

The City of Pismo Beach

FY 2010 and FY 2011

Adopted Municipal Budget

CITY OF PISMO BEACH

CITY COUNCIL

Mary Ann Reiss, Mayor

Shelly Higginbotham, Mayor Pro-Tempore

Council Members

Ted Ehring **Edward Waage** **Kris Vardas**

CITY STAFF

City Manager	**Kevin Rice**
City Attorney	**Dave Fleishman**
City Clerk	**Emily Colborn**
Administrative Services Director	**George Edes**
Public Works Director/City Engineer	**Dwayne Chisam**
Community Development Director	**Randy Bloom**
Police Chief	**Jeff Norton**
Fire Chief	**Matt Jenkins**
Accounting Manager	**Susan West-Jones**

Table of Contents

Description **Page**

BUDGET MESSAGE **3**

INTRODUCTION **9**

GANN LIMIT CALCULATIONS **11**

FISCAL POLICY **13**

BUDGET SUMMARIES 15
BUDGET OVERVIEW AND SUMMARY 16
GENERAL FUND BUDGET SUMMARY 2009-2010 AND 2010-2011 18
REVENUE/EXPENDITURE DETAIL 21
GENERAL FUND REVENUES BY TYPE-CHART 21
GENERAL FUND EXPENDITURES BY DEPARTMENT-CHART 23
GENERAL FUND EXPENDITURES BY OBJECT-OF-EXPENSE CATEGORY-CHART 24
COMPARATIVE GENERAL FUND ACCOUNT EXPENDITURE 25
ADOPTED FUNDING OF ABOVE BASE REQUESTS: FY 2010-2011 27
DEFERRED OR NOT RECOMMENDED ABOVE BASE REQUESTS 28
SUMMARY OF ADOPTED CUTS TO GENERAL FUND FY 2010 & FY 2011 29
THE CAPITAL IMPROVEMENT PROGRAM 31
OPERATING BUDGET DETAIL 33
ADMINISTRATION 36
CITY COUNCIL 36
LEGAL SERVICES 41
ADMINISTRATION (CITY MANAGER/CITY CLERK, HUMAN RESOURCES & CVB) 44
ADMINISTRATION (City Manager/City Clerk, Human Resources & CVB) 45
CITY MANAGER/CITY CLERK DEPARTMENTS 46
HUMAN RESOURCES 50
CONFERENCE & VISITORS BUREAU 53
ADMINISTRATIVE SERVICES 57
NON-DEPARTMENTAL 61
PUBLIC WORKS *63*
PUBLIC WORKS BASE BUDGET PERSONNEL ALLOCATION BY ACTIVITY 63
ENGINEERING SERVICES 65
STREETS & GOVERNMENT BUILDINGS MAINTENANCE 69
PARKS MAINTENANCE 73
COMMUNITY DEVELOPMENT *77*
BUILDING INSPECTION 79
PLANNING 85
RECREATION – CITY & FEE SUPPORTED 89
PUBLIC SAFETY *93*
POLICE 93
FIRE 97
FIRE OPERATIONS 101
WEED ABATEMENT 103
LIFEGUARDS 105
CAPITAL IMPROVEMENT PROJECTS *107*
ENTERPRISE AND RELATED FUNDS 111
COMBINING WATER FUNDS 113
WATER *115*
WATER ENTERPRISE FUND - Operations 116
WATER ENTERPRISE FUND - Billing 119

WATER TAX FUND 121
COMBINING WASTEWATER FUNDS 123
WASTEWATER *125*
OPERATIONS 126
BILLING 129
WASTEWATER EXPANSION FUND 130
PIER ENTERPRISE FUND *131*
MOTOR VEHICLE OPERATIONS & REPLACEMENT *133*
PARKING ENTERPRISE FUND *137*
OTHER FUNDS 141
GAS TAX FUND 142
LOCAL TRANSIT FUND 143
LOCAL TRANSPORTATION FUND-STREET CONSTRUCTION 144
CIRCULATION FUND-STREET CONSTRUCTION 145
IMPACT FEE FUND 146
DEVELOPER IMPACT FEE FUND 147
PARK DEVELOPMENT FUND 148
HOUSING IN LIEU FUND 149
POLICE GRANT FUND 150
COMBINING REDEVELOPMENT AGENCY FUNDS 151
REDEVELOPMENT AGENCY FUND 153
RDA LOW AND MODERATE HOUSING FUND 154
APPENDICES 155
FISCAL YEAR 2009-2011 RECOMMENDED ABOVE BASE REQUESTS 157
RESOLUTIONS 159
PERSONNEL INFORMATION 171
GENERAL FUND REVENUE TRENDS 175
DEBT SERVICE 177
CHANGES IN AVAILABLE BALANCE 179
COMPARATIVE STAFFING 183
BUDGET GLOSSARY 185

BUDGET MESSAGE

July 31, 2009

Presented herein is the adopted City of Pismo Beach budget for the next two fiscal years – FY 10 and FY 11. The budget document includes all City funds plus funds of the Pismo Beach Redevelopment Agency, Public Finance Authority and the Public Facilities Corporation.

Fiscal Policy

In preparing this budget, staff took its primary direction from the guidelines established in the *City of Pismo Beach Fiscal Policy* that was adopted by Resolution R-98-49 and is included on page 13 of this budget. Council members and members of the public are urged to read the Fiscal Policy, as it provides the context within which all budget decisions should be considered.

Introduction

The goals for the FY 10 and FY 11 budget period are to have a fiscally sound two-year budget, maintain reserves, maintain current service levels, finance the operational costs associated with providing public safety services, address critical capital projects including the improvement of all City streets, adopt a Housing element for the General Plan as required by the State, and a comprehensive update of the City's General Plan.

As in past years, departments were provided target funding levels for FY 10 and FY 11 that were based on projected revenues. The second year of the two-year budget has been developed from the first year's funding and revenue levels, with minimal changes.

This budget document is a comprehensive financial document that accounts for historical transactions and events, and compares the previous year's estimated expenditures, and the adopted budgets for FY 10 and FY 11. The FY 09 adopted budget, as presented in the ensuing departmental pages, reflects budget amendments approved since July 2008, as well as open encumbrances rolled-over from the preceding fiscal year.

Budget Format

On June 16, 2009 the City Council of Pismo Beach adopted its fifth two-year budget. A primary reason the City converted to a two-year budget format in June 2001 was the result of some uncertainties in the statewide economic forecast. The two-year budget forces the City to look beyond the current year and attempt to alleviate any shortfalls that may occur in the future. The two-year budget also saves time and energy of the staff as well as money. The two-year budget, as it stands, is in reality two distinct "one-year" budgets: one for fiscal year FY 10, which runs from July 1, 2009 through June 30, 2010; and then one for fiscal year FY 11, which runs from July

1, 2010 to June 30, 2011. As has been the practice in prior two-year budgets, a mid-cycle budget review will be held shortly after the end of the first year (FY 10) to determine if any significant changes in circumstances have occurred over the past twelve months that would warrant changes in the amounts originally budgeted for the second year (FY 11). During the mid-cycle budget review, of particular interest will be any deviations in budget projections such as possible increases or decreases in revenues, or possible increases or decreases in base expenses, or changes in the economy, or new State or Federal mandates.

As in prior years, narrative descriptions of each budget activity are presented along with highlights of current year (FY 2009) work program accomplishments and highlights of work programs included in the budgets for the next two years. For each budget activity, line item information is presented in summary form by object-of-expense category, followed by work program details for the current year and for each of the next two years combined which is all preceded by a description of the activity.

Workload information for each department is provided to the City Council in activity reports throughout the year. Reference to the most recent activity reports is recommended should there be workload questions.

An *Introduction* providing background information about Pismo Beach's municipal government, the budget process, budget goals and the City's accounting system begin on page 9.

Budget Approach and Options

Balanced budgets are adopted for every fund for both years. For the major operating funds – the general fund, water and wastewater enterprise funds and the motor vehicle operations fund – the adopted base budgets continue current operations at the same level as in FY 2009.

"Base" operating budgets allow for:

1. The same staffing levels as adopted in FY 2009
2. The same level of supplies, materials and services purchases as in prior years, increased to account for known price increases
3. Replacement, in-kind, of capital equipment.

The City Council approved several additions to the base operating budgets and a number of capital improvement projects. Sufficient revenues and/or uncommitted fund balances were available in each fund to cover the costs of the approved additions to the base budget and the approved capital improvement projects.

Because of ongoing funding limitations, the limited availability of staff time to manage and administer new programs and projects and a concern for financial stability in future years, not all proposed additions to the base budget, and not all projects identified in the Capital Improvement Plan could be included in the FY 10 and FY 11 budgets.

General Fund

At the time of budget adoption in June 2009, staff's current estimate was that the general fund would close the FY 09 fiscal year with an uncommitted balance of $1.7 million in excess of the current general reserve, and in excess of other designated reserves. The unallocated balance represents uncommitted amounts carried over from fiscal year FY 08 plus the estimated excess of revenues over expenditures for fiscal year FY 09.

In summary, the adopted general fund budget appears on the next page.

	On-going Operating	One-time Operating	Total
Adopted **FY 10**			
Funds Available			
Estimated Beginning Balance		1,704,109	1,704,109
Operating Budget Revenue	14,654,734		14,654,734
One-Time Operating Budget Revenue - COPS Grant		100,000	100,000
Gas Tax Transfer		140,000	140,000
Total available funds 2010	14,654,734	1,944,109	16,598,843
Recommended use of funds			
On-Going Base	14,505,335		14,505,335
One-Time Base - Positions Funded by COPS Grant		100,000	100,000
Above Base On-Going	2,300		2,300
Above Base One Time		190,712	190,712
OPEB Contributions	300,000		300,000
Capital Improvements		435,000	435,000
Prior Year CIP Rebudgeted		(478,965)	(478,965)
Total recommended use of funds 2010	14,807,635	246,747	15,054,382
Remaining for other costs, programs, projects in FY 11	**(152,901)**	**1,697,363**	**$ 1,544,462**
FY 11			
Estimated Beginning Balance		1,544,462	1,544,462
Operating Budget Revenue	14,718,734		14,718,734
One-Time Operating Revenue - COPS		100,000	100,000
Gas Tax Transfer		140,000	140,000
Total available funds 2011	14,718,734	1,784,462	16,503,196
Recommended use of funds			
On-Going Base	14,681,306		14,681,306
One-Time Base - Positions Funded by COPS Grant		100,000	100,000
Above Base On-Going and One Time	2,300	1,041	3,341
OPEB Contributions	300,000		300,000
Capital Improvements		185,000	185,000
Total recommended use of funds 2011	14,983,606	286,041	15,269,647
Available for other costs, programs, projects in FY 11, or for susequent Fiscal Years	**(264,872)**	**1,498,421**	**$ 1,233,549**

Regarding the above summary, it is important to note the distinction between “one-time” budget items and “ongoing” budget items. “One-time” sources of funds will not be available for expenditure in future budget years. “Ongoing” funding sources generally can be relied upon to continue in future years.

“One-time” uses of funds do not create ongoing annual budget expenses for the City. Such expenditures are for projects or programs that are completed within the fiscal year. While there may be some future maintenance costs for some of these items, such on-going costs are relatively minor when measured against the general fund as a whole. On the other hand, “on-going” uses of funds involve continuing, significant expenditures in future years. The most obvious example is the addition of a new employee. Salary, benefits, and support costs, such as training and equipment, will affect every future budget for as long as the new position remains in the budget.

In view of the current and projected economic conditions, care has been taken to avoid new expenditures that might overload subsequent budgets in this period of declining or flat budget revenues, especially in the General Fund.

While most of the capital improvement projects funded by the general fund will not create on-going expenditure commitments, some projects funded from other sources will have that effect –

particularly new parks (as compared to improvement of existing parks) and new public buildings. On the other hand, many of the recommended capital improvement projects, especially street maintenance and park rehabilitation projects, should help control future costs by minimizing the need for emergency repairs.

General Fund Reserve

The City's adopted Fiscal Policy, which is included on pages 13 and 14, calls for maintaining a reserve equal to 20% of the general fund operating cost budget. The reserve will be approximately $3.15 million at the end of FY 11.

Base General Fund Expenditures

Year-to-year comparison of adopted and general fund operating budgets (exclusive of capital projects) is as follows:

Budget FY 09	Base Budget FY 10	Base Budget FY 11
$14,462,000	$14,605,335 -an increase of 1% from prior year (FY 09)	$14,781,306 -an increase of 1.2% from prior year (FY 10)

The difference between FY 2009 and FY 2010 is minimal, just 1%. The increase from FY 10 and FY 11 is less than 2%. The difference is related to increased costs for operating items.

Fot the next two years, FY 10 and FY 11, the total number of authorized positions is the sames as for the prior two years, FY 08 and FY 09. Increases in salary and benefit accounts in specific departments are due entirely to projected merit step pay increases for employees below top step, and for known changes in benefit status for current employees.

Total base general fund employee service accounts increase about 1.85% from FY 2009 to FY 2010 – from $8,387,751 to $8,542,614. Total base general fund employee service accounts increase about .8% from FY 2010 to FY 2011 – from $8,542,614 to $8,610,835.

With respect to **Vehicle Maintenance** and **Vehicle Replacement** accounts, there are no new additions to the City's vehicle fleet in the adopted budget. Six vehicles will be replaced in the fleet. Budget changes for vehicle maintenance and operating costs and for contributions to the vehicle replacement fund are based on actual maintenance experience and on revised replacement schedules. Vehicle maintenance expenses for all funds are budgeted at $406,907 for both FY 10 and FY 11, and vehicle replacement contributions have increased by about $65,699 (from $255,873 to $321,572), respectively.

Narratives presented for each budget activity compare base budget expenditures for items unique to that budget activity. Changes in employee services accounts and in vehicle operations and replacement accounts are not on a department-by-department basis since the only changes are those described in the preceding two paragraphs.

General Fund Capital Improvements

The specific capital improvement projects adopted as additions to the base budget are listed on page 106 and 107 as part of the overall capital improvements budget, including projects in all City funds. Brief project descriptions are provided on the above base justification pages.

Above Base Items

Above base expenditure items were minimal in this two-year budget due to decreased budget revenues. A complete list of above base items for each year is included in the Appendix on page 155.

General Fund Revenue

Overall, general fund revenue for FY 09 currently is estimated to be $15,436,000 which is down 3.5% (or $554,000) from FY 08 actual of $15,990,000. It is anticipated tht revenues will decrease again for FY 10 to $14,894,734, then increase slightly to $14,958,734 for FY 11

Transient Occupancy Tax (TOT)

The TOT revenue budget for FY 09 was $6.0 million. Actual revenues came in at $5,906,839. Considering the current economic conditions, FY 10 and FY 11 TOT revenue budgets are constant at $5.9 million.

Sales Tax and Half Cent Sales Transaction Tax

Excluding the half-cent sales tax approved by voters in 2008, the Sales Tax revenue budget for FY 09 was $2,328,000. Actual FY 09 Sales Tax revenues were $2,216,329 – some 4.8% below budget. Taking the recent declining trend for Sales Tax revenues into account, the budget for Sales Tax revenues was set at $2,175,000 for each FY 10 and FY 11 - a drop of some $41,000 from FY 09 actuals.

The Half Cent Sales Tax was approved by the voters in June 2008 and became effective on October 1, 2008. At the mid-cycle budget review in August 2008, the Half-Cent Sales Tax revenue for the balance of FY 09 was set at $500,000. Actual revenues for FY 09 came in at $596,936 or 19.4% higher than budgeted. To remain conservative, the Half-Cent Sales Tax revenues for FY 10 and FY 11 are budgeted at $800,000 for each year

Property Tax

Property Tax revenues for FY 09 were budgeted at $3,716,720, but actual revenues of $3,910,044 were higher than budgeted by 5.2% or $193,324. The approved Property Tax revenues budgeted are $3,843,000 for FY 10, and $3,907,000 for FY 11.

Other Funds

Detailed budgets for funds other than the general fund are presented in the narrative formats similar to the general fund. Budgets for the Enterprise funds (water and wastewater utilities, pier operations and maintenance, parking enterprise, and motor vehicle operations and replacement), are presented on the pages immediately following the general fund departments. Other City funds, primarily special revenue and capital projects funds are then presented. The budget concludes with presentation of the Redevelopment Agency budget that includes both the RDA project fund and housing set-aside fund.

Carryover Capital Improvement Projects

In calculating year-end fund balances, staff assumed that each capital improvement project budgeted in FY 09 will either be completed by June 30, 2009 or that City funds allocated for the projects will be transferred to the appropriate construction fund or project, or carried forward at fiscal year end. Many projects have been completed, several have begun with contract encumbrances and expenditures recorded against them, and others have been delayed without any expenditure. By completing transfers to the construction funds for those projects that are underway, the amounts allocated from the general fund or other funds will be secured and reserved to pay for the specific projects. Uncommitted project budget amounts for projects not yet under way will be carried forward in the fund from which the project is being financed. Ultimately, the City Council maintains control of expenditures by virtue of the requirement that all construction contracts and all professional services contracts in excess of $25,000 be approved by Council.

Contributions to Outside Agencies

Each year during the budget process the City receives funding requests from outside agencies. During the budget workshops in June 2009, the City Council allocated a fixed dollar amount to the outside agencies totaling $46,241. In fiscal year FY-10 the City Council provided funding to the outside agencies as follows:

Association of Amputee Surfers	$ 2,000
Destination Imagination	$ 5,000
Economic Vitality Corporation	$ 5,000
Five Cities Meals on Wheels	$4,000
EOC-Senior Health Screening Program	$1,500
EOC-Forty Wonderful Project	$1,500
EOC-Homeless Shelter (Maxine Lewis Memorial Shelter	$2,200
Basin Street Regulars - Jubliee by the Sea	$5,000
Red Cross	$3,500
Central Coast Spay Shuttle	$3,500
SLO County Hotline 211	$3,000
SLO County Housing Trust Fund	$2,000
SLO Green Build	$1,500
SLO International Film Festival	$2,000
ECO-SLO	$1,500
Homeless Program	$1,041
People's Self-Help Housing	$500
Casa Solano	$1,500
Grand Total	**$46,241**

Acknowledgements

Staff from all City departments provided valuable inputs into the preparation of this two-year budget for FY 10 and FY 11. In this process, staff worked to protect the City's fiscal integrity, and to serve the best interests of the people and community of Pismo Beach. The staff of the Administrative Services Department and City Manager's office assisted all departments by providing training, information, guidance, and reminders of critical deadlines throughout the budget preparation process, and also worked to assist the City Council and the public during deliberations on the budget.

Respectfully,

Kevin Rice
City Manager

INTRODUCTION

The City of Pismo Beach is a full service, general law city with a resident population of about 8,603 located along six miles of the Pacific Ocean in San Luis Obispo County, midway between Los Angeles and San Francisco. The City's commercial base is primarily tourism-oriented, with beautiful sand beaches and a significant number of hotels, motels and restaurants. The largest source of revenue for the City is the Transient Occupancy Tax.

Municipal Government

Pismo Beach has a Council-Manager form of government. The City Council is comprised of a Mayor directly elected for a two-year term, and four Council Members generally elected to staggered four-year terms. The City Manager is responsible for the administration of City affairs, and is assisted by an administrative team, which includes the City Attorney (who is a contract Attorney) and department heads for Administrative Services, City Clerk, Public Works, Community Development, Police and Fire.

Budget Process

The budget process begins with each department head submitting budget requests to the Administrative Services Department. These requests begin with a base budget, which includes the same level of staffing, supplies, materials and services previously budgeted as base, increased only to account for known price increases and known salary and benefit improvements. The base budget also allows for replacement, in-kind, of capital equipment. Any requests over the prior year's base must include justification for the increase. Department heads then meet with the City Manager to review all budget requests and to select the above base items that will be recommended to the City Council for inclusion in the budget.

The Administrative Services Department prepares revenue projections for the budget years and reviews these projections with the City Manager. Most revenues are not subject to direct City control. Sales and Transient Occupancy Tax are subject to economic cycles of businesses within the community, and are also affected by weather. Property Tax revenue varies with real estate sales and building activity within the community, as do charges for services in the Public Works and Community Development Departments.

The Administrative Services Department prepares the personnel salary and benefit budget estimates as determined by current bargaining units and Council adopted resolutions which identify the current staffing levels approved for all City departments. The personnel budgets are reviewed with each Department Head to make sure the number of positions are budgeted accordingly and accounted for correctly.

The Administrative Services Department prepares a draft budget document, which is reviewed by all department heads and the City Manager, and then submitted to the City Council. The City Council holds several budget workshops and public hearings before adopting the budget prior to July 1, the first day of the new fiscal year.

After the Council approves the budget, it has been general practice that during the year, Department Heads may transfer appropriations between maintenance and operations line

items within their departments. However, the number of authorized personnel cannot be increased, and appropriations for employee services and capital outlay cannot be transferred to operations except with City Council approval. The City Manager may transfer appropriations between departments so long as total appropriations within a fund are not increased. Total appropriations within a fund may be increased only with Council approval. After proper approval, any such changes would be recorded as revisions to the budget.

Budget Goals

The budget goals are to maintain a balanced budget with revenues exceeding or equal to expenditures for all ongoing operations. Unreserved fund balances are to be used only for capital outlay or other non-recurring items. The City has adopted a Fiscal Policy which includes maintaining a General Fund Reserve of 20% of budgeted annual operating expenditures. This goal was attained in FY 05. The Council has also adopted a policy of appropriating 1% as a contingency reserve. This budget proposes maintaining the General Fund Reserve at 20% of expenditures, and maintaining the 1% Contingency Reserve.

Accounting Basis

The City's governmental funds are maintained on the modified accrual basis of accounting in which revenues are recognized in the accounting period they become measurable and available. Expenditures are recognized in the period in which the liability is incurred, if measurable, except non-matured principal and interest in general obligation debt which is recognized when due.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned and become measurable; expenses are recognized when they are incurred if measurable.

The budget document is presented on the same basis, with the exception of long-term assets and debts, which are shown on a cash basis.

Constitutional Spending Limits

Article XIII (B) of the California Constitution provides that the City's annual appropriations from taxes be subject to certain State limitations. This appropriations limit is often referred to as the Gann Limit, which is calculated each year, and established by a resolution of the City Council.

To calculate the Gann spending limit, the prior year's limit ($19,570,144) is adjusted by the growth factor of the California Per Capita Personal Income, and by the change in the population within the City of Pismo Beach. The City's tax-based revenues for FY 10 have been estimated to be $13,096,264, which is $6,725,683 less than the new appropriation limit. Therefore, the Budget for FY 2009-10 is comfortably in compliance with Article XIII (B) of the California Constitution.

As shown on the table on the following page, the result of applying these adjustments to the $19,570,144 Gann Limit for FY 09 is a new Gann Limit of $19,821,947 for FY 10

GANN LIMIT CALCULATIONS

FISCAL YEAR FY 10

APPROPRIATION LIMIT

FY 08 Appropriation Limit	$		19,570,144
Population Factor – Pismo Beach	X		1.0066256
SUBTOTAL	$		19,699,808
Per Capita Personal Income Factor	X		1.0062
FY 10 APPROPRIATION LIMIT	$		19,821,947
FY 10 Appropriations Subject to Limit		$	13,096,264

This page was intentionally left blank

FISCAL POLICY

(Resolution R-98-49)

A Fiscal Policy is an adopted guideline, which establishes goals for the allocation of public resources in the manner best, suited to the efficient provision of services to citizens and visitors present within the City. While not all of the goals may be achievable in the current year, the existence of such goals will serve to guide the City Council in its decision-making.

The City of Pismo Beach has forged its fiscal policy out of the experiences of the early 1990's, when expenditures grew considerably beyond the City's revenue capability. This resulted in extensive lay-offs and service reductions throughout the municipal government. It is recognized that maintaining adequate cash reserves and providing on-going maintenance of infrastructure and buildings are vital to sound fiscal management. The philosophy of this fiscal policy incorporates these goals.

RESERVES

- Establish and maintain a general fund reserve of 20% of budgeted expenditures in the general fund.
- Maintain a contingency reserve of 1% of budgeted general fund expenditures to be used for emergencies and other unanticipated expenditures at the direction of City Council
- Establish realistic levels of contribution to the motor vehicle replacement fund.

FISCAL MANAGEMENT

- Maintain safety and liquidity while maximizing investment revenue.
- Annually consider reduction of long-term debt as a use of revenues.
- Establish the level of cost recovery desired from various fees for services.
- Review fees annually, establish actual costs and adjust and establish new fees as needed.

INFRASTRUCTURE

- Contribute from the general fund annually for the improvement of infrastructure.

NEW SERVICES

- Add new services only when a need has been identified and when adequate resources for staffing and funding are demonstrably available in multi-year financial plans.

PUBLIC SAFETY

- Provide funding to maintain adequate levels of safety for citizens and visitors of Pismo Beach.

WATER AND SEWER FUNDS

- Maintain adequate reserve funds for the construction and replacement of major capital facilities of the water and sewer funds by setting rates at levels sufficient to provide the necessary funding.

FACILITIES

- Plan for new facilities only if operating and maintenance costs for those facilities are fully recognized and taken into account in multi-year financial plans.
- Provide adequate routine maintenance each year to avoid the higher cost of deferred maintenance

OPERATIONAL EFFICIENCIES

- Provide City services in the most cost-effective manner.
- Provide staffing levels that allow employees to respond promptly to service requests from the public.
- Utilize consultants and temporary help for special projects or peak workload periods.
- Utilize community expertise on a voluntary basis as appropriate.
- Ensure that fee-supported services are staffed appropriately to render the services for which customers have paid.
- Work through regional agencies to share costs for local programs whenever possible.

EMPLOYEE DEVELOPMENT

- Attract and retain competent employees for the City work force by compensating employees fairly, providing adequate training opportunities, ensuring safe working conditions, and maintaining a professional work environment.

ECONOMIC DEVELOPMENT

- Achieve organized, sustainable community development for the citizens of Pismo Beach by providing a diverse economic base while preserving our scenic beauty, small town charm and historical assets.

BUDGET SUMMARIES

BUDGET OVERVIEW AND SUMMARY

Priorities, guidelines, revenues, expenditures and CIP

Introduction
This overview and summary of the adopted FY 2009-10 and FY 2010-11 budget presents the underlying priorities and guidelines used to develop the adopted budget, as well as a summary recap of operating revenues, expenditures and the capital improvement program. For purposes of review, the following information is included within this overview:

- Council priorities and budget guidelines
- General budget overview
- Revenue / expenditure detail
- Summary of "above base" requests
- Next steps.

Attached to this report is a series of spreadsheets, organized by department, that provide the detailed expenditures – by category – contained in each department's base budget.

Beyond this report is the detailed budget information, presented by department, as outlined in the Operating Budget Detail. This information is contained in the remaining pages of this document.

Council Priorities and Budget Guidelines
In February 2009, the Council and City Manager held a special session to develop Goals and Objectives for the City in a team-building forum. In support of these City Council goals Department goals were developed and presented to the Council and the Community at a Special Workshop in March 2009. During the workshop the City Council prioritized the suggested goals in order to help guide staff in the development of the upcoming two-year work program and budget. The adopted goals are presented below and in the department sections of this budget document.

Short-term Goals:

- Fiscally sound 2-year budget which reflects current economic circumstances.
- Housing Element for the General Plan as required by the State.
- Vacation Rental ordinance
- Shell Beach Commercial Streetscape Plan completed and approved.
- Clean up debris on Pismo Creek
- Develop rigorous constraints analysis for Price Canyon annexation.
- Complete approved projects Ira Lease, Dinosaur Caves and Spyglass Parks.
- Acquire funding and complete construction of Promenade IV

Mid-term Goals:

- Acquire funding to complete the Bluff Protection Study and implement engineering solutions with phased approach, initially emphasizing Shell Beach Road.
- Update General Plan with a phased approach to address Land Use and Circulation elements.
- Sustain City street paving program and repair storm drains and related infrastructure.

- Secure funding to complete the Ocean Water Quality Study and resources to implement the recommendations. Collaborate with regional interests to address water quality issues in the bay.
- Implement State required Storm Water Management plan.
- Create workforce housing
- Complete 2010 urban water management plan to include reclaimed water, local ground water resources, enhancements to State water supplies and possible raising of Lopez dam.
- Update City's Sign Ordinance.

Long-term Goals:

- Conduct an engineering study of Old City Hall building to assist in determining future use.
- Develop options for additional City parking.
- Develop public art program for dedicated funding from new public and private projects.
- Evaluate compliance with State seismic requirements for unreinforced masonry buildings and take corrective action if needed.
- Continue to work with PG&E to underground utilities
- Start project planning for Ventana Fire Station
- Review and complete master planning of existing parks.

In developing the two-year adopted budget, staff has incorporated the following fiscal guidelines:

- Maintain 20% General Fund Reserve
- Designation of 1% of the General Fund operating budget to contingency
- Cut 5% of on-going operating expenses in the General Fund
- Conservative revenue estimates for both fiscal years
- Allocation of $385,000 from the General Fund to the Capital Improvement Program in FY 2011
- Provide a balanced budget
- Closely monitoring current and future revenues and expenditure trends

In addition to reflecting these goals and fiscal guidelines in the adopted budget before you, staff has taken the additional step of monitoring closely not only our current and future revenue / expenditure trends, but more specifically, a tracking of "ongoing revenues against ongoing expenditures", with one-time monies available only to address one-time needs.

GENERAL FUND BUDGET SUMMARY 2009-2010 AND 2010-2011

The table on the following page presents a summary of the general fund budget. As indicated therein, the following observations are made:

- For Fiscal Year 2009-10:
  - Ongoing operating revenues available for programming amount to $14.8 million with another roughly $1.8 million available for one-time needs
  - Of the $14.8 million available for ongoing operations, $14.5 million has been allocated to cover "base" expenditures
  - Only $2,300 of new, "above base" ongoing operating expenses have been included in the FY 2009-10 budget
  - $300,000 of the $14.8 million has been allocated for the OPEB contribution.
  - In FY 2010 $435,000 has been identified for new CIP, which will be funded by a reallocation of prior year CIP projects
  - In addition to the above, roughly $100,000 has been allocated to address one-time needs in the "base" budget with approximately $191,000 allocated for one-time "above base" items
  - We've estimated $800,000 in ½ cent sales tax revenues for FY 2009-2010.
  - We've programmed $1.2 million of the ½ cent sales tax revenues to Street Projects in FY 2010
- For Fiscal Year 2010-11:
  - Ongoing operating revenues available for programming amount to $14.9 million with another roughly $1.7 million available for one-time needs
  - Of this $14.9 million available for ongoing operations, $14.7 million has been allocated to cover "base" expenditures
  - Only $2,300 of new, "above base" ongoing operating expenses have been included in the FY 2010-11 budget.
  - $300,000 of the $14.9 million has been allocated for the OPEB contribution.
  - Of the $1.7 million available for one-time needs, $185,000 has been allocated to the CIP.
  - In addition to the above, roughly $100,000 has been allocated to address one-time needs in the "base" budget with $1,041 allocated for one-time "above base" items.
  - We've estimated $800,000 in ½ cent sales tax revenues for FY 2010-11.
  - An allocation will be made at mid-cycle review for FY 11 CIP when we get an indication of revenues received in FY 10.
  - In FY 11 we've programmed $200,000 of the ½ cent sales tax revenues to Pier Improvements.
  -

GENERAL FUND BUDGET SUMMARY

	On-going Operating	One-time Operating	Total
Adopted **FY 10**			
Funds Available			
Estimated Beginning Balance		1,704,109	1,704,109
Operating Budget Revenue	14,654,734		14,654,734
One-Time Operating Budget Revenue - COPS Grant		100,000	100,000
Gas Tax Transfer		140,000	140,000
Total available funds 2010	14,654,734	1,944,109	16,598,843
Recommended use of funds			
On-Going Base	14,505,335		14,505,335
One-Time Base - Positions Funded by COPS Grant		100,000	100,000
Above Base On-Going	2,300		2,300
Above Base One Time		190,712	190,712
OPEB Contributions	300,000		300,000
Capital Improvements		435,000	435,000
Prior Year CIP Rebudgeted		(478,965)	(478,965)
Total recommended use of funds 2010	14,807,635	246,747	15,054,382
Remaining for other costs, programs, projects in FY 11	**(152,901)**	**1,697,363**	**$ 1,544,462**
FY 11			
Estimated Beginning Balance		1,544,462	1,544,462
Operating Budget Revenue	14,718,734		14,718,734
One-Time Operating Revenue - COPS		100,000	100,000
Gas Tax Transfer		140,000	140,000
Total available funds 2011	14,718,734	1,784,462	16,503,196
Recommended use of funds			
On-Going Base	14,681,306		14,681,306
One-Time Base - Positions Funded by COPS Grant		100,000	100,000
Above Base On-Going and One Time	2,300	1,041	3,341
OPEB Contributions	300,000		300,000
Capital Improvements		185,000	185,000
Total recommended use of funds 2011	14,983,606	286,041	15,269,647

The table below summarizes the GF Fund Balance of these various accounts.

General Fund
Some Key Budget Amounts

		FY 10		FY 11
Reserve for Contingencies 20%	$	3,148,000	$	3,148,000
Budgeted for Contingencies 1%*		136,000		136,000
Budgeted for Capital Improvement		435,000		185,000
Prior Year CIP Budget Reallocation		(478,000)		-
Undesignated Fund Balance		1,544,462		1,233,549
Total	$	4,785,462	$	4,702,549

*Included in the Non-Departmental budget

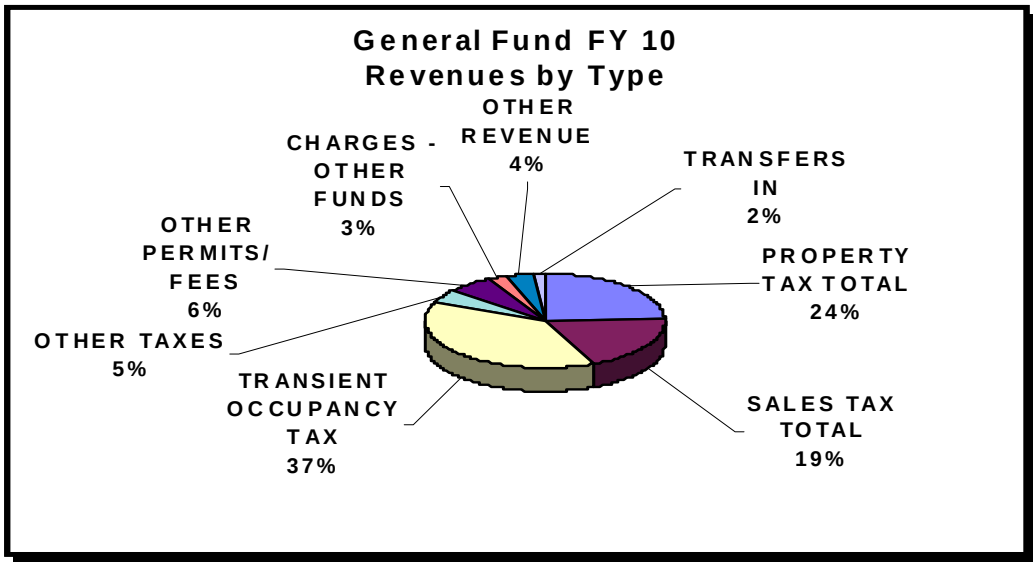
REVENUE/EXPENDITURE DETAIL

A summary of major revenues included in the current budget is presented below, along with the percentage that each represents of total general fund revenues. As indicated therein, the City's top revenue sources include:

- Transient Occupancy Tax – 37%
- Property Tax – 24%
- Sales and Use Tax – 19%

These three taxes typically account for about 80% of the City's General Fund revenues

GENERAL FUND REVENUES BY TYPE-CHART



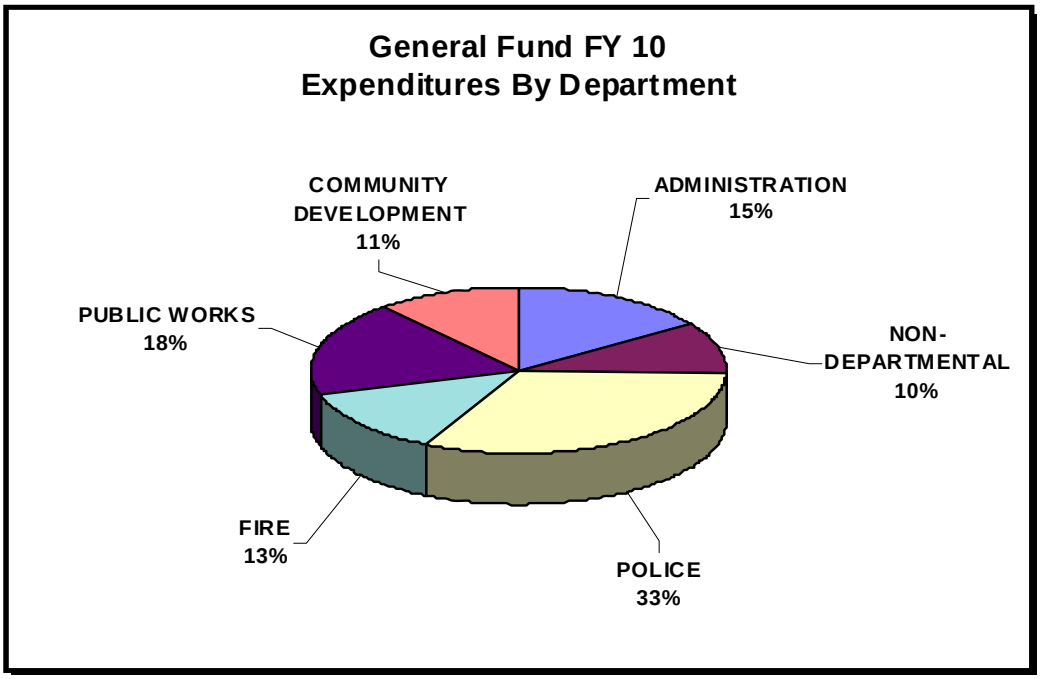
These three tax revenues are expected to generate approximately $12.7 million in FY 10 with some growth to $12.8 million in FY 11. Each of the other revenue categories represents less than 6% of total General Fund revenues.

To illustrate the expenditure side of the equation, two pie charts have been prepared, which identify respectively, (1) the percentage that departmental expenditures represent of all General Fund expenditures and (2) the percentage that each type of expenditure represents of all General Fund expenditures. As indicated:

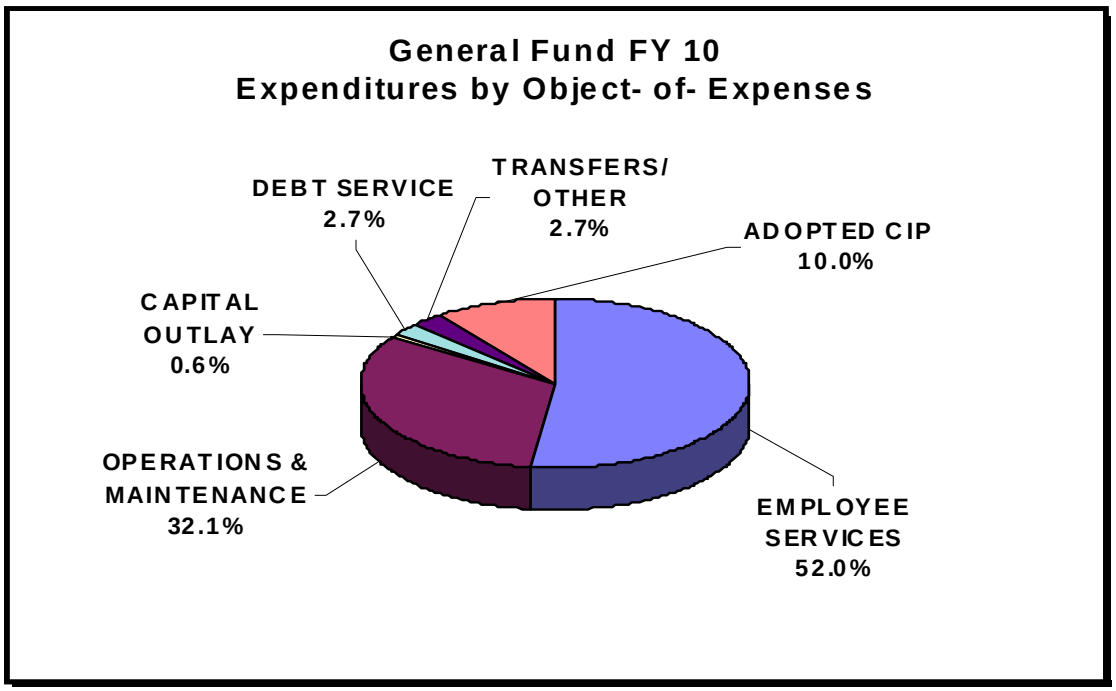
- Public safety services (police and fire) represent the largest percentage of the overall General Fund budget with nearly half of the General Fund budget allocated for these uses
- The break-out between these two service areas is 33% for police and 13% for fire
- The next major category of expenditure is public works/engineering at 18%, recognizing only general fund expenditures and not including expenditures for various enterprise funds administered by public works (i.e., water, wastewater, motor vehicle maintenance)
- Next is Community Development at 11%, followed by non-departmental at 10%.
- City Council, City Manager, City Clerk, Legal and Administrative Services expenditures combine to account for the balance of 15% of General Fund expenditures.
- By “type” of expenditure, personnel costs represent the most significant percentage of expenditure at 52.0%, followed by operation and maintenance costs at 32.1%.

The pie charts and table on the following pages provides the detailed expenditure allocations by department and/or division.

GENERAL FUND EXPENDITURES BY DEPARTMENT-CHART



GENERAL FUND EXPENDITURES BY OBJECT-OF-EXPENSE CATEGORY-CHART



COMPARATIVE GENERAL FUND ACCOUNT EXPENDITURE
09-10 – 10/11

Comparative Revenues and Expenditures

ACCOUNT DESCRIPTION		07/08 ACTUAL	08/09 BUDGET	09/10 ADOPTED	10/11 ADOPTED	09/10 %
REVENUES						
Property Related Taxes	$	3,660,083	3,716,720	3,843,000	3,907,000	24.5%
Sales and Use Tax		2,402,092	2,828,000	2,979,000	2,979,000	19.0%
Transient Occupancy Tax		6,175,013	6,000,000	5,900,000	5,900,000	37.6%
Franchise Taxes		477,892	462,000	471,000	471,000	3.0%
Business Tax		153,788	141,000	161,000	161,000	1.0%
Other Taxes		120,083	130,000	128,000	128,000	0.8%
Building Permits		484,254	365,000	436,000	436,000	2.8%
Planning Permits		379,517	259,750	228,750	228,750	1.5%
Engineering Permits		79,845	35,000	55,000	55,000	0.4%
Special Events Permits		6,418	10,000	6,000	6,000	0.0%
Fines & Forfeitures		148,513	115,000	132,000	132,000	0.8%
Use of Money & Property		317,007	50,000	175,000	175,000	1.1%
Rents & Leases		107,168	99,000	101,200	101,200	0.6%
Intergovernmental Revenue		87,927	54,680	115,550	115,550	0.7%
Federal Government Grants		2,124	2,000	2,000	2,000	0.0%
State Government Grants		12,456	0	0	0	0.0%
Police Dept Services		40,371	32,500	29,200	29,200	0.2%
Fire Dept Services		11,414	9,000	9,000	9,000	0.1%
Recreation Programs		95,188	107,500	97,250	97,250	0.6%
Other Revenue		977,345	290,690	589,784	589,784	3.8%
Transfers In		251,089	317,000	240,000	240,000	1.5%
TOTAL REVENUES	$	15,989,587	15,024,840	15,698,734	15,762,734	100%
EXPENDITURES						
City Council	$	239,685	274,913	254,064	255,314	1.7%
Administration		549,365	594,681	523,347	524,512	3.4%
Human Resources		170,738	285,424	171,308	160,843	1.1%
Legal		114,886	196,800	181,800	181,800	1.2%
Conference and Visitors Bureau		599,366	625,994	574,264	574,264	3.8%
Administrative Services		611,977	693,187	640,877	640,878	4.2%
Non-Departmental		1,120,486	1,742,305	1,537,546	1,383,162	10.1%
Police		4,423,843	4,700,446	4,802,408	4,858,415	31.5%
Fire		1,964,480	2,046,184	1,895,372	1,910,941	12.4%
Lifeguards		115,979	149,357	112,693	114,029	0.7%
Weed Abatement		9,069	11,300	11,500	11,500	0.1%
Building Inspection		603,063	623,297	598,202	523,723	3.9%
Planning		820,210	891,576	686,944	686,944	4.5%
Recreation - City Supported		225,137	297,863	249,877	251,446	1.6%
Recreation - Fee Supported		56,089	69,514	66,271	66,271	0.4%
Pismo Beach Veterans Hall		44,459	76,720	52,012	27,012	0.3%
Shell Beach Veterans Hall		14,050	25,138	34,098	19,098	0.2%
Margo Dodd Park		3,384	3,450	1,893	1,893	0.0%
Engineering		557,233	612,543	491,831	494,441	3.2%
Park Maintenance		924,349	1,186,769	980,194	986,652	6.4%
Street Maintenance		654,143	781,210	638,956	637,939	4.2%
Street Construction		31,014	0	0	0	
Building Maintenance		327,270	477,661	697,891	657,532	4.6%
CIP		934,046	1,162,971	30,000	200,000	0.2%
TOTAL EXPENDITURES	$	15,114,320	17,529,304	15,233,348	15,168,609	100%

SUMMARY OF ADOPTED"ABOVE BASE" REQUESTS

The following tables provide a brief "title" summary of the Above Base requests, as well as a designation of whether or not the item was recommended for funding at this time or not.

In the area of the City Council, any request made by an individual Council member was applied to all members. In that these items will be discussed for the first time during the workshops with the full Council. Since this is more appropriately a decision to be made by the full Council, staff has not suggested most of the funding requests. The few instances where Council requests are proposed for funding is a result of hearing comments or observations made casually or informally by a majority of the Council.

A few of these requests involve large amounts of money for any one item. The more significant items from a dollar perspective – using $10,000 as a threshold - include:

- Security Personnel File $10,500
- Server Replacements $16,000
- Police Department Network Separation $22,921
- 49HP Compressor Unit $20,000
- Full-time in house plan review $75,000

With the downturn in revenues in the current economy, City Staff was faced with budget cuts in the General Fund. In order to determine the needed cuts, the City Manager met with each Department to cut approximately 5% of their operating budgets. The table on pages 28 & 29 lists the cuts by Departments.

ADOPTED FUNDING OF ABOVE BASE REQUESTS: FY 2009-2010

Item #	Department Description	Amount	Frequency
Administration			
1	Increase in membership dues	300	On Going
City Council			
2	Increase VIK hours	6,750	One Time
Human Rsrc			
3	Secure personnel file	10,500	One Time
Building			
4	Full-time in house plan review	75,000	One time
Recreation			
5	CPSI Certification	1,000	One Time
6	Canopy	500	One Time
Non-Departmental			
7	Server Replacements	16,000	One Time
8	Police Dept Network Separation	22,921	One Time
9	Outside Requests	46,241	One Time
Police			
10	ID Card System Contract	500	On Going
11	Replace Communication Base Radios	1,500	On Going
Fire			
12	Jaws of Life Spreader – Station 63	7,500	One Time
13	Fuel Hazard Reduction Program	2,000	One Time
Park Maint			
14	Ashtrays for Downtown-Dolliver	2,000	One Time
15	Replacement trash can liners	300	One Time
Park Devel			
16	Price House Security Alarm System	500	On Going
Water			
17	49 HP Compressor Unit	20,000	One Time

ADOPTED FUNDING OF ABOVE BASE REQUESTS: FY 2010-2011

Item #	Department Description	Amount	Frequency
Administration			
1	Increase in membership dues	300	On Going
Police			
2	ID Card System Contract	500	On Going
3	Replace Communication Base Radios	1,500	On Going
Park Devel			
4	Price House Security Alarm System	500	On Going

DEFERRED OR NOT RECOMMENDED ABOVE BASE REQUESTS

Year Requested	Department Description	Amount	Frequency
	Non Departmental		
FY 10	MS Office 2007 Standardization	33,548	One Time
FY 10	AGP Server	1,879	One Time
FY 10	Hardware Lifecycle replacement 2009-10	48,541	One Time
FY 10	Hardware Lifecycle replacement 2010-11	42,627	One Time
	Administration		
FY 10	Executive Recruitment of Dept Head	30,000	One Time
	Community Development		
FY 10	Funding FT In-House Contract Plan Review	90,000	On Going
FY 11	CPSI Certification	1,000	One-Time
	Police		
FY 10	Police Service Dog Special Assignment Pay	1,740	On Going
FY 10	Records Management Atomic clock	5,500	One Time
FY 10	Network Upgrades	14,662	One Time
FY 11	Police Service Dog Special Assignment Pay	1,740	On Going
FY 11	CALEA Accreditation Conference	4,000	On-Going
	Fire		
FY 10	Additional Schools & Training	4,500	One Time
FY 10	Thermal Imaging Camera – Station 63	8,000	One Time
	Lifeguards		
FY 10	Add Tower 5 to replacement schedule	2,500	On Going
FY 10	Additional lifeguard staffing	9,673	On Going

SUMMARY OF ADOPTED CUTS TO GENERAL FUND FY 2010 & FY 2011

Department	Line Item	G/L Account Number	Amount
City Coun.	VIC Contract	100-110-52249	7,470
	Election Supplies*	100-110-52314	8,000
	Council Contingency	100-110-58011	5,000
Admin	Travel & Meetings	100-120-52251	3,250
HR	Police Recruitment	100-125-52125	8,000
	Fire Recruitment	100-125-52126	5,175
	First Aid	100-125-52219	500
	Travel & Meetings	100-125-52251	400
	Risk Management	100-125-52282	300
Finance	Travel & Meetings	100-151-52251	2,000
	Misc Schools & Train	100-151-52261	1,080
	Membership & Dues	100-151-52271	1,000
Legal	Civil Litigation	100-130-52127	5,000
Non Dept	Capital Outlay Computer	100-180-56012	39,100
Building	Contract Services	100-310-52211	10,250
	Travel & Meetings	100-310-52251	5,511
	Professional Services	100-310-52101	15,000
Planning	GP/Zoning Code Up	100-320-52141	40,000
	Contract Services	100-320-52211	10,628
Recreation	Recreation Instructors	100-331-51124	25,000
	Senior Programs	100-331-52305-214	3,200
Govt Bldgs.	Janitorial Services	100-191-52211	10,000
	Security Alarm Svcs.	100-191-52211	800
	Operating S & M	100-191-52311	3,200
Engineering	Professional Services	100-301-52101	30,000
Park Maint	Temp Employees	100-421-51121	12,000
	Professional Services	100-421-52101	1,000
	Tree Service	100-421-52211	8,000
	Achievement House	100-421-52211	14,200
	Computer Supplies	100-421-52302	300
	Equipment Rental	100-421-52321	530
	Mutt Mitts	100-421-52311	2,500
Street Maint	Temp Employees	100-431-51121	12,000
	Street Paint & Stripe	100-431-52211	5,000
	Traffic Signal Maint	100-431-52211	2,300
	Downtown S/W Clean	100-431-52211	15,400
	Travel & Meetings	100-431-52251	1,200
	Electricity	100-431-52223	5,000
	Street Repairs	100-431-52316	10,000
PB Vets	Operating S & M	100-333-52311	2,030
	Telephones	100-333-52221	800
SB Vets	Operating S & M	100-334-52311	1,438
	Telephones	100-334-52221	800
Pier	Benches / Tables	541-461-52311	3,000

SUMMARY OF ADOPTED CUTS TO GENERAL FUND FY 2010 AND FY 2011 (continued)

Department	Line Item	G/L Account Number	Amount	
Police	Temp Employees	100-210-51121	40,000	370,587
	Contract Services	100-210-52211	8,020	378,607
	Computer Supplies	100-210-52302	3,000	381,607
	Minor Equipment	100-210-52318	4,500	386,107
	Booking Fee Reimb	100-210-45014	55,870	441,977
	Professional Services	100-210-52101	5,000	446,977
	Temp Employees	100-210-51121	12,000	458,977
Fire	Interagency Contracts	100-220-52131	900	459,877
	Membership & Dues	100-220-52271	110	459,987
	Office Supplies	100-220-52301	200	460,187
	Computer Supplies	100-220-52302	170	460,357
	Subscriptions and Books	100-220-52303	150	460,507
	Operating S & M	100-220-52311	4,902	465,409
	Radio Maintenance	100-220-52312	100	465,509
	Building and Grounds	100-220-52315	390	465,899
	Overtime	100-220-51112	4,600	470,499
	Operating S & M	100-220-52311	10,000	480,499
Weed Abate	Operating S & M	100-225-52311	1,200	481,699
Lifeguards	PERS Retirement	100-230-51221	4,000	485,699
	Operating S & M	100-230-52311	1,020	486,719
CVB	Ventures and Opportun.	100-142-52243	18,000	504,719
	Periodical Advertising	100-142-52248	18,300	523,019
		Total Cuts:	**529,794**	

*This item (Election Supplies) cut for 2010 only – Funds needed for 2011 considering election year.

THE CAPITAL IMPROVEMENT PROGRAM

In this two-year budget, a total of $6.5 million has been allocated to the CIP. These monies are in addition to monies that have already accumulated into these accounts. Both historically have been funded through the ending funding balance, which results when revenues come in stronger than expected and/or expenditures have not been expended as planned.

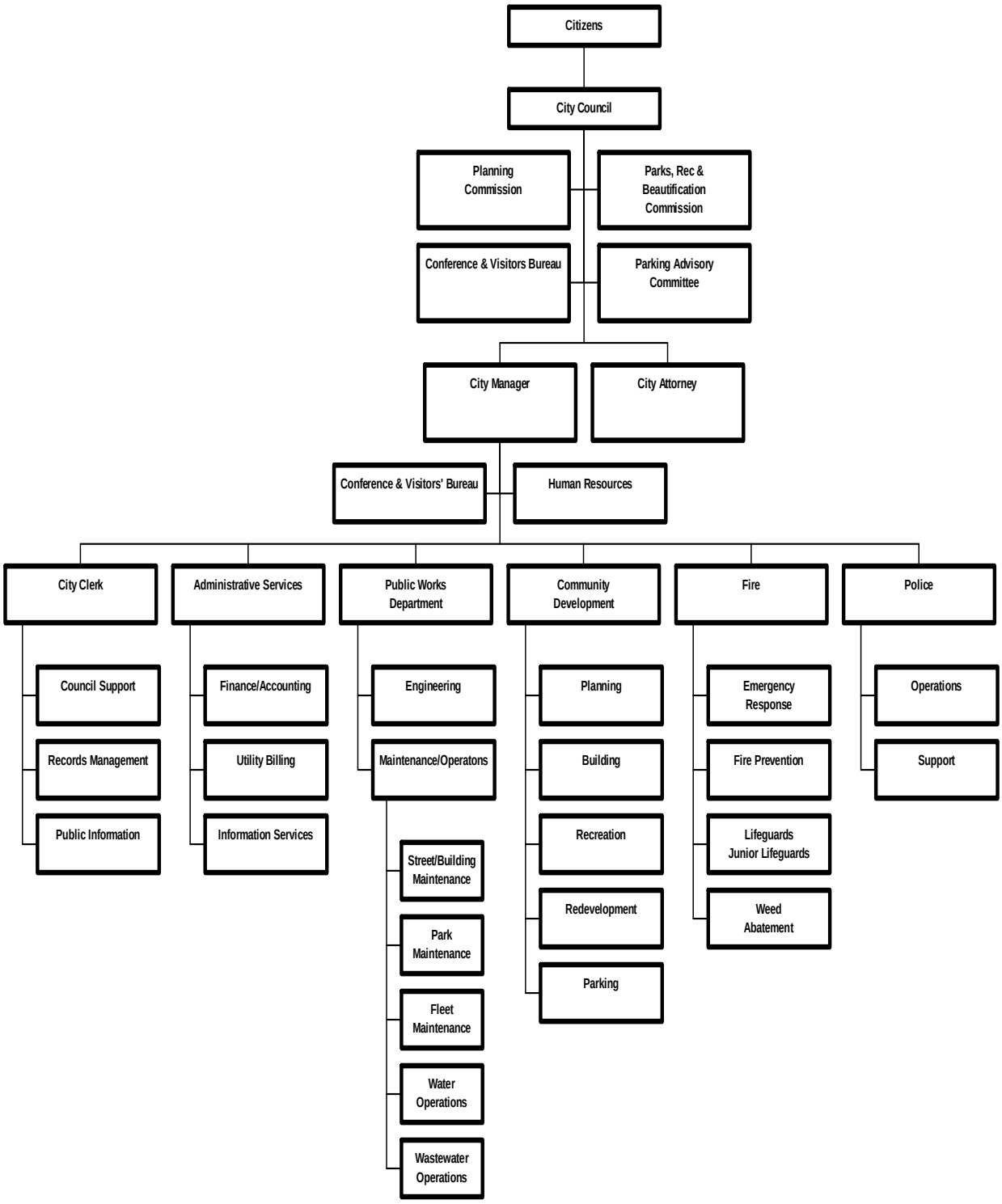
With respect to the CIP, the Public Works and Engineering department is currently managing 68 projects at various stages of completion and progress. The listing of CIP projects for the two-year budget is provided on pages 106-107. A comprehensive listing of CIP projects in the adopted 10 year Capital Improvement Program, as well as a listing of CIP projects proposed for funding in the current two-year budget has been provided to the Council.

This page was intentionally left blank

OPERATING BUDGET DETAIL

ORGANIZATIONAL CHARTS

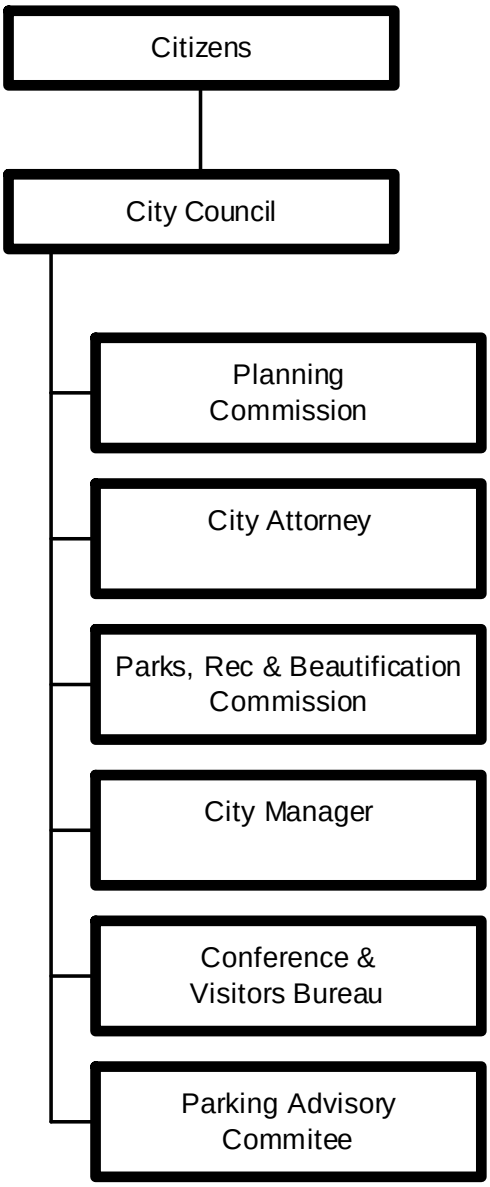
City of Pismo Beach



This page was intentionally left blank

ADMINISTRATION

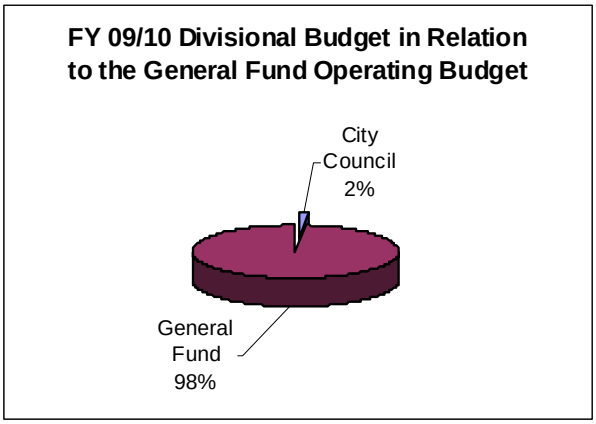
CITY COUNCIL



City Council

Activity Description

The City Council is the five-member legislative body of the City of Pismo Beach. Members of the City Council are elected at-large to staggered four-year terms, with the exception of the Mayor who is elected and has a term of two years. The City Council establishes policies for the City, which is implemented by staff under the direction of the City Manager. Various advisory commissions, committees and boards comprised of citizens appointed by the City Council, also advise the City Council. The Council appoints directly the City Manager and the City Attorney, and approves the hiring of department heads as recommended by the City Manager.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 66,562	$ 74,269	$ 76,090	$ 76,090	30%
Operations and Maintenance	167,508	188,649	167,974	169,224	66%
Capital Outlay	-	-	-	-	0%
Other Expenses	5,614	11,995	10,000	10,000	4%

	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 66,562	$ 74,269	$ 76,090	$ 76,090	30%
Operations and Maintenance	167,508	188,649	167,974	169,224	66%
Capital Outlay	-	-	-	-	0%
Other Expenses	5,614	11,995	10,000	10,000	4%
Total Operating Budget	$239,685	$274,913	$ 254,064	$ 255,314	

City Council

Accomplishments Prior Two-Year Budget:

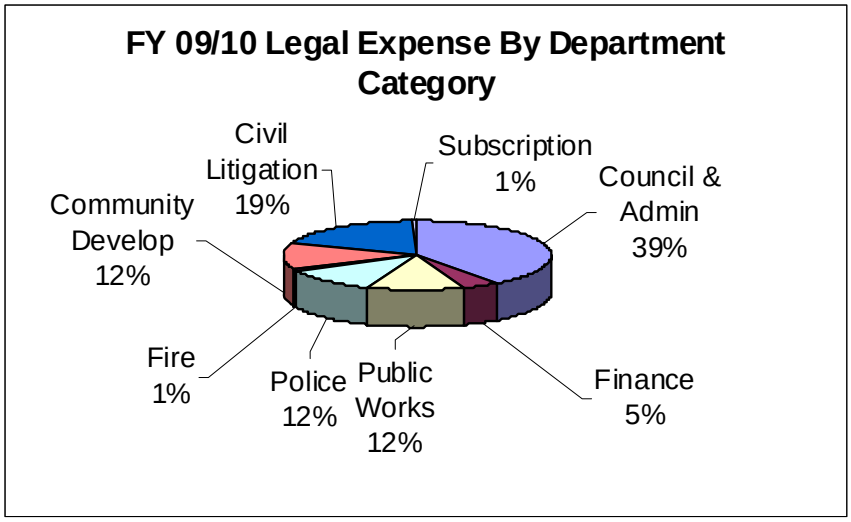
- November 2008 Elections
- Volunteer Banquet – March of each year
- Substantial increase in City Financial Reserves from 15% to 20%
- Implemented short, mid term and long term goals
- Continued League of California Cities involvement
- Disciplined and continuous investment in City infrastructure

Work Program Highlights for Next Two-Year Budget:

- November 2010 Elections
- Volunteer Banquet – March of each year
- Implement short, mid-term and Long-term goals
- Continue League of California Cities involvement
- Disciplined and continuous investment in city infrastructure.

This page was intentionally left blank.

LEGAL SERVICES



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Council & Administration	$83,113	$72,000	$72,000	$72,000	39%
Finance	6,468	9,000	9,000	9,000	5%
Community Development	16,310	21,000	21,000	21,000	12%
Public Works	2,993	21,000	21,000	21,000	12%
Police	991	21,000	21,000	21,000	12%
Fire	298	1,800	1,800	1,800	1%
Civil Litigation	4,713	50,000	35,000	35,000	19%
Subscriptions	0	1,000	1,000	1,000	1%
Total Operating Budget	$114,886	$196,800	$181,800	$181,800	

GENERAL FUND EXPENDITURES:

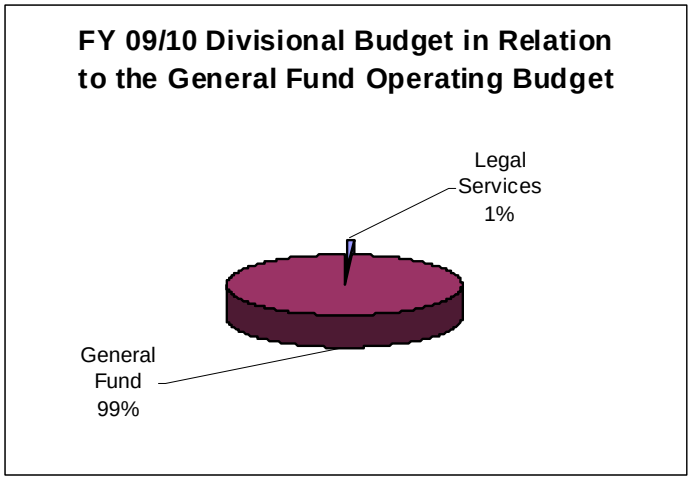
Council & Administration
Finance
Community Development
Public Works
Police
Fire

**Note: Legal services are contracted. Actual hours expended per year dependent on legal service needs of Council, City Manager and Department Heads.

Legal Services

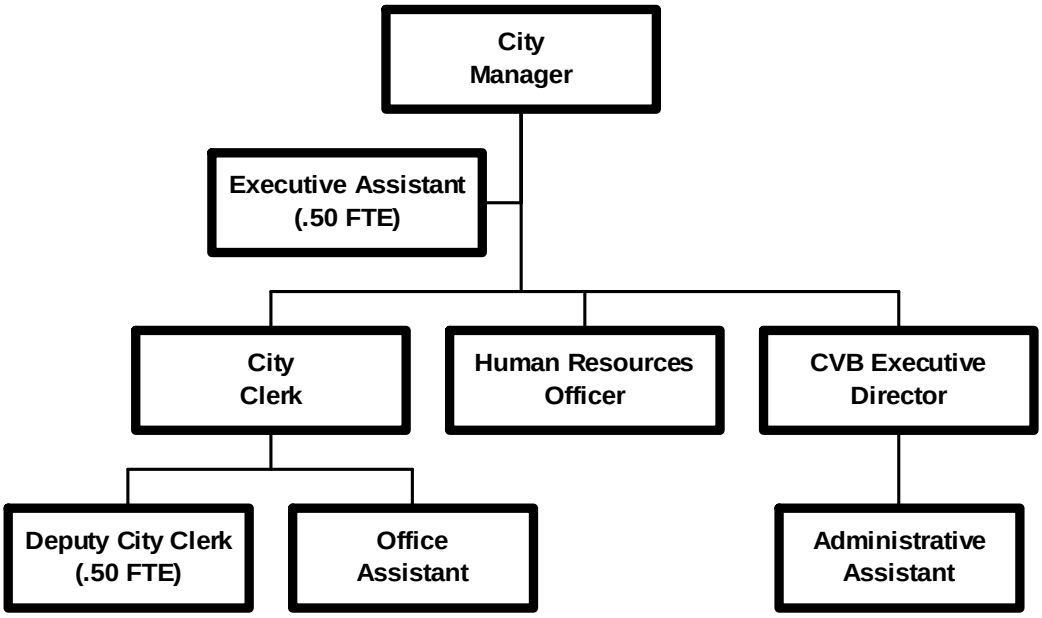
Activity Description

The City Attorney is the chief legal advisor for the City and provides legal services to the City through a contractual arrangement approved by the City Council. The City Attorney's Office manages all aspects of the City's legal affairs; researches, drafts and/or reviews ordinances, resolutions, contracts, bonds and other legal documents supporting the actions of the City Council; advises the Council, City Manager and departments on the legality of various procedural and substantive matters; represents the City in administrative proceedings and court trials; and manages all litigation and oversees outside counsel as appropriate.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Materials and Services	$ 114,886	$ 196,800	$ 181,800	$ 181,800	100%
Total Operating Budget	$ 114,886	$ 196,800	$ 181,800	$ 181,800	

ADMINISTRATION (CITY MANAGER/CITY CLERK, HUMAN RESOURCES & CVB)

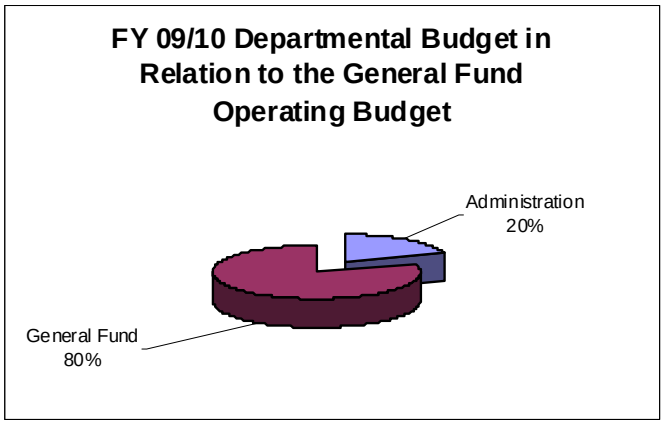


POSITIONS	FY 08-09	FY 09-10	FY 09-10	FY 10-11
City Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Human Resources Officer	1.00	1.00	1.00	1.00
Exec. Asst./Deputy City Clerk	1.00	1.00	1.00	1.00
Office Assistant I	1.00	1.00	1.00	1.00
CVB Executive Director	1.00	1.00	1.00	1.00
CVB Administrative Assistant	1.00	1.00	1.00	1.00
Total Administration Dept	7.00	7.00	7.00	7.00

ADMINISTRATION (City Manager/City Clerk, Human Resources & CVB)

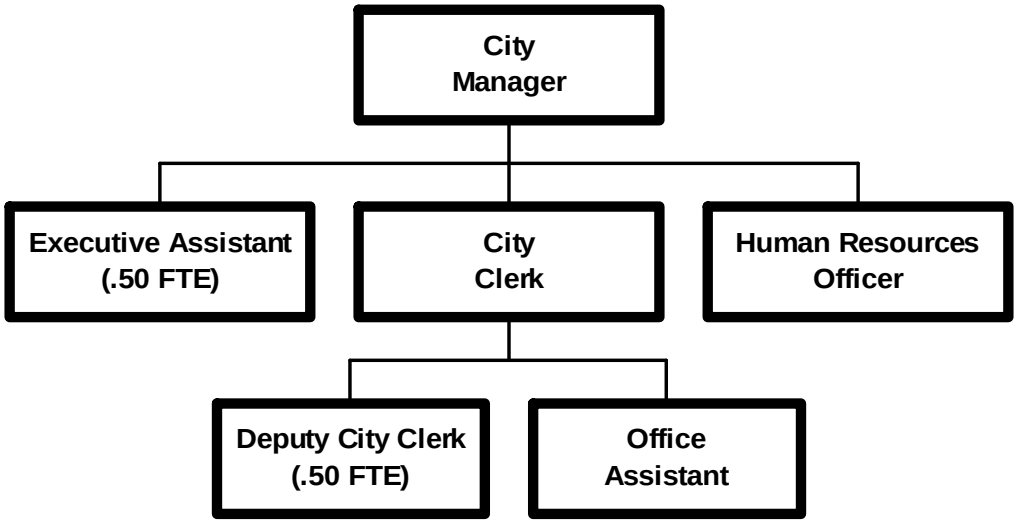
Activity description

Administration includes both the City Manager and City Clerk operations, with the CVB (Convention and Visitor's Bureau) and the Human Resources Officer reporting directly to the City Manager. These operations work closely together in their direct support to the City Council. This includes assisting the City Council with the initiation, review and implementation of policies and programs that are responsive to the needs of the community, and the preparation, dissemination and maintenance of all official documents approved by the City Council.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
City Council	$ 239,685	$ 274,913	$ 254,064	$ 255,314	8%
Administration	549,365	594,682	523,347	524,512	16%
Human Resources	170,738	285,424	171,308	160,843	5%
Legal	114,886	196,800	181,800	181,800	6%
Conference & Visitors Bureau	599,366	625,993	574,264	574,264	18%
Non-Departmental	1,120,486	1,742,305	1,537,546	1,383,162	47%
Total Operating Budget	$ 2,794,526	$ 3,720,117	$ 3,242,329	$ 3,079,895	

CITY MANAGER/CITY CLERK DEPARTMENTS

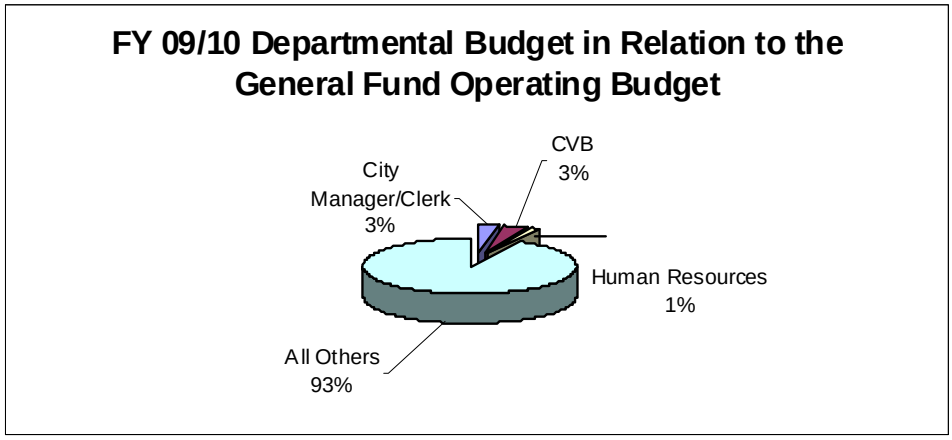


POSITIONS	FY 07- 08	FY 09-10	FY 09-10	FY 10-11
City Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Human Resources Officer	1.00	1.00	1.00	1.00
Executive Asst./Deputy City Clerk	1.00	1.00	1.00	1.00
Office Assistant I	1.00	1.00	1.00	1.00
Total Administration	5.00	5.00	5.00	5.00

CITY MANAGER/CITY CLERK DEPARTMENTS

Activity Description

The City Manager's Office is the management and administrative arm of the City. With responsibility for implementing the policy direction of the City Council, the City Manager coordinates and directs the work efforts of the various departments of the City; submits for Council review and consideration the two-year budget and implements the same; interfaces with the public on behalf of the City Council; undertakes special projects of high importance to the City Council; and serves as the City's personnel and purchasing officer. Supporting the City Clerk's functions, the Clerk's Department serves as a coordinating link between agencies and individuals in the public and private sectors. The Clerk's Department manages and maintains all legislative and official records of the City including ordinances, resolutions, minutes, deeds and contracts; maintains the Municipal Code; administers municipal elections and State FPPC filings; provides public information regarding City meetings and events through a quarterly newsletter and other means and maintains the City's web page.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Administration					
Total Budget	$ 549,365	$ 594,682	$ 523,347	$ 524,512	48%
Conference and Visitors Bureau					
Total Budget	599,366	625,993	574,264	574,264	52%
Human Resources					
Total Budget	170,738	285,424	171,308	160,843	16%
Total Administration Division Operating Budget	$1,148,731	$1,220,675	$1,097,611	$1,098,776	

City Manager

Accomplishments Prior Two-Year Budget:

- Identify Ocean Water Quality problem and implement solution
- Increase General Fund budget reserves from 15% to 20%
- Complete Promenade IV – Phase I
- Develop smart comprehensive downtown parking solutions
- Invest in streets and other infrastructure
- Began program to build more low to moderate income housing
- Began the process to update General Plan
- Redeveloped implementation plan to charge and track undergrounding of utilities

Work Program Highlights for Next Two-Year Budget:

- Train Department Heads/Mid Level Managers for Emergency Operation Center
- Develop smart comprehensive downtown parking solutions
- Balance budget: Restrict operational spending
- Work with Washington D.C. lobbying firm to find grant funding for Promenade IV – Phase II
- Outreach/Communication with Chamber of Commerce, Residents and Business Owners
- Continue to invest in infrastructure improvements for street paving and drainage systems

City Clerk

Accomplishments Prior Two-Year Budget:

- Continue with website modernization strategy and implement a new format for the website.
- Website won two awards presented by California Association of Public Information Officials (CAPIO) and Horizon Interactive
- Implement online Automated Customer Service System Civic Plus
- Implement web streaming, which includes streaming media, and improving external and internal access to public meetings, and allows for live over the internet searchable archives for efficient long-term record keeping.

Work Program Highlights for Next Two-Year Budget:

- Continue with website strategy and daily maintenance of system.
- Centralize all city documents in Laserfiche; to include projects, resolution, agendas, minutes of all Advisory boards, determine disposition and recovery of records at Old City Hall.

City Clerk

Work Program Highlights for Next Two-Year Budget continued

- Web streaming: continue streaming media to improve external and internal access to public meetings.
- Continue with daily monitoring of requests for Pismo Beach customer service tracking system.

HUMAN RESOURCES

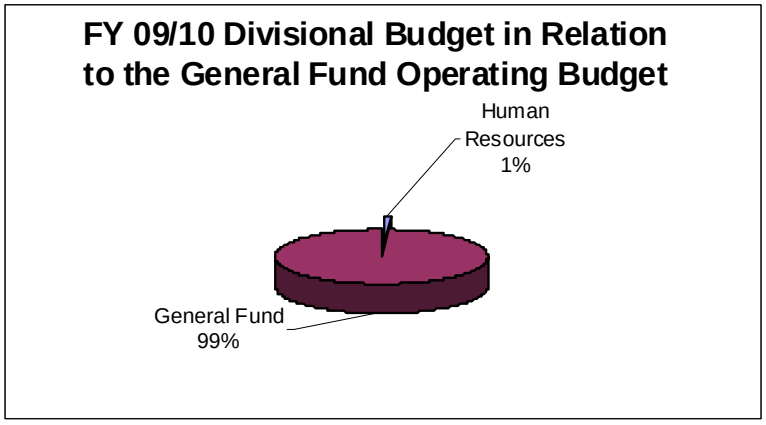


POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Human Resource Officer	1.00	1.00	1.00	1.00
Total Human Resources	1.00	1.00	1.00	1.00

Human Resources

Activity Description

The Human Resources division provides support to the City and staff by performing the City's human resource activities including: recruitment and selection, classification, training, benefit administration, policy updates and compliance, and employee relations. The Human Resources division also administers the Worker's compensation function for City employees.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 103,172	$ 114,621	$ 108,552	$ 108,552	63%
Materials and Services	67,566	170,803	52,256	$ 52,291	31%
Capital Outlay	-	-	10,500	$ -	6%
Total Operating Budget	170,738	285,424	171,308	160,843	

Human Resources

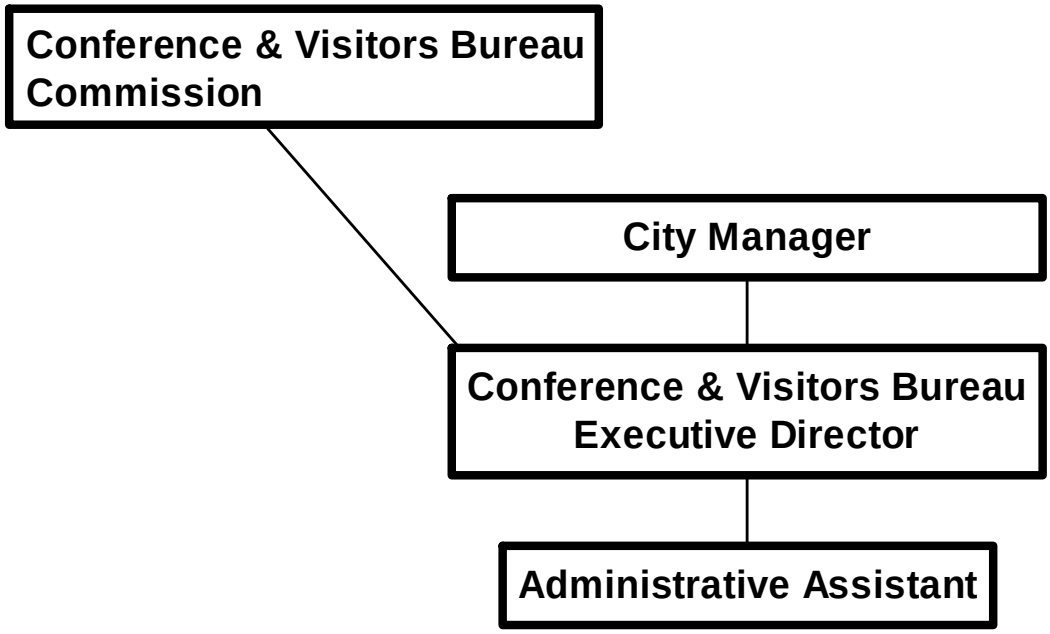
Accomplishments Prior Two-Year Budget:

- Developed for City Council's approval policies required by the CJPIA Risk Management evaluation and the IRS; including a Vehicle Use policy and a Cell Phone policy.
- Developed new web pages for the Personnel section of the City web site; including enhanced access to salary and benefit information for potential candidates and instant messages for new position openings.
- Completed a comprehensive Classification and Compensation study for all full-time positions.

Work Program Highlights for Next Two-Year Budget:

- Complete the Human Resource's requirements for GASB 45 compliance, including OPEB contract changes and process implementation.
- Implement successor Memorandum of Understanding following negotiations with the City's bargaining units.
- Complete the process to update of the City's Personnel Rules and Regulations

CONFERENCE & VISITORS BUREAU

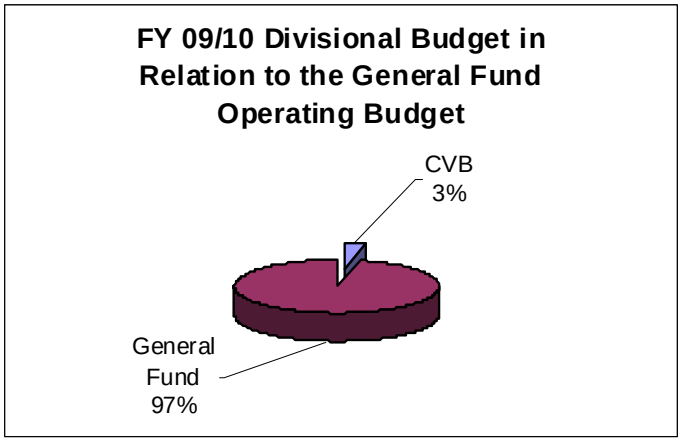


POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
CVB Executive Director	1.00	1.00	1.00	1.00
CVB Administrative Assistant	1.00	1.00	1.00	1.00
Total CVB	2.00	2.00	2.00	2.00

Conference & Visitors Bureau

Activity Description

The Conference & Visitors Bureau (CVB) promotes tourism to Pismo Beach, thereby enhancing the City's General Fund Revenue through increased transient occupancy taxes and, to a lesser, but significant extent, sales tax revenues. With advice from the five-member Conference & Visitors Bureau Board of Directors, program efforts include newspaper, periodical and electronic media advertising in both core market regions and new market areas; participation in consumer and industry trade shows; administration of the contract under which the Visitors Information Center is operated through the Chamber of Commerce; development and maintenance of ongoing relations with travel writers, tour operators and media representatives; and preparation of collateral materials (brochures and visitor guides) for distribution through the Visitors Information Center, at trade shows and other channels.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 188,005	$ 196,587	$ 200,008	$ 200,008	35%
Materials and Services	410,586	411,646	374,256	374,256	65%
Capital Outlay	775	17,760	-	-	0%
Total Operating Budget	$ 599,366	$ 625,993	$ 574,264	$ 574,264	

Conference & Visitors' Bureau

Accomplishments Prior Two-Year Budget:

- Targeted a strong, new multi-media campaign to the drive markets of Southern California
- Hosted a five part travel report on Pismo Beach to the top rated Bakersfield television station, KERO-ABC
- Hosted Live Radio Broadcasts to the Thousand Oaks and Ventura target audiences
- Added new interactive maps on the new Classic California website, renovations include: hotels, wineries, golf courses and dining locations on www.Classic California.com
- Monarch Butterfly website at www.MonarchButterfly.org was completely re-designed
- Designed and printed our first Monarch Grove Butterfly rack card brochure
- Established a Wine & Waves campaign in wine & consumer magazines, along with ads and printed collateral, i.e. wine totes, labels and wine tags for wine bottles
- As a SLO County Airport Promotions Committee member, we expanded our county networking and air travel market
- Contracted with AMTRAK as our transportation partner to increase our exposure, and working relationship, primarily with the Monarch Butterfly Grove, for off-season promotions
- Shot aerial footage of the coast to use as a backdrop for The Winemakers broadcast
- Viewed one of the series of six episodes shot for The WINEMAKERS, to air later this year on PBS, and then will be re-broadcasted for one year
- The California Welcome Center at Prime Outlets completed our second successful year of operations; outranking the other 12 Welcome Centers in the State
- Updated the Pismo Beach DVD for press writers and re-purposed it for daily use in the California Welcome Center
- 50,000 Pismo Beach Conference & Visitor Bureau guides were updated and distributed
- 40,000 of the award-winning Pismo Beach Parks, Trails & Beach Access Guide were reprinted and distributed
- 20,000 Pismo Beach rack cards were printed and placed at 400 corporate locations throughout southern California for Spring travel

Work Program Highlights for Next Two-Year Budget:

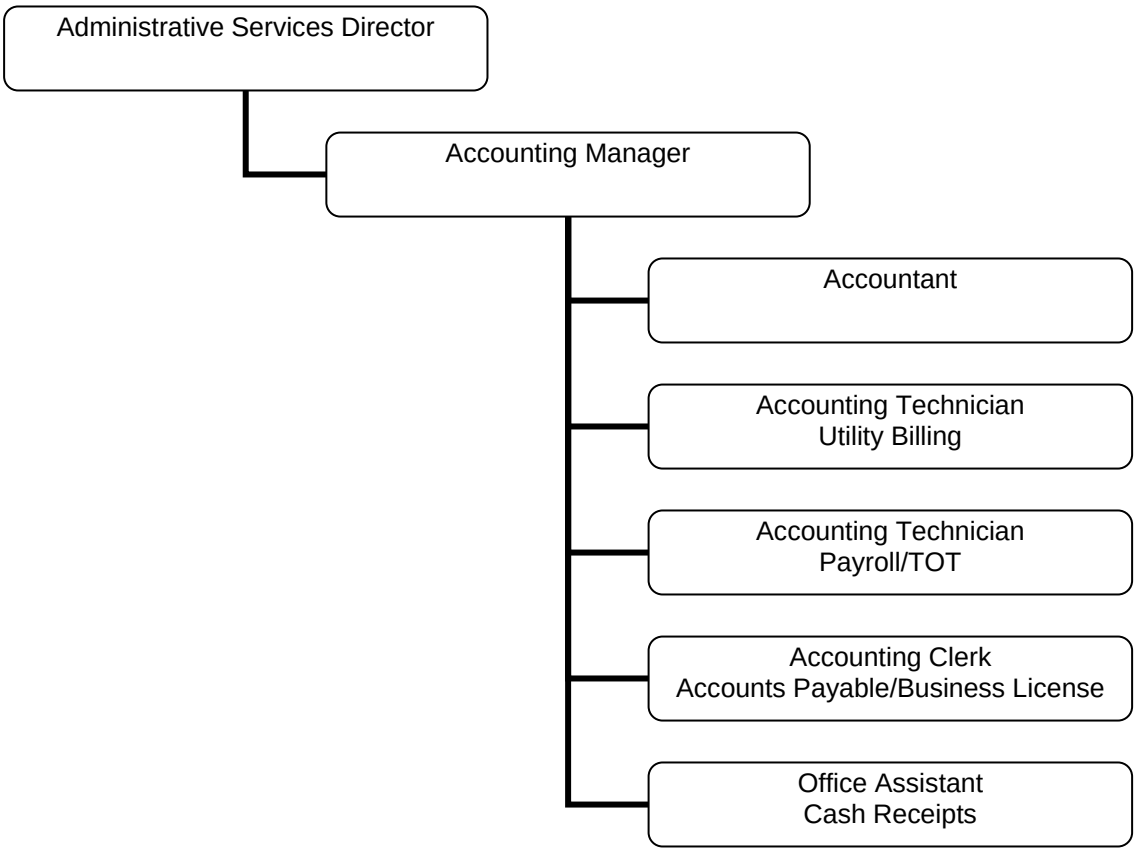
- Strive to maintain current TOT and Sales Tax city revenues by promotions
- Create new online strategy for today's economy, i.e. viral and social networking
- Continue to work with various segments of the CA Travel & Trade Commission
- Continue monthly communications with our lodging representatives to promote their mid-week specials and receive their marketing input
- Re-evaluate current print and website marketing plans to maximize returns

Conference & Visitors' Bureau

Work Program Highlights for Next Two-Year Budget continued

- New trade show display booth updated with new color images and branding
- Renovate and print Pismo Beach Visitors Guide to stay current and be inviting
- Continue trade shows, media, and tourism networking for maximum exposure
- Re-design Photo CD Gallery for free promotion to travel writers and editors
- Added emphasis on Wine & Waves to be included in our promotional materials
- Brochure/collateral storage: Update, consolidate and distribute to maximize

ADMINISTRATIVE SERVICES



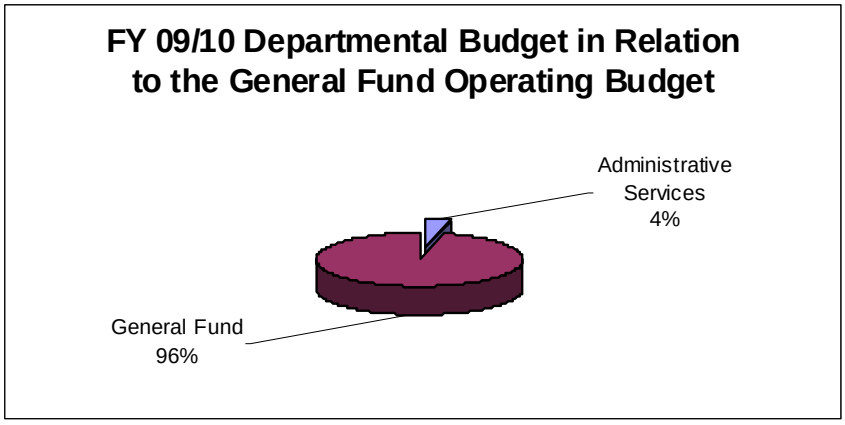
POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Administrative Services Director	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00
Account Clerk	1.00	1.00	1.00	1.00
Office Assistant I	1.00	1.00	1.00	1.00
Total Administrative Svs Dept	7.00	7.00	7.00	7.00

* Additional staffing includes a part-time position

Administrative Services Department

Activity Description

The Administrative Services Department provides reliable and accurate fiscal information to the citizens, council and management of the city of Pismo Beach in an efficient, cost effective and courteous manner. Specific services include Accounts Receivable, Accounts Payable, Payroll, Utility Billing, Investment and Debt Management, timely Financial Management and Reporting, and Information Systems Implementation and Management. Administrative Services staff administers preparation of the City budget.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 531,040	$ 552,318	$ 566,844	$ 566,844	88%
Materials and Services	79,564	137,469	74,033	74,034	13%
Capital Outlay	1,373	3,400	-	-	0%
Total Operating Budget	$ 611,977	$ 693,187	$ 640,877	$ 640,878	

Administrative Services Department

Accomplishments Prior Two-Year Budget:

- Improved the Computer Network / Information System with additional Servers to provide adequate capacity, redundancy and back-up; Improved system security; Added back-up batteries for short-term electric power outages; and improved system maintenance and performance with a new Tech Service provider using Remote Management systems.
- Improved Investment practices, including locking in more than $1,000,000 in investment earnings over five years from FDIC-guaranteed bank CD's (in addition to earnings on Funds invested in LAIF (Local Agency Investment Fund) and other securities).
- Completed Consultant reviews of water, wastewater and general service fees – and implemented recommended fees; also made annual updates to a wide range of fees – to keep the fees current with increasing costs by using annual fee increases of manageable amounts rather than sporadic large increases.
- Secured a third State Revolving Fund Loan – this one for the Pismo Oaks Lift Station.
- Continued timely progress toward compliance with GASB 45 (OPEB).
- Continued progress on recommended improvements in Risk Management practices.
- Continued demonstrating Fiscally Sound Budgeting practices by achieving better-than-Budgeted Net Operating Income in FY 08, and working within Budget for FY 09.

Work Program Highlights for Next Two-Year Budget:

- Continue improving Revenue and Cash Flow forecasting, including audits of Property Taxes and other key revenue sources.
- Continue Improvements in TOT Reporting by Hotels and Property Managers, including Occupancy data and Resort Fee-type issues, and an audit of all TOT "agents".
- Commission a new updated study for Development Impact Fees ("DIF").
- Update the City's Business Tax Ordinance.
- Inventory PG&E and So. Cal Gas Services at the City, for potential cost savings.
- Continue fiscally sound two-year budgeting, and maintaining 20% reserves per adopted policy.
- Improve computer system administration by developing written procedures.
- Continue upgrading the City's Risk Management Program.

Administrative Services Department Functions

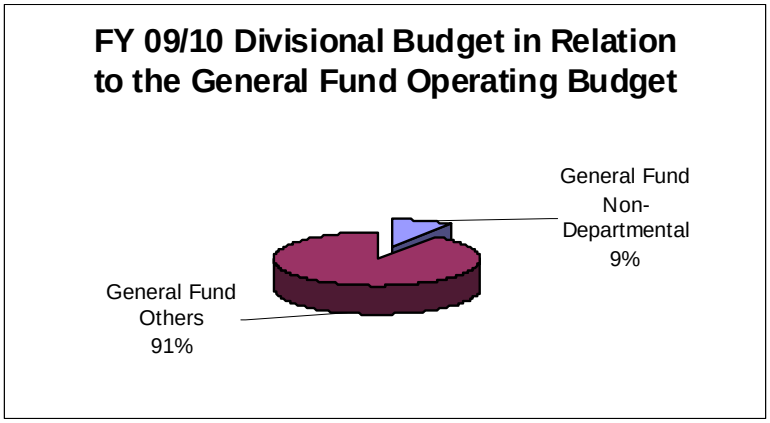
The Administrative Services Department performs and manages the City's Financial, Accounting, Utility Billing, Risk Management and Information Services. Activities and functions include:

- Budgeting, and Long-range financial planning - including securing cost-effective financing for large capital projects and programs, and administering related debt service.
- Revenue Forecasting, including reviewing, updating and implementing City Fees.
- Revenue Collections and recording, including taxes, grants, and Water & Sewer Utility Billing.
- Administering Revenue-related programs such as Transient Occupancy Tax ("TOT"), Business Licenses & Taxes, Franchises, and Assessment Districts.
- Maintaining the City's General Ledger system and Chart of Accounts, including monthly accounting reconciliation and analysis.
- Purchasing, processing Accounts Payable, and issuing checks to Vendors; also, protecting the City's cash assets by assuring that purchases, commitments and payments are consistent with Budget and other Council authorizations; filing monthly & annual reports with regulatory agencies.
- Preparing the Comprehensive Annual Financial Report ("CAFR"), and interim financial reports for City, RDA, PFA, and PFC.
- Processing the City's employee payroll; filing monthly, quarterly, and annual reports with taxing agencies.
- Managing the City's investment portfolio in accordance with adopted policies, allocating interest earnings among funds, and providing timely reports.
- Providing Information Systems support including purchasing, installing and maintaining computers, software and related equipment, plus spam and anti-virus protection – for all City Departments.
- Administering the City's Risk Management programs, including contractual relationships with CJPIA and others providing risk management services to the City. Providing support to City Departments.
- Administering the City's Telecommunication systems including landlines, cellular phones and voicemail lines. Liaison to phone company representatives.
- Provide Capital Asset Accounting for all City Fixed Assets/Capital projects.
- Monitor the City facility leases for annual increases and updates.
- Process, maintain and track all City financial contracts that are approved by City Council and/or City Manager

NON-DEPARTMENTAL

Activity Description

The purpose of the non-departmental budget is to account for those services, supplies, materials and equipment of a general, organization-wide nature, which do not lend themselves to distribution among the operating departments of the City. Bulk items and others that are used by all departments within the general fund are included in the Non-Departmental activity budget, as are liability and property insurance expenses, debt service payments and other miscellaneous operating transfers. Expenses for the City's computer network are likewise budgeted in this account. Historically, this account has likewise included the general fund contingency, which is set at 1% of current budget as established in the City's Fiscal Policy.

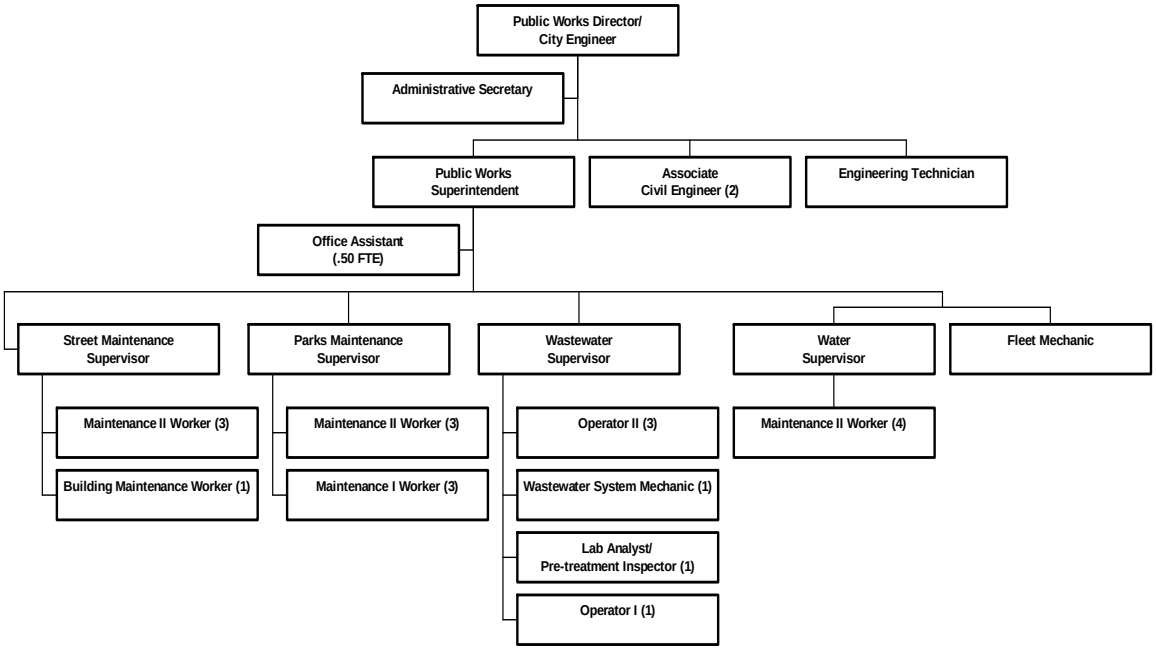


	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 17,897	$ 30,000	$ 50,000	$ 50,000	3%
Materials and Services	759,047	1,091,705	1,060,107	1,099,931	69%
Capital Outlay	103,458	239,070	218,921	30,000	14%
Debt Service	240,083	381,531	208,518	203,231	14%
Total Operating Budget	$1,120,486	$ 1,742,305	$1,537,546	$1,383,162	

This page was intentionally left blank

PUBLIC WORKS

PUBLIC WORKS BASE BUDGET PERSONNEL ALLOCATION BY ACTIVITY

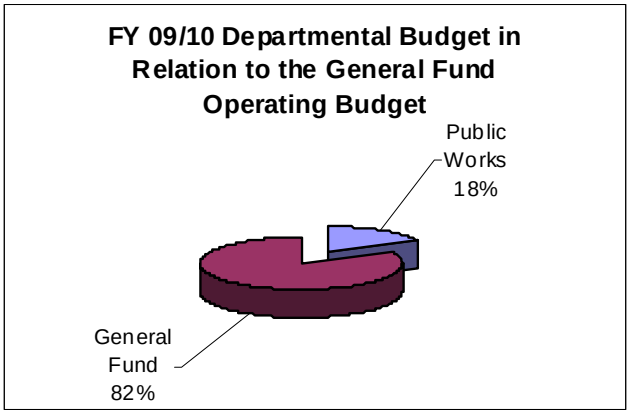


POSITIONS	FY 07-08	FY08-09	FY 09-10	FY 10-11
Public Works Dir/City Engineer	1.00	1.00	1.00	1.00
Associate Civil Engineer	2.00	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker II	9.00	9.00	10.00	10.00
Maintenance Worker I	3.00	3.00	3.00	3.00
Water System Supervisor	1.00	1.00	1.00	1.00
Wastewater Ops Supervisor	1.00	1.00	1.00	1.00
WWTP Mechanic	1.00	1.00	1.00	1.00
Treatment Plant Operator II	3.00	3.00	3.00	3.00
Treatment Plant Operator I	2.00	2.00	1.00	1.00
Lab Analyst/Inspector	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00
Assistant Mechanic	0.00	0.00	0.00	0.00
Building Maintenance Worker	1.00	1.00	1.00	1.00
Total Public Works Department	31.00	31.00	31.00	31.00

PUBLIC WORKS DEPARTMENT

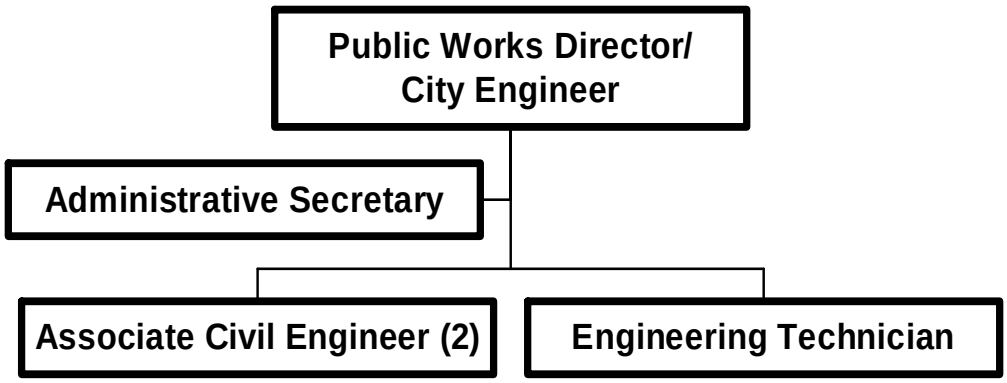
Activity Description

The Public Works Department is responsible for the design, construction and maintenance of City facilities and infrastructure including streets, public buildings, the pier, promenades, beach access stairways, beach, parks, public parking lots, vehicles, water system and wastewater system. These services are provided through two main operating divisions – engineering and public works. These service areas are funded through the General Fund and a series of enterprise funds.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Gov't Buildings - City Hall	$ 327,270	$ 477,661	$ 697,891	$ 657,532	24%
Engineering	557,233	612,543	491,831	494,441	17%
Pismo Vets Hall	44,459	76,720	52,012	27,012	2%
Shell Beach Vets Hall	14,050	25,138	34,098	19,098	1%
Margo Dodd Park	3,384	3,450	1,893	1,893	0%
Parks Maintenance	924,349	1,186,769	980,194	986,652	34%
Street Maintenance	654,143	781,210	638,956	637,939	22%
Street Construction	31,014	-	-	-	0%
Total Operating Budget	$ 2,555,902	$ 3,163,491	$ 2,896,875	$ 2,824,567	

ENGINEERING SERVICES

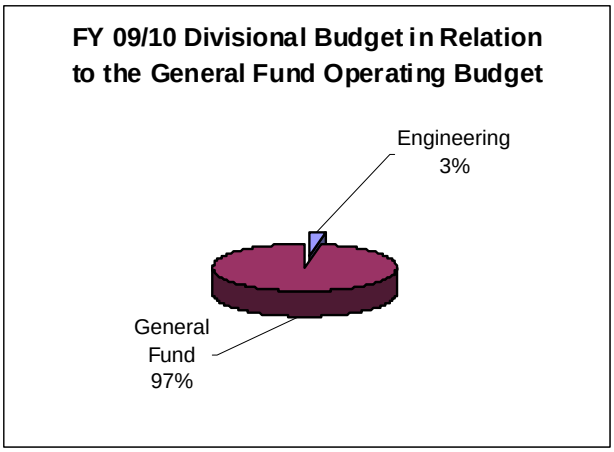


POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Public Works Dir/City Engineer	1.00	1.00	1.00	1.00
Associate Civil Engineer	2.00	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00
Total Engineering Services	5.00	5.00	5.00	5.00

Engineering Services

Activity Description

The principal responsibility of the Engineering Division is protection of the public. This is accomplished by assuring that properly registered professional engineers design and oversee construction of facilities that are built and maintained for public usage. The primary areas of activity are project management, design and construction of capital improvements by the City, and review and inspection of improvements constructed as conditions of private development by developers. Ancillary services include keeping records of infrastructure improvements for use by the public works division and by the general public, and representing the City on several regional technical advisory committees.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 417,424	$402,412	$ 426,666	$ 429,951	87%
Materials and Services	139,808	198,030	65,165	64,490	13%
Capital Outlay	-	12,100	-	-	0%
Total Operating Budget	$ 557,233	$612,543	$ 491,831	$ 494,441	

Public Works Engineering Division

Accomplishments Prior Two-Year Budget:

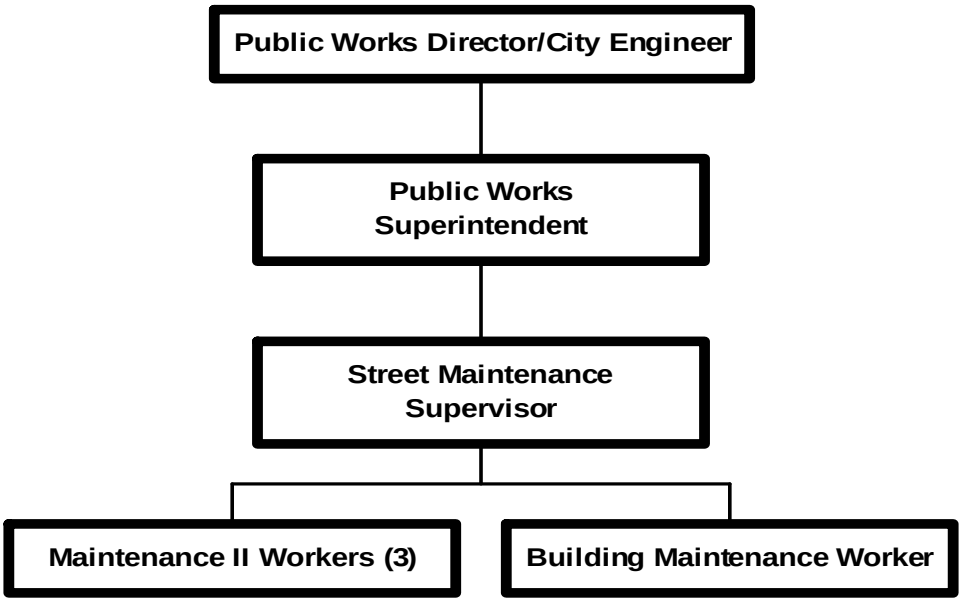
- Pismo Oaks Lift Station
- Shell Beach Fire Station Remodel
- Street Maintenance Project
- 4th Street – Street Improvements
- Dinosaur Caves Park Sidewalks
- 5 Cities Drive Street Sidewalk
- Reef Court Storm Drain Improvement
- Ira Lease Park Design
- Boosinger Park play area design
- Bluff Erosion study
- Beachcomber Stairs Construction

Work Program Highlights for Next Two-Year Budget:

- Construction of Promenade IV
- Annual Street Paving
- City-wide Radio Communication Improvements
- Five Cities Lift Station Replacement
- Bello Roof Reservoir Repair
- Heights Water System Improvements
- Feasibility Study for Old City Hall
- Telemetry Improvements
- Seismic Studies for existing water Reservoirs
- Parking Lot Paving
- Storm Water Outfall Reconstruction
- City Hall Emergency Generator

This page was intentionally left blank.

STREETS & GOVERNMENT BUILDINGS MAINTENANCE

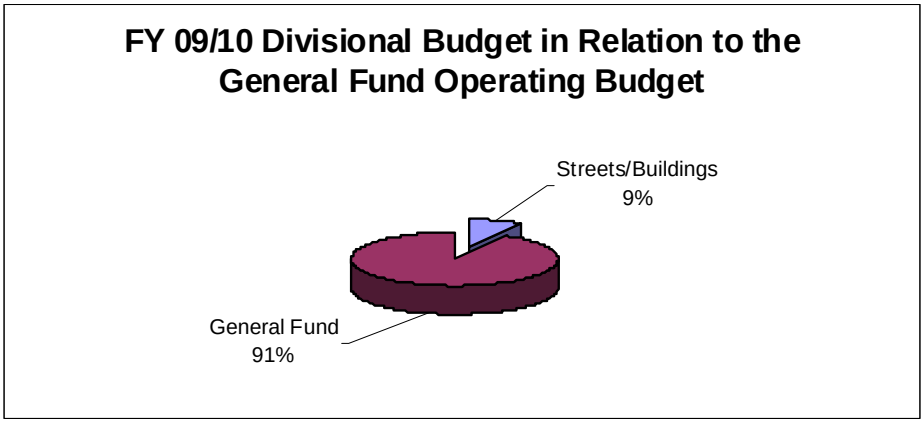


POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Street Maintenance Supervisor	1.00	1.00	1.00	1.00
PW Maintenance Worker II	4.00	4.00	4.00	4.00
PW Maintenance Worker I	1.00	1.00	1.00	1.00
Building Maintenance Worker	1.00	1.00	1.00	1.00
Total Streets & Buildings	7.00	7.00	7.00	7.00

Streets, Government Buildings Maintenance, & Veterans' Halls

Activity Description

The Streets and Buildings Division is responsible for inspecting, repairing and maintaining the City's streets, parking lots, sidewalks and beaches, as well as maintaining public buildings. Activities include overseeing the street sweeping contract, pothole patching, and installation and maintenance of street signs and markings to insure safe driving and walking conditions. This Division also maintains all City stairways and ramps to the beach, and maintains clean and safe beaches for our visitors and residents. Public buildings that the Division is responsible for operating and maintaining include City Hall, the Vets Halls, the Police Facility, the Chamber of Commerce Building, two Fire Stations and the Public Works Maintenance Buildings.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 430,667	$ 443,553	$ 446,348	$ 446,351	31.4%
Materials and Services	617,700	877,898	592,799	516,779	41.7%
Capital Outlay	18,291	35,000	145,000	-	10.2%
Operating Transfers	4,278	4,278	3,672	4,276	0.3%
Debt Service	-	-	235,138	229,175	16.5%
Total Operating Budget	$ 1,070,937	$ 1,360,729	$ 1,422,957	$ 1,196,581	

Streets, Government Building's Maintenance, and Veterans' Halls

Accomplishments Prior Two-Year Budget:

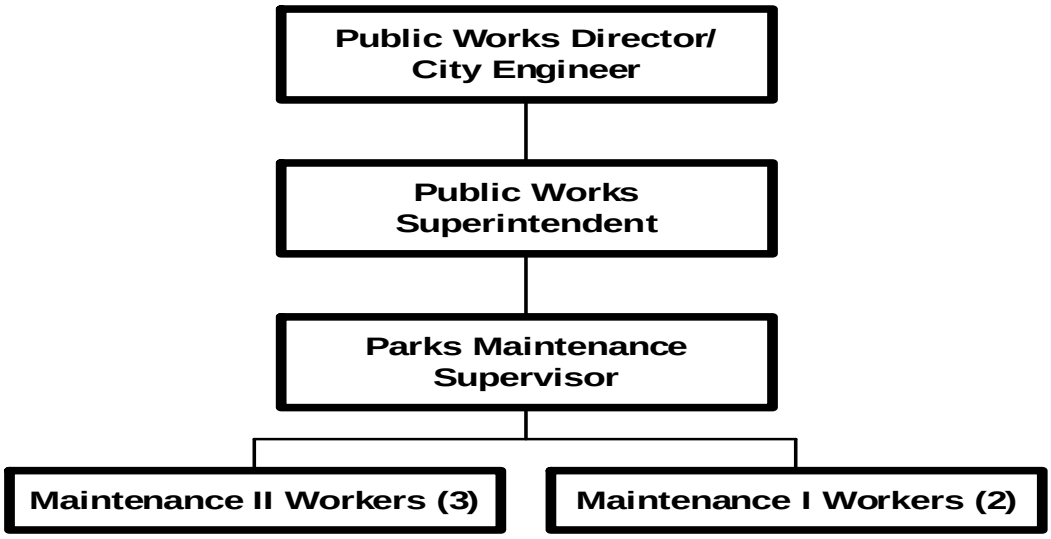
- Painted interior of City Hall
- Completed lighting upgrade at Corporation Yard
- Upgraded plumbing fixtures at Shell Beach Veteran's Hall
- Painted interior of Police Station
- Replaced glass entry doors at Pismo Beach Veteran's Hall
- Sealed HVAC decks at City Hall
- Major repairs for Happytime Preschool including interior and exterior painting, new windows, window trim, doors, termite damage, and under floor insulation
- Cleaned HVAC ducts in the Police Station
- Constructed Visitor Information Center Kiosk on the pier
- Installed hand rails at the Pismo Beach Veteran's Hall
- Purchased new Christmas tree for the pier

Work Program Highlights for Next Two-Year Budget:

- Develop Corporation Yard needs assessment and master plan
- Install grease trap at the Shell Beach Veteran's Hall
- Refinish hardwood floors at Shell Beach Veteran's Hall
- Develop detailed needs assessment for all Government Buildings
- Install emergency generator at City Hall
- Install fire alarms at Pismo Beach and Shell Beach Veteran's Halls
- Pier planking replacement
- Storm drain cleaning program
- Replace HVAC units in Pismo Veteran's Hall
- Complete installation of standby generator at Station 64

This page was intentionally left blank

PARKS MAINTENANCE



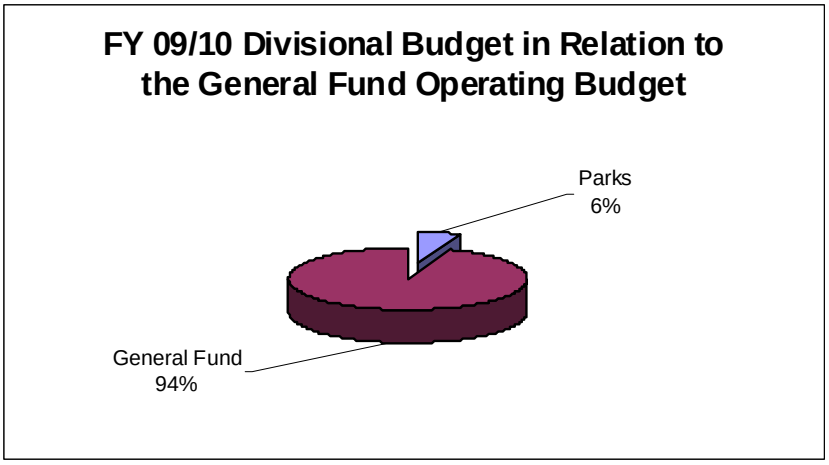
POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00
Parks Maintenance I	2.00	2.00	2.00	2.00
Maintenance Worker II	3.00	3.00	3.00	3.00
Total Parks Maintenance	6.00	6.00	6.00	6.00

* Additional staffing includes a temporary Summer Helper

Parks Maintenance

Activity Description

The Parks division is responsible for maintaining all City owned parks, rights-of-way, medians, playground equipment, irrigation and other landscaped areas for public use. In addition the division provides weed abatement and control throughout the City, monitors all City trees for disease and public safety, and oversees the cleaning and maintenance of City restrooms and portable toilets and maintains mutt mitt program throughout the City.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 514,952	$ 587,588	$ 583,951	$590,345	60%
Materials and Services	388,486	592,071	396,243	396,307	40%
Capital Outlay	20,911	7,110	-	-	0%
Total Operating Budget	$ 924,349	$1,186,769	$ 980,194	$986,652	

Park Maintenance

Accomplishments Prior Two-Year Budget:

- Replaced bait stations on the pier
- Renovated and installed warning track at Ford Field
- Renovated and replanted James Way slope
- Renovated landscaping and entrance at the Police Department
- Installed drinking fountains at Beachcomber Park and Promenade 3
- Installed concrete slabs, picnic tables, barbeques, and trash receptacles in Beachcomber Park
- Began work on Irrigation telemetry system
- Replaced riding lawn mower

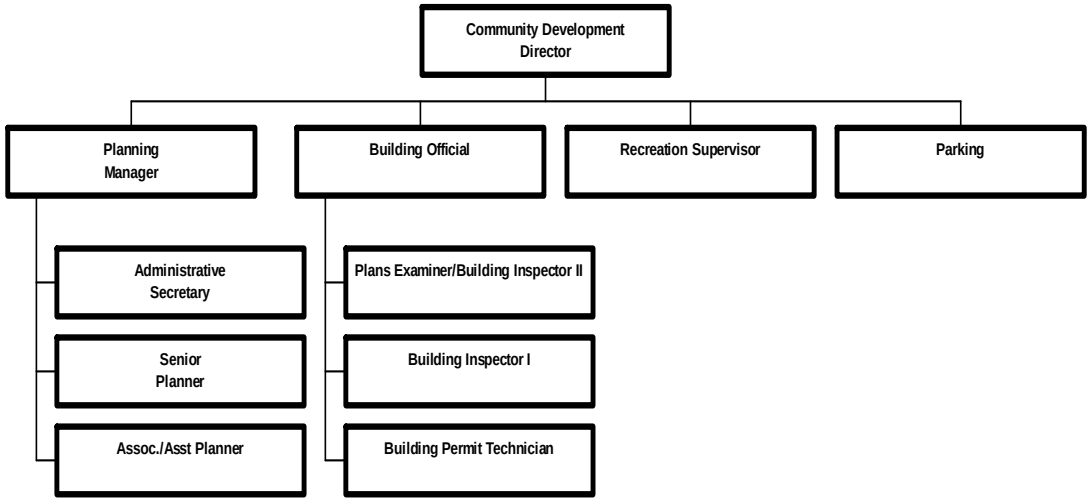
Work Program Highlights for Next Two-Year Budget:

- Install drain inlet at Chumash Park
- Renovate Rooker Field
- Complete construction of Ira Lease Park
- Replacement of Boosinger Park play equipment and install rubberized fall protection
- Renovate and install landscaping and plant material at Shell Beach tennis courts and Clam Island
- Install safety barriers at Highland Park
- Complete Irrigation telemetry system
- Prepare inventory of parks, trails, and public areas maintained by the City
- Relocate safety bollards and re-grade Margo Dodd Park to prevent further erosion of bluff
- Renovate welcome sign on Highway 1
- Complete Boeker Street Overlook

This page was intentionally left blank.

COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT BASE BUDGET PERSONNEL BY ACTIVITY



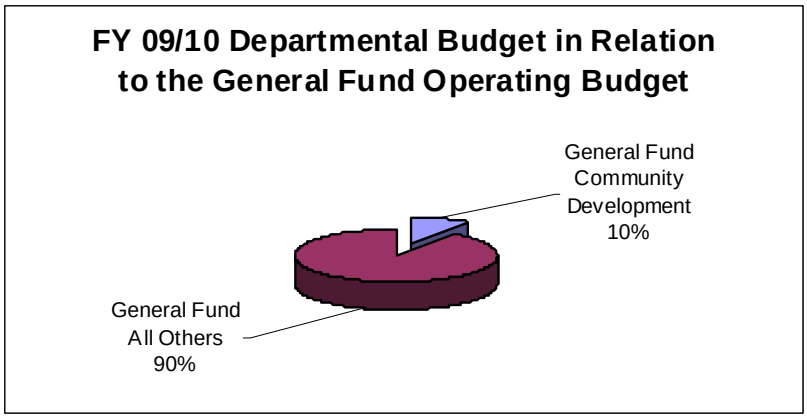
POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Community Development Dir	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Building Inspector I	1.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00
Building Permit Technician	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Associate/Assistant Planner	2.00	2.00	2.00	2.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Parking Supervisor	0.00	0.00	1.00	1.00
Total Community Dev Dept	10.00	10.00	11.00	11.00

* Additional staffing includes part-time temporary Asst., Volleyball Coordinator, Code Enforcement Officer & Cal Poly volunteers

COMMUNITY DEVELOPMENT DEPARTMENT

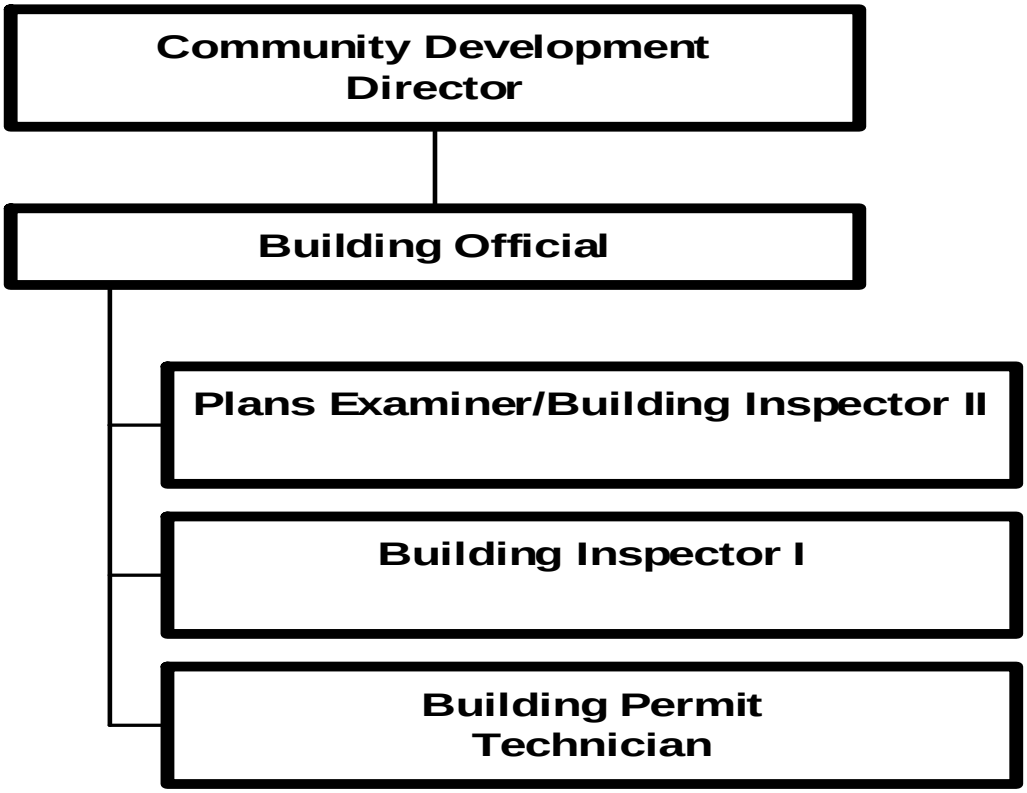
Activity Description

The Community Development Department is dedicated to ensuring both a safe and enjoyable living environment for both residents and visitors. Services are provided through three main operating divisions – planning, building inspection and recreation. Planning facilitates the creation and implementation of plans and programs designed to protect the natural environment while guiding residential, commercial and open space development/preservation. Building Inspection protects life, health and property by assuring safety in the construction, alternation and repair of buildings. Recreation serves residents and visitors by providing opportunities for play and relaxation.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Building Division	$ 603,063	$ 623,297	$ 598,202	$ 523,723	37%
Planning Division	820,210	891,576	686,944	686,944	43%
Recreation City Supported	225,137	297,863	249,877	251,446	16%
Recreation Fee Supported	56,089	69,514	66,271	66,271	4%
Total Operating Budget	$ 1,704,498	$1,882,250	$ 1,601,294	$ 1,528,384	

BUILDING INSPECTION

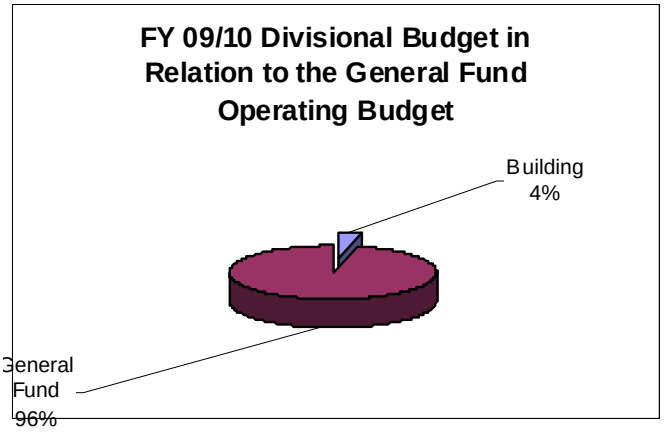


POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Building Official	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00
Plans Examiner/Bldg Inspector	1.00	1.00	1.00	1.00
Building Permit Technician	1.00	1.00	1.00	1.00
Total Building Inspection	4.00	4.00	4.00	4.00

Building Inspection

Activity Description

The Building Inspection Division is responsible for the protection of life, health and property through the promotion of public safety in the construction, alteration and repair of buildings. This responsibility is accomplished by accurate and efficient plan reviewing; permit issuance, construction inspection and conflict resolution involving contractors, homeowners, and the general public. The Building Inspection Division likewise assumes responsibility for the City's planning, zoning, building and development-related code enforcement program.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 351,299	$ 406,737	$ 420,517	$ 420,708	70%
Materials and Services	248,154	211,256	176,185	101,515	29%
Capital Outlay	3,610	5,304	1,500	1,500	1%
Total Operating Budget	$ 603,063	$ 623,297	$ 598,202	$ 523,723	

Building Inspection

Accomplishments Prior two-year budget:

- For budget year 2007/2008, issued 855 permits at a valuation of $18,838,816 and provided 4,548 field inspections.
- For budget year 2008/2009 to date, issued 484 permits at a valuation of $14,951,858 and provided 2,713 field inspections as of March 26th.
- Recruited and hired a part-time Code Enforcement Officer.
- Provided training and education for the Code Enforcement Officer and obtained certification of the Code Enforcement Officer from California Association of Code Enforcement Officers.
- Drafted and adopted administrative tools by ordinance for the code enforcement program to establish authority and due process with administrative citation component.
- Currently preparing a fee resolution to establish fines for the Administrative Citation process to support Code Enforcement. Awaits a City Council agenda date for ultimate result of adoption by City Council.
- Implemented the automated Code Enforcement module for the permit tracking system.
- Initiated the Vacation Rental Code Enforcement Program, including the drafting all of the requirements for procedures to enforce the Municipal Code. Currently have many cases in various levels of enforcement.
- Completed a fee study and drafted and adopted a new stand alone City of Pismo Beach Construction Permit Fee Schedule, including new fees for ADA and storm water management compliance.
- Reduced the cost of permits for unreinforced masonry building strengthening to the minimum permit fee to provide an incentive to building owners to undertake strengthening projects.
- Adopted the new California Building Codes based on the International Building Code to bring the City of Pismo Beach current with the rest of the nation.
- Implemented a new plan check policy to provide for more controlled tracking, the ability for reviewers to redline corrections on the plans, and greater assurance that all reviewers are reviewing the same version of the plans.
- Changed our contract service for outside plan checking to an in-house operation for a greatly improved level of service to the development community and staff. The in-house operation allows staff to be available in the office for the 9-hour business day, and provides greater opportunity for customers to acquire general project information and to discuss plan check issues directly with the plan reviewer.
- Initiated a full documented program for special inspection requirements of the code. Updated special inspector qualifications and approvals for work in the jurisdiction. The City is the first jurisdiction on the Central Coast to have a full program in effect.
- Initiated a fully documented structural observation program for structural observation requirements of the code. The City is the first jurisdiction on the Central Coast to have this full program in effect.
- Initiated comprehensive preconstruction meetings on projects to bring all of the city inspection staff, design professionals and contractors together outlining all requirements for efficient and profitable development while providing the least impact on the surrounding community.

Building Inspection

Accomplishments Prior two-year budget continued:

- Developed policies in the permit tracking system for uniform administration of the building codes.
- Continued to transfer all final permit documents to laserfiche, and lowered the cost attached to each permit fee for recovering the cost thereof.
- Continued to update and maintain the automated permit and code enforcement tracking systems.
- Implemented new permit application forms and procedures to enforce new State mandates for contractor and owner-building applicants.
- Implemented posting of permit statistics on the City website. Also established application forms and documents on the website in an interactive pdf format for customer convenience and to provide clarity and readability for the archives.
- Completed assessment of software alternatives for our permit tracking systems with the Planning, Engineering and Building Divisions collectively. All three Divisions are able to implement the program and the first year subscription fees under current budget. The proposal has approval of Department Heads and City Manager. We are currently waiting approval by City Council.
- Completed the new FEMA Flood Plain Ordinance in conjunction with the Planning and Engineering Divisions.
- Started review of the unreinforced masonry-building program by compiling all old records to evaluate existing stock of buildings and documentation.
- Maintained support of the International Code Council by the Building Official in code development as a Class-A government-voting member and attendance of annual business meetings.
- Maintained support to the California Association Building Officials by the Building Official in code development and attendance of annual business meetings.
- Maintained support to the Central Coast Chapter of the International Code Council by the Building Official serving as Past President.
- Maintained support to SLO Green Build by the Building Official serving as a liaison.

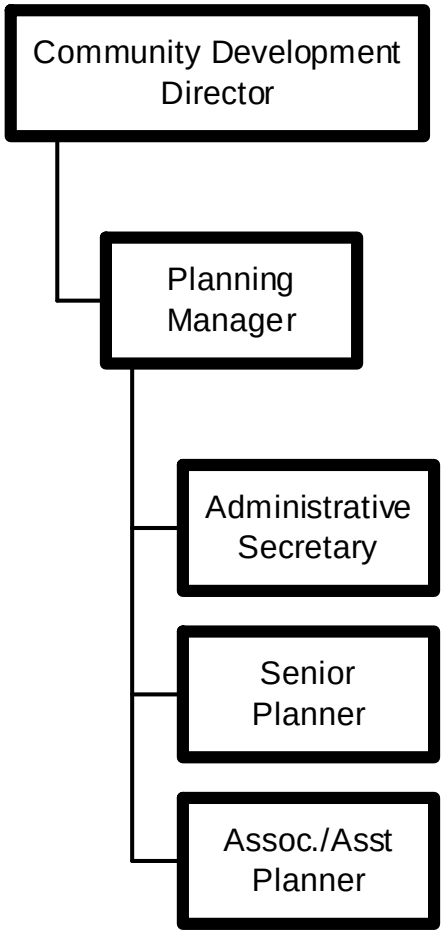
Building Inspection

Work Program Highlights for Next Two-Year Budget:

- Continue to provide building code services for residential and commercial development through information dissemination, plan review services, and building inspections.
- Continue Code Enforcement services and initiate proactive programs.
- Continue ongoing staff education with cross training in building permit processing, building inspection, and code enforcement.
- Continue to encourage Building Division staff to obtain additional certifications from the ICC Certification Program.
- Continue to achieve additional certifications for the code enforcement program.
- Process local adoption of the International Residential Code (IRC) consistent with action expected by the State to adopt the IRC within the budget cycle.
- Continue work on improvements to the GIS system and web pages, including public access to forms, policies, and project status.
- Install and implement new permit tracking software programs that will allow improved citizen access and staff coordination in the permit processing functions.
- Implement new State energy regulations for construction projects scheduled to become effective in August 2009.
- Continue to support the International Code Council with the Building Official serving as a Class A government-voting member and attendance of meetings.
- Continue to support California Association of Building Officials with the Building Official serving as a member and attendance of meetings.
- Continue to work with SLO Green Build with the Building Official serving as a Liaison.
- Continue to support the Central Coast Chapter of the International Code Council.
- Provide training and encouragement to all Building Division staff to obtain certification as Certified Access Specialist Program (CASP) as required by State mandate.
- Develop a revised ordinance and program for the strengthening of unreinforced masonry buildings (URM), ultimately resulting in adoption by City Council.
- Implement the provisions of a new URM program following City Council adoption.
- The Building Division will continue to seek for opportunities to improve service levels and support other Divisions in any way that it can.

This page was intentionally left blank.

PLANNING

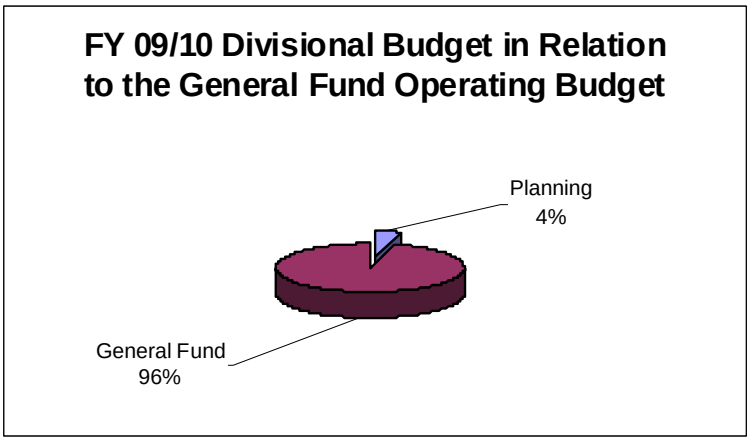


POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Administrative Secretary	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Associate/Assistant Planner	1.00	1.00	1.00	1.00
Total Planning	4.00	4.00	4.00	4.00

Planning

Activity Description

The primary responsibility of the Planning Division is to protect the natural environment while guiding residential, commercial and open space development/preservation. In achieving this objective, the Planning Division is responsible for the creation and implementation of long range plans consistent with approved planning principles and state law for the City's future growth and development. The Division likewise is responsible for the current planning function involving the processing and review of development projects to ensure consistency with City policies and local, state and federal law, including project environmental review. Additionally, the Division is charged with special projects that are related to the City's planning function, including oversight of parks and open space planning, grant writing and assisting in Redevelopment Agency administration.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 520,280	$517,875	$518,869	$518,869	76%
Materials and Services	299,930	373,101	168075	168,075	24%
Capital Outlay	-	600	-	-	0%
Total Operating Budget	$ 820,210	$891,576	$686,944	$686,944	

Planning Division

Accomplishments Prior two-year budget:

Development Projects:

- Tract 2554 completion – installation of Rancho Road for direct access to Price Historic Park and installation of Class 1 bike trail.
- 110 Oak Park multi-use project (Baker) approval
- 2 James Way medical office park approval, project under construction

Legislative Project:

- Shell Beach Streetscape plan work, nearing completion
- Housing element contract approved and work underway, completion by Sept 09
- Completion of Pismo Heights amendments to permit condominiums in high density areas
- Completion of amendment of Wadsworth property from R-2 to R-3 zoning designation

Administrative and Other:

- Contract for Permit tracking completed and work underway
- Boosinger Park playground equipment/parent outreach completed, RFP going out on project
- RDA Home improvement program initiated, program successfully underway
- City participation in county homeless plan
- Completed application for Community planning grant for Shell Beach Road Improvements

Work Program Highlights for Next Two-Year Budget:

Redevelopment Activity:

- Home Improvement Program
- Explore expanding HIP to include rental property
- Renew funding as it becomes available for HIP
- First Time Homebuyers program
- Evaluate success at beginning of FY 2010
- Continue program as long as possible or feasible
- Begin work towards splitting WWTP parcel for potential affordable housing project along city owned Ocean View property.
- Determination on LMUSD property acquisition
- Re-negotiation with LMUSD on tax sharing agreement and/or dissolution of the agency

Planning Division

Work Program Highlights for Next Two-Year Budget continued:

General Plan / Local Coastal Plan:

- Completion of Housing element, certification by HCD
- Land Use element update
- Circulation element update
- Price Canyon Annexation

Zoning Code Update:

- Zoning code updates that may be needed concurrent with General Plan/Local Coastal Plan update
- Housing element recommended zoning code amendments

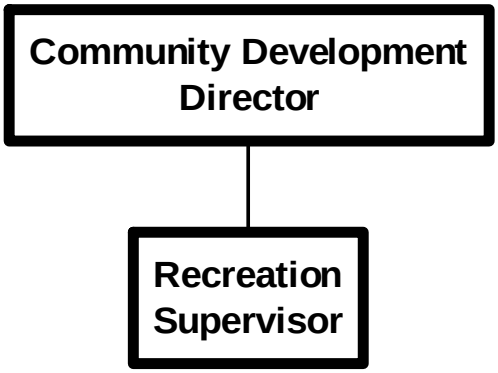
Special projects:

- Shell Beach streetscape plan phase I completion
- Completion of Shell Beach Road plan to El Portal /contingent upon grant funding
- Guidelines for redevelopment of properties with historical design.
- Land/Water grant 2010, Project TBD
- Community Art program
- Completion of Bicycle/Pedestrian plan
- Grant application for bicycle lane funding
- Price Historical Park master plan review and action
- Pismo Creek trail – evaluate multiple properties and pinpoint easement areas for trails outlined in master plan.
- Pismo Lakes master plan with State Parks collaboration
- Old City Hall decision/action plan

Large or complex pending development:

- 2900 Shell Beach Road
- Redevelopment/downtown properties

RECREATION – CITY & FEE SUPPORTED



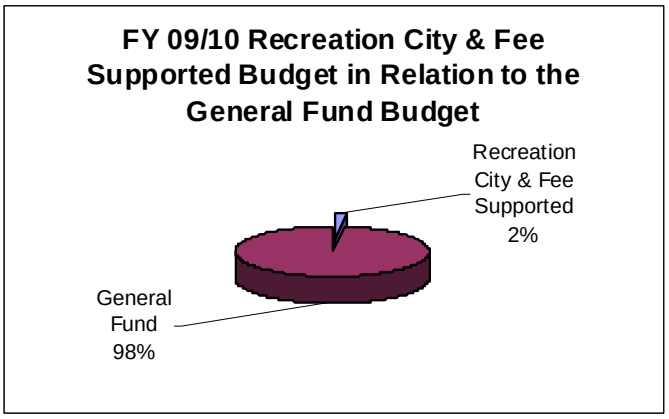
POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Recreation Supervisor	1.00	1.00	1.00	1.00
Total Rec – Fee Supported	1.00	1.00	1.00	1.00

* Additional staffing includes part-time temporary Asst., Volleyball Coordinator & Cal Poly volunteers

Recreation – City & Fee Supported

Activity Description

The Recreation Division is responsible for the administration of recreation classes offered by private instructors and coordination of a number of City sponsored special events including the Easter Egg Hunt and Pumpkins By the Pier among others. The Division is also responsible for the highly regarded and acclaimed recreation beach volleyball program. This program is supported, in large measure, by participant registration fees and is represented in the budget under "fee supported" programs. A supporting responsibility of this program area is the coordination of facility rentals including the Veteran's Memorial Building, Shell Beach Vet's Hall, Margo Dodd Park and Dinosaur Caves Park.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$178,389	$ 211,933	$ 200,135	$ 203,204	63%
Materials and Services	44,564	68,430	49,742	48,242	16%
Capital Outlay	2,184	17,500	-	-	0%
Total Rec-City Supported Operating Budget	225,137	297,863	249,877	251,446	
Wages and Benefits	35,657	40,067	42,196	42,196	13%
Materials and Services	20,432	29,448	24,075	24,075	8%
Total Rec-Fee Supported Operating Budget	56,089	69,514	66,271	66,271	
Total Operating Budget for Supported Rec Functions	$281,226	$ 367,377	$ 316,148	$ 317,717	

Recreation – City & Fee Supported

Accomplishments Prior two-year budget:

- The Recreation Dept. has increased attendance for all of our Community Events, such as Pumpkins On The Pier, Holiday Harmony, Easter Egg Hunt, Stride with the Tide, etc.
- Expanded the Senior Dance to twice a month, the second & fourth Monday of every month. The Recreation Dept. added another dance per month based on the request of the seniors. Thus far, both dances have continued to be a success.
- Implement all classes in the Recreation Software program, to include special events such as Stride with the Tide, Father Daughter Dance, etc.
- Formalized agreements with the users of the Pismo Beach Baseball Fields.
- Initiated the first Father Daughter Dance, for the City of Pismo Beach. The dance was held on Friday and sold-out with 140 fathers/daughters registered. This program will be an additional on-going special event for the Recreation Division.
- Creation and Implementation of the Pacific Breeze Concert Series at Dinosaur Caves Park – these concerts were held once a month from March – May, the event concluded on Mother's Day. The average attendance for these concerts exceeded 750 people. These concerts were made available thanks to the many community sponsors, who donated funds to make this happen.
- Implemented excursions for local residents, these excursions will continue to be offered once a month and we will continue to keep the prices reasonable so that it can be an affordable option for those who are interested.
- Reservations for facility rentals for our parks and halls continue to remain steady.
- Staff has reviewed the Adopt-a-Bench program during this past year. An assessment has been made to indicate what benches are currently available, those that have been adopted out, and a current list which will indicate when the benches were adopted and the possible time for renewal of those benches.
- Continue to offer new recreational classes and programs.

Work Program Highlights for Next Two-Year Budget:

- Based on the Adopt-a-Bench assessment, we now will be making 30 more benches available to the public. These benches are all located on the Pier Promenade or downtown Pismo Beach. Letters have been sent to customers on a waiting list informing them as to what benches are currently available and the fees for those benches.
- Set up the ActiveNet program so that we can begin to take facility reservations for our parks & facilities. Once this program has been set-up internally, we will be able to offer facility reservations on-line for both our halls and parks. This will help with customer service, as they will be able to view available dates and book the reservation on-line. We will need to ensure that these additional services will make the reservation process smoother for our customers and will be following this process closely with each reservation to ensure that we are utilizing the software program to the best of it's ability and that the customer is happy with the process.

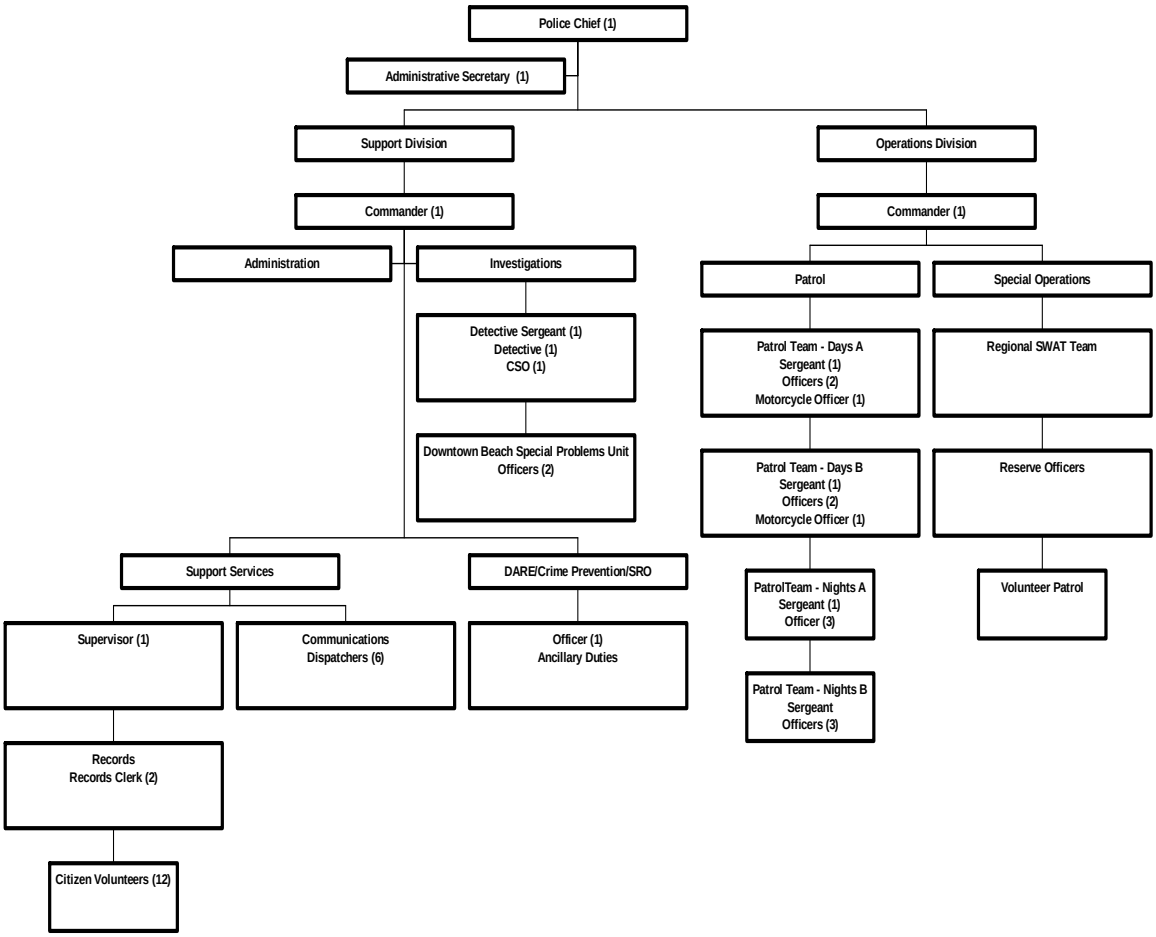
Recreation – City & Fee Supported

Work Program Highlights for Next Two-Year Budget continued:

- A fee assessment will be completed for all of our facilities, to include both parks and halls. During this process, we will also be reviewing our current rules and regulations and updating them as needed. If we find that we will be increasing our fees to align ourselves with like cities, we will produce a fee study to City Council and ask for an approval for an increase in fees.
- A fee assessment will also be done for Special Events. We are expecting these fees to increase additionally as well.
- We will continue to offer all of the annual Special Event Community Programs. We will continue to add the 4 new additional Special Events that began in 2009; these events will include the Father Daughter Dance and the Pacific Breeze Concert Series.
- Continue to update contracts for facility use agreements as it relates to all facilities.
- Continue to update contracts for instructors and organizations, which help promote and or implement recreational programs.
- Continue to increase the Volleyball program for youth and adults, especially in the summer months.
- The Father Daughter Dance, will become an annual event
- Continue to offer new summer camps and review them to see if they are meeting the community needs. This year, we will be offering a camp Monday-Friday at Pismo Beach Veteran's Hall. Boys and Girls Club will be taking the lead on that camp.
- Continue to add new sports camps, especially in the summer months. This year, a baseball camp, basketball camp and volleyball camp has been added as an additional option for the youth in our community.
- Add recreational programming, specifically for youth and teens

PUBLIC SAFETY

POLICE



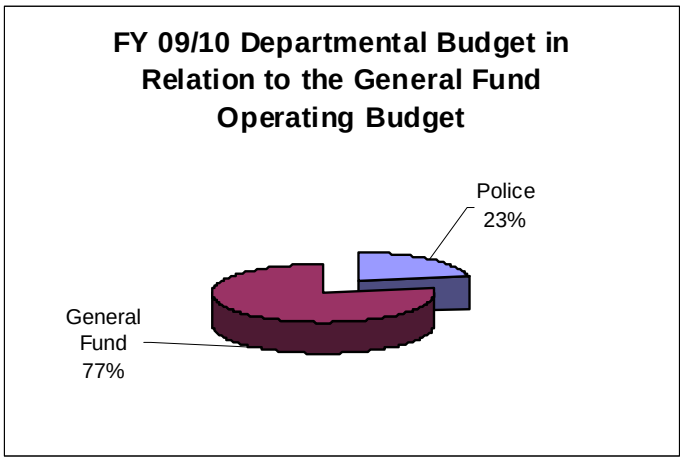
POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Police Chief	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00
Police Corporal	2.00	2.00	2.00	2.00
Police Sergeant	5.00	5.00	5.00	5.00
Police Officer	12.00	12.00	12.00	12.00
Police Officer (Grant)	1.00	1.00	1.00	1.00
CSO (Grant)	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00
Records Clerk	2.00	2.00	2.00	2.00
Dispatcher	6.00	6.00	6.00	6.00
Total Police Department	34.00	34.00	34.00	34.00

* Additional staffing includes 14 citizen volunteers

Police Department

Activity Description

The Police Department provides a multifaceted public safety service that creates an atmosphere and environment of social order and safety. The department places a high value on providing public safety services that significantly contribute to the high quality of life enjoyed by both residents and guests of the City. Supporting this objective, the Department's policing efforts function under a philosophy of collaboration and partnership with our community. Organizationally, the Department consists of two major divisions – Operations and Support. The Operations Division consists of patrol, reserve officers, citizen volunteer patrol, and the downtown/special problems unit. The Support Division oversees records, dispatch services, investigations, and DARE/crime prevention.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 3,865,901	$ 4,049,254	$ 4,143,761	$ 4,197,877	86%
Materials and Services	539,217	612,081	622,147	659,038	13%
Capital Outlay	18,725	39,111	36,500	1,500	1%
Total Operating Budget	$ 4,423,843	$ 4,700,447	$ 4,802,408	$ 4,858,415	

Police Department

Accomplishments Prior Two-Year Budget:

- Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation. The department successfully complied with 446 standards comprised of over 1,100 mandates and became only the 5th municipal police department in the State of California to earn national accreditation status. Accreditation was achieved in November of 2007 and immediately began the three (3) year re-accreditation process.

- Pismo Beach Police Department's "Heart Safe" Program. During the last two-year budget, the department was able to deploy Automated External Defibrillators (AEDs) in all patrol units. The department was recognized for the save of a victim in cardiac arrest with an AED deployed from a police unit.

- Emergency Operations Center Upgrade. The police Department took the lead in the technology upgrades within the City of Pismo Beach Emergency Operations Center (EOC), which is located at the police department. The new technologies allow for a higher degree of organization, enhanced communications with other EOC's, and ability for resource recall and visualization.

Work Program Highlights for Next Two-Year Budget:

- Public Safety Communications Upgrade. This upgrade will consist of construction of two new repeater sites on opposite ends of the City. With this upgrade emergency radio communications will be improved, along with the elimination of several radio dead zones in the City.

- Ancillary Police Storage / Garage Building. The Police Department is currently in a storage crisis and is out of available storage space. This has caused the usage of temporary storage containers for items of valuable equipment and evidence. The building of this project will assist in the relief of the problem and provide better storage for the department's equipment.

- Commission on Accreditation for Law Enforcement Agencies (CALEA) Re-Accreditation. The reassessment of the police department's compliance to the state of the art national standards set forth by CALEA will be in November 2010. The process of re-accreditation is more scrutinizing and tedious than the initial accreditation. In addition, compliance for this re-accreditation must be done under the newest addition of the ever-evolving standards manual making this process more precipitous.

- "My Cop" Program. The "My Cop" program is being developed to further enhance the department's partnership with the community. This program will provide residents with a more personalized response from the police department regarding quality of life issues. Each officer of the department will utilize modern technology to make him or herself available to a particular zone within the city as to facilitate a response to quality of life issues.

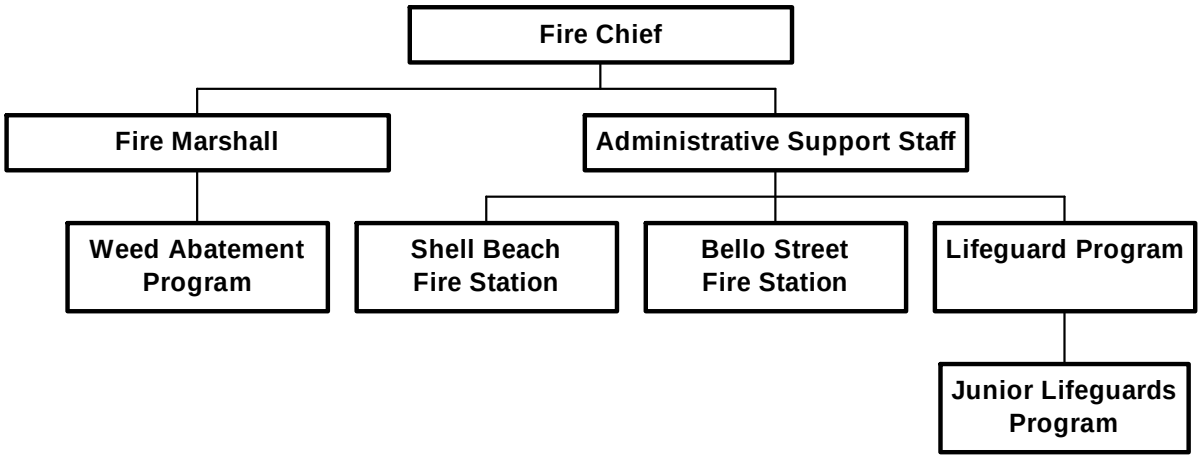
- Pismo Beach Police Department Color Guard. The development and utilization of this unit is for the purpose of providing a formal well trained color guard to be used for formal city functions, dedications, community events, special events, Memorial and Veteran celebrations, parades, etc. The community will be very proud of this unit.

Work Program Highlights for Next Two-Year Budget (continued):

- Locker Room Renovation. Due to the lack of storage in the police facility, better designed locker units would allow for the storage of officer's equipment/riot bags and report boxes to be maintained under each unit. The units contain a bench seat, which would reduce clutter and safety issues of the current free moving wood stools. The storage would allow for the current equipment room to be utilized for department equipment.

- Police Chaplain Program. The Police Chaplain Program a very valuable program that provides counseling for department employees, crime and accident victims. The police chaplain is subject to call out during critical incidents and times of crisis. This position will be in conjunction with the department's volunteer program.

FIRE



POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Fire Chief	0.00	0.00	0.00	0.00
Administrative Secretary	0.00	0.00	0.00	0.00
Fire Captain	0.00	0.00	0.00	0.00
Fire Engineer	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.00
Total Fire Department	0.00	0.00	0.00	0.00

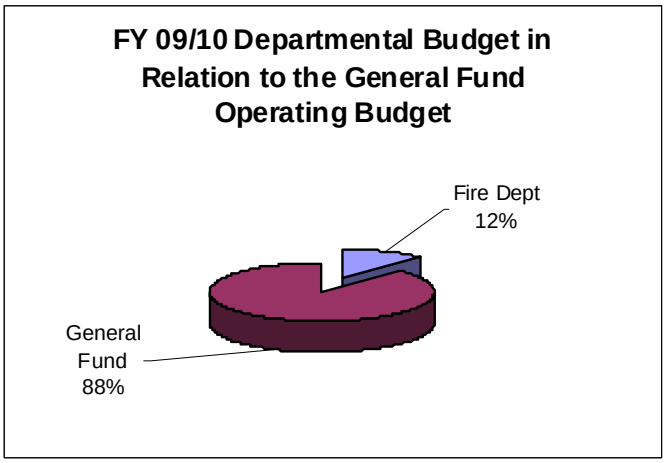
* Additional staffing includes part-time temporary fire reserves and seasonal lifeguards

* Fire services are contracted with Cal Fire

FIRE DEPARTMENT

Activity Description

The Fire Department is responsible for protecting life, property and the environment. This is accomplished through the delivery of a wide variety of emergency response services including fire suppression, emergency medical response, fire prevention, extrication and rescue, public education as well as the enforcement of fire and life safety standards. Seasonally, the Department is likewise responsible for the provision of lifeguard services along the beach and weed abatement as a wildfire safety precaution. Fire services are currently provided through a contract with CAL FIRE (California Department of Forestry and Fire), with paid staff and reserves operating out of both the Bello Street and Shell Beach fire stations.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Fire Operations	$ 1,964,480	$ 2,046,184	$ 1,895,372	$ 1,910,941	94%
Weed Abatement	9,069	11,300	11,500	11,500	1%
Lifeguards	115,979	149,357	112,693	114,029	6%
Total Operating Budget	$ 2,089,528	$ 2,206,841	$ 2,019,565	$ 2,036,470	

Fire

Accomplishments Prior Two-Year Budget:

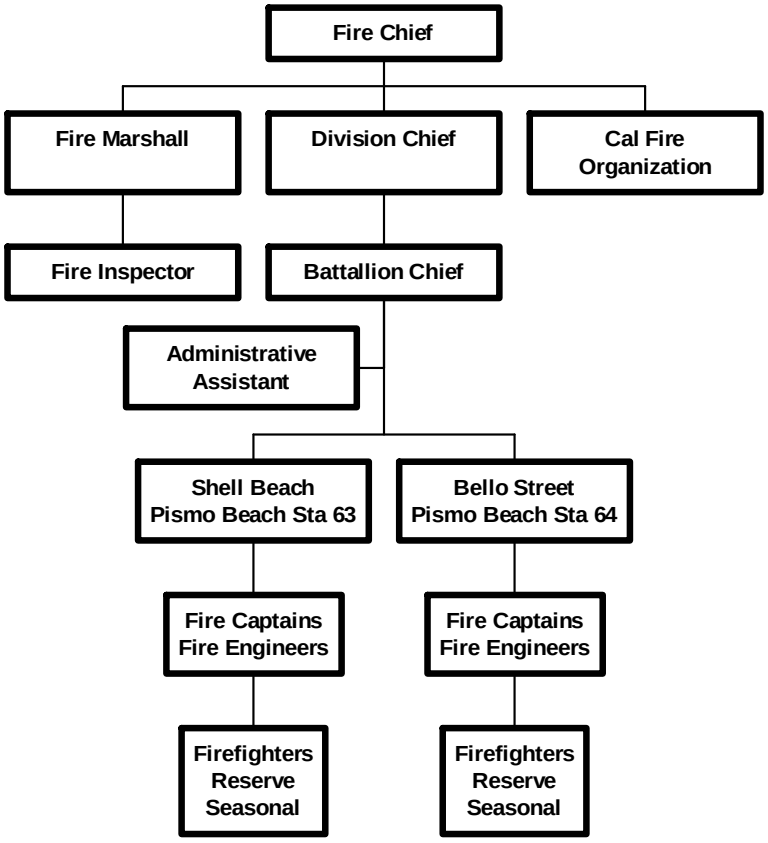
- Developed a Rescue Water Craft (RWC) program in cooperation with surrounding agencies.
- Purchased Mobile Data Computers (MDC) for City emergency vehicles.
- Provided paramedic services during major special events such as the Car Show and Fourth of July.
- Completed the remodel of the Shell Beach Fire Station.
- Provided input to the City on capital improvements to the fire and lifeguard facilities.
- Upgraded and trained on the CAD-to-CAD interface between Pismo PD dispatch and CAL FIRE dispatch.

Work Program Highlights for Next Two-Year Budget:

- Review the 2004 Ventana Station drawings and explore funding options including possible grants.
- Complete purchase and place into service a new Rescue Unit at Station 64.
- Aggressively pursue grant funds for Fire Department capital improvements and equipment.
- Fund additional staff hours for the 5th Lifeguard Tower.
- Complete installation of Mobile Data Computers in Fire Department emergency vehicles.
- Continue to provide paramedic services during major special events.
- Continue with our fuel modification projects to provide better fire safety in the wild land urban interface areas of the City.

This page was intentionally left blank.

FIRE OPERATIONS



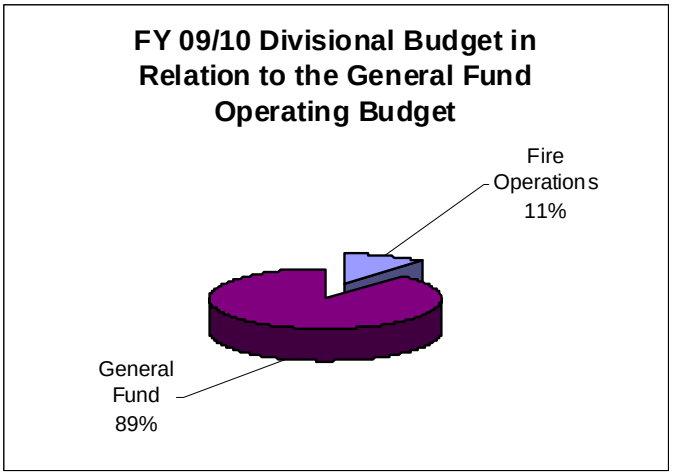
POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Fire Chief	0.00	0.00	0.00	0.00
Administrative Secretary	0.00	0.00	0.00	0.00
Fire Captain	0.00	0.00	0.00	0.00
Fire Engineer	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.00
Total Fire Operations	0.00	0.00	0.00	0.00

* Additional staffing includes part-time temporary fire reserves
*Fire Services are contracted with Cal Fire

Fire Operations

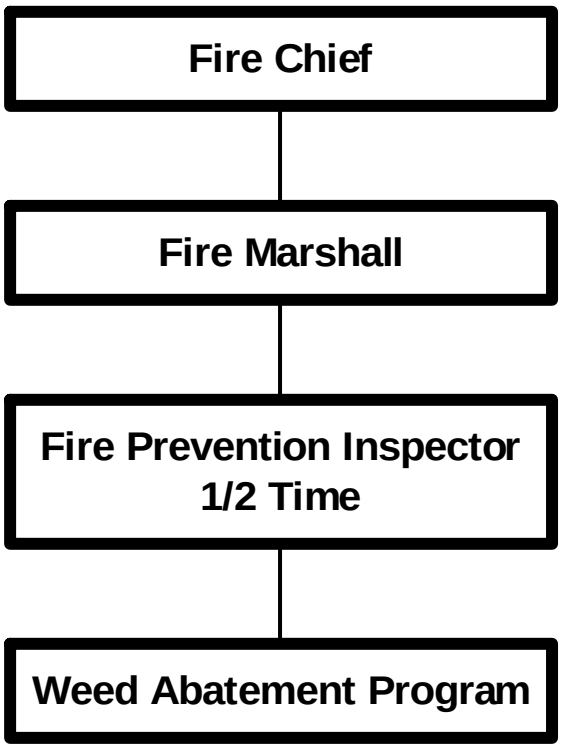
Activity Description

The Fire Operations Division is responsible for the staffing and operation of two fire stations within the City – the Bello Street Fire Station (#64) and the Shell Beach Fire Station (#63). The primary services provided include responding to emergency medical needs, traffic collisions, extrication, rescue and fire suppression calls for service. Staff likewise provides fire inspection, enforcement and public education services.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 150,746	$ 191,866	$ 186,343	$ 186,343	9%
Materials and Services	1,797,028	1,838,547	1,701,529	1,724,598	90%
Capital Outlay	16,706	15,771	7,500	-	0%
Total Operating Budget	$ 1,964,480	$ 2,046,184	$ 1,895,372	$ 1,910,941	

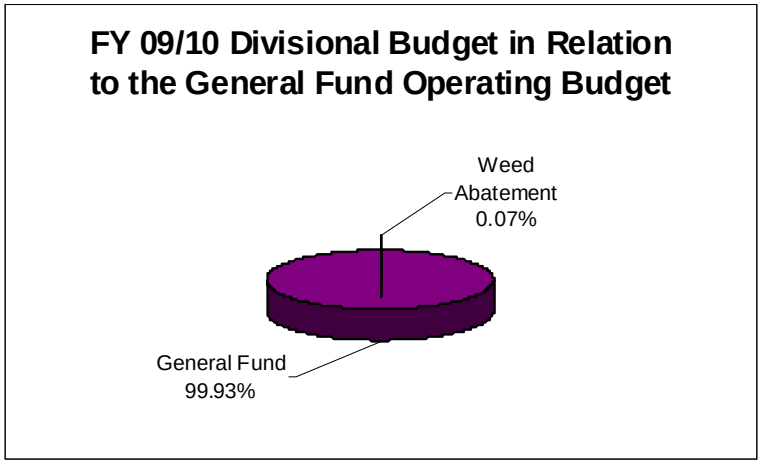
WEED ABATEMENT



Weed Abatement

Activity Description

The Weed Abatement program is responsible for managing vegetation in order to assist in mitigating fire hazards in the interface between urban and wild land areas. To achieve this goal, specific responsibilities include inspecting the entire City each Spring for designated fire hazards; notifying affected property owners and giving them the opportunity to remove the hazards on their own; administering the bid process to hire a contractor to remove hazards on City property and on private property where the property owner does not mitigate hazards by the established deadline; and preparing and submitting to the County for collection on the following year's property tax bill liens for reimbursement to the City of the direct and administrative costs of removing fire hazards on private property.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Materials and Services	9,069	11,300	11,500	11,500	100%
Total Operating Budget	$ 9,069	$ 11,300	$ 11,500	$ 11,500	

LIFEGUARDS

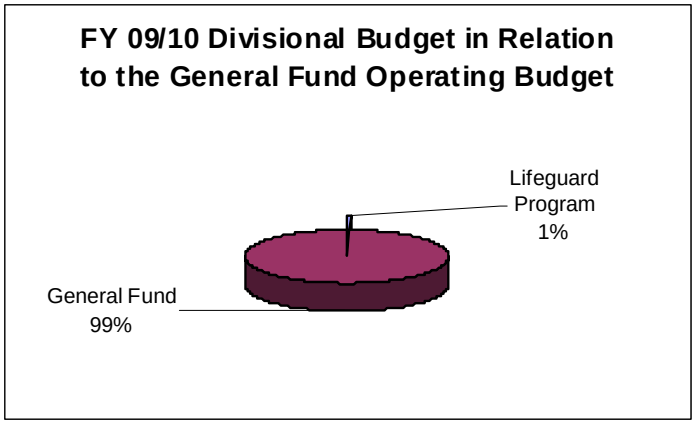


* Additional staffing includes temporary Seasonal Lifeguards

Lifeguards

Activity Description

The Lifeguard Program is responsible for providing an elevated intensity of life and beach safety to the residents and visitors of Pismo Beach. To meet this responsibility, five lifeguard stations are staffed throughout the tourist season from Memorial Day through Labor Day. Staff within this seasonal program are likewise actively involved in supervising the City's prestigious and highly sought after Junior Lifeguard program.

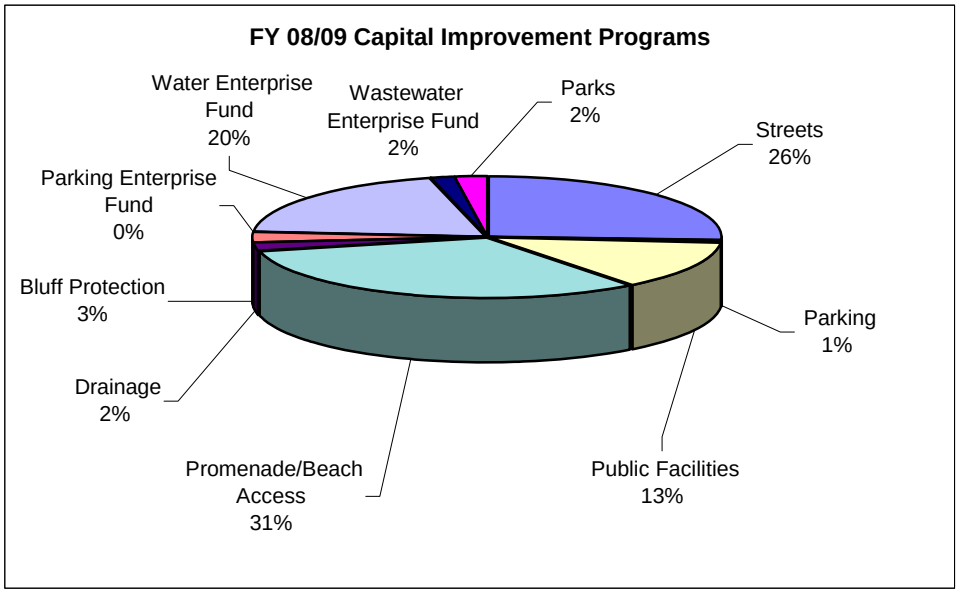


	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
GENERAL FUND EXPENDITURES:					
Wages and Benefits	$ 88,042	$ 90,083	$ 86,059	$ 86,059	76%
Materials and Services	26,148	27,151	24,134	25,470	21%
Capital Outlay	1,790	32,123	2,500	2,500	2%
Total Operating Budget	$115,979	$149,357	$112,693	$114,029	

CAPITAL IMPROVEMENT PROJECTS

Activity Description

The purpose of the Capital Improvement Projects budget is to account for those resources utilized to design and construct the City's capital projects. City Council appropriates all capital projects in the Capital Projects fund except for the Water and Wastewater Enterprise projects. There are many funding sources including, but not limited to: General Fund, grants, federal and state highway funding, enterprise funds and development fees. The following Capital Improvement Project Summaries contain the FY 09/10 and FY 10/11 budgeted projects.



	Actual Budget 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
GENERAL & OTHER FUND EXPENDITURES:					
Parks	$ 605,000	$ 596,000	$ 100,000	$ 100,000	2%
Streets	2,524,000	725,000	1,205,000	-	26%
Parking	55,000	103,000	30,000	-	1%
Public Facilities	68,000	109,000	605,000	145,000	13%
Promenade/Beach Access	685,000	10,000	1,500,000	200,000	32%
Drainage	50,000	100,000	100,000	40,000	2%
Bluff Protection	50,000	50,000	128,000	-	3%
Total General/Other Fund Expenditures	$ 4,037,000	$ 1,693,000	$ 3,668,000	$ 485,000	
ENTERPRISE FUND EXPENDITURES:					
Parking Enterprise Fund	-	-	5,000	-	0%
Water Enterpise Fund	40,000	911,000	80,000	1,086,000	2%
Wastewater Enterprise Fund	708,000	30,000	925,000	205,000	20%
Total Enterprise Fund Expenditures	$ 748,000	$ 941,000	$ 1,010,000	$ 1,291,000	
Total Gen./Other & Enterprise Fund Expendit	$ 4,785,000	$ 2,634,000	$ 4,678,000	$ 1,776,000	

CAPITAL IMPROVEMENT PROJECTS DETAIL

		Fiscal Year 2009-10					
	Project Totals	General Fund	1/2 CENT Sales Tax	Grants/ Other Funds	Park Dev Fund	Water Ent Fund	WW Ent Fund
TRANSPORTATION							
Streets							
Street Main. & Repairs: Overlays, Slurries, & Replacements	1,200,000		1,200,000				
Sidewalk Study	5,000		5,000				
Subtotal Streets	**1,205,000**	0	1,205,000	0	0	0	0
Parking							
Chamber of Commerce Parking Lot	30,000	30,000					
Pomeroy Market	5,000			5,000			
Subtotal Parking	**35,000**	30,000	0	5,000	0	0	0
PUBLIC BLDGS & SUPPORT FACILITIES							
Bello Vets Hall--Replace HVAC Units	25,000	25,000					
Shell Beach Vets Hall-Exterior painting	15,000	15,000					
City Hall--Replace HVAC units in bldg A & B	35,000	35,000					
Install Generator City Hall	290,000	145,000					
Police Locker Rooms	35,000	35,000					
Emergency Radio Towers	350,000	150,000		200,000			
Subtotal Public Facilities	**750,000**	405,000	0	200,000	0	0	0
Promenades/Beach Access							
Promenade IV	1,500,000			1,500,000			
Pier Improvement	200,000						
Subtotal Promenade/Beach Access	**1,700,000**	0	0	1,500,000	0	0	0
Parks Development							
Dinosaur Caves Park Irrigation/Landscapint	200,000				100,000		
Subtotal Promenade/Beach Access	**200,000**	0	0	0	100,000	0	0
Drainage							
Repair Shell Beach Rd Culvert (Encanto/Shell Beach Rd)	40,000						
Repair Ocean Park Outfall (Montecito)	50,000			50,000			
Repair Naomi Ocean Outfall	50,000			50,000			
Subtotal Drainage	**140,000**	0	0	100,000	0	0	0
Bluff Protection							
Eldwayen Ocean Park bluff protection	128,000			128,000			
Subtotal Bluff Protection	**128,000**	0	0	128,000	0	0	0
WATER ENTERPRISE FUND							
Seismic Study	50,000					50,000	
Telemetry Upgrade Phase I	105,000					30,000	
Shell Beach Road Waterline Project	1,011,000						
Subtotal Water Enterprise Fund	**1,166,000**	0	0	0	0	80,000	0
WASTEWATER ENTERPRISE FUND							
Grease Trap - Shell Beach Vets Hall	5,000						5,000
Shorecliff Sewer Line Replacement	150,000						150,000
Five Cities Lift Station	620,000						620,000
PG&E Lift Station Standby Power	50,000						
Hot Spots Repairs	200,000						100,000
Metering Pump Redundancy	50,000						50,000
Telemetry Update Phase I	55,000						
Subtotal Wastewater Enterprise Fund	**1,130,000**	0	0	0	0	0	925,000
GRAND TOTAL:	6,454,000	435,000	1,205,000	1,933,000	100,000	80,000	925,000

CAPITAL IMPROVEMENT PROJECTS DETAIL CONTINUED

		Fiscal Year 2010-11					
	Project Totals	General Fund	1/2 CENT Sales Tax	Grants/ Other Funds	Park Dev Fund	Water Ent Fund	WW Ent Fund
TRANSPORTATION							
Streets							
Street Main. & Repairs: Overlays, Slurries, & Replacements	1,200,000						
Sidewalk Study	5,000						
Subtotal Streets	**1,205,000**	0	0	0	0	0	0
Parking							
Chamber of Commerce Parking Lot	30,000						
Pomeroy Market	5,000						
Subtotal Parking	**35,000**	0	0	0	0	0	0
PUBLIC BLDGS & SUPPORT FACILITIES							
Bello Vets Hall--Replace HVAC Units	25,000						
Shell Beach Vets Hall-Exterior painting	15,000						
City Hall--Replace HVAC units in bldg A & B	35,000						
Install Generator City Hall	290,000	145,000					
Police Locker Rooms	35,000						
Emergency Radio Towers	350,000						
Subtotal Public Facilities	**750,000**	145,000	0	0	0	0	0
Promenades/Beach Access							
Promenade IV	1,500,000						
Pier Improvement	200,000		200,000				
Subtotal Promenade/Beach Access	**1,700,000**	0	200,000	0	0	0	0
Parks Development							
Dinosaur Caves Park Irrigation/Landscapint	200,000				100,000		
Subtotal Promenade/Beach Access	**200,000**	0	0	0	100,000	0	0
Drainage							
Repair Shell Beach Rd Culvert (Encanto/Shell Beach Rd)	40,000	40,000					
Repair Ocean Park Outfall (Montecito)	50,000						
Repair Naomi Ocean Outfall	50,000						
Subtotal Drainage	**140,000**	40,000	0	0	0	0	0
Bluff Protection							
Eldwayen Ocean Park bluff protection	128,000						
Subtotal Bluff Protection	**128,000**	0	0	0	0	0	0
WATER ENTERPRISE FUND							
Seismic Study	50,000						
Telemetry Upgrade Phase I	105,000					75,000	
Shell Beach Road Waterline Project	1,011,000					1,011,000	
Subtotal Water Enterprise Fund	**1,166,000**	0	0	0	0	1,086,000	0
WASTEWATER ENTERPRISE FUND							
Grease Trap - Shell Beach Vets Hall	5,000						
Shorecliff Sewer Line Replacement	150,000						
Five Cities Lift Station	620,000						
PG&E Lift Station Standby Power	50,000						50,000
Hot Spots Repairs	200,000						100,000
Metering Pump Redundancy	50,000						
Telemetry Update Phase I	55,000						55,000
Subtotal Wastewater Enterprise Fund	**1,130,000**	0	0	0	0	0	205,000
GRAND TOTAL:	6,454,000	185,000	200,000	0	100,000	1,086,000	205,000

Capital Improvement Projects

Accomplishments Prior Two-Year Budget:

- Pismo Oaks Lift Station Replacement Project
- Shell Beach Fire Station Remodel
- Street Maintenance Project (approximately $3 million in street projects)
- Heights Water System Upgrade
- Wilmar Stairs Repair
- Beachcomber Stairs Construction
- Construction of Promenade IV

Work Program Highlights for Next Two-Year Budget:

- Promenade IV – Completion of the boardwalk middle section and Pier Plaza upgrade
- Annual Street Paving
- Radio Communication Improvements
- Five Cities Lift Station Replacement
- Bello Reservoir Repair
- Heights Water System Improvements
- Telemetry Improvement
- Parking lot Paving
- Storm water Outfall Reconstruction
- City Hall Emergency Generator

ENTERPRISE AND RELATED FUNDS

This page was intentionally left blank.

COMBINING WATER FUNDS

FY 2010

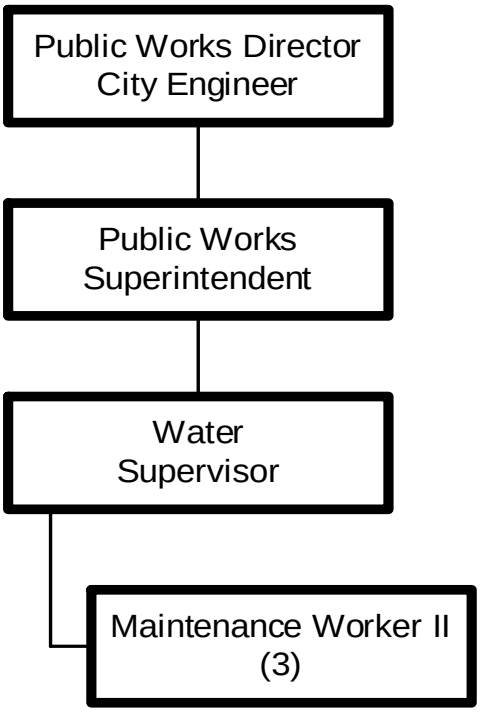
	Water Operations & Billing	Special Water Tax	Total
Available cash balance 7/1/09	$ 1,163,000	$ 290,000	$ 1,453,000
Revenues			
Water operations	3,116,500		3,116,500
Special tax fund/Interest		1,336,000	1,336,000
Gragg Valley Ranch contribution	-	144,534	144,534
Transfer In From Water Fund		373,000	373,000
TOTAL REVENUE	3,116,500	1,853,534	4,970,034
TOTAL AVAILABLE	$ 4,279,500	$ 2,143,534	$ 6,423,034
Expenditures			
Billing	102,156		102,156
Operations	1,208,230		1,208,230
State Water	30,513	1,218,000	1,248,513
Lopez Water	809,554	509,999	1,319,553
Capital projects	80,000	-	80,000
Above Base Requests	20,000		20,000
Transfer Out to Water Tax Fund	373,000		373,000
TOTAL EXPENDITURES	2,623,453	1,727,999	4,351,452
Net Income/(Loss) from Operations	573,047	125,535	698,582
Estimated ending cash balance 6/30/2010	$ 1,656,047	$ 415,535	$ 2,071,582

FY 2011

	Water Operations & Billing	Special Water Tax	Total
Available cash balance 7/1/10	$ 1,656,047	$ 415,535	$ 2,071,582
Revenues			
Water operations	3,298,500		3,298,500
Special tax fund		1,373,000	1,373,000
Gragg Valley Ranch contribution	-	144,534	144,534
Transfer In From Water Fund		373,000	373,000
TOTAL REVENUE	3,298,500	1,890,534	5,189,034
TOTAL AVAILABLE	$ 4,954,547	$ 2,306,069	$ 7,260,616
Expenditures			
Billing	103,667		103,667
Operations	1,213,562		1,213,562
State Water	30,513	1,218,000	1,248,513
Lopez Water	809,554	509,999	1,319,553
Capital projects	1,086,000	-	1,086,000
Above Base Requests	-		-
Transfer Out to Water Tax Fund	373,000		373,000
TOTAL EXPENDITURES	3,616,296	1,727,999	5,344,295
Net Income/(Loss) from Operations	768,204	162,535	930,739
Estimated ending cash balance 6/30/2011	$ 1,338,251	$ 578,070	$ 1,916,321

This page was intentionally left blank.

WATER

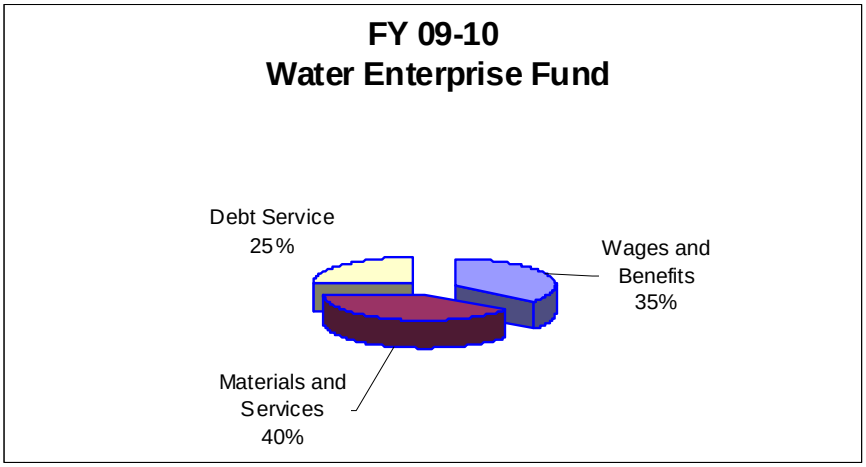


POSITIONS	FY 07-10	FY 10-09	FY 09-10	FY 10-11
Water System Supervisor	1.000	1.000	1.000	1.000
Maintenance Worker II	3.000	3.000	3.000	3.000
Total Water	4.00	4.00	4.00	4.00

WATER ENTERPRISE FUND - Operations

Activity Description

The Water Operations division is responsible for insuring that a safe, drinkable supply of water is provided to Pismo Beach. This responsibility is accomplished through inspection, repair and maintenance of the City's wells, tanks, booster stations, hydro-pneumatic system, and water distribution system components. The City's water distribution system and supply are sampled in accordance with State Health Department regulations and guidelines. Tasks also include educating water customers on water quality, cost, and conservation issues.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
WATER ENTERPRISE FUND EXPENDITURES:					
City Water:					
Wages and Benefits	$ 543,929	$ 562,477	$ 561,059	$ 566,328	35%
Materials and Services	882,576	1,559,037	619,506	619,506	40%
Debt Service/Transfers	88,608	510,018	400,665	400,728	25%
Total City Water Expenditures	1,515,113	2,631,531	1,581,230	1,586,562	
Lopez Water	526,327	578,762	809,554	809,554	
State Water	27,027	27,788	30,513	30,513	
Capital Outlay	9,471	3,441,384	100,000	1,086,000	
Total Water Enterprise Fund Expenditures	$2,077,938	$ 6,679,465	$2,521,297	$3,512,629	

Water Division

Accomplishments Prior Two-Year Budget:

- Continued with meter change out program
- Rehabilitation of Well#5 including new pump, motor and overlay
- Installed new 2” water services on Pomeroy and Main
- Staff training to keep current with new regulations and requirements
- Installed inverters in two maintenance trucks
- Serviced all pressure reducing valves in the distribution system
- Removed 12 Cla-Val and installed bypass valve for maintenance isolation at Shell Beach reservoirs

Work Program Highlights for Next Two-Year Budget:

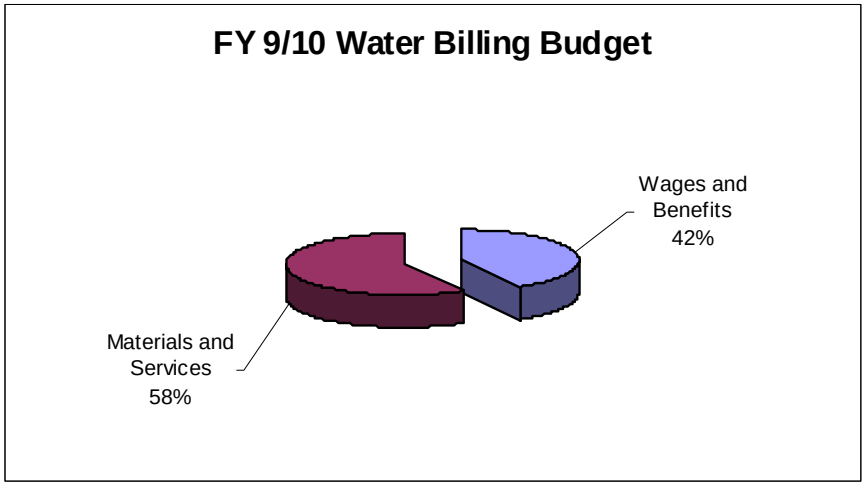
- Meter change out program
- Provide water audits to customers to meet State Revolving Loan requirements
- Install new 4” service connection for Pismo Beach State Beach Campground
- Telemetry upgrade for the distribution system
- Replace cathodic protection on reservoirs
- Seismic retro fit study for existing reservoirs
- Reservoir inspections and cleaning
- Heights Water System Improvements

This page was intentionally left blank

WATER ENTERPRISE FUND - Billing

Activity Description

The Water Billing activity accounts for staff, contract meter reading and direct services and supplies related to water billings. Bills are sent to approximately half of the City each month. This unit of the Administrative Services Department also handles public requests for new service and service shutoff.



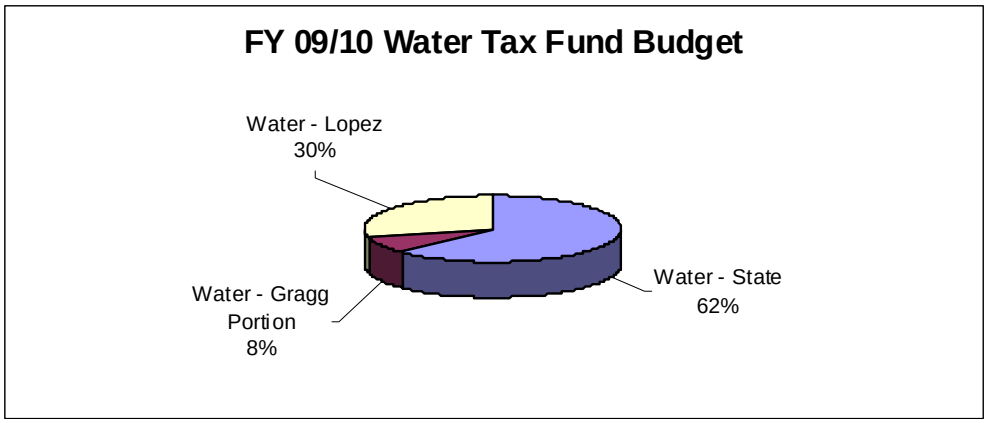
WATER BILLING ACTIVITY EXPENDITURES:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
Wages and Benefits	$ 29,851	$ 48,537	$ 42,603	$ 44,114	42%
Materials and Services	53,541	52,189	59,553	59,553	58%
Capital Outlay	-	1,990	-	-	0%
Total Water Billing Activity Expenditures	$ 83,392	$102,716	$ 102,156	$103,667	

This page was intentionally left blank.

WATER TAX FUND

Activity Description

This activity accounts for the expenditure of proceeds of the special water tax, adopted by Pismo Beach voters in 1997. Proceeds of the tax can be used only for fixed costs of State water and/or Lopez water. The voters set the maximum tax rate at $170.92 per EDU (Equivalent Dwelling Unit) for fiscal year 2009-2010. The tax rate rises annually at the same rate as the consumer price index, up to a maximum of 3%. The actual tax rate set in any year must take into account the amount of State water impact fee revenues actually received by the City in the prior year, as a way of minimizing the tax rate level. Reserves can be accrued but cannot exceed 25% of the annual fixed costs of the State and Lopez water systems.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
WATER TAX FUND EXPENDITURES:					
Water - State	$ 965,437	$1,135,645	$1,080,488	$ 1,080,488	64%
Water - Gragg Portion	116,225	144,534	137,512	137,512	8%
Water - Lopez	365,950	497,974	509,999	509,999	30%
Total Water Tax Fund Expenditures	$ 1,447,613	$1,778,153	$1,727,999	$ 1,727,999	

This page was intentionally left blank

COMBINING WASTEWATER FUNDS

FY 2010

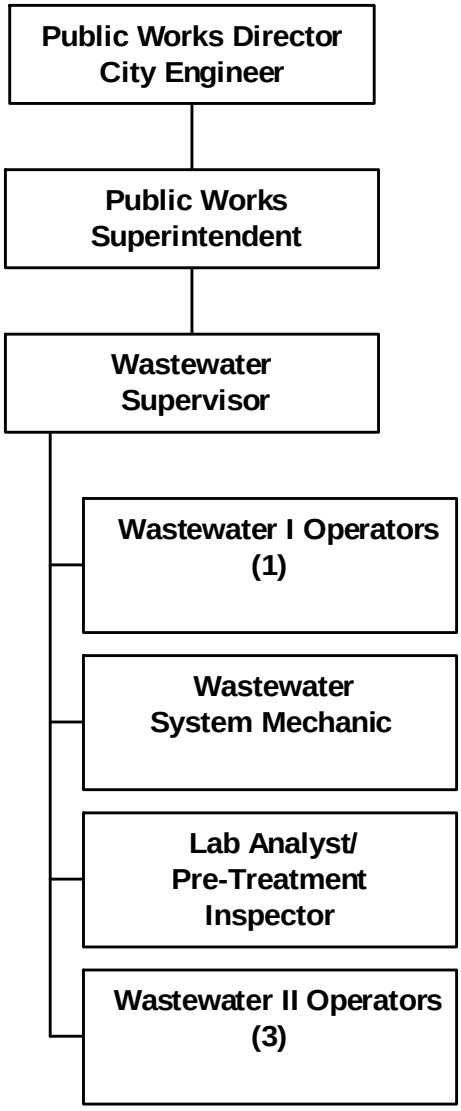
	Wastewater Operations & Billing	Wastewater Expansion	Total
Beginning cash balance 7/1/2009	$ 1,018,000	$ 964,000	$ 1,982,000
Revenues			
Wastewater Charges/Reimbursements	3,273,000		3,273,000
Interest Earnings/Building Permits	10,000	70,000	80,000
TOTAL REVENUE	3,283,000	70,000	3,353,000
TOTAL AVAILABLE	4,301,000	1,034,000	5,335,000
Expenditures			
Billing	44,651	-	44,651
Operations	1,906,362		1,906,362
Debt Service	1,080,911		1,080,911
Capital Projects	925,000		925,000
Above Base Requests	-		-
TOTAL EXPENDITURES	3,956,924	-	3,956,924
Net Income/(Loss from Operations)	1,331,987	70,000	1,401,987
Estimated ending cash balance 6/30/2010	$ 344,076	$ 1,034,000	$ 1,378,076

FY 2011

	Wastewater Operations & Billing	Wastewater Expansion	Total
Beginning cash balance 7/1/2010	$ 344,076	$ 1,034,000	$ 1,378,076
Revenues			
Wastewater Charges	3,405,000		3,405,000
Interest Earnings/Building Permits	10,000	70,000	80,000
TOTAL REVENUE	3,415,000	70,000	3,485,000
TOTAL AVAILABLE	3,759,076	1,104,000	4,863,076
Expenditures			
Billing	45,986	-	45,986
Operations	1,911,611	-	1,911,611
Debt Service	1,081,237		1,081,237
Capital Projects	205,000	-	205,000
Above Base Requests	-		-
TOTAL EXPENDITURES	3,243,834	-	3,243,834
Net Income/(Loss) from Operations	1,457,403	70,000	1,527,403
Estimated ending cash balance 6/30/2011	$ 515,242	$ 1,104,000	$ 1,619,242

This page was intentionally left blank.

WASTEWATER



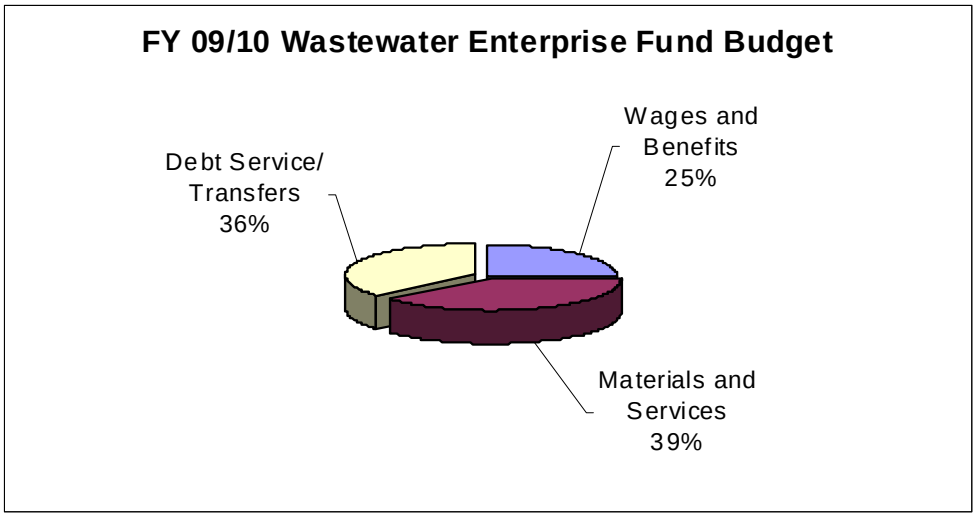
POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
WW Treatment Plant Supervisor	1.00	1.00	1.00	1.00
WW Treatment Plant Operators I	1.00	1.00	1.00	1.00
WW Treatment Plant Operators II	3.00	3.00	3.00	3.00
Lab Analyst Inspector	1.00	1.00	1.00	1.00
WW Treatment Plant Mechanic	1.00	1.00	1.00	1.00
Total Wastewater	7.00	7.00	7.00	7.00

Wastewater Enterprise Fund

OPERATIONS

Activity Description

The Wastewater Operations Division is responsible for protecting public health and the environment by insuring that the City's treatment and collection system operations meet all City, Federal and State laws and requirements. This responsibility is accomplished by operation and maintenance of the City's wastewater treatment plant, located on Frady Lane at the City corporation yard, and by operation and maintenance of the wastewater collection facilities including pumps and pipelines



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
WASTEWATER ENTERPRISE FUND EXPENDITURES:					
Wages and Benefits	$ 777,852	$ 783,807	$ 771,511	$ 776,697	20%
Materials and Services	1,494,648	1,078,305	1,205,803	1,200,803	31%
Capital Outlay	765	20,000	-	105,000	0%
Debt Service/Transfers	477,656	1,108,539	1,114,959	1,115,348	28%
Total Wastewater Operations Fund Expenditures	$ 2,750,921	$ 2,990,651	$ 3,092,273	$ 3,197,848	
Wastewater Construction	24,664	1,764,276	820,000	105,000	21%
Total Wastewater Operations and Construction	$ 2,775,586	$ 4,754,927	$ 3,912,273	$ 3,302,848	

Wastewater Enterprise Fund

Accomplishments Prior Two-Year Budget:

- Certified laboratory
- Updated sewer atlas
- Completed Pismo Oaks lift station
- Replaced six composite samplers
- Replaced pumps at Five Cities lift station
- Maintain State Operators Certification for all staff
- Refurbished chemical trailer
- Inspected all known collection system structural deficiencies

Work Program Highlights for Next Two-Year Budget:

- Telemetry upgrade for the collections system
- Sewer main cleaning program
- Perform solids handling study
- Replace Five Cities Drive Lift Station
- Establish a comprehensive preventative maintenance program for WWTP and Lift Stations.
- Install redundant chemical feed pumps for WWTP effluent
- Repair all hot spot locations in the collection system
- Repair structural deficiencies based on the inspection report
- Replace grating over the chlorine contact chamber
- Five Cities Lift Station Upgrades
- Freeway Foothills – Replace rail system and install standby power

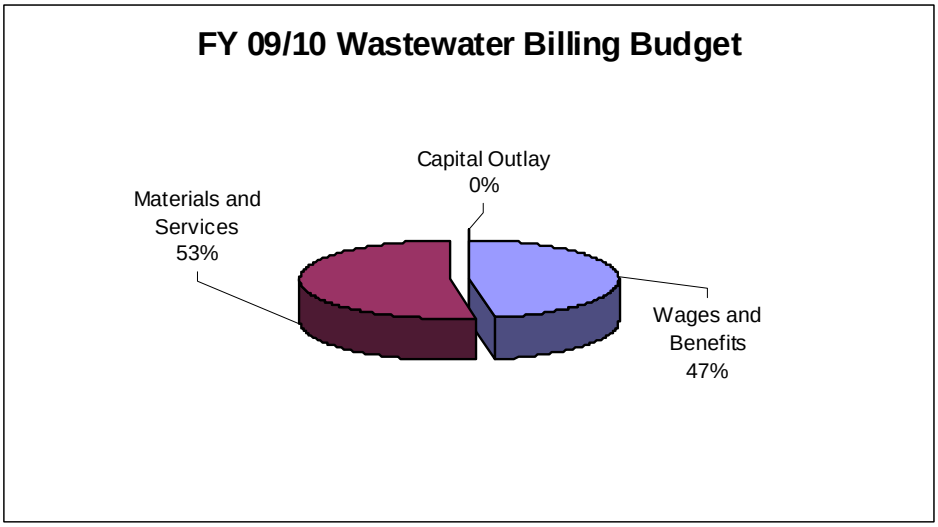
This page was intentionally left blank

Wastewater Enterprise Fund

BILLING

Activity Description

The Wastewater Billing activity accounts for staff, direct services and supplies related to wastewater billings. Bills are sent to approximately half of the City each month.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
WASTEWATER BILLING ACTIVITY EXPENDITURES:					
Wages and Benefits	$ 14,276	$ 24,014	$ 21,085	$ 21,829	47%
Materials and Services	21,141	21,639	23,566	24,157	53%
Capital Outlay	-	1,990	-	-	0%
Total Wastewater Billing Activity Expenditures	35,417	47,643	44,651	45,986	

WASTEWATER EXPANSION FUND

Activity Description

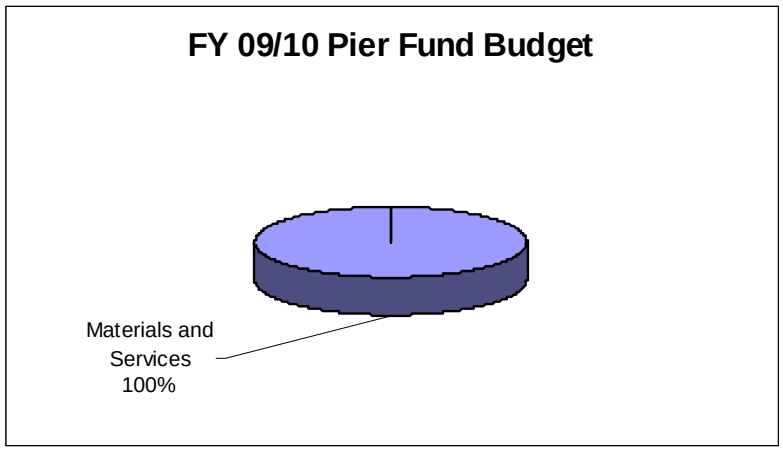
The Wastewater Expansion Fund was established to provide for additional facilities needed to serve the additional population. Revenues for this fund consist of development fees on new construction.

	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
WASTEWATER EXPANSION FUND EXPENDITURES:					
Materials and Services	$ -	$ -	$ 633	$ 633	100%
Capital Outlay					
Debt Service/Transfers	-	-	-	-	
Total WW Expansion Fund Expend	$ -	$ -	$ 633	$ 633	

PIER ENTERPRISE FUND

Activity Description

The Pier Maintenance activity accounts for expenditures for repair and maintenance of the pier, promenade and nearby facilities. This is established, as an enterprise fund, because income derived from the City's leases of tidelands properties must be spent solely for maintenance and improvement of such properties. Currently, the City receives lease revenue from the Bait Shack on the Pier and from the coin-operated telescopes on the Pier. Since this revenue is much too low to support annual maintenance expenses the general fund must make annual transfers to the Pier Enterprise fund for these expenses.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
PIER FUND EXPENDITURES:					
Materials and Services	$ 91,864	$ 80,764	$ 43,764	$ 43,764	100%
Special Projects	-	93,000	-	200,000	0%
Debt Service/Transfers	1,728	29,119	-	-	0%
Total Pier Fund Expenditures	$ 93,592	$ 202,883	$ 43,764	$ 243,764	

Pier Enterprise Fund

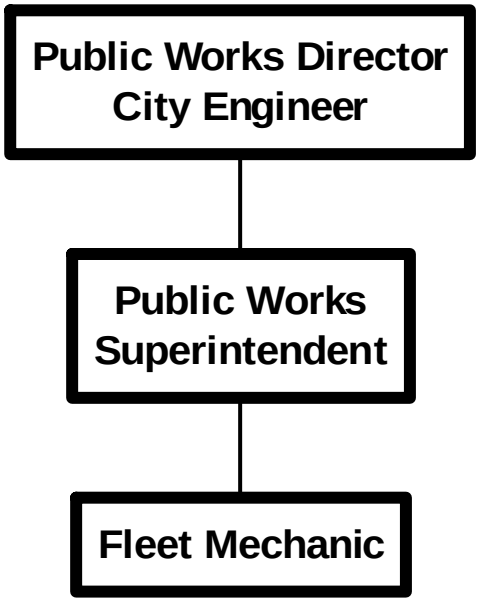
Accomplishments Prior Two-Year Budget:

- Painted hand rails on pier
- Inspected pier

Work Program Highlights for Next Two-Year Budget:

- Re-paint pier restrooms
- Complete recommended pier improvements
- Promenade IV – Phase 2

MOTOR VEHICLE OPERATIONS & REPLACEMENT

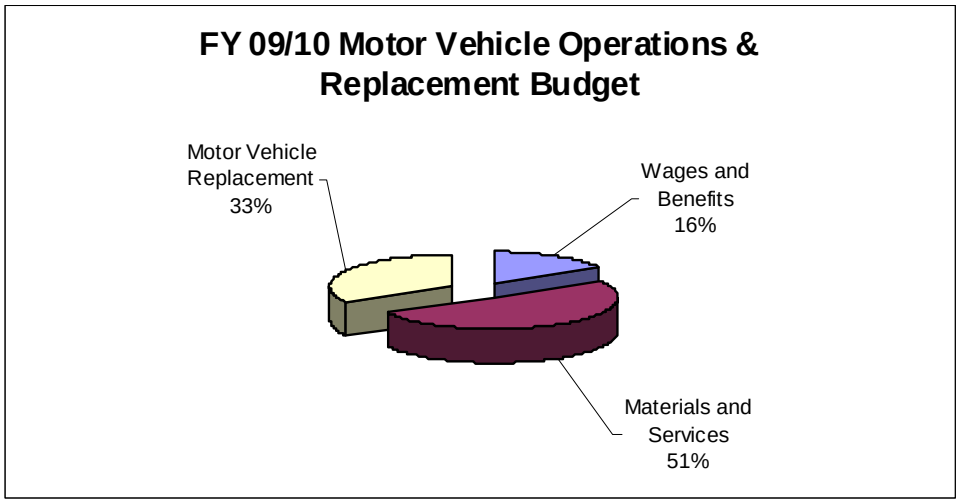


POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Fleet Mechanic	1.00	1.00	1.00	1.00
Total MV Ops and Replacement	1.00	1.00	1.00	1.00

Motor Vehicle Operations and Replacement Fund

Activity Description

The Motor Vehicle Operations & Replacement Division is responsible for assuring that City vehicles and equipment are maintained in a safe and reliable condition. Responsibilities include inspecting, servicing and maintaining vehicles, heavy equipment and generators, while obtaining the highest rating on all State Inspections. Supporting these efforts, service records are established and maintained for each vehicle, piece of heavy equipment, trailer and generator that is owned by the City of Pismo Beach.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
FUND EXPENSES:					
Wages and Benefits	$ 76,313	$ 89,713	$ 97,911	$ 97,911	16%
Materials and Services	284,289	329,950	308,996	308,996	51%
Capital Outlay	858	40,000	-	-	0%
Total Motor Vehicle Operations	361,460	459,663	406,907	406,907	
OTHER FUND EXPENSES:					
Total Motor Vehicle Replacement	204,738	951,169	200,000	32,500	33%
Total MV Operations & Replacement	$ 566,198	$ 1,410,831	$ 606,907	$ 439,407	

Motor Vehicle Repairs Division

Accomplishments Prior Two-Year Budget:

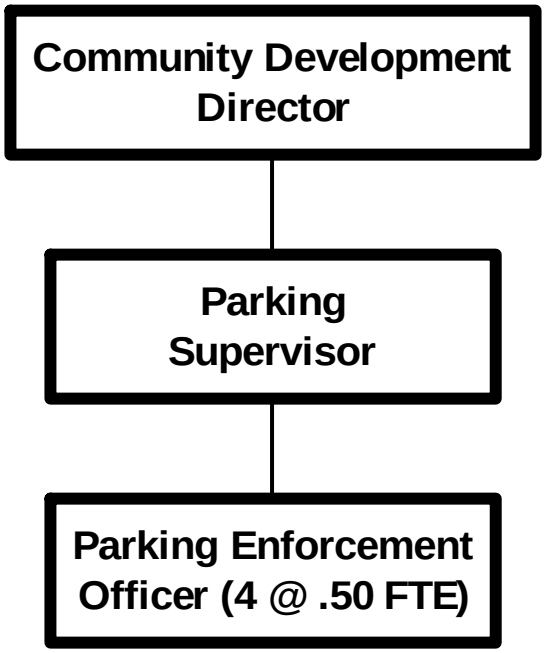
- Purchased 8 replacement vehicles and replaced wastewater vactor truck, installed equipment, and placed vehicles into service
- Installed power inverters on two water maintenance trucks to improve operations
- Reduced contract services by performing more routine maintenance services in-house with City Staff.
- Purchased brake lathe
- Mechanic attended training for fire apparatus repair

Work Program Highlights for Next Two-Year Budget:

- Purchase replacement vehicles as adopted by City Council
- Develop a vehicle and equipment plan for city fleet, including new equipment required by regulations and additions to meet build out requirements
- Prepare maintenance plan as determined by manufactures recommendations, and establish proper maintenance schedules
- Design repair shop and maintenance facility. The maintenance facility improvement is to be included in Corporation Yard master plan to provide level of service required based on the maintenance plan
- Purchase and install overhead oil changing equipment, containers for recycling oil, and oil filter crusher for recycling oil filters.

This page was intentionally left blank.

PARKING ENTERPRISE FUND



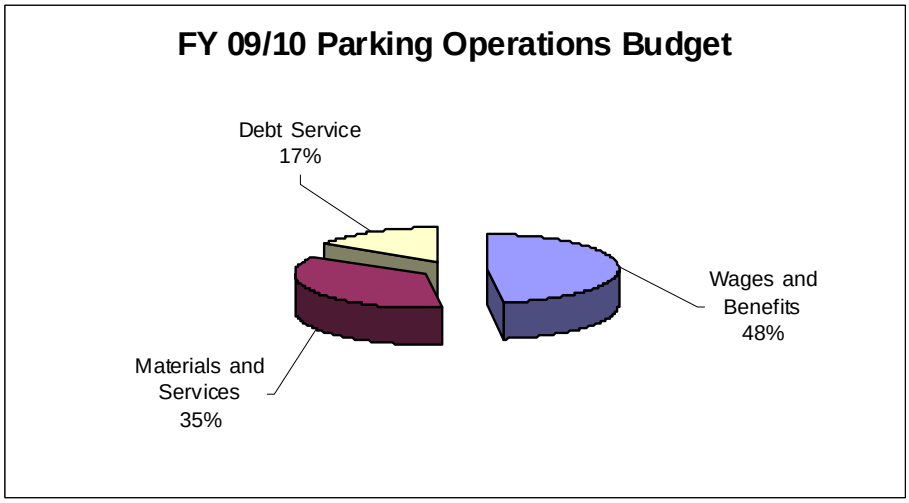
POSITIONS	FY 07-08	FY 08-09	FY 09-10	FY 10-11
Parking Supervisor	0.00	0.00	1.00	1.00
Total Parking Division	0.00	0.00	1.00	1.00

Parking Enterprise Fund

Activity Description

The Parking Division is responsible for implementing the goals of the Pismo Beach Parking Management Plan as follows:

- Administer existing parking more efficiently
- Provide more parking to support future demand and downtown businesses
- Improve enforcement and parking management
- Improve financial operations related to parking
- Establish a strong future parking structure financing program
- It is the intent of this management plan to change over time as various issues arise.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
FUND EXPENSES:					
Wages and Benefits	$ 34,497	$ 131,276	$ 140,197	$ 143,344	47%
Materials and Services	19,325	72,377	103,250	103,250	35%
Capital Outlay	246,536	-	-	-	0%
Debt Service	36,090	50,000	48,120	12,030	16%
Transfers	-	52,000	5,000	-	2%
Total Parking Operations	336,448	305,653	296,567	258,624	

Parking Enterprise Fund Balance

		Parking Enterprise Fund
FY 2010		
Beginning cash balance 7/1/2009	$	512,574
Revenues		
Kiosk Revenues		400,000
Parking Citations		100,000
Total Revenue		500,000
TOTAL AVAILABLE		1,012,574
Expenditures		
Salaries & Benefits		140,197
Materials & Services		103,250
Debt Service		48,120
Transfers		5,000
TOTAL EXPENDITURES		296,567
Estimated ending cash balance 6/30/10	$	716,007
FY 2011		
Beginning cash balance 7/1/2010	$	716,007
Revenues		
Kiosk Revenues		400,000
Parking Citations		100,000
Total Revenue		500,000
TOTAL AVAILABLE		1,216,007
Expenditures		
Salaries & Benefits		143,344
Materials & Services		103,250
Debt Service		12,030
TOTAL EXPENDITURES		258,624
Estimated ending cash balance 6/30/11	$	957,383

Parking Division

Accomplishments Prior Two-Year Budget:

- Initiated parking program
- Installed equipment and hired staff
- Developed parking office
- Created new revenue stream

Work Program Highlights for Next Two-Year Budget:

- Streamline and formalize operations
- Expand parking responsibilities in downtown core area
- Maintain and increase revenue stream

OTHER FUNDS

GAS TAX FUND

Activity Description

This activity accounts for State gas tax funds received by the City according to the State's allocation formula. Pursuant to current City policy, these funds are used for 100% of City street light costs; 100% of City traffic signal maintenance costs; all street sweeping costs, except for parking lots which are not eligible to use gas tax funds; with the balance of annual revenues, if any, used for street repairs and/or capital improvements. Beginning in 2000-2001, gas tax revenues were transferred to the general fund and the appropriations for streetlights, signal maintenance and street sweeping expenses were included in the general fund street maintenance budget.

FUND REVENUE:	**Actual 07/08**	**Adopted Budget 08/09**	**Adopted Budget 09/10**	**Adopted Budget 10/11**	**FY 09/10 % of Total**
Gas Tax	162,769	172,200	172,200	172,200	100%
Interest	2,587	-	-	-	0%
Total Gas Tax Budget	165,356	172,200	172,200	172,200	

FUND EXPENSES:	**Actual 07/08**	**Adopted Budget 08/09**	**Adopted Budget 09/10**	**Adopted Budget 10/11**	**FY 09/10 % of Total**
Transfers	140,000	140,000	140,000	140,000	100%
Total Gas Tax Budget	140,000	140,000	140,000	140,000	

LOCAL TRANSIT FUND

Activity Description

This activity accounts for transit funds allocated to the City through SLOCOG (San Luis Obispo County Council of Governments). Funds are allocated, in part, on a formula basis and may be used only for local and regional public transit expenses as determined through the transit needs assessment process. The Ride-On program provides a subsidized shuttle service to qualifying seniors and handicapped persons. The City's share of funds for the SCAT transit system serving the Five Cities area and for SLORTA regional transit operations is allocated directly to SCAT and SLORTA without passing through City coffers. Only the Ride-On expenses are budgeted in this fund.

FUND REVENUE:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
Interest	960	-	-	-	0%
Transit Subsidy	1,500	3,000	1,500	1,500	100%
Total Local Transit Budget	2,460	3,000	1,500	1,500	

FUND EXPENSES:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
Operations & Maint	2,297	3,000	3,355	3,355	100%
Total Local Transit Budget	2,297	3,000	3,355	3,355	

LOCAL TRANSPORTATION FUND-STREET CONSTRUCTION

Activity Description

The Local Transportation Fund-Street Construction is used for the construction and maintenance of streets, bluff protection, and beach access. Revenues for this fund consist of state Transportation Development Act funds, which remain after funds are allocated for regional transit (SLORTA), local transit (SCAT) and dial-a-ride services.

FUND REVENUE:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
Interest	20,049	5,000	5,000	5,000	2%
Local Transportation Tax	166,482	153,900	212,674	220,466	97%
State Government Grant	400,000	-	-	-	0%
Reimbursements	1,077	41,000	1,000	1,000	
Transfer from General Fund	27,000	20,000	-	-	0%
Total Local Transportation Budget	614,608	219,900	218,674	226,466	

FUND EXPENSES:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
Professional Services	43,252	38,748	13,449	13,449	100%
Capital Outlay	2,330	82,090	-	-	0%
Transfers	736,124	280,000	-	-	0%
Total Local Transportation Budget	781,706	400,837	13,449	13,449	

CIRCULATION FUND-STREET CONSTRUCTION

Activity Description

The Circulation Improvement Fund was set up to provide for specific street construction projects including improvements to Oak Park Boulevard and Fourth Street, relocation of the off ramps at Highway 101 and Fourth Street, the third freeway lane between Fourth Street and Price Street, and the Price Street Extension.

FUND REVENUE:	**Actual 07/08**	**Adopted Budget 08/09**	**Adopted Budget 09/10**	**Adopted Budget 10/11**	**FY 09/10 % of Total**
Interest	25,411	10,000	5,000	5,000	100%
Transfer from Impact Fee		-	-	-	0%
Total Circulation Fee Budget	25,411	10,000	5,000	5,000	

FUND EXPENSES:	**Actual 07/08**	**Adopted Budget 08/09**	**Adopted Budget 09/10**	**Adopted Budget 10/11**	**FY 09/10 % of Total**
Transfer to Cap Proj Fund	697,000	103,000	-	-	0%
Total Circulation Fee Budget	697,000	103,000	-	-	

IMPACT FEE FUND

Activity Description

The Impact Fee Fund was established to provide for additional facilities needed to serve the population of newly constructed homes. Revenues for this fund consist of development fees which are collected under Government Code, Section 66001, the Mitigation Fee Act, for the specific improvements adopted by the City Council in Ordinance #O-93-01.

In FY 2004-05, the City updated and restructured the previous Impact Fees. The fees were approved by Resolution No. 2004-62 and became effective February 1, 2005. The fees will be increased by CPI on January 1st of each year unless changed otherwise by City Council.

FUND REVENUE:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
Interest	84,600	40,000	40,000	40,000	100%
Impact Fee Districts	97,270	-	-	-	0%
Total Impact Fee Budget	181,870	40,000	40,000	40,000	

FUND EXPENSES:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
Operations & Maintenance	-	-	1,000	1,000	100%
Transfers	779,652	439,546	-	-	0%
Total Impact Fee Budget	779,652	439,546	1,000	1,000	

DEVELOPER IMPACT FEE FUND

Activity Description

The Developer Impact Fee Fund was established to provide for additional facilities needed to serve the population of newly constructed homes within the specified development areas. Revenues for this fund consist of development fees, which are collected under Government Code, Section 66001, the Mitigation Fee Act, for the specific improvements adopted by the City Council in Ordinance 86-14, South Palisades Public Improvements and Resolution 96-39, establishing a Mattie Road/Spyglass Drive/Shell Beach Road Traffic Signal and Intersection Improvement Fee. In 05/06 all Impact fees received for the Shell Beach Road traffic signal were refunded to developers. The remaining funds were used to construct the Beachcomber Stairway Project, which was completed in FY 08/09.

FUND REVENUE:	**Actual 07/08**	**Adopted Budget 08/09**	**Adopted Budget 09/10**	**Adopted Budget 10/11**	**FY 09/10 % of Total**
Interest	11,635	-	-	-	0%
Federal Government Grants	-	210,000	-	-	0%
Transfer in from General Fund	-	150,000	-	-	0%
Total Developer Impact Fee Budget	11,635	360,000	-	-	

FUND EXPENSES:	**Actual 07/08**	**Adopted Budget 08/09**	**Adopted Budget 09/10**	**Adopted Budget 10/11**	**FY 09/10 % of Total**
Capital Outlay	11,822	481,598	-	-	0%
Total Developer Impact Fee Budget	11,822	481,598	-	-	

PARK DEVELOPMENT FUND

Activity Description

The Park Development Fund was set up to provide for the construction of new parks and the enhancement of existing parks to serve new development. Funding sources include Quimby Act fees and Impact fees under Government Code, Section 66001. The Quimby Act Fees were updated in fiscal year 2004-05 by Resolution.

FUND REVENUE:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
Interest	31,453	10,000	10,000	10,000	17%
Subdivision Fees	50,250	30,000	50,000	50,000	83%
Park Development	29,909	-	-	-	
Total Park Development Budget	111,612	40,000	60,000	60,000	

FUND EXPENSES:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
Operations & Maintenance	0	0	1,000	1,000	1%
Capital Outlay	-	57,861	100,000	100,000	97%
Other Financing Uses	-	2,750	1,700	1,700	2%
Transfers/Other Exp	2,733	677,180	-	-	0%
Total Park Development Budget	2,733	737,791	102,700	102,700	

HOUSING IN LIEU FUND

Activity Description

The Housing in Lieu Fund was established on May 2, 2000 per Ordinance 2000-03. The Housing in Lieu Fee is a development impact fee paid to the City as an alternative to the production of affordable housing and is to be used in the acquisition, construction or rehabilitation of affordable housing. The purpose and intent of the fee is to create inclusionary housing requirements and affordable housing units, which assists in implementing the housing element of the City's General Plan. The regulation established by ordinance 2000-03 offers density bonuses and certain development standard concessions (building setback, coverage and/or parking requirements) or other regulatory incentives or concessions. Designed to provide cost reductions for affordable housing construction, lower project costs can be passed on to low to moderate income households and qualifying residents.

FUND REVENUE:	**Actual 07/08**	**Adopted Budget 08/09**	**Adopted Budget 09/10**	**Adopted Budget 10/11**	**FY 09/10 % of Total**
Housing In Lieu Fees	200,488	200,000	150,000	150,000	88%
Interest	64,363	-	20,000	20,000	12%
Total Housing in Lieu Budget	264,851	200,000	170,000	170,000	

FUND EXPENSES:	**Actual 07/08**	**Adopted Budget 08/09**	**Adopted Budget 09/10**	**Adopted Budget 10/11**	**FY 09/10 % of Total**
Overhead Expense	-	-	1,000	1,000	100%
Total Housing in Lieu Budget	-	-	1,000	1,000	

POLICE GRANT FUND

Activity Description

The Police Grant Fund is a Special Revenue Fund that tracks the activity of grants awarded to the Police Department for various items including grants for the following: Traffic programs, equipment, personnel and miscellaneous operating expenses.

FUND REVENUE:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
State Gov't Grants	100,000	100,000	100,000	100,000	100%
Interest	3,097	-	-	-	0%
Total Housing in Lieu Budget	103,097	100,000	100,000	100,000	

FUND EXPENSES:	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % of Total
Transfer to General Fund	100,000	100,000	100,000	100,000	100%
Total Housing in Lieu Budget	100,000	100,000	100,000	100,000	

COMBINING REDEVELOPMENT AGENCY FUNDS

FY 2010	Redevelopment Agency Projects	Redevelopment Low/Moderate Housing Set-aside
Beginning cash balance 7/1/2009	$ 307,000	$ 470,299
Revenues		
Tax Revenue	200,000	
Transfer In		200,000
Interest Earnings	1,000	40,000
Total Revenue	201,000	240,000
TOTAL AVAILABLE	508,000	710,299
Expenditures		
Transfer to RDA-Housing	200,000	
Other RDA operations	70,951	220,777
TOTAL EXPENDITURES	270,951	220,777
Estimated ending cash balance 6/30/10	$ 237,049	$ 489,522

FY 2011		
Beginning cash balance 7/1/2010	$ 237,049	$ 489,522
Revenues		
Tax Revenue	200,000	
Transfer In		200,000
Interest Earnings	1,000	40,000
Total Revenue	201,000	240,000
TOTAL AVAILABLE	438,049	729,522
Expenditures		
Transfer to RDA-Housing	200,000	
Other RDA operations	70,951	220,777
TOTAL EXPENDITURES	270,951	220,777
Estimated ending cash balance 6/30/11	$ 167,098	$ 508,745

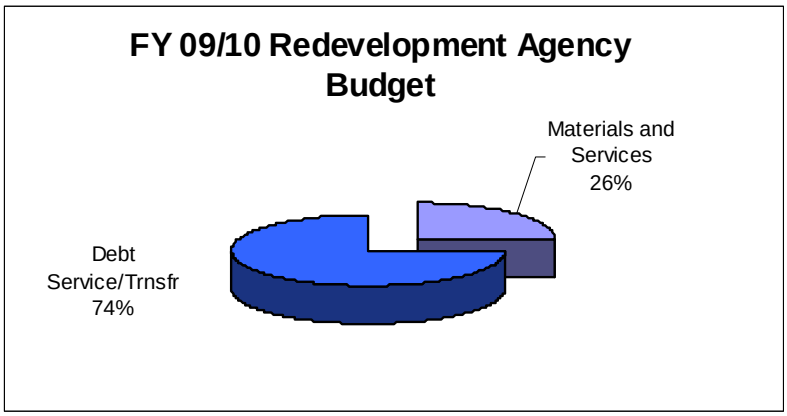
FY 2010

	Redevelopment Agency Projects	Redevelopment Low/Moderate Housing Set-aside
Beginning cash balance 7/1/2009	$ 307,000	$ 470,299
Revenues		
Tax Revenue	200,000	
Transfer In		200,000
Interest Earnings	1,000	40,000
Total Revenue	201,000	240,000
TOTAL AVAILABLE	508,000	710,299
Expenditures		
Transfer to RDA-Housing	200,000	
Other RDA operations	70,951	220,777
TOTAL EXPENDITURES	270,951	220,777
Estimated ending cash balance 6/30/10	$ 237,049	$ 489,522
FY 2011		
Beginning cash balance 7/1/2010	$ 237,049	$ 489,522
Revenues		
Tax Revenue	200,000	
Transfer In		200,000
Interest Earnings	1,000	40,000
Total Revenue	201,000	240,000
TOTAL AVAILABLE	438,049	729,522
Expenditures		
Transfer to RDA-Housing	200,000	
Other RDA operations	70,951	220,777
TOTAL EXPENDITURES	270,951	220,777
Estimated ending cash balance 6/30/11	$ 167,098	$ 508,745

REDEVELOPMENT AGENCY FUND

Activity Description

The Redevelopment Agency Operations activity is responsible for administration of the Five Cities Redevelopment Project and for adhering to all State and local requirements placed upon the Pismo Beach Redevelopment Agency. The Redevelopment Agency pays the City of Pismo Beach for staff time associated with agency operations.

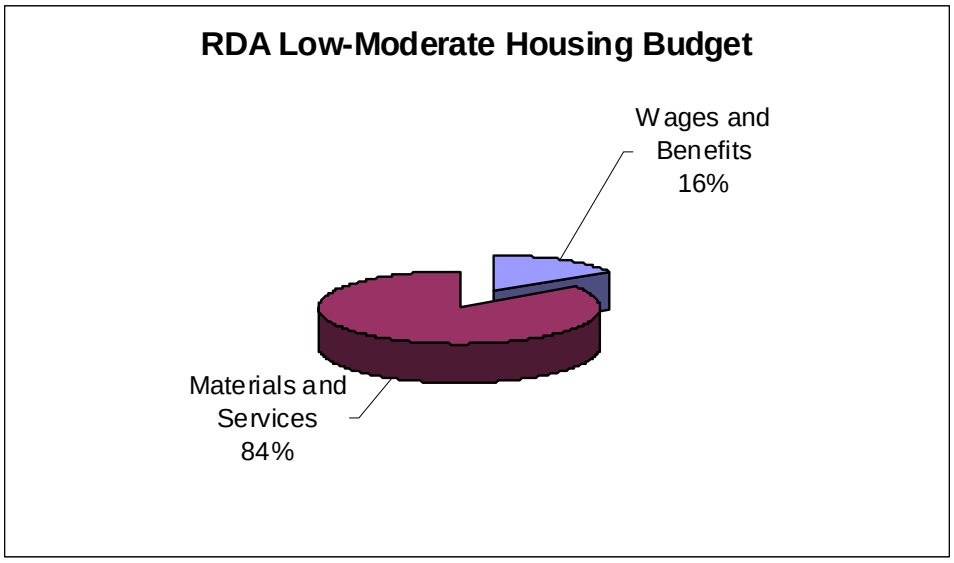


	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
REDEVELOPMENT AGENCY FUND EXPENDITURES:					
Wages and Benefits	$ 974	$ 338	$ 969	$ 969	0%
Materials and Services	90,933	70,945	69,982	69,982	26%
Capital Outlay	-	-	-	-	0%
Debt Service/Transfers	346,408	327,303	200,000	200,000	74%
Total RDA Fund Expenditures	$ 438,315	$ 398,586	$ 270,951	$ 270,951	

RDA LOW AND MODERATE HOUSING FUND

Activity Description

The Redevelopment Agency Low and Moderate Housing Fund is a Special Revenue Fund set up pursuant to the State redevelopment law requiring that twenty percent (20%) of the Redevelopment tax increment be set aside to provide for low and moderate income housing.



	Actual 07/08	Adopted Budget 08/09	Adopted Budget 09/10	Adopted Budget 10/11	FY 09/10 % to Total
RDA LOW/MOD HOUSING FUND EXPENDITURES:					
Wages and Benefits	$ 17,162	$ 32,709	$ 34,542	$ 34,542	16%
Materials and Services	90,287	1,738,552	186,235	186,235	84%
Total RDA Low/Mod Housing Fund Expenditures	$ 107,449	$ 1,771,261	$ 220,777	$ 220,777	

APPENDICES

This page was intentionally left blank

FISCAL YEAR 2009-2011 RECOMMENDED ABOVE BASE REQUESTS

FISCAL YEAR 2009-2010 ADOPTED ABOVE BASE REQUESTS

Item #	Department Description	Amount	Frequency
Administration			
1	Increase in membership dues	300	On Going
City Council			
2	Increase VIK hours	6,750	One Time
Human Rsrc			
3	Secure personnel file	10,500	One Time
Building			
4	Full-time in house plan review	75,000	One time
Recreation			
5	CPSI Certification	1,000	One Time
6	Canopy	500	One Time
Non-Departmental			
7	Server Replacements	16,000	One Time
8	Police Dept Network Separation	22,921	One Time
9	Outside Requests	46,241	One Time
Police			
10	ID Card System Contract	500	On Going
11	Replace Communication Base Radios	1,500	On Going
Fire			
12	Jaws of Life Spreader – Station 63	7,500	One Time
13	Fuel Hazard Reduction Program	2,000	One Time
Park Maint			
14	Ashtrays for Downtown-Dolliver	2,000	One Time
15	Replacement trash can liners	300	One Time
Park Devel			
16	Price House Security Alarm System	500	On Going
Water			
17	49 HP Compressor Unit	20,000	One Time

FISCAL YEAR 2010-2011 ADOPTED ABOVE BASE REQUESTS

Item #	Department Description	Amount	Frequency
Administration			
1	Increase in membership dues	300	On Going
Police			
2	ID Card System Contract	500	On Going
3	Replace Communication Base Radios	1,500	On Going
Park Devel			
4	Price House Security Alarm System	500	On Going

RESOLUTIONS

RESOLUTION NO. R-2009-034

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PISMO BEACH ADOPTING THE BIANNUAL BUDGET FOR FISCAL YEARS FY 10 AND FY 11: JULY 1, 2009 THROUGH JUNE 30, 2011

WHEREAS, the City Council of the City of Pismo Beach conducted workshops and public hearings on the proposed biannual budget for the fiscal years FY 10 and FY 11 on June 4 and June 5, 2009.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pismo Beach as follows:

There is hereby appropriated from the specified City Funds, the amounts set forth for the departments, activities, programs and projects as listed on Schedule A which is attached hereto, and by this reference made a part hereof.

In addition there is hereby set aside previously appropriated funds for projects and encumbrances carried forward from previous years, and not yet completed.

UPON MOTION OF Councilmember Waage seconded by Councilmember Ehring the foregoing resolution was passed, approved and adopted by the City Council of the City of Pismo Beach this 16th day of June 2009, by the following vote:

AYES:	**4**	**Councilmembers: Waage, Ehring, Higginbotham, Reiss**
NOES:	**0**	
ABSENT:	**1**	**Councilmember Vardas**
ABSTAIN:	**0**	

Approved:

Mary Ann Reiss
Mayor

Attest:

Lori Frontella, CMC
City Clerk

SCHEDULE "A"
CITY OF PISMO BEACH
BUDGET AND APPROPRIATIONS
FISCAL YEARS FY 10 AND FY 11

DPT			FY 10		FY 11
100	GENERAL FUND				
110	City Council	$	254,064	$	255,314
120	Administration		523,347		524,512
130	Legal		181,800		181,800
151	Administrative Services		640,877		640,878
142	Conference and Visitors Bureau		574,264		574,264
125	Human Resources		171,308		160,843
180	Non-departmental		1,387,546		1,343,162
	Total Administrative	$	3,733,206	$	3,680,773
210	Police		4,767,408		4,858,415
220	Fire		1,895,372		1,910,941
230	Lifeguards		112,693		114,029
225	Weed Abatement		11,500		11,500
	Total Public Safety	$	6,786,973	$	6,894,885
310	Building Inspection		598,202		523,723
320	Planning		686,944		686,944
331	Recreation-City Supported		249,877		251,446
332	Recreation-Fee Supported		66,271		66,271
333,334,335	Community Facilities – Veterans Halls		48,003		48,003
	Total Community Development	$	1,649,297	$	1,576,387
301	Engineering-Public Works		491,831		494,441
421	Parks Maintenance		980,194		986,652
431	Street Maintenance		638,956		637,939
191	Building Maintenance		517,891		512,532
	Total Public Works	$	2,628,872	$	2,631,564
	Sub-Total General Fund	$	14,798,348	$	14,783,609
	Capital Projects – Adopted		435,000		185,000
	Prior Year CIP Rebudgeted		-478,965		0
	Increase To General Fund Reserve		0		0
	Grand Total	$	14,754,383	$	14,968,609

SCHEDULE "A"
CITY OF PISMO BEACH
BUDGET AND APPROPRIATIONS
FISCAL YEARS FY 10 AND FY 11

		FY 10		FY 11
WATER OPERATIONS				
Operations	$	1,581,230	$	1,586,562
Billing		102,156		103,667
State Water O & M		30,513		30,513
Lopez Dam O & M		809,554		809,554
Above Base Requests		20,000		-
Capital Projects		80,000		1,086,000
TOTAL WATER OPERATING FUND		2,623,453	$	3,616,296
WASTEWATER OPERATIONS				
Operations		1,906,362		1,911,611
Billing		44,651		45,986
Debt Service		1,080,911		1,081,237
Above Base Requests		-		-
Capital Projects		925,000		205,000
TOTAL WASTEWATER OPERATING FUND		3,956,924	$	3,243,834
SPECIAL WATER TAX				
Contract Payments - State Water		1,080,488		1,080,488
Contract Payments - Gragg Canyon		137,512		137,512
Contract Payments - Lopez Dam		509,999		509,999
TOTAL SPECIAL WATER TAX		1,727,999	$	1,727,999
PARKING				
Maintenance and Operations		291,567		258,624
Capital Projects		5,000		
TOTAL PARKING FUND		296,567	$	258,624
MOTOR VEHICLE				
Maintenance and Operations		406,907		406,907
Vehicle Replacement		200,000		32,500
TOTAL MOTOR VEHICLE FUND		606,907	$	439,407
ENTERPRISE/INTERNAL SERVICE FUNDS TOTAL	$	9,211,850	$	9,286,160

SCHEDULE "A"
CITY OF PISMO BEACH
BUDGET AND APPROPRIATIONS
FISCAL YEARS FY 10 AND FY 11

	FY 10	FY 11
GAS TAX		
Operating transfer to General Fund	$ 140,000	$ 140,000
TOTAL GAS TAX FUND	140,000	140,000
LOCAL TRANSPORTATION		
TDA Audit	13,449	13,449
TOTAL LOCAL TRANSPORTATION FUND	13,449	13,449
LOCAL TRANSIT		
Contract Operations- Senior Taxi Service	3,355	3,355
TOTAL LOCAL TRANSIT FUND	3,355	3,355
PARK DEVELOPMENT	2,700	2,700
Capital Projects	100,000	100,000
TOTAL PARK DEVELOPMENT FUND	102,700	102,700
IMPACT FEE FUND		
Capital Projects	1,000	1,000
TOTAL IMPACT FEE FUND	1,000	1,000
HOUSING IN LIEU		
Capital Projects	1,000	1,000
TOTAL HOUSING IN LIEU FUND	1,000	1,000
POLICE GRANT FUND		
Salaries & Benefits	100,000	100,000
TOTAL POLICE GRANT FUND	100,000	100,000
OTHER FUNDS TOTAL	$ 361,504	$ 361,504

SCHEDULE "A"
CITY OF PISMO BEACH
BUDGET AND APPROPRIATIONS
FISCAL YEARS FY 10 AND FY 11

All Scheduled Capital Projects		
Streets, Sidewalks, General Parking	**FY 10**	**FY 11**
Misc. Overlays & Slurries (1/2 cent sales tax)	1,200,000	
Sidewalk Study (1/2 cent sales tax)	5,000	
Chamber of Commerce Parking Lot	30,000	
Public Bldgs & Support Facilities		
City Hall - Replace HVAC Units in bldg A & B	35,000	
Bello Vets Hall - Replace HVAC Units	25,000	
Shell Beach Vets Hall - Exterior Painting	15,000	
Police Locker Room (Transfer from Police Garage Funds)	35,000	
City Hall - Install Emergency Electric Power Generator	145,000	145,000
Emergency Radio Towers	350,000	
Promenades/Beach Access		
Pier Improvement (1/2 cent sales tax)		200,000
Promenade IV - Addl fund sources ID'd	1,500,000	
Drainage		
Repair SB Road Culvert(Encanto/Shell Beach Rd)		40,000
Repair Ocean Outfall (Montecito)	50,000	
Repair Ocean Outfall (Naomi)	50,000	
Bluff Protection		
Erosion Control - Eldwayen Park	128,000	
Park Development		
Dinosaur Park Landscaping/Irrigation	100,000	100,000
Parking Enterprise Fund		
Pomeroy Market Paid Parking Lot	5,000	
Water Enterprise Fund		
Seismic Study	50,000	
Telemetry Upgrade Phase I	30,000	75,000
Shell Beach Road Waterline		1,011,000
Wasterwater Enterprise Fund		
Greastrap - Shell Beach Vets Hall	5,000	
Shorecliff Sewer Line Replacement	150,000	
Five Cities Lift Station	620,000	
PG&E Lift Station Standby Power		50,000
Hot Spots Repair	100,000	100,000
Metering Pump Redundancy	50,000	
Telemetry Upgrade Phase I		55,000
TOTAL CAPITAL PROJECTS FUND	**4,678,000**	**1,776,000**

SCHEDULE "A"
CITY OF PISMO BEACH
BUDGET AND APPROPRIATIONS
FISCAL YEARS FY 10 AND FY 11

DEBT SERVICE FUNDS	**FY 10**	**FY 11**
Public Financing Authority		
Debt Service	$ 443,656	$ 432,406
Administration Fees	2,140	2,140
Total 2007 Bonds	445,796	434,546
Indio/El Portal Assessment District		
Debt Service	31,013	-
Administration Fees	3,677	465
Total Indio/El Portal	34,690	465
TOTAL DEBT SERVICES FUNDS	$480,486	$435,011
TOTAL ALL FUNDS	$ 28,041,223	$ 25,351,284

Capital Projects shown on resolution in GF, Water, and WW Funds in addition to the CIP Fund. Not duplicated in total. (See Formula in Worksheet)

SCHEDULE "A"
CITY OF PISMO BEACH
BUDGET AND APPROPRIATIONS
FISCAL YEARS FY 10 AND FY 11

PROJECTED REVENUES

FUND		FY 10	FY 11
100	General Fund	$ 15,698,734	$ 15,762,734
202	Gas Tax Fund	172,200	172,200
208	Local Transportation	218,674	226,466
243	Police Grant Fund	100,000	100,000
250	Housing In Lieu Fee Fund	170,000	170,000
301	Capital Projects Fund	1,928,000	-
305	Park Development Fund	60,000	60,000
322	Circulation Fees	5,000	5,000
323	Impact Fees	40,000	40,000
512	Water Fund	3,116,500	3,298,500
513	Water Tax Fund	1,853,534	1,890,534
521	Wastewater Treatment	3,283,000	3,415,000
525	Sewer Expansion Fund	70,000	70,000
537	Local Transportation-Transit	1,500	1,500
551	Parking Fund	500,000	500,000
619	Motor Vehicle Fund	682,779	748,479
	Total Estimated Revenue	$ 27,899,921	$ 26,460,413

RESOLUTION NO. PFC-R-2009-001

A RESOLUTION OF THE PISMO BEACH PUBLIC FACILITIES CORPORATION ADOPTING THE BIANNUAL BUDGET FOR FISCAL YEARS FY 10 AND FY 11: JULY 1, 2009 THROUGH JUNE 30, 2011

WHEREAS, the Board of Directors of the City of Pismo Beach Public Facilities Corporation conducted public workshops and hearings on the proposed biannual budget for fiscal years FY 10 AND FY 11 on June 4 and June 5, 2009.

NOW, THEREFORE, BE IT RESOLVED by the Pismo Beach Public Facilities Corporation as follows:

There is hereby appropriated from the Public Financing Authority General Fund the following amounts for fiscal years FY 10 AND FY 11:

Materials and Supplies	$ 43,764	$ 43,764
Expenditure Budget	$ 43,764	$ 43,764
Pier Enterprise (PFC) Revenue	$ 45,000	$ 45,000

UPON MOTION OF Boardmember Ehring seconded by Boardmember Waage the foregoing resolution was passed, approved and adopted by the Public Finance Corporation of the City of Pismo Beach this 16th day of June 2009, by the following vote:

AYES: 4 **Boardmember: Waage, Ehring, Higginbotham, Reiss**
NOES: 0
ABSENT: 1 **Boardmember Vardas**
ABSTAIN: 0

Approved:

Mary Ann Reiss
Chair

Attest:

Lori Frontella, CMC
Secretary

RESOLUTION NO. PFA-R-2009-002

A RESOLUTION OF THE PISMO BEACH PUBLIC FINANCING AUTHORITY ADOPTING THE BIANNUAL BUDGET FOR FISCAL YEARS FY 10 AND FY 11: JULY 1, 2009 THROUGH JUNE 30, 2011

WHEREAS, the Board of Directors of the City of Pismo Beach Public Financing Authority conducted public workshops and hearings on the proposed biannual budget for the fiscal years FY 10 AND FY 11 on June 4 and June 5, 2009.

NOW, THEREFORE, BE IT RESOLVED by the Pismo Beach Public Financing Authority as follows:

There is hereby appropriated from the Public Financing Authority General Fund the following amounts for fiscal years FY 10 AND FY 11:

	FY 10	FY 11
PFA Debt Service	$ 443,656	$ 432,406
Administration Fees	2,140	2,140
Expenditure Budget	$ 445,796	$ 434,546
PFA Revenues	$ 448,656	$ 437,406

UPON MOTION OF Boardmember Waage seconded by Boardmember Ehring the foregoing resolution was passed, approved and adopted by the Public Finance Authority of the City of Pismo Beach this 16th day of June 2009, by the following vote:

AYES: 4 **Boardmember: Waage, Ehring, Higginbotham, Reiss**
NOES: 0
ABSENT: 1 **Boardmember Vardas**
ABSTAIN: 0

Approved:

Mary Ann Reiss
Chair

Attest:

Lori Frontella, CMC
Secretary

RESOLUTION NO. RDA-R-2009-003

A RESOLUTION OF THE PISMO BEACH REDEVELOPMENT AGENCY ADOPTING THE BIANNUAL BUDGET FOR FISCAL YEARS FY 10 AND FY 11: JULY 1, 2009 THROUGH JUNE 30, 2011

WHEREAS, the Board of Directors of the City of Pismo Beach Redevelopment Agency conducted public workshops and hearings on the proposed biannual budget for the fiscal years FY 10 and FY 11 on June 4 and June 5, 2009.

NOW, THEREFORE, BE IT RESOLVED by the Pismo Beach Redevelopment Agency as follows:

There is hereby appropriated from the Redevelopment Agency General Fund the following amounts for fiscal year 2009-2010 and fiscal year 2010-2011:

	FY 10	FY 11
Housing Set Aside	$ 200,000	$ 200,000
Administration Fees	70,951	70,951
Expenditure Budget	$ 270,951	$ 270,951
RDA Revenue	$ 201,000	$ 201,000

There is hereby appropriated from the Redevelopment Agency Low and Moderate Income Housing Fund the following amounts for fiscal year 2009-2010 and fiscal year 2010-2011:.

Low/Mod Housing Expenditures	$ 220,777	$ 220,777
Low/Mod Housing RDA Revenue	$ 240,000	$ 240,000

UPON MOTION OF Boardmember Waage seconded by Boardmember Ehring the foregoing resolution was passed, approved and adopted by the Redevelopment Agency of the City of Pismo Beach this 16th day of June 2009, by the following vote:

AYES: 4 **Boardmember: Waage, Ehring, Higginbotham, Reiss**
NOES: 0
ABSENT: 1 **Boardmember Vardas**
ABSTAIN: 0

Approved:
Mary Ann Reiss
Mary Ann Reiss
Chair

Attest:
Lori Frontella
Lori Frontella, CMC
Secretary

This page was intentionally left blank

PERSONNEL INFORMATION

City of Pismo Beach
Personnel Expenditure Detail
2009 - 2010

Funds	General Fund	Sewer Fund	Water Fund	MVR Fund	RDA Fund	Parking Fund	Total Costs
Gross Wages							
Salaries-Full Time	$ 5,099,429	$ 501,441	$ 390,924	$ 61,559	$ 13,507	$ 62,926	$ 6,129,786
Salaries-Temp Part Time	423,016	5,061	5,061		15,000	36,792	$ 484,930
Salaries-Overtime	159,498	36,000	16,000	2,000		1,600	$ 215,098
Total Gross Wages	5,681,943	542,502	411,985	63,559	28,507	101,318	6,829,814
Retirement							0
PERS Retirement	1,414,210	97,708	76,121	11,960	2,559	12,226	$ 1,614,784
Social Security	447,376	41,517	31,992	4,923	2,074	7,944	$ 535,826
Deferred Compensation	109,579	4,225	8,500	100	450	2,000	$ 124,854
Total Retirement	1,971,165	143,450	116,613	16,983	5,083	22,170	2,275,464
Insurances							
Health Insurance	464,078	60,855	40,010	10,181	977	9,651	$ 585,752
Dental Insurance	63,699	7,821	4,946	1,469	94	1,469	$ 79,498
Vision Insurance	12,417	1,497	1,005	295	16	295	$ 15,525
Life Insurance	12,740	1,268	1,010	161	15	153	$ 15,347
Unemployment Insurance	0	0	0	0	0		$ -
Workers Compensation	231,494	32,854	26,701	5,203	513	5,084	$ 301,849
Total Insurances	784,428	104,295	73,672	17,309	1,615	16,652	997,971
Other Benefits							
Uniform Allowance							$ -
Section 125 Admin Fee	822	69	9				$ 900
Expense Allowance	49,800	600	300		300		$ 51,000
E.A.P.	4,458	480	382	60	6	57	$ 5,443
Retiree Medical Insurance	50,000						$ 50,000
Sick Leave Payback		1,200	700				$ 1,900
Total Other Benefits	105,080	2,349	1,391	60	306	57	109,243
TOTAL COSTS TO CITY	$ 8,542,616	$ 792,596	$ 603,661	$ 97,911	$ 35,511	$ 140,197	$ 10,212,492

City of Pismo Beach
Personnel Expenditure Detail
2010 - 2011

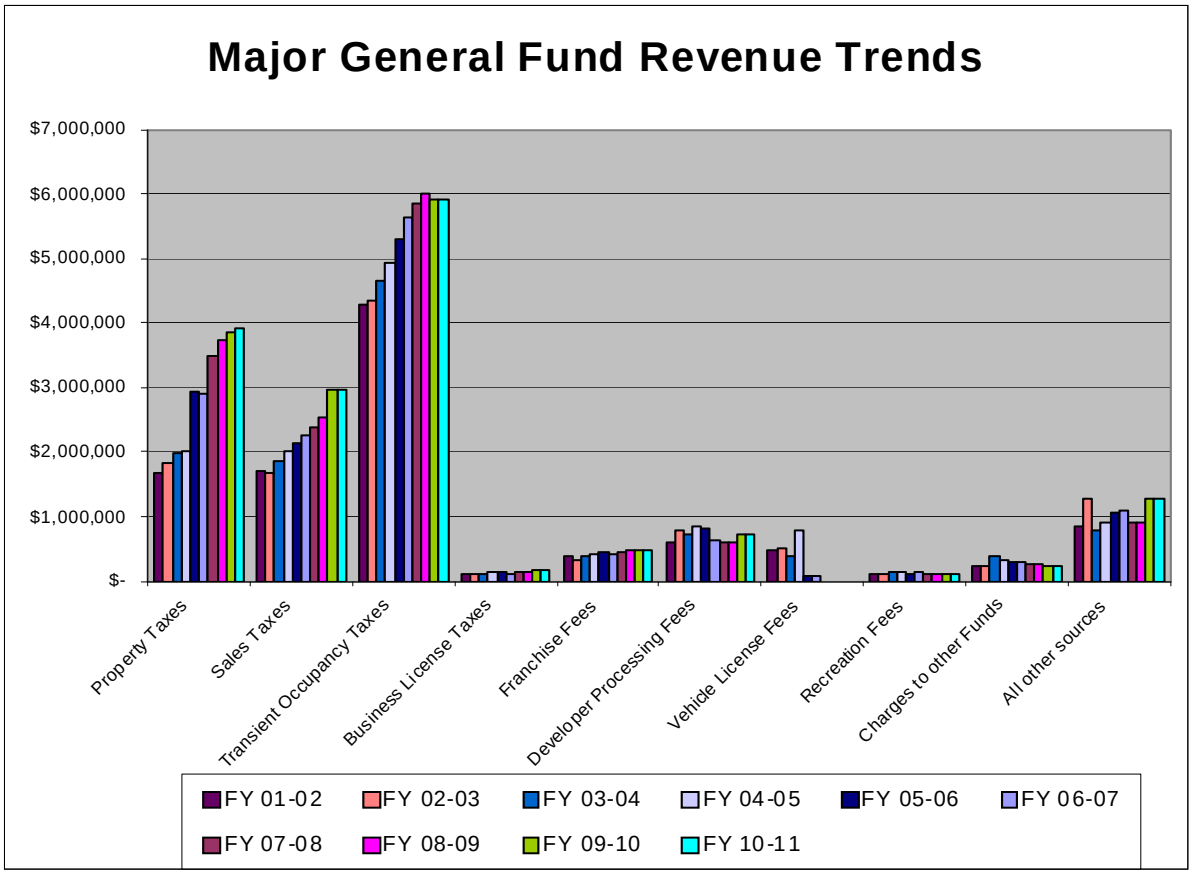
Funds	General Fund	Sewer Fund	Water Fund	MVR Fund	RDA Fund	Parking Fund	Total Costs
Gross Wages							
Salaries-Full Time	$ 5,167,470	$ 507,372	$ 397,704	$ 61,559	$ 13,507	$ 66,073	$ 6,213,685
Salaries-Temp Part Time	423,016	5,061	5,061		15,000	36,792	$ 484,930
Salaries-Overtime	159,498	36,000	16,000	2,000		1,600	$ 215,098
Total Gross Wages	5,749,984	548,433	418,765	63,559	28,507	104,465	6,913,713
Retirement							
PERS Retirement	1,414,210	97,708	76,121	11,960	2,559	12,226	$ 1,614,784
Social Security	447,376	41,517	31,992	4,923	2,074	7,944	$ 535,826
Deferred Compensation	109,579	4,225	8,500	100	450	2,000	$ 124,854
Total Retirement	1,971,165	143,450	116,613	16,983	5,083	22,170	2,275,464
Insurances							
Health Insurance	464,270	60,855	40,010	10,181	977	9,651	$ 585,944
Dental Insurance	63,686	7,821	4,946	1,469	94	1,469	$ 79,485
Vision Insurance	12,420	1,497	1,005	295	16	295	$ 15,528
Life Insurance	12,740	1,268	1,010	161	15	153	$ 15,347
Unemployment Insurance	0	0	0	0	0		$ -
Workers Compensation	231,493	32,854	26,701	5,203	513	5,084	$ 301,848
Total Insurances	784,609	104,295	73,672	17,309	1,615	16,652	998,152
Other Benefits							
Uniform Allowance							$ -
Section 125 Admin Fee	822	69	9				$ 900
Expense Allowance	49,800	600	300		300		$ 51,000
E.A.P.	4,455	480	382	60	6	57	$ 5,440
Retiree Medical Insurance	50,000						$ 50,000
Sick Leave Payback		1,200	700				$ 1,900
Total Other Benefits	105,077	2,349	1,391	60	306	57	109,240
TOTAL COSTS TO CITY	$ 8,610,835	$ 798,527	$ 610,441	$ 97,911	$ 35,511	$ 143,344	$ 10,296,569

This page was intentionally left blank

GENERAL FUND REVENUE TRENDS

MAJOR GENERAL FUND REVENUE TRENDS
Fiscal Year 2001-02 to 2010-11

	Actual Received FY 01-02	Actual Received FY 02-03	Actual Received FY 03-04	Actual Received FY 04-05	Actual Received FY 05-06	Adopted Budget FY 06-07	Adopted Budget FY 07-08	Adopted Budget FY 08-09	Adopted Budget FY 09-10	Adopted Budget FY 10-11
Property Taxes	$ 1,663,394	$ 1,816,986	$ 1,979,619	$ 2,012,536	$ 2,987,753	$ 2,900,943	$ 3,481,680	$ 3,716,720	$ 3,843,000	$ 3,907,000
Sales Taxes	1,708,960	1,661,091	1,867,519	2,014,060	2,134,638	2,255,350	2,395,000	2,528,000	2,979,000	2,979,000
Transient Occupancy Taxes	4,292,264	4,342,969	4,652,128	4,921,356	5,295,476	5,650,000	5,850,000	6,000,000	5,900,000	5,900,000
Business License Taxes	111,404	113,878	121,067	126,858	142,470	121,000	141,000	141,000	167,000	167,000
Franchise Fees	369,094	335,720	375,286	408,215	440,193	403,000	457,000	462,000	471,000	471,000
Developer Processing Fees	592,109	777,001	723,998	837,747	820,729	642,400	609,750	609,750	719,750	719,750
Vehicle License Fees	473,469	513,206	388,244	794,035	88,861	70,000	-	-		
Recreation Fees	111,578	111,543	146,941	144,930	107,664	142,100	107,500	107,500	97,250	97,250
Charges to other Funds	234,287	238,324	394,443	319,068	291,131	285,000	265,000	265,000	240,000	240,000
All other sources	835,521	1,282,831	798,766	907,768	1,076,347	1,092,003	898,641	903,740	1,281,734	1,281,734
TOTAL	$ 10,392,080	$ 11,193,549	$ 11,448,011	$ 12,486,574	$ 13,335,263	$ 13,561,796	$ 14,205,571	$ 14,733,710	$ 15,698,734	$ 15,762,734



DEBT SERVICE

DEBT SERVICE FUNDS

DEBT SERVICE FUNDS BUDGET

FY 2010

Description	Public Financing Authority	Indio/ El Portal	Freeway Foothills	Visalia St. District	Spyglass/ Price St.
BEGINNING AVAILABLE BALANCE JULY 1, 2009	$ 190,000	$ 43,000	$ 86,000	$ 92,000	$ 11,600
REVENUES					
Assessments	-	-	-	-	-
PFA Lease payments for City Properties	443,656	-	-	-	-
Interest Earnings	5,000	-	-	-	-
Total Funding Sources Available	448,656	-	-	-	-
EXPENSES					
Debt Service	443,656	31,013	-	-	-
Professional Services	2,140	3,677	-	-	-
Transfer out to other Funds	-	-	-	-	-
Total Funding Appropriated for Debt Service	445,796	34,690	-	-	-
ENDING AVAILABLE BALANCE JUNE 30, 2010	$ 192,860	$ 8,310	$ 86,000	$ 92,000	$ 11,600

FY 2011

Description	Public Financing Authority	Indio/ El Portal	Freeway Foothills	Visalia St. District	Spyglass/ Price St.
BEGINNING AVAILABLE BALANCE JULY 1, 2010	$ 192,860	$ 8,310	$ 86,000	$ 92,000	$ 11,600
REVENUES					
Assessments	-	-	-	-	-
PFA Lease payments for City Properties	432,406	-	-	-	-
Interest Earnings	5,000	-	-	-	-
Total Funding Sources Available	437,406	-	-	-	-
EXPENSES					
Debt Service	432,406	-	-	-	-
Professional Services	2,140	465	-	-	-
Total Funding Appropriated for Debt Service	434,546	465	-	-	-
ENDING AVAILABLE BALANCE JUNE 30, 2011	$ 195,720	$ 7,845	$ 86,000	$ 92,000	$ 11,600

CHANGES IN AVAILABLE BALANCE
ALL FUNDS

CHANGES IN AVAILABLE BALANCE - ALL FUNDS
REVENUES, EXPENDITURES AND CHANGES IN AVAILABLE BALANCE
FY 2010

Funds	Estimated 7/1/09 Available Balances	Estimated Revenue	Transfers In	Appropriations	Transfers Out	Estimated 6/30/10 Available Balance
General Fund	$1,704,109	14,654,734	240,000	14,798,723	255,659	$1,544,461
Special Revenue Funds:						
Gas Tax Fund	63,572	172,200	0	0	140,000	95,772
Local Transportation (Streets)	135,000	218,674	0	13,449	0	340,225
Redevelopment	307,000	201,000	0	70,951	200,000	237,049
Redev. Low/Mod Housing	470,299	40,000	200,000	220,777	0	489,522
Police Grant Fund	0	100,000	0	0	100,000	0
1/2 Cent Sales Tax Fund	597,000	804,000	0	0	1,205,000	196,000
Housing In Lieu Fund	1,849,000	170,000	0	1,000	0	2,018,000
Capital Projects Funds						
Capital Project Fund	0	0	1,468,000	1,468,000	0	0
Bond Fund	500,000	0	0	0	228,000	272,000
Freeway Foothills Capital Fund	3,271	0	0	0	0	3,271
Park Development Fund	237,000	60,000		102,700	0	194,300
Circulation Improvement	34,300	5,000	0	0	0	39,300
Impact Fees	1,649,000	40,000	0	1,000	0	1,688,000
Developer Impact Fees	8,700	0	0	0	0	8,700
Debt Service Funds						
Public Finance Authority	190,000	448,656	0	445,796	0	192,860
Reassessment Dist 1992-1	0	0	0	0	0	0
Reassessment Dist 1992-2	0	0	0	0	0	0
Reassessment Dist 1992-4	0	0	0	0	0	0
South Palisades C&D Assmt	0	0	0	0	0	0
Freeway Foothills	86,000	0	0	0	0	86,000
Spyglass/Price St.	11,600	0	0	0	0	11,600
Indio/El Portal Assmt Dist	43,000	0	0	34,690	0	8,310
Visalia Street AD	92,000	0	0	0	0	92,000
Enterprise Funds						
Water Operating Fund	1,163,000	3,116,500	0	2,222,788	400,665	1,656,047
Water Tax Fund	290,000	1,480,534	373,000	1,727,999	0	415,535
Waste Water Operating Fund	1,108,000	3,283,000	0	3,922,876	34,048	434,076
Waste Water Expansion Fund	964,000	70,000	0	633	0	1,033,367
Waste Water Construction Fund	860,000	0	0	0	0	860,000
Local Transit	21,844	1,500	0	3,355	0	19,989
Pier	30,000	13,500	31,500	43,764	0	31,236
Parking Fund	512,000	500,000	0	291,567	5,000	715,433
Motor Vehicle Fund	2,900,000	426,907	255,872	606,907	0	2,975,872
Total:	$15,829,695	25,806,205	2,568,372	25,976,975	2,568,372	$15,658,925

CHANGES IN AVAILABLE BALANCE - ALL FUNDS
REVENUES, EXPENDITURES AND CHANGES IN AVAILABLE BALANCE
FY 2011

Funds	Estimated 7/1/10 Available Balances	Estimated Revenue	Transfers In	Appropriations	Transfers Out	Estimated 6/30/11 Available Balance
General Fund	$1,544,461	14,718,734	240,000	14,738,414	531,233	$1,233,548
Special Revenue Funds:						
Gas Tax Fund	95,772	172,200	0	0	140,000	127,972
Local Transportation (Streets)	340,225	226,466	0	13,449	0	553,242
Redevelopment	237,049	201,000	0	70,951	200,000	167,098
Redev. Low/Mod Housing	489,522	40,000	200,000	220,777	0	508,745
Police Grant Fund	0	100,000	0	0	100,000	0
1/2 Cent Sales Tax Fund	196,000	804,000	0	0	0	1,000,000
Housing In Lieu Fund	2,018,000	170,000	0	1,000	0	2,187,000
Capital Projects Funds						
Capital Project Fund	0	0	40,000	40,000	0	0
Bond Fund	272,000	0	0	0	0	272,000
Freeway Foothills Capital Fund	3,271	0	0	0	0	3,271
Park Development Fund	194,300	60,000	0	102,700	0	151,600
Circulation Improvement	39,300	5,000	0	0	0	44,300
Impact Fees	1,688,000	40,000	0	1,000	0	1,727,000
Developer Impact Fees	8,700	0	0	0	0	8,700
Debt Service Funds						
Public Finance Authority	192,860	437,406	0	434,546	0	195,720
Freeway Foothills	86,000	0	0	0	0	
Spyglass/Price St.	11,600	0	0	0	0	
Indio/El Portal Assmt Dist	8,310	0	0	465	0	7,845
Visalia Street AD	92,000	0	0	0	0	92,000
Enterprise Funds						
Water Operating Fund	1,656,047	3,298,500	0	3,215,568	400,728	1,338,251
Water Tax Fund	415,535	1,517,534	373,000	1,727,999	0	578,070
Waste Water Operating Fund	434,076	3,415,000	0	3,209,724	34,111	605,241
Waste Water Expansion Fund	1,033,367	70,000	0	633	0	1,102,734
Waste Water Construction Fund	860,000	0	0		0	860,000
Local Transit	19,989	1,500	0	3,355	0	18,134
Pier	31,236	13,500	231,500	243,764	0	32,472
Parking Fund	715,433	500,000	0	258,624	0	956,809
Motor Vehicle Fund	2,975,872	426,907	321,572	439,407	0	3,284,944
Total:	$15,658,925	26,217,747	1,406,072	24,722,376	1,406,072	$17,154,296

This page was intentionally left blank.

COMPARATIVE STAFFING

COMPARATIVE STAFFING FY 2005 THROUGH 2011 - ALL FUNDS

POSITIONS	FY 04-05	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 10-11
City Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Exec Asst/Deputy City Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	5.00	4.00	4.00	4.00	4.00	4.00	4.00
Admin Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk III/Account Tech	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Account Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Human Resources Officer	0.00	1.00	1.00	1.00	1.00	1.00	1.00
CVB Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
CVB Admin Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
ADMINISTRATION TOTAL:	14.00	14.00	14.00	14.00	14.00	14.00	14.00
Fire Chief	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administrative Secretary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Captain	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fire Engineer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Assistant II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FIRE TOTAL:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Corporal	5.00	5.00	4.00	2.00	2.00	2.00	2.00
Police Sergeant	4.00	4.00	5.00	5.00	5.00	5.00	5.00
Police Officer	10.00	10.00	10.00	12.00	12.00	12.00	12.00
Police Officer - Grant	1.00	1.00	1.00	1.00	1.00	1.00	1.00
CSO (Grant)	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Dispatcher/Records Clerk	8.00	8.00	8.00	8.00	8.00	8.00	8.00
POLICE TOTAL:	34.00	34.00	34.00	34.00	34.00	34.00	34.00
Community Development Dir	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector I	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Inspector II	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant II	0.50	0.50	0.50	0.50	0.50	0.00	0.00
Building Permit Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Secretary	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Parking Supervisor	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Associate/Assist/Senior Planner	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Recreation Coordinator/Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
COMMUNITY DEV TOTAL:	8.50	10.50	10.50	10.50	10.50	11.00	11.00
Public Works Dir/City Eng	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Admin Sec II/Office Asst	1.50	1.50	1.50	1.50	1.50	1.00	1.00
Engineering Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Streets Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	8.00	9.00	9.00	10.00	10.00	10.00	10.00
Maintenance Worker I	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Water System Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Wastewater Ops Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
WWTP Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Treatment Plant Operator II	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Treatment Plant Operator I	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Lab Analyst/Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Mechanic	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Mechanic	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PUBLIC SERVICES TOTAL:	31.50	32.50	32.50	31.50	31.50	31.00	31.00
TOTAL ALL CITY:	**88.00**	**91.00**	**91.00**	**90.00**	**90.00**	**90.00**	**90.00**

BUDGET GLOSSARY

BUDGET GLOSSARY

Fiscal Year 2009-2010

Above Base Items: Programs and services which departments would like to have added (in priority order) over their base budget.

Account: A subdivision within a fund for the purpose of classifying transactions.

Account Number: A numeric identification of the account, typically, a unique number or series of numbers. The City of Pismo Beach's number structure is comprised of three (3) fields of characters. The first field is three (3) characters long and identifies the various unique FUNDS within the account system. The next field contains three (3) characters and identifies the Departments within the City. The final field contains five (5) characters and identifies the OBJECT CODE of the account number. The combination of the three fields makes up the account number.

Accrual Basis or Accrual Method: Accounting method whereby income and expense items are recognized as they are earned or incurred, even though they may not have been received or actually paid in cash. The alternative is Cash Basis. The City of Pismo Beach uses the widely recognized method of Modified Accrual Basis of accounting.

Actual: The recorded expenditure for a specific account number. The actual columns, referenced in this document, report the expenditures as audited by an independent auditor.

Adopted Budget: A budget which typically has been reviewed by the public and adopted (approved) by the City Council prior to the start of the fiscal year. The adopted budget is the legal authority to expend money for specified purposes in the fiscal year time period.

Appropriate: Set apart for, or assign to, a particular purpose or use.

Appropriate Expenditure: A budget amount set-aside for a specific acquisition or purpose.

Appropriation: An authorization by the City Council to make expenditures and to incur obligation for specific amounts and purposes. For most local governments, the adopted budget document is the source for all or most appropriations. All annual appropriations lapse at the end of the fiscal year.

Assessed Valuation: An official value established for real estate or other property as a basis for levying property taxes.

Assessments: Charges made to parties for actual services or benefits received.

Authority: A government or public agency created to perform a single function or a restricted group of related activities.

Authorized Positions: Employee positions, which are authorized in the adopted budget, to be filled during the year.

Available (Undesignated) Fund Balance: Funds remaining from prior years that are available appropriation and expenditure in the current year.

Base Budget: Cost of continuing the existing levels of service in the current budget year.

Bond: A written promise from a local government to repay a sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance capital improvement projects such as buildings, streets, and bridges.

Budget: A plan of financial operation, for a set time period, which identifies specific types and levels of services to be provided, proposed appropriations or expenses, and the recommended means of financing them.

Budget Amendments/ Revisions: The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager and Administrative Services Director have joint authority to approve line item budgetary transfers between expenditure objects of the budget, as long as transfers occur in the same fund and within the same division.

Budgetary Basis: The basis of accounting used to estimate financing sources and uses in the budget. The budgetary basis generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Message: The opening section of the budget that provides the City Council and the public with a general summary of the most important aspect of the budget, changes from previous years, and presents recommendations made by the City Manager.

Budget Year: Is the FISCAL YEAR for which the budget is being considered.

Budgetary Unit: An organizational component budgeted separately, usually a department or a division.

Capital Expenditures: An acquisition or improvement (as distinguished from a repair) that will have a life of more than one year.

Capital Improvement Budget: Financial plans or authorized expenditures for tangible, long-term construction of, or improvement to, public physical facilities.

Capital Improvement Program (CIP): A long-term plan for multi-year projects such as street or park improvements, building construction, and various kinds of major facility maintenance. The projects set out in the plan usually require funding beyond the one-year period of the annual budget and the plan details funding sources and expenditure amounts.

Capitalization Policy: The criteria used by a government to determine which outlays should be reported as fixed assets.

Capital Outlay: Expenditures that result in the acquisition of, or addition to, fixed assets. A capital item is tangible, durable, and non-consumable, costs $2,500 or more, and has a useful life of more than one year.

Carryover: Process of carrying a budgeted and encumbered item from the current fiscal year to the next fiscal year. For example, a purchase order for a budgeted computer purchase is placed in FY 1999-00. However due to backlog at the computer factory, the computer is shipped in the 2000-01 Fiscal Year. The budget for FY 2000-01 did not include a purchase of a computer. The unspent FY 1999-00 budget for this item is carried over to the next fiscal year and the FY 2000-01 budget is adjusted (increased) for this purchase.

Cash Basis: A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Consumer Price Index (CPI): Measure of change in consumer prices as determined by a monthly survey of the U.S. Bureau of Labor Statistics. Many pension and employment contracts are tied to changes in consumer prices as protection against inflation and reduced purchasing power. Among the CPI components are the costs of housing, transportation, and electricity. Also known as the Cost-of-Living Index.

Contingency: A budgetary reserve set-aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contract Services: Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include maintenance agreements, professional contracts, and tree trimming agreements.

Debt Service: The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

Deficit: The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department: A basic organizational unit of government that is functionally unique in its delivery of services. The components are hierarchically arranged as follows: Department (such as Public Works): and Division (such as Sewer Maintenance).

Depreciation: The loss in value of an asset over time due to physical changes, obsolescence, or factors outside of the asset.

Designated Fund Balance: A portion of unreserved fund balance designed by City policy for a specific future use.

Development-related Fees: Fees and charges generated by building, development, and growth in a community. Included in development-related fees are building permits, development review fees, and zoning and subdivision fees.

Disbursement: The expenditure of monies from an account.

Division: An organizational component of a department.

Encumbrance: The commitment of appropriated funds to purchase goods or services. An encumbrance is not expenditure. An encumbrance reserves funds to be expended.

Enterprise Fund: A proprietary fund used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of enterprise funds is to have the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The rate schedule for these services is established to ensure that revenues are adequate to meet all necessary expenditures.

Expenditure/Expense: The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expenditure is actually paid. The term expenditure applies to Governmental Funds, while the term expense is used for Enterprise and Internal Service Funds.

Expenditure Object Code: Unique identification number and title for a minor expenditure category. Represents the most detailed level of budgeting and recording of expenditures, referred to as a line item.

Fiscal Policy: A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year (FY): The 12-month period for recording financial transaction specified by the City of Pismo Beach as beginning July 1st and ending June 30th.

Fixed Assets: Assets of long-term character such as land, buildings, machinery, equipment, and furniture.

Franchise Fee: A franchise fee is charged for the privilege of using public rights-of way and property within the City for public or private purposes. The City currently assesses franchise fees on cable television and utilities.

Full-time Equivalent Position (FTE): Position or fractions thereof based on full-time definition of forty hours of work per week.

Fund: A separate accounting entity with a self-balancing set of accounts to record all financial transactions (revenues and expenditures) for specific activities or government functions. Funds are classified into three categories: governmental, proprietary, and fiduciary. Commonly used funds in governmental accounting are General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, Internal Service Funds, Agency Funds, and Special Assessment Funds.

Fund Accounting: System used by nonprofit organization, particularly governments. Since there is no profit motive, accountability is measured instead of profitability. The main purpose is stewardship of financial resources received and expended in compliance with legal requirements. Financial reporting is directed at the public rather than investors.

Fund Balance: The excess of assets of a fund over liabilities, reserves and carry-overs.

Gas Tax Fund: A fund to account for receipts and expenditures of money apportioned under Street and Highway Code section 2105, 2106, 2107, and 2107.5 of the State of California.

General Fund: A governmental fund used to account for resources traditionally associated with government that is not required legally or by sound financial management to be accounted for in another fund.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Obligation Bond: Bonds that are usually limited by state law as to the amount as well as the length of indebtedness that a government can have. These A-Full Faith and Credit@ bonds are secured by all of the financial assets of the local government, including property taxes.

Goal: A general statement of broad direction, purpose, or intent that describes the essential reason for existence and which is not limited to a one-year time frame. Generally, a goal does not change from year to year.

Grant: Contributions of gifts or cash or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is the Community Development Block Grant awarded by the federal government.

Indirect Cost: Costs that cannot be easily seen in the product or service. Electricity, hazard insurance on a building, and data processing costs are examples of indirect costs.

Infrastructure: The physical assets of the City, i.e. streets, water, sewer, public buildings, and parks, and the support structures within a development.

Interfund Transfers: The movement of monies between funds of the same governmental entity.

Intergovernmental Revenue: Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Internal Service Charges: The charges to user departments for internal services provided by one department or another government agency, such as data processing, motor vehicles, or insurance funded from a central pool.

Jurisdiction: A geographic or political entity governed by a particular legal system or body of laws.

Long-term Debt: Debt with a maturity of more than one year after the date of issuance.

Modified Accrual Basis or Modified Accrual Method: Accounting method whereby income and expense items are recognized as they are available and measurable.

Object Code: A specific numerical classification that identifies which amount is allocated for disbursements. The City of Pismo Beach uses object codes as the last five characters of the account number and represents the lowest level of classification within the General Ledger accounting system.

Objective: Measurable statement of the intended beneficial and tangible effects of a program's activities. An objective is a specific target toward which a manager can plan, schedule work activities, and make staff assignments. An objective is stated in quantifiable terms such that it is possible to know when it has been achieved. Examples are, increase an activity by a specific amount by a certain date; maintain a service level; reduce the incidence of something by a specific amount by a given date, or eliminate a problem by a set date. The emphasis is on performance and its measurability.

Operating expense: A series of object codes that include expenditures for items which primarily benefit the current period and not defined as personnel services, contractual services, or capital outlays.

Operating Revenues: Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earning, and grant revenues. Operating revenues are used to pay for day-to-day services.

Organizations Chart: A chart showing the interrelationships of positions within an organization in terms of authority and responsibilities. There are basically three patterns of organization: line organization, functional organization, and line and staff organization.

PERS: Public Employees Retirement System, a mandatory fringe benefit for City employees.

Program: A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Proprietary Funds: These funds account for records of operations similar to those found in a business, such as Enterprise funds and Internal Service funds.

Purchase Order: An order issued which authorized the delivery of specific goods or services, and incurrence of a debt for them.

Redevelopment Agency (RDA): A separate legal entity governed by the California Community Redevelopment Law.

Redevelopment Fund: A fund to account for transactions related to proceeds from bonds and other resources and their use to perform redevelopment activities within specific project areas.

Reserve: That portion of a fund's balance legally restricted for a specific purpose and, therefore, not available for general appropriations.

Resolution: A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Revenues: Funds received from various sources and treated as income to the City that are used to finance expenditures. Examples are tax payments, fees for services, receipts from other governments, fines, grants, licenses, permits, shared revenue, and interest income.

Special Assessment Fund: Contain monies received from special charges levied on property owners who benefit from a particular capital improvement or service.

Special Revenue Fund: A governmental fund type used to account for specific revenues that are legally restricted to expenditures for particular purposes.

Supplemental Appropriation: An additional appropriation made by the governing body after the budget year has started.

Taxes: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit to the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out: Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Transient Occupancy Tax: A tax collected by the operators of hotels and motels located within the City, on behalf of the City. This tax is then remitted to the City.