

LAKEPORT, CALIFORNIA



City of Lakeport
Annual Budget
Fiscal Year 2014-2015

Growing our community together.

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CITY OF LAKEPORT, CALIFORNIA

ANNUAL BUDGET

FISCAL YEAR 2014-2015



GOVERNING BODY

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



Kenneth Parlet
Mayor and Boards Chair



Martin Scheel
*Mayor Pro Tem
Boards Vice Chair*



Thomas Engstrom
Council Member



Stacey Mattina
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

David Ruderman
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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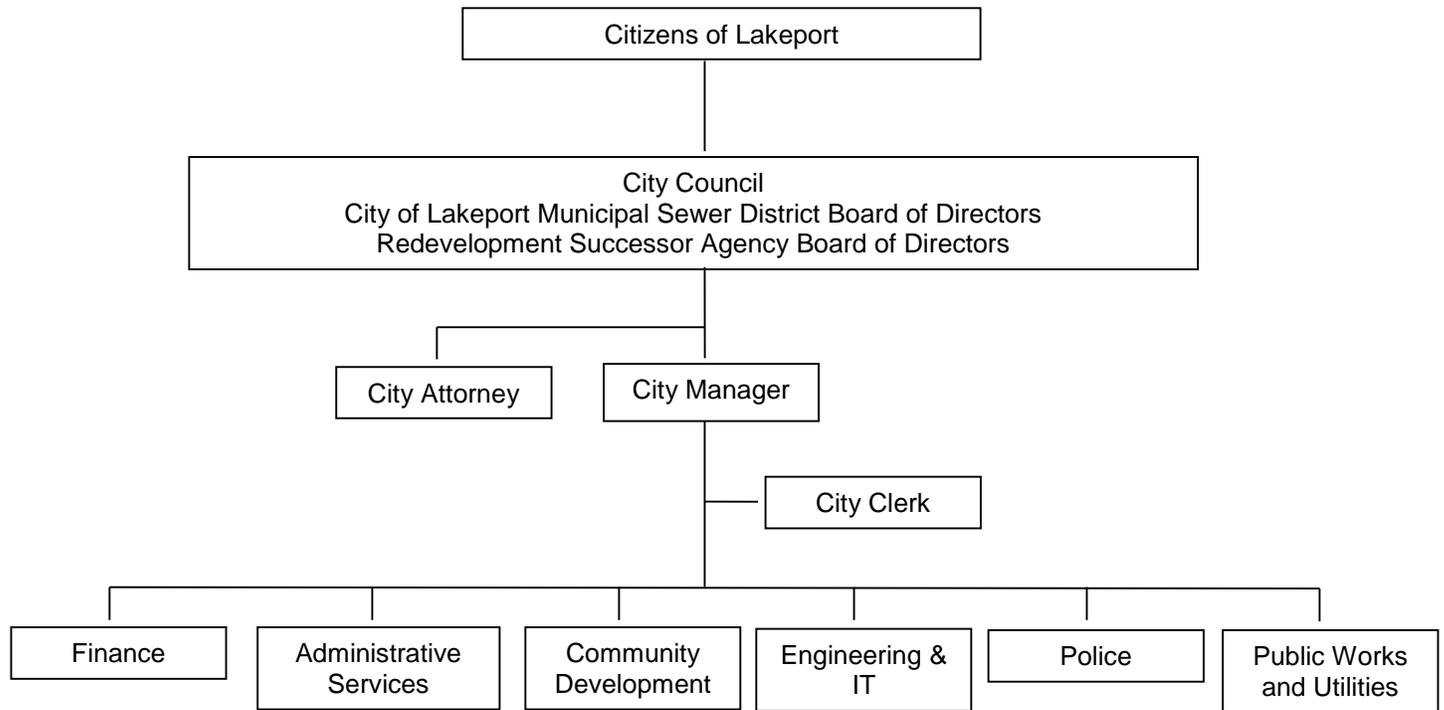
TABLE OF CONTENTS

City Organizational Chart	i
Mission and Vision	ii
City-Wide Goals	iii
City Manager’s Budget Message	1
Community Profile	7
Budget in Brief	11
Property Tax Distribution	22
Sales Tax Distribution	23
Measure I	24
Westshore Pool	25
Capital Expenditures	26
Charts and Graphs	28
Fund Summaries	33
Governmental Funds	35
General Fund	37
Capital Projects	38
Highway User Tax (HUTA)	39
Prop 172 Public Safety	40
Lakeport Housing Program (HUD)	41
Economic Revolving Loan	42
BSCC Law Enforcement	43
Former Redevelopment Housing	44
Housing Program Income	45
Emergency Housing Assistance	46
Microenterprise Fund	47
Business Stabilization Loan Fund	48
2012 HOME Grant	49
Tenth Street Drainage	50
Lakeport Blvd Improvement	51
South Main Improvement	52
Parkside Traffic Mitigation	53
Parallel/Bevins Stormwater Maintenance	54
Lakeshore Storm Damage Repair	55

Storm Drainage	56
Lakeshore Blvd HSIPL (Safety)	57
Proprietary	59
Water O&M.....	61
Water Expansion	62
USDA Water Project.....	63
Sewer O&M	64
Sewer Expansion	65
USDA Sewer Project.....	66
91-1 CLMSD Sewer Assessment District.....	67
Internal Service Fund – Risk Management	68
Fiduciary	69
Special Deposit Fund	70
Other Post-Employment Benefits (Retiree Health)	71
Redevelopment Obligation Retirement Fund	72
Operating Budgets	73
Non-Departmental	74
Legislative	75
Administration.....	78
City Manager	78
City Clerk.....	81
Administrative Services – Human Resources	84
Economic Development	88
City Attorney.....	91
Finance.....	92
Community Development.....	97
Planning.....	97
Building.....	103
Housing	108
Engineering & Information Technology.....	112
Police.....	115
Public Works	119
Roads and Infrastructure.....	119
Parks, Buildings and Grounds.....	124
Westshore Pool.....	129

Water Operations and Maintenance	132
Sewer Operations & Maintenance	137
Capital Improvement Program (CIP).....	142
Comprehensive CIP Project List	144
CIP Project List by Primary Fund	147
CIP Project List by Managing Department	150
Project Detail	153
Attachments	236
Budget Resolution	238
Gann Limit Resolution	240
Gann Limit Calculation	241
Appendices.....	242
Transfers Schedule	244
Debt Schedules	246
Personnel Schedules	249
Position Summary	249
Department Personnel	250
Glossary of Terms	252
Accounting Structure	257
Financial/Budget Policies	258
Financial Management Policies	260
Budget Schedule	263

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 2014-15 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, 2013

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, 2013. 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

I am pleased to present you my recommended operating and capital budget for fiscal year 2014-15.

Within this document you will find succinct executive summary, containing information on all estimated revenue and proposed expenditures for the year, as well as detailed information on major operating costs and capital projects.

This budget provides a complete, comprehensive picture of the City's current and expected financial condition so that Council can focus on the necessary details to make the most informed policy decisions possible.

Strategic Highlights

In preparing the City's budget for 2014-15 a simple theme governed our approach: growth. It inspired the title of the document: "Growing our community together." In other words, we believe we must act boldly and deliberately to strengthen our local economy, thereby enhancing service delivery and maintaining the highest quality of life for our citizenry.

This will require a stout, collaborative effort between all stakeholders: the City Council, City management, staff and, most importantly, the community.

I believe we will get there by focusing on three core elements. In order of precedence they are as follows:

1. People
2. Service delivery
3. Fiscal sustainability.

People: an organization's success cannot be achieved without good people. Lakeport is fortunate to have this resource in abundance. We have wonderful individuals working hard for this City. To nurture it I am negotiating the most competitive compensation packages that our community can afford. Additionally, I am recommending filling vacancies that will help relieve the overload placed on our staff demanded by the high quality services we provide. Not only do I want to retain the best, I want to be able to recruit the best. This is challenging. But my

commitment to our people has never been stronger.

Service delivery: the City is a service-based organization. It's what we do. Over the last several years we have provided high quality municipal services at the lowest possible cost. But as our recovery continues, costs are rising faster than revenues can grow. This is the new reality in which we live, what I referred to in a prior budget message as "the new normal."

We need to take a focused look at both the *what* and the *how*. *What* services can we continue to provide at the highest level? And *how* can we best provide it? Some tough decisions lie ahead of us. Making them is critical. Lakeport deserves no less.

Fiscal sustainability: We are recovering from the most devastating financial disaster in over 80 years and are finally ready to begin the process of restoration. The State of California did not make recovery easier for us, opting instead to solve its own financial hardships on the backs of local government. To make matters worse, Lakeport will not see the kind of economic growth that the state will realize in the next few years to come. But we will persevere. We will find our way to economic and fiscal prosperity.

To the end we must make substantial investments in three key areas:

- Infrastructure rehabilitation and improvement
- Economic development
- Operating efficiencies

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 little over 4,700 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 continue engaging in significant water and sewer capital projects. 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.

Operating Highlights

Fiscal year 2014-15 will be the year of capital projects. This message may sound familiar – it was a central theme last year. However, the time needed to prepare for this large undertaking was more extensive than originally estimated.

I am recommending \$8.39 million be applied to rebuilding the City's infrastructure. This includes completing the majority of USDA funded water and sewer projects, recapitalizing our severely aged fleet, replacing the docks at Library Park, as well as the Downtown Main Street revitalization.

Unfortunately, this is largely insufficient to what is required to replace or rehabilitate every fixed asset, but it is absolutely critical to maintaining our systems. It is ambitious, but my staff has assured me it is achievable. Please refer to the CIP schedule later in this document [page 14] for a list of capital items to be purchased and projects completed in the coming year. This effort supports the kind of growth we need, ties directly with our efforts to attract new business and promote our City, and emphasizes the values we espouse.

Restoring public safety services will be one of my highest non-capital priorities during the upcoming year. I will be working closely with the Lakeport Chief of Police to provide him the necessary

resources to rebuild his department and maintain the highest level of public safety services. Finally, economic development will be emphasized more than ever before. This will require cultivating the established partnerships with our local business community, the County of Lake, and other regional groups.

It also will require strong promotional activities, showcasing all that we are doing for our community and what it has to offer visitors. We have been strategizing for several years on what initiatives to promote and how to do it. The time now is to translate our planning into action.

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 64,000 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 continues 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, \$1.5 million of which I am recommend be targeted at Downtown Main Street for the coming year. This will grow our efforts to promote economic development, tourism, and economic vitality for the City.

Financial Highlights

I am proud to present a balanced operating budget for fiscal year 2014-15. Through the use of regular revenues to fund ongoing costs, as well as one-time revenues to fund irregular or one-time expenditures, the general fund remains well capitalized with a strong reserve, while water and sewer funds strengthen further.

General revenues driven by sales tax continue to improve. It is our most important revenue source and the reason our focus on economic development is so critical. Property taxes – the second most influential general revenue source – remains relatively flat. But as the housing market moves forward, so do our resources.

We will continue to evaluate and recommend changes to the City's fee structure to ensure fiscal sustainability in those activities that have specific benefit to users. Also, we expect to reach finality on the issue of the South Main Street annexation and in other areas that promote responsible and effective community growth.

Costs in personnel will increase significantly over the next five years, demonstrating a disturbing and unfortunate trend. Neither increased salaries (the employee's take-home pay) nor significant changes to personnel drive these outlays; rather, pension and health care expenses for current and former employees will require greater shares of current revenue sources.

The following are changes of note in fiscal year 2014-15:

- Total city-wide revenues will increase by over \$4.5 million, primarily resulting from USDA grant and loan proceeds.
- Salaries and benefits will increase by over \$500,000 from filling vacant, budgeted positions and to cover increased health and pension costs. Please see the

personnel schedule later in this document for additional detail on recommended staffing changes.

- Operating expenditures will increase by over \$600,000 driven mainly by project-specific professional service costs (engineering, project management, etc.) related to the USDA water and sewer projects.
- Loans and grants will increase by \$400,000 as the City fully implements its latest HOME housing grant.
- Capital expenditures will total more than \$8.39 million as we complete the majority of USDA water and sewer projects, dock replacement, and well as the Downtown Main Street revitalization, all of which are so vital to our economic development efforts.

Revenues

Sales tax revenues – including those derived from Measure I – continue to trend positively. We estimate this source to increase by 4-6% from fiscal year 2013-14, due largely to greater consumer spending in the City's automotive sector.

Property tax revenue in fiscal year 2014-15 will remain steady with little effective growth. 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 2014-15. This is a significant resource to support our Police Department, as costs related to officer compensation have increased significantly from 2014. We expect to continue receiving revenue from this source into fiscal year 2014-15.

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 an 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 continue 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

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 look to rebuild our staffing levels and for creative ways of meeting staffing needs in addition to the traditional method of hiring permanent employees. Finding efficiencies will be critical, such as a continuing the implementation of a more efficient software system to provide better access and information sharing between departments.

The 2014-15 budget will see the discontinuation of employee furloughs, which have been in place since 2010. We will continue to make use of a 9/80 work schedule. My commitment to our current work force remains as resolute as ever. Staff is this organization's most important resource, and it will continue to find ways of recognizing them as such.

The 2014-15 fiscal year budget includes funding for ten sworn, full-time officers. Given current financial resources, I believe this staffing level is sustainable. Before the economic down-turn, 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.

Capital Outlay

This Budget includes a comprehensive Capital Improvement Program (CIP) project adopted by Council in 2013-14. The CIP 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 mentioned earlier, I am recommending appropriating \$250,000 from the general fund toward the total project cost, which we estimate to be approximately \$250-300,000. 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 capital outlay plan that I have proposed unfortunately is not sustainable with ongoing resources beyond this upcoming year and is funded almost entirely out of one-time sources, including long-term, low-interest loans and grants. It does not result in a reduction of spending elsewhere. No new additional staff are expected to be needed to complete these projects, as most of

the work will be done by outside contractors. Nonetheless, it is a critical investment for us to make in addressing our aging infrastructure and to support our efforts to grow our local economy.

Financial Position

During the past four 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 2014-15 fiscal year at 63% 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 2014-15 with a recommended use of an estimated surplus from the past three fiscal years of \$580,000. 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 any additional use of the reserves.

As was forecast in the utility rate study, the water operating fund is expected to be in the black for the first time in many years. With additional revenues from the rate restructuring, I expect water enterprise operations to begin recapitalizing its reserves with funding available for additional investments in infrastructure and other capital items.

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. Like the water enterprise, 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.

Looking Ahead

My recommended 2014-15 budget is an aggressive expenditure plan focusing on capital projects and service restoration, the former being integrally linked to our ability to foster economic development and promote our community as an

ideal location for private investment. Much of it is funded by one-time revenue sources - such as grant and loan funding - and available fund balance that has accumulated from past budgetary surpluses.

As I mentioned earlier, this type of spending plan is not sustainable, but for long-term growth the investment is absolutely necessary. With prudent fiscal, operational, and capital management, our endeavor to grow together – and our future – looks bright.

I want to thank the entire staff of the City of Lakeport for the hard work and endurance they've demonstrated over the last few years. I have been impressed by what they've achieved with such limited resources. To my Management Team, I owe particular thanks. Preparation of this budget would not have been possible without their planning efforts and willingness to work collaboratively with the City's best interest at heart.

And to the City Council, I praise you for the leadership you have demonstrated and extend my sincerest thank you for the trust you place in your professional management team. Your support makes our job more rewarding and drives us to perform at our best.

Respectfully,



Margaret Silveira
City Manager

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

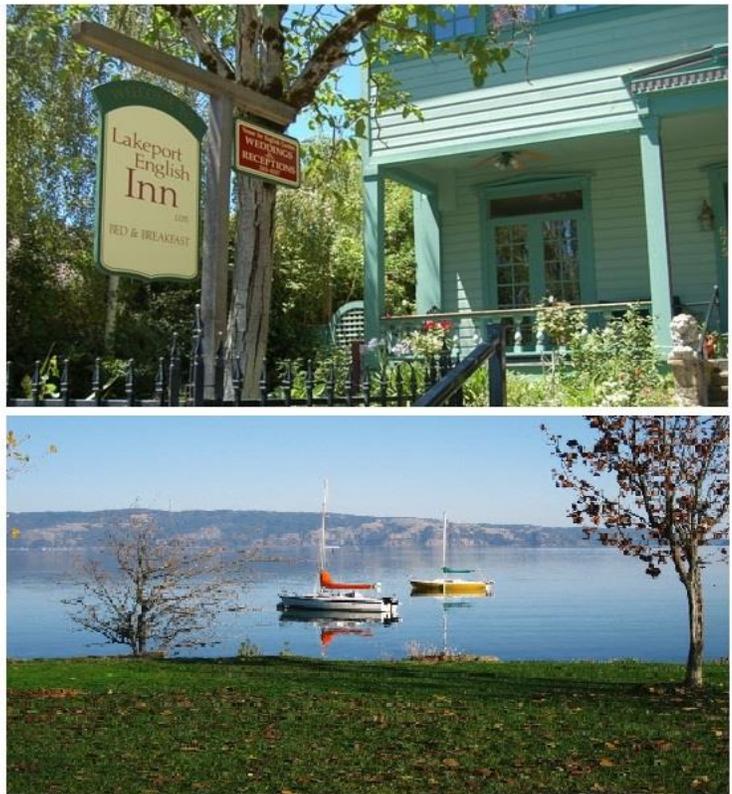
Lake (Lakeport is the county seat)

Area

3.1 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.



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, and 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



Ceago Vinegarden



Taste of Lakeport, Downtown Lakeport

the area. Lampson Airport is located about two 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, and 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	2012-13		
	Employees	Rank	Percentage of Top 10 Employment
County of Lake	829	1	23.25%
Sutter Lakeside Hospital	380	2	10.66%
Kelseville Unified School District	375	3	10.52%
St. Helena Hospital Clearlake	371	4	10.41%
Calpine Corp.	351	5	9.85%
Robinson Rancheria Resort & Casino	315	6	8.84%
Wal-Mart	251	7	7.04%
Twin Pine Casino	247	8	6.93%
Shannon Ranches Inc.	235	9	6.59%
Harbin Hot Springs	211	10	5.93%
Total	3,565		100.02%

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 more readily comprehensible way.

CITY-WIDE COMPARED

This is a comprehensive summary of the City as a whole, as recommended in fiscal year 2014-15. All budgeted funds are included in this synopsis.

Fiscal Year 2014-15 City-Wide Comparison

Account Class	Fiscal Year Ended			
	2012-13 Actual	2013-14 (Estimated) Actual	2014-15 Recommended	2014-15 Adopted
Revenue				
Taxes	\$ 3,884,839	\$ 4,026,776	\$ 4,076,069	\$ 4,076,069
Franchise Fees	136,288	155,372	193,194	193,194
Licenses	97,110	96,415	96,326	96,326
Permits	62,148	70,000	69,050	69,050
Fines, Forfeitures, Penalties	18,280	40,770	17,100	17,100
Use of Money and Property	210,202	175,803	224,589	224,589
Other Agencies	174,512	357,932	206,934	206,934
Federal Funding	452,773	384,212	5,203,269	5,203,269
State Funding	161,018	172,100	383,200	383,200
Charges for Service	4,397,771	4,599,292	5,039,190	5,039,190
Other	418,748	161,398	225,202	225,202
Total	10,013,689	10,240,070	15,734,123	15,734,123
Expenditures				
Salaries and Benefits	4,326,966	4,223,349	4,866,337	4,866,337
Operations	3,410,151	3,183,980	3,970,362	3,970,362
Loans/Grants	2,119	11,703	438,360	438,360
Debt Service	897,284	1,140,505	1,112,022	1,112,022
CIP	567,935	495,193	8,392,584	8,392,584
Total	9,204,455	9,054,730	18,779,665	18,779,665
Total	9,204,455	9,054,730	18,779,665	18,779,665
Change in total fund balance	\$ 809,234	\$ 1,185,340	\$ (3,045,542)	\$ (3,045,542)

GENERAL FUND COMPARED

This is a comprehensive summary of the general fund, as proposed in fiscal year 2014-15. Revenues and expenditures are expected to equal with the use of reserves from past budgetary surpluses to be used for one-time purposes.

Fiscal Year 2014-15
General Fund Comparison

Account Class	Fiscal Year Ended			
	2012-13 Actual	2013-14 (Estimated) Actual	2014-15 Recommended	2014-15 Adopted
Revenue				
Taxes	\$ 3,034,444	\$ 3,057,640	\$ 3,158,787	\$ 3,158,787
Franchise Fees	136,288	155,372	193,194	193,194
Licenses	97,110	96,415	96,326	96,326
Permits	62,148	70,000	69,050	69,050
Fines, Forfeitures, Penalties	18,280	40,770	17,100	17,100
Use of Money and Property	140,955	135,313	182,319	182,319
Other Agencies	40,178	215,183	77,946	77,946
Federal Funding	84,475	27,603	3,264	3,264
State Funding	100,000	102,788	100,500	100,500
Charges for Service	534,220	545,350	503,612	503,612
Other	141,703	105,598	100,402	100,402
Use of Fund Balance	-	-	580,126	580,126
Transfers In	111,271	165,000	293,444	293,444
Total	4,501,072	4,717,032	5,376,070	5,376,070
Expenditures				
Salaries and Benefits	2,281,774	2,473,934	2,880,741	2,880,741
Operations	1,456,307	1,425,968	1,679,544	1,679,544
Loans/Grants	-	-	-	-
Debt Service	71,508	71,509	-	-
CIP	133,276	274,970	788,785	788,785
Transfers Out	244,822	22,425	27,000	27,000
Total	4,187,687	4,268,806	5,376,070	5,376,070
Surplus (Deficit)	\$ 313,385	\$ 448,226	\$ -	\$ -

Fiscal Year 2014-15
General Fund, Fund Balance Detail

Classification	Fiscal Year Ended			
	2012-13 Actual	2013-14 (Estimated) Actual	2014-15 Recommended	2014-15 Adopted
Nonspendable:				
Interfund loan: water fund	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000
Interfund loan: other	403,475	383,475	383,475	383,475
Land held for resale	407,964	-	-	-
	1,511,439	1,083,475	1,083,475	1,083,475
Restricted:				
PD asset forfeiture - regular	-	20,303	17,303	17,303
PD asset forfeiture - gang	-	4,569	4,569	4,569
	-	24,872	21,872	21,872
Committed:	-	-	-	-
Assigned:				
General reserves	1,046,922	1,067,202	1,344,018	1,344,018
Economic uncertainty	615,505	297,520	181,604	181,604
Retained budgetary surplus	321,206	711,532	131,406	131,406
Infrastructure projects	100,000	100,000	-	-
Vehicle replacement	-	30,000	30,000	30,000
Prior-year encumbrances	-	57,900	-	-
	2,083,633	2,264,153	1,687,027	1,687,027
Unassigned:	-	-	-	-
Total fund balance	\$ 3,595,072	\$ 3,372,500	\$ 2,792,374	\$ 2,792,374

Definitions:

Nonspendable: funds that are not available for current use, typically loan receivables.

Restricted: funds that have use limitations dictated by the funding source.

Committed: funds that have been earmarked or identified by Council through ordinance or a binding resolution.

Assigned: funds that have been identified and earmarked by City Management or the Council through the budget process.

Unassigned: all other funds which are not subject to the classifications above.

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 2014-15.

Fiscal Year 2014-15 Revenue Summary by Fund

FUND NO.	FUND NAME	ACTUAL REVENUE 2010-11	ACTUAL REVENUE 2011-12	ACTUAL REVENUE 2012-13	ESTIMATED REVENUE 2013-14	ESTIMATED REVENUE 2014-15
110	General Fund	\$ 4,256,169	\$ 4,272,850	\$ 4,389,801	\$ 4,552,032	\$ 4,502,500
	Total	4,256,169	4,272,850	4,389,801	4,552,032	4,502,500
SPECIAL REVENUE FUNDS						
202	Parkland Dedication Fund	-	9,000	-	-	-
203	HUTA Gas Tax Fund	123,128	149,219	135,039	142,749	129,488
207	Prop 172 Public Safety Tax	-	38,090	20,600	20,000	21,000
209	Lakeport Housing Program	6,542	7,183	7,183	8,739	9,500
210	Economic Business Loan Fund	38,672	3,036	15,555	15,500	14,500
211	BSCC Law Enforcement Grant	-	-	60,568	69,512	60,200
212	RDA Obligation Retirement Fund	24,402	-	-	-	-
213	Successor Agency Capital Projects Fund	-	-	-	-	-
219	Successor Agency Housing Fund	1,363,437	7,129	2,803	-	-
228	Housing Revolving Loan (RLA)	34,781	23,695	970	-	-
232	Emergency Housing Assist Fund	34	53	620	-	-
233	Microenterprise RLA Fund	2,967	-	14	-	-
234	Business Loan Stabilization Fund	3,795	1,456	489	5,300	5,300
235	2009 HOME Grant	155,882	333,967	333,967	-	-
236	PTA Grant #09-PTAG-6504	8,750	22,500	22,500	-	-
237	Business Loan RLF	6,004	-	-	-	-
238	CDBG Grant 2010	1,734	915	915	-	-
239	HOME Program Income	-	-	-	-	-
240	2012 CDBG Housing Grant	-	-	241	2,000	470,005
401	Tenth Street Drainage Fund	308	268	262	300	300
402	Lakeport Blvd Improvement Fund	423	368	359	400	400
403	South Main Street Improvement Fund	209	179	190	240	250
407	Parkside Traffic Mitigation Impact Fees	13	-	53	50	50
408	Bevins Street Maintenance Fund	17	-	19,855	50	50
409	Forbes Creek Trail Fund	32	-	96	-	-
410	Lakeshore Bl Storm Dam Rpr Proj Fund	7	196	289	20	61,020
411	Safe Routes to School Fund	17,504	-	-	-	-
413	Prop 40 Per Capita Grant	111,698	9,428	9,428	-	-
414	Storm Drainage Fund	3,739	433	8,424	1,000	1,000
415	Lakeshore Blvd HSIPL (Safety)	-	-	266	-	161,700
	Total	1,904,078	607,115	640,686	265,860	934,763

(Continued)

<u>CAPITAL PROJECTS FUND</u>						
130	General Capital Improvement	-	-	5,855	-	-
<u>DEBT SERVICE FUNDS</u>						
217	Redevelopment Debt Service Fund	745,435	90	90	-	-
<u>ENTERPRISE FUNDS</u>						
501	Water Utility M & O Fund	1,314,161	1,514,268	1,478,982	1,719,286	1,922,500
502	Water Expansion Fund	13,361	367,840	253,785	-	1,000
504	USDA Water Loan Fund	-	-	-	207,128	2,615,000
601	CLMSD Utility M & O Fund	1,634,132	1,989,274	1,768,830	2,138,750	2,463,750
602	CLMSD Expansion Fund	-	5,192	428,216	2,400	2,500
604	USDA Sewer Loan Fund	-	-	-	147,481	2,115,000
605	CLMSD Assessment Dist 91-1 Fund	349,099	369,069	385,585	346,500	342,500
621	SWRCB Reuse Grant	-	-	-	-	-
	Total	<u>3,310,753</u>	<u>4,245,643</u>	<u>4,315,398</u>	<u>4,561,545</u>	<u>9,462,250</u>
<u>INTERNAL SERVICE FUNDS</u>						
701	Risk Management Fund	-	-	80,028	283,986	307,578
<u>FIDUCIARY FUNDS</u>						
702	Special Deposit Fund	-	-	989	-	-
705	Redevelopment Successory Agency	¹ -	59,752	411,078	575,886	527,032
801	OPEB Agency Fund	² -	127,003	149,699	-	-
	Total	<u>-</u>	<u>186,755</u>	<u>561,766</u>	<u>575,886</u>	<u>527,032</u>
	Total	<u>\$ 10,216,435</u>	<u>\$ 9,312,453</u>	<u>\$ 9,993,624</u>	<u>\$ 10,239,309</u>	<u>\$ 15,734,123</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 2014-15.

**Fiscal Year 2014-15
Expenditure Summary by Fund**

FUND NO.	FUND NAME	ACTUAL EXPENDITURES 2010-11	ACTUAL EXPENDITURES 2011-12	ACTUAL EXPENDITURES 2012-13	ESTIMATED EXPENDITURES 2013-14	BUDGET EXPENDITURES 2014-15
110	General Fund	\$ 4,072,942	\$ 4,043,879	\$ 3,942,865	\$ 4,246,381	\$ 5,349,070
	Total	4,072,942	4,043,879	3,942,865	4,246,381	5,349,070
SPECIAL REVENUE FUNDS						
202	Parkland Dedication Fund	62,041	63,201	63,201	90,641	-
203	HUTA Gas Tax Fund	-	6,189	132,834	50,000	459,735
207	Prop 172 Public Safety Tax	-	33,043	33,043	20,000	20,000
209	Lakeport Housing Program	-	-	-	-	-
210	Economic Business Loan Fund	15,360	2,332	78	11,374	58,500
211	BSCC Law Enforcement Grant	-	-	-	15,000	15,000
212	RDA Obligation Retirement Fund	640,165	280,642	280,642	-	-
213	Successor Agency Capital Projects Fund	989,248	29,983	29,983	-	-
214	RDA Housing Private Purpose Trust Fund	-	-	-	-	-
219	Successor Agency Housing Fund	257,161	108,013	108,013	1,463	10,000
228	Housing Revolving Loan (RLA)	2,791	58,007	2,089	17,309	26,000
232	Emergency Housing Assist Fund	3,682	9,943	173	-	6,000
233	Microenterprise RLA Fund	696	-	2,625	-	1,500
234	Business Loan Stabilization Fund	4,278	68	68	-	-
235	2009 HOME Grant	130,882	314,759	314,759	-	-
236	PTA Grant #09-PTAG-6504	-	22,500	22,500	-	-
237	Business Loan RLF	-	-	-	-	-
238	CDBG Grant 2010	1,577	7,761	7,761	-	-
239	HOME Program Income	-	-	-	-	-
240	2012 CDBG Housing Grant	-	-	241	1,807	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	-	-	-	-	-
410	Lakeshore Bl Storm Dam Rpr Proj Fund	-	-	-	-	61,000
411	Safe Routes to School Fund	15,454	-	-	-	-
413	Prop 40 Per Capita Grant	111,698	9,428	9,428	-	-
414	Storm Drainage Fund	4,350	34,630	14,129	14,000	91,500
415	Lakeshore Blvd HSIPL (Safety)	-	-	-	-	147,000
	Total	2,239,383	980,499	1,021,567	221,594	1,336,240

(Continued)

<u>CAPITAL PROJECTS FUND</u>						
130	General Capital Improvement	-	4,810	-	11,461	1,500,000
<u>DEBT SERVICE FUNDS</u>						
217	Successor Agency Debt Service Fund	324,725	292,681	292,681	-	-
<u>ENTERPRISE FUNDS</u>						
501	Water Utility M & O Fund	1,393,108	1,707,770	1,618,345	1,568,736	1,973,537
502	Water Expansion Fund	-	-	9,888	-	75,203
504	USDA Water Loan Fund	-	27,365	36,808	207,128	2,615,000
601	CLMSD Utility M & O Fund	1,506,204	2,014,243	1,551,602	1,621,057	2,682,537
602	CLMSD Expansion Fund	-	-	-	-	-
604	USDA Sewer Loan Fund	-	28,334	24,353	147,481	2,115,000
605	CLMSD Assessment Dist 91-1 Fund	312,162	323,373	183,431	307,875	308,500
621	SWRCB Reuse Grant	-	-	-	-	-
	Total	<u>3,211,474</u>	<u>4,101,085</u>	<u>3,424,427</u>	<u>3,852,277</u>	<u>9,769,777</u>
<u>INTERNAL SERVICE FUNDS</u>						
701	Risk Management Fund	-	-	-	283,986	307,578
<u>FIDUCIARY FUNDS</u>						
702	Special Deposit Fund	-	-	-	-	-
705	Redevelopment Successory Agency	¹ -	-	-	525,172	517,000
801	OPEB Agency Fund	² -	427,447	464,747	-	-
	Total	<u>-</u>	<u>427,447</u>	<u>464,747</u>	<u>525,172</u>	<u>517,000</u>
	Total	<u>\$ 9,848,524</u>	<u>\$ 9,850,401</u>	<u>\$ 9,146,287</u>	<u>\$ 9,140,871</u>	<u>\$ 18,779,665</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 2014-15. 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 2014-15

Departmental Expenditure History Comparison

Name	Actual Expenditures 2010-11	Actual Expenditures 2011-12	Actual Expenditures 2012-13	Estimated Expenditures 2013-14	Budget Expenditures 2014-15
Legislative					
City Council	\$ 90,439	\$ 90,418	\$ 67,109	\$ 67,249	\$ 143,212
Planning Commission	3,000	3,000	3,000	3,000	3,000
General Administration					
City Manager	147,138	185,842	172,790	177,931	225,274
City Clerk	65,395	82,596	76,796	79,081	100,122
Administrative Services	114,441	144,544	134,392	138,391	175,213
Economic Development	17,040	40,774	22,538	38,191	109,000
City Attorney	82,418	121,565	151,822	171,158	122,000
Finance	547,660	414,213	427,349	450,062	555,393
Community Development					
Planning	258,525	188,572	208,797	160,295	302,116
Building	149,117	155,183	197,851	129,858	237,246
Housing	518,695	571,019	13,265	38,186	505,434
Engineering and IT	186,482	307,365	276,951	329,601	6,913,618
Police	1,698,396	1,600,937	1,624,997	1,760,608	1,725,515
Public Works					
Streets and Infrastructure	806,043	906,156	870,174	856,374	1,416,280
Parks, Buildings & Grounds	312,916	229,458	291,743	257,931	566,843
Solid Waste Management	408,982	421,013	437,459	439,552	447,592
Westshore Pool	89,092	71,886	99,911	63,028	63,505
Water	844,882	1,790,292	1,339,193	1,191,234	1,420,262
Sewer	1,324,302	1,078,420	1,130,835	907,973	1,825,009
Redevelopment	619,516	282,231	639,288	-	-
Non-Departmental	-	1,155,656	1,998,659	1,795,027	1,923,032
Total	\$ 8,284,479	\$ 9,841,140	\$ 10,184,919	\$ 9,054,730	\$ 18,779,665

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 2014-15.

Fiscal Year 2014-15

Expenditure Detail by Department

Name	No.	Uses						Total
		Salaries and Benefits	Operations	Loans/ Grants	Debt Service	Capital Outlay		
Non-Departmental	0000	\$ 388,380	\$ 422,630	\$ -	\$ 1,112,022	\$ -	\$ 1,923,032	
City Council	1010	103,101	43,111	-	-	-	146,212	
Administration	1020	407,047	76,211	-	-	17,350	500,608	
Economic Development	1054	-	57,500	51,500	-	-	109,000	
City Attorney	1030	-	122,000	-	-	-	122,000	
Finance	1041	361,751	161,978	-	-	31,664	555,393	
Community Development:								
Planning	1050	188,610	109,506	-	-	4,000	302,116	
Building	1051	200,019	34,727	-	-	2,500	237,246	
Housing	1053	20,353	98,221	386,860	-	-	505,434	
Engineering and IT	1052	240,022	55,726	-	-	6,617,870	6,913,618	
Police	2010	1,377,754	331,961	-	-	15,800	1,725,515	
Public Works:								
Streets and Infrastructure	3020	532,840	318,140	-	-	565,300	1,416,280	
Parks, Buildings & Grounds	3030	129,416	130,127	-	-	307,300	566,843	
Solid Waste Management	3040	-	447,592	-	-	-	447,592	
Westshore Pool	3050	21,497	42,008	-	-	-	63,505	
Water	3060	537,920	696,342	-	-	186,000	1,420,262	
Sewer	3070	357,627	822,582	-	-	644,800	1,825,009	
Total		\$ 4,866,337	\$ 3,970,362	\$ 438,360	\$ 1,112,022	\$ 8,392,584	\$ 18,779,665	

SOURCES AND USES FOR FISCAL YEAR 2014-15

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.

SOURCES

Fiscal Year 2014-15
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	Use of Fund Balance	Additions		Transfers In
110	General Fund	\$ 3,158,787	\$ 193,194	\$ 96,326	\$ 69,050	\$ 17,100	\$ 182,319	\$ 77,946	\$ 3,264	\$ 100,500	\$ 503,612	\$ 100,402	\$ 580,126	\$ -	\$ 293,444	\$ 5,376,070
Capital Projects Funds:																
130	General Capital Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	1,657,500	1,657,500
	Total Capital Projects Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	1,657,500	1,657,500
Special Revenue Funds:																
203	HUTA Gas Tax Fund	-	-	-	-	-	500	128,988	-	-	-	-	350,000	-	-	479,488
207	Prop 172 Public Safety Tax	21,000	-	-	-	-	-	-	-	-	-	-	-	-	-	21,000
209	Lakeport Housing Program	-	-	-	-	-	-	-	-	-	9,500	-	-	-	-	9,500
210	Economic Business Loan Fund	-	-	-	-	-	500	-	-	-	14,000	-	-	-	-	14,500
211	BSCC Law Enforcement Grant	-	-	-	-	-	200	-	-	60,000	-	-	-	-	-	60,200
219	Low-Mod Housing Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
228	Housing Revolving Loan (RLA)	-	-	-	-	-	-	-	-	-	-	-	-	32,000	-	32,000
232	Emergency Housing Assist Fund	-	-	-	-	-	-	-	-	-	-	6,000	-	-	-	6,000
233	Microenterprise RLA Fund	-	-	-	-	-	-	-	-	-	-	1,500	-	-	-	1,500
234	Business Loan Stabilization Fund	-	-	-	-	-	-	-	-	-	5,300	-	-	-	-	5,300
236	PTA Grant # 09-PTAG-6504	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
240	2012 HOME Grant	-	-	-	-	-	-	-	470,005	-	-	-	-	-	-	470,005
401	Tenth Street Drainage Fund	-	-	-	-	-	300	-	-	-	-	-	-	-	-	300
402	Lakeport Blvd Improvement	-	-	-	-	-	400	-	-	-	-	-	-	-	-	400
403	South Main Street Improvement Fund	-	-	-	-	-	250	-	-	-	-	-	-	-	-	250
407	Parkside Traffic Mitigation Impact	-	-	-	-	-	50	-	-	-	-	-	-	-	-	50
408	Bevins Street Maintenance	-	-	-	-	-	50	-	-	-	-	-	-	-	-	50
409	Forbes Creek Trail Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
410	Lakeshore Bl Storm Dam Rpr	-	-	-	-	-	20	-	-	61,000	-	-	-	-	-	61,020
414	Storm Drainage Fund	-	-	-	-	-	1,000	-	-	-	-	94,700	-	-	-	95,700
415	Lakeshore Blvd HSIPL (Safety)	-	-	-	-	-	-	-	-	161,700	-	-	-	-	-	161,700
	Total Special Revenue Funds	21,000	-	-	-	-	3,270	128,988	470,005	282,700	-	28,800	452,200	-	32,000	1,418,963
Enterprise Funds:																
501	Water Utility M & OFund	-	-	-	-	-	1,500	-	-	-	1,913,000	8,000	41,037	-	10,000	1,973,537
502	Water Expansion Fund	-	-	-	-	-	1,000	-	-	-	-	-	74,203	-	-	75,203
504	USDA Water Loan Fund	-	-	-	-	-	-	-	2,615,000	-	-	-	-	-	-	2,615,000
601	CLMSD Utility M & OFund	39,250	-	-	-	-	31,500	-	-	-	2,315,000	78,000	201,787	-	17,000	2,682,537
602	CLMSD Expansion Fund	-	-	-	-	-	2,500	-	-	-	-	-	-	-	-	2,500
604	USDA Sewer Loan Fund	-	-	-	-	-	-	-	2,115,000	-	-	-	-	-	-	2,115,000
605	CLMSD Assessment Dist 91-1 Fund	330,000	-	-	-	-	2,500	-	-	-	-	10,000	-	-	-	342,500
	Total Enterprise Funds	369,250	-	-	-	-	39,000	-	4,730,000	-	4,228,000	96,000	317,027	-	27,000	9,806,277
Internal Service Funds:																
701	Risk Management Fund	-	-	-	-	-	-	-	-	-	307,578	-	-	-	-	307,578
	Total Internal Service Funds	-	-	-	-	-	-	-	-	-	307,578	-	-	-	-	307,578
Fiduciary Funds:																
702	Special Deposit Fund	-	-	-	-	-	-	-	-	-	-	-	-	1,000	-	1,000
705	RDA Obligation Retirement Fund	527,032	-	-	-	-	-	-	-	-	-	-	-	-	-	527,032
801	OPEB Trust Fund	-	-	-	-	-	-	-	-	-	-	-	-	588,380	-	588,380
	Total Fiduciary Funds	527,032	-	-	-	-	-	-	-	-	-	-	-	588,380	-	1,116,412
	Total	\$ 4,076,069	\$ 193,194	\$ 96,326	\$ 69,050	\$ 17,100	\$ 224,589	\$ 206,934	\$ 5,203,269	\$ 383,200	\$ 5,039,190	\$ 225,202	\$ 1,349,353	\$ 589,380	\$ 2,009,944	\$ 19,682,800

CITY OF LAKEPORT
ANNUAL BUDGET
USES

FISCAL YEAR 2014-15

Fiscal Year 2014-15
Use Detail by Fund

Fund	Description	Uses							Total
		Salaries and Benefits	Operations	Loans/Grants	Debt Service	Capital Outlay	Deductions	Transfers Out	
110 General Fund		\$ 2,880,741	\$ 1,679,544	\$ -	\$ -	\$ 788,785	\$ -	\$ 27,000	\$ 5,376,070
Capital Projects Funds:									
130 General Capital Improvement		-	-	-	-	1,500,000	-	157,500	1,657,500
Total Capital Projects Funds		-	-	-	-	1,500,000	-	157,500	1,657,500
Special Revenue Funds:									
203 HUTA Gas Tax Fund		-	-	-	-	459,735	-	10,000	469,735
207 Prop 172 Public Safety Tax		-	20,000	-	-	-	-	-	20,000
209 Lakeport Housing Program		-	-	-	-	-	-	9,500	9,500
210 Economic Business Loan Fund		-	8,500	50,000	-	-	-	43,000	101,500
211 BSCC Law Enforcement Grant		-	15,000	-	-	-	-	40,000	55,000
219 Low-Mod Housing Fund		-	10,000	-	-	-	-	-	10,000
228 Housing Revolving Loan (RLA)		-	16,000	10,000	-	-	-	9,500	35,500
232 Emergency Housing Assist Fund		-	-	6,000	-	-	-	-	6,000
233 Microenterprise RLA Fund		-	-	1,500	-	-	-	-	1,500
234 Business Loan Stabilization Fund		-	-	-	-	-	-	5,300	5,300
236 PTA Grant #09-PTAG-6504		-	-	-	-	-	-	-	-
240 2012 HOME Grant		-	69,145	370,860	-	-	-	30,000	470,005
401 Tenth Street Drainage Fund		-	-	-	-	-	-	-	-
402 Lakeport Blvd Improvement		-	-	-	-	-	-	-	-
403 South Main Improvement		-	-	-	-	-	-	-	-
407 Parkside Traffic Mitigation		-	-	-	-	-	-	-	-
408 Bevins Street Maintenance		-	-	-	-	-	-	-	-
409 Forbes Creek Trail Fund		-	-	-	-	-	-	-	-
410 Lakeshore Storm Damage		-	-	-	-	61,000	-	-	61,000
414 Storm Drainage Fund		-	16,500	-	-	75,000	-	4,200	95,700
415 Lakeshore Blvd HSIPL (Safety)		-	-	-	-	147,000	-	-	147,000
Total Special Revenue Funds		-	155,145	438,360	-	742,735	-	151,500	1,487,740
Enterprise Funds:									
501 Water Utility M & O Fund		846,149	705,865	-	221,473	200,050	-	-	1,973,537
502 Water Expansion Fund		-	-	-	75,203	-	-	-	75,203
504 USDA Water Loan Fund		-	115,000	-	-	2,500,000	-	-	2,615,000
601 CLMSD Utility M & O Fund		986,783	846,888	-	190,060	658,806	-	-	2,682,537
602 CLMSD Expansion Fund		-	-	-	-	-	-	-	-
604 USDA Sewer Loan Fund		-	115,000	-	-	2,000,000	-	-	2,115,000
605 CLMSD Assessment Dist 91-1		-	7,500	-	301,000	-	-	4,000	312,500
Total Enterprise Funds		1,832,932	1,790,253	-	787,736	5,358,856	-	4,000	9,773,777
Internal Service Funds:									
701 Risk Management Fund		-	307,578	-	-	-	-	-	307,578
Total Internal Service		-	307,578	-	-	-	-	-	307,578
Fiduciary Funds:									
702 Special Deposit Fund		-	-	-	-	-	-	-	-
705 RDA Obligation Retirement		152,664	37,842	-	324,286	2,208	-	1,669,944	2,186,944
801 OPEB Trust Fund		-	-	-	-	-	550,000	-	550,000
Total Fiduciary Funds		152,664	37,842	-	324,286	2,208	550,000	1,669,944	2,736,944
Total		\$ 4,866,337	\$ 3,970,362	\$ 438,360	\$ 1,112,022	\$ 8,392,584	\$ 550,000	\$ 2,009,944	\$ 21,339,609

PROPERTY TAX DISTRIBUTION

Property Tax Distribution

Where does your money go?

Total collection		\$ 4,934,488
Lakeport Unified School District	31.85%	1,571,615
Lake County	22.37%	1,103,633
ERAF (Education Augmentation Fund)	15.00%	740,129
City of Lakeport	10.41%	513,542
Lakeport Fire Protection District	7.45%	367,461
Mendocino College	6.20%	305,746
County Office of Education	2.75%	135,842
Lake Co Vector Control	1.69%	83,570
Lakeport Muni Sewer	1.33%	65,471
Hartley Cemetery	0.96%	47,480
Total distribution	100.00%	\$ 4,934,488



Lakeport Unified School District
1,571,615

Lake County
1,103,633

ERAF (Education Augmentation Fund)
740,129

City of Lakeport
513,542

Lakeport Fire Protection District
367,461

Mendocino College
305,746

County Office of Education
135,842

Lake Co Vector Control
83,570

SALES TAX DISTRIBUTION

Sales Tax Distribution

Where does your money go?

Total collection		<u>\$ 12,623,819</u>
State general fund	3.69	5,818,791
City of Lakeport	1.50	<u>2,366,966</u>
State local revenue fund	1.06	1,676,601
Local public safety fund	0.50	788,989
State local health fund	0.50	788,989
State general fund	0.25	394,494
State education protection fund	0.25	394,494
Transportation fund	0.25	394,494
Total distribution (% rate)	<u>8.00</u>	<u>\$ 12,623,819</u>



State general fund
5,818,791

City of Lakeport
2,366,966

State local revenue
fund
1,676,601

Local public safety
fund
788,989

State local health fund
788,989

State general fund
394,494

State education
protection fund
394,494

Transportation fund
394,494

MEASURE I

**Fiscal Year 2014-15
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 "I":

"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

2014-15

Measure I: Transaction and Use Tax

\$730,299

Fiscal Year 2014-15 Recommended Uses and Projects

	Cost	General Fund Share	Other Financing Sources	Recommended Measure I Share	Total Funding
Parallel Drive Chip Seal	\$ 365,370	\$ 255,635	\$ 109,735	\$ 103,794	\$ 365,370
Lakeshore Blvd HSIPL (Safety)	161,700	14,700	147,000	5,969	161,700
Lakeshore Blvd ER Project	68,000	68,000	-	27,610	68,000
Roadway repairs and maintenance	50,000	50,000	-	20,301	50,000
Park Street PS&E rehab	25,000	25,000	-	10,151	25,000
Lakeport Blvd mill and fill	25,000	25,000	-	10,151	25,000
Docks, Library Park	250,000	250,000	-	101,506	250,000
ADA projects	15,000	15,000	-	6,090	15,000
Heated bunker for Hydro Patch	28,000	28,000	-	11,369	28,000
Card lock fuel management system	28,000	14,000	14,000	5,684	28,000
Trailer Mounted Air Compressor and Attachments	25,000	8,000	17,000	3,248	25,000
Public Works: Streets	850,980	722,271	128,709	293,260	850,980
Public Works: Parks	259,543	259,543	-	105,381	259,543
Westshore Pool	63,505	63,505	-	25,785	63,505
	\$2,215,098	\$1,798,654	\$ 416,444	\$ 730,299	\$2,215,098

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 2014-15. 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 2014-15**

	Year Ended 2013	(Estimated) Year Ended 2014	Budget Year 2015
Revenues			
Gate fees	\$ 1,988	\$ 4,115	\$ -
Swim lessons	2,520	1,140	
Parties and camps	-	60	-
Concessions	676	1,737	-
Rents and contributions	14,424	5,426	-
Donations	-	-	-
Total	<u>19,608</u>	<u>12,478</u>	<u>-</u>
Expenditures			
Operating	99,291	53,188	63,505
Non-operating	620	9,840	-
Total	<u>99,911</u>	<u>63,028</u>	<u>63,505</u>
Net income (loss)	<u>\$ (80,303)</u>	<u>\$ (50,550)</u>	<u>\$ (63,505)</u>

CAPITAL EXPENDITURES

**Capital Improvement Program
Expenditure Plan - Current
Fiscal Year 2014-15**

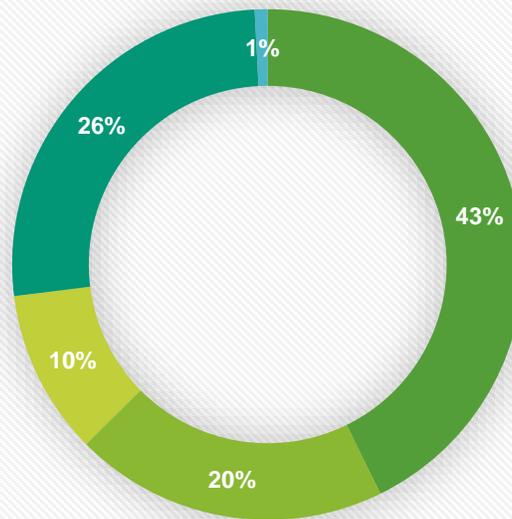
Project Name	Based on Requested Budgets					Total Programmed Expenditure
	Cost	Lead Department	General	Funding Source Water	Sewer	
Roads						
Main Street	\$1,500,000	Engineering	\$ -	\$ -	\$ -	\$1,500,000
Parallel Drive Chip Seal	365,370	Engineering	255,635	-	-	109,735
Bevins Street Rehab	350,000	Public Works	-	-	-	350,000
Lakeshore Blvd HSIPL (Safety)	161,700	Engineering	14,700	-	-	147,000
Stormwater infrastructure repair	75,000	Public Works	-	-	-	75,000
Lakeshore Blvd ER Project	68,000	Engineering	7,000	-	-	61,000
Roadway repairs and maintenance	50,000	Roads & Infstr	50,000	-	-	-
Park Street PS&E rehab	25,000	Public Works	25,000	-	-	-
Lakeport Blvd mill and fill	25,000	Public Works	25,000	-	-	-
Total	2,620,070		377,335	-	-	2,242,735
Infrastructure						
USDA Water Projects	2,500,000	Engineering	-	2,500,000	-	-
USDA Sewer Projects	2,000,000	Engineering	-	-	2,000,000	-
Docks, Library Park	250,000	Public Works	250,000	-	-	-
Paint Corp Yard Administration Building	5,000	Water O&M	-	2,500	2,500	-
Construct New Road to Access Green Ranch Wells	20,000	Water O&M	-	20,000	-	-
ADA projects	15,000	Public Works	15,000	-	-	-
Rebuild Roof at Tank Site	15,000	Water O&M	-	15,000	-	-
Replace Chlorine & Turbidity	12,200	Water O&M	-	12,200	-	-
Paint Water Plant Building	10,000	Water O&M	-	10,000	-	-
Replace Failing Sewer Line Between Brush & Tunis on 2nd St.	8,500	Sewer O&M	-	-	8,500	-
Chem Trac Coagulant Charge Analyzer	8,000	Water O&M	-	8,000	-	-
Replace Roof on Building at Scotts Creek	8,000	Water O&M	-	8,000	-	-
New roof, Witt House	7,500	Public Works	7,500	-	-	-
Women's restrooms, City Hall	7,500	Public Works	7,500	-	-	-
Paint, City Hall front offices	5,500	Public Works	5,500	-	-	-
Refurbish or Replace Failing Manhole on 24th Street	5,000	Sewer O&M	-	-	5,000	-
Install new marker light at intake structure in Clear Lake	4,500	Water O&M	-	4,500	-	-
Replace Rain Gutters on Water Plant Building	3,000	Water O&M	-	3,000	-	-
Alarm system, City Hall	2,800	Public Works	2,800	-	-	-
Replace Roof at Green Ranch Well Site	2,000	Water O&M	-	2,000	-	-
Total	4,889,500		288,300	2,585,200	2,016,000	-
Equipment/Other						
Replace current combination machine	394,000	Sewer O&M	-	-	394,000	-
Replace backhoe with excavator	150,000	Sewer O&M	-	-	150,000	-
Technology	79,264	Various	50,000	13,550	13,506	2,208
Replace Service Truck (W51)	35,000	Water O&M	-	35,000	-	-
New Service Truck for Electrical Mechanical Technician	59,000	Water O&M	-	29,500	29,500	-
Heated bunker for Hydro Patch	28,000	Public Works	28,000	-	-	-
Card lock fuel management system	28,000	Public Works	14,000	7,000	7,000	-
Purchase new car for Public Works Director	27,000	Water O&M	10,000	10,000	7,000	-
Trailer Mounted Air Compressor and Attachments	25,000	Sewer O&M	8,000	8,500	8,500	-
John Deere Gator for CLMSD Sprinkler Field	15,000	Sewer O&M	-	-	15,000	-
Clam Bucket for Utilities Backhoe	11,000	Sewer O&M	-	5,500	5,500	-
Sectional Sewer Line Cleaning Machine	5,000	Sewer O&M	-	-	5,000	-
Radio Detection Locator for Identifying Underground Utilities	5,000	Sewer O&M	-	2,500	2,500	-
DC Lighting for Emergency Night Work	3,900	Sewer O&M	1,300	1,300	1,300	-
Chemical/Fire Safe Storage Cabinet	2,000	Sewer O&M	-	-	2,000	-
Other	15,850	Various	11,850	2,000	2,000	-
Total	883,014		123,150	114,850	642,806	2,208
Total capital	\$8,392,584		\$788,785	\$2,700,050	\$2,658,806	\$2,244,943
						\$ 8,392,584

PER CAPITA SPENDING

General Fund (Discretionary)

Activity	Entity (Population)	City of Lakeport 4,807	County of Lake 64,699	State of California 37,966,471
Public Safety		\$ 333.15	\$ 443.50	\$ 208.30
Roads		154.77	-	-
Parks and Recreation		81.48	23.05	-
General Government		203.97	141.37	93.13
Education		-	2.90	1,108.67
Other		6.37	16.73	915.16
Total Per Capita Spending		\$ 779.74	\$ 627.55	\$ 2,325.25

Discretionary Governmental Activities



■ Public Safety ■ Roads ■ Parks and Recreation ■ General Government ■ Other

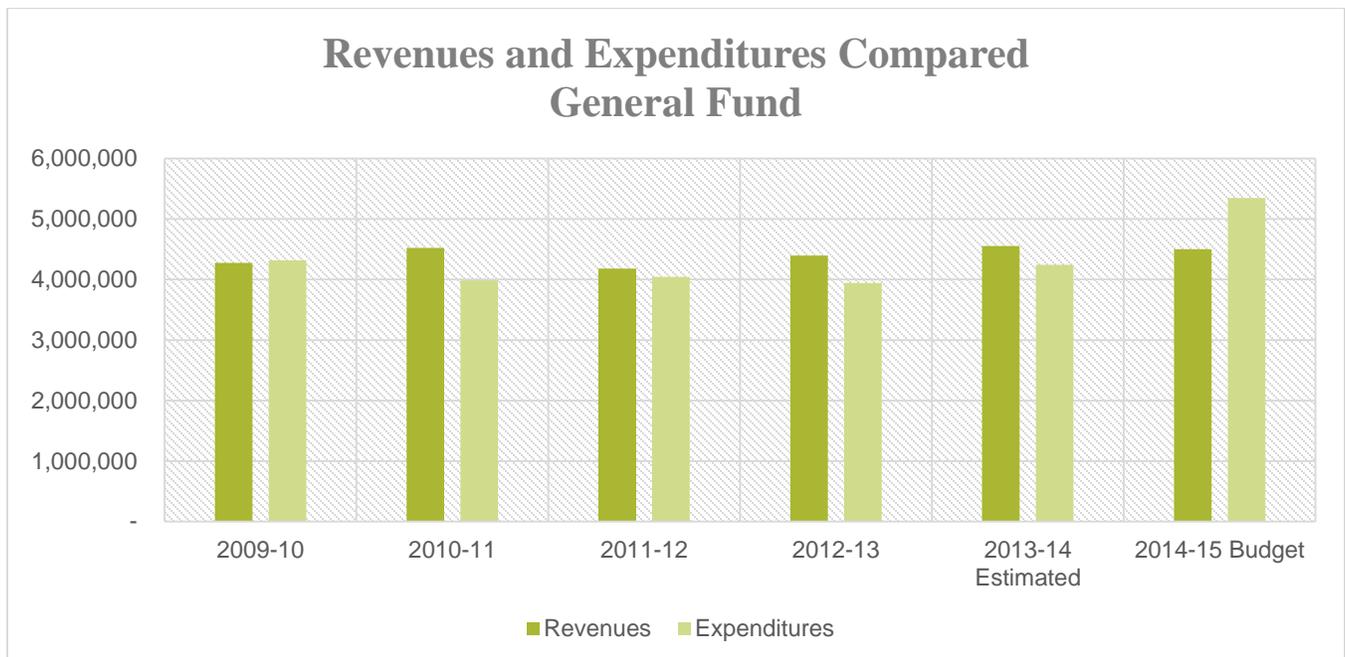
CHARTS AND GRAPHS

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.

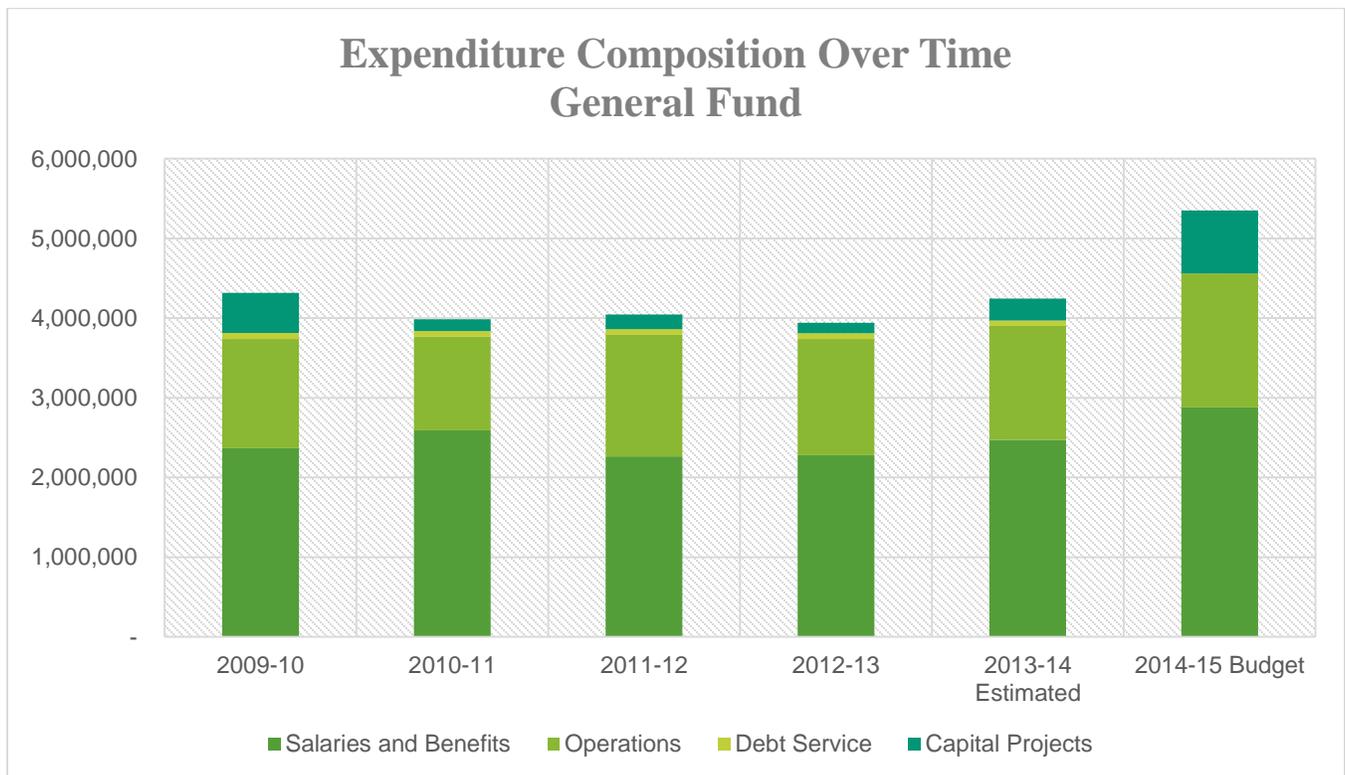
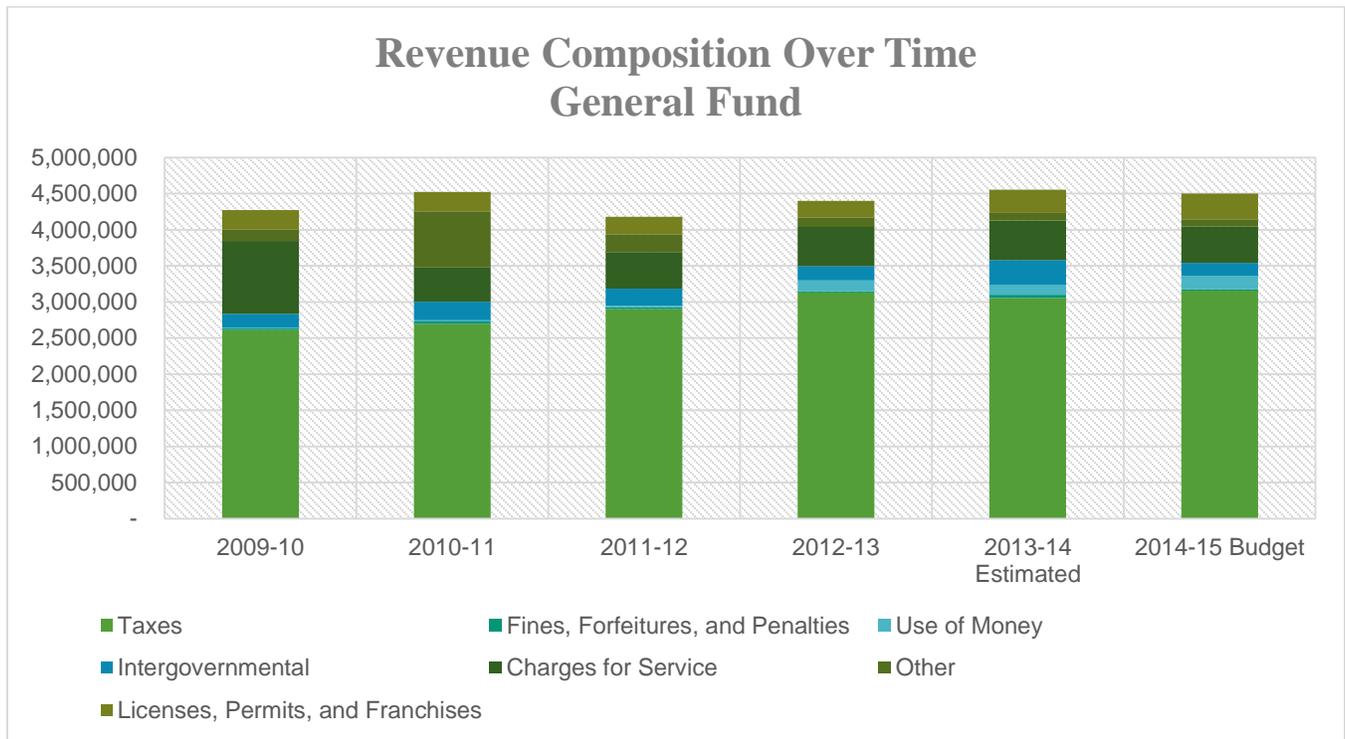
The graph below illustrates revenue and expenditure trends since 2010. This recommended budget for 2015 attempts to normalize the variance between the two and maximize available resources for specific priorities.

General Fund Revenues

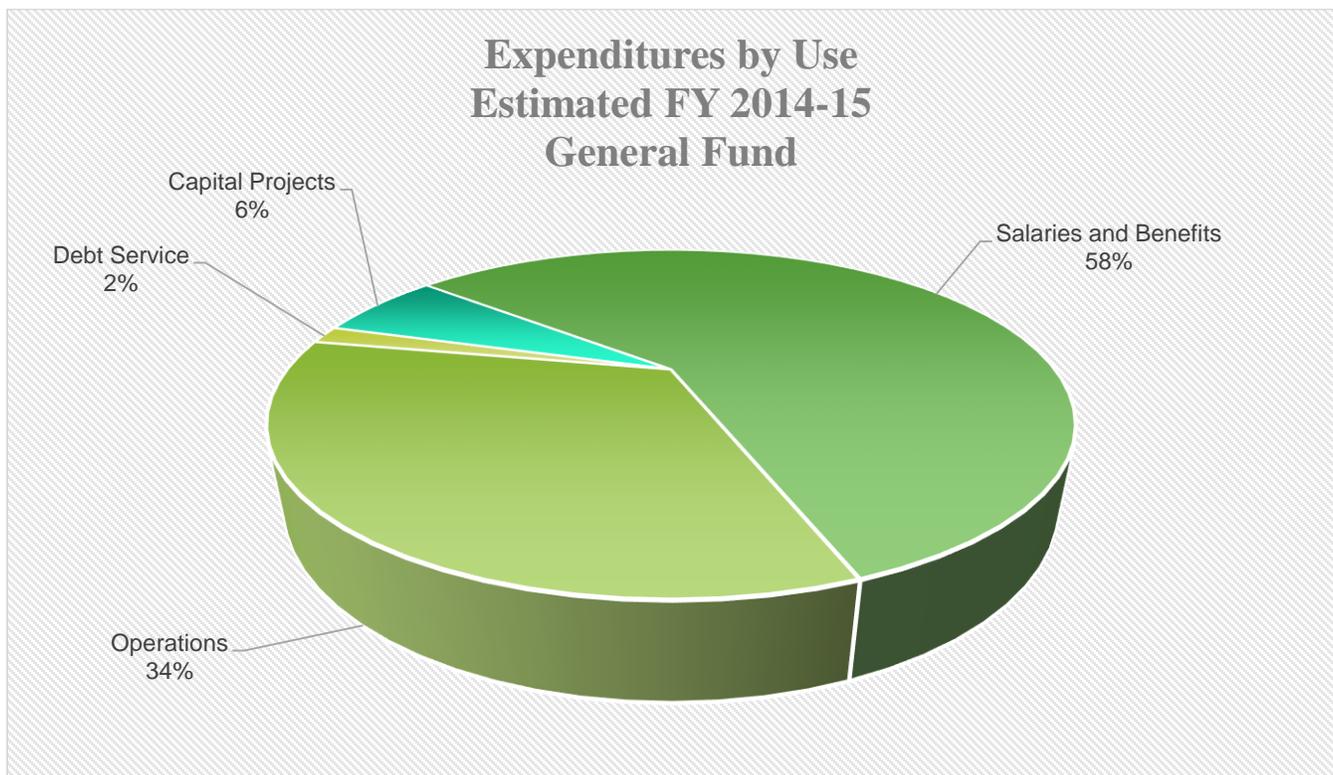
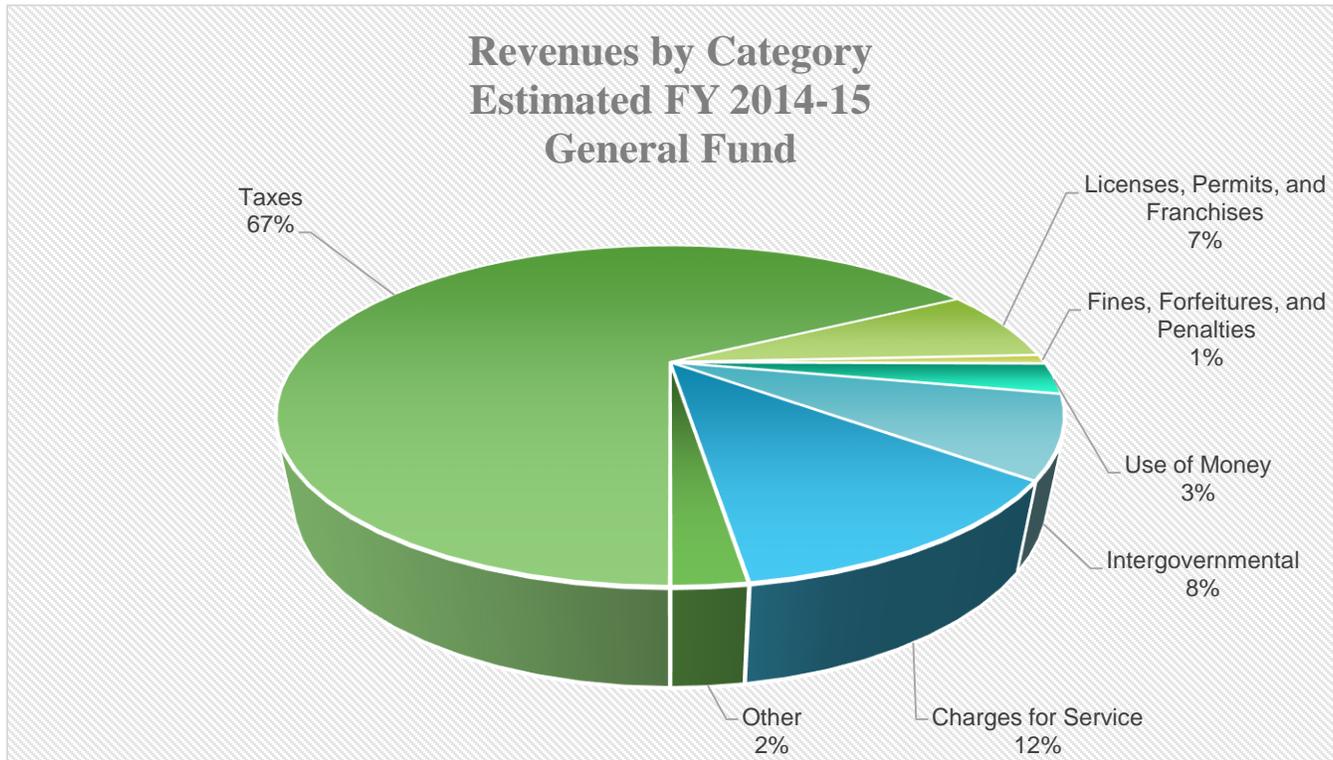
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u> <u>Estimated</u>	<u>2014-15</u> <u>Budget</u>
Taxes	2,612,528	2,700,617	2,901,247	3,129,658	3,057,640	3,158,787
Licenses, Permits, and Franchises	268,687	268,194	243,003	225,495	321,787	358,570
Fines, Forfeitures, and Penalties	20,535	28,977	27,561	18,279	40,770	17,100
Use of Money	14,246	16,195	15,412	148,780	135,313	182,319
Intergovernmental	190,118	258,836	241,625	199,490	345,574	181,710
Charges for Service	1,006,320	478,077	502,382	541,560	545,350	503,612
Other	160,740	773,505	249,838	134,265	105,598	100,402
Total	4,273,174	4,524,401	4,181,068	4,397,527	4,552,032	4,502,500



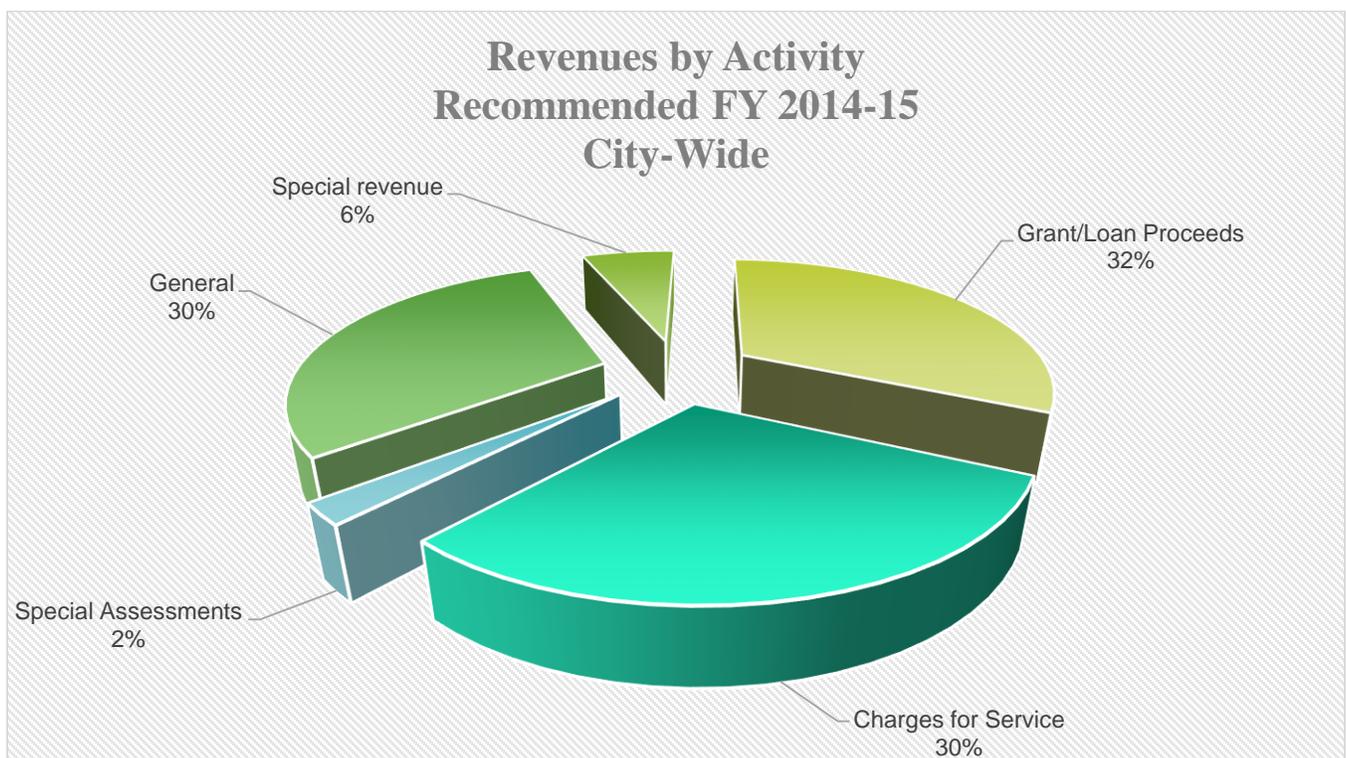
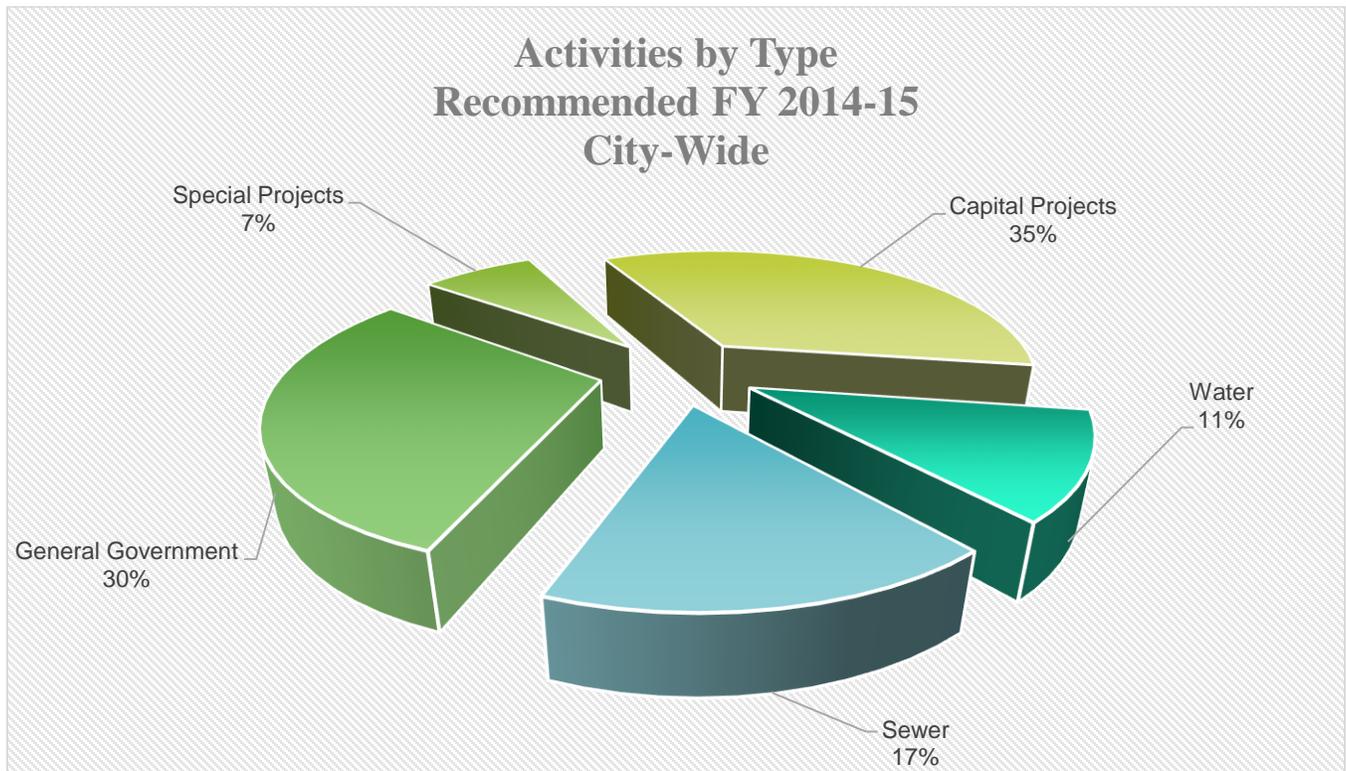
Below are several additional graphs that illustrate the composition of revenues and expenditures of the general fund, as well as general revenues and expenditures by category. These graphs are intended to help the reader understand where money comes and goes in the general fund.

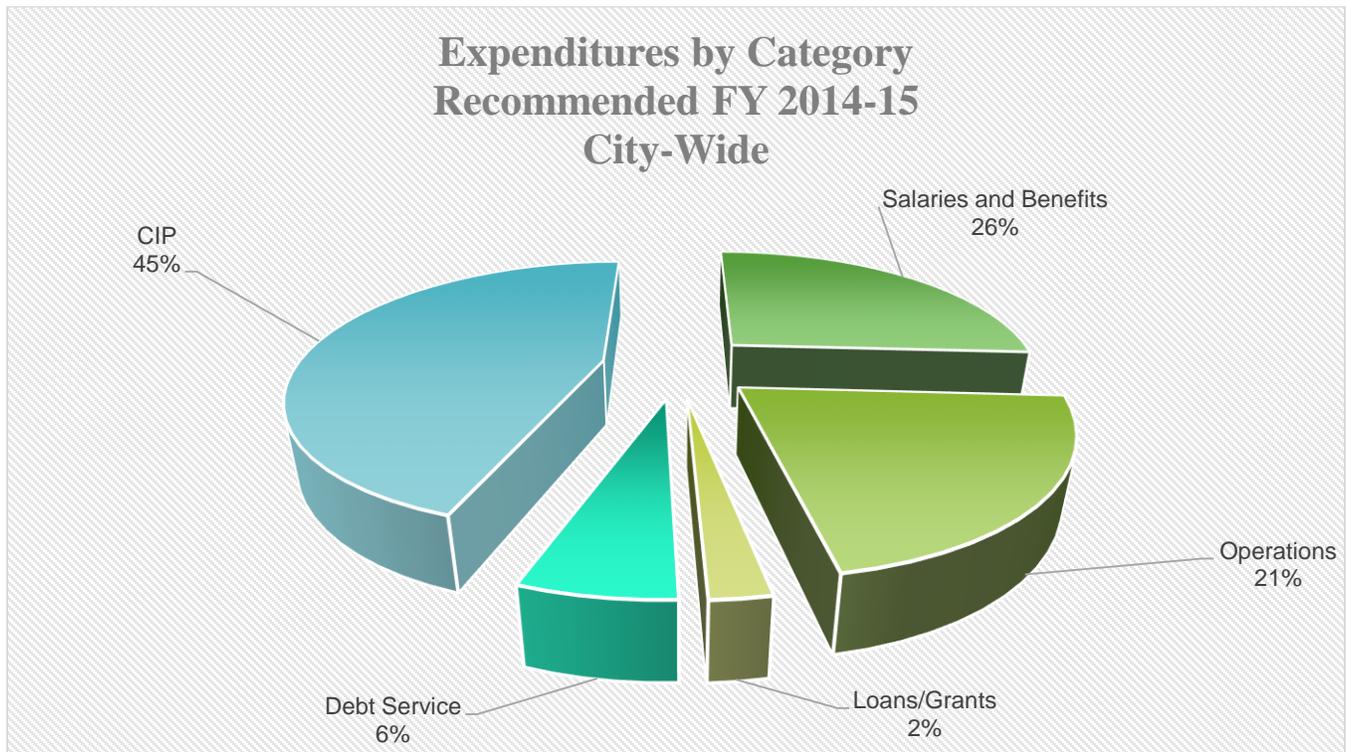
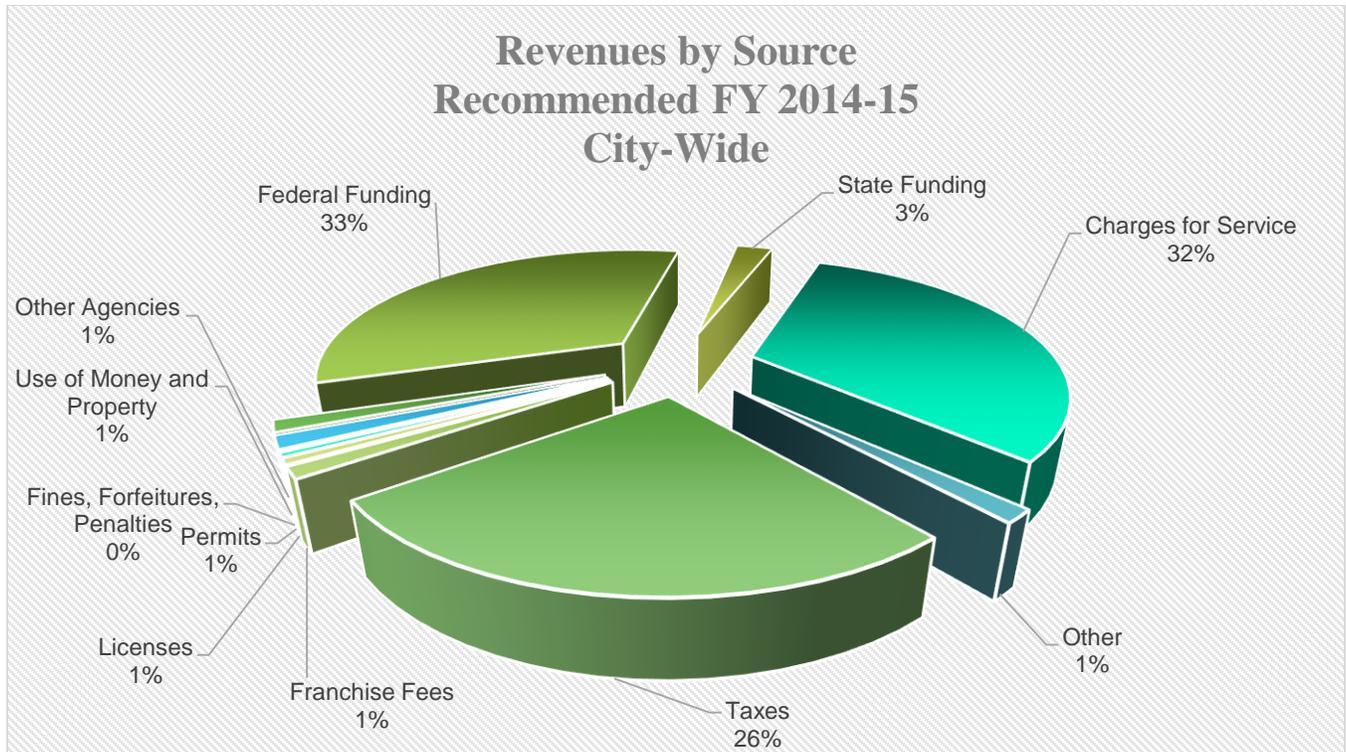


The following graph illustrates the sources of estimated revenues and uses of recommended appropriations in the general fund for fiscal year 2014-15.



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.





FUND SUMMARIES

**Fiscal Year 2014-15
Projected Fund Balance**

Fund Number - Fund Name	Estimated Beginning FB	Revenues	Expenditures	Net Additions (Deductions)	Net Transfers In (Out)	Proj YE FB
110 - GENERAL FUND	\$ 3,372,500	\$ 4,502,500	\$ 5,349,070	\$ -	\$ 266,444	\$ 2,792,374
Capital Project Funds:						
130 - GENERAL CAPITAL IMPROVEMENT	-	-	1,500,000	-	1,500,000	-
Total capital project funds	-	-	1,500,000	-	1,500,000	-
Special Revenue Funds:						
202 - PARKLAND DEDICATION	(175,140)	-	-	-	-	(175,140)
203 - 2105 GAS TAX FUND	358,563	129,488	459,735	-	(10,000)	18,316
207 - PROP 172 PUBLIC SAFETY TAX	2,123	21,000	20,000	-	-	3,123
209 - LAKEPORT HOUSING PROGRAM FUND	(113,772)	9,500	-	-	(9,500)	(113,772)
210 - ECON RLF RE-USE FUND	426,957	14,500	58,500	-	(43,000)	339,957
211 - BSCC LAW ENFORCEMENT GRANT	92,066	60,200	15,000	-	(40,000)	97,266
219 - Low-Mod Housing Fund	464,475	-	10,000	-	-	454,475
228 - HOUSING REVOLVING LOAN (RLA)	308,646	-	26,000	-	22,500	305,146
232 - EMERGENCY HOUSING ASSIST FUND	7,994	-	6,000	-	-	1,994
233 - ECON RLF REUSE MICRO RLA FUND	1,809	-	1,500	-	-	309
234 - BUSINESS LOAN STABILIZATION FUND	63,027	5,300	-	-	(5,300)	63,027
239 - HOME PROGRAM INCOME	1,410,941	-	-	-	-	1,410,941
240 - 2012 HOME GRANT	193	470,005	440,005	-	(30,000)	193
401 - TENTH ST DRAINAGE FUND	85,122	300	-	-	-	85,422
402 - LAKEPORT BLVD IMPRVMT FUND	116,707	400	-	-	-	117,107
403 - SOUTH MAIN ST IMPRVMT FUND	61,858	250	-	-	-	62,108
407 - PARKSIDE TRAFFIC MITIG IMPACT	17,225	50	-	-	-	17,275
408 - PARALLEL/BEVINS STORM MAINT	19,906	50	-	-	-	19,956
410 - LAKESHORE STORM DAMAGE RPR	9,328	61,020	61,000	-	-	9,348
414 - STORM DRAINAGE FUND	340,113	1,000	91,500	-	(4,200)	245,413
415 - LAKESHORE BLVD HSIPL (SAFETY)	266	161,700	147,000	-	-	14,966
Total special revenue funds	3,498,407	934,763	1,336,240	-	(119,500)	2,977,430
Enterprise Funds:						
501 - WATER UTILITY M & O FUND*	604,286	1,922,500	1,973,537	-	10,000	563,249
502 - WATER EXPANSION FUND*	266,566	1,000	75,203	-	-	192,363
504 - USDA WATER PROJECT FUND*	(64,173)	2,615,000	2,615,000	-	-	(64,173)
601 - CLMSD UTILITY M & O FUND*	1,741,308	2,463,750	2,682,537	-	17,000	1,539,521
602 - CLMSD EXPANSION FUND*	560,274	2,500	-	-	-	562,774
604 - USDA SEWER PROJECT FUND*	(52,687)	2,115,000	2,115,000	-	-	(52,687)
605 - CLMSD ASSMNT DIST 91-1 FUND*	911,660	342,500	308,500	-	(4,000)	941,660
Total enterprise funds	3,967,234	9,462,250	9,769,777	-	23,000	3,682,707
Internal Service Funds:						
701 - RISK MANAGEMENT FUND*	-	307,578	307,578	-	-	-
Total internal service funds	-	307,578	307,578	-	-	-
Fiduciary Funds:						
702 - SPECIAL DEPOSIT FUND**	238,552	-	-	1,000	-	239,552
705 - RDA OBLIGATION RETIREMENT FUND*	2,672,799	527,032	517,000	-	(1,669,944)	1,012,887
801 - OPEB AGENCY FUND**	2,890	-	-	38,380	-	41,270
Total fiduciary funds	2,914,241	527,032	517,000	39,380	(1,669,944)	1,293,709
Total City funds	\$ 13,752,382	\$ 15,734,123	\$ 18,779,665	\$ 39,380	\$ -	\$ 10,746,220

Legend:

*Denotes available working capital.

**Denotes current assets. Funds not available for use by the City.

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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.

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 2014-15 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. The fund has no expenditure activity but does maintain several long-term receivable housing loans for which it collects payments.

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.

Business Stabilization Loan Fund (234)

Business loans to businesses provided during the economic downturn of 2008. This fund has no expenditure activity but does maintain several long-term receivable business loans for which it collects payments.

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 2014-15 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 2014-15 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.

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.

GENERAL FUND

Fiscal Year 2014-15

Fund: 110

Name: General Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Taxes	2,884,127	3,034,444	3,055,502	3,057,640	3,158,787	3,158,787	3,158,787	3,316,726	3,416,228
Franchises	131,609	136,288	126,273	155,372	193,194	193,194	193,194	198,990	204,960
Licenses	80,299	97,110	71,300	96,415	96,326	96,326	96,326	96,326	96,326
Permits	38,048	62,148	52,500	70,000	69,050	69,050	69,050	72,503	76,128
Fines, forfeitures, and penalties	28,504	18,280	15,000	40,770	17,100	17,100	17,100	17,528	17,966
Use of money and property	141,400	140,955	132,088	135,313	182,319	182,319	182,319	186,877	192,483
Income from other agencies	44,789	40,178	166,000	215,183	137,340	77,946	77,946	140,303	141,706
Federal funding	68,367	84,475	39,952	27,603	3,264	3,264	3,264	3,264	-
State funding	100,540	100,000	101,500	102,788	100,500	100,500	100,500	100,000	100,000
Charges for service	554,298	534,220	550,474	545,350	503,612	503,612	503,612	518,720	534,282
Other revenue	191,306	141,703	134,350	105,598	100,402	100,402	100,402	120,482	121,687
Total revenue	4,263,287	4,389,801	4,444,939	4,552,032	4,561,894	4,502,500	4,502,500	4,771,719	4,901,765
Expenditures									
Salaries and benefits	2,265,110	2,281,774	2,623,704	2,473,934	2,972,943	2,880,741	2,880,741	3,053,585	3,236,801
Operations	1,524,284	1,456,307	1,691,034	1,425,968	1,672,409	1,679,544	1,679,544	1,721,533	1,764,571
Debt service	71,509	71,508	71,509	71,509	-	-	-	-	-
Capital outlay/CIP	182,976	133,276	614,435	274,970	1,041,125	788,785	788,785	157,757	157,757
Total expenditures	4,043,879	3,942,865	5,000,682	4,246,381	5,686,477	5,349,070	5,349,070	4,932,875	5,159,129
Financing Sources (Uses)									
Use of fund balance	-	-	200,000	-	634,226	580,126	580,126	-	-
Transfers in	70,102	111,271	280,415	165,000	303,644	293,444	293,444	146,722	148,189
Transfers (out)	(213,444)	(244,822)	(22,425)	(22,425)	(27,000)	(27,000)	(27,000)	(32,400)	(38,880)
Net sources (uses)	(143,342)	(133,551)	457,990	142,575	910,870	846,570	846,570	114,322	109,309
Resources - Use									
Surplus (deficit)	76,066	313,385	(97,753)	448,226	(213,713)	-	-	(46,834)	(148,054)

Estimated Beginning Fund Balance	\$ 3,372,500	\$ 3,372,500	\$ 3,372,500	\$ 2,792,374	\$ 2,745,540
Inflows	4,865,538	4,795,944	4,795,944	4,918,441	5,049,954
Outflows	5,713,477	5,376,070	5,376,070	4,965,275	5,198,009
Change to fund balance	(847,939)	(580,126)	(580,126)	(46,834)	(148,054)
Anticipated Ending Fund Balance	\$ 2,524,561	\$ 2,792,374	\$ 2,792,374	\$ 2,745,540	\$ 2,597,486

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	327,052	327,052	327,052
Legislative	1010	146,212	146,212	146,212
Administration	1020	203,785	202,230	202,230
Economic Development	1054	50,500	49,000	49,000
City Attorney	1030	63,000	63,000	63,000
Finance	1041	138,789	136,989	136,989
Community Development:				
Planning	1050	205,554	200,854	200,854
Building	1051	216,655	216,655	216,655
Housing	1053	23,429	23,429	23,429
Engineering and IT	1052	412,567	454,417	454,417
Police	2010	1,803,717	1,705,515	1,705,515
Public Works:				
Roads and Infrastructure	3020	942,971	722,271	722,271
Parks, Buildings, and Grounds	3030	602,043	566,843	566,843
Solid Waste Management	3040	447,592	447,592	447,592
Westshore Pool	3050	79,105	63,505	63,505
Water O&M	3060	50,506	50,506	50,506
Sewer O&M	3070	-	-	-
Total Use		5,713,477	5,376,070	5,376,070

CAPITAL PROJECTS

Fiscal Year 2014-15

Fund Summary

Fund: 130

Name: Capital Projects Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	5,855	2,000	-	-	-	-	-	-
Total revenue	-	5,855	2,000	-	-	-	-	-	-
Expenditures									
Capital outlay/CIP	-	-	1,500,000	11,461	1,600,000	1,500,000	1,500,000	375,000	-
Total expenditures	-	-	1,500,000	11,461	1,600,000	1,500,000	1,500,000	375,000	-
Financing Sources (Uses)									
Transfers in	-	-	-	-	1,757,500	1,657,500	1,657,500	1,243,125	1,243,125
Transfers (out)	-	-	(40,000)	-	(157,500)	(157,500)	(157,500)	(173,250)	(194,040)
Net sources (uses)	-	-	(40,000)	-	1,600,000	1,500,000	1,500,000	1,069,875	1,049,085
Resources - Use									
Surplus (deficit)	-	5,855	(1,538,000)	(11,461)	-	-	-	694,875	1,049,085
Estimated Beginning Fund Balance					\$ -	\$ -	\$ -	\$ -	\$ 694,875
Inflows					1,757,500	1,657,500	1,657,500	1,243,125	1,243,125
Outflows					1,757,500	1,657,500	1,657,500	548,250	194,040
Change to fund balance					-	-	-	694,875	1,049,085
Anticipated Ending Fund Balance					\$ -	\$ -	\$ -	\$ 694,875	\$ 1,743,960

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	157,500	157,500	157,500
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development:				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	1,500,000	1,500,000	1,500,000
Police	2010	-	-	-
Public Works:				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	100,000	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		1,757,500	1,657,500	1,657,500

HIGHWAY USER TAX (HUTA)

Fiscal Year 2014-15

Fund Summary

Fund: 203

Name: HUTA Gas Tax Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	705	600	-	500	500	500	515	530
Income from other agencies	149,219	134,334	155,404	142,749	128,988	128,988	128,988	130,278	131,581
Total revenue	149,219	135,039	156,004	142,749	129,488	129,488	129,488	130,793	132,111
Expenditures									
Operations	6,189	-	-	-	-	-	-	-	-
Capital outlay/CIP	-	132,834	290,000	50,000	-	459,735	459,735	459,735	459,735
Total expenditures	6,189	132,834	290,000	50,000	-	459,735	459,735	459,735	459,735
Financing Sources (Uses)									
Use of fund balance	-	-	142,996	-	-	350,000	350,000	9,753	-
Transfers (out)	-	(12,279)	(9,000)	-	(10,000)	(10,000)	(10,000)	(11,000)	(12,320)
Net sources (uses)	-	(12,279)	133,996	-	(10,000)	340,000	340,000	(1,247)	(12,320)
Resources - Use									
Surplus (deficit)	143,030	(10,074)	-	92,749	119,488	9,753	9,753	(330,189)	(339,944)

Estimated Beginning Fund Balance	\$ 358,563	\$ 358,563	\$ 358,563	\$ 18,316	\$ (321,626)
Inflows	129,488	129,488	129,488	130,793	132,111
Outflows	10,000	469,735	469,735	470,735	472,055
Change to fund balance	119,488	(340,247)	(340,247)	(339,942)	(339,944)
Anticipated Ending Fund Balance	\$ 478,051	\$ 18,316	\$ 18,316	\$ (321,626)	\$ (661,570)

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	10,000	10,000	10,000
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development:				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	-	-	-
Engineering and IT	1052	-	109,735	109,735
Police	2010	-	-	-
Public Works:				
Roads and Infrastructure	3020	-	350,000	350,000
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		10,000	469,735	469,735

PROP 172 PUBLIC SAFETY

Fiscal Year 2014-15
Fund Summary
Fund: 207
Name: Prop 172 Public Safety Tax

	Prior FYs		Current		Proposed			Projections	
	2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
	Actual	Actual	Budget	Actual (Est)	Requested	Recommended	Adopted	Projected	Projected
Revenue Sources									
Taxes	38,090	20,577	20,000	20,000	21,000	21,000	21,000	21,420	22,063
Use of money and property	-	23	100	-	-	-	-	-	-
Total revenue	38,090	20,600	20,100	20,000	21,000	21,000	21,000	21,420	22,063
Expenditures									
Operations	33,043	23,524	20,000	20,000	20,000	20,000	20,000	20,400	20,808
Total expenditures	33,043	23,524	20,000	20,000	20,000	20,000	20,000	20,400	20,808
Financing Sources (Uses)									
Transfers (out)	-	-	-	-	-	-	-	-	-
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	5,047	(2,924)	100	-	1,000	1,000	1,000	1,020	1,255
Estimated Beginning Fund Balance					\$ 2,123	\$ 2,123	\$ 2,123	\$ 3,123	\$ 4,143
Inflows					21,000	21,000	21,000	21,420	22,063
Outflows					20,000	20,000	20,000	20,400	20,808
Change to fund balance					1,000	1,000	1,000	1,020	1,255
Anticipated Ending Fund Balance					\$ 3,123	\$ 3,123	\$ 3,123	\$ 4,143	\$ 5,398

Departmental Use	No.	Requested	Recommended	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		20,000	20,000	20,000

LAKEPORT HOUSING PROGRAM (HUD)

Fiscal Year 2014-15

Fund Summary

Fund: 209

Name: Lakeport Housing Program (HUD)

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	12	-	-	-	-	-	-	-
Other revenue	7,813	9,516	-	9,500	9,500	9,500	9,500	9,500	9,500
Total revenue	7,813	9,528	-	9,500	9,500	9,500	9,500	9,500	9,500
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Transfers (out)	-	-	-	(9,500)	(9,500)	(9,500)	(9,500)	(9,500)	(9,500)
Net sources (uses)	-	-	-	(9,500)	(9,500)	(9,500)	(9,500)	(9,500)	(9,500)
Resources - Use									
Surplus (deficit)	7,813	9,528	-	-	-	-	-	-	-
Estimated Beginning Fund Balance					\$ (113,772)	\$ (113,772)	\$ (113,772)	\$ (113,772)	\$ (113,772)
Inflows					9,500	9,500	9,500	9,500	9,500
Outflows					9,500	9,500	9,500	9,500	9,500
Change to fund balance					-	-	-	-	-
Anticipated Ending Fund Balance					\$ (113,772)	\$ (113,772)	\$ (113,772)	\$ (113,772)	\$ (113,772)

Departmental Use	No.	Requested	Recommended	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	-	-	-
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		9,500	9,500	9,500

ECONOMIC REVOLVING LOAN

Fiscal Year 2014-15

Fund Summary

Fund: 210

Name: Economic RLF (CDBG Program Income)

	Prior FYs		Current		2014-15 Requested	Proposed		Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)		2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	482	200	500	500	500	500	515	530
Other revenue	3,036	15,073	48,000	15,000	14,000	14,000	14,000	14,140	14,281
Total revenue	3,036	15,555	48,200	15,500	14,500	14,500	14,500	14,655	14,812
Expenditures									
Operations	10,107	78	8,500	11,374	8,500	8,500	8,500	8,670	8,843
Grants/Loans	-	-	30,000	-	50,000	50,000	50,000	-	-
Total expenditures	10,107	78	38,500	11,374	58,500	58,500	58,500	8,670	8,843
Financing Sources (Uses)									
Transfers in	12,279	-	-	-	-	-	-	-	-
Transfers (out)	(77,531)	(45,056)	(32,000)	(32,000)	(43,000)	(43,000)	(43,000)	(47,300)	(52,976)
Net sources (uses)	(65,252)	(45,056)	(32,000)	(32,000)	(43,000)	(43,000)	(43,000)	(47,300)	(52,976)
Resources - Use									
Surplus (deficit)	(72,323)	(29,579)	(22,300)	(27,874)	(87,000)	(87,000)	(87,000)	(41,315)	(47,008)

Estimated Beginning Fund Balance	\$ 426,957	\$ 426,957	\$ 426,957	\$ 339,957	\$ 298,642
Inflows	14,500	14,500	14,500	14,655	14,812
Outflows	101,500	101,500	101,500	55,970	61,819
Change to fund balance	(87,000)	(87,000)	(87,000)	(41,315)	(47,008)
Anticipated Ending Fund Balance	\$ 339,957	\$ 339,957	\$ 339,957	\$ 298,642	\$ 251,634

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	43,000	43,000	43,000
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	58,500	58,500	58,500
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		101,500	101,500	101,500

BSCC LAW ENFORCEMENT

Fiscal Year 2014-15

Fund Summary

Fund: 211

Name: BSCC Law Enforcement Grant

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	77	-	200	200	200	200	206	212
State funding	-	60,491	65,000	69,312	60,000	60,000	60,000	100,000	100,000
Total revenue	-	60,568	65,000	69,512	60,200	60,200	60,200	100,206	100,212
Expenditures									
Operations	-	15,730	55,000	15,000	15,000	15,000	15,000	15,300	15,606
Total expenditures	-	15,730	55,000	15,000	15,000	15,000	15,000	15,300	15,606
Financing Sources (Uses)									
Transfers (out)	-	(7,284)	(20,000)	-	(65,000)	(40,000)	(40,000)	(44,000)	(49,280)
Net sources (uses)	-	(7,284)	(20,000)	-	(65,000)	(40,000)	(40,000)	(44,000)	(49,280)
Resources - Use									
Surplus (deficit)	-	37,554	(10,000)	54,512	(19,800)	5,200	5,200	40,906	35,326
Estimated Beginning Fund Balance					\$ 92,066	\$ 92,066	\$ 92,066	\$ 97,266	\$ 138,172
Inflows					60,200	60,200	60,200	100,206	100,212
Outflows					80,000	55,000	55,000	59,300	64,886
Change to fund balance					(19,800)	5,200	5,200	40,906	35,326
Anticipated Ending Fund Balance					\$ 72,266	\$ 97,266	\$ 97,266	\$ 138,172	\$ 173,498

Departmental Use	<u>No.</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Non-Departmental	0000	80,000	55,000	55,000
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		80,000	55,000	55,000

FORMER REDEVELOPMENT HOUSING

Fiscal Year 2014-15

Fund Summary

Fund: 219

Name: Low-Mod Housing Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	24	50	-	-	-	-	-	-
Other revenue	1,665	2,779	-	-	-	-	-	-	-
Total revenue	1,665	2,803	50	-	-	-	-	-	-
Expenditures									
Salaries and benefits	19,402	-	-	-	-	-	-	-	-
Operations	876	-	-	1,463	10,000	10,000	10,000	10,200	10,404
Grants/Loans	87,735	-	-	-	-	-	-	-	-
Total expenditures	108,013	-	-	1,463	10,000	10,000	10,000	10,200	10,404
Financing Sources (Uses)									
Transfers (out)	(68,750)	(1,280)	-	-	-	-	-	-	-
Additions to	5,683	-	-	-	-	-	-	-	-
Net sources (uses)	(63,067)	(1,280)	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	(169,415)	1,523	50	(1,463)	(10,000)	(10,000)	(10,000)	(10,200)	(10,404)
Estimated Beginning Fund Balance					\$ 464,475	\$ 464,475	\$ 464,475	\$ 454,475	\$ 444,275
Inflows					-	-	-	-	-
Outflows					10,000	10,000	10,000	10,200	10,404
Change to fund balance					(10,000)	(10,000)	(10,000)	(10,200)	(10,404)
Anticipated Ending Fund Balance					\$ 454,475	\$ 454,475	\$ 454,475	\$ 444,275	\$ 433,871

Departmental Use	<u>No.</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Non-Departmental	0000	-	-	-
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development:				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	10,000	10,000	10,000
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		10,000	10,000	10,000

HOUSING PROGRAM INCOME

Fiscal Year 2014-15

Fund Summary

Fund: 228

Name: Housing RLF (CDBG Program Income)

	Prior FYs		Current		Proposed		Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	37	44	150	-	-	-	-	-	-
Other revenue	23,658	926	3,000	-	-	-	-	-	-
Total revenue	23,695	970	3,150	-	-	-	-	-	-
Expenditures									
Operations	13,317	143	13,000	10,106	16,000	16,000	16,000	16,320	16,646
Grants/Loans	44,690	1,946	50,000	7,203	10,000	10,000	10,000	-	-
Total expenditures	58,007	2,089	63,000	17,309	26,000	26,000	26,000	16,320	16,646
Financing Sources (Uses)									
Transfers in	31,586	33,337	32,000	-	32,000	32,000	32,000	24,000	24,000
Transfers (out)	17,490	(11,798)	(9,500)	-	(20,500)	(9,500)	(9,500)	(10,450)	(11,704)
Net sources (uses)	49,076	21,539	22,500	-	11,500	22,500	22,500	13,550	12,296
Resources - Use									
Surplus (deficit)	14,764	20,420	(37,350)	(17,309)	(14,500)	(3,500)	(3,500)	(2,770)	(4,350)
Estimated Beginning Fund Balance \$ 308,646 \$ 308,646 \$ 308,646 \$ 305,146 \$ 302,376									
Inflows 32,000 32,000 32,000 24,000 24,000									
Outflows 46,500 35,500 35,500 26,770 28,350									
Change to fund balance (14,500) (3,500) (3,500) (2,770) (4,350)									
Anticipated Ending Fund Balance \$ 294,146 \$ 305,146 \$ 305,146 \$ 302,376 \$ 298,026									

Departmental Use	<u>No.</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Non-Departmental	0000	20,500	9,500	9,500
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	-	-	-
City Attorney	1030	-	-	-
Finance	1041	-	-	-
Community Development:				
Planning	1050	-	-	-
Building	1051	-	-	-
Housing	1053	26,000	26,000	26,000
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		46,500	35,500	35,500

EMERGENCY HOUSING ASSISTANCE

Fiscal Year 2014-15

Fund Summary

Fund: 232

Name: Emergency Housing Assistance Fund

	Prior FYs		Current		Proposed		Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	2	20	-	-	-	-	-	-	-
Other revenue	51	600	-	-	-	-	-	-	-
Total revenue	53	620	-	-	-	-	-	-	-
Expenditures									
Grants/Loans	9,943	173	6,000	-	6,000	6,000	6,000	-	-
Total expenditures	9,943	173	6,000	-	6,000	6,000	6,000	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	6,000	-	6,000	6,000	6,000	-	-
Transfers in	-	1,280	-	-	-	-	-	-	-
Transfers (out)	(30,000)	-	-	-	-	-	-	-	-
Net sources (uses)	(30,000)	1,280	6,000	-	6,000	6,000	6,000	-	-
Resources - Use									
Surplus (deficit)	(39,890)	1,727	-	-	-	-	-	-	-
Estimated Beginning Fund Balance					\$ 7,994	\$ 7,994	\$ 7,994	\$ 1,994	\$ 1,994
Inflows					-	-	-	-	-
Outflows					6,000	6,000	6,000	-	-
Change to fund balance					(6,000)	(6,000)	(6,000)	-	-
Anticipated Ending Fund Balance					\$ 1,994	\$ 1,994	\$ 1,994	\$ 1,994	\$ 1,994

Departmental Use	No.	Requested	Recommended	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		6,000	6,000	6,000

MICROENTERPRISE FUND

Fiscal Year 2014-15

Fund Summary

Fund: 233

Name: Microenterprise Fund (CDBG Program Income)

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	14	-	-	-	-	-	-	-
Total revenue	-	14	-	-	-	-	-	-	-
Expenditures									
Operations	-	2,625	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	1,500	1,500	1,500	-	-
Total expenditures	-	2,625	-	-	1,500	1,500	1,500	-	-
Financing Sources (Uses)									
Use of fund balance	-	-	-	-	1,500	1,500	1,500	-	-
Additions to	989	-	-	-	-	-	-	-	-
Net sources (uses)	989	-	-	-	1,500	1,500	1,500	-	-
Resources - Use									
Surplus (deficit)	989	(2,611)	-	-	-	-	-	-	-
Estimated Beginning Fund Balance \$ 1,809 \$ 1,809 \$ 1,809 \$ 309 \$ 309									
Inflows - - - - -									
Outflows 1,500 1,500 1,500 - -									
Change to fund balance (1,500) (1,500) (1,500) - -									
Anticipated Ending Fund Balance \$ 309 \$ 309 \$ 309 \$ 309 \$ 309									

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	-	-	-
Legislative	1010	-	-	-
Administration	1020	-	-	-
Economic Development	1054	1,500	1,500	1,500
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		1,500	1,500	1,500

BUSINESS STABILIZATION LOAN FUND

Fiscal Year 2014-15

Fund Summary

Fund: 234

Name: Business Loan Stabilization Fund

	Prior FYs		Current		Proposed		Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	1,456	8	-	-	-	-	-	-	-
Other revenue	-	481	-	5,300	5,300	5,300	5,300	5,353	5,407
Total revenue	1,456	489	-	5,300	5,300	5,300	5,300	5,353	5,407
Expenditures									
Operations	68	-	-	-	-	-	-	-	-
Total expenditures	68	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Transfers (out)	(7,239)	(4,980)	-	(5,300)	(5,300)	(5,300)	(5,300)	(5,830)	(6,530)
Net sources (uses)	(7,239)	(4,980)	-	(5,300)	(5,300)	(5,300)	(5,300)	(5,830)	(6,530)
Resources - Use									
Surplus (deficit)	(5,851)	(4,491)	-	-	-	-	-	(477)	(1,123)
Estimated Beginning Fund Balance \$ 63,027 \$ 63,027 \$ 63,027 \$ 63,027 \$ 62,550									
Inflows 5,300 5,300 5,300 5,353 5,407									
Outflows 5,300 5,300 5,300 5,830 6,530									
Change to fund balance - - - (477) (1,123)									
Anticipated Ending Fund Balance \$ 63,027 \$ 63,027 \$ 63,027 \$ 62,550 \$ 61,427									

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	5,300	5,300	5,300
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		5,300	5,300	5,300

2012 HOME GRANT

Fiscal Year 2014-15
Fund Summary
Fund: 240
Name: 2012 HOME Grant

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Federal funding	-	241	470,005	2,000	470,005	470,005	470,005	94,001	-
Total revenue	-	241	470,005	2,000	470,005	470,005	470,005	94,001	-
Expenditures									
Operations	-	241	69,145	1,807	69,145	69,145	69,145	70,528	71,938
Grants/Loans	-	-	370,860	-	370,860	370,860	370,860	-	-
Total expenditures	-	241	440,005	1,807	440,005	440,005	440,005	70,528	71,938
Financing Sources (Uses)									
Transfers (out)	-	-	(30,000)	-	(30,000)	(30,000)	(30,000)	(33,000)	(36,960)
Net sources (uses)	-	-	(30,000)	-	(30,000)	(30,000)	(30,000)	(33,000)	(36,960)
Resources - Use									
Surplus (deficit)	-	-	-	193	-	-	-	(9,527)	(108,898)

Estimated Beginning Fund Balance	\$	193	\$	193	\$	193	\$	193	\$	(9,334)
Inflows		470,005		470,005		470,005		94,001		-
Outflows		470,005		470,005		470,005		103,528		108,898
Change to fund balance		-		-		-		(9,527)		(108,898)
Anticipated Ending Fund Balance	\$	193	\$	193	\$	193	\$	(9,334)	\$	(118,232)

Departmental Use	No.	Requested	Recommended	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		470,005	470,005	470,005

TENTH STREET DRAINAGE

Fiscal Year 2014-15

Fund Summary

Fund: 401

Name: Tenth Street Drainage Fund

	Prior FYs		Current		2014-15 Requested	Proposed		Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)		2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	268	262	300	300	300	300	300	309	318
Total revenue	268	262	300	300	300	300	300	309	318
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	268	262	300	300	300	300	300	309	318
Estimated Beginning Fund Balance					\$ 85,122	\$ 85,122	\$ 85,122	\$ 85,422	\$ 85,731
Inflows					300	300	300	309	318
Outflows					-	-	-	-	-
Change to fund balance					300	300	300	309	318
Anticipated Ending Fund Balance					\$ 85,422	\$ 85,422	\$ 85,422	\$ 85,731	\$ 86,049

Departmental Use	No.	Requested	Recommended	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		-	-	-

LAKEPORT BLVD IMPROVEMENT

Fiscal Year 2014-15

Fund Summary

Fund: 402

Name: Lakeport Blvd Improvement Fund

	Prior FYs		Current		2014-15 Requested	Proposed		Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)		2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	368	359	400	400	400	400	400	412	424
Total revenue	368	359	400	400	400	400	400	412	424
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	368	359	400	400	400	400	400	412	424

Estimated Beginning Fund Balance	\$ 116,707	\$ 116,707	\$ 116,707	\$ 117,107	\$ 117,519
Inflows	400	400	400	412	424
Outflows	-	-	-	-	-
Change to fund balance	400	400	400	412	424
Anticipated Ending Fund Balance	\$ 117,107	\$ 117,107	\$ 117,107	\$ 117,519	\$ 117,943

Departmental Use	No.	Requested	Recommended	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		-	-	-

SOUTH MAIN IMPROVEMENT

Fiscal Year 2014-15

Fund Summary

Fund: 403

Name: South Main Street Improvement Fund

	Prior FYs		Current		2014-15 Requested	Proposed		Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)		2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	179	190	240	240	250	250	250	258	265
Total revenue	179	190	240	240	250	250	250	258	265
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	179	190	240	240	250	250	250	258	265

Estimated Beginning Fund Balance	\$	61,858	\$	61,858	\$	61,858	\$	62,108	\$	62,366
Inflows		250		250		250		258		265
Outflows		-		-		-		-		-
Change to fund balance		250		250		250		258		265
Anticipated Ending Fund Balance	\$	62,108	\$	62,108	\$	62,108	\$	62,366	\$	62,631

Departmental Use	No.	Requested	Recommended	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		-	-	-

PARKSIDE TRAFFIC MITIGATION

Fiscal Year 2014-15

Fund Summary

Fund: 407

Name: Parkside Traffic Mitigation Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	53	20	50	50	50	50	52	53
Total revenue	-	53	20	50	50	50	50	52	53
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	53	20	50	50	50	50	52	53
Estimated Beginning Fund Balance					\$ 17,225	\$ 17,225	\$ 17,225	\$ 17,275	\$ 17,327
Inflows					50	50	50	52	53
Outflows					-	-	-	-	-
Change to fund balance					50	50	50	52	53
Anticipated Ending Fund Balance					\$ 17,275	\$ 17,275	\$ 17,275	\$ 17,327	\$ 17,380

Departmental Use	No.	Requested	Recommended	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		-	-	-

PARALLEL/BEVINS STORM WATER MAINTENANCE

Fiscal Year 2014-15

Fund Summary

Fund: 408

Name: Parallel Dr/Bevins Stormwater Maintenance

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	61	50	50	50	50	50	52	53
Total revenue	-	19,855	50	50	50	50	50	52	53
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	19,855	50	50	50	50	50	52	53

Estimated Beginning Fund Balance	\$	19,906	\$	19,906	\$	19,906	\$	19,956	\$	20,008
Inflows		50		50		50		52		53
Outflows		-		-		-		-		-
Change to fund balance		50		50		50		52		53
Anticipated Ending Fund Balance	\$	19,956	\$	19,956	\$	19,956	\$	20,008	\$	20,061

<u>Departmental Use</u>	<u>No.</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		-	-	-

LAKESHORE STORM DAMAGE REPAIR

Fiscal Year 2014-15

Fund Summary

Fund: 410

Name: Lakeshore Storm Damage Repair

	Prior FYs		Current		Proposed		Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	28	20	20	20	20	20	21	21
State funding	196	261	61,000	-	61,000	61,000	61,000	100,000	100,000
Total revenue	196	289	61,020	20	61,020	61,020	61,020	100,021	100,021
Expenditures									
Capital outlay/CIP	-	-	61,000	-	61,000	61,000	61,000	61,000	61,000
Total expenditures	-	-	61,000	-	61,000	61,000	61,000	61,000	61,000
Financing Sources (Uses)									
Transfers (out)	-	-	(7,000)	-	-	-	-	-	-
Net sources (uses)	-	-	(7,000)	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	196	289	(6,980)	20	20	20	20	39,021	39,021

Estimated Beginning Fund Balance	\$	9,328	\$	9,328	\$	9,328	\$	9,348	\$	48,369
Inflows		61,020		61,020		61,020		100,021		100,021
Outflows		61,000		61,000		61,000		61,000		61,000
Change to fund balance		20		20		20		39,021		39,021
Anticipated Ending Fund Balance	\$	9,348	\$	9,348	\$	9,348	\$	48,369	\$	87,390

Departmental Use	No.	Requested	Recommended	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	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		61,000	61,000	61,000

STORM DRAINAGE

Fiscal Year 2014-15

Fund Summary

Fund: 414

Name: Storm Drainage Fund

	Prior FYs		Current		Proposed		Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	433	1,097	500	1,000	1,000	1,000	1,000	1,030	1,061
Other revenue	-	7,327	5,000	-	-	-	-	-	-
Total revenue	433	8,424	5,500	1,000	1,000	1,000	1,000	1,030	1,061
Expenditures									
Operations	34,630	14,129	33,500	14,000	16,500	16,500	16,500	16,830	17,167
Capital outlay/CIP	-	-	85,000	-	75,000	75,000	75,000	75,000	75,000
Total expenditures	34,630	14,129	118,500	14,000	91,500	91,500	91,500	91,830	92,167
Financing Sources (Uses)									
Use of fund balance	-	-	122,900	-	94,700	94,700	94,700	-	-
Transfers (out)	-	(1,482)	(9,900)	-	(4,200)	(4,200)	(4,200)	(4,620)	(5,174)
Net sources (uses)	-	(1,482)	113,000	-	90,500	90,500	90,500	(4,620)	(5,174)
Resources - Use									
Surplus (deficit)	(34,197)	(7,187)	-	(13,000)	-	-	-	(95,420)	(96,280)

Estimated Beginning Fund Balance	\$ 340,113	\$ 340,113	\$ 340,113	\$ 245,413	\$ 149,993
Inflows	1,000	1,000	1,000	1,030	1,061
Outflows	95,700	95,700	95,700	96,450	97,341
Change to fund balance	(94,700)	(94,700)	(94,700)	(95,420)	(96,280)
Anticipated Ending Fund Balance	\$ 245,413	\$ 245,413	\$ 245,413	\$ 149,993	\$ 53,713

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	4,200	4,200	4,200
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	91,500	91,500	91,500
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		95,700	95,700	95,700

LAKESHORE BLVD HSIPL (SAFETY)

Fiscal Year 2014-15

Fund Summary

Fund: 415

Name: Lakeshore Blvd HSIPL (Safety)

	Prior FYs		Current		Proposed		Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
State funding	-	266	161,700	-	161,700	161,700	161,700	100,000	100,000
Total revenue	-	266	161,700	-	161,700	161,700	161,700	100,000	100,000
Expenditures									
Capital outlay/CIP	-	-	147,000	-	147,000	147,000	147,000	147,000	147,000
Total expenditures	-	-	147,000	-	147,000	147,000	147,000	147,000	147,000
Financing Sources (Uses)									
Transfers (out)	-	-	(14,700)	-	-	-	-	-	-
Net sources (uses)	-	-	(14,700)	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	266	-	-	14,700	14,700	14,700	(47,000)	(47,000)

Estimated Beginning Fund Balance	\$	266	\$	266	\$	266	\$	14,966	\$	(32,034)
Inflows		161,700		161,700		161,700		100,000		100,000
Outflows		147,000		147,000		147,000		147,000		147,000
Change to fund balance		14,700		14,700		14,700		(47,000)		(47,000)
Anticipated Ending Fund Balance	\$	14,966	\$	14,966	\$	14,966	\$	(32,034)	\$	(79,034)

Departmental Use	No.	Requested	Recommended	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	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		147,000	147,000	147,000

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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 2014-15

Fund Summary

Fund: 501

Name: Water O&M

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	3,972	1,061	1,330	1,330	1,500	1,500	1,500	1,545	1,591
Charges for service	1,433,010	1,470,682	1,603,118	1,709,956	1,913,000	1,913,000	1,913,000	2,104,300	2,314,730
Other revenue	77,286	7,239	12,500	8,000	8,000	8,000	8,000	8,080	8,161
Total revenue	1,514,268	1,478,982	1,616,948	1,719,286	1,922,500	1,922,500	1,922,500	2,113,925	2,324,482
Expenditures									
Salaries and benefits	663,698	683,540	800,792	765,308	846,149	846,149	846,149	896,918	950,733
Operations	652,534	469,247	642,379	476,918	668,565	705,865	705,865	723,512	741,599
Debt service	208,562	257,430	254,093	254,093	221,473	221,473	221,473	243,620	267,982
Capital outlay/CIP	182,976	208,128	101,626	72,417	217,610	200,050	200,050	200,050	320,080
Total expenditures	1,707,770	1,618,345	1,798,890	1,568,736	1,953,797	1,973,537	1,973,537	2,064,100	2,280,395
Financing Sources (Uses)									
Use of fund balance	-	-	170,759	-	11,700	41,037	41,037	-	-
Transfers in	-	-	5,000	8,125	10,000	10,000	10,000	12,000	14,400
Transfers (out)	(42,000)	(46,999)	-	-	-	-	-	-	-
Net sources (uses)	(42,000)	(46,999)	175,759	8,125	21,700	51,037	51,037	12,000	14,400
Resources - Use									
Surplus (deficit)	(235,502)	(186,362)	(6,183)	158,675	(9,597)	-	-	61,825	58,487

Estimated Beginning Fund Balance	\$ 604,286	\$ 604,286	\$ 604,286	\$ 563,249	\$ 625,074
Inflows	1,932,500	1,932,500	1,932,500	2,125,925	2,338,882
Outflows	1,953,797	1,973,537	1,973,537	2,064,100	2,280,395
Change to fund balance	(21,297)	(41,037)	(41,037)	61,825	58,487
Anticipated Ending Fund Balance	\$ 582,989	\$ 563,249	\$ 563,249	\$ 625,074	\$ 683,562

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	305,181	305,181	305,181
Legislative	1010	-	-	-
Administration	1020	112,040	112,040	112,040
Economic Development	1054	-	-	-
City Attorney	1030	26,000	26,000	26,000
Finance	1041	157,065	156,365	156,365
Community Development:				
Planning	1050	30,270	30,270	30,270
Building	1051	8,556	8,556	8,556
Housing	1053	-	-	-
Engineering and IT	1052	68,624	68,624	68,624
Police	2010	-	-	-
Public Works:				
Roads and Infrastructure	3020	111,722	111,722	111,722
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water O&M	3060	1,122,474	1,142,914	1,142,914
Sewer O&M	3070	11,865	11,865	11,865
Total Use		1,953,797	1,973,537	1,973,537

WATER EXPANSION

Fiscal Year 2014-15

Fund Summary

Fund: 502

Name: Water Expansion Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	1,054	1,284	1,000	-	1,000	1,000	1,000	1,030	1,061
Charges for service	6,397	204,697	-	-	-	-	-	-	-
Other revenue	360,389	47,804	-	-	-	-	-	-	-
Total revenue	367,840	253,785	1,000	-	1,000	1,000	1,000	1,030	1,061
Expenditures									
Operations		-	25,000	-	-	-	-	-	-
Debt service		-	-	-	75,203	75,203	75,203	75,203	75,203
Capital outlay/CIP		9,888	79,907	-	-	-	-	-	-
Total expenditures	-	9,888	104,907	-	75,203	75,203	75,203	75,203	75,203
Financing Sources (Uses)									
Use of fund balance	-	-	103,907	-	74,203	74,203	74,203	74,203	74,203
Net sources (uses)	-	-	103,907	-	74,203	74,203	74,203	74,203	74,203
Resources - Use									
Surplus (deficit)	367,840	243,897	-	-	-	-	-	30	61

Estimated Beginning Fund Balance	\$ 266,566	\$ 266,566	\$ 266,566	\$ 192,363	\$ 118,190
Inflows	1,000	1,000	1,000	1,030	1,061
Outflows	75,203	75,203	75,203	75,203	75,203
Change to fund balance	(74,203)	(74,203)	(74,203)	(74,173)	(74,142)
Anticipated Ending Fund Balance	\$ 192,363	\$ 192,363	\$ 192,363	\$ 118,190	\$ 44,048

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	75,203	75,203	75,203
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		75,203	75,203	75,203

USDA WATER PROJECT

Fiscal Year 2014-15

Fund Summary

Fund: 504

Name: USDA Water Project Fund

	Prior FYs		Current		Proposed		Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Federal funding	-	-	2,115,918	207,128	2,615,000	2,615,000	2,615,000	636,500	162,000
Total revenue	-	-	2,115,918	207,128	2,615,000	2,615,000	2,615,000	636,500	162,000
Expenditures									
Operations	27,365	36,808	634,000	207,128	115,000	115,000	115,000	11,500	5,750
Capital outlay/CIP	-	-	1,455,795	-	2,500,000	2,500,000	2,500,000	625,000	156,250
Total expenditures	27,365	36,808	2,089,795	207,128	2,615,000	2,615,000	2,615,000	636,500	162,000
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	(27,365)	(36,808)	26,123	-	-	-	-	-	-

Estimated Beginning Fund Balance	\$ (64,173)	\$ (64,173)	\$ (64,173)	\$ (64,173)	\$ (64,173)
Inflows	2,615,000	2,615,000	2,615,000	636,500	162,000
Outflows	2,615,000	2,615,000	2,615,000	636,500	162,000
Change to fund balance	-	-	-	-	-
Anticipated Ending Fund Balance	\$ (64,173)	\$ (64,173)	\$ (64,173)	\$ (64,173)	\$ (64,173)

Departmental Use	No.	Requested	Recommended	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	2,500,000	2,500,000	2,500,000
Police	2010	-	-	-
Public Works:				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water O&M	3060	100,000	100,000	100,000
Sewer O&M	3070	-	-	-
Total Use		2,615,000	2,615,000	2,615,000

SEWER O&M

Fiscal Year 2014-15

Fund Summary

Fund: 601

Name: Sewer O&M

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Taxes	4,161	45,589	39,000	39,250	39,250	39,250	39,250	40,035	41,236
Use of money and property	30,365	33,384	31,500	31,500	31,500	31,500	31,500	32,445	33,418
Charges for service	1,929,080	1,682,523	2,120,696	2,060,000	2,315,000	2,315,000	2,315,000	2,442,325	2,588,865
Other revenue	25,668	7,334	12,500	8,000	8,000	78,000	78,000	78,780	79,568
Total revenue	1,989,274	1,768,830	2,203,696	2,138,750	2,393,750	2,463,750	2,463,750	2,593,585	2,743,087
Expenditures									
Salaries and benefits	675,228	686,506	945,622	805,064	986,783	986,783	986,783	1,016,386	1,067,206
Operations	1,221,159	608,446	905,022	542,088	849,588	846,888	846,888	863,826	881,102
Debt service	108,307	172,841	187,560	187,560	190,060	190,060	190,060	186,259	335,266
Capital outlay/CIP	9,549	83,809	157,626	86,345	403,888	658,806	658,806	527,045	421,636
Total expenditures	2,014,243	1,551,602	2,195,830	1,621,057	2,430,319	2,682,537	2,682,537	2,593,516	2,705,210
Financing Sources (Uses)									
Use of fund balance		-	-	-	11,656	201,787	201,787	-	-
Transfers in		-	7,500	8,250	17,000	17,000	17,000	20,400	24,480
Transfers (out)	(45,000)	(35,967)	-	-	-	-	-	-	-
Net sources (uses)	(45,000)	(35,967)	7,500	8,250	28,656	218,787	218,787	20,400	24,480
Resources - Use									
Surplus (deficit)	(69,969)	181,261	15,366	525,943	(7,913)	-	-	20,469	62,357

Estimated Beginning Fund Balance	\$ 1,741,308	\$ 1,741,308	\$ 1,741,308	\$ 1,539,521	\$ 1,559,990
Inflows	2,410,750	2,480,750	2,480,750	2,613,985	2,767,567
Outflows	2,430,319	2,682,537	2,682,537	2,593,516	2,705,210
Change to fund balance	(19,569)	(201,787)	(201,787)	20,469	62,357
Anticipated Ending Fund Balance	\$ 1,721,739	\$ 1,539,521	\$ 1,539,521	\$ 1,559,990	\$ 1,622,347

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	286,832	286,832	286,832
Legislative	1010	-	-	-
Administration	1020	112,040	112,040	112,040
Economic Development	1054	-	-	-
City Attorney	1030	26,000	26,000	26,000
Finance	1041	165,924	165,224	165,224
Community Development:				
Planning	1050	30,270	30,270	30,270
Building	1051	8,556	8,556	8,556
Housing	1053	-	-	-
Engineering and IT	1052	72,842	72,842	72,842
Police	2010	-	-	-
Public Works:				
Roads and Infrastructure	3020	140,787	140,787	140,787
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water O&M	3060	126,842	126,842	126,842
Sewer O&M	3070	1,460,226	1,713,144	1,713,144
Total Use		2,430,319	2,682,537	2,682,537

SEWER EXPANSION

Fiscal Year 2014-15

Fund Summary

Fund: 602

Name: Sewer Expansion Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	1	2,595	2,400	2,400	2,500	2,500	2,500	2,575	2,652
Charges for service	5,191	425,621	10,000	-	-	-	-	-	-
Total revenue	5,192	428,216	12,400	2,400	2,500	2,500	2,500	2,575	2,652
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	5,192	428,216	12,400	2,400	2,500	2,500	2,500	2,575	2,652

Estimated Beginning Fund Balance	\$ 560,274	\$ 560,274	\$ 560,274	\$ 562,774	\$ 565,349
Inflows	2,500	2,500	2,500	2,575	2,652
Outflows	-	-	-	-	-
Change to fund balance	2,500	2,500	2,500	2,575	2,652
Anticipated Ending Fund Balance	\$ 562,774	\$ 562,774	\$ 562,774	\$ 565,349	\$ 568,001

Departmental Use	No.	Requested	Recommended	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		-	-	-

USDA SEWER PROJECT

Fiscal Year 2014-15

Fund Summary

Fund: 604

Name: USDA Sewer Project Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Federal funding	-	-	1,657,616	147,481	2,115,000	2,115,000	2,115,000	1,617,300	569,646
Total revenue	-	-	1,657,616	147,481	2,115,000	2,115,000	2,115,000	1,617,300	569,646
Expenditures									
Operations	28,334	24,353	800,900	147,481	115,000	115,000	115,000	117,300	119,646
Total expenditures	28,334	24,353	1,636,105	147,481	2,115,000	2,115,000	2,115,000	1,617,300	569,646
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	(28,334)	(24,353)	21,511	-	-	-	-	-	-
Estimated Beginning Fund Balance					\$ (52,687)	\$ (52,687)	\$ (52,687)	\$ (52,687)	\$ (52,687)
Inflows					2,115,000	2,115,000	2,115,000	1,617,300	569,646
Outflows					2,115,000	2,115,000	2,115,000	1,617,300	569,646
Change to fund balance					-	-	-	-	-
Anticipated Ending Fund Balance					\$ (52,687)	\$ (52,687)	\$ (52,687)	\$ (52,687)	\$ (52,687)

Departmental Use	<u>No.</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
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	2,000,000	2,000,000	2,000,000
Police	2010	-	-	-
Public Works:				
Roads and Infrastructure	3020	-	-	-
Parks, Buildings, and Grounds	3030	-	-	-
Solid Waste Management	3040	-	-	-
Westshore Pool	3050	-	-	-
Water O&M	3060	-	-	-
Sewer O&M	3070	100,000	100,000	100,000
Total Use		2,115,000	2,115,000	2,115,000

91-1 CLMSD SEWER ASSESSMENT DISTRICT

Fiscal Year 2014-15

Fund Summary

Fund: 605

Name: CLMSD Assessment District 91-1 Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Taxes	363,399	375,352	310,000	334,000	330,000	330,000	330,000	330,000	330,000
Use of money and property	432	2,436	2,000	2,500	2,500	2,500	2,500	2,575	2,652
Other revenue	5,238	7,797	10,000	10,000	10,000	10,000	10,000	10,100	10,201
Total revenue	369,069	385,585	322,000	346,500	342,500	342,500	342,500	342,675	342,853
Expenditures									
Operations	12,520	10,535	7,500	7,500	7,500	7,500	7,500	7,650	7,803
Debt service	310,853	172,896	301,000	300,375	301,000	301,000	301,000	301,000	301,000
Total expenditures	323,373	183,431	308,500	307,875	308,500	308,500	308,500	308,650	308,803
Financing Sources (Uses)									
Transfers (out)	-	-	(2,000)	-	(4,000)	(4,000)	(4,000)	(4,400)	(4,928)
Net sources (uses)	-	-	(2,000)	-	(4,000)	(4,000)	(4,000)	(4,400)	(4,928)
Resources - Use									
Surplus (deficit)	45,696	202,154	11,500	38,625	30,000	30,000	30,000	29,625	29,122

Estimated Beginning Fund Balance	\$ 911,660	\$ 911,660	\$ 911,660	\$ 941,660	\$ 971,285
Inflows	342,500	342,500	342,500	342,675	342,853
Outflows	312,500	312,500	312,500	313,050	313,731
Change to fund balance	30,000	30,000	30,000	29,625	29,122
Anticipated Ending Fund Balance	\$ 941,660	\$ 941,660	\$ 941,660	\$ 971,285	\$ 1,000,407

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	305,000	305,000	305,000
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		312,500	312,500	312,500

INTERNAL SERVICE FUND – RISK MANAGEMENT

Fiscal Year 2014-15

Fund Summary

Fund: 701

Name: Risk Management Fund

	Prior FYs		Current		2014-15 Requested	Proposed		Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)		2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Charges for service	-	80,028	283,986	283,986	307,578	307,578	307,578	313,730	320,004
Total revenue	-	80,028	283,986	283,986	307,578	307,578	307,578	313,730	320,004
Expenditures									
Operations		80,028	283,986	283,986	307,578	307,578	307,578	313,730	320,004
Total expenditures	-	80,028	283,986	283,986	307,578	307,578	307,578	313,730	320,004
Financing Sources (Uses)									
Net sources (uses)	-	-	-	-	-	-	-	-	-
Resources - Use									
Surplus (deficit)	-	-	-	-	-	-	-	-	-
Estimated Beginning Fund Balance					\$ -	\$ -	\$ -	\$ -	\$ -
Inflows					307,578	307,578	307,578	313,730	320,004
Outflows					307,578	307,578	307,578	313,730	320,004
Change to fund balance					-	-	-	-	-
Anticipated Ending Fund Balance					\$ -	\$ -	\$ -	\$ -	\$ -

Departmental Use	<u>No.</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
Non-Departmental	0000	307,578	307,578	307,578
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		307,578	307,578	307,578

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 2014-15

Fund Summary

Fund: 702

Name: Special Deposit Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Use of money and property	-	989	-	-	-	-	-	-	-
Total revenue	-	989	-	-	-	-	-	-	-
Expenditures									
Total expenditures	-	-	-	-	-	-	-	-	-
Financing Sources (Uses)									
Transfers (out)		-	(100,000)	(100,000)	-	-	-	-	-
Additions to			-	1,000	1,000	1,000	1,000	-	-
Net sources (uses)	-	-	(100,000)	(99,000)	1,000	1,000	1,000	-	-
Resources - Use									
Surplus (deficit)	-	989	(100,000)	(99,000)	1,000	1,000	1,000	-	-

Estimated Beginning Fund Balance	\$ 238,552	\$ 238,552	\$ 238,552	\$ 238,552	\$ 238,552
Inflows	1,000	-	-	-	-
Outflows	-	-	-	-	-
Change to fund balance	1,000	-	-	-	-
Anticipated Ending Fund Balance	\$ 239,552	\$ 238,552	\$ 238,552	\$ 238,552	\$ 238,552

Departmental Use	No.	Requested	Recommended	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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		-	-	-

OTHER POST-EMPLOYMENT BENEFITS (RETIREE HEALTH)

Fiscal Year 2014-15

Fund Summary

Fund: 705

Name: RDA Obligation Retirement Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Taxes	56,022	408,877	577,086	575,886	527,032	527,032	527,032	527,032	514,384
Use of money and property	803	1,525	-	-	-	-	-	-	-
Other revenue	2,927	676	-	-	-	-	-	-	-
Total revenue	59,752	411,078	577,086	575,886	527,032	527,032	527,032	527,032	514,384
Expenditures									
Salaries and benefits	132,758	210,399	188,858	179,043	152,664	152,664	152,664	157,244	165,106
Operations	30,936	272,001	25,241	19,161	37,842	37,842	37,842	30,274	24,219
Debt service	52,778	219,460	327,086	326,968	324,286	324,286	324,286	321,043	314,622
Capital outlay/CIP	260	-	2,208	-	2,208	2,208	2,208	-	-
Total expenditures	216,732	701,860	543,393	525,172	517,000	517,000	517,000	508,561	503,947
Financing Sources (Uses)									
Transfers (out)	-	-	(33,515)	(30,000)	(1,669,944)	(1,669,944)	(1,669,944)	(417,486)	(10,437)
Net sources (uses)	-	-	(33,515)	(30,000)	(1,669,944)	(1,669,944)	(1,669,944)	(417,486)	(10,437)
Resources - Use									
Surplus (deficit)	(156,980)	(290,782)	178	20,714	(1,659,912)	(1,659,912)	(1,659,912)	(399,015)	-

Estimated Beginning Fund Balance	\$ 2,672,799	\$ 2,672,799	\$ 2,672,799	\$ 1,012,887	\$ 613,872
Inflows	527,032	527,032	527,032	527,032	514,384
Outflows	2,186,944	2,186,944	2,186,944	926,047	514,384
Change to fund balance	(1,659,912)	(1,659,912)	(1,659,912)	(399,015)	-
Anticipated Ending Fund Balance	\$ 1,012,887	\$ 1,012,887	\$ 1,012,887	\$ 613,872	\$ 613,872

Departmental Use	No.	Requested	Recommended	Adopted
Non-Departmental	0000	2,002,130	2,002,130	2,002,130
Legislative	1010	-	-	-
Administration	1020	74,298	74,298	74,298
Economic Development	1054	-	-	-
City Attorney	1030	7,000	7,000	7,000
Finance	1041	69,315	69,315	69,315
Community Development:				
Planning	1050	30,722	30,722	30,722
Building	1051	3,479	3,479	3,479
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		2,186,944	2,186,944	2,186,944

REDEVELOPMENT OBLIGATION RETIREMENT FUND

Fiscal Year 2014-15

Fund Summary

Fund: 801

Name: OPEB Agency Fund

	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Actual (Est)	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Revenue Sources									
Other revenue	127,003	149,699	121,738	-	-	-	-	-	-
Total revenue	127,003	149,699	121,738	-	-	-	-	-	-
Expenditures									
Salaries and benefits	438,119	464,747	501,238	-	-	-	-	-	-
Total expenditures	438,119	464,747	501,238	-	-	-	-	-	-
Financing Sources (Uses)									
Transfers in		299,732	379,500	-	-	-	-	-	-
Transfers (out)	(300,444)	(14,028)	-	-	-	-	-	-	-
Additions to			-	555,517	588,380	588,380	588,380	-	-
Deductions from			-	(555,517)	(550,000)	(550,000)	(550,000)	-	-
Net sources (uses)	(300,444)	285,704	379,500	-	38,380	38,380	38,380	-	-
Resources - Use									
Surplus (deficit)	(611,560)	(29,344)	-	-	38,380	38,380	38,380	-	-

Estimated Beginning Fund Balance	\$	2,890	\$	2,890	\$	2,890	\$	2,890	\$	2,890
Inflows		588,380		-		-		-		-
Outflows		550,000		-		-		-		-
Change to fund balance		38,380		-		-		-		-
Anticipated Ending Fund Balance	\$	41,270	\$	2,890	\$	2,890	\$	2,890	\$	2,890

<u>Departmental Use</u>	<u>No.</u>	<u>Requested</u>	<u>Recommended</u>	<u>Adopted</u>
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 O&M	3060	-	-	-
Sewer O&M	3070	-	-	-
Total Use		-	-	-

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

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:

Fiscal Year 2014-15 Department Detail Dept Non-Departmental No. 0000									
	DEPARTMENT DETAIL								
	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Funding Sources									
110 GENERAL FUND	95,562	34,477	299,600	280,855	300,052	300,052	300,052	305,337	310,880
202 PARKLAND DEDICATION FUND	63,201	3,149	-	-	-	-	-	-	-
211 BSCC LAW ENFORCEMENT GRANT	-	15,730	40,000	-	15,000	15,000	15,000	15,264	15,541
217 SUCCESSOR AGENCY DEBT SERVICE	272,682	-	-	-	-	-	-	-	-
219 LOW-MOD HOUSING	7,787	3,992	-	-	-	-	-	-	-
415 LAKESHORE BLVD HSIPL (SAFETY)	-	266	-	-	-	-	-	-	-
501 WATER UTILITY M & O FUND	12,728	38,940	366,586	326,093	305,181	305,181	305,181	310,556	316,195
502 WATER EXPANSION FUND	-	-	-	-	75,203	75,203	75,203	76,527	77,917
601 CLMSD UTILITY M & O FUND	34,451	(30,589)	325,947	269,560	286,832	286,832	286,832	291,884	297,183
605 CLMSD ASSMNT DIST 91-1 FUND	310,853	176,587	301,000	300,375	301,000	301,000	301,000	306,301	311,863
701 RISK MANAGEMENT FUND	-	80,028	283,986	283,986	307,578	307,578	307,578	312,995	318,678
705 RDA OBLIGATION RETIREMENT FUND	33,479	234,860	327,086	334,158	332,186	332,186	332,186	338,036	344,174
Total Revenue	1,268,862	1,022,187	1,944,205	1,795,027	1,923,032	1,923,032	1,923,032	1,956,901	1,992,431
Department Expenditures									
Salaries and benefits	435,955	451,451	379,500	354,500	388,380	388,380	388,380	411,683	436,384
Operations	123,976	188,538	494,966	371,531	422,630	422,630	422,630	433,196	444,026
Grants/Loans	13,931	-	-	-	-	-	-	-	-
Debt service	695,000	381,932	1,069,739	1,068,996	1,112,022	1,112,022	1,112,022	1,112,022	1,112,022
Capital outlay	-	266	-	-	-	-	-	-	-
Total Expenditures	1,268,862	1,022,187	1,944,205	1,795,027	1,923,032	1,923,032	1,923,032	1,956,901	1,992,431

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.

2013-14

Department: Legislative
Division: City Council

City-Wide Strategic Goals		
Department Objectives		
	Achieved	Outcomes/Accomplishments
I. Maintain strong Council/staff relations and encourage leadership development.	Yes	Supported staff leadership and professional development. Participated in staff appreciation luncheons.
II. Strengthen community/regional involvement.	Yes	Established 1st annual Lakeport National night out.
III. Establish and promote effective public outreach efforts.	Ongoing	Promoted a receptive environment for community participation during City Council meetings.
IV. Enhance activities and programs to support local and regional economic development.	Ongoing	Fully support City Manager's efforts with LEDAC and other regional economic development efforts. Several council members participate in regional groups with an economic development focus.
V. Focus efforts on infrastructure improvements.	Ongoing	Supported USDA water and sewer projects. Actively moving on Downtown Main Street project. Exploring dock replacement opportunities.

GOALS

The goals of the City Council in fiscal year 2014-15 are those identified as City-wide goals, which include the following:

2014-15

Department: Legislative
Division: City Council

City-Wide Strategic Goals	
Department Objectives	
I. Maintain strong Council/staff relations and encourage leadership development.	
1.	Continue to promote staff development.
2.	Support succession planning efforts of the City Manager and department heads.
II. Strengthen community/regional involvement.	
1.	Look for ways to improve communication and participation with regional groups.
III. Establish and promote effective public outreach efforts.	
1.	Conduct second annual National Night Out.

2. Encourage and support City newsletter.
3. Provide resources to staff to maintain City website.

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

1. Support efforts toward regional economic development participation.

V. Focus efforts on infrastructure improvements.

1. Complete dock replacement at Library Park.
2. Continue support for USDA projects.
3. Complete substantial portion of Downtown Main Street revitalization project.

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 2014-15 Department Detail Dept. Legislative No. 1010										
DEPARTMENT DETAIL										
		Prior FYs		Current		Proposed		Projections		
		2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
		Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected
Funding Sources										
110	GENERAL FUND	93,419	70,109	77,744	70,249	146,212	146,212	146,212	153,476	161,138
	Total Revenue	93,419	70,109	77,744	70,249	146,212	146,212	146,212	153,476	161,138
Department Expenditures										
	Salaries and benefits	47,498	39,862	37,459	39,320	103,101	103,101	103,101	109,287	115,844
	Operations	45,921	30,247	40,285	30,929	43,111	43,111	43,111	44,189	45,293
	Total Expenditures	93,419	70,109	77,744	70,249	146,212	146,212	146,212	153,476	161,138

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.

2013-14

Department: Administration

Division: City Manager

City-Wide Strategic Goals		
Department Objectives	Achieved	Outcomes/Accomplishments
I. Maintain strong Council/staff relations and encourage leadership development.		
1. Keep council informed of the ongoing Economic Development processes. Develop interaction with staff and the local economic development organizations such as; LEDAC, Main Street Assoc, and Lake County Chamber.	Yes	Worked with regional agencies and organizations to develop a regional cooperation in economic development. Planning Countywide Economic Development Forum. Completed customer service training for all City of Lakeport employees.
II. Strengthen community/regional involvement.		
1. Continue strengthening partnerships with LEDAC, Main Street Assoc, and Government Entities in Lake County.	Yes	Established 1st annual Lakeport National night out. Implemented outreach to local business with management staff, over 100 businesses where reached. PD implementation of Neighborhood Watch program.
III. Establish and promote effective public outreach efforts.		
1. Complete Website for ED, complete vacant commercial property inventory on website.	Ongoing	Website development underway.
IV. Enhance activities and programs to support local and regional economic development.		
1. Branding Lakeport.	Ongoing	Development underway for branding.
V. Focus efforts on infrastructure improvements.		
1. Dock improvements and Main street improvements.	Ongoing	New docks acquisition scheduled for FY 2014-15. Main Street revitalization project scheduled to enter construction in spring, 2015.

GOALS

In fiscal year 2014-15, 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.

2014-15

Department: Administration

Division: City Manager

City-Wide Strategic Goals		
Department Objectives		
I. Maintain strong Council/staff relations and encourage leadership development.		
1. Provide more opportunity for City Council and Staff team building through strategic planning and goal setting.		
2. Economic development education for staff and city council.		

3. continued efforts in succession planning through recruitment efforts, training and mentoring for City staff.

II. Strengthen community/regional involvement.

1. Enhance the City's participation in regional economic development.

III. Establish and promote effective public outreach efforts.

1. Continue the Lakeport National Night Out with the 2nd Annual Night Out.
2. Continue Business Out Reach with visits to our local businesses by management staff.
3. Continue Enhancement of City's Facebook, twitter, and City Newsletter.

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

1. Enhance the City's participation in regional economic development.
2. New City Docks to enhance economic development opportunities.
3. Implement CDBG planning grant for lakefront development.

V. Focus efforts on infrastructure improvements.

1. Implement a project management system to administer departmental projects.
2. Contract for solar energy field at the City's waste water treatment facility.
3. Upgrade City Street lights with LED lighting.

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.

2013-14

Department: Administration

Division: City Clerk

City-Wide Strategic Goals

Department Objectives

Achieved

Outcomes/Accomplishments

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

- | Department Objectives | Achieved | Outcomes/Accomplishments |
|--|----------|--------------------------|
| 1. Continue to maintain support to the City Council as needed. | Yes | Achieved and ongoing. |

II. Strengthen community/regional involvement.

- | | | |
|---|--|-----------------------|
| 1. Continue to maintain the highest possible level of transparency. | | Achieved and ongoing. |
|---|--|-----------------------|

III. Establish and promote effective public outreach efforts.

- | | | |
|---|-----------|--|
| 1. Distribute quarterly newsletter to be sent to customers and placed on website. | Partially | Newsletter was sent out in October and April. |
| 2. Develop new Facebook Page, promote it, and keep it current. | Yes | With the help of the Planning Services Manager, the Facebook page, as of June 2, 2014, has 647 "likes." This is up 635 percent since July 1, 2013. |
| 3. Keep website current and content informative and pertinent. | Partially | This is in process and ongoing. |
| 4. Utilize Twitter account in a useful manner. | Yes | The Twitter account is being utilized. |

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. | No | No action has been taken at this time, but this will be carried forward. |
|--|----|--|

V. Focus efforts on infrastructure improvements.

- | | | |
|--|-----------|--|
| 1. Obtain and implement contracts management software. | Partially | Research has begun and will be ongoing in order to find the best solution to contracts management needs. |
|--|-----------|--|

GOALS

In fiscal year 2014-15, 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.

2014-15

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. Streamline Facilities Use Applications.
3. Continue ongoing Website Maintenance.

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.
2. Assist in the planning and implementation of moving records from Carnegie Library to allow the building to be utilized for a better economic development purpose.

V. Focus efforts on infrastructure improvements.

1. Obtain and implement contracts management software.

Supplementary Goals:

1. Timely Ordinance Codification.
2. Prepare Policies and Procedures Manual.

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.

2013-14		
Department: Administration		
Division: HR		
City-Wide Strategic Goals		
Department Objectives	Achieved	Outcomes/Accomplishments
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.	Yes	Processed multiple recruitments using highest standards. Succession considered in all hiring processes, employee evaluation, and mentoring.
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.	Yes	Provide general support to City Council and City Manager.
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.	Yes	Participated in multi-departmental community outreach programs, such as National Night Out and Local Business Outreach.
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.	Yes	Provide general support to City Council and City Manager.
V. Focus efforts on infrastructure improvements.		
1. Implement employee database software.	Partially	Purchased and implemented stand-alone Human Resource software, improving efficiencies and responsiveness to City Council, City Manager and departments. Research completed and Incode software selected as part of an integrated Human Resources/Payroll system.
2. Continue records cleanup and indexing at Carnegie Library.	Partially	Created a database for separated employees, destroying non-vital records while maintaining useful information. Conducted training for all City personnel on Records Management policy and practices. Obtained subscription for records advice-line. Phase I inventory of records at Carnegie Library conducted.
3. Research records management software.	No	
4. Research the purchase of fully integrated Human Resources software.	Ongoing	Working with Tyler Technologies to implement HR module within Incode.
Supplementary Goals:		
1. Reorganization of department including the hiring of an Office Specialist.	Yes	Reorganized Administrative Services Department including hiring of Office Specialist.
2. Develop a policy compliant with the Affordable Health Care Act for seasonal, temporary, and part-time employees.	Partially	Received legal counsel and contracted for software programming for payroll data retrieval. Research is ongoing.
3. Research options to stabilize employee-related long-term financial obligations.	Partially	Made recommendations to City Manager and Finance Director. Research ongoing.

4. Continue to update safety policies under the Illness and Injury Prevention Program.	Partially	Consultant retained to assist with policy updates and implementation. Participating in REMIF taskforce to study safety needs within the JPA and potentially hire a safety consultant.
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GOALS

In fiscal year 2014-15, 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.

2014-15

Department: Administration

Division: 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 the upgrade to In-Code Personnel Management and time tracking software.
2. Continue records cleanup and indexing at Carnegie Library.
3. Research records management software.

Supplementary Goals:

1. Develop a policy regarding the use of seasonal, temporary and part-time employees in light of the Affordable Healthcare Act.
2. Continue the update and implementation of City safety policies.

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 2014-15
Department Detail
Dept Administration
No. 1020

		DEPARTMENT DETAIL								
		Prior FYs		Current		Proposed			Projections	
		2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
		Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected
Funding Sources										
110	GENERAL FUND	203,698	151,591	178,938	150,014	203,785	202,230	202,230	205,857	217,104
501	WATER UTILITY M & O FUND	67,294	84,689	108,297	90,227	112,040	112,040	112,040	114,049	120,280
504	USDA WATER PROJECT FUND	-	4,729	-	1,425	-	-	-	-	-
601	CLMSD UTILITY M & O FUND	72,417	84,689	108,297	89,759	112,040	112,040	112,040	114,049	120,280
604	USDA SEWER PROJECT FUND	-	221	-	705	-	-	-	-	-
705	RDA OBLIGATION RETIREMENT FUND	27,016	58,059	72,906	63,273	74,298	74,298	74,298	75,630	79,763
	Total Revenue	370,425	383,978	468,438	395,403	502,163	500,608	500,608	509,586	537,427
Department Expenditures										
	Salaries and benefits	330,585	336,834	399,125	361,905	407,047	407,047	407,047	431,470	457,358
	Operations	38,450	45,928	58,863	32,821	77,666	76,211	76,211	78,116	80,069
	Capital outlay	1,390	1,216	10,450	677	17,450	17,350	17,350	-	-
	Total Expenditures	370,425	383,978	468,438	395,403	502,163	500,608	500,608	509,586	537,427

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.

2013-14

Department: Economic Development

Division: N/A

City-Wide Strategic Goals

Department Objectives

Achieved

Outcomes/Accomplishments

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

1. Update Council on economic development efforts.

Yes

Council is informed by reports to Council from LEDAC and the Main Street Association. Staff has been keeping Council informed of the formation of the Regional ED Committee and any special ED projects or events.

II. Strengthen community/regional involvement.

1. Continue leadership role in LEDAC and participation in regional economic development activities.

Yes

City of Lakeport has formed relationships with the County, City of Clearlake and other entities involved in economic development to form a regional economic development committee. Partnerships with CALED, PG&E, and the Governor's Office have produced a Lake County Regional Leadership Roundtable for Economic Development

III. Establish and promote effective public outreach efforts.

1.

Partially

List of vacant commercial property has been compiled. Website updates have not been completed and is process.

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

1.

Partially

Community outreach and community meetings have occurred. Consultant RFP and selection has not been completed.

V. Focus efforts on infrastructure improvements.

1. Program infrastructure capital projects in budget.

Yes

Dock types and costs have been obtained. Installation of new docks scheduled for the 14-15 budget year.

Main street Project engineering completed, project scheduled to break ground spring 2015.

GOALS

In fiscal year 2014-15, 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.

2014-15

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 staff and the local economic development organizations such as; LEDAC, Main Street Assoc, and Lake County Chamber.

II. Strengthen community/regional involvement.

1. Interface with County and the City of Clearlake to develop a regional economic development approach to include the two cities and other entities, including the Lake County Tourism Advisory Board.

III. Establish and promote effective public outreach efforts.

1. Complete Website for ED, complete vacant commercial property inventory on website
2. Implement the business recruitment plan: meet with Lakeport businesses, continue the business loan program, and recruit new businesses to the community.

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

1. Complete the branding of Lakeport.

V. Focus efforts on infrastructure improvements.

1. Promote installation of docks at Library Park.
2. Promote the work completing major portion of Downtown Main Street revitalization project.

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 2014-15
Department Detail
Dept. Economic Development
No. 1054

DEPARTMENT DETAIL									
	Prior FYs		Current		Proposed			Projections	
	2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
	Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected
Funding Sources									
110 GENERAL FUND	8,110	19,835	54,000	26,817	50,500	49,000	49,000	26,495	27,157
130 GENERAL CAPITAL IMPROVEMENT		-	1,500,000	-	-	-	-	-	-
210 ECON RLF RE-USE FUND	2,332	78	38,500	11,374	58,500	58,500	58,500	31,632	32,422
233 ECON RLF REUSE MICRO RLA FUND		2,625	-	-	1,500	1,500	1,500	811	831
236 PTA Grant #09-PTAG-6504	22,500	-	-	-	-	-	-	-	-
237 CDBG ECONOMIC DEV GRANT 2010	7,762	-	-	-	-	-	-	-	-
Total Revenue	40,704	22,538	1,592,500	38,191	110,500	109,000	109,000	58,938	60,411
Department Expenditures									
Operations	40,704	22,538	62,500	38,191	59,000	57,500	57,500	58,938	60,411
Grants/Loans	-	-	30,000	-	51,500	51,500	51,500	-	-
Capital outlay	-	-	1,500,000	-	-	-	-	-	-
Total Expenditures	40,704	22,538	1,592,500	38,191	110,500	109,000	109,000	58,938	60,411

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 2014-15
Department Detail
Dept. City Attorney
No. 1030

		DEPARTMENT DETAIL								
		Prior FYs		Current		Proposed		Projections		
		2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
		Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected
Funding Sources										
110	GENERAL FUND	73,846	104,473	113,210	119,038	63,000	63,000	63,000	64,575	66,189
501	WATER UTILITY M & O FUND	13,785	14,353	18,873	22,939	26,000	26,000	26,000	26,650	27,316
601	CLMSD UTILITY M & O FUND	13,917	14,352	18,873	22,419	26,000	26,000	26,000	26,650	27,316
705	RDA OBLIGATION RETIREMENT FUND	9,888	18,644	17,006	6,762	7,000	7,000	7,000	7,175	7,354
	Total Revenue	111,436	151,822	167,962	171,158	122,000	122,000	122,000	125,050	128,176
Department Expenditures										
	Salaries and benefits	79,784	92,926	29,844	29,644	-	-	-	-	-
	Operations	31,652	58,896	137,818	141,514	122,000	122,000	122,000	125,050	128,176
	Capital outlay	-	-	300	-	-	-	-	-	-
	Total Expenditures	111,436	151,822	167,962	171,158	122,000	122,000	122,000	125,050	128,176

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.

2013-14

Department: Finance

Division: N/A

City-Wide Strategic Goals

Department Objectives	Achieved	Outcomes/Accomplishments
I. Maintain strong Council/staff relations and encourage leadership development.		
1. Promote and encourage Finance staff to attend regular training and professional development opportunities to maintain and enhance skill sets.	Yes	Finance staff actively engaged in training opportunities, including attendance at professional conferences, attainment of licenses and certifications, and continuing education to maintain skill sets.
2. Assist department heads in identifying financial resources to support training and staff development, promoting leadership development.	Yes	Department has been responsive to requests for information, analysis, and cost accounting work requested by other departments.
3. Respond quickly and accurately to requests by City Council and City Manager for financial information and analysis.	Yes	Department prioritized such requests and provided information quickly and accurately.
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.	Yes	Finance continued to look for ways to enhance its customer service to the City's internal users. The Department provided recommendations and insight into many programs and activities engaged by other departments, the City Manager and City Council.
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.	No	The Department did not make a meaningful attempt to promulgate information on social media but is determined to do so in the upcoming fiscal year.
2. Maintain delivery of regular quarterly financial reports to Council and the community and be responsive to requests for information by the community.	Yes	Quarterly reports were provided to the City Council, City Manager, and all departments no later than 30 days after the quarter end. We believe this enhanced the decision making ability of the City Manager and Council, as well as heightened public awareness of City fiscal affairs.
3. Maintain the timely delivery of the City's CAFR.	Yes	The CAFR was completed within the recommended timelines (December 31st) established by GFOA and was submitted for consideration of its award for excellence in financial reporting.

4.	Support the City Manager in delivering an on time annual operating budget and CIP plan.	Yes	The annual budget was prepared and submitted to the City Manager timely enhancing the ability for decision makers to use its information effectively.
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.	Yes	The Department was available to assist the City's economic development efforts whenever called upon. It advised the City Manager during the budget process in potential funding strategies to meet operational goals.
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.	Yes	The Department was available to assist the local business community with questions regarding TOT collections, utility billing, and how to access grant/loan programs for small businesses. This was not a frequent activity.
3.	Provide fiscal support to the City Council in the use of former redevelopment agency bond proceeds.	Yes	Finance provided guidance on the use of these bond proceeds during discussion of the Downtown Main Street Project.
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.	Yes	Completed bridge financing process to enable the City to move forward on vital USDA funded infrastructure projects. Worked with contracted administrator to provide all necessary financial information for ongoing reporting and compliance activities.
2.	Work with departments to secure funding sources for projects identified in the City's CIP.	Yes	The Department provided support to City departments in acquiring necessary capital items, including vehicles and equipment. Finance also provided advise on potential funding options for other capital projects.
3.	Implement upgraded financial management software system to provide greater accessibility and use of accurate, timely financial information to the City Manager and departments.	Ongoing	Incode has been procured and the implementation phase is underway. Full implementation is expected by January, 2015.

GOALS

In fiscal year 2014-15, 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.

2014-15

Department: Finance

Division: N/A

City-Wide Strategic Goals

Department Objectives

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

- Promote and encourage Finance staff to attend regular training and professional development opportunities to maintain and enhance skill sets.

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. Continue implementation of 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 2014-15
Department Detail
Dept. Finance
No. 1041

		DEPARTMENT DETAIL								
		Prior FYs		Current		Proposed		Projections		
		2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
		Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected
Funding Sources										
110	GENERAL FUND	70,946	80,118	105,258	94,488	138,789	136,989	136,989	135,531	142,230
501	WATER UTILITY M & O FUND	132,705	133,605	158,645	135,392	157,065	156,365	156,365	154,701	162,347
504	USDA WATER PROJECT FUND	-	1,447	10,000	420	10,000	10,000	10,000	9,894	10,383
601	CLMSD UTILITY M & O FUND	132,587	142,221	167,839	148,421	165,924	165,224	165,224	163,466	171,545
604	USDA SEWER PROJECT FUND	-	1,447	10,000	-	10,000	10,000	10,000	9,894	10,383
605	CLMSD ASSMNT DIST 91-1 FUND	12,520	6,844	7,500	7,500	7,500	7,500	7,500	7,420	7,787
705	RDA OBLIGATION RETIREMENT FUND	26,431	61,667	68,013	63,841	69,315	69,315	69,315	68,577	71,967
	Total Revenue	375,189	427,349	527,255	450,062	558,593	555,393	555,393	549,484	576,642
Department Expenditures										
	Salaries and benefits	278,672	325,043	347,520	338,233	361,751	361,751	361,751	383,456	406,463
	Operations	96,491	100,980	130,075	96,257	164,678	161,978	161,978	166,027	170,178
	Capital outlay	26	1,326	49,660	15,572	32,164	31,664	31,664	-	-
	Total Expenditures	375,189	427,349	527,255	450,062	558,593	555,393	555,393	549,484	576,642

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.

2013-14

Department: Community Development

Division: Planning

City-Wide Strategic Goals

Department Objectives

Achieved

Outcomes/Accomplishments

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

1.	Continue to maintain clear lines of communication with City Council (CC).	Yes	Staff continues to coordinate Planning Division activities with the City Manager who is a conduit to the City Council. Staff also attends CC meetings and provides regular department updates.
2.	Reply to all CC requests for information in a timely and thorough manner.	Yes	Staff is not aware of any issues related to this goal.
3.	Strive to keep CC's strategic goals in mind when working through CDD projects.	Yes	Staff has worked hard to "be open" to creative ways to assist clients/customers while ensuring that the City's regulations are adequately addressed. Staff has a better understanding of the relationship between Planning and Economic Development strategies.
4.	Continue to work closely with management team including sharing info & staff resources.	Yes	Planning Services Manager attends weekly management meetings; Building Official attends monthly. CDD/Planning staff continues to work closely with other departments and has shared resources, including personnel, with other departments, including the Police Department.
5.	Continue to maintain strong relationship and communication with Planning Commission.	Yes	Staff is very proud of the working relationship we have developed with the Planning Commission.
6.	Begin to work with City Manager to enhance managerial skills.	Yes	We believe that the Acting Planning Services Manager has made good progress with this goal.
7.	Pursue professional development, including pending attendance at 2013 Cal APA conference.	Yes	The Planning Services Manager attended the Cal APA conference in Visalia in October 2013.

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.	Yes	Staff has maintained these relationships and has also engaged in more communication with the Big Valley Rancheria regarding Cultural Resource issues associated with new development projects.
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2.	Work with City Manager and management team on ways to effectively use CDD's limited resources to reach this goal.	Yes	Planning Services Manager has taken the lead on the City's social media platforms in an effort to strengthen our community and regional involvement and our online "presence." Staff has also improved the lines of communication with the City Manager and other members of the management team.
3.	Continue to volunteer personal time for special community events including Downtown Cleanup Day and Oktoberfest (both associated with ongoing support of LMSA activities).	Yes	Yes. Staff volunteered for Downtown Cleanup Day, Grillin' on the Green, LMSA Design Committee and also used personal time in conjunction with Facebook and Twitter updates about other events such as the Summer Concert Series, Seaplane Fly-In, Shipwreck Day, etc.
4.	Attempt to implement Neighborhood Study's recommendations regarding "resident engagement."	Yes	Resident engagement activities have been focused on Facebook and Twitter. Recently established a Next-door "downtown neighborhood" which can act as a Facebook-type application for neighborhood communication.
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.	Yes	Planning staff has taken the lead on maintaining the City's Facebook page since July 2013. Staff also maintains the City's Twitter account. City website is updated regularly.
2.	Continue to enhance CDD webpages with relevant, timely information about dept. activities.	Yes	Planning staff updates the Community Development Director & Housing pages on a regular basis.
3.	Work with City Clerk to use City's Facebook page for CDD activities, links and good news.	Yes	Planning staff has taken the lead on the City's Facebook page since July 2013. Staff posts info related to ALL City activities-- not just CDD info. Staff also maintains the City's Twitter account. City website is updated regularly.
4.	Contribute to City's newsletter with important CDD news and activities.	Yes	Recent newsletter included info about Community Car Wash events prepared by Planning staff.
5.	Continue to use press releases to announce important CDD news such as HOME grant award.	Yes	Press releases and related updates via Facebook and Twitter have been done.
IV. Enhance activities and programs to support local and regional economic development.			
1.	Continue to participate in LEDAC and provide staff support as needed.	Yes	Provide assistance and attend meetings as needed. Staff has responded requests from Wilda Shock on a regular basis.
2.	Continue to work closely with LMSA, including attending monthly Design Committee meetings and participating in special events.	Yes	Staff continues to attend the monthly LMSA Design Committee meetings.
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.	Yes	Staff continues to work with new businesses at the counter and has worked to be more sensitive to the needs/desires of new businesses.

4.	Participate & support City's current "branding" project.	Yes	Planning Services Manager remains involved with LEDAC who has been working on the "branding" project. Provided branding-related research to City's Economic Development consultant.
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.	Yes	Planning staff is always available to help when needed.
Supplementary Goals:			
1.	Worked with Planning Commission and City Council to develop strategy for enforcement of City's temporary sign regulations.	Yes	Enforcement strategy appears to be successful as the number of temporary signs has been reduced.
2.	Revised Mobile Catering Ordinance to extend allowable time period and adopt important regulations.	Yes	New regulations provide better City control and also enhance the appearance of mobile catering businesses.
3.	Helped complete the marijuana cultivation and Administrative Citation ordinances.	Yes	Will assist Police Department with future enforcement of the cultivation regulations.
4.	Completed the process of adopting a Density Bonus ordinance (Housing Element implementation).	Ongoing	Adoption of Density Bonus ordinance was a requirement of the Housing Element.
5.	Numerous successful Code Enforcement cases.	Yes	Staff continues to have a high degree of success with our Code Enforcement activities without incurring City expenses related to cleanup work.

GOALS

In fiscal year 2014-15, 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.

2014-15

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. Continue to pursue professional development, including attendance at 2014 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 Grillin' on the Green, Downtown Cleanup Day and Oktoberfest (latter two events associated with ongoing support of LMSA activities).
4. Attempt to implement Neighborhood Study's recommendations regarding "resident engagement." Continue/expand use of the new "Next-door" online neighborhood group.

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. Continue efforts on City's Facebook page for CDD activities, links and good news. As of July 2013, CDD has taken lead for all City of Lakeport (City Hall) Facebook and Twitter activities.
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 ongoing "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.

Supplementary Goals:

1. Process and administer pending commercial development projects including the Safeway fuel center and AutoZone projects.
2. Complete Housing Element update including certification by the Department of Housing and Community Development (HCD).
3. Manage the current HOME housing grant including several housing rehabilitation and First-Time Homebuyer projects.
4. Continue work on the General Plan and Sphere of Influence updates related to the south Lakeport annexation project.

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 2014-15
Department Detail
Dept. Community Development: Planning
No. 1050

DEPARTMENT DETAIL										
	Prior Fys		Current		Proposed			Projections		
	2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17	
	Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected	
Funding Sources										
110 GENERAL FUND	115,901	119,389	205,408	113,799	205,554	200,854	200,854	207,538	217,379	
501 WATER UTILITY M & O FUND	9,930	9,872	16,997	10,447	30,270	30,270	30,270	31,277	32,760	
504 USDA WATER PROJECT FUND	10,142	10,428	5,000	-	5,000	5,000	5,000	5,166	5,411	
601 CLMSD UTILITY M & O FUND	9,883	9,790	16,997	10,549	30,270	30,270	30,270	31,277	32,760	
604 USDA SEWER PROJECT FUND	10,142	10,428	5,000	-	5,000	5,000	5,000	5,166	5,411	
705 RDA OBLIGATION RETIREMENT FUND	11,335	48,890	25,878	25,500	30,722	30,722	30,722	31,744	33,250	
Total Revenue	167,333	208,797	275,280	160,295	306,816	302,116	302,116	312,170	326,972	
Department Expenditures										
Salaries and benefits	99,093	148,154	164,861	105,568	188,610	188,610	188,610	199,927	211,922	
Operations	68,240	60,617	110,419	54,727	114,206	109,506	109,506	112,244	115,050	
Capital outlay	-	26	-	-	4,000	4,000	4,000	-	-	
Total Expenditures	167,333	208,797	275,280	160,295	306,816	302,116	302,116	312,170	326,972	

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.

2013-14

Department: Community Development

Division: Building

City-Wide Strategic Goals

Department Objectives

Achieved

Outcomes/Accomplishments

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

- | Department Objectives | Achieved | Outcomes/Accomplishments |
|--|----------|---|
| 1. Attending Council meetings when requested or when agenda is relative to CDD / Building Dept. matters. | Yes | B.O. has attended several meetings with relevant items and others to stay current with direction of Council and community affairs. |
| 2. Participate in committees to provide guidance on Building Codes and disabled access regulations. | Yes | B.O. served on MJ Cultivation Ord. development committee - success. Almost no complaints since passage. B.O. participates in on-line forums with peer groups to participate in Code development proceedings and analyses. |
| 3. Attend various seminars related to department management and workplace productivity. | Yes | Staff attended some great workshops presented by Remif & City HR - very helpful! B.O. attended workshops regarding latest revisions to CA codes and standards. |

II. Strengthen community/regional involvement.

- | | | |
|--|-----------|---|
| 1. Interact regularly with County Health, Fire, Air Quality Management Departments to develop cooperative relationships, policies & procedures. | Yes | Results include: increased frequency and enhancement of inter-agency cooperation & communication; a more streamlined, permit process; reduced delays; positive customer comments. |
| 2. Membership in regional peer group associations (Redwood Empire Assn. of Code Officials - REACO). | Yes | All memberships continued, including:REACO, CABEC, CALBO, ASFPM |
| 3. Napa Solano Chapter Int'l Code Council, CA Preservation Foundation). | Yes | Memberships continued, participated with support of several legislative bills. |
| 4. Work with city website design to provide updated code information and news of changes. | Partially | Advised city webmaster Britton regarding website info / updates to codes and new laws. |
| 5. Participate in code discussion groups (CalBO list serve, REACO). | Yes | Internet based typically - occasional contributor. I read all threads to stay current with events. |
| 6. Continue seat on Board of Directors of North Coast Energy Services (\$10.5M 501c3), providing energy assistance programs in seven North Bay counties. | Yes | NCES continues to provide essential services for many Lake County residents and in six other 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. | Yes | Numerous new relevant and significant Code changes & laws became effective in 2013-14. January 1st, 2014 effective date for the 2013 CA Building Standards (Title-24). Notices and handouts were posted. |
|--|-----|--|

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. Expedite, provide "over-the-counter" permitting whenever possible.	Yes	The Bella Vista Senior Apartments project included such agreements, and was the only opportunity for same.
2.	Improve turn-around times for permitting, strive to provide over-the-counter permitting when possible.	Yes	Estimate is a 15% increase in proportionality of permits that are issued "over the counter" in one visit. I find that fewer counter trips saves money and time for both staff and clients and does not impede overall productivity, is well received by the public, and staff prefers this simplified method.
3.	Provide plan-review concurrent with Planning process to cut time / costs when possible.	Yes	This process has been a success and is now commonplace.
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.	Yes	We typically encourage these concepts at early stages. These same principles are now becoming embedded in the Codes and design review process. The Lakeport Senior Apartments, now "Bella Vista", storm drainage system, retention pond and bio-swale filters and meters out all site run-off. This project also included infrastructure improvements with a new culvert at the Martin Street frontage to collect and convey upstream flows around and past the site.
2.	Provide design and bid acquisition services for Public Works projects when requested, especially related to City Hall and adjacent facilities.	Yes	Provided design and specs for City Hall Men's room alterations & coordinated with contractors. Also advised & helped with design of Westside Park baseball field 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.	Yes	The men's room alterations included transition plan items / goals.

GOALS

In fiscal year 2014-15, 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.

2014-15

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. matters.
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.
4. Resume attendance at monthly meetings of the Redwood Empire Assn. of Code Officials (REACO).

II. Strengthen community/regional involvement.

1. Continue to improve cooperative relationships with outside agencies (Fire, Health, Air Quality, Water Resources, DWR...)
2. Maintain memberships in peer / professional associations (REACO, NAPA SOLANO ICC, CALBO, ASFPM, CPF).
3. Continue seat on B.O.D. of North Coast Energy Services.
4. Further / increased participation in local emergency and disaster response / preparedness programs.

III. Establish and promote effective public outreach efforts.

1. Prepare and update informational handouts and website features relative to Code issues, permitting and public safety.
2. Develop newsletter /column for inclusion in city / utility publications and website news.

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

1. Establish policies and procedures for incentivizing use of local resources and contractors.
2. Explore and borrow programs and policies in use by other cities / counties that have been most successful at facilitating client satisfaction with the permitting processes.
3. Create a web-page list of local businesses and contractors providing development related services.
4. Further streamline permitting processes to reduce time based costs to City and clients.

V. Focus efforts on infrastructure improvements.

1. 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.
2. Provide design and bid acquisition services for Public Works projects when requested, especially related to City Hall and adjacent facilities.
3. Promote "low impact development(LID)" and "no adverse impact (NAI)" design for projects that may increase storm water flows.
4. Promote inspection and repair or rehabilitation of any existing public or private utility features on private lands where possible when development activities are permitted on those private lands.
5. Seek increase of impervious surface development fee to 20 cents per square foot as allowed for in the current ordinance.

Supplementary Goals:

1. Obtain CASp certification from DGS/DSA.
2. Formally adopt the 2013 CA Building Standards which are already state law (CFR Title 24).
3. Revise language of the Lakeport Municipal Code as necessary to be updated / consistent with state Codes.
4. Train staff as necessary to be proficient with new software system modules for permitting and business licensing prior to implementation.
5. Revise / update Floodplain Management Ordinance.
6. Complete the abatement / removal of at least one dilapidated / nuisance structure.
7. Resolve issues as necessary to create usable package for migration of all digital and paper archival records into new software program.
8. B.O. to pursue ICC certifications as CBO, PE, or more as available.

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 2014-15
Department Detail
Dept. Community Development: Building
No. 1051

	DEPARTMENT DETAIL									
	Prior FYs		Current		Proposed			Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected	
Funding Sources										
110 GENERAL FUND	125,892	175,508	111,632	115,482	216,655	216,655	216,655	226,124	238,554	
414 STORM DRAINAGE FUND	-	285	-	-	-	-	-	-	-	
501 WATER UTILITY M & O FUND	8,933	6,091	4,898	4,925	8,556	8,556	8,556	8,930	9,421	
601 CLMSD UTILITY M & O FUND	8,934	6,173	4,898	4,823	8,556	8,556	8,556	8,930	9,421	
705 RDA OBLIGATION RETIREMENT FUND	3,528	9,794	4,600	4,628	3,479	3,479	3,479	3,631	3,831	
Total Revenue	147,287	197,851	126,028	129,858	237,246	237,246	237,246	247,615	261,226	
Department Expenditures										
Salaries and benefits	129,063	177,287	92,009	105,959	200,019	200,019	200,019	212,020	224,741	
Operations	18,224	20,538	33,519	23,899	34,727	34,727	34,727	35,595	36,485	
Capital outlay	-	26	500	-	2,500	2,500	2,500	-	-	
Total Expenditures	147,287	197,851	126,028	129,858	237,246	237,246	237,246	247,615	261,226	

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.

2013-14

Department: Community Development

Division: Housing

City-Wide Strategic Goals

Department Objectives

Achieved

Outcomes/Accomplishments

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

1.	Continue to maintain clear lines of communication with CC regarding Housing Dept. activities.	Yes	Staff continues to coordinate Housing Division activities with the City Manager who is a conduit to the City Council. Staff is currently preparing the annual report to the City Council summarizing the Housing Division's 2013 activities.
2.	Respond to CC requests for information in a timely and thorough manner.	Yes	Staff is not aware of any issues related to this goal.

3.	Prepare annual Housing Department report detailing activities for CC review.	Yes	The annual report and the State-mandated Housing Element Annual Progress report were presented to the City Council in May 2014.
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.	Yes	Staff has developed a better working relationship with Habitat for Humanity, including cross-referrals for potential clients. Habitat for Humanity is also administering a First Time Homebuyers program. The Lake County Time Bank is now in operation, but it's unclear what role that group can play in our housing activities.
III. Establish and promote effective public outreach efforts.			
1.	Update City's Housing webpage Re: new HOME programs when details are available.	Yes	Staff has added several new pages to the Housing Division section of the City's website, including separate pages devoted to each of our current housing programs.
2.	Add new info to webpage: applications, income limits, program criteria, client testimonials.	Yes	The website now includes program criteria and information regarding current income limits. An application for the Emergency Housing Program is also available on-line.
3.	Promote/advertise availability of HOME funds on City website and through direct mail (utility bills).	Yes	The website includes information about the current HOME funds and the related Housing Rehabilitation and First Time Homebuyers programs. A program flyer was mailed with utility bills in late 2013.
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.	Yes	Staff and our housing clients were very pleased with the contractors that participated in the housing rehab program that concluded in 2012. We hope to work with the same contractors in conjunction with pending housing rehab projects. We encourage contractors to shop locally when possible.
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.	Yes	Housing staff recently assisted the City Manager with the Housing-Related Parks grant application that was recently submitted to the State of California.

GOALS

In fiscal year 2014-15, 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.

2014-15

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 City Manager and City Council 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.

II. Strengthen community/regional involvement.

1. Continue to strengthen existing relationships with other housing organizations including Habitat for Humanity and establish new relationships when possible. Share resources whenever possible.

III. Establish and promote effective public outreach efforts.

1. Maintain the City's Housing webpages with current information about our housing programs.
2. Add new info to webpage: more project photos (before/after photos) and possibly client testimonials.
3. Continue to promote 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. Continue working with quality local contractors in conjunction with the housing rehab program. Encourage contractors to shop locally for supplies/materials when feasible.

V. Focus efforts on infrastructure improvements.

1. The Housing Division has a limited role in these efforts, but staff will assist and support other City departments as they pursue infrastructure improvements.

Supplementary Goals:

1. Manage the current HOME housing grant for housing rehabilitation and First Time Homebuyer activities. Grant will continue until January 2016 or until the grant funds are expended.
2. Consider submitting application in 2015 for new housing-related funding, if available.

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 2014-15
Department Detail
Dept Community Development: Housing
No. 1053

		DEPARTMENT DETAIL								
		Prior FYs		Current		Proposed		Projections		
		2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
		Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected
Funding Sources										
110	GENERAL FUND	-	10,762	27,193	13,107	23,429	23,429	23,429	5,667	5,844
219	LOW-MOD HOUSING	-	-	-	5,963	10,000	10,000	10,000	2,419	2,494
228	HOUSING REVOLVING LOAN (RLA)	58,007	2,089	63,000	17,309	26,000	26,000	26,000	6,289	6,485
232	EMERGENCY HOUSING ASSIST FUND	9,943	173	6,000	-	6,000	6,000	6,000	1,451	1,496
235	2009 HOME GRANT	314,759	-	-	-	-	-	-	-	-
238	CDBG HOUSING GRANT 2010	85,610	-	-	-	-	-	-	-	-
240	2012 HOME GRANT		241	440,005	1,807	440,005	440,005	440,005	106,425	109,743
	Total Revenue	468,319	13,265	536,198	38,186	505,434	505,434	505,434	122,251	126,062
Department Expenditures										
	Salaries and benefits	-	7,378	24,353	10,074	20,353	20,353	20,353	21,574	22,869
	Operations	47,628	3,768	84,985	16,409	98,221	98,221	98,221	100,677	103,193
	Grants/Loans	420,691	2,119	426,860	11,703	386,860	386,860	386,860	-	-
	Total Expenditures	468,319	13,265	536,198	38,186	505,434	505,434	505,434	122,251	126,062

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.

2013-14

Department: Engineering and IT

Division: N/A

City-Wide Strategic Goals

Department Objectives

Achieved

Outcomes/Accomplishments

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

- | Department Objectives | Achieved | Outcomes/Accomplishments |
|--|-----------|--|
| 1. Implement project management and reporting system | Partially | Ongoing – research management reporting system. |
| 2. Develop staff and recruit for vacancies | Partially | Backfilled Department Secretary position, sent staff to trainings to further development of relevant skills. |
| 3. Implement succession planning | No | |

II. Strengthen community/regional involvement.

- | | | |
|---|-----------|--|
| 1. Work with the APC to update the Regional Transportation Plan | Partially | Working with TAC on regional transportation plan update. |
|---|-----------|--|

III. Establish and promote effective public outreach efforts.

- | | | |
|--|-----------|--|
| 1. Develop staff and recruit for vacancies | Partially | Backfilled Department Secretary position, sent staff to trainings to further development of relevant skills. |
|--|-----------|--|

2.	Secure long term transportation funding; i.e. sales tax, construction vehicle impact fee, etc.	Partially	Researching alternatives with regional transportation planning group / multiple jurisdictions.
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	Yes	Ongoing – USDA Funds, local bike and pedestrian funds from APC, Housing/Park related grant.
2.	Implement electronic records management for large format documents	Partially	Minimal work to research alternatives as part of a city wide document management system. We are in the early stages of a long term goal.
V. Focus efforts on infrastructure improvements.			
1.	Continue pursuit of grants and alternative revenue sources to fund capital needs	Yes	Ongoing – USDA Funds, local bike and pedestrian funds from APC, Housing/Park related grant.
2.	Secure long term transportation funding; i.e. sales tax, construction vehicle impact fee, etc.	Partially	Researching alternatives with regional transportation planning group / multiple jurisdictions.
3.	Ongoing implementation of storm water management plan	Yes	Work with multiple departments within the City on implementation of the new (July 2013) NPDES permit.

GOALS

In fiscal year 2014-15, 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.

2014-15

Department: Engineering and IT

Division: N/A

City-Wide Strategic Goals

Department Objectives

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

1. Develop staff and recruit for vacancies.
2. Implement a project management and reporting system.
3. Implement succession planning.

II. Strengthen community/regional involvement.

1. Work with APC to update Regional Transportation Plan.

III. Establish and promote effective public outreach efforts.

1. Work with the public (outreach, notifications, alternative construction) on all capital projects which will have a moderate to significant impact; i.e. Downtown Main Street, Main Street Sewer.
2. Continued development of front line staff; customer service training, cross departmental training, etc.
3. Work with the City Clerk during the City Newsletter cycle to provide pertinent, timely information.

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

1. Complete design and begin construction of Downtown Main Street Project.

V. Focus efforts on infrastructure improvements.

1. On-going management of infrastructure projects; USDA, Downtown Main Street, Parallel Drive Chip Seal, etc.
2. Implement fiber optic internet link for reliability at City Hall, PW brought onto data server.

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 2014-15
Department Detail
Dept. Engineering & IT
No. 1052

DEPARTMENT DETAIL									
	Prior FYs		Current		Proposed			Projections	
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected
Funding Sources									
110 GENERAL FUND	169,995	157,970	429,116	152,901	412,567	454,417	454,417	150,970	60,722
130 GENERAL CAPITAL IMPROVEMENT				11,461	1,500,000	1,500,000	1,500,000	498,343	200,440
203 2105 GAS TAX FUND						109,735	109,735	36,457	14,664
410 LAKESHORE STORM DAMAGE RPR			61,000		61,000	61,000	61,000	20,266	8,151
415 LAKESHORE BLVD HSIPL (SAFETY)		(266)	147,000		147,000	147,000	147,000	48,838	19,643
416 RSTP FUND			62,000						
501 WATER UTILITY M & O FUND	41,653	38,216	72,626	67,123	68,624	68,624	68,624	22,799	9,170
502 WATER EXPANSION FUND			10,000						
504 USDA WATER PROJECT FUND			1,974,795		2,500,000	2,500,000	2,500,000	830,572	334,067
601 CLMSD UTILITY M & O FUND	36,733	54,417	76,798	71,106	72,842	72,842	72,842	24,200	9,734
604 USDA SEWER PROJECT FUND	5,301		1,521,105		2,000,000	2,000,000	2,000,000	664,458	267,253
705 RDA OBLIGATION RETIREMENT FUND	28,641	26,614	27,904	27,010					
Total Revenue	282,323	276,951	4,382,344	329,601	6,762,033	6,913,618	6,913,618	2,296,903	923,844
Department Expenditures									
Salaries and benefits	201,816	213,927	210,495	218,693	240,022	240,022	240,022	254,423	269,689
Operations	65,142	39,978	1,314,714	49,445	57,636	55,726	55,726	57,119	58,547
Capital outlay	15,365	23,046	2,857,135	61,463	6,464,375	6,617,870	6,617,870	1,985,361	595,608
Total Expenditures	282,323	276,951	4,382,344	329,601	6,762,033	6,913,618	6,913,618	2,296,903	923,844

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.

2013-14

Department: Police

Division: N/A

City-Wide Strategic Goals

Department Objectives

Achieved

Outcomes/Accomplishments

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

- | | | | |
|----|--|-----------|--|
| 1. | Continue to communicate with City Department Heads and Council and keep them informed. | Yes | 1. Interfaced and improved teamwork with other city departments as well as outside county and state departments. 2. Worked with city on marijuana and administrative citation ordinances and educated public. 3. Interfaced with city on community and business outreach in person and through social media. |
| 2. | Continue to promote succession planning and develop department leadership. | Partially | Police Lieutenant completed Formal POST and in-house management training. |

3.	Maintain high standards for recruitment, retention and selection.	Yes	Worked with Administrative Services to maintain the highest recruitment, selection and retention standards.
II. Strengthen community/regional involvement.			
1.	Maintain community policing programs such as neighborhood watch and town hall meetings.	Yes	Expanded community policing programs including national Night out and Neighborhood Watch.
2.	Maintain police relationships with allied agencies and jurisdictions throughout the county.	Yes	Worked hard to maintain positive and effective relationships with all neighboring agencies.
3.	Keep public informed through media sources.	Yes	Issued regular updates and press releases on police activities.
III. Establish and promote effective public outreach efforts.			
1.	Increase police social media outreach with public through nixle, Facebook and similar social media.	Yes	Expanded use of Facebook, Nixle and Twitter.
2.	Police involvement in public events and activities.	Yes	Continued police interaction with public at events.
3.	Promote positive accomplishments through media outlets.	Yes	Worked with media outlets to promote accomplishments.
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.	Yes	Continued community and business outreach in person and through social media.
2.	Increase in police visibility and community contacts.	Yes	Continued to provide police presence.
3.	Increase police involvement in business and community organizations.	Yes	Department management participated in several business visit events to raise awareness in the business community that the City supports them.
V. Focus efforts on infrastructure improvements.			
1.	Continue to strive to meet minimum staffing levels.	Yes	Although we accomplished a budget for 10 sworn positions, we have not been able to deploy all 10 positions throughout the FY.
2.	Enhancements to police facility.	Yes	Upgraded patrol office and police computer server.
3.	Develop and implement capital improvement.	Yes	Received funding and have MAV units in place in all patrol units. Received joint BSCC grant Funding with Clearlake PD.
4.	Technology upgrades for efficiency.	Ongoing	Purchased vest cameras and participated in technology acquisitions made by the Lake County District Attorney.
5.	Ensure a safer community through proactive enforcement.	Yes	Support of the marijuana cultivation ordinance and other mechanisms to ensure as safe a community as possible.

GOALS

In fiscal year 2014-15, 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.

2014-15

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 Departments and Council to keep them informed of policing issues.
2. Continue to promote Succession Planning and develop department leadership.

II. Strengthen community/regional involvement.

1. Maintain and expand community policing programs.

III. Establish and promote effective public outreach efforts.

1. Continue social media outreach.
2. Continue police involvement in community events and activities.
3. Continue to promote positive accomplishments.

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

1. Continue to enhance community policing to help with crime prevention.
2. Continue police visibility and community contacts.

V. Focus efforts on infrastructure improvements.

1. Continue to strive to meet minimum staffing levels by retaining current authorized positions.
2. Continue crime reduction tactics.
3. Continue technology upgrades-computers, body and surveillance cameras. Seek Grant for SRO.

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 2014-15
Department Detail
Dept Police
No. 2010

	DEPARTMENT DETAIL									
	Prior FYs		Current		Proposed			Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected	
Funding Sources										
110 GENERAL FUND	1,567,896	1,601,473	1,747,227	1,725,608	1,803,717	1,705,515	1,705,515	1,779,808	1,874,825	
207 PROP 172 PUBLIC SAFETY TAX	33,043	23,524	20,000	20,000	20,000	20,000	20,000	20,871	21,985	
211 BSCC LAW ENFORCEMENT GRANT	-	-	15,000	15,000	-	-	-	-	-	
Total Revenue	1,600,939	1,624,997	1,782,227	1,760,608	1,823,717	1,725,515	1,725,515	1,800,679	1,896,811	
Department Expenditures										
Salaries and benefits	1,228,192	1,228,835	1,328,329	1,332,613	1,469,956	1,377,754	1,377,754	1,460,419	1,548,044	
Operations	301,238	324,654	332,589	311,082	331,961	331,961	331,961	340,260	348,767	
Debt service	71,509	71,508	71,509	71,509	-	-	-	-	-	
Capital outlay	-	-	49,800	45,404	21,800	15,800	15,800	-	-	
Total Expenditures	1,600,939	1,624,997	1,782,227	1,760,608	1,823,717	1,725,515	1,725,515	1,800,679	1,896,811	

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.

2013-14

Department: Public Works

Division: Roads & Infrastructure

City-Wide Strategic Goals

Department Objectives	Achieved	Outcomes/Accomplishments
I. Maintain strong Council/staff relations and encourage leadership development.		
1. Continue to maintain clear lines of communication with City Council.	Yes	Provided tours of public works facilities and operations for new City Council members.
2. Encourage and promote staff to advance or obtain certifications, licenses, and continuing education.	Yes	Sent staff to training and expositions. Staff have obtained commercial driver licenses
3. Develop staff for higher functions and possible succession; recruit for vacancies.	Yes	Encouraging and developing staff to take actions needed to prep for possible succession into higher roles. Recruiting for vacancies.
4. Invest resources in information management systems to provide highest quality of information to Council.	Yes	Implementing Cartegraph software that will track asset usage and capital management in real time.

5.	Maintain Departmental presence at Council meetings to provide information and answer questions.	Yes	Department provided staff to all Council meetings in fiscal year 13/14.
6.	Continue to work closely with all City Departments in sharing resources and information.	Yes	Provided resources to other departments to assist in project completion and share information.
7.	Continue weekly staff meetings and encouraging staff to provide feedback.	Yes	Department meets every Thursday to keep staff informed, and to solicit input/feedback.
II. Strengthen community/regional involvement.			
1.	Update Public Works website to be informative and interactive.	Yes	Updated the Public Works Website to encompass all divisions within the Department. More work is needed to capture all that Public Works does.
2.	Seek additional avenues for public interaction using social media.	Yes	Public Works now uses Facebook and Twitter.
3.	Become more involved with TAC and APC.	Yes	Department works close with Engineering on TAC and APC items.
4.	Strengthen the ADA Committee.	Partially	Public Works has completed many of the committee recommended projects for Main Street.
5.	Continue resource sharing with the County and City of Clearlake.	Yes	The Public Works Department has shared resources with the County. Information sharing has taken place with the City of Clearlake.
6.	Continue to provide timely information to local media.	Yes	Promptly provided information to local media to beat press deadline.
7.	Continue to promptly return information to citizen inquires.	Yes	Citizen inquires are typically answered the same day.
8.	Maintain existing relationships and lines of communication with other public agency staff.	Yes	Staff continues to keep good working relationships with County, City of Clearlake, and Regulatory agencies.
III. Establish and promote effective public outreach efforts.			
1.	Establish social media presence.	Yes	The Department provides information to Planning for Twitter and City Facebook page.
2.	Provide assistance to local events.	Yes	The Department assists local events through providing information to event holders, pre & post area cleaning support, road closures and staffing as needed.
3.	Participate in local awareness programs.	Yes	Support the PD and community with the neighborhood watch program. Spoke with high school and college students on PW activities.
4.	Continue meeting with citizen's one on one to address their concern or requests.	Yes	We are still a small town and take the time to listen to our citizens.
5.	Attend local group and club meetings.	Yes	Staff attends local group and club meetings whenever invited.
6.	Lecture at High school about impacts people have on environment.	No	Scheduling did not work this year. Plan on conducting lecture next year.
7.	Provide informational handouts for public at city hall and on website.	Yes	Provided handouts on street sweeping schedule and updates on road projects and closures.
8.	Contribute to City's newsletter with important PW news and activities.	Yes	Provided newsletter information on road projects like the Hartley Street Project.
9.	Continue to use press releases to announce important PW activities.	Yes	Press releases are issued for all road closures.
10.	Promote positive accomplishments through media outlets.	Yes	Hartley Street road project and the 20th Street lighted crosswalk were promoted through media outlets.

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

1.	Plan and prepare areas for future expansion.	Yes	Supported Westside Park Phase II improvements and potential development of phase III. Balancing road maintenance and repair between commercial corridor and residential.
2.	Develop and implement a program to assist property owners to install curb, gutter and sidewalk.	Yes	Worked with property owners to install or replace curb, gutter and sidewalks in areas where road work was taking place.
3.	Continue to assist the Main Street Association.	Yes	Supported the Main Street Association with their programs and activities.
4.	Continue efforts to provide a visually pleasing streetscape.	Yes	Changed out seasonal streetscape banners, flower baskets and trimming of trees in walkways.
5.	Participate and support City's branding project.	Yes	Attended and provided input at branding meetings.
6.	Provide infrastructure to property owners and businesses in a timely manner, at the lowest possible cost.	Yes	Provided road and sidewalk work through internal work force.
7.	Use local businesses whenever possible.	Yes	Policy to always include local businesses when possible.
8.	Continue pursuit of grants and alternative revenue sources to fund capital needs.	Yes	Communicated/networked with others in industry on possible funding opportunities.

V. Focus efforts on infrastructure improvements.

1.	Continue development of Capital Improvement Program.	Yes	Implementing asset and work management software Cartegraph.
2.	Continue to seek additional funding through State and Federal grants and special programs.	Yes	Communicated/networked with others in industry on possible funding opportunities.
3.	Prepare 11th Street and Parallel Drive surfaces for chip sealing.	No	Parallel prep will take place next fiscal year. 11th Street is deferred.
4.	Recondition Hartley Street (mill & fill) and improve curb and gutter sections for better drainage.	Yes	Road and gutter sections were improved.
5.	Purchase trailer to transport heavy equipment throughout City.	Yes	Trailer is being built and hope to take delivery soon.

Supplementary Goals:

1.	Paved Hartley Street	Yes	Paved Hartley Street from 20th to City Limits.
2.	Installed lighted crosswalk intersection of 20th and High St.	Yes	Installed a lighted crosswalk for school kid traffic crossing the intersection of 20th St. and High St.
3.	ADA ramps on Main street	Yes	Installed ADA ramps on Main St. at intersections between 11th St. and Clearlake Ave.
4.	Paved Brush Street	Yes	Paved over sewer main line replacement from 3rd St to 5th St.
5.	Paved 3rd Street	Yes	Paved 3rd street between N. Tunis and N. Estep.
6.	Paved Estep	Yes	Paved Estep from 5th St. to Crawford St.
7.	Paved Spurr	Yes	Overlaid area on Spurr (130x40ft) where water was pooling.
8.	Paved 3rd Street	Yes	Paved 3rd Street from 4th Street to Crawford.
9.	Paved 2nd Street	Yes	Paved 2nd Street from Main Street to Forbes Street.
10.	Paved 1st Street	Yes	Paved Westbound lane of First Street from Forbes to High Street.

GOALS

In fiscal year 2014-15, 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.

2014-15

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.

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. Support the contracting services of Bevins Street repair
3. Repairing failing areas in Lakeport Blvd.
4. Continue development of Capital Improvement Program.

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.
- 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 2014-15
Department Detail
Dept Public Works: Roads and Infrastructure
No. 3020

		DEPARTMENT DETAIL								
		Prior FYs		Current		Proposed			Projections	
		2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
		Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected
Funding Sources										
110	GENERAL FUND	731,206	531,940	752,276	573,839	942,971	722,271	722,271	454,341	475,781
203	2105 GAS TAX FUND	6,189	132,834	290,000	50,000	-	350,000	350,000	220,166	230,555
238	CDBG HOUSING GRANT 2010	4,151	-	-	-	-	-	-	-	-
414	STORM DRAINAGE FUND	34,630	13,844	118,500	14,000	91,500	91,500	91,500	57,558	60,274
501	WATER UTILITY M & O FUND	58,866	95,834	111,257	96,579	111,722	111,722	111,722	70,278	73,595
601	CLMSD UTILITY M & O FUND	58,829	95,722	139,982	121,956	140,787	140,787	140,787	88,561	92,740
	Total Revenue	893,871	870,174	1,412,015	856,374	1,286,980	1,416,280	1,416,280	890,904	932,945
Department Expenditures										
	Salaries and benefits	362,662	357,908	530,633	408,024	532,840	532,840	532,840	564,810	598,699
	Operations	334,652	291,663	317,382	242,771	300,140	318,140	318,140	326,094	334,246
	Capital outlay	196,557	220,603	564,000	205,579	454,000	565,300	565,300	-	-
	Total Expenditures	893,871	870,174	1,412,015	856,374	1,286,980	1,416,280	1,416,280	890,904	932,945

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.

2013-14

Department: Public Works

Division: Parks, Buildings, & Grounds

City-Wide Strategic Goals

Department Objectives	Achieved	Outcomes/Accomplishments
I. Maintain strong Council/staff relations and encourage leadership development.		
1. Continue to maintain clear lines of communication with City Council.	Yes	Provided tours of public works facilities and operations for new City Council members.
2. Encourage and promote staff to advance or obtain certifications, licenses, and continuing education.	Partially	The Department was training park employee and encouraging him to seek continuing education. Will continue this effort when we have staff.
3. Develop staff for higher functions and possible succession; recruit for vacancies and/or contract services.	Partially	Recruiting for vacancies.
4. Invest resources in information management systems to provide highest quality of information to Council.	Yes	Invested capital and human resources on Cartegraph OMS software systems which will begin to provide real-time information on asset and resource allocation.
5. Maintain Departmental presence at Council meetings to provide information and answer questions.	Yes	Public Works Director or Superintendent were at all Council meetings for the year.
6. Continue to work closely with all City Departments in sharing resources and information.	Yes	Worked closely with all City Departments on issues where they are stakeholders.
7. Continue weekly staff meetings and encouraging staff to provide feedback.	Yes	The Public Works Department meets weekly on Thursday to provide staff with feedback and cover safety topics.
II. Strengthen community/regional involvement.		
1. Update Public Works website to be informative and interactive.	Yes	Updated the Public Works Website to encompass all divisions within the Department. More work is needed to capture all that Public Works does.
2. Seek additional avenues for public interaction using social media.	Yes	The Department sends all information for public interaction to Planning to post on Facebook and Twitter.
3. Operate and maintain the parks to promote healthy community events.	Yes	The Parks Division has done a good job of maintaining the park with available staff; staffing has been challenging this year.
4. Process park/gazebo use applications.	Yes	All park gazebo use applications were processed on time this year.

5.	Continue resource sharing with the County and City of Clear Lake.	Yes	City continues to maintain a great working relationship with County Public Works, Special Services, and Special Districts
6.	Continue to provide timely information to local media.	Yes	Calls are returned promptly to local media request to ensure their story is accurate and on time.
7.	Continue to promptly return information to citizen inquires.	Yes	Citizen inquires are returned within one business day
8.	Maintain existing relationships and lines of communication with other public agency staff.	Yes	The Public Works Department continues to have a great working relationship with other public agencies

III. Establish and promote effective public outreach efforts.

1.	Establish social media presence.	Yes	The Department provides information to Planning for Twitter and City Facebook page.
2.	Provide assistance to local events.	Yes	The Department provides services to the events held at the park facilities
3.	Participate in local awareness programs.	Yes	Attend and support the Parks and Recreation Commission and Westside Park Committee. Held Parks and Rec meeting at the Dog Park. Work with the Channel Cats.
4.	Continue meeting with citizen's one on one to address their concern or requests.	Yes	We are still a small town and take the time to listen to our citizens
5.	Attend local group and club meetings.	Yes	Public Works staff attends and speaks at local group and civic organization meetings.
6.	Lecture at High school about impacts people have on environment.	No	Scheduling did not work this year. Plan on conducting lecture next year.
7.	Provide informational handouts for public at city hall and on website.	Yes	Installed information racks at city hall and added handouts for public. Handouts are available at City website also.
8.	Contribute to City's newsletter with important PW news and activities.	Yes	Park events and activities are made available for the newsletter
9.	Continue to use press releases to announce important PW activities.	Yes	PW sends important activities notices to: Central dispatch, Facebook, Twitter, Fire District, School District, Radio, Local news paper, County Pw, and County Transit
10.	Promote positive accomplishments through media outlets.	Partially	Provide news outlets PSA regarding Parks and Rec meeting located at the dog park.

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

1.	Plan and prepare areas for future expansion.	Yes	Work with the Parks and Recreation Commission, Westside Park Committee, and City Council on Westside Park Phase II and Phase III.
2.	Maintain or enhance park appeal to encourage events.	Yes	Maintaining the appearance of the City Parks is a top priority. Enhancing Library Park entrance planters with colorful flowers.
3.	Support events that take place at the parks and bring traffic to our local businesses.	Yes	Staff actively ensures that facilities and clean and ready for events that routinely take place at the parks.
4.	Continue efforts to provide a visually pleasing park environment.	Yes	Despite equipment failures and staff shortage the park environment is visually pleasing.
5.	Participate and support City's branding project.	Yes	Attended branding workshop
6.	Use local businesses whenever possible.	Yes	PW uses local businesses whenever possible and has helped some to be more competitive
7.	Continue pursuit of grants and alternative revenue sources to fund capital needs (Docks).	Yes	Worked with Boating and Waterways in an effort to try and secure grants.

V. Focus efforts on infrastructure improvements.

1.	Continue development of Capital Improvement Program.	Yes	Implementing asset and work management software to improve capital forecasting needs
2.	Continue to seek additional funding through State and Federal grants and special programs.	Partially	Worked with Boating and Waterways in attempt to obtain grant funding for docks. Grant funding for our application is not currently available.
3.	Replace ADA bark at library park playgrounds.	Yes	Planning to have ADA bark installed in Library Park playground this fiscal year.
4.	Try to secure grant funding from Boating and Waterways for docks.	No	Worked with Boating and Waterways but was unsuccessful in obtaining grants.
5.	Replace roof at 860 Main Street.	Yes	The roof was repaired
6.	Paint Mechanic's building.	No	
7.	Replace fascia at City Hall.	No	Working with Building Department for project specifications.
8.	Replace fire system and add security to City Hall.	Partially	Repaired failing smoke detector
Supplementary Goals:			
1.	Improve facility use at Dog Park.	Yes	Installed fencing and gates to dog park to separate large and small dogs.
2.	Improve facility use at City Hall - Outside lights	Yes	Replaced outside facility lights to efficient LED fixtures and lights.
3.	Improved facility use at City Hall - HVAC	Yes	Configured City Hall Heating and Cooling ducting to feed Admin offices more effectively.
4.	Improved facility appearance at Carnegie/Library Park	Yes	Landscaped entrance to Carnegie to improve appearance of Library Park/Carnegie.
5.	Improve facility security at Public Works Facilities	Yes	Rekeyed Public Works Facilities to secure system.
6.	Improve facility use/appearance at City Hall Bathrooms	Yes	Remodeled City Hall bathrooms.

GOALS

In fiscal year 2014-15, 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.

2014-15

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. Operate and maintain the parks to promote healthy community events.
3. Process park/gazebo use applications.
4. Continue resource sharing with the County and City of Clear Lake.

5. Continue to provide timely information to local media.
6. Continue to promptly return information to citizen inquires.
7. Maintain existing relationships and lines of communication with other public agency staff.

III. Establish and promote effective public outreach efforts.

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

V. Focus efforts on infrastructure improvements.

1. Continue development of Capital Improvement Program.

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 2014-15
Department Detail
Dept. Public Works: Parks, Buildings & Grounds
No. 3030

DEPARTMENT DETAIL										
		Prior FYs		Current		Proposed		Projections		
		2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
		Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected
Funding Sources										
110	GENERAL FUND	220,029	291,743	271,976	257,931	602,043	566,843	566,843	270,561	282,126
130	GENERAL CAPITAL IMPROVEMENT		-	-	-	100,000	-	-	-	-
413	PROP 40 - PER CAPITA GRANT	9,428	-	-	-	-	-	-	-	-
501	WATER UTILITY M & O FUND		-	2,150	-	-	-	-	-	-
601	CLMSD UTILITY M & O FUND		-	2,150	-	-	-	-	-	-
Total Revenue		229,457	291,743	276,276	257,931	702,043	566,843	566,843	270,561	282,126
Department Expenditures										
Salaries and benefits		127,218	147,376	99,547	138,770	129,416	129,416	129,416	137,181	145,412
Operations		100,389	120,999	124,279	100,151	130,127	130,127	130,127	133,380	136,715
Capital outlay		1,850	23,368	52,450	19,010	442,500	307,300	307,300	-	-
Total Expenditures		229,457	291,743	276,276	257,931	702,043	566,843	566,843	270,561	282,126

WESTSHORE POOL

The Westshore Pool is part of the City’s Parks and Recreation Program. The operation and maintenance of the pool is a shared responsibility between the City, Lakeport Unified School District, and local community groups.

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.

2013-14			
Department: Public Works			
Division: Pool			
City-Wide Strategic Goals			
Department Objectives		Achieved	Outcomes/Accomplishments
I. Maintain strong Council/staff relations and encourage leadership development.			
1.	Continue to recruit local students and community members as lifeguards and pool managers.	No	The pool is closed this year.
II. Strengthen community/regional involvement.			
1.	Work to garner more financial and operational support from the community, County, school district to maintain current services.	Yes	Actively working with the Channel Cats, school districts and County to commit to larger role in the operations and maintenance of the pool.
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	Yes	While the pool is closed to the public this year the department is keeping the public aware of activities
IV. Enhance activities and programs to support local and regional economic development.			
1.	Continue to fund pool for benefit of the local community.	Yes	The pool operations were fully funded this fiscal year and the pool was open to the public for the summer months of 2013 and the Channel Cats.
V. Focus efforts on infrastructure improvements.			
1.	Identify and plan for projects to enhance safety of pool.	Yes	The Public Works Department has worked with school district staff to identify capital projects needed to enhance the safety of the pool
2.	Identify projects to improve efficiency of pool operations.	Yes	Replaced the failed pool pump and motor with a variable speed pump and motor that is much more efficient

GOALS

In fiscal year 2014-15, 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.

2014-15

Department: Public Works

Division: Pool

City-Wide Strategic Goals

Department Objectives

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

1. Work closely with City Council and provide up to date information for informative decision making.

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. N/A

V. Focus efforts on infrastructure improvements.

1. Begin to capture the capital needs of the pool in Cartegraph.
2. Meet with pool stakeholders to address impending capital cost

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 2014-15
Department Detail
Dept. Public Works: Pool
No. 3050

		DEPARTMENT DETAIL								
		Prior FYs		Current		Proposed		Projections		
		2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17
		Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected
Funding Sources										
110	GENERAL FUND	71,887	99,911	128,413	63,028	79,105	63,505	63,505	65,845	68,289
	Total Revenue	71,887	99,911	128,413	63,028	79,105	63,505	63,505	65,845	68,289
Department Expenditures										
	Salaries and benefits	36,930	45,473	50,863	23,370	21,497	21,497	21,497	22,787	24,154
	Operations	33,929	53,818	53,950	29,818	42,008	42,008	42,008	43,058	44,135
	Capital outlay	1,028	620	23,600	9,840	15,600	-	-	-	-
	Total Expenditures	71,887	99,911	128,413	63,028	79,105	63,505	63,505	65,845	68,289

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 firefighting, 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.

2013-14

Department: Public Works

Division: Water O&M

City-Wide Strategic Goals

Department Objectives

Achieved

Outcomes/Accomplishments

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

- | Department Objectives | Achieved | Outcomes/Accomplishments |
|---|----------|--|
| 1. Continue to maintain clear lines of communication with City Council. | Yes | Provided tours of public works facilities and operations for new City Council members. |
| 2. Encourage and promote staff to advance or obtain certifications, licenses, and continuing education. | Yes | Staff have increased their level of certification and have obtained commercial drivers lic, and have received continuing education needed to maintain State Certification. |
| 3. Develop staff for higher functions and possible succession. | Yes | Encouraging and developing staff to take actions needed to prep for possible succession into higher roles. |
| 4. Invest resources in information management systems to provide highest quality of information to Council. | Yes | Implementing Cartegraph software that will track asset usage and capital management in real time. |
| 5. Maintain Departmental presence at Council meetings to provide information and answer questions. | Yes | Department provided staff to all Council meetings in fiscal year 13/14. |
| 6. Continue to work closely with all City Departments in sharing resources and information. | Yes | Provided resources to other departments to assist in project completion and share information. |
| 7. Continue weekly staff meetings and encouraging staff to provide feedback. | Yes | Department meets every Thursday to keep staff informed, and to solicit input/feedback. |

II. Strengthen community/regional involvement.

1.	Update Public Works website to be informative and interactive.	Yes	Updated the Public Works Website to encompass all divisions within the Department. More work is needed to capture all that Public Works does.
2.	Seek additional avenues for public interaction using social media.	Yes	Public Works now uses Facebook and Twitter.
3.	Maintain existing relationships and lines of communication with other public agency staff.	Yes	Staff continues to keep good working relationships with County, City of Clearlake, and Regulatory agencies.
4.	Continue to promptly return information to citizen inquires.	Yes	Citizen inquires are typically answered the same day.
5.	Continue resource sharing with the County and City of Clear Lake.	Yes	The Public Works Department has shared resources with the County. Information sharing has taken place with the City of Clear Lake.
6.	Continue to provide timely information to local media.	Yes	Promptly provided information to local media to beat press deadline.
III. Establish and promote effective public outreach efforts.			
1.	Establish social media presence.	Yes	The Department provides information to Planning for Twitter and City Facebook page.
2.	Promote positive accomplishments through media outlets.	Yes	Provided information on USDA projects in city newsletter.
3.	Participate in local awareness programs.	Yes	Spoke with high school students and local college faculty on PW activities.
4.	Continue meeting with citizen's one on one to address their concern or requests.	Yes	Very responsive to citizens concerns regarding water complaints. Typical response time is within 1 hour.
5.	Attend local group and club meetings.	Yes	Staff attends local group and club meetings whenever invited.
6.	Lecture at High school about impacts people have on environment.	Yes	Scheduling did not work this year. Plan on conducting lecture next year.
7.	Provide informational handouts for public at city hall and on website.	Yes	Provided handouts on how to reduce water usage and be drought conscious.
8.	Contribute to City's newsletter with important PW news and activities.	Yes	Provided news on how to reduce water usage and USDA water storage tank project update.
9.	Continue to use press releases to announce important PW activities.	Yes	Provided press releases to announce traffic control advisory when working on underground water services.
IV. Enhance activities and programs to support local and regional economic development.			
1.	Plan and prepare systems for future expansion.	Yes	Looked into well development of City owned property and park irrigation alternatives.
2.	Provide water that is pleasant to drink and cook with and available for fire protection.	Yes	Storage tanks were kept full and systems functioning properly for water that tastes great.
3.	Provide infrastructure to property owners and businesses in a timely manner, at the lowest possible cost.	Yes	Provided new services to customers in a reasonable time at the lowest possible costs.
4.	Use local businesses whenever possible.	Yes	Policy to always include local businesses when possible.
5.	Continue pursuit of grants and alternative revenue sources to fund capital needs.	Yes	Working with CDPH on possible SRF funding/grants for future water wells.
V. Focus efforts on infrastructure improvements.			
1.	Continue development of Capital Improvement Program.	Yes	Implementing asset and work management software Cartegraph.

2.	Continue to seek additional funding through State and Federal grants and special programs.	Yes	Obtained USDA grant funding and continued to look for new opportunities that fit our needs.
3.	Purchase emergency generator for storage reservoir facility.	Yes	RFP received on 6/11/14, requesting Council approval on 6/17/14.
4.	Replace service trucks.	Yes	Service trucks are in service.
5.	Install security fencing to City Green Ranch well site.	Yes	Security fencing is complete.
6.	Provide road access to Green Ranch well site over easement.	No	Funds needed for this project are in FY 14/15 budget.
Supplementary Goals:			
1.	Secure Green Ranch well facility	Yes	Install commercial grade gates and fencing around City owned Green Ranch well facilities.
2.	Drought response and planning	Yes	Conducted source water availability analysis and options/contingencies.
3.	Water meter replacement planning	Yes	Worked with engineers and meter manufactures to ensure proper specs and design for future meter system.
4.	SCADA programming and design work	Yes	Worked extensively with engineers on proper design and function of SCADA system work for installation next year.
5.	Water storage tanks restoration	Partially	In progress.

GOALS

In fiscal year 2014-15, 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.

2014-15

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. Maintain existing relationships and lines of communication with other public agency staff.
3. Continue to promptly return information to citizen inquires.
4. Continue resource sharing with the County and City of Clear Lake.
5. Continue to provide timely information to local media.

III. Establish and promote effective public outreach efforts.

1. Promote positive accomplishments through media outlets.
2. Participate in local awareness programs.
3. Continue meeting with citizen's one on one to address their concern or requests.
4. Attend local group and club meetings.

5. Lecture at High school about impacts people have on environment.
6. Provide informational handouts for public at city hall and on website.
7. Contribute to City's newsletter with important PW news and activities.
8. Continue to use press releases to announce important PW activities.

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. Provide road access to Green Ranch well site over easement.
4. Provide quality assurance for USDA tank site project
5. Provide quality assurance for USDA SCADA project

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 2014-15
Department Detail
Dept Public Works: Water O&M
No. 3060

		DEPARTMENT DETAIL									
		Prior FYs		Current		Proposed			Projections		
		2011-12	2012-13	2013-14	2013-14	2014-15	2014-15	2014-15	2015-16	2016-17	
		Actual	Actual	Budget	Estimated	Requested	Recommended	Adopted	Projected	Projected	
Funding Sources											
110	GENERAL FUND	27,385	54,088	51,099	49,673	50,506	50,506	50,506	45,658	47,510	
501	WATER UTILITY M & O FUND	764,383	1,186,423	927,316	811,404	1,122,474	1,142,914	1,142,914	1,033,218	1,075,108	
502	WATER EXPANSION FUND		9,888	94,907	-	-	-	-	-	-	
504	USDA WATER PROJECT FUND	17,223	20,204	100,000	205,283	100,000	100,000	100,000	90,402	94,067	
601	CLMSD UTILITY M & O FUND	146,673	68,590	122,881	124,874	126,842	126,842	126,842	114,668	119,317	
Total Revenue		955,664	1,339,193	1,296,203	1,191,234	1,399,822	1,420,262	1,420,262	1,283,946	1,336,001	
Department Expenditures											
Salaries and benefits		446,732	441,227	516,894	522,673	537,920	537,920	537,920	570,195	604,407	
Operations		424,433	428,390	625,402	603,472	658,342	696,342	696,342	713,751	731,594	
Debt service		74,367	253,885	-	-	-	-	-	-	-	
Capital outlay		10,132	215,691	153,907	65,089	203,560	186,000	186,000	-	-	
Total Expenditures		955,664	1,339,193	1,296,203	1,191,234	1,399,822	1,420,262	1,420,262	1,283,946	1,336,001	

SEWER OPERATIONS & MAINTENANCE

The Sewer Operations and Maintenance (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.

2013-14

Department: Public Works

Division: Sewer O&M

City-Wide Strategic Goals

Department Objectives

Achieved

Outcomes/Accomplishments

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

- | Department Objectives | Achieved | Outcomes/Accomplishments |
|---|----------|---|
| 1. Continue to maintain clear lines of communication with City Council. | Yes | Provided tours of public works facilities and operations for new City Council members. |
| 2. Encourage and promote staff to advance or obtain certifications, licenses, and continuing education. | Yes | Provided training to staff needed to obtain certification and continuing education. |
| 3. Develop staff for higher functions and possible succession; recruit for vacancies. | Yes | Filled vacancy and developing staff for possible succession. |
| 4. Invest resources in information management systems to provide highest quality of information to Council. | Yes | Implementing Cartegraph software that will track asset usage and capital management in real time. |
| 5. Maintain Departmental presence at Council meetings to provide information and answer questions. | Yes | Department provided staff to all Council meetings in fiscal year 13/14. |
| 6. Continue to work closely with all City Departments in sharing resources and information. | Yes | Provided resources to other departments to assist in project completion and share information. |
| 7. Continue weekly staff meetings and encouraging staff to provide feedback. | Yes | Department meets every Thursday to keep staff informed, and to solicit input/feedback. |

II. Strengthen community/regional involvement.

- | | | |
|---|-----|---|
| 1. Update Public Works website to be informative and interactive. | Yes | Updated the Public Works Website to encompass all divisions within the Department. More work is needed to capture all that Public Works does. |
| 2. Seek additional avenues for public interaction using social media. | Yes | Public Works now uses Facebook and Twitter |
| 3. Maintain existing relationships and lines of communication with other public agency staff. | Yes | Staff continues to keep good working relationships with County, City of Clearlake, and Regulatory agencies. |

4.	Continue to promptly return information to citizen inquires.	Yes	Citizen inquires are typically answered the same day
5.	Continue resource sharing with the County and City of Clear Lake.	Yes	The Public Works Department has shared resources with the County. Information sharing has taken place with the City of Clear Lake.
6.	Continue to provide timely information to local media.	Yes	Promptly provided information to local media to beat press deadline.
III. Establish and promote effective public outreach efforts.			
1.	Establish social media presence.	Yes	The Department provides information to Planning for Twitter and City Facebook page.
2.	Promote positive accomplishments through media outlets.	Yes	Provided information on USDA projects in city newsletter. Will spotlight projects with media when they are underway.
3.	Participate in local awareness programs.	Yes	Spoke with high school students and local college faculty on PW activities.
4.	Continue meeting with citizen's one on one to address their concern or requests.	Yes	Very responsive to citizens concerns regarding sewer complaints. Typical response time is within 1 hour.
5.	Attend local group and club meetings.	Yes	Staff attends local group and club meetings whenever invited.
6.	Lecture at High school about impacts people have on environment.	No	Scheduling did not work this year. Plan on conducting lecture next year.
7.	Provide informational handouts for public at city hall and on website.	Yes	Provided handouts on Fats, Oils and Grease and I&I.
8.	Contribute to City's newsletter with important PW news and activities.	Yes	The Public Works Department has provided stories for the newsletter.
9.	Continue to use press releases to announce important PW activities.	Yes	Provided press releases to announce traffic control advisory when working on underground sewer services.
IV. Enhance activities and programs to support local and regional economic development.			
1.	Plan and prepare areas for future expansion.	Yes	Working closely with engineers on USDA projects to increase the size of Main Street sewer line, replace Clearlake Ave. Sewer pump station, and to install a sewer force main under highway 29.
2.	Maintain sewer collection system to prevent sewer overflows.	Yes	Sewer main lines are cleaned to promote full capacity and prevent sewer spills.
3.	Continue pursuit of grants and alternative revenue sources to fund capital needs.	Yes	Obtained USDA grant funding and continued to look for new opportunities that fit our needs.
4.	Use local businesses whenever possible.	Yes	It is policy to always include local businesses when possible.
5.	Provide infrastructure to property owners and businesses in a timely manner, at the lowest possible cost.	Yes	Sewer services when ordered were installed on inspected on time and to standard.
V. Focus efforts on infrastructure improvements.			
1.	Continue development of Capital Improvement Program.	Yes	Implementing asset and work management software Cartegraph.
2.	Continue to seek additional funding through State and Federal grants and special programs.	Yes	Obtained USDA grant funding and continued to look for new opportunities that fit our needs.
3.	Replace sewer main line on Second Street.	No	Second Street sewer main line was deferred to replace sewer main line on N. Brush.
4.	Replace service truck	Yes	Service truck was replaced.
5.	Install crane on service truck.	Yes	Crane was installed on service truck.
6.	Install climate control to irrigation building.	No	Project cost exceeded budgeted amount.

Supplementary Goals:

1.	SCADA programming and design work	Yes	Worked extensively with engineers on proper design and function of SCADA system work for installation next year.
2.	Main St. sewer mainline upsizing planning work	Yes	Worked with engineers on known issues with upsizing sewer mainline planned to be replaced next year.
3.	Lift station facility alarming	Yes	Installed alarming to sewer lift station facilities for 24/7 monitoring and call-out if a problem arises.
4.	Replaced sewer mainline	Yes	Replaced sewer mainline located on Brush Street between 4th and 5th Street with laterals and cleanouts.

GOALS

In fiscal year 2014-15, 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.

2014-15

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.

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. Provide quality assurance for USDA SCADA project
3. Provide quality assurance for USDA Sewer Lift station project
4. Provide quality assurance for USDA Sewer Main Upsizing project
5. Provide quality assurance for USDA Sewer Force Main, Hwy 29, Project
6. Provide quality assurance for USDA Treatment Pond Project

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.

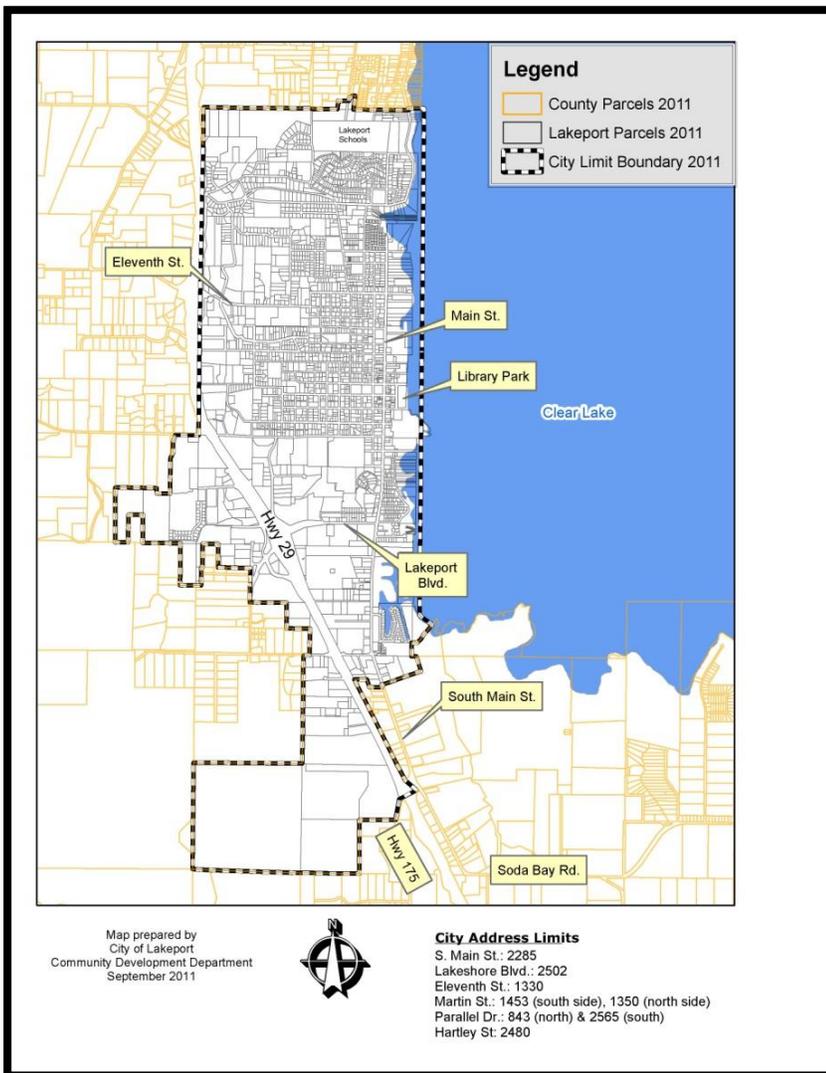
Among the information included in this proposed budget are prior year actuals, current fiscal year budget and year-end estimates, and a projection of cost estimates for the next two years, which have been compiled based on known information to date.

Fiscal Year 2014-15
Department Detail
Dept Public Works: Sewer O&M
No. 3070

	DEPARTMENT DETAIL									
	Prior FYs		Current		Proposed			Projections		
	2011-12 Actual	2012-13 Actual	2013-14 Budget	2013-14 Estimated	2014-15 Requested	2014-15 Recommended	2014-15 Adopted	2015-16 Projected	2016-17 Projected	
Funding Sources										
110 GENERAL FUND	20,658	2,019	-	-	-	-	-	-	-	-
501 WATER UTILITY M & O FUND	61,329	10,322	11,245	3,607	11,865	11,865	11,865	7,946	8,231	
601 CLMSD UTILITY M & O FUND	904,588	1,106,237	1,211,168	757,590	1,460,226	1,713,144	1,713,144	1,147,314	1,188,451	
604 USDA SEWER PROJECT FUND	12,891	12,257	100,000	146,776	100,000	100,000	100,000	66,971	69,373	
Total Revenue	999,466	1,130,835	1,322,413	907,973	1,572,091	1,825,009	1,825,009	1,222,231	1,266,055	
Department Expenditures										
Salaries and benefits	274,846	313,285	347,544	234,003	357,627	357,627	357,627	379,085	401,830	
Operations	609,211	545,844	844,869	601,411	824,582	822,582	822,582	843,147	864,225	
Debt service	108,307	189,959	-	-	-	-	-	-	-	
Capital outlay	7,102	81,747	130,000	72,559	389,882	644,800	644,800	-	-	
Total Expenditures	999,466	1,130,835	1,322,413	907,973	1,572,091	1,825,009	1,825,009	1,222,231	1,266,055	

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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 2014-15

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 2014-15

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	-	-	
Lakeshore Blvd. ER Project	2013-1052-04	General Fund	Federal Grant				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	-	-	
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 2014-15

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 2014-15

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

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 2014-15

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 2014-15

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)	
Title:	Mini Excavator	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 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:

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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:

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Project Description:

Replace media within filter unit. May need to contract work if confined space.
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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 tank 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

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BUDGET RESOLUTION

RESOLUTION NO. 2503 (2014)

**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 2014-15**

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 2014-15; 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

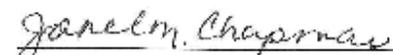
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lakeport hereby adopts the budget for the City of Lakeport, the Successor Agency to the Lakeport Redevelopment Agency, and City of Lakeport Municipal Sewer District for the fiscal year beginning July 1, 2014, and ending June 30, 2015, appropriating the sum of \$18,779,665; and

THIS RESOLUTION was passed by the City Council of the City of Lakeport at a regular meeting thereof on the 17th day of June, 2014, by the following vote:

AYES: Council Members Engstrom, Mattina, Spillman, and Scheel, and Mayor Parlet
NOES: None
ABSTAINING: None
ABSENT: None


KENNETH PARLET, II, Mayor

ATTEST:


JANEL M. CHAPMAN, City Clerk



**THE WITHIN INSTRUMENT
IS A CORRECT COPY
OF THE ORIGINAL
ON FILE IN THIS OFFICE.**

ATTEST: 
CITY CLERK / DEPUTY CITY CLERK
STATE OF CALIFORNIA, CITY OF LAKEPORT

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GANN LIMIT RESOLUTION

RESOLUTION NO. 2504 (2014)

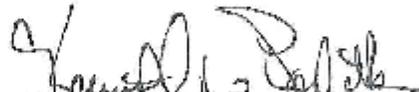
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEPORT ESTABLISHING THE FISCAL YEAR 2014-15 APPROPRIATIONS LIMIT FOR THE CITY OF LAKEPORT

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 2014-15 Fiscal Year shall be Ten Million, Five Hundred and Thirty Seven Thousand, One Hundred and Twenty Seven (\$10,537,127).

This resolution was adopted by the City Council of the City of Lakeport at a regular meeting thereof on the 17th day of June, 2014, by the following vote:

AYES: Council Members Engstrom, Mattina, Spillman, and School, and Mayor Parlet
NOES: None
ABSTAINING: None
ABSENT: None



KENNETH PARLET, II, Mayor

ATTEST:



JANEL M. CHAPMAN, City Clerk



THE WITHIN INSTRUMENT
IS A CORRECT COPY
OF THE ORIGINAL
ON FILE IN THIS OFFICE.

ATTEST 
CITY CLERK / DEPUTY CITY CLERK
STATE OF CALIFORNIA, CITY OF LAKEPORT

GANN LIMIT CALCULATION

Gann Limit Calculation

FY 2014-15

Per Capita Cost of Living Change = -0.23 percent

Population Change (City) = 2.02 percent

Per Capita Cost of Living converted to a ratio: $\frac{(0.23) + 100}{100} = 0.9977$

Population converted to a ratio: $\frac{0.20 + 100}{100} = 1.0202$

Calculation of factor for FY 2014-15: $1.0512 \times 1.002 = 1.0179$

Appropriations Limit, Fiscal Year 2013-14 \$ 10,352,302

Appropriations Limit, Fiscal Year 2014-15 **\$ 10,537,127**

(\$10,352,302 x 1.0179)

FY 2014-15 appropriations subject to Gann Limit

FISCAL YEAR 2014-15	Budget Estimates
Property Taxes	\$ 898,690
Sales Taxes	2,160,097
Special Taxes	149,988
State Subventions	100,000
Franchise Taxes	193,194
Business License Taxes	95,000
	\$ 3,596,969

Percentage Use of Appropriations Limit 34.14%

APPENDICES

TRANSFERS SCHEDULE

DEBT SCHEDULE

PERSONNEL SCHEDULES

GLOSSARY OF TERMS

ACCOUNTING STRUCTURE

BUDGET POLICIES

FINANCIAL MANAGEMENT POLICIES

BUDGET SCHEDULE

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TRANSFERS SCHEDULE

Fiscal Year 2014-15
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	10,000	501	Water O&M	10,000
110	General Fund	17,000	601	Sewer O&M	17,000
130	General Capital Improvement	157,500	110	General Fund	157,500
203	HUTA	10,000	110	General Fund	10,000
209	Lakeport Housing Fund (HUD)	9,500	110	General Fund	9,500
210	Economic RLF	32,000	228	Housing RLF	32,000
210	Economic RLF	11,000	110	General Fund	11,000
211	BSCC Law Enforcement Grant	40,000	110	General Fund	40,000
228	Housing Loan RLF	9,500	110	General Fund	9,500
234	Business Loan Stabilization Fund	5,300	110	General Fund	5,300
240	2012 HOME GRANT	30,000	110	General Fund	30,000
414	Storm Drainage Fund	4,200	110	General Fund	4,200
605	CLMSD Assessment 91-1 District	4,000	111	General Fund	4,000
705	Redevelopment Successory Agency	12,444	110	General Fund	12,444
705	Redevelopment Successory Agency	1,657,500	130	Capital Projects Fund	1,657,500
Total Transfers Out		\$ 2,009,944	Total Transfers In		\$ 2,009,944

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DEBT SCHEDULES

The following are the debt obligations for which the City is responsible for or is acting as a fiduciary to service.

Governmental fund activities:

None

Proprietary (enterprise) fund activities:

Series 2013 Water Revenue Notes

Interim financing through the Bank of Nevada, total issue not to exceed \$6,675,000. Proceeds are used to refund loan with West America Bank and to provide interim financing for USDA water grant and loan funding. Semi-annual payments of varying amounts based on outstanding principal, at an annual interest rate of 1.99%, are due March 19 and September 19 each year. Payments are secured by water fund revenue. The obligation matures in the year 2016.

Balance due _____ \$ 275,277

1998 Water Project Loan

Series 2000 COPS bond with USDA Rural Development. Total issue \$3,050,000. Annual principal and interest payments of approximately \$105,000, at an interest rate of 4.75%, are due February 1 and August 1 each year. Payments are secured by water fund revenue. The obligation matures in the year 2039.

Balance due _____ \$ 2,551,500

1993 CLMSD Sewer District Assessment Bonds

Series 1993-1 bond with USDA Rural Development. Total issue \$5,196,270. Annual principal and interest payments of approximately \$115,000, at an interest rate of 5%, are due March 1 and September 1 each year, secured by Municipal Sewer District No.1 revenue from the South Assessment District 91-1 area. The total obligation matures in the year 2032.

Balance due _____ \$ 3,680,000

Wastewater Revenue Bonds, 2007 Series A

2007 Series A, total issue \$3,060,000. Annual principal is due on September 1 and interest payments at 5.31% are due September 1 and March 1 each year, which are secured by wastewater fund revenue. The total obligation matures in the year 2037.

Balance due _____ \$ 2,780,000

Water Main Extension Loan (Mendocino College)

The City financed a water main extension project in part through a loan with Mendocino College. The total obligation is \$360,512. The term of the loan is 5 years with final payment to be made by January 1, 2017.

Balance due _____ \$ 288,288

Fiduciary activities:

2004 Series A Bonds

2004 Series A bond, total issue \$1,070,000. Annual principal is due on September 1 and interest payments are due semi-annually, at an interest rate of 5.25%, September 1 and March 1 each year. Payments are secured by redevelopment tax increment revenue, maturing in year 2035.

Balance due _____ \$ 1,050,000

2004 Series B Bonds

2004 Series B bond, total issue \$1,170,000. Annual principal is due on September 1 and interest payments are due semi-annually, at an annual interest rate of 5.31%, September 1 and March 1 each year. Payments are secured by redevelopment tax increment revenue, maturing in year 2035.

Balance due _____ \$ 835,000

2008 Series Bonds

2008 Series bond, total issue \$3,425,000. Annual principal is due on September 1 and interest payments are due semi-annually, at an interest rate of 5.31%, September 1 and March 1 each year. Payments are secured by redevelopment tax increment revenue, maturing in year 2038.

Balance due \$ 3,360,000

Future debt service for enterprise (business) activities at July 1, 2014, is as follows:

Year Ending	Business-type Activities					
	Series 2013 Water Revenue Notes		1998 Water Project Loan		1993 CLMSD Assessment Bond	
	Bank of Nevada		Series 2000 USDA Rural Dev		Series 1993-1 (91-1)	
June 30, 2014	Principal	Interest	Principal	Interest	Principal	Interest
2015	89,834	5,031	51,500	119,973	120,000	181,000
2016	91,594	3,235	54,000	117,467	125,000	174,875
2017	93,849	934	57,000	114,831	135,000	168,375
2018-2021	-	-	256,000	430,302	600,000	601,750
2022-2026	-	-	393,500	471,593	935,000	562,375
2027-2031	-	-	496,500	356,333	1,200,000	297,250
2032-2038	-	-	1,243,000	264,912	565,000	28,625
Total	\$ 275,277	\$ 9,200	\$ 2,551,500	\$ 1,875,411	\$ 3,680,000	\$ 2,014,250
Due within one year	\$ 89,834	\$ 5,031	\$ 51,500	\$ 119,973	\$ 120,000	\$ 181,000
Due after one year	185,443	4,168	2,500,000	1,755,438	3,560,000	1,833,250
Total	\$ 275,277	\$ 9,200	\$ 2,551,500	\$ 1,875,411	\$ 3,680,000	\$ 2,014,250

Year Ending	Business-type Activities					
	Wastewater Revenue Bond		Water Main Extension Loan		Total	
	Series 2007A CSCDA		Mendocino College			
June 30, 2014	Principal	Interest	Principal	Interest	Principal	Interest
2015	65,000	125,060	72,102	-	398,436	431,064
2016	65,000	122,460	72,102	-	407,696	418,037
2017	70,000	119,760	72,102	-	427,951	403,900
2018-2021	305,000	449,540	71,982	-	1,232,982	1,481,592
2022-2026	460,000	478,625	-	-	1,788,500	1,512,593
2027-2031	575,000	362,377	-	-	2,271,500	1,015,960
2032-2038	1,240,000	250,010	-	-	3,048,000	543,547
Total	\$ 2,780,000	\$ 1,907,832	\$ 288,288	\$ -	\$ 9,575,065	\$ 5,806,693
Due within one year	\$ 65,000	\$ 125,060	\$ 72,102	\$ -	\$ 398,436	\$ 431,064
Due after one year	2,715,000	1,782,772	216,186	-	9,176,629	5,375,628
Total	\$ 2,780,000	\$ 1,907,832	\$ 288,288	\$ -	\$ 9,575,065	\$ 5,806,693

Future debt service for fiduciary activities at July 1, 2014, is as follows:

Year Ending June 30, 2014	Fiduciary Activities			
	2004 RDA Tax Exempt Bond		2004 RDA Tax Exempt Bond	
	Series A		Series B	
	Principal	Interest	Principal	Interest
2015	-	55,125	45,000	44,990
2016	-	55,125	50,000	42,512
2017	-	55,125	50,000	39,832
2018-2021	-	220,500	235,000	129,619
2022-2026	5,000	275,625	370,000	78,535
2027-2031	525,000	232,706	85,000	2,401
2032-2038	520,000	86,756	-	-
Total	<u>\$ 1,050,000</u>	<u>\$ 980,962</u>	<u>\$ 835,000</u>	<u>\$ 337,889</u>
Due within one year	\$ -	\$ 55,125	\$ 45,000	\$ 44,990
Due after one year	1,050,000	925,837	790,000	292,899
Total	<u>\$ 1,050,000</u>	<u>\$ 980,962</u>	<u>\$ 835,000</u>	<u>\$ 337,889</u>

Year Ending June 30, 2014	2008 Tax Allocation Bond Redevelopment Agency			
			Total	
	Principal	Interest	Principal	Interest
2015	15,000	164,171	60,000	264,286
2016	15,000	163,627	65,000	261,264
2017	15,000	163,061	65,000	258,018
2018-2021	140,000	643,665	375,000	993,784
2022-2026	485,000	731,698	860,000	1,085,858
2027-2031	760,000	584,843	1,370,000	819,950
2032-2038	1,930,000	442,963	2,450,000	529,719
Total	<u>\$ 3,360,000</u>	<u>\$ 2,894,028</u>	<u>\$ 5,245,000</u>	<u>\$ 4,212,879</u>
Due within one year	\$ 15,000	\$ 164,171	\$ 60,000	\$ 264,286
Due after one year	3,345,000	2,729,857	5,185,000	3,948,593
Total	<u>\$ 3,360,000</u>	<u>\$ 2,894,028</u>	<u>\$ 5,245,000</u>	<u>\$ 4,212,879</u>

PERSONNEL SCHEDULES

POSITION SUMMARY

City of Lakeport
Fiscal Year 2014-15
Position Summary (Funded)

Classification Title	2010-11 FTE	2011-12 FTE	2012-13 FTE	2013-14 FTE	Change	Proposed 2014-15 FTE
Account Clerk	1.00	1.00	1.00	1.00		1.00
Accounting Technician	1.00	1.00	1.00	1.00		1.00
Admin Services Director	1.00	1.00	1.00	1.00		1.00
CDD Director	1.00	1.00	1.00	-	1.00	1.00
Chief Building Official	1.00	1.00	1.00	1.00		1.00
City Attorney	0.50	0.50	0.50	0.50	(0.50)	-
City Clerk	0.80	0.80	0.80	0.80		0.80
City Engineer	1.00	1.00	1.00	1.00		1.00
City Manager	1.00	1.00	1.00	1.00		1.00
Council Members	0.50	0.50	0.50	0.50		0.50
Department Secretary I	3.00	3.00	2.00	2.00	1.00	3.00
EMC Supervisor	1.00	1.00	1.00	1.00		1.00
EMC Technician	-	-	-	1.00		1.00
Engineering Tech	1.00	1.00	1.00	1.00		1.00
Finance Director	1.00	1.00	1.00	1.00		1.00
Finance Specialist	1.00	1.00	1.00	1.00		1.00
Housing Specialist	1.00	1.00	1.00	0.50		0.50
Intern	-	-	-	0.25		0.25
Lifeguard	2.25	2.25	2.25	2.25	(2.25)	-
Maintenance Worker I	2.00	2.00	2.00	4.00		4.00
Maintenance Worker II	2.00	2.00	2.00	2.00		2.00
Office Specialist	1.00	1.00	1.00	1.00	(1.00)	-
Parks Foreman	1.00	1.00	1.00	1.00	(1.00)	-
Parks Leadworker	-	-	-	-	1.00	1.00
Parks Maintenance Worker I	1.00	1.00	2.00	2.00	(1.00)	1.00
Planning Commissioners	0.25	0.25	0.25	0.25		0.25
Planning Services Manager	1.00	1.00	1.00	1.00		1.00
Planning/Building Technician	-	-	-	1.00	(1.00)	-
Police Chief	1.00	1.00	1.00	1.00		1.00
Police Lieutenant	1.00	1.00	1.00	1.00		1.00
Police Officer I	2.00	2.00	2.00	3.00		3.00
Police Officer II	2.00	2.00	2.00	1.00		1.00
Police Officer III	2.00	2.00	2.00	2.00		2.00
Police Records Supervisor	1.00	1.00	1.00	1.00		1.00
Police Reserve Officer	0.90	0.90	0.90	0.90		0.90
Police Sergeant	3.00	3.00	3.00	2.00		2.00
Police Special Investigator	0.50	0.50	0.50	0.50		0.50
Pool Manager	0.50	0.50	0.50	0.50	(0.50)	-
Public Works Director	-	-	1.00	1.00		1.00
Public Works Foreman	1.00	1.00	1.00	1.00		1.00
Public Works Superintendent	1.00	1.00	1.00	1.00		1.00
Records Assistant	1.00	1.00	0.50	0.50		0.50
Utilities Director	1.00	1.00	-	-		-
Utilities Maintenance Supervisor	1.00	1.00	1.00	1.00		1.00
Utilities Superintendent	1.00	1.00	1.00	1.00		1.00
Wastewater Facilities Supervisor	1.00	1.00	1.00	1.00		1.00
Water Supervisor	1.00	1.00	1.00	1.00		1.00
Water Systems Operator I	2.00	2.00	2.00	2.00		2.00
Total FTE	51.20	51.20	50.70	52.45	(4.25)	48.20

DEPARTMENT PERSONNEL

**Fiscal Year 2014-15
Personnel Schedule by Department**

	FTE 2013-14	Change	FTE 2014-15
Legislative			
Council member	0.30		0.30
Mayor	0.10		0.10
Mayor Pro Tem	0.10		0.10
Planning Commissioner	0.25		0.25
Total	0.75	-	0.75
Administration			
Admin Services Director	1.00		1.00
City Clerk	0.80		0.80
City Manager	1.00		1.00
Department Secretary I	-	0.80	0.80
Office Specialist	0.80	(0.80)	-
Total	3.60	-	3.60
City Attorney			
City Attorney	0.50	(0.50)	-
Finance			
Account Clerk	1.00		1.00
Accounting Technician	1.00		1.00
Department Secretary I	-	0.20	0.20
Finance Director	1.00		1.00
Finance Specialist	1.00		1.00
Intern	0.25		0.25
Office Specialist	0.20	(0.20)	-
Total	4.45	-	4.45
Community Development			
CDD Director	-	1.00	1.00
Chief Building Official	1.00		1.00
Department Secretary I	0.75		0.75
Housing Specialist	0.50		0.50
Planning Services Manager	1.00		1.00
Planning/Building Technician	1.00	(1.00)	-
Total	4.25	-	4.25
Engineering and Information Technology			
City Engineer	1.00		1.00
Engineering Tech	1.00		1.00
Department Secretary I	0.25		0.25
Total	2.25	-	2.25
Police			
Lieutenant	1.00		1.00
Police Chief	1.00		1.00
Police Officer I	3.00		3.00
Police Officer II	1.00		1.00
Police Officer III	2.00		2.00
Police Records Supervisor	1.00		1.00
Records Assistant	0.50		0.50
Police Reserve Officer	0.90		0.90
Sergeant	2.00		2.00
Police Special Investigator	0.50		0.50
Total	12.90	-	12.90
Public Works			
Department Secretary I	1.00		1.00

CITY OF LAKEPORT
ANNUAL BUDGET

FISCAL YEAR 2014-15

EMC Supervisor	1.00		1.00
EMC Technician	1.00		1.00
Lifeguard	2.25	(2.25)	-
Maintenance Worker I	4.00		4.00
Maintenance Worker II	2.00		2.00
Parks Foreman	1.00	(1.00)	-
Parks Lead worker	-	1.00	1.00
Parks Maintenance Worker I	2.00	(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
Utilities Maintenance Supervisor	1.00		1.00
Utilities Superintendent	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	23.75	(3.75)	20.00
	FTE	FTE	FTE
FTE	52.45	-4.25	48.20

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, and 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 expended 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 expended on a budget basis.
- Capital outlays within the enterprise funds are recorded as assets on a GAAP basis and expended 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: 2014-15

Activity	Tasks	Start Date	Completion Date
Begin Budget Prep for FY 14-15	<ul style="list-style-type: none"> Schedule budget meetings with Departments Distribute budget instructions Distribute budget workbooks 	3/3/14	3/21/14
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 	4/14/14	
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 	4/13/14	4/18/14
City Manager review of budget requests	<ul style="list-style-type: none"> Review appropriation requests Meet with Finance for discussion/analysis 	4/21/14	5/2/14
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 	5/5/14	5/8/14
Receipt of supplemental appropriation requests	<ul style="list-style-type: none"> Last opportunity for DHs to make appropriation request changes prior to Council hearings 	5/12/14	5/16/14
Finalize Draft Budget Document	<ul style="list-style-type: none"> Finalize revenue estimates Complete special revenue funds and trust/agency funds 	5/19/14	5/23/14
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 	6/3/14	
Second Budget Hearing with Council	<ul style="list-style-type: none"> Discussion Q&A Take requests and revisions 	6/10/14	
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 	6/17/14	
Final Budget workshop and hearing, if necessary	<ul style="list-style-type: none"> Final Q&A Final revisions Adoption 	6/24/14	