Materials Business Plan occupancies that are regulated by the Santa Barbara County Hazardous Materials Business Plan Program when the inspection is required, 100% of the time. (Goal 4)
6. Investigate all fires within our jurisdiction and attempt to identify the cause of suspicious, arson, and major fires. (Goal 4)
7. Present a fire prevention and emergency awareness program for school grades Kindergarten through Fifth, once 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 the environment, and property for 90% of all incidents. (Goal 1)
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)
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 7)

11. Maintain an employee-training plan that supports Department and City program goals and objectives reaching 100% 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. 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 4, 9 and 12)
14. Complete all requested construction inspections within 24 hours. (Goal 12)
15. Improve the overall appearance of the City by administering the Graffiti Abatement Program. (Goal 4)
16. Maintain and manage programs implementing city goals for the reduction of substandard housing. (Goal 11)
17. Maintain a zero (0) tolerance graffiti removal program by use of an all-volunteer crew and property owner compliance (Goal 10)

BUDGET COMMENTARY

The Fire Department consists of the following thirteen major functional areas: Administration, Fire Prevention, Fire Suppression, Emergency Medical Response, Hazardous Materials, Functional Maintenance, Training, Disaster Preparedness, Plan Review, Permit Program, Building and Safety Inspections, Code Enforcement, and Graffiti Abatement. These functions are administered and provided by a highly professional team of emergency service and code enforcement providers.

The FY 2003–2005 budget will be the first budget cycle where the Fire and Building Divisions operate as one Department. For this reason, we have chosen to merge the organizational mission, goals and objectives in order to present a comprehensive program that provides a high quality service to our community.

As is evident by the merger of the two departments, we have made every effort to modify and adjust our service delivery approach. Unfortunately, City revenues have not been able to support department growth proportionately with community needs and service demands.

This budget reflects an additional .50 Office Staff Assistant II/III to support the Building Division customer service and clerical activities. Due to budget constraints, funding for additional department staffing requests have not been approved during this budget cycle.

The Department has and will continue to work toward enhancing the quality of life that the people of our community enjoy by meeting each and every challenge it faces with the utmost concern for the safety of our citizens. We will continue to be creative in our service delivery, cost effective in our resource management, and professional in our approach.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
Fire Chief	0.80	0.80	0.80
Battalion Fire Chief	2.90	2.90	2.90
Fire Captain	6.00	6.00	6.00
Fire Engineer	6.00	6.00	6.00
Fire Fighter	9.00	9.00	9.00
Fire Fighter/Paramedic	0.00	3.00	0.00
Office Staff Assistant III/IV	0.80	0.80	0.80
Total Fire	25.50	28.50	25.50

Building Inspection

<u>Position</u>	Adopted 2001-2003	Requested 2003-2005	Recommended 2003-2005
Building Official/Fire Marshal	1.00	1.00	1.00
Building Plans Examiner Sr./Building/Zoning Inspector	2.00	3.00	2.00
Office Staff Assistant II/III	0.50	1.00	1.00
Fire Chief	0.20	0.20	0.20
Battalion Fire Chief	0.10	0.10	0.10
OSA III/IV	0.20	0.20	0.20
Total Bldg Inspection	4.00	6.50	4.50

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

FIRE

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	4,494,543	4,767,161	4,641,140
* SUPPLIES AND SERVICES	556,898	801,606	652,953
VEHICLE EXHAUST REMOV SYSTEM	0	44,000	0
FAX MACHINE	750	0	0
COMPUTER-PC & EQUIPMENT	2,000	0	0
FURNITURE	4,709	0	0
MOBILE DATA EQUIP/LICENSES	0	24,244	0
CREDITS-SHARED SECURITY EQUIP	0	-8,938	-8,938
RADIO-PAGER(S)	10,396	0	0
FIRE-SAFETY/TRAINING EQUIP	1,500	0	0
FIRE-BREATHING APPAR	8,070	0	0
FIRE-PROTECTIVE CLOTHING	12,122	0	0
FIRE-FOAM AND EQUIP	698	0	0
FIRE-WATER RESCUE EQUIP	1,500	0	0
FIRE-URBAN S&R EQUIPMENT	0	29,162	29,162
UTILITY VEHICLE	0	43,100	0
SPECIAL EQUIP TRAILER	0	17,876	8,938
* TOTAL CAPITAL OUTLAY	41,745 *	149,444 *	29,162 *
ADD 3 FIREFIGHTERS	0	328,572	0
+1000HR PT OSA 2	0	30,744	0
RESERVE FIREFIGHTER PROGRAM	0	126,234	0
FIRE DEPT SPECIALIZED TRAININ	0	70,392	0
FIRE PERSONAL PROTECTIVE EQUI	0	37,248	37,248
BREATH APP-VOICE AMPLIFICATIO	0	6,821	6,821
EOC/HOMELAND SECURITY TRAININ	0	26,624	21,263
* TOTAL PROGRAM CHANGES	0 *	626,635 *	65,332 *
TOTAL DEPARTMENT	5,093,186 **	6,344,846 **	5,388,587 **
NET DEPARTMENT	5,093,186 **	6,344,846 **	5,388,587 **

BLDG INSPECTION

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	497,032	640,895	640,895
* SUPPLIES AND SERVICES	80,194	215,818	105,818
COMPUTER-PC & EQUIPMENT	0	2,525	0
SEDAN	0	23,921	0
UTILITY VEHICLE	0	32,864	20,000
* TOTAL CAPITAL OUTLAY	0 *	59,310 *	20,000 *
.5 OSA 2 JOBSHARE>1 FT OSA 2	0	48,204	48,204
ADD 1 BUILDING INSPECTOR	0	151,284	0
ADD 1 BUILDING PLANS EXAMINER	0	161,832	0
EMERGENCY ABATEMENT RESERVE	0	15,000	0
* TOTAL PROGRAM CHANGES	0 *	376,320 *	48,204 *
 TOTAL DEPARTMENT	 577,226 **	 1,292,343 **	 814,917 **
 NET DEPARTMENT	 577,226 **	 1,292,343 **	 814,917 **

Community Development/Planning

MISSION

The Mission of the Planning Division is 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 a comprehensive update of the City's General Plan for adoption in 2003 as recommended by the State of California General Plan Guidelines. (Goal 1)
2. To prepare the annual residential construction reports which describe 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)
3. To complete the revision of the City's Zoning Ordinance with adoption of a new Development Code. (Goal 2)
4. To implement the Old Town Specific Plan. (Goal 1)
5. 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 the objectives listed above. The adopted General Plan contains 235 implementation measures, many of which are involved projects requiring staff support outside the Planning Division.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
Community Development Director	0.85	0.85	0.85
City Planner	0.00	1.00	1.00
Principal Planner	1.00	0.00	0.00
Associate Planner	1.00	1.00	1.00
Assistant Planner	2.00	2.00	2.00
Sr. Environmental Coordinator	0.20	0.20	0.20
Planning Technician	1.00	1.00	1.00
Office Staff Assistant III/IV	0.25	0.50	0.50
Office Staff Assistant II/III	0.50	0.50	0.50
Total Comm. Dvlp/Planning	<u>6.80</u>	<u>7.05</u>	<u>7.05</u>

PLANNING

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	792,227	1,004,542	1,004,542
* SUPPLIES AND SERVICES	60,381	89,390	92,454
REALLOCATE OSA 4 FUNDING	0	17,235	17,235
PRIN PLANNER TO CITY PLANNER	0	15,111	15,111
* TOTAL PROGRAM CHANGES	0 *	32,346 *	32,346 *
 TOTAL DEPARTMENT	 852,608 **	 1,126,278 **	 1,129,342 **
 NET DEPARTMENT	 852,608 **	 1,126,278 **	 1,129,342 **

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 that will upgrade community facilities.
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. Provide administrative services for Public Works contracts. File timely and appropriate applications to receive State and Federal funds for street and transportation projects. Represent the City on regional transportation committees. (Goals 1, 2 and 4)
- B. Design. 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. 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 maintain appropriate public records. (Goals 2, 3 and 4)

- D. Traffic. 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. Maintain records of traffic volumes and listings of reported traffic accidents. (Goals 2, 3 and 4)
- E. Inspection. 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. 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. 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. 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. 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. Annually update, and have adopted by April 15, the 5-year capital improvement program as required for Measure D funding of local transportation projects. (Goals 1 and 2)
3. Annually file appropriate applications to receive reimbursement funds from Federal, State and local street and road funding. (Goals 1 and 2)
4. Coordinate with the Planning and Building Divisions to continually improve the streamlined permitting process. (Goal 3)
5. Annually monitor traffic volumes at critical locations throughout the City street system. (Goals 3 and 4)

BUDGET COMMENTARY

The budget reflects a 6% salary increase for the Senior Civil Engineer position, which is currently vacant. Previous recruitments have taken up to ten months to find a qualified candidate. Because this position is extremely important to the division with responsibilities for design and construction of all Public Works projects, the salary increase will enable the Engineering Division to recruit and retain qualified personnel. The budget reflects an overall cost savings by reducing the number of budgeted Senior Civil Engineer positions from two to one and increasing the Civil Engineering Associate I/II/III positions from one to two.

The budget reflects increased part-time hours for the Engineering Intern position from 10 hours to 20 hours per week. This position provides skilled training and employment to Lompoc youth. The intern performs a variety of tasks from data entry to Computer Aided Design and Drafting (CADD), working directly under one of our experienced engineers. The position has proved to be extremely popular. Each year, the Engineering Division receives many more applications than positions available. The position frees the full-time staff to do more difficult tasks and results in the more efficient use of experienced personnel.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	2001-2003	2003-2005	2003-2005
Public Works Director	0.35	0.35	0.35
City Engineer	0.92	0.92	0.92
Senior Civil Engineer	2.00	1.00	1.00
Civil Engineering Associate I/II/III	1.00	2.00	2.00
Engineering Technician I/II/III	2.00	2.00	2.00
Office Staff Assistant III/IV	0.75	0.75	0.75
Total Engineering	7.02	7.02	7.02

ENGINEERING

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	1,131,427	1,208,624	1,208,624
* SUPPLIES AND SERVICES	264,321	346,946	352,994
6% SAL INCR SR CIVIL ENGINEER	0	9,119	9,119
-1 SR CIV ENGR +1 CE ASSOC 1-	0	-13,193	-13,193
ENG INTERN:500 TO 1000 HRS/YR	0	12,162	12,162
* TOTAL PROGRAM CHANGES	0 *	8,088 *	8,088 *
 TOTAL DEPARTMENT	 1,395,748 **	 1,563,658 **	 1,569,706 **
 NET DEPARTMENT	 1,395,748 **	 1,563,658 **	 1,569,706 **

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 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, equipment and personnel.

PROGRAM PERFORMANCE AREAS

- A. Administration: Administer the City's Injury and Illness Prevention Program (IIPP) to ensure compliance with the applicable Federal and Cal/OSHA safety directives. (All Goals)
- B. Inspection and Evaluation: Conduct comprehensive safety inspections and safety program evaluations. (All Goals)
- C. Training: Provide specialized job safety training programs to employees at all levels. (Goal 1)

SPECIFIC OBJECTIVES

1. Realize a 5% successive reduction in accident frequency in calendar years 2003-2005. (Goal 1)
2. Realize a 5% successive reduction in accident severity in calendar years 2003-2005. (All Goals)
3. Reduce Workers' Compensation dollar costs 5% in the 2003-2005 fiscal year budget cycles. (Goal 1)
4. Reduce internal and external claims for property damage dollar costs 5% in the 2003-2005 fiscal year budget cycles. (All Goals)
5. Recognize safety achievers through an equitable safety recognition program to promote safety awareness. (Goal 1)

BUDGET COMMENTARY

This budget provides for ongoing development and implementation of Federal and State-mandated safety program elements.

The budget reflects the assignment of a used City vehicle necessary due to frequent field inspections and day-to-day monitoring of safety programs.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	2001-2003	2003-2005	2003-2005
Safety Officer (Departmental)	1.00	1.00	1.00
Total Employee Safety & Risk Mgmt	1.00	1.00	1.00

SAFETY & RISK MANAGEMENT

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	136,871	143,836	143,836
* SUPPLIES AND SERVICES	20,610	32,730	21,346
SAFETY OFFICER>SAFETY-RISK MGR	0	2	0
VEHICLE FOR SAFETY OFFICER	0	3,742	3,742
* TOTAL PROGRAM CHANGES	0 *	3,744 *	3,742 *
 TOTAL DEPARTMENT	 157,481 **	 180,310 **	 168,924 **
* ALLOCATED SERVICE COST	-51,565	-40,432	-40,432
 TOTAL DEPARTMENT	 -51,565 **	 -40,432 **	 -40,432 **
 NET DEPARTMENT	 105,916 **	 139,878 **	 128,492 **

Street Maintenance

MISSION

Ensure public safety through effective and efficient maintenance of all roadways, sidewalks, alleyways, signs and traffic markings. The Street Maintenance Division staff is highly qualified, trained in all aspects of roadway maintenance activities and takes great pride in their community. The citizens of Lompoc have a large investment in their public right-of-ways; therefore, our staff will provide the latest in technological strategies to accomplish the required 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.
6. Increase PMS program usage to include Traffic Safety.

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, 4 and 6)
- 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, 5 and 6)

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, 3 and 6)

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, 4 and 6)
3. Perform 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, 5 and 6)

BUDGET COMMENTARY

The Street Maintenance Division is taking an aggressive approach toward work safety practices and will provide training in specific areas that will emphasize physical well-being and understanding of the mechanics of the body.

The goals set by the Street Maintenance Division for this budget cycle are to maintain a high level of efficiency in both the expenditure of funds and the timely completion of scheduled projects, with safety always a primary goal. This budget provides funding for training supplies, safety equipment, computer software, and for hand tools to complete day-to-day operations. This budget will also complete the re-organization of the Public Works Department, as Streets will fund 25% of the salary for the department's Office Staff Assistant IV.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	<u>2001-2003</u>	<u>2003-2005</u>	<u>2003-2005</u>
Public Works Director	0.35	0.35	0.35
Street Superintendent	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00
Heavy Equipment Operator	3.00	3.00	3.00
Lead Sign and Paint Worker	1.00	1.00	1.00
Lead Street Maintenance Worker	2.00	2.00	2.00
Senior Maintenance / Maintenance Worker	8.00	8.00	8.00
Engineering Tech I	1.00	1.00	1.00
Solid Waste Code Enforcement Officer	0.50	0.50	0.50
Sr. Environmental Coordinator	0.16	0.16	0.16
Office Staff Assistant II/III	1.00	1.00	1.00
Office Staff Assistant III/IV	0.00	0.25	0.25
Total Street Maintenance	<u>19.01</u>	<u>19.26</u>	<u>19.26</u>

STREET MAINTENANCE

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	1,898,352	2,149,986	2,149,986
* SUPPLIES AND SERVICES	1,462,723	1,230,381	1,228,381
GIS SHARED COMPUTER EQUIP	0	858	858
ST-WLK BEHIND STUMP CUTTER	6,988	0	0
ST-RIDER ATTACH/STRIPING MACH	6,500	0	0
RADIO-PORTABLE	2,580	0	0
DUMP TRUCK	0	6,855	6,855
* TOTAL CAPITAL OUTLAY	16,068 *	7,713 *	7,713 *
REALLOC .25 OSA 4 FROM PLAN'G	0	26,798	26,798
 TOTAL DEPARTMENT	 3,377,143 **	 3,414,878 **	 3,412,878 **
 NET DEPARTMENT	 3,377,143 **	 3,414,878 **	 3,412,878 **

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 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 2% 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 80% 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 (Nov. - Feb.). (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 uptown medians, City Hall, Library and street planters twice a year. (Goal 2)

BUDGET COMMENTARY

The recommended budget for fiscal years 2003 - 2005 provides funds for continuance of current levels of service.

The budget reflects a program change to delete one full-time Sr. Tree Trimmer position and allocate funds to the current contractual program with West Coast Arborists Inc. This contract has reduced the Division's incidence of worker injury, with increased production by 37%.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> 2001-2003	<u>Requested</u> 2003-2005	<u>Recommended</u> 2003-2005
Parks & Recreation Director	0.34	0.34	0.34
Parks and Urban Forestry Manager	0.55	0.55	0.55
Urban Forestry Supervisor	1.00	1.00	1.00
Lead Tree Trimmer	3.00	3.00	3.00
Senior Tree / Tree Trimmer	6.00	5.00	5.00
Maintenance Worker/Trainee	1.00	1.00	1.00
GIS Assistant	0.50	0.50	0.50
Office Staff Assistant II/III	1.00	1.00	1.00
Total Urban Forestry	<u>13.39</u>	<u>12.39</u>	<u>12.39</u>

URBAN FORESTRY

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	1,309,235	1,814,989	1,814,989
* SUPPLIES AND SERVICES	683,896	745,380	737,424
CHAIN SAW(S)	1,827	0	0
HYDRAULIC SAW(S)	2,757	0	0
GIS SHARED COMPUTER EQUIP	0	854	862
RADIO-PORTABLE	0	5,150	5,150
TANKER TRUCK	0	64,650	64,650
TILT TRAILER	1,335	0	0
OFFICE SPACE COVR STOR BLDG	20,000	0	0
* TOTAL CAPITAL OUTLAY	25,919 *	70,654 *	70,662 *
RPL SR TREE TRMR W/CONTRACTOR	0	2	2
 TOTAL DEPARTMENT	 2,019,050 **	 2,631,025 **	 2,623,077 **
 NET DEPARTMENT	 2,019,050 **	 2,631,025 **	 2,623,077 **

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 other, 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. Provide administration of division functions by preparing and monitoring the budget; to work closely with the Parks & 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. 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. 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 (New Aquatic Center, Civic Auditorium, Lompoc Valley Community Center, Anderson Recreation Center, Skate Park, Athletic Fields, and Park Sites). (Goals 1, 2 and 3)
5. Provide for the ongoing evaluation of programs and service delivery system to ensure 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

<u>Position</u>	Adopted Requested		Recommended
	2001-2003	2003-2005	2003-2005
Parks & Recreation Director	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	1.00	1.00	1.00
Total General Fund Recreation	<u>3.83</u>	<u>3.83</u>	<u>3.83</u>

RECREATION

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	486,858	597,903	597,903
* SUPPLIES AND SERVICES	192,449	149,397	153,531
AQUATIC CENTER	6,000,000	0	0
TOTAL DEPARTMENT	6,679,307 **	747,300 **	751,434 **
NET DEPARTMENT	6,679,307 **	747,300 **	751,434 **

Parks

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. Provide services in partnership with other agencies, organizations and groups to expand parks and recreational activities throughout the City.
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. Provide administration of division functions by preparing and monitoring the budget, to work closely with the Parks & Recreation Commission in establishing and enforcing park policy, address safety concerns and ensure the most effective use of staff and resources. (All Goals)
- B. Routine Park Maintenance. 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 a regular activity in the park maintenance program (mowing, watering, weeding, cleaning, etc.). (Goal 3)
- C. Special/Emergency Park Maintenance. Park Maintenance provides support for special community events or emergency work that may occur in City parks & 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. 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. Establish a maintenance program for City parks and recreation facilities utilizing scheduled maintenance activities for 80% 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 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)
5. 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)
6. 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)
7. Increase funding from community donations, sponsorships and grants for the benefit of park division programs and facilities by 18% annually. (Goal 3)
8. Provide a program for the use of volunteers and/or court assigned workers to supplement division operations, for a minimum of 2,080 hours annually.
(Goals 1, 2 and 3)
9. 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 Years 2003-2005 supports programs included on the Assessment District Ballot Measure approved by the citizens of Lompoc. This budget continues the additional part-time Manual (General) Labor hours approved in the 2001-2003 City budget.

The budget reflects the addition of one (1) new Park Ranger to provide increased park safety promised in the Assessment District Ballot measure. Lastly, our Horticultural Supplies account reflects a \$6,000 increase in first year of the budget cycle for replacement of a sod cutter and overseeder.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
Parks & Recreation Director	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
Office Staff Assistant III/IV	0.50	0.50	0.50
Total Parks	<u>12.28</u>	<u>12.28</u>	<u>12.28</u>

PARKS

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	1,557,515	1,580,298	1,580,298
* SUPPLIES AND SERVICES	833,731	1,288,282	1,257,498
BLEACHER(S)	8,063	16,163	0
REPLACE CARPET	0	5,000	5,000
HVAC SYSTEM	0	70,000	0
RESURFACE REC CENTER PARKING	0	11,000	0
PRK-HVY DTY GROUP PICNIC TBLE	5,000	10,000	0
CURTAINS/DRAPERIES/BLINDS	0	30,500	0
SECURITY EQUIPMENT	0	26,000	0
RADIO-PORTABLE	0	5,150	5,150
FLOOR SCRUBBING MACHINE	4,458	0	0
PRK-PLAYGROUND EQUIPMENT	0	49,969	0
PRK-IRRIG TRENCHER	0	12,930	0
PRK-ROTOTILLER	0	5,819	0
PRK-REC CENTER CARPET	0	2,500	0
UTILITY VEHICLE	4,983	0	0
PBF-PARKING LOT CHIP SEAL	0	3,000	0
PBF-ROOF RENOVATION	0	67,000	67,000
REC CNTR RENOVATION	15,000	40,000	0
PRK-JM ATHLET FIELD LGHTINGHT	25,000	50,000	0
PRK-RESURFACE TENNIS CTS	0	28,000	0
PRK-RIVER PRK RENOV FIT TRAIL	0	1,000	0
PRK-IRRIGATION SYSTEM	0	23,562	0
PRK-NORTH PRK ROADWAY IMPRV	0	3,000	0
PRK-ADA IMPRV	0	597,000	0
PRK-THOMPSON PRK BALLFLD RENV	0	75,000	0
PRK-MASTER PLAN/EIR K ADAM PR	0	100,000	0
PRK-RYON PRK STAGE RENOVATION	0	250,000	0
PRK-PARK DEVELOPMENT	0	125,000	0
BACKFLOW PREVENTERS	3,640	0	0
* TOTAL CAPITAL OUTLAY	66,144	* 1,607,593	* 77,150 *
CIP-RIVER BEND PRK IMPRV	0	275,000	0
ADD 1 PARK RANGER	0	97,288	0
* TOTAL PROGRAM CHANGES	0	* 372,288	* 0 *
TOTAL DEPARTMENT	2,457,390 **	4,848,461 **	2,914,946 **
NET DEPARTMENT	2,457,390 **	4,848,461 **	2,914,946 **

City of Lompoc Biennial Budget FY 2003-2005

Other Funds



Gary P. Keefe
City Administrator

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 are 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

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	178,114	191,423	191,423
TOTAL DEPARTMENT	178,114 **	191,423 **	191,423 **
NET DEPARTMENT	178,114 **	191,423 **	191,423 **

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 Phase II of the Pedestrian Enhancements for Old Towne, the Riverbend Park Bikeway, and design of the Allan Hancock Bikeway Connector.

FEDERAL ROAD FUND

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
CIP-CONSTRUCTION	338,000	0	2,223,000
TOTAL DEPARTMENT	338,000 **	0 **	2,223,000 **
NET DEPARTMENT	338,000 **	0 **	2,223,000 **

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. Portions 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

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
CIP-CONSTRUCTION	2,711,000	2,584,000	2,584,000
TOTAL DEPARTMENT	2,711,000 **	2,584,000 **	2,584,000 **
NET DEPARTMENT	2,711,000 **	2,584,000 **	2,584,000 **

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 during FY 2003-05.

CIVIC CENTER

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	0	24,000	24,000
TOTAL DEPARTMENT	0 **	24,000 **	24,000 **
NET DEPARTMENT	0 **	24,000 **	24,000 **

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.

GAS TAX

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	1,376,550	1,387,366	1,387,166
COVERED STORAGE BLDG	172,000	0	0
CIP-NURSERY STOCK/STREET TREE	56,193	62,000	62,000
CIP-CONCRETE HANDICAP RAMPS	90,000	130,000	130,000
* TOTAL PROGRAM CHANGES	146,193 *	192,000 *	192,000 *
TOTAL DEPARTMENT	1,694,743 **	1,579,366 **	1,579,166 **
NET DEPARTMENT	1,694,743 **	1,579,366 **	1,579,166 **

Transit System

MISSION

To provide transit service that meets the needs of those who are transportation disadvantaged, while helping to reduce traffic congestion and assist air quality attainment. The system will offer a convenient, safe, and reliable transit service and an attractive alternative to the private automobile. It will contribute to the economic well-being of the City and County 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 systems.
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)
- C. Planning: Prepare an implementation plan for the adopted Short Range Transit Plan. (All Goals)

SPECIFIC OBJECTIVES

1. Maintain a 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. Ensure that maintenance cost per transit vehicle service mile does not increase more than 10% per year. (Goals 2 and 4)
3. Increase ridership by 2% per year. (Goals 3, 4 and 5)
4. Appeal to new ridership groups by expending 5% of operating budget on marketing efforts. (Goals 3, 4 and 5)
5. Install 20 bus stop shelters. (Goals 2, 3 and 4)
6. Hold operating cost increases to less than 20% per year. (Goals 3 and 4)
7. Maintain local revenues of at least 20% of operating cost. (Goals 3 and 4)
8. Study the feasibility of extending service to Vandenberg Air Force Base and Santa Maria. (Goals 3, 4, and 5)
9. Utilize advanced technology systems to enhance the capabilities of our local system. (Goals 1, 2 and 5)
10. Implement the adopted Short Range Transit Plan. (Goals 1, 2 and 5)

BUDGET COMMENTARY

This budget provides funds for the current operating system and those necessary to meet the above objectives as well as the addition of new route(s) and expansion of the current routes to include bi-directional service as proposed in the Short Range Transit Plan. Funding has been recommended for capital outlay requests to replace four (4) buses, a one-ton truck, and to purchase 22 bus shelters for service on new and expanded routes.

The Aviation/Transportation Administrator's allocation has been increased in the Transit budget, anticipating the increased time to be spent on developing new transit services. The Administrator will be required to spend additional time on the implementation of the Short Range Transit Plan, including expanded COLT services. Also, additional time will be spent on the development of the service between Lompoc and Santa Maria.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
City Engineer	0.06	0.06	0.06
Aviation Transportation Administrator	0.75	0.75	0.75
Senior Maintenance Worker	0.55	0.55	0.55
Office Staff Assistant I/II	0.35	0.35	0.35
Total Transit System	<u>1.71</u>	<u>1.71</u>	<u>1.71</u>

TRANSIT SYSTEM

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	178,366	224,066	224,066
* SUPPLIES AND SERVICES	1,963,973	2,278,310	2,263,600
ADA BLDG IMPROVEMENTS	0	30,000	0
HIGH PRESSURE WASHER	0	12,500	0
RADIO-PORTABLE	1,828	0	0
RADIO-REPEATER EQUIP	26,875	0	0
BUS(ES)	310,000	373,100	343,000
1 TON TRUCK	0	38,200	44,000
CORP YD-REPL 400 AMP ELEC PNL	47,997	0	0
* TOTAL CAPITAL OUTLAY	386,700 *	453,800 *	387,000 *
 TOTAL DEPARTMENT	 2,529,039 **	 2,956,176 **	 2,874,666 **
 NET DEPARTMENT	 2,529,039 **	 2,956,176 **	 2,874,666 **

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, firefighter 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

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	361,301	356,515	356,515
PRK-THOMPSON PRK BALLFLD RENV	0	75,000	75,000
PRK-RYON PARK IMPROVEMENTS	0	19,000	19,000
TOTAL DEPARTMENT	361,301 **	450,515 **	450,515 **
NET DEPARTMENT	361,301 **	450,515 **	450,515 **

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

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	64,410	0	0
CIP-CONSTRUCTION	0	0	150,000
TOTAL DEPARTMENT	64,410 **	0 **	150,000 **
NET DEPARTMENT	64,410 **	0 **	150,000 **

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

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	5,586	5,734	5,734
* SUPPLIES AND SERVICES	3,566	3,746	3,746
TOTAL DEPARTMENT	9,152 **	9,480 **	9,480 **
NET DEPARTMENT	9,152 **	9,480 **	9,480 **

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

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	21,473	25,767	25,767
DOCUMENT IMAGING SYS & EQUIP	16,615	3,448	3,448
FILE SERVER COMPUTER	2,330	5,107	5,107
NETWORK EQUIPMENT	1,334	1,600	1,600
DISK DRIVE	1,183	0	0
UNINTERRUPTED PWR SUPPLY	1,882	0	0
COMPUTER EQUIPMENT UPGRADE	0	3,425	3,425
NETWORK EQUIP & PROG	0	4,653	4,653
PURCH-PROCUREMENT SYS	4,150	0	0
ENG-TRAFFIC CAPACITY ANALYSIS	3,000	0	0
NETWORK OS SOFTWARE	3,238	0	0
NETWORK SOFTWARE & PROGRAMS	10,790	0	0
GIS SHARED COMPUTER EQUIP	5,005	0	0
* TOTAL CAPITAL OUTLAY	49,527 *	18,233 *	18,233 *
TOTAL DEPARTMENT	71,000 **	44,000 **	44,000 **
NET DEPARTMENT	71,000 **	44,000 **	44,000 **

Park Maintenance and Pool Assessment District Fund

PROGRAM DESCRIPTION

The Park Maintenance and Pool Assessment District Fund provides funding to improve and maintain parks and recreation facilities in the Assessment District. This fund is based on a multi-year improvement plan that includes projects that will improve existing parks and recreation facilities; create new parklands and recreation facilities; improve park safety by enhancing lighting; enhance park ranger security patrols; install upgraded playground equipment that meets new safety standards; and enhance park maintenance to help ensure the continued beauty, usability, and accessibility of the Assessment District's parks and recreation facilities.

BUDGET COMMENTARY

Funds in the amount of \$218,976 are allocated among 10,349 parcels, which are outlined in the City of Lompoc Park Maintenance and Pool Assessment District No. 2002-1 Preliminary Engineer's Report.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	<u>2001-2003</u>	<u>2003-2005</u>	<u>2003-2005</u>
Park Ranger	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Prk Maint/Pool Assess. District	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

PARK MAINTENANCE & POOL ASSESSMENT DISTRICT

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	0	100,401	100,401
* SUPPLIES AND SERVICES	0	56,650	56,650
PRK-MASTER PLAN/EIR K ADAM PR	0	50,000	50,000
PRK-RIVERPARK IMPROVEMENTS	0	50,000	50,000
PRK-RYON PARK IMPROVEMENTS	0	33,350	33,350
* TOTAL PROGRAM CHANGES	0 *	83,350 *	83,350 *
 TOTAL DEPARTMENT	 0 **	 290,401 **	 290,401 **
 NET DEPARTMENT	 0 **	 290,401 **	 290,401 **

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.

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DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	0	3,000	3,000
TOTAL DEPARTMENT	0 **	3,000 **	3,000 **
NET DEPARTMENT	0 **	3,000 **	3,000 **

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 partial expenses for one motorcycle officer. The Traffic D.U.I. funds that partially funded this officer in previous budgets are no longer a viable funding source. Therefore, the General Fund will transfer approximately \$50,000 to this fund during FY 2003-05.

TRAFFIC OFFENDER FUND

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	209,406	165,811	165,811
* SUPPLIES AND SERVICES	21,000	2,383	0
TOTAL DEPARTMENT	230,406 **	168,194 **	165,811 **
NET DEPARTMENT	230,406 **	168,194 **	165,811 **

Community Development Block Grant and Human Service Program

PROGRAM GOALS

Provide efficient and effective administration that results in attainment of the program's goals, which are to provide decent housing, a suitable living environment, and expanded economic opportunities for persons of low- and moderate-income through public services, public 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, an annual Action Plan, annual Performance Report, annual Relocation Report, annual Real Property Acquisition Report, CDBG proposed and final Statements of Objectives, Analysis of Impediments (AI) to fair housing report, Minority Business Report, Semi-annual Labor Standards Enforcement Report, quarterly Cash Transactions Report, sub-grantee Service Contracts, loan agreements, sub-grantee monitoring reports, and 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 low- and moderate-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. Administer M/ERG (Mobile Home/ Emergency Repair Grant) Program in coordination with Catholic Charities. Continue the Building Code Enforcement program funded with CDBG funds. Coordinate with the Redevelopment Agency's implementation of 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 low- and moderate-income persons through an Economic Development Revolving Loan. This involves marketing, underwriting analysis, preparation of appropriate loan documents and servicing of loan portfolio. Coordinate with other economic development programs such as: the U.S. Economic Development Administration, the U.S. Small Business Administration, the Central Coast Development Corporation, Santa Barbara County Economic Development Advisory Committee (EDAC), 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 low- 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 03-04 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 with Disabilities Act (ADA). This may involve the removal of architectural barriers, public facility construction or renovation contract preparation and monitoring for compliance with federal bid and labor standards compliance.
- H. Environmental Review. Perform required environmental review and clearance of all federally funded projects under the National Environmental Protection Act (NEPA). This includes identifying lead based paint, and other potential environmental issues in proposed projects. It also includes coordination with the State Historic Preservation Office (SHPO) for all structures over 45 years of age, and properties in an archeologically sensitive area.
- I. Lead-Based Paint. Administer a Lead-Based Paint (LBP) Program to reduce incidence of lead poisoning.

SPECIFIC OBJECTIVES

- 1. Housing Rehab Revolving Loans. Rehabilitates 10 multi-family units and 3 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. Continue on-line credit report services and secure a tax tracking service.
3. Administration. Complete all required reports, applications, and plans referenced in the preceding Administration Program Performance Area 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 10 multi-family units; comply with Davis-Bacon and Related Acts (DBRA) concerning federal labor standards compliance and Uniform Relocation Assistance (URA) requirements to comply with the use of CDBG and HOME funds in larger housing projects.
6. Lompoc Housing Assistance Corporation (LHAC). Coordinate activity for compatibility with City goals. Complete rehabilitation of Casa Con Tres, Portabello Apartments, and T & College Avenue Apartments. Continue work on the development of 4 housing units with day care center project on North K Street, 35 multi-family units at G & College Avenue, and 5 for-sale townhouse units on T Street.
7. Economic Development. Expend all budgeted funds on qualified projects. Create or retain a minimum of one job for a low- to moderate-income worker for every \$35,000 in economic development funds loaned.
8. Mobile Homes. Provide grant funds to 5-6 low-income homeowners and/or mobile home owners to make emergency repairs to their units.
9. Human Service:
 - A. Boys & Girls Club/Childcare Scholarships. Provide 1,124 cases, (one child receiving childcare daily for one year) benefiting an approximate 5 unduplicated lower or very low-income clients.
 - B. Boys & Girls Club/Drop-In Scholarships. Provide 6,500 cases, (one year Drop-In Scholarships) benefiting an approximate 25 unduplicated lower and very low-income clients.
 - C. Boys & Girls Club/Snacks. Provide 13,000 cases, (one child receiving snacks daily for one year) benefiting an approximate 49 unduplicated lower and very low-income clients.

- D. Catholic Charities/Community Services. Provide 6,265 cases of service, such as rental assistance and utility assistance to avoid homelessness, to approximately 6,020 unduplicated lower or very low-income clients.
- E. Catholic Charities/Food Distribution. Provide 5,867 cases of service (3-4 day supply of non-perishable food items) to approximately 667 unduplicated lower and very low-income clients.
- F. Community Action Commission/Senior Nutrition. Provide 14,000 meals for 156 citizens.
- G. Community Partners In Caring. Provide 158 cases of service (one of approximately 19 services available, i.e. respite care, meal prep, shopping, light housekeeping, etc.) to approximately 17 citizens.
- H. Domestic Violence Solutions of Santa Barbara County/Lompoc Shelter. Provide 1,617 cases of service (one night shelter for a woman or child) to 149 lower and very-low income clients.
- I. Domestic Violence Solutions of Santa Barbara County/Teen Services. Provide 2,888 cases of service (one classroom presentation or group meeting with an individual teen) to 1,167 clients.
- J. Faithful Apostolic Church/Totes for Tots. Provide 2 cases of service (one tote provided to one child) to 2 lower and very-low income clients.
- K. Family Life Counseling Service/Lompoc Mental Health Treatment Program. Provide 168 cases of service (one individual, couple, family or group session to an estimated 14 clients).
- L. Family Service Agency/CRIS Helpline. Provide 3,000 cases of service (counseling, crisis intervention, information, referral, education and/or prevention) to lower and very low-income clients.
- M. Family Service Agency/Lompoc Healthy Start. Provide 2,800 contacts of 15 minutes or more with one student/family needing support services to approximately 815 unduplicated lower and very low income clients.
- N. Family Service Agency/Lompoc Homemaker. Provide 1,440 cases (one hour of time spent providing care for a senior, whether it be cleaning, laundry or errands) for 42 citizens.
- O. Foodbank of Santa Barbara County. Provide 136,000 pounds of food to approximately 3,600 unduplicated lower and very low-income clients.
- P. Legal Aid/Emergency Legal Services. Provide 400 cases of legal assistance

to an approximate 400 unduplicated lower and very low-income clients.

- Q. 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.
- R. Lompoc Housing Assistance Corporation (LHAC)/Bridgehouse Shelter. Provide 8,000 one night stays at the Bridgehouse that benefit an estimated 300 unduplicated lower or very low-income clients.
- S. Lompoc Housing Assistance Corporation (LHAC)/Marks House Transitional Shelter. Provide 3,750 one night stays at the Marks House to an estimated 56 unduplicated lower or very low-income clients.
- T. Lompoc Parks & Recreation/Summer Drop-In Program. Provide 2,420 visits to a supervised community-based recreational and diversionary program to an estimated 148 unduplicated lower or very low-income children.
- U. Lompoc Public Library/Families for Literacy. Provide 22 program activities and literacy instruction to an estimated 74 unduplicated lower or very low-income families.
- V. Lompoc Valley Haven/Senior Day Care. Provide 6,825 hours of senior day care to approximately 27 unduplicated lower or very low-income clients.
- W. North County Rape Crisis and Child Protection Center. Provide 12,797 cases of service (such as accompaniment, advocacy, counseling, follow-up, referral, self-defense, ChildSafe or awareness programs) to an estimated 4,140 unduplicated lower or very low-income clients.

BUDGET COMMENTARY

The use of the City's CDBG, HOME and Human Service Program funds is described in greater detail in the FY 2003-2004 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>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
Community Development Director	0.05	0.05	0.05
Community Development Program Manager	1.00	1.00	1.00
S. Building / Zoning Inspector	1.00	1.00	1.00
Grant Records Technician	1.13	1.13	1.13
Office Staff Assistant II/III	0.00	0.50	0.50
Office Staff Assistant III/IV	1.00	0.40	0.40
Total Block Grant (CDBG)	<u>4.18</u>	<u>4.08</u>	<u>4.08</u>

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DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	0	163,311	163,311
* SUPPLIES AND SERVICES	0	497,611	497,611
FURNITURE	0	60,000	0
CIP-CONSTRUCTION	0	7,200,000	7,200,000
TOTAL DEPARTMENT	0 **	7,920,922 **	7,860,922 **
NET DEPARTMENT	0 **	7,920,922 **	7,860,922 **

CDBG, HOME, and Human Service Program Budget
for year 2003-2004 Action Plan Budget

633,000 = Available 2003-2004 Entitlement Amount

	Requested	Recommended	%
1 Administration	126,600	126,600	11%
2 Economic Development	61,300	61,300	5%
Economic Development Revolving Loan Fund	25,675	25,675	
3 Code Enforcement	197,519	99,675	9%
Housing	585,829	577,621	51%
4 Single Family Housing Rehab Revolving Loan Program	105,136	105,136	
a. Emergency Repair Grant Program	30,000	21,792	
b. Housing Rehab Delivery Costs	124,995	124,995	
<i>Included staff costs, LBP home inspects, loan servicing</i>			
5 Multi Family Rehab Revolving Loan Program	100,000	100,000	
6 LHAC Operating Subsidy	12,000	12,000	
7 LHAC Pre Development	9,000	9,000	
8 LHAC New Construction Project (HOME)	204,698	204,698	
9 Public Facilities	408,100	108,100	9%
ADA City Hall Restroom Improvements	108,100	108,100	
Pioneer Park Play School and Restrooms	300,000		
Human Service Program	470,555	169,700	15%
10 Boys & Girls Club <i>(Childcare Scholarships)</i>	14,160	8,000	
11 Boys & Girls Club <i>(Drop-in Scholarships)</i>	3,500	2,500	
12 Boys & Girls Club <i>(Snacks)</i>	6,290	2,400	
13 Catholic Charities <i>(Community Services)</i>	20,000	14,000	
14 Catholic Charities <i>(Food Distribution)</i>	18,000	16,000	
15 Community Action Commission <i>(Individual Dev Acnts)</i>	7,500	0	
16 Community Action Commission <i>(Senior Nutrition)</i>	18,000	14,000	
17 Community Partners in Caring <i>(Faith in Action)</i>	15,000	2,500	
18 Domestic Violence Solutions <i>(Emergency Shelter)</i>	15,000	12,000	
19 Domestic Violence Solutions <i>(Teen Services)</i>	10,000	4,000	
20 Faithful Apostolic Church <i>(Foundation Life Skills)</i>	75,000	0	
21 Faithful Apostolic Church <i>(Grooming on the Go)</i>	25,000	0	
22 Faithful Apostolic Church <i>(Totes for Tots)</i>	30,000	1,000	
23 Family Life Counseling Service <i>(Mental Health Program)</i>	25,000	7,000	
24 Family Service Agency <i>(CRIS Helpline)</i>	3,000	3,000	
25 Family Service Agency <i>(Lompoc Healthy Start)</i>	3,000	2,000	
26 Family Service Agency <i>(Homemaker)</i>	10,000	8,000	
27 Food Bank of SB County <i>(Warehouse)</i>	5,000	4,000	
28 Legal Aid <i>(Essential Legal Services)</i>	13,000	13,000	
Fair Housing Contract	5,000	5,250	
29 LHAC <i>(Bridgehouse)</i>	4,500	3,000	
30 LHAC <i>(Mark's House)</i>	4,000	3,000	
31 Lompoc Parks & Recreation <i>(Summer Drop-In)</i>	27,400	13,000	
32 Lompoc Public Library <i>(Families for Literacy)</i>	8,085	6,000	
33 Lompoc Valley Haven <i>(Senior Day Care)</i>	5,000	5,000	
34 Mary Lee Geter Foundation <i>(Computer program)</i>	87,120	0	
35 No. Co. Rape Crisis & Child Protect <i>(Lompoc Pgm)</i>	15,000	13,550	
36 Reserve	7,500	7,500	
GRAND TOTALS:	1,849,903	1,142,996	100%

FUNDING SOURCES						
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)				HOME		Human Service Donations
FY 03 CDBG	Prior Year CDBG or PI	Housing Rehab Prog. Income (PI)	Econ Dev Prog. Income (PI)	FY 03 HOME	FTHB Prog. Income	
126,600						
25,675			35,625			
25,675						
99,675						
178,000	69,712	77,075		231,834	21,000	
78,000				27,136		
		21,792				
	69,712	55,283				
100,000						
					12,000	
					9,000	
				204,698		
108,100						
108,100						
94,950		16,375	16,375			42,000
4,840.00			1,019.00			2,141.00
1,512.00			319.00			669.00
1,452.00			306.00			642.00
8,470.00			1,784.00			3,746.00
9,680.00			2,038.00			4,282.00
0.00			0.00			0.00
8,470.00			1,784.00			3,746.00
1,512.00			319.00			669.00
7,260.00			1,529.00			3,211.00
2,420.00			510.00			1,070.00
0.00			0.00			0.00
0.00			0.00			0.00
605.00			127.00			268.00
4,235.00			892.00			1,873.00
1,815.00			382.00			803.00
1,210.00			255.00			535.00
4,840.00			1,019.00			2,141.00
2,420.00			510.00			1,070.00
7,865.00			1,656.00			3,479.00
0.00	5,250.00					0.00
1,815.00			382.00			803.00
1,815.00			382.00			803.00
7,865.00		494.00	1,162.00			3,479.00
3,630.00		764.00				1,606.00
3,025.00		637.00				1,338.00
0.00		0.00				0.00
8,194.00		1,730.00				3,626.00
0.00		7,500.00				
633,000	69,712	93,450	52,000	231,834	21,000	42,000

Airport

MISSION

It is the mission of the staff to develop and maintain a fully operational Airport facility that meets the needs of the Lompoc Valley within available resources.

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 and 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 at least 98% of the time. (Goal 2)
2. Maintain all City-owned buildings in completely rentable condition 100% of the time. (Goal 2)
3. Conduct fire control inspections of the Airport facilities. (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. (Goals 1 and 2)

BUDGET COMMENTARY

The State is recommending that the \$10,000 State Airport Grant received by the City each year be deleted from the State budget for the next two years. This would have a significant impact on the Airport budget. The budget, as presented, assumes that these funds will NOT be received.

The Airport budget reflects funding for a jet fuel delivery system. Since the completion of the runway extension project, we have seen an increase in turbine and jet aircraft. In order to service these aircraft, it is necessary to have jet fuel available. Staff is working on ways to provide this service and maintain a positive cash flow for the Airport. Should staff be able to provide a plan for such service, the City Council would be asked to approve a loan from Utilities and proceed with the project. If a reasonable plan cannot be prepared, this project would be postponed until such time as it becomes financially feasible.

The Aviation/Transportation Administrator's allocation has been reduced in the Airport budget due to the anticipated increase in time to be spent on developing new transit services.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
City Engineer	0.02	0.02	0.02
Aviation Transportation Administrator	0.25	0.25	0.25
Senior Maintenance Worker	0.45	0.45	0.45
Office Staff Assistant I/II	0.15	0.15	0.15
Total Airport	<u>0.87</u>	<u>0.87</u>	<u>0.87</u>

AIRPORT

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	130,308	109,323	109,323
* SUPPLIES AND SERVICES	352,995	392,604	392,604
FUEL STORAGE TANK(S)	0	100,000	100,000
FUEL TRUCK	0	50,000	0
* TOTAL CAPITAL OUTLAY	0 *	150,000 *	100,000 *
 TOTAL DEPARTMENT	 483,303 **	 651,927 **	 601,927 **
 NET DEPARTMENT	 483,303 **	 651,927 **	 601,927 **

Water Utility Fund

MISSION

To provide production, treatment and distribution of City of Lompoc's drinking water. To commit to a working environment with our customers and co-workers in an atmosphere of courtesy, integrity, safety, and quality service.

PROGRAM GOALS

1. Ensure current and future quantity and storage needs.
2. Improve the quality of water delivered.
3. Provide continued effective operations of the wells, water treatment plant, and water distribution system.
4. Promote customer service, safety awareness, technical competence, and professional behavior.

PROGRAM PERFORMANCE AREAS

- A. Administration. 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 administering the division's safety and training program, and meter reading. (All Goals)
- B. Water Treatment. 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. 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. Complete construction of Well No. 10 by June 2005. (Goals 1, 2 and 3)
2. Continue water meter replacement program by replacing 400 meters annually. (Goals 3)
3. Continue replacement of substandard water mains by coordinating with Street/ Engineering Divisions and reconstruction projects. (Goal 3)
4. Provide professional training for each employee to improve technical competence, interpersonal relationships, supervisory skills and maintain mandatory certification. (Goal 4)
5. Maintain conservation activities at a 20 percent reduction from 1989 base period through enforcement and reeducation of City's conservation ordinance. (Goal 1)
6. Construct a filter addition to provide for 10 MGD peak flow by August 2004. (Goals 1 and 3)
7. Continue replacement/repair/inspection and exercising of distribution valves and fire hydrants. (Goal 3)
8. Complete construction of Administration Building by April 2004. (Goal 4)
9. Replace major energy deficient components at the Water Treatment Plant by October 2005. (Goals 1 and 3)
10. Upgrade water hydraulic software program for accurate network modeling by September 2004. (Goals 3 and 4)
11. Administer engineering services agreements for booster station design improvements by February 2004. (Goals 1, 2 and 3)

BUDGET COMMENTARY

To meet Water's specific objectives, the proposed Water budget recommends a 5% rate increase in each fiscal year for a total of 10% over this two-year budget cycle.

Funds requested this budget year and future funding years are intended for infrastructure improvements and maintaining distribution quality. The filter addition, administration building, fire hydrant and mainline replacements, and the water treatment plant upgrades are the most important on-going capital improvements.

New requests, such as the river recharge project and security measures are also funded in 2003-05. There are no additional increases in staffing or salaries.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	<u>2001-2003</u>	<u>2003-2005</u>	<u>2003-2005</u>
Utility Director	0.33	0.33	0.33
Administrative Analyst	0.33	0.33	0.33
Water Resource Engineer	1.00	1.00	1.00
Water Superintendent	1.00	1.00	1.00
Water Distribution Supervisor	1.00	1.00	1.00
Facility Maintenance Supervisor	1.00	1.00	1.00
Water Plant Operations Supervisor	1.00	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 Operator	1.00	1.00	1.00
Senior / Water Distribution Operator	6.00	6.00	6.00
Senior / Water Meter Maint. Technician	2.00	2.00	2.00
Utility Conservation Coordinator	0.50	0.50	0.50
Utility Conservation Representative	0.00	0.50	0.00
Office Staff Assistant III/IV	0.34	0.34	0.34
Office Staff Assistant II/III	1.50	1.50	1.50
Senior Environmental Coordinator	0.16	0.16	0.16
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>36.16</u>	<u>36.66</u>	<u>36.16</u>

WATER

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	3,903,876	4,370,131	4,370,131
* SUPPLIES AND SERVICES	7,366,668	11,846,619	11,294,863
CONCRETE RD MTRL STORAGE BINS	0	21,550	0
TELEPHONE EQUIPMENT	0	20,000	20,000
SOFTWARE/PROGRAMS	0	6,588	6,588
DOCUMENT IMAGING SYS & EQUIP	16,615	3,448	3,448
FILE SERVER COMPUTER	2,330	5,107	5,107
NETWORK EQUIPMENT	1,334	11,600	11,600
DISK DRIVE	1,183	0	0
UNINTERUPTED PWR SUPPLY	1,882	0	0
COMPUTER-PC & EQUIPMENT	10,966	0	0
COMPUTER EQUIPMENT UPGRADE	0	3,425	3,425
NETWORK EQUIP & PROG	0	4,653	4,653
FURNITURE	0	15,000	15,000
PURCH-PROCUREMENT SYS	4,150	0	0
SHARED SECURITY EQUIPMENT	0	23,810	23,810
NETWORK OS SOFTWARE	3,238	0	0
NETWORK SOFTWARE & PROGRAMS	10,790	4,000	4,000
TOOL BOXES	1,500	0	0
GIS SHARED COMPUTER EQUIP	5,005	1,717	1,717
RADIO-UHF FM RADIO SYSTEM	9,084	0	0
ANALYTICAL BALANCE	4,300	0	0
WTR-PREC INCUBATORS COLIFORMS	0	5,819	5,819
PICKUP 1/2 TON	40,000	0	0
UTILITY VEHICLE	0	13,738	13,738
UPGRD 1/2 TON PU TO 3/4 TON	6,604	0	0
TURBO DIESEL TRK W/CRANE	17,897	0	0
1 TON SERVICE TRUCK	0	16,662	16,662
TRUCK-VALVE EXERCISE	0	29,955	0
TRAIL MNT EMR/MAIN DEWTR PUMP	0	38,898	38,898
PRK-IRRIGATION SYSTEM	0	23,562	23,562
WTR-RESERVOIR(S) IMPRV/UPGRD	0	110,000	110,000
WTR-PAVEMENT OVERLAY	18,000	0	0
WTR-DISTRIBUTION MAINS	230,000	375,000	375,000
WTR-FILTER ELELEMENT ASSMBLY	0	73,270	73,270
WTR-BOOSTER PUMPS	49,000	0	0
WTR-ADMIN OFFICES	736,000	0	0
WTR-FILTER PUMP MOTOR	0	32,325	32,325
WTR-WTP IMPROVEMENTS	0	250,000	250,000
WTR-CATHODIC PROTECTION	60,000	0	0
WTR-WELL #10	1,700,000	0	0
WTR-WELL HEAD STRUCTURES	11,175	0	0
WTR-WTP BOOSTER STA IMPRV	0	2,390,000	2,390,000
WTR-CHEM BLDG ROOF REPLACEMNT	0	50,000	50,000
WTR-SUR WTR MAIN MIGUELITO RE	0	50,000	50,000
WTR-LOMPOC GRND WTR RECHG PRO	0	1,465,000	1,465,000
BLDG IMPR FROM BLDG MAINT	2,500	0	0
* TOTAL CAPITAL OUTLAY	2,943,553	* 5,045,127	* 4,993,622 *

WATER

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
CIP-FRICK SPRING IMPRV	0	250,000	250,000
CIP-WELL NO.11	0	1,200,000	0
PT UTIL CONSV REP>FT U/C REP	0	50,236	0
EQUITY INCR WTR PLT OPS SUPR	0	15,809	0
EQUITY INCR WTR DISTR SUPR	0	14,536	0
EQUITY INCR WTR SUPERINTENDEN	0	27,522	0
EQUITY INCR CUST SVC WKR 1-3	0	58,238	0
 * TOTAL PROGRAM CHANGES	 0	 * 1,616,341	 * 250,000 *
 TOTAL DEPARTMENT	 14,214,097 **	 22,878,218 **	 20,908,616 **
 NET DEPARTMENT	 14,214,097 **	 22,878,218 **	 20,908,616 **

Electric Utility Fund

MISSION

The mission of the Electric Utility Division is to provide safe, reliable, and economical electrical power to the residents, businesses, and industries of Lompoc. We will accomplish this by treating each customer individually, and providing the best service possible with available resources and proven technology. We will plan for the growth of both our existing customers and our new customers. To accomplish this we will provide skill and safety training to our employees, and provide them with the resources they need to safely complete their work. We will perform our work with integrity, providing the best balance of meeting the needs of electric utility customers while protecting the environment and living conditions of the citizens of Lompoc.

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. Provide for the design, construction, operation and maintenance of the City Electrical Distribution system so as to accurately prepare for future electrical demand and consumption requirements. (Goals 1 and 3)
- B. Reliability. Provide for system improvements so that electrical power may be reliably provided in quantities as needed for present and future customers. (Goals 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 depends on NCPA to act as our “Resource Department” for power purchases and sales to and from the wholesale energy market. It is important for Lompoc to continue to actively participate in NCPA to preserve our interests, to maintain our access to inexpensive power, and to maintain our ability to sell unused resources to the market (Goals 1 and 2)
- D. Industry Restructuring. As restructuring continues, the City must remain aware of additional changes and coordinate with other public entities to affect trends in the

energy market and the regulatory arena. Continued monitoring at the State level and now the Federal level is important. We need to continue to work with our partners at NCPA to influence the regulatory arena. (Goals 1, 2 and 3)

SPECIFIC OBJECTIVES

1. Provide system extensions for new developments and special projects, such as Undergrounding, within pre-established time frames, 100% of the time. (Goals 1, 2 and 3)
2. Continue to re-build 35+ year old 4kV circuits, additionally converting them to 12kV. (Goals 1 and 3)
3. Continue Field Safety Programs to reduce work related injuries by 5%. (Goal 1)
4. Continue to provide competitive electric rates below the applicable PG&E rate. (Goal 2)

BUDGET COMMENTARY

The FY 2003-05 budget period will continue to see significant changes in the business climate for the Electric Division. September 1, 2002, NCPA became a Metered Subsystem of the California Independent System Operator (ISO). Lompoc, as an NCPA pool member, now depends on the ISO for 95% of our power deliveries. Starting in 2004, the final 5% (WAPA power) will also be delivered via the ISO system. This places NCPA and its member cities, including Lompoc, into all of the issues surrounding the ISO operation. Many of these issues can affect our ability or the costs to deliver power to Lompoc economically. The Electric Division will continue to monitor this situation and through NCPA attempt to mitigate effects on our customers.

The Division will continue to work through NCPA to acquire and deliver the economic energy needed to meet the needs of our customers. The wholesale market is less volatile at this time, but federal controls are relaxing and market performance for the next two to five years will need to be watched closely. The City along with other NCPA members will have to actively manage our energy portfolio. This, very likely, will include construction or purchase of additional generation facilities.

The Division will continue to provide timely and economic expansion and maintenance of the City Electric System. System maintenance will involve several projects, continuing the 4kV to 12kV conversion, and undergrounding of some facilities.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	2001-2003	2003-2005	2003-2005
Utility Director	0.34	0.34	0.34
Administrative Analyst	0.33	0.33	0.33
Electrical Utility Manager	1.00	1.00	1.00
Assist Electric Utility Manager	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
Electrical Substation 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	8.00	8.00	8.00
Electrical Ground Support Worker	2.00	2.00	2.00
Utility Conservation Coordinator	0.50	0.50	0.50
Utility Conservation Representative	0.00	0.50	0.00
Sr. Environmental Coordinator	0.16	0.16	0.16
GIS Assistant	1.00	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>23.16</u>	<u>23.66</u>	<u>23.16</u>

ELECTRIC

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	3,725,755	4,146,534	4,146,534
* SUPPLIES AND SERVICES	31,177,313	27,083,883	26,958,098
AWNING	0	5,930	0
HVAC SYSTEM	0	70,000	70,000
EMERGENCY GENERATOR	0	103,000	103,000
DOCUMENT IMAGING SYS & EQUIP	16,615	3,448	3,448
FILE SERVER COMPUTER	2,330	5,107	5,107
NETWORK EQUIPMENT	1,334	1,600	1,600
DISK DRIVE	1,183	0	0
COMPUTER PRINTER	4,000	0	0
UNINTERUPTED PWR SUPPLY	1,882	0	0
COMPUTER-PC & EQUIPMENT	12,500	0	0
COMPUTER EQUIPMENT UPGRADE	0	3,425	3,425
NETWORK EQUIP & PROG	0	4,653	4,653
CAMERA & PHOTO EQUIPMENT	500	0	0
CURTAINS/DRAPERIES/BLINDS	0	20,000	20,000
HOLIDAY DECORATIONS	30,000	0	0
PURCH-PROCUREMENT SYS	4,150	0	0
SHARED SECURITY EQUIPMENT	0	23,810	23,810
NETWORK OS SOFTWARE	3,238	0	0
NETWORK SOFTWARE & PROGRAMS	10,790	0	0
GIS SHARED COMPUTER EQUIP	11,262	3,863	3,863
RADIO-REP/RELCT ELEC REPTR 2W	0	16,163	16,163
FIRE-FOAM AND EQUIP	698	0	0
ELEC-RELAYS	15,480	0	0
ELEC-TREE REPLACEMENT	8,600	8,620	8,620
ELEC-ELECTRONIC RELAY TESTER	0	60,000	60,000
ELEC-LOAD TAP CHGR CONTROLS	24,350	0	0
UTILITY VEHICLE	0	13,738	13,738
UPGRADE TRK CREWCAB & UTIL BE	0	32,325	32,325
2 ENERGY EFFICIENCY VEHICLES	0	46,000	46,000
MESSAGE SIGN BOARD TRAILER(S)	7,000	0	0
CORP YARD BLDG IMPROVEMENTS	0	50,000	50,000
4 KV CONVERSION	170,000	0	0
ELEC-TRANSFRMR RPR SHOP	0	16,160	16,160
ELEC-SCADA SYSTEM	290,000	0	0
ELEC-CIRCUIT FAULT INDICATORS	74,000	0	0
ENRGY EFFIC CITY HALL ANNEX	430,000	0	0
ELEC-REP/PAINT ROOF STORG BLD	0	32,325	32,325
ELEC-SPCC PLAN/5 SITES	0	120,000	120,000
REMOTE CNTRL PRIMARY SWITCH(S)	0	140,000	140,000
4160 V CONVERSION-CITY WIDE	0	140,000	140,000
REC STA BATTERY RM/BATTERIES	0	38,000	38,000
OCEAN AVE UNDERGROUNDING	0	444,000	444,000
BROADBND COMMUNICATION EQUIP	0	60,000	60,000
ELEC-TRFMR RADIATORS	188,340	0	0
BLDG IMPR FROM BLDG MAINT	0	15,337	0
* TOTAL CAPITAL OUTLAY	1,308,252	* 1,477,504	* 1,456,237 *

ELECTRIC

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
PT UTIL CONSV REP>FT U/C REP	0	25,836	0
EQUITY INCR ELECT ESTIMATOR	0	20,379	0
EQUITY INCR SR ELECT UTIL ENG	0	28,022	0
EQUITY INCR ELECT UTIL MANAGE	0	29,909	0
SR ELECT UTIL ENG>ASST E/U MG	0	2	2
* TOTAL PROGRAM CHANGES	0 *	104,148 *	2 *
TOTAL DEPARTMENT	36,211,320 **	32,812,069 **	32,560,871 **
NET DEPARTMENT	36,211,320 **	32,812,069 **	32,560,871 **

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 strive to meet or exceed all regulations by utilizing "state of the art" procedures and technologies. We will accomplish this in a work environment that promotes teamwork 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. Correct deficiencies in the collection system infrastructure.
4. Continue maximum compliance with all federal, state, and local regulations and standards.

PERFORMANCE AREAS

- A. Administration. Provide supervision and direction of all activities of the Wastewater Division. Review 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, 3 and 4)
- C. Wastewater Division Laboratory. Provide environmental and regulatory compliance by conducting the EPA pretreatment program, providing biological and chemical analyses required to evaluate and manage domestic and industrial waste, maintaining plant process control, and providing the database for performance reports required by regulatory agencies. (Goals 1 and 4)

- D. Wastewater Plant Maintenance. Provide preventive and remedial maintenance required to ensure reliable process control and efficient wastewater treatment. (Goals 1, 2 and 4)
- E. Wastewater Plant Operation. Provide efficient operation and control of dynamic wastewater processes, ensuring a high quality effluent and conformance with discharge requirements established by regulatory agencies. (Goals 1, 2 and 4)

SPECIFIC OBJECTIVES

1. Each employee will participate in at least 75% of division safety meetings and 8 hours of relevant technical training. (Goals 1 and 4)
2. Complete first phase of treatment plant design as identified in the new master plan, early 2004. (Goals 1, 2 and 4)
3. Initiate first construction phase of Master Plan by May 2004. (Goals 1, 2 and 4)
4. Continue history of less than one lost time injury annually. (Goals 1 and 4)
5. Continue Collection System effective small repair program. (Goals 1, 3 and 4)
6. Maintain Treatment Plant facilities in optimal operating condition. (Goals 1, 2 and 4)

BUDGET COMMENTARY

The budget includes a recommendation to begin design and construction of the nearly \$50 million plant upgrades identified in the recently completed Master Plan. A 15% sewer rate increase is included in each fiscal year for a total of 30% over the two-year budget cycle to begin payments for the construction phase of the plant upgrade.

An additional four-wheel drive tractor and other equipment are included to implement a planned Biosolids Management Program, and to support the Collection System Rehabilitation program. Video inspection of the sewer system will be accelerated to document repairs performed over the last 10 years and to better assess future needs.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	<u>2001-2003</u>	<u>2003-2005</u>	<u>2003-2005</u>
Utility Director	0.33	0.33	0.33
Wastewater Superintendent	1.00	1.00	1.00
Administrative Analyst	0.34	0.34	0.34
Wastewater Plant Operations Supervisor	1.00	1.00	1.00
Wastewater Facilities Maint. Supervisor	1.00	1.00	1.00
Wastewater Collection 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	1.00	1.00
Laboratory Services Assistant	0.00	1.00	1.00
Senior Wastewater Plant Operator	1.00	1.00	1.00
Wastewater Plant Operator I/II	7.00	7.00	7.00
Wastewater/Sr. Wastewater Collection Wkr	3.00	3.00	3.00
Senior Building Maintenance Worker	1.00	1.00	1.00
Park Maintenance Specialist	1.00	1.00	1.00
Sr./Park Maintenance Worker	1.00	1.00	1.00
Electrical/Mechanical Technician I/II	5.00	5.00	5.00
Sr. Environmental Coordinator	0.16	0.16	0.16
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>29.16</u>	<u>29.16</u>	<u>29.16</u>

WASTEWATER

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	3,477,952	4,011,055	4,011,055
* SUPPLIES AND SERVICES	7,225,584	11,673,410	11,604,210
AIR CONDITIONER & INSTALLATIO	75,000	0	0
OVERHEAD DOOR	21,582	0	0
REPLACE ENTRANCE PORTICO	17,175	0	0
DOCUMENT IMAGING SYS & EQUIP	16,615	3,448	3,448
FILE SERVER COMPUTER	2,330	5,107	5,107
NETWORK EQUIPMENT	1,334	1,600	1,600
DISK DRIVE	1,183	0	0
UNINTERUPTED PWR SUPPLY	1,882	0	0
COMPUTER-PC & EQUIPMENT	12,686	0	0
COMPUTER EQUIPMENT UPGRADE	0	3,425	3,425
NETWORK EQUIP & PROG	0	4,653	4,653
CAMERA & PHOTO EQUIPMENT	0	15,000	15,000
PURCH-PROCUREMENT SYS	4,150	0	0
SHARED SECURITY EQUIPMENT	0	23,810	23,810
NETWORK OS SOFTWARE	3,238	0	0
NETWORK SOFTWARE & PROGRAMS	10,790	0	0
GIS SHARED COMPUTER EQUIP	5,005	1,717	1,717
WW-TELEPHONE SYSTEM	11,938	0	0
WW-FENCE-DRYING BEDS	14,000	0	0
WW-4WD TRACTOR PLUS EQUIPMNT	0	65,000	65,000
ONE TON SERVICE TRUCK	0	41,573	0
ROLL-OFF BINS	0	12,930	12,930
GRIT CONTAINER(S)	0	15,085	15,085
BF-FIRE ALARM SYSTEM	7,725	0	0
WW-COLLECTION SYS RENOVATION	314,750	372,000	372,000
WW-SEWER MAINS IMP-COLLEGE AV	853,000	0	0
WW-REPLACE LIFT STATION	603,000	73,875	0
WW-REPLACE "U" ST SIPHON	828,000	0	0
* TOTAL CAPITAL OUTLAY	2,805,383	* 639,223	* 523,775 *
CIP-ARCHITECT, DESIGN, ENG	0	8,500,000	8,500,000
CIP-WW PLANT IMPROVEMENTS	4,500,000	0	0
CIP-WW PLANT IMPRV-STAGE 1	0	32,397,920	32,397,920
15% SAL INCR WW COLL SUPERVIS	0	19,927	0
EQUITY INCR WW OPS SUPERVISOR	0	15,381	0
EQUITY INCR WW SUPERINTENDENT	0	27,164	0
-1 LAB TECH +1 LAB SVCS ASSIS	0	4	4
* TOTAL PROGRAM CHANGES	4,500,000	* 40,960,396	* 40,897,924 *
TOTAL DEPARTMENT	18,008,919	** 57,284,084	** 57,036,964 **
NET DEPARTMENT	18,008,919	** 57,284,084	** 57,036,964 **

Solid Waste Utility Fund

MISSION

Provide the residential and business community of Lompoc with an integrated waste management system, which will protect landfill capacity, conserve natural resources, promote waste management and effective recycling, in a safe, cost-effective and environmentally friendly manner, while providing exceptional customer service.

PROGRAM GOALS

1. Provide effective planning of Solid Waste issues and goals.
2. Provide the citizens of Lompoc with a cost-effective and efficient Solid Waste Collection System, which includes refuse collection and greenwaste and commingled recycling.
3. Provide an efficient and cost-effective refuse disposal facility.
4. Provide means for disposing of hazardous waste for residents and small businesses.
5. Improve the appearance of the City by administering a code enforcement program.
6. Provide a street sweeping program to ensure cleanliness of streets and subsequent storm water run-off.

PROGRAM PERFORMANCE AREAS

- A. Administration. Plan, direct, and evaluate the activities of the Solid Waste Division. (All Goals)
- B. Refuse & Recycling Collection. Provide refuse collection and commingled and greenwaste recycling to our residential and commercial customers. (Goals 1 and 2)
- C. Refuse Disposal Facility. Provide a well maintained and managed disposal facility. (Goals 1 and 3)
- D. Hazardous Waste. Provide a safe, efficient manner for residents and small businesses to properly dispose of hazardous materials. (Goals 1 and 4)
- E. 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 5)
- F. Street Sweeping. Provide a twice-monthly street sweeping program to enhance the cleanliness of our community. (Goals 1 and 6)
- G. Public Education. Provide public education on up-to-date methods and procedures of efficient waste management. (All Goals)

SPECIFIC OBJECTIVES

1. Monitor the efficiency of all Solid Waste activities on a monthly basis. (All Goals)
2. Provide weekly refuse and recycling services to our residential customers. (Goal 2)
3. Improve upon all recycling activities to maintain the state mandated goal of 50 percent reduction. (Goals 1, 2 and 3)
4. Operate and maintain landfill activities in conformance with all applicable permit regulations, avoiding a minimum \$10,000 per day in possible fines. (Goals 1 and 3)
5. Provide adequate collection intervals for our multi-family and commercial customers. (Goal 2)
6. Improve commingled recycling opportunities for commercial and multi-family residential customers. (Goal 2)
7. Operate the Household Hazardous Waste Collection Facility and used oil collection sites for the residents and small businesses of the Lompoc Valley. (Goal 4)
8. Provide code enforcement of all applicable codes relating to Solid Waste, and provide personalized interaction with citizens regarding complaints. (Goal 5)
9. Provide a Citywide twice-per-month street sweeping program. (Goal 6)
10. Improve customer service for residential, multi-family, and commercial customers. (All Goals)
11. Continue public education to classrooms, civic groups and organizations, and the community as a whole in order to sustain 50% reduction. (All Goals)

BUDGET COMMENTARY

Council approved the first two years of a five-year plan for the Solid Waste Division during FY 2001-03 budget. As a result, several significant changes to the way the Division conducts business were established. A new rate structure was implemented for both collection and the landfill, and three additional Citywide cleanup days as well as one-time bulky item pickup were added for residential customers. Commingled recycling was introduced to commercial customers. Greenwaste recycling was introduced, and once-per-week collection was established for all three commodities, refuse, greenwaste, and commingled recycling, for single-family residents. This budget includes planning for implementing the remaining three years of the five-year plan during year one of the FY 2003-05 budget. It is anticipated that this will result in a 20% increase in commercial collection rates and a 5% increase in residential collection rates.

Several external regulations will impact Solid Waste operations during this budget. In August 2001, the Department of Toxic Substance Control (DTSC), and the California Integrated Waste Management Board (CIWMB), issued an emergency regulation banning Cathode Ray Tubes (CRT's) from landfills. The nearest and only processor available to handle the City's CRT's is Health Sanitation Service (HSS) located in Santa Maria. Currently, approximately 2000 lbs. of CRT's are transported to HSS every three weeks at a cost of \$0.50/lb. The estimated cost of this unfunded mandate is \$69,000 annually.

In past years, the metal recycling contractor at the landfill has either paid the City for the

metal or processed the metal for no charge. Beginning in 1999, the City started paying the metal contractor to process the metal. Currently, the City is paying the metal recycling contractor \$20/ton. This increased cost is due to the slump in the metal market prices. Based on an average of 175 tons per month, the projected cost to process recycled metal for the 2003-05 budget is approximately \$3,500/mo. or \$42,000 annually.

This budget provides capital outlay funds to purchase a new scale and office and install them in a location that complies with requirements of the State regulating agencies. Funds provide for engineering, permitting, construction, grading, paving, and relocation of utilities. While the total cost of this project is estimated at \$180,000, \$112,000 has been encumbered from the FY 01-03 Solid Waste budget for this project, with the remaining \$68,000 budgeted in FY 2003-05.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
Public Works Director	0.20	0.20	0.20
Sr Environmental Coordinator	0.16	0.16	0.16
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	13.00	13.00
Heavy Equipment Operator	3.00	3.00	3.00
Landfill Supervisor	1.00	1.00	1.00
Landfill Coordinator	4.00	4.00	4.00
Landfill Attendant	2.00	2.00	2.00
Solid Waste Program Analyst	1.00	1.00	1.00
Solid Waste Code Enforcement Officer	0.50	0.50	0.50
Household Hazardous Waste Technician	1.00	1.00	1.00
Office Staff Assistant I/II	1.00	1.00	1.00
Total Solid Waste Utility Fund	<u>29.86</u>	<u>29.86</u>	<u>29.86</u>

SOLID WASTE

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	3,426,982	3,569,614	3,569,614
* SUPPLIES AND SERVICES	5,304,513	6,098,354	6,129,891
DOCUMENT IMAGING SYS & EQUIP	16,615	3,448	3,448
FILE SERVER COMPUTER	2,330	5,107	5,107
NETWORK EQUIPMENT	1,334	1,600	1,600
DISK DRIVE	1,183	0	0
UNINTERRUPTED PWR SUPPLY	1,882	0	0
COMPUTER-PC & EQUIPMENT	1,600	0	0
COMPUTER EQUIPMENT UPGRADE	0	3,425	3,425
NETWORK EQUIP & PROG	0	4,653	4,653
PURCH-PROCUREMENT SYS	4,150	0	0
IMPRV DATA LINE AT LNDFLL	15,000	0	0
3D AERIAL OF LANDFILL	32,000	0	0
NETWORK OS SOFTWARE	3,238	0	0
NETWORK SOFTWARE & PROGRAMS	10,790	0	0
GIS SHARED COMPUTER EQUIP	5,006	1,716	1,716
FIRE-FOAM AND EQUIP	1,394	0	0
SW-REFUSE BINS	47,623	0	0
SW-AUTO REFUSE COLLECT CONTAI	55,000	0	0
SW-REFRIG VAPOR RECOVERY SYS	3,870	0	0
UPGRADE LF WATER TRUCK	20,000	0	0
ROLL-OFF BINS	7,061	0	0
SW-RELOCATE SCALE/SCALE FACIL	0	68,000	68,000
* TOTAL CAPITAL OUTLAY	230,076 *	87,949 *	87,949 *
-1PT TECH+3MAINT TRNEES/DRVRS	0	-1,985	-1,985
TOTAL DEPARTMENT	8,961,571 **	9,753,932 **	9,785,469 **
NET DEPARTMENT	8,961,571 **	9,753,932 **	9,785,469 **

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 continuation of existing programs with minor increases in some program areas.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
Recreation Supervisor	2.00	2.00	2.00
Office Staff Assistant I/II	0.25	0.25	0.25
Total Recreation Revolving	<u>2.25</u>	<u>2.25</u>	<u>2.25</u>

RECREATION PROGRAMS

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	433,372	397,545	397,545
* SUPPLIES AND SERVICES	398,240	297,943	297,793
TOTAL DEPARTMENT	831,612 **	695,488 **	695,338 **
NET DEPARTMENT	831,612 **	695,488 **	695,338 **

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 fund was established during FY 2001-2003 to account for new operating expenses following the completion of construction and opening of the Center. Funds in this account provide staffing for a Lompoc Valley Community Center Coordinator to develop and facilitate programs which best serve the needs of our community. This budget reflects a .25 increase from .75, creating a full-time position to facilitate continued growth anticipated for programs and operations of the Lompoc Valley Community Center.

PERSONNEL ANALYSIS

<u>Position</u>	<u>Adopted</u> <u>2001-2003</u>	<u>Requested</u> <u>2003-2005</u>	<u>Recommended</u> <u>2003-2005</u>
LVCC Coordinator	0.75	1.00	1.00
Total Lompoc Valley Community Center	0.75	1.00	1.00

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LOMPOC VALLEY COMMUNITY CENTER

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	132,125	140,488	140,488
* SUPPLIES AND SERVICES	82,577	80,980	75,580
LVCC COORD .75 JOBSH > FT PER	0	13,632	13,632
 TOTAL DEPARTMENT	 214,702 **	 235,100 **	 229,700 **
 NET DEPARTMENT	 214,702 **	 235,100 **	 229,700 **

Human Services Fund

MISSION

Supplement City CDBG, Santa Barbara County and United Way funding to human service agencies to maximize the level of programs benefiting 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/Childcare Scholarships. Provide 1,124 cases, (one child receiving childcare daily for one year) benefiting an approximate 5 unduplicated lower or very low-income clients.
- 2. Boys & Girls Club/Drop-In Scholarships. Provide 6,500 cases, (one year Drop-In Scholarships) benefiting an approximate 25 unduplicated lower and very low-income clients.
- 3. Boys & Girls Club/Snacks. Provide 13,000 cases, (one child receiving snacks daily for one year) benefiting an approximate 49 unduplicated lower and very low-income clients.
- 4. Catholic Charities/Community Services. Provide 6,265 cases of service, such as rental assistance and utility assistance to avoid homelessness, to approximately 6,020 unduplicated lower or very low-income clients.
- 5. Catholic Charities/Food Distribution. Provide 5,867 cases of service (3-4 day supply of non-perishable food items) to approximately 667 unduplicated lower and very low-income clients.
- 6. Community Action Commission/Senior Nutrition. Provide 14,000 meals for 156 citizens.

7. Community Partners In Caring. Provide 158 cases of service (one of approximately 19 services available, i.e. respite care, meal prep, shopping, light housekeeping, etc.) to approximately 17 citizens.
8. Domestic Violence Solutions of Santa Barbara County/Lompoc Shelter. Provide 1,617 cases of service (one night shelter for a woman or child) to 149 lower and very-low income clients.
9. Domestic Violence Solutions of Santa Barbara County/Teen Services. Provide 2,888 cases of service (one classroom presentation or group meeting with an individual teen) to 1,167 clients.
10. Faithful Apostolic Church/Totes for Tots. Provide 2 cases of service (one tote provided to one child) to 2 lower and very-low income clients.
11. Family Life Counseling Service/Lompoc Mental Health Treatment Program. Provide 168 cases of service (one individual, couple, family or group session to an estimated 14 clients).
12. Family Service Agency/CRIS Helpline. Provide 3,000 cases of service (counseling, crisis intervention, information, referral, education and/or prevention) to lower and very low-income clients.
13. Family Service Agency/Lompoc Healthy Start. Provide 2,800 contacts of 15 minutes or more with one student/family needing support services to approximately 815 unduplicated lower and very low income clients.
14. Family Service Agency/Lompoc Homemaker. Provide 1,440 cases (one hour of time spent providing care for a senior, whether it be cleaning, laundry or errands) for 42 citizens.
15. Foodbank of Santa Barbara County. Provide 136,000 pounds of food to approximately 3,600 unduplicated lower and very low-income clients.
16. Legal Aid/Emergency Legal Services. Provide 400 cases of legal assistance to an approximate 400 unduplicated lower and very low-income clients.
17. 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.

18. Lompoc Housing Assistance Corporation (LHAC)/Bridgehouse Shelter. Provide 8,000 one night stays at the Bridgehouse that benefit an estimated 300 unduplicated lower or very low-income clients.
19. Lompoc Housing Assistance Corporation (LHAC)/Marks House Transitional Shelter. Provide 3,750 one night stays at the Marks House to an estimated 56 unduplicated lower or very low-income clients.
20. Lompoc Parks & Recreation/Summer Drop-In Program. Provide 2,420 visits to a supervised community-based recreational and diversionary program to an estimated 148 unduplicated lower or very low-income children.
21. Lompoc Public Library/Families for Literacy. Provide 22 program activities and literacy instruction to an estimated 74 unduplicated lower or very low-income families.
22. Lompoc Valley Haven/Senior Day Care. Provide 6,825 hours of senior day care to approximately 27 unduplicated lower or very low-income clients.
23. North County Rape Crisis and Child Protection Center. Provide 12,797 cases of service (such as accompaniment, advocacy, counseling, follow-up, referral, self-defense, ChildSafe or awareness programs) to an estimated 4,140 unduplicated lower or very low-income clients.

BUDGET COMMENTARY

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

HUMAN SERVICES

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	80,116	88,200	88,200
TOTAL DEPARTMENT	80,116 **	88,200 **	88,200 **
NET DEPARTMENT	80,116 **	88,200 **	88,200 **

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

SPECIFIC OBJECTIVES

1. Hold public hearings on beautification improvements and make recommendations to the City Council. (Goals 1 and 2)
2. Distribute Beautification Awards annually recognizing appearance enhancements throughout the community. (Goals 1 and 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 Divisions.

BEAUTIFICATION

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	1,740	1,785	1,785
* SUPPLIES AND SERVICES	12,027	11,211	11,211
TOTAL DEPARTMENT	13,767 **	12,996 **	12,996 **
NET DEPARTMENT	13,767 **	12,996 **	12,996 **

River Park Campground Fund

MISSION

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.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	<u>2001-2003</u>	<u>2003-2005</u>	<u>2003-2005</u>
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>

RIVER PARK CAMPGROUND FUND

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	99,546	113,789	113,789
* SUPPLIES AND SERVICES	93,454	143,386	143,386
TOTAL DEPARTMENT	193,000 **	257,175 **	257,175 **
NET DEPARTMENT	193,000 **	257,175 **	257,175 **

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. Provide adequate self-insured liability insurance coverage for the City of Lompoc and maintenance of reserves.
- B. Provide fire and property insurance for City facilities by obtaining policies at reasonable costs from insurance vendors.
- C. Initiate and maintain health insurance coverage for all City employees and eligible, participating retirees, and establishment of adequate reserves.
- D. Provide life insurance for all eligible full-time City employees.
- E. Provide disability insurance for all eligible full-time City employees.
- F. Provide self-insured worker's compensation insurance for all City personnel and maintenance of adequate reserves.
- G. Provide dental insurance to all eligible employees.
- H. Provide a retirement program by continuing the agreement with the State Public Employees' Retirement Program.
- I. Provide retirement coverage for part-time employees through participation in the International City Management Association's (ICMA) deferred compensation program.
- J. 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

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	4,596,925	5,808,995	5,808,995
* SUPPLIES AND SERVICES	-4,349,784	-4,985,344	-4,985,344
 TOTAL DEPARTMENT	 247,141 **	 823,651 **	 823,651 **
 NET DEPARTMENT	 247,141 **	 823,651 **	 823,651 **

Equipment Services and Replacement

MISSION

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 a 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 & 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 raise 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 continue to control

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. Establish a preventive maintenance program for communications equipment.

BUDGET COMMENTARY

The Division requested a full-time Radio Equipment Trainee for the Radio Maintenance Shop to assist with expanding use of electronic and radio equipment throughout the City Divisions. Due to budget constraints, this program change was not recommended for funding. The proposed budget includes additional equipment and upgraded equipment to increase productivity and reliability of the fleet and communication system. Staff is confident that our budget reflects adequate funding to accommodate planned goals with the exception of increased preventive maintenance for communications equipment.

PERSONNEL ANALYSIS

<u>Position</u>	Adopted	Requested	Recommended
	<u>2001-2003</u>	<u>2003-2005</u>	<u>2003-2005</u>
Public Works Director	0.10	0.10	0.10
Equipment & Facilities Maintenance Supt	0.90	0.90	0.90
Equipment Maintenance Supervisor	1.00	1.00	1.00
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
Radio Electronic Equip Repair Trainee	0.00	1.00	0.00
Office Staff Assistant II/III	0.75	0.75	0.75
Total Equip. Svcs. & Replacement	<u>10.75</u>	<u>11.75</u>	<u>10.75</u>

EQUIPMENT SVCS & REPLACEMENT

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	1,265,270	1,393,123	1,393,123
* SUPPLIES AND SERVICES	-1,987,140	-2,008,951	-1,891,544
GARAGE-REPL BAY DOORS/OPENERS	0	34,650	34,650
RADIO TEST KIT(S)	7,243	0	0
PARTS WASHER(S)	7,330	0	0
TOOL BOXES	5,157	0	0
RADIO-SHOP SERVICE MONITOR	0	21,946	21,946
RADIO-RPL CONTRL STATIONS-PD	0	14,923	14,923
RADIO-RPL CONTRL STATIONS-FD	0	12,303	12,303
RADIO-UPGRD AC PWR/REPTR SITE	5,000	23,011	23,011
RADIO-REPLACE ANTENNAS	10,000	0	0
RADIO-FIELD SVC MONITOR	8,869	0	0
RADIO-FREQUENCY LICENSE	6,000	0	0
CAPITAL OUTLAY	1,367,398	1,488,738	1,488,738
FIRE ENGINE	270,000	0	0
EQUIP FOR NEW FIRE ENGINE	30,000	0	0
REFURB & REHAB EQUIP	80,000	130,026	130,026
* TOTAL CAPITAL OUTLAY	1,796,997	* 1,725,597	* 1,725,597 *
+1RADIO ELEC EQ REPAIR TRAINER	0	97,608	0
TOTAL DEPARTMENT	1,075,127 **	1,207,377 **	1,227,176 **
NET DEPARTMENT	1,075,127 **	1,207,377 **	1,227,176 **

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

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	-3	1	1
TOTAL DEPARTMENT	-3 **	1 **	1 **
NET DEPARTMENT	-3 **	1 **	1 **

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

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SUPPLIES AND SERVICES	28,845	3,474	3,474
COPY MACHINE	85,500	0	0
SOFTWARE/PROGRAMS	406	203	203
COMPUTER PRINTER	0	5,190	5,190
* TOTAL CAPITAL OUTLAY	85,906 *	5,393 *	5,393 *
TOTAL DEPARTMENT	114,751 **	8,867 **	8,867 **
NET DEPARTMENT	114,751 **	8,867 **	8,867 **

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 all the people of Santa Barbara County Library Zone II through free access to library materials (including electronic formats), services and programs. We will accomplish this by providing well trained, customer friendly staff to assist patrons of all ages, regardless of their educational, economical, ethnic, racial or religious background.

PROGRAM GOALS

1. Provide residents of all ages with safe and convenient access to library materials, services and programs.
2. Make available to residents of all ages, in an orderly fashion, current, high demand items and older but still useful materials in a variety of formats (print, audio/visual, electronic) and languages, and in sufficient quantities to meet their needs.
3. Make available to all residents accurate, complete and timely informational services to meet their diverse needs.
4. Provide children and parents with literature-based activities and early exposure to reading. To supplement the educational experiences of children and young adults with educational, informational and entertaining materials in a variety of formats.
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 library resources and collections, and to help patrons find the information and materials that will meet their specific needs. To provide tours and special programs such as storytimes, children's summer reading programs, teen events, and adult discussion groups. To work with library support groups, organizations, community groups and businesses to increase support for the library. (All Goals)
- B. Materials Collections. To provide collections of books and other materials for all ages and in a variety of languages that will meet the cultural, educational, informational and recreational needs of the residents. Specific collections include adult, young adult, and children's reference materials, CD-ROM products, Internet

access, fiction and non-fiction, picture books, beginning readers, large type books, magazines, newspapers, talking books for the blind and visually handicapped, music CD's, videos and books on tape. (Goals 2, 3 and 4)

- C. Technical Services. 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* on-line automation 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 material requests and searching for requested items. Maintaining shelves of library materials in good order to allow easy retrievability. (Goals 1, 2, 3 and 4)
- E. Administration. To oversee the management and operations of all three Zone II libraries, with both short term and long-term goals in mind. Develop work schedules, oversee the budget, maintain supplies, accounts payable and other necessary record keeping. Work with appropriate staff in maintaining buildings and grounds. Serve as liaison to public funding sources, boards and library 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)

PROGRAM SHORTFALLS

1. Public Service and Support Staff. Several important staffing issues need to be addressed during the next budget cycle. In the support services area, the move to the *Millennium* automation system has changed the way certain functions are accomplished, especially in the areas of Interlibrary Loan (ILL) and Acquisitions. These functions have become more automated, and at the same time, more complicated. To better reflect the level of work being performed, the current ILL Clerk position should be upgraded from Library Clerk I to Library Clerk II and the Acquisitions Clerk from Library Clerk II to Library Clerk III. With the increased need of the Library Director to devote a large portion of time on such activities as needs assessment studies, building programs, public relations, and fundraising, it is very difficult to satisfactorily administer the day-to-day activities of the three Zone II libraries. With the current State Budget outlook being what it is, the time spent on such activities as fiscal management, public relations and fundraising is only going to grow, leaving even less time for other areas of library administration. The solution to this situation would be to upgrade the current Adult Services Manager position from Librarian II to Principal Librarian, thereby taking over the supervision and

coordination of all divisions of the Lompoc Library, leaving the Library Director to concentrate on the areas listed above and the supervision of the branch libraries.

In addition to the workload of the Library Director, the increased activities listed above have also affected the workload of the Library Administrative Aide. With only three hours per week of Library Aide time currently assigned to Administration, it has been very difficult to complete the necessary monthly clerical tasks, many of which should be handled on a lower level than that of Administrative Aide. This would include the photocopying of time sheets, invoices and the monthly Library Board Packet; distributing the daily mail and preparing items to be mailed; keeping the public bulletin boards current; and assisting the Library Director with certain collection development tasks. Any increase in Library Clerical Aide time would be beneficial, with 21 hours per week, divided into two positions, being the maximum needed.

Finally, with the increase in population for all Zone II libraries, and the large number of children and young adults using the library, a second Youth Services Librarian is needed. This is especially true during the afternoon and evening hours when large numbers of children are in the library working on school assignments and using the Internet. The person in this position would be assigned to work at all three Zone II libraries, thereby addressing the needs of each and dividing the cost of the position.

2. Library Materials. To provide patrons of all ages with current information, it is necessary to have an adequate materials budget for each fiscal year. Unfortunately, when funding needs to be reduced, the publications budget is usually one of the first things to be cut. The longer the lean periods last, the harder it is to bring the collections up-to-date again when money is less tight. In fact, having lots of money to spend one year and very little the next can actually cause other problems such as the over spending for material processing supplies and a backlog of new materials waiting to be processed due to lack of staff for this task. To solve these problems, each library's material budget needs to be increased to a level that will allow the purchase of enough materials each year to provide library patrons of all ages current information in a variety of formats, including electronic resources. A base level of funding needs to be established which will not be reduced except in extreme circumstances such as \$1.50 per capita which is half of the current State mean.
3. Physical Plant. The current Lompoc Public Library was built in 1969 and has served the community well for the past thirty-four years. The time has come, however, when serious planning needs to be done on how best to expand the current facility. Population growth, the increased use of computers, and the demand for a wider selection of library materials have all impacted the allocation of available space. For example, to make room for public access computers, study tables have had to be removed. With the increase in library use by students in the afternoon and evening hours, study space is often at a premium, and finding a quiet place to study is almost impossible. The expansion of our literacy program has also increased our need for quiet study areas. Due to popular demand, our collection of audio books

continues to grow through purchases by the Friends of the Library and donations from our patrons. The video collection has also grown substantially, again mainly funded by Friends and patrons. All these materials take up the limited floor space available. Our growing group of young adult patrons add to the congestion and a special area for these individuals is desperately needed. The City Council recently allocated \$30,000 from Lompoc Library Reserves to fund a needs assessment and feasibility study, which was completed in April 2003. Additional funding is now needed to take study findings a step further and begin the planning for a remodeled and expanded library.

The Lompoc Library has one public meeting room, the Grossman Gallery. Monies earned from renting the room add to library revenues. Use of the room has fallen this past year partially due to its condition. The carpet is badly stained and can no longer be cleaned effectively. The drapes are also stained in some areas and not worth having cleaned. If the Gallery is to continue to be a source of funds for the Library, new carpet and window coverings need to be purchased.

The telephone system at the Lompoc Public Library was purchased and installed in 1995. It no longer serves the needs of staff or the public. A new system would directly connect the Library to the City's system and allow easier communication with other City departments and permit the Library to become more integrated with other City services. Having the capability to provide voice mail would allow staff and patrons to leave messages, eliminating the need for hand written notes, preventing the frustration of repeated attempts to contact staff, and increasing patron satisfaction by shortening response times to informational requests.

The final facilities issue for the next budget cycle concerns attractiveness and comfort. Most of the furniture for public use was purchased when the new library opened in 1969. It is no longer attractive to the eye and in most instances not very comfortable. Several years ago an adult patron donated funding for new reading chairs in the adult area, but the children's area has had no new furniture since the library opened. In order to make this area of the library brighter and more attractive to our young patrons, funds are needed to purchase new tables and chairs.

SPECIFIC OBJECTIVES

1. Reclassify the ILL and Acquisitions Clerk positions to better reflect the duties performed by July 2003. (Goals 1 and 2)
2. Provide additional public service staff at the professional level at all three Zone II libraries to assist children and young adult patrons by July 2004. (Goals 1, 3 and 4)
3. Provide additional staff support for the Library Director and Administrative Aide by the reclassification of the Adult Services Manager position and increasing the available clerical aide hours by July 2003. (Goals 2 and 5)

4. Increase the per capita spending on library materials to \$1.50 by July 2003. (Goals 2, 3 and 4)
5. Replace old and outdated furniture in the Lompoc Library Children's Department to make it more attractive to young patrons by June 2005. (Goal 1)
6. Continue to work with the Friends of the Library, the District Libraries Foundation, other civic groups and organizations, parents and teens to increase support for all Zone II libraries. (Goal 5)
7. Continue working with individuals and groups to fund the opening of the *Charlotte's Web Children's Library*. (All Goals)

BUDGET COMMENTARY

This budget reflects recommended funding to reclassify the ILL and Acquisitions Clerk positions to better reflect the duties performed and provide additional clerical support for the Library Director and Administrative Aide. The budget includes funding for window coverings in the Grossman Gallery.

Staff is recommending the City contribute \$667,984 toward the operation of the Library in FY 2003-05, which represents an increase of approximately 6% over the FY 2001-2003 contribution.

PERSONNEL ANALYSIS

LOMPOC LIBRARY

<u>Position</u>	Adopted	Requested	Recommended
	2001-2003	2003-2005	2003-2005
Library Director	1.00	1.00	1.00
Principal Librarian	0.00	1.00	0.00
Librarian I	0.00	0.60	0.00
Librarian II	2.00	2.00	2.00
Library Assistant I	1.00	0.00	0.00
Library Administrative Aide	1.00	1.00	1.00
Library Clerk II	1.00	0.00	0.00
Library Clerk III	0.00	1.00	1.00
Library Computer Tech	1.00	1.00	1.00
Total Lompoc Library	<u>7.00</u>	<u>7.60</u>	<u>6.00</u>

VILLAGE LIBRARY

Librarian I	<u>0.00</u>	<u>0.20</u>	<u>0.00</u>
Total Village Library	<u>0.00</u>	<u>0.20</u>	<u>0.00</u>

BUELLTON LIBRARY

Librarian I	<u>0.00</u>	<u>0.20</u>	<u>0.00</u>
Library Clerk III	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Buellton Library	<u>1.00</u>	<u>1.20</u>	<u>1.00</u>

LOMPOC LIBRARY

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	1,170,994	1,291,207	1,291,207
* SUPPLIES AND SERVICES	373,439	421,924	387,483
REPLACE CARPET	0	8,600	0
BLK GOLD AUTOMATION SYS UPGRA	32,356	0	0
TELEPHONE EQUIPMENT	0	13,441	0
COMPUTER PRINTER	1,236	0	0
COMPUTER-PC & EQUIPMENT	14,620	0	0
ADA COMPUTER/WORK STATION	2,580	0	0
FURN-COMPUTER WRK STATION	3,193	0	0
FURNITURE	1,537	1,605	0
CURTAINS/DRAPERIES/BLINDS	0	6,375	6,375
LIB-MAIN LIB EXPANSION	0	128,000	0
LIB-UPGRADE HEATING SYSTEM	25,500	0	0
* TOTAL CAPITAL OUTLAY	81,022 *	158,021 *	6,375 *
LIBR ASST 1:FROM FT TO 30HR/W	0	-85,142	-85,142
LIBR CLERICAL AIDE +18HRS/WEE	0	15,080	0
LIBR CLERK 1 TO LIBR CLERK 2	0	1,198	1,198
LIBR CLERK 2 TO LIBR CLERK 3	0	6,212	6,212
LIBRARIAN 2 TO PRIN LIBRARIAN	0	11,535	0
ADD 12HRS/WK PT LIBR ASST 1	0	21,122	0
+.6 LIBRARIAN 1 FOR YOUTH SVC	0	30,879	0
* TOTAL PROGRAM CHANGES	0 *	884 *	-77,732 *
TOTAL DEPARTMENT	1,625,455 **	1,872,036 **	1,607,333 **
NET DEPARTMENT	1,625,455 **	1,872,036 **	1,607,333 **

VILLAGE LIBRARY

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	72,160	60,696	60,696
* SUPPLIES AND SERVICES	39,412	72,854	71,109
BLK GOLD AUTOMATION SYS UPGRA	12,972	0	0
+ .2 LIBRARIAN 1 FOR YOUTH SVC	0	10,608	0
LIBRARY CUSTODIAN 2HRS/WEEK	0	0	1,564
* TOTAL PROGRAM CHANGES	0 *	10,608 *	1,564 *
TOTAL DEPARTMENT	124,544 **	144,158 **	133,369 **
NET DEPARTMENT	124,544 **	144,158 **	133,369 **

BUELLTON LIBRARY

DESCRIPTION	BUDGET 2001--2003	DEPT REQ 2003--2005	PROPOSED 2003--2005
* SALARIES, WAGES & BENEFITS	131,967	127,805	127,805
* SUPPLIES AND SERVICES	44,102	87,908	82,614
BLK GOLD AUTOMATION SYS UPGRA	5,804	0	0
+ .2 LIBRARIAN 1 FOR YOUTH SVC	0	10,608	0
LIBRARY PAGE ADD 4 HRS/WK	0	1,724	1,724
* TOTAL PROGRAM CHANGES	0 *	12,332 *	1,724 *
 TOTAL DEPARTMENT	 181,873 **	 228,045 **	 212,143 **
 NET DEPARTMENT	 181,873 **	 228,045 **	 212,143 **

