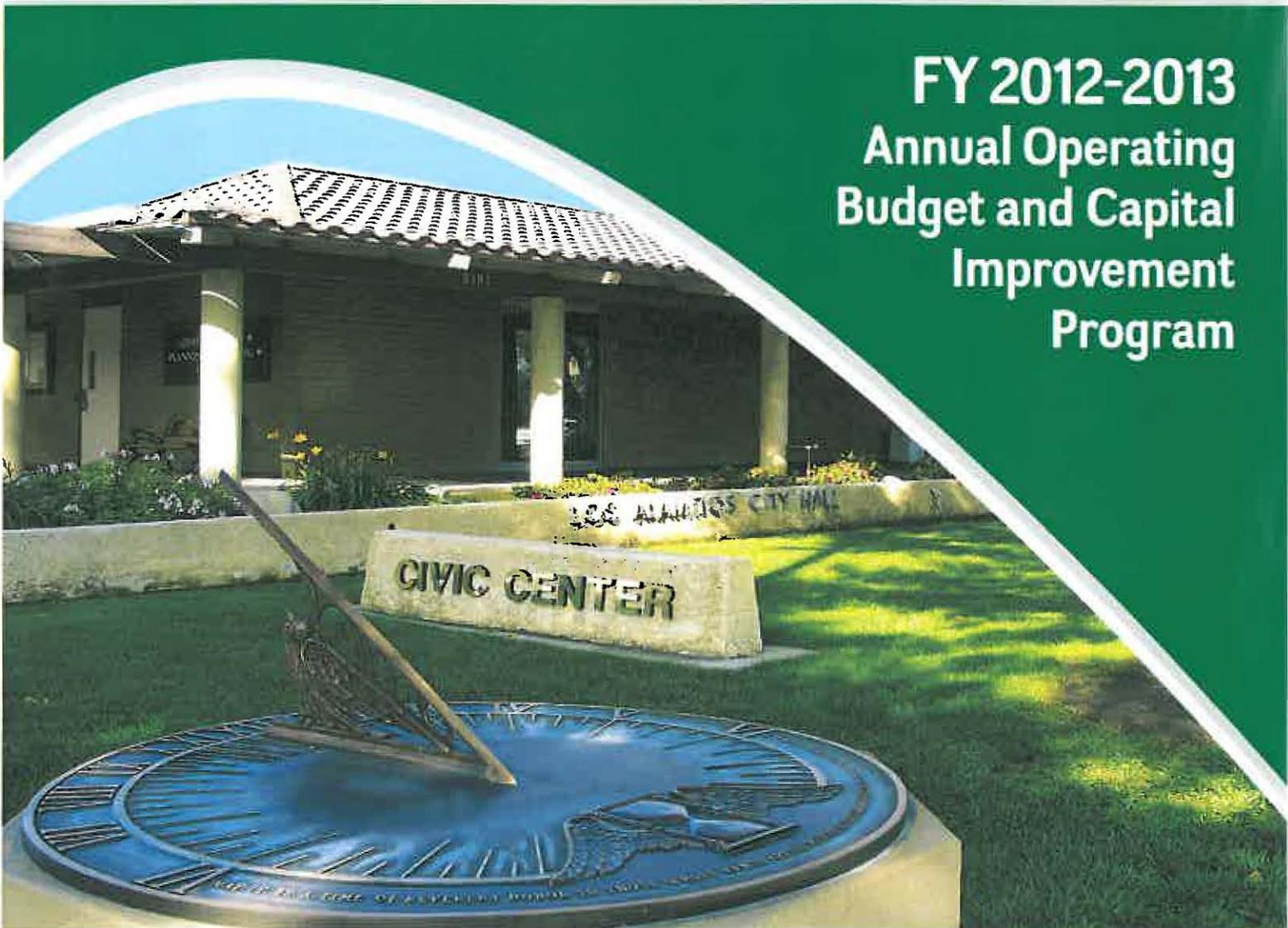




CITY OF Los Alamitos *California*



FY 2012-2013 Annual Operating Budget and Capital Improvement Program

City of Los Alamitos Fiscal Year 2012-13 Budget



For Fiscal Year
July 1, 2012 through June 30, 2013

Troy D. Edgar
Mayor

Marilynn M. Poe
Mayor Pro Tem

Gerri L. Graham-Mejia
Council Member

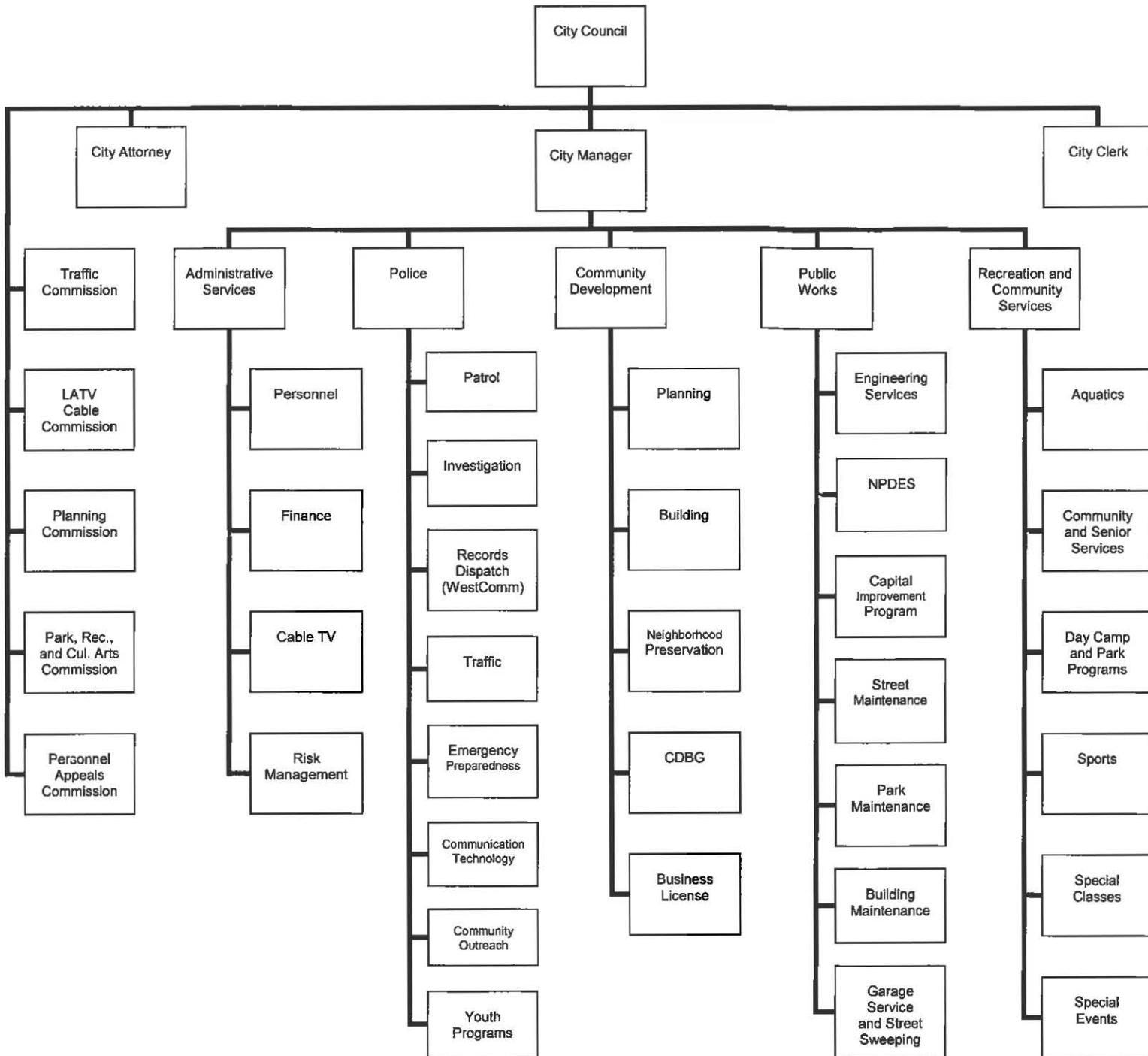
Warren Kusumoto
Council Member

Kenneth Stephens
Council Member

City of Los Alamitos Fiscal Year 2012-13 Budget



City of Los Alamitos Organization



Administrative Officials

City Manager

Angie Avery, City Manager

City Clerk

Angie Avery, City Clerk

City Attorney

Sandra J. Levin, City Attorney

Finance

Anita Agramonte, Finance Director

Community Development/Public Works

Steven Mendoza, Director of Community Development

Police

Todd Mattern, Police Chief

Engineering

David Hunt, Interim City Engineer

Recreation/Community Services

Corey Lakin, Director of Recreation and Community Services

City Manager's Transmittal Letter

July 1, 2012

HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

INTRODUCTION

I am pleased to present the City of Los Alamitos' Adopted Budget and Capital Improvement Program for fiscal year 2012-13. This budget document is responsive to the needs of the citizens and business community of Los Alamitos and is designed to provide a comprehensive financial overview of City activities during the next twelve months. The document includes departmental mission statements, goals, and accomplishments for the prior fiscal year, program descriptions, service objectives and work plans for fiscal year 2012-13. The document also includes an overview of the City's finances and related budget issues to enhance utilization of this document as a communication device, financial plan, policy tool and operations guide for the City Council and citizens of Los Alamitos. This financial plan has been discussed with the City Council at several budget study sessions culminating with the adoption on June 18, 2012.

The adopted budget has been prepared in accordance with local ordinances, state statutes and professional standards promulgated by the Governmental Accounting Standards Board governing its development. This budget maintains the excellent service levels that our citizenry rightfully expects and clearly reflects the desires of the City Council. We will continue to make the City's priorities and spending plans available to the public by making this publication available for the public's review.

This 2012-13 adopted budget represents the operating and capital spending plans for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Funds, and Internal Service Funds. The total adopted appropriations for all budgeted funds for fiscal year 2012-13 are \$16,275,296. The adopted operating appropriations on an all funds basis are \$12,399,184 and the adopted appropriations for the Capital Improvement Program are \$4,194,112. These adopted appropriations represent a decrease of 1.9% for operations. The 2012-13 adopted budget, on an all funds basis, represents an increase of \$487,154 or 3.0% when compared to the fiscal year 2011-12 amended budget of \$16,106,142.

	2011-12 Amended Budget	2012-13 Adopted Budget	Increase/ (Decrease) Amount	% Variance
Operating Budget – All Funds	\$12,634,551	\$ 12,399,184	\$ (235,367)	-1.9%
Capital Budget – All Funds	3,471,591	4,194,112	722,521	20.8%
Total Budget – All Funds	\$16,106,142	\$ 16,593,296	\$ 487,154	3.0%

Fiscal Year 2012-13 Budget

To gain a better understanding of the adopted budget document as a whole, it is important to compare the General Operating Fund as it relates to the entire budget covering all fund types for fiscal year 2012-13. The following schedule illustrates this relationship:

Appropriations	2011-12 Amended Budget	2012-13 Adopted Budget	Increase/ (Decrease) Amount	% Variance
General Fund	\$11,643,348	\$12,177,973	\$ 534,625	4.6%
Special Revenue Funds	1,742,774	1,936,529	193,755	11.1%
Debt Service Fund	212,667	214,764	2,097	1.0%
Capital Projects Funds	1,930,620	1,619,950	(310,670)	-16.1%
Internal Service Funds	576,733	644,080	67,347	11.7%
Total Appropriations – All Funds	\$16,106,142	\$16,593,296	\$ 487,154	3.0%

The General Fund comprises 73.4% of the total adopted budget on an all funds basis for fiscal year 2012-13. The adopted expenditures in the General Fund increased by \$534,625 or 4.6% in fiscal year 2012-13 when compared to the prior year's adopted budget.

The following paragraphs give an overview of the state of the economy and how it affects the City of Los Alamitos. Following this overview is a more detailed view of each fund's financial position including both estimated revenues and adopted appropriations for the 2012-13 fiscal year.

STATE OF THE ECONOMY

The City of Los Alamitos' economic outlook for Fiscal Year 2012-13 is showing many signs of having turned a positive corner. In spite of the negative impact of one of the worst economic downturns in memory during the past several years, which resulted in significantly lower revenue streams, the outlook for the City remains relatively positive. Although the recent recession technically ended in June 2009, economic recovery has been slow to follow. According to California State University, Fullerton – College of Business and Economics' mid-year economic forecast, "After a grueling wait of two and a half years fraught with near recession risks, and gloomy prognosis, the U.S. economy has gathered strength and the recovery has picked up momentum. Improvements are broad-based: labor markets have strengthened, retail sales continue to tick higher, business investments continue to expand, consumption spending has remained steady, credit markets have normalized, and corporate profits are at an all time high." The report goes on to say, "Despite these encouraging developments, we expect the recovery to proceed at a moderate pace – a notch below the U.S. long-run potential growth and well below the historical rates of previous post war recoveries." Although the City has seen growth in sales tax revenues in Fiscal Year 2011-12 and additional increases are projected in the coming year, it is still 17% below the high point during Fiscal Year 2007-08.

City Manager's Transmittal Letter

In the area of property tax, in Fiscal Year 2011-12 the City experienced a slight 0.7% decline in revenues. The housing market, while, stabilizing, is far from a complete recovery, as the number of home sales has increased while the median housing prices continued to decrease countywide in the last 12 months. Based on projections made by the county, Fiscal Year 2012-13 revenues in this category are projected to remain level to those of the prior year.

The third major revenue source, utility users' tax, is also projected to provide less than a 1% increase or \$7,000 for the City's General Fund, as further described below. Although we have used conservative estimates for revenue sources, staff will work with the City Council at the mid-year budget review to revise these estimates as necessary.

GENERAL FUND

The City's general financial goal is to provide an appropriate level of municipal services with the ability to adapt to local and regional economic changes while maintaining and enhancing the sound fiscal condition of the City. In past years, the City has had the ability to generate sufficient revenues to produce operating surpluses in the General Fund.

The City Council maintains the General Fund emergency reserve of \$2,300,000, or 20% of operating expenditures, as well as the \$500,000 designation of fund balance for liability coverage. Additional fund balance designations have been established setting aside \$250,000 for employee post employment benefits, \$49,638 for pool capital improvements, \$200,000 for the Los Alamitos Boulevard rehabilitation project, \$304,487 for the General Plan Upgrade Contract, \$162,000 for the Business and Residential Improvement Program and \$358,333 for the Community Spending Priorities Program.

The Fiscal Year 2012-13 adopted budget includes General Fund revenues/transfers in totaling \$11,375,640, operating expenditures/transfers out amounting to \$11,375,640, and capital expenditures in the amount of \$802,333. The following paragraphs provide additional detail on the 2012-13 budget in the area of both General Fund revenues and expenditures.

General Fund Revenues:

Fiscal year 2012-13 projected revenues total \$11,375,640, which is an \$85,217 increase from the prior fiscal year's year-end estimate. The increase is attributed to a projected increase in building permits pertaining to the Los Alamitos Medical Center project that is anticipated to commence this fiscal year. The City's major revenue sources are expected to show slight increases during the upcoming fiscal year. As stated above, revenue sources will be reevaluated as part of the mid-year budget review in February 2013. The major revenue sources are listed below with details, including change from prior year's estimated revenues (as detailed in the "Revenues" section of this budget document).

Fiscal Year 2012-13 Budget

Fund/Source Description	2008-09	2009-10	2010-11	2011-12	2012-13
	Actual	Actual	Actual	Estimated	Proposed
Property Taxes	2,852,534	2,937,739	2,904,974	2,884,000	2,884,000
Sales and Use Taxes	2,496,448	2,111,880	2,284,711	2,465,000	2,578,000
Transient Occupancy Tax	77,919	69,553	80,080	88,000	90,000
Utility Users Taxes	2,232,471	2,178,051	2,132,011	2,150,000	2,157,000
Franchise Fees	602,606	584,539	595,092	619,800	627,500
Licenses and Permits	860,652	627,641	687,972	666,020	814,020
Fines and Forfeitures	621,260	594,066	597,317	464,000	464,000
Charges for Services	1,185,886	1,223,574	1,273,053	1,235,400	1,268,520
Investment Earnings	132,060	28,216	20,600	15,000	20,000
Revenues from Other Agencies	60,564	79,367	87,636	18,700	21,600
Other/Misc. Revenue	82,283	165,846	430,264	184,000	80,000
Transfers In	405,938	371,080	500,482	500,503	371,000
Total	11,610,620	10,971,550	11,594,192	11,290,423	11,375,640

Property Tax represents 25.4% of General Fund revenues for Fiscal Year 2012-13. Property tax revenues declined in Fiscal Year 2011-12 by 0.7% and are projected to remain flat in Fiscal Year 2012-13. This revenue category includes secured, unsecured, lighting and landscape, supplemental, prior years, property in-lieu of VLF, and property transfer tax (when property changes ownership).

Sales Tax represents 22.7% of General Fund revenues for Fiscal Year 2012-13. Receipts in this category are projected to increase about \$113,000 over the current fiscal year representing a 4.6% increase in this category, which is attributed to projected economic growth in the City in Fiscal Year 2012-13.

Transient Occupancy Tax increased in Fiscal Year 2011-12, and is projected at \$90,000 for Fiscal Year 2012-13.

Utility Tax represents 19.0% of the City's General Fund revenues for Fiscal Year 2012-13. This revenue source is projected to show a minimal increase of \$7,000 over the current Fiscal Year. The City collects a 6% utility user tax on electricity, natural gas, telephone and water utilities. This revenue stream has remained fairly level with the prior year, showing only a slight, less than 1%, overall increase for Fiscal Year 2012-13.

Franchise Fees are assessed on electricity, gas, water, waste disposal, cable television and pipeline in the City. When compared to projected revenues for Fiscal Year 2011-12, this revenue source is projected to increase by 1.2% in Fiscal Year 2012-13.

Business Licenses are projected to show a 2.2% CPI increase in Fiscal Year 2012-13.

Licenses and Permits have experienced declines over the past few years. This is one area that is clearly impacted by the recession. However, with the City's permit reimbursement program, as well as a few large projects that are projected to come to fruition in the next year, revenue in this category is projected to increase \$148,000 for Fiscal Year 2012-13.

City Manager's Transmittal Letter

Fines and Forfeitures reflect traffic and vehicle code violation collections. Fiscal Year 2012-13 is projecting \$464,000 in revenues, holding steady with Fiscal Year 2011-12 performance.

Recreation Service revenues for Fiscal Year 2012-13 are projected at \$1,233,020, representing a 2.8% increase in this category. These estimates include revenues from services related to the operation of the pool facility which was incorporated into the General Fund as of Fiscal Year 2010-11.

Investment Earnings have continued to decline as LAIF interest rates are at an all time low of 0.39% as of March 2012. It is projected that interest rates will remain flat in Fiscal Year 2012-13; however, with the recently updated investment policy, a \$5,000 increase is projected in this category.

Revenues from Other Agencies or Intergovernmental Revenues consist of grants, motor vehicle in lieu revenues and other reimbursements. Revenues in this category are estimated at \$21,600.

The **Miscellaneous Revenue** category accounts for one-time revenue items such as the sale of property, insurance reimbursements, funds collected for damages to city property and other miscellaneous receipts. During Fiscal Year 2011-12 the City received \$100,000 in workers compensation insurance reimbursements. This category is projected to total \$80,000 in Fiscal Year 2012-13.

The **Transfer In** category accounts for transfers from other funds to offset operational expenditures. For Fiscal Year 2012-13, it is projected that the general fund will receive transfers in from the Gas Tax Fund (\$177,000) for the allowable gas tax contribution to the City's street maintenance program, the Public Safety Augmentation Fund (\$84,000) to partially offset the cost of Police services, the Supplemental Law Enforcement Services Fund (\$100,000) and the Office of Traffic Safety Fund (\$10,000) to partially offset the cost of the Police Department motor officer program and other expenditures pertaining to traffic safety programs.

Overall, General Fund revenues are projected to total \$11,375,640 in Fiscal Year 2012-13. Further detail is provided in the "Revenues" section of this budget document.

General Fund Expenditures:

General Fund operating expenditures total \$11,160,876 for all City departments. Transfers out are budgeted at \$214,764 which is allocated for debt service in the Laurel Park Debt Service Fund, and capital expenditures total \$802,333, resulting in a \$12,177,973 total General Fund Budget for Fiscal Year 2012-13.

Fiscal Year 2012-13 Budget

	2008-09 Actuals	2009-10 Actuals	2010-11 Actuals	2011-12 Estimated to Close	2012-13 Adopted Budget
Administration	1,389,962	1,358,081	1,192,099	1,294,276	1,281,814
Police	4,960,193	4,920,545	4,735,873	5,038,088	5,396,045
Community Development	657,695	562,021	525,541	583,505	663,940
Public Works	1,698,610	1,647,041	1,637,037	1,599,077	1,597,496
Recreation	1,706,941	1,516,526	1,526,634	1,558,829	1,542,806
Insurance/Other	773,823	713,075	653,275	827,000	678,775
Transfers	376,540	264,371	209,700	212,667	214,764
Capital Projects	-	-	-	150,000	802,333
Total	11,563,764	10,981,659	10,480,160	11,263,442	12,177,973

Fiscal Year 2012-13 departmental expenditures highlights and changes include:

Administration consists of City Council, City Manager, City Clerk, Finance, and City Attorney. Total requested budget for City Administration for Fiscal Year 2012-13 is \$1,286,019. This represents an \$8,257 decrease over the Fiscal Year 2011-12 budget. This is due to a vacancy in the City Clerk's office which is temporarily filled by a part-time contract employee.

Police has several divisions including Police Administration, Patrol, Investigation, Records, Communications Technology, Community Outreach, Youth Programs, Traffic, and Emergency Preparedness. For Fiscal Year 2012-13 the Police Department is requesting \$5,413,989. This represents a 5.4% increase or \$275,901 over the Fiscal Year 2011-12 budget. The increase is largely attributed to changes in the Police Officers negotiated MOU.

Community Development divisions include Administration, Planning, Neighborhood Preservation, Building Inspection, and NPDES. Total requested budget for Fiscal Year 2012-13 is \$663,940, which is a 13.78% or \$80,435 increase when compared to Fiscal Year 2011-12 budget. This is representative of an increase in plan checking contract services associated with a few large projects that are projected to come to fruition in the next year. This increase is revenue offset.

Public Works is composed of five divisions. They are Administration, Street Maintenance, Building Maintenance, Park Maintenance and City Engineer. Requested for Fiscal Year 2012-13 is \$1,575,347 which represents a 1.48% or \$23,730 decrease from the prior year. Although increases are projected in the cost of utilities and in the CEA negotiated MOU, savings will be realized from the proposed replacement of a full-time maintenance worker position with a part-time 30-hour-per-week maintenance worker.

Recreation and Community Services divisions are Administration, Community Services, Day Camp, Playgrounds, Sports, Special Classes, and Special Events. For Fiscal Year 2012-13 the Recreation Department is requesting \$1,542,806 representing

City Manager's Transmittal Letter

a decrease of 1.03% or \$16,023 from the Fiscal Year 2011-12 budget. This is representative of the department reorganization that was approved in December 2011.

Insurance/Other is projected to amount to \$678,775 in Fiscal Year 2012-13.

Transfers are made to the Debt Service Fund to pay for the Laurel Park Certificates of Participation. Debt service costs for Fiscal Year 2012-13 total \$214,764.

The General Fund **Capital Projects** budget consists of \$175,000 for the General Plan Upgrade Project, \$107,000 for Pool Capital Improvements, \$162,000 for the Business and Improvement Program, and \$358,333 for the Community Spending Priorities Program.

Overall, General Fund expenditures totaling \$12,177,973, representing a 4.6%, or \$534,625 increase over the Fiscal Year 2011-12 budget.

SPECIAL REVENUE FUNDS

Under GASB 54 Special Revenue Funds are defined as funds used to account for and report the proceeds of specific revenue sources that are restricted or committed for specific purposes. The City of Los Alamitos has ten (10) funds that meet this definition:

Proposition 1B Fund 18

Staff has applied for Proposition 1B funding in the amount of \$318,000 for Fiscal Year 2012-13. This funding is derived from The State-Local Partnership Program (SLPP) Formula Grant Call for Projects, which will make available approximately \$20 million in fiscal year 2012-13 for rehabilitation, reconstruction, and construction projects. Eligible projects are required to be ready to advertise for construction by December 31, 2012. Each eligible Orange County agency will receive a formula share of SLPP. The City of Los Alamitos' share is \$318,000. The SLPP funds require a one-to-one match using only the agency's M2 Fair Share funds. Eligible projects include the Humbolt Street Rehabilitation, Los Vaqueros Circle Street Rehabilitation, and the Reagan Street Rehabilitation, for a total of \$318,000 in proposed expenditures. Staff recommends establishing a new fund for Proposition 1B grant funding.

Community Development Block Grant (CDBG) Fund 19

The City receives U.S. Department of Housing and Urban Development CDBG funding through Orange County. CDBG Funding must be spent to benefit members of the target income group or residents of census tracts meeting target income group demographics. Since the City of Los Alamitos population does not exceed 50,000, the City has to compete for CDBG funds on a project specific basis. The City was awarded \$89,888 in Fiscal Year 2011-12, and an additional \$146,325 for Fiscal Year 2012-13 for the installation of ADA curb access ramps.

Fiscal Year 2012-13 Budget

Gas Tax Fund 20

Gas tax revenues are received on a per capita basis each year pursuant to Sections 2105, 2106, 2107, and 2107.5 of the California Streets and Highways Code. Gas Tax revenues in the amount of \$191,886 are projected for Fiscal Year 2012-13.

This fund also accounts for the City's Traffic Congestion Relief funding. These funds are appropriated by the State on a per capita basis pursuant to Section 2103 of the Streets and Highways Code. Revenues totaling \$133,186 are projected in this category.

These revenue sources may only be used for street and highway maintenance, rehabilitation and reconstruction. The recommended expenditure budget includes \$223,304 in Street Improvement Capital Projects and \$177,000 to be transferred to the General Fund to offset the costs of the street maintenance division.

Public Safety Augmentation Fund 21

The Public Safety Augmentation Fund accounts for the half-cent sales tax received by the City of Los Alamitos under Proposition 172. The revenues, estimated at \$84,000 for Fiscal Year 2012-13, are restricted to the enhancement of public safety services. Transfers out to the General Fund, to offset the costs of police services, total \$84,000, leaving an ending fund balance of zero as of June 30, 2013.

Supplemental Law Enforcement Service (SLESF) Fund 22

The Supplemental Law Enforcement Service Fund is used to account for supplemental State funding for police activities. The State governs use of these funds and funds cannot be used to supplant existing funding for law enforcement. Estimated revenues for Fiscal Year 2012-13 are \$100,000 and transfers out to the General Fund to offset the cost of the motor officer position total \$100,000, leaving an ending balance of zero at June 30, 2013.

Air Quality Management (AQMD) Fund 23

In 1990, the California legislature adopted AB 2766, which authorized the imposition of an additional motor vehicle registration fee. The proceeds are used to reduce air pollution from mobile sources. A portion of the revenue collected from these fees is allocated to cities and counties on a per capita basis. Expenditures from this fund must contribute to the reduction of air pollution from motor vehicles. The AQMD Fund is projecting \$14,100 in revenues for Fiscal Year 2012-13 which includes \$14,000 in AQMD funds as well as \$100 in interest earnings. The fund is projecting a fund balance of \$81,000 at the beginning of Fiscal Year 2012-13 for a total of \$95,000 in available resources. Proposed expenditures include the purchase of two hybrid replacement vehicles totaling \$86,000.

Measure M Fund 26

The Measure M Fund receives its revenues from the Orange County Transportation Authority (OCTA) "local turnback" derived from a voter-approved initiative. Additional revenue in this fund includes competitive grant funding for improving the City's roadways. Revenues are estimated at \$185,053 for Fiscal Year 2012-13. Potential

City Manager's Transmittal Letter

projects for Fiscal Year 2012-13 total \$696,000, and include the Residential Street Improvement Program as well as several other projects, as outlined in the Capital Projects section of this budget.

Asset Seizure Fund 27

Asset Seizure fund revenues are derived through the seizure of drug related assets by the Los Alamitos Police Department pursuant to applicable State and Federal laws. Expenditure of this revenue is restricted to drug enforcement related projects and/or programs. The City holds an available fund balance of \$57,374 in this fund. Capital equipment expenditures totaling \$46,200, as outlined in the Capital Projects section, are proposed for Fiscal Year 2012-13.

Los Alamitos Television (LATV) Fund 28

The Los Alamitos Television Fund was created as a Special Revenue Fund of the City upon dissolution of the Los Alamitos Television Corporation. This fund derives its revenues from cable Public, Education, and Government (PEG) fees. The Fund is utilized to promote and develop local usage of the cable television system in the City of Los Alamitos. The City is projecting \$36,700 in revenues in this fund for Fiscal Year 2012-13, and projected operating expenses total \$36,700 as well.

Office of Traffic Safety (OTS) Fund 29

The Office of Traffic Safety provides grant funding for local and state law enforcement agencies to participate in traffic enforcement programs to reduce occurrences of driving under the influence (DUI) and related collisions. A 30-Day Impound Vehicle Release fee is also collected to support this mission. By funding DUI saturation patrols, safety checkpoints, and public awareness campaigns, these grants are intended to reduce traffic fatalities and injuries. The Office of Traffic Safety Fund is projecting \$15,000 in revenues for Fiscal Year 2012-13, which consists of \$10,000 in impound fees and \$5,000 in grant funds. Projected expenditures for the upcoming fiscal year total \$15,000, including a \$10,000 transfer to the general fund partially offsetting Traffic Division expenses.

Energy Efficiency and Conservation Block Grant (EECBG) Fund 30

The Energy Efficiency Conservation Block Grant Program focuses on projects that deliver lasting financial benefits to California consumers and the economy through energy efficiency. The City was awarded \$22,683 for Fiscal Year 2011-12, which funded the Civic Center Energy Efficiency Upgrades capital project. No new funding is projected for Fiscal Year 2012-13 at this time.

DEBT SERVICE FUND

Debt service funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. The City has one debt service fund:

Fiscal Year 2012-13 Budget

Laurel Park Debt Service Fund 31

On May 9, 2006, the City issued \$3,365,000 Certificates of Participation Series 2006. Interest on the bonds is payable semiannually on September 1 and March 1, and principal payments are payable annually on September 1. The proceeds from the bonds were utilized for the acquisition of Laurel Park. During Fiscal Year 2012-13 the total outstanding debt payable is \$214,764 and is funded by a transfer from the General Fund.

CAPITAL PROJECTS FUNDS

As defined under GASB 54, capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities or other capital assets. The City of Los Alamitos has five (5) funds that meet this description:

Residential Street Fund 24

The Residential Street Fund receives its funding from the General Fund through monies designated for future improvements to streets. The fund is projecting \$200 in revenues for Fiscal Year 2012-13, as a result of interest earnings. There are no proposed expenditures in this fund for Fiscal Year 2012-13.

Building Improvement Fund 25

The Building Improvement Fund was established several years ago with moneys set aside from the City's General Fund. The fund was designated for various capital improvement projects at the Civic Center, including exterior improvements, air conditioning replacement, parking lot improvements and other maintenance projects. For Fiscal Year 2012-13, the fund is anticipated to have a beginning balance of \$136,762, and is projecting \$200 in revenues attributed to investment earnings. Capital Projects for Fiscal Year 2012-13 amount to \$128,000 and include Community Center Rehabilitation, City Hall Complex Facility Repairs and Museum Roof Repairs, as outlined in the Capital Projects section of this budget, bringing the fund to a projected ending balance of \$8,962 as of June 30, 2013. During this fiscal year, staff will further evaluate this fund and present the City Council with a recommendation for the future funding of building improvement projects.

Park Development Fund 40

The Park Development Fund receives revenues from developer impact fees charged to developers on a per unit basis. This fund was established to account for acquisition, construction and repair in existing City parks. The fund is projecting \$50 in revenues relating to investment earnings for the 2012-13 fiscal year. The Laurel Park Field Renovation Project was completed in the current fiscal year leaving an available fund balance of \$8,791 in the fund. There are no proposed expenditures in this fund for Fiscal Year 2012-13.

Rivers & Mountains Conservancy Fund 41

The Rivers and Mountains Conservancy dedicates funding for the preservation of urban open space and habitat in Los Angeles and Orange Counties. The Conservancy

City Manager's Transmittal Letter

awarded the City \$1,440,000 during the 2010-11 fiscal year for the Coyote Creek Improvements capital project. Work on the project is projected to begin this fiscal year, with a \$1,360,000 carryover into Fiscal Year 2012-13 requested for the completion of the project.

Traffic Improvement Fund 44

The Traffic Improvement Fund receives its funding from traffic mitigation fees, and development fees from the City of Cypress. The fund is projecting \$1,500 in interest earnings for Fiscal Year 2012-13. Proposed projects in this fund total \$230,500 and include the Arterial and Residential Tree Program, Concrete Repairs, as well as the carryover of \$14,000 for Business Area Street Improvements outlined in the Capital Projects section.

INTERNAL SERVICE FUNDS

Internal service funds are used to account for the financing of goods or services provided by one department to other departments of a government, on a cost-reimbursement basis. The City has two (2) internal service funds:

Garage Fund 50

The Garage Fund is an internal service fund established for Citywide vehicle acquisition and maintenance. Revenues are received from City departments and generally include charges to cover maintenance and operation costs and to collect a vehicle replacement fee. The vehicle replacement charge has been deferred for an additional fiscal year because of budgetary constraints. Projected charges to departments for Fiscal Year 2012-13 are \$250,080. Proposed appropriations total \$471,080, which include \$250,080 in maintenance and operation costs, and \$121,000 in recommended vehicle and equipment replacement costs.

Technology Replacement Fund 53

The Technology Fund is an internal service fund created to provide funding for ongoing technology upgrades and replacements. Charges to Citywide departments for the 2012-13 fiscal year total \$146,000. The proposed operational budget for the 2012-13 fiscal year is \$173,000, which includes \$146,000 for operational cost as well as \$27,000 for computer replacement and software needs.

CAPITAL IMPROVEMENT PROGRAM (CIP)

The Capital Improvement Program for fiscal year 2012-13 totals \$3,813,912. The projects listed in detail in the final section of this budget are funded by several sources. The General Fund projects total \$802,333; the Gas Tax Fund \$223,304; the Proposition 1B Fund \$318,000; the Park Development Fund \$8,500; the Community Development Block Grant (CDBG) Fund \$154,325; the Measure M Fund \$696,000; the Building Improvement Fund \$136,500; the Traffic Improvement Fund \$114,950; and the Rivers/Mountains Conservancy Fund for \$1,360,000.

Fiscal Year 2012-13 Budget

Capital outlay for fiscal year 2012-13 also includes equipment and vehicle purchases totaling \$380,200, as detailed in the capital projects section of this budget document. Funding for these purchases is derived from several sources; \$86,000 from the Air Quality Fund, \$46,200 from the Asset Seizure Fund, \$221,000 from the Garage Fund, and \$27,000 from the Technology Replacement Fund.

CONCLUSION

In closing, I would like to express my appreciation to the City Council for providing the positive leadership and direction that has assisted in the preparation of this budget. Thank you to the City staff for their dedication and effort, not only in the preparation of this budget, but in their commitment to providing quality services that meet the needs of the residents of Los Alamitos. In addition, I wish to acknowledge the work of the City's Finance Department who once again has successfully prepared a document that is accurate, concise and easy to read. I am certain that you share my appreciation for their effort.

I look forward to working with you, staff, and the citizens of Los Alamitos as we implement this financial plan and policy document. I am confident that the result of our efforts will be a continuation of quality public services while providing a continued stable and secure financial position for our community.

Respectfully submitted,

Angie Avery
City Manager

Fund Balance Summary

Fiscal Year 2011-12

Fiscal Year 2012-13

FUND TYPE/DESCRIPTION	Fund Balance July 1, 2011 Actual	FY 2012 Estimated Revenues & Transfers In	FY 2012 Estimated Expenditures & Transfers Out	FY 2012 Estimated Contingency	Fund Balance July 1, 2012 Estimated	FY 2013 Estimated Revenues & Transfers In	FY 2013 Estimated Expenditures & Transfers Out	FY 2013 Estimated Contingency	Fund Balance July 1, 2013 Estimated
General Fund:									
10- General Fund - Operations	-	11,290,423	11,263,442	26,981	-	11,375,640	11,375,640	-	-
Emergency Designation	2,300,000	-	-	-	2,300,000	-	-	-	2,300,000
Work Comp/Liability Designation	500,000	-	-	-	500,000	-	-	-	500,000
GASB 45 OPEB Designation	250,000	-	-	-	250,000	-	-	-	250,000
JFTB Pool Capital Impr. Designation	71,766	15,000	47,128	(32,128)	39,638	67,500	107,000	(39,500)	138
Los Alamitos Blvd. Rehab. Designation	200,000	-	-	-	200,000	-	-	-	200,000
General Plan Update Designation	429,487	25,000	150,000	(125,000)	304,487	-	175,000	(175,000)	129,487
Business and Residential Impr. Prog.	-	164,906	2,906	162,000	162,000	-	162,000	(162,000)	-
Community Spending Priorities Prog.	-	358,333	-	358,333	358,333	-	358,333	(358,333)	-
Unassigned Fund Balance	3,663,515	26,981	548,239	(521,258)	3,142,257	-	-	-	3,142,257
General Fund Total:	7,414,768	11,880,643	12,011,715	(131,072)	7,256,715	11,443,140	12,177,973	(734,833)	6,521,882
Special Revenue Funds:									
19- C.D.B.G. Fund	(137,764)	225,822	80,058	145,764	8,000	146,325	154,325	(8,000)	-
20- Gas Tax Fund	186,323	335,200	404,000	(68,800)	117,523	325,273	400,304	(75,031)	42,492
21- Public Safety Augmentation Fund	21,261	80,000	101,261	(21,261)	-	84,000	84,000	-	-
22- Supplemental Law Enforcement Fund	33,753	100,000	133,753	(33,753)	-	100,000	100,000	-	-
23- Air Quality Fund	66,900	14,100	-	14,100	81,000	14,100	86,000	(71,900)	9,100
26- Measure M Fund	696,493	174,133	315,000	(140,867)	555,626	185,053	696,000	(510,947)	44,679
27- Asset Seizure	129,174	200	72,000	(71,800)	57,374	150	46,200	(46,050)	11,324
28- Los Alamitos Television Fund	116,344	49,900	45,200	4,700	121,044	36,700	36,700	-	121,044
29- Office of Traffic Safety Fund	79,401	18,000	97,401	(79,401)	-	15,000	15,000	-	-
30- EECBG Fund	(13,241)	22,683	9,442	13,241	-	-	-	-	-
XX- Proposition 1B	-	-	-	-	-	318,000	318,000	-	-
Special Revenue Funds Total:	1,178,644	1,020,038	1,258,115	(238,077)	940,567	906,601	1,618,529	(711,928)	228,639
Debt Service Fund:									
31 - Laurel Park Debt Service Fund	260,168	212,667	212,667	-	260,168	214,764	214,764	-	260,168
Debt Service Fund Total:	260,168	212,667	212,667	-	260,168	214,764	214,764	-	260,168
Capital Projects Funds:									
24- Residential Streets & Alleys Fund	104,873	200	50,000	(49,800)	55,073	200	-	200	55,273
25- Building Improvement Fund	158,462	300	22,000	(21,700)	136,762	200	136,500	(136,300)	462
40- Park Development Fund	228,391	400	220,000	(219,600)	8,791	50	8,500	(8,450)	341
41- Rivers/Mountains Conservancy Fund	(15,469)	95,469	80,000	15,469	-	1,360,000	1,360,000	-	-
44- Traffic Improvement Fund	669,178	1,600	268,000	(266,400)	402,778	1,500	114,950	(113,450)	289,328
Capital Projects Funds Total:	1,145,435	97,969	640,000	(542,031)	603,404	1,361,950	1,619,950	(258,000)	345,404
Internal Service Funds:									
50- Garage Fund	494,962	229,333	418,733	(189,400)	305,562	250,080	471,080	(221,000)	84,562
53- Technology Replacement Fund	204,825	146,000	158,000	(12,000)	192,825	146,000	173,000	(27,000)	165,825
Internal Service Funds Total:	699,787	375,333	576,733	(201,400)	498,387	396,080	644,080	(248,000)	250,387
Grand Totals	10,698,802	13,586,650	14,699,230	(1,112,580)	9,559,241	14,322,535	16,275,296	(1,952,761)	7,606,480

City of Los Alamitos
Summary of Resources and Requirements
Fiscal Year 2012 - 2013

Fund Type/Description	Estimated Beginning Balance July 2012	Resources			Requirements						Surplus (Deficit)	Projected Ending Balance June 2013
		Estimated Revenue	Transfers In	Total Resources	Salaries & Benefits	Maintenance & Operations	Capital Equipment	Capital Projects	Transfers Out	Total Requirements		
General Fund:												
10- General Fund (Operations)	-	11,004,640	371,000	11,375,640	7,216,446	3,944,430	-	-	214,764	11,375,640	-	-
Emergency Designation	2,300,000	-	-	2,300,000	-	-	-	-	-	-	-	\$2,300,000
Work Comp/Liability Designation	500,000	-	-	500,000	-	-	-	-	-	-	-	\$500,000
GASB 45 OPEB Designation	250,000	-	-	250,000	-	-	-	-	-	-	-	\$250,000
JFTB Pool Capital Impr. Designation	39,638	67,500	-	107,138	-	-	-	107,000	-	107,000	(39,500)	\$138
Los Alamitos Blvd. Rehab. Designation	200,000	-	-	200,000	-	-	-	-	-	-	-	\$200,000
General Plan Update Designation	304,487	-	-	304,487	-	-	-	175,000	-	175,000	(175,000.00)	\$129,487
Business and Residential Impr. Prog.	162,000	-	-	162,000	-	-	-	162,000	-	162,000	(162,000.00)	-
Community Spending Priorities Prog.	358,333	-	-	358,333	-	-	-	358,333	-	358,333	(358,333.00)	-
Unassigned Fund Balance	3,142,257	-	-	3,142,257	-	-	-	-	-	-	-	\$3,142,257
General Fund Total:	7,256,715	11,072,140	371,000	18,699,855	7,216,446	3,944,430	-	802,333	214,764	12,177,973	(734,833)	\$6,521,882
Special Revenue Funds:												
18 - Proposition 1B Fund	-	318,000	-	318,000	-	-	-	318,000	-	318,000	-	-
19- C.D.B.G. Fund	8,000.00	146,325	-	154,325	-	-	-	154,325	-	154,325	(8,000)	-
20- Gas Tax Fund	117,523	325,273	-	442,796	-	-	-	223,304	177,000	400,304	(75,031)	42,492
21- Public Safety Augmentation Fund	-	84,000	-	84,000	-	-	-	-	84,000	84,000	-	-
22- Supplemental Law Enforcement Fund	-	100,000	-	100,000	-	-	-	-	100,000	100,000	-	-
23- Air Quality Fund	81,000	14,100	-	95,100	-	-	86,000	-	-	86,000	(71,900)	9,100
26- Measure M Fund	555,626	185,053	-	740,679	-	-	-	696,000	-	696,000	(510,947)	44,679
27- Asset Seizure	57,374	150	-	57,524	-	-	46,200	-	-	46,200	(46,050)	11,324
28- Los Alamitos Television Fund	121,044	36,700	-	157,744	-	36,700	-	-	-	36,700	-	121,044
29- Office of Traffic Safety Fund	0	15,000	-	15,000	5,000	-	-	-	10,000	15,000	-	-
30- EECBG Fund	-	-	-	-	-	-	-	-	-	-	-	-
Special Revenue Funds Total:	940,567	906,601	-	1,847,168	5,000	36,700	132,200	1,391,629	371,000	1,936,529	(711,928)	228,639
Debt Service Fund:												
31 - Laurel Park Debt Service Fund	260,168	-	214,764	474,932	-	214,764	-	-	-	214,764	-	260,168
Debt Service Fund Total:	260,168	-	214,764	474,932	-	214,764	-	-	-	214,764	-	260,168
Capital Projects Funds:												
24- Residential Street Fund	55,073	200	-	55,273	-	-	-	-	-	-	200	55,273
25- Building Improvement Fund	136,762	200	-	136,962	-	-	-	136,500	-	136,500	(136,300)	462
40- Park Development Fund	8,791	50	-	8,841	-	-	-	8,500	-	8,500	(8,450)	341
41- Rivers/Mountains Conservancy Fund	0	1,360,000	-	1,360,000	-	-	-	1,360,000	-	1,360,000	-	-
44- Traffic Improvement Fund	402,778	1,500	-	404,278	-	-	-	114,950	-	114,950	(113,450)	289,328
Capital Projects Funds Total:	603,404	1,361,950	-	1,965,354	-	-	-	1,619,950	-	1,619,950	(258,000)	345,404
Internal Service Funds:												
50- Garage Fund	305,562	250,080	-	555,642	83,665	166,415	221,000	-	-	471,080	(221,000)	84,562
53- Technology Replacement Fund	192,825	146,000	-	338,825	-	146,000	27,000	-	-	173,000	(27,000)	165,825
Internal Service Funds Total:	498,387	396,080	-	894,467	83,665	312,415	248,000	-	-	644,080	(248,000)	250,387

11/1/12

**City of Los Alamitos
Interfund Transfer Matrix
Fiscal Year 2012 - 2013**

		TRANSFER TO		
		General Fund	Laurel Park Debt Service Fund	TOTAL
T R A N S F E R F R O M	General Fund		214,764	214,764
	Gas Tax Fund	177,000		177,000
	Public Safety Augmentation Fund	84,000		84,000
	Supplemental Law Enforcement Fund	100,000		100,000
	Office of Traffic Safety Fund	10,000		10,000
	TOTAL	371,000	214,764	585,764

Transfer From:

General Fund	10-563-6031	214,764
Gas Tax Fund	20-563-6010	177,000
Public Safety Augmentation Fund	21-563-6010	84,000
Supplemental Law Enforcement Fund	22-563-6010	100,000
Office of Traffic Safety Fund	29-563-6010	10,000
Total		<u><u>585,764</u></u>

Transfer To:

Laurel Park Debt Service Fund	31-4910	214,764
General Fund	10-4920	177,000
General Fund	10-4921	84,000
General Fund	10-4922	100,000
General Fund	10-4929	10,000
Total		<u><u>585,764</u></u>

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
<u>General Fund</u>					
Property Taxes					
Property Tax - Secured	1,569,157	1,665,306	1,620,391	1,611,500	1,611,500
Property Tax - Unsecured	65,587	66,381	64,107	65,000	65,000
Property Tax - Supplemental	33,208	23,839	15,571	20,000	20,000
Property Tax - In-Lieu of VLF	899,311	895,914	909,998	905,000	905,000
Lighting District	243,363	234,263	243,256	250,000	250,000
Homeowner's Tax Relief	15,902	13,969	14,076	14,500	14,500
County Tax Administrative Charge	(29,499)	(27,230)	(33,617)	(32,000)	(32,000)
Property Transfer Tax	55,505	65,296	71,192	50,000	50,000
Totals for Source	2,852,534	2,937,739	2,904,974	2,884,000	2,884,000
Taxes					
Sales & Use Tax	2,496,448	2,111,880	2,284,711	2,390,000	2,503,000
Sales Tax Guarantee	-	-	-	75,000	75,000
Transient Occupancy Tax	77,919	69,553	80,080	88,000	90,000
Business Licenses	570,126	385,070	471,203	479,000	485,000
Totals for Source	3,144,493	2,566,503	2,835,994	3,032,000	3,153,000
Utility Users Taxes					
Utility Users Tax - Electric	1,194,395	1,111,922	1,112,134	1,112,000	1,112,000
Utility Users Tax - Gas	201,275	179,708	179,998	185,000	185,000
Utility Users Tax - Telephone	657,924	708,354	639,599	620,000	620,000
Utility Users Tax - Water	178,877	178,067	200,280	233,000	240,000
Totals for Source	2,232,471	2,178,051	2,132,011	2,150,000	2,157,000
Franchise Fees					
Franchise Fees - Cable Television	120,569	128,978	141,273	140,000	140,000
Franchise Fees - Trash	184,684	182,655	177,026	200,000	200,000
Franchise Fees - Electric	210,678	204,196	195,093	195,200	200,000
Franchise Fees - Gas	50,338	29,699	33,274	33,500	33,500
Franchise Fees - Water	32,738	37,324	47,109	47,500	50,000
Franchise Fees - Other	3,599	1,688	1,317	3,600	4,000
Totals for Source	602,606	584,539	595,092	619,800	627,500
Licenses and Permits					
Building Permits	79,334	47,880	64,900	64,000	201,000
Electrical Permits	9,447	6,513	7,737	6,000	6,000
Mechanical Permits	6,450	4,343	3,780	4,000	4,000
Plumbing Permits	10,084	6,884	5,695	7,000	7,000
Plan Checks/NPDES Inspection Fees	48,697	53,550	59,288	46,000	46,000
Public Works Permits	90,096	95,273	47,755	50,000	50,000
Other Licenses and Permits	46,418	28,127	27,614	10,020	15,020
Totals for Source	290,526	242,571	216,769	187,020	329,020

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Fines and Forfeitures					
Moving Violations	111,989	94,558	106,958	95,000	95,000
Red Light Camera	397,296	384,582	363,162	250,000	250,000
Parking Fines	109,748	99,869	108,543	109,000	109,000
Other Fines and Forfeitures	2,227	15,056	18,654	10,000	10,000
Totals for Source	621,260	594,066	597,317	464,000	464,000
Use of Money and Property					
Investment Earnings	132,060	28,216	20,600	15,000	20,000
Total for Source	132,060	28,216	20,600	15,000	20,000
Revenue From Other Agencies					
Homeland Security Grant	7,285	3,854	11,682	5,000	5,000
Abandoned Vehicle Reimbursement	4,697	5,839	8,222	5,000	5,000
SB-90 Reimbursement	2,087	2,937	1,373	100	5,000
Motor Vehicle in Lieu	41,447	35,872	62,106	-	-
P.O.S.T. Reimbursements	5,048	7,943	3,604	8,000	6,000
FEMA Reimbursement	-	440	-	-	-
Grants	-	22,483	-	-	-
Misc. Police Reimbursement	-	-	649	600	600
Totals for Source	60,564	79,367	87,636	18,700	21,600
Charges for Current Services					
Police Reports/Fingerprinting	755	888	747	500	500
Police Alarm Fees	30,849	19,380	24,800	24,000	22,000
Document Services & Fees	4,206	23,316	17,820	10,900	13,000
Recreation Revenues	1,150,076	1,179,990	1,229,686	1,200,000	1,233,020
Totals for Source	1,185,886	1,223,574	1,273,053	1,235,400	1,268,520
Miscellaneous Revenues					
W/C & G/L Reimbursements	3,404	56,886	171,077	150,000	50,000
Damages to City Properties	19,262	18,377	12,140	24,000	15,000
Sanitation District	45	-	453	-	-
Miscellaneous Reimbursements	59,572	90,582	246,594	10,000	15,000
Totals for Source	82,283	165,846	430,264	184,000	80,000
Transfers In	405,938	371,080	500,482	500,503	371,000
Total General Fund	11,610,620	10,971,550	11,594,192	11,290,423	11,375,640

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
<u>Special Revenue Funds</u>					
<u>Community Development Block Grant (CDBG) Fund - 19</u>					
Revenue From Other Agencies					
Community Development Block Grant	-	-	-	225,822	146,325
Total for Source	-	-	-	225,822	146,325
Total Community Development Block Grant	-	-	-	225,822	146,325
<u>Gas Tax Fund - 20</u>					
Taxes					
Gas Tax	200,719	204,839	194,131	335,000	325,073
Total for Source	200,719	204,839	194,131	335,000	325,073
Revenue From Other Agencies					
Traffic Congestion Relief	103,203	-	116,171	-	-
Federal Economic Stimulus	-	-	342,481	-	-
Totals for Source	103,203	-	458,652	-	-
Use of Money and Property					
Investment Earnings	15,038	1,161	(53)	200	200
Total for Source	15,038	1,161	(53)	200	200
Total Gas Tax Fund	318,960	206,000	652,730	335,200	325,273
<u>Public Safety Augmentation Fund - 21</u>					
Revenue From Other Agencies					
Special Sales Tax Augmentation	80,436	74,545	77,230	80,000	84,000
Total for Source	80,436	74,545	77,230	80,000	84,000
Use of Money and Property					
Investment Earnings	-	-	-	-	-
Total for Source	-	-	-	-	-
Total Public Safety Augmentation Fund	80,436	74,545	77,230	80,000	84,000
<u>Supplemental Law Enforcement Fund - 22</u>					
Revenue From Other Agencies					
Supplemental Law Enforcement Grant	75,843	124,254	100,016	100,000	100,000
Total for Source	75,843	124,254	100,016	100,000	100,000
Use of Money and Property					
Investment Earnings	-	-	-	-	-
Total for Source	-	-	-	-	-
Total Supplemental Law Enforcement Fund	75,843	124,254	100,016	100,000	100,000

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
<u>Air Quality (AQMD) Fund - 23</u>					
Use of Money and Property					
Investment Earnings	524	173	146	100	100
Total for Source	524	173	146	100	100
Revenue From Other Agencies					
AB 2766 - Air Quality	13,714	14,244	13,363	14,000	14,000
Total for Source	13,714	14,244	13,363	14,000	14,000
Total Air Quality Fund	14,238	14,417	13,509	14,100	14,100
<u>Measure M Fund - 26</u>					
Revenue From Other Agencies					
Measure M Turnback	154,861	132,928	144,929	173,133	184,053
Go Local	-	-	-	-	-
Intersection Improvement Program Grant	-	268,086	-	-	-
Growth Area Management (GMA) 2	-	275,000	-	-	-
Master Plan of Arterial Highways (MPAH)	-	-	-	-	-
City of Cypress	497,545	-	-	-	-
Signal Improvement Grant	-	3,415	-	-	-
CIWMB Rubber Grant	-	104,566	-	-	-
Proposition 42	-	110,612	28,453	-	-
Totals for Source	652,406	894,607	173,382	173,133	184,053
Use of Money and Property					
Investment Earnings	14,938	1,092	1,613	1,000	1,000
Total for Source	14,938	1,092	1,613	1,000	1,000
Total Measure M Fund	667,344	895,699	174,995	174,133	185,053
<u>Asset Seizure Fund - 27</u>					
Revenue From Other Agencies					
Federal Asset Seizure	34,270	110,463	-	-	-
County Asset Seizure	12,071	-	-	-	-
Public Safety Interoperable Comm. Grant	-	21,428	-	-	-
Totals for Source	46,340	131,891	-	-	-
Use of Money and Property					
Investment Earnings	-	-	390	200	150
Total for Source	-	-	390	200	150
Total Asset Seizure Fund	46,340	131,891	390	200	150

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
<u>Los Alamitos Television Fund - 28</u>					
Charges for Current Services					
Franchise Fees/Studio Fees	12,228	-	-	-	-
PEG Grant/Access Fees	31,033	45,430	44,198	42,000	30,000
Event Filming Reimbursements	17,133	-	25	6,500	6,500
Miscellaneous Revenue	5,364	185	20,126	1,200	-
Totals for Source	65,758	45,615	64,349	49,700	36,500
Use of Money and Property					
Investment Earnings	2,354	620	278	200	200
Total for Source	2,354	620	278	200	200
Total Los Alamitos Television	68,112	46,235	64,627	49,900	36,700
<u>Office of Traffic Safety (OTS) Fund - 29</u>					
Revenue From Other Agencies					
Office of Traffic Safety Grant	4,786	4,302	9,978	7,500	5,000
Total for Source	4,786	4,302	9,978	7,500	5,000
Charges for Current Services					
Vehicle Impound Fees	10,681	9,943	4,446	10,500	10,000
Total for Source	10,681	9,943	4,446	10,500	10,000
Use of Money and Property					
Investment Earnings	1,810	355	203	-	-
Total for Source	1,810	355	203	-	-
Total Office of Traffic Safety (OTS) Fund	17,276	14,600	14,627	18,000	15,000
<u>EECBG Fund - 30</u>					
Revenue From Other Agencies					
Rivers and Mountains Conservancy	-	-	-	22,683	-
Total for Source	-	-	-	22,683	-
Total EECBE Grant Fund	-	-	-	22,683	-
<u>Proposition 1B Fund - 18</u>					
Revenue From Other Agencies					
Proposition 1B	400,000	-	-	-	318,000
Totals for Source	400,000	-	-	-	318,000
Total Proposition 1B Fund	400,000	-	-	-	318,000
Total Special Revenue Funds	1,688,549	1,507,641	1,098,124	1,020,038	1,224,601

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
<u>Debt Service Fund</u>					
<u>Laurel Park Certificates of Participation Fund - 31</u>					
Use of Money and Property					
Interest With Fiscal Agent	769	-	-	-	-
Total for Source	769	-	-	-	-
Charges for Current Services					
Transfers In	209,850	212,330	209,700	212,667	214,764
Total for Source	209,850	212,330	209,700	212,667	214,764
Total Laurel Park COPS Fund	210,619	212,330	209,700	212,667	214,764
Total Debt Service Funds	210,619	212,330	209,700	212,667	214,764

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
<u>Capital Project Funds</u>					
<u>Streets Improvement Fund - 24</u>					
Use of Money and Property					
Investment Earnings	3,233	586	330	200	200
Total for Source	3,233	586	330	200	200
Total Residential Streets/Alleys Fund	3,233	586	330	200	200
<u>Building Improvement Fund - 25</u>					
Use of Money and Property					
Investment Earnings	4,027	781	458	300	200
Total for Source	4,027	781	458	300	200
Total Building Improvement Fund	4,027	781	458	300	200
<u>Park Development Fund - 40</u>					
Use of Money and Property					
Investment Earnings	5,141	994	604	400	50
Total for Source	5,141	994	604	400	50
Charges for Current Services					
Park Development Fees	-	-	-	-	-
Total for Source	-	-	-	-	-
Total Park Development	5,141	994	604	400	50
<u>Rivers and Mountains Conservancy Fund - 41</u>					
Revenue From Other Agencies					
Rivers and Mountains Conservancy	48,360	-	-	95,469	1,360,000
Total for Source	48,360	-	-	95,469	1,360,000
Use of Money and Property					
Investment Earnings	2,172	418	232	-	-
Total for Source	2,172	418	232	-	-
Total Rivers and Mountains Conservancy	50,532	418	232	95,469	1,360,000

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

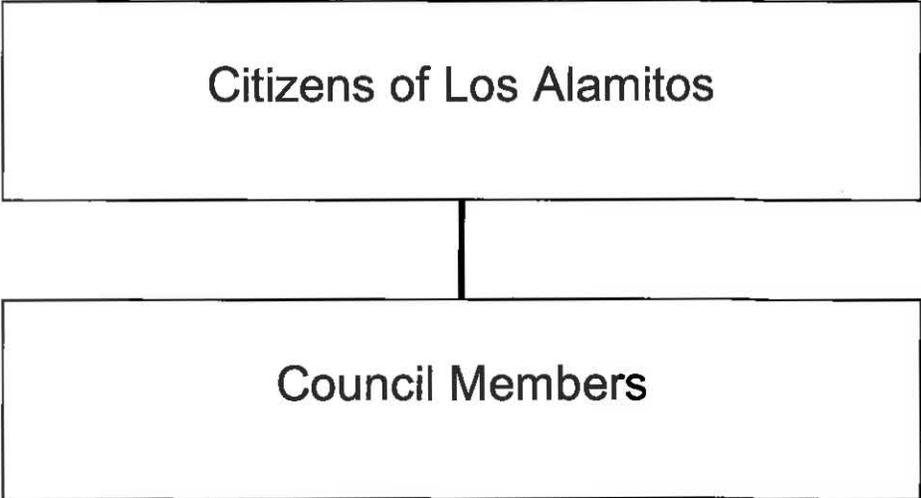
Fund/Source Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
<u>Traffic Improvement Fund - 44</u>					
Use of Money and Property					
Investment Earnings	13,777	3,612	2,105	1,600	1,500
Total for Source	13,777	3,612	2,105	1,600	1,500
Revenue From Other Agencies					
Proposition 42	-	40,759	-	-	-
HSIP Grant	-	-	-	-	-
City of Cypress Maintenance Agreement	10,000	10,000	10,000	-	-
Traffic Mitigation Fees - LAMC	-	-	-	-	-
City of Cypress Project Development Fees	38,233	-	-	-	-
Totals for Source	48,233	50,759	10,000	-	-
Total Traffic Improvement Fund	62,010	54,371	12,105	1,600	1,500
Total Capital Projects Funds	124,943	57,150	13,729	97,969	1,361,950

City of Los Alamitos
Revenue Detail by Fund Type and Line Item

Fund/Source Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
<u>Internal Service Funds</u>					
<u>Garage Fund - 50</u>					
Charges for Current Services					
Charges to Other Funds	255,420	235,280	227,322	229,333	250,080
Sale of Property	5,783	7,496	(104,067)	-	-
Transfers In	-	-	-	-	-
Totals for Source	261,203	242,776	123,255	229,333	250,080
Use of Money and Property					
Investment Earnings	-	-	-	-	-
Total for Source	-	-	-	-	-
Total Garage Fund	261,203	242,776	123,255	229,333	250,080
<u>Technology Replacement Fund - 53</u>					
Charges for Current Services					
Charges to Other Funds	137,630	148,570	148,510	146,000	146,000
Transfers In	-	-	-	-	-
Totals for Source	137,630	148,570	148,510	146,000	146,000
Use of Money and Property					
Investment Earnings	-	-	-	-	-
Total for Source	-	-	-	-	-
Total Technology Replacement Fund	137,630	148,570	148,510	146,000	146,000
Total Internal Service Funds	398,833	391,346	271,765	375,333	396,080
Grand Total All Revenues	14,033,565	13,140,017	13,187,510	12,996,430	14,573,035



Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Positions			
City Council Members	5	5	5
Total Positions	5	5	5

City Council

MISSION STATEMENT

The primary role of the City Council is to set legislative and fiscal policy for the City. As the elected legislative body, the Los Alamitos City Council is charged with making policy decisions and setting the budget for the City of Los Alamitos.

DEPARTMENT GOALS

- *Annually support and implement the City of Los Alamitos Mission, Vision and Values through projects, programs and services*
- *Determine strategies, priorities and resource allocation needs for the achievement of community objectives*
- *Provide opportunity for the community to participate in city government through public meetings, workshops and board/commission meetings*

ACCOMPLISHMENTS FOR 11-12

- *Adopted annual City Budget for FY 2012-13*
- *Maintained a General Fund Balance Reserve*
- *Continued to work closely with outside agencies including the Joint Forces Training Base, the Los Alamitos Unified School District and the Rossmoor Community Services District*
- *Initiated the Los Alamitos Business and Residential Improvement Program*

PROGRAM DESCRIPTION

The City Council provides policy direction for the City of Los Alamitos and enacts all municipal legislation. The City Council directs the administration of its policy decisions through the City Manager for delegation to appropriate City staff.

SERVICE OBJECTIVES

- *Provide for financial stability through strong financial oversight and strategic planning*
- *Provide the resources needed to maintain and improve the City's infrastructure, public safety and City services*
- *Work to expand the City's efforts in business retention and attraction through City Council participation*
- *Cultivate the existing positive relationship with Joint Forces Training Base*
- *Engage in the State and Federal legislative process to support legislation that benefits City and local government service delivery*
- *Maintain City's website to ensure that the residents of Los Alamitos maintain access and are connected to the City*
- *Conduct City Council meetings in a manner that recognizes legitimate differences of opinion, exercises mutual respect and professionalism among all participants*

WORK PLANS FOR 2012-13

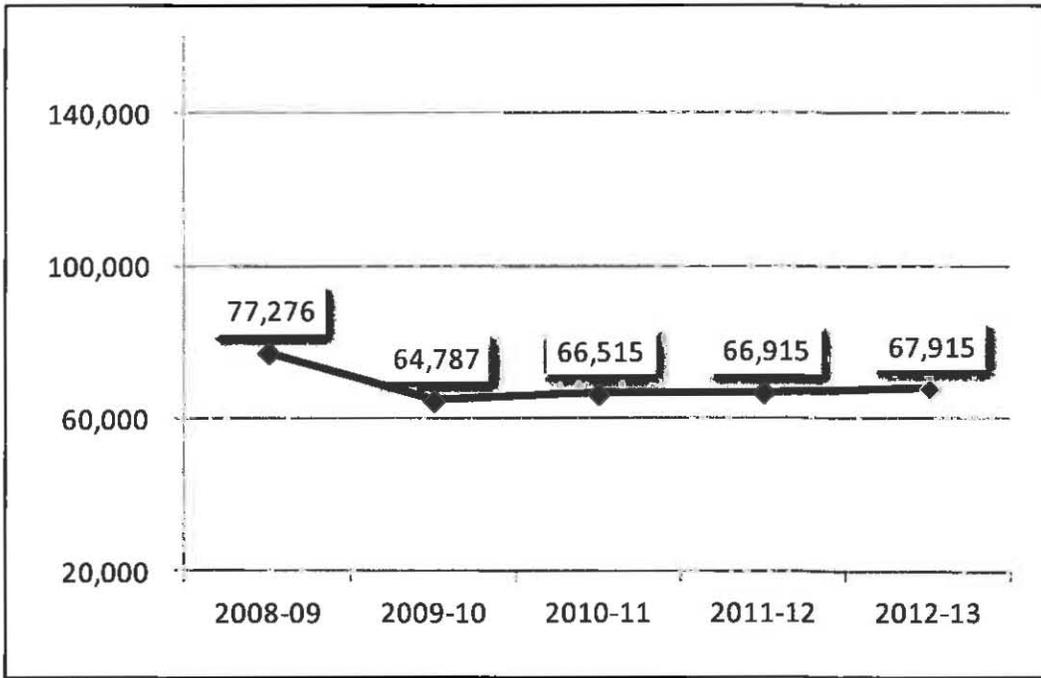
- *Conduct City Council Meetings and Special Study Sessions*
- *Develop and adopt a balanced budget for Fiscal Year 2013-14*
- *Develop and adopt a Capital Improvement Program that identifies and addresses the infrastructure needs of the City*
- *Develop and implement a Legislative Action Plan*
- *Re-examine City Council Goals and Priorities*
- *Enhance the City's economic base through business retention and attraction*

DIVISION EXPENSE BY LINE ITEM

Department General Government Services			Division City Council - 510			
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5102	Regular Salaries	26,554	24,264	24,187	24,000	24,000
5151	Part-Time Retirement	996	909	907	900	900
5162	Life Insurance	351	162	73	200	200
5130	Medicare	386	351	350	350	350
Salary & Benefits Total		28,288	25,687	25,517	25,450	25,450
Maintenance & Operations						
5201	Supplies/Division Expense	5,463	7,080	7,916	7,000	7,000
5205	Postage	718	264	1,203	600	600
5207	Travel & Meetings	6,990	1,033	2,396	2,000	2,000
5209	Dues & Subscriptions	17,019	18,585	19,060	20,000	20,500
5237	Employee Service Awards	-	1,006	1,131	3,500	3,500
5238	Commissioner Appreciation	5,099	3,012	2,599	2,500	3,000
5239	50th Anniversary Celebration	-	2,200	-	-	-
5240	Telephone	1,214	-	-	-	-
5246	Meeting Cablecasting	6,305	3,812	4,793	4,000	4,000
5260	Contractual Services	450	208	-	-	-
5287	Technology Charges	5,730	1,900	1,900	1,865	1,865
Maintenance & Operations Total		48,988	39,100	40,998	41,465	42,465
Division Total		77,276	64,787	66,515	66,915	67,915

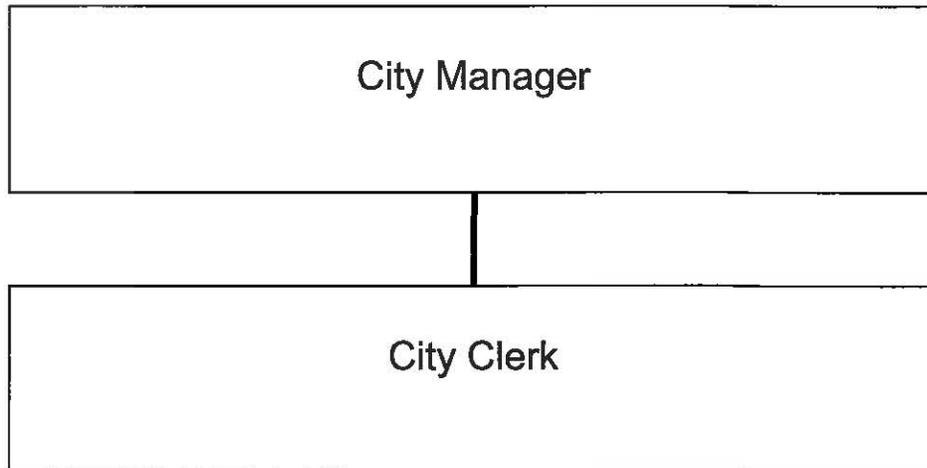
City Council

Departmental Expenditures FY 2008/09 – FY 2012/13



City Manager/City Clerk

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
<i>Full-Time Positions</i>			
City Manager	1	1	1
Assistant to the City Manager	0	0	1
City Clerk	1	1	0.5
Executive Assistant	1	1	0.58
Department Secretary	1	0	0
<i>Part-Time Positions</i>			
Department Secretary	0	0.5	0
Receptionist	1	1	1
Total Full-Time	4	3	3.08
Total Part-Time	1	1.5	1
Total Department FTE	5	4.5	4.08

City Manager/City Clerk

CITY MANAGER

MISSION STATEMENT

To serve the City of Los Alamitos with strong leadership and vision. To promote effective involvement from the Los Alamitos City Council, City staff and residents in fulfilling and identifying our community's current and future needs.

DEPARTMENT GOALS

- *Pursue economic development efficiencies*
- *Present a balanced budget to City Council*
- *Identify and implement strategies for enhancing the City's revenue stream*
- *Enhance community awareness and participation in city government*
- *Expand recycling programs*
- *Manage the City television (PEG) station to expand the community's awareness and knowledge of their local government*
- *Participate in the planned and projected uses of the Joint Forces Training Base*
- *Pursue partnership opportunities with organizations including the Joint Forces Training Base, the Los Alamitos Unified School District and the Los Alamitos Chamber of Commerce*
- *Remain engaged in the status of the Rossmoor governance*

ACCOMPLISHMENTS FOR 2011-12

- *Administered the FY 2011-12 General Fund and managed City personnel consisting of 52 full time employees*

PROGRAM DESCRIPTION

The City Manager is responsible for the implementation of policies set by the City Council; the execution of the adopted budget; the identification of legislative priorities and the overall management of each City Department.

SERVICE OBJECTIVES

- *Support the City Council in their representation of residents and businesses through effective implementation of their policy direction*
- *Develop a management team that is committed to serving the community*
- *Constantly strive to enhance the financial position of the City*
- *Ensure that the City is a place where residents are safe and where businesses thrive*
- *Manage City's personnel system*

CITY CLERK

MISSION STATEMENT

The City Clerk is committed to providing exceptional customer service; supporting City Council and staff; administering City Elections; and, managing City records.

DEPARTMENT GOALS

- Produce City Council agendas and minutes
- Expand electronic record retention efforts
- Process and maintain City records in accordance with the laws of the State of California
- Codify and maintain the City of Los Alamitos Municipal Code
- Enhance access to the public process and records for members of the public
- Provide for long-term records storage for all City documents

ACCOMPLISHMENTS FOR 2011-12

- City Clerk prepared agendas and minutes for 30 City Council meetings
- Coordinated Fair Political Practices Commission filings
- Administered recruitments and interviews for Commissions

PROGRAM DESCRIPTION

The City Clerk is responsible for the coordination of the City Council's administrative activities and legislative efforts. These efforts include the preparing City Council Agendas and follow-up correspondence; recording and maintaining City Council Minutes, Ordinances and Resolutions; preserving all official City records; recording deeds; administering oaths; receiving and processing liability claims against the City; responding to Public Records Act requests; providing applications for voter registration; complying with filing obligations required by the State Political Reform Act; and, maintenance of the Municipal Code. The City Clerk serves as the local Elections Official and coordinates municipal elections.

SERVICE OBJECTIVES

- Conduct municipal elections
- Maintain the Los Alamitos Municipal Code
- Provide access to public documents
- Enforce campaign filing regulations for office holders and candidates

WORK PLANS FOR 2012-13

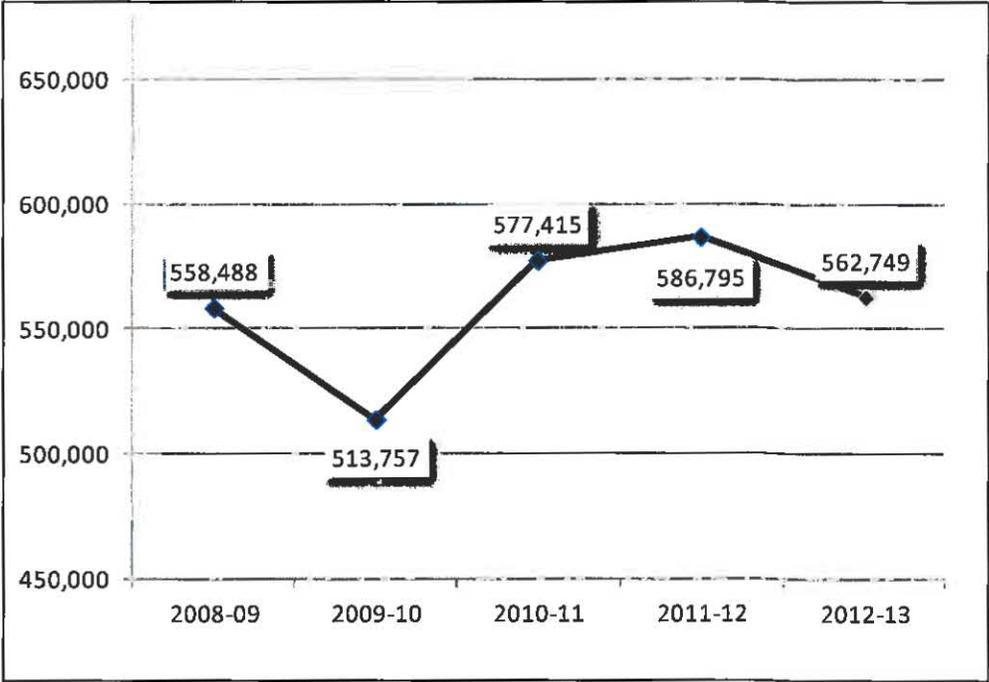
- Successfully conduct the November 6, 2012 Municipal General Election
- Continue annual maintenance of Fair Political Practices Commission (FPPC) filings
- Prepare and produce City Council agendas and minutes
- Update the City's Records Retention Policy and implement it in all City Departments
- Assist with the execution of an updated City website

City Manager/City Clerk

DIVISION EXPENSE BY LINE ITEM

Department				Division		
General Government Services				City Manager/City Clerk - 511		
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	299,904	293,791	358,352	357,065	314,814
5103	Hourly	85,596	48,116	36,585	65,500	48,451
5111	Special Skills Pay	11,808	16,197	12,600	12,600	7,350
5118	Car Allowance	2,054	6,560	6,000	6,000	6,000
5120	Overtime	28	-	-	-	-
5126	Sick Leave Conversion	1,362	899	2,365	2,500	2,500
5127	Vacation Conversion	8,366	12,567	9,627	9,800	9,800
5130	Medicare	5,791	5,597	5,818	6,322	5,374
5150	Retirement	46,348	49,309	57,225	52,068	45,591
5151	Part-Time Retirement	-	-	1,372	2,456	1,820
5161	Medical/Dental/Vision Insurance	32,167	35,965	43,417	36,450	30,340
5162	Life Insurance	839	1,159	1,194	1,006	1,029
5163	Disability Insurance	1,151	1,242	1,207	983	1,037
Salary & Benefits Total		495,413	471,403	535,762	552,750	474,106
Maintenance & Operations						
5201	Supplies/Division Expense	3,137	3,915	3,132	2,500	2,500
5242	Internet Expense	1,335	-	-	-	-
5205	Postage	635	697	109	1,000	1,000
5207	Travel & Meetings	3,904	494	1,326	1,000	1,000
5209	Dues & Subscriptions	1,255	2,099	1,544	1,700	1,700
5233	Elections	9,493	676	7,830	-	13,500
5240	Telephone	534	623	432	400	400
5242	Cable Television	-	1,535	1,949	1,500	1,500
5245	Cellular Phone	533	-	-	-	-
5260	Contractual Services	21,836	9,630	2,613	3,000	44,000
5266	Codification Service	1,846	2,296	2,598	6,000	6,000
5286	Garage Internal Services	3,270	3,180	2,910	1,093	1,191
5287	Technology Internal Services	15,290	17,210	17,210	15,852	15,852
5290	Maintenance-Office Equipment	8	-	-	-	-
Maintenance & Operations Total		63,075	42,354	41,653	34,045	88,643
Division Total		558,488	513,757	577,415	586,795	562,749

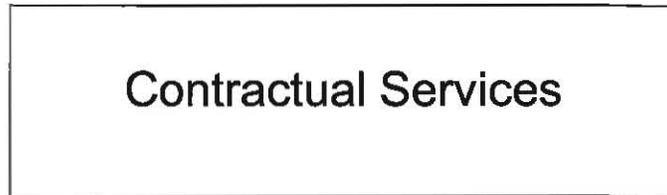
Departmental Expenditures
FY 2008/09 – FY 2012/13



City Manager/City Clerk



Organizational Chart by Function



City Attorney

MISSION STATEMENT

The City Attorney provides comprehensive legal services for the City of Los Alamitos. This service consists of providing legal staff at City Council meetings and appropriate commissions; the preparation and review of ordinances; the preparation of contracts and providing legal counsel to City Departments. Significant areas of responsibility include civil litigation and code enforcements issues.

DEPARTMENT GOALS

- *Maintain open communication with the City Council, Planning Commission, other advisory bodies and with all City Departments to assist them in achieving and implementing their goals*
- *Provide high quality and timely legal services to City Council, Planning Commission and City Departments*
- *Maintain cost effective legal services*
- *Develop public confidence in the City Attorney*

ACCOMPLISHMENTS FOR 2011-12

- *Processed ordinance amendments and resolutions for City Council approval*
- *Provided legal advice on potential litigation cases*
- *Staffed City Council meetings*

PROGRAM DESCRIPTION

The City Attorney is responsible for the review of resolutions; providing advice and representation regarding labor issues; and giving legal representation to the West Cities Police Communities JPA, including labor issues.

SERVICE OBJECTIVES

Provide legal services and legal advice to the City Council, Planning Commission, City Departments and all City advisory bodies.

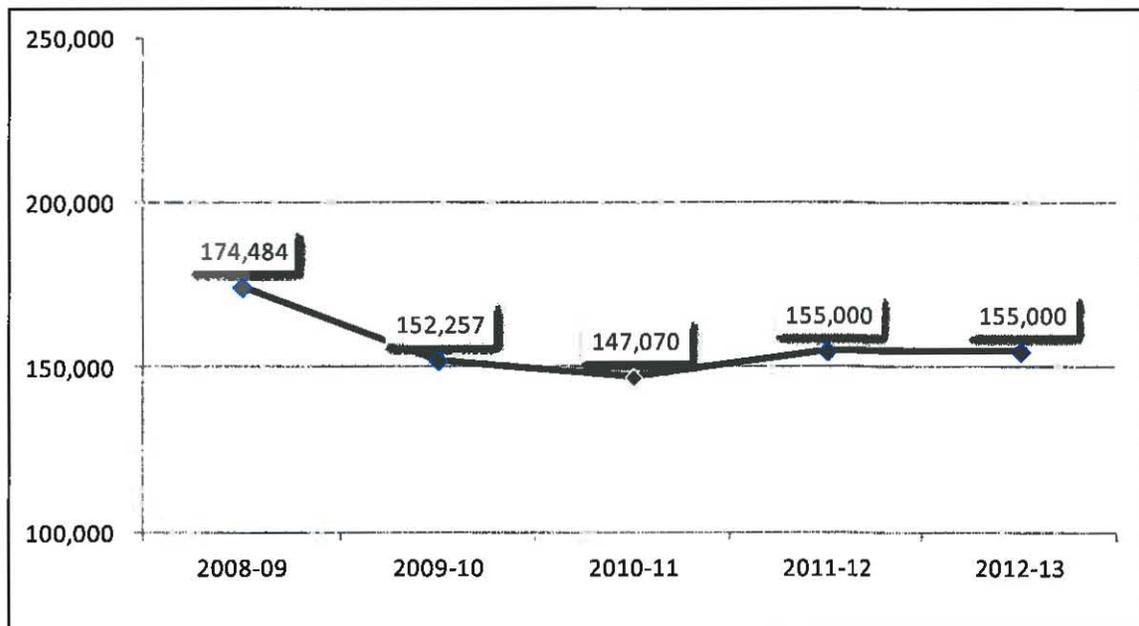
WORK PLANS FOR 2012-13

- *Provide legal service at City Council and Planning Commission meetings*
- *Prepare and review ordinances, resolutions, contracts and other documents*
- *Provide legal advice to the City Council and City Departments*

DIVISION EXPENSE BY LINE ITEM

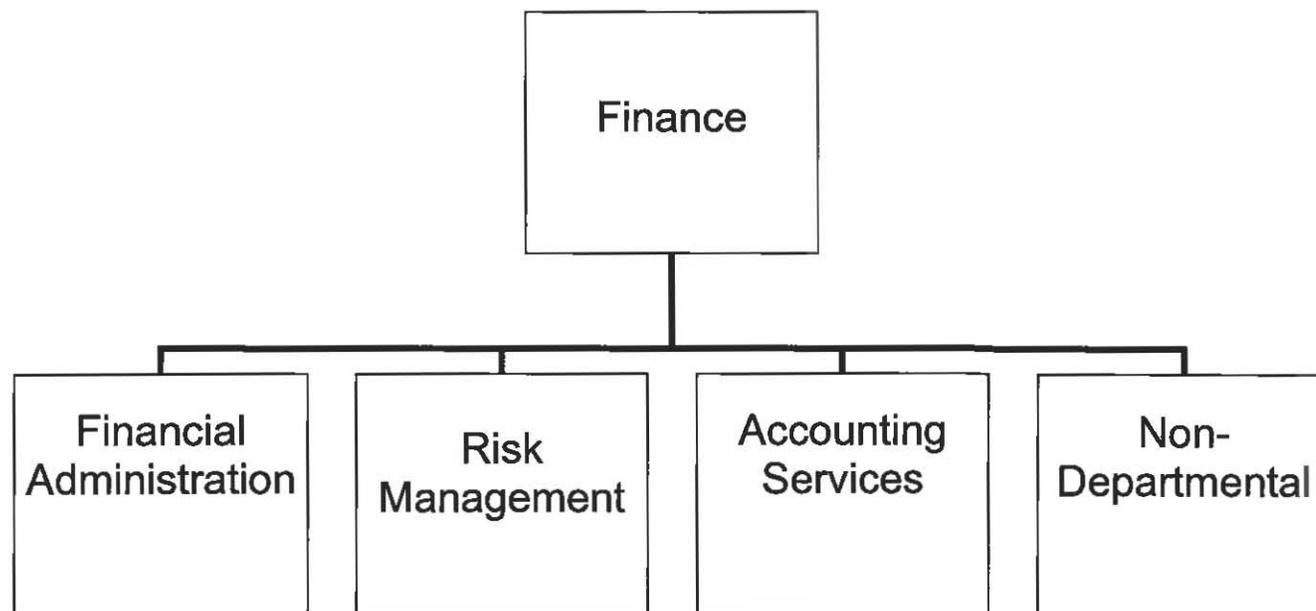
Department General Government Services			Division City Attorney - 513			
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
	Salaries & Benefits					
	No Personnel Allocations					
	Salaries & Benefits Total	-	-	-	-	-
	Maintenance & Operations					
5261	Legal Services	165,595	152,257	147,070	150,000	150,000
5264	Litigation	8,889	-	-	5,000	5,000
	Maintenance & Operations Total	174,484	152,257	147,070	155,000	155,000
	Division Total	174,484	152,257	147,070	155,000	155,000

**Departmental Expenditures
FY 2008/09 – FY 2012/13**





Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
<i>Full-Time Positions</i>			
Administrative Services Director	1	0	0
Finance Director	0	1	1
Finance Manager	1	0	0
Senior Finance Assistant	1	1	1
Finance Assistant	0	1	1
<i>Part-Time Positions</i>			
Finance Assistant	0	0.5	0
Account Clerk	0.75	0	0.5
Total Full-Time	3	3	3
Total Part-Time	0.75	0.5	0.5
Total Department FTE	3.75	3.5	3.5

Finance

MISSION STATEMENT

To maintain excellence in financial recording and reporting, ensuring the City's long-term fiscal health. To provide excellent service to both our internal and external customers maintaining the highest level of accuracy, accountability, and timeliness.

DEPARTMENT GOALS

- *Prepare an Operating and Capital Improvement Program Budget that is both balanced and performance driven*
- *Provide timely budget updates to the City Council, including both revenues and expenditures*
- *Prepare a Comprehensive Annual Financial Report (CAFR) that continues to qualify for the Government Finance Officers' Association (GFOA) Award of Excellence in Financial Reporting*
- *Prepare a five year financial trend analysis*
- *Prepare a five year financial forecast*
- *Work jointly with the City Manager's Office and other departments to enhance the City's revenue sources*
- *Manage the City's investment portfolio in accordance with State and City ordinances and policies*
- *Retain a qualified work force*
- *Implement technology, where appropriate and cost-effective, to enhance efficiency and effectiveness of City Departments*

ACCOMPLISHMENTS FOR 2011-12

- *Prepared the Operating and Capital Improvement Program Budget for Fiscal Year 2012-13*
- *Improved the budgeting process to implement efficiencies and keep stakeholders informed throughout the process*
- *Prepared financial reports for the City Council's review of revenues and expenditures*
- *Retained professional audit firm to perform the financial audit of the City's financial records*

PROGRAM DESCRIPTION

- *To provide timely, accurate financial recording and reporting. Assist operating departments achieve their objectives and at the same time ensure the City of Los Alamitos' long-term fiscal health.*
- *To develop and retain a diverse, high-quality workforce to serve the City of Los Alamitos. This includes providing benefits and training that is of value to our employees.*
- *To promote and facilitate the use of information technology in fulfilling the operational goals of the City of Los Alamitos.*
- *To schedule and update all mandated training of City employees, i.e., diversity training, sexual harassment for supervisors, etc.*

SERVICE OBJECTIVES

- *Provide courteous, efficient service to all internal and external customers 100% of the time*
- *Coordinate all financial audits, including the City's annual audit, the federal Single Audit, and other State agency audits that may be required*
- *Maintain accurate accounting records for the City's funds*
- *Prepare timely and accurate financial reports, include the Annual Operating and Capital Improvement Program Budget, the Comprehensive Annual Financial Report, and other required reporting to the State of California*

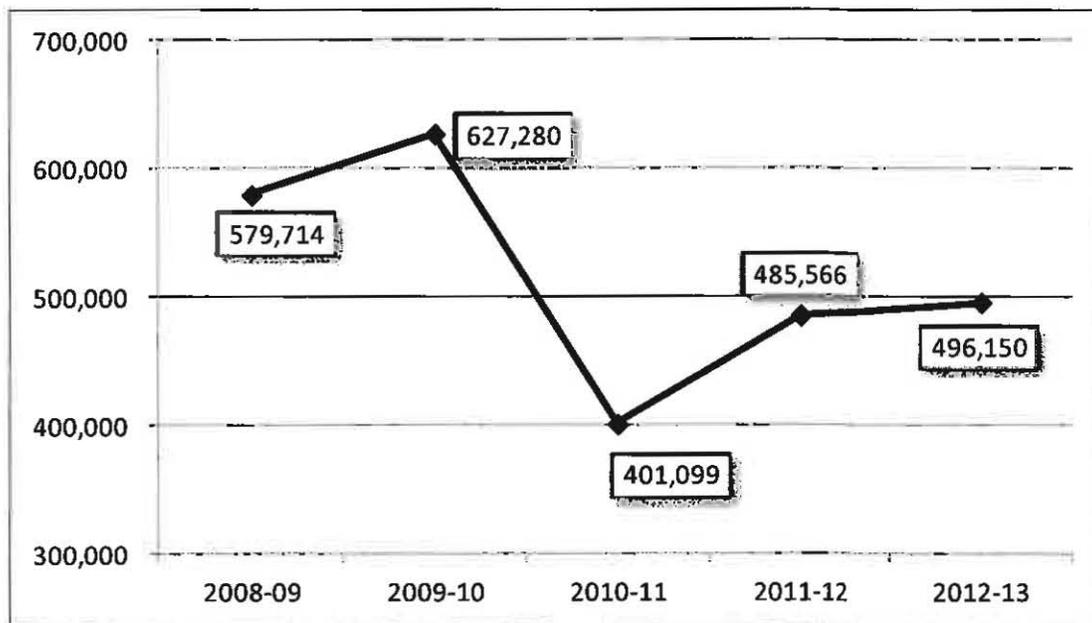
SERVICE OBJECTIVES (CONTINUED)

- *Maintain all hiring policies and practices and provide a process for all hiring departments to recruit, select, and retain qualified employees*
- *Review and process valid workers' compensation and liability claims*

WORK PLANS FOR 2012-13

- *Work with the City Manager's Office and departments to produce a balanced budget that incorporates the City Council's goals and objectives*
- *Establish a performance based budget utilizing departmental performance measures*
- *Enhance financial reports to include more graphics*
- *Improve the City's year-end closing process and improve preparation for the City's annual financial audit*
- *Submit an award-winning Comprehensive Annual Financial Report to the Government Finance Officer's Association for the Award of Excellence in Financial Reports*
- *Utilizing past financial trends and information gathered from economic indicators, prepare the foundational documents for a City Long-Term Financial Plan document, including a five-year trend analysis and a five-year financial forecast*
- *Review the City's revenue collection procedures and propose recommendations for improved collection procedures*
- *Review other revenue options and propose recommendations for possible increases to revenues that include grant opportunities.*

**Departmental Expenditures
FY 2008/09 – FY 2012/13**



Finance

DIVISION EXPENSE BY LINE ITEM

Department Finance				Division Finance - 512		
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	232,162	212,077	138,976	214,531	219,290
5103	Hourly	57,385	69,991	23,256	12,400	12,308
5118	Car Allowance	2,486	2,893	450	3,600	3,600
5120	Overtime	19	740	1,132	-	-
5126	Sick Leave Conversion	1,592	1,592	269	1,000	1,000
5127	Vacation Conversion	-	23,543	-	-	-
5130	Medicare	4,241	4,204	2,400	3,358	3,410
5150	Retirement	34,212	27,501	21,585	33,784	36,497
5151	Part-Time Retirement	2,152	2,625	899	465	462
5161	Medical/Dental/Vision Insurance	19,926	17,452	14,802	32,700	31,800
5162	Life Insurance	1,236	933	578	783	690
5163	Disability Insurance	970	788	540	983	983
5191	Staff Time	-	(2,554)	-	-	-
Salary & Benefits Total		356,381	361,784	204,887	303,604	310,040
Maintenance & Operations						
5201	Supplies/Division Expense	10,346	10,844	5,078	6,100	6,000
5205	Postage	3,695	5,837	1,288	1,700	1,700
5207	Travel & Training	5,147	5,415	317	500	500
5209	Dues & Subscriptions	1,095	1,007	1,610	2,000	2,000
5216	Unemployment Compensation	3,596	2,859	5,215	-	-
5217	Insurance Admin Cost	3,080	2,911	2,566	3,600	3,600
5218	EAP Program	4,951	4,946	3,816	5,000	5,000
5219	Pre-Employment Physicals	4,886	3,998	4,755	3,500	3,500
5220	Oral Board Expense	202	102	9	500	500
5222	Sanitation District User Fee	4,957	5,450	6,018	6,050	6,600
5229	Tuition Reimbursement	-	-	-	2,500	1,600
5235	Advertising	1,726	740	476	500	500
5240	Telephone	8,590	4,713	987	1,500	1,000
5260	Contractual Services	33,765	70,732	42,598	25,000	25,000
5262	Animal Control Contract	75,373	83,113	55,375	60,000	65,000
5263	Audit Services	24,800	25,665	26,805	28,500	28,500
5280	Leased Equipment	17,693	16,884	19,357	18,000	18,000
5286	Garage Internal Service	3,270	3,180	2,910	1,093	1,191
5287	Technology Internal Service	15,290	16,120	16,120	14,919	14,919
5290	Maintenance-Office Equipment	871	980	913	1,000	1,000
Maintenance & Operations Total		223,333	265,496	196,212	181,962	186,110
Division Total		579,714	627,280	401,099	485,566	496,150

NON-DEPARTMENTAL

PROGRAM DESCRIPTION

The Non-Departmental Division represents a cost center wherein expenditures that impact the City operations as a whole, and not clearly associated with a particular department, are accounted for. The Division displays costs for retiree benefits, workers compensation, liability and property insurance, as well as any costs attributed to claims filed against the City.

DIVISION EXPENSE BY LINE ITEM

Department				Division		
Non-Departmental				Non-Departmental - 561 / 562		
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
	Salaries & Benefits					
	No Personnel Allocations					
	Salaries & Benefits Total	-	-	-	-	-
	Maintenance & Operations					
5161	Retiree Medical	139,352	133,729	130,529	134,000	135,000
5210	Worker's Comp Administration	18,125	19,496	-	18,000	18,000
5211	Worker's Comp Payments	148,493	102,042	50,897	150,000	50,000
5212	Worker's Comp Insurance	183,635	170,847	159,804	150,000	131,345
5213	Liability Administration	1,982	-	3,000	3,000	3,000
5214	Liability Claims	21,997	-	-	-	-
5215	Liability Insurance	237,733	237,968	265,065	328,000	291,430
5221	Property Insurance	22,505	48,993	43,980	44,000	50,000
	Maintenance & Operations Total	773,822	713,075	653,275	827,000	678,775
	Division Total	773,822	713,075	653,275	827,000	678,775

Information Technology

INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

The Information Technology Division is responsible for maintaining the City's telephones, webpage, keyless access system, computers, software, and network infrastructure to manage information. The Division is also responsible for recommending and implementing progressive, cost effective, state-of-the-art data management, system automation, and processing solutions which improve efficiency, ensure system security, and facilitate the flow of information to the community.

ACCOMPLISHMENTS FOR 2011-12

- Created an Information Technology Steering Committee to plan, prioritize, and strategize technology issues and projects for the City
- Executed a Information Technology Support Services agreement with Scientia Consulting Group Inc. resulting in improved efficiencies and cost savings
- Conducted a technology infrastructure assessment and created a network diagram
- Facilitated the Class Software Upgrade in both client and server applications for the Recreation and Community Services Department to manage registration in classes and programs
- Replaced a server and firewall with a complete rebuild of our IP configuration and improved network security
- Reduced cable access costs by consolidating Civic Center accounts utilizing VLAN
- Wrote software to facilitate upload of legacy photos into Facial Recognition Program
- Installed The Sentinel to manage our computing infrastructure, initiate trouble tickets, and monitor system operation around the clock

SERVICE OBJECTIVES

- Ensuring that the City's information technology resources are effectively managed and used as key organizational tools in improving staff efficiency and customer service
- Provide community members with easy access to accurate public information

WORK PLANS FOR 2012-13

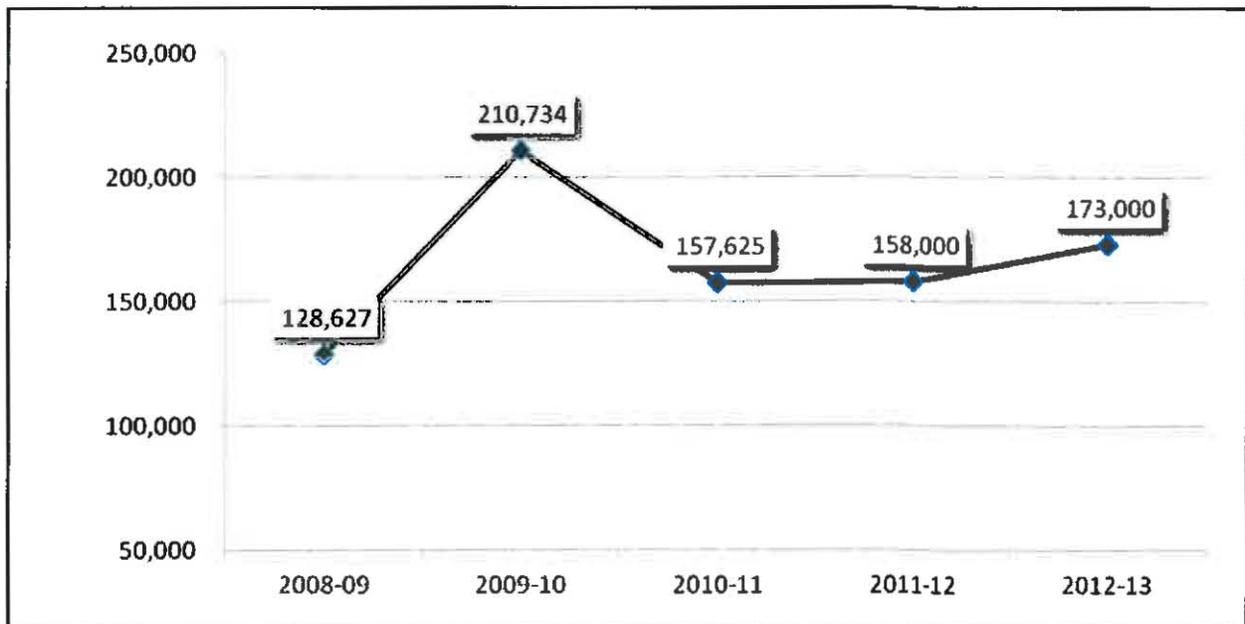
- Increase productivity and cost efficiencies for the City through effective use of technology
- Develop an Information Technology Strategic Plan
- Implement a Disaster Recovery Plan
- Continue to upgrade the City website to enhance public access to City information
- Assess departmental technology requirements and evaluate resources to effectively manage the City's programs and services

Information Technology

DIVISION EXPENSE BY LINE ITEM

Department Information Technology		Division Information Technology - 512				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salaries & Benefits						
No Personnel Allocations						
Salaries & Benefits Total		-	-	-	-	-
Maintenance & Operations						
5201	Supplies	1,700	1,082	2,260	2,000	2,000
5260	Contractual Services	92,873	90,981	108,468	100,000	100,000
5280	Maintenance Support Contract	33,434	36,097	21,272	44,000	44,000
2650	Non-Capital Furniture & Equipment	620	-	-	-	-
5450	Computers	-	4,792	22,041	10,000	10,000
5451	Software	-	77,782	3,584	2,000	17,000
Maintenance & Operations Total		128,627	210,734	157,625	158,000	173,000
Division Total		128,627	210,734	157,625	158,000	173,000

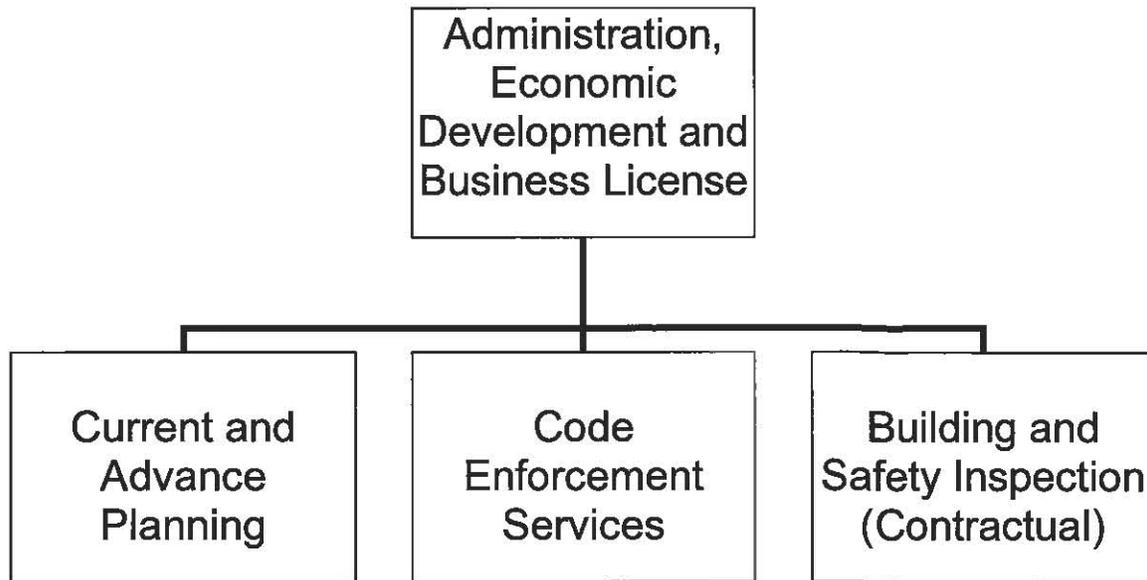
**Departmental Expenditures
FY 2008/09 – FY 2012/13**





Community Development

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full-Time Positions			
Community Development Director	1	1	1
Assistant Planner	1	1	0
Planning Aide	0	0	1
Code Enforcement Officer	1	1	1
Department Secretary	0	1	0.5
Total Full-Time	3	4	3.5
Total Part-Time	0	0	1
Total Department FTE	3	4	4.5

Community Development

MISSION STATEMENT

Under the direction of the City Manager, the primary responsibility of the Community Development Department is to establish the long range vision for the City of Los Alamitos and to maintain the mechanisms to guide physical development to promote livability, aesthetic value, and economic development.

DEPARTMENT GOALS

- *Complete the necessary steps in finalizing the comprehensive General Plan Update.*
- *Manage the development review process in a friendly and efficient manner to the business, development, and residential communities.*
- *Ensure that development proposals are reviewed in an accurate and consistent manner, and in compliance with the City's General Plan, Municipal and Zoning Code, Building and Fire Codes, as well as other State and Federal regulations.*
- *Complete the Implementation of the City of Los Alamitos Housing Policy Program as outlined in the City's Housing Element.*
- *Work with the community to ensure compliance with land use and development standards; construction, health, safety, and environmental regulations; and, adherence to the General Plan for the purpose of enhancing the quality of life for the citizens of Los Alamitos.*
- *Manage the mitigation measures and development standards of the Los Alamitos Medical Center's construction of the first phase of their Specific Plan which includes the Medical Office Building and the first parking structure.*

ACCOMPLISHMENTS FOR 2011-12

- *Processed the application for the first structures related to the Los Alamitos Medical Center Specific Plan.*
- *Processed numerous applications for development proposals which included a Mc Donald's demolition and rebuild, office development and dozens of tenant improvements and home additions.*
- *Awarded the SCAG Compass Blueprint recognition award for the Los Alamitos Commercial Corridor Plan*
- *Awarded the Orange County Section American Planning Association award for the Los Alamitos Commercial Corridor Plan*
- *Enhanced the National Pollution Discharge Elimination System business inspection program.*
- *Along with the Commission, implemented several code revisions that clarified ambiguities in the code.*
- *Finalized the City/County Boundary Adjustment in conjunction with LAFCO.*
- *Completed and obtained approval for \$146,000 in CDBG funding for Capital Improvement Projects.*

EXPENDITURE SUMMARIES

Department Expenditure Summary by Division

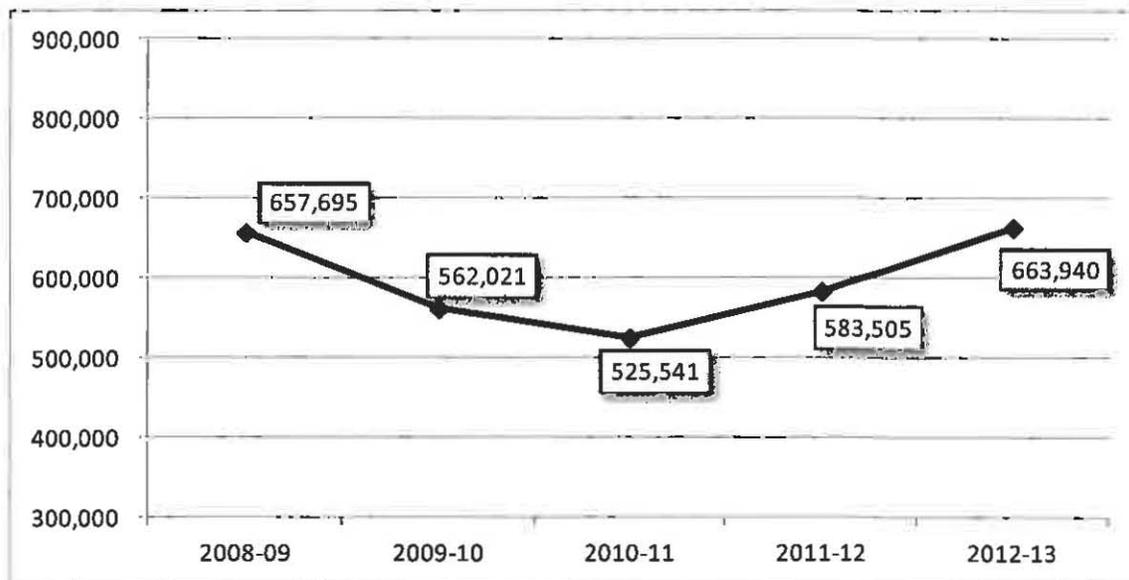
	2008-09	2009-10	2010-11	2011-12	2012-13
	Actual	Actual	Actual	Estimated	Adopted
Community Development Admin.	231,473	212,338	212,829	266,359	256,193
Planning	127,008	79,110	50,258	69,970	72,946
Neighborhood Preservation	86,719	97,008	100,747	96,822	106,810
Building Inspection	129,239	109,958	94,505	88,830	165,850
NPDES	83,256	63,607	67,201	61,524	62,141
Department Total	657,695	562,021	525,541	583,505	663,940

Community Development

Department Summary by Expense Type

	2008-09	2009-10	2010-11	2011-12	2012-13
	Actual	Actual	Actual	Estimated	Adopted
Salaries and Benefits	366,207	328,409	303,980	359,873	389,778
Maintenance and Operations	291,488	233,612	221,561	223,632	274,162
Department Total	657,695	562,021	525,541	583,505	663,940

Departmental Expenditures FY 2008/09 – FY 2012/13



Community Development

ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department Community Development			Division Community Dev. Administration - 531			
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries-Full Time	146,325	145,857	137,591	181,770	156,400
5103	Hourly	28,030	-	6,514	-	-
5118	Car Allowance	2,582	3,643	3,600	3,600	3,600
5126	Vacation/Sick Conversion	-	1,192	6,298	6,500	6,500
5130	Medicare	2,629	2,227	2,215	2,731	2,400
5150	Retirement	21,691	22,998	20,993	28,625	28,000
5151	Part-Time Retirement	-	-	244	-	-
5161	Medical/Dental/Vision Insurance	10,984	9,380	9,022	20,550	13,170
5162	Life Insurance	812	920	718	815	510
5163	Disability Insurance	576	697	370	655	500
5192	Salary Savings	-	-	-	-	-
5216	Unemployment Compensation	2,250	-	5,851	-	24,000
Salary & Benefits Total		215,880	186,914	193,416	245,246	235,080
Maintenance & Operations						
5201	Supplies/Division Expense	3,012	4,022	3,079	1,200	1,200
5205	Postage	1,897	831	3,882	2,000	2,000
5207	Travel & Training	615	20	-	100	100
5209	Dues & Subscriptions	-	825	100	750	750
5245	Telephone	534	1,078	432	-	-
5260	Contractual Services	926	6,988	-	2,740	2,740
5287	Technology Charges	8,600	11,660	11,660	14,323	14,323
5290	Main. - Office Equipment	9	-	260	-	-
Maintenance & Operations Total		15,593	25,424	19,412	21,113	21,113
Division Total		231,473	212,338	212,829	266,359	256,193

PLANNING

PROGRAM DESCRIPTION

Essential duties include, but are not limited to, the following: Conducts complex assignments involving current or long-range planning projects; confers with applicants and agency representatives to identify problems; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental impact. Serves as project manager for major assignments and programs, and prepares project reports including related recommendations; leads or participates in oral presentations. Contributes to the review and revision of local ordinances; conducts research; coordinates interdepartmental review; schedules public hearings and participates in the discussion of proposed changes. Administers, schedules, and conducts meetings of public committees and public hearings; provides information and distributes materials; reviews proposals or applications; prepares report and makes recommendations; advises of related laws, ordinances, policies, and procedures. Responds to inquiries, both orally and in writing; interprets planning policies, state laws and local ordinances, or explains procedures; advises the Planning Commission and other committees and commissions.

Evaluates current development projects by detailed review of plans for architecture, zoning and general plan requirements; performs field surveys to identify problems and upon completion of projects to ensure conformance with applicable requirements, discusses recommendations with property owners, builders, developers, architects, and real estate professionals. Facilitates and implements urban design programs; identifies problems in urban environment; suggests solutions through design concepts and/or regulatory changes; inventories and collects data; participates in design team meetings; conducts CEQA/NEPA environmental reviews and prepares environmental documents; works with and maintains City's Geographical Information System (GIS); and reviews proposed Regional Housing Needs Assessment (RHNA) documentation from state and local agencies and advocates on behalf of City.

SERVICE OBJECTIVES

- *Provide a high level of customer service and responsiveness to residents, businesses, developers and other members of the public through personal interaction at the front counter, over the telephone, and in response to written requests.*
- *Provide timely and accurate processing of discretionary development cases including General Plan Amendments, Zone Changes, Conditional Use Permits, Variances and Site Plan Reviews.*
- *Facilitate City's review of development projects with other City departments for compliance with regulatory requirements.*
- *Administer provisions of the Zoning Code and other adopted documents.*
- *Continue the administration and implementation of Community Development Block Grants.*
- *Maintain and implement the City's General Plan as a long-term visionary document to guide City decision-making that benefits residents and businesses, while improving the quality of life in Los Alamitos.*

WORK PLAN FOR 2012-13

- *Complete the Comprehensive General Plan Update.*
- *Implementation of Los Alamitos Medical Center's Specific Plan.*
- *Complete annual application for Community Development Block Grants.*
- *Implementation of CDBG funded Capital Improvement Projects.*

Community Development

PLANNING

DIVISION EXPENSE BY LINE ITEM

Department Community Development		Division Planning - 532				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	60,711	50,656	19,320	13,565	47,247
5130	Medicare	794	638	238	922	685
5150	Retirement	8,996	7,992	2,985	10,010	6,791
5161	Medical/Dental/Vision Insurance	10,999	12,236	4,864	15,150	12,900
5162	Life Insurance	213	205	175	165	165
5163	Disability Insurance	364	394	124	328	328
Salary & Benefits Total		82,077	72,120	27,706	40,140	68,116
Maintenance & Operations						
5201	Supplies/Division Expense	2,238	2,607	4,352	500	500
5207	Travel & Training	1,075	-	-	100	100
5209	Dues & Subscriptions	1,400	367	300	500	500
5260	Contractual Services	35,439	226	14,110	25,000	-
5287	Technology Charges	4,780	3,790	3,790	3,730	3,730
Maintenance & Operations Total		44,932	6,990	22,552	29,830	4,830
Division Total		127,008	79,110	50,258	69,970	72,946

NEIGHBORHOOD PRESERVATION

PROGRAM DESCRIPTION

Code Enforcement provides enforcement of the City's Municipal Code as it relates to neighborhood and community issues. The code enforcement division is responsible for implementation of municipal codes in residential, commercial, and industrial areas of the City. Most code violations consist of property maintenance issues. The Code Enforcement Officer also provides inspections and enforcement actions for compliance with the City's National Pollutant Discharge Elimination System (NPDES) Permit. Routine inspection of Best Management Practices (BMP's) for adopted Water Quality Management Plans (WQMP's); and, assistance with inspections on multi-family rental housing for compliance with State housing laws. Through a combination of field inspections and research, violations are documented and a Notice of Violation may be issued if warranted. The Code Enforcement Officer follows a case from receipt to closure, sometimes involving court proceedings and Administrative Citations to gain compliance.

The fundamental goal of Code Enforcement is to seek compliance with the City's Code and achieve a safe, clean, and healthy living and working community environment. The categories of enforcement include, but are not limited to, property maintenance violations, non-conforming advertising practices, sub-standard housing conditions, expired business license enforcement, and un-permitted construction.

SERVICE OBJECTIVES

- *Take action as soon as possible on each reported violation.*
- *Implementation of code revisions as clarification is deemed necessary.*
- *Take a pro active approach to maintain City standards in problem areas.*
- *Keep current with the latest methods and technology through continued education and association with professional organizations.*

WORK PLAN FOR 2012-13

- *Open approximately 40 to 50 new code enforcement cases monthly.*
- *Continue to monitor and follow-up on existing cases until compliance is achieved.*
- *Continue to work with General Contractors to assure compliance of necessary licensing and permits including subcontractors.*

Community Development

DIVISION EXPENSE BY LINE ITEM

Department Community Development		Division Neighborhood Preservation - 533				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	55,910	54,445	66,331	54,501	66,502
5130	Medicare	843	851	1,033	935	964
5150	Retirement	7,989	8,589	9,547	10,158	10,223
5161	Medical/Dental/Vision Insurance	2,933	4,891	5,456	8,400	8,400
5162	Life Insurance	213	205	175	165	165
5163	Disability Insurance	364	394	315	328	328
Salary & Benefits Total		68,251	69,375	82,857	74,487	86,582
Maintenance & Operations						
5201	Supplies/Division Expense	548	167	173	200	200
5207	Travel & Training	-	1,339	-	200	200
5209	Dues & Subscriptions	135	-	600	400	400
5245	Cell Phone	342	268	277	300	300
5260	Contractual Services	-	-	1,764	-	-
5265	Compliance Services	9,003	16,510	6,257	10,000	7,500
5286	Equipment Charges	6,530	6,360	5,829	4,370	4,763
5287	Technology Charges	1,910	2,990	2,990	6,865	6,865
Maintenance & Operations Total		18,468	27,633	17,890	22,335	20,228
Division Total		86,719	97,008	100,747	96,822	106,810

Community Development

BUILDING AND SAFETY

PROGRAM DESCRIPTION

The Building and Safety Division provides services to the community in their building and development projects. Through a contract, the Building and Safety Division provides plan checking, permit issuance, building inspection, and other building related services. The Building Official assures that proper construction methods are incorporated and provide inspection of work done on buildings. These inspections are conducted to ensure that the project is in conformance with applicable Building Codes. The Building department works collaboratively with other agencies to ensure that projects do not proceed without appropriate approvals. The Building Division is available each day that City Hall is open. Most plan checking and inspection services are performed as a routine duty of the contract Building Official; however, this cost also includes plan checking for large projects. Also includes costs for back-up contract inspection services for periods of high demand and grading and National Pollution Discharge Elimination System (NPDES) plan check services.

SERVICE OBJECTIVES

- Process approximately 30 permits and 60 inspections per month.
- Provide daily morning and afternoon counter hours as well as daily inspection services.
- Attend and participate in NPDES programs.
- Update files and computer systems.
- Work with Director in evaluating the development tracking system to create procedures and processes for ensuring timely review of building proposals in coordination with other departments.

WORK PLAN FOR 2012-13

- Provide Plan Check necessary to process the Medical Center Office Building and the Parking Structure in a timely manner.
- Continue to implement changes required by new code adoptions.
- Update files and computer systems.
- Provide an electronic interactive Plan Check Log sheet that other departments can utilize.
- Begin the process of digitizing plans.

DIVISION EXPENSE BY LINE ITEM

Department Community Development		Division Building Inspection - 534				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
	Salary & Benefits					
	No Personnel Allocations					
	Salary & Benefits Total	-	-	-	-	-
	Maintenance & Operations					
5201	Supplies/Division Expense	218	469	1,105	500	500
5209	Dues & Subscriptions	-	-	200	400	400
5260	Contractual Services	108,095	103,333	85,732	60,000	150,020
5267	Inspection/Plan Checks	17,106	2,366	3,679	24,200	11,200
5287	Technology Charges	3,820	3,790	3,790	3,730	3,730
	Maintenance & Operations Total	129,239	109,958	94,505	88,830	165,850
	Division Total	129,239	109,958	94,505	88,830	165,850

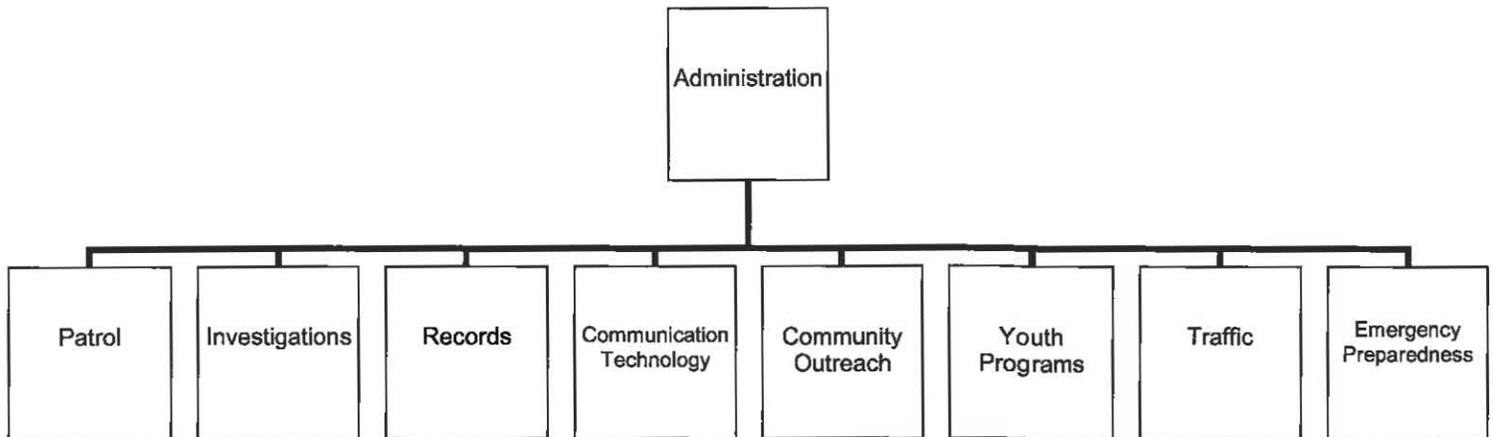
Community Development

NPDES

DIVISION EXPENSE BY LINE ITEM

Department Community Development		Division NPDES - 537				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
	Salary & Benefits					
	No Personnel Allocations					
	Salary & Benefits Total	-	-	-	-	-
	Maintenance & Operations					
5288	NPDES Permit	30,074	17,876	29,923	37,800	38,417
5289	NPDES Plan Contract	53,181	45,731	37,278	23,724	23,724
	Maintenance & Operations Total	83,256	63,607	67,201	61,524	62,141
	Division Total	83,256	63,607	67,201	61,524	62,141

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
<i>Full-Time Positions</i>			
Police Chief	1	1	1
Police Captain	1	1	1
Support Services Manager	1	1	1
Department Secretary	1	1	1
Police Sergeant	5	5	5
Police Corporal	5	5	5
Police Officer	11	11	11
Records Specialist	2	2	2
<i>Part-Time Positions</i>			
Reserve Police Officer	0.5	0.6	0.6
Photo Enforcement Officer	0.4	0.4	0.4
Police Aide	1.8	1.7	1.7
Crossing Guard	2.8	2.8	2.8
Total Full-Time	27	27	27
Total Part-Time	5.5	5.5	5.5
Total Department FTE	32.5	32.5	32.5

Police

MISSION STATEMENT

The Los Alamitos Police Department is committed to providing the highest degree of professional police service in partnership with the community to ensure Los Alamitos is a safe place to live, visit, and conduct business.

DEPARTMENT GOALS

- *Provide the highest level of courteous, professional police service to the community*
- *Provide a safe environment and ensure the quality of life in Los Alamitos*
- *Continue to enhance the City's capability for emergency response operations during incidents of terrorism and other disasters*
- *Create a professional working environment that prepares, encourages, and provides opportunities for employees to achieve their full potential*
- *Mitigate traffic safety issues and minimize the impact of local and regional traffic*
- *Participate in regional efforts to improve response capabilities*

ACCOMPLISHMENTS FOR 2011-12

- *The Police Department celebrated its 50th anniversary, having served the community Every Hour, Every day since 1962.*
- *Officers responded to 15,790 incidents, which include calls for service and officer initiated activity, while maintaining an average response time for emergency calls of less than 3 minutes.*
- *Officers took 1,300 police reports and arrested 374 criminal offenders in 2011.*
- *New mobile data computers were installed in the patrol vehicles, improving functionality, efficiency, and access to critical information in the field.*
- *A new Booking System was installed in the jail, improving the quality and consistency of mug shots, thus enabling Los Alamitos to participate in a facial recognition program through COPLINK.*
- *The Department became a Beta site for PD Assist software to increase efficiencies and reduce redundancies in booking, briefing, and information sharing.*
- *A patrol car was equipped with an Urban Area Security Initiative funded Automatic License Plate Reader to detect stolen or suspect cars, automatically, as the officer drives past them.*
- *Chief Mattern was nominated and served as the Secretary/Treasurer for the Orange County Chiefs' and Sheriff's Association.*
- *As part of the City's Emergency Preparedness efforts, staff participated in 8 weeks of training, followed by the Great Shakeout Earthquake Drill and EOC Activation.*
- *In partnership with Southland Credit Union, Emergency Response Kits were issued to City staff to facilitate their response to the City as Disaster Service Workers following a disaster.*
- *Radio Amateur Civil Emergency Service (RACES) communications volunteers participated in two (2) Countywide Disaster Drills and assisted the City during the Great Shakeout EOC Activation.*
- *In furtherance of our service attitude, members of the Police Department volunteered in many community functions, including: the Youth Center; the Hotline Fundraiser; Rotary, Casa Youth Shelter; Precious Life Shelter; Relay for Life; and, We Care's Adopt a Family.*
- *Police personnel continue to foster partnerships with students and faculty by participating in many special programs with the Los Alamitos Unified School District including career programs, School Attendance Review Board (SARB), Drug Awareness Presentations, Safety Meetings, and Project Intervention.*
- *Four DUI Saturation Patrols/Checkpoints were conducted with funding from Office of Traffic Safety grants.*
- *The STAR Team responded to investigate six major injury or fatal traffic collisions in the West County region.*
- *Four officers received extensive training to become certified Drug Recognition Experts.*

EXPENDITURE SUMMARIES

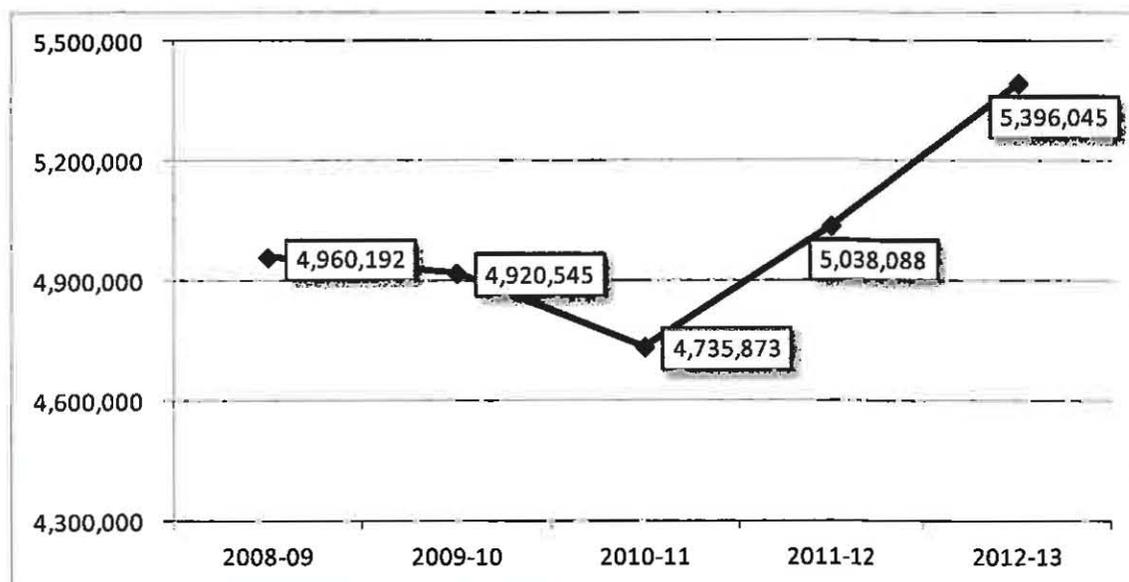
Department Expenditure Summary by Division

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Adopted
Police Administration	1,104,819	806,644	749,916	687,317	706,825
Patrol	2,433,305	2,352,529	2,201,545	2,445,991	2,713,575
Investigation	500,169	481,542	512,595	641,410	684,633
Records	631,237	165,594	169,818	174,893	194,444
Communications Technology	64,564	611,893	655,734	641,585	638,848
Community Outreach	59,087	84	801	590	590
Traffic	160,419	487,702	442,103	437,662	448,590
Emergency Preparedness	6,593	14,558	3,361	8,640	8,540
Department Total	4,960,192	4,920,545	4,735,873	5,038,088	5,396,045

Department Summary by Expense Type

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Adopted
Salaries and Benefits	3,810,352	3,769,346	3,633,623	3,896,525	4,240,559
Maintenance and Operations	1,149,840	1,151,199	1,102,250	1,141,563	1,155,486
Department Total	4,960,192	4,920,545	4,735,873	5,038,088	5,396,045

**Departmental Expenditures
FY 2008/09 – FY 2012/13**



Police

ADMINISTRATION

PROGRAM DESCRIPTION

Administration provides the oversight and administrative backbone necessary for the effective and efficient delivery of police service. This includes the Executive Management Team, clerical support, and department training. Although the primary responsibility for Staff Development is with Administration, all managers and supervisors are tasked with mentoring and developing their subordinates. Enhancing leadership, improving staff efficiency, and promoting service-minded traits are essential to providing the best police service possible.

SERVICE OBJECTIVES

- *Facilitate employee development, furthering a community service concept and enhancing a commitment to professionalism*
- *Provide relevant training to improve staff efficiency and promote consistency between shifts*
- *Demonstrate prudent fiscal management of the Police Department's Budget*
- *Maintain effective leadership and sound policy to ensure officer safety and reduce liability*

WORK PLAN FOR 2012-13

- *Seek alternative funding sources for training to further employee development by June 2013*
- *Conduct routine staff meetings to facilitate communication with supervisory staff by December 2012*
- *Provide Departmental Training on the Police Department Policy and Procedure Manual by June 2013*

ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Public Protection Services		Police Administration - 521				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	481,578	509,224	498,597	445,387	447,086
5104	Holiday Pay	3,747	3,747	-	-	-
5114	Educational Incentive	1,877	2,730	1,765	-	-
5117	Uniform Allowance	952	1,157	925	-	-
5119	Cellular Phone Allowance	1,076	1,106	1,080	1,080	1,080
5120	Overtime	3,546	4,752	1,415	1,000	1,000
5126	Sick Leave Conversion	4,825	4,665	3,275	3,000	4,670
5127	Vacation Conversion	5,063	-	5,961	6,050	6,000
5130	Medicare	7,209	7,552	7,429	6,620	6,668
5150	Retirement	121,476	129,351	122,286	111,390	127,421
5161	Medical/Dental/Vision Insurance	33,683	44,504	41,031	41,100	39,540
5162	Life Insurance	1,740	1,736	1,518	1,443	1,459
5163	Disability Insurance	1,091	1,182	1,164	1,310	1,310
5175	EAP Program	-	334	48	-	-
Salary & Benefits Total		667,861	712,040	686,495	618,380	636,234
Maintenance & Operations						
5201	Supplies/Division Expense	31,329	9,341	9,657	9,500	9,500
5205	Postage	2,572	894	1,525	1,800	1,800
5207	Travel & Training	8,446	9,938	4,010	8,000	8,000
5208	Post Training	4,795	6,800	5,139	9,000	9,000
5209	Dues & Subscriptions	4,626	2,996	1,439	1,360	1,345
5240	Telephone	24,225	15,091	-	-	-
5243	Telecommunication Charges	948	1,177	-	-	-
5245	Cellular Phone	386	397	238	-	-
5260	Contractual Services	239,343	1,327	498	2,000	2,000
5269	Citation Processing	4,849	-	-	-	-
5270	Booking Fees	17,374	-	-	-	-
5280	Leased Equipment	2,446	6,906	7,049	4,400	4,500
5286	Garage Internal Service	13,050	19,080	17,487	17,485	19,054
5287	Technology Internal Service	7,650	11,670	11,670	8,392	8,392
5290	Maintenance-Office Equipment	4,143	1,487	210	1,000	1,000
5292	Maintenance-Computer	70,775	-	-	-	-
5281	Parking Lot Rental	-	7,500	4,500	6,000	6,000
Maintenance & Operations Total		436,958	94,604	63,421	68,937	70,591
Division Total		1,104,819	806,644	749,916	687,317	706,825

Police

PATROL

PROGRAM DESCRIPTION

The primary responsibility of the Patrol Bureau is to ensure the safety and security of the community. Combining traditional enforcement with creative problem solving strategies, the Patrol Bureau responds to calls for service **Every Hour, Every Day**. As the most visible representatives of the Police Department, Patrol Officers make customer service a priority while preventing crime, enforcing laws and apprehending criminals. This Bureau also includes Reserve Officers.

SERVICE OBJECTIVES

- Provide courteous, effective enforcement of all laws
- Implement strategies to enhance officer/citizen relationships, promote customer service, and strengthen police/community partnerships
- Maintain public safety and security
- Utilize crime trend analysis to provide directed enforcement to areas where significant crimes occur
- Implement community oriented policing strategies to reduce crimes and enhance quality of life issues

WORK PLAN FOR 2012-13

- Maintain response times at under 3 minutes for Priority 1 Calls for Service
- Direct enforcement efforts toward areas of repeat criminal activity
- Partner with other city departments such as Community Development and Recreation to solve and improve quality of life issues affecting community members

PATROL

DIVISION EXPENSE BY LINE ITEM

Department Public Protection Services				Division Patrol - 522		
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	1,300,312	1,298,773	1,256,083	1,310,284	1,465,997
5103	Hourly	45,991	35,099	13,978	20,000	19,968
5104	Holiday Pay	59,926	58,250	52,100	59,194	62,359
5106	Special Personnel Charges	7,819	-	-	-	-
5109	On Call Pay	15,216	6,626	1,344	7,000	7,000
5110	Court Pay	11,516	11,392	2,183	11,000	11,000
5111	Special Skill Pay	-	-	-	-	12,320
5114	Educational Incentive	31,425	29,288	31,232	54,401	64,180
5115	Field Training Pay	610	844	437	1,000	1,000
5117	Uniform Allowance	9,993	10,325	9,550	10,400	10,400
5120	Overtime	217,894	167,670	174,088	159,500	167,500
5121	O/T Wings Wheels Rotors	-	-	-	4,500	4,800
5126	Sick Leave Conversion	10,653	8,670	8,849	8,000	8,000
5127	Vacation Conversion	16,414	4,411	838	-	-
5130	Medicare	20,982	20,211	18,982	23,308	26,601
5150	Retirement	417,612	411,430	357,059	435,981	495,105
5151	Part-Time Retirement	1,689	1,452	531	750	750
5161	Medical/Dental/Vision Insurance	142,958	137,846	134,649	154,914	165,624
5162	Life Insurance	5,140	4,949	4,336	3,960	3,960
5175	EAP Program	-	77	-	-	-
Salary & Benefits Total		2,316,149	2,207,312	2,066,237	2,264,192	2,526,564
Maintenance & Operations						
5201	Supplies/Division Expense	16,021	12,318	8,790	20,000	20,000
5202	Arsenal	19,450	11,729	12,972	13,000	13,000
5206	Uniforms	12,274	11,165	9,553	12,000	12,000
5207	Travel & Training	150	1,383	271	-	-
5216	Unemployment Compensation	-	11,700	-	-	-
5229	Tuition Reimbursement	-	2,447	14,812	12,000	14,000
5240	Telephone	-	2,191	175	360	525
5243	Telecommunication Charges	-	3,402	4,664	4,600	4,600
5260	Contractual Services	-	2,785	2,660	4,000	3,198
5270	Booking Fees	-	12,110	7,950	12,000	8,000
5274	Helicopter Service	-	1,225	-	1,500	1,500
5286	Garage Internal Service	58,750	57,590	58,290	87,420	95,269
5287	Technology Internal Service	10,510	15,170	15,170	14,919	14,919
Maintenance & Operations Total		117,156	145,217	135,308	181,799	187,011
Division Total		2,433,305	2,352,529	2,201,545	2,445,991	2,713,575

Police

INVESTIGATIONS

PROGRAM DESCRIPTION

The Detective Bureau is made of investigators working to solve crimes and prepare cases for court. The investigations are generally classified into three groups: Crimes Against Persons, Property Crimes, and Fraud/Forgery. Through suppression, apprehension, and successful prosecution, Investigators are able to reduce the risk of future crimes.

SERVICE OBJECTIVES

- *Establish a rapport with crime victims*
- *Utilize community outreach strategies to inform the public about crime trends and preventative measures*
- *Liaison with governmental and non-governmental agencies to enhance investigative strategies*
- *Identify and analyze crime trends occurring within the City and region*

WORK PLAN FOR 2012-13

- *Increase flow of information to patrol personnel for directed efforts*
- *Meet with community members to discuss and implement crime prevention measures, two (2) times before June 2013*
- *Continue to publish the Weekly Crime Summary*

INVESTIGATIONS

DIVISION EXPENSE BY LINE ITEM

Department Public Protection Services				Division Investigation - 523		
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	265,936	274,907	301,501	360,485	376,708
5103	Hourly	14,215	10,849	11,082	12,480	12,480
5104	Holiday Pay	11,504	11,504	15,251	15,251	16,012
5106	Special Personnel Charges	1,086	-	-	-	-
5109	On Call Pay	121	-	-	-	-
5113	Special Assignment Pay	-	-	-	-	9,418
5114	Educational Incentive	6,317	6,369	7,281	16,194	20,695
5117	Uniform Allowance	3,380	3,471	3,675	4,600	4,600
5119	Cellular Phone Allowance	-	1,106	1,200	1,440	1,440
5120	Overtime	21,113	12,747	15,252	20,000	15,000
5126	Sick Leave Conversion	2,086	494	1,202	2,500	2,500
5127	Vacation Conversion	963	-	-	-	-
5130	Medicare	4,581	4,735	5,211	5,931	6,726
5150	Retirement	83,944	80,464	83,615	119,792	131,833
5151	Part-Time Retirement	533	407	416	468	468
5161	Medical/Dental/Vision Insurance	33,720	25,830	32,465	39,202	40,656
5162	Life Insurance	959	921	808	990	990
5191	Staff Time	-	11,700	-	-	-
Salary & Benefits Total		450,459	445,503	478,959	599,333	639,526
Maintenance & Operations						
5201	Supplies/Division Expense	4,239	4,331	2,384	4,000	4,000
5207	Travel & Training	181	75	349	-	-
5209	Dues & Subscriptions	-	553	948	950	1,236
5286	Garage Internal Service	36,690	24,440	23,316	30,600	33,344
5287	Technology Internal Service	8,600	6,640	6,640	6,527	6,527
Maintenance & Operations Total		49,710	36,039	33,636	42,077	45,107
Division Total		500,169	481,542	512,595	641,410	684,633

Police

RECORDS

PROGRAM DESCRIPTION

The Records Bureau provides a valuable support function for the Police Department. It is responsible for protecting and maintaining an up-to-date records management system, tracking subpoenas, managing evidence, State and Federal reporting mandates, preparing documents for court bookings, and tracking cases from the time of arrest through the duration of the trial. Fingerprinting, citation verifications, responding to public inquiries, and vehicle releases are some of the services provided by the Records Bureau.

SERVICE OBJECTIVES

- *Provide courteous, compassionate service to community members on the phone and at the front counter*
- *Meet State and Federally mandated reporting deadlines*
- *Ensure the Department's compliance with CLETS policies*

WORK PLAN FOR 2012-13

- *Submit monthly reports to the Department of Justice by the 10th of each month*
- *Ensure CLETS annual certification*
- *Purge police records and property per City/Government Code retention/destruction requirements by June 2013*
- *Implement Electronic Complaint Filing with the Court System*

RECORDS

DIVISION EXPENSE BY LINE ITEM

Department Public Protection Services				Division Records - 524		
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	102,108	98,117	105,552	101,462	104,605
5103	Hourly	-	24,979	20,133	19,200	19,200
5117	Uniform Allowance	-	-	300	1,300	1,300
5119	Cellular Phone Allowance	-	-	270	360	360
5120	Overtime	680	280	220	300	500
5126	Sick Leave Conversion	-	308	192	200	200
5130	Medicare	1,489	1,794	1,824	1,758	1,800
5150	Retirement	15,077	15,423	15,111	15,978	15,751
5151	Part-Time Retirement	-	937	761	720	720
5161	Medical/Dental/Vision Insurance	8,679	13,154	12,641	16,800	25,800
5162	Life Insurance	426	410	350	330	330
5163	Disability Insurance	727	788	631	655	655
Salary & Benefits Total		129,186	156,189	157,985	159,063	171,221
Maintenance & Operations						
5201	Supplies/Division Expense	3,092	1,438	3,963	4,000	4,000
5206	Uniforms	128	376	255	-	-
5207	Travel & Training	5	-	-	-	-
5209	Dues & Subscriptions	-	-	25	-	-
5229	Tuition Reimbursement	-	-	-	-	7,000
5272	West-Comm Contract	464,933	-	-	-	-
5286	Garage Internal Service	-	-	-	4,370	4,763
5287	Technology Internal Service	11,470	7,590	7,590	7,460	7,460
5291	Maintenance-Communication	22,423	-	-	-	-
Maintenance & Operations (Subtotal)		502,051	9,405	11,833	15,830	23,223
Division Total		631,237	165,594	169,818	174,893	194,444

Police

COMMUNICATIONS TECHNOLOGY

PROGRAM DESCRIPTION

With the ever increasing dependence on technology, the Police Department participates in various partnerships which facilitate cost effective solutions to the technology challenges facing law enforcement. Among those: 1) the Integrated Law and Justice Project (ILJ) which was formed to solicit grant funding to pay for technology; 2). Computer Aided Dispatch and Records Management Systems are provided through a contract with the West Covina Services Group; 3) Police dispatch services are provided by the West Cities Police Communications Center (West-Comm) which was formed by a Joint Powers Authority between the Cities of Cypress, Los Alamitos and Seal Beach; and, 4) The 800 MHz countywide radio system.

SERVICE OBJECTIVES

- *Improve public safety through increased access to information*
- *Reduce redundant data entry by automating processes*
- *Improve efficiency and customer service while reducing costs*
- *Utilize technology to reduce liability*

WORK PLAN FOR 2012-13

- *Install hardware in the Briefing Room to facilitate the automated briefings and new format for POST digital training sessions*
- *Continue to seek new technology to automate and streamline processes*
- *Identify and implement a funding plan for the 800 MHz migration*

COMMUNICATIONS TECHNOLOGY

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Public Protection Services		Communications Technology - 525				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5103	Hourly	60,814	-	-	-	-
5130	Medicare	882	-	-	-	-
5151	Part-Time Retirement	2,281	-	-	-	-
Salary & Benefits Total		63,977	-	-	-	-
Maintenance & Operations						
5201	Supplies/Division Expense	13	5	616	1,000	500
5206	Uniforms	349	-	-	-	-
5216	Unemployment Compensation	225	-	-	-	-
5240	Telephone	-	1,789	22,818	23,500	23,000
5242	Cable Television	-	1,496	1,430	1,600	1,600
5243	Telecommunication Charges	-	2,504	5,691	5,300	5,300
5260	Contractual Services	-	2,748	2,716	3,000	3,088
5272	West-Comm Contract	-	504,874	520,048	499,000	499,000
5291	Maintenance-Communication	-	23,866	25,766	26,600	26,000
5292	Maintenance-Computer	-	74,610	76,648	81,585	80,360
Maintenance & Operations Total		587	611,893	655,734	641,585	638,848
Division Total		64,564	611,893	655,734	641,585	638,848

Police

COMMUNITY OUTREACH

PROGRAM DESCRIPTION

Community Outreach is the mechanism Los Alamitos Police Officers use to interact and foster partnerships with our citizens. The Department is constantly striving to improve efficiency by implementing compassionate, creative law enforcement programs which focus on prevention as well as apprehension. By utilizing up-to-date technology, the Department keeps community members informed by providing timely information about criminal activity and crime prevention through a cost effective information dissemination network. Referred to as The LAW, Los Alamitos Watch provides information to subscribers through Twitter, Facebook, and email.

SERVICE OBJECTIVES

- Keep the community informed about issues pertaining to their neighborhoods

WORK PLAN FOR 2012-13

- Participate in two (2) community events, one each by December 2012 and June 2013
- Conduct two (2) safety presentations, one each by December 2012 and June 2013
- Continue to routinely publish safety information through an online application

DIVISION EXPENSE BY LINE ITEM

Department Public Protection Services				Division Community Outreach - 526		
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5103	Hourly	47,618	-	-	-	-
5130	Medicare	690	-	-	-	-
5151	Part-Time Retirement	1,786	-	-	-	-
Salary & Benefits Total		50,094	-	-	-	-
Maintenance & Operations						
5201	Supplies/Division Expense	22	-	453	250	250
5206	Uniforms	496	-	-	-	-
5209	Dues & Subscriptions	45	84	348	340	340
5286	Garage Internal Service	6,520	-	-	-	-
5287	Technology Internal Service	1,910	-	-	-	-
Maintenance & Operations Total		8,993	84	801	590	590
Division Total		59,087	84	801	590	590

YOUTH PROGRAMS**PROGRAM DESCRIPTION**

In partnership with the Los Alamitos Unified School District and the Youth Center, the Police Department participates in several youth diversionary programs which are designed to educate the City's youth about the consequences of drug and alcohol abuse. Although the School Resource Officer and Skills and Assets for Excellence programs have been suspended, police personnel continue to foster partnerships with students and faculty by participating in many special programs with the community's youth including career programs, SARB (School Attendance Review Board), Drug Awareness Presentations, Safety Meetings, Every 15 Minutes, and Project Intervention.

SERVICE OBJECTIVES

- *Establish a rapport with youth in the community by creating opportunities for positive interactions*

WORK PLAN FOR 2012-13

- *Participate in at least one (1) youth diversionary/education program by June 2013*

TRAFFIC**PROGRAM DESCRIPTION**

Routine traffic enforcement is provided by a motorcycle officer, as well as all other police officers assigned to patrol. The Traffic Bureau is responsible for enforcing traffic laws, investigating collisions, and educating the community about traffic safety. Although minor collision investigations are handled by patrol officers, major and fatal collision investigations are conducted by specially trained members of the interagency Serious Traffic Accident Response (STAR) Team. Parking control, red light photo enforcement, and crossing guards are also part of the Traffic Bureau.

SERVICE OBJECTIVES

- *Provide courteous, effective enforcement of all traffic laws*
- *Utilize directed enforcement strategies to address specific traffic safety issues*
- *Promote public awareness of traffic safety issues through educational programs*
- *Participate in regional efforts to mitigate traffic concerns*

WORK PLAN FOR 2012-13

- *Participate in one (1) saturation patrol to increase public awareness regarding traffic safety issues by June 2013*
- *Participate in one (1) regional directed enforcement activity by June 2013*

Police

TRAFFIC

DIVISION EXPENSE BY LINE ITEM

Department Public Protection Services		Division Traffic - 528				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	82,557	81,622	81,728	83,866	88,046
5103	Hourly	-	97,792	98,773	99,800	99,800
5104	Holiday Pay	-	-	3,548	3,548	3,725
5106	Special Personnel Charges	-	155	-	-	-
5109	On Call Pay	121	-	-	-	-
5110	Court Pay	-	484	-	500	500
5113	Special Assignment Pay	4,128	3,985	968	4,193	4,402
5114	Educational Incentive	-	-	1,385	1,800	1,800
5117	Uniform Allowance	652	318	714	650	650
5120	Overtime	9,289	14,708	15,883	12,000	15,000
5126	Sick Conversion	-	-	181	200	500
5130	Medicare	1,328	2,507	2,578	2,996	3,083
5150	Retirement	25,969	24,735	22,471	28,415	30,419
5151	Part-Time Retirement	-	3,668	3,704	3,743	3,743
5161	Medical/Dental/Vision Insurance	8,263	11,646	11,132	11,568	13,068
5162	Life Insurance	320	307	263	248	248
Salary & Benefits Total		132,626	241,927	243,328	253,527	264,984
Maintenance & Operations						
5201	Supplies/Division Expense	302	230	496	300	500
5206	Uniforms	2,038	845	861	1,000	1,000
5207	Travel & Training	1,038	1,923	169	1,000	500
5209	Dues & Subscriptions	-	-	-	70	145
5240	Telephone	-	96	-	-	-
5243	Telecommunication Charges	-	142	214	230	240
5260	Contractual Services	-	214,446	171,305	163,100	163,068
5269	Citation Processing	-	3,670	4,527	7,200	6,440
5286	Garage Internal Service	19,570	19,080	17,487	4,370	4,763
5287	Technology Internal Service	-	950	950	1,865	950
5296	Maintenance-Motorcycle	4,845	4,393	2,767	5,000	6,000
Maintenance & Operations Total		27,793	245,775	198,775	184,135	183,606
Division Total		160,419	487,702	442,103	437,662	448,590

EMERGENCY PREPAREDNESS

PROGRAM DESCRIPTION

The City of Los Alamitos is responsible for emergency response operations and will commit all available resources to save lives, minimize damage to property, and protect the environment. The Emergency Preparedness Team represents the City's interests to ensure a successful response during a major disaster. Managed by the Emergency Services Coordinator, the Team, consisting of representatives from all City Departments, meets with community stakeholders to strategize and prepare for incidents of terrorism and other disasters. Homeland Security also falls within this Bureau.

SERVICE OBJECTIVES

- Assist all City Departments with their preparation for major emergencies and disasters
- Coordinate with the Department of Homeland Security, California Office of Emergency Services, and the Orange County Operational Area to ensure the City of Los Alamitos is in compliance with all mandates for emergency preparedness
- Continue to improve the City's response capabilities through modifications to the Emergency Operations Center and response policies
- Work with community members to assist in their individual preparation for five to seven days following a disaster

WORK PLAN FOR 2012-13

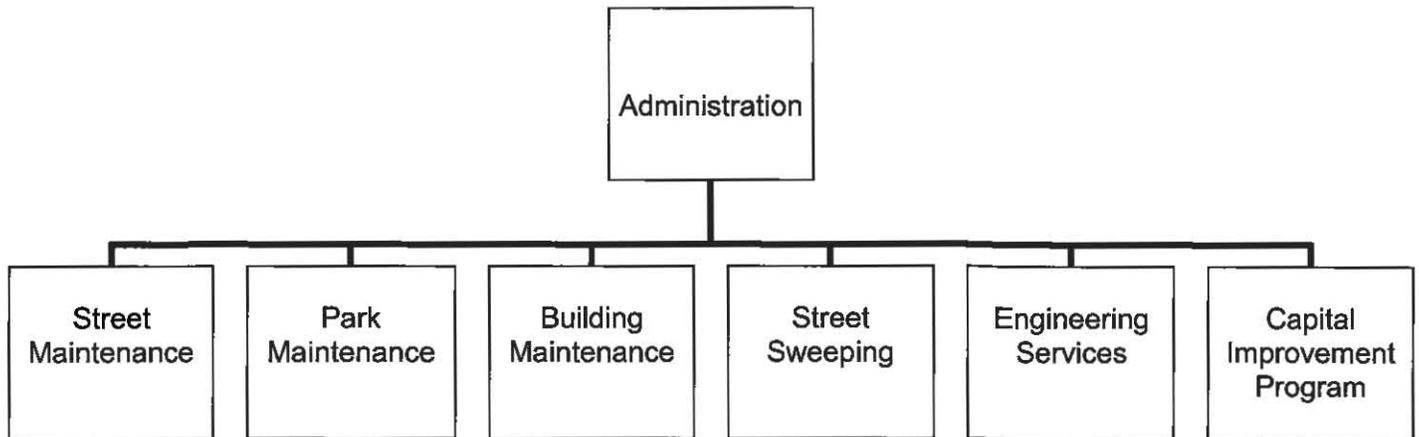
- Conduct two CERT presentations by June 2013
- Continue to host Emergency Preparedness Meetings to keep City staff and community members informed about disaster preparedness issues
- Continue to provide training on use of the Emergency Operations Plan to City staff

DIVISION EXPENSE BY LINE ITEM

Department Public Protection Services				Division Emergency Preparedness - 529		
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5120	Overtime	-	6,284	612	2,000	2,000
5130	Medicare	-	91	9	30	30
Salary & Benefits Total		-	6,375	621	2,030	2,030
Maintenance & Operations						
5201	Supplies/Division Expense	1,919	1,009	1,592	1,000	1,000
5206	Uniforms	-	49	-	300	200
5240	Telephone	-	421	289	310	310
5260	Contractual Services	4,673	6,704	860	5,000	5,000
Maintenance & Operations Total		6,593	8,183	2,741	6,610	6,510
Division Total		6,593	14,558	3,361	8,640	8,540



Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full-Time Positions			
Public Services Superintendent	1	1	1
Department Secretary	1	1	1
Maintenance Foreman	2	2	2
Senior Maintenance Worker	2	2	2
Maintenance Worker	5	5	4
Mechanic	1	1	1
Part-Time Positions			
Maintenance Worker	0.2	0.2	0.95
Total Full-Time	12	12	11
Total Part-Time	0.2	0.2	0.95
Total Department FTE	12.2	12.2	11.95

Public Works

MISSION STATEMENT

To plan, design, operate and maintain the public infrastructure including streets, street landscaping, parks, storm drains, buildings, vehicles and equipment and to safely, efficiently, and effectively protect the City's physical investments through periodic maintenance, replacement and repair of all assets, thereby providing a safe, clean and pleasant environment for the public.

DEPARTMENT GOALS

- *Improve and maintain the quality of residential streets, sidewalks and storm drains*
- *Pursue opportunities to expand and improve park and recreation facilities*
- *Update the City's Capital Improvement Program and improve the fiscal stability of the Capital Improvement Program*
- *Continue to supplement the City's efforts to implement beautification projects with community volunteers*
- *Continue to provide a high level of service in the acquisition, repair and replacement of the City's fleet of vehicles and equipment*
- *Continue to provide a high level of service in the maintenance of the City's parks*
- *Continue to provide a high level of service in the maintenance of the City's facilities*
- *Provide a high level of service in the area of development review and wide load permit reviews*
- *Monitor regional transportation issues that impact the City of Los Alamitos*
- *Pursue active local transportation planning and maintain excellent traffic signal operations in the City*
- *Seek funding for projects involving grant reimbursements to help fund cash flow*

ACCOMPLISHMENTS FOR 2011-12

- *Completed Arterial and Residential Tree Program*
- *Completed Arterial Street Marking/Striping Program*
- *Completed design and construction of Laurel Park rehab*
- *Completed installation of 10' tall chain link fence with 2' subterranean barrier at Orville Lewis Park*
- *Completed bi-annual rehabilitation of McAuliffe Park fields*
- *Completed design and construction of Katella Median Improvements at Chestnut*
- *Completed various guardrail replacements on City Bridges*
- *Completed design and installation of the pool heater installation*
- *Completed repainting of all eaves at the pool facility*
- *Completed design and construction of the pool shade structure installation*
- *Completed the study and installation of speed humps in test alley.*
- *Completed design and construction of ADA Ramps in Old Town West*
- *Completed design of ADA Ramps in Old Town East*
- *Completed the design and out to bid of Via El Mercado Street Improvements*
- *Completed the design and out to bid of Cerritos Ave Street Improvements*
- *Completed the specifications and out to bid for the Gas Tanks Removal project in the Public Works Yard*
- *Completed the Design of the remainder of the City's Alleys*
- *Completed the Design of Coyote Creek Park and processing through Edison/CPUC*
- *Completed Design of residential street plans in Old Town West*
- *Completed city-wide concrete repairs*
- *Complete installation of 275' of sidewalk on Bloomfield Ave.*
- *Completed annual storm drain inspections and cleaning activities*
- *Completed installation of storm drain filters at the Finely Pump station*
- *Completed crack sealing on various City streets*
- *Completed paving the walkway path from the pool to Parking Lot A for pool patrons*
- *Completed Roberts Park outdoor eating area adjacent to the Youth Center using Youth Center funding*
- *Completed installation of new ballasts and light bulbs in all City buildings per the EECBG grant*
- *Completed Police Department and Community Center roof repairs with insurance company*

Public Works

- Completed replacement of 1 Air Conditioning Unit in the Community Center
- Completed the purchase & outfitting of 3 new black & white patrol units and 1 rehab of a Detective unit
- Completed reconstruction of a walking path on Sausalito/Briggeman Dr.
- Out to bid and start of construction – Humbolt and Cerritos Intersection Improvements
- Out to bid and start of construction – Carrier Row ADA Ramps
- Out to bid and start of construction – Calle and Corporate Center Drive
- Started Phase Two of the Police Department Security Upgrade. Installed fencing and automated gates utilizing City staff
- Continued efforts regarding possible use of fleet maintenance software
- Continual monitoring maintenance and upkeep of the City parks
- Continued various Community Center facility improvements
- Continued various City Hall facility improvements
- Attended and provided input on behalf of Los Alamitos at weekly traffic meetings on the I-405 Improvement Project by Orange County Transportation Authority

EXPENDITURE SUMMARIES

Department Expenditure Summary by Division

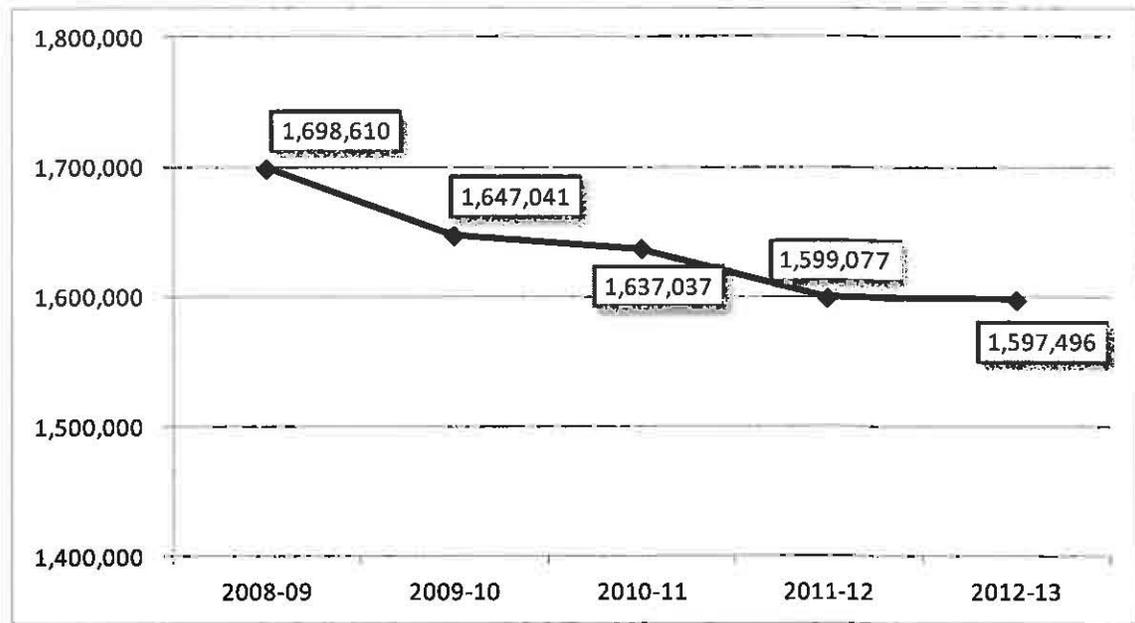
	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Adopted
Public Works Administration	275,888	278,102	190,178	195,410	203,223
Streets Maintenance	695,325	666,188	640,793	642,528	658,048
Parks Maintenance	337,651	295,206	358,700	417,750	424,382
Facilities Maintenance	264,271	279,036	277,525	287,389	255,843
Street Sweeping	82,049	83,018	45,196	-	-
City Engineer	43,426	45,490	124,646	56,000	56,000
Department Total	1,698,610	1,647,041	1,637,037	1,599,077	1,597,496

Department Summary by Expense Type

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Adopted
Salaries and Benefits	969,933	873,402	856,931	866,019	860,467
Maintenance and Operations	719,877	773,639	745,559	733,058	737,029
Capital Outlay	8,800	-	34,547	-	-
Department Total	1,698,610	1,647,041	1,637,037	1,599,077	1,597,496

Public Works

Departmental Expenditures FY 2008/09 – FY 2012/13



ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Public Works		Public Works Admin - 541				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	133,509	95,103	129,989	131,872	137,115
5103	Hourly	96,057	64,960	-	-	-
5111	Special Skill Pay	1,074	1,164	1,200	1,200	1,200
5118	Car Allowance	579	-	-	-	-
5119	Cellular Phone Allowance	186	-	-	-	-
5120	Overtime	-	66	79	-	-
5126	Sick Leave Conversion	634	634	763	800	800
5127	Vacation Conversion	13,698	620	722	-	-
5130	Medicare	2,347	2,100	1,833	1,942	2,006
5150	Retirement	21,283	15,190	19,673	20,956	23,677
5161	Medical/Dental/Vision Insurance	16,305	13,848	19,820	24,300	24,300
5162	Life Insurance	917	660	560	650	435
5163	Disability Insurance	733	545	397	655	655
5191	Salary Savings	(23,180)	-	-	-	-
Salary & Benefits Total		264,141	194,890	175,036	182,375	190,188
Maintenance & Operations						
5201	Supplies/Division Expense	2,615	2,078	2,797	2,500	2,500
5205	Postage	758	162	313	400	400
5207	Travel & Training	-	78	-	100	100
5209	Dues & Subscriptions	-	-	-	150	150
5216	Unemployment Compensation	-	3,146	-	-	-
5240	Telephone	534	1,078	432	560	560
5260	Contractual Services	1,150	65,010	-	-	-
5287	Technology Internal Services	6,690	11,660	11,600	9,325	9,325
Maintenance & Operations Total		11,746	83,212	15,142	13,035	13,035
Division Total		275,888	278,102	190,178	195,410	203,223

Public Works

STREET MAINTENANCE

PROGRAM DESCRIPTION

The Street Maintenance Division of the Public Works Department is responsible for maintaining the existing public infrastructure including streets, storm drains, street striping, street signage, and sidewalks. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments through periodic routine maintenance, replacement, and repair of all infrastructure assets, thereby providing a safe, clean and pleasant environment for the public.

SERVICE OBJECTIVES

- *Ensure completion of the City's annual Residential Street Improvement Project on time and within budget*
- *Ensure completion of the City's annual Concrete Repairs Project on time and within budget*
- *Regularly maintain pavement on public streets and storm drain system in accordance with established performance standards*

WORK PLAN FOR 2012-13

- *Administer construction contract on time and within budget*
- *Establish matrix to identify measurable progress of Residential Street Improvement Project*
- *Update the City's Pavement Management Program*
- *Ensure timely repair of potholes within budget*
- *Inspect and clean all City catch basins and inventory the debris removed during cleaning*
- *Continue crack sealing as budget permits*
- *Monitor Street Sweeping contract and performance*
- *Ensure timely completion of the City's annual street striping program within budget*
- *Ensure timely completion of the City's annual concrete repairs program within budget*
- *Regularly maintain pavement on public streets in accordance with established performance standards*
- *Assist the Engineering Division on construction contract management/inspection for small capital projects and permit inspection services.*

STREET MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Public Works		Street Maintenance - 542				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	251,105	221,397	206,447	199,720	205,878
5109	On Call Pay	3,661	3,139	4,740	5,040	5,040
5117	Uniform Allowance	2,346	2,168	2,040	2,600	2,600
5120	Overtime	11,884	10,740	7,270	12,360	12,360
5126	Sick Leave Conversion	1,135	1,145	777	800	800
5127	Vacation Conversion	6,224	-	2,758	3,000	3,000
5130	Medicare	2,980	2,441	2,133	3,251	3,023
5150	Retirement	36,543	35,746	29,924	31,862	32,049
5161	Medical/Dental/Vision Insurance	38,593	46,331	35,421	37,495	39,780
5162	Life Insurance	1,065	992	700	660	660
5163	Disability Insurance	1,818	1,970	1,495	1,310	1,310
5191	Salary Savings	(19,338)	-	-	-	-
Salary & Benefits Total		338,015	326,069	293,705	298,098	306,500
Maintenance & Operations						
5201	Supplies/Division Expense	22,414	34,990	20,893	26,000	26,000
5206	Uniforms	3,303	2,329	2,814	2,500	2,500
5207	Travel & Training	-	-	50	-	-
5209	Dues & Subscriptions	-	-	-	100	100
5223	Disposal Fees	16,014	9,170	11,840	-	-
5241	Telephone Traffic Signals	2,379	2,679	2,812	2,800	2,800
5245	Cellular Phone	3,934	3,799	3,045	4,000	4,000
5252	Electricity-Street Light	161,676	171,735	170,899	165,000	165,000
5255	Natural Gas	138	178	205	200	200
5256	Water	38,104	39,406	40,845	42,000	45,000
5260	Contractual Services	1,680	-	-	-	-
5286	Garage Internal Services	48,420	40,780	40,803	45,898	50,016
5287	Technology Internal Services	2,870	950	950	932	932
5288	NPDES Permits	5,400	-	-	-	-
5294	Maintenance-Traffic Signal	49,294	34,104	38,738	40,000	40,000
5295	Maintenance-Streets	-	-	13,193	15,000	15,000
5299	Maintenance-Other	1,685	-	-	-	-
Maintenance & Operations Total		357,310	340,119	347,088	344,430	351,548
Division Total		695,325	666,188	640,793	642,528	658,048

Public Works

DIVISION EXPENSE BY LINE ITEM

Department				Division		
Public Works				Street Sweeping - 545		
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	50,871	48,874	22,881	-	-
5109	On Call Pay	750	725	835	-	-
5117	Uniform Allowance	469	473	288	-	-
5120	Overtime	1,078	2,240	878	-	-
5126	Sick Leave Conversion	585	585	585	-	-
5127	Vacation Conversion	3,568	-	-	-	-
5130	Medicare	18	-	(121)	-	-
5150	Retirement	7,836	7,900	3,691	-	-
5161	Medical/Dental/Vision Insurance	7,512	7,561	3,294	-	-
5162	Life Insurance	213	205	106	-	-
5163	Disability Insurance	364	394	206	-	-
Salary & Benefits Total		73,264	68,957	32,644	-	-
Maintenance & Operations						
5201	Supplies/Division Expense	2,005	1,342	894	-	-
5206	Uniforms	260	-	-	-	-
5286	Garage Internal Services	6,520	12,720	11,658	-	-
Maintenance & Operations Total		8,785	14,062	12,552	-	-
Division Total		82,049	83,018	45,196	-	-

PARK MAINTENANCE

PROGRAM DESCRIPTION

The Park Maintenance Division of the Public Works Department is responsible for maintaining the existing public infrastructure including parks, arterial landscaping, and tree trimming. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments through periodic routine maintenance, replacement, and repair of all infrastructure assets, thereby providing a safe, clean, and pleasant environment for the public.

SERVICE OBJECTIVES

- *Manage the City's on-going landscape maintenance needs*
- *Manage the City's annual maintenance contracts*
- *Manage maintenance staff to maximize operational efficiencies and minimize costs*

WORK PLAN FOR 2012-13

- *Ensure timely completion of the City's annual street tree trimming program within budget*
- *Continue in-house tree trimming services when applicable*
- *Seek improvements of operational efficiencies to the irrigation systems as new and improved technologies become available*
- *Assist the Engineering Division on construction contract management/inspection for small capital projects and permit inspection services*

Public Works

DIVISION EXPENSE BY LINE ITEM

Department Public Works		Division Park Maintenance - 543				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	101,748	99,345	142,007	159,047	168,451
5103	Hourly	23,664	7,322	7,449	7,500	7,500
5109	On Call Pay	1,330	1,500	2,990	3,780	3,780
5112	Special Certificate Pay	1,254	1,314	1,300	1,300	1,300
5117	Uniform Allowance	939	946	1,242	1,950	1,950
5120	Overtime	4,602	5,986	6,894	3,120	3,120
5120	O/T Wings Wheels Rotors	-	-	-	1,200	1,200
5126	Sick Leave Conversion	1,171	1,171	1,234	1,800	1,800
5127	Vacation Conversion	5,488	-	5,196	3,000	3,000
5130	Medicare	1,979	1,642	2,018	2,641	2,599
5150	Retirement	15,595	16,267	20,382	25,559	26,396
5151	P/T Retirement	895	275	279	282	282
5161	Medical/Dental/Vision Insurance	16,730	22,560	26,895	32,700	37,380
5162	Life Insurance	426	410	419	495	495
5163	Disability Insurance	727	788	740	983	983
5191	Salary Savings	(2,970)	-	-	-	-
Salary & Benefits Total		173,579	159,525	219,045	245,357	260,236
Maintenance & Operations						
5201	Supplies/Division Expense	17,712	16,368	21,740	22,000	22,000
5203	Supplies-McAuliffe	24,562	2,353	9,370	10,000	10,000
5206	Uniforms	1,271	2,576	2,430	1,600	1,600
5207	Travel & Training	36	1,170	535	600	600
5216	Unemployment Compensation	1,800	1,800	-	-	-
5250	Electricity-Buildings	1,983	2,402	2,373	1,800	2,500
5251	Electricity-Parks	9,840	7,318	7,260	6,800	7,500
5254	Electricity-McAuliffe Park	4,074	3,798	2,411	4,500	4,500
5256	Water	35,765	42,281	61,524	57,000	60,000
5257	Water-McAuliffe Park	7,277	3,559	(11,328)	12,000	12,000
5260	Contractual Services	2,876	-	-	-	-
5271	Tree Trimming	6,220	9,933	5,000	5,000	5,000
5286	Garage Internal Services	32,760	29,800	29,145	26,228	28,581
5287	Technology Internal Services	960	950	950	1,865	1,865
5298	Maintenance - Fields/Fencing/Facilities	-	-	-	18,000	-
5299	Maintenance-Other	8,135	11,375	8,245	5,000	8,000
Maintenance & Operations Total		155,273	135,682	139,655	172,393	164,146
Capital Outlay						
3170	Public Works Capital Improvement	8,800	-	-	-	-
Capital Outlay Total		8,800	-	-	-	-
Division Total		337,651	295,206	358,700	417,750	424,382

FACILITY MAINTENANCE

PROGRAM DESCRIPTION

The Facility Maintenance Division of the Public Works Department is responsible for maintaining the existing public infrastructure including facilities, park restrooms, and janitorial services. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments through periodic routine maintenance, replacement, and repair of all infrastructure assets, thereby providing a safe, clean and pleasant environment for the public.

SERVICE OBJECTIVES

- *Manage the City's on-going facility maintenance needs*
- *Manage the City's janitorial needs*
- *Manage the City's annual maintenance contracts.*
- *Manage maintenance staff to maximize operational efficiencies and minimize costs.*

WORK PLAN FOR 2012-13

- *Ensure timely completion of the City's contracted services within budget.*
- *Seek to improve the efficiencies of all utility systems in a continued effort to go "green" as new and improved technologies become available.*
- *Assist the Engineering Division on construction contract management/inspection for small capital projects and permit inspection services.*
- *Repair facilities as needed and within budget*

Public Works

FACILITY MAINTENANCE

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Public Works		Building Maintenance - 544				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	84,807	83,772	92,469	90,582	47,300
5103	Hourly	1,873	2,077	2,425	2,300	29,000
5109	On Call Pay	-	-	-	1,000	500
5117	Uniform Allowance	939	946	1,020	1,300	650
5120	Overtime	3,734	2,697	1,657	2,740	2,740
5126	Sick Leave Conversion	719	988	969	1,000	500
5130	Medicare	1,309	1,272	1,327	1,422	1,080
5150	Retirement	12,706	13,293	13,292	14,470	7,380
5151	P/T Retirement	70	78	91	90	1,000
5161	Medical/Dental/Vision Insurance	14,458	17,642	22,272	24,300	12,900
5162	Life Insurance	426	410	350	330	165
5163	Disability Insurance	727	788	631	655	328
5191	Salary Savings	(836)	-	-	-	-
Salary & Benefits Total		120,933	123,961	136,502	140,189	103,543
Maintenance & Operations						
5201	Supplies/Division Expense	44,958	44,808	43,922	40,000	40,000
5206	Uniforms	691	865	-	1,000	1,000
5207	Travel & Training	64	-	-	200	200
5216	Unemployment Compensation	787	-	-	-	-
5250	Electricity-Buildings	70,528	69,331	69,561	70,000	72,000
5253	Electricity- Pump Station	2,896	3,591	3,812	2,000	3,000
5255	Natural Gas	3,525	3,605	4,156	4,000	4,100
5256	Water	8,804	9,397	9,599	10,000	12,000
5293	Maintenance-Buildings	10,350	18,516	9,282	16,000	16,000
5297	Maintenance-Pump Station	484	2,035	-	1,000	1,000
5299	Maintenance-Other	250	2,927	690	3,000	3,000
Maintenance & Operations Total		143,338	155,075	141,023	147,200	152,300
Division Total		264,271	279,036	277,525	287,389	255,843

FLEET MAINTENANCE

PROGRAM DESCRIPTION

The Fleet Maintenance Division of the Public Works Department is responsible for maintaining City vehicles and construction equipment. The division is responsible for safely, efficiently, and effectively protecting the City's physical investments in its equipment through routine maintenance, repair and replacement; thereby protecting the community investment in its vehicles and construction equipment.

SERVICE OBJECTIVES

- *Provide routine on-going maintenance to all City vehicles and construction/maintenance equipment*
- *Review and maintain vehicle and equipment replacement schedules*
- *Continue to keep City vehicles and construction/maintenance equipment in good working condition*

WORK PLAN FOR 2012-13

- *Review fleet maintenance software and make recommendations for funding*
- *Review fleet maintenance operation and physical layout for opportunities to improve efficiencies*
- *Continue technical and safety training for fleet maintenance personnel*
- *Dispose of surplus vehicles and equipment in a timely fashion to maximize salvage value*
- *Regularly implement preventative maintenance services*
- *Stay apprised of current Air Quality Management District and NPDES regulations*

Public Works

DIVISION EXPENSE BY LINE ITEM

Department Public Works		Division Garage Services - 546				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
SALARY & BENEFITS						
5101	Salaries - Full Time	61,379	66,948	61,224	53,350	55,000
5120	Overtime	5,597	3,710	3,848	6,240	4,000
5109	On Call Pay	675	975	1,230	1,260	1,260
5150	Retirement	9,305	9,297	7,999	8,500	8,555
5161	Health Insurance	11,100	11,936	10,276	12,150	12,900
5162	Life Insurance	213	205	175	160	165
5163	Disability Insurance	364	394	315	328	328
5130	Medicare	959	867	858	780	807
5126	Sick Conversion	-	-	616	-	-
5117	Uniform Allowance	469	473	510	650	650
Salary & Benefits Total		90,061	94,805	87,050	83,418	83,665
Maintenance & Operations						
5201	Supplies/Division Expense	9,471	11,995	12,599	13,000	13,000
5258	Gasoline	72,321	59,593	72,162	75,000	100,000
5255	Natural Gas	9,262	8,703	6,165	7,750	8,000
5222	Gas Tank Certification	8,942	6,740	4,803	5,000	-
5225	Auto Parts - Police	7,971	19,111	11,631	10,000	10,000
5226	Auto Parts - Recreation	149	243	665	300	300
5227	Auto Parts - Public Works	13,348	18,666	6,889	11,000	11,000
5228	Auto Parts - Other	322	-	299	250	250
5206	Uniforms	583	445	-	500	750
5275	Outside Services - P/D Vehicle	13,364	9,741	12,929	10,000	10,000
5276	Outside Services - Rec Vehicle	172	162	323	600	600
5277	Outside Services - P/W Vehicle	9,068	6,968	9,884	9,500	9,500
5278	Outside Services - Other Vehicle	376	371	153	400	400
5287	Technology Charges	2,870	2,850	2,850	1,865	1,865
5207	Travel & Training	548	-	1,711	750	750
2650	Non-Capital Furniture & Equip.	1,139	-	-	-	-
Maintenance & Operations Total		149,906	145,589	143,064	145,915	166,415
Division Total		239,967	240,394	230,114	229,333	250,080

ENGINEERING SERVICES

PROGRAM DESCRIPTION

The Engineering Division of the Public Works Department is responsible for the managing, programming and implementing the City's Capital Improvement Program, and seeking funding for all projects. The division provides support to the department in the review of new development for engineering related issues. Additionally, the Engineering Division is responsible for managing the City traffic signal system and handling community requests for service related to traffic issues. The City Engineer is the City liaison to a number of regional transportation agencies such as OCTA and Caltrans. The division acts as the secretary to the Traffic Commission.

SERVICE OBJECTIVES

- *Manage the City's Capital Improvement Program*
- *Manage regional and local transportation Issues*
- *Provide efficient and timely development review and encroachment permitting*
- *Manage division budget*

WORK PLAN FOR 2012-13

- *Develop and implement, on an annual basis, the City's long range Capital Improvement Program*
- *Program for construction management services*
- *Determine potential revenue sources for projects which are deemed to be high priorities*
- *Work with regional agencies to determine opportunities for grant funding through sources such as Measure M grants, etc.*
- *Provide timely review, reports, agendas and staff services for the City's Traffic Commission*
- *Represent the City on the Orange County Transportation Authority-Technical Advisory Committee*
- *Represent the City on regional transportation projects/programs such as the West County Connectors Project*
- *Continue to address requests, in a timely manner, from the community on traffic related issues*
- *Assure timely turn-around time for plan check review process*
- *Assure compliance with regulatory agencies such as Water Quality Regulations (NPDES), Caltrans etc.*
- *Assure collection of fees to all applicable permittee's and development applications*
- *Develop plans, specifications, and estimates for annual Residential Street Improvement and Concrete Repairs Projects*
- *Present awarded construction contract for City Council approval*

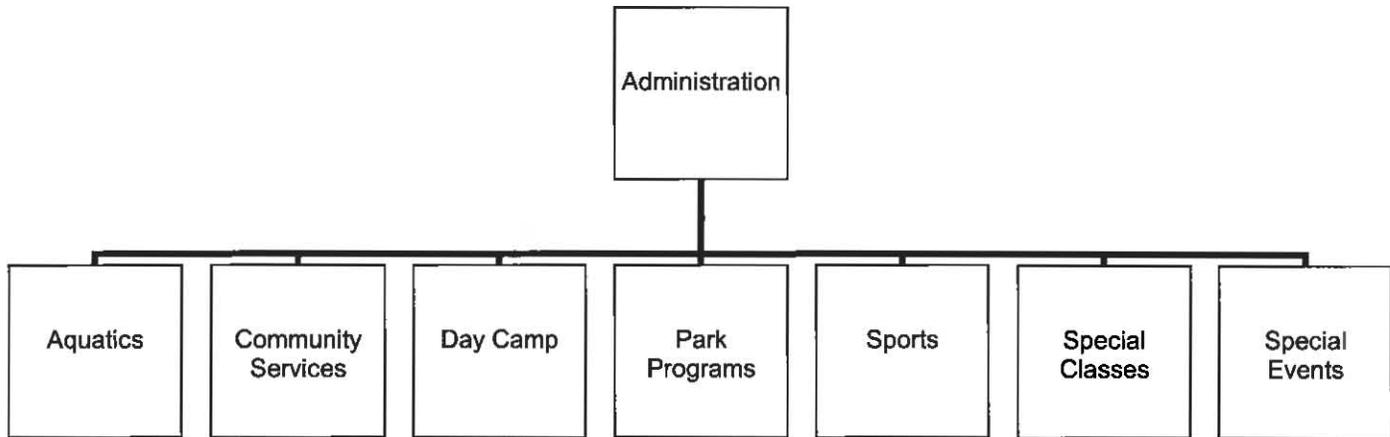
Public Works

DIVISION EXPENSE BY LINE ITEM

Department Public Works			Division City Engineer - 548			
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
	Salary & Benefits					
	No Personnel Allocations					
	Salary & Benefits Total	-	-	-	-	-
	Maintenance & Operations					
5201	Supplies/Division Expense	68	-	134	-	-
5260	Contractual Services	19,186	15,390	51,173	25,000	25,000
5261	Traffic Engineering	23,867	27,755	27,908	30,000	30,000
5268	Plan Check	305	2,345	10,885	1,000	1,000
	Maintenance & Operations Total	43,426	45,490	90,099	56,000	56,000
	Capital Outlay					
5260.1115	Los Alamitos Blvd Rehabilitation	-	-	34,547	-	-
	Capital Outlay Total	-	-	34,547	-	-
	Division Total	43,426	45,490	124,646	56,000	56,000

Recreation and Community Services

Organizational Chart by Function



AUTHORIZED POSITIONS

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full-Time Positions			
Recreation and Community Services Director	1	1	1
Recreation Manager	0	0	2
Recreation Supervisor	1	2	0
Recreation Coordinator	1	1	0
Department Secretary	1	1	1
Secretary	1	1	1
Part-Time Positions			
Recreation Supervisor	0.75	0.00	0.00
Clerical Assistant	0.55	0.00	0.00
Receptionist	0.00	0.55	0.60
Recreation Leader I & II / Senior Recreation Leader / Recreation Specialist	6.01	5.68	4.54
Nutrition Program Coordinator	0.58	0.58	0.58
Sports Coordinator	0.75	0.88	0.99
Senior Services Coordinator	0.55	0.51	0.57
Community Services Coordinator	1.29	1.15	1.13
Lifeguard / Water Safety Instructor I & II	4.2	4.00	0.38
Assistant Pool Manager/Senior Lifeguard	0.38	0.38	3.51
Maintenance Worker	0.55	0.50	0.55
Aquatics Coordinator	0.73	0.78	0.69
Total Full-Time	5	6	5
Total Part-Time	16.34	15.01	13.54
Total Department FTE	21.34	21.01	18.54

Recreation and Community Services

MISSION STATEMENT

To enhance the sense of community and promote the quality of life through people, parks, and programs.

DEPARTMENT GOALS

- Provide valued recreational experiences for the community.
- Provide quality customer service to all persons requesting service.
- Provide special event programs that strengthen community image and sense of place.
- Provide youth and adult sports programs that promote health and wellness.
- Foster human development through a wide selection of special interest classes for all ages.
- Provide a variety of aquatics classes and programs that enable youth and adults to become water safe.
- Provide seniors with a stimulating social environment and program offerings to keep them active and informed.
- Create a healthy and supportive work culture for department employees.

ACCOMPLISHMENTS FOR 2011-2012

- Coordinated the highest attended Race on the Base to date with 3,661 participants resulting from an expanded marketing plan with increased target marketing to runners, walkers, skaters, triathletes and jr. triathletes and a focus on increasing local community sponsorships. The event generated approximately \$90,000 in net profit.
- Increased sponsorship funding for the 31st Annual Los Alamitos Race on the Base to \$79,400, the largest sponsorship amount in the race's history.
- Successfully negotiated with Southland Credit Union to commit to become the Title Sponsor for the 31st Annual Race on the Base.
- Staff worked with new race management company RUN Racing to develop a new marketing strategy to include enhanced efforts in targeted marketing, personal contact, and social media tools.
- Staff worked with Los Alamitos Orthopaedic and Sports Physical Therapy (otherwise known as Train2Shape) to develop a hands-on Triathlon Training Program and 5K/10K Training Program to prepare more than 20 athletes to participate in the Race on the Base, further enhancing the overall event and promoting the services of a local business.
- Successfully negotiated with Consolidated Disposal Services to commit \$10,000 to be the Volunteer Sponsor for the Race on the Base.
- Enhanced the Triathlon Preparation clinics to a series of four well-attended clinics offered by a team of experts presenters in triathlon and various vendors with topics such as such as nutrition, mental preparedness, and general education on the sport of triathlon.
- Increased the registration in the Jr. Reverse Triathlon and conducted two highly attended parent and participant informational meetings.
- Hosted more than 75 vendors for the Race on the Base, expanded two-day Vendor Expo in a large enclosed tent that served as the focal point for the event and offered a centralized area for participants, spectators, and volunteers, and created a great sense of energy for the event.
- Recruited over 500 volunteers in various areas for the Race on the Base.
- In partnership with Johnny Rebs', all participants, volunteers, and staff received a free BBQ lunch at Race on the Base.
- Coordinated with Tri-Zone to supply official Race on the Base merchandise for the first year.
- Organized six community bands to perform at Race on the Base to enhance the participant experience out on the course at no cost.
- Successfully negotiated with Consolidated Disposal Service to commit to a five-year sponsorship program of the 4th of July Fireworks Spectacular to sustain the event, with a pledge of \$15,000 for the 2011-2015 events.
- Increased additional sponsorship revenue for the 4th of July Fireworks Spectacular to \$11,500 from local community organizations and businesses to assist in off-setting the costs for the event.
- Increased Private and Semi-Private Swim Lessons from 175 last year to more than 200 lessons, resulting in an increase in revenue of just under \$4,000.
- Streamlined swim instruction scheduling to allow for additional swim lessons and lap swimming opportunities to be offered, without increasing the expenditures and offering the same high quality swim lessons throughout the year.

Recreation and Community Services

- Throughout the 10-week Learn-To-Swim summer program staff taught over 1,400 lessons which resulted in more than \$75,000 in revenue.
- The USA Water Polo National Training Center was home to many swim and water polo tournaments including USA Water Polo Holiday Cup, USA Water Polo Women's World League Prelims, USA Water Polo Olympic Development Program Regional Championships, National Junior Olympics Water Polo, NCAA Men's Water Polo Tournament, Seal Beach Swim Club's annual swim meet, and Los Alamitos Youth Water Polo's WinterFest Water Polo Tournament.
- Decreased expenditures and increased revenue in the aquatics program to allow the pool to be more than 95% revenue offset.
- Coordinated a successful Holiday Dinner honoring City Commissioners at the Eagle's Nest Restaurant and Banquets with a limited budget of \$3,000.
- Conducted the Los Alamitos Holiday Decorating Contest. Members of the community were encouraged to decorate their homes in the holiday spirit. Judging was conducted by Los Alamitos residents and each neighborhood was presented with two winners.
- Hosted the 33rd annual Holiday Bazaar with the Los Alamitos Senior Club. This event serves as the Club's major fundraiser of the year with over 60 vendors and 350 shoppers. Raffle ticket sales and vendor booth fees generated \$5,100 in revenue for the Club.
- Organized and produced three Music and Movies in the Park events at Laurel Park and the pool at the USA Water Polo National Training Center. Expenditures from Band in the Park and sponsors such as Revolution Church was transformed to allow a mini concert followed by a movie event that drew approximately 250 people for each date.
- Provided the following services to the senior population:
 - Provided guidance and direction towards the continuation of a Travel Program offered through the Los Alamitos Senior Club meeting the goals of fundraising for the Club as well as increased marketing.
 - Assisted the Los Alamitos Senior Club in coordinating a successful Holiday Bazaar. The Club raised over \$5,100 and had 60 vendors.
 - To address the growing issue among the aging population of the need for transportation, staff continued with a series of meetings with representatives from Los Alamitos Medical Center, the Community of Rossmoor, and Abrazar to develop partnership to provide Senior Non-Emergency Medical Appointments at no cost for seniors in Los Alamitos and Rossmoor.
 - Increased participation in the Senior computer contract classes.
 - Coordinated the Senior Volunteer Recognition Luncheon to recognize 50 Senior Club volunteers.
- Supervised the Los Alamitos Volunteer Program for youth ages 11 to 17 to assist the Los Alamitos Recreation & Community Services Department with special events, community service projects, day camp, park programs, youth sports, and at the Community Center. Since the program's inception, approximately 50 L.A.V.P. volunteers have worked over 5,200 hours in support of paid staff.
- Developed new gym rental users (VFW Youth Group of Orange County, Tucheck's School of Basketball) that occupy non-peak time hours such as Saturday nights and Sunday mornings.
- Successfully negotiated with Chang Orthodontics to commit to become the official sponsor of the Los Alamitos Youth Sports Program for FY 2011-2012.
- Continue to supervise and expand the Los Alamitos Tennis Program at Laurel Park. Recreation staff now handles the registration for tennis which has increased participant's satisfaction and tennis revenue. Three summer camps and additional classes have been added.
- Rehabilitation project at Laurel Park. Laurel Park received a new irrigation system, leveling of the athletic field and ball diamond, and new turf.
- Replacement of all light fixtures at McAuliffe Field. McAuliffe Field lights are under warranty and all the light fixtures have been replaced. Fixtures that were still in working order and used will be kept for future light fixture repair, decreasing maintenance cost.
- Continue to increase communication and cooperation between the City and school district over use of joint use facilities due to the several major construction projects to school districts' fields and facilities.
- Development of a new adult dodge ball league.
- Partnered with the Youth Center and their "Haunted House" to offer additional activities for the community to celebrate Halloween.

Recreation and Community Services

EXPENDITURE SUMMARIES

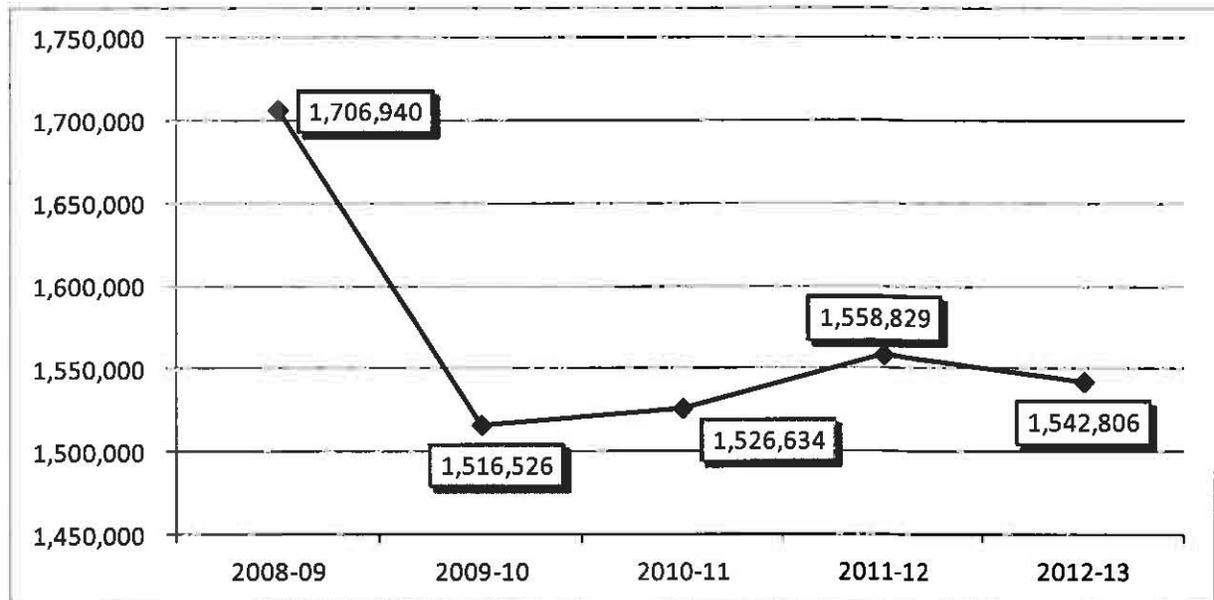
Department Expenditure Summary by Division

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Adopted
Recreation Administration	592,124	506,272	537,349	582,402	610,704
Aquatics	432,928	359,636	353,431	374,043	302,521
Community Services	54,834	52,902	48,755	59,265	59,169
Day Camp	55,496	55,110	52,000	58,015	63,394
Playgrounds	15,297	9,161	7,650	9,953	9,500
Sports	221,753	201,839	200,204	164,925	139,230
Special Classes	200,130	164,024	120,194	127,936	127,618
Special Events	134,378	167,582	207,052	182,290	230,670
Department Total	1,706,940	1,516,526	1,526,634	1,558,829	1,542,806

Department Summary by Expense Type

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Adopted
Salaries and Benefits	1,000,558	861,066	896,650	941,198	916,046
Maintenance and Operations	706,382	655,460	629,984	617,631	626,760
Department Total	1,706,940	1,516,526	1,526,634	1,558,829	1,542,806

Departmental Expenditures FY 2008/09 – FY 2012/13



Recreation and Community Services

ADMINISTRATION

PROGRAM DESCRIPTION

The Administration Division manages the financial and logistical operations of the Recreation and Community Services Department, including Aquatics, Community Services, Day Camp, Park Programs, Sports, Special Classes and Special Events. The division also provides administrative support to the Parks, Recreation and Cultural Arts Commission.

SERVICE OBJECTIVES

- *Provide administrative and management support to all Department employees to enable them to provide quality recreation opportunities and customer service to the community.*
- *Provide service and support to the City Manager on matters relating to recreation and community services.*
- *Continue to work closely with the Public Works Department and the City Manager on capital improvement projects.*
- *Provide administrative support to the Parks, Recreation and Cultural Arts Commission.*
- *Develop, monitor and evaluate the Department's annual budget.*
- *Work closely with Department partners such as the Los Alamitos Unified School District and the Joint Forces Training Base to provide programs and services for the community.*

WORK PLAN FOR 2012-2013

- *Foster a productive and healthy work environment for all staff. Foster a culture where excellent customer service is valued and appreciated.*
- *Continue to provide the community an informative and attractive Community Services Guide during FY 2012-13.*
- *Continue to develop partners to offset the cost of events, publications and staff.*

Recreation and Community Services

ADMINISTRATION

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Recreation & Community Services		Recreation Administration - 551				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	343,008	292,482	285,063	363,597	375,472
5103	Hourly	26,254	31,445	72,709	22,585	25,462
5118	Car Allowance	3,611	3,643	3,600	3,600	3,600
5119	Cellular Phone Allowance	362	369	360	360	-
5120	Overtime	-	-	-	-	-
5126	Sick Leave Conversion	-	634	-	-	-
5127	Vacation Conversion	2,942	1,177	4,878	-	-
5130	Medicare	5,427	4,824	5,339	5,476	5,813
5150	Retirement	50,839	41,873	42,268	55,907	65,778
5151	Part-Time Retirement	985	2,182	2,727	847	955
5161	Medical/Dental/Vision Insurance	38,447	28,783	28,790	48,300	45,180
5162	Life Insurance	1,876	1,383	1,182	1,310	1,221
5163	Disability Insurance	2,182	1,606	1,261	1,638	1,638
Salary & Benefits Total		475,932	410,400	448,177	503,620	525,119
Maintenance & Operations						
5201	Supplies/Division Expense	12,080	5,719	10,239	10,500	10,500
5205	Postage	10,243	7,572	7,171	9,000	9,000
5207	Travel & Meetings	3,632	1,175	2,868	800	800
5209	Dues & Subscriptions	1,060	1,205	1,290	1,200	1,200
5216	Unemployment Insurance	-	1,053	2,606	-	-
5229	Tuition Reimbursement	-	-	-	-	4,200
5231	Fine Arts Projects	9,750	2,839	2,424	3,000	3,500
5236	Newsletter	7,050	8,516	6,900	6,900	7,190
5237	Recreation Brochure	26,547	22,307	14,157	14,400	15,820
5240	Telephone	3,102	3,540	942	2,700	2,700
5244	Computer Tech Center	896	704	816	900	900
5245	Cellular Phone	246	-	-	130	130
5260	Contractual Services	3,575	-	-	-	-
5286	Equipment Charges	13,540	12,720	11,658	4,370	4,763
5287	Technology Charges	14,340	18,450	18,450	15,782	15,782
5290	Main. - Office Equipment	10,132	10,072	9,650	9,100	9,100
Maintenance & Operations Total		116,192	95,872	89,172	78,782	85,585
Division Total		592,124	506,272	537,349	582,402	610,704

Recreation and Community Services

AQUATICS

PROGRAM DESCRIPTION

The Los Alamitos Aquatics Program provides funding for the maintenance and operation of the USA Water Polo National Aquatic Center Olympic 50-meter pool. This venue provides an opportunity for community members to learn the fundamentals of swimming and water safety. Programs include the Learn-to-Swim program, which offers year-round water safety instruction for all ages in a group setting, and the Private/Semi-private swimming lesson program. These programs teach necessary water safety skills in a fun and positive environment. Also offered are the year-round lap swimming program, safety service classes (CPR, First Aid, Lifeguarding, and Water Safety Instruction), Junior Lifeguards, Deep Water Aerobics, and specialty classes such as water polo. Additionally the facility is the home of the USA Women's National Water Polo teams and is used extensively by local community groups providing competitive training in swimming and water polo for all ages and abilities.

SERVICE OBJECTIVES

- *Continue to streamline the swim schedule and personnel schedule to maintain expenditures in personnel, increase revenue in programs, and maintain the reputation of the City's Aquatics Program.*
- *Research alternative solutions to decrease utility costs to help eliminate the gap between revenue and expenditures.*
- *Maintain the number of current user groups in order to maintain revenue and look for additional user groups for morning and weekend pool time.*
- *Increase active attendance at the pool by creating aquatic and land classes or programs to involve parents, siblings or friends of swim lesson or Lap/Recreational Swim participants.*

WORK PLAN FOR 2012-2013

- *Work with all user groups individually and as a unit to provide the best venue for their practices, games and workouts and to maintain our outstanding relationships throughout FY 2012-13.*
- *Outreach to organizations and teams who visit the USA Water Polo National Training Center or who could utilize the pool as a training or tournament complex throughout FY 2012-13.*
- *Continue working with the JFTB, their tenant groups and other military entities to allow them training time in the pool throughout FY 2012-13.*
- *Seek additional user groups or organizations who might be interested in utilizing the pool in the morning hours on an as needed or continuous basis throughout the year.*
- *Continue to provide a well maintained, attractive, efficient pool for the community to utilize in FY 2012-13.*

Recreation and Community Services

AQUATICS

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Recreation & Community Services		Aquatics - 552				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	35,818	34,426	36,734	11,925	-
5103	Hourly	147,180	100,851	98,892	114,000	112,000
5105	Hourly-Maintenance	24,859	22,364	27,114	23,000	25,000
5120	Overtime	211	-	-	-	-
5130	Medicare	3,015	2,282	2,340	2,505	1,987
5150	Retirement	5,308	5,429	5,302	5,627	-
5151	Part-Time Retirement	6,517	4,621	4,725	5,138	5,138
5161	Medical Insurance	2,761	2,350	4,925	6,075	-
5162	Life Insurance	-	102	87	83	-
5163	Disability Insurance	-	197	158	164	-
Salary & Benefits Total		225,668	172,621	180,279	168,517	144,125
Maintenance & Operations						
5201	Supplies	8,583	8,359	10,174	10,000	10,000
5207	Travel & Training	36	-	-	-	-
5212	Dues & Subscriptions	80	-	-	-	-
5216	Unemployment Compensation	5,966	1,481	156	-	-
5240	Telecom Charges	3,590	-	-	-	-
5250	Electricity	60,897	47,666	51,797	44,200	56,200
5255	Natural Gas	82,939	78,476	55,048	103,370	37,150
5256	Water	12,492	16,444	27,279	17,010	24,100
5281	Facility Maintenance	2,421	1,750	-	-	-
5282	Pool Maintenance	25,387	26,947	23,173	25,000	25,000
5283	Summer Learn to Swim Aquatic	-	44	-	-	-
5284	Master Swim Program	1,050	2,058	1,736	2,000	2,000
5287	Technology Charges	3,820	3,790	3,790	3,946	3,946
Maintenance & Operations Total		207,260	187,015	173,152	205,526	158,396
Division Total		432,928	359,636	353,431	374,043	302,521

Recreation and Community Services

COMMUNITY SERVICES

PROGRAM DESCRIPTION

The Community Services Division is responsible for the development and implementation of year-round programming and services for the senior population. The larger of these services include the Los Alamitos Senior Club and the Senior Lunch and Bread Program. Services added to ensure quality of life issues include monthly screenings, Medicare assistance, tax assistance, computer classes and legal aid. Community Services is also responsible for scheduling, reservations, policy renovation, and day-to-day operations associated with the Community Center facility and surrounding complex.

SERVICE OBJECTIVES

- Provide recreation and social service programs for seniors.
- Expand and enhance programs for seniors to address current senior trends and issues.

WORK PLAN FOR 2012-2013

- Develop funding options and work with business community to develop partnerships to sponsor and provide for new/expanded programs i.e. partnering with HMO's to provide several screenings a year including cholesterol, osteoporosis bone density, and glucose screenings.
- Implement recommended findings from Senior Needs Assessment.
- Increase participation in the Senior Lunch Program through promotion and publicity efforts.
- Continue to explore funding and programming opportunities to expand senior transportation.

DIVISION EXPENSE BY LINE ITEM

Department			Division			
Recreation & Community Services			Community Services - 553			
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5103	Hourly	49,423	42,548	39,557	46,500	46,410
5120	Overtime	93	-	-	-	-
5130	Medicare	718	617	573	675	673
5151	Part-Time Retirement	1,857	1,595	1,483	1,744	1,740
5191	Salary Savings	(9,100)	-	-	-	-
Salary & Benefits Total		42,991	44,761	41,613	48,919	48,823
Maintenance & Operations						
5201	Supplies/Division Expense	1,330	360	528	700	700
5207	Travel & Meetings	57	63	-	-	-
5260	Contractual Services	3,236	2,676	1,787	3,200	3,200
5286	Equipment Charges	657	-	-	-	-
5287	Technology Charges	2,870	2,850	2,850	3,946	3,946
VAR.	Facility Rentals	3,693	2,193	1,976	2,500	2,500
Maintenance & Operations Total		11,844	8,142	7,141	10,346	10,346
Division Total		54,834	52,902	48,755	59,265	59,169

Recreation and Community Services

DAY CAMP

PROGRAM DESCRIPTION

The Day Camp Division is responsible for the development and coordination of the Los Alamitos Day Camp Program. By offering extended hours, this program helps meet the need of many working parents as a daycare alternative. Activities include arts & crafts, swimming, sports, table games, movies, music, challenges, and field trips to the beach and amusement parks. Camp offers children a safe and fun environment to experience art, song, dance, drama and athletics while reinforcing good sportsmanship and fair play, and provides a positive social atmosphere where children and teens develop friendships and life learning experiences.

SERVICE OBJECTIVES

- Operate three seasonal day camps including winter, spring, and summer for approximately 1,300 youth participants.
- Coordinate excursions to coincide with themes for summer day camps.

WORK PLAN FOR 2012-2013

- Generate ideas to expand day camps to include special interest/focus camps to increase revenue and expand programming.
- Continue to develop an exciting Day Camp curriculum for ages 5 - 12 of games, sports, activities, leadership opportunities and arts and crafts to ensure maximize participation throughout the summer.
- Develop a Counselors in Training (C.I.T.) Program for teens ages 13-16 to work alongside the Summer Day Camp staff to prepare camp activities, organize games and crafts, and assist with excursions. They will receive valuable on-the-job training as they learn what it takes to be a day camp counselor.

DIVISION EXPENSE BY LINE ITEM

Department			Division			
Recreation & Community Services			Day Camp - 554			
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5103	Hourly	34,743	32,666	29,972	34,900	39,300
5120	Overtime	42	-	-	-	-
5130	Medicare	504	474	435	506	570
5151	Part-Time Retirement	1,304	1,225	1,124	1,309	1,474
Salary & Benefits Total		36,595	34,365	31,531	36,715	41,344
Maintenance & Operations						
5201	Supplies/Division Expense	3,836	3,948	3,659	7,000	7,750
5207	Travel & Meetings	26	-	-	-	-
5317	Day Camps	15,039	16,797	16,810	14,300	14,300
Maintenance & Operations Total		18,901	20,745	20,469	21,300	22,050
Division Total		55,496	55,110	52,000	58,015	63,394

Recreation and Community Services

PARK PROGRAMS

PROGRAM DESCRIPTION

Drop-in programs at Los Alamitos park sites provide children the opportunity to play in a safe and fun environment for the constructive use of their free time during the summer. Children learn skills in areas such as leadership, teamwork, self-esteem development, and responsibility. This program also provides children the opportunity to participate in sports, competitions, tournaments, games, and crafts. The program provides mentoring and supervision to children who would otherwise be home alone, lets children build and strengthen friendships, and creates a safe, neighborhood environment.

SERVICE OBJECTIVE

- *Provide staffing to two park sites during the summer months for children ages 5 – 12 to participate in free sports activities, games, arts and crafts, and special events.*

WORK PLAN FOR 2012-2013

- *Increase participation through extended outreach into the community through various publications including flyers, newsletters, and press releases.*
- *Develop park programming to promote health and wellness awareness among park participants.*

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Recreation & Community Services		Playgrounds - 555				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5103	Hourly	13,609	8,374	6,674	8,510	8,080
5120	Overtime	20	-	-	-	-
5130	Medicare	198	121	97	124	117
5151	Part-Time Retirement	511	314	250	319	303
Salary & Benefits Total		14,338	8,810	7,021	8,953	8,500
Maintenance & Operations						
5201	Supplies/Division Expense	960	350	629	1,000	1,000
Maintenance & Operations Total		960	350	629	1,000	1,000
Division Total		15,297	9,161	7,650	9,953	9,500

Recreation and Community Services

SPORTS

PROGRAM DESCRIPTION

The Sports Division is responsible for the development and administration of Parent and Me, Junior Pee-Wee, Pee-Wee, Youth and Adult sports programming. This division also allocates sports fields throughout the City and routinely interacts with youth sports user groups. The Parent and Me, Junior Pee-Wee, Pee-Wee and Youth programs are designed to introduce children to the various sports in a fun and positive way and to learn the fundamental skills in a non-competitive environment while practicing and playing games. The goals of these programs are learning social skills, creating friendships for children and parents, being part of a team, learning the values of good sportsmanship, and promoting positive self esteem. Adult Sports programs give adults the opportunity to exercise, promote wholesome physical activity, and provide an outlet for competition and fun. This program reduces stress, builds friendships, provides an opportunity for bonding, and promotes health and wellness.

SERVICE OBJECTIVES

- *Operate and maintain team registrations for the three Adult Sport seasons that include slow pitch softball, soccer and basketball that serves approximately 4,500 participants annually.*
- *Operate, maintain and increase participation in a year-round Youth Sports program that includes soccer, basketball, volleyball, flag football, and t-ball for approximately 1,000 youth participants.*
- *Allocate field and facility usage to youth community groups, private groups, and non-profits on a year-round basis.*

WORK PLAN FOR 2012-2013

- *Implement new web pages for youth and adult sports.*
- *Implement a payment plan and efficient registration for participants of adult sports.*
- *Implement a new marketing and promotion plan for adult sports including expansion of social media.*
- *Expand youth tennis offerings to benefit the community.*
- *Expand Parent and Me classes to other sports such as basketball and t-ball.*
- *Continue to collaborate with the Los Alamitos Unified School District, Community of Rossmoor, and City of Seal Beach to efficiently allocate field usage to the community youth groups.*

Recreation and Community Services

SPORTS

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Recreation & Community Services		Sports - 556				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5101	Salaries - Full Time	35,818	34,426	36,734	11,925	-
5103	Hourly	105,127	80,586	75,285	83,000	81,000
5120	Overtime	23	-	-	-	-
5130	Medicare	2,041	1,664	1,605	1,722	1,175
5150	Retirement	5,308	5,429	5,302	5,627	-
5151	Part-Time Retirement	3,943	3,022	2,823	3,113	3,038
5161	Medical/Dental/Vision Insurance	3,185	3,619	4,731	6,075	-
5162	Life Insurance	-	102	88	83	-
5163	Disability Insurance	-	197	158	164	-
Salary & Benefits Total		155,445	129,046	126,726	111,709	85,213
Maintenance & Operations						
5201	Supplies/Division Expense	6,273	2,541	4,909	5,250	5,250
5287	Technology Charges	2,870	2,862	2,850	3,946	3,946
5298	Main. - Fields/Facilities	1,526	8,612	8,785	11,100	11,100
VAR.	Sports Programs	55,638	58,777	56,934	32,920	33,721
Maintenance & Operations Total		66,308	72,792	73,478	53,216	54,017
Division Total		221,753	201,839	200,204	164,925	139,230

Recreation and Community Services

SPECIAL CLASSES

PROGRAM DESCRIPTION

The Special Classes Division provides a comprehensive selection of special interest classes for all age groups. In this division, approximately 48 instructors teach a combination of 122 different classes. Classes and camps are offered based on demand, viability and trend structure. Focus is placed on the instruction and development of skills in specialized areas. The benefits to youth are increased self-esteem, mental stimulation, cultural appreciation, increased physical coordination and health. Special interest classes provide a positive and constructive use of free-time. Participation can develop into lifelong interest or hobbies, and encourage growth in numerous areas. For adults, classes can provide a positive structure for leisure time, an increased sense of self-worth, social connectivity, improved skill levels, development of new interest and hobbies, and a noticeable increase in physical and mental wellbeing.

SERVICE OBJECTIVES

- Increase revenue in order to support department programs and services.
- Provide opportunities for participants to increase mental and physical health, cultural appreciation, skills, and sense of community pride by participating in a wide variety of programs, classes and camps.

WORK PLAN FOR 2012-2013

- Review and recommend changes to the fee-based classes, camps, special events, and facility and field rentals based on trends, instructors' skill sets and demand quarterly.
- Continue to expand the Los Alamitos Volunteer Program for youth ages 11-17.
- Continue to increase overall participation in fee-based classes and camps.
- Continue to meet the needs of contract class instructors by fostering good communication and providing a Community Center that is clean and well-equipped.

DIVISION EXPENSE BY LINE ITEM

Department			Division			
Recreation & Community Services			Special Classes - 557			
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5103	Hourly	32,295	32,281	36,385	37,000	36,000
5130	Medicare	468	468	528	537	522
5151	Part-Time Retirement	1,211	1,211	1,364	1,388	1,350
Salary & Benefits Total		33,975	33,959	38,277	38,925	37,872
Maintenance & Operations						
5201	Supplies/Division Expense	2,854	3,110	4,275	1,000	1,000
5287	Technology Charges	4,780	4,740	4,740	3,946	3,946
VAR.	Special Classes	158,521	122,215	72,902	84,065	84,800
Maintenance & Operations Total		166,155	130,065	81,917	89,011	89,746
Division Total		200,130	164,024	120,194	127,936	127,618

Recreation and Community Services

SPECIAL EVENTS

PROGRAM DESCRIPTION

The Special Events Division coordinates the City's annual special events including the Race on the Base, 4th of July Fireworks Spectacular, Spring Carnival, Music and Movies Event Series, Halloween, and Holiday Bazaar. Special events unite the community, focus on family, and strengthen community image and sense of place. Special events also give the community an opportunity to come together and celebrate the positive aspects of living in Los Alamitos.

SERVICE OBJECTIVES

- Continue to provide quality City-wide special events to approximately 30,000 participants.
- Promote partnerships with private and non-profit agencies and the Joint Forces Training Base to enhance City-wide special events.
- Continue to work with local organizations to acquire volunteers for special events.

WORK PLAN FOR 2012-2013

- Increase overall sponsorship funds received for major special events including the Race on the Base and the 4th of July Spectacular.
- Increase community partnerships for special events such as Music and Movies Event Series, Spring Carnival and Halloween while providing memorable experiences to the community.
- Develop and implement a holiday special event within the City in November or December.
- Reformat the Halloween special event to offer the community an alternative than the traditional carnival or haunted house.

DIVISION EXPENSE BY LINE ITEM

Department		Division				
Recreation & Community Services		Special Events - 558				
Object Code	Expense Classification	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimated Year-End	2012-13 Adopted
Salary & Benefits						
5103	Hourly	14,843	25,759	21,888	22,471	23,812
5120	Overtime	2	-	-	-	-
5121	O/T Wings Wheels Rotors	-	-	-	200	-
5130	Medicare	215	397	315	326	345
5151	Part-Time Retirement	556	947	825	843	893
Salary & Benefits Total		15,615	27,103	23,028	23,840	25,050
Maintenance & Operations						
5201	Supplies/Division Expense	2,710	860	1,171	2,500	3,100
5375	Wings Wheels & Rotors Supplies	-	-	-	500	-
5337	Fourth of July	34,231	26,615	32,902	33,000	35,000
5207	Travel & Meetings	87	-	-	-	-
5353	Race on the Base	81,734	99,734	121,054	122,450	167,520
5374	50th Anniversary	-	13,271	28,897	-	-
Maintenance & Operations Total		118,763	140,480	184,024	158,450	205,620
Division Total		134,378	167,582	207,052	182,290	230,670

Recreation and Community Services



**City of Los Alamitos
Proposed Capital Equipment Budget
Fiscal Year 2012-13**

Funding Source / Description	Budget
<u>Air Quality (AQMD) Fund - 23</u>	
Police Department Pool Vehicle Replacement - 1 Unit	43,000
Recreation Truck Replacement - 1 Unit	43,000
Air Quality Fund 23 Total	86,000
<u>Asset Seizure Fund - 27</u>	
Police Officer Body Cameras - 12 Units	12,000
Police Officer Rifles - 4 Units	4,500
Police Department Electronics/Digital Evidence	27,200
Police Department Report Writing Room Furniture (Carryover)	2,500
Asset Seizure Fund 27 Total	46,200
<u>Garage Fund - 50</u>	
Police Patrol Vehicle Replacement - 3 Units	96,000
Detective / Undercover Vehicle - 1 Unit	35,000
Public Works Arrowboard/Signal Trucks - 2 Units	60,000
Public Works Mulching Mower - 1 Unit	25,000
Recreation Enclosed Trailer - 1 Unit	5,000
Garage Fund 50 Total	221,000
<u>Technology Replacement Fund - 53</u>	
Replacement Computers/Software	12,000
Online Class Registration Integrated with Schedule	15,000
Technology Replacement Fund 53 Total	27,000
Total Capital Equipment	380,200

City of Los Alamitos
Proposed Capital Improvement Projects
Fiscal Year 2011 - 12 Carryover

Description	Funding Source	Account	Proposed Budget	Projected Ending Balance	Carryover to FY 2012-13
Arterial and Residential Tree Program	Gas Tax Fund	20.570.5501.1201	15,000	15,000	-
	Traffic Improvement Fund	44.570.5501.1201	15,000	15,000	-
Street Marking / Striping	Gas Tax Fund	20.570.5501.1203	7,000	7,000	-
	Traffic Improvement Fund	44.570.5501.1203	3,000	3,000	-
Street Signs Replacement	Gas Tax Fund	20.570.5501.12XX	12,500	-	-
	Traffic Improvement Fund	44.570.5501.12XX	12,500	-	-
Alley Speed Humps	Gas Tax Fund	20.570.5501.12XX	10,000	10,000	-
Concrete Repairs	Traffic Improvement Fund	44.570.5501.1202	30,000	30,000	-
	Traffic Improvement Fund	44.570.5501.1102	20,000	20,000	-
Residential Street Improvements	Gas Tax Fund	20.570.5501.1204	185,000	185,000	-
	Measure M Turnback Fund	26.570.5501.1204	185,000	185,000	-
	Traffic Improvement Fund	44.570.5501.1104	110,000	110,000	-
	Measure M Turnback Fund	26.570.5501.1104	110,000	110,000	-
Katella Medians at Chestnut	Traffic Improvement Fund	44.570.5501.0904	113,120	80,000	-
Corporate Center Dr. / Calle Lee Reconstruction	Measure M	26.570.5501.1105	200,000	-	200,000
ADA Access Ramps	CDBG	19.570.5501.1207	89,888	80,058	8,000
Business Area Street Improvements	Measure M Turnback Fund	26.570.5501.1208	155,000	10,000	138,000
	Traffic Improvement Fund	44.570.5501.1208	155,000	10,000	14,000
	Proposition 1B	18.570.5501.1208	-	-	138,000
Highland Neighborhood Signals	Measure M Turnback Fund	26.570.5501.1209	38,000	10,000	28,000
Alley Improvements Project	Residential Streets/Alleys Fund	24.570.5501.1210	50,000	50,000	-
Coyote Creek Improvement Project	Rivers/Mtns Conservancy Fund	41.570.5502.1109	1,440,000	80,000	1,360,000
Laurel Park Field Renovations	Park Development Fund	40.570.5502.1110	230,000	230,000	-
City Hall Complex Roof Repairs	Building Improvement Fund	25.570.5503.12XX	50,000	5,000	-
City Hall Complex Facility Repairs	Building Improvement Fund	25.570.5503.12XX	25,000	13,000	-
Community Center & Youth Center Rehabilitation	Building Improvement Fund	25.570.5503.1113	42,000	2,000	-
Civic Center Energy Efficiency Improvements	EECBG Grant Fund	30.570.5503.1111	-	22,683	-
Gas Tank Removal	Garage Fund	50.570.5503.12XX	40,000	40,000	-
City Hall Fencing	Building Improvement Fund	25.570.5503.12XX	15,000	2,000	13,000
Fenley Pump Station/Water Quality Improvements	Gas Tax Fund	20.570.5501.12XX	10,000	10,000	-
Total			3,368,008	1,334,741	1,899,000

Capital Improvement Projects Summary by Fund

Fund	Proposed Budget	Projected Ending Balance	Carryover to FY 2012-13
CDBG Fund 19	89,888	80,058	8,000
Gas Tax Fund 20	239,500	227,000	-
Res. Street & Alleys Fund 24	50,000	50,000	-
Building Improvement Fund 25	132,000	22,000	13,000
Measure M Fund 26	688,000	315,000	366,000
EECBG Grant Fund 30	-	22,683	-
Proposition 1B	-	-	138,000
Park Development Fund 40	230,000	230,000	-
Rivers and Mountains Conservancy Fund 41	1,440,000	80,000	1,360,000
Traffic Improvement Fund 44	458,620	268,000	14,000
Garage Fund 50	40,000	40,000	-
Total	3,368,008	1,334,741	1,899,000

City of Los Alamitos
Proposed Capital Improvement Projects
Fiscal Year 2012 - 13

Description	Funding Source	Account	Proposed Budget
Arterial and Residential Tree Program	Gas Tax Fund	20.570.5501.1301	15,000
	Traffic Improvement Fund	44.570.5501.1301	20,000
Street Marking / Striping	Gas Tax Fund	20.570.5501.1303	7,000
	Traffic Improvement Fund	44.570.5501.1303	3,000
Concrete Repairs	Traffic Improvement Fund	44.570.5501.1302	40,000
Residential Street Improvements	Gas Tax Fund	20.570.5501.1304	150,000
	Measure M Turnback Fund	26.570.5501.1304	150,000
Street Signs Replacement	Gas Tax Fund	20.570.5501.1305	10,000
	Traffic Improvement Fund	44.570.5501.1305	10,000
Misc. Crosswalk Improvements	Gas Tax Fund	20.570.5501.1306	5,000
	Traffic Improvement Fund	44.570.5501.1306	5,000
ADA Access Ramps	CDBG	19.570.5501.1307	146,325
	Gas Tax Fund	20.570.5501.1307	28,804
Unfinished Priority 1 Street Calming Projects	Gas Tax Fund	20.570.5501.1308	7,500
	Traffic Improvement Fund	44.570.5501.1308	7,500
Humbolt Street Rehabilitation	Measure M2 Turnback Fund	26.570.5501.1309	125,000
	Proposition 1B Fund	18.570.5501.1309	125,000
Los Vaqueros Circle Street Rehabilitation	Measure M2 Turnback Fund	26.570.5501.1310	30,000
	Proposition 1B Fund	18.570.5501.1310	30,000
Reagan Street Rehabilitation from Catalina to Saualto St.	Measure M2 Turnback Fund	26.570.5501.1311	25,000
	Proposition 1B Fund	18.570.5501.1311	25,000
Two Bus Shelters	Traffic Improvement Fund	44.570.5501.1312	15,450
Museum Roof Repairs	Building Improvement Fund	25.570.5503.1314	50,000
City Hall Complex Facility Repairs	Building Improvement Fund	25.570.5503.1315	25,000
Community Center Rehabilitation	Building Improvement Fund	25.570.5503.1313	40,000
Orville Lewis Park Basketball Court Renovations	Park Development Fund	40.570.5502.1316	8,500
	Building Improvement Fund	25.570.5502.1316	11,500
Pool - Install ADA Accessible Lifts	General Fund Pool CIP Designation	10.2521	17,000
Pool - Autofill Valve Replacement	General Fund Pool CIP Designation	10.2521	5,000
Pool - Lighting Repairs and Upgrades	General Fund Pool CIP Designation	10.2521	30,000
Pool - Deck Repair	General Fund Pool CIP Designation	10.2521	50,000
Pool - Overflow Skimmers Drains Replacement	General Fund Pool CIP Designation	10.2521	5,000
Total			1,222,579

Capital Improvement Projects Summary by Fund

Fund	Proposed Budget
CDBG Fund 19	146,325
Gas Tax Fund 20	223,304
Building Improvement Fund 25	126,500
Measure M Fund 26	330,000
Proposition 1B Fund 18	180,000
Park Development Fund 40	8,500
Traffic Improvement Fund 44	100,950
General Fund - Pool CIP Designation	107,000
Total	1,222,579

Arterial and Residential Tree Program

Project Description:

This project provides for the purchase, Citywide planting, and maintenance of arterial street trees throughout the City. Dead and/or diseased trees are replaced. New trees are planted when requested by citizens or as the survey reveals.

Project Location:



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 230,000	35,000	30,000	35,000	30,000	35,000	30,000	35,000
Construction Management	\$ -							
Total Construction	\$ 230,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Gas Tax	\$ 105,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Traffic Improvement	\$ 125,000	20,000	15,000	20,000	15,000	20,000	15,000	20,000
Total Funding	\$ 230,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000	\$ 30,000	\$ 35,000

Street Marking/Striping

Project Description:

This project provides for the replacement of street and painted roadway markings. Street markings such as stop sign bars and road striping are an essential element of traffic safety.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 70,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Construction Management	\$ -							
Total Construction	\$ 70,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Gas Tax	\$ 49,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Traffic Fund	\$ 21,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Total Funding	\$ 70,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Concrete Repairs (Sidewalks, Curbs, Gutters, Ramps)

Project Description:

This project provides for repair and replacement of public sidewalks, curbs, and gutters that have failed due to vegetative displacement or age.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 280,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Construction Management	\$ -							
Total Construction	\$ 280,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Traffic Improvement	\$ 280,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total Funding	\$ 280,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000

Residential Street Improvements

Project Description:

This project provides for construction of street improvements via slurry sealing and pavement overlay and repairs to residential streets throughout the City in accordance with the City's adopted Pavement Management Program. The FY 2011-12 project will involve an asphalt overlay of residential streets as determined by the city wide Pavement Management Program.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ Design	\$ 120,000	30,000	15,000	15,000	15,000	15,000	15,000	15,000
Right-of-Way	\$ -							
Construction	\$ 1,000,000	250,000	125,000	125,000	125,000	125,000	125,000	125,000
Construction Management	\$ 80,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000
Total Construction	\$ 1,200,000	\$ 300,000	\$ 150,000					

Funding Sources	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Measure M Turnback	\$ 600,000	150,000	75,000	75,000	75,000	75,000	75,000	75,000
Gas Tax	\$ 600,000	150,000	75,000	75,000	75,000	75,000	75,000	75,000
Traffic Improvement Fund	\$ -							
Total Funding	\$ 1,200,000	\$ 300,000	\$ 150,000					

Replacement of Street Signs

Project Description:

Replacement of new street signs.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 60,000	20,000	20,000	20,000				
Construction Management	\$ -							
Total Construction	\$ 60,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Gas Tax	\$ 30,000	10,000	10,000	10,000				
Traffic Fund	30,000	10,000	10,000	10,000				
Total Funding	\$ 60,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -

Miscellaneous Crosswalk Improvements

Project Description:

Update Crosswalks throughout the City.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 40,000	10,000	10,000	10,000	10,000			
Construction Management	\$ -							
Total Construction	\$ 40,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Gas Tax	\$ 20,000	5,000	5,000	5,000	5,000			
Traffic Fund	20,000	5,000	5,000	5,000	5,000			
Total Funding	\$ 40,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -

Handicapped Access Ramps

Project Description:

Project Replace/upgrade ADA Accessibility Ramps (Old Town East and West) - This tract currently has 49 handicap ramps that do not meet the current ADA specification This project would provide ramps for those corners that are lacking and bring existing ramps up to current standards in order to comply with state and federal guidelines. The project also replaces sidewalk and curb and gutters where necessary.

Project Location:

Apartment Row, Old Town East and West



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ Design	\$ 10,000	10,000						
Right-of-Way	\$ -							
Construction	\$ 155,129	155,129						
Construction Management	\$ 10,000	10,000						
Total Construction	\$ 175,129	\$ 175,129	\$ -					

Funding Sources	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
CDBG Grant	\$ 146,325	146,325						
Gas Tax Fund	\$ 28,804	28,804						
	\$ -							
Total Funding	\$ 175,129	\$ 175,129	\$ -					

Unfinished Priority One Traffic Calming

Project Description:

Red curb painting of unfinished priority one project that were part of the 2005 Traffic Calming Study.

Project Location:

Citywide



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 15,000	15,000						
Construction Management	\$ -							
Total Construction	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Gas Tax	\$ 7,500	7,500						
Traffic Fund	7,500	7,500						
Total Funding	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Humboldt Drive, Los Vaqueros Circle and Reagan Street Improv

Project Description:

Project provides for the rehab of the roadway section to improve structural integrity and provide long term stability. This project will be combined with the Cerritos Avenue project designed last year and bid as one project.

Project Location:



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs								
Design/Environmental	30,000	30,000						
Right-of-Way	-							
Construction	310,000	310,000						
Construction Management	20,000	20,000						
Total Construction	\$ 360,000	\$ 360,000	\$ -					

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Measure M2 Turnback	180,000	180,000						
Proposition 1B Fund	180,000	180,000			-	-	-	-
	-							
Total Funding	\$ 360,000	\$ 360,000	\$ -					

Two Bus Shelters

Project Description:

This project provides for the installation of two Bus Shelters. One in front of the Los Alamitos Medical Center on Katella Ave. between Cherry St. and Kaylor Ave. and the other at Katella Ave between Lexington Dr. and Satatoga Dr.

Project Location:



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 15,450	15,450						
Construction Management	\$ -							
Total Construction	\$ 15,450	\$ 15,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Traffic Improvement	\$ 15,450	15,450						
Total Funding	\$ 15,450	\$ 15,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Museum Roof Repairs

Project Description:

Combine funds from last years project and replace the Museum Roof.

Project Location:



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 50,000	50,000						
Construction Management	\$ -							
Total Construction	\$ 50,000	\$ 50,000	\$ -					

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Building Improvement Fund	\$ 50,000	50,000						
	-							
Total Funding	\$ 50,000	\$ 50,000	\$ -					

City Hall Complex Facility Repairs

Project Description:

General building repairs, painting, plumbing, electrical. The last few years repairs have been scaled back to a minimum due to budget. Unfortunately, the buildings are in disrepair. Repairs need to be made now.

Project Location:



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs								
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 25,000	25,000						
Construction Management	\$ -							
Total Construction	\$ 25,000	\$ 25,000	\$ -					

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Building Improvement Fund	\$ 25,000	25,000						
Total Funding	\$ 25,000	\$ 25,000	\$ -					

Community Center Facilities Repair

Project Description:

General building repairs, painting, plumbing, electrical. The last few years repairs have been scaled back to a minimum due to budget. Unfortunately, the buildings are in disrepair. Repairs need to be made now.

Project Location:



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs								
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 40,000	40,000						
Construction Management	\$ -							
Total Construction	\$ 40,000	\$ 40,000	\$ -					

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Building Improvement Fund	\$ 40,000	40,000						
Total Funding	\$ 40,000	\$ 40,000	\$ -					

Orville Lewis Park Basketball Court Renovations

Project Description:

Grind and repave the Orville Lewis basketball court.

Project Location:



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 20,000	20,000						
Construction Management	\$ -							
Total Construction	\$ 20,000	\$ 20,000	\$ -					

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Park Development	\$ 8,500	8,500						
Building Improvement	\$ 11,500	11,500						
Total Funding	\$ 20,000	\$ 20,000	\$ -					

Community Pool

Project Description:

Install two ADA Accessible Lifts	Install
Autofill Valve Replacement	Install
Lighting Repairs and Upgrades	Pool Deck
Repair	Overflow Skimmers
Drain Replacement	

Project Location:



Project Cost	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
Construction Costs	\$ -							
Preliminary Eng/Environ	\$ -							
Design	\$ -							
Right-of-Way	\$ -							
Construction	\$ 107,000	107,000						
Construction Management	\$ -							
Total Construction	\$ 107,000	\$ 107,000	\$ -					

Funding Source	Seven Year							
	Total	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19
General Fund Pool CIP Designation	\$ 107,000	107,000						
	\$ -							
Total Funding	\$ 107,000	\$ 107,000	\$ -					