

LAKEPORT, CALIFORNIA



Preparing the path toward the future.

**City of Lakeport
Annual Budget
Fiscal Year 2013-2014**

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CITY OF LAKEPORT, CALIFORNIA

ANNUAL BUDGET
FISCAL YEAR 2013-2014



GOVERNING BODY

City Council
Redevelopment Successor Agency Board of Directors
Sewer District Board of Directors



Tom Engstrom
Mayor and Boards Chair



Stacey Mattina
*Mayor Pro Tem
Boards Vice Chair*



Kenneth Parlet
Council Member



Martin Scheel
Council Member



Marc Spillman
Council Member

ADVISORY COMMITTEES/COMMISSIONS

Lakeport Planning Commission
Parks and Recreation Commission
Traffic Safety Advisory Committee
ADA Committee
Lakeport Economic Development Advisory Committee (LEDAC)

EXECUTIVE MANAGEMENT TEAM

Margaret Silveira
City Manager

Janel Chapman
City Clerk

Steven Brookes
City Attorney

Brad Rasumssen
Chief of Police

Mark Brannigan
Public Works Director

Daniel Buffalo
Finance Director

Kelly Buendia
Administrative Services Director

Scott Harter
*City Engineer/IT Director
(Acting Community Development Director)*

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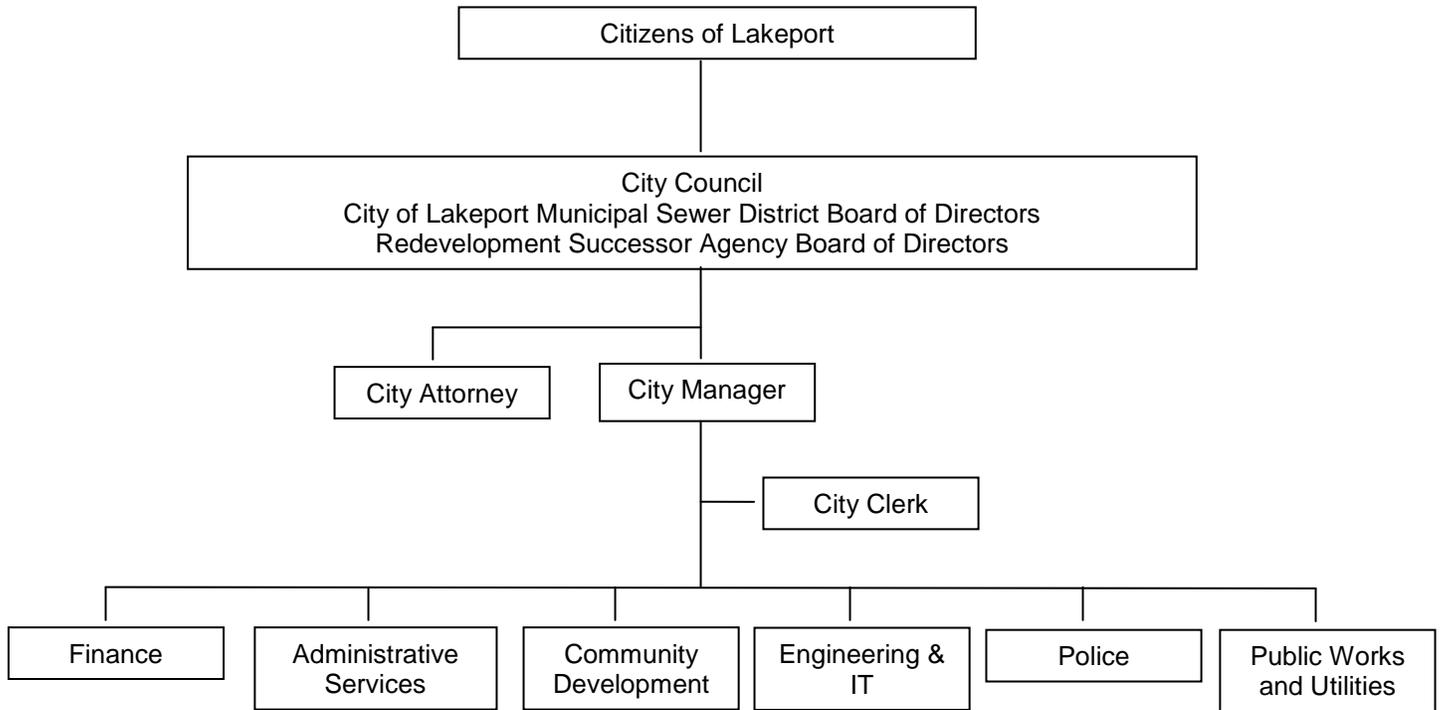
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CITY ORGANIZATIONAL CHART



MISSION AND VISION

MISSION

Lakeport is a beautiful community. We work to ensure it remains a wonderful place to raise a family, enjoy a retirement, recreate, and live a healthy, fulfilling life.

COMMUNITY VISION

The charm and values of the Lakeport community are what will endure for generations to come. Those attributes will be maintained, in part, through the effective delivery of municipal services.

CITY-WIDE GOALS

Through the use of a facilitator, the City Council and executive management formulated a series of strategic goals for the 2013-2014 fiscal year. Each department has been tasked with developing their own individual priorities and goals that will contribute to the achievement of these goals (presented in the department section of this budget). The following are the five city-wide goals that were developed during that strategic planning session:

1. Maintain strong Council/staff relations and encourage leadership development.

- Develop a succession plan for executive management members.
- Promote and foster leadership development throughout all ranks of management.
- Continue to promote and invest in training programs for staff.
- Maintain the highest possible standards for the recruitment, selection, and retention of staff.

2. Strengthen community and regional involvement.

- Enhance promotion and readership of the community newsletter.
- Enhance marketing outreach.
- Strengthen relationship with the County and regional groups toward the promotion of engaging in regional projects that benefit the community as a whole.

3. Establish and promote effective public outreach efforts.

- Develop social media presence and promote civic engagement.
- Assemble master list of community development partners and engage those entities on specific objectives.
- Increase community outreach through community policing and crime reduction initiatives.
- Complete development of marijuana ordinance through increased community involvement.

4. Enhance activities and programs to support local and regional economic development.

- Promote, market, and brand our City.
- Look for alternatives to replace the economic development efforts of the former redevelopment agency.
- Revisit storefront ordinance.
- Focus resources and attention to improving the physical appearance of Main Street.
- Refocus efforts on event promotion and the development of recreation sites.

5. Focus efforts on infrastructure improvements.

- Ensure a safe and sustainable Lakeport.
- Development and implement a capital improvement program (CIP).
- Capitalize on efficiencies provided through technology, including updating software and the City's website.
- Increase focus on developing the lakefront and improving the quality of the Lake during the summer months.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Lakeport
California**

For the Fiscal Year Beginning

July 1, 2012

Christopher P. Morill

President

Jeffrey P. Snow

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a distinguished Budget Presentation Award to the City of Lakeport, California for its annual budget for the fiscal year beginning July 1, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for one year only. We believe our current budget continues to conform to program requirements, and we will continue to submit it to GFOA annually to determine its eligibility.

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CITY MANAGER'S BUDGET MESSAGE

Preparing the path toward the future. This is the theme I have adopted for fiscal year 2013-2014, continuing the efforts that moved us forward last year. In preparing this year's budget, I believe we have done just that, building upon the foundation laid last year by focusing on a framework designed to generate economic growth, foster fiscal sustainability, and provide the best possible quality of life for the citizens of Lakeport and the surrounding regional community.

We've weathered the effects of the Great Recession, which began in 2008 and reshaped the way in which local governments approach financial planning. General revenues have been increasing but not nearly at the rate we saw during the housing boom. Conversely, expenses are rising faster than available revenues can support. This is no more evident than with the cost of personnel (the City's most valuable asset). But we can manage this new paradigm with careful planning and fiscal prudence, using available resources more efficiently and effectively.

This year's approach to the budget will continue to be based on priorities. But we're doing it a bit differently. We're providing context this year, structuring our priorities around specific City-wide goals. These goals were developed beginning with an all-day strategic planning session with the City Council and Management Team. The purpose of the meeting was to evaluate progress on the initiatives from previous planning cycles and to set strategic goals and objectives for the near future. The group discussed the current state of the organization, the current trends and challenges the City faces, and invested time brainstorming priorities for the current tactical, twelve month to twenty-four month planning period. The interactive discussions resulted in the selection of five strategic goals for the 2013 – 2015 planning cycle. It was with these goals in mind that we developed this budget plan.

City Wide Goals

Each department was tasked with developing their own individual priorities and goals that will contribute to the achievement of the broader City-wide goals (presented in the department section of this budget). The following are the five City-wide goals that were developed during that strategic planning session:

1. Maintain strong Council/staff relations and encourage leadership development.

The primary intent here is two-fold: 1) to ensure communication between the Management Team and Council is continuously open and responsive and 2) to ensure adequate planning is done for the eventual replacement of key personnel. As the chief executive for the City Council, the responsibility for the former lies with me primarily. I intend to ensure that communication flows freely and timely between staff and Council. For the latter, I must work with each member of the Management Team to focus on the development of succession plans each of them. We will accomplish this by promoting and fostering leadership development throughout all ranks of management. Departments will continue to promote and invest in training programs for their team members, and we will maintain the highest possible standards for the recruitment, selection, and retention of staff.

2. Strengthen community and regional involvement.

As a City of a little over 4,600 residents, but with a daily population estimated between 15,000 – 20,000, Lakeport is integrally important to quality of life - not just to those who reside here but to the Lake County community as a whole, particularly on the western shore of Clear Lake. With this in mind, we are recommending a spending plan that will enhance communication with everyone who calls Lakeport home. We will do this through the promotion and readership of the community newsletter, enhancement of the marketing of local business, and by strengthening the relationship with the County of Lake and other regional groups toward the engagement in regional projects that benefit the community as a whole.

3. Establish and promote effective public outreach efforts.

Though at first glance this goal appears similar to the one before it, there's so much more. Not only do we need to focus on communication with our local community, we need to find ways of engaging them on civic affairs. We will do this partly through the development of a social media presence and promotion of civic events and activities. Through increased efforts by our economic development

program - now managed within my office - we will assemble a master list of community development partners and engage those entities on specific objectives aimed at increasing tourism, supporting and promoting local events, engaging the local wine industry, and supporting local businesses. Additionally, we will focus on increasing community outreach through community policing and crime reduction initiatives, including completing development of a marijuana ordinance using community involvement.

4. Enhance activities and programs to support local and regional economic development.

It's time for Lakeport to brand its identity, and to that effort we plan to promote and market Lakeport as what it is: a destination for recreation, leisure, and the highest quality of life. My team will explore alternatives to replace the lost resources of the former redevelopment agency, revisit the storefront ordinance, and focus resources and attention to improving the physical appearance of Main Street. Most significantly on this front, we plan to refocus efforts on event promotion and the development of potential recreation and entertainment venues within the City.

5. Focus efforts on infrastructure improvements.

City infrastructure has been in need of significant attention for many years, a problem not unique to Lakeport. Local governments throughout the nation struggle to find resources to address emergency infrastructure issues, let alone find ways of adequately maintaining their existing roads, water, and sewer networks. It has been a daunting challenge. Estimates generated by the City Engineer within the Pavement Management Program (PMP), and supported by the Local Area Planning Commission – the entity responsible for infrastructure planning needs county wide- place the cost to maintain the existing road network in the City above \$700,000 annually. This number is far beyond the regular, general revenues collected from any general fund resource, including Measure I. This means that we must target what resources we do have on specific areas and projects that result in the greatest impact and benefit to the community.

Working toward identifying and focusing efforts on projects and areas where our available resources can have the greatest impact, I have directed my management team to develop a capital improvement program (CIP) and budget. A standard in long-term, municipal capital planning, a CIP evaluates the most

critical capital needs and formulates strategies to direct resources at meeting them. The CIP budget included here in this document should serve as a guide for the Council and staff when planning capital projects over the next five years. We intend to take advantage of efficiencies provided through technology, including updating software and the City's website, and making additional resources available for identified CIP projects. Developing the lakefront and doing our part in improving the quality of the Lake during the summer months also is a high priority for us.

Additionally, the City will be engaging this year in what may be the largest set of capital projects ever undertaken since its incorporation 125 years ago. Funded by recently awarded USDA grants and low interest, long-term loan funding, aimed at addressing much needed infrastructure improvement to its water and sewer systems, staff will be spending a considerable amount of time and energy completing capital projects, which together total over \$8 million, spanning the next two years.

Post Redevelopment

The first year without redevelopment has been a year of dismantling what was the best tool available to cities in improving blighted areas and providing opportunities for economic growth in their communities. Much time has been devoted to this process, and state legislators are now looking for new opportunities to assist cities with economic growth. After realizing the short-sighted and devastating impact their actions have caused to local communities, the process in Sacramento remains ongoing. No new legislation to date has been adopted.

The City has completed the substantive elements of the dissolution process and has received a "finding of completion" from the State Department of Finance, coined as "The Golden Ticket," allowing the City to spend approximately \$2 million in redevelopment bond proceeds for infrastructure improvements.

Economic Development

Local businesses have suffered tremendously over the past five years, and the focus of our economic development efforts must remain on business retention. The City's commitment to economic development must be maintained through active advisement by the Lakeport Economic Development Advisory Committee (LEDAC) and in collaboration

with the Main Street Association, the Chamber of Commerce, and the County's marketing program.

With the loss of Redevelopment, the needs for more economic development efforts are amplified. In the fall of 2012, LEDAC, in collaboration of the Main Street Association, began a process of "branding" the City of Lakeport. This process continues with more public meetings for input, and we will look for expert assistance through a future RFP for professional services.

Staff has been very active in pursuing a regional economic development approach. The County of Lake, with approximately 60,000 population, is not much more populated than a mid-size city in California. It is important for both the City of Lakeport and Clearlake, to partner with the County of Lake in marketing and promoting the area through a regional approach. As funding becomes scarce for activities outside of core municipal services, the need for regional cooperation becomes more apparent. A working group from both cities and the County has begun with regular meetings to discuss the opportunities and the structure of a regional economic entity. It is important to remember that as our regional partners prosper, so do we.

Two major economic development infrastructure improvements identified by the City Council are the Downtown Improvement Project and new docks at Library Park. At this time the City has approximately \$2 million in redevelopment bond proceeds, which I am recommend be targeted at efforts to promote economic development, tourism, and growth for the City.

Revenues

Sales tax revenues – including those derived from Measure I – continue to trend positively, albeit. We estimate this source to increase by 2-3% from fiscal year 2012-13, due largely to greater consumer spending in the City's automotive sector, driven by the price of gas and new car sales.

Property tax revenue in fiscal year 2013-14 will remain steady with a 4% increase expected from the redistribution of property tax (formerly known as tax increment) once allocated to the City's former redevelopment agency. Property tax, though a top ten revenue source for the City, is not the largest. In fact, secured property taxes account for less than half of the Bradley-Burns sales tax revenues for Lakeport.

State and federal public safety grants will be maintained in fiscal year 2012-2013. This is a significant resource to support our Police Department, as costs related to officer compensation have increased significantly from 2012. We expect to continue receiving revenue from this source into fiscal year 2013-14.

Franchise fees, permit fees, fees for service, and other charges are expected to remain flat over the course of the fiscal year. These revenues go to support general City operations, such as building, engineering, and planning services.

All other general fund revenues are estimated to remain relatively unchanged from the prior fiscal year.

The City will continue to serve as the Successor Agency to the former RDA and will be entitled to \$250,000 in administrative allowances to offset operating costs associated with the dissolution of the agency and the retirement of its obligations. This is an important financial resource to the City in ensuring a smooth transition away from redevelopment.

Water and sewer enterprise activities will continue to experience increased costs; however, the recently adopted, restructured water and sewer rate schedules will begin to resuscitate these enterprise activities, returning them to fiscal solvency with an enhanced focus on infrastructure rehabilitation.

Finally, we will continue to explore new sources of revenue aggressively to ensure the City can maintain vital services to the community, including public safety, infrastructure improvements, and parks and recreation.

Expenditures

After last year's aggressive approach to balancing the budget, the management team has been relentless in making sure that the City's budget remains structurally balanced. This was accomplished through a team effort, as health insurance, pension, and other employment costs increase. We intend to capitalize on savings from attrition and look for creative ways of meeting staffing needs in addition to the traditional method of hiring permanent employees. Staff is researching more efficient means to provide services, such as a employing a more efficient software system to provide better access and information sharing between departments. The 2013-14 budget will continue to include employee furloughs and make

use of a 9/80 work schedule. With that said, however, my commitment to our current work force remains as resolved as ever. Staff is this organization's most important resource, and it will continue to find ways of recognizing them as such.

This Budget includes a comprehensive Capital Improvement Program (CIP) project list that details current and future capital needs over the next five years. The CIP also includes estimated funding sources; however, available or anticipated funding sources may not be sufficient to meet all the needs identified therein. Our goal is to focus on those projects which will yield the greatest return on investment or that are in the most urgent need of attention. Grant funding is something where we will spend more time in identifying and procuring.

New docks at Library Park are a primary concern for the Council and staff this upcoming year. As we search for funding sources to help move this project forward, I am recommending appropriating \$100,000 from the general fund reserve and \$100,000 from unspent former redevelopment bond proceeds toward capitalizing the total project cost, which we estimate to be approximately \$800,000. As this project is not an ongoing expense, use of the general fund reserve is an appropriate resource.

Water and sewer infrastructure improvements and maintenance have been deferred for too long. This budget focuses more resources on addressing our most critical utility needs. In addition to the projects funded by the USDA, other projects to be completed on the CPI list include vehicle and equipment replacements. These projects, along with ongoing maintenance, move the City into a reliable and sustainable future for basic service needs.

The 2013-14 fiscal year budget includes an additional police officer, bringing the total sworn, full-time officer count to ten. Before the economic downturn, the City of Lakeport Police Department operated with 14 full-time sworn officers. During the past two years, those numbers had declined, as vacant positions went unfilled while we restructured the general fund. The City's police department operated with fewer than nine full-time and two part time sworn officers. To the credit of Chief Rasmussen and his officers, the City was able to maintain a reasonable level of public safety, but with little to no capacity for the unexpected. The Department was stretched thin, and I am pleased to report that this year's budget alleviates the burden they've had to bear, although not entirely. The addition of the tenth officer will allow the City to

continue ensuring the safety of its citizenry while retaining the resource officer program for the Lakeport Unified School District.

Financial Position

During the past three years I have been with the City of Lakeport, my approach to the budget process has been conservative in estimating available resources and diligent in controlling spending. This has led to a current projected year-end surplus and fortification of the City's general fund reserve. We estimate the reserve to begin the 2013-14 fiscal year at 54% of budgeted appropriations. The Management Team has been dedicated to cost savings whenever possible and watchful of their expenditures so that the need of use of reserves is limited, if necessary at all.

I am proposing a balanced general fund for fiscal year 2013-14 with a recommended use of an estimated surplus from fiscal year 2012-13 of \$200,000. I believe the current reserve is adequate to ensure financial stability and do not recommend adding to it. Beyond use of the surplus, I am not recommending using any additional use of the reserves.

As was forecast in the utility rate study, the water operating fund will continue to budget in a deficit for one more year. With additional revenues from the rate restructuring, I expect water enterprise operations to balance in fiscal year 2014-15. The sewer operating fund is expected to be in a more favorable position, as current operational costs should be less than available revenues from customers. The expected surplus in the sewer operating fund will be devoted to building up the reserve and engaging in much need capital improvements beyond those funded by the USDA.

All other activities within special revenue funds are funded by outside sources, such as grants and program income. Approximately \$21,000 of general revenues is being devoted to specific special revenue activity as a match for certain capital projects.

Preparing the Path toward the Future

The path forward will continue to be a challenging one. To navigate it successfully and position the City to face the obstacles ahead, I will rely on the dedication of staff and the leadership and policy direction of the City Council. The role of Council as a policy making body will continue to be crucial in this

endeavor. And the success of this financial plan is contingent on Council's commitment to keeping focus on the needs of and vision for the community.

This budget reflects our values and priorities, which help determine where we invest our resources. It's the compass by which we navigate the City's fiscal path forward, addressing our liability and allocating resources to ensure long-term economic sustainability. An important part of the City's fiscal success during these challenging times has been our ability to implement various parts of a plan to reduce the structural deficit. To continue to be successful, we must keep our focus on maintaining balance in our general fund. While the local, state, and national economy continue to regain strength, we must present a budget reflective of the necessary adaptation to what I continue to refer to as the "new normal." We are not heading back to the pre-recession times of the early and mid-2000's; rather we are blazing a new path where innovative thinking must guide our use of what little resources we have.

To achieve fiscal stability, the budget process must remain a continuous one - it doesn't end at adoption. The Management Team and I will continue to review it vigilantly and make recommendations to Council for adjustment when needed. We also will bring this budget to the Council's attention comprehensively in late January/early February for a mid-year review.

The City is fortunate to have a highly qualified and capable professional staff. They are its most important asset, without which effective and responsive service delivery to the community would

not be possible. Promoting and empowering staff and demonstrating appreciation for their efforts has been a priority for me as the City Manager, and I continue to reaffirm my commitment to it. This budget maintains the best possible amount of personnel needed with the projected resources available to provide services to the community and achieve the goals that Council and staff have identified. But it is achievable only if each individual performs at their best. I am confident that they will.

I must, once again, show great appreciation for the level of collaboration and effort that goes into crafting this budget. Primary responsibility for ensuring this document gets compiled and presented on time rests with our Finance Director, Dan Buffalo. He is supported by a top notch staff of department heads and mid-managers whose efforts help to ensure we have a strong, transparent, and accountable fiscal structure.

Additional recognition needs to be provided to the City Council and its approach to the budget. Keeping focus on the big picture and on the critical process of communicating the needs to staff of the Lakeport community ensures the success of our efforts. Finally, I applaud all the staff who too often go unrecognized for their help in preparing each department's budget. I thank them all for their dedication to sound fiscal management.

We look forward to navigating this path toward a bright future for the citizens and community of Lakeport.



Margaret Silveira
City Manager

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COMMUNITY PROFILE

LAKEPORT, CALIFORNIA

Incorporated

April 30, 1888

Government

Lakeport is a general law city operated under a council-manager form of government.

Location

Lakeport is located on the western shore of Clear Lake, 120 miles north of San Francisco and 125 miles northwest of Sacramento, the state capital.

County

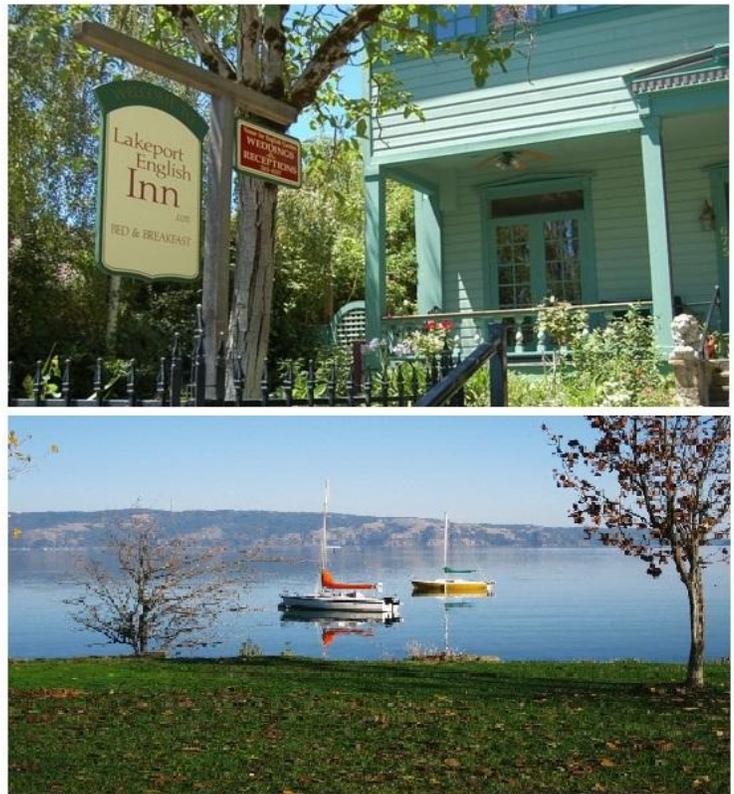
Lake (Lakeport is the county seat)

Area

2.4 square miles

Elevation

Lakeport lies 1,335 feet above sea level.



The City

The City of Lakeport was incorporated on April 30, 1888 as a general law city. As the administrative seat for the County of Lake, and with a residential population of more than 4,750 in a 3.1 square-mile area, Lakeport is graced with a strong business base and a well established residential community.

The City of Lakeport is a partial service city (as opposed to full service) in that it provides most typical municipal functions, including public safety, public works, community development and parks and recreation. In addition, the City provides water and wastewater services. It does not provide library or fire protection services, as those are activities of the County of Lake and the Lakeport Fire Protection District, respectively. Lakeport operates under a council-manager form of government, whereby the council serves as the legislative body and the City Manager its executive.

Governance

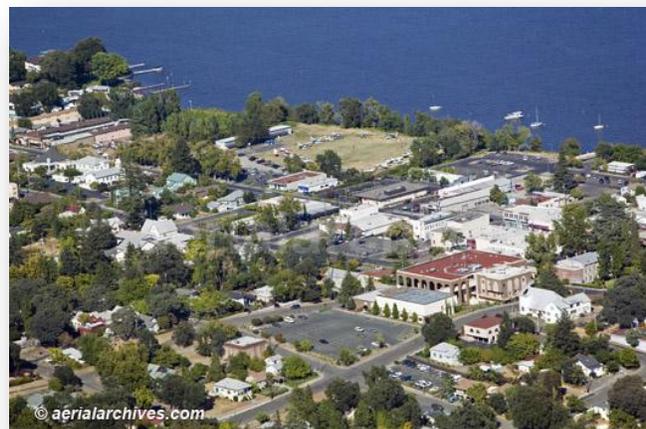
The Lakeport City Council consists of five members, elected at-large to four-year overlapping terms. Council members must be residents of the City. The positions of Mayor and Mayor Pro Tem are chosen by the Council through its own policy. The Mayor conducts the



Council meetings and represents the City in ceremonial occasions.

The City Council serves as the policy board for the municipality. It provides policy direction, establishes goals, and sets priorities for the City government. In addition to serving as the policy makers for the community, the City Council also is responsible for numerous land use decisions within its borders, including the General Plan. The City Council appoints the City Manager, City Attorney, City Clerk, and all members of advisory boards and commissions.

33rd Annual Clear Lake
SPLASH-IN
Largest & Oldest Seaplane Gathering in the Western U.S.
Organized by West Coast Seaplane Pilots Association
Public Events
9am-5pm Saturday, Sept. 29, 2012
Natural High School Field
700-800 Blocks of No. Main St.
September 28-30
Lakeport, CA
Pilot Registration
Advance at www.clearlakesplashin.com
On-site beginning noon, Sept. 28
Seaplanes & amphibious cars on view
Water bombing & spot landing contests
Food, drink & Splash-In souvenirs
Admission \$2 per person.
Children 10 & under free.
Supported by:
County of Lake
City of Lakeport
Lake County Chamber of Commerce
Lakeport Main Street Association
Citizenship and Leadership 4-H Club of Lake County
Lake County Public Works Dept.
Lakeport Unified School District



Arial View of Downtown Lakeport

Local Economy

Lakeport is a travel and recreation-oriented community and fortunate to have a large area serving as a hub for recreational activities for Lake County.

The Lakeport business environment is positive and well organized. Driven by an active chamber of commerce, local businesses are community-oriented and engaged in City-business partnerships, including Main Street renovations, façade improvements, events and promotions.

The City's permanent retail trade area population is approximately 35,000 people with 45,000 within a 10-mile radius. Lakeport's historic downtown area is the center of commercial activity within the community, and is a *California Main Street City*. There are also commercial areas along Lakeport Boulevard, Parallel Drive, Eleventh Street, North High Street, and South Main Street.

Small Town Charm

Lakeport is located on the west shore of Clear Lake about two hours north of San Francisco and Sacramento. The City has a distinctive, small-town character with strong community values and an emphasis on promoting quality of life. As a tourist and recreational destination, the City hosts numerous activities and events year-round, including world-class bass fishing, wine festivals, cultural entertainment, concerts in the park, biking, water sports, bird watching, museums, fine dining, and much more.

Lakeport is known for its beautifully restored historic downtown, inviting lakeside park, quiet residential neighborhoods and friendly people. Free public boat ramps, water sports equipment rentals, and a lively mix of restaurants, shops, B&Bs and vacation home rentals make the town an ideal place to visit.

As the oldest incorporated community in Lake County, and as the county seat, the City acts as the regional center of commerce and governmental activity for the area. State High - ways 20, 29, and 175 provide scenic access to the area. Lampson Airport is located about two



Ceago Vinegarden



Taste of Lakeport, Downtown Lakeport

miles to the south.

Recreation and Entertainment

A year-long schedule of special events include summer concerts at the lakeside park, the annual Taste of Lakeport in mid-August, Oktoberfest, The Wine Adventure, the Children's Pet Parade, a duct tape boat race, an amphibious airplane fly-in, a wooden boat show, concerts, plays and films at the historic community theatre, and fireworks on the lake on the 4th of July.

Labor Force

approximately 2,320

Largest Employment Sectors

- Local government
- Healthcare
- Recreation
- Energy
- Agriculture (wine)

Employment

Within ten miles, there is a diverse labor force specializing in such occupations as sales, technical and professional services, education and government services, and other specialties. The largest employment sectors in the Lakeport area are: government (federal, state, local); education; and the service and retail trades. The agricultural and construction sectors are important and the transportation/public utilities, wholesale trade, finance/insurance/real estate and manufacturing sectors round out the employment picture.

Approximately 45% of all jobs in the county are located in the Lakeport area.

Live, Work, Play

Lakeport offers great access to Clear Lake —the largest natural lake located entirely within California—with numerous free public boat ramps, making it popular for fishing, bird watching, sailing, and other activities. Motels, bed-and-breakfast inns, campgrounds, and vacation rental accommodations are available.

With a broad array of entertainment, quality housing and accommodations, unique events, and friendly people, Lakeport offers plenty to young and old while maintaining the quintessential charm of a small town. Parents enjoy excellent schools and many extracurricular activities for their children. Additionally, Mendocino College offers a number of classes year-round at its Lakeport campus. Lakeport’s wonderful weather and exceptional environment make it quite simply a great place to live, work, and play.

City of Lakeport, California			
Principal Employers 1			
Employer	2011 - 2012		
	Employees	Rank	Percentage of Top 10 Employment
Lake County School Districts	1,142	1	27.08%
County of Lake	804	2	19.07%
Sutter Lakeside Hospital	365	3	8.66%
St. Helena Hospital Clearlake	362	4	8.58%
Calpine Corp.	345	5	8.18%
Robinson Rancheria Resort & Casino	311	6	7.37%
Twin Pine Casino	251	7	5.95%
Wal-Mart	232	8	5.50%
Harbin Hot Springs	205	9	4.86%
Shannon Ranches Inc.	200	10	4.75%
Total	4,217		100.00%

1) Information presented is for the Lake County Region, Major Lake County Employers



Third Street Boat Ramp

BUDGET IN BRIEF

This is an introductory section meant to summarize information for the reader in a succinct and easily understandable way.

CITY-WIDE COMPARED

This is a comprehensive summary of the City as a whole, as recommended in fiscal year 2013-2014. All budgeted funds are included in this synopsis.

Fiscal Year 2013-14 CITY-WIDE COMPARISON

Account Class	Fiscal Year Ended		
	2012 Actual	(Estimated) 2013 Actual	2014 Adopted
Revenue			
Taxes	\$ 3,345,799	\$ 3,823,259	\$ 4,001,588
Franchise Fees	131,609	135,784	126,273
Licenses	80,299	72,469	71,300
Permits	38,048	58,821	52,500
Fines, Forfeitures, Penalties	28,504	16,021	15,000
Use of Money and Property	199,764	171,948	187,217
Other Agencies	194,008	152,827	383,404
Federal Funding	442,939	99,742	4,283,491
State Funding	100,736	210,584	389,200
Charges for Service	3,927,976	4,504,068	4,284,288
Other	822,771	827,638	631,074
Total	9,312,453	10,073,161	14,425,335
Expenditures			
Salaries and Benefits	4,220,828	4,265,831	4,736,099
Operations	3,887,607	3,452,244	5,082,216
Loans/Grants	434,622	185,427	456,860
Debt Service	1,021,958	1,230,523	1,141,248
CIP	285,386	669,767	5,321,992
Total	9,850,401	9,803,792	16,738,415
Change in fund balance	\$ (537,948)	\$ 269,369	\$ (2,313,080)

GENERAL FUND COMPARED

This is a comprehensive summary of the general fund, as adopted in fiscal year 2012-2013. Revenues and expenditures are expected to equal, and the use of reserves beyond the surplus in fiscal year 2012-13 is not recommended at this time.

Fiscal Year 2013-14
GENERAL FUND COMPARISON

Account Class	Fiscal Year Ended		
	2012 Actual	2013 (Estimated) Actual	2014 Adopted
Revenue			
Taxes	\$ 2,884,127	\$ 3,000,422	\$ 3,055,502
Franchise Fees	131,609	135,784	126,273
Licenses	80,299	72,469	71,300
Permits	38,048	58,821	52,500
Fines, Forfeitures, Penalties	28,504	16,021	15,000
Use of Money and Property	141,400	119,525	132,088
Other Agencies	44,789	24,838	166,000
Federal Funding	68,367	96,575	39,952
State Funding	100,540	100,000	101,500
Charges for Service	554,298	517,705	550,474
Other	191,306	152,191	134,350
Use of Fund Balance	-	-	200,000
Transfers In	70,102	100,000	280,415
Total	4,333,389	4,394,351	4,925,354
Expenditures			
Salaries and Benefits	2,265,110	2,265,119	2,376,398
Operations	1,524,284	1,420,387	1,608,140
Loans/Grants	-	-	-
Debt Service	71,509	71,509	71,509
CIP	182,976	172,528	550,585
Transfers Out	213,444	250,000	287,500
Total	4,257,323	4,179,543	4,894,132
Total	4,257,323	4,179,543	4,894,132
Surplus (Deficit)	\$ 76,066	\$ 214,808	\$ 31,222

HISTORICAL REVENUE SUMMARY

This table illustrates from where and by how much revenues have come into the City over the last four years compared to fiscal year 2013-14.

**Fiscal Year 2013-14
REVENUE SUMMARY BY FUND**

FUND NO.	FUND NAME	ACTUAL REVENUE 2009-10	ACTUAL REVENUE 2010-11	ACTUAL REVENUE 2011-12	ESTIMATED REVENUE 2012-13	ESTIMATED REVENUE 2013-14
110	General Fund	\$ 3,935,164	\$ 4,255,671	\$ 4,263,287	\$ 4,294,351	\$ 4,444,939
120	General Fund Reserve	-	498	9,563	1,100	1,000
	Total	3,935,164	4,256,169	4,272,850	4,295,451	4,445,939
SPECIAL REVENUE FUNDS						
202	Parkland Dedication Fund	235	-	9,000	-	-
203	HUTA Gas Tax Fund	90,304	123,128	149,219	128,839	156,004
207	Prop 172 Public Safety Tax	20,493	-	38,090	20,100	20,100
209	Lakeport Housing Program	593	6,542	7,183	8,739	8,739
210	Economic Business Loan Fund	5,267	38,672	3,036	73,200	48,200
211	BSCC Law Enforcement Grant	54,618	-	-	60,491	65,000
212	RDA Obligation Retirement Fund	772,164	24,402	-	-	2,500
213	Successor Agency Capital Projects Fund	-	-	-	-	-
219	Successor Agency Housing Fund	207,101	1,363,437	7,129	9,644	50
228	Housing Revolving Loan (RLA)	52,126	34,781	23,695	3,126	3,150
232	Emergency Housing Assist Fund	32,318	34	53	800	-
233	Microenterprise RLA Fund	-	2,967	-	-	-
234	Business Loan Stabilization Fund	129	3,795	1,456	-	-
235	2009 HOME Grant	-	155,882	333,967	-	-
236	PTA Grant #09-PTAG-6504	-	8,750	22,500	-	-
237	Business Loan RLF	10	6,004	-	-	-
238	CDBG Grant 2010	-	1,734	915	-	-
239	HOME Program Income	-	-	-	-	-
240	2012 CDBG Housing Grant	-	-	-	-	470,005
401	Tenth Street Drainage Fund	516	308	268	300	300
402	Lakeport Blvd Improvement Fund	708	423	368	400	400
403	South Main Street Improvement Fund	365	209	179	240	240
407	Parkside Traffic Mitigation Impact Fees	72	13	-	20	20
408	Bevins Street Maintenance Fund	1,965	17	-	26,443	50
409	Forbes Creek Trail Fund	91,814	32	-	50,193	30
410	Lakeshore Bl Storm Dam Rpr Proj Fund	20	7	196	20	61,020
411	Safe Routes to School Fund	-	17,504	-	-	-
413	Prop 40 Per Capita Grant	-	111,698	9,428	-	-
414	Storm Drainage Fund	-	3,739	433	10,569	5,500
415	Lakeshore Blvd HSIPL (Safety)	-	-	-	-	161,700
416	RSTP Fund	-	-	-	-	62,000
	Total	1,330,818	1,904,078	607,115	393,124	1,065,008

(Continued)

<u>CAPITAL PROJECTS FUND</u>						
130	General Capital Improvement	-	-	-	2,000	2,000
<u>DEBT SERVICE FUNDS</u>						
217	Redevelopment Debt Service Fund	24,827	745,435	90	-	-
<u>ENTERPRISE FUNDS</u>						
501	Water Utility M & O Fund	1,214,968	1,314,161	1,514,268	1,433,370	1,616,948
502	Water Expansion Fund	26,558	13,361	367,840	273,929	1,000
504	USDA Water Loan Fund	-	-	-	-	2,115,918
601	CLMSD Utility M & O Fund	1,285,044	1,634,132	1,989,274	2,021,061	2,203,696
602	CLMSD Expansion Fund	67,005	-	5,192	427,954	12,400
604	USDA Sewer Loan Fund	-	-	-	-	1,657,616
605	CLMSD Assessment Dist 91-1 Fund	364,067	349,099	369,069	363,155	322,000
621	SWRCB Reuse Grant	66,023	-	-	-	-
	Total	<u>3,023,665</u>	<u>3,310,753</u>	<u>4,245,643</u>	<u>4,519,469</u>	<u>7,929,578</u>
<u>INTERNAL SERVICE FUNDS</u>						
701	Risk Management Fund	-	-	-	333,188	283,986
<u>FIDUCIARY FUNDS</u>						
214	Redevelopment Housing Successor	-	-	-	-	-
702	Special Deposit Fund	-	-	-	810	-
705	Redevelopment Successory Agency	¹ -	-	59,752	409,835	577,086
801	OPEB Agency Fund	² -	-	127,003	119,284	121,738
	Total	<u>-</u>	<u>-</u>	<u>186,755</u>	<u>529,929</u>	<u>698,824</u>
	Total	<u>\$ 8,314,474</u>	<u>\$ 10,216,435</u>	<u>\$ 9,312,453</u>	<u>\$ 10,073,161</u>	<u>\$ 14,425,335</u>

1 This is a private purpose trust fund which does not recognize revenues or expenses but rather additions and deductions.

2 Agency funds do not recognize revenues or expenses but rather additions and deductions.

3 Does not include transfers in.

HISTORICAL EXPENDITURE SUMMARY

This table illustrates to where and by how much resources have been used by the City over the last four years compared to fiscal year 2013-14.

**Fiscal Year 2013-14
EXPENDITURE SUMMARY BY FUND**

FUND NO.	FUND NAME	ACTUAL EXPENDITURES 2009-10	ACTUAL EXPENDITURES 2010-11	ACTUAL EXPENDITURES 2011-12	ESTIMATED EXPENDITURES 2012-13	BUDGET EXPENDITURES 2013-14
110	General Fund	\$ 4,533,826	\$ 4,072,942	\$ 4,043,879	\$ 3,929,543	\$ 4,606,632
120	General Fund Reserve	-	-	-	-	-
	Total	4,533,826	4,072,942	4,043,879	3,929,543	4,606,632
SPECIAL REVENUE FUNDS						
202	Parkland Dedication Fund	15,485	62,041	63,201	90,641	-
203	HUTA Gas Tax Fund	-	-	6,189	207,052	290,000
207	Prop 172 Public Safety Tax	-	-	33,043	20,000	20,000
209	Lakeport Housing Program	-	-	-	-	-
210	Economic Business Loan Fund	170,679	15,360	2,332	105	38,500
211	BSCC Law Enforcement Grant	-	-	-	25,000	40,000
212	RDA Obligation Retirement Fund	1,378,647	640,165	280,642	-	-
213	Successor Agency Capital Projects Fund	-	989,248	29,983	-	-
214	RDA Housing Private Purpose Trust Fund	-	-	-	-	-
219	Successor Agency Housing Fund	591,149	257,161	108,013	-	-
228	Housing Revolving Loan (RLA)	66,699	2,791	58,007	5,528	63,000
232	Emergency Housing Assist Fund	6,320	3,682	9,943	230	6,000
233	Microenterprise RLA Fund	-	696	-	-	-
234	Business Loan Stabilization Fund	95,160	4,278	68	-	-
235	2009 HOME Grant	-	130,882	314,759	-	-
236	PTA Grant #09-PTAG-6504	-	-	22,500	-	-
237	Business Loan RLF	-	-	-	-	-
238	CDBG Grant 2010	-	1,577	7,761	-	-
239	HOME Program Income	-	-	-	-	-
240	2012 CDBG Housing Grant	-	-	-	-	440,005
401	Tenth Street Drainage Fund	-	-	-	-	-
402	Lakeport Blvd Improvement Fund	-	-	-	-	-
403	South Main Street Improvement Fund	-	-	-	-	-
407	Parkside Traffic Mitigation Impact Fees	-	-	-	-	-
408	Bevins Street Maintenance Fund	-	-	-	-	-
409	Forbes Creek Trail Fund	96,019	-	-	-	-
410	Lakeshore Bl Storm Dam Rpr Proj Fund	-	-	-	-	61,000
411	Safe Routes to School Fund	34,247	15,454	-	-	-
413	Prop 40 Per Capita Grant	-	111,698	9,428	-	-
414	Storm Drainage Fund	-	4,350	34,630	18,840	118,500
415	Lakeshore Blvd HSIPL (Safety)	-	-	-	-	147,000
416	STIP Fund	-	-	-	-	62,000
	Total	2,454,405	2,239,383	980,499	367,396	1,286,005

(Continued)

<u>CAPITAL PROJECTS FUND</u>						
130	General Capital Improvement	-	-	4,810	-	1,500,000
<u>DEBT SERVICE FUNDS</u>						
217	Successor Agency Debt Service Fund	330,664	324,725	292,681	-	-
<u>ENTERPRISE FUNDS</u>						
501	Water Utility M & O Fund	1,356,420	1,393,108	1,707,770	1,449,819	1,743,207
502	Water Expansion Fund	-	-	-	42,402	104,907
504	USDA Water Loan Fund	-	-	27,365	24,573	2,089,795
601	CLMSD Utility M & O Fund	2,158,736	1,506,204	2,014,243	1,676,289	2,134,647
602	CLMSD Expansion Fund	-	-	-	-	-
604	USDA Sewer Loan Fund	-	-	28,334	19,070	1,636,105
605	CLMSD Assessment Dist 91-1 Fund	317,006	312,162	323,373	310,126	308,500
621	SWRCB Reuse Grant	38,280	-	-	-	-
	Total	<u>3,870,442</u>	<u>3,211,474</u>	<u>4,101,085</u>	<u>3,522,279</u>	<u>8,017,161</u>
<u>INTERNAL SERVICE FUNDS</u>						
701	Risk Management Fund	-	-	-	333,189	283,986
<u>FIDUCIARY FUNDS</u>						
214	Redevelopment Housing Successor	-	-	-	395,956	-
702	Special Deposit Fund	-	-	-	-	-
705	Redevelopment Successory Agency	¹ -	-	-	799,758	543,393
801	OPEB Agency Fund	² -	-	427,447	455,671	501,238
	Total	<u>-</u>	<u>-</u>	<u>427,447</u>	<u>1,651,385</u>	<u>1,044,631</u>
	Total	<u>\$ 11,189,337</u>	<u>\$ 9,848,524</u>	<u>\$ 9,850,401</u>	<u>\$ 9,803,792</u>	<u>\$ 16,738,415</u>

¹ This is a private purpose trust fund which does not recognize revenues or expenses but rather additions and deductions.

² Agency funds do not recognize revenues or expenses but rather additions and deductions.

* Does not include transfers out

EXPENDITURES BY DEPARTMENT

This table illustrates how individual departments have been funded over the last four years as compared to fiscal year 2013-14. Non-Departmental accounts for all activities unrelated to a specific department, which typically include debt service for the water and sewer enterprises as well as the former redevelopment agency.

Fiscal Year 2013-14

EXPENDITURE SUMMARY BY DEPARTMENT

Name	ACTUAL EXPENDITURES 2009-10	ACTUAL EXPENDITURES 2010-11	ACTUAL EXPENDITURES 2011-12	ESTIMATED EXPENDITURES 2012-13	BUDGET EXPENDITURES 2013-14
Legislative					
City Council	\$ 155,549	\$ 90,439	\$ 90,418	\$ 79,790	\$ 74,744
Planning Commission	3,000	3,000	3,000	3,000	3,000
General Administration					
City Manager	111,382	147,138	185,842	173,194	210,797
City Clerk	101,697	65,395	82,596	76,975	93,688
Administrative Services	29,056	114,441	144,544	134,707	163,953
Economic Development	-	17,040	40,774	31,438	1,592,500
City Attorney	118,661	82,418	121,565	107,477	123,869
Finance	603,487	547,660	414,213	426,886	527,255
Community Development					
Planning	308,106	258,525	188,572	229,121	275,280
Building	157,010	149,117	155,183	207,359	126,028
Housing	98,851	518,695	571,019	207,803	536,198
Engineering and IT	196,215	186,482	307,365	247,845	4,373,264
Police	2,043,236	1,698,396	1,600,937	1,597,919	1,732,227
Public Works					
Streets and Infrastructure	775,740	806,043	906,156	1,030,969	1,386,222
Parks, Buildings & Grounds	138,069	312,916	229,458	279,162	268,826
Solid Waste	406,855	408,982	421,013	430,000	447,592
Westshore Pool	72,291	89,092	71,886	98,430	118,413
Water	1,410,781	844,882	1,790,292	1,222,036	1,296,203
Sewer	2,024,000	1,324,302	1,078,420	1,244,545	1,322,413
Redevelopment	2,272,132	619,516	282,231	770,339	-
Non-Departmental	-	-	1,155,656	1,555,030	2,065,943
	\$ 11,026,119	\$ 8,284,479	\$ 9,841,140	\$ 10,154,025	\$ 16,738,415

DEPARTMENT EXPENDITURE DETAIL

This table illustrates how departments have used resources in the performance of their appropriated functions over time, compared the proposed appropriations for fiscal year 2013-14.

Fiscal Year 2013-14 EXPENDITURE DETAIL BY DEPARTMENT

Name	No.	Uses					Total
		Salaries and Benefits	Operations	Loans/Grants	Debt Service	Capital Outlay	
Non-Departmental	0000	\$ 501,238	\$ 494,966	\$ -	\$ 1,069,739	\$ -	\$ 2,065,943
City Council	1010	37,459	40,285	-	-	-	77,744
Administration	1020	399,125	58,863	-	-	10,450	468,438
Economic Development	1054	-	62,500	30,000	-	1,500,000	1,592,500
City Attorney	1030	85,229	38,340	-	-	300	123,869
Finance	1041	347,520	130,075	-	-	49,660	527,255
Community Development							
Planning	1050	164,861	110,419	-	-	-	275,280
Building	1051	92,009	33,519	-	-	500	126,028
Housing	1053	24,353	84,985	426,860	-	-	536,198
Engineering and IT	1052	210,495	1,314,494	-	-	2,848,275	4,373,264
Police	2010	1,328,329	317,589	-	71,509	14,800	1,732,227
Public Works							
Streets and Infrastructure	3020	530,633	301,089	-	-	554,500	1,386,222
Parks, Buildings & Grounds	3030	99,547	123,279	-	-	46,000	268,826
Solid Waste	3040	-	447,592	-	-	-	447,592
Westshore Pool	3050	50,863	53,950	-	-	13,600	118,413
Water	3060	516,894	625,402	-	-	153,907	1,296,203
Sewer	3070	347,544	844,869	-	-	130,000	1,322,413
Total		\$ 4,736,099	\$ 5,082,216	\$ 456,860	\$ 1,141,248	\$ 5,321,992	\$ 16,738,415

SOURCES AND USES FOR FISCAL YEAR 2013-14

The following two tables illustrate where revenues are estimated to derive for each budgeted City fund and where those financial resources are recommended be applied, allocated by broad categories, such as salaries and benefits, operations, loans and grants, debt service, and capital improvements.

Such categories are characterized further as follows:

- Salaries and benefits include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations include costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service pertains to any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants are issued by the City through grant funding received from the state and federal governments. They typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2013-2014

Fiscal Year 2013-14
SOURCES DETAIL BY FUND

Fund	Description	Sources													Total
		Taxes	Franchise Fees	Licenses	Permits	Fines Forfeitures Penalties	Use of Money & Property	Other Agencies	Federal Funding	State Funding	Charges for Service	Other	Transfers In	Use of Fund Balance	
110	General Fund	\$ 3,055,502	\$ 126,273	\$ 71,300	\$ 52,500	\$ 15,000	\$ 132,088	\$ 166,000	\$ 39,952	\$ 101,500	\$ 550,474	\$ 134,350	\$ 280,415	\$ 200,000	\$ 4,925,354
120	General Fund Reserve	-	-	-	-	-	1,000	-	-	-	-	-	-	-	1,000
130	General Capital Improvement	-	-	-	-	-	2,000	-	-	-	-	-	-	1,500,000	1,502,000
203	HUTA Gas Tax Fund	-	-	-	-	-	600	155,404	-	-	-	-	-	142,996	299,000
207	Prop 172 Public Safety Tax	20,000	-	-	-	-	100	-	-	-	-	-	-	-	20,100
209	Lakeport Housing Program	-	-	-	-	-	8,739	-	-	-	-	-	-	-	8,739
210	Economic Business Loan Fund	-	-	-	-	-	200	-	-	-	-	48,000	-	22,300	70,500
211	BSCC Law Enforcement Grant	-	-	-	-	-	-	-	-	65,000	-	-	-	-	65,000
212	RDA Obligation Retirement Fund	-	-	-	-	-	2,500	-	-	-	-	-	-	-	-
219	Successor Agency Housing Fund	-	-	-	-	-	50	-	-	-	-	-	-	-	50
228	Housing Revolving Loan (RLA)	-	-	-	-	-	150	-	-	-	-	3,000	32,000	-	35,150
232	Emergency Housing Assist Fund	-	-	-	-	-	-	-	-	-	-	-	-	6,000	6,000
234	Business Loan Stabilization Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-
236	PTA Grant #09-PTAG-6504	-	-	-	-	-	-	-	-	-	-	-	-	-	-
240	2012 CDBG Housing Grant	-	-	-	-	-	-	-	470,005	-	-	-	-	-	470,005
401	Tenth Street Drainage Fund	-	-	-	-	-	300	-	-	-	-	-	-	-	300
402	Lakeport Blvd Improvement Fund	-	-	-	-	-	400	-	-	-	-	-	-	-	400
403	South Main Street Improvement Fund	-	-	-	-	-	240	-	-	-	-	-	-	-	240
407	Parkside Traffic Mitigation Impact Fees	-	-	-	-	-	20	-	-	-	-	-	-	-	20
408	Bevins Street Maintenance Fund	-	-	-	-	-	50	-	-	-	-	-	-	-	50
409	Forbes Creek Trail Fund	-	-	-	-	-	30	-	-	-	-	-	-	-	30
410	Lakeshore Bl Storm Dam Rpr Proj Fund	-	-	-	-	-	20	-	-	61,000	-	-	-	6,980	68,000
414	Storm Drainage Fund	-	-	-	-	-	500	-	-	-	-	5,000	-	122,900	128,400
415	Lakeshore Blvd HSIPL (Safety)	-	-	-	-	-	-	-	-	161,700	-	-	-	-	161,700
416	RSTP Fund	-	-	-	-	-	-	62,000	-	-	-	-	-	-	62,000
501	Water Utility M & O Fund	-	-	-	-	-	1,330	-	-	-	1,603,118	12,500	5,000	170,759	1,792,707
502	Water Expansion Fund	-	-	-	-	-	1,000	-	-	-	-	-	-	103,907	104,907
504	USDA Water Loan Fund	-	-	-	-	-	-	-	2,115,918	-	-	-	-	-	2,115,918
601	CLMSD Utility M & O Fund	39,000	-	-	-	-	31,500	-	-	-	2,120,696	12,500	7,500	-	2,211,196
602	CLMSD Expansion Fund	-	-	-	-	-	2,400	-	-	-	10,000	-	-	-	12,400
604	USDA Sewer Loan Fund	-	-	-	-	-	-	-	1,657,616	-	-	-	-	-	1,657,616
605	CLMSD Assessment Dist 91-1 Fund	310,000	-	-	-	-	2,000	-	-	-	-	-	-	-	322,000
701	Risk Management Fund	-	-	-	-	-	-	-	-	-	-	283,986	-	-	283,986
702	Special Deposit Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-
705	RDA Obligation Retirement Fund	577,086	-	-	-	-	-	-	-	-	-	-	-	-	577,086
801	OPEB Trust Fund	-	-	-	-	-	-	-	-	-	-	121,738	379,500	-	501,238
	Total	\$ 4,001,588	\$ 126,273	\$ 71,300	\$ 52,500	\$ 15,000	\$ 187,217	\$ 383,404	\$ 4,283,491	\$ 389,200	\$ 4,284,288	\$ 631,074	\$ 704,415	\$ 2,275,842	\$ 17,403,092

Fiscal Year 2013-14
USE DETAIL BY FUND

Fund	Description	Uses						Total
		Salaries and Benefits	Operations	Loans/Grants	Debt Service	Capital Outlay	Transfers Out	
110	General Fund	\$2,376,398	\$1,608,140	\$ -	\$ 71,509	\$ 550,585	\$ 287,500	\$ 4,894,132
120	General Fund Reserve	-	-	-	-	-	-	-
130	General Capital Improvement	-	-	-	-	1,500,000	40,000	1,540,000
203	HUTA Gas Tax Fund	-	-	-	-	290,000	9,000	299,000
207	Prop 172 Public Safety Tax	-	20,000	-	-	-	-	20,000
210	Economic Business Loan Fund	-	8,500	30,000	-	-	32,000	70,500
211	BSCC Law Enforcement Grant	-	40,000	-	-	-	20,000	60,000
219	Successor Agency Housing Fund	-	-	-	-	-	-	-
228	Housing Revolving Loan (RLA)	-	13,000	50,000	-	-	9,500	72,500
232	Emergency Housing Assist Fund	-	-	6,000	-	-	-	6,000
234	Business Loan Stablization Fund	-	-	-	-	-	4,800	-
236	PTA Grant #09-PTAG-6504	-	-	-	-	-	-	-
240	2012 CDBG Housing Grant	-	69,145	370,860	-	-	30,000	470,005
401	Tenth Street Drainage Fund	-	-	-	-	-	-	-
402	Lakeport Blvd Improvement Fund	-	-	-	-	-	-	-
403	South Main Street Improvement Fund	-	-	-	-	-	-	-
407	Parkside Traffic Mitigation Impact Fees	-	-	-	-	-	-	-
408	Bevins Street Maintenance Fund	-	-	-	-	-	-	-
409	Forbes Creek Trail Fund	-	-	-	-	-	-	-
410	Lakeshore Bl Storm Dam Rpr Proj Fund	-	-	-	-	61,000	7,000	68,000
414	Storm Drainage Fund	-	33,500	-	-	85,000	9,900	128,400
415	Lakeshore Blvd HSIPL (Safety)	-	-	-	-	147,000	14,700	161,700
416	RSTP Fund	-	-	-	-	62,000	-	62,000
501	Water Utility M & O Fund	759,599	630,869	-	254,093	98,646	49,500	1,792,707
502	Water Expansion Fund	-	25,000	-	-	79,907	-	104,907
504	USDA Water Loan Fund	-	634,000	-	-	1,455,795	-	2,089,795
601	CLMSD Utility M & O Fund	898,929	893,512	-	187,560	154,646	55,000	2,189,647
602	CLMSD Expansion Fund	-	-	-	-	-	-	-
604	USDA Sewer Loan Fund	-	800,900	-	-	835,205	-	1,636,105
605	CLMSD Assessment Dist 91-1 Fund	-	7,500	-	301,000	-	2,000	310,500
701	Risk Management Fund	-	283,986	-	-	-	-	283,986
702	Special Deposit Fund	-	-	-	-	-	100,000	100,000
705	RDA Obligation Retirement Fund	199,935	14,164	-	327,086	2,208	33,515	576,908
801	OPEB Trust Fund	501,238	-	-	-	-	-	501,238
	Total	\$4,736,099	\$5,082,216	\$ 456,860	\$1,141,248	\$5,321,992	\$ 704,415	\$ 17,438,030

MEASURE I

Fiscal Year 2013-14 ELIGIBLE MEASURE I COSTS

Measure I: Transaction and Use Tax

Measure I, passed by a simple majority (50% plus 1) of Lakeport voters in November of 2004, is a general (unrestricted) transaction and use tax. A general, unrestricted tax is one that can be used to fund any program, function, service, or project at the discretion of the City Council. It is not a special, restricted tax, which would require approval of two-thirds of the voting public. Measure J, passed in conjunction with Measure I, was a distinctly separate, advisory measure indicating the voting public's preference for the use of Measure I proceeds. The language for the two ballot measure was as follows:

Ballot Measure "I":

"Shall the City of Lakeport enact a one-half cent sales tax for City facilities, services and programs?"

Advisory Measure "J":

"If Measure "I" is approved, should the proceeds fund repair and maintenance of City streets, park and community service facilities, and expand public services and programs?"

Estimated Revenue	2013-2014
Measure I: Transaction and Use Tax	\$709,466

Fiscal Year 2013-14 Adopted Uses and Projects	Cost	General Fund Share	Other Financing Sources	Recommended Measure I Share	Total Funding
Lakeshore Blvd (storm damage)	\$ 68,000	\$ 7,000	\$ 61,000	\$ 3,689	\$ 68,000
Lakeshore Blvd HSIPL (safety)	161,700	14,700	147,000	7,747	161,700
Eleventh Street Chip Seal	211,875	211,875	-	111,665	211,875
Public Works: Streets	653,835	653,835	-	344,591	653,835
Public Works: Parks	268,826	268,826	-	141,679	268,826
Westshore Pool	157,663	118,413	39,250	62,407	157,663
Police Vehicle Lease	71,509	71,509	-	37,687	71,509
	\$ 1,593,408	\$ 1,346,158	\$ 247,250	\$ 709,466	\$ 1,593,408

WESTSHORE POOL

The City of Lakeport operates a community swimming pool for the benefit of the Lakeport community, which includes residents outside of the City limits. The pool is available to private clubs, the Lakeport Unified School District, and the general community during summer months, providing an invaluable service to parents and children.

This budgeted income statement demonstrates how the pool will be financed in fiscal year 2013-14. Two years of historical information is presented for comparison.

Typically, revenues from pool use (including gate receipts, swim lessons, parties, and private club use) are insufficient to meet total costs. The City's general fund fills in the gap, which this year is estimated to be \$79,163.

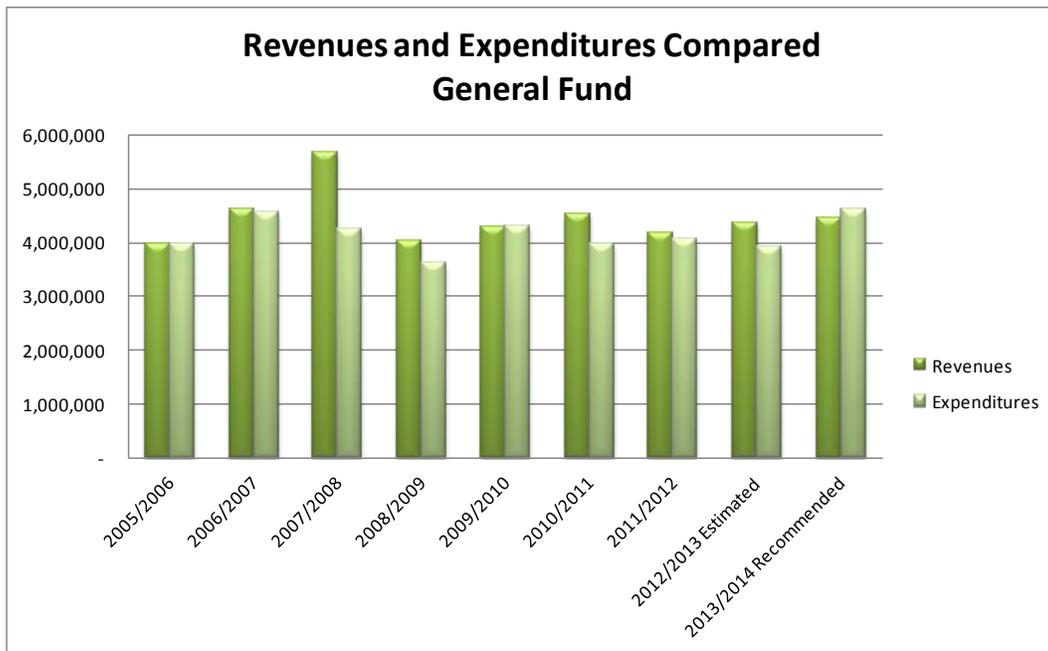
Westshore Pool
BUDGETED INCOME STATEMENT
Fiscal Year 2013-14

	Budget Year Ended 2014	(Estimated) Year Ended 2013	Year Ended 2012
Revenues			
Gate fees and lessons	\$ 5,500	\$ 5,471	\$ 5,682
Parties and camps	1,250	1,386	6,800
Concessions	1,000	1,825	3,130
Rents and contributions	12,500	12,317	9,725
Cost sharing	14,000	13,000	16,227
Donations	5,000	5,000	5,000
Total	<u>39,250</u>	<u>39,000</u>	<u>46,564</u>
Expenditures			
Operating	106,463	84,950	85,145
Non-operating	11,950	13,612	3,818
Total	<u>118,413</u>	<u>98,562</u>	<u>88,962</u>
Net income (loss)	<u>\$ (79,163)</u>	<u>\$ (59,562)</u>	<u>\$ (42,398)</u>

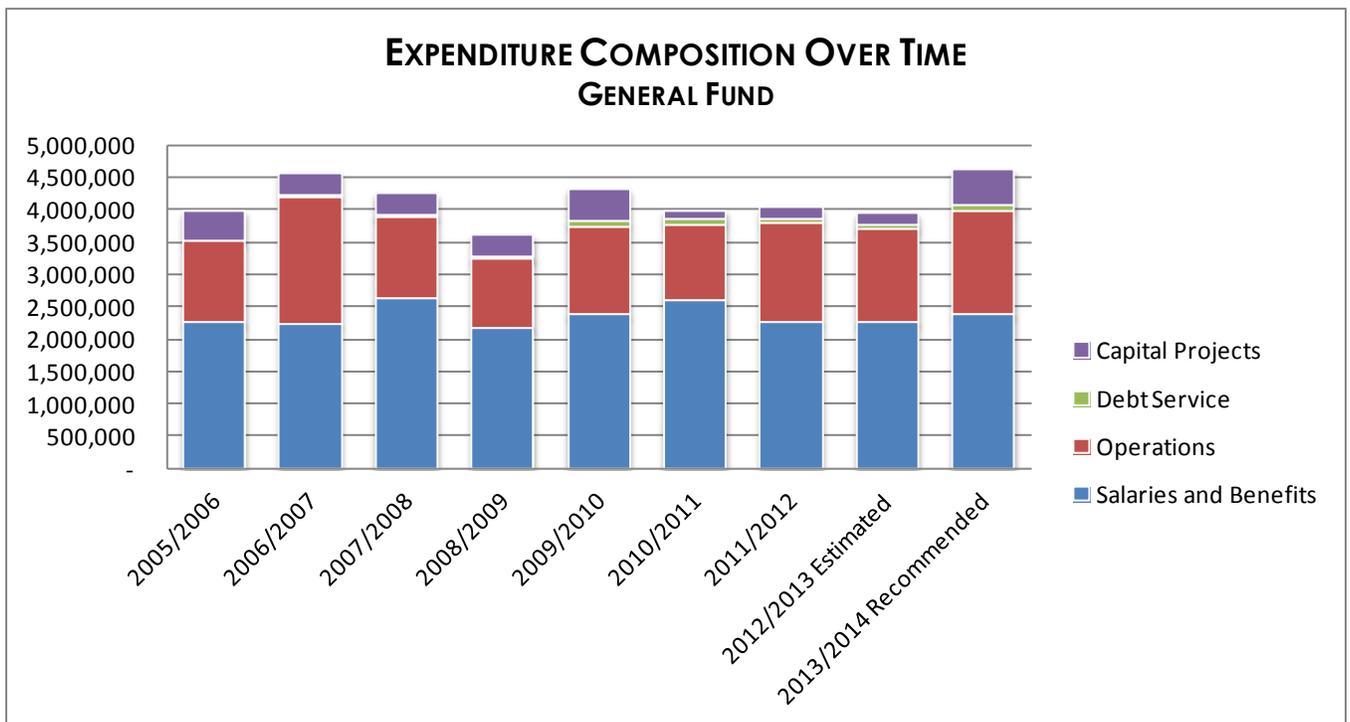
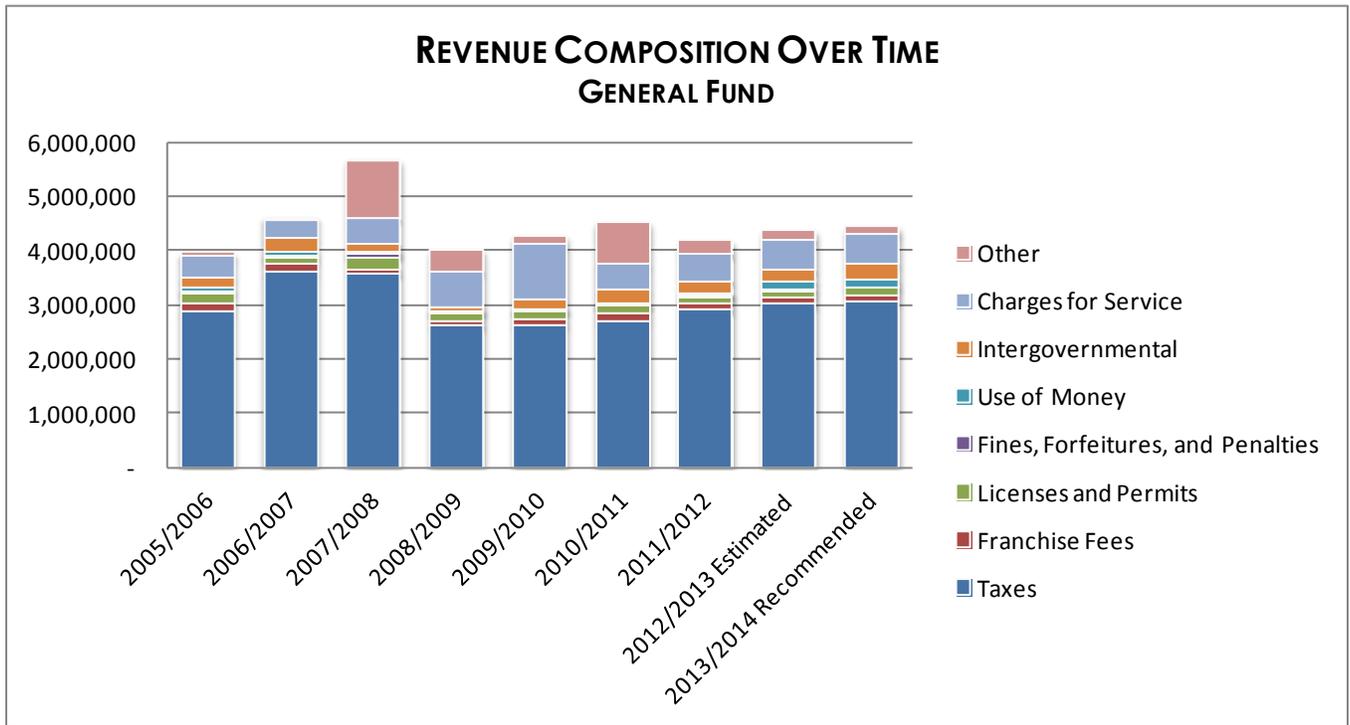
CHARTS AND GRAPHS

General revenues over the last seven years have followed a path traveled by most local governments throughout the state. The City saw increasing revenues from sales and property taxes during the height of the housing boom in 2006 and a dramatic decrease following the housing bust and subsequent market collapse in 2008. In response to fluctuating revenues, the City adjusted its spending accordingly, mostly through reductions in workforce and capital improvement deferrals.

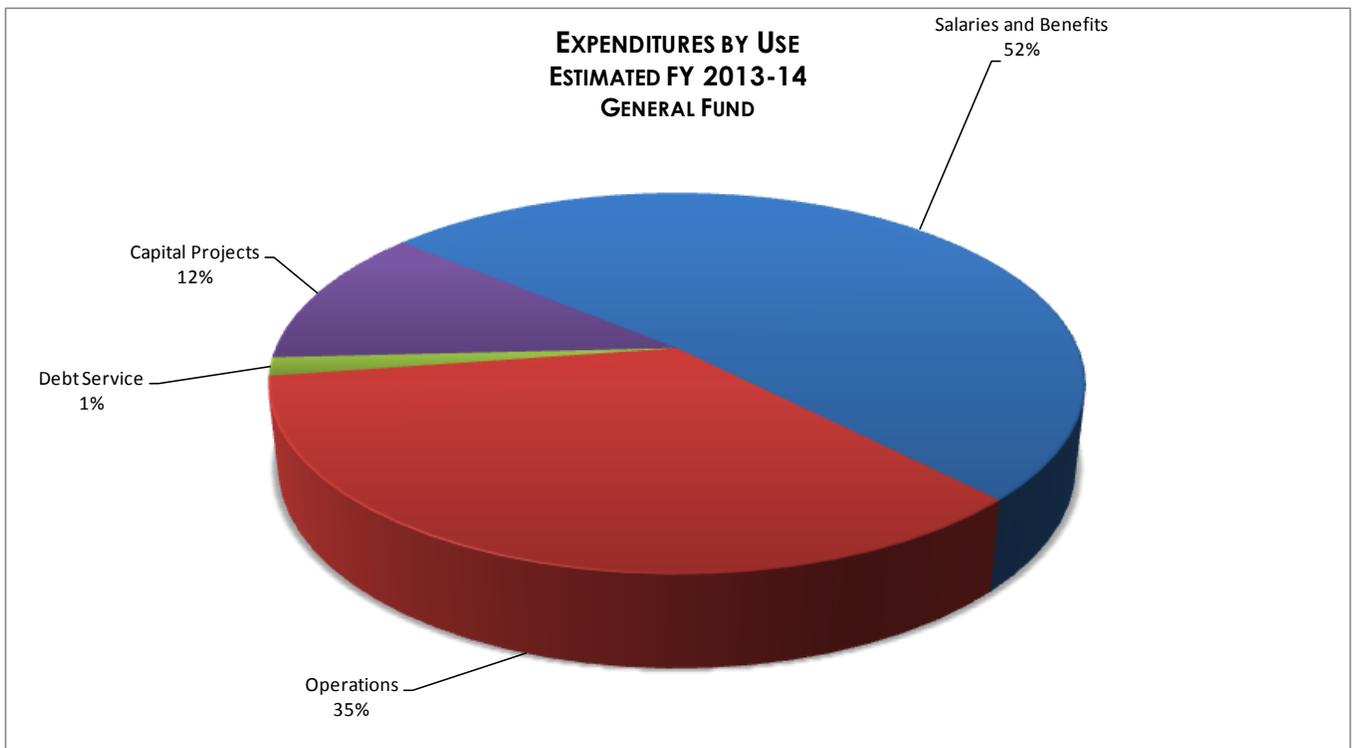
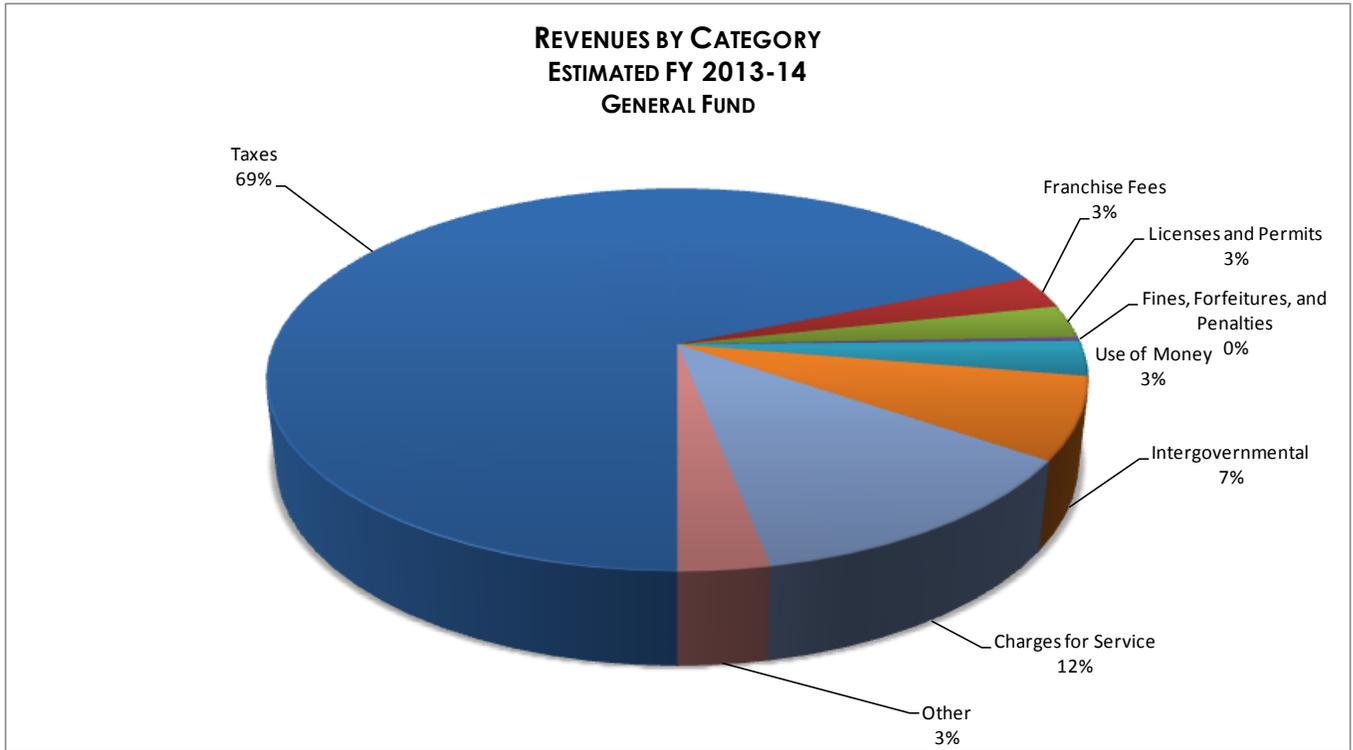
The graph below illustrates revenue and expenditure trends since 2006. This adopted budget for 2013 attempts to normalize the variance between the two and maximize available resources for specific priorities.



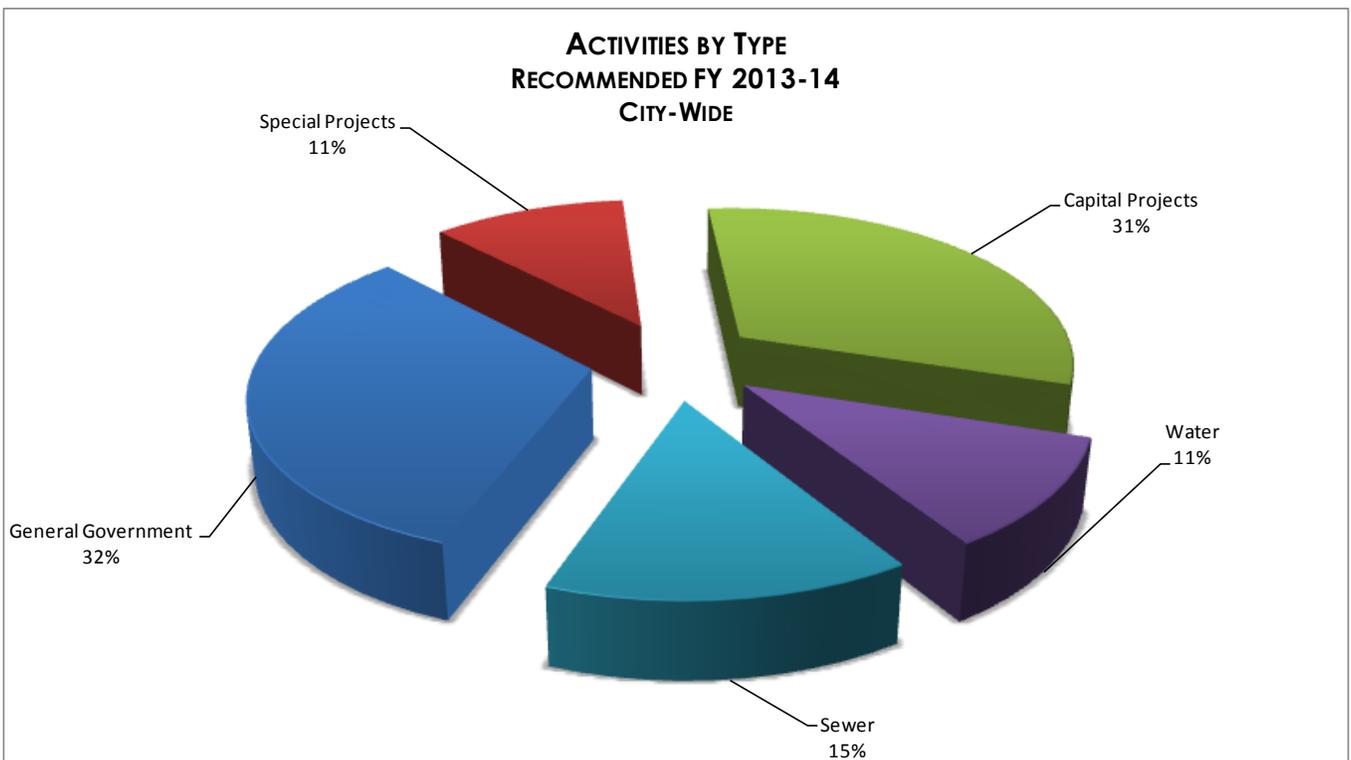
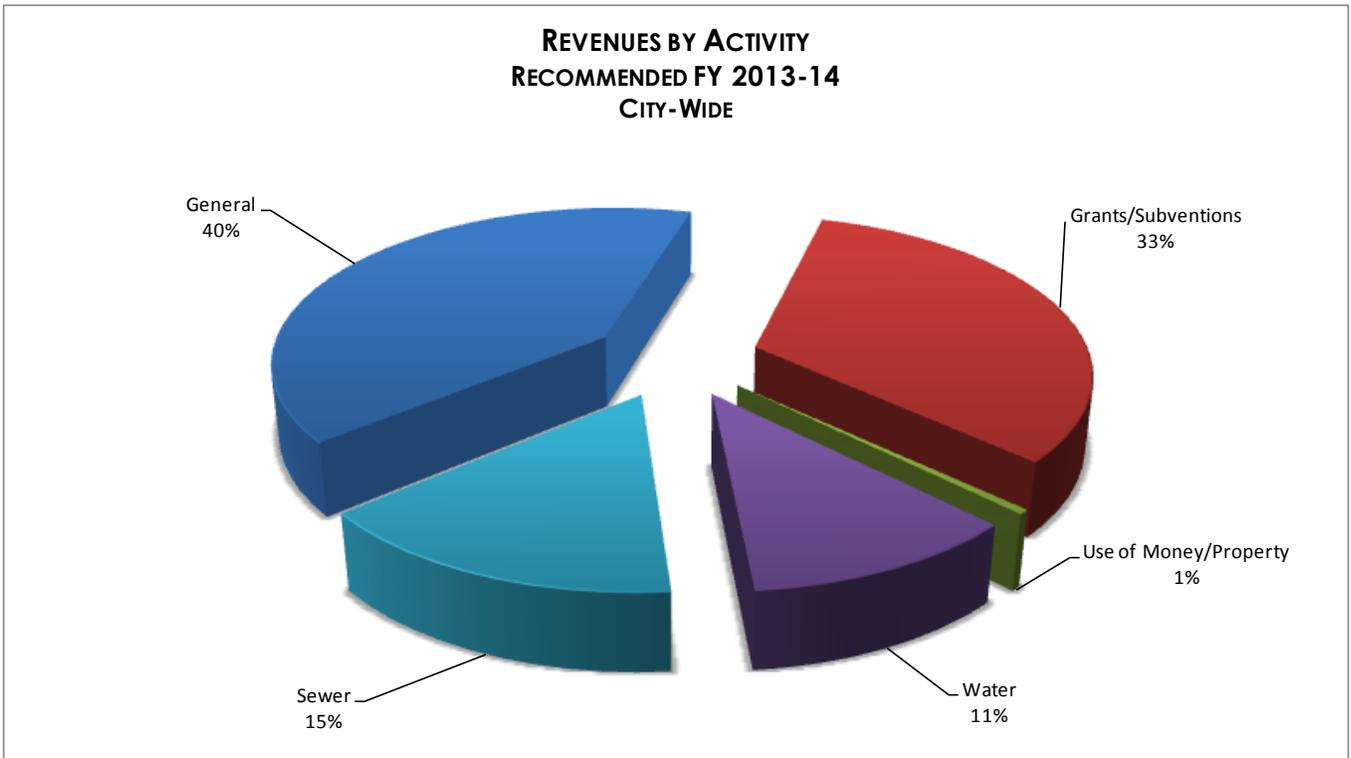
Below are several additional graphs that illustrate the composition of revenues and expenditures of the general fund, as well as general revenues and expenditures by category. These graphs are intended to help the reader understand where money comes and goes in the general fund.

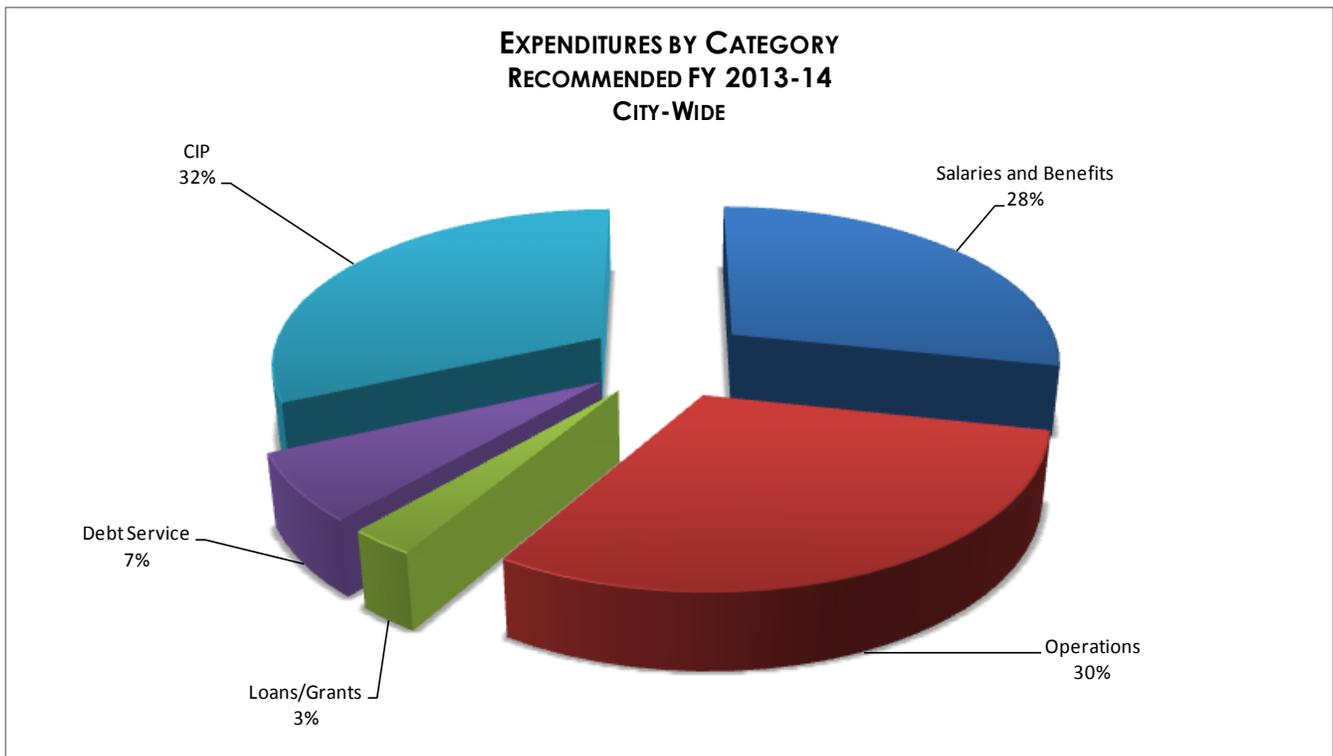
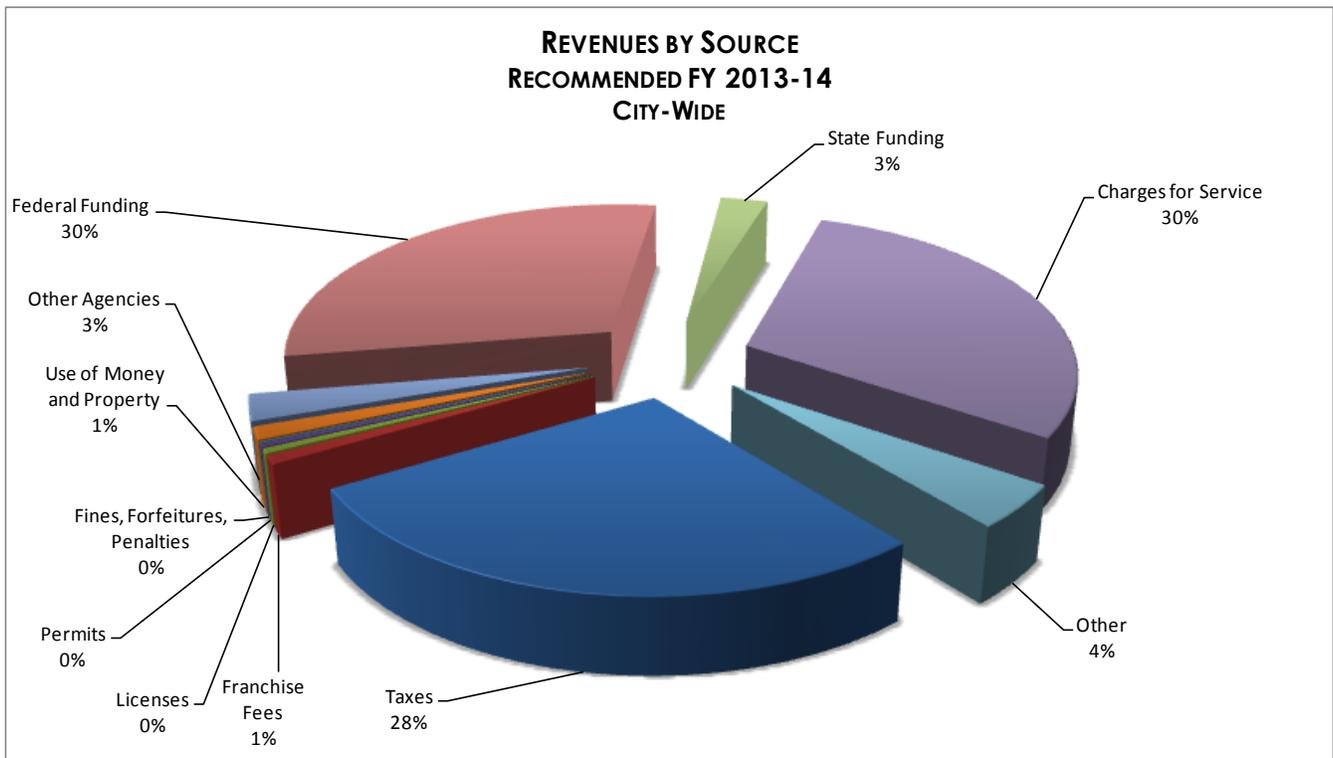


The following graph illustrates the sources of estimated revenues and uses of recommended appropriations in the general fund for fiscal year 2013-14.



The following graphs illustrate revenues and expenditures City-wide, encompassing the various special revenue funds maintained by the City for housing, economic development, and capital improvement activities, as well as enterprise services of water and sewer.





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FUND SUMMARIES

Fiscal Year 2013-14 PROJECTED FUND BALANCE

Fund Number - Fund Name	Estimated			Use of Fund Balance	Net Transfers In (Out)	= Proj YE FB
	Beginning FB	Revenues	Expenditures			
110 - GENERAL FUND	\$ 1,925,715	\$ 4,444,939	\$ 4,606,632	\$ 200,000	\$ (7,085)	\$ 1,756,937
120 - GENERAL FUND RESERVE	1,300,488	1,000	-	-	-	1,301,488
130 - GENERAL CAPITAL IMPROVEMENT	2,001,325	2,000	1,500,000	1,500,000	(40,000)	463,325
202 - PARKLAND DEDICATION FUND	65,661	-	-	-	-	65,661
203 - 2105 GAS TAX FUND	179,675	156,004	290,000	142,996	(9,000)	36,679
207 - PROP 172 PUBLIC SAFETY TAX	5,146	20,100	20,000	-	-	5,246
209 - LAKEPORT HOUSING PROGRAM FUND	(114,560)	8,739	-	-	-	(105,821)
210 - ECON RLF RE-USE FUND	525,506	48,200	38,500	22,300	(32,000)	503,206
211 - BSCC LAW ENFORCEMENT GRANT	35,491	65,000	40,000	-	(20,000)	40,491
212 - RDA OBLIGATION RETIREMENT FUND	2,489	2,500	-	-	-	4,989
214 - HOUSING PRIVATE PURPOSE TRUST	(131,985)	-	-	-	-	(131,985)
219 - RDA SUCCESSOR HOUSING	469,228	50	-	-	-	469,278
228 - HOUSING REVOLVING LOAN (RLA)	375,221	3,150	63,000	-	22,500	337,871
232 - EMERGENCY HOUSING ASSIST FUND	8,543	-	6,000	6,000	-	2,543
233 - ECON RLF REUSE MICRO RLA FUND	4,420	-	-	-	-	4,420
234 - BUSINESS LOAN STABILIZATION FUND	72,338	-	-	-	(4,800)	67,538
236 - PTA Grant #09-PTAG-6504	26,250	-	-	-	-	26,250
237 - CDBG ECONOMIC DEV GRANT 2010	1,838	-	-	-	-	1,838
238 - CDBG HOUSING GRANT 2010	-	-	-	-	-	-
239 - HOME PROGRAM INCOME	1,410,940	-	-	-	-	1,410,940
240 - 2012 HOME GRANT	-	470,005	440,005	-	(30,000)	-
401 - TENTH ST DRAINAGE FUND	84,860	300	-	-	-	85,160
402 - LAKEPORT BLVD IMPRVMT FUND	116,347	400	-	-	-	116,747
403 - SOUTH MAIN ST IMPRVMT FUND	61,667	240	-	-	-	61,907
407 - PARKSIDE TRAFFIC MITIG IMPACT	17,142	20	-	-	-	17,162
408 - PARALLEL/BEVINS STORM MAINT	26,443	50	-	-	-	26,493
409 - FORBES CREEK TRAIL FUND	50,193	30	-	-	-	50,223
410 - LAKESHORE STORM DAMAGE RPR	9,039	61,020	61,000	6,980	(7,000)	2,059
414 - STORM DRAINAGE FUND	342,031	5,500	118,500	122,900	(9,900)	219,131
415 - LAKESHORE BLVD HSIPL (SAFETY)	-	161,700	147,000	-	(14,700)	-
416 - RSTP FUND	-	62,000	62,000	-	-	-
501 - WATER UTILITY M & O FUND*	524,677	1,616,948	1,743,207	170,759	(44,500)	353,918
502 - WATER EXPANSION FUND*	473,033	1,000	104,907	103,907	-	369,126
504 - USDA WATER PROJECT FUND*	(51,938)	2,115,918	2,089,795	-	-	(25,815)
601 - CLMSD UTILITY M & O FUND*	1,368,830	2,203,696	2,134,647	-	(47,500)	1,390,379
602 - CLMSD EXPANSION FUND*	557,612	12,400	-	-	-	570,012
604 - USDA SEWER PROJECT FUND*	(47,404)	1,657,616	1,636,105	-	-	(25,893)
605 - CLMSD ASSMNT DIST 91-1 FUND*	831,909	322,000	308,500	-	(2,000)	843,409
701 - RISK MANAGEMENT FUND*	-	283,986	283,986	-	-	-
702 - SPECIAL DEPOSIT FUND	277,103	-	-	-	(100,000)	177,103
705 - RDA OBLIGATION RETIREMENT FUND*	129,151	577,086	543,393	-	(33,515)	129,329
801 - OPEB AGENCY FUND*	73,612	121,738	501,238	-	379,500	73,612
Total	\$13,008,016	\$14,425,335	\$16,738,415	\$ 2,275,842	\$ -	\$ 10,694,936

Legend:

*Denotes net available working capital.

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GOVERNMENTAL FUNDS

Governmental funds are those that account for governmental activities funded by general revenues (i.e. taxes and fees) and special revenues (i.e. grants, subventions, special assessments, etc.). The categories of governmental funds are the general fund, capital projects special revenue, debt service, and permanent funds. The numbers in parenthesis indicate the fund number in the City's financial management system.

GENERAL FUND (110)

The General Fund is used for all the general revenues of the City not specifically levied or collected for other City funds, and the related expenditures. The major revenue sources for this fund are property taxes, sales taxes, franchise fees, business licenses, unrestricted revenues from the state, fines and forfeitures and interest income. Expenditures are made for community development, public safety, public works, and other services.

GENERAL FUND RESERVE (120)

This fund is used to segregate funds that the City Council has set aside as reserves.

Capital Projects Funds

GENERAL CAPITAL PROJECT FUND (130)

Used to account for funds received for capital projects. Most notably, this fund is used to track projects funded from the former redevelopment agency, consisting of unspent bond proceeds meant for the renovation of blighted areas in the redevelopment project area.

Special Revenue Funds

Parkland Dedication Fund (202)

State law and General Plan provide for new development to fund expansion of park system to compensate for added demand of growth. Fees are collected at time of recordation of parcel and subdivision maps. (See Section 16.16.040 Lakeport Municipal Code). No activity is expected in this fund in fiscal year 2013-14 and, therefore, a detail budget page was not prepared.

Gas Tax Fund (203)

Established to account for revenues and expenditures on road-related projects in the City of Lakeport. Financing is provided by the City's share of the statewide tax on gasoline and other fuels.

Prop 172 Public Safety Fund (207)

A city or county that received Prop 172 funds must place the revenues in a special revenue fund to be expended only on public safety services as defined in Government Code Section 30052. Maintenance of effort provision in the statute requires the City to maintain funding levels to public safety functions.

Lakeport Housing Fund (209)

A special revenue fund established for the provision of affordable housing. No activity is expected in this fund in fiscal year 2013-14 and, therefore, a detail budget page was not prepared.

Economic Development Revolving Loan Fund (210)

This fund receives payments on prior year's business loans. Expenditures from this fund must comply with adopted reuse plan. \$5,000 is allocated for economic development activities and \$5,000 for administrative support provided by planning staff.

BSCC Law Enforcement Grant (211)

Newly created fund to track additional appropriations from the state for special law enforcement activities conducted by cities. Funds received are distributed between the Cities of Lakeport and Clearlake. Funds received are administered by the City Lakeport.

Successor Agency Low-Mod Housing Fund (219)

This fund tracks the housing activities of the former Lakeport Redevelopment Agency. The fund is controlled by the City, and its assets may be used to carry on housing activities, as directed by the City Council.

Housing Revolving Loan Fund (228)

This fund is used for reinvestment into housing programs from program income generated by past housing grants, (i.e., CDBG, HOME Grant, etc.)

Emergency Housing Loan Fund (232)

Emergency and special assistance funds from federal CDBG funds restricted for housing.

Micro Enterprise Revolving Loan Fund (233)

Business loans to micro businesses that meet the Target Income Group (TIG) requirement 233. No activity is expected in this fund in fiscal year 2013-14 and, therefore, a detail budget page was not prepared.

PTA Grant #09-PTAG-6504 Fund (236)

This fund was used to track expenditures related the planning and technical assistance (PTA) grant of 2011.

CDBG 2010 Economic Development Grant Fund (237)

Fund set up to track activities funded by new economic development grant from CDBG. Potential activities could include business support, stabilization, and other assistance. This fund closed in fiscal year 2012-13.

CDBG 2010 Housing Grant Fund (238)

Fund set up to track activities funded by a new housing grant from CDBG. Potential activities could include home rehabilitation and relocation assistance. This is a two-year grant award. This fund closed in fiscal year 2012-13.

HOME Program Income Fund (239)

Fund to track all home loans made by the City using HOME 2007 and 2009 grant awards. Income received in this fund consists of principal and interest payments made by borrowers. No activity is expected in this fund in fiscal year 2013-14 and, therefore, a detail budget page was not prepared.

2012 CDBG Housing Grant Fund (240)

Fund set up to track activities funded by a new 2012 housing grant from CDBG. Potential activities could include home rehabilitation and relocation assistance. This is a two-year grant award.

Tenth Street Drainage Fund (401)

Restricted fund/set aside by developer of Willow Tree Shopping Center.

Lakeport Blvd Improvement Fund (402)

Special assessment of developer to mitigate traffic impacts of K-Mart (now Bruno's) development in 1987. No activity is expected in this fund in fiscal year 2013-14 and, therefore, a detail budget page was not prepared.

South Main Street Improvement Fund (403)

Special assessment of developer to mitigate traffic impacts of K-Mart.

Parkside Traffic Mitigation Fund (407)

Traffic mitigation fees are required as a mitigation measure for Parkside Subdivision.

Parallel/Bevins Storm Maintenance Fund (408)

Special fee to fund storm water improvements designed to mitigate the impact of development.

Forbes Creek Trail Fund (409)

To construct a non-motorized trail in Westside Park around the perimeter of the park consistent with the Westside Park Master Plan. Funds provided by the State Parks and Recreation Department through the Recreational Trails (RT) program.

Lakeshore Storm Damage Repair Fund (410)

On Lakeshore Boulevard from 75' south of Sayre Street north through Jones Street; clear concrete debris from below the existing sea wall, reinforce the embankment with sheet pile and backfill the wall. Repair the roadway, curb, and gutter failure by cutting out failed sections and replacing the base rock and AC paving. Funds provided by the Federal government through Caltrans' administration of the Emergency Relief (ER) program.

Storm Drainage Fund (414)

Assessments are made against larger properties to pay for prior and future storm drain projects. See Chapter 3.16 Lakeport Municipal Code.

Lakeshore Blvd HSIPL (Safety) Fund (415)

Special fund for traffic safety improvements to Lakeshore Blvd.

STIP Fund (416)

Fund setup to track revenue and expenditures related to STIP funding.

GENERAL FUND

Fiscal Year 2013-14
Fund Summary
Fund: 110
Name: General Fund

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Taxes	2,700,615	2,884,127	3,117,012	3,000,422	3,055,502	3,055,502	3,055,502	3,116,612	3,210,110
Franchises	132,673	131,609	126,664	135,784	126,273	126,273	126,273	130,061	133,963
Licenses	86,600	80,299	71,065	72,469	71,300	71,300	71,300	71,300	71,300
Permits	48,921	38,048	50,919	58,821	52,500	52,500	52,500	55,125	57,881
Fines, forfeitures, and penalties	28,977	28,504	30,381	16,021	15,000	15,000	15,000	15,150	15,150
Use of money and property	15,687	141,400	121,412	119,525	132,088	132,088	132,088	136,051	140,132
Income from other agencies	51,894	44,789	42,200	24,838	42,000	166,000	166,000	167,660	169,337
Federal funding	77,552	68,367	91,880	96,575	39,952	39,952	39,952	7,990	-
State funding	129,390	100,540	103,689	100,000	101,500	101,500	101,500	100,000	100,000
Charges for service	477,408	554,298	512,795	517,705	550,474	550,474	550,474	566,988	583,998
Other revenue	505,954	191,306	146,358	152,191	138,350	134,350	134,350	135,694	137,050
Total revenue	4,255,671	4,263,287	4,414,375	4,294,351	4,324,939	4,444,939	4,444,939	4,502,631	4,618,922
Expenditures									
Salaries and benefits	2,595,614	2,265,110	2,428,524	2,265,119	2,376,398	2,376,398	2,376,398	2,447,690	2,570,074
Operations	1,205,576	1,524,284	1,468,340	1,420,387	1,619,140	1,608,140	1,608,140	1,640,303	1,673,109
Grants/Loans	-	-	-	-	-	-	-	-	-
Debt service	56,641	71,509	71,509	71,509	71,509	71,509	71,509	-	-
Capital outlay/CIP	215,111	182,976	288,833	172,528	339,950	550,585	550,585	550,585	550,585
Total expenditures	4,072,942	4,043,879	4,257,206	3,929,543	4,406,997	4,606,632	4,606,632	4,638,578	4,793,768
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	200,000	200,000	200,000	31,222	-
Transfers in	1,025,419	70,102	239,473	100,000	280,415	280,415	280,415	210,311	210,311
Transfers (out)	-	(213,444)	(331,047)	(250,000)	(287,500)	(287,500)	(287,500)	(316,250)	(354,200)
Net sources (uses)	1,025,419	(143,342)	(91,574)	(150,000)	192,915	192,915	192,915	(74,717)	(143,889)
Resources - Use									
Surplus (deficit)	1,208,148	76,066	65,595	214,808	110,857	31,222	31,222	(210,664)	(318,735)
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	312,100	312,100	312,100					
Legislative	1010	77,744	77,744	77,744					
Administration	1020	178,938	178,938	178,938					
Economic Development	1054	54,000	54,000	54,000					
City Attorney	1030	75,303	75,303	75,303					
Finance	1041	109,218	105,258	105,258					
Community Development									
Planning	1050	215,408	205,408	205,408					
Building	1051	110,632	111,632	111,632					
Housing	1053	27,193	27,193	27,193					
Engineering and IT	1052	207,321	421,916	421,916					
Police	2010	1,712,227	1,712,227	1,712,227					
Public Works									
Roads and Infrastructure	3020	726,483	726,483	726,483					
Parks, Buildings, and Grounds	3030	268,826	268,826	268,826					
Solid Waste Management	3040	447,592	447,592	447,592					
Westshore Pool	3050	120,413	118,413	118,413					
Water Utility	3060	51,099	51,099	51,099					
Sewer Utility	3070	-	-	-					
Total Use		4,694,497	4,894,132	4,894,132					
Estimated Beginning Fund Balance					\$ 1,925,715	\$ 1,925,715	\$ 1,925,715	\$ 1,756,937	\$ 1,515,052
Inflows					4,605,354	4,725,354	4,725,354	4,712,942	4,829,233
Outflows					4,694,497	4,894,132	4,894,132	4,954,828	5,147,968
Change to fund balance					(89,143)	(168,778)	(168,778)	(241,886)	(318,735)
Anticipated Ending Fund Balance					\$ 1,836,572	\$ 1,756,937	\$ 1,756,937	\$ 1,515,052	\$ 1,196,316

GENERAL FUND RESERVE

Fiscal Year 2013-14
Fund Summary
Fund: 120
Name: General Fund Reserve

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	498	9,563	4,271	1,100	1,000	1,000	1,000	1,010	1,020
Total revenue	498	9,563	4,271	1,100	1,000	1,000	1,000	1,010	1,020
Expenditures									
Salaries and benefits	-	-	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	-	-	-	-	-
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	1,025,419	70,102	-	-	-	-	-	-	-
Transfers (out)	-	(1,895,096)	-	-	-	-	-	-	-
Net sources (uses)	1,025,419	(1,824,994)	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	1,025,917	(1,815,431)	4,271	1,100	1,000	1,000	1,000	1,010	1,020
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	-	-	-					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		-	-	-					
Estimated Beginning Fund Balance		\$ 1,300,488	\$ 1,300,488	\$ 1,300,488	\$ 1,301,488	\$ 1,301,488	\$ 1,301,488	\$ 1,302,498	\$ 1,302,498
Inflows		1,000	1,000	1,000	1,010	1,010	1,010	1,020	1,020
Outflows		-	-	-	-	-	-	-	-
Change to fund balance		1,000	1,000	1,000	1,010	1,010	1,010	1,020	1,020
Anticipated Ending Fund Balance		\$ 1,301,488	\$ 1,301,488	\$ 1,301,488	\$ 1,302,498	\$ 1,302,498	\$ 1,302,498	\$ 1,303,518	\$ 1,303,518

CAPITAL PROJECTS

Fiscal Year 2013-14
Fund Summary
Fund: 130
Name: Capital Projects

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	-	-	-	2,000	2,000	2,000	2,000	2,020	20
Total revenue	-	-	-	2,000	2,000	2,000	2,000	2,020	20
Expenditures									
Capital outlay/CIP	-	4,810	1,932,166	-	1,500,000	1,500,000	1,500,000	463,325	-
Total expenditures	-	4,810	1,932,166	-	1,500,000	1,500,000	1,500,000	463,325	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	1,500,000	1,500,000	1,500,000	463,325	-
Transfers in	-	2,004,135	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	(40,000)	(40,000)	(40,000)	44,000	(49,280)
Net sources (uses)	-	2,004,135	-	-	1,460,000	1,460,000	1,460,000	507,325	(49,280)
Resources - Use									
Surplus (deficit)	-	1,999,325	(1,932,166)	2,000	(38,000)	(38,000)	(38,000)	46,020	(49,260)
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	40,000	40,000	40,000					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	1,500,000	1,500,000	1,500,000					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		1,540,000	1,540,000	1,540,000					
Estimated Beginning Fund Balance					\$ 2,001,325	\$ 2,001,325	\$ 2,001,325	\$ 463,325	\$ 46,020
Inflows					2,000	2,000	2,000	2,020	20
Outflows					1,540,000	1,540,000	1,540,000	419,325	49,280
Change to fund balance					(1,538,000)	(1,538,000)	(1,538,000)	(417,305)	(49,260)
Anticipated Ending Fund Balance					\$ 463,325	\$ 463,325	\$ 463,325	\$ 46,020	\$ (3,240)

HIGHWAY USER TAX (HUTA)

Fiscal Year 2013-14
Fund Summary
Fund: 203
Name: HUTA Gas Tax

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	85	-	421	850	600	600	600	450	459
Income from other agencies	123,043	149,219	139,863	127,989	155,404	155,404	155,404	160,066	163,267
Total revenue	123,128	149,219	140,284	128,839	156,004	156,004	156,004	160,516	163,726
Expenditures									
Capital outlay/CIP	-	6,189	207,052	207,052	290,000	290,000	290,000	145,000	152,250
Total expenditures	-	6,189	207,052	207,052	290,000	290,000	290,000	145,000	152,250
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	142,996	142,996	142,996	-	-
Transfers in	50,059	-	-	-	-	-	-	-	-
Transfers (out)	-	-	(18,000)	(18,000)	(9,000)	(9,000)	(9,000)	(4,500)	(4,500)
Net sources (uses)	50,059	-	(18,000)	(18,000)	133,996	133,996	133,996	(4,500)	(4,500)
Resources - Use									
Surplus (deficit)	173,187	143,030	(84,768)	(96,213)	-	-	-	11,016	6,976

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	9,000	9,000	9,000
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	-	-	-
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	290,000	290,000	290,000
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		299,000	299,000	299,000

Estimated Beginning Fund Balance	\$ 179,675	\$ 179,675	\$ 179,675	\$ 36,679	\$ 47,695
Inflows	156,004	156,004	156,004	160,516	163,726
Outflows	299,000	299,000	299,000	149,500	156,750
Change to fund balance	(142,996)	(142,996)	(142,996)	11,016	6,976
Anticipated Ending Fund Balance	\$ 36,679	\$ 36,679	\$ 36,679	\$ 47,695	\$ 54,672

PROP 172 PUBLIC SAFETY

Fiscal Year 2013-14
Fund Summary
Fund: 207
Name: Prop 172 Public Safety

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Taxes	-	38,090	20,000	20,000	20,000	20,000	20,000	20,400	21,012
Use of money and property	-	-	-	100	100	100	100	75	77
Total revenue	-	38,090	20,000	20,100	20,100	20,100	20,100	20,475	21,089
Expenditures									
Operations	-	33,043	20,000	20,000	20,000	20,000	20,000	20,400	21,012
Total expenditures	-	33,043	20,000	20,000	20,000	20,000	20,000	20,400	21,012
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	5,047	-	100	100	100	100	75	77

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	-	-	-
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	-	-	-
Police	2010	20,000	20,000	20,000
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		20,000	20,000	20,000

Estimated Beginning Fund Balance	\$	5,146	\$	5,146	\$	5,146	\$	5,246	\$	5,321
Inflows		20,100		20,100		20,100		20,475		21,089
Outflows		20,000		20,000		20,000		20,400		21,012
Change to fund balance		100		100		100		75		77
Anticipated Ending Fund Balance	\$	5,246	\$	5,246	\$	5,246	\$	5,321	\$	5,398

ECONOMIC REVOLVING LOAN

Fiscal Year 2013-14

Fund Summary

Fund: 210

Name: Economic Revolving Loan Fund (RLF)

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	1,107	131	500	200	200	200	200	150	153
Other revenue	37,565	2,905	40,000	73,000	48,000	48,000	48,000	36,000	36,720
Total revenue	38,672	3,036	40,500	73,200	48,200	48,200	48,200	36,150	36,873
Expenditures									
Operations	15,360	2,332	8,500	105	8,500	8,500	8,500	8,670	8,930
Grants/Loans	-	-	30,000	-	30,000	30,000	30,000	15,000	15,000
Total expenditures	15,360	2,332	38,500	105	38,500	38,500	38,500	23,670	23,930
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	22,300	22,300	22,300	-	-
Transfers in	-	12,279	-	-	-	-	-	-	-
Transfers (out)	(20,000)	85,305	(2,000)	(32,000)	(32,000)	(32,000)	(32,000)	(16,000)	(16,000)
Net sources (uses)	(20,000)	97,584	(2,000)	(32,000)	(9,700)	(9,700)	(9,700)	(16,000)	(16,000)
Resources - Use									
Surplus (deficit)	3,312	98,288	-	41,095	-	-	-	(3,520)	(3,057)
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	32,000	32,000	32,000					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	38,500	38,500	38,500					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		70,500	70,500	70,500					

Estimated Beginning Fund Balance	\$ 525,506	\$ 525,506	\$ 525,506	\$ 503,206	\$ 499,686
Inflows	48,200	48,200	48,200	36,150	36,873
Outflows	70,500	70,500	70,500	39,670	39,930
Change to fund balance	(22,300)	(22,300)	(22,300)	(3,520)	(3,057)
Anticipated Ending Fund Balance	\$ 503,206	\$ 503,206	\$ 503,206	\$ 499,686	\$ 496,629

BSCC LAW ENFORCEMENT

Fiscal Year 2013-14
Fund Summary
Fund: 211
Name: BSCC Law Enforcement

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
State funding	-	-	-	60,491	65,000	65,000	65,000	66,300	68,289
Total revenue	-	-	-	60,491	65,000	65,000	65,000	66,300	68,289
Expenditures									
Operations	-	-	-	25,000	40,000	40,000	40,000	40,800	42,024
Total expenditures	-	-	-	25,000	40,000	40,000	40,000	40,800	42,024
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Net sources (uses)	-	-	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Resources - Use									
Surplus (deficit)	-	-	-	35,491	5,000	5,000	5,000	5,500	6,265
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	60,000	60,000	60,000					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		60,000	60,000	60,000					
Estimated Beginning Fund Balance \$ 35,491 \$ 35,491 \$ 35,491 \$ 40,491 \$ 45,991									
Inflows 65,000 65,000 65,000 66,300 68,289									
Outflows 60,000 60,000 60,000 60,800 62,024									
Change to fund balance 5,000 5,000 5,000 5,500 6,265									
Anticipated Ending Fund Balance \$ 40,491 \$ 40,491 \$ 40,491 \$ 45,991 \$ 52,256									

FORMER REDEVELOPMENT HOUSING

Fiscal Year 2013-14
Fund Summary
Fund: 219
Name: Redevelopment Housing

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	-	1,665	-	-	50	50	50	51	53
Other revenue	1,363,437	5,464	-	9,644	-	-	-	-	-
Total revenue	1,363,437	7,129	-	9,644	50	50	50	51	53
Expenditures									
Salaries and benefits	-	-	-	-	-	-	-	-	-
Operations	257,171	108,013	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-	-	-
Total expenditures	257,171	108,013	-	-	-	-	-	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	(68,750)	-	(1,706)	-	-	-	-	-
Net sources (uses)	-	(68,750)	-	(1,706)	-	-	-	-	-
Resources - Use									
Surplus (deficit)	1,106,266	(169,634)	-	7,938	50	50	50	51	53
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	-	-	-					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		-	-	-					
Estimated Beginning Fund Balance		\$ 469,228	\$ 469,228	\$ 469,228	\$ 469,228	\$ 469,228	\$ 469,278	\$ 469,329	
Inflows		50	50	50	50	50	51	53	
Outflows		-	-	-	-	-	-	-	
Change to fund balance		50	50	50	50	50	51	53	
Anticipated Ending Fund Balance		\$ 469,278	\$ 469,278	\$ 469,278	\$ 469,278	\$ 469,278	\$ 469,329	\$ 469,382	

HOUSING PROGRAM INCOME

Fiscal Year 2013-14

Fund Summary

Fund: 228

Name: Housing Revolving Loan Fund (RLF)

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	157	37	200	100	150	150	150	153	158
Other revenue	34,624	23,658	34,800	3,026	3,000	3,000	3,000	2,250	2,295
Total revenue	34,781	23,695	35,000	3,126	3,150	3,150	3,150	2,403	2,453
Expenditures									
Salaries and benefits	-	-	-	4,893	-	-	-	-	-
Operations	2,791	13,317	13,000	105	13,000	13,000	13,000	13,260	13,658
Grants/Loans	-	44,690	20,000	530	50,000	50,000	50,000	25,000	25,000
Total expenditures	2,791	58,007	33,000	5,528	63,000	63,000	63,000	38,260	38,658
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	31,586	-	-	32,000	32,000	32,000	-	-
Transfers (out)	(10,000)	17,490	(2,000)	-	(9,500)	(9,500)	(9,500)	(9,500)	(9,500)
Net sources (uses)	(10,000)	49,076	(2,000)	-	22,500	22,500	22,500	(9,500)	(9,500)
Resources - Use									
Surplus (deficit)	21,990	14,764	-	(2,402)	(37,350)	(37,350)	(37,350)	(45,357)	(45,705)

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	9,500	9,500	9,500
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	63,000	63,000	63,000
Engineering and IT	1052	-	-	-
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		72,500	72,500	72,500

Estimated Beginning Fund Balance	\$ 375,221	\$ 375,221	\$ 375,221	\$ 337,871	\$ 292,514
Inflows	35,150	35,150	35,150	2,403	2,453
Outflows	72,500	72,500	72,500	47,760	48,158
Change to fund balance	(37,350)	(37,350)	(37,350)	(45,357)	(45,705)
Anticipated Ending Fund Balance	\$ 337,871	\$ 337,871	\$ 337,871	\$ 292,514	\$ 246,809

EMERGENCY HOUSING ASSISTANCE

Fiscal Year 2013-14

Fund Summary

Fund: 232

Name: Emergency Housing Assistance Fund

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	34	2	100	-	-	-	-	-	-
Other revenue	-	51	-	800	-	-	-	-	-
Total revenue	34	53	100	800	-	-	-	-	-
Expenditures									
Grants/Loans	3,682	9,943	8,000	230	6,000	6,000	6,000	3,000	3,000
Total expenditures	3,682	9,943	8,000	230	6,000	6,000	6,000	3,000	3,000
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	6,000	6,000	6,000	-	-
Transfers in	-	-	-	1,706	-	-	-	-	-
Transfers (out)	-	30,000	(1,000)	-	-	-	-	-	-
Net sources (uses)	-	30,000	(1,000)	1,706	6,000	6,000	6,000	-	-
Resources - Use									
Surplus (deficit)	(3,648)	20,110	(8,900)	2,276	-	-	-	(3,000)	(3,000)

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	-	-	-
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	6,000	6,000	6,000
Engineering and IT	1052	-	-	-
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		6,000	6,000	6,000

Estimated Beginning Fund Balance	\$	8,543	\$	8,543	\$	8,543	\$	2,543	\$	(457)
Inflows		-		-		-		-		-
Outflows		6,000		6,000		6,000		3,000		3,000
Change to fund balance		(6,000)		(6,000)		(6,000)		(3,000)		(3,000)
Anticipated Ending Fund Balance	\$	2,543	\$	2,543	\$	2,543	\$	(457)	\$	(3,457)

PLANNING AND TECHNICAL ASSISTANCE GRANT, 2009

Fiscal Year 2013-14
Fund Summary
Fund: 236
Name: PTA Grant #09-PTAG-6504

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Federal funding	8,750	22,500	35,000	-	-	-	-	-	-
Other revenue	-	-	-	-	-	-	-	-	-
Total revenue	8,750	22,500	35,000	-	-	-	-	-	-
Expenditures									
Operations	-	22,500	26,250	-	-	-	-	-	-
Total expenditures	-	22,500	26,250	-	-	-	-	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	26,250	-	-	-	-	-	-	-
Transfers (out)	(8,750)	-	(8,750)	-	-	-	-	-	-
Net sources (uses)	(8,750)	26,250	(8,750)	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	26,250	-	-	-	-	-	-	-

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	-	-	-
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	-	-	-
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		-	-	-

Estimated Beginning Fund Balance	\$	26,250	\$	26,250	\$	26,250	\$	26,250	\$	26,250
Inflows		-		-		-		-		-
Outflows		-		-		-		-		-
Change to fund balance		-		-		-		-		-
Anticipated Ending Fund Balance	\$	26,250	\$	26,250	\$	26,250	\$	26,250	\$	26,250

PLANNING AND TECHNICAL ASSISTANCE GRANT, 2009

Fiscal Year 2013-14
Fund Summary
Fund: 240
Name: 2012 CDBG Housing Grant

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Federal funding	-	-	-	-	470,005	470,005	470,005	47,001	-
Total revenue	-	-	-	-	470,005	470,005	470,005	47,001	-
Expenditures									
Operations	-	-	-	-	69,145	69,145	69,145	6,915	-
Grants/Loans	-	-	-	-	370,860	370,860	370,860	37,086	-
Total expenditures	-	-	-	-	440,005	440,005	440,005	44,001	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	(30,000)	(30,000)	(30,000)	(3,000)	-
Net sources (uses)	-	-	-	-	(30,000)	(30,000)	(30,000)	(3,000)	-
Resources - Use									
Surplus (deficit)	-	-	-	-	-	-	-	-	-

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	30,000	30,000	30,000
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	440,005	440,005	440,005
Engineering and IT	1052	-	-	-
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		470,005	470,005	470,005

Estimated Beginning Fund Balance	\$	-	\$	-	\$	-	\$	-	\$	-
Inflows		470,005		470,005		470,005		47,001		-
Outflows		470,005		470,005		470,005		47,001		-
Change to fund balance		-		-		-		-		-
Anticipated Ending Fund Balance	\$	-	\$	-	\$	-	\$	-	\$	-

TENTH STREET DRAINAGE

Fiscal Year 2013-14

Fund Summary

Fund: 401

Name: Tenth Street Drainage Fund

	Prior FYs		Current		Proposed			Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected	
Revenue Sources										
Use of money and property	308	268	400	300	300	300	300	306	315	
Total revenue	308	268	400	300	300	300	300	306	315	
Expenditures										
Total expenditures	-	-	-	-	-	-	-	-	-	
Financing Sources (Uses)										
Use of fund balance	-	-	-	-	-	-	-	-	-	
Transfers in	-	-	-	-	-	-	-	-	-	
Transfers (out)	-	-	-	-	-	-	-	-	-	
Net sources (uses)	-	-	-	-	-	-	-	-	-	
Resources - Use										
Surplus (deficit)	308	268	400	300	300	300	300	306	315	
Departmental Use										
		Requested	Rec'md	Adopted						
Non-Departmental	0000	-	-	-						
Legislative	1010	-	-	-						
Administration	1020	-	-	-						
Economic Development	1054	-	-	-						
City Attorney	1030	-	-	-						
Finance	1041	-	-	-						
Community Development										
Planning	1050	-	-	-						
Building	1051	-	-	-						
Housing	1053	-	-	-						
Engineering and IT	1052	-	-	-						
Police	2010	-	-	-						
Public Works										
Roads and Infrastructure	3020	-	-	-						
Parks, Buildings, and Grounds	3030	-	-	-						
Solid Waste Management	3040	-	-	-						
Westshore Pool	3050	-	-	-						
Water Utility	3060	-	-	-						
Sewer Utility	3070	-	-	-						
Total Use		-	-	-						
					Estimated Beginning Fund Balance	\$ 84,860	\$ 84,860	\$ 84,860	\$ 85,160	\$ 85,466
					Inflows	300	300	300	306	315
					Outflows	-	-	-	-	-
					Change to fund balance	300	300	300	306	315
					Anticipated Ending Fund Balance	\$ 85,160	\$ 85,160	\$ 85,160	\$ 85,466	\$ 85,781

LAKEPORT BLVD IMPROVEMENT

Fiscal Year 2013-14

Fund Summary

Fund: 402

Name: Lakeport Blvd Improvement Fund

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	423	368	400	400	400	400	400	408	420
Total revenue	423	368	400	400	400	400	400	408	420
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	423	368	400	400	400	400	400	408	420
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	-	-	-					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		-	-	-					
Estimated Beginning Fund Balance					\$ 116,347	\$ 116,347	\$ 116,347	\$ 116,747	\$ 117,155
Inflows					400	400	400	408	420
Outflows					-	-	-	-	-
Change to fund balance					400	400	400	408	420
Anticipated Ending Fund Balance					\$ 116,747	\$ 116,747	\$ 116,747	\$ 117,155	\$ 117,575

SOUTH MAIN IMPROVEMENT

Fiscal Year 2013-14

Fund Summary

Fund: 403

Name: South Main Improvement Fund

	Prior FYs		Current		Proposed		Projections			
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected	
Revenue Sources										
Use of money and property	209	179	300	240	240	240	240	245	252	
Total revenue	209	179	300	240	240	240	240	245	252	
Expenditures										
Total expenditures	-	-	-	-	-	-	-	-	-	
Financing Sources (Uses)										
Use of fund balance	-	-	-	-	-	-	-	-	-	
Transfers in	-	-	-	-	-	-	-	-	-	
Transfers (out)	-	-	-	-	-	-	-	-	-	
Net sources (uses)	-	-	-	-	-	-	-	-	-	
Resources - Use										
Surplus (deficit)	209	179	300	240	240	240	240	245	252	
Departmental Use										
		Requested	Rec'md	Adopted						
Non-Departmental	0000	-	-	-						
Legislative	1010	-	-	-						
Administration	1020	-	-	-						
Economic Development	1054	-	-	-						
City Attorney	1030	-	-	-						
Finance	1041	-	-	-						
Community Development										
Planning	1050	-	-	-						
Building	1051	-	-	-						
Housing	1053	-	-	-						
Engineering and IT	1052	-	-	-						
Police	2010	-	-	-						
Public Works										
Roads and Infrastructure	3020	-	-	-						
Parks, Buildings, and Grounds	3030	-	-	-						
Solid Waste Management	3040	-	-	-						
Westshore Pool	3050	-	-	-						
Water Utility	3060	-	-	-						
Sewer Utility	3070	-	-	-						
Total Use		-	-	-						
					Estimated Beginning Fund Balance	\$ 61,667	\$ 61,667	\$ 61,667	\$ 61,907	\$ 62,152
					Inflows	240	240	240	245	252
					Outflows	-	-	-	-	-
					Change to fund balance	240	240	240	245	252
					Anticipated Ending Fund Balance	\$ 61,907	\$ 61,907	\$ 61,907	\$ 62,152	\$ 62,404

PARKSIDE TRAFFIC MITIGATION

Fiscal Year 2013-14

Fund Summary

Fund: 407

Name: Parkside Traffic Mitigation Fund

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	13	-	50	20	20	20	20	20	21
Total revenue	13	-	50	20	20	20	20	20	21
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	13	-	50	20	20	20	20	20	21
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	-	-	-					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		-	-	-					
Estimated Beginning Fund Balance					\$ 17,142	\$ 17,142	\$ 17,142	\$ 17,162	\$ 17,182
Inflows					20	20	20	20	21
Outflows					-	-	-	-	-
Change to fund balance					20	20	20	20	21
Anticipated Ending Fund Balance					\$ 17,162	\$ 17,162	\$ 17,162	\$ 17,182	\$ 17,203

PARALLEL/BEVINS STORMWATER MAINTENANCE

Fiscal Year 2013-14

Fund Summary

Fund: 408

Name: Parallel/Bevins Stormwater Maintenance

	Prior FYs		Current		Proposed			Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected	
Revenue Sources										
Use of money and property	17	-	-	50	50	50	50	51	53	
Other revenue	-	-	-	26,393	-	-	-	-	-	
Total revenue	17	-	-	26,443	50	50	50	51	53	
Expenditures										
Total expenditures	-	-	-	-	-	-	-	-	-	
Financing Sources (Uses)										
Use of fund balance	-	-	-	-	-	-	-	-	-	
Transfers in	-	-	-	-	-	-	-	-	-	
Transfers (out)	-	-	-	-	-	-	-	-	-	
Net sources (uses)	-	-	-	-	-	-	-	-	-	
Resources - Use										
Surplus (deficit)	17	-	-	26,443	50	50	50	51	53	
Departmental Use										
		Requested	Rec'md	Adopted						
Non-Departmental	0000	-	-	-						
Legislative	1010	-	-	-						
Administration	1020	-	-	-						
Economic Development	1054	-	-	-						
City Attorney	1030	-	-	-						
Finance	1041	-	-	-						
Community Development										
Planning	1050	-	-	-						
Building	1051	-	-	-						
Housing	1053	-	-	-						
Engineering and IT	1052	-	-	-						
Police	2010	-	-	-						
Public Works										
Roads and Infrastructure	3020	-	-	-						
Parks, Buildings, and Grounds	3030	-	-	-						
Solid Waste Management	3040	-	-	-						
Westshore Pool	3050	-	-	-						
Water Utility	3060	-	-	-						
Sewer Utility	3070	-	-	-						
Total Use		-	-	-						
					Estimated Beginning Fund Balance	\$ 26,443	\$ 26,443	\$ 26,443	\$ 26,493	\$ 26,544
					Inflows	50	50	50	51	53
					Outflows	-	-	-	-	-
					Change to fund balance	50	50	50	51	53
					Anticipated Ending Fund Balance	\$ 26,493	\$ 26,493	\$ 26,493	\$ 26,544	\$ 26,597

FORBES CREEK TRAIL FUND

Fiscal Year 2013-14
Fund Summary
Fund: 409
Name: Forbes Creek Trail Fund

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	32	-	-	100	30	30	30	31	32
State funding	-	-	-	50,093	-	-	-	-	-
Total revenue	32	-	-	50,193	30	30	30	31	32
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	32	-	-	50,193	30	30	30	31	32
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	-	-	-					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		-	-	-					
Estimated Beginning Fund Balance		\$ 50,193	\$ 50,193	\$ 50,193	\$ 50,223	\$ 50,223	\$ 50,223	\$ 50,223	\$ 50,254
Inflows		30	30	30	30	30	30	31	32
Outflows		-	-	-	-	-	-	-	-
Change to fund balance		30	30	30	30	30	30	31	32
Anticipated Ending Fund Balance		\$ 50,223	\$ 50,223	\$ 50,223	\$ 50,223	\$ 50,223	\$ 50,223	\$ 50,254	\$ 50,285

LAKESHORE STORM DAMAGE REPAIR

Fiscal Year 2013-14

Fund Summary

Fund: 410

Name: Lakeshore Storm Damage Repair

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	7	-	-	20	20	20	20	20	21
State funding	-	196	560,177	-	61,000	61,000	61,000	475,980	4,739
Total revenue	7	196	560,177	20	61,020	61,020	61,020	476,000	4,760
Expenditures									
Capital outlay/CIP	-	-	468,330	-	61,000	61,000	61,000	427,000	4,270
Total expenditures	-	-	468,330	-	61,000	61,000	61,000	427,000	4,270
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	6,980	6,980	6,980	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	(91,847)	-	(7,000)	(7,000)	(7,000)	(49,000)	(490)
Net sources (uses)	-	-	(91,847)	-	(20)	(20)	(20)	(49,000)	(490)
Resources - Use									
Surplus (deficit)	7	196	-	20	-	-	-	-	-
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	7,000	7,000	7,000					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	61,000	61,000	61,000					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		68,000	68,000	68,000					

Estimated Beginning Fund Balance	\$	9,039	\$	9,039	\$	9,039	\$	2,059	\$	2,059
Inflows		61,020		61,020		61,020		476,000		4,760
Outflows		68,000		68,000		68,000		476,000		4,760
Change to fund balance		(6,980)		(6,980)		(6,980)		-		-
Anticipated Ending Fund Balance	\$	2,059	\$	2,059	\$	2,059	\$	2,059	\$	2,059

STORM DRAINAGE

Fiscal Year 2013-14
Fund Summary
Fund: 414
Name: Storm Drainage Fund

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	690	433	200	800	500	500	500	510	525
Other revenue	3,049	-	-	9,769	5,000	5,000	5,000	3,750	3,825
Total revenue	3,739	433	200	10,569	5,500	5,500	5,500	4,260	4,350
Expenditures									
Operations	4,350	34,630	30,000	18,840	33,500	33,500	33,500	3,350	-
Capital outlay/CIP	-	-	-	-	85,000	85,000	85,000	595,000	5,950
Total expenditures	4,350	34,630	30,000	18,840	118,500	118,500	118,500	598,350	5,950
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	122,900	122,900	122,900	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	(10,000)	(10,000)	(9,900)	(9,900)	(9,900)	(69,300)	(693)
Net sources (uses)	-	-	(10,000)	(10,000)	113,000	113,000	113,000	(69,300)	(693)
Resources - Use									
Surplus (deficit)	(611)	(34,197)	(39,800)	(18,271)	-	-	-	(663,390)	(2,293)
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	9,900	9,900	9,900					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	118,500	118,500	118,500					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		128,400	128,400	128,400					
Estimated Beginning Fund Balance					\$ 342,031	\$ 342,031	\$ 342,031	\$ 219,131	\$ (444,259)
Inflows					5,500	5,500	5,500	4,260	4,350
Outflows					128,400	128,400	128,400	667,650	6,643
Change to fund balance					(122,900)	(122,900)	(122,900)	(663,390)	(2,293)
Anticipated Ending Fund Balance					\$ 219,131	\$ 219,131	\$ 219,131	\$ (444,259)	\$ (446,552)

LAKESHORE BLVD HSIPL

Fiscal Year 2013-14

Fund Summary

Fund: 415

Name: Lakeshore Blvd HSIPL (Safety)

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
State funding	-	-	-	-	161,700	161,700	161,700	323,400	161,700
Total revenue	-	-	-	-	161,700	161,700	161,700	323,400	161,700
Expenditures									
Capital outlay/CIP	-	-	-	-	147,000	147,000	147,000	294,000	147,000
Total expenditures	-	-	-	-	147,000	147,000	147,000	294,000	147,000
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	(14,700)	(14,700)	(14,700)	(29,400)	(14,700)
Net sources (uses)	-	-	-	-	(14,700)	(14,700)	(14,700)	(29,400)	(14,700)
Resources - Use									
Surplus (deficit)	-	-	-	-	-	-	-	-	-

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	14,700	14,700	14,700
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	147,000	147,000	147,000
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		161,700	161,700	161,700

Estimated Beginning Fund Balance	\$	-	\$	-	\$	-	\$	-	\$	-
Inflows		161,700		161,700		161,700		323,400		161,700
Outflows		161,700		161,700		161,700		323,400		161,700
Change to fund balance		-		-		-		-		-
Anticipated Ending Fund Balance	\$	-	\$	-	\$	-	\$	-	\$	-

REGIONAL SURFACE TRANSPORTATION PROGRAM

Fiscal Year 2013-14

Fund Summary

Fund: 416

Name: RSTP Fund

	Prior FYs		Current		Proposed		Projections			
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected	
Revenue Sources										
Income from other agencies	-	-	-	-	62,000	62,000	62,000	62,000	62,000	
Total revenue	-	-	-	-	62,000	62,000	62,000	62,000	62,000	
Expenditures										
Capital outlay/CIP	-	-	-	-	62,000	62,000	62,000	62,000	62,000	
Total expenditures	-	-	-	-	62,000	62,000	62,000	62,000	62,000	
Financing Sources (Uses)										
Use of fund balance	-	-	-	-	-	-	-	-	-	
Transfers in	-	-	-	-	-	-	-	-	-	
Transfers (out)	-	-	-	-	-	-	-	-	-	
Net sources (uses)	-	-	-	-	-	-	-	-	-	
Resources - Use										
Surplus (deficit)	-	-	-	-	-	-	-	-	-	
Departmental Use										
		Requested	Rec'md	Adopted						
Non-Departmental	0000	-	-	-						
Legislative	1010	-	-	-						
Administration	1020	-	-	-						
Economic Development	1054	-	-	-						
City Attorney	1030	-	-	-						
Finance	1041	-	-	-						
Community Development										
Planning	1050	-	-	-						
Building	1051	-	-	-						
Housing	1053	-	-	-						
Engineering and IT	1052	62,000	62,000	62,000						
Police	2010	-	-	-						
Public Works										
Roads and Infrastructure	3020	-	-	-						
Parks, Buildings, and Grounds	3030	-	-	-						
Solid Waste Management	3040	-	-	-						
Westshore Pool	3050	-	-	-						
Water Utility	3060	-	-	-						
Sewer Utility	3070	-	-	-						
Total Use		62,000	62,000	62,000						
Estimated Beginning Fund Balance	\$	-	\$	-	\$	-	\$	-	\$	-
Inflows		62,000		62,000		62,000		62,000		62,000
Outflows		62,000		62,000		62,000		62,000		62,000
Change to fund balance		-		-		-		-		-
Anticipated Ending Fund Balance	\$	-	\$	-	\$	-	\$	-	\$	-

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PROPRIETARY

Proprietary funds account for City operations financed and operated in a manner similar to a private business enterprise.

Enterprise Funds

The City maintains several enterprise funds responsible for budgeting and tracking expenses in the delivery of water and sewer services. The intent of the City is that the cost of providing goods and services be financed primarily through user charges.

Water Operations and Maintenance (501)

Chapter 13.04 of the Lakeport Municipal Code provides the authority for City to operate water system. Revenues (fees and charges) are collected to pay for service (water) received.

Water Expansion Fund (502)

Assessments on new development to pay for distribution system, plant preservation and system capacity expansion.

USDA Water Project Fund (504)

Created to track the expenses associated with the pending application to the USDA for low interest, long-term financing for capital projects in the water system. This fund ultimately will convert to a debt service fund when repayment begins.

Sewer Operations and Maintenance (601)

Chapter 13.20 of the Lakeport Municipal Code provides the authority for the City to operate sewer system. Revenues (fees and charges) are collected to pay for availability of collection, transportation, treatment, and disposal system. In addition, grazing lease payments, LACOSAN payments for flows, tax revenues, FEMA storm damage reimbursement, OES storm damage reimbursement, and insurance rebates have been credited to this fund.

City of Lakeport Municipal Sewer District Expansion Fund (602)

New construction is assessed connection fee to provide for major repair, improvement, and expansion of sewer collection, transmission, treatment, and disposal facilities. See Lakeport Municipal Code Section 13.20.030.

USDA Sewer Project Fund (604)

Created to track the expenses associated with the pending application to the USDA for low interest, long-term financing for capital projects in the sewer system. This fund will ultimately convert to a debt service fund when repayment begins.

City of Lakeport Municipal Sewer District Assessment District 91-1 Fund (605)

A debt service fund used to track repayment of a bond secured by a land-based assessment to pay for sewer expansion project completed in 1991.

Internal Service Fund

Internal service funds are designed to track expenses common to most, if not all, City departments. The City maintains a single internal service fund to track expenses related to risk management (liability and worker's comp insurance).

Risk Management Internal Service Fund (701)

This fund tracks expenses related to liability and workers' comp insurance premiums, deductibles, and direct charges. The City is an associate member of the Redwood Empire Municipal Insurance Fund (REMIF), which manages its claims and other risk management activities.

WATER O&M

Fiscal Year 2013-14
Fund Summary
Fund: 501
Name: Water Utility O&M

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	7,295	3,972	4,590	1,000	1,330	1,330	1,330	1,357	1,397
Charges for service	1,306,866	1,433,010	1,448,945	1,417,892	1,603,118	1,603,118	1,603,118	1,843,586	2,079,565
Other revenue	-	77,286	1,000	14,478	12,500	12,500	12,500	12,750	13,005
Total revenue	1,314,161	1,514,268	1,454,535	1,433,370	1,616,948	1,616,948	1,616,948	1,857,692	2,093,967
Expenditures									
Salaries and benefits	676,241	663,698	674,771	604,971	758,399	759,599	759,599	721,619	685,538
Operations	415,603	652,534	549,281	448,747	630,869	630,869	630,869	599,326	611,312
Debt service	277,870	208,562	253,884	253,885	254,093	254,093	254,093	355,730	352,173
Capital outlay/CIP	23,394	182,976	141,996	142,216	96,606	98,646	98,646	49,323	73,985
Total expenditures	1,393,108	1,707,770	1,619,932	1,449,819	1,739,967	1,743,207	1,743,207	1,725,998	1,723,008
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	167,519	170,759	170,759	-	-
Transfers in	-	-	10,000	-	5,000	5,000	5,000	-	-
Transfers (out)	(42,129)	(42,000)	(45,000)	(45,000)	(49,500)	(49,500)	(49,500)	(54,450)	(60,984)
Net sources (uses)	(42,129)	(42,000)	(35,000)	(45,000)	123,019	126,259	126,259	(54,450)	(60,984)
Resources - Use									
Surplus (deficit)	(121,076)	(235,502)	(200,397)	(61,449)	-	-	-	77,245	309,975

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	366,586	366,586	366,586
Legislative	1010	-	-	-
Administration	1020	107,097	108,297	108,297
Economic Development	1054	-	-	-
City Attorney	1030	15,780	15,780	15,780
Finance	1041	158,645	158,645	158,645
Community Development				
Planning	1050	16,997	16,997	16,997
Building	1051	4,898	4,898	4,898
Housing	1053	-	-	-
Engineering and IT	1052	69,646	71,686	71,686
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	111,257	111,257	111,257
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	927,316	927,316	927,316
Sewer Utility	3070	11,245	11,245	11,245
Total Use		1,789,467	1,792,707	1,792,707

Estimated Beginning Fund Balance	\$ 524,677	\$ 524,677	\$ 524,677	\$ 353,918	\$ 431,163
Inflows	1,621,948	1,621,948	1,621,948	1,857,692	2,093,967
Outflows	1,789,467	1,792,707	1,792,707	1,780,448	1,783,992
Change to fund balance	(167,519)	(170,759)	(170,759)	77,245	309,975
Anticipated Ending Fund Balance	\$ 357,158	\$ 353,918	\$ 353,918	\$ 431,163	\$ 741,138

WATER EXPANSION

Fiscal Year 2013-14

Fund Summary

Fund: 502

Name: Water Expansion Fund

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	1,123	1,054	100	1,000	1,000	1,000	1,000	1,020	1,051
Charges for service	-	6,397	10,000	272,929	-	-	-	-	-
Other revenue	12,238	360,389	-	-	-	-	-	-	-
Total revenue	13,361	367,840	10,100	273,929	1,000	1,000	1,000	1,020	1,051
Expenditures									
Operations	-	-	-	-	25,000	25,000	25,000	23,750	24,225
Debt service	-	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	79,907	42,402	79,907	79,907	79,907	39,954	59,930
Total expenditures	-	-	79,907	42,402	104,907	104,907	104,907	63,704	84,155
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	103,907	103,907	103,907	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	103,907	103,907	103,907	-	-
Resources - Use									
Surplus (deficit)	13,361	367,840	(69,807)	231,527	-	-	-	(62,684)	(83,105)

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	-	-	-
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	10,000	10,000	10,000
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	94,907	94,907	94,907
Sewer Utility	3070	-	-	-
Total Use		104,907	104,907	104,907

Estimated Beginning Fund Balance	\$ 473,033	\$ 473,033	\$ 473,033	\$ 369,126	\$ 306,443
Inflows	1,000	1,000	1,000	1,020	1,051
Outflows	104,907	104,907	104,907	63,704	84,155
Change to fund balance	(103,907)	(103,907)	(103,907)	(62,684)	(83,105)
Anticipated Ending Fund Balance	\$ 369,126	\$ 369,126	\$ 369,126	\$ 306,443	\$ 223,338

USDA WATER PROJECT

Fiscal Year 2013-14
Fund Summary
Fund: 504
Name: USDA Water Project

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	
Revenue Sources									
Federal funding	-	-	115,000	-	2,115,918	2,115,918	2,115,918	1,816,082	-
Total revenue	-	-	115,000	-	2,115,918	2,115,918	2,115,918	1,816,082	-
Expenditures									
Operations	-	27,365	105,000	24,573	634,000	634,000	634,000	-	-
Capital outlay/CIP	-	-	-	-	1,455,795	1,455,795	1,455,795	1,816,082	-
Total expenditures	-	27,365	105,000	24,573	2,089,795	2,089,795	2,089,795	1,816,082	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	(10,000)	-	-	-	-	-	-
Net sources (uses)	-	-	(10,000)	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	(27,365)	-	(24,573)	26,123	26,123	26,123	-	-

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	-	-	-
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	10,000	10,000	10,000
Community Development				
Planning	1050	5,000	5,000	5,000
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	1,974,795	1,974,795	1,974,795
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	100,000	100,000	100,000
Sewer Utility	3070	-	-	-
Total Use		2,089,795	2,089,795	2,089,795

Estimated Beginning Fund Balance	\$ (51,938)	\$ (51,938)	\$ (51,938)	\$ (25,815)	\$ (25,815)
Inflows	2,115,918	2,115,918	2,115,918	1,816,082	-
Outflows	2,089,795	2,089,795	2,089,795	1,816,082	-
Change to fund balance	26,123	26,123	26,123	-	-
Anticipated Ending Fund Balance	\$ (25,815)	\$ (25,815)	\$ (25,815)	\$ (25,815)	\$ (25,815)

SEWER O&M

Fiscal Year 2013-14
Fund Summary
Fund: 601
Name: Sewer Utility O&M

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Taxes	33,835	4,161	32,474	43,743	39,000	39,000	39,000	39,780	40,973
Use of money and property	22,500	30,365	31,500	31,500	31,500	31,500	31,500	31,815	32,451
Charges for service	1,577,625	1,929,080	1,876,107	1,869,921	2,120,696	2,120,696	2,120,696	2,332,766	2,531,051
Other revenue	172	25,668	60,500	75,897	12,500	12,500	12,500	15,000	18,000
Total revenue	1,634,132	1,989,274	2,000,581	2,021,061	2,203,696	2,203,696	2,203,696	2,419,361	2,622,475
Expenditures									
Salaries and benefits	771,313	675,228	797,473	725,653	897,729	898,929	898,929	853,983	853,983
Operations	529,933	1,221,159	788,618	676,150	893,512	893,512	893,512	893,512	893,512
Debt service	189,458	108,307	187,560	189,959	187,560	187,560	187,560	309,474	309,474
Capital outlay/CIP	15,500	9,549	113,816	84,527	148,606	154,646	154,646	185,575	185,575
Total expenditures	1,506,204	2,014,243	1,887,467	1,676,289	2,127,407	2,134,647	2,134,647	2,242,544	2,242,544
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	27,742	-	10,000	-	7,500	7,500	7,500	9,000	10,350
Transfers (out)	-	(45,000)	(50,000)	(50,000)	(55,000)	(55,000)	(55,000)	60,500	(67,760)
Net sources (uses)	27,742	(45,000)	(40,000)	(50,000)	(47,500)	(47,500)	(47,500)	69,500	(57,410)
Resources - Use									
Surplus (deficit)	155,670	(69,969)	73,114	294,772	28,789	21,549	21,549	246,317	322,522
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	325,947	325,947	325,947					
Legislative	1010	-	-	-					
Administration	1020	107,097	108,297	108,297					
Economic Development	1054	-	-	-					
City Attorney	1030	15,780	15,780	15,780					
Finance	1041	167,839	167,839	167,839					
Community Development									
Planning	1050	16,997	16,997	16,997					
Building	1051	4,898	4,898	4,898					
Housing	1053	-	-	-					
Engineering and IT	1052	73,818	75,858	75,858					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	139,982	139,982	139,982					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	122,881	122,881	122,881					
Sewer Utility	3070	1,207,168	1,211,168	1,211,168					
Total Use		2,182,407	2,189,647	2,189,647					
Estimated Beginning Fund Balance					\$1,368,830	\$1,368,830	\$1,368,830	\$1,390,379	\$1,636,696
Inflows					2,211,196	2,211,196	2,211,196	2,428,361	2,632,825
Outflows					2,182,407	2,189,647	2,189,647	2,182,044	2,310,304
Change to fund balance					28,789	21,549	21,549	246,317	322,522
Anticipated Ending Fund Balance					\$1,397,619	\$1,390,379	\$1,390,379	\$1,636,696	\$1,959,217

SEWER EXPANSION

Fiscal Year 2013-14
Fund Summary
Fund: 602
Name: Sewer Expansion Fund

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	-	1	2,333	2,333	2,400	2,400	2,400	-	-
Charges for service	-	5,191	10,000	425,621	10,000	10,000	10,000	-	-
Total revenue	-	5,192	12,333	427,954	12,400	12,400	12,400	-	-
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	5,192	12,333	427,954	12,400	12,400	12,400	-	-

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	-	-	-
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	-	-	-
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		-	-	-

Estimated Beginning Fund Balance	\$ 557,612	\$ 557,612	\$ 557,612	\$ 570,012	\$ 570,012
Inflows	12,400	12,400	12,400	-	-
Outflows	-	-	-	-	-
Change to fund balance	12,400	12,400	12,400	-	-
Anticipated Ending Fund Balance	\$ 570,012	\$ 570,012	\$ 570,012	\$ 570,012	\$ 570,012

USDA SEWER PROJECT

Fiscal Year 2013-14
Fund Summary
Fund: 604
Name: USDA Sewer Project

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	
Revenue Sources									
Federal funding	-	-	115,000	-	1,657,616	1,657,616	1,657,616	2,515,384	-
Total revenue	-	-	115,000	-	1,657,616	1,657,616	1,657,616	2,515,384	-
Expenditures									
Salaries and benefits	-	-	-	-	-	-	-	-	-
Operations	-	28,334	105,000	19,070	800,900	800,900	800,900	-	-
Grants/Loans	-	-	-	-	-	-	-	-	-
Debt service	-	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	-	-	-	835,205	835,205	835,205	2,515,384	-
Total expenditures	-	28,334	105,000	19,070	1,636,105	1,636,105	1,636,105	2,515,384	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	(10,000)	-	-	-	-	-	-
Net sources (uses)	-	-	(10,000)	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	(28,334)	-	(19,070)	21,511	21,511	21,511	-	-

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	-	-	-
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	10,000	10,000	10,000
Community Development				
Planning	1050	5,000	5,000	5,000
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	1,521,105	1,521,105	1,521,105
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	100,000	100,000	100,000
Total Use		1,636,105	1,636,105	1,636,105

Estimated Beginning Fund Balance	\$ (47,404)	\$ (47,404)	\$ (47,404)	\$ (25,893)	\$ (25,893)
Inflows	1,657,616	1,657,616	1,657,616	2,515,384	-
Outflows	1,636,105	1,636,105	1,636,105	2,515,384	-
Change to fund balance	21,511	21,511	21,511	-	-
Anticipated Ending Fund Balance	\$ (25,893)	\$ (25,893)	\$ (25,893)	\$ (25,893)	\$ (25,893)

91-1 CLMSD SEWER ASSESSMENT DISTRICT

Fiscal Year 2013-14

Fund Summary

Fund: 605

Name: 91-1 Sewer Assessment District

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Taxes	343,643	363,399	-	350,759	310,000	310,000	310,000	316,200	325,686
Use of money and property	468	432	-	2,000	2,000	2,000	2,000	2,020	2,060
Other revenue	4,988	5,238	340,000	10,396	10,000	10,000	10,000	10,000	10,000
Total revenue	349,099	369,069	340,000	363,155	322,000	322,000	322,000	328,220	337,746
Expenditures									
Operations	7,539	12,520	7,500	9,126	7,500	7,500	7,500	-	-
Debt service	304,623	310,853	302,500	301,000	301,000	301,000	301,000	297,990	295,010
Total expenditures	312,162	323,373	310,000	310,126	308,500	308,500	308,500	297,990	295,010
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,200)	(2,464)
Net sources (uses)	-	-	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,200)	(2,464)
Resources - Use									
Surplus (deficit)	36,937	45,696	28,000	51,029	11,500	11,500	11,500	28,030	40,272
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	303,000	303,000	303,000					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	7,500	7,500	7,500					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		310,500	310,500	310,500					
Estimated Beginning Fund Balance					\$ 831,909	\$ 831,909	\$ 831,909	\$ 843,409	\$ 871,439
Inflows					322,000	322,000	322,000	328,220	337,746
Outflows					310,500	310,500	310,500	300,190	297,474
Change to fund balance					11,500	11,500	11,500	28,030	40,272
Anticipated Ending Fund Balance					\$ 843,409	\$ 843,409	\$ 843,409	\$ 871,439	\$ 911,711

INTERNAL SERVICE FUND – RISK MANAGEMENT

Fiscal Year 2013-14
Fund Summary
Fund: 701
Name: Risk Management

	Prior FYs		Current		Proposed			Projections	
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Taxes	-	-	-	-	-	-	-	-	-
Other revenue	-	-	-	333,188	283,986	283,986	283,986	298,185	307,131
Total revenue	-	-	-	333,188	283,986	283,986	283,986	298,185	307,131
Expenditures									
Operations	-	-	-	333,189	283,986	283,986	283,986	298,185	307,131
Total expenditures	-	-	-	333,189	283,986	283,986	283,986	298,185	307,131
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	-	-	(1)	-	-	-	-	-

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	283,986	283,986	283,986
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	-	-	-
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		283,986	283,986	283,986

Estimated Beginning Fund Balance	\$	-	\$	-	\$	-	\$	-	\$	-
Inflows		283,986		283,986		283,986		298,185		307,131
Outflows		283,986		283,986		283,986		298,185		307,131
Change to fund balance		-		-		-		-		-
Anticipated Ending Fund Balance	\$	-	\$	-	\$	-	\$	-	\$	-

FIDUCIARY

These funds account for assets held by the City as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the Government-wide financial statements, but are presented in the separate Fiduciary Fund financial statements.

Agency Funds

Special Deposit Fund (702)

This fund tracks deposits made by developers, community members, and others that are to be held in a custodial capacity by the City. Resources in this fund are not available to City unless surrendered to the City and transferred to its general fund.

OPEB Agency Fund (801)

Resources for other post employment benefits (OPEB) are managed and maintained in this fund. This includes City contributions to retiree health (medical, dental, vision, etc.). The fund balance at year end is reserved partially to meet the City's unfunded OPEB liabilities.

Private Purpose Trust Fund

Redevelopment Obligation Retirement Fund (705)

This fund is responsible to track expenses and debt service related to the dissolution of the former Lakeport Redevelopment Agency.

SPECIAL DEPOSIT FUND

Fiscal Year 2013-14
Fund Summary
Fund: 702
Name: Special Deposit Fund

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Use of money and property	-	-	-	810	800	-	-	-	-
Total revenue	-	-	-	810	800	-	-	-	-
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	-	(100,000)	(100,000)	(100,000)	-	-
Net sources (uses)	-	-	-	-	(100,000)	(100,000)	(100,000)	-	-
Resources - Use									
Surplus (deficit)	-	-	-	810	(99,200)	(100,000)	(100,000)	-	-

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	100,000	100,000	100,000
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	-	-	-
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		100,000	100,000	100,000

Estimated Beginning Fund Balance	\$ 277,103	\$ 277,103	\$ 277,103	\$ 177,103	\$ 177,103
Inflows	800	-	-	-	-
Outflows	100,000	100,000	100,000	-	-
Change to fund balance	-	-	(100,000)	-	-
Anticipated Ending Fund Balance	\$ 277,103	\$ 277,103	\$ 177,103	\$ 177,103	\$ 177,103

OTHER POST EMPLOYMENT BENEFITS (RETIREE HEALTH)

Fiscal Year 2013-14
Fund Summary
Fund: 801
Name: OPEB Agency Fund

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Other revenue	-	127,003	-	119,284	121,738	121,738	121,738	-	-
Total revenue	-	127,003	-	119,284	121,738	121,738	121,738	-	-
Expenditures									
Salaries and benefits	-	438,119	400,000	455,671	501,238	501,238	501,238	-	-
Total expenditures	-	438,119	400,000	455,671	501,238	501,238	501,238	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	(300,444)	410,000	410,000	379,500	379,500	379,500	-	-
Transfers (out)	(42,129)	-	-	-	-	-	-	-	-
Net sources (uses)	(42,129)	(300,444)	410,000	410,000	379,500	379,500	379,500	-	-
Resources - Use									
Surplus (deficit)	(42,129)	(611,560)	10,000	73,613	-	-	-	-	-
Departmental Use									
		Requested	Rec'md	Adopted					
Non-Departmental	0000	501,238	501,238	501,238					
Legislative	1010	-	-	-					
Administration	1020	-	-	-					
Economic Development	1054	-	-	-					
City Attorney	1030	-	-	-					
Finance	1041	-	-	-					
Community Development									
Planning	1050	-	-	-					
Building	1051	-	-	-					
Housing	1053	-	-	-					
Engineering and IT	1052	-	-	-					
Police	2010	-	-	-					
Public Works									
Roads and Infrastructure	3020	-	-	-					
Parks, Buildings, and Grounds	3030	-	-	-					
Solid Waste Management	3040	-	-	-					
Westshore Pool	3050	-	-	-					
Water Utility	3060	-	-	-					
Sewer Utility	3070	-	-	-					
Total Use		501,238	501,238	501,238					
Estimated Beginning Fund Balance \$ 73,612 \$ 73,612 \$ 73,612 \$ 73,612 \$ 73,612									
Inflows 501,238 501,238 501,238 - -									
Outflows 501,238 501,238 501,238 - -									
Change to fund balance - - - - -									
Anticipated Ending Fund Balance \$ 73,612 \$ 73,612 \$ 73,612 \$ 73,612 \$ 73,612									

REDEVELOPMENT OBLIGATION RETIREMENT FUND

Fiscal Year 2013-14

Fund Summary

Fund: 705

Name: Redevelopment Obligation Retirement Fund

	Prior FYs		Current		Proposed		Projections		
	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Estimated	2013-2014 Requested	2013-2014 Rec'md	2013-2014 Adopted	2014-2015 Projected	2015-2016 Projected
Revenue Sources									
Taxes	-	56,022	-	408,335	577,086	577,086	577,086	518,635	472,606
Use of money and property	-	803	-	1,500	-	-	-	-	-
Other revenue	-	2,927	-	-	-	-	-	-	-
Total revenue	-	59,752	-	409,835	577,086	577,086	577,086	518,635	472,606
Expenditures									
Salaries and benefits	-	132,758	220,211	208,789	199,935	199,935	199,935	159,948	127,958
Operations	-	30,936	17,797	266,239	14,164	14,164	14,164	11,331	9,065
Debt service	-	52,778	324,730	324,730	327,086	327,086	327,086	320,544	314,133
Capital outlay/CIP	-	260	-	-	2,208	2,208	2,208	-	-
Total expenditures	-	216,732	562,738	799,758	543,393	543,393	543,393	491,823	451,157
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-
Transfers (out)	-	-	-	(17,037)	(33,515)	(33,515)	(33,515)	(26,812)	(21,450)
Net sources (uses)	-	-	-	(17,037)	(33,515)	(33,515)	(33,515)	(26,812)	(21,450)
Resources - Use									
Surplus (deficit)	-	(156,980)	(562,738)	(406,960)	178	178	178	-	-

Departmental Use		Requested	Rec'md	Adopted
Non-Departmental	0000	360,601	360,601	360,601
Legislative	1010	-	-	-
Administration	1020	72,906	72,906	72,906
Economic Development	1054	-	-	-
City Attorney	1030	17,006	17,006	17,006
Finance	1041	68,013	68,013	68,013
Community Development				
Planning	1050	25,878	25,878	25,878
Building	1051	4,600	4,600	4,600
Housing	1053	-	-	-
Engineering and IT	1052	27,904	27,904	27,904
Police	2010	-	-	-
Public Works				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water Utility	3060	-	-	-
Sewer Utility	3070	-	-	-
Total Use		576,908	576,908	576,908

Estimated Beginning Fund Balance	\$ 129,151	\$ 129,151	\$ 129,151	\$ 129,329	\$ 129,329
Inflows	577,086	577,086	577,086	518,635	472,606
Outflows	576,908	576,908	576,908	518,635	472,606
Change to fund balance	178	178	178	-	-
Anticipated Ending Fund Balance	\$ 129,329	\$ 129,329	\$ 129,329	\$ 129,329	\$ 129,329

OPERATING BUDGETS

DEPARTMENTS

NON-DEPARTMENTAL

LEGISLATIVE

ADMINISTRATION:

CITY MANAGER

CITY CLERK

ADMINISTRATIVE SERVICES

ECONOMIC DEVELOPMENT

CITY ATTORNEY

FINANCE

COMMUNITY DEVELOPMENT:

PLANNING

BUILDING

HOUSING

ENGINEERING & IT

POLICE

PUBLIC WORKS:

ROADS & INFRASTRUCTURE

PARKS, BUILDINGS & GROUNDS

SOLID WASTE MANAGEMENT

WESTSHORE POOL

WATER OPERATIONS & MAINTENANCE (O&M)

SEWER OPERATIONS & MAINTENANCE (O&M)

NON-DEPARTMENTAL

This activity accounts for the costs of support services needed to run the general City Hall operations. It also accounts for the cost of various items, which are not directly attributable to a specific department. These items typically include bank fees and charges, costs associated with property tax administration fees by the county, fees charged by the State Board of Equalization for administration of sales tax collection, and most debt service.

BUDGET DETAIL

Fiscal Year 2013-14
Department Detail
Dept. Non-Departmental
No. 0000

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Request	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	4,378	95,562	20,500	22,500	24,600	24,600	24,600	25,060	25,522
211 BSCC LAW ENFORCEMENT GRAN	62,041	-	-	25,000	40,000	40,000	40,000	40,748	41,500
202 PARKLAND DEDICATION FUND	324,725	63,201	25,047	89,440	-	-	-	-	-
217 RDA DEBT SERVICE	-	272,682	-	-	-	-	-	-	-
219 RDA SUCCESSOR HOUSING	19,162	7,787	-	-	-	-	-	-	-
501 WATER UTILITY M & O	15,890	12,728	-	3,500	317,086	317,086	317,086	323,015	328,975
601 CLMSD UTILITY M & O	103,124	34,451	-	-	270,947	270,947	270,947	276,013	281,106
605 CLMSD ASSMNT DIST 91-1	-	310,853	302,500	301,000	301,000	301,000	301,000	306,628	312,286
701 RISK MANAGEMENT FUND	-	-	-	333,189	283,986	283,986	283,986	289,296	294,634
705 RDA OBLIGATION RETIREMENT	-	33,479	324,730	324,730	327,086	327,086	327,086	333,202	339,350
801 OPEB AGENCY	-	438,119	400,000	455,671	501,238	501,238	501,238	510,610	520,031
Total Revenue	529,320	1,268,862	1,072,777	1,555,030	2,065,943	2,065,943	2,065,943	2,104,571	2,143,403
Department Expenditures									
Salaries and benefits	-	435,955	400,000	455,671	501,238	501,238	501,238	551,362	606,498
Operations	39,430	123,976	20,500	384,189	494,966	494,966	494,966	504,865	520,011
Grants/Loans	-	13,931	-	-	-	-	-	-	-
Debt service	489,890	695,000	652,277	715,170	1,069,739	1,069,739	1,069,739	1,048,344	1,016,894
Total Expenditures	529,320	1,268,862	1,072,777	1,555,030	2,065,943	2,065,943	2,065,943	2,104,571	2,143,403

LEGISLATIVE

The legislative body for the City of Lakeport is the City Council. The same body acts as the governing authority for the Successor Agency to the City of Lakeport Redevelopment Agency and the City of Lakeport Municipal Sewer District (CLMSD). The City Council is advised by the following standing commissions and committees:

- Lakeport Planning Commission
- Parks and Recreation Committee
- Traffic Safety Advisory Committee
- ADA Committee
- Lakeport Economic Development Advisory Committee (LEDAC)

The City Council for the City of Lakeport, comprised of five council members, provides policy direction to the City Manager. The Council adopts ordinances to control the affairs of the City. The Council oversees the fiscal affairs of the City and approves and adopts the annual City budget. The Council also provides policy direction for the enforcement of City ordinances and may pass emergency ordinances for the immediate preservation or protection of public health, property, or safety. The Council enters into contracts and cooperative or joint activities with other government bodies.

The City of Lakeport Planning Commission is a permanent committee of five persons appointed by the Lakeport City Council to review matters related to planning and development. The Planning Commission meets on the second Wednesday of every month at 6:00 p.m. in the City Council Chambers at Lakeport City Hall, 225 Park Street, Lakeport, California, for the purpose of considering City land use matters. Included on the agendas are such things as the General Plan, Re-zonings, Use Permits, Subdivisions, Architectural and Design Review, planning policy matters, and interpretations.

The Parks and Recreation Committee is a standing committee that considers issues and concerns related to City parks and their uses. It consists of a mix of elected officials, community members, and appointed staff. The Committee reports to the City Council.

The Traffic Safety Advisory Committee addresses issues and concerns regarding transportation in the City of Lakeport. The powers, duties and responsibilities of the TSAC are to make recommendations to the City Council regarding traffic safety, pedestrian safety, and parking as it relates to traffic safety.

The ADA Committee, a sub-committee of the Traffic Safety Advisory Committee, meets to address and make recommendations regarding ADA (Americans with Disabilities Act) issues on City streets and sidewalks.

The Lakeport Economic Development Advisory Committee (LEDAC) is a standing committee formed by the City Council in 2010. The primary function of the LEDAC is to consider issues pertaining to business retention and expansion and advise the City Council and staff on developing potential programs and strategies for economic development in the City; establishing and maintaining regular communication between the City and the business community; evaluating community needs and desires for economic development; and focusing on commerce solutions that enhance the quality of life for the Lakeport community.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established by the City Council.

Budget Year: 2012-13
Department: Legislative
Division: City Council

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Balanced budget Adopted a balanced budget for fiscal year 2012-13.
2 Priority: Outcomes/Accomplishments:	Complete downtown Main Street revitalization Ongoing. Received Notice of Completion in April, 2013 from State Department of Finance allowing for the use of unspent redevelopment bond proceeds for this project.
3 Priority: Outcomes/Accomplishments:	Maintain current funding levels for public safety Successful. Identified resources to allow for an additional officer, bringing the total sworn, full-time officer count to 10.
4 Priority: Outcomes/Accomplishments:	Replace docks at Library Park Directed the City Manager to begin exploring potential funding opportunities and resources to replace current docks at Library Park.
5 Priority: Outcomes/Accomplishments:	Improve crosswalks and signs for kids New lighted signage is being placed at the High, Lakeshore and 20th Street Intersection. Other intersections are being addressed also.
6 Priority: Outcomes/Accomplishments:	Increase use of Measure I funds for streets Appropriated \$220,000 to road repairs and over \$300,000 for road maintenance out of the general fund.
7 Priority: Outcomes/Accomplishments:	Implement new water and sewer rates to ensure system financial solvency Successfully implemented new rate structure for water and sewer enterprises, ensuring an operationally sustainable and fiscally solvent utility system.
8 Priority: Outcomes/Accomplishments:	Enhance control over solid waste services provided by franchise hauler Commissioned the Solid Waste Advisory Committee to review the existing contract with the City's franchise waste hauler and completed a review of its financial records, per the term of that agreement.
9 Priority: Outcomes/Accomplishments:	Reduce vandalism Police continue to work on vandalism and graffiti reduction. It will continue to be part of community policing programs.
10 Priority: Outcomes/Accomplishments:	Explore possibility of creation of a parks and recreation assessment district Parks and recreation assesment district was not pursued in on the 2012 ballot due to two sales tax ballot measures on the ballot. Staff will research for future ballot measure.

(Continued)

- 11 Priority:** **Explore the feasibility of implementing a use fee for parks**
Outcomes/Accomplishments: Phase II of the West Side Park fees for use will be under the West Side Park Committee
- 12 Priority:** **Maintain the availability of Westshore Pool to the public**
Outcomes/Accomplishments: Maintained funding levels from the general fund to keep the pool open to the public for the use by the Channel Cats, swim instruction, and open swim.
- 13 Priority:** **Complete the Safe Routes to School project**
Outcomes/Accomplishments: Project match of over \$400,000 not attainable, currently at CalTrans review for funding and if a reduction in project is allowable.
- 14 Priority:** **Explore possibility of incorporating Natural High property into City park system**
Outcomes/Accomplishments: Ongoing. CDBG Planning grant 2013-14 will be pursued for lakefront planning.

GOALS

The goals of the City Council in fiscal year 2013-14 are those identified as City-wide goals, which include the following:

Budget Year: 2013-14
Department: Legislative
Division: City Council

City-Wide Strategic Goals Department Objectives

- I. Maintain strong Council/staff relations and encourage leadership development.
- II. Strengthen community/regional involvement.
- III. Establish and promote effective public outreach efforts.
- IV. Enhance activities and programs to support local and regional economic development.
- V. Focus efforts on infrastructure improvements.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager’s Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. Legislative
No. 1010

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Request	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	93,439	93,419	91,251	82,790	77,744	77,744	77,744	80,423	86,375
Total Revenue	93,439	93,419	91,251	82,790	77,744	77,744	77,744	80,423	86,375
Department Expenditures									
Salaries and benefits	67,078	47,498	57,227	48,061	37,459	37,459	37,459	39,332	44,052
Operations	26,361	45,921	34,024	34,729	40,285	40,285	40,285	41,091	42,323
Total Expenditures	93,439	93,419	91,251	82,790	77,744	77,744	77,744	80,423	86,375

ADMINISTRATION

Administration is the principal link between the City Council, City staff, and the public. The role of the Department is to provide the best public service possible to all involved with the City, whether they are residents, business, staff, or the City Council.

The City's Administration Department consists of the City Manager, City Clerk, and the Administrative Services Director. The City Manager's Office is also responsible for the City's economic development program.

CITY MANAGER

The City Manager's role is to leverage available resources, whether fiscal, social, or political, towards uses that maximize benefits to the community. In doing so, the City Manager spurs the organization to accomplish Council goals and leads to a high level of citizen satisfaction by providing strong administrative leadership and fostering successful working relationships between the City Council, the public and the staff.

As the City's Chief Executive Officer, the City Manager and staff pursue excellence and professionalism in providing leadership to and management for all departments and services by maintaining transparency, flexibility, clarity, and accountability of the organization to the Council, to the public, and to other agencies. The City Manager is responsible for the enforcement of all laws and City ordinances; appointment of department heads; submission of the annual budget to the City Council and ensure projects are successfully completed to achieve City goals. In addition, the City Manager and staff recommend policies and programs to the City Council based on sound research and advocate Council policy and City interests. A significant portion of the City Manager's Office time is spent representing the City in local, regional, and statewide venues.

The City Manager's Office will:

- Translate Council policy direction, vision and decisions into reality
- Develop the annual operating budget and present it to the City Council for consideration
- Execute the programs, projects and activities appropriated in the annual budget
- Support the Council's policy making role by ensuring that the Council is provided with timely, accurate, and complete information based on sound research
- Drive fiscal performance to exceed citizen expectations
- Provide support and guidance to City departments
- Direct evaluation aimed at increasing the responsiveness of government
- Direct the development of special programs that are aligned with the priorities established by the community and the City Council
- Hire and develop City department heads and staff and ensure work performance
- Coordinate an ambitious range of activities that serve Lakeport residents
- Provide leadership in solving community issues and challenges
- Negotiate contracts for the City, such as: street maintenance, solid waste, and animal control
- Provide legislative analysis, legislative relations, and coordination of National and California League of Cities events and information sharing
- Provide public education and communicate relevant information to the public, City Council and staff about goals, accomplishments, plans and activities

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the City Manager.

Budget Year: 2012-13
Department: Administration
Division: City Manager

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Implementation of Council Policies and Assignments Carried out Council direction responsively and effectively.
2 Priority: Outcomes/Accomplishments:	Budget Analysis Second year of priority based and goal oriented budgeting, and General Fund Balanced Budget.
3 Priority: Outcomes/Accomplishments:	Oversight of Management and Departments Continued to perform the regular functions of the Council's chief
4 Priority: Outcomes/Accomplishments:	Education, Training, and Meetings Continued education enrolled in ICMA Management Program. Provide opportunities for staff to receive education and training for their department needs and succession planning.
5 Priority: Outcomes/Accomplishments:	Community Participation Participate in regional economic development working group, LEDAC,
6 Priority: Outcomes/Accomplishments:	Labor Negotiations In 2-yr labor contract through 7/1/2014.
7 Priority: Outcomes/Accomplishments:	Employee Relations Annual employee appreciation and bi-annual city-wide staff meetings.
8 Priority: Outcomes/Accomplishments:	Intergovernmental Relations Monthly meetings with city of Clearlake CM, and County of Lake CAO. Regional Ed working group.
9 Priority: Outcomes/Accomplishments:	Economic Development Hiring part-time ED consultant, Branding project, Carnegie Project
10 Priority: Outcomes/Accomplishments:	Policy Development and Review On-going review of current policy, Admin Citation, Marijuana Ordinance
11 Priority: Outcomes/Accomplishments:	Redevelopment Successor Agency Administration Received Department of Finance's "Finding of Completion" for the authority to spend redevelopment bond funds.
12 Priority: Outcomes/Accomplishments:	Oversight of Capital Improvement Budget Development Funding of USDA Projects, Completed first City-wide CIP, docks.
13 Priority: Outcomes/Accomplishments:	Researching Funding Opportunities On-going search for grants and low interest loans for capital needs.

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the City Manager in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Administration
Division: City Manager

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Keep council informed of the ongoing Economic Development processes. Develop interaction with

II. Strengthen community/regional involvement.

1. Continue strengthening partnerships with LEDAC, Main Street Assoc, and Government Entities in Lake C

III. Establish and promote effective public outreach efforts.

1. Complete Website for ED, complete vacant commercial property inventory on website

IV. Enhance activities and programs to support local and regional economic development.

1. Branding Lakeport

V. Focus efforts on infrastructure improvements.

1. Dock improvements and Main street improvements.

CITY CLERK

The City Clerk is appointed by the City Council to perform various functions required by the Government Code of the State of California, as well as other duties to provide efficient administration of City services. The Office of the City Clerk has a broad range of responsibilities, including the following:

City Council Support Services

- Prepares City Council Agendas (including internal distribution of agenda packets, which contain all related reports and documents)
- Provides agendas to subscribers via mail and e-mail and uploads agendas on the City's website
- Prepares minutes of the City Council meetings
- Provides clerical support to the Mayor and the City Council including correspondence, reservations, expenses, proclamations and certificates
- Conducts recruitment for various City committees and commissions
- Coordinates annual City Council Reorganization
- Maintains a database of all commission and committee memberships including: the Parks & Recreation Commission, the Westside Park Committee, the Traffic Safety Advisory Committee, and the ADA Committee.
- Facilitates the commission and committee application process for all advisory boards

City Administration Support Services

- Provides clerical support to the City Manager
- Processes applications for use of City parks and facilities
- Answers citizen inquiries made by mail, telephone, or in person
- Acts as Secretary to the Traffic Safety Advisory Committee and the Oversight Board to the former Lakeport Redevelopment Agency
- Acts as the City's agent for service of process
- Receives and processes all claims filed against the city
- Is responsible for the codification of city ordinances into the municipal code, including quality checks and distribution of the code
- Processes requests under the California Public Records Act

Election Services

- Provides prospective City Council members with candidate filing packets
- Coordinate with the County of Lake Elections Department to conduct City elections
- Administers the filings for all appointed and elected officials identified in the Political Reform Act and the City's Conflict of Interest Code

Records Management Services (Shared with Administrative Services)

- Maintain official City records, available in various media
- Updates the City of Lakeport Municipal Code
- Track insurance for Council approved projects and agreements
- Acts as custodian of records and of the City Seal

- Certifies the accuracy and validity of certain City documents as official records by signature and by affixing the seal of the City of Lakeport
- Develops and maintains the city's records retention schedule to ensure the proper storage, maintenance, and disposal of municipal records city-wide

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the City Clerk.

Budget Year: 2012-13
Department: Administration
Division: City Clerk

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	FPPC Annual Statements Completed current fiscal year requirements, but ongoing.
2 Priority: Outcomes/Accomplishments:	Election Completed current fiscal year requirements, but ongoing.
3 Priority: Outcomes/Accomplishments:	Council Packet Preparation (including planning and preparing staff reports) Completed current fiscal year requirements, but ongoing.
4 Priority: Outcomes/Accomplishments:	Council Minutes Completed current fiscal year requirements, but ongoing.
5 Priority: Outcomes/Accomplishments:	Executive Support for Council and Department Heads Completed current fiscal year requirements, but ongoing.
6 Priority: Outcomes/Accomplishments:	Public Records Acts Requests Completed current fiscal year requirements, but ongoing.
7 Priority: Outcomes/Accomplishments:	Claims Management Completed current fiscal year requirements, but ongoing.
8 Priority: Outcomes/Accomplishments:	Staff Meetings and Notes Completed current fiscal year requirements, but ongoing.
9 Priority: Outcomes/Accomplishments:	Processing and Maintaining Event & Facilities Applications and Keeping Calendar Completed current fiscal year requirements, but ongoing.
10 Priority: Outcomes/Accomplishments:	Contracts Management In Process--reviewing software
11 Priority: Outcomes/Accomplishments:	Records Management In process.
12 Priority: Outcomes/Accomplishments:	Education, Training and Meetings Completed current fiscal year requirements, but ongoing.
13 Priority: Outcomes/Accomplishments:	Committee/Commission Recruitment and Appointments Completed current fiscal year requirements, but ongoing.
14 Priority: Outcomes/Accomplishments:	Website and Social Media Maintenance/Newsletter In process.
15 Priority: Outcomes/Accomplishments:	Agendas, Meetings, and Minutes for TSAC and ADA Committees Completed current fiscal year requirements, but ongoing.
16 Priority: Outcomes/Accomplishments:	Policy Development and Review In process.

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the City Clerk in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Administration
Division: City Clerk

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Continue to maintain support to the City Council as needed

II. Strengthen community/regional involvement.

1. Continue to maintain the highest possible level of transparency

III. Establish and promote effective public outreach efforts.

1. Distribute quarterly newsletter to be sent to customers and placed on website
2. Develop new Facebook Page, promote it, and keep it current
3. Keep website current and content informative and pertinent
4. Utilize Twitter account in a useful manner

IV. Enhance activities and programs to support local and regional economic development.

1. Develop grant writing skills in order to research and apply for grants

V. Focus efforts on infrastructure improvements.

1. Obtain and implement contracts management software

ADMINISTRATIVE SERVICES – HUMAN RESOURCES

Under the management and general direction of the City Manager's Office, the Administrative Services Director plays a major role in creating a collaborative team of City employees and contract staff that provide high quality service to the community. With this being said, the City is committed to maintaining and attracting a talented team of qualified employees.

Aside from providing the City with talented and motivated employees, the division is responsible for developing and maintaining a high-quality of work life, adhering to equitable and ethical personnel standards, updating and composing job descriptions for City positions, and providing employee development opportunities. Human Resources staff ensures that performance is appropriately rewarded and that employees receive salary and benefits competitive with the marketplace. The mission of Human Resources is to develop a staff and workforce philosophy that embraces the City Council's vision, citywide goals and core values in daily decision making.

Ongoing responsibilities include:

- Maintain a classification plan that contains accurate and up-to-date job descriptions for City positions
- Work closely with departments to assess staffing needs and coordinate the recruitment and selection process to attract hard working, talented and engaged employees that fit within our culture
- Orient new employees, prepare personnel action documentation and maintain employee records in accordance with established regulations
- Conduct annual salary surveys to ensure that the established salary ranges for City job classes remain competitive with the marketplace
- Evaluate and provide training on an effective performance management and employee development program to encourage excellence, provide valuable feedback and opportunities for professional growth and ensure good performance is recognized and appropriately rewarded
- Develop the City's workforce by assessing departmental training needs and delivering professional growth opportunities for staff including: skills enhancement training, management and supervisory training, safety training and mandated training
- Administer the City's benefit program including contract renewals and maintenance of the contract for the City's health insurance and retirement program with the California Public Employees Retirement System
- Administer the annual benefits fair
- Provide proactive leadership and clear advice to support departments when employee relations issues arise and provide guidance on personnel policies and regulations
- In support of the City culture, maintain a high level of communication, cooperation and understanding among all levels of City staff with regard to Human Resources policies and programs
- Review and maintain policies, employee guidelines, procedures and forms necessary to the effective and legal operation of the organization
- Coordinates the worker's compensation program and administer a leave of absence program, adhering to federal and state guidelines
- Administer volunteer and student internship program
- Maintain confidential personnel and position control data in the payroll accounting software (FundBalance)

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Administrative Services Director.

Budget Year: 2012-13
Department: Administration
Division: Administrative Services (HR)

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Safety Program Administration Completed and ongoing
2 Priority: Outcomes/Accomplishments:	Safety Program Development Completed and ongoing
3 Priority: Outcomes/Accomplishments:	Education, Training, and Meetings Completed and ongoing
4 Priority: Outcomes/Accomplishments:	ADA/FEHA Compliance Completed and ongoing
5 Priority: Outcomes/Accomplishments:	Labor Negotiations Completed and ongoing
6 Priority: Outcomes/Accomplishments:	Records Clean-up (Vault & Carnegie 2 year) Completed and ongoing
7 Priority: Outcomes/Accomplishments:	Benefits Administration Completed and ongoing
8 Priority: Outcomes/Accomplishments:	Workers Comp Admin Completed and ongoing
9 Priority: Outcomes/Accomplishments:	Employee Evaluation and Discipline Completed and ongoing
10 Priority: Outcomes/Accomplishments:	Employee Files and Record-keeping Completed and ongoing
11 Priority: Outcomes/Accomplishments:	Investigations Completed and ongoing
12 Priority: Outcomes/Accomplishments:	Records Retention Training Not accomplished. Set for 2013-2014
13 Priority: Outcomes/Accomplishments:	Recruitment Completed and ongoing
14 Priority: Outcomes/Accomplishments:	Policy Development and Update Completed and ongoing
15 Priority: Outcomes/Accomplishments:	Job Description Update/Classification Completed and ongoing
16 Priority: Outcomes/Accomplishments:	Risk Management Completed and ongoing

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Administrative Services Director in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Administration
Division: Administrative Services (HR)

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Maintain the highest possible standard for recruitment and retention of staff including hiring for succession.

II. Strengthen community/regional involvement.

1. Provide responsive and effective support the City Council, City Manager, and each department in all personnel matters related to achieving this goal.

III. Establish and promote effective public outreach efforts.

1. Provide responsive and effective support the City Council, City Manager, and each department in all personnel matters related to achieving this goal.

IV. Enhance activities and programs to support local and regional economic development.

1. Provide responsive and effective support the City Council, City Manager, and each department in all personnel matters related to achieving this goal.

V. Focus efforts on infrastructure improvements.

1. Implement employee database software
2. Continue records cleanup and indexing at Carnegie Library
3. Research records management software
4. Research the purchase of fully integrated Human Resources software

Supplementary Goals:

1. Reorganization of department including the hiring of an Office Specialist.
2. Develop a policy compliant with the Affordable Health Care Act for seasonal, temporary, and part-time employees.
3. Research options to stabilize employee-related long-term financial obligations.
4. Continue to update safety policies under the Illness and Injury Prevention Program.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department, which includes the City Manager, City Clerk, and Administrative Services (HR). Expenditures are detailed by character or function within the department to give the reader a fundamental understanding a where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager’s Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. Administration
No. 1020

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Request	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	110,923	203,698	160,488	153,145	178,938	178,938	178,938	185,015	192,480
501 WATER UTILITY M & O	72,017	67,294	92,545	83,802	107,097	108,297	108,297	111,975	116,493
504 USDA WATER PROJECT	-	-	-	5,935	-	-	-	-	-
601 CLMSD UTILITY M & O	72,017	72,417	86,849	82,267	107,097	108,297	108,297	111,975	116,493
604 USDA SEWER PROJECT	-	-	-	-	-	-	-	-	-
705 RDA OBLIGATION RETIREMENT	72,017	27,016	65,262	59,727	72,906	72,906	72,906	75,382	78,423
Total Revenue	326,974	370,425	405,144	384,876	466,038	468,438	468,438	484,347	503,889
Department Expenditures									
Salaries and benefits	300,072	330,585	351,650	332,003	396,725	399,125	399,125	419,081	440,035
Operations	25,402	38,450	52,644	51,657	58,863	58,863	58,863	60,040	61,241
Capital outlay	1,500	1,390	850	1,216	10,450	10,450	10,450	5,225	2,613
Total Expenditures	326,974	370,425	405,144	384,876	466,038	468,438	468,438	484,347	503,889

ECONOMIC DEVELOPMENT

The Lakeport City Council and staff understand the importance of Lakeport as a regional economic center and have sought over the years to strengthen and expand the City's role in the economic well-being of the County, in spite of competitive outside forces. There are many factors that come into play and have an impact on the Lakeport economy and thus affect the whole of the County. These factors range from the provision of basic public infrastructure to the adoption and implementation of governmental economic development objectives, policies, and programs to having a sophisticated knowledge of the US/world economy and how Lakeport fits within it.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the City Manager.

Budget Year: 2012-13
Department: Administration
Division: Economic Development

FY 2012-13 Priorities

- | | |
|---------------------------|---|
| 1 Priority: | Implement a City-specific marketing project to include development of a business startup information packet, enhance the Economic Development presence on the City website, develop the City brand, engage in a social media marketing plan, and adopt a LEDAC mission statement. |
| Outcomes/Accomplishments: | Staff has completed a packet for anyone seeking information in starting-up their business in Lakeport. This information is also on the City's website, enhancing the City's Economic Development Website is an ongoing process. Fall of 2012 under the LEDAC direction the first Branding community meeting was held and well attended. The Branding project is in process. LEDAC adopted a mission statement. City Clerk continues to research additional social media opportunities to enhance economic development opportunities and community inter-action. |
| 2 Priority: | Continue the commercial land and vacant building inventories and keep them updated. |
| Outcomes/Accomplishments: | Commercial Land inventory has been completed, ongoing updates are challenging and process needs to be update. List of vacant buildings in the down town is also available online. Again the challenge is keeping the list updated with limited staffing. |
| 3 Priority: | Continue to implement the business recruitment and retention plan: meet |
| Outcomes/Accomplishments: | City Manager and Community Development Director began visiting Lakeport business as per our retention program. City staff is also participating in the Lake County Chamber Program 100 visits in 100 days, outreach program. Business loan program is ongoing. Business recruitment has been addressed on an ongoing basis with LEDAC, though limited action has been taken. |
| 4 Priority: | Interface with the County and develop a regional economic development |
| Outcomes/Accomplishments: | Staff has been actively pursuing a regional economic development approach for Lake County. Both Cities and County representatives along with other interested members have been meeting to create a new regional approach. Lake County administration has committed to more involvement with the cities in the tourism and marketing programs. |

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the City Manager in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Administration
Division: Economic Development

City-Wide Strategic Goals
Department Objectives

- I. Maintain strong Council/staff relations and encourage leadership development.**
 - 1. Keep council informed of the ongoing Economic Development processes. Develop interaction with
- II. Strengthen community/regional involvement.**
 - 1. Continue strengthening partnerships with LEDAC, Main Street Assoc, and Government Entities in Lake C
- III. Establish and promote effective public outreach efforts.**
 - 1. Complete Website for ED, complete vacant commercial property inventory on website
- IV. Enhance activities and programs to support local and regional economic development.**
 - 1. Branding Lakeport
- V. Focus efforts on infrastructure improvements.**
 - 1. Dock improvements and Main street improvements.

BUDGET DETAIL

Fiscal Year 2013-14
Department Detail
Dept. Economic Development
No. 1054

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	-	8,110	15,000	20,000	54,000	54,000	54,000	14,878	2,205
130 CAPITAL IMPROVEMENT	-	-	1,932,166	-	1,500,000	1,500,000	1,500,000	413,265	61,248
210 ECON RLF RE-USE	16,344	2,332	38,500	105	38,500	38,500	38,500	10,607	1,572
233 ECON RLF REUSE MICRO RLA	696	-	-	-	-	-	-	-	-
236 PTA Grant #09-PTAG-6504	-	22,500	26,250	-	-	-	-	-	-
237 CDBG ECONOMIC DEV GRANT	-	7,762	286,950	1,333	-	-	-	-	-
Total Revenue	17,040	40,704	2,298,866	31,438	1,592,500	1,592,500	1,592,500	438,750	65,025
Department Expenditures									
Salaries and benefits	-	-	-	-	-	-	-	-	-
Operations	17,040	40,704	59,750	31,438	62,500	62,500	62,500	63,750	65,025
Grants/Loans	-	-	306,950	-	30,000	30,000	30,000	-	-
Debt service	-	-	-	-	-	-	-	-	-
Capital outlay	-	-	1,932,166	-	1,500,000	1,500,000	1,500,000	375,000	-
Total Expenditures	17,040	40,704	2,298,866	31,438	1,592,500	1,592,500	1,592,500	438,750	65,025

CITY ATTORNEY

The City Attorney is responsible for providing legal advice to the City Council and staff in carrying out their duties in the operations of the City government. The Attorney, or special counsel supervised by the Attorney, defends the City in all legal actions and brings about suits on behalf of the City.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. City Attorney
No. 1030

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	19,976	73,846	56,847	63,146	75,303	75,303	75,303	78,360	81,793
501 WATER UTILITY M & O	23,416	13,785	14,036	13,456	15,780	15,780	15,780	16,421	17,140
601 CLMSD UTILITY M & O	23,416	13,917	14,036	13,456	15,780	15,780	15,780	16,421	17,140
705 RDA OBLIGATION RETIREMENT	15,610	9,888	16,523	17,419	17,006	17,006	17,006	17,696	18,472
Total Revenue	82,418	111,436	101,442	107,477	123,869	123,869	123,869	128,897	134,545
Department Expenditures									
Salaries and benefits	78,052	79,784	82,814	87,096	85,229	85,229	85,229	89,490	93,965
Operations	4,366	31,652	18,128	20,381	38,340	38,340	38,340	39,107	40,280
Capital outlay	-	-	500	-	300	300	300	300	300
Total Expenditures	82,418	111,436	101,442	107,477	123,869	123,869	123,869	128,897	134,545

FINANCE

The Finance Department is responsible for the fiscal health of the City as well as the collection and expenditure of funds in accordance with all applicable laws and regulations. This includes managing the processes and recording for day-to-day transactions, providing accurate reporting to the City Council, City Manager and other departments as well as performing high level, broad fiscal analysis of current activities, and evaluating economic trends affecting the local economy. As such, the Department is best viewed as providing two levels of service: internal operations and fiscal analysis and advisory services.

From the analysis and advisory perspective, the Finance department is charged with the following roles and tasks:

- Primary advisor to the City Manager and City Council on fiscal and financial matters
- Long range financial planning, including forecasting and budgeting
- Ongoing investigation and identification of fiscal opportunities such as significant sources of new revenues or expense reductions
- Maintaining training and awareness of Industry Best Practices and identify opportunities for effecting change
- Provide leadership in the development and implementations citywide financial policies
- Administer the City's Investment and Debt Portfolios

On the internal operations side, the Finance Department performs the following functions:

- General accounting services including recording and reporting transactions in accordance with Generally Accepted Accounting Principles (GAAP)
- Providing timely financial detail and summary reports to City management and the City Council to assist them in managing the activities of their respective departments
- Design and implementation of an effective system of internal controls for the purpose of safeguarding the City's assets
- Annual budget analysis and document preparation
- Preparation for and management of annual independent fiscal audits
- Preparation of the City's Comprehensive Annual Financial Report (CAFR) in accordance with GAAP and GFOA accounting and financial reporting standards
- Grant compliance and reporting
- Internal auditing of City operations
- Workings with City Management to ensuring fees are set at the appropriate levels to ensure the City is justly compensated for services provided
- Management support, which includes not only providing reports to departments but meeting with the various departments to discuss their performance to the budget on a regular basis throughout each fiscal year
- Utility billing and customer service operations
- Housing and business loan servicing
- Business license administration
- Redevelopment Successor Agency fiscal dissolution administration

- Payroll processing
- Providing contract and basic procurement administration

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Finance Director.

Budget Year: 2012-13
Department: Finance
Division: N/A

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Budget development and analysis worked with City Manager to prepare a balanced budget for the fiscal year
2 Priority: Outcomes/Accomplishments:	General accounting maintained efficient and accurate general ledger and performed general accounting functions as needed
3 Priority: Outcomes/Accomplishments:	Accounts payable maintained efficient and responsive accounts payable function
4 Priority: Outcomes/Accomplishments:	Accounts receivable maintained efficient and responsive accounts receivable function
5 Priority: Outcomes/Accomplishments:	Utility billing and customer service Worked with City Manager and department heads successfully to complete water and sewer rate modification
6 Priority: Outcomes/Accomplishments:	Payroll payroll processed timely and accurately
7 Priority: Outcomes/Accomplishments:	Financial reporting prepared the City's first comprehensive annual financial report (CAFR) and received clean audit
8 Priority: Outcomes/Accomplishments:	Managerial reporting maintained monthly expenditures reporting to City Manager and department heads
9 Priority: Outcomes/Accomplishments:	Investment administration no significant activity, most investments remain in LAIF
10 Priority: Outcomes/Accomplishments:	Policy development and review began implementation of the City's uniform cost accounting policy
11 Priority: Outcomes/Accomplishments:	Short and long-term financial planning Worked with City Manager and department heads successfully to complete application to USDA for water and sewer infrastructure financing. Completed analysis of all long-term City liabilities, worked with City Manager to formulate strategies to reduce costs associated with them

(continued)

12 Priority:

Outcomes/Accomplishments:

Training

attended relevant conference training events related to redevelopment dissolution and best management practices in financial administration

13 Priority:

Outcomes/Accomplishments:

Redevelopment successor agency financial administration

completed all remaining, substantive reporting requirements for the former agency dissolution and received notice of completion from the State Department of Finance

14 Priority:

Outcomes/Accomplishments:

Internal control analysis and revision

reviewed internal controls related to procurement and made minor revisions to lower the occurrence risk of fraud

15 Priority:

Outcomes/Accomplishments:

General financial support to management and departments

maintained responsive communication with City Manager and departments when financial information was requested, provided timely analysis, when requested

16 Priority:

Outcomes/Accomplishments:

Capital improvement budget development

developed initial five-year capital improvement plan budget and presented to Council

17 Priority:

Outcomes/Accomplishments:

Loan servicing

maintained nominal loan servicing operation for the several dozen home and business loan receivables on file with the City

18 Priority:

Outcomes/Accomplishments:

Internal auditing

did not perform any substantive auditing of any particular City department or operation

19 Priority:

Outcomes/Accomplishments:

External audit

worked to provide all necessary documents and information to City's auditor during regular, annual audit; also provided all required documentation and information to the auditor from the State Controller's Office during an audit of the City's use of gas tax (HUTA) revenues

20 Priority:

Outcomes/Accomplishments:

Special Revenue/Grant financial administration

Completed annual report to State Department of Housing and Community Development related to the continued use of Community Development Block Grant (CDBG) program income. First time the report has been completed in-house.

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Finance Director in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Finance
Division: N/A

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Promote and encourage Finance staff to attend regular training and professional
2. Assist department heads in identifying financial resources to support training and staff development, promoting leadership development.
3. Respond quickly and accurately to requests by City Council and City Manager for financial information and analysis.

II. Strengthen community/regional involvement.

1. Work with the City Manager and departments to ensure they have the adequate financial analysis and resources to engage in activities that support this goal.

III. Establish and promote effective public outreach efforts.

1. Develop social media presence to promulgate succinct, easy to understand financial information to the community and interested citizens.
2. Maintain delivery of regular quarterly financial reports to Council and the community and be responsive to requests for information by the community.
3. Maintain the timely delivery of the City's CAFR.
4. Support the City Manager in delivering an on time annual operating budget and CIP plan.

IV. Enhance activities and programs to support local and regional economic development.

1. Provide support to the City's Economic Development program, including LEDAC, in identifying funding resources and strategies in support of this goal.
2. Continue to improve responsiveness to local businesses regarding questions or issues with utility billing, TOT taxes, and City grant and loan opportunities for microenterprises.
3. Provide fiscal support to the City Council in the use of former redevelopment agency bond proceeds.

V. Focus efforts on infrastructure improvements.

1. Provide all necessary financial management and support for the receipt and use of USDA water and sewer loan proceeds.
2. Work with departments to secure funding sources for projects identified in the City's CIP
3. Implement upgraded financial management software system to provide greater accessibility and use of accurate, timely financial information to the City Manager and departments.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. Finance
No. 1041

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	383,225	70,946	87,103	84,122	109,218	105,258	105,258	100,324	104,265
501 WATER UTILITY M & O	66,557	132,705	133,304	130,023	158,645	158,645	158,645	151,208	157,148
504 USDA WATER PROJECT	-	-	-	1,929	10,000	10,000	10,000	9,531	9,906
601 CLMSD UTILITY M & O	70,472	132,587	148,745	137,524	167,839	167,839	167,839	159,971	166,256
604 USDA SEWER PROJECT	-	-	-	1,929	10,000	10,000	10,000	9,531	9,906
605 CLMSD ASSMNT DIST 91-1	27,406	12,520	7,500	9,126	7,500	7,500	7,500	7,148	7,429
705 RDA OBLIGATION RETIREMENT	-	26,431	63,387	62,233	68,013	68,013	68,013	64,825	67,371
Total Revenue	547,660	375,189	440,039	426,886	531,215	527,255	527,255	502,539	522,281
Department Expenditures									
Salaries and benefits	201,478	278,672	329,609	326,411	347,520	347,520	347,520	364,896	383,141
Operations	338,332	96,491	109,430	100,475	130,075	130,075	130,075	132,677	136,657
Capital outlay	7,850	26	1,000	-	53,620	49,660	49,660	4,966	2,483
Total Expenditures	547,660	375,189	440,039	426,886	531,215	527,255	527,255	502,539	522,281

COMMUNITY DEVELOPMENT

The Community Development Department is comprised of three divisions: Planning, Building and Housing. The department is responsible for a wide variety of functions including the review and approval of new development projects; building permit applications and inspections; code enforcement and nuisance abatement; and housing support services. The department also carries out activities related to business licensing, including working with new businesses on remodeling and sign issues and the collection of business license fees.

PLANNING

The Planning Division is responsible for implementing policies that direct the physical development of the City. This is accomplished through administration of the City's development codes and regulations including the Zoning Ordinance; Subdivision Ordinance; local, State and Federal environmental regulations; the Lakeport General Plan; and related ordinances and policies adopted by the City.

Planning staff has responsibility for numerous work priorities, including:

- Answering public inquiries for information related to allowable land uses (zoning), property characteristics, availability of utilities, site history/prior permits, and other related issues.
- Processing land use applications such as zoning permits, use permits, lot line adjustments, parcel mergers, architectural and design review, fencing requests, new business signs and commercial painting projects.
- Coordination of Planning Commission activities including meeting agendas, public notices, staff reports, meeting minutes, minute orders and other administrative support.
- General Plan updates and implementation of General Plan policies and programs.
- Code Enforcement & Nuisance Abatement including nuisance vehicle abatement.
- Environmental Review and Mitigation Monitoring.
- Development and enforcement of storm water regulations including working with the Lake County Clean Water Program to ensure compliance with State and Federal clean water requirements (NPDES).
- Support Lakeport Main Street Association activities including membership in the Association's Design Subcommittee.
- Maintenance and enhancement of the City's Geographical Information System (GIS).
- Maintenance and enhancement of the Community Development Department's web pages.

The above activities are produced through the following major functions:

Advance Planning – Taking the lead in advance planning projects that guide development activities in Lakeport toward the community vision desired by the City Council and our residents.

Current Planning – Managing the development application review process effectively and efficiently to process land use applications and implement the City Council's vision and policies for urban growth. Current planning also includes answering public inquiries related to land use issues in a timely and thorough manner.

Environmental Review – Providing a full range of services related to complying with local, State and Federal environmental laws. When warranted, additional consultant resources are obtained to augment the Division's limited staff resources.

General Plan Implementation – Work in conjunction with other City departments to implement the policies and programs set forth in the City's General Plan.

Regional Coordination – Providing ongoing representation within regional forums to promote regional coordination and to support Lakeport’s regional interests. Planning staff works with the County of Lake, the Area Planning Council and other groups to further these goals.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Planning Services Manager.

Budget Year: 2012-13
Department: Community Development
Division: Planning

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Budget development and analysis Complete.
2 Priority: Outcomes/Accomplishments:	Public information (counter and phone) - zoning, signs, utilities, flood, business licenses, Ongoing.
3 Priority: Outcomes/Accomplishments:	Project consultation - pre application Pre-application meetings scheduled as needed.
4 Priority: Outcomes/Accomplishments:	Project consultation and review - formal application Ongoing. Time devoted to working w/applicant to ensure complete application pkg.
5 Priority: Outcomes/Accomplishments:	Planning Commission and City Council Agenda preparation Ongoing. PSM required to do much more admin. work/ time consuming.
6 Priority: Outcomes/Accomplishments:	Attending Planning Commission and City Council meetings Ongoing.
7 Priority: Outcomes/Accomplishments:	Management meetings Ongoing.
8 Priority: Outcomes/Accomplishments:	CDD staff meetings Ongoing. CDD now only PSM & Building Official. We meet one-on-one often.
9 Priority: Outcomes/Accomplishments:	Personnel management Ongoing. PSM supervises part-time Housing Specialist.
10 Priority: Outcomes/Accomplishments:	Policy development and review Ongoing as needed.
11 Priority: Outcomes/Accomplishments:	Courthouse planning Project status unclear due to State funding issues. New site(s) being considered.
12 Priority: Outcomes/Accomplishments:	Training and travel PSM: Cal APA conference in Visalia October 6-9, 2013. HOME train. if necessary.

(Continued)

13 Priority:

Outcomes/Accomplishments:

14 Priority:

Outcomes/Accomplishments:

15 Priority:

Outcomes/Accomplishments:

16 Priority:

Outcomes/Accomplishments:

17 Priority:

Outcomes/Accomplishments:

18 Priority:

Outcomes/Accomplishments:

19 Priority:

Outcomes/Accomplishments:

20 Priority:

Outcomes/Accomplishments:

21 Priority:

Outcomes/Accomplishments:

22 Priority:

Outcomes/Accomplishments:

Successor Agency Oversight Board participation

Provided documentation to Finance and City Manager when requested

Annexation and LAFCO

Ongoing. Likely need for outside assistance if effort intensifies.

General discussion and support for management and departments

Ongoing with CDD staff and management team.

Loan Program administration

Ongoing with major assistance from Housing Specialist & Finance Director.

Budget administration

Ongoing. Learning curve, but understand tracking fund expenses.

general administration - invoices, timesheets, mail etc.

Ongoing. PSM required to do much more admin. work/ time consuming.

Code enforcement/vehicle abatement

Generally on complaint basis. State funding for vehicle abate eliminated.

Planning Implementation/General Plan/ordinances

Ongoing. Second Unit & Sign Ord changes approved, others pending.

NPDES/water quality

Phase II permit pending. May require significant time resources.

Transportation Planning/APC/TAC/Blueprint plan

Blueprint Planning ongoing; also participate in APC/TAC- secured GIS funding

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Planning Services Manager in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Community Development
Division: Planning

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Continue to maintain clear lines of communication with City Council (CC).
2. Reply to all CC requests for information in a timely and thorough manner.
3. Strive to keep CC's strategic goals in mind when working through CDD projects.
4. Continue to work closely with management team including sharing info & staff resources.
5. Continue to maintain strong relationship and communication with Planning Commission.
6. Begin to work with City Manager to enhance managerial skills.
7. Pursue professional development, including pending attendance at 2013 Cal APA conference.

II. Strengthen community/regional involvement.

1. Maintain existing relationships and lines of communication with other public agency staff including County Planning, Environmental Health, LCAQMD and Area Planning Council. Foster new working relationships as opportunities arise.
2. Work with City Manager and management team on ways to effectively use CDD's limited resources to reach this goal.
3. Continue to volunteer personal time for special community events including Downtown Cleanup Day and Oktoberfest (both associated with ongoing support of LMSA activities).
4. Attempt to implement Neighborhood Study's recommendations regarding "resident engagement."

III. Establish and promote effective public outreach efforts.

1. Recognize that using "new media" such as City website, Facebook, etc. is cost effective and is used by more people than ever before.
2. Continue to enhance CDD webpages with relevant, timely information about dept. activities.
3. Work with City Clerk to use City's Facebook page for CDD activities, links and good news.
4. Contribute to City's newsletter with important CDD news and activities.
5. Continue to use press releases to announce important CDD news such as HOME grant award.

IV. Enhance activities and programs to support local and regional economic development.

1. Continue to participate in LEDAC and provide staff support as needed.
2. Continue to work closely with LMSA, including attending monthly Design Committee meetings and participating in special events.
3. Continue to work closely with business license applicants at public counter, telephone, etc. Assist and support new businesses, including assistance with applications and other related information requests.
4. Participate & support City's current "branding" project.

V. Focus efforts on infrastructure improvements.

1. Continue to assist and support other City departments including Public Works, Utilities and Engineering as they pursue infrastructure improvements.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. CDD: Planning
No. 1050

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	119,232	115,901	135,473	135,003	215,408	205,408	205,408	219,357	238,117
219 RDA SUCCESSOR HOUSING	39,720	-	-	-	-	-	-	-	-
501 WATER UTILITY M & O	13,240	9,930	9,328	8,492	16,997	16,997	16,997	18,151	19,704
504 USDA WATER PROJECT	-	10,142	5,000	13,904	5,000	5,000	5,000	5,340	5,796
601 CLMSD UTILITY M & O	15,447	9,883	9,328	8,829	16,997	16,997	16,997	18,151	19,704
604 USDA SEWER PROJECT	-	10,142	5,000	13,904	5,000	5,000	5,000	5,340	5,796
705 RDA OBLIGATION RETIREMENT	70,886	11,335	56,269	48,989	25,878	25,878	25,878	27,635	29,999
Total Revenue	258,525	167,333	220,398	229,121	285,280	275,280	275,280	293,974	319,115
Department Expenditures									
Salaries and benefits	221,666	99,093	151,912	149,330	164,861	164,861	164,861	181,347	203,109
Operations	36,859	68,240	68,486	79,756	120,419	110,419	110,419	112,627	116,006
Capital outlay	-	-	-	35	-	-	-	-	-
Total Expenditures	258,525	167,333	220,398	229,121	285,280	275,280	275,280	293,974	319,115

BUILDING

The Building Division is responsible for enforcement of Title 24 of the California Code of Regulations, also referenced as the California Building Standards Code, and is established by state law as a code enforcement agency under the administrative and operational control of the Building Official, who is authorized and directed to administer and enforce all the provisions of the Codes with all the powers of a law enforcement officer.

Additionally, the current Building Official is designated as the Floodplain Administrator and is charged with enforcement of the City's Floodplain Management Ordinance.

The Building Codes are state laws enacted for the purpose of establishing "the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and first responders during emergency operations". Numerous additional state laws enforced by the Building Division are contained in various sections of the Health and Safety Code, Government Code, Education Code, Public Resources Code, Code of Civil Procedure, Business and Professions Code, Civil Code and Water Code. Federal Laws enforced include the Americans with Disabilities Act and the Clean Water Act.

The Building Division reviews all applications for permits to ensure that submittals are complete and in compliance with the Codes and local ordinances. State law requires swift processing of permit applications. When necessary to expedite reviewing of plans, or for complex or large project applications, an outside plan-review consultant is occasionally needed. The emphasis is always to keep projects and revenues "in-house" whenever possible. Where appropriate, applications are routed to other city departments and to other agencies, including Environmental Health, the Air Quality Management District, Army Corps of Engineers and Water Resources for approvals.

The Building Official determines and calculates all building permit fee amounts, communicates with Fire Department and School District offices to establish corresponding fees, and determines amounts to be collected for utility expansion fees for sewer and water connections. All City fee amounts are set by the City Council. Historically, Building Division expenditures have typically exceeded revenues as confirmed by the fee study performed by a consultant several years ago. Additional fees enacted by state agencies are collected, reported and forwarded as required.

The Building Division reviews permit applications, drawings and specifications, and, once approved, issues the permits. Inspections of the work are made for compliance with the various codes and with any Planning Division project conditions. Upon completion of a new structure a Certificate of Occupancy is issued. When buildings have not been maintained and/or kept safe for occupancy, the Building Official initiates proceedings to order appropriate action. Records of all permits, drawings, Notices and Orders, and all related activities are maintained and kept in archives. Records of all permitted activities occurring within Special Flood Hazard Areas are maintained for FEMA/DWR review.

Other activities include updating of codes and ordinances, periodic inspections of fire-life safety equipment, responding to tenant / landlord / nuisance complaints, inquiries regarding code interpretation, flood zone determinations, property history, and related information. The Building Division's use of the City's GIS system is critical and essential for effective time management.

The Building Official also reviews and inspects City owned properties, reviews all improvement plans for city owned buildings and properties, occasionally prepares drawings and specifications for same, and issues no-fee permits to ensure compliance with codes.

The Building Division / Community Development Department staff continues to administer the City's Business License Program.

The state of the Building Division appears to be improving, as shown by latest economic reports and by substantial increases in numbers of permits issued, valuations, and building activity in general. On January 1, 2014, the new

edition of Title 24 standards will be effective. The latest revisions should make California’s building regulations less complicated for out-of-state designers and developers, particularly as applied to disabled access laws.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Building Official.

Budget Year: 2012-13
Department: Community Development
Division: Building

FY 2012-13 Priorities

1 Priority:	Budget development and analysis
Outcomes/Accomplishments:	Ongoing
2 Priority:	General building permit administration, review, inspections, close out, archiving
Outcomes/Accomplishments:	Ongoing, several large projects projected, archives management needs attention, close-out of old files managed quarterly.
3 Priority:	Building Code administration
Outcomes/Accomplishments:	On-going, new codes (2013 CA Standards) to become effective 1-1-2014
4 Priority:	Flood Plain administration
Outcomes/Accomplishments:	On-going with new applications, local Ordinance revision is in process, FEMA mapping update process is on hold awaiting federal funding.
5 Priority:	Disaster planning
Outcomes/Accomplishments:	Worked with HR to develop City Hall Emergency Action Plan.
6 Priority:	Housing Program assistance
Outcomes/Accomplishments:	On-going, regular assistance with project management & design, and oversight of change-orders.
7 Priority:	CDD meetings
Outcomes/Accomplishments:	Staff meets regularly.
8 Priority:	City property inspections
Outcomes/Accomplishments:	ADA transition plan upkeep needs more attention. City owned salon on Main St. roof failure received urgent attention. Reviewed Corp yard roof repair. Improved hazardous egress at Council Chambers with panic hardware at exit to alley and magnetic door holds at lobby. Currently designing & obtaining bids for the City Hall bathroom project to remove barriers per the ADA transition plan.
9 Priority:	Policy development and review
Outcomes/Accomplishments:	Review as need - no changes or additions were made this year.
10 Priority:	Courthouse planning
Outcomes/Accomplishments:	No progress - on-going - no progress or new info since original concept drawings were reviewed more than 18 months ago.

(Continued)

11 Priority:

Outcomes/Accomplishments:

travel and training

On-going, focus on Certified Access Specialist certification. Maintained / renewed as necessary certifications for Energy Plans Examiner, Floodplain Manager, Inspector, Disaster Response Coordinator, etc.

12 Priority:

Outcomes/Accomplishments:

NPDES/water quality

On-going, attend meetings with Lake County groups, attend training as appropriate. New rules are to take effect July 2013 & Jan 2014 - more training will be required soon.

13 Priority:

Outcomes/Accomplishments:

Code enforcement and nuisance abatement

Aggressively working with bank-owned properties, several abatements completed. Bigger issues are being seen with absentee landlords & grow houses. The new Marijuana Cultivation Ordinance, and the Administrative Citation authority should help a lot.

14 Priority:

Outcomes/Accomplishments:

general administration - invoices, timesheets, mail etc.

On-going, including general administration of the Business License Program, typically a function of the Building Division. It is time consuming, revenue driven, and always on-going.

15 Priority:

Outcomes/Accomplishments:

Building permit fee administration

Fees management current with the ordinance, need to make annual indexing adjustments for July 1, 2013 implementation. Fees / revenue still fall short of expenses by estimated 25% - 40%, depending upon economy/activity. As required by codes, I approved all permits & calculated all fees charged.

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Building Official in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Community Development
Division: Building

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Attending Council meetings when requested or when agenda is relative to CDD / Building Dept.
2. Participate in committees to provide guidance on Building Codes and disabled access regulations.
3. Attend various seminars related to department management and workplace productivity.

II. Strengthen community/regional involvement.

1. Interact regularly with County Health, Fire, Air Quality Management Departments to develop cooperative relationships, policies & procedures.
2. Membership in regional peer group associations (Redwood Empire Assn. of Code Officials - REACO.
3. Napa Solano Chapter Int'l Code Council, CA Preservation Foundation).
4. Work with city website design to provide updated code information and news of changes.
5. Participate in code discussion groups (CalBO listserve, REACO).
6. Continue seat on Board of Directors of North Coast Energy Services (\$10.5M 501c3), providing energy assistance programs in seven North Bay counties.

III. Establish and promote effective public outreach efforts.

1. Prepare and update informational handouts at counter and website features relating to permitting process and public safety awareness.

IV. Enhance activities and programs to support local and regional economic development.

1. Encourage, support and draft agreements with developers to facilitate hire local / buy local incentives.
2. Improve turn-around times for permitting, strive to provide over-the-counter permitting when possible.
3. Provide plan-review concurrent with Planning process to cut time / costs when possible.
4. Continue to provide administration of the City's Business License Program.

V. Focus efforts on infrastructure improvements.

1. Promote "low impact development (LID)" and "no adverse impact (NAI)" designs for projects that may increase storm water flows. Include rehabilitation of existing utility systems on private lands where possible when developments occur on private lands.
2. Provide design and bid acquisition services for Public Works projects when requested, especially related to City Hall and adjacent facilities.
3. Continue to advise and assist Public Works Department in matters related to removal of barriers as required by the City's ADA Transition Plan, especially when repairing or remodeling existing City owned properties.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. CDD: Building
No. 1051

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	126,542	125,892	198,635	186,563	110,632	111,632	111,632	120,376	132,042
414 STORM DRAINAGE	6,640	-	-	380	-	-	-	-	-
501 WATER UTILITY M & O	6,640	8,933	6,200	5,581	4,898	4,898	4,898	5,282	5,794
601 CLMSD UTILITY M & O	1,328	8,934	6,200	5,581	4,898	4,898	4,898	5,282	5,794
705 RDA OBLIGATION RETIREMENT	-	3,528	10,264	9,254	4,600	4,600	4,600	4,960	5,441
Total Revenue	141,150	147,287	221,299	207,359	125,028	126,028	126,028	135,899	149,070
Department Expenditures									
Salaries and benefits	124,824	129,063	196,362	189,426	92,009	92,009	92,009	101,210	113,355
Operations	16,326	18,224	24,687	17,898	32,519	33,519	33,519	34,189	35,215
Capital outlay	-	-	250	35	500	500	500	500	500
Total Expenditures	141,150	147,287	221,299	207,359	125,028	126,028	126,028	135,899	149,070

HOUSING

Since its establishment in 1986, the City's Housing Division has assisted dozens of low income, financially responsible residents with housing rehabilitation activities as well as home buying opportunities for first-time homebuyers.

In 2010 the Division applied for and received a \$400,000 CDBG grant for the rehabilitation of dilapidated homes owned by low-income residents. This grant was successfully implemented and nearly all of the funds have been spent. Nine low-income households applied for assistance and were granted low interest, deferred loans for housing rehabilitation projects which included a wide variety of improvements such as weatherization; new roofs; ramps and other access improvements for handicapped residents; handicapped-accessible bathtubs and showers; electrical improvements and removal of electrical hazards; hot water heaters; heating and cooling systems and other improvements.

In 2012 the Division successfully applied for a \$700,000 HOME grant which will provide funding for housing rehabilitation projects and a First Time Homebuyers program. Implementation of this grant will begin in 2013.

The Division coordinates an Emergency Housing program which provides small loans and grants to income-qualified residents faced with severe emergencies which pose an imminent threat to their health and safety.

The Division also utilizes "program income" from prior CDBG loans as another source of housing repair funds for low income residents.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the City Manager, Planning Services Manager, and Housing Specialist.

Budget Year: 2012-13
Department: Community Development
Division: Housing

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Implement two HOME grants Single \$700K HOME grant awarded with two components (FTHB & housing rehab). Implementation pending.
2 Priority: Outcomes/Accomplishments:	Prepare Cal Home Grant Not applicable. Staff resources focused on above HOME grant.
3 Priority: Outcomes/Accomplishments:	Implement CDBG Grant Housing rehab grant successfully spent & closed out. 10+ households assisted.
4 Priority: Outcomes/Accomplishments:	Implement CDBG Program Income Account Ongoing activity.
5 Priority: Outcomes/Accomplishments:	Work with getting Redevelopment Housing Funds out Complete.
6 Priority: Outcomes/Accomplishments:	Update Housing Policies and Procedures Manuals Ongoing activity; as needed.

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the City Manager, Planning Services Manager, and Housing Specialist in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Community Development
Division: Housing

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Continue to maintain clear lines of communication with CC regarding Housing Dept. activities.
2. Respond to CC requests for information in a timely and thorough manner.
3. Prepare annual Housing Department report detailing activities for CC review.
4. Encourage staff to attend housing-related training workshops.

II. Strengthen community/regional involvement.

1. Enhance existing relationships with other housing organizations such as Habitat for Humanity and establish new relationships when possible (Lake County Thrive's Time Bank). Share resources whenever possible.

III. Establish and promote effective public outreach efforts.

1. Update City's Housing webpage Re: new HOME programs when details are available.
2. Add new info to webpage: applications, income limits, program criteria, client testimonials.
3. Promote/advertise availability of HOME funds on City website and through direct mail (utility bills).

IV. Enhance activities and programs to support local and regional economic development.

1. Seek quality local contractors to participate in the housing rehab program. Encourage contractors to shop locally for supplies/materials.

V. Focus efforts on infrastructure improvements.

1. Housing has limited role in these efforts, but will continue to support other City departments as they pursue infrastructure improvements.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. CDD: Housing
No. 1053

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	-	-	3,629	4,461	27,193	27,193	27,193	9,783	2,773
219 RDA SUCCESSOR HOUSING	256,287	-	-	-	-	-	-	-	-
228 HOUSING REVOLVING LOAN (RI	28,192	58,007	33,000	5,528	63,000	63,000	63,000	22,664	6,425
232 EMERGENCY HOUSING ASSIST	228,956	9,943	8,000	230	6,000	6,000	6,000	2,158	612
235 2009 HOME GRANT	3,683	314,759	-	21	-	-	-	-	-
238 CDBG HOUSING GRANT 2010	1,577	85,610	301,632	197,563	-	-	-	-	-
240 2012 HOME GRANT	-	-	-	-	440,005	440,005	440,005	158,291	44,876
Total Revenue	518,695	468,319	346,261	207,803	536,198	536,198	536,198	192,896	54,687
Department Expenditures									
Salaries and benefits	145,256	-	-	4,893	24,353	24,353	24,353	26,788	30,003
Operations	373,439	47,628	32,829	17,483	84,985	84,985	84,985	80,736	16,147
Grants/Loans	-	420,691	313,432	185,427	426,860	426,860	426,860	85,372	8,537
Total Expenditures	518,695	468,319	346,261	207,803	536,198	536,198	536,198	192,896	54,687

ENGINEERING & INFORMATION TECHNOLOGY

The City of Lakeport Engineering and Information Technology (IT) Department provides pre-development engineering information to builders and developers (the City maintains an extensive GIS system to map our utilities and infrastructure); develops and maintains standards for public facility installation by developers; reviews and recommends action on proposed subdivisions of land; provides engineering review of developer plans and specifications for public and semi-public improvements including grading, drainage, and streets, as well as inspecting such improvements when installed; and provides engineering design of projects as directed by the City Manager and the City Council. The Department supervises the maintenance of engineering drawings and files for and within the City limits, which are located at City Hall.

In 2013, the Department incorporated the function of information technology, providing services to City departments to ensure that technology resources function optimally.

The primary functions of the Engineering & IT Department are to:

- Provide various engineering services, surveying services, and technical assistance to the various City departments
- Provide timely engineering review for proposed development projects
- Provide engineering review and inspection oversight for projects constructed on public property
- Provide floodplain administration, solid waste disposal administration and associated public information services
- Provide consultation regarding city engineering for the City Manager and the City Council
- Provide IT services to City staff and departments.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the City Engineer.

Budget Outcomes/Accomplishments

Budget Year: 2012-13

Department: Engineering & IT

Division: N/A

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Division of Dam Safety survey and report Complete and ongoing. This is an annual report and survey that monitors the Dam for movement and provides that information to the State Division of Dam Safety
2 Priority: Outcomes/Accomplishments:	Annual Streets update to state Complete and ongoing. This is an annual report on the maintained mileage within the City.
3 Priority: Outcomes/Accomplishments:	Solid Waste Annual Report Complete and ongoing. This annual report identifies our per capita waste generation and the many programs we have implemented in order to

(Continued)

4 Priority:	Project Management (RFP, design, adv. Bid, const., accounting, reporting)
Outcomes/Accomplishments:	Ongoing, staff is reseaching ways to make this process more effective and efficient.
5 Priority:	Transportation Planning (APC / TAC meetings and activities)
Outcomes/Accomplishments:	Ongoing. Regional transportation planning and coordination with other entities is a important function of the Engineering/IT department. Implemented accident tracking database with APC funding.
6 Priority:	Grant Applications (State and Federal, parks, B&W, FHWA, etc.)
Outcomes/Accomplishments:	Ongoing. Staff is always seeking ways to augment the limited funding we have and access other revenue sources
7 Priority:	CIP Development
Outcomes/Accomplishments:	Ongoing with collaboration and coordination between the PW and Finance Departments
8 Priority:	Encroachment permitting
Outcomes/Accomplishments:	Ongoing and directly related to development within the City
9 Priority:	Managerial reporting
Outcomes/Accomplishments:	Ongoing
10 Priority:	TSAC / ADA committee meetings
Outcomes/Accomplishments:	Ongoing with involvement of the City Clerk, meetings held as needed to address related traffic safety and ADA concerns
11 Priority:	Customer Service (complaint investigations, Hazardous s/w, counter inquiry, etc.)
Outcomes/Accomplishments:	Ongoing
12 Priority:	IT Activities
Outcomes/Accomplishments:	Ongoing. Initiated consolidation of IT functions and centralizing of network file structure/backup process. Continued standardization and streamlining of IT activities planned.
13 Priority:	Training
Outcomes/Accomplishments:	Ongoing
14 Priority:	Records Management (indexing, filing, updating of plans, R/S, P/M, S/D maps)
Outcomes/Accomplishments:	Ongoing. Staff continues to index historical files and implement good records management techniques on new documents.

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the City Engineer in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Engineering & IT
Division: N/A

City-Wide Strategic Goals Department Objectives

- I. Maintain strong Council/staff relations and encourage leadership development.**
 1. Implement project management and reporting system
 2. Develop staff and recruit for vacancies
 3. Implement succession planning
- II. Strengthen community/regional involvement.**
 1. Work with the APC to update the Regional Transportation Plan
 2. Continue pursuit of grants and alternative revenue sources to fund capital needs
- III. Establish and promote effective public outreach efforts.**
 1. Develop staff and recruit for vacancies
 2. Secure long term transportation funding; i.e. sales tax, construction vehicle impact fee, etc.
- IV. Enhance activities and programs to support local and regional economic development.**
 1. Continue pursuit of grants and alternative revenue sources to fund capital needs
 2. Implement electronic records management for large format documents
- V. Focus efforts on infrastructure improvements.**
 1. Continue pursuit of grants and alternative revenue sources to fund capital needs
 2. Secure long term transportation funding; i.e. sales tax, construction vehicle impact fee, etc.
 3. Ongoing implementation of storm water management plan
 4. Develop IT asset inventory and standardize IT resources citywide

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. Engineering & IT
No. 1052

DEPARTMENT DETAIL

	Prior FYs		Current		Proposed			Projections	
	2010-11	2011-12	2012-13	2012-13	2013-14	2013-14	2013-14	2014-15	2015-16
	Actual	Actual	Budget	Estimated	Requeste	Rec'md	Adopted	Projected	Projected
Funding Sources									
110 GENERAL FUND	91,824	169,995	148,910	139,626	207,321	421,916	421,916	159,734	25,706
410 LAKESHORE STORM DAMAGE RPR	-	-	-	-	61,000	61,000	61,000	23,094	3,717
415 LAKESHORE BLVD HSIPL (SAFETY)	-	-	-	-	147,000	147,000	147,000	55,653	8,956
416 RSTP FUND	-	-	-	-	62,000	62,000	62,000	23,473	3,777
501 WATER UTILITY M & O	26,535	41,653	37,714	35,038	69,646	71,686	71,686	27,140	4,368
502 WATER EXPANSION FUND	-	-	-	-	10,000	10,000	10,000	3,786	609
504 USDA WATER PROJECT	-	-	-	-	1,974,795	1,974,795	1,974,795	747,641	120,319
601 CLMSD UTILITY M & O	26,535	36,733	53,366	49,418	73,818	75,858	75,858	28,719	4,622
604 USDA SEWER PROJECT	-	5,301	-	-	1,521,105	1,521,105	1,521,105	575,878	92,677
705 RDA OBLIGATION RETIREMENT	41,587	28,641	26,303	23,763	27,904	27,904	27,904	10,564	1,700
Total Revenue	186,482	282,323	266,293	247,845	4,154,589	4,373,264	4,373,264	1,655,682	266,451
Department Expenditures									
Salaries and benefits	176,902	201,816	213,010	203,986	210,495	210,495	210,495	231,545	259,330
Operations	9,580	65,142	50,354	36,430	1,314,494	1,314,494	1,314,494	-	-
Capital outlay	-	15,365	2,929	7,429	2,629,600	2,848,275	2,848,275	1,424,138	7,121
Total Expenditures	186,482	282,323	266,293	247,845	4,154,589	4,373,264	4,373,264	1,655,682	266,451

POLICE

At the Lakeport Police Department, we are dedicated to working as a partner with our community and City government to provide a safe environment to live, work, visit, run a business or raise a family. Our City enjoys a very low crime rate and provides an exceptional quality of life. We are very proud to be a part of the team effort that has contributed to that success.

The Department is committed to providing high quality law enforcement services, consistent with professional standards and best police practices, and to protecting and respecting the rights of all citizens. The Department provides 24-hour police services to the Lakeport community. Services include uniformed patrol and traffic enforcement, parking enforcement, criminal investigations, school resource officer services, animal control, property & evidence control, records & support services and community relations & crime prevention.

The Lakeport Police Department focuses efforts on producing the following desired outcomes:

- Order and civility in public places
- Reduction of crime and victimization
- Offenders held accountable
- Efficient and effective use of resources (operational and financial)
- Quality service and customer satisfaction

In an ongoing effort to reduce crime and increase public safety, the department uses community policing methods and programs which include Police Volunteers, Neighborhood Watch, DARE program and community outreach through social media, presentations and personal contacts.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Chief of Police.

Budget Year: 2012-13
Department: Police
Division: N/A

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Response to Calls & Public Service Maintained staffing and secured an additional position.
2 Priority: Outcomes/Accomplishments:	Dispatch Services Continued same contract.
3 Priority: Outcomes/Accomplishments:	Police Reports & Documents Maintained same format.
4 Priority: Outcomes/Accomplishments:	Criminal Case Follow-up Investigations Maintained part time detectives.
5 Priority: Outcomes/Accomplishments:	Property & Evidence Utilized volunteer position.
6 Priority: Outcomes/Accomplishments:	Records Management Maintained current staffing level.
7 Priority: Outcomes/Accomplishments:	Department Administration Secured a Lieutenant position.
8 Priority: Outcomes/Accomplishments:	Court Appearance Maintained same level as previous year.
9 Priority: Outcomes/Accomplishments:	Animal Control Services Maintained current contract.
10 Priority: Outcomes/Accomplishments:	Staff Training & Development Continued to develop staff training.
11 Priority: Outcomes/Accomplishments:	Proactive Patrol & Community Policing Secured BSCC funding for crime reduction activities.
12 Priority: Outcomes/Accomplishments:	Traffic Enforcement Worked toward increased level of traffic enforcement.
13 Priority: Outcomes/Accomplishments:	Officer Initiated Field Activities Maintained sufficient level of proactivity.
14 Priority: Outcomes/Accomplishments:	School Resource Officer Services Lost part time SRO mid year; will utilize new 10th position to staff schools.
15 Priority: Outcomes/Accomplishments:	Parking Enforcement Utilized volunteer positions.

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Chief of Police in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Police
Division: N/A

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Continue to communicate with City Department Heads and Council and keep them informed.
2. Continue to promote succession planning and develop department leadership.
3. Maintain high standards for recruitment, retention and selection.
4. All levels of police staff work closely with all levels of city staff.

II. Strengthen community/regional involvement.

1. Maintain community policing programs such as neighborhood watch and townhall meetings.
2. Maintain police relationships with allied agencies and jurisdictions throughout the county.
3. Keep public informed through media sources.

III. Establish and promote effective public outreach efforts.

1. Increase police social media outreach with public through nixle, facebook and similar social media.
2. Police involvement in public events and activities.
3. Promote positive accomplishments through media outlets.

IV. Enhance activities and programs to support local and regional economic development.

1. Link community directly to the police department to help with crime prevention.
2. Increase in police visibility and community contacts.
3. Increase police involvement in business and community organizations.

V. Focus efforts on infrastructure improvements.

1. Continue to strive to meet minimum staffing levels.
2. Enhancements to police facility.
3. Develop and implement capital improvement.
4. Technology upgrades for efficiency.
5. Ensure a safer community through proactive enforcement.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. Police
No. 2010

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Request	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	1,698,396	1,567,896	1,643,764	1,577,919	1,712,227	1,712,227	1,712,227	1,780,584	1,961,108
207 PROP 172 PUBLIC SAFETY	-	33,043	20,000	20,000	20,000	20,000	20,000	20,798	22,907
Total Revenue	1,698,396	1,600,939	1,663,764	1,597,919	1,732,227	1,732,227	1,732,227	1,801,383	1,984,015
Department Expenditures									
Salaries and benefits	1,367,722	1,228,192	1,261,826	1,200,304	1,328,329	1,328,329	1,328,329	1,461,162	1,636,501
Operations	259,165	301,238	330,429	326,106	317,589	317,589	317,589	323,941	330,420
Debt service	71,509	71,509	71,509	71,509	71,509	71,509	71,509	-	-
Capital outlay	-	-	-	-	14,800	14,800	14,800	16,280	17,094
Total Expenditures	1,698,396	1,600,939	1,663,764	1,597,919	1,732,227	1,732,227	1,732,227	1,801,383	1,984,015

PUBLIC WORKS

To enhance services to the community while reducing costs, the City of Lakeport Public Works Department has been merged with the Utilities Department to incorporate the enterprise activities of water and sewer services. The restructured Public Works Department now consists of six distinct divisions, each with its own unique function and purpose. The six divisions are as follows:

1. Roads and Infrastructure
2. Parks, Buildings and Grounds,
3. Westshore Pool
4. Solid Waste Management
5. Water Operations and Maintenance
6. Sewer Operations and Maintenance

ROADS AND INFRASTRUCTURE

The Roads and Infrastructure Division of Public Works provides for the maintenance and minor construction of all City streets, curbs and gutters, drainage systems and structures, and right-of-way improvements. This includes asphalt overlays and repairs, street signs, pavement markings, culvert maintenance and replacement, and other street related projects. This division also manages construction activities and maintenance of the City's storm sewer collection system. Additionally, it provides other public service functions, including traffic control devices for parades and other special events, installing decorative or informational signage along City streets, and assisting other City departments with manpower for use in heavy lifting.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Public Works Director.

Budget Year: 2012-13
Department: Public Works
Division: Roads & Infrastructure

FY 2012-13 Priorities

1 Priority:	Lakeshore mill and fill
Outcomes/Accomplishments:	Completed
2 Priority:	Develop Capital Improvement Program
Outcomes/Accomplishments:	Completed
3 Priority:	Safe Routes to School
Outcomes/Accomplishments:	Support of project not possible due to loss of funding
4 Priority:	Adoption of City Road Standards
Outcomes/Accomplishments:	Completed
5 Priority:	11th Street Repairs and Sealing
Outcomes/Accomplishments:	Project too large for in house. Engineering contracting work next fiscal year (FY 13/14)

(Continued)

6 Priority: Outcomes/Accomplishments:	Bevins Street surface treatment Street beyond surface treatment. Begin phased sectional work for road structure FY 13/14
7 Priority: Outcomes/Accomplishments:	Meet community needs for civic activities Supported road closures for special events and functions
8 Priority: Outcomes/Accomplishments:	Parallel Drive milling project Milling Project completed, Chip Seal will be contract work next fiscal year (FY 13/14)
9 Priority: Outcomes/Accomplishments:	Martin Street repair project Completed
10 Priority: Outcomes/Accomplishments:	Lakeshore Storm Damage Repair Will support project next fiscal year when funding is available. Engineering contract service
11 Priority: Outcomes/Accomplishments:	First Street. Road, Valley Gutter, curb, gutter and drainage work for section of 1st St. between Park & Lake
12 Priority: Outcomes/Accomplishments:	Fourth Street Road, sidewalk, curb, gutter and drainage work for section of 4th St. between Main & Park
13 Priority: Outcomes/Accomplishments:	Fifth Street Road, sidewalk, curb, gutter, and drainage work for section of 5th St. between Main and Park
14 Priority: Outcomes/Accomplishments:	Armstrong Road, sidewalk, curb, gutter, and drainage work for large section of Armstrong St.
15 Priority: Outcomes/Accomplishments:	Storm Drainage (Yacht Club) Replaced failed storm drain system near Yacht Club

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Public Works Director in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Public Works
Division: Roads & Infrastructure

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Continue to maintain clear lines of communication with City Council.
2. Encourage and promote staff to advance or obtain certifications, licenses, and continuing education.
3. Develop staff for higher functions and possible succession; recruit for vacancies.
4. Invest resources in information management systems to provide highest quality of information to Council.
5. Maintain Departmental presence at Council meetings to provide information and answer questions.
6. Continue to work closely with all City Departments in sharing resources and information.
7. Continue weekly staff meetings and encouraging staff to provide feedback.

II. Strengthen community/regional involvement.

1. Update Public Works website to be informative and interactive.
2. Seek additional avenues for public interaction using social media.
3. Become more involved with TAC and APC.
4. Strengthen the ADA Committee.
5. Continue resource sharing with the County and City of Clear Lake.
6. Continue to provide timely information to local media.
7. Continue to promptly return information to citizen inquires.
8. Maintain existing relationships and lines of communication with other public agency staff.

III. Establish and promote effective public outreach efforts.

1. Establish social media presence.
2. Provide assistance to local events.
3. Participate in local awareness programs.
4. Continue meeting with citizen's one on one to address their concern or requests.
5. Attend local group and club meetings.
6. Lecture at High school about impacts people have on environment.
7. Provide informational handouts for public at city hall and on website.
8. Contribute to City's newsletter with important PW news and activities.
9. Continue to use press releases to announce important PW activities.
10. Promote positive accomplishments through media outlets.

(Continued)

IV. Enhance activities and programs to support local and regional economic development.

1. Plan and prepare areas for future expansion.
2. Develop and implement a program to assist property owners to install curb, gutter and sidewalk.
3. Continue to assist the Main Street Association.
4. Continue efforts to provide a visually pleasing streetscape.
5. Participate and support City's branding project.
6. Provide infrastructure to property owners and businesses in a timely manner, at the lowest possible cost.
7. Use local businesses whenever possible.
8. Continue pursuit of grants and alternative revenue sources to fund capital needs.

V. Focus efforts on infrastructure improvements.

1. Continue development of Capital Improvement Program.
2. Continue to seek additional funding through State and Federal grants and special programs.
3. Prepare 11th Street and Parallel Drive surfaces for chip sealing.
4. Recondition Hartley Street (mill & fill) and improve curb and gutter sections for better drainage.
5. Purchase trailer to transport heavy equipment throughout City.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
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- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. Public Works: Roads & Infrastructure
No. 3020

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	628,512	731,206	775,396	604,464	726,483	726,483	726,483	684,798	671,847
203 2105 GAS TAX	-	6,189	207,052	207,052	290,000	290,000	290,000	273,360	268,190
238 CDBG HOUSING GRANT 2010	-	4,151	-	21,042	-	-	-	-	-
410 LAKESHORE STORM DAMAGE RP	-	-	468,330	-	-	-	-	-	-
411 SAFE ROUTES TO SCHOOL	15,454	-	456,596	-	-	-	-	-	-
414 STORM DRAINAGE	4,350	34,630	30,000	18,460	118,500	118,500	118,500	111,701	109,588
501 WATER UTILITY M & O	74,713	58,866	98,013	90,039	111,257	111,257	111,257	104,873	102,890
601 CLMSD UTILITY M & O	74,713	58,829	98,013	89,912	139,982	139,982	139,982	131,950	129,455
705 RDA OBLIGATION RETIREMENT	8,301	-	-	-	-	-	-	-	-
Total Revenue	806,043	893,871	2,133,400	1,030,969	1,386,222	1,386,222	1,386,222	1,306,682	1,281,970
Department Expenditures									
Salaries and benefits	435,796	362,662	426,921	357,665	530,633	530,633	530,633	583,696	653,740
Operations	204,528	334,652	327,001	302,174	301,089	301,089	301,089	307,111	316,324
Capital outlay	165,719	196,557	1,379,478	371,130	554,500	554,500	554,500	415,875	311,906
Total Expenditures	806,043	893,871	2,133,400	1,030,969	1,386,222	1,386,222	1,386,222	1,306,682	1,281,970

PARKS, BUILDINGS AND GROUNDS

The Parks, Buildings, and Grounds Division provides for the operation and maintenance of Library and Westside Community Parks, special use areas, City Hall, and the Police Station. This Division provides administration and supervision of contract providers and park and building maintenance staff for landscaping, grounds, and building maintenance, including electrical and plumbing repairs, vandalism repairs, painting, custodial services, and litter abatement.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Public Works Director.

Budget Year: 2012-13
Department: Public Works
Division: Parks, Buildings & Grounds

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Pursue next round of prop 84 funding Phase 2 funding of Prop 84 did not transpire
2 Priority: Outcomes/Accomplishments:	Paint Council Chambers and Improve Sound System Installed new podium microphone. Waiting on painting scheme for City
3 Priority: Outcomes/Accomplishments:	Improve City Hall Rest Rooms Installed floor tile
4 Priority: Outcomes/Accomplishments:	Investigate District Formation and cost cutting measures Ongoing
5 Priority: Outcomes/Accomplishments:	Replace/Improve Library Park Docks Repaired 1 large and 3 smaller docks. \$10,000 in materials
6 Priority: Outcomes/Accomplishments:	Develop Capital Improvement Program Completed first CIP for near term needs
7 Priority: Outcomes/Accomplishments:	Work with Westside Park Committee for development of Phase 2 Worked close with committee. Phase 2 development seen a lot of progress
8 Priority: Outcomes/Accomplishments:	Other Trimmed Trees at Library Park and placed bird spikes
9 Priority: Outcomes/Accomplishments:	Other Repaired failed HVAC unit at City Hall - Contract
10 Priority: Outcomes/Accomplishments:	Other Implemented new vegetation management plan

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Public Works Director in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Public Works
Division: Parks, Buildings & Grounds

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Continue to maintain clear lines of communication with City Council.
2. Encourage and promote staff to advance or obtain certifications, licenses, and continuing education.
3. Develop staff for higher functions and possible succession; recruit for vacancies and/or contract services.
4. Invest resources in information management systems to provide highest quality of information to Council.
5. Maintain Departmental presence at Council meetings to provide information and answer questions.
6. Continue to work closely with all City Departments in sharing resources and information.
7. Continue weekly staff meetings and encouraging staff to provide feedback.

II. Strengthen community/regional involvement.

1. Update Public Works website to be informative and interactive.
2. Seek additional avenues for public interaction using social media.
3. Operate and maintain the parks to promote healthy community events.
4. Process park/gazebo use applications.
5. Continue resource sharing with the County and City of Clear Lake.
6. Continue to provide timely information to local media.
7. Continue to promptly return information to citizen inquires.
8. Maintain existing relationships and lines of communication with other public agency staff.

III. Establish and promote effective public outreach efforts.

1. Establish social media presence.
2. Provide assistance to local events.
3. Participate in local awareness programs.
4. Continue meeting with citizen's one on one to address their concern or requests.
5. Attend local group and club meetings.
6. Lecture at High school about impacts people have on environment.
7. Provide informational handouts for public at city hall and on website.
8. Contribute to City's newsletter with important PW news and activities.
9. Continue to use press releases to announce important PW activities.
10. Promote positive accomplishments through media outlets.

IV. Enhance activities and programs to support local and regional economic development.

1. Plan and prepare areas for future expansion.
2. Maintain or enhance park appeal to encourage events.
3. Support events that take place at the parks and bring traffic to our local businesses.
4. Continue efforts to provide a visually pleasing park environment.
5. Participate and support City's branding project.
6. Use local businesses whenever possible.
7. Continue pursuit of grants and alternative revenue sources to fund capital needs (Docks).

(Continued)

V. Focus efforts on infrastructure improvements.

1. Continue development of Capital Improvement Program.
2. Continue to seek additional funding through State and Federal grants and special programs.
3. Replace ADA bark at library park playgrounds.
4. Try to secure grant funding from Boating and Waterways for docks.
5. Replace roof at 860 Main Street.
6. Paint Mechanic's building.
7. Replace fascia at City Hall.
8. Replace fire system and add security to City Hall.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
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- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. Public Works: Parks, Buildings & Grounds
No. 3030

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	201,218	220,029	314,222	279,162	268,826	268,826	268,826	1,040,246	260,209
413 PROP 40 - PER CAPITA GRANT	111,698	9,428	10,000	-	-	-	-	-	-
Total Revenue	312,916	229,457	324,222	279,162	268,826	268,826	268,826	1,040,246	260,209
Department Expenditures									
Salaries and benefits	128,029	127,218	163,153	137,241	99,547	99,547	99,547	109,502	122,642
Operations	73,189	100,389	113,136	117,890	123,279	123,279	123,279	125,745	129,517
Capital outlay	111,698	1,850	47,933	24,031	46,000	46,000	46,000	805,000	8,050
Total Expenditures	312,916	229,457	324,222	279,162	268,826	268,826	268,826	1,040,246	260,209

WESTSHORE POOL

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Public Works Director.

Budget Year: 2012-13
Department: Public Works
Division: Pool

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	General lifeguarding Provided lifeguards during normal pool hours and for swim lessons.
2 Priority: Outcomes/Accomplishments:	Swim Lessons Offered lessons regularly to the community.
3 Priority: Outcomes/Accomplishments:	Pool Office Maintained nominal pool manager functions without dedicated pool manager.
4 Priority: Outcomes/Accomplishments:	Planning & Admin. Maintained nominal pool manager functions without dedicated pool
5 Priority: Outcomes/Accomplishments:	Facility Maintenance Maintained pool area and begun planning for needed capital improvements in FY 13-14.
6 Priority: Outcomes/Accomplishments:	Day Camps Canceled
7 Priority: Outcomes/Accomplishments:	Pool Parties Provided lifeguards and amenities for parties.
8 Priority: Outcomes/Accomplishments:	Develop a capital improvement plan Capital projects identified and planned, beginning in FY 13-14.
9 Priority: Outcomes/Accomplishments:	Develop an asset inventory Completed

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Public Works Director in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Public Works
Division: Pool

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Continue to recruit local students and community members as lifeguards and pool managers.

II. Strengthen community/regional involvement.

1. Work to garner more financial and operational support from the community, County, school district to maintain current services.

III. Establish and promote effective public outreach efforts.

1. Continue providing to the public pool information and schedules in quarterly news letter and on City website

IV. Enhance activities and programs to support local and regional economic development.

1. Continue to fund pool for benefit of the local community.

V. Focus efforts on infrastructure improvements.

1. Identify and plan for projects to enhance safety of pool.
2. Identify projects to improve efficiency of pool operations.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

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- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

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Fiscal Year 2013-14
Department Detail
Dept. Public Works: Pool
No. 3050

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	89,092	71,887	108,343	98,430	120,413	118,413	118,413	192,578	127,503
Total Revenue	89,092	71,887	108,343	98,430	120,413	118,413	118,413	192,578	127,503
Department Expenditures									
Salaries and benefits	52,141	36,930	62,081	47,072	50,863	50,863	50,863	55,949	62,663
Operations	36,321	33,929	44,662	50,531	55,950	53,950	53,950	55,029	56,680
Capital outlay	630	1,028	1,600	827	13,600	13,600	13,600	81,600	8,160
Total Expenditures	89,092	71,887	108,343	98,430	120,413	118,413	118,413	192,578	127,503

SOLID WASTE

Solid waste services are performed by Lakeport Disposal, operating under a franchise agreement with the City. The purpose of this division within the Public Works Department is to ensure that services are being provided in a safe and responsive manner and are of the highest quality and most affordable price

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding a where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
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- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

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Fiscal Year 2013-14
Department Detail
Dept. Public Works: Solid Waste Management
No. 3040

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	408,982	421,013	445,000	430,000	447,592	447,592	447,592	456,544	470,240
Total Revenue	408,982	421,013	445,000	430,000	447,592	447,592	447,592	456,544	470,240
Department Expenditures									
Operations	408,982	421,013	445,000	430,000	447,592	447,592	447,592	456,544	470,240
Total Expenditures	408,982	421,013	445,000	430,000	447,592	447,592	447,592	456,544	470,240

WATER OPERATIONS AND MAINTENANCE

The Water Operations and Maintenance (O&M) Division is responsible for the treatment and delivery of safe, reliable drinking water to the citizens of Lakeport. It provides 24-hour service and support to the public by responding to customer concerns, emergency water breaks/repairs, and ensuring the City has high quality drinking water in adequate supply for fire fighting, domestic, and commercial use. The division operates and maintains 4 ground water wells, a surface water treatment facility, and a distribution system to private meters. The division also works with developers and customers on water service issues during project design to ensure water delivery is never in short supply.

The division continuously monitors the quality of the water that it provides to its residents and proudly maintains the distinction of providing the safest, clearest, and best tasting drinking water in Lake County.

Construction is an important activity of the Water O&M Division. The construction crew installs and maintains new and existing water and sewer systems to private property and within dedicated easements throughout the City. The crew works on emergency water breaks and sewer stoppages when they happen, and schedules the repair or replacement of water distribution and collection system (I&I) deficiencies.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Public Works Director.

Budget Year: 2012-13
Department: Public Works
Division: Water O&M

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Water Operations Operations met or exceeded California Public Health standards.
2 Priority: Outcomes/Accomplishments:	Safety No work loss injuries
3 Priority: Outcomes/Accomplishments:	Regulatory Compliance Worked with State and Local regulatory agencies to ensure compliance
4 Priority: Outcomes/Accomplishments:	Administrative Management Managed resources to ensure the health and safety of the public and staff
5 Priority: Outcomes/Accomplishments:	Cross-Connection (Backflow) Program Ensured local compliance with backflow program
6 Priority: Outcomes/Accomplishments:	Maintenance Provided maintenance services to highest priority equipment
7 Priority: Outcomes/Accomplishments:	Training - Education Staff received training for continuing education and State Certification
8 Priority: Outcomes/Accomplishments:	Asset, CIP and Work Order Management (SEMS) Completed Capital Improvement Plan. Migrating from SEMS to
9 Priority: Outcomes/Accomplishments:	Construction/Repair Repaired and maintained water distribution throughout city.
10 Priority: Outcomes/Accomplishments:	Meter Reading - Billing Support Read water meters throughout the city on a tight schedule, made repairs

(Continued)

11 Priority:

Outcomes/Accomplishments:

Mapping - Outside Asset Management (GIS)

Did not complete outside asset management

12 Priority:

Outcomes/Accomplishments:

Procurement

Procured materials and equipment budgeted for the year to support

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Public Works Director in support of the overall five City-wide goals.

Budget Year: 2013-14

Department: Public Works

Division: Water O&M

City-Wide Strategic Goals

Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Continue to maintain clear lines of communication with City Council.
2. Encourage and promote staff to advance or obtain certifications, licenses, and continuing education.
3. Develop staff for higher functions and possible succession.
4. Invest resources in information management systems to provide highest quality of information to Council.
5. Maintain Departmental presence at Council meetings to provide information and answer questions.
6. Continue to work closely with all City Departments in sharing resources and information.
7. Continue weekly staff meetings and encouraging staff to provide feedback.

II. Strengthen community/regional involvement.

1. Update Public Works website to be informative and interactive.
2. Seek additional avenues for public interaction using social media.
3. Maintain existing relationships and lines of communication with other public agency staff.
4. Continue to promptly return information to citizen inquires.
5. Continue resource sharing with the County and City of Clear Lake.
6. Continue to provide timely information to local media.

III. Establish and promote effective public outreach efforts.

1. Establish social media presence.
2. Promote positive accomplishments through media outlets.
3. Participate in local awareness programs.
4. Continue meeting with citizen's one on one to address their concern or requests.
5. Attend local group and club meetings.
6. Lecture at High school about impacts people have on environment.
7. Provide informational handouts for public at city hall and on website.
8. Contribute to City's newsletter with important PW news and activities.
9. Continue to use press releases to announce important PW activities.

(Continued)

IV. Enhance activities and programs to support local and regional economic development.

1. Plan and prepare systems for future expansion.
2. Provide water that is pleasant to drink and cook with and available for fire protection.
3. Provide infrastructure to property owners and businesses in a timely manner, at the lowest possible cost.
4. Use local businesses whenever possible.
5. Continue pursuit of grants and alternative revenue sources to fund capital needs.

V. Focus efforts on infrastructure improvements.

1. Continue development of Capital Improvement Program.
2. Continue to seek additional funding through State and Federal grants and special programs.
3. Purchase emergency generator for storage reservoir facility.
4. Replace service trucks.
5. Install security fencing to City Green Ranch well site.
6. Provide road access to Green Ranch well site over easement.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. Public Works: Water O&M
No. 3060

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	23,988	27,385	52,645	48,212	51,099	51,099	51,099	54,237	58,348
501 WATER UTILITY M & O	797,500	764,383	1,228,792	1,076,117	927,316	927,316	927,316	984,254	1,058,869
502 WATER EXPANSION	23,394	-	79,907	42,402	94,907	94,907	94,907	100,734	108,371
504 USDA WATER PROJECT	-	17,223	100,000	2,805	100,000	100,000	100,000	106,140	114,186
601 CLMSD UTILITY M & O	-	146,673	-	52,500	122,881	122,881	122,881	130,426	140,313
Total Revenue	844,882	955,664	1,461,344	1,222,036	1,296,203	1,296,203	1,296,203	1,375,791	1,480,088
Department Expenditures									
Salaries and benefits	267,083	446,732	384,732	382,117	516,894	516,894	516,894	568,583	636,813
Operations	390,380	424,433	602,821	403,632	625,402	625,402	625,402	637,910	657,047
Debt service	154,482	74,367	253,884	253,885	-	-	-	-	-
Capital outlay	32,937	10,132	219,907	182,402	153,907	153,907	153,907	169,298	186,227
Total Expenditures	844,882	955,664	1,461,344	1,222,036	1,296,203	1,296,203	1,296,203	1,375,791	1,480,088

SEWER

The Sewer O&M Division provides collection, treatment, and disposal of sewage in a manner compliant with the health and safety needs of the community and the environment. Delivering this service in the safest, most reliable method possible is the highest concern of the Public Works Department.

The Sewer division provides 24-hour service and support to the public by responding to customer concerns, emergency sewer stoppages, and ensures sewer system functionality. The division operates and maintains eight sewer lift stations, a secondary treatment and disposal facility, and a collection system to the customer's property line.

The division works with developers and customers on sewer service issues during project design, service installation, and future needs. The division also inspects the collection system for Inflow and Infiltration (I&I) problems that require remediation to restore system capacity.

OUTCOMES/ACCOMPLISHMENTS

Due to rising costs and decreased revenues, the City established priorities for fiscal year 2012-13. These priorities received funding to varying degrees, based on costs and importance assigned to each by the City Council and executive management. The following list identifies those priorities and the respective outcomes, as established and reported by the Public Works Director.

Budget Year: 2012-13
Department: Public Works
Division: Sewer O&M

FY 2012-13 Priorities

1 Priority: Outcomes/Accomplishments:	Sewer Operations Performed operations as needed to comply with State permit
2 Priority: Outcomes/Accomplishments:	Safety Safety continues to be a top priority. Resources spent on PPE and updating
3 Priority: Outcomes/Accomplishments:	Maintenance Identifying equipment maintenance schedules and resources to perform
4 Priority: Outcomes/Accomplishments:	Regulatory Compliance Complied with State and local permits.
5 Priority: Outcomes/Accomplishments:	Administrative Management Reorganization/consolidation of PW to focus resources on priorities.
6 Priority: Outcomes/Accomplishments:	Construction/Repair Ongoing
7 Priority: Outcomes/Accomplishments:	Training - Education Provided continuing education to staff. Staff member received G1 State
8 Priority: Outcomes/Accomplishments:	Sewer System Management Plan (SSMP) Ongoing
9 Priority: Outcomes/Accomplishments:	Billing Support Provided quick response to billing questions and requests.
10 Priority: Outcomes/Accomplishments:	Mapping - Outside Asset Management (GIS) Ongoing
11 Priority: Outcomes/Accomplishments:	Procurement Inventory kept above minimal levels and operational/capital purchases
12 Priority: Outcomes/Accomplishments:	Asset, CIP and Work Order Management (SEMS) Converting from SEMS to Cartegraph

(Continued)

13 Priority:

Outcomes/Accomplishments:

Inflow and Infiltration (I&I)

Inspected for, and repaired, collection system points with I&I

14 Priority:

Outcomes/Accomplishments:

Fats, Oils, and Grease (FOG)

Seeing a reduction in collection system FOG.

GOALS

In fiscal year 2013-14, the City Council and the management team developed five City-wide goals, which the budget plan would focus on achieving. When preparing their appropriation requests, each department evaluated their role in achieving each of the five City-wide goals and established individual goals toward that effort. The following summarizes the goals of the Public Works Director in support of the overall five City-wide goals.

Budget Year: 2013-14
Department: Public Works
Division: Sewer O&M

City-Wide Strategic Goals Department Objectives

I. Maintain strong Council/staff relations and encourage leadership development.

1. Continue to maintain clear lines of communication with City Council.
2. Encourage and promote staff to advance or obtain certifications, licenses, and continuing education.
3. Develop staff for higher functions and possible succession; recruit for vacancies.
4. Invest resources in information management systems to provide highest quality of information to Council.
5. Maintain Departmental presence at Council meetings to provide information and answer questions.
6. Continue to work closely with all City Departments in sharing resources and information.
7. Continue weekly staff meetings and encouraging staff to provide feedback.

II. Strengthen community/regional involvement.

1. Update Public Works website to be informative and interactive.
2. Seek additional avenues for public interaction using social media.
3. Maintain existing relationships and lines of communication with other public agency staff.
4. Continue to promptly return information to citizen inquires.
5. Continue resource sharing with the County and City of Clear Lake.
6. Continue to provide timely information to local media.

III. Establish and promote effective public outreach efforts.

1. Establish social media presence.
2. Promote positive accomplishments through media outlets.
3. Participate in local awareness programs.
4. Continue meeting with citizen's one on one to address their concern or requests.
5. Attend local group and club meetings.
6. Lecture at High school about impacts people have on environment.
7. Provide informational handouts for public at city hall and on website.
8. Contribute to City's newsletter with important PW news and activities.
9. Continue to use press releases to announce important PW activities.

(Continued)

IV. Enhance activities and programs to support local and regional economic development.

1. Plan and prepare areas for future expansion.
2. Maintain sewer collection system to prevent sewer overflows.
3. Continue pursuit of grants and alternative revenue sources to fund capital needs.
4. Use local businesses whenever possible.
5. Provide infrastructure to property owners and businesses in a timely manner, at the lowest possible cost.

V. Focus efforts on infrastructure improvements.

1. Continue development of Capital Improvement Program.
2. Continue to seek additional funding through State and Federal grants and special programs.
3. Replace sewer main line on Second Street.
4. Replace service truck
5. Install crane on service truck.
6. Install climate control to irrigation building.

BUDGET DETAIL

The operating budget presented here identifies expenditures and revenue sources by the department. Expenditures are detailed by character or function within the department to give the reader a fundamental understanding of where resources are planned to be used. Such functions are classified as follows:

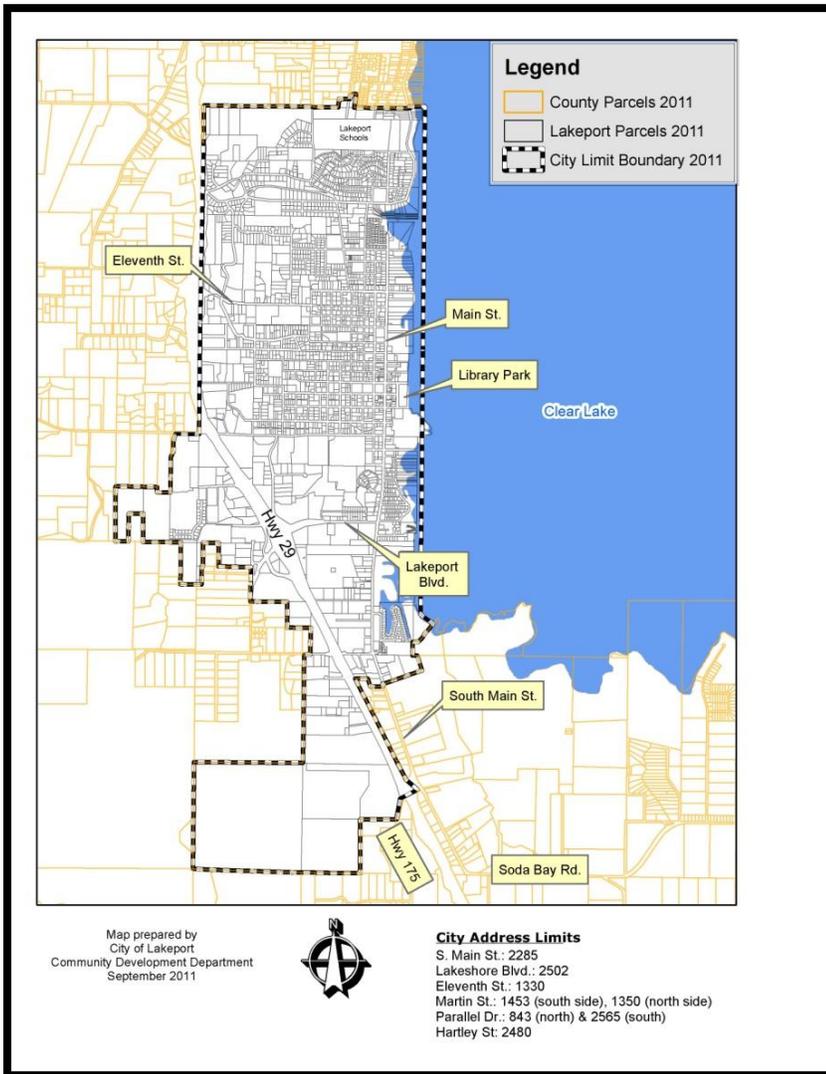
- Salaries and benefits, which include salaries and wages of full and part-time employees, healthcare premiums, City retirement contributions, overtime and standby costs, etc.
- Operations, including costs associated with day-to-day activities, professional services, insurance costs, and travel and training.
- Debt service, if the department is responsible for any regular payments on bonds, loans, leases, or other long-term obligations. Generally, all debt service is managed in non-departmental.
- Housing loans/grants, which typically are found only in the economic and housing divisions of the City Manager's Office and Community Development Department, respectively.
- Capital outlay, which typically identifies any expenditures related to semi-regular purchases, such as computer and technology, office equipment, building improvements, and other items that are capitalized and depreciated.

Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2013-14
Department Detail
Dept. Public Works: Sewer O&M
No. 3070

	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2010-11 Actual	2011-12 Actual	2012-13 Budget	2012-13 Estimated	2013-14 Requeste	2013-14 Rec'md	2013-14 Adopted	2014-15 Projected	2015-16 Projected
Funding Sources									
110 GENERAL FUND	23,988	20,658	-	735	-	-	-	-	-
501 WATER UTILITY M & O	-	61,329	-	3,771	11,245	11,245	11,245	11,795	12,526
601 CLMSD UTILITY M & O	1,300,315	904,588	1,470,930	1,236,802	1,207,168	1,211,168	1,211,168	1,270,381	1,349,173
602 CLMSD EXPANSION	-	-	-	-	-	-	-	-	-
604 USDA SEWER PROJECT	-	12,891	100,000	3,237	100,000	100,000	100,000	104,889	111,394
Total Revenue	1,324,302	999,466	1,570,930	1,244,545	1,318,413	1,322,413	1,322,413	1,387,065	1,473,094
Department Expenditures									
Salaries and benefits	355,673	274,846	439,682	344,555	347,544	347,544	347,544	382,298	428,174
Operations	639,352	609,211	831,605	627,369	844,869	844,869	844,869	861,766	887,619
Debt service	-	108,307	187,560	189,959	-	-	-	-	-
Capital outlay	17,114	7,102	112,083	82,662	126,000	130,000	130,000	143,000	157,300
Total Expenditures	1,324,302	999,466	1,570,930	1,244,545	1,318,413	1,322,413	1,322,413	1,387,065	1,473,094

CAPITAL IMPROVEMENT PROGRAM (CIP)



CIP budget period: FY 2013-2017

Total projects:	86
Total estimated cost:	\$14.95 million
Sources of funding:	
General fund:	4.05 million
Water revenue:	1.17 million
Sewer revenue:	0.29 million
Debt financing:	8.04 million
Grants:	\$ 1.40 million

The City of Lakeport Capital Improvement Program involves fiscal oversight of various City financial resources to be used for the acquisition, design and/or construction of major capital facilities within the City, including major projects to replace or construct portions of the City's physical infrastructure, such as its streets, buildings, parks, street lights, water treatment and distribution system, sewer collection and disposal system, and storm drains.

This section of the budget document identifies and provides an outline for major capital projects that are needed to meet City needs and City Council priorities. The program reflects long-range capital planning efforts by identifying specific projects, the timing of expenditures and the estimated impact on operating budgets for those projects needed to service infrastructure over a considerable period of time.

A capital project is usually considered a one-time expenditure but may be funded over several years. Management is recommending a five-year Capital Improvement Program budget to identify funding for multi-year projects and to provide budget forecasting for capital projects according to priority and available funding. By providing the budget in this format, the City Council can provide staff with appropriations and an expectation of when projects are to be

completed. It also provides staff with a planning tool to help arrange and procure resources necessary to meet City Council and the public's expectations. I

The City's Capital Improvement Program

The following schedules are included on the pages that follow:

1. Comprehensive capital project list.
2. CIP project list by fund.
3. CIP project list by responsible department.
4. Individual project detail pages.

COMPREHENSIVE CIP PROJECT LIST

(In order of total cost)

Fiscal Year 2013-14
COMPREHENSIVE CIP PROJECT LIST

CIP Project Name	CIP Project Number	Function	Total Estimated Cost	Project Fiscal Years				
				2012-13	2013-14	2014-15	2015-16	2016-17
Install 2 new wells	2013-3060-02	Water Infrastructure	2,200,000	-	-	-	2,200,000	-
Downtown Infrastructure	2013-1054-01	Infrastructure/Economic Development	2,000,000	-	2,000,000	-	-	-
Treatment Pond Repair/Maint	2013-3070-02	Sewer Infrastructure	1,023,681	-	1,023,681	-	-	-
Replace Water Meters	2013-3060-03	Water Infrastructure	824,000	412,000	412,000	-	-	-
Dock replacement	2013-3030-15	Parks/Recreation	800,000	-	-	800,000	-	-
Land Purchase	2013-3060-01	Water Infrastructure	700,000	700,000	-	-	-	-
SCADA Replacement	2013-3070-01	Sewer Infrastructure	681,800	511,350	170,450	-	-	-
Lakeshore Blvd. ER Project	2013-1052-04	Transportation Infrastructure	674,000	-	-	674,000	-	-
Referbish water storage tanks	2013-3060-07	Water Infrastructure	630,000	630,000	-	-	-	-
Loop Water Main - South Lakeport	2013-3060-05	Water Infrastructure	620,000	-	620,000	-	-	-
SCADA - Automated Controls	2013-3060-04	Water Infrastructure	511,800	255,900	255,900	-	-	-
Hwy 29 Tunnel sewer main inspect/repair	2013-3070-06	Sewer Infrastructure	422,500	-	422,500	-	-	-
Sewer Main Upsizing	2013-3070-05	Sewer Infrastructure	367,500	-	367,500	-	-	-
Vehicles Marked	2013-2010-07	Public Safety	315,000	-	-	-	-	315,000
South Main Street/Lakeport Blvd Intersection	2013-1052-06	Transportation Infrastructure	265,000	-	-	-	71,000	194,000
Bevins St. mill & fill	2013-3020-02	Transportation Infrastructure	250,000	-	-	250,000	-	-
Eleventh Street	2013-1052-02	Transportation Infrastructure	211,875	-	211,875	-	-	-
Hartley St. mill, fill, chip	2013-3020-04	Transportation Infrastructure	200,000	-	125,000	75,000	-	-
Parallel Drive	2013-1052-03	Transportation Infrastructure	182,500	-	-	182,500	-	-
Ozone Generators	2013-3060-13	Water Infrastructure	175,000	58,334	58,333	58,333	-	-
Lakeshore Blvd. HSIPL Project	2013-1052-05	Transportation Infrastructure	147,000	-	147,000	-	-	-
Mini Excavator	2013-3020-07	PP&E	140,000	-	-	140,000	-	-
Replace VFD Drives	2013-3060-08	Water Infrastructure	120,000	24,000	24,000	24,000	24,000	24,000
Replace Carbon	2013-3060-06	Water Infrastructure	95,000	95,000	-	-	-	-
Dump Truck (1981 F-600)	2013-3020-06	PP&E	90,000	-	-	90,000	-	-
Patch Truck	2013-3020-05	PP&E	85,000	-	85,000	-	-	-
Track Loader	2013-3020-10	PP&E	80,000	-	-	80,000	-	-
S44 1986 Aquatech	2013-3070-13	Sewer Infrastructure	75,000	-	-	75,000	-	-
Clearlake Sewer Pump Station	2013-3070-03	Sewer Infrastructure	74,000	-	74,000	-	-	-
Financial Management System Upgrade	2013-1041-01	General Administration	60,000	-	60,000	-	-	-
Sewer liftstation pump replacement	2013-3070-09	Sewer Infrastructure	60,000	-	-	-	-	60,000
Vehicles Unmarked	2013-2010-02	Public Safety	40,000	-	-	40,000	-	-
S42 1991 Ford F350 Replacement	2013-3070-12	Sewer Infrastructure	35,000	-	35,000	-	-	-
S42 1991 Ford F350 Replacement	2013-3060-12	Water Infrastructure	35,000	-	-	35,000	-	-
150KW Generator Replacement	2013-3060-14	Water Infrastructure	32,000	10,667	10,666	10,666	-	-

(Continued)

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2013-2014

Electronic Records Management System	2013-1020-01	General Administration	30,000	-	-	30,000	-	-
Security Windows	2013-2010-01	Public Safety	30,000	-	30,000	-	-	-
Generator	2013-2010-04	Public Safety	30,000	-	30,000	-	-	-
S7 - Portable Generator 40kw 1970	2013-3070-10	Sewer Infrastructure	30,000	-	-	-	-	30,000
S46 1993 Chevrolet 350	2013-3070-14	Sewer Infrastructure	30,000	30,000	-	-	-	-
W54 1991 Ford F-250	2013-3060-10	Water Infrastructure	30,000	30,000	-	-	-	-
W55 2000 Chevy 2500	2013-3060-11	Water Infrastructure	30,000	-	-	-	30,000	-
Pool Re-plastering	2013-3050-02	PP&E	30,000	-	-	-	30,000	-
Police Storage Facility	2013-2010-11	Public Safety	25,000	-	-	-	25,000	-
S14 - Portable Generator 30kw 1961	2013-3070-11	Sewer Infrastructure	25,000	-	-	-	-	25,000
W51 2000 Chevy 1500	2013-3060-09	Water Infrastructure	25,000	25,000	-	-	-	-
Trailer (Haul heavy equipment)	2013-3020-08	PP&E	25,000	-	25,000	-	-	-
Body Armor	2013-2010-03	Public Safety	22,500	-	-	-	-	22,500
Air Compressor	2013-3020-09	PP&E	22,500	-	22,500	-	-	-
Treatment Pond Aerators	2013-3070-07	Sewer Infrastructure	21,000	-	-	-	-	21,000
Building Upgrade Floors	2013-2010-05	PP&E	20,000	20,000	-	-	-	-
Portable Radios	2013-2010-08	Public Safety	20,000	-	-	-	20,000	-
11th Street Chip seal	2013-3020-01	Transportation Infrastructure	20,000	-	20,000	-	-	-
Parallel Drive	2013-3020-03	Transportation Infrastructure	20,000	-	-	20,000	-	-
Building Permitting Software	2013-1052-10	General Administration	20,000	-	20,000	-	-	-
WS Park, Phase 1 soil	2013-3030-06	PP&E	15,000	-	15,000	-	-	-
Pool Bathrooms	2013-3050-03	PP&E	15,000	-	15,000	-	-	-
Server room air conditioner	2013-1052-01	PP&E	15,000	15,000	-	-	-	-
Engineering Truck	2013-1052-09	Transportation Infrastructure	14,000	-	14,000	-	-	-
Police Computer System	2013-2010-10	Public Safety	10,000	-	10,000	-	-	-
Recap #1 pump replacement	2013-3070-08	Sewer Infrastructure	10,000	-	-	10,000	-	-
City Hall Fascia	2013-3030-03	PP&E	10,000	-	10,000	-	-	-
City Hall Bathrooms	2013-3030-05	PP&E	10,000	-	10,000	-	-	-
Hair place - Roof repairs	2013-3030-10	PP&E	10,000	-	-	10,000	-	-
Parks Truck (Elec)	2013-3030-11	PP&E	10,000	-	-	10,000	-	-
Large Mower	2013-3030-12	PP&E	10,000	-	-	10,000	-	-
Thatcher/Seeder	2013-3030-13	PP&E	10,000	-	-	10,000	-	-
Building Upgrade-Security Cameras	2013-2010-06	Public Safety	8,000	-	8,000	-	-	-
Mail Server	2013-1052-07	Technology Infrastructure	7,800	-	7,800	-	-	-
Corp yard admin facility HVAC	2013-3030-01	PP&E	7,500	-	7,500	-	-	-
PDC Server	2013-1052-08	Technology Infrastructure	6,000	-	-	6,000	-	-
Police Telephone System	2013-2010-09	Public Safety	6,000	-	6,000	-	-	-
Corp Yard Roof	2013-3030-09	PP&E	6,000	-	-	6,000	-	-
Sewer Camera	2013-3070-15	Sewer Infrastructure	5,000	-	-	5,000	-	-

(Continued)

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2013-2014

City Hall Security/Fire system	2013-3030-02	PP&E	5,000	-	5,000	-	-	-
Pool Pump	2013-3050-04	PP&E	5,000	-	5,000	-	-	-
Corp Yard & WTP Security	2013-3030-08	PP&E	4,500	-	4,500	-	-	-
10 KW Generator	2013-3060-15	Water Infrastructure	4,000	4,000	-	-	-	-
Pool filter media replacement	2013-3050-01	PP&E	4,000	-	4,000	-	-	-
Chlorine Leak Sensor Replacement	2013-3070-16	PP&E	4,000	-	4,000	-	-	-
Plotter	2013-3060-17	Sewer Infrastructure	3,000	-	3,000	-	-	-
Chemical analyzer	2013-3050-05	PP&E	3,000	-	3,000	-	-	-
Pool Cover	2013-3050-06	PP&E	2,500	-	2,500	-	-	-
Paint Mechanic's building	2013-3030-04	PP&E	2,500	-	2,500	-	-	-
WS Park Lake Water Piping/Pumping	2013-3030-07	PP&E	2,500	-	2,500	-	-	-
Aerators	2013-3030-14	PP&E	1,500	-	-	-	1,500	-
			<u>\$ 14,955,456</u>	<u>\$ 2,821,251</u>	<u>\$ 6,389,705</u>	<u>\$ 2,651,499</u>	<u>\$ 2,401,500</u>	<u>\$ 691,500</u>

CIP PROJECT LIST BY PRIMARY FUND

(Arranged by total cost)

Fiscal Year 2013-14
CIP PROJECT LIST by PRIMARY FUND

CIP Project Name	CIP Project Number	Funding Source(s)			Total Estimated Cost	Project Fiscal Years				
		Source 1	Source 2	Source 3		2012-13	2013-14	2014-15	2015-16	
General Fund (110)										
Dock replacement	2013-3030-15	General Fund	Grant		800,000	-	-	800,000	-	-
Lakeshore Blvd. ER Project	2013-1052-04	General Fund	Federal Grant		674,000	-	-	674,000	-	-
Vehicles Marked	2013-2010-07	General Fund	Federal Grant	Other	315,000	-	-	-	-	-
South Main Street/Lakeport Blvd Intersection	2013-1052-06	General Fund	State Grant		265,000	-	-	-	71,000	-
Bevins St. mill & fill	2013-3020-02	General Fund			250,000	-	-	250,000	-	-
Eleventh Street	2013-1052-02	General Fund	Water Revenue	Sewer Revenue	211,875	-	211,875	-	-	-
Hartley St. mill, fill, chip	2013-3020-04	General Fund			200,000	-	125,000	75,000	-	-
Parallel Drive	2013-1052-03	General Fund			182,500	-	-	182,500	-	-
Lakeshore Blvd. HSIPL Project	2013-1052-05	General Fund	State Grant		147,000	-	147,000	-	-	-
Mini Excavator	2013-3020-07	General Fund			140,000	-	-	140,000	-	-
Dump Truck (1981 F-600)	2013-3020-06	General Fund			90,000	-	-	90,000	-	-
Patch Truck	2013-3020-05	General Fund			85,000	-	85,000	-	-	-
Track Loader	2013-3020-10	General Fund			80,000	-	-	80,000	-	-
Financial Management System Upgrade	2013-1041-01	General Fund	Water Revenue	Sewer Revenue	60,000	-	60,000	-	-	-
Vehicles Unmarked	2013-2010-02	General Fund	Federal Grant		40,000	-	-	40,000	-	-
Electronic Records Management System	2013-1020-01	General Fund			30,000	-	-	30,000	-	-
Security Windows	2013-2010-01	General Fund	Federal Grant		30,000	-	30,000	-	-	-
Generator	2013-2010-04	General Fund	Federal Grant	Other	30,000	-	30,000	-	-	-
Pool Re-plastering	2013-3050-02	General Fund			30,000	-	-	-	-	30,000
Police Storage Facility	2013-2010-11	General Fund			25,000	-	-	-	-	25,000
Trailer (Haul heavy equipment)	2013-3020-08	General Fund			25,000	-	25,000	-	-	-
Body Armor	2013-2010-03	General Fund	Federal Grant		22,500	-	-	-	-	-
Air Compressor	2013-3020-09	General Fund	Water Revenue	Sewer Revenue	22,500	-	22,500	-	-	-
Building Permitting Software	2013-1052-10	General Fund			20,000	-	20,000	-	-	-
Building Upgrade Floors	2013-2010-05	General Fund			20,000	20,000	-	-	-	-
Portable Radios	2013-2010-08	General Fund	Federal Grant	Other	20,000	-	-	-	-	20,000
11th Street Chip seal	2013-3020-01	General Fund			20,000	-	20,000	-	-	-
Parallel Drive	2013-3020-03	General Fund			20,000	-	-	20,000	-	-
Server room air conditioner	2013-1052-01	General Fund	Water Revenue	Sewer Revenue	15,000	15,000	-	-	-	-
WS Park, Phase 1 soil	2013-3030-06	General Fund			15,000	-	15,000	-	-	-
Pool Bathrooms	2013-3050-03	General Fund			15,000	-	15,000	-	-	-
Engineering Truck	2013-1052-09	General Fund			14,000	-	14,000	-	-	-
Police Computer System	2013-2010-10	General Fund	Other		10,000	-	10,000	-	-	-

(Continued)

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2013-2014

City Hall Fascia	2013-3030-03	General Fund	Water Revenue	Sewer Revenue	10,000	-	10,000	-	-
City Hall Bathrooms	2013-3030-05	General Fund	Water Revenue	Sewer Revenue	10,000	-	10,000	-	-
Hair place - Roof repairs	2013-3030-10	General Fund			10,000	-	-	10,000	-
Parks Truck (Elec)	2013-3030-11	General Fund			10,000	-	-	10,000	-
Large Mower	2013-3030-12	General Fund			10,000	-	-	10,000	-
Thatcher/Seeder	2013-3030-13	General Fund			10,000	-	-	10,000	-
Building Upgrade-Security Cameras	2013-2010-06	General Fund	Federal Grant		8,000	-	8,000	-	-
Mail Server	2013-1052-07	General Fund	Water Revenue	Sewer Revenue	7,800	-	7,800	-	-
Corp yard admin facility HVAC	2013-3030-01	General Fund	Water Revenue	Sewer Revenue	7,500	-	7,500	-	-
PDC Server	2013-1052-08	General Fund	Water Revenue	Sewer Revenue	6,000	-	-	6,000	-
Police Telephone System	2013-2010-09	General Fund			6,000	-	6,000	-	-
Corp Yard Roof	2013-3030-09	General Fund	Water Revenue	Sewer Revenue	6,000	-	-	6,000	-
City Hall Security/Fire system	2013-3030-02	General Fund	Water Revenue	Sewer Revenue	5,000	-	5,000	-	-
Pool Pump	2013-3050-04	General Fund			5,000	-	5,000	-	-
Corp Yard & WTP Security	2013-3030-08	General Fund	Water Revenue	Sewer Revenue	4,500	-	4,500	-	-
Pool filter media replacement	2013-3050-01	General Fund			4,000	-	4,000	-	-
Chemical analyzer	2013-3050-05	General Fund			3,000	-	3,000	-	-
Paint Mechanic's building	2013-3030-04	General Fund	Water Revenue	Sewer Revenue	2,500	-	2,500	-	-
WS Park Lake Water Piping/Pumping	2013-3030-07	General Fund			2,500	-	2,500	-	-
Pool Cover	2013-3050-06	General Fund			2,500	-	2,500	-	-
Aerators	2013-3030-14	General Fund			1,500	-	-	-	1,500
Subtotal					4,056,175	35,000	908,675	2,433,500	147,500

Capital Project Fund (130)

Downtown Infrastructure	2013-1054-01	RDA Bond Proceeds			2,000,000	-	2,000,000	-	-
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Water O&M (501)

Referbish water storage tanks	2013-3060-07	Water Revenue	Bond/Loan		630,000	630,000	-	-	-
Ozone Generators	2013-3060-13	Water Revenue			175,000	58,334	58,333	58,333	-
Replace VFD Drives	2013-3060-08	Water Revenue			120,000	24,000	24,000	24,000	24,000
Replace Carbon	2013-3060-06	Water Revenue			95,000	95,000	-	-	-
S42 1991 Ford F350 Replacement	2013-3060-12	Water Revenue	Sewer Revenue		35,000	-	-	35,000	-
150KW Generator Replacement	2013-3060-14	Water Revenue			32,000	10,667	10,666	10,666	-
W54 1991 Ford F-250	2013-3060-10	Water Revenue			30,000	30,000	-	-	-
W55 2000 Chevy 2500	2013-3060-11	Water Revenue			30,000	-	-	-	30,000
W51 2000 Chevy 1500	2013-3060-09	Water Revenue			25,000	25,000	-	-	-
10 KW Generator	2013-3060-15	Water Revenue			4,000	4,000	-	-	-
Subtotal					1,176,000	877,001	92,999	127,999	54,000

(Continued)

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2013-2014

Sewer O&M (601)

S44 1986 Aquatech	2013-3070-13	Sewer Revenue	Water Revenue	General Fund	75,000	-	-	75,000	-
Sewer liftstation pump replacement	2013-3070-09	Sewer Revenue			60,000	-	-	-	-
S42 1991 Ford F350 Replacement	2013-3070-12	Sewer Revenue	Water Revenue		35,000	-	35,000	-	-
S7 - Portable Generator 40kw 1970	2013-3070-10	Sewer Revenue			30,000	-	-	-	-
S46 1993 Chevrolet 350	2013-3070-14	Sewer Revenue			30,000	30,000	-	-	-
S14 - Portable Generator 30kw 1961	2013-3070-11	Sewer Revenue			25,000	-	-	-	-
Treatment Pond Aerators	2013-3070-07	Sewer Revenue			21,000	-	-	-	-
Recap #1 pump replacement	2013-3070-08	Sewer Revenue			10,000	-	-	10,000	-
Sewer Camera	2013-3070-15	Sewer Revenue			5,000	-	-	5,000	-
Chlorine Leak Sensor Replacement	2013-3070-16	Sewer Revenue			4,000	-	4,000	-	-
Plotter	2013-3060-17	Sewer Revenue	Water Revenue		3,000	-	3,000	-	-
Subtotal					298,000	30,000	42,000	90,000	-

USDA Water Project (Fund 504)

Install 2 new wells	2013-3060-02	Bond/Loan			2,200,000	-	-	-	2,200,000
Replace Water Meters	2013-3060-03	Bond/Loan	State Grant		824,000	412,000	412,000	-	-
Land Purchase	2013-3060-01	Bond/Loan	State Grant		700,000	700,000	-	-	-
Loop Water Main - South Lakeport	2013-3060-05	Bond/Loan			620,000	-	620,000	-	-
SCADA - Automated Controls	2013-3060-04	Bond/Loan	State Grant		511,800	255,900	255,900	-	-
Subtotal					4,855,800	1,367,900	1,287,900	-	2,200,000

USDA Sewer Project (Fund 604)

Treatment Pond Repair/Maint	2013-3070-02	Bond/Loan	State Grant		1,023,681	-	1,023,681	-	-
SCADA Replacement	2013-3070-01	Bond/Loan			681,800	511,350	170,450	-	-
Hwy 29 Tunnel sewer main inspect/repair	2013-3070-06	Bond/Loan	State Grant		422,500	-	422,500	-	-
Sewer Main Upsizing	2013-3070-05	Bond/Loan	State Grant		367,500	-	367,500	-	-
Clearlake Sewer Pump Station	2013-3070-03	Bond/Loan	State Grant		74,000	-	74,000	-	-
Subtotal					2,569,481	511,350	2,058,131	-	-

Total					\$ 14,955,456	\$ 2,821,251	\$ 6,389,705	\$ 2,651,499	\$ 2,401,500
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CIP PROJECT LIST BY MANAGING DEPARTMENT

(Arranged by department alphabetically)

Fiscal Year 2013-14
PROJECT LIST by DEPARTMENT

Department	Project Name	Project Number	Function	Total Estimated Cost	Project Fiscal Years			
					2012-13	2013-14	2014-15	2015-16
Administration								
	Electronic Records Management System	2013-1020-01	General Administration	30,000	-	-	30,000	-
			Subtotal	30,000	-	-	30,000	-
Economic Development								
	Main Street Infrastructure Improvements	2013-1054-01	Economic Development	2,000,000	-	2,000,000	-	-
			Subtotal	2,000,000	-	2,000,000	-	-
Engineering & IT								
	South Main Street/Lakeport Blvd Intersection	2013-1052-06	Transportation Infrastructure	265,000	-	-	-	71,000
	Lakeshore Blvd. ER Project	2013-1052-04	Transportation Infrastructure	674,000	-	-	674,000	-
	Eleventh Street	2013-1052-02	Transportation Infrastructure	211,875	-	211,875	-	-
	Server room air conditioner	2013-1052-01	PP&E	15,000	15,000	-	-	-
	Parallel Drive	2013-1052-03	Transportation Infrastructure	182,500	-	-	182,500	-
	Lakeshore Blvd. HSIPL Project	2013-1052-05	Transportation Infrastructure	147,000	-	147,000	-	-
	Engineering Truck	2013-1052-09	Transportation Infrastructure	14,000	-	14,000	-	-
	Building Permitting Software	2013-1052-10	General Administration	20,000	-	20,000	-	-
	PDC Server	2013-1052-08	Technology Infrastructure	6,000	-	-	6,000	-
	Mail Server	2013-1052-07	Technology Infrastructure	7,800	-	7,800	-	-
			Subtotal	1,543,175	15,000	400,675	862,500	71,000
Finance								
	Financial Management System Upgrade	2013-1041-01	General Administration	60,000	-	60,000	-	-
			Subtotal	60,000	-	60,000	-	-

(Continued)

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2013-2014

Police								
Vehicles Marked	2013-2010-07	Public Safety	315,000	-	-	-	-	-
Vehicles Unmarked	2013-2010-02	Public Safety	40,000	-	-	40,000	-	-
Security Windows	2013-2010-01	Public Safety	30,000	-	30,000	-	-	-
Generator	2013-2010-04	Public Safety	30,000	-	30,000	-	-	-
Police Storage Facility	2013-2010-11	Public Safety	25,000	-	-	-	-	25,000
Body Armor	2013-2010-03	Public Safety	22,500	-	-	-	-	-
Building Upgrade Floors	2013-2010-05	PP&E	20,000	20,000	-	-	-	-
Portable Radios	2013-2010-08	Public Safety	20,000	-	-	-	-	20,000
Police Computer System	2013-2010-10	Public Safety	10,000	-	10,000	-	-	-
Building Upgrade-Security Cameras	2013-2010-06	Public Safety	8,000	-	8,000	-	-	-
Police Telephone System	2013-2010-09	Public Safety	6,000	-	6,000	-	-	-
Subtotal			526,500	20,000	84,000	40,000	45,000	
Public Works: Roads & Infrastructure								
Bevins St. mill & fill	2013-3020-02	Transportation Infrastructure	250,000	-	-	250,000	-	-
Mini Excavator	2013-3020-07	PP&E	140,000	-	-	140,000	-	-
Hartley St. mill, fill, chip	2013-3020-04	Transportation Infrastructure	200,000	-	125,000	75,000	-	-
Dump Truck (1981 F-600)	2013-3020-06	PP&E	90,000	-	-	90,000	-	-
Patch Truck	2013-3020-05	PP&E	85,000	-	85,000	-	-	-
Track Loader	2013-3020-10	PP&E	80,000	-	-	80,000	-	-
Trailer (Haul heavy equipment)	2013-3020-08	PP&E	25,000	-	25,000	-	-	-
Air Compressor	2013-3020-09	PP&E	22,500	-	22,500	-	-	-
11th Street Chip seal	2013-3020-01	Transportation Infrastructure	20,000	-	20,000	-	-	-
Parallel Drive	2013-3020-03	Transportation Infrastructure	20,000	-	-	20,000	-	-
Subtotal			932,500	-	277,500	655,000	-	-
Public Works: Parks, Buildings & Grounds								
Dock replacement	2013-3030-15	PP&E	800,000	-	-	800,000	-	-
WS Park, Phase 1 soil	2013-3030-06	PP&E	15,000	-	15,000	-	-	-
City Hall Fascia	2013-3030-03	PP&E	10,000	-	10,000	-	-	-
City Hall Bathrooms	2013-3030-05	PP&E	10,000	-	10,000	-	-	-
Hair place - Roof repairs	2013-3030-10	PP&E	10,000	-	-	10,000	-	-
Parks Truck (Elec)	2013-3030-11	PP&E	10,000	-	-	10,000	-	-
Large Mower	2013-3030-12	PP&E	10,000	-	-	10,000	-	-
Thatcher/Seeder	2013-3030-13	PP&E	10,000	-	-	10,000	-	-
Corp yard admin facility HVAC	2013-3030-01	PP&E	7,500	-	7,500	-	-	-
Corp Yard Roof	2013-3030-09	PP&E	6,000	-	-	6,000	-	-
City Hall Security/Fire system	2013-3030-02	PP&E	5,000	-	5,000	-	-	-
Corp Yard & WTP Security	2013-3030-08	PP&E	4,500	-	4,500	-	-	-
Paint Mechanic's building	2013-3030-04	PP&E	2,500	-	2,500	-	-	-
WS Park Lake Water Piping/Pumping	2013-3030-07	PP&E	2,500	-	2,500	-	-	-
Aerators	2013-3030-14	PP&E	1,500	-	-	-	-	1,500
Subtotal			904,500	-	57,000	846,000	1,500	

(Continued)

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2013-2014

Public Works: Westshore Pool

Pool Re-plastering	2013-3050-02	PP&E	30,000	-	-	-	30,000
Pool Bathrooms	2013-3050-03	PP&E	15,000	-	15,000	-	-
Pool Pump	2013-3050-04	PP&E	5,000	-	5,000	-	-
Pool filter media replacement	2013-3050-01	PP&E	4,000	-	4,000	-	-
Chemical analyzer	2013-3050-05	PP&E	3,000	-	3,000	-	-
Pool Cover	2013-3050-06	PP&E	2,500	-	2,500	-	-
Subtotal			59,500	-	29,500	-	30,000

Public Works: Water O&M

Install 2 new wells	2013-3060-02	Water Infrastructure	2,200,000	-	-	-	2,200,000
Replace Water Meters	2013-3060-03	Water Infrastructure	824,000	412,000	412,000	-	-
Land Purchase	2013-3060-01	Water Infrastructure	700,000	700,000	-	-	-
Referbish water storage tanks	2013-3060-07	Water Infrastructure	630,000	630,000	-	-	-
Loop Water Main - South Lakeport	2013-3060-05	Water Infrastructure	620,000	-	620,000	-	-
SCADA - Automated Controls	2013-3060-04	Water Infrastructure	511,800	255,900	255,900	-	-
Ozone Generators	2013-3060-13	Water Infrastructure	175,000	58,334	58,333	58,333	-
Replace VFD Drives	2013-3060-08	Water Infrastructure	120,000	24,000	24,000	24,000	24,000
Replace Carbon	2013-3060-06	Water Infrastructure	95,000	95,000	-	-	-
S42 1991 Ford F350 Replacement	2013-3060-12	Water Infrastructure	35,000	-	-	35,000	-
150KW Generator Replacement	2013-3060-14	Water Infrastructure	32,000	10,667	10,666	10,666	-
W54 1991 Ford F-250	2013-3060-10	Water Infrastructure	30,000	30,000	-	-	-
W55 2000 Chevy 2500	2013-3060-11	Water Infrastructure	30,000	-	-	-	30,000
W51 2000 Chevy 1500	2013-3060-09	Water Infrastructure	25,000	25,000	-	-	-
10 KW Generator	2013-3060-15	Water Infrastructure	4,000	4,000	-	-	-
Subtotal			6,031,800	2,244,901	1,380,899	127,999	2,254,000

Public Works: Sewer O&M

Treatment Pond Repair/Maint	2013-3070-02	Sewer Infrastructure	1,023,681	-	1,023,681	-	-
SCADA Replacement	2013-3070-01	Sewer Infrastructure	681,800	511,350	170,450	-	-
Hwy 29 Tunnel sewer main inspect/repair	2013-3070-06	Sewer Infrastructure	422,500	-	422,500	-	-
Sewer Main Upsizing	2013-3070-05	Sewer Infrastructure	367,500	-	367,500	-	-
S44 1986 Aquatech	2013-3070-13	Sewer Infrastructure	75,000	-	-	75,000	-
Clearlake Sewer Pump Station	2013-3070-03	Sewer Infrastructure	74,000	-	74,000	-	-
Sewer liftstation pump replacement	2013-3070-09	Sewer Infrastructure	60,000	-	-	-	-
S42 1991 Ford F350 Replacement	2013-3070-12	Sewer Infrastructure	35,000	-	35,000	-	-
S7 - Portable Generator 40kw 1970	2013-3070-10	Sewer Infrastructure	30,000	-	-	-	-
S46 1993 Chevrolet 350	2013-3070-14	Sewer Infrastructure	30,000	30,000	-	-	-
S14 - Portable Generator 30kw 1961	2013-3070-11	Sewer Infrastructure	25,000	-	-	-	-
Treatment Pond Aerators	2013-3070-07	Sewer Infrastructure	21,000	-	-	-	-
Recap #1 pump replacement	2013-3070-08	Sewer Infrastructure	10,000	-	-	10,000	-
Sewer Camera	2013-3070-15	Sewer Infrastructure	5,000	-	-	5,000	-
Plotter	2013-3060-17	Sewer Infrastructure	3,000	-	3,000	-	-
Chlorine Leak Sensor Replacement	2013-3070-16	Sewer Infrastructure	4,000	-	4,000	-	-
Subtotal			2,867,481	541,350	2,100,131	90,000	-

\$ 14,955,456 \$ 2,821,251 \$ 6,389,705 \$ 2,651,499 \$ 2,401,500

PROJECT DETAIL

ADMINISTRATION

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1020-01	Funding Source(s)	
Title:	Electronic Records Management System	Source 1	General Fund
Lead Department:	Administration (1020)	Source 2	
Project Manager:	City Clerk	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Conceptual		
		Source Requirement:	None

Project Description: Purchase of a production scanner, server, software, and large format scanner.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	30,000	-	-	30,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	30,000	-	-	30,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	30,000	-	-	30,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		30,000	-	-	30,000	-	-

ECONOMIC DEVELOPMENT

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1054-01	Funding Source(s)	
Title:	Downtown Main Street RDA Project	Source 1	Other
Lead Department:	Economic Development (1054)	Source 2	
Project Manager:	City Clerk	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Conceptual		
		Source Requirement:	None

Project Description: Revitalization of Downtown Main Street.

Project Timeframe: Fiscal Year 2014 to 2016

Useful Life: 20 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Engineering & Design	100,000	-	100,000	-	-	-
Construction	1,900,000	-	-	1,900,000	-	-
	-	-	-	-	-	-
Project Total:	2,000,000	-	100,000	1,900,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Other	110	2,000,000	-	100,000	1,900,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		2,000,000	-	100,000	1,900,000	-	-

ENGINEERING & IT

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-01	Funding Source(s)	
Title:	Server room air conditioner	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	Water Revenue
Project Manager:	City Engineer/IT Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	None

Project Description: Replacement of failed air conditioning unit for server room.

Project Timeframe: Fiscal Year 2012 to 2013

Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	15,000	15,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	15,000	15,000	-	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	7,500	7,500	-	-	-	-
Water Revenue	501	3,750	3,750	-	-	-	-
Sewer Revenue	601	3,750	3,750	-	-	-	-
Project Total:		15,000	15,000	-	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-02	Funding Source(s)	
Title:	Eleventh Street Chip Seal	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	
Project Manager:	City Engineer/IT Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	None

Project Description: Chip Seal Project construction and CE.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	211,875	-	211,875	-	-	-
	-	-	-	-	-	-
Project Total:	211,875	-	211,875	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	211,875	-	211,875	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		211,875	-	211,875	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-03	Funding Source(s)	
Title:	Parallel Drive Chip Seal	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	
Project Manager:	City Engineer/IT Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	None

Project Description: Chip Seal Project construction and CE.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	182,500	-	182,500	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	182,500	-	182,500	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	91,250	-	91,250	-	-	-
		91,250	-	91,250	-	-	-
		-	-	-	-	-	-
Project Total:		182,500	-	182,500	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-04	Funding Source(s)	
Title:	Lakeshore Blvd ER Project	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	Federal Grant
Project Manager:	City Engineer/IT Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	None

Project Description: Storm Damage Repair Project.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 30 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Engineering & Design	60,711	-	-	60,711	-	-
Construction	613,289	-	-	-	613,289	-
	-	-	-	-	-	-
Project Total:	674,000	-	-	60,711	613,289	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	77,712	-	-	7,000	70,712	-
Federal Grant	TBD	596,288	-	-	53,711	542,577	-
		-	-	-	-	-	-
Project Total:		674,000	-	-	60,711	613,289	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-05	Funding Source(s)	
Title:	Lakeshore Blvd. HSIPL Project	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	State Grant
Project Manager:	City Engineer/IT Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	None

Project Description: Corridor safety project.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 25 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Engineering & Design	10,000	-	-	10,000	-	-
Construction	137,000	-	-	137,000	-	-
	-	-	-	-	-	-
Project Total:	147,000	-	-	147,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	14,700	-	-	14,700	-	-
State Grant	415	132,300	-	-	132,300	-	-
		-	-	-	-	-	-
Project Total:		147,000	-	-	147,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-06	Funding Source(s)	
Title:	South Main Street/Lakeport Blvd Intersection	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	State Grant
Project Manager:	City Engineer/IT Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	None

Project Description: Intersection improvements.

Project Timeframe: Fiscal Year 2015 to 2016
Useful Life: 25 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
PA&ED	71,000	-	-	-	71,000	-
ROW	106,000	-	-	-	-	106,000
Engineering & Design	88,000	-	-	-	-	88,000
Project Total:	265,000	-	-	-	71,000	194,000

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	30,554	-	-	-	8,186	22,368
State Grant	TBD	234,446	-	-	-	62,814	171,632
		-	-	-	-	-	-
Project Total:		265,000	-	-	-	71,000	194,000

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-07	Funding Source(s)	
Title:	Mail Server Replacement	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	Water Revenue
Project Manager:	City Engineer/IT Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	None

Project Description: New rack mounted mail server.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 5 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Procurement	4,000	-	4,000	-	-	-
	-	-	-	-	-	-
Project Total:	4,000	-	4,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	400	-	400	-	-	-
Water Revenue	501	1,800	-	1,800	-	-	-
Sewer Revenue	601	1,800	-	1,800	-	-	-
Project Total:		4,000	-	4,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-08	Funding Source(s)	
Title:	PDC Server Replacement	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	Water Revenue
Project Manager:	City Engineer/IT Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	None

Project Description: New Primary Domain Controller server.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 5 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Procurement	6,000	-	-	6,000	-	-
	-	-	-	-	-	-
Project Total:	6,000	-	-	6,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	2,400	-	-	2,400	-	-
Water Revenue	501	1,800	-	-	1,800	-	-
Sewer Revenue	601	1,800	-	-	1,800	-	-
Project Total:		6,000	-	-	6,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-09	Funding Source(s)	
Title:	Engineering Truck	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	
Project Manager:	City Engineer/IT Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	None

Project Description: Replacement of 30 year-old truck.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 12 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	14,000	-	14,000	-	-	-
	-	-	-	-	-	-
Project Total:	14,000	-	14,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	14,000	-	14,000	-	-	-
		-	-	-	-	-	-
Project Total:		14,000	-	14,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1052-10	Funding Source(s)	
Title:	Building Permitting Software	Source 1	General Fund
Lead Department:	Engineering & Information Technology (1052)	Source 2	
Project Manager:	City Engineer/IT Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	None

Project Description: Old software no longer supported - company out of business. Reviewing options for new software with needed features and industry standards.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	20,000	-	20,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	20,000	-	20,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	20,000	-	20,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		20,000	-	20,000	-	-	-

FINANCE

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-1041-01	Funding Source(s)	
Title:	Financial Management System Upgrade	Source 1	General Fund
Lead Department:	Finance (1041)	Source 2	Water Revenue
Project Manager:	Finance Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Other

Project Description: Upgrade the current financial management system (FundBalance) employed by the City to manage accounts receivable, accounts payable, cash receipts, utility billing, payroll, and business license.

Project Timeframe: Fiscal Year 2013 to 2014

Useful Life: 10 Years

Element	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	-	-	-	-	-	-
Integration	34,760	-	34,760	-	-	-
Completion	9,400	-	9,400	-	-	-
Project Total:	44,160	-	44,160	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	13,248	-	13,248	-	-	-
Water Revenue	501	15,456	-	15,456	-	-	-
Sewer Revenue	601	15,456	-	15,456	-	-	-
Project Total:		44,160	-	44,160	-	-	-

POLICE

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-01	Funding Source(s)	
Title:	Security Windows	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	Federal Grant
Project Manager:	Police Chief	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Other

Project Description: Upgrade windows to provide proper security for PD facility.

Project Timeframe: Fiscal Year 2014 to 2014

Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	30,000	-	30,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	30,000	-	30,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	15,000	-	15,000	-	-	-
Federal Grant	TBD	15,000	-	15,000	-	-	-
		-	-	-	-	-	-
Project Total:		30,000	-	30,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-02	Funding Source(s)	
Title:	Unmarked Vehicles	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	
Project Manager:	Police Chief	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Other

Project Description: Replace aging unmarked police cars.

Project Timeframe: Fiscal Year 2015 to 2015
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	40,000	-	40,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	40,000	-	40,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	40,000	-	40,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		40,000	-	40,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-03	Funding Source(s)	
Title:	Body Armor	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	Federal Grant
Project Manager:	Police Chief	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Other

Project Description: Replace expired body armor.

Project Timeframe: Fiscal Year 2015 to 2015
Useful Life: 5 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	22,500	-	-	-	-	22,500
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	22,500	-	-	-	-	22,500

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	15,000	-	-	-	-	15,000
Federal Grant	110	7,500	-	-	-	-	7,500
		-	-	-	-	-	-
Project Total:		22,500	-	-	-	-	22,500

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-04	Funding Source(s)	
Title:	Generator Replacement	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	Federal Grant
Project Manager:	Police Chief	Source 3	Other
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Other

Project Description: To provide proper redundant power supply to PD.

Project Timeframe: Fiscal Year 2014 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	30,000	-	30,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	30,000	-	30,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	10,000	-	10,000	-	-	-
Federal Grant	TBD	10,000	-	10,000	-	-	-
Other	TBD	10,000	-	10,000	-	-	-
Project Total:		30,000	-	30,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-05	Funding Source(s)	
Title:	Facilities Upgrade - Floors	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	
Project Manager:	Police Chief	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Other

Project Description: Replace carpet in police station.

Project Timeframe: Fiscal Year 2013 to 2013
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase and installation	20,000	20,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	20,000	20,000	-	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	20,000	20,000	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		20,000	20,000	-	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-06	Funding Source(s)	
Title:	Facilities Upgrade - Security Cameras	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	
Project Manager:	Police Chief	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Other

Project Description: Replace security cameras at police station.

Project Timeframe: Fiscal Year 2014 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase and installation	8,000	-	8,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	8,000	-	8,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	8,000	-	8,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		8,000	-	8,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-07	Funding Source(s)	
Title:	Marked Vehicles	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	Federal Grant
Project Manager:	Police Chief	Source 3	Other
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	Other

Project Description: Replace aging marked vehicles.

Project Timeframe: Fiscal Year 2017 to 2017
Useful Life: 8 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	315,000	-	-	-	-	315,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	315,000	-	-	-	-	315,000

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	240,000	-	-	-	-	240,000
Federal Grant	TBD	50,000	-	-	-	-	50,000
Other	TBD	25,000	-	-	-	-	25,000
Project Total:		315,000	-	-	-	-	315,000

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-08	Funding Source(s)	
Title:	Portable Radios	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	Federal Grant
Project Manager:	Police Chief	Source 3	Other
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Other

Project Description: Upgrade outdated radio equipment.

Project Timeframe: Fiscal Year 2016 to 2016
Useful Life: 5 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	20,000	-	-	-	20,000	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	20,000	-	-	-	20,000	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	10,000	-	-	-	10,000	-
Federal Grant	TBD	5,000	-	-	-	5,000	-
Other	TBD	5,000	-	-	-	5,000	-
Project Total:		20,000	-	-	-	20,000	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-09	Funding Source(s)	
Title:	Telephone System	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	
Project Manager:	Police Chief	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Administrative Order

Project Description: Upgrade outdated telephone equipment.

Project Timeframe: Fiscal Year 2014 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	6,000	-	6,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	6,000	-	6,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	6,000	-	6,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		6,000	-	6,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-10	Funding Source(s)	
Title:	Computer System	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	Other
Project Manager:	Police Chief	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Administrative Order

Project Description: Computer server upgrade.

Project Timeframe: Fiscal Year 2014 to 2014
Useful Life: 5 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	10,000	-	10,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	10,000	-	10,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	5,000	-	5,000	-	-	-
Other	TBD	5,000	-	5,000	-	-	-
		-	-	-	-	-	-
Project Total:		10,000	-	10,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-2010-11	Funding Source(s)	
Title:	Storage Facility	Source 1	General Fund
Lead Department:	Police (2010)	Source 2	
Project Manager:	Police Chief	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Other

Project Description: Expand and upgrade facility.

Project Timeframe: Fiscal Year 2014 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	25,000	-	-	-	25,000	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	25,000	-	-	-	25,000	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	25,000	-	-	-	25,000	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		25,000	-	-	-	25,000	-

PUBLIC WORKS: ROADS & INFRASTRUCTURE

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-01	Funding Source(s)	
Title:	Eleventh Street Chip Seal	Source 1	General Fund
Lead Department:	Public Works: Road & Infrastructure	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Prep road and raise iron etc.

Project Timeframe: Fiscal Year 2013 to 2014

Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	20,000	-	20,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	20,000	-	20,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	20,000	-	20,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		20,000	-	20,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-02	Funding Source(s)	
Title:	Bevins Street Mill and Fill	Source 1	General Fund
Lead Department:	Public Works: Road & Infrastructure	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Mill out failing layer of road near Lakeport Blvd. and fill.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	250,000	-	-	250,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	250,000	-	-	250,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	250,000	-	-	250,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		250,000	-	-	250,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-03	Funding Source(s)	
Title:	Parallel Drive Chip Seal	Source 1	General Fund
Lead Department:	Public Works: Road & Infrastructure	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Prep road and raise iron etc.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	20,000	-	20,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	20,000	-	20,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	20,000	-	20,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		20,000	-	20,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-04	Funding Source(s)	
Title:	Hartley St. mill, fill, chip	Source 1	General Fund
Lead Department:	Public Works: Road & Infrastructure	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Prep road and raise iron etc.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	200,000	-	125,000	75,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	200,000	-	125,000	75,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	200,000	-	125,000	75,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		200,000	-	125,000	75,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-05	Funding Source(s)	
Title:	Patch Truck	Source 1	General Fund
Lead Department:	Public Works: Road & Infrastructure	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Replace Red Tagged 1979 Ford C-800 Patch Truck.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	85,000	-	85,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	85,000	-	85,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	85,000	-	85,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		85,000	-	85,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-06	Funding Source(s)	
Title:	Dump Truck (1981 F-600)	Source 1	General Fund
Lead Department:	Public Works: Road & Infrastructure	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Replace Red Tagged 1981 F-600 Dump Truck.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	90,000	-	-	90,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	90,000	-	-	90,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	90,000	-	-	90,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		90,000	-	-	90,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-07	Funding Source(s)	General Fund
Title:	Mini Excavator	Source 1	
Lead Department:	Public Works: Road & Infrastructure	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Replace PW12 Backhoe (1986).

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	140,000	-	-	140,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	140,000	-	-	140,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	140,000	-	-	140,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		140,000	-	-	140,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-08	Funding Source(s)	
Title:	Trailer (Haul heavy equipment)	Source 1	General Fund
Lead Department:	Public Works: Road & Infrastructure	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description:

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	25,000	-	25,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	25,000	-	25,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	25,000	-	25,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		25,000	-	25,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-09	Funding Source(s)	
Title:	Air Compressor	Source 1	General Fund
Lead Department:	Public Works: Road & Infrastructure	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Mobile air compressor used to supply air for pneumatic tools. Replacing 1950 compressor.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	22,500	-	22,500	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	22,500	-	22,500	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	22,500	-	7,500	-	-	-
Water Revenue	501	-	-	7,500	-	-	-
Sewer Revenue	601	7,500	-	7,500	-	-	-
Project Total:		22,500	-	22,500	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3020-10	Funding Source(s)	
Title:	Track Loader	Source 1	General Fund
Lead Department:	Public Works: Road & Infrastructure	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Mini track loader for work in Parks and Road projects.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	80,000	-	-	80,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	80,000	-	-	80,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	80,000	-	-	80,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		80,000	-	-	80,000	-	-

PUBLIC WORKS: PARKS, BUILDINGS & GROUNDS

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-01	Funding Source(s)	
Title:	Corp yard admin facility HVAC	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Replace HVAC unit on administration facility.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	7,500	-	7,500	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	7,500	-	7,500	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	2,500	-	2,500	-	-	-
Water Revenue	501	2,500	-	2,500	-	-	-
Sewer Revenue	601	2,500	-	2,500	-	-	-
Project Total:		7,500	-	7,500	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-02	Funding Source(s)	
Title:	City Hall Security/Fire system	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: City Hall fire alarm system outdated. Replace with new security/fire alarm system.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	5,000	-	5,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	5,000	-	5,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	1,667	-	1,667	-	-	-
Water Revenue	501	1,667	-	1,667	-	-	-
Sewer Revenue	601	1,667	-	1,667	-	-	-
Project Total:		5,000	-	5,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-03	Funding Source(s)	
Title:	City Hall Fascia	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Fascia around City Hall is rotting and needs to be replaced.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	10,000	-	10,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	10,000	-	10,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	3,333	-	3,333	-	-	-
Water Revenue	501	3,333	-	3,333	-	-	-
Sewer Revenue	601	3,333	-	3,333	-	-	-
Project Total:		10,000	-	10,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-04	Funding Source(s)	
Title:	Paint Mechanic's building	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Remove old failing paint, prime and paint facility.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	3,500	-	3,500	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	3,500	-	3,500	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	1,167	-	1,167	-	-	-
Water Revenue	501	1,167	-	1,167	-	-	-
Sewer Revenue	601	1,167	-	1,167	-	-	-
Project Total:		3,500	-	3,500	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-05	Funding Source(s)	
Title:	City Hall Bathrooms	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Refurbish bathrooms to be ADA compliant and professional in appearance.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 5 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	10,000	-	10,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	10,000	-	10,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	3,333	-	3,333	-	-	-
Water Revenue	501	3,333	-	3,333	-	-	-
Sewer Revenue	601	3,333	-	3,333	-	-	-
Project Total:		10,000	-	10,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-06	Funding Source(s)	
Title:	WS Park, Phase 1 soil	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Place topsoil on Phase 1 field at Westside Park.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 30 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	15,000	-	15,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	15,000	-	15,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	15,000	-	15,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		15,000	-	15,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-07	Funding Source(s)	
Title:	WS Park Lake Water Piping/Pumping	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Install water system from lake or well to Westside Park.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 20 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	20,000	-	20,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	20,000	-	20,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	20,000	-	20,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		20,000	-	20,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-08	Funding Source(s)	
Title:	Corp Yard & WTP Security	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Install security cameras at yard and surface water treatment facility.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	4,500	-	4,500	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	4,500	-	4,500	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	1,500	-	1,500	-	-	-
Water Revenue	501	1,500	-	1,500	-	-	-
Sewer Revenue	601	1,500	-	1,500	-	-	-
Project Total:		4,500	-	4,500	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-09	Funding Source(s)	
Title:	Corp Yard Roof	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	Sewer Revenue
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Roof repairs to Admin building at Corp yard.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Installation	6,000	-	-	6,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	6,000	-	-	6,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	2,000	-	-	2,000	-	-
Water Revenue	501	2,000	-	-	2,000	-	-
Sewer Revenue	601	2,000	-	-	2,000	-	-
Project Total:		6,000	-	-	6,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-10	Funding Source(s)	
Title:	860 N. Main Street Roof Repairs	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Replace roof at 860 Main Street (Hair Salon).

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Installation	10,000	-	-	10,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	10,000	-	-	10,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	10,000	-	-	10,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		10,000	-	-	10,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-11	Funding Source(s)	
Title:	Parks Truck (Elec)	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Electric vehicle for work on park fields and transportation throughout city.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	10,000	-	-	10,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	10,000	-	-	10,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	10,000	-	-	10,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		10,000	-	-	10,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-12	Funding Source(s)	
Title:	Large Mower	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Large mower capable of handling phase 1 and 2 at Westside Park.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	10,000	-	-	10,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	10,000	-	-	10,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	10,000	-	-	10,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		10,000	-	-	10,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-13	Funding Source(s)	
Title:	Thatcher/Seeder	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Thatcher/Seeder for park field maintenance.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	10,000	-	-	10,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	10,000	-	-	10,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	10,000	-	-	10,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		10,000	-	-	10,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-14	Funding Source(s)	
Title:	Aerators	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Aerators for park field maintenance.

Project Timeframe: Fiscal Year 2015 to 2016
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	1,500	-	-	-	1,500	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	1,500	-	-	-	1,500	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	1,500	-	-	-	1,500	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		1,500	-	-	-	1,500	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3030-15	Funding Source(s)	
Title:	Dock Replacement	Source 1	General Fund
Lead Department:	Public Works: Parks, Buildings, Grounds (3030)	Source 2	Federal Grant
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Replace docks at Library Park.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Installation	800,000	-	-	800,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	800,000	-	-	800,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	400,000	-	-	400,000	-	-
Federal Grant	TBD	400,000	-	-	400,000	-	-
		-	-	-	-	-	-
Project Total:		800,000	-	-	800,000	-	-

PUBLIC WORKS: POOL

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3050-01	Funding Source(s)	
Title:	Pool filter media replacement	Source 1	General Fund
Lead Department:	Public Works: Westshore Pool (3050)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Replace media within filter unit. May need to contract work if confined space.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 5 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	4,000	-	4,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	4,000	-	4,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	4,000	-	4,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		4,000	-	4,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3050-02	Funding Source(s)	
Title:	Pool Re-plastering	Source 1	General Fund
Lead Department:	Public Works: Westshore Pool (3050)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Replaster pool.

Project Timeframe: Fiscal Year 2015 to 2016
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	30,000	-	-	-	30,000	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	30,000	-	-	-	30,000	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	30,000	-	-	-	30,000	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		30,000	-	-	-	30,000	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3050-03	Funding Source(s)	
Title:	Pool Bathrooms	Source 1	General Fund
Lead Department:	Public Works: Westshore Pool (3050)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Repair/replace floors and stalls.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	15,000	-	15,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	15,000	-	15,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	15,000	-	15,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		15,000	-	15,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3050-04	Funding Source(s)	
Title:	Pool Pump	Source 1	General Fund
Lead Department:	Public Works: Westshore Pool (3050)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Replace pump and motor.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Installation	5,000	-	5,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	5,000	-	5,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	5,000	-	5,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		5,000	-	5,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3050-05	Funding Source(s)	
Title:	Chemical analyzer	Source 1	General Fund
Lead Department:	Public Works: Westshore Pool (3050)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: New pH and Chlorine analyzer

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 5 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	3,000	-	3,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	3,000	-	3,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	3,000	-	3,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		3,000	-	3,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3050-06	Funding Source(s)	
Title:	Pool Cover	Source 1	General Fund
Lead Department:	Public Works: Westshore Pool (3050)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: New cover for pool

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 5 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	2,500	-	2,500	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	2,500	-	2,500	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
General Fund	110	2,500	-	2,500	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		2,500	-	2,500	-	-	-

PUBLIC WORKS: WATER O&M

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-01	Funding Source(s)	
Title:	Green Ranch Purchase	Source 1	Bond/Loan
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Completed	Source 4	
Project Status:	Completed		
		Source Requirement:	Water Master Plan

Project Description: Purchase 7 acres with two known productive wells. Secure water production capability of the Green Ranch Wells.

Project Timeframe: Fiscal Year 2013 to 2013
Useful Life: 100 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	700,000	700,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	700,000	700,000	-	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	504	700,000	700,000	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		700,000	700,000	-	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-02	Funding Source(s)	
Title:	Well Installation	Source 1	Bond/Loan
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Water Master Plan

Project Description: Install 2 new wells to reduce/eliminate need for Creek Wells. The potential loss of City Creek wells necessitates the need to install additional wells.

Project Timeframe: Fiscal Year 2013 to 2016
Useful Life: 30 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Engineering & Design	300,000	-	-	-	300,000	-
Construction	1,900,000	-	-	-	1,900,000	-
	-	-	-	-	-	-
Project Total:	2,200,000	-	-	-	2,200,000	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	504	2,200,000	-	-	-	2,200,000	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		2,200,000	-	-	-	2,200,000	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-03	Funding Source(s)	
Title:	Water Meter Replacement	Source 1	Bond/Loan
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Permit

Project Description: Replace water meters with devices that contain less than 8% lead, and are automated. Reduce potential lead leaching and increase the accuracy and efficiency of meter reading process.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	600,000	-	600,000	-	-	-
Installation	224,000	-	224,000	-	-	-
	-	-	-	-	-	-
Project Total:	824,000	-	824,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	504	824,000	-	824,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		824,000	-	824,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-04	Funding Source(s)	
Title:	SCADA Replacement	Source 1	Bond/Loan
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Water Master Plan

Project Description: Replace automated controls to pump and treatment facilities. Current control systems are no longer supported by manufacture. Controls are becoming unreliable.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	300,000	300,000	-	-	-	-
Installation	211,800	-	211,800	-	-	-
	-	-	-	-	-	-
Project Total:	511,800	300,000	211,800	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	504	511,800	300,000	211,800	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		511,800	300,000	211,800	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-05	Funding Source(s)	
Title:	Loop Water Main - South Main Street	Source 1	Bond/Loan
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Permit

Project Description: Loop to ensure system reliability, minimize pipe size for fire flow, and water quality. Area for loop water main needs to be annexed Department policy to loop water mains.

Project Timeframe: Fiscal Year 2014 to 2014
Useful Life: 30 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Planning	50,000	-	50,000	-	-	-
Engineering & Design	100,000	-	100,000	-	-	-
Construction	470,000	-	470,000	-	-	-
Project Total:	620,000	-	620,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	504	620,000	-	620,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		620,000	-	620,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-06	Funding Source(s)	
Title:	Replace Carbon Media	Source 1	Water Revenue
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Purchase		
		Source Requirement:	Permit

Project Description: 2 of the 4 carbon vessels need the carbon media replaced. Carbon filtration is a current treatment process in permit.

Project Timeframe: Fiscal Year 2013 to 2013
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	90,000	-	90,000	-	-	-
Installation	5,000	-	5,000	-	-	-
	-	-	-	-	-	-
Project Total:	95,000	-	95,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Water Revenue	501	95,000	-	95,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		95,000	-	95,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-07	Funding Source(s)	
Title:	Refurbish Water Storage Tanks	Source 1	Water Revenue
Lead Department:	Public Works: Water O&M (3060)	Source 2	Bond/Loan
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Permit

Project Description: Paint within the storage take is failing and peeling off into the water. Tank inspection in 2011 found paint peeling inside 1.5 MG tank. Repaint to protect metal & Health.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Installation	630,000	30,000	600,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	630,000	30,000	600,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Water Revenue	501	30,000	30,000	-	-	-	-
Bond/Loan	504	600,000	-	600,000	-	-	-
0		-	-	-	-	-	-
Project Total:		630,000	30,000	600,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-08	Funding Source(s)	
Title:	Replace VFD Drives	Source 1	Water Revenue
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Variable frequency drives exceeded life expectancy resulting in costly repeated repairs. The water system has 11 VFD's that need to be replaced. Program 3 per year.

Project Timeframe: Fiscal Year 2013 to 2017
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	100,000	20,000	20,000	20,000	20,000	20,000
Installation	20,000	4,000	4,000	4,000	4,000	4,000
	-	-	-	-	-	-
Project Total:	120,000	24,000	24,000	24,000	24,000	24,000

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Water Revenue	501	120,000	24,000	24,000	24,000	24,000	24,000
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		120,000	24,000	24,000	24,000	24,000	24,000

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-09	Funding Source(s)	
Title:	Replace W51 2000 Chevy 1500	Source 1	Water Revenue
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Series of equipment failure in 2011 (fuel pump & intake valve). Reaching life cycle. Truck is nearing life cycle.

Project Timeframe: Fiscal Year 2013 to 2013
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	25,000	25,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	25,000	25,000	-	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Water Revenue	501	25,000	25,000	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		25,000	25,000	-	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-10	Funding Source(s)	
Title:	Replace W54 1991 Ford F-250	Source 1	Water Revenue
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Series of recent equipment failures exceeded the value of vehicle. Truck is red tagged. Unsafe to drive.

Project Timeframe: Fiscal Year 2013 to 2013
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	30,000	30,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	30,000	30,000	-	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Water Revenue	501	30,000	30,000	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		30,000	30,000	-	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-11	Funding Source(s)	
Title:	Replace W55 2000 Chevy 2500	Source 1	Water Revenue
Lead Department:	Public Works: Water O&M (3060)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Series of equipment failure in 2011 (fuel pump) Reaching life cycle.

Project Timeframe: Fiscal Year 2013 to 2013
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	30,000	-	-	-	30,000	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	30,000	-	-	-	30,000	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Water Revenue	501	30,000	-	-	-	30,000	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		30,000	-	-	-	30,000	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-12	Funding Source(s)	
Title:	Replace S42 1991 Ford F350	Source 1	Water Revenue
Lead Department:	Public Works: Water O&M (3060)	Source 2	Sewer Revenue
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Used by underground construction crew. 50% cost sharing with sewer.

Project Timeframe: Fiscal Year 2013 to 2013
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	35,000	-	-	35,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	35,000	-	-	35,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Water Revenue	501	17,500	-	-	17,500	-	-
Sewer Revenue	601	17,500	-	-	17,500	-	-
		-	-	-	-	-	-
Project Total:		35,000	-	-	35,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3060-13	Funding Source(s)	
Title:	Repalce S44 1986 Aquatech	Source 1	Water Revenue
Lead Department:	Public Works: Water O&M (3060)	Source 2	Sewer Revenue
Project Manager:	Public Works Director	Source 3	General Fund
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Used to clean sewers and storm drains, and to excavate emergency repairs. Used to clean sewers and storm drains, vac earth.

Project Timeframe: Fiscal Year 2013 to 2013
Useful Life: 10 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	75,000	-	-	-	75,000	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	75,000	-	-	-	75,000	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Water Revenue	501	25,000	-	-	-	25,000	-
Sewer Revenue	601	25,000	-	-	-	25,000	-
General Fund	110	25,000	-	-	-	25,000	-
Project Total:		75,000	-	-	-	75,000	-

PUBLIC WORKS: SEWER O&M

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-01	Funding Source(s)	
Title:	SCADA Replacement	Source 1	Bond/Loan
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Water Master Plan

Project Description: Install automated controls & communications to pump and treatment facilities. Required for SSMP and Permit compliance.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Purchase	600,000	-	600,000	-	-	-
Installation	81,800	-	81,800	-	-	-
	-	-	-	-	-	-
Project Total:	681,800	-	681,800	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	604	681,800	-	681,800	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		681,800	-	681,800	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-02	Funding Source(s)	
Title:	Treatment Pond Improvements	Source 1	Bond/Loan
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	State Grant
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Water Master Plan

Project Description: Install slop protection and remove sludge. Needed to prevent failure of earthen embankments and restore/improve treatment capacity.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	1,023,681	-	1,023,681	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	1,023,681	-	1,023,681	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	604	1,023,681	-	1,023,681	-	-	-
State Grant	TBD	-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		1,023,681	-	1,023,681	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-03	Funding Source(s)	
Title:	New Pump Station	Source 1	Bond/Loan
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	State Grant
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Water Master Plan

Project Description: Install new pumpstation and abandon current. New station to be out of flood zone, have automated controls, and have safety features for operators.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	74,000	-	74,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	74,000	-	74,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	604	74,000	-	74,000	-	-	-
State Grant	TBD	-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		74,000	-	74,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-04	Funding Source(s)	
Title:	Collection System Improvements (I&I)	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Permit

Project Description: Locate and seal sections of collection system identified to have excessive I&I. Required in permit. ID in Master Plan.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	450,000	-	450,000	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	450,000	-	450,000	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	604	450,000	-	450,000	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		450,000	-	450,000	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-05	Funding Source(s)	
Title:	Sewer Main Upsizing	Source 1	Bond/Loan
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	State Grant
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Regulatory

Project Description: Enlarge section of sewer main located in Main St. from 8 inch to 12 inch. Clearlake Ave. to 6th St. Required in Notice of Violation. Master Plan.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	367,500	-	367,500	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	367,500	-	367,500	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	604	367,500	-	367,500	-	-	-
State Grant	TBD	-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		367,500	-	367,500	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-06	Funding Source(s)	
Title:	HWY 29 Tunnel Sewer Main Improvements	Source 1	Bond/Loan
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	State Grant
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Inspect 3 sewer main pipes and supports located in 72 inch tunnel and repair. Last inspection noted corrosion on bracing and pipes.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	422,500	-	422,500	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	422,500	-	422,500	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Bond/Loan	604	422,500	-	422,500	-	-	-
State Grant	TBD	-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		422,500	-	422,500	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-07	Funding Source(s)	
Title:	Treatment Pond Aerator Replacement	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Permit

Project Description: Installed in 1991 these 7 aerators are failing. Expect to replace 3 within the next 5 years. Aerators are required as part of sewer treatment process.

Project Timeframe: Fiscal Year 2016 to 2017
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	21,000	-	-	-	-	21,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	21,000	-	-	-	-	21,000

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	601	21,000	-	-	-	-	21,000
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		21,000	-	-	-	-	21,000

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-08	Funding Source(s)	
Title:	Recap #1 Pump Replacement	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Permit

Project Description: Installed in 1991 these 7 aerators are failing. Expect to replace 3 within the next 5 years. Aerators are required as part of sewer treatment process.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	10,000	-	-	10,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	10,000	-	-	10,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	601	10,000	-	-	10,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		10,000	-	-	10,000	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-09	Funding Source(s)	
Title:	Sewer Lifstation Pump Replacement	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	Permit

Project Description: Most of the pumps in use today are over 20 years old and rebuilt. Expect to replace 4 in next 5 years. Used to transport raw untreated sewage to treatment and disposal facilities.

Project Timeframe: Fiscal Year 2016 to 2017
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	60,000	-	-	-	-	60,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	60,000	-	-	-	-	60,000

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	601	60,000	-	-	-	-	60,000
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		60,000	-	-	-	-	60,000

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-10	Funding Source(s)	
Title:	S7 Portable Generator 40kw 1970	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Backup power source to large sewer pump stations (and wells). This generator is used to provide power to Lakeport Blvd. sewer pump station when needed. 50% w/501.

Project Timeframe: Fiscal Year 2016 to 2017
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	30,000	-	-	-	-	30,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	30,000	-	-	-	-	30,000

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	601	30,000	-	-	-	-	30,000
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		30,000	-	-	-	-	30,000

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-11	Funding Source(s)	
Title:	S14 Portable Generator 30kw 1961	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Backup power source to medium sized sewer pump stations. Provide power to Rose Ave, Clearlake Ave, Martin St sewer pump stations when needed.

Project Timeframe: Fiscal Year 2016 to 2017
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	25,000	-	-	-	-	25,000
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	25,000	-	-	-	-	25,000

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	601	25,000	-	-	-	-	25,000
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		25,000	-	-	-	-	25,000

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-12	Funding Source(s)	
Title:	S42 1991 Ford F350 Replacement	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Used by underground construction crew. 50% cost sharing with Water.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	35,000	35,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	35,000	35,000	-	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	601	17,500	17,500	-	-	-	-
Water Revenue	501	17,500	17,500	-	-	-	-
		-	-	-	-	-	-
Project Total:		35,000	35,000	-	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-13	Funding Source(s)	
Title:	S44 1986 Aquatech	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	Water Revenue
Project Manager:	Public Works Director	Source 3	General Fund
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Used to clean sewers and storm drains, and to excavate emergency repairs. 50% sewer, 25% water, 25% gen fund.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	75,000	75,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	75,000	75,000	-	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	601	25,000	25,000	-	-	-	-
Water Revenue	501	25,000	25,000	-	-	-	-
General Fund	110	25,000	25,000	-	-	-	-
Project Total:		75,000	75,000	-	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-14	Funding Source(s)	
Title:	S46 1993 Chevy 350	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning		
		Source Requirement:	

Project Description: Used for Sewer Operations. Repairs for this truck have exceeded its value.

Project Timeframe: Fiscal Year 2013 to 2014
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	30,000	30,000	-	-	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	30,000	30,000	-	-	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	601	15,000	15,000	-	-	-	-
	501	15,000	15,000	-	-	-	-
		-	-	-	-	-	-
Project Total:		30,000	30,000	-	-	-	-

City of Lakeport
Capital Improvement Program
Project Budget Detail

Period (FY): 2013-2017

Project Number:	2013-3070-15	Funding Source(s)	
Title:	Sewer Camera	Source 1	Sewer Revenue
Lead Department:	Public Works: Sewer O&M (3070)	Source 2	
Project Manager:	Public Works Director	Source 3	
Project Condition:	Active	Source 4	
Project Status:	Planning	Source Requirement:	

Project Description: Used to inspect underground pipes.

Project Timeframe: Fiscal Year 2014 to 2015
Useful Life: 15 Years

Element(s)	Total Cost	Project Budget				
		2012-13	2013-14	2014-15	2015-16	2016-17
Construction	5,000	-	-	5,000	-	-
	-	-	-	-	-	-
	-	-	-	-	-	-
Project Total:	5,000	-	-	5,000	-	-

Total by Fund	Fund No	Total Cost	Project Budget				
			2012-13	2013-14	2014-15	2015-16	2016-17
Sewer Revenue	601	2,500	-	-	5,000	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
Project Total:		5,000	-	-	5,000	-	-

ATTACHMENTS

BUDGET RESOLUTION

GANN LIMIT RESOLUTION

BUDGET RESOLUTION

RESOLUTION NO. 2475 (2013)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LAKEPORT, THE SUCCESSOR AGENCY TO THE LAKEPORT
REDEVELOPMENT AGENCY, AND THE BOARD OF THE CITY
OF LAKEPORT MUNICIPAL SEWER DISTRICT
ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2013-2014**

WHEREAS, the City Council of the City of Lakeport, the Successor Agency to the Lakeport Redevelopment Agency, and Board of the City of Lakeport Municipal Sewer District has reviewed the Annual Budget for the Fiscal Year 2013-2014; and

WHEREAS, included in said budget are the necessary estimates of anticipated revenues and assessed evaluations for the properties subject to taxation by the City; and

WHEREAS, the City Clerk caused the legal advertisement to be published seven (7) days prior to the City Council hearing date; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lakeport hereby adopts the budget for the City of Lakeport, the Successor Agency to the Lakeport Redevelopment Agency, and City of Lakeport Municipal Sewer District for the fiscal year beginning July 1, 2013, and ending June 30, 2014, appropriating the sum of \$16,738,415; and

THIS RESOLUTION was passed by the City Council of the City of Lakeport at a regular meeting thereof on the 18th day of June, 2013, by the following vote:

AYES: Mayor Engstrom, Council Members Parlet, Scheel, and Spillman

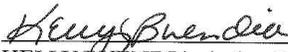
NOES: None

ABSTAINING: None

ABSENT: None


THOMAS ENGSTROM, Mayor

ATTEST:


KELLY BUENDIA, Acting City Clerk

GANN LIMIT RESOLUTION

RESOLUTION NO. 2476 (2013)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT ESTABLISHING THE FISCAL YEAR 2013-2014 APPROPRIATIONS LIMIT FOR THE CITY OF LAKEPORT

WHEREAS, pursuant to *Government Code* Section 7910, the City Council must, by resolution, establish its appropriations limit for each fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT the appropriations limit for the City of Lakeport for the 2013-2014 Fiscal Year shall be Ten Million, Three Hundred and Fifty Two Thousand, Three Hundred and Two Dollars (\$10,352,302).

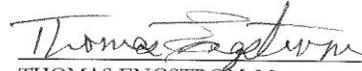
This resolution was adopted by the City Council of the City of Lakeport at a regular meeting thereof on the 18th day of June, 2013, by the following vote:

AYES: Mayor Engstrom, Council Members Mattina, Parlet, Scheel, and Spillman

NOES: None

ABSTAINING: None

ABSENT: None


THOMAS ENGSTROM, Mayor

ATTEST:


KELLY BUENDIA, Acting City Clerk

GANN LIMIT CALCULATION

Gann Limit Calculation

FY 2013-2014

Per Capita Cost of Living Change =	5.12 percent	
Population Change (County) =	0.2 percent	
Per Capita Cost of Living converted to a ratio:	$\frac{5.12 + 100}{100}$	= 1.0512
Population converted to a ratio:	$\frac{0.20 + 100}{100}$	= 1.002
Calculation of factor for FY 2013-2014:	1.0512×1.002	= 1.0533
Appropriations Limit, Fiscal Year 2012-2013	\$ 9,828,423	
Appropriations Limit, Fiscal Year 2013-2014	\$ 10,352,302	
(\$9,828,423 x 1.0533)		

FY 2013-2014 appropriations subject to Gann Limit

FISCAL YEAR 2013-2014	Budget Estimates
Property Taxes	\$ 903,500
Sales Taxes	2,082,002
Special Taxes	70,000
State Subventions	176,104
Franchise Taxes	126,273
Business License Taxes	70,000
	\$3,427,879

Percentage Use of Appropriations Limit 33.11%

APPENDICES

TRANSFERS SCHEDULE

PERSONNEL SCHEDULES

GLOSSARY OF TERMS

ACCOUNTING STRUCTURE

BUDGET POLICIES

FINANCIAL MANAGEMENT POLICIES

BUDGET SCHEDULE

TRANSFERS SCHEDULE

Fiscal Year 2013-14
SCHEDULE OF TRANSFERS

Fund Transferring From (Transfers Out)			Fund Transferring To (Transfers In)		
Fund Number	Fund Name	Amount	Fund Number	Fund Name	Amount
110	General Fund	\$ 5,000	501	Water O&M	\$ 5,000
110	General Fund	7,500	601	Sewer O&M	7,500
110	General Fund	275,000	801	OPEB Agency Fund	275,000
130	General Capital Improvement	40,000	110	General Fund	40,000
203	HUTA	9,000	110	General Fund	9,000
210	Economic RLF	32,000	228	Housing RLF	32,000
211	BSCC Law Enforcement Grant	20,000	110	General Fund	20,000
228	Housing Loan RLF	9,500	110	General Fund	9,500
234	Business Loan Stabilization Fund	4,800	110	General Fund	4,800
240	2012 HOME GRANT	30,000	110	General Fund	30,000
410	Lakeshore Storm Damage Repair	7,000	110	General Fund	7,000
414	Storm Drainage Fund	9,900	110	General Fund	9,900
415	Lakeshore Blvd HSIPL	14,700	110	General Fund	14,700
501	Water O&M	49,500	801	OPEB Agency Fund	49,500
601	Sewer O&M	55,000	801	OPEB Agency Fund	55,000
702	Special Deposit Fund	100,000	110	General Fund	100,000
705	Redevelopment Successory Agency	33,515	110	General Fund	33,515
605	CLMSD Assessment 91-1 District	2,000	110	General Fund	2,000
Total Transfers Out		<u>\$ 704,415</u>	Total Transfers In		<u>\$ 704,415</u>

PERSONNEL SCHEDULES

POSITION SUMMARY

City of Lakeport
Fiscal Year 2013-14
Position Summary

Classification Title	2012-13		Proposed
	FTE	Change	2013-14 FTE
Account Clerk	1.00		1.00
Accounting Technician	1.00		1.00
Admin Services Director	1.00		1.00
CDD Director	1.00	(1.00)	-
Chief Building Official	1.00		1.00
City Attorney	0.50		0.50
City Clerk	0.80		0.80
City Engineer	1.00		1.00
City Manager	1.00		1.00
Council Members	0.50		0.50
Department Secretary II	2.50	(1.50)	1.00
EMC Supervisor	1.00		1.00
Engineering Tech	1.00		1.00
Finance Director	1.00		1.00
Finance Specialist	1.00		1.00
Housing Specialist	0.50		0.50
Intern	-	0.25	0.25
Lieutenant	1.00		1.00
Lifeguard	2.25		2.25
Maintenance Specialist	-	1.00	1.00
Maintenance Worker I	4.00		4.00
Maintenance Worker II	2.00		2.00
Office Specialist	0.50	0.50	1.00
Parks Foreman	1.00	(1.00)	-
Parks Maintenance Worker I	1.00	1.00	2.00
Planning Commissioners	0.25		0.25
Planning Services Manager	1.00		1.00
Planning/Building Technician	-	1.00	1.00
Police Chief	1.00		1.00
Police Officer I	4.00		4.00
Police Officer II	-		-
Police Officer III	2.00		2.00
Police Records Supervisor	1.00		1.00
Pool Manager	0.50		0.50
Public Works Director	1.00		1.00
Public Works Foreman	1.00		1.00
Public Works Superintendent	1.00		1.00
Records Assistant	0.50		0.50
Reserve Officer	0.75	0.15	0.90
Sergeant	2.00		2.00
Special Investigator	0.50		0.50
Utilities Maintenance Supervisor	1.00		1.00
Utilities Superintendent	1.00		1.00
Wastewater Facilities Operator	1.00		1.00
Wastewater Facilities Supervisor	1.00		1.00
Water Supervisor	1.00		1.00
Water Systems Operator I	2.00		2.00
Total FTE	51.05	0.40	51.45

DEPARTMENT PERSONNEL

Fiscal Year 2013-14
Personnel Schedule by Department

	FTE 2012-13	Change	FTE 2013-14
<u>Legislative</u>			
Mayor	0.10		0.10
Mayor Pro Tem	0.10		0.10
Council member	0.10		0.10
Council member	0.10		0.10
Council member	0.10		0.10
Planning Commissioner	0.05		0.05
Planning Commissioner	0.05		0.05
Planning Commissioner	0.05		0.05
Planning Commissioner	0.05		0.05
Planning Commissioner	0.05		0.05
Total	0.75	-	0.75
<u>Administration</u>			
City Manager	1.00		1.00
City Clerk	0.80		0.80
Admin Services Director	1.00		1.00
Office Specialist	0.40	0.40	0.80
Total	3.20	0.40	3.60
<u>City Attorney</u>			
City Attorney	0.50		0.50
<u>Finance</u>			
Finance Director	1.00		1.00
Finance Specialist	1.00		1.00
Accounting Technician	1.00		1.00
Account Clerk	1.00		1.00
Office Specialist	0.10	0.10	0.20
Intern	-	0.25	0.25
Total	4.10	0.35	4.45
<u>Community Development</u>			
CDD Director	1.00	(1.00)	-
Planning Services Manager	1.00		1.00
Chief Building Official	1.00		1.00
Department Secretary II	0.75	(0.75)	-
Housing Specialist	0.50		0.50
Planning/Building Technician	-	1.00	1.00
Total	4.25	(0.75)	3.50
<u>Engineering and Information Technology</u>			
City Engineer	1.00		1.00
Engineering Tech	1.00		1.00
Department Secretary II	0.25	(0.25)	-
Total	2.25	(0.25)	2.00

(Continued)

Police			
Lieutenant	1.00		1.00
Records Assistant	0.50		0.50
Police Officer I	1.00		1.00
Police Officer I	1.00		1.00
Police Officer I	1.00		1.00
Police Officer I	1.00		1.00
Police Officer III	1.00		1.00
Police Officer III	1.00		1.00
Police Chief	1.00		1.00
Police Records Supervisor	1.00		1.00
Reserve Officer	0.50		0.50
Reserve Officer	0.25		0.25
Sergeant	1.00		1.00
Sergeant	1.00		1.00
Special Investigator	0.50		0.50
Reserve Officer	-	0.15	0.15
Total	12.75	0.15	12.90
Public Works			
Public Works Director	1.00		1.00
Public Works Superintendent	1.00		1.00
Department Secretary II	1.00		1.00
Utilities Superintendent	1.00		1.00
Department Secretary II	0.50	(0.50)	-
Parks Foreman	1.00		1.00
Parks Maintenance Worker I	1.00	1.00	2.00
Pool Manager	0.50		0.50
Lifeguard	2.25		2.25
Public Works Foreman	1.00	(1.00)	-
Maintenance Specialist	-	1.00	1.00
Maintenance Worker I	1.00		1.00
Maintenance Worker I	1.00		1.00
Maintenance Worker II	1.00		1.00
Maintenance Worker I	1.00		1.00
Wastewater Facilities Supervisor	1.00		1.00
Wastewater Facilities Operator	1.00		1.00
Maintenance Worker I	1.00		1.00
Water Supervisor	1.00		1.00
Water Systems Operator I	1.00		1.00
Water Systems Operator I	1.00		1.00
Utilities Maintenance Supervisor	1.00		1.00
Maintenance Worker II	1.00		1.00
EMC Supervisor	1.00		1.00
Total	23.25	0.50	23.75
	FTE	FTE	FTE
FTE	51.05	0.40	51.45

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GLOSSARY OF TERMS

Adopted budget

The city council approved annual budget establishing the legal authority for the expenditure of funds as set forth in the appropriation resolution.

Accrual/accrual basis of accounting

A method of accounting that recognizes the financial effect of transactions, events and inter-fund activities when they occur, regardless of the timing of related cash flows.

Annual financial report

A financial report applicable to a single fiscal year.

Appropriation

An authorization made by the city council, which permits officials to incur obligations against and to make expenditures of resources. Appropriations are usually made to fixed amounts and are typically granted for a one-year period.

Assessed valuation

A valuation set upon real estate or other property by a government as a basis for a tax levy.

Audit

A view of the city accounts by an independent auditing firm to substantiate year-end fund, salaries, reserves and cash on hand.

Beginning/ending fund balance

Appropriated resources available in a fund from the prior/current year after payment of the prior/current year's Expenses. This is not necessarily cash on hand.

Bond

A city may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specified date or dates in the future, together with periodic interest at a specified rate.

Budget

A plan of financial operation embodying an estimate of proposed appropriations for a given period of time and the Proposed means of financing them.

Budgetary basis

The method of accounting applied to the budgetary accounts and process.

Budgetary control

The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of appropriations and available resources.

Budget message or budget transmittal letter

A general discussion of the proposed budget as presented in writing by the city manager to the city council. The message contains an explanation of principal budget items and summaries found in the prepared budget relative to the current year adopted budget.

Budgetary basis the form of accounting utilized throughout the budget process.

C.o.p community oriented policing

Debt service

Payment of interest and repayment of principal to holders of the city's debt instruments (bonds).

Debt service fund

Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit an excess of expenditures or expenses over resources.

Department

An operational and budgetary unit designated by the city council to define and organize city operations.

Depreciation

The portion of the cost of a fixed-asset charged as an expense prorated over the estimated life of the asset.

Encumbrance

An amount of money committed for the payment of goods and services not yet received or paid for. A purchase order is a common encumbrance.

Estimated revenues

The budgeted, projected revenues expected to be realized during the budget (fiscal) year to finance all or part of the Planned expenditures.

Expenditure the actual payment for goods and services.

Expenses

The incurrence of liabilities or the consumption of assets arising from the delivery or production of goods, rendering Services or carrying out other activities that constitute the entity's ongoing major or central operation. The term applies to the city's enterprise and internal service funds.

Fiscal year (fy)

A 12-month period of time to which the budget applies. For the city of lakeport it is July 1 through June 30.

Fixed asset

A long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances. Fixed assets include land, buildings, equipment, improvements to other assets and infrastructure (i.e., streets, highways, bridges, etc.).

Full time equivalent (fte) position

The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year (2,080 hours).

Fund

An accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances and changes therein are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

Fund balance

The difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed to) for a particular fund. It also represents the accumulated net resources of a fund available for reservation, designation or for appropriation.

Gann

Refers to the last name of the individual who championed proposition 13 and secured the passage of the constitutional amendment that led to the property tax rollback in the 1970's.

Gasb governmental accounting standards board.

Generally accepted accounting principles (gaap)

Uniform minimum standards and guidelines for accounting and reporting. These standards govern the form and content of the annual financial statements of an entity. The primary authoritative body on the application of gaap to state and local governments is the governmental accounting standards board (gasb).

General fund

The primary governmental fund used to account for all financial resources, except those required to be accounted for in another fund.

General plan

A comprehensive, long-range policy guide intended to promote efficient and desirable growth in the community.

Governmental funds

Distinguished by their measurement focus on determining financial position and changes in financial position.

Grants

Contributions of gifts or cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

Infrastructure

Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, Public buildings, parks and airports.

Interfund transfers

Monies moved from one fund to another. The money is transferred to finance the operations of another fund or to Reimburse the fund for expenses.

Line item

The description of an object of expenditure, i.e. Salaries, supplies, professional services and other operational costs.

Maintenance & operation (M&O) costs

The day-to-day operating and maintenance costs of a municipality. These costs include personnel, gas, electric utility bills, telephone expense, reproduction costs, postage and vehicle maintenance

Modified accrual

An adaptation of the accrual basis of accounting for governmental funds types. Revenues and other financing Resources are recognized when they become available to finance expenditures of the current period. Expenditures are recognized when the fund liability is incurred.

Notes

A paper that acknowledges a debt and promises payment to a specified party of a specific sum, describing a time of maturity that is either definite or will become definite.

Object an individual expenditure account.

Objective

A measurable output that an organization strives to achieve within a designated time frame. The achievement of the Objective advances an organization toward a corresponding goal.

Operating budget

Plans of current expenditures and the proposed means of financing them. The annual operating budget, as distinguished from the capital program budget, is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating deficit the deficiency of operating revenues under expenditures.

Operating expenses

Expenditures for materials, supplies and services which are ordinarily consumed within a fiscal year and which are not included in the program inventories.

Operating surplus

The excess of operating revenues over operating expenditures.

Ordinance

A formal legislative enactment by the city council. It is the full force and effect of law within the city boundaries unless preempted by a higher form of law.

Performance measures

Measurement of service performance indicators that reflect the amount of money spent on services and the resulting outcomes at a specific level of services provided.

Program

A group of related activities performed by one or more organizational units for the purpose of accomplishing a city Responsibility.

Proposed budget

This refers to the status of an annual budget, which has been submitted to the city council by the city manager and is pending public review and city council adoption. Also referred to as the "preliminary budget".

Reserve

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriations.

Resolution

A special order of the city council, which has a lower legal standing than an ordinance.

Resources

Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.

Retained earnings

An equity account reflecting the accumulated earnings of an enterprise or internal service fund.

Revenue

Income received through such sources as taxes, fines, fees, grants or service charges that can be used to finance Operations or capital assets.

Risk management

An organized attempt to protect an organization's assets against accidental loss in the most cost effective manner.

Self insurance

A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or the activity of the agency. It is distinguished from the transfer of risk to a third party (insurance company).

Service effort a measure of expected output by a budgetary program.

Special revenue funds

A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes.

Subventions

Revenues collected by the state (or other level of government), which are allocated to the city on a formula Basis. The major subventions received by the city come from the state of california and include motor vehicle in-lieu and gas tax.

Tax allocation bonds

A bond issued that has a specific tax revenue source that backs the payment of the debt. In the city, these are not Issued for general fund purposes.

Transfer in/out

Movement of resources between two funds. Example: an interfund transfer would include the transfer of operating Resources from the general fund to an enterprise fund.

Transient occupancy tax (tot)

This revenue source originates in a tax placed on lodging facilities for the occupancy of a room. Lakeport has a 10% tax for such occupancies.

Trust funds

Funds held by the city that are subject to the terms of the trust that created the source of funding.

User charges

The payment of a fee in direct receipt of a public service by the party who benefits from the service.

Workload indicators

Statistical information that indicates the demands for services within a given department or division. Workload indicators are a type of performance measure utilized by departments or divisions to assess its level of service.

ACCOUNTING STRUCTURE

City Government Services

The City provides the following municipal services directly:

- Building Permit/Plan Approval
- Planning, Zoning and Land Use
- Engineering
- Public Safety (Fire provided by Lakeport Fire Protection District)
- Street Maintenance
- Economic Development
- Housing Services
- Water and Sewer Utilities
- Solid Waste Management (Waste collection handled by franchise trash hauler, Lakeport Disposal)

Accounting System and Budgetary Control

In developing and evaluating the City's accounting system, consideration is given to the adequacy of internal accounting controls, managerial reporting, purchasing, and budgetary control. Controls are designed to provide reasonable, but not absolute, assurance regarding the safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statements and maintaining accountability. The concept of reasonable assurance recognizes that the cost of a specific control feature should not exceed the benefits likely to be derived and the evaluation of costs and benefits require estimates and judgments by management. The City's internal accounting controls adequately safeguard assets and provide reasonable assurance of proper recording of financial transactions.

Basis of Accounting

The budgets of all governmental fund types are prepared on a modified accrual basis. Under the modified accrual basis, revenue is recognized when it becomes measurable and available. "Measurable" means the amount can be determined and "available" means collectible within the current period or soon enough thereafter to pay current liabilities. This is generally within sixty (60) days after the end of the fiscal year. Expenditures are recognized when the related fund liability is incurred. The budgets of proprietary funds (water and sewer enterprise funds), as well as fiduciary funds (OPEB trust fund), are prepared on an accrual basis. Under this method, revenue is recognized when earned and expenses are recognized at the time the liability is incurred.

GASB 34

Beginning with the fiscal year ending on June 30, 2011, the City implemented the provisions of GASB 34 with the publication of our Annual Financial Report. The City intends to produce its first Comprehensive Annual Financial Report (CAFR) for this fiscal year. The CAFR presents the status of the City's finances on the basis of Generally Accepted Accounting Principles (GAAP). In most cases, this conforms to the way the City prepares its budget with the following exceptions:

- Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expensed when paid (budget).
- Principal payments on long-term debt within the enterprise funds are applied to the outstanding liability on a GAAP basis as opposed to being expensed on a budget basis.
- Capital outlays within the enterprise funds are recorded as assets on a GAAP basis and expensed on a budget basis.

Inventory for governmental activities is recorded as an expenditure at the time it is purchased. For business-type activities, inventory is expensed when used.

FINANCIAL/BUDGET POLICIES

Policy

The City Manager shall submit a proposed budget to the City Council each year for sufficient time to review and debate the budget before adoption. The proposed budget is balanced either through the matching of ongoing revenues with proposed expenditures or the use of existing reserves.

Budget Basis

The budgets of general government type funds (for example, the general fund or gas tax funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the City are budgeted as expenditures, but revenues are recognized only when measurable and available.

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on the basis of Generally Accepted Accounting Principles (GAAP). In most cases, this conforms to the way the City prepares the budget.

Responsibility

The departments are responsible for preparing their budgets in accordance with the guidelines provided by the City Manager and Finance Director. The Finance Department provides cost data related to staffing and other committed obligations. Departments provide cost information related to program and capital projects. The Finance Director prepares all revenue, debt service and reserve estimates.

Operating Budget

Ongoing operating costs should be supported by ongoing, stable revenue sources. This protects the City from fluctuating services levels and avoids crises when one-time revenues are reduced or removed. Listed below are some corollaries to this policy:

- Fund balances or contingency accounts should be used only for one-time expenditures, such as capital equipment and capital improvements.
- Ongoing maintenance costs, such as street resurfacing and other infrastructure improvements, should be financed through recurring operating revenues rather than through bond issuance.
- Fluctuating federal grants should not be used to fund ongoing programs.

Budget Review

During the budget review phase, the City Manager's Office, in conjunction with the Finance Department and Human Resources, analyzes new positions, operating and capital budget requests. This information is compiled, and the City Manager and Finance Director hold meetings with each department to review their estimated expenditures for the current fiscal year and the proposed baseline requests and enhancements for the proposed budget year.

At the completion of these meetings, the Finance Director again compiles all the financial data and presents the proposed budget to the City Manager for review.

Budget Adoption

The City Manager presents - via publicly noticed workshops - the budget to the City Council. Public hearings are held, and after modifications and revisions, the budget is adopted by resolution.

Budget Implementation

A budgetary control system is maintained to ensure compliance with the budget. The Finance Department is responsible for setting up the budget for tracking purposes and is charged with ensuring fund availability during the year to cover expenditures and appropriations. Reports comparing the budget with expenditures are generated and sent to departments on a monthly basis.

Budget Revision

Actual expenditures may not exceed budgeted appropriations at the fund level. The City Manager or his/her designee is authorized to transfer budgeted amounts at the department and object (account) level. The City has the following programs accounted for through its governmental funds: City Council, Administration, City Attorney, Finance, Community Development, Police, Public Works and Non-Departmental. Use of unappropriated reserves must be specifically approved by the City Council.

FINANCIAL MANAGEMENT POLICIES

General Policies

- All current operating expenditures will be paid for with current revenues, unless the use of reserves is approved by the City Council.
- Budgetary emphasis will focus on providing high quality municipal services, recognizing the fundamental importance to the citizens of public safety and properly maintained infrastructure.
- The budget will strive to provide sufficient funding for adequate maintenance and orderly replacement of capital facilities and equipment.
- Future maintenance needs for all new capital facilities will be identified with the inclusion of the capital project.
- Encouraging cost savings and promoting efficiencies is an ongoing commitment.
- Strong customer service and productivity improvements with a focus on cost savings remain important budgetary goals.

Revenue Policies

- A diversified and stable revenue system will be maintained to shelter the City from temporary or one-time fluctuations in any single revenue source.
- Revenues will be conservatively estimated.
- Intergovernmental assistance in the form of grants and loans will be used to finance only:
 - Those capital improvements which can be maintained and operated over time; or
 - Operating programs that can either be sustained over time or have a limited horizon.
- In general, one-time revenues will be used only to support capital or other non-recurring expenditures. One-time revenues may be used for operating programs only after an examination determines if they are subsidizing an imbalance between operating revenues and expenditures; and then only if a long-term forecast shows that the operating deficit will not continue.
- Development process costs and related administrative expenses will be offset by development fees.
- The City will identify basic tax-provided services and will establish user fees and charges for services provided in excess of basic services and/or to non-taxpaying users.

Reserve Policies

- A minimum fund balance reserve in the General Fund will be maintained at all times. The minimal, optimal level required for this reserve will be 25% of the General Fund operating budget. The reserve will be drawn down as a funding source of last resort and used only after other reserve accounts have been accessed.
- The actual and final General Fund surplus will first be used to fully fund the required General Fund reserve. At the recommendation of the City Manager to the City Council, and remaining general fund surplus or balance may be transferred to any other governmental or proprietary fund.
- The unappropriated fund balance in the General Fund will be maintained at a level sufficient to provide adequate working capital and to accommodate required adjustments to other reserve accounts, including the reserves for advances to other funds, deposits and prepaid items.
- Funding levels of General Fund reserves will be reviewed during periods of economic stagnation to avoid reductions in operating service levels.
- Appropriations or use of funds from any designated reserves will require City Council approval.

Cash Management

- Investments and cash management will be the responsibility of the Finance Director.
- In accordance with Section 53646 of the Government Code, the City Council will review and update annually an investment policy. The primary purpose of this policy is to set forth the City's investment philosophy and objectives. The City's investment objectives are, in order of priority: safety; compliance with federal, state and local laws; liquidity; and yield. The policy also specifically outlines authorized investments, the maximum maturities allowed for each investment instrument, and the criteria used to determine qualified depositories and/or dealers.
- The City invests all idle cash as determined by analysis of anticipated cash flow needs. Specific emphasis will be placed on future cash requirements when selecting maturity dates to avoid forced liquidations and the potential corresponding loss of investment earnings.
- In order to maximize yields from the overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund that has a positive cash balance.
- The City will maintain the investment portfolio under the "Prudent Person Standard." The "Prudent Person Standard" is as follows: Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The investment officer, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for the credit risk of an individual security or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.
- To protect against potential losses by collapse of individual securities and/or dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City will be held in safekeeping by a third party bank trust department, acting as the City's agent.
- The Finance Director will generate a quarterly report to the City Council in accordance with all state laws and City investment policy requirements.

Debt Policy

- It is the intent of the City of Lakeport to issue debt in a manner that adheres to state and federal laws, existing bond covenants and prudent financial management.
- The General Fund currently does not have any general obligation bonds and does not anticipate issuing such debt.
- When the City finances capital projects by issuing bonds, it will pay back the bonds within a period that is consistent with the useful life of the project.
- The City will not use long-term debt financing for any recurring purpose such as current operating and maintenance expenditures. Short-term debt instruments such as revenue tax or bond anticipation notes shall be excluded from this limitation.
- The City will generally conduct debt financing on a competitive basis. However, negotiated issues may be used due to market volatility or the use of an unusual or complex financing or security structure.
- The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
- The City will operate under the provisions of Proposition 13, the California Constitutional Amendment that limits the incurrence of "general obligation" debt. To incur this debt, the City must receive a two-thirds (2/3) vote of the voters at a general election.

Cost Allocation

- The City may establish internal service funds. These funds would be utilized to accumulate resources for specified needs and to fund those needs as they arise via transfers in and out to/from the General Fund.

Risk Management

- The City maintains a comprehensive risk assessment program and annual hazard survey to identify areas that may pose liability issues.
- The City has a policy of vigorously defending claims filed against the City of Lakeport and continues to maintain an excellent loss history.

Annual Audit

- Sound accounting practices dictate that the performance of an annual audit is a prudent business decision. It promotes accountability, transparency, and compliance with the adopted budget and the will of the citizens of Lakeport.
- The City requires an annual audit of the books of account, financial records, inventories and reports of all City officers and employees involved in the handling of financial matters by a qualified independent auditor.
- The independent auditing firm will be selected by the City based on a competitive proposal process. It is the policy of the City that the most qualified firm is selected and therefore the “lowest cost” approach is not the defining method of selecting an auditing firm.

The City shall issue a Request for Proposal for audit services at least every five years.

BUDGET SCHEDULE

Fiscal Year: 2013-2014

Activity	Tasks	Start Date	Completion Date
Begin Budget Prep for FY 13-14	<ul style="list-style-type: none"> Schedule budget meetings with Departments Distribute budget instructions Distribute budget workbooks 	3/4/13	3/8/13
City Council budget priority/goal setting workshop	<ul style="list-style-type: none"> Receive council/community communication Discuss priorities for the fiscal year Discuss capital projects Discuss goals and objectives 	4/30/13	
Preliminary Budget Meetings	<ul style="list-style-type: none"> CM meets with individual department heads for initial budget requests and discussion Begin annotating line items 	4/29/13	5/3/13
City Manager review of budget requests	<ul style="list-style-type: none"> Review appropriation requests Meet with Finance for discussion/analysis 	4/29/13	5/3/13
Reconciled Budget Meetings with City Manager	<ul style="list-style-type: none"> Department head meetings with CM Discussion of appropriation requests Finalize initial appropriation requests 	5/6/13	5/17/13
Receipt of supplemental appropriation requests	<ul style="list-style-type: none"> Last opportunity for DHs to make appropriation request changes prior to Council hearings 	5/20/13	5/29/13
Finalize Draft Budget Document	<ul style="list-style-type: none"> Finalize revenue estimates Complete special revenue funds and trust/agency funds 	5/20/13	5/31/13
First Budget Hearing with Council (special meeting/workshop)	<ul style="list-style-type: none"> Presentation of budget proposal Discussion of changes from prior year Take questions and requests from Council 	6/4/13	
Second Budget Hearing with Council	<ul style="list-style-type: none"> Discussion Q&A Take requests and revisions 	6/11/13	
Public Hearing w Council – Adoption of either final or tentative	<ul style="list-style-type: none"> Final Q&A Final revisions Adoption – tentative or final 	6/18/13	6/30/13
Final Budget workshop and hearing, if necessary	<ul style="list-style-type: none"> Final Q&A Final revisions Adoption 	7/5/13	