

Section B

Question 10



OPERATING BUDGET SAMPLE BOOK: FY 2000-2001

- Is there additional budget detail describing highlights of recent accomplishments?
4 pts.
 - Reviewer will look for scope and clarity.
 - This goes along with communicating what departments or programs do
 - *What have you accomplished in the past?*
 - *Make this the interesting “story” part of your budget.*
 - *Let the Departments “toot” their own horn and shine.*

CITY OF ARROYO GRANDE
DEPARTMENT OF BUILDING AND FIRE OVERVIEW

1998-99 ACCOMPLISHMENTS

Accomplishments based upon 1998-99 Goals:

- Supported State and County mutual aid needs at Wildland Fires.
- Maintained response time of 6 minutes or less 72% of the time.
- Conducted recruitment for a full time Division Chief/Training Officer.
- Implemented the City's Americans with Disabilities Act (A.D.A.) transition plan by making the Council Chambers compliant.
- Converted to Novell system to be compatible with the remainder of the City.
- Conducted recruitment for full and part-time maintenance positions in Government Buildings Division.

Additional Accomplishments:

- Completed the interior and exterior painting of the Civic Center Complex.
- Implemented new building permit software.
- Adopted latest versions of the Uniform Building Codes.
- Replaced carpet with a vinyl flooring at the Elm Street Recreation Center.
- Established a Fire Sprinkler Ordinance Task Force to discuss recommendations for residential and commercial buildings within the City.
- Instituted a County Automatic Aid Agreement between the City of Arroyo Grande and CDF/SLO County Fire Department.

INTRODUCTION

The City of Highland contracts with the San Bernardino County Sheriff's Department for full police services. Providing Law Enforcement services to the City requires a coordinated effort on the part of City Council, staff, the Sheriff's Department, and the citizens of Highland.

The Police Department is comprised of three components: The first is Field Operations. It is the primary service provider for the community at large. These are the Police officers who respond to calls for service. Although the average patrol officer's primary duty is to respond to these calls, they are also expected to be on the alert for criminal element in the community and to take action when available. They are also expected to enforce traffic violations.

The second component is Support Operations. This is an operation that is in support of the field operations. It includes the Investigations Division, the Clerical Division, Property Evidence, District Attorney Liaison, Community Relations/Crime Prevention and Volunteer Forces Coordinators.

The third component is the Volunteer Operations. It consists of three divisions: Reserve Deputy Sheriffs, Citizens on Patrol, and the Explorer Scouts.

Reserve Officers are volunteers with almost the same qualifications as a regular Police Officer. These officers provide support to the Field Operations. This includes transporting prisoners, providing warrant sweeps, assisting in community activities and augmenting the patrol forces to provide proactive patrol. The Citizen Patrol unit consists of volunteers who assist with community relations, crime prevention and provide additional patrol services such as vacation checks and business patrols. The Explorer Scout is a branch of the Boys Scouts of America. These are youths that are interested in law enforcement and provide help when needed to the community for a variety of events.

ACCOMPLISHMENTS

1. Neighborhood Watch Programs fluctuate depending on what is happening in particular neighborhoods. We have increased the neighborhood watches to about fifty and hopefully will be continuing to grow as community involvement continues.
2. With the exception of the Reserve Deputy Sheriff unit the number of volunteers for the Citizens on Patrol and Explorer Scouts have increased over the past year.
3. In April of 1998, an additional Deputy was added to the contract and is performing traffic enforcement duties.

CITY OF MISSION VIEJO
Department/Program Summary

Department: Legislative Services/City Clerk

Program: Administration

Department Description:

Effective September 6, 1999, the City Clerk's Department was renamed Legislative Services/City Clerk. The Council Support program was also renamed Legislative Services at that time.

This department is responsible for the functions and duties prescribed by State law for general law cities and as set forth by the Mission Viejo Municipal Code. Special duties are assigned by the City Council. The department is composed of four programs: Administration, Legislative Services (Council Support), Records Management, and Elections. The Public Information program formerly in this department was abolished in March 1999.

Program Description:

Provide overall direction to staff and maintain department budget; post, mail, and publish notices; publish ordinances; advertise for and conduct bid openings; process documents necessary for contract approval; maintain the Contract Status Database; maintain the Municipal Code; record documents; perform duties related to City commissions; act as filing officer for City's Conflict of Interest Code; and coordinate legal documents such as liability claims and subpoenas.

Provide City information to the public; provide research services and reference assistance; maintain a computerized legislative history index; act as the City's Notary Public.

1997-99 Accomplishments:

1. Coordinated the preparation of Municipal Code Supplements No. 7 and 8, consisting of thirty-one ordinances, including the Development Code. These supplements updated both the Municipal Book and the City's web site.
2. Performed an audit of the Statements of Economic Interest, which are filed in compliance with the City's Conflict of Interest Code.
3. Amended the Conflict of Interest Code for the 1999 filings to provide for legislative and staff changes.
4. Compiled and printed the 1997 and 1998 Legislative History reports.
5. Updated the Commissioner's Handbook to incorporate changes in the commission structure, the rules of order for conduct of meetings, and new legislation.

CITY OF STANTON
PLANNING DEPARTMENT

MAJOR ACCOMPLISHMENTS:

- Purchased four Ultra-Low Fuel vehicles under the Air Quality Program.
- Created a Planning Procedural Handbook for processing all permits including discretionary and ministerial permits and a permit application and processing procedure for the Adult Entertainment Ordinance.
- Approved two entertainment uses (Nickel City - Arcade and Adventure City's new roller coaster).
- Amended Zoning Ordinance to provide for additional administrative permitting processes to address City Council's "Business Friendly" direction.
- Processed Pick Your Part entitlement extension and amendment to Development Agreement.
- Resolved California Integrated Waste Management Board diversion reporting issue.
- Approved several significant revenue generating projects/uses including; Auto Zone at Stanton Plaza, Chevron station at Magnolia/Cerritos, Gaynor Motors auto sales at Weinerschnitzel site and Ugly Duckling auto sales at Burger King site.