

# CITY OF LAKE FOREST



Operating Budget  
Fiscal Year 2019-20

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# OPERATING BUDGET FISCAL YEAR 2019-20

## Elected Officials

Mark Tetteimer, Mayor  
Neeki Moatazedi, Mayor Pro Tem  
Leah Basile, Council Member  
Dwight Robinson, Council Member  
Scott Voigts, Council Member

### Planning Commission

Thomas Ludden, Chair  
David Carter, Vice Chair  
Mark Armando, Commissioner  
Francisco Barajas, Commissioner  
Jolene Fuentes, Commissioner

### Community Services Commission

Jim Rosenberg, Chair  
Loretta Herrin, Vice Chair  
Margie Matsil, Commissioner  
Lisa Porter, Commissioner  
Victor Scherr, Commissioner

### Traffic and Parking Commission

Jim Richert, Chair  
Jordan Villwock, Vice Chair  
Mike James, Commissioner  
Robert Pequeno, Commissioner  
Benjamin Yu, Commissioner

## City Staff

Debra Rose, City Manager  
Keith D. Neves, Assistant City Manager

Maria D. Huizar, City Clerk  
Matthew Richardson, City Attorney  
Kevin R. Shirah, Director of Finance/City Treasurer  
Gayle Ackerman, Director of Community Development  
Tom Wheeler, Director of Public Works/City Engineer  
Brett Channing, Director of Management Services  
Scott Wasserman, Director of Community Services  
Lieutenant Chad Taylor, Chief of Police Services  
Mike Contreras, Division Chief - Fire Services

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# Section One

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City Manager's Budget Message

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**Mayor**  
Mark Tetterer

**Mayor Pro Tem**  
Neeki Moatazedi

**Council Members**  
Leah Basile  
Dwight Robinson  
Scott Voigts

**City Manager**  
Debra DeBruhl Rose

June 18, 2019

Honorable Mayor and Members of the City Council:

The Fiscal Year 2019-20 Operating Budget is attached for your review and approval. Staff is pleased to present a balanced budget that is in line with the overall priorities of the community. Major accomplishments include advancing the final phases of construction of the Lake Forest Civic Center Campus, including Civic Center Drive, and completing construction of the parking deck. In addition, staff worked with the General Plan Advisory Committee to advance the update of the City's General Plan including presenting land use alternatives to the City Council. The City also advanced design efforts for ten neighborhood parks and opened Veterans Park to the community.

The budget reflects an operating budget of \$52.8 million and capital budget of \$12.0 million. The budget is comprised of the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Funds, and Internal Service Fund. The table below summarizes the budgeted expenditures by fund.

**City of Lake Forest  
Summary of Fiscal Year 2019-20 Budgeted Expenditures by Fund**

	Operating Budget (in million)	Capital Budget (in million)	Total (in million)	% of Total
General Fund	\$49.6	\$ -	\$49.6	76.4%
Special Revenue Funds	\$ 3.0	\$ 3.4	\$ 6.4	9.9%
Debt Service Fund	\$ -	\$ -	\$ -	0%
Capital Projects Funds	\$ 0.1	\$ 3.7	\$ 3.8	5.9%
Reserve Funds	\$ -	\$ 4.9	\$ 4.9	7.6%
Internal Service Fund	\$ 0.1	\$ -	\$ 0.1	0.2%
Total	\$52.8	\$12.0	\$64.8	100.0%

**Fiscal Year 2018-19 Review**

The close of Fiscal Year 2018-19 finds the City in solid financial condition while maintaining high quality services. Due to prudent management of capital funds, the City continued to make significant strides in delivering several important projects meeting long-desired community priorities, many of which are discussed below.



Lake Forest's New Neighborhoods continue to offer a variety of housing types that are highly amenitized. Staff continues working with developers on the build-out at the Baker Ranch, Portola Center, and Teresina communities. The Serrano Summit community will commence building during fiscal year 2019-20.

Other notable activity in Fiscal Year 2018-19 included:

- Transitioning to district-based elections.
- Establishing the Traffic and Parking Commission.
- Expanding business education and training opportunities to entrepreneurs and business owners in six South Orange County cities.
- Implementing the new Ask Lake Forest system through the City's mobile app as well as a new agenda management system.
- Implementing a security camera rebate program offering rebates to eligible residents participating in the Neighborhood Watch program.
- Finalizing the sale of the Authority Parcel to Kingdom Hall which will provide additional funding for future affordable housing projects.
- Managing and coordinating the development of a Fee Policy and Comprehensive Fee Study.

We are pleased to highlight a few of the programs and projects conducted in Fiscal Year 2019-20. The department detail portion of the budget provides more information on the high-quality services provided during the previous fiscal year.

### **Fiscal Year 2019-20**

The City will continue its fiscally-conservative approach to budgeting ongoing operations and capital improvement projects. The City is in solid financial condition and will invest in the quality of life during the upcoming fiscal year.

The City is now focused on completing the Lake Forest Civic Center- dubbed the community's "100-Year Home." Construction of the campus buildings will be completed by fall 2019 and the City will transition its operations and various community programs to the new facilities.

The upcoming year also will see sustained progress in the development of new master planned communities in Lake Forest. Construction will continue on the new homes in the northeastern area of the Portola Center project and five new neighborhoods in the southern area. This project ultimately will bring up to 930 new homes and various



public amenities, including a new 5-acre community park and connections to regional trails.

The Teresina (approximately 85 new homes), and Serrano Summit (approximately 520 new homes) communities are moving forward. To keep the community apprised of these developments, staff will continue to update the “Lake Forest’s New Neighborhoods” webpage ([lakeforestca.gov/NewNeighborhoods](http://lakeforestca.gov/NewNeighborhoods)) and Facebook page.

In 2019-21 the Capital Improvement Projects (CIP) Budget will continue with the fifteen traffic and street related projects. These projects are designed to improve safety, traffic flow, median and parkway landscaping, and maintain the roadway network. Other projects include school crosswalk safety enhancements, signal synchronization projects with neighboring cities, traffic modeling to support the General Plan update, street asphalt resurfacing, and sidewalk rehabilitation. Also included in the CIP are numerous playground repairs and enhancements, including the addition of shade structures to existing park playgrounds.

In the upcoming year, the City will continue efforts to attract new businesses and high-quality jobs by implementing the adopted 2018-2020 Economic Development Action Plan. The City will continue to aggressively market Lake Forest as a premiere destination for businesses through its website and social media campaigns and by engaging with the development community. The City will continue its commitment to facilitating business growth with enhanced business seminars, communication, outreach, and networking initiatives incorporated in the annual Business Development and Attraction Work Plan as well as its partnership with the Lake Forest Chamber of Commerce.

The Community Services Department will continue providing high quality recreational opportunities for residents of all ages. Next fiscal year, the City will implement programming for the new Community Center, Performing Arts Venue, and Senior Center. Staff also will advance design efforts associated with the renovation of ten neighborhood parks which represents the City’s continued reinvestment into the quality of life for our residents. Lastly, construction of the City’s newest park located in Portola Hills will provide the community an additional dog park, a sand volleyball court, and pickleball courts along with other more traditional park amenities to enjoy.

The City will continue building toward the future by advancing work on the comprehensive update to the General Plan. Serving as the foundational policy document for the City’s long-term physical development, the General Plan Update will include proposed land use changes guided by the City Council’s policy direction. These changes will help sustain the City’s future economic growth, attract quality jobs, and blend housing opportunities with the new retail economy. Ultimately, the General Plan will shape the City’s future while preserving the character of the community. Staff will present the updated General Plan for adoption this fiscal year.

The Public Communications division will continue using technology to engage with the community and increase engagement with residents. During the next fiscal year, the

City will begin broadcasting meetings on cable television, launch a new platform to communicate with residents during emergencies, and create multi-channelled campaigns on key issues such as emergency preparedness, traffic, crime prevention, and key public projects. The City will also leverage new technologies provided by the Civic Center Campus to upgrade its information technology infrastructure which will help support the operations of all City departments.

The City will continue to prioritize public safety through the Neighborhood Watch program, updating the Emergency Plan, and promoting crime prevention through the “Don’t Make it Easy” program. In the coming year, the City will continue developing the Community Emergency Response Team and host Basic Training classes that ensure residents have the tools and training necessary to handle emergency situations. The Orange County Sheriff’s Department will continue its enforcement and community policing programs to maintain the City’s low crime rate and high quality of life.

The Fiscal Year 2019-20 Budget is balanced and reflects appropriate measures to ensure prudent care of the City’s finances while maintaining high quality service levels to the community. It also fully funds the City’s cash reserves while delivering priority capital projects. For more information on department objectives and initiatives for the upcoming fiscal year, please see the department detail portion of the budget.

## **Revenues**

Looking forward, the City can expect an above-average increase in General Fund revenues in Fiscal Year 2019-20 as a result of property tax from the new developments. These estimates are based on current economic conditions, indicators, and the improving housing market. The Operating Budget for Fiscal Year 2019-20 forecasts General Fund revenues to be \$51.2 million, which is \$2.2 million (or 4.6%) above the Fiscal Year 2018-19 adopted budget.

As in past years, we have chosen to be conservative in estimating revenues for the upcoming fiscal year. Revenues may be realized at slightly higher or lower values, but staff believes the forecast should provide the City a conservative, comfortable range of expectations.

## **Expenditures**

General Fund operating expenditures are forecasted at \$49.6 million, a \$2.2 million (or 4.6%) increase from the adopted budget of \$47.4 million from Fiscal Year 2018-19. A brief explanation of changes by department is shown under the heading *Budget Analysis* in the Summary Section of the Budget.

As in previous budget documents, each department develops annual goals consistent with the City’s current Strategic Business Plan. Those various budget goals and objectives can be found in the departmental sections of the Budget.

## **Fund Balances**

After transfers, staff is projecting a \$12.7 million General Fund balance, an increase of \$4.2 million from the adopted budget of \$8.5 million from Fiscal Year 2018-19. Also, pursuant to City Council's direction, General Fund reserves will remain fully funded, and the City will continue to be in solid financial condition.

## **Capital Projects**

The City provides for capital projects in a separate two-year capital budget. To provide a comprehensive picture of all City funds in the Budget, revenue and expenditure projections for capital projects for Fiscal Year 2019-20 are shown in addition to operating activity in summary form in the Summary of Revenues, Expenditures, Transfers, and Fund Balances.

## **Conclusion**

Throughout its history, while taking advantage of opportunities and meeting challenges, the City of Lake Forest has earned a strong reputation for solid conservative fiscal planning. The City has "lived within its means," maintained fully funded reserves despite the recent severe economic downturn, and planned for the future. This has allowed the City to continue to provide high-quality services and deliver important capital projects. During the next fiscal year, the City is poised to deliver another landmark capital project – the Lake Forest Civic Center – that will contribute to the high quality of life in Lake Forest for generations to come. The City's ability to provide important capital projects, while maintaining existing public facilities and infrastructure, is due to conservative fiscal policies, forward thinking, strategic planning, and attention to detail in the delivery of daily public services.

Overall, Fiscal Year 2019-20 will see the City maintaining its solid financial condition while continuing to provide superior service and delivering important capital projects to enhance the quality of life in Lake Forest.

Sincerely,



Debra D. Rose  
City Manager

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## Section Two

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## **OPERATING BUDGET ANALYSIS**

The following is a recap of major aspects of the Operating Budget (“Budget”). This analysis provides the City Council with a condensed picture of the overall Budget and an opportunity to point out changes from previous years.

### **REVENUES**

The following is a discussion of the revenues by category.

#### **TAXES**

2016-17 Actual	\$39,157,970
2017-18 Actual	41,096,296
2018-19 Budget	40,947,000
2019-20 Adopted	42,414,100

On an overall basis, taxes continue their steady growth.

City property taxes are projected at 7.0% growth (including residual from the project area) for Fiscal Year 2019-20 based on projections by the City’s property tax consultant. The growth is attributed to the Proposition 13 inflation adjustment, new sales of property, and the restoration of nearly all of the values reduced during the recession per Proposition 8.

All other tax revenues (Franchise Fees and Real Property Transfer Tax) are projected to increase 4.9% from the Fiscal Year 2018-19 adopted budget.

#### **LICENSES & PERMITS**

2016-17 Actual	\$4,143,619
2017-18 Actual	2,896,694
2018-19 Budget	2,378,000
2019-20 Adopted	2,653,000

Building permit revenues are projected to increase 11.6% from the Fiscal Year 2018-19 adopted budget primarily related to the anticipated permit activities from the development of new residential neighborhoods.

#### **FROM OTHER GOVERNMENTS**

2016-17 Actual	\$4,217,135
2017-18 Actual	5,702,333
2018-19 Budget	6,158,300
2019-20 Adopted	6,600,400

Revenues and grants from other governments are projected to increase 7.2% from the Fiscal Year 2018-19 adopted budget primarily related to the increased Gas Tax and Road Maintenance Rehab Account allocations.

### USER FEES & CHARGES

2016-17 Actual	\$39,360,465
2017-18 Actual	18,789,230
2018-19 Budget	8,542,100
2019-20 Adopted	22,660,250

Revenue from User Fees and Charges are expected to increase 165.3% from the Fiscal Year 2018-19 adopted budget primarily related to the anticipated permit activities from the development of new residential neighborhoods.

### FINES & FORFEITURES

2016-17 Actual	\$421,998
2017-18 Actual	427,083
2018-19 Budget	437,000
2019-20 Adopted	410,000

No significant changes are anticipated.

### USE OF MONEY & PROPERTY

2016-17 Actual	\$639,668
2017-18 Actual	1,536,423
2018-19 Budget	2,208,800
2019-20 Adopted	1,151,100

There are three primary components in this category. Investment earnings and City leased property (Golf Course and Horse Stables), and disposed of property. Interest rates continue a slow raise from their historically low levels. Staff will continue to keep an eye on the direction of the Federal Reserve Board and any rate adjustments. The receipts are projected to decrease 47.9% from the Fiscal Year 2018-19 adopted budget, primarily due to one-time receipt from the sale of property.



## OTHER REVENUE

2016-17 Actual	\$1,266,241
2017-18 Actual	1,360,213
2018-19 Budget	160,400
2019-20 Adopted	132,600

Receipts in this category are often irregular or one-time items. The receipts are projected to decrease 17.3% from the Fiscal Year 2018-19 adopted budget, primarily due to one-time reimbursements from developers and state mandated claims in Fiscal Year 2018-19.

## EXPENDITURES

The amounts listed for each department include City and Housing Authority expenditures.

### CITY COUNCIL

2016-17 Actual	\$67,709
2017-18 Actual	57,319
2018-19 Budget	66,300
2019-20 Adopted	65,400

### CITY MANAGER

2016-17 Actual	\$1,354,424
2017-18 Actual	1,406,276
2018-19 Budget	1,587,900
2019-20 Adopted	1,515,600

### CITY CLERK

2016-17 Actual	\$769,888
2017-18 Actual	1,066,819
2018-19 Budget	787,500
2019-20 Adopted	730,400

### CITY ATTORNEY

2016-17 Actual	\$1,222,391
2017-18 Actual	997,215
2018-19 Budget	1,318,000
2019-20 Adopted	1,351,000

FINANCE

2016-17 Actual	\$4,163,343
2017-18 Actual	6,674,413
2018-19 Budget	10,520,600
2019-20 Adopted	2,777,800

COMMUNITY DEVELOPMENT

2016-17 Actual	\$4,897,652
2017-18 Actual	4,064,611
2018-19 Budget	4,596,500
2019-20 Adopted	4,485,800

PUBLIC WORKS

2016-17 Actual	\$12,007,222
2017-18 Actual	13,224,649
2018-19 Budget	14,084,900
2019-20 Adopted	15,261,900

MANAGEMENT SERVICES

2016-17 Actual	\$1,509,676
2017-18 Actual	1,648,720
2018-19 Budget	2,225,600
2019-20 Adopted	2,468,500

COMMUNITY SERVICES

2016-17 Actual	\$3,664,054
2017-18 Actual	3,817,434
2018-19 Budget	4,267,100
2019-20 Adopted	4,812,500

POLICE SERVICES

2016-17 Actual	\$17,037,231
2017-18 Actual	17,884,904
2018-19 Budget	18,349,300
2019-20 Adopted	19,233,200

## VEHICLE REPLACEMENT

2016-17 Actual	\$46,218
2017-18 Actual	39,132
2018-19 Budget	106,200
2019-20 Adopted	77,000

## FUND ANALYSIS-OPERATING BUDGET

Following is a discussion of some of the City's larger funds with material activity budgeted in Fiscal Year 2019-20. Capital project funds are excluded as they are governed by biennial capital budgets.

### GENERAL FUND

Revenues are projected at \$51.2 million (an increase of \$2.2 million or 4.6% from the Fiscal Year 2018-19 adopted budget). This increase is primarily related to the increased taxes and increases in certain revenue sources. More information regarding these increases is described in the revenue section above.

Operating expenditures are projected at \$49.6 million as compared to the Fiscal Year 2018-19 adopted budget amount of \$47.4 million (an increase of \$2.2 million or 4.6%). This increase is primarily related to normal departmental activity and changes in contracts.

Net interfund transfers out are projected at -\$0.4 million as compared to the Fiscal Year 2018-19 adopted budget amount of -\$16.6 million. In Fiscal Year 2019-20, net transfers provide adjustments for Reserves \$0.4 million.

This fund is expected to have available fund balances of \$12.7 million at the end of the year, with General Fund reserves fully funded.

### GAS TAX FUND

Revenues are projected at \$2.2 million, comparable to the Fiscal Year 2018-19 Budget of \$1.9 million. Expenditures are \$1.9 million in the Operating Budget and \$0.3 million in the Adopted 2019-21 Capital Improvement Projects Budget. At the end of the year, it is expected that the fund will have \$0.6 million remaining fund balance.

## ROAD MAINTENANCE REHAB FUND

Revenues are projected at \$1.4 million, the same as the Fiscal Year 2018-19 adopted budget. Expenditures are \$1.4 million in the Adopted 2019-21 Capital Improvement Projects Budget. At the end of the year, it is expected that the fund will have \$2,800 remaining fund balance.

## MEASURE M2 FUND

Revenues are projected at \$1.4 million (an increase of \$0.1 million from the Fiscal Year 2018-19 adopted budget). Expenditures are \$1.5 million in the Adopted 2019-21 Capital Improvement Projects Budget for slurry seal and repaving projects. At the end of the year, it is expected that the fund will have \$0.3 million remaining fund balance.

## AIR QUALITY IMPROVEMENT FUND

Revenues are projected to remain constant at \$0.1 million, the same as the Fiscal Year 2018-19 adopted budget. Expenditures are \$49,200 in the Operating Budget and \$18,000 in the Adopted 2019-21 Capital Improvement Projects Budget. This fund is expected to have available fund balances of \$0.2 million at the end of the year.

## POLICE GRANT FUNDS

These funds are balanced in regard to grant revenues and expenditures and the grant programs in Fiscal Year 2019-20 is the State COPS (Brulte) grant.

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Entitlement revenues and expenditures are based on the Fiscal Year 2019-20 Draft Plan submitted to the Department of Housing and Urban Development and approved by the City Council. In addition, revenues and expenditures from the rehabilitation loan program are included.

## HOUSING AUTHORITY FUND

Revenues are projected to be \$12,600. Expenditures are \$65,100 for ongoing programs and projects. The primary mission of the Authority is to advance the goals and objectives of the City's Housing Element and the Consolidated Plan.

## RESERVE FUNDS

In accordance with the Reserve Policy adopted by the City Council in February 2007, three types of reserves were established: 1) Undesignated (2/3 of 40% of General Fund revenues), 2) Economic Contingency (1/3 of 40% of General Fund revenues), and 3) Emergency Services. The projected balances at June 30, 2020, are as follows:

General Fund - Undesignated	\$ 13.7 million
Economic Contingency	6.8 million
Emergency Services	3.0 million

**SUMMARY OF REVENUES, EXPENDITURES, TRANSFERS, and FUND BALANCES**

	Available Fund Balances July 1, 2019		Revenues		Operating		Expenditures		Total		Revenues less Expenditures		Transfers/Loans		Available Fund Balances June 30, 2020	
	July 1, 2019	Revenues	Operating	Capital	Total	Expenditures	Total	Revenues less Expenditures	Transfers/Loans	Available Fund Balances June 30, 2020						
<b>General Fund</b>	\$11,513,900	\$51,201,850	\$49,643,700	\$0	\$49,643,700	\$1,558,150	\$12,671,250									
<b>Special Revenue Funds:</b>																
Gas Tax	509,100	2,242,100	1,915,300	282,500	2,197,800	44,300	553,400									
Road Maintenance Rehab Fund	-	1,406,800	-	1,404,000	1,404,000	2,800	2,800									
Measure M2	364,200	1,448,400	-	1,540,969	1,540,969	(92,569)	271,631									
Measure M2 Senior Mobility Grant	34,200	82,500	90,000	-	90,000	(7,500)	26,700									
Measure M2 Project V	-	254,800	254,800	-	254,800	-	-									
Air Quality Improvement	128,300	114,500	49,200	18,000	67,200	47,300	175,600									
Suppl. Law Enforcement Grant	119,200	125,000	125,000	-	125,000	-	119,200									
Beverage Recycling Grant	23,200	21,300	21,500	-	21,500	(200)	23,000									
Waste Recycling Grant	1,800	43,000	44,800	-	44,800	(1,800)	-									
CDBG	-	565,200	432,700	132,500	565,200	-	-									
Housing Authority	1,268,500	12,600	65,100	-	65,100	(52,500)	1,216,000									
Certified Access Specialist (CASp)	-	5,000	5,000	-	5,000	-	-									
<b>Special Revenue Subtotal</b>	<b>2,448,500</b>	<b>6,321,200</b>	<b>3,003,400</b>	<b>3,377,969</b>	<b>6,381,369</b>	<b>(60,169)</b>	<b>2,388,331</b>									
<b>Debt Service Fund:</b>																
Financing Authority	-	-	-	-	-	-	-									
<b>Total Operating Budget</b>	<b>13,962,400</b>	<b>57,523,050</b>	<b>52,647,100</b>	<b>3,377,969</b>	<b>56,025,069</b>	<b>1,497,981</b>	<b>15,059,581</b>									
<b>Capital Project Funds:</b>																
City Facilities Fee Maintenance	-	294,900	-	-	-	294,900	-									
Capital Improvement Projects	3,273,800	175,000	-	1,374,375	1,374,375	(1,199,375)	2,074,425									
Foothill Circulation Phasing Plan	246,300	2,310,000	-	550,000	550,000	1,760,000	2,006,300									
City Facilities Replacement	2,490,900	-	55,000	-	55,000	(55,000)	2,730,800									
Park Development	386,500	681,700	-	-	-	681,700	1,068,200									
Affordable Housing	5,560,700	561,800	-	-	-	561,800	6,122,500									
OSA Capital Projects	(7,116,350)	13,285,000	-	-	-	13,285,000	6,168,650									
City Facilities Capital Improvement	-	-	-	-	-	-	-									
Lake Forest Transportation Mitigation	6,539,300	1,097,600	-	1,810,300	1,810,300	(712,700)	5,826,600									
<b>Subtotal</b>	<b>11,381,150</b>	<b>18,406,000</b>	<b>55,000</b>	<b>3,734,675</b>	<b>3,789,675</b>	<b>14,616,325</b>	<b>25,997,475</b>									
<b>Reserve Funds:</b>																
General (Designated)	-	-	-	-	-	-	-									
General (Undesignated)	13,386,600	-	-	-	-	-	13,653,800									
Economic Contingency	6,693,300	-	-	-	-	-	6,826,900									
Emergency Services	3,000,000	-	-	-	-	-	3,000,000									
Infrastructure	5,156,800	-	-	1,799,156	1,799,156	(1,799,156)	3,357,644									
Neighborhood Park Improvement	6,700,000	-	-	3,150,000	3,150,000	(3,150,000)	3,550,000									
Other Post-Employment Benefits Trust	519,700	-	-	-	-	-	519,700									
Pension Rate Stabilization Trust	1,224,100	-	-	-	-	-	1,224,100									
<b>Subtotal</b>	<b>36,680,500</b>	<b>-</b>	<b>-</b>	<b>4,949,156</b>	<b>4,949,156</b>	<b>(4,949,156)</b>	<b>32,132,144</b>									
<b>Internal Service Fund:</b>																
Vehicle Replacement	450,300	92,400	77,000	-	77,000	15,400	465,700									
<b>Subtotal All City Funds</b>	<b>62,474,350</b>	<b>76,021,450</b>	<b>52,779,100</b>	<b>12,061,800</b>	<b>64,840,900</b>	<b>11,180,550</b>	<b>73,654,900</b>									
<b>Grand Total All Funds</b>	<b>\$62,474,350</b>	<b>\$76,021,450</b>	<b>\$52,779,100</b>	<b>\$12,061,800</b>	<b>\$64,840,900</b>	<b>\$11,180,550</b>	<b>\$73,654,900</b>									

# SUMMARY OF FINANCIAL RESERVE FUNDS

## FISCAL YEAR 2019-20

Description	Balance June 30, 2019	Balance June 30, 2020
General (Designated):		
Cable Grant - Public Education and Government (PEG)	\$950,900	\$0
Total General (Designated)	\$950,900	\$0
General (Undesignated) <sup>1</sup>	13,056,000	13,653,800
Economic Contingency <sup>2</sup>	6,528,000	6,826,900
Emergency Services <sup>3</sup>	3,000,000	3,000,000
Infrastructure	7,000,000	3,357,644
Neighborhood Park Improvement	7,000,000	3,550,000
Other Post-Employment Benefits Trust	508,600	519,700
Pension Rate Stabilization Trust	1,150,200	1,224,100
Total Financial Reserves	\$39,193,700	\$32,132,144

<sup>1</sup> 2/3 of 40% of General Fund revenues per the Reserve Policy

<sup>2</sup> 1/3 of 40% of General Fund revenues per the Reserve Policy

<sup>3</sup> Per approved reserve level as of June 30, 2016

**CARRYOVER APPROPRIATIONS OVER \$100,000  
FISCAL YEAR 2017-18 INTO FISCAL YEAR 2018-19**

Description	Fund	Carryover Appropriation
Contract Services - General Plan Update	Capital Improvement Projects	\$250,000
New Shade Structures for Parks	Capital Improvement Projects	179,153
Traffic Signal System Upgrades	Capital Improvement Projects	332,714
Street Resurfacing and Slurry Seal	Capital Improvement Projects	976,916
I-5 Interchange Signs	Capital Improvement Projects	396,600
Portola Park	Capital Improvement Projects	4,182,793
Veterans Park	Capital Improvement Projects	927,791
Neighborhood Park Renovations	Capital Improvement Projects	291,047
Americans with Disabilities Act Access Ramp Improvements (Phase 11)	Capital Improvement Projects	143,980
Lake Forest Civic Center	Capital Improvement Projects	44,955,826
Alton Parkway/Irvine Boulevard Modification	Capital Improvement Projects	154,875
Bake/Irvine Boulevard Modification	Capital Improvement Projects	307,167
Total Carryover Appropriations Over \$100,000		<u>\$53,098,862</u>
Total Carryover Appropriations		<u>\$53,735,907</u>

<sup>1</sup>These carryover appropriations were approved by the City Council on November 20, 2018.

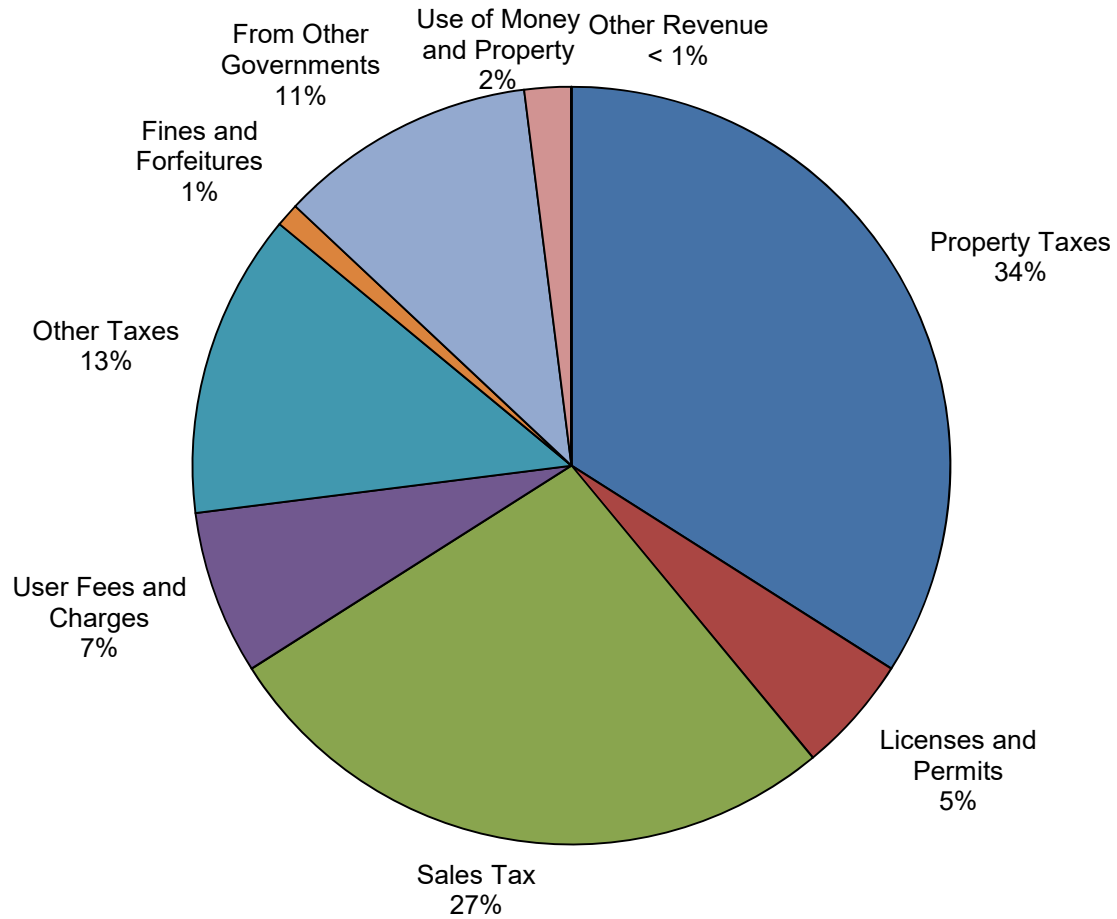


# SUMMARY OF REVENUES - ALL FUNDS

Description	Actual 2016-17	Actual 2017-18	Adopted Budget 2018-19	Adopted Budget 2019-20
Property Taxes	\$16,650,642	\$17,646,088	\$18,461,000	\$19,750,100
Sales Tax	15,639,800	16,051,061	15,500,000	15,500,000
Other Taxes	6,867,528	7,399,147	6,986,000	7,164,000
Licenses and Permits	4,143,619	2,896,694	2,378,000	2,653,000
From Other Governments	4,217,135	5,702,333	6,158,300	6,600,400
User Fees and Charges	39,360,465	18,789,230	8,542,100	22,660,250
Fines and Forfeitures	421,998	427,083	437,000	410,000
Use of Money and Property	639,668	1,536,423	2,208,800	1,151,100
Other Revenue	1,266,241	1,360,213	160,400	132,600
<b>Total All Funds</b>	<b>89,207,096</b>	<b>71,808,272</b>	<b>60,831,600</b>	<b>76,021,450</b>
<b>Less Capital Project Revenues</b>	<b>(36,998,214)</b>	<b>(16,540,293)</b>	<b>(5,160,800)</b>	<b>(18,498,400)</b>
<b>Grand Total All City Operating Funds</b>	<b><u>\$52,208,882</u></b>	<b><u>\$55,267,979</u></b>	<b><u>\$55,670,800</u></b>	<b><u>\$57,523,050</u></b>

# SUMMARY OF REVENUES - ALL FUNDS<sup>1</sup>

## FISCAL YEAR 2019-20



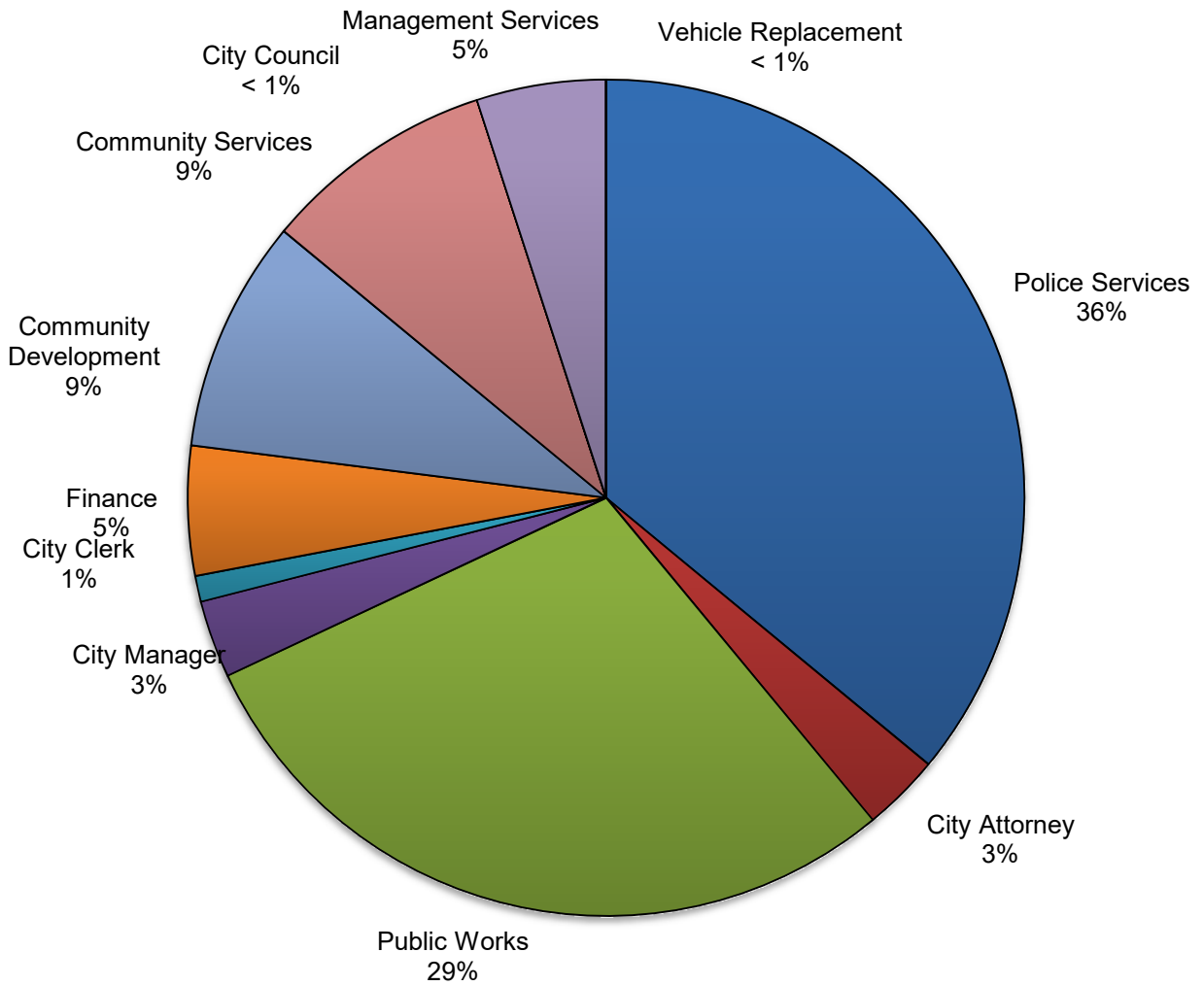
<sup>1</sup> Excludes all revenues in capital projects funds

# SUMMARY OF EXPENDITURES BY DEPARTMENT

Department	Actual 2016-17	Actual 2017-18	Adopted Budget 2018-19	Adopted Budget 2019-20
City Council	\$67,709	\$57,319	\$66,300	\$65,400
City Manager	1,354,424	1,406,276	1,587,900	1,515,600
City Clerk	769,888	1,066,819	787,500	730,400
City Attorney	1,222,391	997,215	1,318,000	1,351,000
Finance	4,163,343	6,674,413	10,520,600	2,777,800
Community Development	4,897,652	4,064,611	4,596,500	4,485,800
Public Works	12,007,222	13,224,649	14,084,900	15,261,900
Management Services	1,509,676	1,648,720	2,225,600	2,468,500
Community Services	3,664,054	3,817,434	4,267,100	4,812,500
Police Services	17,037,231	17,884,904	18,349,300	19,233,200
Vehicle Replacement	46,218	39,132	106,200	77,000
Total Operating Expenditures	46,739,808	50,881,492	57,909,900	52,779,100
Capital Projects	9,912,818	27,662,857	25,901,000	12,061,800
Grand Total All City Funds	<u>\$56,652,626</u>	<u>\$78,544,349</u>	<u>\$83,810,900</u>	<u>\$64,840,900</u>

# SUMMARY OF EXPENDITURES BY DEPARTMENT<sup>1</sup>

## FISCAL YEAR 2019-20



<sup>1</sup> Excludes capital improvement projects

# PERSONNEL SUMMARY

Department	2017-18 Authorized		2018-19 Authorized		2019-20 Authorized	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
<u>City Manager:<sup>1</sup></u>						
<u>City Manager Division:</u>						
City Manager	1		1		1	
Assistant City Manager	0.7		1		1	
Assistant to the City Manager	1		1		1	
Executive Assistant	1		1		1	
Management Assistant	1		1		-	
Intern						1,000
Subtotal	4.7	0	5	0	4	1,000
<u>Economic Development Division:</u>						
Deputy City Manager	1		-		-	
Economic Development/Housing Manager	1		1		1	
Management Analyst	1		1		1	
Management Assistant	1		-		-	
Administrative Specialist	1		-		-	
Intern		1,920		1,920		1,920
Subtotal	5	1,920	2	1,920	2	1,920
City Manager total	9.7	1,920	7	1,920	6	2,920
<u>City Clerk:</u>						
City Clerk	1		1		1	
Assistant City Clerk	1		1		1	
Administrative Specialist	1		1		1	
Records Specialist	1		1		1	
Senior Office Specialist	1		1		1	
Subtotal	5	0	5	0	5	0
<u>Finance:</u>						
Assistant City Manager	0.3		-		-	
Director of Finance / City Treasurer	-		1		1	
Assistant Director of Finance	1		-		-	
Accounting Manager	-		1		1	
Senior Accountant	1		1		1	
Management Analyst	1		1		1	
Accountant	1	1,040	1	1,040	1	1,500
Senior Accounting Technician	1		1		1	
Accounting Technician	1		1		1	

# PERSONNEL SUMMARY

Department	2017-18 Authorized		2018-19 Authorized		2019-20 Authorized	
	Part		Part		Part	
	Full Time	Hours	Full Time	Hours	Full Time	Hours
<u>Finance (continued):</u>						
Cashier	-		-		1	
Subtotal	6.3	1,040	7.0	1,040	8.0	1,500
<u>Community Development:<sup>2</sup></u>						
Director of Community Development	1		1		1	
Assistant Director of Community Development	-		1		1	
Planning Manager	1		-		-	
Senior Planner	2		2		2	
Associate Planner	1		1		1	
Assistant Planner	1		1		1	
Administrative Specialist	1		1		1	
Senior Building Permit Technician	1		1		1	
Public Safety Manager	0.25		-		-	
Code Enforcement Supervisor	1		1		1	
Code Enforcement Officer	2		2		2	
Community Preservation Technician	1		-		-	
Management Analyst	-		1		1	
Records Specialist		1,040		1,040		1,000
Intern		1,040		1,040		1,000
Subtotal	12.3	2,080	12	2,080	12	2,000
<u>Public Works:</u>						
Director of Public Works/City Engineer	1		1		1	
Engineering Services Manager/ Assistant City Engineer	1		1		1	
Public Works Maintenance Manager	1		1		1	
Traffic Engineering Manager	1		1		1	
Facilities Maintenance Manager	-		1		1	
Facilities Maintenance Supervisor	1		1		1	
Principal Civil Engineer	1		1		1	
Environmental Manager	1		1		1	
Water Quality Inspector	1		1		1	
Street Maintenance Inspector	1		1		1	
Administrative Specialist	1		1		1	
Engineering Technician	1		1		1	

# PERSONNEL SUMMARY

Department	2017-18 Authorized		2018-19 Authorized		2019-20 Authorized	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
<u>Public Works (continued):</u>						
Senior Landscape Inspector	1		1		1	
Landscape Inspector	1		1		2	
Management Analyst	1		1		2	
Management Assistant	1		1		-	
Management Aide	1		1		1	
Intern		1,040		1,040		1,000
Subtotal	16	1,040	17	1,040	18	1,000
<u>Management Services:</u>						
Director of Management Services	1		1		1	
Information Technology Manager	1		1		1	
Human Resources Manager	1		1		1	
Senior Communications & Marketing Analyst	1		1		1	
GIS/Applications Analyst	1		1		1	
Information Technology Analyst	-		-		1	
Management Analyst	1		1		1	
Public Relations Specialist	1		1		1	
Intern		1,040		1,040		1,000
Subtotal	7	1,040	7	1,040	8	1,000
<u>Community Services:</u>						
Director of Community Services	1		1		1	
Recreation Manager	2		2		2	
Management Analyst	-		1		1	
Senior Recreation Supervisor	2		2		4	
Recreation Supervisor	4		4		4	
Facilities Maintenance Specialist	1		1		1	
Administrative Specialist	1		1		1	
Recreation Coordinator		7,200		7,200		9,600
Recreation Specialist		13,925		13,925		22,925
Senior Recreation Leader		20,000		20,000		21,000
Recreation Leader		19,900		19,900		28,900
Subtotal	11	61,025	12	61,025	14	82,425

# PERSONNEL SUMMARY

Department	2017-18 Authorized		2018-19 Authorized		2019-20 Authorized	
	Part		Part		Part	
	Full Time	Hours	Full Time	Hours	Full Time	Hours
<u>Police Services:</u>						
Public Safety Manager	0.75		1		1	
Subtotal	<u>0.75</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>
City Total	<u><u>68</u></u>	<u><u>68,145</u></u>	<u><u>68</u></u>	<u><u>68,145</u></u>	<u><u>72</u></u>	<u><u>90,845</u></u>

<sup>1</sup> In Fiscal Year 2018-19, the Economic Development Division is included in the City Manager's Office as a result of the structural modification to the City's Organizational Chart. The Economic Development activity is reflected retroactively in the City Manager's Office.

<sup>2</sup> In Fiscal Year 2018-19, the Code Enforcement Division is included in the Community Development's Office as a result of the structural modification to the City's Organizational Chart. The Code Enforcement activity is reflected retroactively in the Community Development Department.



# Section Three

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### Description

### Section-Page

Combined Program Revenues

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# COMBINED PROGRAM REVENUES

Description	Actual 2016-17	Actual 2017-18	Adopted Budget 2018-19	Adopted Budget 2019-20
<b>General Fund</b>				
<b>Taxes</b>				
Property Taxes - City:				
Secured	\$8,246,361	\$8,654,274	\$9,100,000	\$9,700,000
Unsecured	239,320	263,701	250,000	250,000
Supplemental	225,665	263,342	200,000	200,000
Prior Year	54,153	50,228	60,000	60,000
Homeowners' Exemptions	48,690	48,012	50,000	50,000
Penalties and Interest	15,890	14,497	18,000	18,000
Other Revenues	38,475	42,970	30,000	30,000
Property Taxes - Lighting District:				
Secured	656,141	668,153	675,000	675,000
Unsecured	17,929	19,214	19,000	19,000
Supplemental	16,916	19,283	14,000	14,000
Prior Year	4,166	3,763	4,000	4,000
Homeowners' Exemptions	3,648	3,515	3,800	3,800
Penalties and Interest	1,222	1,086	1,000	1,000
Other Revenues	3,083	3,451	2,200	2,200
Property Taxes - Motor				
Vehicle In-Lieu Backfill	7,078,983	7,590,599	8,034,000	8,723,100
Sales and Use Taxes	15,639,800	16,051,061	15,500,000	15,500,000
Transient Occupancy Tax	3,775,297	3,809,393	3,851,000	3,875,000
Real Property Transfer Tax	737,101	1,083,030	750,000	750,000
Gaming Tax	61,448	61,471	64,000	64,000
Franchise Fees	2,293,682	2,445,253	2,321,000	2,475,000
Subtotal	39,157,970	41,096,296	40,947,000	42,414,100
<b>Licenses and Permits</b>				
Building Permit Fees	4,140,719	2,893,694	2,375,000	2,650,000
Sign Permits	2,900	3,000	3,000	3,000
Subtotal	4,143,619	2,896,694	2,378,000	2,653,000
<b>From Other Governments</b>				
Excess DMV Fees	37,590	44,706	35,000	37,000
MWDOC Grant	14,528	-	-	-
Project V Local Match	645	3,415	-	-
Pet Adoption Program	-	15,000	15,000	-
Census Luca Grant	-	15,000	-	-

# COMBINED PROGRAM REVENUES

Description	Actual 2016-17	Actual 2017-18	Adopted Budget 2018-19	Adopted Budget 2019-20
Waste Disposal Agreement	132,214	194,379	217,900	199,400
Subtotal	184,977	272,500	267,900	236,400
 <b><i>User Fees and Charges</i></b>				
Plan Check Fees	814,577	682,198	465,000	494,000
Fire Plan Check Fees	4,680	3,745	5,000	5,000
Planning/Zoning Fees	307,162	295,407	390,000	631,500
Massage Permit Fees	5,250	1,800	5,000	5,000
Engineering Fees	1,884,005	2,584,509	1,990,800	2,408,750
Park Reservation Fees	19,675	16,960	18,000	16,000
Community Events Fees	43,236	48,591	55,000	45,000
Facility Rentals	3,763	1,760	1,000	5,000
Teen Programs	38,717	35,037	32,000	36,000
Senior Programs	21,076	13,677	22,000	22,000
Excursions	902	432	-	-
Recreation Classes	195,824	190,637	160,000	185,000
Youth Programs	62,705	65,607	75,000	75,000
Sports Programs	85,100	103,758	86,000	90,000
Sports Tournaments	17,530	16,580	19,000	19,000
Sports Field Reservation	90,286	135,319	105,000	115,000
Open Gym	11,281	20,025	20,000	18,000
Kids Factory Fees	48,185	54,995	43,000	55,000
Passport Fees	29,702	38,477	20,000	30,000
Filming Fees	25	1,389	1,500	1,000
Classes	17,993	29,700	18,000	25,000
Contests	-	2,420	1,400	1,400
Camps	44,234	40,115	60,000	60,000
Skate Park Programs	9,567	12,332	22,000	17,000
Non-Resident Card Fees	57,030	49,965	62,000	62,000
Merchandise Sales	23,990	27,336	35,000	30,000
Sponsorships	7,507	7,514	3,000	3,000
Hometown Hero Program	-	-	2,000	2,000
Notary Fees	180	160	100	100
Imaging Fees	29,561	26,930	24,000	27,500
Copies and Maps	48	47	100	100
Subtotal	3,873,791	4,507,422	3,740,900	4,484,350

# COMBINED PROGRAM REVENUES

Description	Actual 2016-17	Actual 2017-18	Adopted Budget 2018-19	Adopted Budget 2019-20
<b><i>Fines and Forfeitures</i></b>				
Motor Vehicles Code Fines	290,248	264,185	305,000	275,000
Local Ordinance Violations	131,750	162,898	132,000	135,000
Subtotal	421,998	427,083	437,000	410,000
<b><i>Use of Money and Property</i></b>				
Leases	114,290	114,949	129,000	129,000
Interest Income	313,880	1,048,530	907,200	750,000
Subtotal	428,170	1,163,479	1,036,200	879,000
<b><i>Other Revenue</i></b>				
State Mandated Claims	49,504	39,960	79,000	50,000
Legal Settlements	6,180	1,729	-	-
Reimbursements	133,881	124,058	-	-
Shop and Dine	29,054	22,396	21,000	25,000
Donations	319	3,004	-	-
Senior Donations	426	-	-	-
Admin Fee	665	640	-	-
Other Revenue	910	20,993	53,000	50,000
Subtotal	220,939	212,780	153,000	125,000
<b>General Fund Total</b>	<b>48,431,464</b>	<b>50,576,254</b>	<b>48,960,000</b>	<b>51,201,850</b>
<b>Special Revenue Funds</b>				
<b><i>Gas Tax Fund</i></b>				
Section 2105	471,484	460,893	497,000	472,000
Section 2106	307,731	307,377	320,100	311,500
Section 2107	597,765	599,823	616,900	619,800
Section 2107.5	7,500	7,500	7,500	7,500
Section 2103	223,960	330,742	325,000	723,600
Loan Repayment	-	96,552	96,500	95,700
Interest Income	17,154	25,925	20,100	12,000
Reimbursements	-	30,921	-	-
Subtotal	1,625,594	1,859,733	1,883,100	2,242,100

# COMBINED PROGRAM REVENUES

Description	Actual 2016-17	Actual 2017-18	Adopted Budget 2018-19	Adopted Budget 2019-20
<b>Road Maintenance</b>				
<b>Rehab Fund</b>				
Road Maintenance				
Rehab Account	-	497,658	1,410,300	1,404,300
Interest Income	-	1,008	300	2,500
Subtotal	-	498,666	1,410,600	1,406,800
<b>Measure M2 Fund</b>				
Turnback Allocation	1,322,218	1,361,772	1,390,600	1,440,900
Interest Income	9,835	2,922	6,800	7,500
Subtotal	1,332,053	1,364,694	1,397,400	1,448,400
<b>Measure M2 Senior</b>				
<b>Mobility Program Fund</b>				
OCTA Senior Mobility Grant	66,512	68,617	66,900	69,400
Fare Revenue	9,220	10,347	10,000	12,500
Interest Income	488	688	600	600
Subtotal	76,220	79,652	77,500	82,500
<b>Measure M2 Project V Fund</b>				
OCTA Project V Program	-	109,017	252,300	254,800
Subtotal	-	109,017	252,300	254,800
<b>Air Quality Improvement Fund</b>				
Air Quality Management				
District Fees	107,153	108,945	104,000	110,000
Interest Income	3,774	6,853	5,500	4,500
Subtotal	110,927	115,798	109,500	114,500
<b>Police Grants Fund</b>				
Brulte/Justice Assistance				
Grants	129,226	244,225	125,000	125,000
Subtotal	129,226	244,225	125,000	125,000
<b>Beverage Recycling Fund</b>				
Beverage Grant	41,635	21,264	21,300	21,300
Subtotal	41,635	21,264	21,300	21,300

# COMBINED PROGRAM REVENUES

Description	Actual 2016-17	Actual 2017-18	Adopted Budget 2018-19	Adopted Budget 2019-20
<b><i>Waste Recycling Fund</i></b>				
Waste Grant	41,004	42,111	43,000	43,000
Subtotal	41,004	42,111	43,000	43,000
<b><i>Community Development Block Grant Fund</i></b>				
Entitlement Grant	409,652	340,660	499,000	565,200
Loan Interest	195	144	-	-
Subtotal	409,847	340,804	499,000	565,200
<b><i>Housing Authority Fund</i></b>				
Interest Income	3,664	5,701	4,700	5,000
Reimbursements	7,248	7,300	7,400	7,600
Sale of Property	-	-	880,000	-
Subtotal	10,912	13,001	892,100	12,600
<b><i>CASp Fund</i></b>				
CASp Fee	-	2,760	-	5,000
Subtotal	-	2,760	-	5,000
<b>Special Revenue</b>				
<b>Funds Total</b>	3,777,418	4,691,725	6,710,800	6,321,200
<b>Capital Projects Funds</b>				
<b><i>Capital Improvement Projects Fund</i></b>				
Orange County Transportation Authority				
Grants:				
CTFP	88,791	366,434	100,000	100,000
APM Federal	217,527	466,243	-	-
MWDOC	-	-	15,000	-
Interest Income	67,133	79,742	89,300	75,000
Other Revenue	29,979	-	-	-
Subtotal	403,430	912,419	204,300	175,000

# COMBINED PROGRAM REVENUES

Description	Actual 2016-17	Actual 2017-18	Adopted Budget 2018-19	Adopted Budget 2019-20
<b><i>Foothill Circulation Phasing Plan Capital Projects Fund</i></b>				
County Grants:				
FCPP	1,907,516	1,461,270	1,850,000	2,310,000
Subtotal	1,907,516	1,461,270	1,850,000	2,310,000
<b><i>Opportunities Study Area Capital Projects Fund</i></b>				
Impact Fees	17,860,811	4,600,763	1,500,000	13,285,000
Reimbursements	1,008,075	1,097,979	-	-
Subtotal	18,868,886	5,698,742	1,500,000	13,285,000
<b><i>City Facilities Capital Projects Fund</i></b>				
Impact Fees	7,335,534	4,626,758	-	-
Subtotal	7,335,534	4,626,758	-	-
<b><i>Affordable Housing Capital Improvement Projects Fund</i></b>				
Impact Fees	1,883,239	1,153,146	85,000	486,800
Interest Income	24,796	68,135	53,200	75,000
Subtotal	1,908,035	1,221,281	138,200	561,800
<b><i>Park Development/ Construction Fund</i></b>				
Impact Fees	4,019,625	1,250,271	120,000	646,700
Interest Income	37,617	99,004	45,200	35,000
Subtotal	4,057,242	1,349,275	165,200	681,700
<b><i>City Facilities Fee Maintenance Fund</i></b>				
Impact Fees	682,293	351,905	250,000	294,900
Subtotal	682,293	351,905	250,000	294,900
<b><i>LFTM Intersection Improvement Fund</i></b>				
Impact Fees	1,718,936	710,880	915,000	1,042,600
Interest Income	41,842	83,830	66,900	55,000
Subtotal	1,760,778	794,710	981,900	1,097,600



# COMBINED PROGRAM REVENUES

Description	Actual 2016-17	Actual 2017-18	Adopted Budget 2018-19	Adopted Budget 2019-20
<b>Capital Projects Funds Total</b>	<u>36,923,714</u>	<u>16,416,360</u>	<u>5,089,600</u>	<u>18,406,000</u>
<b><i>Internal Service Fund</i></b>				
Vehicle Replacement Charges	69,500	112,700	71,200	92,400
Insurance Proceeds	-	11,233	-	-
Gain on Sale of Fixed Asset	5,000	-	-	-
Subtotal	<u>74,500</u>	<u>123,933</u>	<u>71,200</u>	<u>92,400</u>
<b>Internal Service Fund Total</b>	<u>74,500</u>	<u>123,933</u>	<u>71,200</u>	<u>92,400</u>
<b>Grand Total All Funds</b>	<u>\$89,207,096</u>	<u>\$71,808,272</u>	<u>\$60,831,600</u>	<u>\$76,021,450</u>

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# Section Four

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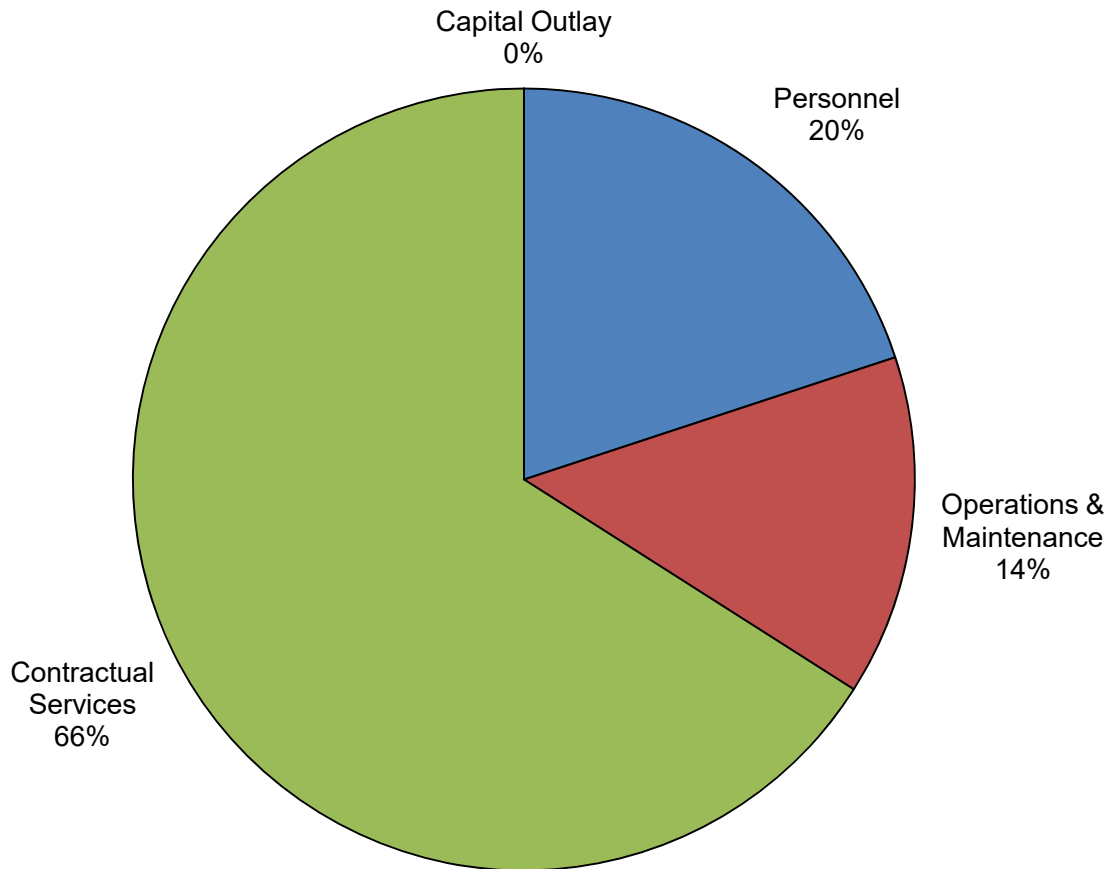
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# SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY

Department	Personnel	Operations & Maintenance	Contract Services	Capital Outlay	Totals
City Council	\$45,600	\$19,800	\$0	\$0	\$65,400
City Manager	1,026,900	77,300	411,400	-	1,515,600
City Clerk	506,500	157,900	66,000	-	730,400
City Attorney	-	-	1,351,000	-	1,351,000
Finance	921,200	1,609,100	247,500	-	2,777,800
Community Development	1,513,700	147,700	2,824,400	-	4,485,800
Public Works	2,330,800	2,750,200	10,180,900	-	15,261,900
Management Services	1,061,600	661,200	676,200	69,500	2,468,500
Community Services	2,972,300	1,700,100	140,100	-	4,812,500
Police Services	118,300	284,200	18,830,700	-	19,233,200
Vehicle Replacement	-	-	-	77,000	77,000
<b>TOTALS</b>	<b>\$10,496,900</b>	<b>\$7,407,500</b>	<b>\$34,728,200</b>	<b>\$146,500</b>	<b>\$52,779,100</b>

# SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY<sup>1</sup> FISCAL YEAR 2019-20



<sup>1</sup> Excludes capital improvement projects

## **CITY COUNCIL**

### ***DEPARTMENT DESCRIPTION***

The City Council is comprised of five Lake Forest residents elected by to serve a four-year terms. The City Council selects a Mayor and Mayor Pro Tem annually. As a general law city, the City Council is responsible for making policy decisions and providing guidance to issues related to the overall quality of life, which City staff then executes. It also represents the City with other governmental and non-governmental entities in a myriad of ways. The City Council also serves as the Housing Authority Board and the Board of Directors for the Rancho Cañada Financing Authority.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENTS***

1. Provided policy level guidance for the Lake Forest Civic Center project which included completing the parking deck structure as well as advancing the final phases of construction for Civic Center Drive, the Council Chamber/Performing Arts Theatre, City Hall, The Clubhouse, and the Community Center.
2. Retired the City's outstanding Alton Parkway Bond debt.
3. Certified the results of the City's first election based on district voting.
4. Provided policy level guidance to implement the Lake Forest Five Year Strategic Business Plan, Capital Improvement Projects Budget, and Annual Operating Budget.
5. Appointed commissioners to the Traffic and Parking Commission.
6. Provided policy level guidance to evaluate municipal alternatives to Orange County Animal Care Services for animal control and animal shelter services.
7. Provided policy direction to implement a security camera rebate program for neighborhood watch groups.
8. Provided policy level direction to facilitate the development and implementation of the 2018-20 Economic Development Action Plan.
9. Provided policy guidance regarding the General Plan Update.
10. Provided policy direction regarding community feedback for proposed park renovations included in Phase II of the Neighborhood Park Improvement Plan.
11. Provided policy direction regarding a settlement agreement to facilitate improvements and maintenance of Veterans Park.
12. Provided policy direction that facilitated the completion of improvements to Veterans Park, including the Veterans Memorial Monument.
13. Provided policy direction to adopt a Fee Policy and complete the Comprehensive Fee Study.

## **FISCAL YEAR 2019-20 MAJOR INITIATIVES**

1. Continue providing policy level guidance regarding City Council-initiated policy level discussions included in the City's Five-Year Strategic Plan.
2. Provide policy level guidance regarding the opening and operations of the Lake Forest Civic Center campus.
3. Provide policy level direction to revise City Council policies as desired.
4. Provide policy level guidance to advance completion and adoption of the 2040 General Plan.
5. Provide policy guidance to advance design of City parks included in the Phase II of the Neighborhood Park Improvement Plan.
6. Provide policy level guidance to maintain the City's transportation infrastructure through traffic mitigation projects and roadway improvements that preserve the City's pavement condition index.
7. Continue providing policy direction to enhance community safety, including proactive policing, community policing, neighborhood watch, parking enforcement, and educational campaigns.
8. Provide policy level direction regarding potential alternatives for the City's street sweeping services.
9. Provide policy level direction to expand and promote volunteer programs to increase resident engagement through programs a Senior Resident Volunteer Program and Youth in Government Day.
10. Provide policy level direction that continues supporting the local economy through the City's Business Development and Attraction efforts.
11. Provide policy direction to update and adopt the Five-Year Strategic Business Plan.



<b>CITY COUNCIL BUDGET OVERVIEW</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Personnel	\$40,713	\$45,210	\$45,000	\$45,600
Operations and Maintenance	26,996	12,109	20,300	19,800
Contract Services	-	-	1,000	-
Activity Total	\$67,709	\$57,319	\$66,300	\$65,400
 Funding Source:				
General Fund	\$67,709	\$57,319	\$66,300	\$65,400

<b>CITY COUNCIL BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
City Council/Board Members (5)	\$38,341	\$42,565	\$42,300	\$42,300
Medicare	543	601	600	600
Retirement	1,829	2,044	2,100	2,700
Subtotal	<u>40,713</u>	<u>45,210</u>	<u>45,000</u>	<u>45,600</u>
<u>Operations and Maintenance:</u>				
Travel, Conferences, Meetings	16,116	11,038	18,100	18,100
Operating Supplies	880	672	1,500	1,000
Special Supplies	-	372	-	-
Subscriptions and Books	-	27	700	700
Computer Maintenance and Supply	10,000	-	-	-
Subtotal	<u>26,996</u>	<u>12,109</u>	<u>20,300</u>	<u>19,800</u>
<u>Contract Services:</u>				
Miscellaneous	-	-	1,000	-
Subtotal	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>-</u>
Activity Total	<u>\$67,709</u>	<u>\$57,319</u>	<u>\$66,300</u>	<u>\$65,400</u>

## **CITY MANAGER**

### ***DEPARTMENT DESCRIPTION***

The City Manager is responsible for making policy recommendations to the City Council and implementing them as adopted. The City Manager serves as the Chief Executive Officer of the City and is responsible for daily operations and services to the community provided by various City departments. Additional duties include, but are not limited to: (1) Representing the City in legislative and regulatory matters; (2) Overseeing City operations and providing direction to the Executive Management Team, Opportunities Study Area Team, Development Coordination Committee, Parking Management Advisory Committee, and Neighborhood Enhancement Team; (3) Managing environmental issues; (4) Overseeing Annual Budget and Investment Policy; and (5) Working with other agencies to address regional issues.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENTS***

1. Provided executive leadership and management of the final phases of construction for Civic Center Drive and the Civic Center Campus.
2. Provided executive leadership related to the development of various City Council-initiated policy discussions, including the establishment of a Traffic and Parking Commission to continue planning for the City's transportation needs.
3. Provided executive oversight to transition the City to district-based elections.
4. Provided executive leadership implementing the Lake Forest Five Year Strategic Plan, Capital Improvement Projects Budget, and Annual Operating Budget.
5. Provided executive oversight to advance efforts to update the City's General Plan.
6. Continue providing executive oversight of the City's animal care program to improve service delivery to the community, including coordination between the Pet Adoption Center of Orange County and Orange County Animal Care.
7. Provided executive oversight to advance Phase II of the Neighborhood Park Improvement Plan.
8. Implemented the 2018-20 Economic Development Action Plan and the 2018-19 Business Development and Attraction Work Plan.
9. Established a regional partnership with five South Orange County cities which expanded business education and training opportunities to over 400 local entrepreneurs and business owners.
10. Implemented the new Ask Lake Forest system through the City's mobile app as well as a new agenda management system.
11. Implemented a security camera rebate program offering rebates to eligible residents participating in the Neighborhood Watch program.

12. Monitored proposed legislation that could potentially impact the City's sustainability into the future and recommended legislative positions to the City Council.
13. Continued working with the Orange County Sheriff's Department to monitor crime rates and trends and support public safety education program to enhance the safety of the community.
14. Provided executive leadership and coordination with the Executive Management Team to complete the 2018 Resident and Business Survey.
15. Finalized the sale of the Authority Parcel to Kingdom Hall which will provide additional funding for future affordable housing projects.
16. Managed and coordinated the development of a Fee Policy and Comprehensive Fee Study.

### ***FISCAL YEAR 2019-20 MAJOR INITIATIVES***

1. Continue providing executive leadership to staff regarding various City Council-initiated policy level strategic goals included in the City's Five-Year Strategic Plan.
2. Complete construction of the Civic Center Campus and implement a plan to relocate City Hall and begin operations at the new facilities.
3. Provide executive oversight for the implementation of new programming at the Civic Center Campus.
4. Provide executive oversight to finalize the 2040 General Plan Update.
5. Continue to monitor proposed legislation that could potentially impact the City's sustainability into the future and recommend legislative positions to the City Council.
6. Continue to oversee the City's Ask Lake Forest program and build on the City's mobile app by responding to resident questions and requests to ensure residents remain engaged and informed.
7. Continue providing executive oversight regarding citywide communications through The Leaflet, City websites, social media campaigns, and mobile applications.
8. Continue providing executive oversight related to transportation planning, traffic synchronization, and coordination of projects in the Capital Improvement Projects Budget.
9. Continue providing executive oversight to implement the capital project improvement plan for Phase II of the Neighborhood Park Improvement Plan.
10. Continue providing executive oversight to enhance community safety, including proactive policing, community policing, neighborhood watch, parking enforcement, and educational campaigns.
11. Continue prioritizing the City's economy by implementing the Economic Development Action Plan, the Business Development and Attraction Work Plan, and incentivizing redevelopment opportunities to Lake Forest.
12. Oversee and coordinate updates to the Five-Year Strategic Business Plan.

**CITY MANAGER  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Personnel	\$1,143,957	\$1,063,098	\$1,090,400	\$1,026,900
Operations and Maintenance	44,487	43,000	72,100	77,300
Contract Services	165,980	300,178	425,400	411,400
Activity Total	<u>\$1,354,424</u>	<u>\$1,406,276</u>	<u>\$1,587,900</u>	<u>\$1,515,600</u>
Funding Source:				
General Fund	\$1,333,040	\$1,231,010	\$1,335,600	\$1,260,800
Measure M2 Project V Fund	21,384	175,266	252,300	254,800
Total Positions:				
Full-Time <sup>1</sup>	9.0	9.7	7.0	6.0
Part-Time Hours	<u>1,560</u>	<u>1,920</u>	<u>1,920</u>	<u>2,920</u>

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Resident Requests</u>			
Ask Lake Forest Ticket Responses (City Manager)	115	150	115
Average # Calendar Days to Close out Tickets (City Manager)	4	4	4
Ask Lake Forest Tickets Reviewed (All Departments)	1,483	1,600	1,800
Average # Calendar Days to Close out Tickets (All Departments)	4	3	5
<u>City Council Agenda Preparation</u>			
Agenda Reports Reviewed and Approved	311	300	310
City Council-Initiated Items Presented	20	20	20
<u>Legislative Program</u>			
Legislative Bills Reviewed/Analyzed	30	30	30
State Legislative Bills Presented to City Council	12	10	10
<u>Efficiency</u>			
% of Departmental Objectives Accomplished	95%	95%	95%
<u>Effectiveness</u>			
% Resident Satisfaction with City Services	80%	80%	80%

**PERFORMANCE MEASURES (continued)**

<u>Description</u>	<u>Actual 2017-18</u>	<u>Adopted Budget 2018-19</u>	<u>Adopted Budget 2019-20</u>
<u>Economic Development</u>			
# of website visits per year	17,539	14,000	16,000
# of business visitations per year	15	18	15

<sup>1</sup> In Fiscal Year 2018-19, the Economic Development Division is included in the City Manager's Office as a result of the structural modification to the City's Organizational Chart. The Economic Development activity is reflected retroactively in the City Manager's Office.

<b>CITY MANAGER - ALL DIVISIONS BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$900,235	\$813,943	\$851,200	\$806,700
Part-Time Personnel	24,279	29,235	26,100	26,100
Medicare	12,487	11,431	12,800	12,000
Retirement	83,406	62,445	76,700	76,100
Health Insurance	123,550	146,044	123,600	106,000
Subtotal	1,143,957	1,063,098	1,090,400	1,026,900
<u>Operations and Maintenance:</u>				
Memberships and Dues	7,986	9,634	8,100	9,100
Training and Education	726	730	1,000	600
Travel, Conferences, Meetings	5,432	6,983	14,000	15,700
Auto Allowance	13,846	7,176	10,800	10,800
Mileage Reimbursement	380	268	800	800
Operating Supplies	941	788	1,200	1,200
Printing and Duplicating	383	172	600	600
Postage and Deliveries	6,343	9,149	10,100	10,100
Subscriptions and Books	5,382	3,197	8,900	8,900
Telephone and Other	-	837	400	400
Software Licenses/Maintenance	-	-	5,300	5,600
Vehicle Replacement	-	-	6,500	6,500
Vehicle Maintenance	-	2,491	2,700	5,300
Website Update Services	3,068	1,575	1,700	1,700
Subtotal	44,487	43,000	72,100	77,300
<u>Contract Services:</u>				
General	-	22,133	40,000	40,000
Economic Development	80,301	83,127	116,000	106,600
Communications	58,724	17,531	17,100	10,000
Project Expenditures	5,571	2,121	-	-
Project V Grant Program	21,384	175,266	252,300	254,800
Subtotal	165,980	300,178	425,400	411,400
Activity Total	\$1,354,424	\$1,406,276	\$1,587,900	\$1,515,600

<b>CITY MANAGER DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$633,164	\$624,384	\$666,700	\$608,800
Medicare	8,564	8,437	9,700	8,800
Retirement	59,042	50,112	60,800	57,900
Health Insurance	71,465	73,022	88,400	70,800
Subtotal	<u>772,235</u>	<u>755,955</u>	<u>825,600</u>	<u>746,300</u>
<u>Operations and Maintenance:</u>				
Memberships and Dues	2,120	3,596	1,900	2,300
Training and Education	50	355	300	300
Travel, Conferences, Meetings	2,539	4,094	11,000	12,700
Auto Allowance	10,085	5,791	7,800	7,800
Mileage Reimbursement	-	38	300	300
Operating Supplies	209	435	400	400
Printing and Duplicating	151	129	100	100
Postage and Deliveries	50	-	100	100
Subscriptions and Books	-	-	400	-
Telephone and Other	-	837	400	400
Vehicle Replacement	-	-	6,500	6,500
Vehicle Maintenance	-	2,491	2,700	5,300
Subtotal	<u>15,204</u>	<u>17,766</u>	<u>31,900</u>	<u>36,200</u>
<u>Contract Services:</u>				
General	-	22,133	40,000	40,000
Subtotal	<u>-</u>	<u>22,133</u>	<u>40,000</u>	<u>40,000</u>
Activity Total	<u>\$787,439</u>	<u>\$795,854</u>	<u>\$897,500</u>	<u>\$822,500</u>

Funding Source:

General Fund	\$787,439	\$795,854	\$897,500	\$822,500
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<b>ECONOMIC DEVELOPMENT DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$267,071	\$189,559	\$184,500	\$197,900
Part-Time Personnel	24,279	29,235	26,100	26,100
Medicare	3,923	2,994	3,100	3,200
Retirement	24,364	12,333	15,900	18,200
Health Insurance	52,085	73,022	35,200	35,200
Subtotal	<u>371,722</u>	<u>307,143</u>	<u>264,800</u>	<u>280,600</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	5,866	6,038	6,200	6,800
Training and Education	676	375	700	300
Travel, Conferences, Meetings	2,893	2,889	3,000	3,000
Auto Allowance	3,761	1,385	3,000	3,000
Mileage Reimbursement	380	230	500	500
Operating Supplies	732	353	800	800
Printing and Duplicating	232	43	500	500
Postage and Deliveries	6,293	9,149	10,000	10,000
Subscriptions and Books	5,382	3,197	8,500	8,900
Software Licenses/Maintenance	-	-	5,300	5,600
Website Update Services	3,068	1,575	1,700	1,700
Subtotal	<u>29,283</u>	<u>25,234</u>	<u>40,200</u>	<u>41,100</u>
<u>Contract Services:</u>				
Economic Development	80,301	83,127	116,000	106,600
Communications	58,724	17,531	17,100	10,000
Project Expenditures	5,571	2,121	-	-
Project V Grant Program	21,384	175,266	252,300	254,800
Subtotal	<u>165,980</u>	<u>278,045</u>	<u>385,400</u>	<u>371,400</u>
Activity Total	<u>\$566,985</u>	<u>\$610,422</u>	<u>\$690,400</u>	<u>\$693,100</u>
<u>Funding Source:</u>				
General Fund	\$545,601	\$435,156	\$438,100	\$438,300
Measure M2 Project V Fund	21,384	175,266	252,300	254,800

## **CITY CLERK**

### ***DEPARTMENT DESCRIPTION***

The City Clerk's Department oversees the preparation of the City Council agenda; records the City Council's actions in official minutes; maintains a legislative history; and is responsible for safeguarding official documents. The City Clerk is the elections officer for the City and is responsible for the administration of all general and special municipal elections; and the administrator and filing officer for the Fair Political Practices Commission and City of Lake Forest Conflict of Interest Code.

The City Clerk oversees the City's records management system that provides for the electronic research and storage of City records; manages public records pursuant to the California Public Records Act; accepts applications for U.S. Passports; provides Notary service to the public; manage the City's telephone switchboard; accepts and processes claims, summons, and subpoenas; accepts Deeds and Grants which convey an interest to the City; certifies documents; and maintains custody of the City Seal.

Additionally, the role of the City Clerk includes serving as Clerk of the City Council and Secretary to the Lake Forest Housing Authority, Successor Agency to the Lake Forest Redevelopment Agency and Rancho Cañada Financing Authority.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENTS***

1. Conducted November 6, 2018 General Municipal Election.
2. Facilitated the transition to District elections (i.e., public education, coordinating with the demographer and Registrar of Voters).
3. Partnered with the Registrar of Voters Office to increase voter registration and participation during the 2019 election year.
4. In coordination with Management Services facilitated training of new Agenda Automation Software (PrimeGov).
5. Collaborated in the migration of agenda items from obsolete agenda management system (SIRE).
6. Consolidated the contract management process.
7. Coordinated the Youth in Government Program, Volunteer Appreciation Luncheon and the Leadership Academy.
8. Initiated preparations for records consolidation project in anticipation of the move to the new Civic Center/City Hall.
9. Hosted an in-house City Clerk related training session in conjunction with the Management Services Training Schedule.

10. Continued archival scanning of interdepartmental historical records in ongoing effort to achieve 100% digital retention of public documents and facilitate public retrieval of official City records.

***FISCAL YEAR 2019-20 MAJOR INITIATIVES***

1. Coordinate physical move of vital records to the new Records Center at new City Hall/Civic Center.
2. Implement new audio and video equipment in the new Council Chamber for recording of City Council and Commission meetings.
3. Collaborate with Management Services to improve web content of City Council, City Clerk and Open Data web pages.
4. Release a Request for Proposal for a Document Imaging System.
5. Conduct training to Recording Secretary of Brown Act and applicable laws.
6. Continue to coordinate the Youth in Government Program, Volunteer Appreciation Luncheon and the Leadership Academy.
7. Continue to improve internal systems and processes to assure high quality services to the City Council, City Agencies, and the public.
8. Continue to accurately record and validate the proceedings of the City Council, and to provide for timely and thorough access to the public record.
9. Continue coordination of Little Free Library to increase civic engagement.
10. Continue archive scanning of interdepartmental historical records in ongoing effort to achieve 100% digital retention of public documents.

<b>CITY CLERK BUDGET OVERVIEW</b>
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<b>Expense Classification</b>	<b>Actual 2015-16</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Personnel	\$489,969	\$466,723	\$473,600	\$506,500
Operations and Maintenance	141,371	166,384	178,900	157,900
Contract Services	138,548	431,945	135,000	66,000
Capital Outlay	-	1,767	-	-
Activity Total	\$769,888	\$1,066,819	\$787,500	\$730,400
Funding Source:				
General Fund	\$769,888	\$1,066,819	\$787,500	\$730,400
Total Positions:				
Full-Time	5.0	5.0	5.0	5.0

<b>PERFORMANCE MEASURES</b>
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<b>Description</b>	<b>Actual <u>2017-18</u></b>	<b>Adopted Budget <u>2018-19</u></b>	<b>Adopted Budget <u>2019-20</u></b>
<u>Service Delivery</u>			
# of passport applications received	978	800	1000
% of passport applications accepted by U.S. Department of State without errors	100%	100%	100%
% of City Hall Operating Hours with Available Notary Public Service	100%	100%	100%
<u>Public Records</u>			
# of public records requests received	542	700	600
% responded to within the regulations of the Public Records Act	100%	100%	100%
% responded to electronically via imaged records	92%	95%	95%
% of vital records (minutes, resolutions, ordinances, agreements ) imaged within 10 days of signature	100%	100%	100%

<b>PERFORMANCE MEASURES (continued)</b>
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<b><u>Description</u></b>	<b><u>Actual 2017-18</u></b>	<b><u>Adopted Budget 2018-19</u></b>	<b><u>Adopted Budget 2019-20</u></b>
<b><u>Open Government</u></b>			
% of FPPC forms filed by statutory deadline	95%	100%	100%
% of City Council meeting videos posted	100%	100%	100%
% of City Council meeting actions posted online	100%	100%	100%
# of Agenda Items Processed (Resolutions, Ordinances, Minutes, Contracts etc.)	N/A	N/A	480
# of FPP - Statements of Economic Interest filed	N/A	N/A	101
# of FPPC - Campaign Contribution Reports filed	N/A	N/A	15
% of FPPC forms filed on web	N/A	N/A	100%

<b>CITY CLERK BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$364,476	\$337,377	\$344,400	\$373,100
Temporary Personnel	5,544	15,152	-	-
Overtime	4,159	8,461	5,200	5,200
Medicare	4,980	4,620	5,000	5,400
Retirement	30,833	23,409	31,000	34,800
Health Insurance	79,977	77,704	88,000	88,000
Subtotal	<u>489,969</u>	<u>466,723</u>	<u>473,600</u>	<u>506,500</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	63,457	65,288	66,100	66,900
Training and Education	3,586	127	4,400	4,400
Travel, Conferences, Meetings	6,044	8,174	7,700	8,700
Auto Allowance	4,800	2,215	3,000	4,800
Mileage Reimbursement	213	205	1,500	500
Operating Supplies	3,473	5,666	4,400	4,400
Special Supplies	5,819	6,237	7,000	7,000
Printing and Duplicating	-	253	1,300	1,000
Legal Advertising	19,823	34,031	21,000	20,000
Postage and Deliveries	37	37	500	500
Subscriptions and Books	501	533	2,100	2,100
Computer Maintenance/Supply	-	10,000	10,000	10,000
Software Licenses/Maintenance	33,618	33,618	49,900	27,600
Subtotal	<u>141,371</u>	<u>166,384</u>	<u>178,900</u>	<u>157,900</u>
<u>Contract Services:</u>				
Elections	45,743	374,754	60,000	-
Other	-	17,717	-	-
Citizens Academy	3,916	4,925	4,000	5,000
Codification	3,051	6,011	6,000	6,000
Records Management	85,838	28,538	65,000	55,000
Subtotal	<u>138,548</u>	<u>431,945</u>	<u>135,000</u>	<u>66,000</u>
<u>Capital Outlay:</u>				
Equipment	-	1,767	-	-
Subtotal	<u>-</u>	<u>1,767</u>	<u>-</u>	<u>-</u>
Activity Total	<u>\$769,888</u>	<u>\$1,066,819</u>	<u>\$787,500</u>	<u>\$730,400</u>

## **CITY ATTORNEY**

### ***DEPARTMENT DESCRIPTION***

The City Attorney acts as legal advisor to the City Council, City Manager, City departments, commissions, committees, and boards. The City Attorney prepares or approves as to legal form all proposed City ordinances, resolutions, agreements, contracts, deeds, and other legal documents. The City Attorney also represents the City in all litigation in which the City is involved and prosecutes violations of City laws.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENTS***

1. Continued implementation and development of new residential neighborhood projects, including occupancy and mapping on approved developments.
2. Negotiated terms of operating memorandum and amendment to development agreement for the Serrano Summit residential project.
3. Provided ongoing guidance on legal issues related to the Civic Center, including contracts and prevailing wage, and negotiating and drafting an easement to permit IRWD to deliver water to the Civic Center.
4. Negotiated, drafted, and finalized all legal documents necessary for the Housing Authority parcels on El Toro Road, adjacent to the Kingdom Hall property, including the sale of property to the Southern California Gas Company included in the land sale transaction.
5. Secured the closure of an illegal transitory lodging use operating as a sober living home through a combination of focused code enforcement efforts and litigation.
6. Secured the closure of three illegal marijuana dispensaries using proactive and novel legal strategies, all while avoiding the cost of filing and maintaining litigation.
7. Secured the closure of numerous illegal birthing homes and vacation rentals using the City's Short-Term Rental Ordinance.
8. Drafted term limits and districting ballot measures and all required approvals for inclusion on the November ballot.
9. Assisted the City in negotiating settlement of the litigation with the Lake Forest Community Association.
10. Provided legal guidance to staff and the City Council regarding local preference purchasing policies.
11. Provided legal and strategic guidance regarding threats of litigation related to homeless issues
12. Researched and provided staff with information regarding legal issues related to the establishment of a community foundation, including brown act considerations, financial liability, and issues related to legal liability.
13. Provided staff with ongoing advice related to requests for permit parking and other parking issues, in light of case law, state statutes, and a recent California Attorney General opinion.

## **FISCAL YEAR 2019-20 MAJOR INITIATIVES**

1. Continue to assist City in real estate transactions relating to acquisition and construction of new residential neighborhoods and public facilities in the surrounding areas.
2. Continue work on project-level review of new neighborhood projects required for construction of residential units and cash flow for public facilities.
3. Support City in economic development and housing initiatives.
4. Continue to assist the City in implementing construction of its new Civic Center, including design-build issues and procurement issues.
5. Assist the City with contract issues related to the construction of the Civic Center, including drafting contracts and resolving contract disputes.
6. Provide support to City staff to enforce the City's short-term lodging ordinance as complaints are received by the City.
7. Support staff in the General Plan review and revision process.
8. Continue to provide successful litigation support when issues arise that could impact the community.
9. Provide guidance to the City regarding local and regional homeless issues, including possible provision of supportive and transitional housing.
10. Provide creative solutions to housing issues, including the provision of workforce housing.
11. Provide legal support as issues arise related to the possible development of the Nakase property, including feasibility studies and entitlement applications.
12. Provide legal guidance to City staff and the City Council regarding parking issues and permit parking, balancing the needs of neighborhoods and legal requirements.
13. Provide comprehensive review and updates of City contract templates.
14. Assist the City with finalizing issues related to the construction of Veteran's Park.
15. Provide ongoing advice regarding wireless issues, including 5G and amendments to the City's wireless ordinance.



<b>CITY ATTORNEY BUDGET OVERVIEW</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Contract Services	\$1,222,391	\$997,215	\$1,318,000	\$1,351,000
Activity Total	<u>\$1,222,391</u>	<u>\$997,215</u>	<u>\$1,318,000</u>	<u>\$1,351,000</u>

Funding Sources:

General Fund	\$1,140,965	\$937,929	\$1,272,000	\$1,305,000
General Fund - NPDES <sup>1</sup>	81,426	59,286	46,000	46,000

<sup>1</sup> NPDES = National Pollutant Discharge Elimination System

<b>CITY ATTORNEY BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Contract Services:</u>				
Legal	\$1,039,259	\$886,765	\$1,026,000	\$1,026,000
Reimbursed Legal	179,532	97,400	260,000	260,000
Outside Legal	3,600	13,050	27,000	60,000
Miscellaneous Legal	-	-	5,000	5,000
Subtotal	1,222,391	997,215	1,318,000	1,351,000
Activity Total	\$1,222,391	\$997,215	\$1,318,000	\$1,351,000

## **FINANCE**

### ***DEPARTMENT DESCRIPTION***

The Finance Department is responsible for a variety of functions including financial reporting, accounting, budgeting, payroll, accounts payable, investments, contract administration, purchasing, risk management, and long-term debt administration.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENTS***

1. Continued to provide financial management and guidance for public and private projects including:
  - Monitored the Opportunities Study Area Financial Model to track and account for all impact fees.
  - Monitored cash flow needs analysis for development of the Lake Forest Civic Center.
  - Monitored financial terms and obligations of Developer Agreements and amendments as necessary.
  - Performed the accounting for the acceptance of developer constructed infrastructure and other capital related assets.
  - Monitored cash flow needs analysis of the Foothill Circulation Phasing Plan Fee program for the 2011 Alton Certificates of Participation debt service requirements.
  - Paid off the 2011 Alton Certificates of Participation debt.
2. Continued to provide financial management and guidance regarding the ongoing responsibilities of the Lake Forest Successor Agency and Oversight Board.
3. Continued to provide financial management and guidance regarding the City's Pension and Other Post-Employment Benefit Obligations.
  - Performed analysis of consolidation of employee deferred compensation plan.
4. Continued to provide financial management and guidance in the disposition and development of Housing Authority Assets.
5. Updated the City's Purchasing and Contract Guidelines.
6. Prepared an analysis of the City's financial policies.
7. Prepared Comprehensive Fee Study and Cost Allocation Plan.
8. Issued 165 invoices related to the Opportunity Study Area development for 151 single-family and 99 multi-family units.

## ***FISCAL YEAR 2019-20 MAJOR INITIATIVES***

1. Continue to provide financial management and guidance for public and private projects including:
  - Monitor the Opportunities Study Area Financial Model to track and account for all impact fees.
  - Monitor cash flow needs analysis for development of the Lake Forest Civic Center.
  - Monitor financial terms and obligations of Developer Agreements and amendments as necessary.
  - Perform the accounting for the acceptance of developer constructed infrastructure and other capital related assets as necessary.
2. Continue to provide financial management and guidance regarding the ongoing responsibilities of the Lake Forest Successor Agency and Oversight Board.
3. Continue to Provide financial management and guidance regarding the City's Pension and Other Post-Employment Benefit Obligations.
  - Continue with process to consolidate employee deferred compensation plans.
4. Continue to provide financial management and guidance in the disposition and development of Housing Authority Assets.
5. Conduct needs assessment and development of Request for Proposal for financial managment and accounting system.
6. Continue assest management inventory and condition assessment program development.

**FINANCE - ALL DIVISIONS  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Personnel	\$865,334	\$735,855	\$797,600	\$921,200
Operations and Maintenance	3,097,334	5,727,150	9,345,400	1,609,100
Contract Services	200,675	211,408	377,600	247,500
Activity Total	<u>\$4,163,343</u>	<u>\$6,674,413</u>	<u>\$10,520,600</u>	<u>\$2,777,800</u>
<b>Funding Sources:</b>				
General Fund	\$3,079,353	\$5,585,466	\$3,226,900	\$2,777,800
Financing Authority Fund	1,083,990	1,088,947	7,193,700	-
City Facilities Replacement Fund	-	-	100,000	-
<b>Total Positions:</b>				
Full-Time	7.00	6.30	7.00	8.00
Part-Time Hours	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,500</u>

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Accounting</u>			
Management letter items	0	0	0
% of invoices paid without incurring finance charges	100%	100%	100%
Days after month end for issuance of financial reports	12	10	15
<u>Budget Preparation</u>			
Date Budget adopted	6/20/2017	6/19/2018	6/18/2019
General fund revenues collected as % of revised estimates <sup>1</sup>	101%	90%	90%
General fund expenditures expended as % budgeted <sup>1</sup>	94%	95%	95%
GFOA awards received	1	1	1

<b>PERFORMANCE MEASURES (continued)</b>
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<b><u>Description</u></b>	<b><u>Actual 2017-18</u></b>	<b><u>Adopted Budget 2018-19</u></b>	<b><u>Adopted Budget 2019-20</u></b>
<b><u>Investment Management</u></b>			
Invested funds as % of total cash and investments	98%	99%	99%
% of investments in compliance with policy	100%	100%	100%
% of investments within required safety ratings	100%	100%	100%

<sup>1</sup> Excludes carryovers

**FINANCE - ALL DIVISIONS  
BUDGET DETAIL**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$686,302	\$572,519	\$574,400	\$651,200
Overtime	103	22	2,500	2,500
Part-Time Personnel	-	10,566	34,400	53,100
Medicare	9,060	7,784	8,800	10,200
Retirement	57,901	47,037	54,300	63,400
Health Insurance	111,968	97,927	123,200	140,800
Subtotal	865,334	735,855	797,600	921,200
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,550	1,805	1,800	1,850
Training and Education	2,104	1,545	5,500	6,000
Travel, Conferences, Meetings	3,683	2,658	4,000	6,350
Auto Allowance	7,800	4,440	7,800	7,800
Mileage Reimbursement	368	468	500	500
Operating Supplies	48,383	46,248	46,400	56,500
Printing and Duplicating	7,943	8,517	8,500	21,500
Postage and Deliveries	15,257	5,139	18,500	20,400
Subscriptions and Books	1,055	78	1,000	1,400
Telephone and Other	25,572	15,940	34,700	-
City Hall Rent	948,306	939,481	1,067,500	600,000
Equipment Rentals/Leases	53,035	51,504	-	-
Equipment Maintenance	2,975	3,720	-	-
Computer Maintenance/Supply	2,404	2,570	-	-
Software Licenses/Maint.	9,927	46,880	50,200	49,800
Bank Charges and Fees	29,346	54,872	32,800	43,500
Property Tax Administration	47,567	72,041	90,000	85,000
PERS Unfunded Liability	2,147	2,467,457	2,600	3,200
General Liability Insurance	629,655	702,287	552,300	440,500
Property Insurance	56,490	45,466	61,500	106,600
Worker's Compensation				
Insurance	108,159	154,957	157,600	131,900
Other Insurance	9,618	10,130	8,500	26,300
Debt Service Payments	1,083,990	1,088,947	7,193,700	-
Subtotal	3,097,334	5,727,150	9,345,400	1,609,100

<b>FINANCE - ALL DIVISIONS BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Contract Services:</u>				
Printer Management	7,516	5,878	-	-
Auditing	39,815	41,340	41,400	44,000
Special Audits	-	-	15,600	44,000
Sales/Property Tax Audits	55,581	69,338	20,000	27,000
Payroll	52,922	54,404	55,000	65,000
General	44,841	40,448	245,600	67,500
Subtotal	200,675	211,408	377,600	247,500
Activity Total	\$4,163,343	\$6,674,413	\$10,520,600	\$2,777,800



<b>FINANCE DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<b><u>Personnel:</u></b>				
Full-Time Personnel	\$686,302	\$572,519	\$574,400	\$651,200
Overtime	103	22	2,500	2,500
Part-Time Personnel	-	10,566	34,400	53,100
Medicare	9,060	7,784	8,800	10,200
Retirement	57,901	47,037	54,300	63,400
Health Insurance	111,968	97,927	123,200	140,800
Subtotal	865,334	735,855	797,600	921,200
<b><u>Operation and Maintenance:</u></b>				
Memberships and Dues	1,550	1,805	1,800	1,850
Training and Education	2,104	1,545	5,500	6,000
Travel, Conferences, Meetings	3,683	2,658	4,000	6,350
Auto Allowance	7,800	4,440	7,800	7,800
Mileage Reimbursement	368	468	500	500
Operating Supplies	1,854	1,448	1,400	1,500
Printing and Duplicating	2,392	3,340	3,500	4,000
Postage and Deliveries	257	139	500	400
Subscriptions and Books	1,055	78	1,000	1,400
Computer Maintenance/Supply	2,404	2,570	-	-
Software Licenses/Maint.	9,927	46,880	50,200	49,800
Bank Charges and Fees	29,346	54,872	32,800	43,500
Property Tax Administration	47,567	72,041	90,000	85,000
Debt Service Payments	1,083,990	1,088,947	7,193,700	-
Subtotal	1,194,297	1,281,231	7,392,700	208,100
<b><u>Contract Services:</u></b>				
Auditing	39,815	41,340	41,400	44,000
Special Audits	-	-	15,600	44,000
Sales/Property Tax Audits	55,581	69,338	20,000	27,000
Payroll	52,922	54,404	55,000	65,000
General	44,841	36,236	245,600	67,500
Subtotal	193,159	201,318	377,600	247,500
Activity Total	\$2,252,790	\$2,218,404	\$8,567,900	\$1,376,800
<b>Funding Source:</b>				
General Fund	\$1,168,800	\$1,129,457	\$1,274,200	\$1,376,800
Financing Authority Fund	1,083,990	1,088,947	7,193,700	-
City Facilities Replacement Fund	-	-	100,000	-

<b>FINANCE - NON-DEPARTMENTAL DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Operation and Maintenance:</u>				
Operating Supplies	\$46,529	\$44,800	\$45,000	\$55,000
Printing and Duplicating	5,551	5,177	5,000	17,500
Postage and Deliveries	15,000	5,000	18,000	20,000
Telephone and Other	25,572	15,940	34,700	-
City Hall Rent	948,306	939,481	1,067,500	600,000
Equipment Rentals/Leases	53,035	51,504	-	-
Equipment Maintenance	2,975	3,720	-	-
PERS Unfunded Liability	2,147	2,467,457	2,600	3,200
General Liability Insurance	629,655	702,287	552,300	440,500
Property Insurance	56,490	45,466	61,500	106,600
Worker's Compensation Insurance	108,159	154,957	157,600	131,900
Other Insurance	9,618	10,130	8,500	26,300
Subtotal	1,903,037	4,445,919	1,952,700	1,401,000
<u>Contract Services:</u>				
Printer Management	7,516	5,878	-	-
General	-	4,212	-	-
Subtotal	7,516	10,090	-	-
Activity Total	\$1,910,553	\$4,456,009	\$1,952,700	\$1,401,000
 <u>Funding Source:</u>				
General Fund	\$1,910,553	\$4,456,009	\$1,952,700	\$1,401,000

## **COMMUNITY DEVELOPMENT**

### ***DEPARTMENT DESCRIPTION***

The Community Development Department is responsible for the administration of programs that guide the City's growth and development. The Department includes the Planning Division, Housing Division, Building and Safety Services Division, and Code Enforcement Division. The department provides planning-related staff support to the City Council and Planning Commission and coordinates the activities of the regional planning agencies affecting the City. The Housing Division administers the Community Development Block Grant Program. The Building and Safety Services Division issues building permits and provides inspection services for new construction and remodeling activity throughout the City, while the Code Enforcement Division ensures compliance with property maintenance and zoning standards.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENTS***

1. Provided assistance to the public, business and development community regarding land use and zoning matters. Reviewed and analyzed entitlement applications in accordance with the timelines established in the Government Code and presented recommendations to the Planning Commission and City Council.
2. Complete Phases 2 and 3 of the General Plan Update including the development of policy and program options, identification of a Benchmark Land Use Plan and the associated environmental analysis. Continued working with the General Plan Advisory Committee (GPAC) on the development of the update and present the General Plan to the Planning Commission and City Council for adoption.
3. Facilitated the review, permitting and construction of approved OSA projects with other City Departments through monthly OSA coordination meetings, bi-weekly construction meetings and the monitoring of Conditions of Approval. Processed subsequent entitlement actions and coordinated the plan check and inspection process for 460 new homes, neighborhood parks and private recreation facilities.
4. Reviewed plans and issued 2,784 permits; performed 25,431 building inspections.
5. Reviewed projects within the City and in adjacent jurisdictions.
6. Used the City's annual Community Development Block Grant to assist over 6,000 residents with social services and provided eight housing rehabilitation loans and exterior paint grants to five low-income household.
7. Utilized the Administrative Citation Program, resulting in more timely case resolution and a reduction in legal fees. Worked with the contractor that manages the citation process to collect unpaid fines from the Franchise Tax Board.

8. Managed 877 Code Enforcement cases using a consistent, comprehensive, and education-based approach, protecting public health, safety, aesthetics, and property values. Realized a closure rate of 98% for all cases received during the 2017 calendar year.

### ***FISCAL YEAR 2019-20 MAJOR INITIATIVES***

1. Complete Phase 3 of the General Plan Update 2040 and present the Plan and Environmental Impact Report to the Planning Commission for recommendation and City Council for adoption. Commence the preparation of required Zoning Ordinance amendment to implement the General Plan. Commence preparation of the City's 2021-2028 Housing Element for certification by the State Housing and Community Development Department.
2. Provide staff support and prepare agendas, reports and studies for the Planning Commission.
3. Oversee the preparation of an Environmental Impact Report for the proposed development of the Nakase Nursery site and respond to all comments received from the public and agencies. Present the proposed plan for Planning Commission recommendation and City Council adoption.
4. Facilitate the review, permitting and construction of approved projects with other City Departments.
5. Provide timely customer service for the review of building plans and inspections and provide enhanced services to the public and development community utilizing the City's technology.
6. Implement the FY 2019-20 CDBG Action Plan and monitor all public service providers receiving CDBG funding.
7. Enhance neighborhood preservation through analysis of available data, demographics, and trends in focused commercial and residential neighborhoods, and improve aesthetic appearance and/or reduce public nuisances through Code Enforcement outreach and activity.

**COMMUNITY DEVELOPMENT - ALL DIVISIONS  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Personnel	\$1,606,873	\$1,399,078	\$1,476,900	\$1,513,700
Operations and Maintenance	92,313	90,269	138,500	147,700
Contract Services	3,197,314	2,575,264	2,981,100	2,824,400
Capital Outlay	1,152	-	-	-
Activity Total	<u>\$4,897,652</u>	<u>\$4,064,611</u>	<u>\$4,596,500</u>	<u>\$4,485,800</u>
Funding Source:				
General Fund	\$4,664,186	\$3,810,205	\$4,080,300	\$3,983,000
Community Development				
Block Grant Fund	172,018	178,846	381,300	432,700
Housing Authority Fund	61,448	75,560	134,900	65,100
CASp Fund	-	-	-	5,000
Total Positions:				
Full-Time <sup>1</sup>	12.3	12.3	12.0	12.0
Part-Time Hours	<u>2,080</u>	<u>2,080</u>	<u>2,080</u>	<u>2,000</u>

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual <u>2017-18</u></b>	<b>Adopted Budget <u>2018-19</u></b>	<b>Adopted Budget <u>2019-20</u></b>
<u>Building Inspection and Construction</u>			
<u>Plan Review</u>			
% of plan checks completed within timeframes established by City contract	100%	100%	100%
% of building inspections completed within timeframes established by City contract	100%	100%	100%
<u>Planning</u>			
% of staff planning reviews completed within established timeframes	100%	100%	100%
% of requests for information responded to within 24 hours	95%	95%	95%
<u>Housing</u>			
# of homes/mobile homes to receive exterior painting	6	6	5
# of homes that will receive rehab loans	11	10	7

<b>PERFORMANCE MEASURES (continued)</b>
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<b><u>Description</u></b>	<b><u>Actual</u></b> <b><u>2017-18</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2018-19</u></b>	<b><u>Adopted</u></b> <b><u>Budget</u></b> <b><u>2019-20</u></b>
<u>Code Enforcement</u>			
% of code violations voluntarily corrected	90%	90%	90%

<sup>1</sup> In Fiscal Year 2018-19, the Code Enforcement Division is included in the Community Development's Office as a result of the structural modification to the City's Organizational Chart. The Code Enforcement activity is reflected retroactively in the Community Development Department.

<b>COMMUNITY DEVELOPMENT - ALL DIVISIONS BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<b><u>Personnel:</u></b>				
Full-Time Personnel	\$1,245,125	\$1,084,453	\$1,093,000	\$1,123,400
Overtime	2,271	2,948	7,200	7,200
Part-Time Personnel	19,953	20,595	44,100	44,100
Commissioner Stipend	-	-	7,100	7,100
Medicare	17,166	14,914	16,500	17,000
Retirement	104,880	84,996	97,800	103,700
Health Insurance	217,478	191,172	211,200	211,200
Subtotal	1,606,873	1,399,078	1,476,900	1,513,700
<b><u>Operations and Maintenance:</u></b>				
Memberships and Dues	3,375	4,224	4,800	5,100
Training and Education	902	3,081	5,500	5,500
Travel, Conferences, Meetings	2,024	1,470	12,400	16,600
Commissioner Travel	925	-	5,000	5,000
Auto Allowance	15,311	13,685	13,800	13,800
Mileage Reimbursement	37	48	700	700
Operating Supplies	3,968	6,572	27,400	19,500
Printing and Duplicating	845	2,673	1,100	7,100
Legal Advertising	-	-	8,000	8,000
Postage and Deliveries	-	-	800	800
Subscriptions and Books	7,401	4,457	6,100	9,100
Uniforms	994	1,070	1,900	1,900
Telephone and Other	4,637	2,504	2,700	2,700
Equipment Rentals/Leases	1,706	-	-	-
Software Licenses/Maintenance	37,542	38,775	31,500	33,300
Vehicle Replacement	7,900	7,900	10,400	10,400
Vehicle Maintenance	4,746	3,810	6,400	8,200
Subtotal	92,313	90,269	138,500	147,700
<b><u>Contract Services:</u></b>				
Building and Safety	2,749,938	1,950,450	1,650,000	1,815,000
Communications	-	-	12,000	-
Planning	240,784	394,975	821,000	550,500
Nuisance Abatement	-	-	10,000	10,000
Citations Collection	2,878	2,940	2,400	2,400
General	65,238	59,236	124,500	89,500
Public Service Grants	59,857	67,706	56,300	71,900
Housing Rehabilitation Loans	-	-	188,500	205,000
Rehabilitation Loan Fees	11,332	11,000	13,000	13,500
Rehabilitation Loan Services	22,318	22,037	24,000	24,000

<b>COMMUNITY DEVELOPMENT - ALL DIVISIONS</b>
<b>BUDGET DETAIL (continued)</b>

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Contract Services: (continued)</u>				
Citywide Paint Program	27,285	25,087	27,000	25,000
Building Maintenance	11,096	8,441	12,400	7,600
Auditing	-	-	5,000	5,000
CASp Program Support	-	-	-	5,000
Professional Services - Legal	-	33,392	35,000	-
Property Disposition	6,588	-	-	-
Subtotal	3,197,314	2,575,264	2,981,100	2,824,400
<u>Capital Outlay:</u>				
Furniture	1,152	-	-	-
Subtotal	1,152	-	-	-
Activity Total	\$4,897,652	\$4,064,611	\$4,596,500	\$4,485,800



<b>COMMUNITY DEVELOPMENT - ADMINISTRATION DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$268,019	\$254,393	\$238,200	\$241,500
Overtime	-	1,103	600	1,600
Part-Time Personnel	7,096	8,720	29,800	29,800
Medicare	3,711	3,590	3,900	4,000
Retirement	21,532	19,617	22,700	23,000
Health Insurance	31,991	31,082	35,200	35,200
Subtotal	<u>332,349</u>	<u>318,505</u>	<u>330,400</u>	<u>335,100</u>
<u>Operations and Maintenance:</u>				
Memberships and Dues	930	991	1,100	1,100
Training and Education	79	587	1,200	1,200
Travel, Conferences, Meetings	287	95	1,900	2,200
Auto Allowance	4,800	4,800	4,800	4,800
Mileage Reimbursement	-	-	200	200
Operating Supplies	569	892	1,000	1,000
Subscriptions and Books	1,809	2,306	2,700	2,700
Subtotal	<u>8,474</u>	<u>9,671</u>	<u>12,900</u>	<u>13,200</u>
<u>Contract Services:</u>				
CASp Program Support	-	-	-	5,000
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,000</u>
Activity Total	<u>\$340,823</u>	<u>\$328,176</u>	<u>\$343,300</u>	<u>\$353,300</u>
<u>Funding Source:</u>				
General Fund	\$340,823	\$328,176	\$343,300	\$348,300
CASp Fund	-	-	-	5,000

<b>COMMUNITY DEVELOPMENT - BUILDING DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$71,250	\$64,397	\$69,600	\$69,600
Overtime	96	-	600	600
Medicare	941	846	1,000	1,000
Retirement	6,107	5,635	6,500	7,100
Health Insurance	15,996	15,541	17,600	17,600
Subtotal	94,390	86,419	95,300	95,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	535	535	600	600
Training and Education	715	645	1,100	700
Mileage Reimbursement	-	-	200	200
Operating Supplies	512	1,169	2,500	4,600
Printing and Duplicating	43	1,843	300	5,500
Subscriptions and Books	3,029	-	500	3,500
Uniforms	90	-	200	200
Telephone and Other	2,161	-	-	-
Equipment Rentals/Leases	1,706	-	-	-
Software Licenses/Maintenance	11,552	14,009	10,500	11,100
Subtotal	20,343	18,201	15,900	26,400
<u>Contract Services:</u>				
Building and Safety	2,749,938	1,950,450	1,650,000	1,815,000
Communications	-	-	12,000	-
Subtotal	2,749,938	1,950,450	1,662,000	1,815,000
<u>Capital Outlay:</u>				
Furniture	1,152	-	-	-
Subtotal	1,152	-	-	-
Activity Total	\$2,865,823	\$2,055,070	\$1,773,200	\$1,937,300
 <u>Funding Source:</u>				
General Fund	\$2,865,823	\$2,055,070	\$1,773,200	\$1,937,300

<b>COMMUNITY DEVELOPMENT - PLANNING DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$484,119	\$476,699	\$463,500	\$429,600
Overtime	321	319	1,000	-
Part-Time Personnel	12,857	11,875	14,300	14,300
Medicare	6,773	6,624	6,900	6,400
Retirement	39,114	37,362	39,900	38,600
Health Insurance	79,977	75,425	83,900	76,000
Subtotal	623,161	608,304	609,500	564,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,910	2,413	2,800	2,800
Training and Education	100	1,660	2,000	2,000
Travel, Conferences, Meetings	1,726	61	6,000	7,500
Auto Allowance	9,000	8,885	9,000	9,000
Mileage Reimbursement	37	48	300	300
Operating Supplies	2,678	4,436	21,800	11,800
Printing and Duplicating	802	518	500	900
Postage and Deliveries	-	-	500	500
Subscriptions and Books	326	324	600	600
Software Licenses/Maintenance	11,552	10,757	10,500	11,100
Subtotal	28,131	29,102	54,000	46,500
<u>Contract Services:</u>				
Planning	240,784	394,975	821,000	550,500
Subtotal	240,784	394,975	821,000	550,500
Activity Total	\$892,076	\$1,032,381	\$1,484,500	\$1,161,900

Funding Source:

General Fund	\$892,076	\$1,032,381	\$1,484,500	\$1,161,900
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<b>COMMUNITY DEVELOPMENT - CODE ENFORCEMENT DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$327,184	\$266,071	\$297,800	\$339,100
Overtime	1,854	1,526	5,000	5,000
Medicare	4,364	3,545	4,300	4,900
Retirement	27,254	20,356	26,400	30,400
Health Insurance	70,340	62,163	70,400	74,800
Subtotal	430,996	353,661	403,900	454,200
<u>Operation and Maintenance:</u>				
Memberships and Dues	-	285	300	600
Training and Education	-	189	600	1,000
Travel, Conferences, Meetings	11	1,314	4,500	6,900
Auto Allowance	750	-	-	-
Operating Supplies	96	75	400	400
Printing and Duplicating	-	312	200	600
Postage and Deliveries	-	-	100	100
Subscriptions and Books	1,737	1,327	1,800	1,800
Uniforms	904	1,070	1,700	1,700
Telephone and Other	2,476	2,504	2,700	2,700
Software Licenses/Maintenance	14,438	14,009	10,500	11,100
Vehicle Replacement	7,900	7,900	10,400	10,400
Vehicle Maintenance	4,746	3,810	6,400	8,200
Subtotal	33,058	32,795	39,600	45,500
<u>Contract Services:</u>				
Nuisance Abatement	-	-	10,000	10,000
Citations Collection	2,878	2,940	2,400	2,400
Subtotal	2,878	2,940	12,400	12,400
Activity Total	\$466,932	\$389,396	\$455,900	\$512,100
<u>Funding Source:</u>				
General Fund	\$466,932	\$389,396	\$455,900	\$512,100

<b>COMMUNITY DEVELOPMENT - HOUSING DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$94,553	\$22,893	\$23,900	\$43,600
Medicare	1,377	309	300	600
Retirement	10,873	2,026	2,200	4,500
Health Insurance	19,174	6,961	4,100	7,600
Subtotal	125,977	32,189	30,500	56,300
<u>Operation and Maintenance:</u>				
Training and Education	8	-	600	600
Auto Allowance	761	-	-	-
Operating Supplies	113	-	200	200
Printing and Duplicating	-	-	100	100
Postage and Deliveries	-	-	200	200
Subscriptions and Books	500	500	500	500
Subtotal	1,382	500	1,600	1,600
<u>Contract Services:</u>				
General	65,238	59,236	124,500	89,500
Public Service Grants	59,857	67,706	56,300	71,900
Housing Rehabilitation Loans	-	-	188,500	205,000
Rehabilitation Loan Fees	11,332	11,000	13,000	13,500
Rehabilitation Loan Services	22,318	22,037	24,000	24,000
Citywide Paint Program	27,285	25,087	27,000	25,000
Building Maintenance	11,096	8,441	12,400	7,600
Auditing	-	-	5,000	5,000
Professional Services - Legal	-	33,392	35,000	-
Property Disposition	6,588	-	-	-
Subtotal	203,714	226,899	485,700	441,500
Activity Total	\$331,073	\$259,588	\$517,800	\$499,400
<u>Funding Sources:</u>				
General Fund	\$97,607	\$5,182	\$1,600	\$1,600
Community Development				
Block Grant Fund	172,018	178,846	381,300	432,700
Housing Authority Fund	61,448	75,560	134,900	65,100

<b>COMMUNITY DEVELOPMENT - PLANNING COMMISSION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Commissioner Stipend	\$0	\$0	\$7,100	\$7,100
Medicare	-	-	100	100
Retirement	-	-	100	100
Subtotal	-	-	7,300	7,300
<u>Operation and Maintenance:</u>				
Commissioner Travel	925	-	5,000	5,000
Operating Supplies	-	-	1,500	1,500
Legal Advertising	-	-	8,000	8,000
Subtotal	925	-	14,500	14,500
Activity Total	\$925	\$0	\$21,800	\$21,800
<u>Funding Source:</u>				
General Fund	\$925	\$0	\$21,800	\$21,800

## **PUBLIC WORKS**

### ***DEPARTMENT DESCRIPTION***

The Public Works Department is dedicated to providing well-planned, attractive and safe public facilities and services to the Lake Forest community. The Department serves the community by developing, constructing, and maintaining the public infrastructure, which includes all public streets, sidewalks, storm drains, traffic signals, landscaping, parks, buildings, and solid waste collection services. In addition, the department checks plans, inspects grading and infrastructure construction for new developments and implements the City's Capital Improvement Program ("CIP"). The CIP is responsive to our community by delivering construction projects that enhance the quality of life in Lake Forest. The Department accomplishes this through five major disciplines: administration, engineering, infrastructure maintenance, traffic management, and storm water quality.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENT***

The Capital Improvement Program consists of 50 projects with approximately \$83 million of improvements. Twenty-five projects were completed, ten projects are in design, twelve projects are under construction, and three projects were cancelled.

#### **Civic Center**

1. Oversaw construction of Civic Center Campus.
2. Selected property management firm to oversee facility management services at the new Civic Center.

#### **Traffic Improvements**

3. Completed preliminary design of the Lake Forest Transportation Mitigation ("LFTM") project at El Toro and Portola/Santa Margarita to improve to improve traffic flow.
4. Completed the design of the second phase of the LFTM project at Bake Parkway and Trabuco/Irvine Boulevard to improve traffic flow.
5. Coordinated with OCTA on the design for the El Toro Road Traffic Signal Synchronization Program (TSSP) project from Bridger Road to Ridgeline Road to improve traffic flow and reduce emissions.
6. Completed the design and initiated construction for the Raised Median Improvements and Repairs project to improve traffic flow and safety.

#### **Street Improvements**

7. Completed Slurry Seal Zone B of the City's Pavement Management Program to maintain pavement infrastructure at a Pavement Condition Index of at least 80 out of 100.
8. Initiated pavement resurfacing of Portola Pkwy, Dimension, and Civic Center Dr. in accordance with the Pavement Management Program.

## Environmental

9. Completed Bake Parkway and Toledo Way Reclaimed Water project to reduce usage of potable water.
10. Completed Storm Drain Master Plan/Asset Management Study for Implementation project to improve asset records and to respond to maintenance issues more effectively.

## Park Improvements

11. Completed construction of Veterans Park Improvements to revitalize park aesthetics and to honor military veterans.
12. Initiated construction phase of Portola Community Park to add five acres of park space for the public's enjoyment.
13. Completed the Sports Court Resurfacing project, Phase 2 to extend surface life and improve playing conditions.
14. Completed the Playground Resurfacing project, Phase 2, to maintain safety conditions at playgrounds.

## ***FISCAL YEAR 2019-20 MAJOR INITIATIVES***

### Civic Center

1. Oversee completion of Civic Center Campus.
2. Begin operations and maintenance of the new Civic Center Campus.

### Traffic Improvements

3. Complete the final design and initiate right-of-way acquisition of the Lake Forest Transportation Mitigation ("LFTM") project at El Toro and Portola/Santa Margarita.
4. Complete the final design and initiate right-of-way acquisition of the second phase of the LFTM project at Bake Parkway and Trabuco/Irvine Boulevard.

### Street Improvements

5. Complete design and construction of Slurry Seal Zone C of the City's Pavement Management Program.
6. Complete design and construction of pavement resurfacing of Ridge Route, Toledo, and Serrano in accordance with the Pavement Management Program.

### Park Improvements

7. Complete construction of Portola Community Park.
8. Complete improvements at Peachwood Park as part of the ten-park improvement project.
9. Initiate construction of phase 2 of the ten-park improvement project.

## Environmental

10. Apply for competitive grant funding for storm drain retrofits to reduce trash, bacteria, and other pollutants from entering the City's waterways.



**PUBLIC WORKS - ALL DIVISIONS  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Personnel	\$1,888,352	\$1,881,411	\$2,184,800	\$2,330,800
Operations and Maintenance	2,130,494	2,359,447	2,651,500	2,750,200
Contract Services	7,988,376	8,952,385	9,248,600	10,180,900
Capital Outlay	-	31,406	-	-
Activity Total	<u>\$12,007,222</u>	<u>\$13,224,649</u>	<u>\$14,084,900</u>	<u>\$15,261,900</u>
<b>Funding Sources:</b>				
General Fund	\$10,340,968	\$11,554,217	\$11,953,400	\$13,176,100
Gas Tax Fund	1,582,137	1,598,325	1,836,700	1,915,300
Grant Funds	44,462	43,898	67,300	66,300
Air Quality Management				
District Fund	39,655	28,209	47,500	49,200
City Facilities Replacement				
Fund	-	-	180,000	55,000
<b>Total Positions:</b>				
Full-Time	15.0	16.0	17.0	18.0
Part-Time Hours	<u>1,040</u>	<u>1,040</u>	<u>1,040</u>	<u>1,000</u>

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual <u>2017-18</u></b>	<b>Adopted Budget <u>2018-19</u></b>	<b>Adopted Budget <u>2019-20</u></b>
<u>Development Plans Review</u>			
% of development plans review completed within 10 days	90%	90%	90%
% of traffic review for development site plans completed within 10 days	90%	90%	90%
# of reviews completed	400	500	450
# of active individual developments	47	60	50
<u>Park and Landscape Maintenance</u>			
# of Trees Trimmed	4,659	3,861	3,900
Expand the Forest Trees Requested	21	20	20
Graffiti removed within 48 hours	100%	100%	100%
% of Landscape budget expended	100%	98%	98%

<b>PERFORMANCE MEASURES (continued)</b>
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<b>Description</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Park and Landscape Maintenance (continued)</u>			
Park Maintenance Resident Satisfaction Survey	89%	90%	90%
<u>Streets and Right-of-Way Maintenance</u>			
Average PCI citywide (Goal: 80 or above out of 100)	80	80	80
% of streets with PCI of 80 or above	61%	54%	63%
# of street signs replaced	2,620	1,000	1,500
% of arterial roadways restriped (biennial)	65%	100%	30%
Sidewalk displacements repaired	267	250	300
<u>Traffic Circulation</u>			
% of coordinated intersections (TSSP)	70%	70%	70%
% of signalized intersections operating at 90% of capacity or less during peak hours	100%	100%	100%
<u>Solid Waste Services</u>			
Residential Curbside Diversion %	42%	50%	50%
Multifamily Diversion %	11%	25%	25%
Commercial Diversion %	17%	30%	30%
<u>Response to Resident Requests (ALF)</u>			
# of citizen requests	144	500	200
Average Reponse Time (days)	1	1	1

**PUBLIC WORKS - ALL DIVISIONS  
BUDGET DETAIL**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$1,478,987	\$1,478,844	\$1,684,800	\$1,785,100
Overtime	2,511	72	5,200	5,700
Part-Time Personnel	11,051	8,484	14,300	14,300
Temporary Personnel	13,247	2,356	-	-
Commissioner Stipend	-	-	7,100	7,100
Medicare	20,004	19,895	24,700	26,100
Retirement	122,720	123,206	149,600	175,700
Health Insurance	239,832	248,554	299,100	316,800
Subtotal	1,888,352	1,881,411	2,184,800	2,330,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,607	3,635	5,700	5,900
Training and Education	4,235	3,393	9,400	7,400
Travel, Conferences, Meetings	6,394	5,825	9,900	11,700
Commissioner Travel	-	-	5,000	5,000
Auto Allowance	16,685	16,800	19,800	19,800
Mileage Reimbursement	120	414	1,400	1,000
Operating Supplies	2,613	3,618	5,500	17,500
Printing and Duplicating	637	1,588	700	1,000
Postage and Deliveries	90	32	200	200
Subscriptions and Books	2,221	1,855	1,800	1,800
Uniforms	1,371	1,524	1,700	1,700
Bus Shelter Utilities	1,617	1,473	1,600	1,600
Street Light Utilities	549,218	592,782	570,000	570,000
Telephone and Other	4,339	8,212	5,400	5,400
MPS Utilities	220,775	279,456	300,700	300,700
Park Utilities	684,084	806,861	806,400	805,900
Building Utilities	-	-	-	163,000
Alton Mitigation	27,477	5,619	-	-
Equipment Rentals	-	-	-	12,000
Building Maintenance	18,348	22,603	26,300	26,300
Janitorial Maintenance	76,998	86	-	-
Electrical Maintenance	83,423	98,236	107,700	107,700
Building Repairs	42,175	24,469	38,000	38,000
Permits	-	-	-	2,500
Inspections	-	-	-	5,000
Software Licenses/Maintenance	11,867	14,679	204,200	79,300
Vehicle Replacement	12,600	62,600	29,500	64,500

**PUBLIC WORKS - ALL DIVISIONS**  
**BUDGET DETAIL (continued)**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Operation and Maintenance (conitnued):</u>				
Vehicle Maintenance	7,590	6,138	7,700	12,100
NPDES <sup>1</sup> Permit	169,020	183,730	241,500	231,500
Water Quality	119,079	143,219	176,400	176,700
Traffic Signal Utilities	64,911	70,600	75,000	75,000
Subtotal	2,130,494	2,359,447	2,651,500	2,750,200
<u>Contract Services:</u>				
General	-	21,363	10,000	-
Pavement Management	47,288	650	111,900	25,900
Project Engineering	1,862,481	2,009,893	1,600,000	1,992,100
Traffic Engineering	155,574	186,952	300,000	185,000
Office Engineering	69,252	197,612	200,000	200,000
Solid Waste	41,000	39,330	45,800	44,800
Beverage Container				
Recycling Grant	3,462	4,568	20,000	20,000
Park Landscape Repairs	696,469	1,006,629	822,300	786,600
Park Landscape Maintenance	2,279,448	2,337,451	2,574,500	2,881,900
MPS Landscape Maintenance				
and Repairs	873,875	956,422	1,158,300	1,222,300
Tree Maintenance	206,896	403,553	419,800	419,800
Facility Management	-	-	-	421,500
Backflow Prevention	12,417	9,493	13,000	13,000
Residential Street Sweeping	169,063	172,975	196,300	224,600
Arterial Street Sweeping	118,830	120,495	127,600	127,600
Citations Collection	-	-	3,000	-
Bus Shelter Maintenance	47,566	41,186	72,000	40,000
Graffiti Removal	-	-	39,100	39,100
Traffic Signal Maintenance	302,745	256,986	327,500	329,200
Street Maintenance	1,102,010	1,186,827	1,207,500	1,207,500
Subtotal	7,988,376	8,952,385	9,248,600	10,180,900
<u>Capital Outlay:</u>				
Equipment	-	31,406	-	-
Subtotal	-	31,406	-	-
Activity Total	\$12,007,222	\$13,224,649	\$14,084,900	\$15,261,900

<sup>1</sup> NPDES = National Pollutant Discharge Elimination System

<b>PUBLIC WORKS - ADMINISTRATION DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$315,851	\$404,211	\$334,100	\$337,300
Overtime	-	72	-	-
Part-Time Personnel	11,051	8,484	14,300	14,300
Temporary Personnel	13,247	-	-	-
Medicare	4,461	5,579	5,100	5,100
Retirement	26,776	35,006	30,100	34,700
Health Insurance	47,986	46,623	52,800	52,800
Subtotal	<u>419,372</u>	<u>499,975</u>	<u>436,400</u>	<u>444,200</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,020	727	1,000	1,000
Training and Education	893	165	800	800
Travel, Conferences, Meetings	3,133	2,426	4,500	4,800
Auto Allowance	4,800	4,800	4,800	4,800
Mileage Reimbursement	-	61	200	200
Operating Supplies	663	1,650	2,000	2,000
Printing and Duplicating	-	207	-	-
Subscriptions and Books	350	105	100	100
Subtotal	<u>10,859</u>	<u>10,141</u>	<u>13,400</u>	<u>13,700</u>
<u>Contract Services:</u>				
General	-	1,960	10,000	-
Solid Waste	41,000	39,330	45,800	44,800
Beverage Container Recycling Grant	3,462	4,568	20,000	20,000
Subtotal	<u>44,462</u>	<u>45,858</u>	<u>75,800</u>	<u>64,800</u>
Activity Total	<u><u>\$474,693</u></u>	<u><u>\$555,974</u></u>	<u><u>\$525,600</u></u>	<u><u>\$522,700</u></u>
 <u>Funding Sources:</u>				
General Fund	\$430,231	\$512,076	\$458,300	\$456,400
Grant Funds	44,462	43,898	67,300	66,300

<b>PUBLIC WORKS - ENGINEERING DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$343,331	\$270,435	\$308,200	\$325,100
Overtime	1,707	-	-	-
Medicare	4,667	3,668	4,500	4,700
Retirement	28,013	22,837	27,500	31,300
Health Insurance	47,986	46,623	52,800	52,800
Subtotal	425,704	343,563	393,000	413,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	295	531	1,000	1,200
Training and Education	1,440	411	600	600
Travel, Conferences, Meetings	479	542	1,200	2,500
Auto Allowance	2,885	3,000	3,000	3,000
Mileage Reimbursement	54	118	700	300
Operating Supplies	-	246	400	400
Printing and Duplicating	228	52	300	300
Subscriptions and Books	1,442	1,383	1,400	1,400
Street Light Utilities	549,218	592,782	570,000	570,000
Software Licenses/Maintenance	2,888	3,753	5,300	5,300
Subtotal	558,929	602,818	583,900	585,000
<u>Contract Services:</u>				
Project Engineering	1,862,481	2,009,893	1,600,000	1,992,100
Office Engineering	69,252	197,612	200,000	200,000
Subtotal	1,931,733	2,207,505	1,800,000	2,192,100
Activity Total	\$2,916,366	\$3,153,886	\$2,776,900	\$3,191,000
<u>Funding Source:</u>				
General Fund	\$2,916,366	\$3,153,886	\$2,776,900	\$3,191,000

<b>PUBLIC WORKS - LANDSCAPE/BUILDING MAINTENANCE DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$250,117	\$239,780	\$424,000	\$464,800
Overtime	191	-	1,000	1,000
Temporary Personnel	-	2,356	-	-
Medicare	3,267	3,140	6,100	6,700
Retirement	20,108	20,571	39,100	46,900
Health Insurance	54,345	60,569	86,200	92,400
Subtotal	328,028	326,416	556,400	611,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	615	1,880	2,800	2,800
Training and Education	1,704	2,433	5,700	3,700
Travel, Conferences, Meetings	1,721	851	2,700	2,700
Auto Allowance	1,200	1,200	4,200	3,900
Mileage Reimbursement	-	-	300	300
Operating Supplies	1,219	583	800	800
Postage and Deliveries	67	-	-	-
Printing and Duplicating	-	1,286	200	500
Subscriptions and Books	199	103	100	100
Uniforms	1,208	1,344	1,400	1,400
Bus Shelter Utilities	1,617	1,473	1,600	1,600
Telephone and Other	1,495	2,721	3,000	3,000
MPS Utilities	220,775	279,456	300,700	300,700
Park Utilities	396,864	495,091	481,900	481,400
Alton Mitigation	27,477	5,619	-	-
Building Maintenance	3,405	7,052	8,800	8,800
Janitorial Maintenance	38,149	-	-	-
Electrical Maintenance	69,547	81,097	92,700	92,700
Building Repairs	3,471	3,140	8,000	8,000
Software Licenses/Maintenance	3,203	-	184,800	59,800
Vehicle Replacement	7,700	55,100	20,800	55,800
Vehicle Maintenance	5,904	4,317	5,000	6,000
Subtotal	787,540	944,746	1,125,500	1,034,000
<u>Contract Services:</u>				
Park Landscape Repairs	472,228	577,934	342,600	458,800
Park Landscape Maintenance	1,632,334	1,648,681	1,840,400	2,067,800
MPS Landscape Maintenance and Repairs	873,875	956,422	1,158,300	1,222,300
Tree Maintenance	206,896	403,553	419,800	419,800

<b>PUBLIC WORKS - LANDSCAPE/BUILDING MAINTENANCE DIVISION BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Contract Services (continued):</u>				
Backflow Prevention	12,417	9,493	13,000	13,000
Bus Shelter Maintenance	47,566	41,186	72,000	40,000
Graffiti Removal	-	-	39,100	39,100
Subtotal	3,245,316	3,637,269	3,885,200	4,260,800
<u>Capital Outlay:</u>				
Equipment	-	3,615	-	-
Subtotal	-	3,615	-	-
Activity Total	\$4,360,884	\$4,912,046	\$5,567,100	\$5,906,600
Funding Source:				
General Fund	\$4,360,884	\$4,912,046	\$5,387,100	\$5,851,600
City Facilities Replacement Fund	-	-	180,000	55,000



**PUBLIC WORKS - STREET MAINTENANCE/  
TRAFFIC MANAGEMENT DIVISION  
BUDGET DETAIL**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$311,408	\$290,281	\$312,000	\$278,300
Overtime	613	-	3,200	3,200
Medicare	4,247	3,961	4,500	4,000
Retirement	27,938	24,375	26,100	28,500
Health Insurance	46,347	45,028	51,000	45,800
Subtotal	390,553	363,645	396,800	359,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	231	-	300	300
Training and Education	198	-	1,700	1,700
Auto Allowance	4,200	4,200	4,200	3,900
Operating Supplies	648	1,056	500	500
Postage and Deliveries	-	32	-	-
Printing and Duplicating	43	-	-	-
Subscriptions and Books	230	264	200	200
Telephone and Other	423	1,143	-	-
Software Licenses/Maintenance	2,888	7,173	8,800	8,900
Vehicle Replacement	-	2,600	4,100	4,100
Vehicle Maintenance	920	1,180	1,200	2,500
Traffic Signal Utilities	64,911	70,600	75,000	75,000
Subtotal	74,692	88,248	96,000	97,100
<u>Contract Services:</u>				
Pavement Management	47,288	650	111,900	25,900
Traffic Engineering	155,574	186,952	225,000	185,000
Traffic Signal Maintenance	302,745	256,986	327,500	329,200
Residential Street Sweeping	-	-	-	223,100
Arterial Street Sweeping	-	-	-	127,600
Street Maintenance	1,051,274	1,143,375	1,144,800	1,207,500
Subtotal	1,556,881	1,587,963	1,809,200	2,098,300
Activity Total	\$2,022,126	\$2,039,856	\$2,302,000	\$2,555,200
<u>Funding Sources:</u>				
General Fund	\$400,334	\$413,322	\$417,800	\$590,700
Gas Tax Fund	1,582,137	1,598,325	1,836,700	1,915,300
Air Quality Management District Fund	39,655	28,209	47,500	49,200

<b>PUBLIC WORKS - SPORTS PARK DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<b><u>Personnel:</u></b>				
Full-Time Personnel	\$69,199	\$74,093	\$112,000	\$95,300
Overtime	-	-	1,000	1,000
Medicare	943	1,002	1,600	1,400
Retirement	4,566	5,050	10,500	9,100
Health Insurance	11,177	18,629	21,100	20,200
Subtotal	85,885	98,774	146,200	127,000
<b><u>Operation and Maintenance:</u></b>				
Auto Allowance	600	600	600	600
Park Utilities	287,220	311,770	324,500	324,500
Building Maintenance	14,943	15,551	17,500	17,500
Janitorial Maintenance	38,849	86	-	-
Electrical Maintenance	13,876	17,139	15,000	15,000
Building Repairs	38,704	21,329	30,000	30,000
Subtotal	394,192	366,475	387,600	387,600
<b><u>Contract Services:</u></b>				
General	-	19,403	-	-
Park Landscape Repairs	107,660	279,263	304,400	317,800
Park Landscape Maintenance	647,114	688,770	734,100	734,100
Subtotal	754,774	987,436	1,038,500	1,051,900
<b><u>Capital Outlay:</u></b>				
Equipment	-	27,791	-	-
Subtotal	-	27,791	-	-
Activity Total	\$1,234,851	\$1,480,476	\$1,572,300	\$1,566,500
<b>Funding Source:</b>				
General Fund	\$1,234,851	\$1,480,476	\$1,572,300	\$1,566,500

<b>PUBLIC WORKS - CIVIC CENTER DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Proposed Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$0	\$0	\$0	\$85,100
Overtime	-	-	-	500
Medicare	-	-	-	1,200
Retirement	-	-	-	7,600
Health Insurance	-	-	-	17,600
Subtotal	-	-	-	112,000
<u>Operation and Maintenance:</u>				
Auto Allowance	-	-	-	600
Operating Supplies	-	-	-	12,000
Permits	-	-	-	2,500
Inspections	-	-	-	5,000
Building Utilities	-	-	-	163,000
Equipment Rentals	-	-	-	12,000
Subtotal	-	-	-	195,100
<u>Contract Services:</u>				
Park Landscape Repairs	-	-	-	10,000
Park Landscape Maintenance	-	-	-	80,000
Facility Management	-	-	-	421,500
Residential Street Sweeping	-	-	-	1,500
Subtotal	-	-	-	513,000
Activity Total	\$0	\$0	\$0	\$820,100
<u>Funding Source:</u>				
General Fund	\$0	\$0	\$0	\$820,100

**PUBLIC WORKS - NPDES<sup>1</sup>/WATER QUALITY DIVISION  
BUDGET DETAIL**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$189,081	\$200,044	\$194,500	\$199,200
Medicare	2,419	2,545	2,800	2,900
Retirement	15,319	15,367	16,200	17,500
Health Insurance	31,991	31,082	35,200	35,200
Subtotal	238,810	249,038	248,700	254,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	446	497	600	600
Training and Education	-	384	600	600
Travel, Conferences, Meetings	1,061	2,006	1,500	1,700
Auto Allowance	3,000	3,000	3,000	3,000
Mileage Reimbursement	66	235	200	200
Operating Supplies	83	83	300	300
Printing and Duplicating	366	43	200	200
Postage and Deliveries	23	-	200	200
Uniforms	163	180	300	300
Telephone and Other	2,421	4,348	2,400	2,400
Software Licenses/Maintenance	2,888	3,753	5,300	5,300
Vehicle Replacement	4,900	4,900	4,600	4,600
Vehicle Maintenance	766	641	1,500	3,600
NPDES <sup>1</sup> Permit	169,020	183,730	241,500	231,500
Water Quality	119,079	143,219	176,400	176,700
Subtotal	304,282	347,019	438,600	431,200
<u>Contract Services:</u>				
Park Landscape Repairs	116,581	149,432	175,300	-
Residential Street Sweeping	169,063	172,975	196,300	-
Arterial Street Sweeping	118,830	120,495	127,600	-
Citations Collection	-	-	3,000	-
Street Maint. - Storm Drains	50,736	43,452	62,700	-
Subtotal	455,210	486,354	564,900	-
Activity Total	\$998,302	\$1,082,411	\$1,252,200	\$686,000
<u>Funding Source:</u>				
General Fund	\$998,302	\$1,082,411	\$1,252,200	\$686,000

<sup>1</sup> NPDES = National Pollutant Discharge Elimination System

<b>PUBLIC WORKS - TRAFFIC AND PARKING COMMISSION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Commissioner Stipend	\$0	\$0	\$7,100	\$7,100
Medicare	-	-	100	100
Retirement	-	-	100	100
Subtotal	-	-	7,300	7,300
<u>Operation and Maintenance:</u>				
Commissioner Travel	-	-	5,000	5,000
Operating Supplies	-	-	1,500	1,500
Subtotal	-	-	6,500	6,500
<u>Contract Services:</u>				
Traffic Engineering	-	-	75,000	-
Subtotal	-	-	75,000	-
Activity Total	\$0	\$0	\$88,800	\$13,800
 <u>Funding Source:</u>				
General Fund	\$0	\$0	\$88,800	\$13,800

## **MANAGEMENT SERVICES**

### ***DEPARTMENT DESCRIPTION***

Management Services includes the Human Resources, Information Technology (IT), and Public Information (PIO) divisions. It coordinates the recruitment of talented and highly qualified candidates to join the City's workforce and provides safety training. The department manages the City's technology needs and sets strategic guidelines to achieve long-term technology goals. It also manages public information, including City publications, websites, and communication with the media with the Director serving as the Public Information Officer.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENTS***

#### **Public Information**

1. The Public Information Office continued its push to expand two-way communications with residents through social media. The Division increased the number of followers on the City's primary Facebook page from approximately 4,730 to 6,060 and reach – the number of users who saw a post – regularly topped 1,000. One of the most popular posts was on the opening of At Home, which reached over 25,000 users. Also, it increased the followers on the City's Twitter page to approximately 3,500, and the year-old Instagram account topped 1,000 followers. Next Door became an important platform for City news, reaching 26 percent of the households in the City.
2. Added exciting new technologies to communicate with residents, including an Alexa skill and SMS/text capabilities through a partnership with a local business.
3. Continued to build on the successful broadcasting of Council meetings on Facebook Live and production of a weekly "Mayor's Minute." In the first quarter alone, the City's average video views on Facebook reached approximately 5,000 per City Council meeting.
4. Launched the City Mobile Smartphone Application, gaining 1,300 users in the first six months. The use of the app also brought an increase in "Ask Lake Forest" tickets, allowing residents to more easily report issues or ask questions.
5. Created a television commercial that ran on Cox Communications channels for the "Taste of Lake Forest" event.
6. Refreshed the City's website to make it more attractive and easier to navigate for users.

### Information Technology (IT)

1. Improved the City's resiliency to disasters by deploying a cloud backup solution, replacing the legacy backup to tape media process.
2. Enhanced business continuity, collaboration, and communication capabilities by deploying Microsoft Office 365 for all staff, upgrading from the current Office 2010 environment.
3. Introduced the "Geohub" on the City's website, the launching pad for several useful and interactive City maps to share information about the City, and through this helpful knowledge facilitate community engagement and problem-solving.
4. More effectively tracked and managed equipment across multiple facilities and buildings by upgrading IT's inventory tracking software to a cloud-based system with wireless bar-code scanners.
5. Provided oversight and coordination for the Civic Center low voltage systems installation, which includes access control, CCTV, digital signage, telecom, and audio-visual components to the entire campus.
6. Continued to deploy the technology systems for the Civic Center by issuing a Request for Proposals and selecting the best qualified firm for the installation of the local area network (LAN) and telephone systems (Voice) for the Civic Center.

### Human Resources

1. Successfully recruited and hired eight full-time positions. Some of these include:
  - City Clerk, Management Analyst (Community Development and Community Services), Sr. Recreation Supervisor (Senior Center and Community Center), and Human Resources Technician.
2. Implemented a revised Part-Time Salary Schedule to ensure salaries reflect the current job market and California state law.
3. Conducted the City's biennial Classification and Compensation Study to ensure all employee classification specifications are accurate and to continue attracting and retaining high level employees.
4. Collaborated with Employee Benefits Broker to implement new employee benefits, saving the City over \$50,000 per year.
5. Provided 18 quality, cost-effective trainings designed to increase individual and organizational productivity and enrichment.

## **FISCAL YEAR 2019-20 MAJOR INITIATIVES**

### Public Information

1. Coordinate outreach/marketing campaign for the Civic Center opening, engaging residents with interactive, digital and printed materials.
2. Broadcast City Council meetings on a Public, Education, Government (PEG) Channel via Cox Communications.
3. Launch the Nixle platform to inform residents about critical information or events, while also driving more registration on the emergency-only AlertOC.
4. Enhance City audio/video productions to offer higher quality informational material in an effort to further reach and inform residents about City events, initiatives and projects.
5. Expand the City's use of Artificial Intelligence Systems (Amazon Alexa, Google Home, etc.) to further communication with the public.
6. Procure and install artwork for the new Civic Center.
7. Create multi-channeled campaigns to educate residents on key issues, such as:
  - a. Emergency Preparedness
  - b. Traffic Safety/Smart Driving
  - c. Recycling
  - d. Capital Improvement Projects
  - e. Crime Prevention

### Information Technology

1. Complete construction and installation of the IT components of the Civic Center, including access control, CCTV system, wireless network, audio-visual system, and integrated telephone system on a fast and reliable fiber network foundation.
2. Relocate existing City Hall servers and computers at the Civic Center and ensure systems are successfully brought online at the new facility with minimal staff impact.
3. Work with the City Attorney and City Clerk to propose a resolution authorizing the use of digital signatures; and evaluate, purchase, and deploy electronic signature software.
4. Replace 17 computers in the Sports Park training room and 31 other City computers as part of the annual computer refresh project.

### Human Resources

1. Continue to implement new recruitment strategies and exam process improvements to the recruitment of a diverse workforce while maintaining efficiencies, maximizing new technology and exploring industry trends.
2. Provide effective work-life/wellness services that promote healthy lifestyles, improve health status and/or assist working parents in effectively managing work-family demands and responsibilities.



3. Continue to enhance the HR intranet page and social media presence to increase employee engagement, provide access to information, and provide user-friendly online services.
4. Develop and deliver several City-wide and department-specific training programs, including diversity awareness and harassment prevention, to foster a healthy work environment.
5. Coordinate the move of employees to the new Civic Center, ensuring proper transportation of city materials and surplusing of excess inventory, while having a minimal impact to the public.
6. Create new administrative policies needed for the operations of the Civic Center.

**MANAGEMENT SERVICES - ALL DIVISIONS  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Personnel	\$631,254	\$852,497	\$920,600	\$1,061,600
Operations and Maintenance	246,209	267,741	475,100	661,200
Contract Services	519,865	451,616	613,100	676,200
Capital Outlay	112,348	76,866	216,800	69,500
Activity Total	<b>\$1,509,676</b>	<b>\$1,648,720</b>	<b>\$2,225,600</b>	<b>\$2,468,500</b>

Funding Source:

General Fund	\$1,509,676	\$1,648,720	\$2,225,600	\$2,468,500
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Total Positions:

Full-Time	5.00	7.00	7.00	8.00
Part-Time Hours	2,340	1,040	1,040	1,000

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel Recruitment and Selection</u>			
% of employees passing probation	100%	98%	99%
Average # of applications per open recruitment	70	80	80
<u>Training and Development</u>			
Performance evaluations - % completed on time	95%	98%	97%
Training/Wellness - # of in-house opportunities provided to employees	12	15	18
<u>Computer Systems</u>			
% computer help desk calls completed within 3 days	93%	90%	90%
% server availability	99.9%	99.5%	99.5%
Security patches	96%	N/A	95%
Cyber threat email detection	93%	N/A	95%
<u>Communications</u>			
# of unique website visitors (per month)	18,000	21,000	23,000
# of engagement opportunities <sup>1</sup>	10	12	12
# of videos produced	60	60	30

<sup>1</sup> Community contests.

**MANAGEMENT SERVICES - ALL DIVISIONS  
BUDGET DETAIL**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$480,845	\$664,248	\$692,200	\$801,300
Part-Time Personnel	20,642	6,247	14,300	14,300
Medicare	6,752	8,862	10,200	11,800
Retirement	31,671	53,981	61,700	74,400
Health Insurance	79,978	108,786	123,200	140,800
Annual Physical Exams	782	320	3,000	3,000
Pre-Employment Testing	6,846	10,053	10,000	10,000
Tuition Reimbursement	3,738	-	6,000	6,000
Subtotal	<u>631,254</u>	<u>852,497</u>	<u>920,600</u>	<u>1,061,600</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	910	940	3,600	3,700
Training and Education	7,777	18,101	35,300	33,000
Travel, Conferences, Meetings	3,261	1,920	14,700	14,900
Auto Allowance	5,793	10,800	10,700	10,800
Mileage Reimbursement	180	353	800	1,300
Operating Supplies	4,604	5,570	8,600	13,200
Recruitment Panel Hosting	1,244	470	1,100	1,100
Printing and Duplicating	1,508	2,973	4,700	4,700
Legal Advertising	1,066	920	1,800	1,800
Postage and Deliveries	33,467	35,794	38,900	39,900
Subscriptions and Books	13,621	4,091	16,100	5,000
Telephone and Other	4,596	8,321	14,200	-
Telephone	-	-	-	16,800
Internet	-	-	-	30,300
Cable TV Services	-	-	-	9,900
Building Access Security	-	-	-	21,100
Fire Alarm Monitoring	-	-	-	3,700
Security Camera Maintenance and Repair	-	-	-	74,400
Equipment Rentals and Leases	-	-	46,200	55,000
Equipment Maintenance	2,310	3,961	4,700	5,700
Computer Maintenance/Supply	54,279	38,115	52,500	42,800
Software Licenses/Maintenance	98,025	121,844	186,300	242,700
Website Update Services	13,568	13,568	34,900	29,400
Subtotal	<u>246,209</u>	<u>267,741</u>	<u>475,100</u>	<u>661,200</u>

<b>MANAGEMENT SERVICES - ALL DIVISIONS</b>
<b>BUDGET DETAIL (continued)</b>

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Contract Services:</u>				
Newsletter	40,548	44,033	69,000	69,000
Records Management	3,400	5,500	15,000	5,000
Miscellaneous	71,575	28,322	43,800	43,800
Information Services	345,341	336,970	348,000	458,000
Communications	16,961	25,958	29,300	24,800
Printer Management	-	-	13,000	16,000
General	42,040	10,833	95,000	59,600
Subtotal	519,865	451,616	613,100	676,200
<u>Capital Outlay:</u>				
Equipment	74,751	18,746	100,200	17,500
Furniture	1,180	153	3,000	3,000
Computers	30,961	44,075	44,000	44,000
Computer Software	5,456	13,892	69,600	5,000
Subtotal	112,348	76,866	216,800	69,500
Activity Total	\$1,509,676	\$1,648,720	\$2,225,600	\$2,468,500

<b>MANAGEMENT SERVICES - PUBLIC INFORMATION DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$133,445	\$173,740	\$207,800	\$214,800
Part-Time Personnel	13,227	6,247	14,300	14,300
Medicare	2,002	2,376	3,200	3,300
Retirement	8,168	12,701	18,200	17,200
Health Insurance	22,354	37,258	42,200	42,200
Subtotal	179,196	232,322	285,700	291,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	225	530	1,400	1,400
Training and Education	450	484	1,000	1,000
Travel, Conferences, Meetings	1,102	450	4,500	5,200
Auto Allowance	517	1,920	1,900	1,900
Mileage Reimbursement	180	353	500	1,000
Operating Supplies	1,240	1,428	4,700	3,200
Printing and Duplicating	1,214	2,743	3,700	3,700
Postage and Deliveries	33,436	35,762	38,500	39,500
Software Licenses/Maintenance	7,651	7,986	7,800	24,300
Website Update Services	-	-	13,800	3,800
Subtotal	46,015	51,656	77,800	85,000
<u>Contract Services:</u>				
Newsletter	40,548	44,033	69,000	69,000
Communications	16,961	25,958	29,300	24,800
General	42,040	10,833	95,000	59,600
Subtotal	99,549	80,824	193,300	153,400
Activity Total	\$324,760	\$364,802	\$556,800	\$530,200
<u>Funding Source:</u>				
General Fund	\$324,760	\$364,802	\$556,800	\$530,200

<b>MANAGEMENT SERVICES - INFORMATION TECHNOLOGY DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$218,020	\$259,914	\$255,200	\$339,600
Medicare	2,953	3,515	3,700	4,900
Retirement	17,712	20,844	21,900	32,000
Health Insurance	36,810	35,764	40,500	58,100
Subtotal	275,495	320,037	321,300	434,600
<u>Operation and Maintenance:</u>				
Memberships and Dues	160	160	800	800
Training and Education	2,547	5,091	8,000	8,200
Travel, Conferences, Meetings	1,560	183	5,200	5,200
Auto Allowance	3,388	4,440	4,400	4,500
Operating Supplies	-	41	-	-
Subscriptions and Books	13,307	3,761	15,000	3,900
Telephone and Other	4,596	8,321	14,200	-
Telephone	-	-	-	16,800
Internet	-	-	-	30,300
Cable TV Services	-	-	-	9,900
Building Access Security	-	-	-	21,100
Fire Alarm Monitoring	-	-	-	3,700
Security Camera Maintenance and Repair	-	-	-	74,400
Equipment Rentals and Leases	-	-	46,200	55,000
Equipment Maintenance	2,310	3,961	4,700	5,700
Computer Maintenance/Supply	54,279	38,115	52,500	42,800
Software Licenses/Maintenance	87,374	110,500	174,500	214,400
Website Update Services	13,568	13,568	21,100	25,600
Subtotal	183,089	188,141	346,600	522,300
<u>Contract Services:</u>				
Records Management	3,400	5,500	15,000	5,000
Information Services	345,341	336,970	348,000	458,000
Printer Management	-	-	13,000	16,000
Subtotal	348,741	342,470	376,000	479,000

<b>MANAGEMENT SERVICES - INFORMATION TECHNOLOGY DIVISION BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Capital Outlay:</u>				
Equipment	74,751	18,746	100,200	17,500
Computers	30,961	44,075	44,000	44,000
Computer Software	5,456	13,892	69,600	5,000
Subtotal	111,168	76,713	213,800	66,500
Activity Total	\$918,493	\$927,361	\$1,257,700	\$1,502,400
 Funding Source:				
General Fund	\$918,493	\$927,361	\$1,257,700	\$1,502,400

<b>MANAGEMENT SERVICES - HUMAN RESOURCES DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$129,380	\$230,594	\$229,200	\$246,900
Part-Time Personnel	7,415	-	-	-
Medicare	1,797	2,971	3,300	3,600
Retirement	5,791	20,436	21,600	25,200
Health Insurance	20,814	35,764	40,500	40,500
Annual Physical Exams	782	320	3,000	3,000
Pre-Employment Testing	6,846	10,053	10,000	10,000
Tuition Reimbursement	3,738	-	6,000	6,000
Subtotal	176,563	300,138	313,600	335,200
<u>Operation and Maintenance:</u>				
Memberships and Dues	525	250	1,400	1,500
Training and Education	4,780	12,526	26,300	23,800
Travel, Conferences, Meetings	599	1,287	5,000	4,500
Auto Allowance	1,888	4,440	4,400	4,400
Mileage Reimbursement	-	-	300	300
Operating Supplies	3,364	4,101	3,900	10,000
Recruitment Panel Hosting	1,244	470	1,100	1,100
Printing and Duplicating	294	230	1,000	1,000
Legal Advertising	1,066	920	1,800	1,800
Postage and Deliveries	31	32	400	400
Subscriptions and Books	314	330	1,100	1,100
Software Licenses/Maintenance	3,000	3,358	4,000	4,000
Subtotal	17,105	27,944	50,700	53,900
<u>Contract Services:</u>				
Miscellaneous	71,575	28,322	43,800	43,800
Subtotal	71,575	28,322	43,800	43,800
<u>Capital Outlay:</u>				
Furniture	1,180	153	3,000	3,000
Subtotal	1,180	153	3,000	3,000
Activity Total	\$266,423	\$356,557	\$411,100	\$435,900
 <u>Funding Source:</u>				
General Fund	\$266,423	\$356,557	\$411,100	\$435,900



## **COMMUNITY SERVICES**

### ***DEPARTMENT DESCRIPTION***

The Community Services Department provides planning and coordination of recreation programs and activities for youth, teens, adults, families, seniors and individuals with special needs. Activities include youth camps and sports, citywide special events, excursions, senior services and contract classes. Community Services is responsible for the operation of several unique facilities that include the Sports Park and Recreation Center, Nature Park, and the Etnies Skate Park of Lake Forest. The department also coordinates and manages the planning and design of new recreation, community facilities and parks. In this budget cycle, the department will begin operating new facilities at the civic center that include a dedicated senior center, community center and performing arts center.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENTS***

1. Implemented a Wildlife Mitigation Plan at newly renovated Veterans Park.
2. Completed the transition to a cloud-based registration software system to facilitate program registration from mobile devices.
3. Completed the operational plans for the new Community Center, Performing Arts Center and Senior Center. This includes the development of new policies and procedures, determining an appropriate staffing level and programming, and completing cost analysis and fee studies to project operating expenses, revenues and fees.
4. Hired and trained new management staff to work in the new senior center, community center and performing arts center.
5. Collaborated with a Council sub-committee to establish the design and guidelines for the Hometown Heroes street banner program.
6. Completed the design process for renovations at 10 City parks as part of the Neighborhood Improvement Plan. Began renovations of Peachwood Park as part of the City's Neighborhood Improvement Plan.
7. Worked with the Boys and Girls Club of Laguna Beach regarding its request to site a facility in El Toro Park.
8. Organized the re-dedication ceremony of Heroes Park to include the renaming of the baseball fields and the installation of commemorative plaques to honor Lake Forest's fallen law enforcement officers and military personnel.
9. Successfully renamed the senior center to The Clubhouse and rebranded the facility and its programs to reflect this change.
10. Initiated the design process for the proposed Whispering Hills park site.

### ***FISCAL YEAR 2019-20 MAJOR INITIATIVES***

1. Implement new City Council-approved fee schedule for all programs and services.
2. Hire and train new front-line staff to work in The Clubhouse, Community Center and Performing Arts Center and begin operating the new facilities.
3. Produce grand opening event for new Civic Center.
4. Initiate Hometown Hero Street Banner Program.
5. Expand holiday decorations program to include new Civic Center.
6. Complete department strategic plan accounting for changing demographics, new facilities, staffing adjustments and strategies to ensure that programs and services remain responsive to community need into the future.
7. Complete conceptual and final design for the proposed Whispering Hills Park site.
8. Conduct public outreach to assess public interest in creating additional pickleball opportunities in the City.

**COMMUNITY SERVICES - ALL DIVISIONS  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Personnel	\$1,986,519	\$2,062,713	\$2,350,100	\$2,972,300
Operations and Maintenance	1,511,776	1,645,627	1,811,900	1,700,100
Contract Services	145,348	107,798	105,100	140,100
Capital Outlay	20,411	1,296	-	-
Activity Total	<b>\$3,664,054</b>	<b>\$3,817,434</b>	<b>\$4,267,100</b>	<b>\$4,812,500</b>
Funding Sources:				
General Fund	\$3,581,956	\$3,724,393	\$4,177,100	\$4,722,500
Measure M2 Senior Mobility Program Fund	82,098	93,041	90,000	90,000
Total Positions:				
Full-Time	11.0	11.0	12.0	14.0
Part-Time Hours	58,625	61,025	61,025	82,425

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
# of elementary students <sup>1</sup> in SVUSD <sup>2</sup> participating in kids factory after school programs	75,985	90,000	80,000
# of teens participating in teen programs <sup>1</sup>	15,054	14,000	14,000
# of seniors participating in senior programs <sup>1</sup>	36,747	37,000	38,000
# of participants in City programs <sup>3</sup>	304,142	320,000	320,000
# of rentals at City facilities	6,912	N/A	7,300
Total revenue	\$873,878	\$800,000	\$1,099,400
% of respondents reporting the quality of a program/event met their expectations.	95%	85%	85%
% of respondents reporting they would attend/participate in a specific program again.	N/A	85%	N/A
% of respondents reporting that they would recommend a specific program/event.	100%	85%	85%

<sup>1</sup> Performance Measures show the number of times an enrollee attends a particular class or program.  
In the case of Special Events, Performance Measures show the number of attendees at the event.

<sup>2</sup> Saddleback Valley Unified School District

<sup>3</sup> City Programs refers to Recreation Classes, Camps, Family Excursions, Skate Park  
Classes and Camps, and Special Events.

**COMMUNITY SERVICES - ALL DIVISIONS  
BUDGET DETAIL**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<b>Personnel:</b>				
Full-Time Personnel	\$939,866	\$959,684	\$1,038,800	\$1,221,300
Overtime	1,187	-	-	-
Part-Time Personnel	743,323	802,444	943,800	1,303,400
Commissioner Stipend	-	-	3,300	3,300
Medicare	23,346	24,372	28,800	36,700
Retirement	102,846	105,264	124,200	161,100
Health Insurance	175,951	170,949	211,200	246,500
Subtotal	<u>1,986,519</u>	<u>2,062,713</u>	<u>2,350,100</u>	<u>2,972,300</u>
<b>Operation and Maintenance:</b>				
Memberships and Dues	1,780	1,655	5,600	6,300
Training and Education	224	2,043	2,600	4,600
Travel, Conferences, Meetings	3,269	2,089	5,000	6,300
Commissioner Travel	1,940	1,704	5,000	5,000
Auto Allowance	10,800	10,800	10,800	10,800
Mileage Reimbursement	236	692	1,000	500
Operating Supplies	48,392	42,805	65,200	82,200
Printing and Duplicating	78,540	76,903	123,500	120,800
Uniforms	3,829	3,823	-	-
Cost of Merchandise Sales	14,377	19,411	25,000	21,000
Telephone and Other	29,450	58,448	57,200	-
Janitorial Maintenance <sup>2</sup>	-	92,271	111,300	81,600
Equipment Rentals/Leases	10,423	6,486	2,000	2,000
Building Maintenance	26,898	31,497	4,500	4,500
Building Repairs <sup>2</sup>	-	425	3,000	3,000
Software Licenses/Maint.	11,313	16,576	3,200	6,700
Computer Maintenance & Supply	-	8,873	-	-
Vehicle Replacement	6,900	6,900	4,600	7,600
Vehicle Maintenance	5,389	3,217	7,600	4,500
Holiday Banners	10,012	16,724	21,000	23,000
Website Update	-	-	-	3,100
Bank Charges and Fees	-	-	38,000	38,000
Community Services Programs	2,000	2,200	3,500	3,500
Community Events	327,222	334,440	298,500	312,100
SVUSD <sup>1</sup> Recreation Programs	430,415	424,756	512,600	480,500
Senior Mobility Grant Program	82,098	93,041	90,000	90,000
Teen Programs	35,174	40,885	38,200	37,500
Senior Programs	133,676	127,303	140,100	150,100

**COMMUNITY SERVICES - ALL DIVISIONS**  
**BUDGET DETAIL (continued)**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Operation and Maintenance</u>				
<u>(continued):</u>				
Recreation Classes	132,076	131,389	105,000	105,000
Skate Park Programs	39,104	31,738	70,300	32,300
Youth Programs	36,062	30,806	33,000	33,000
Adult Sports Programs	24,995	25,727	24,600	24,600
Sports Tournaments	5,182	-	-	-
Subtotal	<u>1,511,776</u>	<u>1,645,627</u>	<u>1,811,900</u>	<u>1,700,100</u>
<u>Contract Services:</u>				
Other	20,570	23,052	31,500	31,500
General	-	3,040	10,000	-
Miscellaneous	124,778	81,706	63,600	108,600
Subtotal	<u>145,348</u>	<u>107,798</u>	<u>105,100</u>	<u>140,100</u>
<u>Capital Outlay:</u>				
Equipment	20,411	1,296	-	-
Subtotal	<u>20,411</u>	<u>1,296</u>	<u>-</u>	<u>-</u>
Activity Total	<u><u>\$3,664,054</u></u>	<u><u>\$3,817,434</u></u>	<u><u>\$4,267,100</u></u>	<u><u>\$4,812,500</u></u>

<sup>1</sup> SVUSD = Saddleback Valley Unified School District

<sup>2</sup> This item was moved from Public Works Department in Fiscal Year 2017-18.

<b>COMMUNITY SERVICES - ADMINISTRATION DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$466,379	\$447,152	\$524,600	\$327,600
Part-Time Personnel	143,144	153,542	138,200	-
Medicare	8,324	8,194	9,600	4,800
Retirement	48,316	46,521	55,000	31,100
Health Insurance	75,259	73,122	100,400	56,400
Subtotal	741,422	728,531	827,800	419,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,375	990	5,600	3,600
Training and Education	224	1,243	500	500
Travel, Conferences, Meetings	3,269	1,839	5,000	6,300
Commissioner Travel	-	1,704	-	-
Auto Allowance	6,900	6,900	6,900	5,400
Mileage Reimbursement	236	692	1,000	500
Operating Supplies	1,801	1,205	6,000	1,000
Printing and Duplicating	78,454	76,774	123,500	300
Uniforms	123	439	-	-
Telephone and Other	430	430	2,000	-
Janitorial Maintenance <sup>2</sup>	-	44,011	46,700	17,000
Building Maintenance	24,496	29,527	-	-
Software Licenses/Maint.	11,313	14,266	-	-
Computer Maintenance & Suppl <sup>1</sup>	-	8,873	-	-
Vehicle Replacement	6,900	6,900	4,600	7,600
Vehicle Maintenance	5,389	3,217	7,600	4,500
Holiday Banners	10,012	16,724	21,000	-
Bank Charges and Fees	-	-	38,000	-
Community Services Programs	2,000	2,200	3,500	-
SVUSD <sup>1</sup> Recreation Programs	430,415	424,756	512,600	-
Senior Mobility Grant Program	82,098	93,041	90,000	-
Senior Programs	133,676	127,303	140,100	-
Subtotal	799,111	863,034	1,014,600	46,700

<b>COMMUNITY SERVICES - ADMINISTRATION DIVISION BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<b>Contract Services:</b>				
Other	20,570	23,052	31,500	-
General	-	3,040	10,000	-
Miscellaneous	61,248	19,406	-	-
Subtotal	81,818	45,498	41,500	-
Activity Total	\$1,622,351	\$1,637,063	\$1,883,900	\$466,600
<b>Funding Sources:</b>				
General Fund	\$1,540,253	\$1,544,022	\$1,793,900	\$466,600
Measure M2 Senior Mobility Program Fund	82,098	93,041	90,000	-

<sup>1</sup> SVUSD = Saddleback Valley Unified School District

<sup>2</sup> This item was moved from Public Works Department in Fiscal Year 2017-18.

<b>COMMUNITY SERVICES - SENIORS DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$0	\$0	\$0	\$203,700
Part-Time Personnel	-	-	-	238,000
Medicare	-	-	-	6,400
Retirement	-	-	-	29,300
Health Insurance	-	-	-	44,000
Subtotal	-	-	-	521,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	-	-	-	400
Training and Education	-	-	-	700
Auto Allowance	-	-	-	1,500
Operating Supplies	-	-	-	12,000
Printing and Duplication	-	-	-	42,100
Bank Charges and Fees	-	-	-	7,700
Senior Mobility Grant Program	-	-	-	90,000
Senior Programs	-	-	-	150,100
Subtotal	-	-	-	304,500
Activity Total	\$0	\$0	\$0	\$825,900
<u>Funding Sources:</u>				
General Fund	\$0	\$0	\$0	\$735,900
Measure M2 Senior Mobility Program Fund	-	-	-	90,000



<b>COMMUNITY SERVICES - SKATE PARK DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$154,237	\$188,860	\$189,400	\$194,200
Part-Time Personnel	176,203	172,067	205,900	214,200
Overtime	193	-	-	-
Medicare	4,639	5,049	5,700	5,900
Retirement	18,310	17,215	18,800	20,500
Health Insurance	38,349	37,258	42,200	42,200
Subtotal	391,931	420,449	462,000	477,000
<u>Operation and Maintenance:</u>				
Memberships and Dues	-	165	-	600
Training and Education	-	800	2,100	1,100
Travel, Conferences, Meetings	-	250	-	-
Auto Allowance	1,200	1,200	1,200	1,200
Operating Supplies	24,500	24,812	29,000	27,000
Printing and Duplicating	-	-	-	18,400
Cost of Merchandise Sales	14,377	19,411	25,000	21,000
Telephone and Other	9,309	18,658	17,800	-
Equipment Rentals/Leases	200	-	-	-
Building Maintenance	900	520	1,200	1,200
Website Update	-	-	-	1,800
Bank Charges and Fees	-	-	-	7,100
Skate Park Programs	39,104	31,738	70,300	32,300
Subtotal	89,590	97,554	146,600	111,700
<u>Capital Outlay:</u>				
Equipment	9,612	-	-	-
Subtotal	9,612	-	-	-
Activity Total	\$491,133	\$518,003	\$608,600	\$588,700
<u>Funding Sources:</u>				
General Fund	\$491,133	\$518,003	\$608,600	\$588,700

<b>COMMUNITY SERVICES - RECREATION AND SPORTS PARK DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$233,678	\$236,459	\$237,200	\$237,000
Part-Time Personnel	423,976	473,292	565,700	577,800
Medicare	9,194	9,885	11,600	11,800
Retirement	30,434	34,810	40,800	43,400
Health Insurance	46,347	45,028	51,000	48,400
Subtotal	743,629	799,474	906,300	918,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	405	500	-	800
Training and Education	-	-	-	1,700
Auto Allowance	1,500	1,500	1,500	1,500
Operating Supplies	22,091	16,788	28,700	28,700
Printing and Duplicating	86	129	-	35,500
Uniforms	3,706	3,384	-	-
Telephone and Other	19,711	39,360	37,400	-
Equipment Rentals/Leases	2,135	2,548	2,000	2,000
Building Maintenance	1,502	1,450	3,300	3,300
Janitorial Maintenance <sup>2</sup>	-	48,260	64,600	64,600
Building Repairs <sup>2</sup>	-	425	3,000	3,000
Software Licenses/Maintenance	-	2,310	3,200	3,200
Website Updates	-	-	-	1,300
Bank Charges and Fees	-	-	-	13,700
SVUSD <sup>1</sup> Recreation Programs	-	-	-	480,500
Community Events	2,666	-	-	-
Teen Programs	35,174	40,885	38,200	37,500
Recreation Classes	132,076	131,389	105,000	105,000
Youth Programs	36,062	30,806	33,000	33,000
Adult Sports Programs	24,995	25,727	24,600	24,600
Sports Tournaments	5,182	-	-	-
Subtotal	287,291	345,461	344,500	839,900
<u>Contract Services:</u>				
Miscellaneous	63,530	62,300	63,600	63,600
Subtotal	63,530	62,300	63,600	63,600

<b>COMMUNITY SERVICES - RECREATION AND SPORTS PARK DIVISION BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Capital Outlay:</u>				
Equipment	-	1,296	-	-
Subtotal	-	1,296	-	-
Activity Total	\$1,094,450	\$1,208,531	\$1,314,400	\$1,821,900
Funding Source:				
General Fund	\$1,094,450	\$1,208,531	\$1,314,400	\$1,821,900

<sup>1</sup> SVUSD = Saddleback Valley Unified School District

<sup>2</sup> This item was moved from Public Works Department in Fiscal Year 2017-18.

<b>COMMUNITY SERVICES - SPECIAL EVENTS DIVISION BUDGET DETAIL</b>
-----------------------------------------------------------------------

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$85,572	\$87,213	\$87,600	\$72,000
Part-Time Personnel	994	3,543	34,000	34,000
Medicare	1,189	1,244	1,800	1,500
Retirement	5,786	6,718	9,500	8,500
Health Insurance	15,996	15,541	17,600	15,000
Subtotal	109,537	114,259	150,500	131,000
<u>Operation and Maintenance:</u>				
Auto Allowance	1,200	1,200	1,200	300
Printing and Duplicating	-	-	-	5,100
Holiday Banners	-	-	-	23,000
Bank Charges and Fees	-	-	-	2,000
Community Services Programs	-	-	-	3,500
Equipment Rentals/Leases	8,088	3,938	-	-
Community Events	324,556	334,440	298,500	312,100
Subtotal	333,844	339,578	299,700	346,000
<u>Contract Services:</u>				
Other	-	-	-	31,500
Subtotal	-	-	-	31,500
<u>Capital Outlay:</u>				
Equipment	10,799	-	-	-
Subtotal	10,799	-	-	-
Activity Total	\$454,180	\$453,837	\$450,200	\$508,500
 <u>Funding Sources:</u>				
General Fund	\$454,180	\$453,837	\$450,200	\$508,500

<b>COMMUNITY SERVICES - COMMUNITY CENTER/          PERFORMING ARTS DIVISION          BUDGET DETAIL</b>
----------------------------------------------------------------------------------------------------------------

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$0	\$0	\$0	\$186,800
Part-Time Personnel	-	-	-	239,400
Medicare	-	-	-	6,200
Retirement	-	-	-	28,200
Health Insurance	-	-	-	40,500
Subtotal	-	-	-	501,100
<u>Operation and Maintenance:</u>				
Memberships and Dues	-	-	-	600
Training and Education	-	-	-	600
Auto Allowance	-	-	-	900
Operating Supplies	-	-	-	12,000
Printing and Duplicating	-	-	-	19,400
Software Licenses/Maintenance	-	-	-	3,500
Bank Charges and Fees	-	-	-	7,500
Subtotal	-	-	-	44,500
<u>Contract Services:</u>				
Miscellaneous	-	-	-	45,000
Subtotal	-	-	-	45,000
Activity Total	\$0	\$0	\$0	\$590,600
<u>Funding Source:</u>				
General Fund	\$0	\$0	\$0	\$590,600

<b>COMMUNITY SERVICES - PARKS AND RECREATION COMMISSION BUDGET DETAIL</b>
-------------------------------------------------------------------------------

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Commissioner Stipend	\$0	\$0	\$3,300	\$3,300
Medicare	-	-	100	100
Retirement	-	-	100	100
Subtotal	-	-	3,500	3,500
<u>Operation and Maintenance:</u>				
Memberships and Dues	-	-	-	300
Commissioner Travel	1,940	-	5,000	5,000
Operating Supplies	-	-	1,500	1,500
Subtotal	1,940	-	6,500	6,800
Activity Total	\$1,940	\$0	\$10,000	\$10,300
<u>Funding Source:</u>				
General Fund	\$1,940	\$0	\$10,000	\$10,300

## **POLICE SERVICES**

### ***DEPARTMENT DESCRIPTION***

Police Services is responsible for public safety and general law enforcement within the City, including patrol services, traffic enforcement and criminal investigation. Police Services provides a variety of community policing programs and services including crime prevention, emergency preparedness, homeless program and volunteer programs.

### ***FISCAL YEAR 2018-19 MAJOR ACCOMPLISHMENTS***

1. Through the Homeless Liaison Officer position, Police Services continued to foster a relationship with the City's homeless population and connect them with available resources. The Homeless Liaison Officer has established a rapport with the homeless population as well as charitable organizations to connect those in need with available services. Through these partnerships, 27 members of the homeless community were placed in housing, bringing the total number served to 76 in the last three years.
2. Deputies decrease in-custody arrests by 2.5%, with 853 in-custody arrests in total, as well as 452 misdemeanor citations, and 175 warrant arrests.
3. Traffic enforcement remained a priority for Police Services. There were a total of 368 reported collisions in 2017 compared to 442 collisions in 2016. Also, there were 4,543 parking citations issued in 2017, a 38.5% increase from 2016. Moreover, 2,330 non-hazardous citations were issued, an increase from the 1,956 citations issued in 2016. Police Services issued 3,666 moving violations, which is a reduction compared to the previous year's total of 4,075.
4. Completed the first Community Emergency Response Team (CERT) Basic Training with 31 residents completing the classroom program.
5. Police Services successfully hosted the City's Child Safety Academies. The program teaches the principles of self-defense, abduction awareness, sexual assault prevention, internet safety, and self-empowerment. To date, 274 children have participated in the course since its inception.
6. The Police Department's social media presence was increased by launching Instagram and Twitter accounts.
7. The Sheriff's Team of Active Retired Seniors (STARS) volunteers provided 7,272 hours of service to the community, a decrease of 8.5% from 2017. The STARS volunteers provided customer service at the public counter, vacation checks, fire watch patrols, and working numerous special events.
8. Conduction two emergency trainings for staff in the Emergency Operations Center focusing on evacuations and earthquake scenarios.
9. Participated in a Multi-Agency Point of Dispensing exercise under the guidance of the Orange County Health Care Agency. Participants included

Lake Forest, Irvine, Mission Viejo, Aliso Viejo, Laguna Beach, Laguna Niguel, San Clemente.

10. Conducted an employee building evacuation drill as participating agency in the 2108 California Great Shakeout.
11. Increased community awareness and education regarding Alert OC during City events such as National Night Out, Senior Emergency Preparedness Day, and Pet Expo.

### ***FISCAL YEAR 2019-20 MAJOR INITIATIVES***

1. Continue to develop the Homeless Program while enhancing programs and services through community partners and resources.
2. Enhance the Neighborhood Watch to increase neighborhood participation. Continue to provide educational awareness regarding the County of Orange programs, such as the Non-911 Dispatch number, Alert OC and Ready Set Go by participating city community events.
3. Continue to develop the Advanced Training for the Community Emergency Response Team (CERT) program while hosting two additional Basic Training classes.
4. Update the City's Emergency Plan.
5. Continue to promote the "Don't Make It Easy" and other crime prevention campaigns through social media communications.
6. Revitalize the Responsibility Pet Ownership program through the use of social media and community events.



**POLICE SERVICES  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Personnel	\$109,803	\$105,867	\$113,500	\$118,300
Operations and Maintenance	232,969	198,177	225,600	284,200
Contract Services	16,694,459	17,580,860	18,010,200	18,830,700
Activity Total	<u>\$17,037,231</u>	<u>\$17,884,904</u>	<u>\$18,349,300</u>	<u>\$19,233,200</u>
<b>Funding Sources:</b>				
General Fund	\$16,912,231	\$17,734,904	\$18,220,000	\$19,108,200
Brulte Grant Fund	125,000	150,000	129,300	125,000
<b>Total Positions:</b>				
Full-Time	0.75	0.75	1.00	1.00
Direct Contract Staff	53.00	53.00	54.00	54.00
Shared Contract Staff	15.40	15.40	17.40	17.40
Total Contract Personnel	<u>68.40</u>	<u>68.40</u>	<u>71.40</u>	<u>71.40</u>

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Community Policing</u>			
Community Presentations	19	30	25
Hours of community policing unit services	2,888	2,080	2,000
# of community members reached via social media	21,900	25,000	25,000
# of neighborhood watch presentations	17	30	30
# of neighborhood watch participants	421	500	500
# of business watch participants	350	350	375
<u>Patrol Services</u>			
Average response time: emergency call (minutes)	5:11	5:00	5:00
Average response time: routine call (minutes)	14:33	12:00	12:00

**PERFORMANCE MEASURES (continued)**

<b>Description</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Patrol Services (continued)</u>			
Crime rate per 1,000 pop: UCR Class I crimes	10.8	12	12
Crime rate per 1,000 pop: UCR Class II crimes	17.1	25	25
<u>Traffic Enforcement and Reporting</u>			
Traffic enforcement index <sup>1</sup>	28.4	30	30
Injury traffic collisions	136	135	135
Speed related collisions	48	50	50
<u>Graffiti Program (TAGRS<sup>2</sup>)</u>			
Incidents of graffiti	164	200	200
<u>Paper Shredding Program</u>			
Incidents of fraud and identity theft	100	100	100

<sup>1</sup> Traffic enforcement index is the number of citations issued for moving violations for each injury traffic collision. According to the Northwestern University Traffic Institute, a Traffic Index of 25-35 is desired.

<sup>2</sup> TAGRS = Tracking Automated Graffiti Reporting System

Crime rate per 1,000 population is based on five year average of Part 1 and Part 2 crimes reported to the FBI/ Uniform Crime Report.

**POLICE SERVICES  
BUDGET DETAIL**

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Personnel:</u>				
Full-Time Personnel	\$88,707	\$83,568	\$86,500	\$90,200
Medicare	1,220	1,121	1,300	1,300
Retirement	7,879	5,637	8,100	9,200
Health Insurance	11,997	15,541	17,600	17,600
Subtotal	109,803	105,867	113,500	118,300
<u>Operation and Maintenance:</u>				
Membership and Dues	993	230	500	500
Training and Education	7,119	7,242	9,000	9,000
Travel, Conferences, Meetings	784	704	2,300	2,300
Auto Allowance	2,250	115	-	-
Mileage Reimbursement	-	-	1,000	1,000
Operating Supplies	29,505	24,383	30,000	30,000
Printing and Duplicating	1,995	4,165	4,000	4,000
Postage and Deliveries	-	142	-	-
Subscriptions and Books	9	20	-	-
Uniforms	9,641	4,190	10,000	10,000
Telephone and Other	817	1,340	1,200	3,200
Equipment Maintenance	-	2,115	1,500	1,500
Vehicle Replacement	43,137	35,300	20,200	41,400
Vehicle Maintenance	60,618	53,617	57,600	56,800
Community Services Programs	76,101	64,614	88,300	124,500
Subtotal	232,969	198,177	225,600	284,200
<u>Contract Services:</u>				
Other	6,737	48,764	9,400	9,400
800Mhz Maint./Operation	372,563	146,711	25,400	29,400
Mobile Data Computers	11,352	15,969	12,000	12,000
Animal Care	1,103,576	610,723	589,200	703,900
Crossing Guards	258,014	272,177	302,900	363,000
Parking Ticket Admin.	2,250	5,261	5,000	5,000
Fingerprint ID System	26,293	46,929	41,100	48,100
Law Enforcement:*	14,913,674	16,434,326	17,025,200	17,659,900
Administration (3.0)				
Patrol Sergeants (4.0)				
Patrol (31.0)				
Investigations (4.0)				

<b>POLICE SERVICES</b> <b>BUDGET DETAIL (continued)</b>
------------------------------------------------------------

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
<u>Contract Services (continued):</u>				
Law Enforcement (continued):*				
Motorcycle				
Deputies (3.0)				
Commercial/Traffic Enforcement (1.0)				
Community Service Officers (4.0)				
Community Services/ Crime Prevention (3.0)				
Parking Enforcement Officer (1.0)				
Support/Other (17.4)				
Subtotal	16,694,459	17,580,860	18,010,200	18,830,700
Activity Total	\$17,037,231	\$17,884,904	\$18,349,300	\$19,233,200

\* ( ) Indicates number of persons assigned to the City of Lake Forest.

## **FIRE SERVICES**

### ***DEPARTMENT DESCRIPTION***

The Orange County Fire Authority provides fire services to the City. The Authority provides fire protection and suppression, inspection services, paramedic emergency medical services, technical rescue services, and hazardous material response.

### ***FISCAL YEAR 2018-19 ACCOMPLISHMENTS***

1. Responded to 4,275 Fire and Emergency Services calls.
2. Provided 18 station tours.
3. Participated in the Citizens Leadership Academy on September 26, 2018.
4. Participated in the Community Emergency Response Team (CERT) Program on February 13, 2019, March 4, 2019 and March 11, 2019.
5. Participated in the National Night Out community safety event on August 6, 2018.
6. Participated in the Independence Day Parade.
7. Participated in 16 community events hosted by schools, businesses, or non-profit organizations.
8. Conducted three (3) fire safety programs.
9. Conducted seven (7) school programs/engine visits.
10. Provided 28 ride-alongs.
11. Completed 354 annual business inspections.
12. Completed 814 new construction inspections.
13. Conducted 320 plan reviews for businesses.
14. Issued 327 permits for new businesses and renewal of existing permits.

### ***FISCAL YEAR 2019-20 MAJOR INITIATIVES***

1. Support the Citizen's Leadership and Community Emergency Response Team programs.
2. Collaborate with the City and Orange County Sheriff's Department with Emergency Preparedness Plans.
3. Continue participation in the Independence Day Parade.
4. Increase the number of fire extinguisher classes.
5. Increase the number of ride-along opportunities to members of the community.
6. Increase smoke alarm safety education and free installations for the community.

<p style="text-align: center;"><b>FIRE SERVICES BUDGET OVERVIEW</b></p>
-----------------------------------------------------------------------------

The Orange County Fire Authority funds its service in the City of Lake Forest using a formula derived from direct property tax income. The amount allocated is based on 11.11% of 1% of the total assessed value of properties in Lake Forest.

## **VEHICLE REPLACEMENT**

### ***DEPARTMENT DESCRIPTION***

The Vehicle Replacement Fund is an Internal Service Fund created to isolate the costs of vehicles and to allocate those costs to the appropriate operating departments. The departments that have vehicles each pay annual amounts which are shown as expenditure items in the respective operating department budgets. These payments become revenue for the Vehicle Replacement Fund and provide future funding of new vehicles.

<b>VEHICLE REPLACEMENT BUDGET DETAIL</b>
----------------------------------------------

<b>Expense Classification</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Depreciation Expense	\$46,218	\$39,132	\$0	\$0
Vehicles	-	-	106,200	77,000
Activity Total	\$46,218	\$39,132	\$106,200	\$77,000



## **CAPITAL EXPENDITURES**

### ***DEPARTMENT DESCRIPTION***

Capital Expenditures account for those capital projects approved in the biennial Capital Improvement Projects Budgets.

<b>CAPITAL EXPENDITURES</b> <b>BUDGET DETAIL</b>
-----------------------------------------------------

Project	Adopted Budget 2019-20
Annual Street Sidewalk Rehabilitation Program	\$75,000
Annual Pavement Management Program - Street Resurfacing and Slurry Seal	4,644,000
Bake / Trabuco / Irvine Intersection Improvements	1,138,000
Second Eastbound Left Turn Lane and 2nd Westbound Right Turn Lane on El Toro at Portola/Santa Margarita	659,000
Dedicated Right Turn Lane on EB Ridge Route Drive at Rockfield Blvd	2,300
Lake Forest & Rockfield Restriping / Split Phase Signaling	11,000
Second Left Turn Lanes in All Directions at the Intersection of Los Alisos and Muirlands	450,000
Widening/Realignment of Jeronimo at El Toro Road	100,000
Protective Permissive Left Turn Phasing Program	200,000
Los Alisos Traffic Signal Synchronization Program	18,000
CDBG - El Toro Park Improvements	132,500
Playground Resurfacing Project	225,000
Park Sidewalk Rehabilitation Project	50,000
Park Amenities Replacements	40,000
Neighborhood Park Renovations	3,150,000
Park Light Pole Replacements	325,000
Arbor Mini Park (Garden Park)	20,000
The Arbor Parkway Repairs	95,000
Urban Forestry Management	205,000
Heroes Park Irrigation Improvements	110,000
Heroes Park & Etnies Park Musco LED Light Replacements	30,000
Park Name Sign Medallion Replacements	25,000
Park Restroom Timers Installation	25,000
Recreation Center Sliding Doors Installation	40,000
Sports Park Complex Painting	36,000
Calsense Controllers	45,000
Heroes Park Security Improvements	70,000
Catch Basin Best Management Practices Environmental Tier 1 Improvements	133,500
Packer Place Storm Drain Improvements	7,500
Activity Total	\$12,061,800

<b>CAPITAL EXPENDITURES</b> <b>BUDGET DETAIL (continued)</b>
-----------------------------------------------------------------

<b>Expense Classification</b>	<b>Adopted Budget 2019-20</b>
Funding Sources:	
General Fund Capital Improvement Project Fund	\$1,374,375
Infrastructure Reserve Fund	1,799,156
Neighborhood Park Improvement Reserve Fund	3,150,000
Gas Tax Fund (HUTA)	282,500
Gas Tax Fund Road Maintenance and Rehab Account	1,404,000
Measure M2 Local Fair Share	1,440,844
Air Quality Improvement District Fund	18,000
Community Development Block Grant Fund	132,500
Lake Forest Traffic Mitigation Fund	1,810,300
Foothill Circulation Phasing Plan Capital Projects Fund	550,000
M2 CTFP Competitive Grant Funds	100,125
Total	\$12,061,800

## INTERFUND TRANSFERS

### ***DESCRIPTION***

Interfund transfers represent the redistribution of available fund balances between funds. Interfund transfers provide resources for specific purposes, for example, when multiple funds share the cost burden for capital projects or other programs.

<b>INTERFUND TRANSFERS BUDGET DETAIL</b>
----------------------------------------------

<b>Transfer Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Transfers In:				
<u>General Fund</u>				
From Reserve Funds	\$0	\$0	\$272,700	\$0
From Economic Contingency	-	-	136,400	-
<u>Reserve Funds</u>				
From General Fund	858,300	-	-	267,200
<u>Economic Contingency Fund</u>				
From General Fund	429,200	385,600	-	133,600
<u>Infrastructure Fund</u>				
From General Fund	-	-	7,000,000	-
<u>Neighborhood Park Improvement Fund</u>				
From General Fund	-	-	7,000,000	-
<u>Financing Authority Fund</u>				
From General Fund	-	-	3,050,100	-
From Foothill Circulation Phasing Plan Fund	1,084,000	1,088,884	4,143,600	-
<u>City Facilities Replacement Fund</u>				
From City Facilities Fee Maintenance Fund	-	2,457,900	368,000	294,900
<u>Opportunities Study Area Capital Projects Fund</u>				
From City Facilities Capital Projects Fund	-	16,139,200	1,641,100	-
Total Transfers In	<u>\$2,371,500</u>	<u>\$20,071,584</u>	<u>\$23,611,900</u>	<u>\$695,700</u>

<b>INTERFUND TRANSFERS BUDGET DETAIL (continued)</b>
----------------------------------------------------------

<b>Transfer Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Transfers Out:				
<u>General Fund</u>				
To Reserve Funds	(\$858,300)	\$0	\$0	(\$267,200)
To Economic Contingency	(429,200)	(385,600)	-	(133,600)
To Infrastructure	-	-	(7,000,000)	-
To Neighborhood Park Improvement	-	-	(7,000,000)	-
To Financing Authority Fund	-	-	(3,050,100)	-
<u>Reserve Funds</u>				
To General Fund	-	-	(272,700)	-
<u>Economic Contingency Fund</u>				
To General Fund	-	-	(136,400)	-
<u>City Facilities Fee</u>				
<u>Maintenance Fund</u>				
To City Facilities Replacement Fund	-	(2,457,900)	(368,000)	(294,900)
<u>Foothill Circulation Phasing</u>				
<u>Plan Fund</u>				
To Financing Authority Fund	(1,084,000)	(1,088,884)	(4,143,600)	-
<u>City Facilities Capital</u>				
<u>Projects Fund</u>				
To Opportunities Study Area Capital Projects Fund	-	(16,139,200)	(1,641,100)	-
Total Transfers Out	<u>(\$2,371,500)</u>	<u>(\$20,071,584)</u>	<u>(\$23,611,900)</u>	<u>(\$695,700)</u>
Net Total	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

# Section Five

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# GENERAL FUND

## Description

This fund is used to account for all City resources which are not required by law or sound financial management to be accounted for in another fund. Principal sources of revenue include sales taxes, property taxes, licenses and permits, fees for services rendered, and State-shared revenue. This fund resources are primarily discretionary and are used to provide a broad range of services including most of those traditional to local government.

## Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
City Council	\$67,709	\$57,319	\$66,300	\$65,400
City Manager	1,333,040	1,231,010	1,335,600	1,260,800
City Clerk	769,888	1,066,819	787,500	730,400
City Attorney	1,222,391	997,215	1,318,000	1,351,000
Finance	3,079,353	5,585,466	3,226,900	2,777,800
Community Development	4,664,186	3,810,205	4,080,300	3,983,000
Public Works	10,340,968	11,554,217	11,953,400	13,176,100
Management Services	1,509,676	1,648,720	2,225,600	2,468,500
Community Services	3,581,956	3,724,393	4,177,100	4,722,500
Police Services	16,912,231	17,734,904	18,220,000	19,108,200
TOTAL	<u>\$43,481,398</u>	<u>\$47,410,268</u>	<u>\$47,390,700</u>	<u>\$49,643,700</u>

# GAS TAX SPECIAL REVENUE FUND

## Description

This fund is used to account for revenue and expenditures of money appropriated under Streets and Highway Code Sections 2105, 2106, 2107, 2107.5, Proposition 1B of the State of California, and local Road Maintenance and Rehabilitation Account. These funds are earmarked for maintenance, rehabilitation, or improvement of public streets.

## Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Public Works	\$1,582,137	\$1,598,325	\$1,836,700	\$1,915,300
Capital Projects	97,897	191,050	125,000	282,500
TOTAL	<u>\$1,680,034</u>	<u>\$1,789,375</u>	<u>\$1,961,700</u>	<u>\$2,197,800</u>

# ROAD MAINTENANCE REHAB SPECIAL REVENUE FUND

## Description

This fund is used to account for revenue and expenditures of money appropriated under Streets and Highway Code Section 2030, and local Road Maintenance and Rehabilitation Account. These funds are earmarked for maintenance, rehabilitation, or critical safety projects on the local streets and roads system.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$0	\$0	\$603,800	\$1,404,000

# MEASURE M2 SPECIAL REVENUE FUND

## Description

This fund is used to account for the City's share of the sales tax increase authorized by Orange County's Measure "M2". The monies are legally restricted for the acquisition, construction and improvement of public streets.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$1,640,219	\$1,935,081	\$1,121,200	\$1,540,969

# MEASURE M2 SENIOR MOBILITY PROGRAM SPECIAL REVENUE FUND

## Description

This fund is used to account for the City's share of the sales tax increase authorized by Orange County's Measure "M2". The monies are legally restricted for the Senior Mobility Program.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Community Services	\$82,098	\$93,041	\$90,000	\$90,000

# MEASURE M2 PROJECT V SPECIAL REVENUE FUND

## Description

This fund is used to account for the City's share of the sales tax increase authorized by Orange County's Measure "M2". The monies are legally restricted for Project V: Community-Based Transit/Circularators Program.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
City Manager	\$21,384	\$175,266	\$252,300	\$254,800

# AIR QUALITY MANAGEMENT DISTRICT SPECIAL REVENUE FUND

## Description

This fund is used to account for the City's share of vehicle registration fees collected under AB2766 that the State of California has allocated to address air quality concerns in Southern California. These monies are to be used to fund programs to reduce air pollution from mobile sources, such as cars, trucks, and buses.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Public Works	\$39,655	\$28,209	\$47,500	\$49,200
Capital Projects	27,822	1,255	400,000	18,000
TOTAL	<u>\$67,477</u>	<u>\$29,464</u>	<u>\$447,500</u>	<u>\$67,200</u>

# POLICE GRANTS SPECIAL REVENUE FUND

## Description

This fund is used to account for certain police grants received by the City. This fund currently consists of a Supplemental Law Enforcement Fund grant, established pursuant to AB 3239 (Brulte) to account for revenues and expenditures for certain police services. Expenditures can only be used for police services and cannot supplant the existing police services budget.

## Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Police Services	\$125,000	\$150,000	\$129,300	\$125,000



# BEVERAGE RECYCLING GRANT SPECIAL REVENUE FUND

## Description

This fund is used to account for revenue and expenditures related to grant funding received from the California State Department of Conservation for the purpose of implementing and supporting beverage recycling programs within the City.

<b>Description</b>	<b>Expenditure Detail</b>		<b>Adopted Budget</b>	<b>Adopted Budget</b>
	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Public Works	\$3,462	\$4,568	\$20,000	\$21,500
Capital Projects	70,655	38,145	-	-
TOTAL	\$74,117	\$42,713	\$20,000	\$21,500

# WASTE RECYCLING GRANT SPECIAL REVENUE FUND

## Description

This fund is used to account for revenue and expenditures from the City's franchise hauler for the purpose of general recycling activities under AB 939.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Public Works	\$41,000	\$39,330	\$45,800	\$44,800

# COMMUNITY DEVELOPMENT BLOCK GRANT SPECIAL REVENUE FUND

## Description

This fund is used to account for revenues received from the Federal Government under the Community Development Block Grant program. Eligible activities can include acquisition, disposition, planning studies, public services, housing and commercial rehabilitation, public facilities improvements, and administration.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Community Development	\$172,018	\$178,846	\$381,300	\$432,700
Capital Projects	157,821	121,619	150,000	132,500
TOTAL	<u>\$329,839</u>	<u>\$300,465</u>	<u>\$531,300</u>	<u>\$565,200</u>

# HOUSING AUTHORITY SPECIAL REVENUE FUND

## Description

This fund is used to account for revenue and expenditures of a portion of the affordable housing administration in the City.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Community Development	\$61,448	\$75,560	\$134,900	\$65,100

# CERTIFIED ACCESS SPECIALIST PROGRAM SPECIAL REVENUE FUND

## Description

This fund is used to account for revenue and expenditures for certified access specialist program.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Community Development	\$0	\$0	\$0	\$5,000

# FINANCING AUTHORITY DEBT SERVICE FUND

## Description

This fund is used to account for debt service activity for the 2004 Certificates of Participation through January 31, 2012. Upon dissolution of the Redevelopment Agency, the 2004 Certificates of Participation were transferred to the Successor Agency. This fund is also used to account for the debt service activity for the 2011 Lease Financing Certificates of Participation for Alton Pkwy.

## Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Finance	\$1,083,990	\$1,088,947	\$7,193,700	\$0

# CITY FACILITIES FEE MAINTENANCE CAPITAL PROJECTS FUND

## Description

This fund is used to account for developer impact fees to maintain City facilities. The use of the monies would be consistent with the Five-Year Strategic Business Plan.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$0	\$0	\$0	\$0

# CAPITAL IMPROVEMENT PROJECTS CAPITAL PROJECTS FUND

## Description

This fund is used to accumulate financial resources for the purpose of providing funds for capital projects and economic development projects. The use of the monies would be consistent with the Five-Year Strategic Business Plan.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$2,617,552	\$1,628,337	\$1,826,000	\$1,374,375



# FOOTHILL CIRCULATION PHASING PLAN CAPITAL PROJECTS FUND

## Description

This fund is used to accumulate financial resources for the purpose of providing funds for acquisitioned construction of roads, bridges and intersection improvement as outlined by the Foothill Circulation Phasing Plan adopted by the County of Orange.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$0	\$0	\$0	\$550,000

# CITY FACILITIES REPLACEMENT CAPITAL PROJECTS FUND

## Description

This fund is used to accumulate financial resources for the purpose of maintaining and replacing city facilities and assets. The use of the monies would be consistent with the Five-Year Strategic Business Plan.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Finance	\$0	\$0	\$100,000	\$0
Public Works	-	-	180,000	55,000
TOTAL	<u>\$0</u>	<u>\$0</u>	<u>\$280,000</u>	<u>\$55,000</u>

# PARK DEVELOPMENT CAPITAL PROJECTS FUND

## Description

This fund is used to account for developer impact fees and other funds received by the City for the specific purpose of constructing new parks or renovating existing parks.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$440,493	\$2,572,846	\$0	\$0

# AFFORDABLE HOUSING CAPITAL PROJECTS FUND

## Description

This fund is used to account for developer impact fees for affordable housing purposes and related capital projects.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$0	\$0	\$0	\$0

# OPPORTUNITIES STUDY AREA CAPITAL PROJECTS FUND

## Description

This fund is used to account for costs to design and construct a sports park, recreation center, meeting facility, and a civic center. This fund is currently funded by developer impact fees to construct these facilities.

## Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$4,603,872	\$21,137,755	\$21,000,000	\$0

# CITY FACILITIES CAPITAL IMPROVEMENT CAPITAL PROJECTS FUND

## Description

This fund is used to account for developer impact fees to construct improvements City-wide.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$0	\$0	\$0	\$0

# LAKE FOREST TRANSPORTATION MITIGATION CAPITAL PROJECTS FUND

## Description

This fund is used to account for developer impact fees to improve specific intersections City-wide.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Capital Projects	\$256,487	\$36,769	\$675,000	\$1,810,300

# VEHICLE REPLACEMENT INTERNAL SERVICE FUND

## Description

This fund is an Internal Service Fund created to isolate the costs of vehicles and to allocate those costs to the appropriate operating departments. The departments that have vehicles each pay annual amounts which are shown as expenditure items in the respective operating department budgets. These payments become revenue for the Vehicle Replacement Fund and provide future funding of new vehicles.

### Expenditure Detail

<b>Description</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Adopted Budget 2018-19</b>	<b>Adopted Budget 2019-20</b>
Depreciation Expense	\$46,218	\$39,132	\$0	\$0
Vehicles	-	-	106,200	77,000
TOTAL	<u>\$46,218</u>	<u>\$39,132</u>	<u>\$106,200</u>	<u>\$77,000</u>



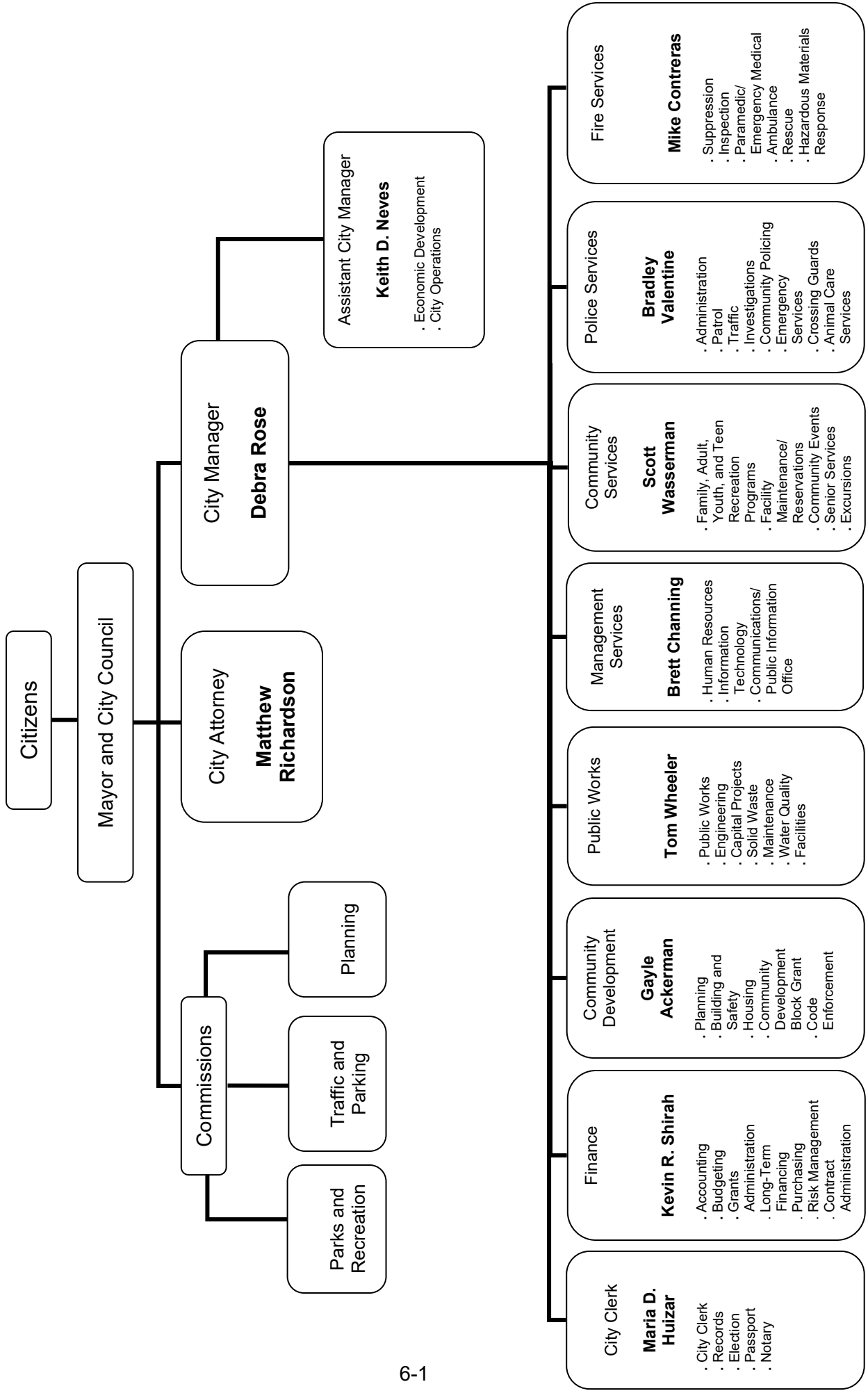
# Section Six

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# FISCAL YEAR 2019-20 ORGANIZATIONAL CHART



## COMMUNITY HISTORY

Lake Forest incorporated as a new city, under the general laws of the State of California, on December 20, 1991. The City is Orange County's 31<sup>st</sup> city and the second largest in the Saddleback Valley.

When Don José Serrano settled the area, which was originally called Rancho Cañada De Los Alisos (the Valley of the Sycamores), through a Mexican Land Grant in 1846, he may have envisioned the area as it is today -- an area rich in family values with a hometown feel. For more than a century, the land was known as El Toro, after the bulls that roamed Don José Serrano's ranch. The land remained with Don José and his family until financial problems forced him to turn the land over to private interests. The legacy of the Serrano family lives on in Lake Forest through the Serrano Adobe - a part of the family's original ranch - located in Heritage Hill Historical Park.

In the early 1900s, Dwight Whiting, a resident of the area, planted 400 acres of fast-growing eucalyptus trees as an answer to the California lumber shortage. Although the trees failed as a source of lumber, in the 1960s, master developer Occidental Petroleum decided to create a master-planned community around the trees and man-made lakes. The eucalyptus provided landscaping for the modern homes and led to the "Forest" in Lake Forest.

Although Lake Forest has been an official city in Orange County since 1991, its history began long before then. Beginning as an agricultural area like most of the Orange County region, Lake Forest began to grow rapidly following World War II. Residential, commercial and industrial development began to replace the acres of citrus and other agricultural products. A significant reason for the change was the growing importance of the El Toro Marine Base. The growth of the Base increased the need for new homes and support services. Over time, the Lake Forest area was built into the City we know today.

Efforts toward incorporation began in August 1989 when a group of citizens formed the Community Coalition for Incorporation. Hoping to gain control of the issues affecting the Lake Forest area, the group worked toward gaining cityhood for Lake Forest. The group was successful in putting a measure on the ballot and cityhood was approved on March 5, 1991, along with the City's first City Council. On December 20, 1991, Lake Forest became the 31<sup>st</sup> City to incorporate in the County of Orange.

The City has grown in size from its original incorporated boundaries as a result of several annexations and is now 16.6 square miles.

The City of Lake Forest has balanced growth with an emphasis on quality of life. It provides a rich tapestry of activities for the young and old. The City features 31

public parks, which provide active recreational opportunities to area residents. The 1,500-acre Whiting Ranch Wilderness Park (County-operated) is in the northern part of the City and contains a vast amount of open space for hiking and equestrian activities.

The official City flower -- Purple Statice (Limonium), City bird – hummingbird, and City song -- “Beautiful City” by Steven Swartz, clearly acknowledge that Lake Forest is a beautiful city where “Remember the Past -- Challenge the Future” is more than just a slogan as we embrace the opportunities of today and tomorrow.

## DEMOGRAPHIC FACTS AND FIGURES

### Demographic Breakdown<sup>1</sup>

Population	86,698
City Size	16.8 square miles
Housing Units	29,657

### Ethnic Composition

White	64.6%
Asian	17.0%
Black	2.1%
Other	16.3%

26.3% of the population identifies as Hispanic

Median Age	38.2
Median Household Income	\$104,391

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<sup>1</sup> Sources: ESRI Business Analyst (July 2019)

## **GLOSSARY OF BUDGET TERMS**

Amendment An amendment is a change in the budget which occurs after its initial adoption. Such a change will consist of an increase or decrease in revenue which is recognized or in the level of authorized expenditures. Some amendments may be implemented by City staff, but most require formal action by the City Council.

Appropriation An authorization by the City Council to generate expenditures and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation A dollar value placed on real estate or other property (by Orange County) as a basis for levying property taxes.

Audit A review of the City's accounts by internal audit staff or an independent auditing firm to substantiate fiscal year end funds, salaries, reserves and cash on hand.

Beginning/Ending (Unappropriated) Fund Balance Unbudgeted resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/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 specific date or dates in the future, together with periodic interest at a special rate.

Budget A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

Capital Improvement A permanent addition to the City's assets, including the design, construction or purchase of land, buildings or facilities, or major renovations of same.

Capital Improvements Program A financial plan of proposed capital improvement projects with single- and multiple-year capital expenditures/expenses.

Capital Outlay A budget appropriation category which budgets all equipment having a unit cost of more than a pre-approved amount and an estimated useful life over a pre-approved period.

Capital Improvement Project Funds These funds are used to account for monies received to fund capital outlays by operation departments and general bonded debt services.

City Manager's Budget Message A general discussion of the proposed/approved budget. The letter contains an explanation of principal budget items and summaries.

Debt Service Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes or Certificates of Participation (COPs).

Debt Service Funds This fund type is 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 revenues (resources).

Department An organizational unit comprised of divisions or programs. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Division A sub-section (or activity) within a department which furthers the objectives of the City Council by providing specific services.

Encumbrances A legal obligation to pay funds, the expenditure/expense of which has not yet occurred (purchase orders). They cease to be encumbrances when the obligations are paid or otherwise terminated.

Expenditure The actual spending of governmental funds set aside by appropriation.

Fee A fee is a charge imposed by the City on the beneficiary of a service it provides. Its purpose is to help recover some or all of the cost incurred by the City in providing a service. By law, a fee may not exceed the cost of providing a service.

Fiscal Year A twelve-month period of time to which a budget applies. In the City of Lake Forest, the fiscal year is July 1 through June 30.

Full-Time Position A full-time position is one in which an employee is budgeted to work 40 hours per week or 2,080 hours each year. All full-time positions receive benefits such as holidays, vacations, sick pay, retirement, health insurance, etc.

Fund An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.



Fund Balance The amount of financial resources in a fund. Generally, this represents the detail of the accumulation of annual operating surpluses and deficits since inception.

General Fund The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general obligations. Examples of departments financed by the General Fund include City Council, Police Services, and Public Works.

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

Interfund Transfer Money transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain costs.

Line-Item A line-item is the detailed grouping of expenditures used in the City's accounting system. It is subordinate to expense category. Typical line items are: professional services, office supplies, travel, postage, office equipment, etc.

Municipal Code A book which contains the City Council-approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Ordinance A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An ordinance has a higher legal standing than a resolution.

Part-Time Position A part-time position is one in which an employee is budgeted to work less than 36 hours per week or for less than six months during the year. Part-time employees do not receive benefits such as holidays and vacations.

Reimbursement Payment of amount remitted on behalf of another party, department or fund.

Reserve An account used to record a portion of the fund balance as legally segregated for a specific use.

Resolution A special order of the City Council which has lower legal standing than an ordinance.

Revenue Bonds A type of bond usually issued to construct facilities. The bonds are repaid from the revenues produced by the operation of facilities.

Salaries and Benefits A budget category which generally accounts for full-time and temporary employees, overtime expenses and all employee benefits, such as medical insurance and retirement.

Special Revenue Fund This fund collects revenue which is restricted by the City, State, or Federal government as to how the City might spend it.

Tax A tax is a levy imposed by a local government in conformance with the Government Code to raise revenue for public purposes. There are two types of taxes: general taxes imposed for general governmental purposes, and special taxes imposed for specific purposes.