

# CITY of LAKE FOREST



Operating Budget  
Fiscal Year 2011-12

# OPERATING BUDGET FISCAL YEAR 2011-12

## Elected Officials

Peter Herzog, Mayor  
Mark Tettermer, Mayor Pro Tem  
Kathryn McCullough, Council Member  
Marcia Rudolph, Council Member  
Scott Voigts, Council Member

### Planning Commission

Jerry Zechmeister, Chair  
Jerry Verplancke, Vice Chair  
Terry Anderson, Commissioner  
David Carter, Commissioner  
Tim Hughes, Commissioner

### Parks and Recreation Commission

James Rosenberg, Chair  
John Irish, Vice Chair  
Loretta Herrin, Commissioner  
Steve Manning, Commissioner  
Amanda Morrell, Commissioner

## City Staff

Robert C. Dunek, City Manager

Gayle Ackerman, Director of Development Services  
David Belmer, Assistant City Manager/  
Deputy Executive Director of Redevelopment  
Lieutenant Pat Higa, Chief of Police Services  
Craig Kinoshita, Division Chief - Fire Services  
Gary Magill, Director of Community Services  
Ronald A. Nault, Interim Director of Finance  
Debra Rose, Deputy City Manager/  
Director of Management Services  
Benjamin Siegel, Assistant to the City Manager  
Scott C. Smith, City Attorney  
Robert L. Woodings, Director of Public Works/City Engineer

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# Section One

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City Manager's Budget Message

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June 21, 2011

Mayor  
Peter Herzog

Mayor Pro Tem  
Mark Tetterer

Council Members  
Kathryn McCullough  
Marcia Rudolph  
Scott Voigts

City Manager  
Robert C. Dunek

Honorable Mayor and Members of the City Council:

The Operating Budget ("Budget") for the City of Lake Forest ("City") for Fiscal Year 2011-12 is attached for your review and approval. We are pleased to be able to present a balanced budget. This Budget has been prepared consistent with the City's Strategic Business Plan ("Plan") and is inclusive of all City funds including the City's Redevelopment Agency and Housing Authority.

### **Fiscal Year 2010-11 Review**

The current fiscal year will end with the City in solid financial condition as it continues to adjust to new economic conditions. Despite declining operational revenues, the City has maintained higher quality services. Due to prudent management of capital funds, the City also has made significant strides in delivering several important projects meeting long-desired community priorities. In all, the brief review that follows provides a partial glimpse into the progress achieved by the City of Lake Forest in Fiscal Year 2010-11.

The City continued to prioritize economic development and business outreach efforts in Fiscal Year 2010-11. A new, interactive Shop and Dine Lake Forest Map was added to the economic development website – lakeforestbusiness.com. The interactive map displays more than 400 participating Lake Forest businesses by category type, making it easy for residents and visitors to customize their Lake Forest shopping and dining experience. The City also continued to increase the services offered to local businesses, such as the expansion of the free SCORE business-counseling program. Outreach efforts included hosting a number of workshops and events, such as the Business Appreciation Luncheon, Developing a Winning Business Plan workshop, and Secrets of Small Business Success workshop. In addition, the City continues to work closely with the Lake Forest Chamber of Commerce to promote further business development through events such as the State of the City event.

Despite the downturn in the economy, the City continued to secure alternative funding through its successful pursuit of grants. Police Services was the recipient of two grants – the Fiscal Year 2010 Edward Byrne Memorial JAG Program and Citizens Options for Public Safety. The City also secured \$1.5 million in



Transportation Enhancement Activity Grants for the Rockfield Boulevard, Jeronimo Road and El Toro Road Streetscape Projects.

The City also made significant strides on high priority capital projects, such as the Alton Parkway Gap Closure. In conjunction with the County of Orange, the Alton Parkway improvements will ultimately connect Alton Parkway from Irvine Boulevard to Towne Centre Drive. The City hosted a Groundbreaking Ceremony earlier in the year, and construction is well under way for the City's portion of the project, connecting Alton Parkway between Commercentre Drive and Towne Centre Drive. The City also worked towards increased transportation capacity through coordination with the Orange County Transportation Authority on implementation of the multi-jurisdictional El Toro Road Traffic Light Synchronization project.

Implementation of the Opportunities Study is moving along, with this year seeing acquisition of more than 60 acres of land from the County of Orange and other owners for the development of parks, and certification of the final environmental impact report for the sports park and recreation center project. Processing of a Tentative Tract Map and Use Permit was completed for the Whisler Ranch project, the first Opportunities Study project to receive approval. In addition, the City commenced the environmental review and project analysis for the Area Plans, Master Tract Maps, and environmental review for the Irvine Ranch Water District (IRWD), Portola Center, and Shea Baker Ranch properties within the Opportunities Study Area.

The City is working hard to harness the power of technology to drive tangible improvements in customer service and transparency at City Hall – providing faster and easier access to the information constituents care about. The City homepage recently underwent a redesign implementing feedback from the Resident and Business Survey to make the website even more user-friendly. The City also implemented a Building and Safety Services, Planning, and Code Enforcement software system, which includes enhanced geographic information system layers to better serve the public, along with customer service enhancements, such as automated inspection scheduling.

For the second year in a row, Lake Forest was recognized by Parenting OC Magazine as one of the “Best Family Neighborhoods” in Orange County, based upon the number and quality of parks and cultural resources, low crime rates, high academic performance index, and median sale prices for single-family homes. Once again, Lake Forest's low crime rate was also recognized by CQ Press City Crime Rankings, which compares FBI crime statistics among American cities with populations over 75,000.

As always, maintaining the quality of Lake Forest parks is a key initiative. A number of park projects were completed this year, including the eagerly awaited

Heroes Park restroom and snack bar project. The new building provides full service amenities to visitors of Heroes Park and allows local youth sports groups the opportunity to use the concession building to prepare and sell concessions during games. The El Toro Park playground renovation project was also completed, which included new play equipment, a shade structure and new landscaping. Construction has also begun on the Mountain View and Concourse Parks renovation projects, as well as the Skatepark expansion project.

The City conducted its biennial Resident and Business Survey during fall and winter. Nearly every resident surveyed (96%) rated the quality of life in Lake Forest as excellent or good. A majority of businesses (78%) rated the business climate in Lake Forest as excellent or good. Top priorities identified by residents for the next two years included increasing crime prevention and safety (11%), reducing traffic congestion (9%), and improving parks and increasing recreational opportunities (8%). Top priorities for businesses over the next two years include expanding commercial and industrial zones in the City (15%), continuing to maintain and improving the infrastructure (12%), and supporting local businesses with events, services, and increased communication (12%).

In addition to the above, the City also continued to deliver quality services to the community in a variety of areas. The department detail portion of the budget provides more information on specific achievements in Fiscal Year 2010-11.

### **Fiscal Year 2011-12 Overview**

The “new normal” economy will continue for the foreseeable future, as the City adjusts to the sustained economic downturn and the subsequent impact on revenues and expenditures. Despite these challenges, the City is in solid financial condition and will continue to make investments in the quality of life of the community, even though the effects of the previous recession and loss of a few businesses have reduced the City’s revenue base.

While the “Great Recession” has affected the City’s operating (General) fund revenues, it has not had a significant, negative affect on our ability to provide important capital projects. One up-side to the current economy is that labor and commodity prices for capital projects are low. Since the City has saved money over the years for capital projects, it can still take advantage of lower construction costs to deliver high priority projects like the Alton Parkway Gap Closure, the Rancho Parkway Gap Closure, Traffic Signal Synchronization, and further progress on the Sports Park. These signature projects will see important progress – and completion in some cases – during the up-coming fiscal year, consistent with City Council and community priorities.

Delivering on our commitment to providing quality recreation amenities, Etnies Skatepark of Lake Forest will debut an expansion of 13,000 additional square



feet, including new skate features. Enhancements to both Mountain View and Concourse Parks are already underway, with completion estimated in the summer/fall. Improvements include the installation of new play equipment, shade structures, outside exercise equipment, landscape and irrigation improvements, new restroom buildings, and other related site improvements. Also on tap for the year are the design and construction of Tamarisk and Rimgate Park improvements, as well as continued progress on delivery of the Sports Park and Recreation Center.

Street maintenance will continue to be a focus for the community, as seen through the City's annual street resurfacing and slurry seal program on residential streets and arterial roadways. Construction will also begin on the Trabuco Road, El Toro Road, Jeronimo Road, and Rockfield Boulevard Streetscape Projects. The overall goals of these projects are to implement traffic calming measures as well as enhance the streetscapes with new medians and parkways.

We welcome and look forward to cultivating collaborative relationships with new and expanding businesses expected to open in town in Fiscal Year 2011-12, including a new Loan Depot, new Mai Soft Brands, new Lake Forest Ice Training Center, and an expanded Del Taco headquarters. The City will continue to focus on implementing its Economic Development Strategy over the upcoming year to attract new businesses and high quality jobs to the City through communication, outreach, and networking initiatives. The City will also implement the Fiscal Year 2011-12 Business Development and Attraction Work Plan which includes advancing the City's enhanced partnership with the Lake Forest Chamber of Commerce.

The City's Redevelopment Agency will continue to implement the Revitalization Action Plan for the Light Industrial Area and work cooperatively with property owners to facilitate continued revitalization of commercial centers and promote business growth and expansion in the Redevelopment Project Area. Most importantly, the City will work with the California Redevelopment Association to protect and preserve the Agency's funding and limit restrictions on redevelopment activities.

New services proposed to enhance customer service at City Hall for Fiscal Year 2011-12 include accepting credit cards for payment to enhance convenience of transactions with residents and others who do business with the City. The City will utilize technology to allow online access to imaged copies of City records, including document search capability, for public use via the City's website. The City is still waiting for approval from the U.S. Department of State to begin accepting passport applications at the City Clerk business counter. Each of these initiatives will be accomplished utilizing existing staff and resources.

The City will continue to communicate key messages related to community projects and issues of interest including capital improvement projects, traffic congestion relief, and recreation events to the public via newsletters, websites, videos and social media. The City will promote its Twitter Account, @LakeForestCA, as a convenient means to receive updates about City news and events.

Public safety remains a high priority for the community and the City. Police Services will continue offering existing services as well as capitalizing on opportunities to increase education and awareness throughout the community. Key programs include the enhanced traffic enforcement program to ensure the safety of motorists and reduce the number of injury traffic accidents, along with the Special Enforcement Team. This team focuses on issues such as graffiti, truancy, gang membership, and outreach to the at-risk teen population. Police Services will continue the development of community programming that includes car seat installations, identity protection, teen driver safety seminars, and walk-to-school day. Expansion of the Neighborhood Watch and Business Watch programs will also be a priority for the City. As always, events and activities that foster community will also be offered throughout the year.

Overall, Fiscal Year 2011-12 looks to continue progress on major projects of community priority while maintaining the City's solid financial condition. The department detail portion of the budget provides more information on specific major initiatives.

As a general note, the Fiscal Year 2011-12 Budget is balanced and reflects appropriate measures to ensure prudent care of the City's finances while maintaining service levels to the community and fully funded reserves. After using interfund transfers, the overall Operating Budget and each fund are projected to show positive or zero balances (by design) at the end of the fiscal year.

## **Revenues**

Looking forward, we expect a modest increase in General Fund revenues in Fiscal Year 2011-12, as revenue sources are stabilizing and in some cases increasing. These estimates are based on current economic conditions, the soft housing market, and flat investment earnings due to historically low interest rates. The Operating Budget ("Budget") for Fiscal Year 2011-12 projects General Fund revenues to be \$32 million, which is \$0.4 million or 1% above the revised estimate of \$31.6 million, for Fiscal Year 2010-11.

Although the passage of Propositions 1A and 22 allow the City to estimate future revenues with more certainty than in the past, the State's budget deficit may continue to put any unprotected revenues at risk. This is evidenced by the State's

recent attempt to eliminate redevelopment agencies. In addition, the expiration of tax increases in June 2011 has resulted in the loss of \$100,000 in funding for the Brulte grant for police staffing. Staff will continue to monitor the situation and report on any notable developments to the City Council.

As in past years, we have chosen to be conservative in estimating revenues for the Fiscal Year 2011-12 Budget. Revenues may be realized at higher or lower levels, but staff believes the forecast should allow the City a conservative cushion.

## **Expenditures**

General Fund operating expenditures are forecasted at \$31.7 million in Fiscal Year 2011-12, a \$0.5 million or 1% increase from the adjusted budget of \$31.2 million from the Fiscal Year 2010-11 Mid-Year Budget Review. A brief explanation of proposed changes by department is shown under the heading Budget Analysis, in the Summary Section of the Budget. More information on each department's operations can be found in the Departmental Activity Detail sections.

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

## **Fund Balances**

After transfers, the General Fund balance is projected to decrease by \$0.2 million to \$16.4 million. This decrease is insignificant when compared to overall activity in the General Fund. Pursuant to City Council 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. The next Capital Improvement Projects Budget will be adopted in June 2011 along with the Operating Budget and will cover the two-year period from July 2011 to June 2013.

To provide a comprehensive picture of all City funds in the Budget, revenue and expenditure projections for capital projects for Fiscal Year 2011-12 are shown in addition to operating activity in summary form in the Summary of Revenues, Expenditures, Transfers, and Fund Balances.

## Conclusion

Since incorporation, the City of Lake Forest has followed a conservative fiscal path while still saving significant reserve funds and available cash to provide anticipated capital improvements deemed important to the community. The City is currently poised to deliver much needed capital projects like the Alton Parkway Gap Closure, Rancho Parkway Gap Closure, and citywide traffic synchronization. The City's ability to provide these important capital projects while maintaining high services is due to conservative fiscal policies and strategic planning.

Unfortunately, the City has not been immune from the previous economic recession. In light of what is now being commonly referred to as the "new normal economy," the City is carefully monitoring revenue and expenditure trends to ensure Lake Forest's continued solid financial position. Our task is to re-align the City's revenues and expenditures over the next few years as the economy recovers and the Opportunity Study Area develops. This can be accomplished by the careful use of available fund balances (while simultaneously maintaining reserve funds) and fine-tuning expenditures as a new baseline of services emerges with the addition of new residents. Clearly, however, the City will need to remain flexible to respond quickly to any negative economic events that may occur.

Overall, in Fiscal Year 2011-12 the City continues to be on course to maintain a high quality of life and desirable environment for residents and businesses. As always, staff looks forward to the new fiscal year and opportunities to work with the community and City Council with enthusiasm and optimism.

Sincerely,



Robert C. Dunek  
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 of the City, Housing Authority, and Redevelopment Agency (“Agency”):

### TAXES

2009-10 Actual	\$33,602,399
2010-11 Budget	32,480,200
2010-11 Estimated	33,336,900
2011-12 Adopted	33,798,900

On an overall basis, taxes are beginning to rebound from declines related to the recession.

City property taxes are projected at zero growth for Fiscal Year 2011-12 based on studies completed by one consultant and the Orange County Assessor’s Office. While property taxes may be starting to stabilize, the County Assessor continues to implement Proposition 8 adjustments to assessed values for properties that changed ownership in recent years.

Agency tax increment is expected to be comparable with Fiscal Year 2010-11 revised estimates at this point based on analysis prepared by the Agency’s consultant. The Redevelopment Agency receives tax increment in a lump sum payment each year one year in arrears. Thus, revenues for Fiscal Year 2011-12 are based on receipts from Fiscal Year 2010-11 and sales/improvement activity in 2009.

Sales taxes are projected to increase by 3% from the Fiscal Year 2010-11 revised estimate due to recent levels of consumer activity and sales tax receipts.

Transient occupancy taxes have begun to rebound and a 9.5% increase is expected from the Fiscal Year 2010-11 revised estimate.

All other tax revenues are expected to be relatively stable in the upcoming year.

### LICENSES & PERMITS

2009-10 Actual	\$513,001
2010-11 Budget	370,000
2010-11 Estimated	480,000
2011-12 Adopted	480,000

Building permit revenues have also begun to rebound from the recession and receipts are expected to be stable in the next fiscal year. Any permit activity related to Opportunities Study Area development projects will be reflected at a later date after more information is available.

### FROM OTHER GOVERNMENTS

2009-10 Actual	\$6,554,124
2010-11 Budget	11,772,100
2010-11 Estimated	5,536,400
2011-12 Adopted	3,868,600

Revenues in this category vary based on grants for capital projects. The decrease in Fiscal Year 2011-12 is primarily related to the lower levels of available grants. Any grants that are obtained will be budgeted upon approval.

### USER FEES & CHARGES

2009-10 Actual	\$1,447,014
2010-11 Budget	1,051,000
2010-11 Estimated	1,200,600
2011-12 Adopted	965,200

No significant changes are anticipated.

### FINES & FORFEITURES

2009-10 Actual	\$487,085
2010-11 Budget	425,000
2010-11 Estimated	515,000
2011-12 Adopted	515,000

No significant changes are anticipated.



## USE OF MONEY & PROPERTY

2009-10 Actual	\$1,226,620
2010-11 Budget	820,700
2010-11 Estimated	755,300
2011-12 Adopted	534,900

The primary component in this category is investment earnings, and interest rates have continued to decline due to historically low interest rates maintained by the Federal Reserve Board in response to the housing market decline, the credit crisis and the recession.

## OTHER REVENUE

2009-10 Actual	\$360,750
2010-11 Budget	62,400
2010-11 Estimated	3,590,600
2011-12 Adopted	366,800

Receipts in this category are often irregular or one-time items. The high revised estimate for Fiscal Year 2010-11 is primarily related to reimbursement agreements for capital projects. The amount projected for Fiscal Year 2011-12 primarily consists of advance funding for public facilities per a development agreement.

## EXPENDITURES

The amounts listed for each department include City and Agency expenditures. The following is a discussion of any significant changes including new positions or programs in the expenditures for each department:

### CITY COUNCIL

2009-10 Actual	\$207,933
2010-11 Budget	221,500
2011-12 Proposed	229,000
2011-12 Adopted	231,200

### CITY MANAGER

2009-10 Actual	\$924,268
2010-11 Budget	876,900
2011-12 Proposed	824,500
2011-12 Adopted	826,600

REDEVELOPMENT/  
ECONOMIC DEVELOPMENT

2009-10 Actual	\$4,808,170
2010-11 Budget	3,458,300
2011-12 Proposed	3,413,100
2011-12 Adopted	3,419,100

CITY ATTORNEY

2009-10 Actual	\$1,683,711
2010-11 Budget	1,216,900
2011-12 Proposed	1,314,400
2011-12 Adopted	1,314,900

FINANCE

2009-10 Actual	\$1,729,087
2010-11 Budget	1,605,600
2011-12 Proposed	1,565,200
2011-12 Adopted	1,566,400

CONTRACT SERVICES:

Cable Franchise Audit	\$4,000
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DEVELOPMENT SERVICES

2009-10 Actual	\$2,923,292
2010-11 Budget	2,593,500
2011-12 Proposed	2,575,500
2011-12 Adopted	2,580,100

PUBLIC WORKS

2009-10 Actual	\$8,793,491
2010-11 Budget	8,288,900
2011-12 Proposed	8,606,500
2011-12 Adopted	8,610,600

CONTRACT SERVICES:

Additional Water Quality Inspection Services	\$54,100
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MANAGEMENT SERVICES

2009-10 Actual	\$2,337,636
2010-11 Budget	2,478,800
2011-12 Proposed	2,479,400
2011-12 Adopted	2,483,000

OPERATIONS AND MAINTENANCE

Consolidation of Citywide Toner Costs	\$16,000
Pollution Insurance	15,000
Office/Exchange 2010 Upgrade Training	10,000
Web Portal Access to Document Imaging System	8,800

CAPITAL OUTLAY

Office/Exchange 2010 Upgrade	65,500
Web Portal Access to Document Imaging System	3,000

COMMUNITY SERVICES

2009-10 Actual	\$3,114,671
2010-11 Budget	3,164,800
2011-12 Proposed	3,442,800
2011-12 Adopted	3,318,900

PERSONNEL

Reclassify Part-Time Recreation Leader to a Recreation Specialist  
Add Part-Time Recreation Leader for Skatepark Expansion

POLICE SERVICES

2009-10 Actual	\$12,996,725
2010-11 Budget	13,169,300
2011-12 Proposed	13,530,900
2011-12 Adopted	13,534,600

PERSONNEL

Eliminate Administrative Secretary

## VEHICLE REPLACEMENT

2009-10 Actual	\$0
2010-11 Budget	0
2011-12 Proposed	78,000
2011-12 Adopted	78,000

## FUND ANALYSIS-OPERATING BUDGET

Following is a discussion of some of the City's larger funds with material activity budgeted in Fiscal Year 2011-12. Agency funds are not included in this discussion, as this has been addressed in the Agency Budget. Capital project funds are also excluded as they are governed by biennial capital budgets.

### GENERAL FUND

Revenues are projected at \$32 million (an increase of \$0.4 million or 1.2% from the Fiscal Year 2010-11 revised estimate). This increase is primarily due to stabilization and increases in certain revenue sources. More information regarding these increases are described in the revenue section above.

Operating expenditures are projected at \$31.7 million as compared to the Fiscal Year 2010-11 Adopted Budget amount of \$30.7 million (an increase of \$1 million or 3%). This increase is primarily due to normal departmental activity and changes in contracts. Other Fiscal Year 2011-12 changes in departmental expenditures and program costs are noted in the expenditures section above.

Net interfund transfers out are projected at -\$0.4 million as compared to the Fiscal Year 2010-11 Adopted Budget amount of -\$19.9 million (a decrease of \$19.5 million or 98%). This decrease in net transfers out is primarily due to transfers made to fund the Sports Park and Recreation Center in Fiscal Year 2010-11. In Fiscal Year 2011-12, net transfers out primarily provide funding for Etnies Skatepark and reserves.

This fund is expected to have available fund balances of \$16.4 million at the end of the year, with General Fund reserves fully funded.

### GAS TAX FUND

Revenues are projected at \$2 million, comparable to the Fiscal Year 2010-11 revised estimate. Expenditures are \$1.8 million, similar to the Fiscal Year 2010-11 Adopted Budget.

No interfund transfers out are projected as compared to \$48,500 in the Fiscal Year 2010-11 Adopted Budget. The prior year transfer was intended to provide

funding for the Measure M Fund, which had a small shortfall related to declines in revenues during the last couple of years. At this point, it does not appear that a transfer will be required in Fiscal Year 2011-12.

At the end of the year, it is expected that the fund will have \$0.9 million remaining fund balance.

### MEASURE M FUND

Revenues are projected at \$1 million (an increase of \$0.1 million or almost 17% from the Fiscal Year 2010-11 revised estimate). Expenditures are \$0.9 million, comparable to the Fiscal Year 2010-11 amount as approved in the 2009-2011 Capital Improvement Projects Budget for slurry seal and repaving projects. As is noted above, no funds will be transferred from the Gas Tax Fund. At the end of the year, it is expected that the fund will have \$0.1 million remaining fund balance.

### ETNIES SKATEPARK FUND

Revenues are projected at \$80,200 (an increase of \$8,400 or 11% from the Fiscal Year 2010-11 revised estimate). Expenditures are \$385,900, comparable to the Fiscal Year 2010-11 Adopted Budget amount of \$368,100 (an increase of \$17,800 or 4%). This fund will have no estimated available fund balance at the end of the year after an interfund transfer from the General Fund of \$305,700.

### AIR QUALITY IMPROVEMENT FUND

Revenues are projected to remain constant at \$0.1 million, the same as the Fiscal Year 2010-11 revised estimate. There are no proposed expenditures during Fiscal Year 2011-12 consistent with the Fiscal Year 2010-11 Adopted Budget. No interfund transfers out are projected compared to \$0.1 million in the Fiscal Year 2010-11 Adopted Budget. This prior year transfer provided funding for the Traffic Synchronization project. This fund is expected to have available fund balances of \$0.1 million at the end of the year.

### POLICE GRANT FUNDS

Since State tax extensions will not be approved by the sunset date of June 30, 2011, grant revenues of \$0.1 million from the State COPS (Brulte) grant have been eliminated and expenditures have been transferred to the General Fund.

### COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Entitlement revenues and expenditures are based on the Fiscal Year 2011-12 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.

### FINANCING AUTHORITY FUND - CERTIFICATES OF PARTICIPATION

This fund is balanced with respect to interfund transfers in and expenditures. Funding is received each fiscal year from the Redevelopment Agency Debt Service Fund.

### 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, 2011, are as follows:

General Fund - Undesignated	\$ 8.5 million
Economic Contingency	4.2 million
Emergency Services	3.0 million

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

	Available Fund Balances		Revenues		Expenditures		Revenues less Expenditures	Transfers/Loans <sup>1</sup>	Available Fund Balances June 30, 2012
	July 1, 2011	Revenues	Operating	Capital	Total	Total			
General Fund	\$16,622,002	\$31,887,000	\$31,651,100		\$31,651,100	\$235,900		(\$465,000)	\$16,392,902
Special Revenue Funds:									
Gas Tax	716,230	1,997,500	1,807,100		1,807,100	190,400			906,630
Measure M	34,490	1,010,000		920,000	920,000	90,000			124,490
Etnies Skatepark		80,200	385,900		385,900	(305,700)		305,700	0
Air Quality Improvement	22,177	102,000			0	102,000			124,177
Asset Forfeitures	11,520	200			0	200			11,720
Community Development									
Block Grant	12,887	515,500	352,700	151,300	504,000	11,500			24,387
Housing Authority			170,600		170,600	(170,600)		170,600	0
Disaster	6,177				0	0			6,177
Special Revenue Subtotal	803,481	3,705,400	2,716,300	1,071,300	3,787,600	(82,200)		476,300	1,197,581
Debt Service Fund:									
Financing Authority	347		557,200		557,200	(557,200)		557,200	347
Total Operating Budget	17,425,830	35,592,400	34,924,600	1,071,300	35,995,900	(403,500)		568,500	17,590,830
Capital Funds:									
Capital Improvement Projects	1,591,684	100,000		265,000	265,000	(165,000)			1,426,684
Park Development/Const.	234,310	7,000			0	7,000			241,310
Affordable Housing Capital Projects	301,272	1,200			0	1,200			302,472
Opportunities Study Capital Projects	1,608,000	250,000			0	250,000			1,858,000
Subtotal	3,735,266	358,200	0	265,000	265,000	93,200		0	3,828,466
Reserve Funds:									
General (Designated)	2,115,241				0	0			2,115,241
General (Undesignated)	8,432,500				0	0		106,200	8,538,700
Economic Contingency	4,216,300				0	0		53,100	4,269,400
Emergency Services	3,000,000				0	0			3,000,000
Subtotal	17,764,041	0	0	0	0	0		159,300	17,923,341
Internal Service Fund:									
Vehicle Replacement	456,607	80,300	78,000		78,000	2,300			458,907
Subtotal All City Funds	39,381,744	36,030,900	35,002,600	1,336,300	36,338,900	(308,000)		727,800	39,801,544
Redevelopment Agency:									
Operating	(309,566)	3,661,000	1,083,200		1,083,200	(1,083,200)		1,083,200	0
Debt Service			1,518,100		1,518,100	2,142,900		(1,639,100)	194,234
Low and Moderate Income Housing	3,207,705	837,500	359,500		359,500	478,000		(170,600)	3,515,105
Subtotal	2,898,139	4,498,500	2,960,800	0	2,960,800	1,537,700		(726,500)	3,709,339
Grand Total All Funds	\$42,279,883	\$40,529,400	\$37,963,400	\$1,336,300	\$39,299,700	\$1,229,700		\$1,300	\$43,510,883

# SUMMARY OF FINANCIAL RESERVE FUNDS

## FISCAL YEAR 2011-12

Description	Balance June 30, 2011	Balance June 30, 2012
General (Designated):		
City Loan to Redevelopment Agency	\$1,138,143	
Potential Redevelopment Agency Projects	1,000,000	\$1,000,000
Cable Grant - Public Education and Government (PEG)	950,854	950,854
Prepaid Expenditures	484,615	164,387
Total General (Designated)	3,573,612	2,115,241
General (Undesignated) <sup>1</sup>	8,432,500	8,538,700
Economic Contingency <sup>2</sup>	4,216,300	4,269,400
Emergency Services <sup>3</sup>	3,000,000	3,000,000
Total Financial Reserves	\$19,222,412	\$17,923,341

<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, 2012



**CARRYOVER APPROPRIATIONS OVER \$100,000  
FISCAL YEAR 2009-10 INTO FISCAL YEAR 2010-11**

<u>Description</u>	<u>Fund</u>	<u>Carryover Appropriation</u>
Sports Park	Opportunities Study Capital Improvement Projects	\$16,722,243
Park Improvements	Capital Improvement Projects	4,436,700
Intersection Improvements	Lake Forest Transportation Mitigation	2,164,549
Trabuco Road Streetscape	Capital Improvement Projects	2,072,259
Street Repaving and Slurry Seal	Measure M Fund	1,624,811
El Toro Streetscape Phase 1	Capital Improvement Projects	1,286,615
Rockfield Streetscape	Capital Improvement Projects	1,017,057
Recreation Center	Opportunities Study Capital Improvement Projects	863,523
Traffic Signal Synchronization	Capital Improvement Projects	784,652
Street Repaving and Slurry Seal	General Fund	628,125
Alton Parkway Improvements	Capital Improvement Projects	515,528
El Toro Park Improvements	Grant	467,484
Heroes Park Snack Bar and Restroom	Capital Improvement Projects	466,449
Commercentre Drive Improvements	Capital Improvement Projects	385,000
Play Equipment Replacement	Capital Improvement Projects	379,707
Street Repaving and Slurry Seal Proposition 1B Grant	Gas Tax Fund	347,131
Rancho Parkway Improvements	Capital Improvement Projects	225,772
Civic Center	Opportunities Study Capital Improvement Projects	224,718
Jeronimo Streetscape	Capital Improvement Projects	116,266
New Street Lights - Various Locations	Capital Improvement Projects	<u>100,000</u>
	Total Appropriations Over \$100,000	<u><u>\$34,828,589</u></u>
	Total Carryover Appropriations	<u><u>\$36,026,108</u></u>

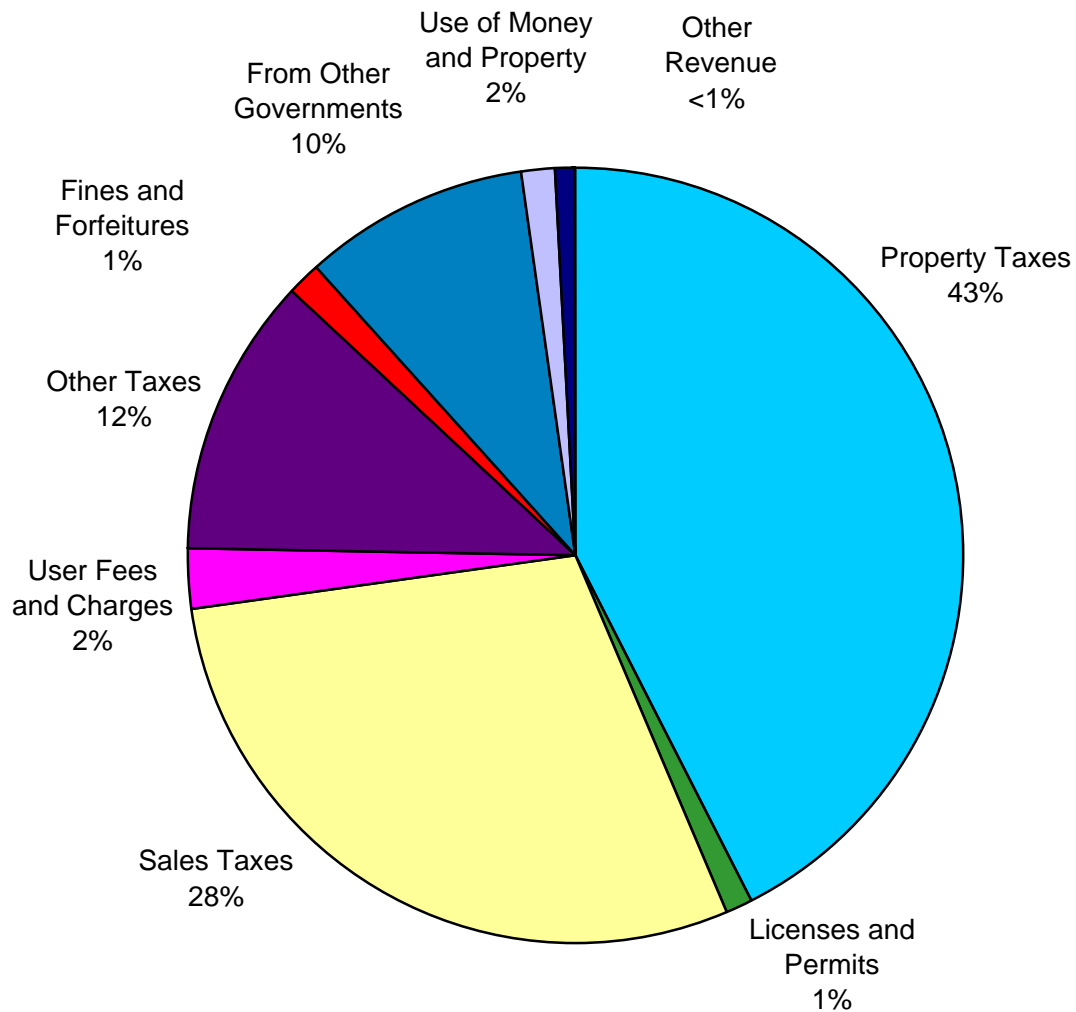
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# SUMMARY OF REVENUES - ALL FUNDS

Description	Actual 2009-10	Adopted Budget 2010-11	Estimate 2010-11	Adopted Budget 2011-12
Property Taxes	\$18,275,072	\$17,247,100	\$17,166,100	\$17,183,100
Sales Tax	10,912,353	10,962,000	11,500,000	11,845,000
Other Taxes	4,414,974	4,271,100	4,670,800	4,770,800
Licenses and Permits	513,001	370,000	480,000	480,000
From Other Governments	6,554,124	11,772,100	5,536,400	3,868,600
User Fees and Charges	1,447,014	1,051,000	1,200,600	965,200
Fines and Forfeitures	487,085	425,000	515,000	515,000
Use of Money and Property	1,226,620	820,700	755,300	534,900
Other Revenue	360,750	62,400	3,590,600	366,800
<b>Total All Funds</b>	<b>44,190,993</b>	<b>46,981,400</b>	<b>45,414,800</b>	<b>40,529,400</b>
Less Redevelopment Agency	(5,572,857)	(5,028,500)	(4,577,500)	(4,498,500)
<b>Total City Funds</b>	<b>\$38,618,136</b>	<b>\$41,952,900</b>	<b>\$40,837,300</b>	<b>\$36,030,900</b>
Less Capital Project Revenues	(2,281,249)	(8,316,000)	(5,423,800)	(358,200)
<b>Grand Total All City Operating Funds</b>	<b>\$36,336,886</b>	<b>\$33,636,900</b>	<b>\$35,413,500</b>	<b>\$35,672,700</b>

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

## Fiscal Year 2011-12



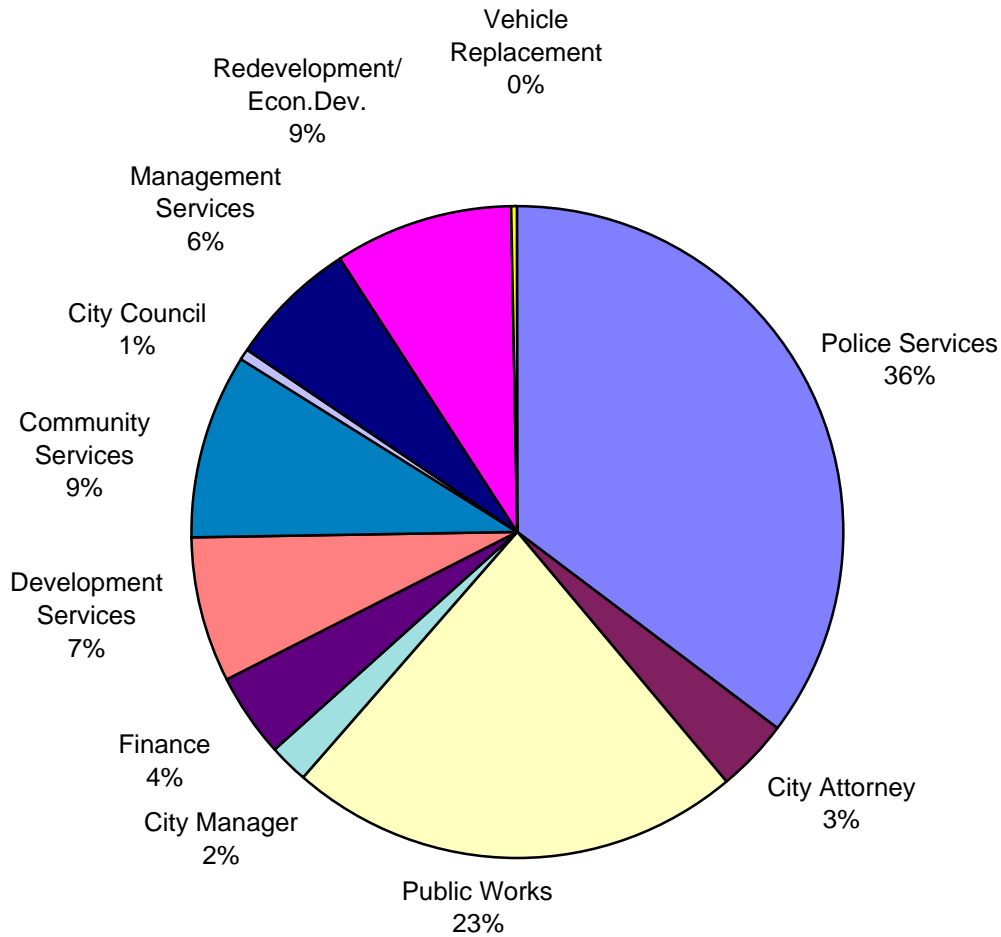
<sup>1</sup> Includes Redevelopment Agency activity and excludes all revenues in capital project funds.

# SUMMARY OF EXPENDITURES BY DEPARTMENT

Department	Actual 2009-10	Adopted Budget 2010-11	Proposed Budget 2011-12	Adopted Budget 2011-12
City Council	\$207,933	\$221,500	\$229,000	\$231,200
City Manager	924,268	876,900	824,500	826,600
Redevelopment/Economic Development	4,808,170	3,458,300	3,413,100	3,419,100
City Attorney	1,683,711	1,216,900	1,314,400	1,314,900
Finance	1,729,087	1,605,600	1,565,200	1,566,400
Development Services	2,923,292	2,593,500	2,575,500	2,580,100
Public Works	8,793,491	8,288,900	8,606,500	8,610,600
Management Services	2,337,636	2,478,800	2,479,400	2,483,000
Community Services	3,114,671	3,164,800	3,442,800	3,318,900
Police Services	12,996,725	13,169,300	13,530,900	13,534,600
Vehicle Replacement			78,000	78,000
<b>Total Operating Expenditures</b>	<b>39,518,984</b>	<b>37,074,500</b>	<b>38,059,300</b>	<b>37,963,400</b>
Less: Redevelopment Agency Operating Expenditures	(4,459,894)	(3,238,100)	(2,960,800)	(2,960,800)
<b>Total City Operating Expenditures</b>	<b>35,059,090</b>	<b>33,836,400</b>	<b>35,098,500</b>	<b>35,002,600</b>
Capital Projects	7,800,387	29,580,400	1,336,300	1,336,300
Less: Redevelopment Agency Capital Projects	(26,376)			
<b>Total City Capital Projects</b>	<b>7,774,011</b>	<b>29,580,400</b>	<b>1,336,300</b>	<b>1,336,300</b>
<b>Grand Total All City Funds</b>	<b>\$42,833,101</b>	<b>\$63,416,800</b>	<b>\$36,434,800</b>	<b>\$36,338,900</b>

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

## Fiscal Year 2011-2012



<sup>1</sup> Includes Redevelopment Agency activity and excludes capital improvement projects

# PERSONNEL SUMMARY

Department	2009-10 Authorized		2010-11 Authorized		2011-12 Authorized	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
City Manager:						
City Manager	1		1		1	
Assistant City Manager/ Deputy Executive Director - Redevelopment Agency	0.5		0.4		0.4	
Assistant to the City Manager	1		1		1	
Executive Assistant	1		1		1	
Management Analyst	1		1		1	
Intern		1,248				
Subtotal	4.5	1,248	4.4	0	4.4	0
Redevelopment/Economic Development:						
Assistant City Manager/ Deputy Executive Director - Redevelopment Agency	0.5		0.6		0.6	
Economic Development Specialist	1		1		1	
Housing Manager	1		1		1	
Redevelopment Project Manager	1		1		1	
Management Analyst	1		1		1	
Administrative Secretary	1		1		1	
Intern		2,080		2,080		2,080
Subtotal	5.5	2,080	5.6	2,080	5.6	2,080
Finance:						
Director of Finance/ City Treasurer	1		1		1	
Accounting Manager	1		1		1	
Accountant	1		1		1	

# PERSONNEL SUMMARY

Department	2009-10		2010-11		2011-12	
	Authorized		Authorized		Authorized	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
Finance (continued):						
Contracts/Purchasing						
Administrator	1					
Senior Accounting Technician	1		1		1	
Accounting Technician	1		1		1	
Administrative Secretary	1		1		1	
Subtotal	<u>7</u>	<u>0</u>	<u>6</u>	<u>0</u>	<u>6</u>	<u>0</u>
Development Services:						
Director of Development Services	1		1		1	
Planning Manager	1		1		1	
Senior Planner	2		2		2	
Associate Planner	1		1		1	
Assistant Planner	1		1		1	
Code Enforcement Supervisor	1		1		1	
Code Enforcement Officer	2		2		2	
Community Preservation						
Technician	1		1		1	
Administrative Secretary	1		1		1	
Records System Administrator			1		1	
Records Specialist	1	1,248		1,248		1,248
Senior Office Specialist	1		1		1	
Building Technician	1		1		1	
Intern		1,040		1,040		1,040
Subtotal	<u>14</u>	<u>2,288</u>	<u>14</u>	<u>2,288</u>	<u>14</u>	<u>2,288</u>
Public Works:						
Director of Public Works/						
City Engineer	1		1		1	
Engineering Services Manager	1		1		1	
Public Works Manager	1		1		1	
Public Works Supervisor	1		1		1	



# PERSONNEL SUMMARY

Department	2009-10 Authorized		2010-11 Authorized		2011-12 Authorized	
	Full Time	Part	Full Time	Part	Full Time	Part
		Hours		Hours		Hours
Public Works (continued):						
Traffic Engineer	1		1			
Traffic Engineering Manager					1	
Principal Civil Engineer	1		1		1	
Water Quality Specialist	1		1		1	
Administrative Secretary	1		1		1	
Engineering Technician	1		1		1	
Landscape Inspector	2		2		2	
Management Analyst	1		1		1	
Senior Office Specialist	2		2		2	
Forestry Intern		1,000				
Subtotal	14	1,000	14	0	14	0
Management Services:						
Director of Management Services	1					
Deputy City Manager/Director of Management Services			1		1	
Management Analyst	1		1		1	
City Clerk	1		1		1	
Assistant City Clerk	1		1		1	
Executive Assistant			1		1	
Administrative Secretary	2		1		1	
Senior Office Specialist	1		1		1	
Records Specialist	1		1		1	
Information Technology Manager	1		1		1	
Human Resources/Risk Manager	1		1		1	
Human Resources Technician Intern		2,288		1,248		1,248
Subtotal	11	2,288	11	1,248	11	1,248

# PERSONNEL SUMMARY

Department	2009-10 Authorized		2010-11 Authorized		2011-12 Authorized	
	Full Time	Part	Full Time	Part	Full Time	Part
		Hours		Hours		Hours
Community Services:						
Director of Community Services	1		1		1	
Recreation Program Manager	2		2		2	
Administrative Secretary	1		1		1	
Recreation Coordinator	4	6,000	4	4,800	4	4,800
Senior Office Specialist	1		1		1	
Recreation Leader		17,139		17,139		12,900
Recreation Specialist		2,000		2,000		3,000
Senior Recreation Leader		8,886		8,886		12,000
Facilities Maintenance Specialist	1		1		1	
Subtotal	<u>10</u>	<u>34,025</u>	<u>10</u>	<u>32,825</u>	<u>10</u>	<u>32,700</u>
Police Services:						
Public Safety Manager	1		1		1	
Administrative Secretary	1		1			
Subtotal	<u>2</u>	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>	<u>0</u>
City Total	<u>68</u>	<u>42,929</u>	<u>67</u>	<u>38,441</u>	<u>66</u>	<u>38,316</u>

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## Section Three

### TABLE OF CONTENTS

#### Description

#### Section-Page

Combined Program Revenues

3-1

# COMBINED PROGRAM REVENUES

Description	Actual 2009-10	Adopted Budget 2010-11	Estimated 2010-11	Adopted Budget 2011-12
<b>General Fund</b>				
<b>Taxes</b>				
Property Taxes - City:				
Secured	\$4,688,173	\$5,772,000	\$5,922,000	\$5,922,000
Unsecured	258,398	224,000	300,000	300,000
Supplemental	110,306	100,000	100,000	100,000
Prior Year	251,963	200,000	170,000	170,000
Homeowners' Exemptions	55,783	56,000	56,000	56,000
Penalties and Interest	56,869	50,000	50,000	50,000
Other Revenues	9,224	20,000	20,000	20,000
Prop 1A Securitization	1,333,787			
Property Taxes - Lighting				
District:				
Secured	421,886	448,000	448,000	448,000
Unsecured	19,811	20,000	20,000	20,000
Supplemental	4,584	4,000	4,000	4,000
Prior Year	18,697	15,000	15,000	15,000
Homeowners' Exemptions	4,298	4,300	4,300	4,300
Penalties and Interest	4,143	3,000	3,000	3,000
Other Revenues		800	800	800
Property Taxes - Motor				
Vehicle In-Lieu Backfill	5,636,312	5,468,000	5,547,000	5,603,000
Sales and Use Taxes	10,912,353	10,962,000	11,500,000	11,845,000
Transient Occupancy Taxes	1,939,344	1,800,000	2,100,000	2,200,000
Real Property Transfer				
Taxes	238,345	220,000	240,000	240,000
Franchise Fees	2,237,285	2,251,100	2,330,800	2,330,800
Subtotal	28,201,562	27,618,200	28,830,900	29,331,900
<b>Licenses and Permits</b>				
Building Permit Fees	509,546	360,000	470,000	470,000
Sign Permits	3,455	10,000	10,000	10,000
Subtotal	513,001	370,000	480,000	480,000
<b>From Other Governments</b>				
Motor Vehicle In-Lieu				
Fees	230,061	195,000	195,000	195,000
Used Oil Recycling Grant	30,795	23,700	23,700	

# COMBINED PROGRAM REVENUES

Description	Actual 2009-10	Adopted Budget 2010-11	Estimated 2010-11	Adopted Budget 2011-12
<b><i>From Other Governments (con't.)</i></b>				
Vehicle Abatement Fees	48,354	53,000	53,000	53,000
Orange County Transportation Authority Grants:				
Senior Mobility	26,467	34,000	34,000	36,600
Homeland Security Grant	33,672			
Rubberized Asphalt Grant	89,607			
Metropolitan Water District of Orange County Grant	26,607			
Justice Assistance Grant	6,173			
Alcoholic Beverage Control Grant	379			
American Recovery and Reinvestment Act Grants	62,127			
Beverage Container Recycling Grant	21,473	21,500	21,500	21,500
County Recycling/Waste Diversion Grant	5,018			
Subtotal	580,733	327,200	327,200	306,100
<b><i>User Fees and Charges</i></b>				
Recreation Programs	20,930	24,200	24,200	24,200
Senior Programs	5,667	16,000	16,000	16,000
Teen Programs	4,167	2,500	4,000	3,000
Youth Programs	5,988	23,400	23,400	25,000
Recreation Classes	23,756	12,000	45,000	38,000
On-line Recreation Registration	68,724	45,000		
Excursions	9,910	9,600	9,600	9,600
Facility Rentals		1,400	1,600	1,800
Park Reservation Fees	1,284	1,200	3,000	3,000
Sports Park Maintenance Fees				28,100
Plan Check Fees	174,859	145,000	180,000	180,000
Fire Plan Check Fees	3,608	4,000	4,000	4,000
Engineering Fees	121,098	85,000	160,000	130,000

# COMBINED PROGRAM REVENUES

Description	Actual 2009-10	Adopted Budget 2010-11	Estimated 2010-11	Adopted Budget 2011-12
<b><i>User Fees and Charges</i></b>				
<b><i>(con't.)</i></b>				
Planning and Zoning Fees	297,192	345,000	345,000	316,000
Opportunities Study Fees	321,931		22,000	
Records Retention/ Imaging Fees	12,881	9,000	15,000	15,000
Copies and Maps	8,007	7,000	11,000	11,000
Subtotal	1,080,003	730,300	863,800	804,700
<b><i>Fines and Forfeitures</i></b>				
Motor Vehicles Code				
Fines	329,645	270,000	360,000	360,000
Local Ordinance				
Violations	157,440	155,000	155,000	155,000
Subtotal	487,085	425,000	515,000	515,000
<b><i>Use of Money and Property</i></b>				
Leases	115,856	114,000	114,000	114,000
Interest Income	644,500	420,000	420,000	300,000
Subtotal	760,356	534,000	534,000	414,000
<b><i>Other Revenue</i></b>				
State Mandated Claims	44,001	25,000	50,000	25,000
Reimbursements	49,820		500	
Donations	10,500			
Senior Donations	309	900	200	300
Sponsorships	50		5,100	
Miscellaneous Revenue	67,926	10,000	15,000	10,000
Subtotal	172,606	35,900	70,800	35,300
<b>General Fund Total</b>	<b>31,795,344</b>	<b>30,040,600</b>	<b>31,621,700</b>	<b>31,887,000</b>
<b>Reserve Fund</b>				
<b><i>Emergency Services Fund</i></b>				
American Recovery and Reinvestment Act Grants	86,073			
Subtotal	86,073	0	0	0

# COMBINED PROGRAM REVENUES

Description	Actual 2009-10	Adopted Budget 2010-11	Estimated 2010-11	Adopted Budget 2011-12
<b>Special Revenue Funds</b>				
<b>Gas Tax Fund</b>				
Section 2105	421,878	416,000	416,000	416,000
Section 2106	268,302	262,000	262,000	262,000
Section 2107	561,431	554,000	554,000	554,000
Section 2107.5	7,500	7,500	7,500	7,500
Section 2103		750,000	750,000	750,000
Proposition 42	709,414			
Proposition 1B Grant	772,519			
Interest Income	15,966	25,000	8,000	8,000
Reimbursements	33,736			
Subtotal	2,790,745	2,014,500	1,997,500	1,997,500
<b>Measure M Fund</b>				
Turnback Allocation	779,041	780,000	854,000	1,000,000
Rubberized Asphalt Grant	26,583			
Interest Income	16,557	25,000	10,000	10,000
Reimbursements	4,309			
Subtotal	826,490	805,000	864,000	1,010,000
<b>Etnies Skatepark Fund</b>				
Online Registration	24,809	18,000		
Non-Resident Card Fees	14,241	9,000	17,000	20,000
Merchandise Sales	18,695	15,000	16,000	17,000
Coca-Cola Revenues	2,571	1,000		
Sponsorships	9,723	9,600	9,600	9,600
Filming Fees	305	300	300	300
Classes	6,185	6,000	10,000	9,000
Contests	760	1,800	900	1,800
Camps	3,840	2,500	12,000	13,000
Skatepark Programs	9,341	9,500	6,000	9,500
Subtotal	90,470	72,700	71,800	80,200



# COMBINED PROGRAM REVENUES

Description	Actual 2009-10	Adopted Budget 2010-11	Estimated 2010-11	Adopted Budget 2011-12
<b><i>Air Quality Improvement Fund</i></b>				
Air Quality Management				
District Fees	88,707	93,000	93,000	93,000
Interest Income	7,011	9,000	9,000	9,000
Subtotal	95,718	102,000	102,000	102,000
<b><i>Police Grant Funds</i></b>				
COPS (Brulte) Grant				
Justice Assistance Grant	124,235	100,000	100,000	
Subtotal	10,912	100,000	109,300	0
<b><i>Asset Forfeitures Fund</i></b>				
Interest Income				
Subtotal	124	200	200	200
<b><i>Community Development Block Grant Fund</i></b>				
Entitlement Grant				
American Recovery and Reinvestment Act Grant	373,783	481,400	481,400	480,000
Interest Income	23,646		130,000	
Rehabilitation Loan Interest	680	100	100	100
Loan Repayments	667	400	500	400
Subtotal	49,181	20,000	35,000	35,000
Subtotal	447,956	501,900	647,000	515,500
<b><i>Disaster Fund</i></b>				
Federal Emergency Management Agency Grant				
Office of Emergency Services Grant	870			
Subtotal	67,949	0	0	0
Subtotal	68,818	0	0	0
<b>Special Revenue Funds</b>	4,455,469	3,596,300	3,791,800	3,705,400

# COMBINED PROGRAM REVENUES

Description	Actual 2009-10	Adopted Budget 2010-11	Estimated 2010-11	Adopted Budget 2011-12
<b>Capital Funds</b>				
<b>Capital Improvement</b>				
<b>Projects Fund</b>				
Federal Grants:				
American Recovery and Reinvestment Act	657,290			
Transportation Enhancement Grant			1,500,000	
State Park Roberti Z-Berg Harris Grant	43,325			
Orange County Transportation Authority Grants:				
GMA 9	639		52,000	
Signal Improvement Program		573,000		
Master Plan of Arterial Highways Grant		4,228,000		
County Grants:				
City Aid Grant	444,774			
Foothill Circulation Phasing Plan	504,522	3,200,000		
Interest Income	290,861	60,000	125,000	60,000
Reimbursements			1,870,300	
Other Revenue	56,700			40,000
Subtotal	1,998,111	8,061,000	3,547,300	100,000
<b>Opportunities Study Area</b>				
<b>Capital Projects Fund</b>				
Reimbursements			858,000	
Other Revenue			750,000	250,000
Subtotal	0	0	1,608,000	250,000
<b>Affordable Housing Capital Improvement Projects Fund</b>				
Development Impact Fees	51,704	248,000	248,000	
Interest Income	67		1,500	1,200
Subtotal	51,771	248,000	249,500	1,200

# COMBINED PROGRAM REVENUES

Description	Actual 2009-10	Adopted Budget 2010-11	Estimated 2010-11	Adopted Budget 2011-12
<b><i>Park Development/ Construction Fund</i></b>				
Development Impact Fees	224,838		17,000	
Interest Income	6,529	7,000	2,000	7,000
Subtotal	231,367	7,000	19,000	7,000
<b>Capital Funds Total</b>	2,281,249	8,316,000	5,423,800	358,200
<b>Debt Service Fund</b>				
<b><i>Financing Authority Fund</i></b>				
Interest Income				
Subtotal	0	0	0	0
<b>Internal Service Fund</b>				
<b><i>Vehicle Replacement Fund</i></b>				
Vehicle Replacement				
Charges	59,820	77,300	77,300	53,200
TVAP Grant				27,100
Subtotal	59,820	77,300	77,300	80,300
<b>Total All City Funds</b>	\$38,677,956	\$42,030,200	\$40,914,600	\$36,030,900
<b>Redevelopment Agency</b>				
<b><i>Operating Fund</i></b>				
Other	(159)			
Subtotal	(159)	0	0	0
<b>Low and Moderate Income</b>				
<b><i>Housing Fund</i></b>				
Tax Increment	990,152	892,000	811,000	811,000
Loan Repayments	15,155			
Interest Income	45,051	50,000	20,000	20,000
Reimbursements	2,160	6,500	6,500	6,500
Subtotal	1,052,518	948,500	837,500	837,500

# COMBINED PROGRAM REVENUES

Description	Actual 2009-10	Adopted Budget 2010-11	Estimated 2010-11	Adopted Budget 2011-12
<b><i>Debt Service Fund</i></b>				
Tax Increment	4,410,685	3,970,000	3,695,000	3,656,000
Interest Income	82,751	110,000	45,000	5,000
Reimbursements	27,063			
Subtotal	4,520,499	4,080,000	3,740,000	3,661,000
<b>Total Redevelopment Agency</b>				
	\$5,572,857	\$5,028,500	\$4,577,500	\$4,498,500
<b>Grand Total All Funds</b>	\$44,250,813	\$47,058,700	\$45,492,100	\$40,529,400

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# Section Four

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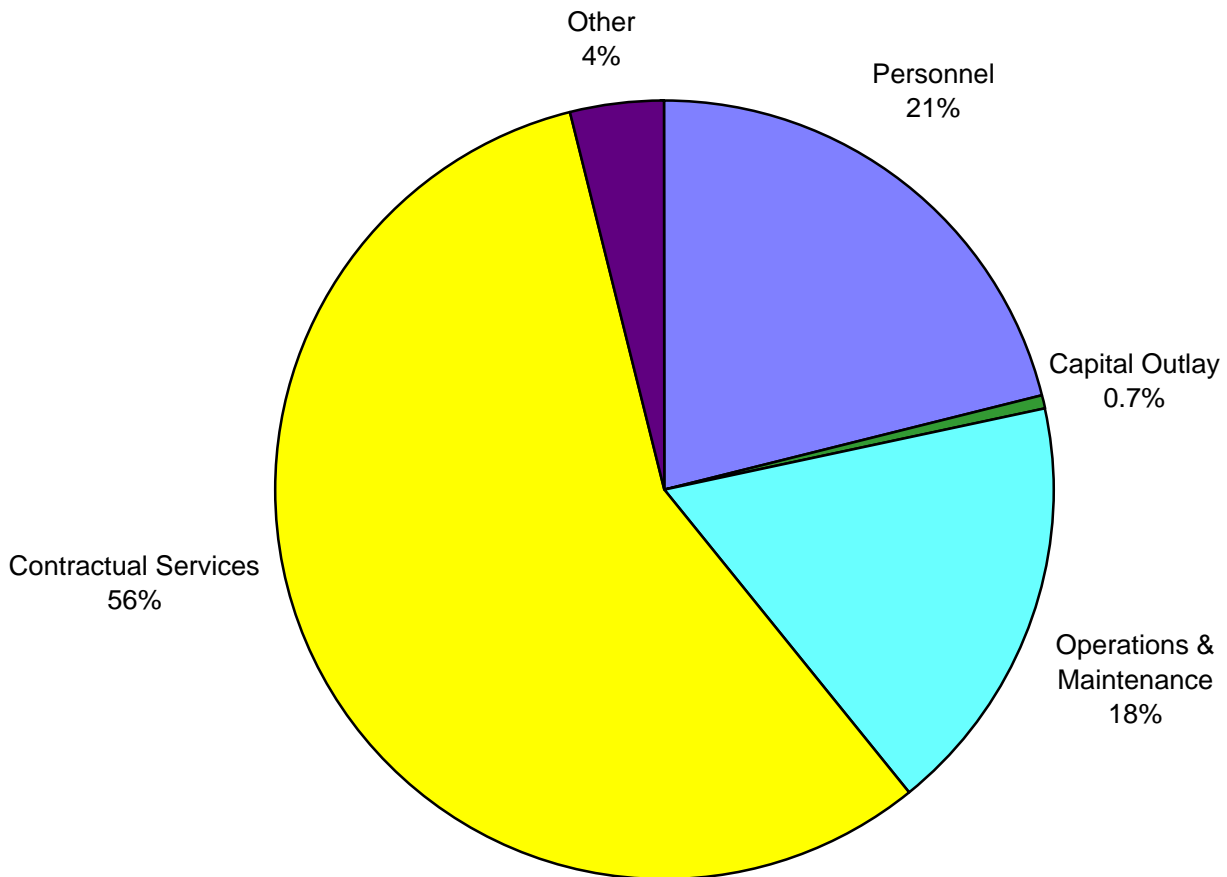
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# SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY<sup>1</sup>

Department	Personnel	Operations & Maintenance	Contract Services	Other	Capital Outlay	Totals
City Council	\$48,600	\$165,200	\$17,400			\$231,200
City Manager	693,000	103,600	30,000			826,600
Redevelopment/ Economic Development	711,300	183,400	1,006,300	\$1,518,100		3,419,100
City Attorney		15,900	1,299,000			1,314,900
Finance	622,000	805,400	139,000			1,566,400
Development Services	1,537,900	327,100	715,100			2,580,100
Public Works	1,586,900	1,924,700	5,098,000		\$1,000	8,610,600
Management Services	1,161,500	973,200	176,400		171,900	2,483,000
Community Services	1,511,900	1,760,000	39,000		8,000	3,318,900
Police Services	142,000	388,700	13,003,900			13,534,600
Vehicle Replacement					78,000	78,000
<b>TOTALS</b>	<b>\$8,015,100</b>	<b>\$6,647,200</b>	<b>\$21,524,100</b>	<b>\$1,518,100</b>	<b>\$258,900</b>	<b>\$37,963,400</b>

<sup>1</sup> Includes Redevelopment Agency operating costs of \$2,960,800.

# SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY<sup>1</sup> Fiscal Year 2011-2012



<sup>1</sup> Includes Redevelopment Agency activity



## **CITY COUNCIL**

### ***DEPARTMENT DESCRIPTION***

The City Council is comprised of five Lake Forest residents elected at large serving alternating 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 Redevelopment Agency and Housing Authority Board.

### ***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS***

1. Increased transportation capacity by awarding construction agreements for the Alton Parkway gap closure project.
2. Increased City's public park resources through continued implementation of the City's Parks & Recreation Five-Year Strategic Plan, which included completion of the Etnies Skatepark of Lake Forest expansion project, and improvements to Mountain View and Concourse Parks.
3. As the Redevelopment Agency, increased affordable housing capacity through purchase of two residential condominium units.
4. Provided policy level guidance in the formation of a City of Lake Forest Housing Authority.
5. Increased transportation capacity through coordination with the Orange County Transportation Authority for implementation of the multi-jurisdictional El Toro Road Traffic Light Synchronization project.

### ***FISCAL YEAR 2011-12 MAJOR INITIATIVES***

1. Provide policy level guidance for implementation of the Opportunities Study Phase IV, including, but not limited to, overseeing design and construction of the Sports Park and Recreation Center and Civic Center projects.
2. Increase transportation capacity through the completion of the Alton Parkway gap closure and encourage the completion of Portola Parkway.
3. Increase City park facilities through continued implementation of the City's Parks and Recreation Five-Year Strategic Plan, including improvements to various parks in the community and adding the Regency Park improvements to the Strategic Plan.
4. Provide policy level guidance for implementation of master lease agreements for utility-mounted cellular telecommunication sites.

<b>CITY COUNCIL BUDGET OVERVIEW</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Personnel	\$49,503	\$49,500	\$48,600	\$48,600
Operations and Maintenance	158,430	171,000	179,000	165,200
Contract Services		1,000	1,400	17,400
Activity Total	<u>\$207,933</u>	<u>\$221,500</u>	<u>\$229,000</u>	<u>\$231,200</u>
 Funding Sources:				
General Fund	\$204,603	\$217,900	\$225,400	\$227,600
Redevelopment Agency Operating Fund	3,330	3,600	3,600	3,600

<b>CITY COUNCIL BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
City Council/Board Members (5)	\$45,570	\$45,800	\$45,800	\$45,800
Medicare	661	700	700	700
Retirement	3,272	3,000	2,100	2,100
Subtotal	49,503	49,500	48,600	48,600
<u>Operations and Maintenance:</u>				
Memberships and Dues	56,702	60,100	60,100	44,100
Travel, Conferences, Meetings	17,482	35,000	35,000	35,000
Individual Travel Accounts:				
Dixon Travel	4,000			
Herzog Travel	1,193			
McCullough Travel	3,987			
Rudolph Travel	4,000			
Tettermer Travel				
Operating Supplies	2,983	2,100	1,900	1,900
Special Supplies	125	7,000	7,000	7,000
Printing and Duplicating	174	100	100	100
Postage and Deliveries	129	200	200	200
Subscriptions and Books		700	700	700
Telephone and Other	1,250	700	700	700
City Hall Rent	59,074	62,700	71,200 <sup>1</sup>	73,400
Equipment Rentals/Leases	466	300	300	300
Equipment Maintenance	63	200	200	200
General Liability Insurance	5,646	600	600	600
Workers' Compensation Insurance	1,156	1,300	1,000	1,000
Subtotal	158,430	171,000	179,000	165,200
<u>Contract Services:</u>				
Miscellaneous		1,000	1,400	17,400
Subtotal	0	1,000	1,400	17,400
Activity Total	\$207,933	\$221,500	\$229,000	\$231,200

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

## **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 the various City departments. Additional duties include, but are not limited to: (1) Represent the City in legislative and regulatory matters; (2) Oversee emergency management operations; (3) Manage environmental issues; (4) Oversee annual Budget and Investment Policy; (5) Work with other agencies to address regional issues; and (6) Serve as Executive Director of the Lake Forest Redevelopment Agency, and Lake Forest Housing Authority.

### ***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS***

1. Advanced Phase IV of the Opportunities Study including, but not limited to, acquiring 15 acres of property adjacent to the Glass Creek parcel to enhance the City's recreation open space, acquiring a 20.6-acre scenic preservation easement (the remainder of the County's interest in the Glass Creek property) through a land exchange, certification of the Environmental Impact Report for the future Sports Park, and initiation of the final design process for the future Sports Park.
2. Provided executive oversight during completion of design and initiation of construction of the Alton Parkway Gap Closure segment within the City of Lake Forest (Commercentre Drive to Towne Centre Drive).
3. Provided executive guidance for the ongoing mandate from the National Pollutant Discharge Elimination System on the Urban Runoff Plan.
4. Coordinated with Orange County Sheriff's Department officials on the County's Master Planning process for the future expansion of the Musick Jail facility.
5. Provided executive guidance and oversight in the completion of commercial revitalization projects along El Toro Road, including renovation of the McDonald's on Bridger Road, SmartCo, and Fresh & Easy/Walgreens retail center.
6. Provided executive oversight during implementation of the City's Parks and Recreation Five-Year Strategic Plan, which included completion of the Etnies Skatepark of Lake Forest expansion project and improvements to Mountain View and Concourse Parks.
7. Provided executive leadership regarding affordable housing projects and programs including the activation of the Lake Forest Housing Authority.
8. Initiated planning efforts for a permanent Civic Center facility.

## **FISCAL YEAR 2011-12 MAJOR INITIATIVES**

1. Provide executive oversight of design and construction of the Sports Park and Recreation Center projects.
2. Provide executive oversight of efforts to improve overall traffic safety and circulation and reduce traffic delay through major roadway and intersection improvements including completion of the Alton Parkway Gap Closure, design of the Rancho Parkway extension, design of Lake Forest Transportation Mitigation program intersection improvements to mitigate planned Opportunities Study development, and encouraging the completion of Portola Parkway.
3. Continue to monitor and participate in the County's design process for the future expansion of the James A. Musick Jail facility.
4. Provide executive leadership and foster public engagement during the initial planning stages for a permanent Civic Center.
5. Provide executive leadership of community revitalization efforts to encourage growth and development despite the uncertainty surrounding the future of redevelopment funding.
6. Provide executive guidance on the initial programs and administrative processes of the Lake Forest Housing Authority.
7. Provide executive guidance during Phase IV of the Opportunities Study (the implementation phase), as well as Phase V, the potential of future land use changes to allow additional residential development within the Opportunities Study Area.

<b>CITY MANAGER BUDGET OVERVIEW</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Personnel	\$767,789	\$717,200	\$693,000	\$693,000
Operations and Maintenance	125,953	129,700	101,500	103,600
Contract Services	30,526	30,000	30,000	30,000
Activity Total	\$924,268	\$876,900	\$824,500	\$826,600
Funding Sources:				
General Fund	\$875,739	\$826,600	\$773,300	\$775,400
Redevelopment Agency				
Operating Fund	48,003	50,300	51,200	51,200
Air Quality Improvement Fund	526			
Total Positions:				
Full-Time	4.5	4.4	4.4	4.4

<b>PERFORMANCE MEASURES</b>
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<b><u>Description</u></b>	<b><u>Actual 2009-10</u></b>	<b><u>Adopted Budget 2010-11</u></b>	<b><u>Adopted Budget 2011-12</u></b>
<u>Professional Leadership</u>			
% of departmental objectives accomplished	90%	90%	90%

<b>CITY MANAGER BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<b><u>Personnel:</u></b>				
Full-Time Personnel	\$557,822	\$526,000	\$540,700	\$540,700
Medicare	8,289	7,600	7,800	7,800
Retirement	141,482	116,400	77,300	77,300
Health Insurance	60,196	67,200	67,200	67,200
Subtotal	<u>767,789</u>	<u>717,200</u>	<u>693,000</u>	<u>693,000</u>
<b><u>Operations and Maintenance:</u></b>				
Memberships and Dues	2,510	2,700	2,700	2,700
Training and Education	100	500	500	500
Travel, Conferences, Meetings	6,204	6,400	6,400	6,400
Auto Allowance	12,101	11,600	11,600	12,000
Mileage Reimbursement	90	400	400	400
Operating Supplies	3,227	3,000	1,800	1,800
Printing and Duplicating	357	700	700	700
Postage and Deliveries	686	900	800	800
Subscriptions and Books	89	1,300	1,300	1,300
Telephone and Other	1,182	1,000	900 <sup>1</sup>	900
City Hall Rent	73,209	77,700	53,000	54,700
Equipment Rentals/Leases	2,377	1,500	1,300	1,300
Miscellaneous Maintenance	500			
Equipment Maintenance	320	900	900	900
Software Licenses/Maintenance	1,665	1,700	1,700	1,700
General Liability Insurance	12,417	7,900	7,500	7,500
Workers' Compensation Insurance	8,919	11,500	10,000	10,000
Subtotal	<u>125,953</u>	<u>129,700</u>	<u>101,500</u>	<u>103,600</u>
<b><u>Contract Services:</u></b>				
Legislative Assistance/Lobbying	30,000	30,000	30,000	30,000
Go Local Study - Phase 2	526			
Subtotal	<u>30,526</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
Activity Total	<u><u>\$924,268</u></u>	<u><u>\$876,900</u></u>	<u><u>\$824,500</u></u>	<u><u>\$826,600</u></u>

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

## **REDEVELOPMENT/ECONOMIC DEVELOPMENT**

### ***DEPARTMENT DESCRIPTION***

The Redevelopment/Economic Development Department is responsible for the creation and implementation of comprehensive redevelopment, economic development, and affordable housing and revitalization activities in the City. The department coordinates public information and promotional tools; provides business assistance programs; encourages growth and development of a diversified business community; and provides staff support to the Council/Agency and Commissions.

### ***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS***

1. Continued to implement the Revitalization Action Plan for the Light Industrial Area.
2. Worked cooperatively with property owners to facilitate continued revitalization of commercial centers and promote business growth and expansion in Redevelopment Project Area.
3. Pursued affordable housing opportunities to alleviate or avoid Excess Surplus in the Low and Moderate Income Housing Fund and address the City's/Agency's affordable housing needs.
4. Implemented the Fiscal Year 2010-11 Business Development and Attraction Work Plan including advancing the City's enhanced partnership with the Lake Forest Chamber of Commerce.
5. Pursued potential sale of Agency Parcel (*former Orange County Transportation parcel*).
6. Acted as a funding partner with the City by providing \$3.2 million for streetscape and traffic calming projects along Jeronimo, Rockfield, and El Toro Road in the Redevelopment Project Area.
7. Worked with the California Redevelopment Association to protect and preserve the Agency's funding and limit restrictions on redevelopment activities.

### ***FISCAL YEAR 2011-12 MAJOR INITIATIVES***

1. Continue to implement the Revitalization Action Plan for the Light Industrial Area.
2. Work cooperatively with property owners to facilitate continued revitalization of commercial centers and promote business growth and expansion in Redevelopment Project Area.
3. Pursue affordable housing opportunities to address the City's/Agency's affordable housing needs.
4. Implement the Fiscal Year 2011-12 Business Development and Attraction Work Plan including advancing the City's enhanced partnership with the Lake Forest Chamber of Commerce.



***FISCAL YEAR 2011-12 MAJOR INITIATIVES (continued)***

5. Pursue potential sale of Agency parcel.
6. Continue working with the City to implement construction of streetscape and infrastructure improvements in the Redevelopment Project Area.
7. Work with the California Redevelopment Association to protect and preserve the Agency's funding and limit restrictions on redevelopment activities.

<b>REDEVELOPMENT/ECONOMIC DEVELOPMENT - ALL DIVISIONS BUDGET OVERVIEW</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Personnel	\$541,668	\$691,600	\$711,300	\$711,300
Operations and Maintenance	145,631	171,200	180,400	183,400
Contract Services	790,590	949,800	1,003,300	1,006,300
Other	2,823,113	1,645,700	1,518,100	1,518,100
Capital Outlay	507,168			
Activity Total	\$4,808,170	\$3,458,300	\$3,413,100	\$3,419,100
Funding Sources:				
General Fund	\$302,793	\$325,600	\$323,800	\$328,000
Community Development Block Grant Fund	362,184	278,600	352,700	352,700
Housing Authority Fund			170,300	170,600
Redevelopment Agency Debt Service Fund	2,823,113	1,645,700	1,518,100	1,518,100
Redevelopment Agency Operating Fund	429,302	737,200	729,000	730,200
Redevelopment Agency Low and Moderate Income Housing Fund	890,778	471,200	319,200	319,500
Total Positions:				
Full-Time	5.5	5.6	5.6	5.6

<b>PERFORMANCE MEASURES</b>
-----------------------------

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
<u>Redevelopment</u>			
Establish performance goals and initiatives	100%	100%	100%
% of Department objectives accomplished	97%	100%	100%
% of Council/Agency/Commission requests completed	100%	100%	100%
% of Agency Conformance applications reviewed within standard timeframes	96%	100%	100%

<b>PERFORMANCE MEASURES (continued)</b>
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<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
<u>Redevelopment (continued)</u>			
% of Ask Lake Forest requests responded within approved timeframe	100%	100%	100%
<u>Economic Development</u>			
Timely responses within 72 hours to requests for welcome/information packets	100%	100%	100%
% increase in attendance at Economic Development programs	10%	10%	10%
Increase number of business outreach visits	20%	25%	20%
<u>Housing</u>			
# of homes/mobile homes to receive exterior painting	7	6	6
# of homes that will receive rehab loans	24	18	15

<b>REDEVELOPMENT/ECONOMIC DEVELOPMENT - ALL DIVISIONS</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$380,738	\$498,200	\$518,700	\$518,700
Part-Time Personnel	23,595	27,200	28,000	28,000
Medicare	5,955	7,600	7,900	7,900
Retirement	73,171	74,500	72,700	72,700
Health Insurance	58,209	84,100	84,000	84,000
Subtotal	541,668	691,600	711,300	711,300
<u>Operation and Maintenance:</u>				
Memberships and Dues	8,930	9,400	9,400	9,400
Training and Education	250	4,100	4,100	4,100
Travel, Conferences, Meetings	456	800		
Auto Allowance	8,401	11,900	12,000	12,000
Mileage Reimbursement	325	300	300	300
Operating Supplies	5,113	5,900	5,000	5,000
Printing and Duplicating	2,171	3,800	3,400	3,400
Postage and Deliveries	4,304	4,200	4,100	4,100
Subscriptions and Books	9,683	12,900	12,900	12,900
Telephone and Other	1,398	1,500	1,300	1,300
City Hall Rent	70,630	74,800	90,400 <sup>1</sup>	93,400
Equipment Rentals/Leases	3,612	2,000	2,000	2,000
Building Maintenance	2,700	20,000	15,000	15,000
Miscellaneous Maintenance	90	5,000	5,000	5,000
Equipment Maintenance	832	1,300	1,300	1,300
Website Update Services	14,920	3,000	3,000	3,000
General Liability Insurance	9,544	5,400	5,400	5,400
Workers' Compensation Insurance	2,272	4,900	5,800	5,800
Subtotal	145,631	171,200	180,400	183,400
<u>Contract Services:</u>				
Auditing	7,755	7,500	15,000	15,000
Economic Development	30,113	45,500	54,000	57,000
Housing	33,328	15,000	40,000	40,000
Redevelopment	122,309	170,000	90,000	90,000
Miscellaneous	13,190			
Communications	25,236	68,000	42,000	42,000
Commercial Façade Rehabilitation Loans		200,000	225,000	225,000
General	25,549	17,500	17,500	17,500

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Contract Services (continued):</u>				
Public Service Grants	72,458	77,800	75,000	75,000
Housing Rehabilitation Loans	372,300	253,000	345,800	345,800
Rehabilitation Loan Fees	12,958	10,500	15,000	15,000
Rehabilitation Loan Services	39,235	42,000	44,000	44,000
Citywide Paint Program	36,159	43,000	40,000	40,000
Subtotal	790,590	949,800	1,003,300	1,006,300
<u>Other:</u>				
Pass-Through Payments	2,811,982	1,613,700	1,518,100	1,518,100
Interest	11,131	32,000		
Subtotal	2,823,113	1,645,700	1,518,100	1,518,100
<u>Capital Outlay:</u>				
Land	7,168			
Building Expense	500,000			
Subtotal	507,168	0	0	0
Activity Total	\$4,808,170	\$3,458,300	\$3,413,100	\$3,419,100

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<b>REDEVELOPMENT ADMINISTRATION DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$187,100	\$233,800	\$274,600	\$274,600
Part-Time Personnel	17,141	13,600	10,500	10,500
Medicare	2,978	3,600	4,100	4,100
Retirement	35,021	35,000	38,400	38,400
Health Insurance	23,296	39,800	43,500	43,500
Subtotal	265,536	325,800	371,100	371,100
<u>Operation and Maintenance:</u>				
Memberships and Dues	3,725	3,700	3,700	3,700
Training and Education	250	2,500	2,500	2,500
Travel, Conferences, Meetings	120	500		
Auto Allowance	3,348	5,300	5,800	5,800
Mileage Reimbursement	325	300	300	300
Operating Supplies	2,389	2,900	2,400	2,400
Printing and Duplicating	1,495	2,800	2,800	2,800
Postage and Deliveries	459	1,100	1,000	1,000
Subscriptions and Books	1,258	1,500	1,500	1,500
Telephone and Other	633	700	600	600
City Hall Rent	35,316	37,400	55,400 <sup>1</sup>	57,200
Equipment Rentals/Leases	1,631	1,000	900	900
Miscellaneous Maintenance	90	5,000	5,000	5,000
Equipment Maintenance	565	600	600	600
Website Update Services	4,420	1,500	1,500	1,500
General Liability Insurance	9,544	5,400	5,400	5,400
Workers' Compensation	2,272	4,900	5,800	5,800
Subtotal	67,840	77,100	95,200	97,000
<u>Contract Services:</u>				
Redevelopment	122,309	170,000	90,000	90,000
Communications	3,990	24,000	14,000	14,000
Commercial Façade Rehabilitation Loans		200,000	225,000	225,000
Subtotal	126,299	394,000	329,000	329,000
<u>Other:</u>				
Pass-Through Payments	2,811,982	1,613,700	1,518,100	1,518,100
Interest	11,131	32,000		
Subtotal	2,823,113	1,645,700	1,518,100	1,518,100

<b>REDEVELOPMENT ADMINISTRATION DIVISION</b>
<b>BUDGET DETAIL (continued)</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Capital Outlay:</u>				
Land	7,168			
Subtotal	7,168	0	0	0
Activity Total	\$3,289,956	\$2,442,600	\$2,313,400	\$2,315,200
 Funding Sources:				
General Fund	\$59,425	\$61,500	\$71,900	\$72,800
Redevelopment Agency Operating Fund	407,418	735,400	723,400	724,300
Redevelopment Agency Debt Service Fund	2,823,113	1,645,700	1,518,100	1,518,100

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<b>ECONOMIC DEVELOPMENT DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$87,799	\$90,800	\$88,000	\$88,000
Part-Time Personnel	6,365	7,000	14,000	14,000
Medicare	1,391	1,400	1,400	1,400
Retirement	16,810	13,600	12,500	12,500
Health Insurance	16,500	19,500	18,000	18,000
Subtotal	<u>128,865</u>	<u>132,300</u>	<u>133,900</u>	<u>133,900</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	5,205	5,000	5,000	5,000
Travel, Conferences, Meetings	336	300		
Auto Allowance	1,800	1,800	1,800	1,800
Operating Supplies	1,382	1,600	1,300	1,300
Printing and Duplicating	504	600	100	100
Postage and Deliveries	3,468	2,600	2,600	2,600
Subscriptions and Books	7,826	10,700	10,700	10,700
Telephone and Other	324	400	300	300
City Hall Rent	17,657	18,700	17,500	18,100
Equipment Rentals/Leases	839	500	500	500
Equipment Maintenance	113	400	300	300
Website Update Services	10,500	1,500	1,500	1,500
Subtotal	<u>49,954</u>	<u>44,100</u>	<u>41,600</u>	<u>42,200</u>
<u>Contract Services:</u>				
Economic Development	30,113	45,500	54,000	57,000
Miscellaneous	13,190			
Communications	21,246	44,000	28,000	28,000
Subtotal	<u>64,549</u>	<u>89,500</u>	<u>82,000</u>	<u>85,000</u>
Activity Total	<u>\$243,368</u>	<u>\$265,900</u>	<u>\$257,500</u>	<u>\$261,100</u>
<u>Funding Source:</u>				
General Fund	\$243,368	\$264,100	\$251,900	\$255,200
Redevelopment Agency Operating Fund		1,800	5,600	5,900



<b>HOUSING DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$105,839	\$173,600	\$156,100	\$156,100
Part-Time Personnel	89	6,600	3,500	3,500
Medicare	1,586	2,600	2,400	2,400
Retirement	21,340	25,900	21,800	21,800
Health Insurance	18,413	24,800	22,500	22,500
Subtotal	147,267	233,500	206,300	206,300
<u>Operation and Maintenance:</u>				
Memberships and Dues		700	700	700
Training and Education		1,600	1,600	1,600
Auto Allowance	3,253	4,800	4,400	4,400
Operating Supplies	1,342	1,400	1,300	1,300
Printing and Duplicating	172	400	500	500
Postage and Deliveries	377	500	500	500
Subscriptions and Books	599	700	700	700
Telephone and Other	441	400	400	400
City Hall Rent	17,657	18,700	17,500	18,100
Equipment Rentals/Leases	1,142	500	600	600
Building Maintenance	2,700	20,000	15,000	15,000
Equipment Maintenance	154	300	400	400
Subtotal	27,837	50,000	43,600	44,200
<u>Contract Services:</u>				
Auditing	7,755	7,500	15,000	15,000
Housing	33,328	15,000	40,000	40,000
General	25,549	17,500	17,500	17,500
Public Service Grants	72,458	77,800	75,000	75,000
Housing Rehabilitation Loans	372,300	253,000	345,800	345,800
Rehabilitation Loan Fees	12,958	10,500	15,000	15,000
Rehabilitation Loan Services	39,235	42,000	44,000	44,000
Citywide Paint Program	36,159	43,000	40,000	40,000
Subtotal	599,742	466,300	592,300	592,300

<b>HOUSING DIVISION</b> <b>BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Capital Outlay:</u>				
Building Expense	500,000			
Subtotal	500,000	0	0	0
Activity Total	\$1,274,846	\$749,800	\$842,200	\$842,800

Funding Sources:

Community Development Block Grant Fund	\$362,184	\$278,600	\$352,700	\$352,700
Redevelopment Agency Operating Fund	21,884			
Housing Authority Fund			170,300	170,600
Redevelopment Agency Low and Moderate Income Housing Fund	890,778	471,200	319,200	319,500

## **CITY ATTORNEY**

### ***DEPARTMENT DESCRIPTION***

The City Attorney acts as legal advisor to the City Council, City Manager, various 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. The City of Lake Forest contracts with the law firm of Best, Best & Krieger LLP for legal services.

### ***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS***

1. Continued implementation of the Opportunities Study, including acquisition of more than 60 acres of land from the County of Orange and other owners for the development of parks.
2. Finalization of the Shea Baker Ranch Associates Development Agreement and General Plan Amendment.
3. Continued to assist the City in efforts to acquire and plan for the funding and construction of Alton Parkway.
4. Successfully litigated numerous matters at the appellate level relating to illegal massage technicians and massage establishments.
5. Litigation against and abatement of several marijuana dispensaries as public nuisances.
6. Completed update and restatement of City's purchasing ordinance, purchasing policies, and comprehensive rewrite of City's professional services and public contracts documents.
7. Amended Graffiti Ordinance to create joint and several liability for parents and guardians of minors who cause graffiti and to enhance penalties for graffiti violations and repeat offenders.
8. Completed comprehensive review and update of Phase 2 of Lake Forest Municipal Code Title 9.
9. Successfully prosecuted numerous misdemeanor cases arising within the City, including obtaining guilty verdicts, fines, and stay away orders for criminal defendants.

### ***FISCAL YEAR 2011-12 MAJOR INITIATIVES***

1. Continue to assist City in real estate transactions relating to acquisition and exchange of park sites under the Opportunities Study.
2. Continue work on project-level review of Opportunities Study projects, including environmental review and development of facilities.
3. Coordinate nuisance abatement efforts with law enforcement activities.
4. Support City in economic development and housing initiatives.
5. Continue successful litigation efforts to abate marijuana dispensaries.

<b>CITY ATTORNEY BUDGET OVERVIEW</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Operations and Maintenance	\$9,339	\$9,900	\$15,400	\$15,900
Contract Services	1,674,372	1,207,000	1,299,000	1,299,000
Activity Total	<u>\$1,683,711</u>	<u>\$1,216,900</u>	<u>\$1,314,400</u>	<u>\$1,314,900</u>

Funding Sources:

General Fund	\$1,520,070	\$1,094,900	\$1,182,400	\$1,182,900
General Fund - NPDES <sup>1</sup>	120,678	30,000	40,000	40,000
Redevelopment Agency Operating Fund	24,780	52,000	52,000	52,000
Redevelopment Agency Low and Moderate Income Housing Fund	18,183	40,000	40,000	40,000

<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 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Operations and Maintenance:</u>				
City Hall Rent	\$9,339	\$9,900	\$15,400 <sup>1</sup>	\$15,900
Subtotal	9,339	9,900	15,400	15,900
<u>Contract Services:</u>				
Legal	1,674,372	1,200,000	1,292,000	1,292,000
Outside Legal		2,000	2,000	2,000
Miscellaneous Legal		5,000	5,000	5,000
Subtotal	1,674,372	1,207,000	1,299,000	1,299,000
Activity Total	\$1,683,711	\$1,216,900	\$1,314,400	\$1,314,900

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

## **FINANCE**

### ***DEPARTMENT DESCRIPTION***

The Finance Department is responsible for a variety of functions including financial reporting, accounting, budgeting, payroll, accounts payable, investments, and long-term debt administration. The Director of Finance carries the subtitle of City Treasurer.

### ***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS***

1. Initiated the process to form a community facilities district for the Irvine Ranch Water District.
2. Oversaw analysis and the process to finance the City's segment of the Alton Parkway Gap Closure Project.

### ***FISCAL YEAR 2011-12 MAJOR INITIATIVES***

1. Implement the acceptance of credit cards to enhance convenience of transactions with residents and others who do business with the City.
2. Coordinate the formation of community facilities districts related to future Opportunities Study Area property development.
3. Create a financial sustainability plan to provide a framework in which to proceed during significant financial events.
4. Implement the use of purchasing cards to streamline the purchasing process.
5. Prepare an analysis of the City's financial policies.
6. Process a request for proposal for a new accounting system.

<b>FINANCE DEPARTMENT BUDGET OVERVIEW</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Personnel	\$661,438	\$641,600	\$622,000	\$622,000
Operations and Maintenance	807,042	824,200	804,200	805,400
Contract Services	259,412	139,800	139,000	139,000
Capital Outlay	1,195			
Activity Total	<b>\$1,729,087</b>	<b>\$1,605,600</b>	<b>\$1,565,200</b>	<b>\$1,566,400</b>
<b>Funding Sources:</b>				
General Fund	\$986,732	\$998,900	\$949,300	\$950,500
Certificates of Participation Fund	548,368	547,100	557,200	557,200
Community Facilities District Formation Fund	134,453			
Redevelopment Agency Operating Fund	59,534	59,600	58,700	58,700
<b>Total Positions:</b>				
Full-Time	6.0	6.0	6.0	6.0

<b>PERFORMANCE MEASURES</b>
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<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
<u>Accounting</u>			
Management letter items	0	0	0
% of invoices paid without incurring finance charges	99%	99%	100%
Days after month end for issuance of financial reports	25	19	19
<u>Budget Preparation</u>			
Date Budget adopted	6/16/2009	6/15/2010	6/21/2011
General fund revenues collected as % of revised estimates <sup>1</sup>	103%	90%	90%
General fund expenditures expended as % budgeted <sup>1</sup>	97%	95%	95%

<b>PERFORMANCE MEASURES (continued)</b>
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<b><u>Description</u></b>	<b><u>Actual 2009-10</u></b>	<b><u>Adopted Budget 2010-11</u></b>	<b><u>Adopted Budget 2011-12</u></b>
<b><u>Budget Preparation (continued):</u></b>			
Annual Financial Report awards received	1	1	1
<b><u>Investment Management</u></b>			
Invested funds as % of total cash and investments	97%	99%	99%
% of investments in compliance with policy	100%	100%	100%
% of investments within required safety ratings	100%	100%	100%
Weighted average maturity (in days) <sup>2</sup>	89	100	100

<sup>1</sup> Excludes carryovers

<sup>2</sup> Reflects intention to provide sufficient liquidity for significant future capital projects



<b>FINANCE DEPARTMENT BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$463,947	\$473,200	\$460,200	\$460,200
Overtime	53	1,000	1,000	1,000
Temporary Personnel	6,917			
Part-Time Personnel	4,343			
Medicare	6,926	6,900	6,700	6,700
Retirement	88,989	70,500	64,100	64,100
Health Insurance	90,263	90,000	90,000	90,000
Subtotal	661,438	641,600	622,000	622,000
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,170	1,100	1,200	1,200
Training and Education	2,403	2,800	2,800	2,800
Travel, Conferences, Meetings	1,050	700	500	500
Auto Allowance	8,262	7,800	7,800	7,800
Mileage Reimbursement	103	300	300	300
Operating Supplies	4,711	5,400	4,500	4,500
Printing and Duplicating	5,705	6,500	6,500	6,500
Postage and Deliveries	1,208	1,400	1,400	1,400
Subscriptions and Books	1,674	1,900	1,900	1,900
Telephone and Other	1,259	1,200	1,300	1,300
Certificate Lease Payments	546,498	545,300	555,400 <sup>1</sup>	555,400
City Hall Rent	55,155	58,600	39,800	41,000
Equipment Rentals/Leases	3,262	1,800	1,800	1,800
Equipment Maintenance	460	1,200	1,300	1,300
Software Licenses/Maintenance	15,450	8,200	8,900	8,900
Bank Charges and Fees	11,954	21,600	21,600	21,600
Property Tax Administration	125,152	140,000	130,000	130,000
Cash (Over/Short)	26			
General Liability Insurance	12,206	6,700	6,300	6,300
Workers' Compensation	9,334	11,700	10,900	10,900
Subtotal	807,042	824,200	804,200	805,400
<u>Contract Services:</u>				
Other	136,323	1,800	1,800	1,800
Auditing	50,314	45,000	45,000	45,000
Special Audits	10,000	19,400	24,000	24,000
Sales Tax Audits	12,623	22,000	17,000	17,000
Payroll	16,066	16,000	16,000	16,000
Miscellaneous	3,228			

<b>FINANCE DEPARTMENT BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Contract Services (continued):</u>				
General	30,858	35,600	35,200	35,200
Subtotal	259,412	139,800	139,000	139,000
<u>Capital Outlay:</u>				
Computer Software	1,195			
Subtotal	1,195	0	0	0
Activity Total	\$1,729,087	\$1,605,600	\$1,565,200	\$1,566,400

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

## **DEVELOPMENT SERVICES**

### ***DEPARTMENT DESCRIPTION***

The Development Services Department is responsible for the development and administration of programs that guide the City's growth and development. The department provides planning-related staff support to the Council and Planning Commission and coordinates the activities of the regional development agencies within the City. The department coordinates with the redevelopment project area efforts. The three functional areas are Current and Advanced Planning, Building Services and Code Enforcement.

### ***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS***

1. Presented the Environmental Impact Report for the Sports Park and Recreation Center for City Council consideration.
2. Completed processing of Tentative Tract Map, Use Permit, and Negative Declaration for the Whisler project (first approval of an Opportunities Study project) through Planning Commission and City Council approval.
3. Commenced the environmental review and project analysis for the Area Plans, Master Tract Maps, and environmental review for the Irvine Ranch Water District (IRWD), Portola Center, and Shea Baker Ranch properties within the Opportunities Study Area.
4. In conjunction with the Public Works Department, completed the resource agency permitting process for the construction of Alton Parkway.
5. Implemented the Building and Safety Services, Planning, and Code Enforcement software system, enhanced geographic information system layers to better serve the public, and implemented customer service enhancements, such as automated inspection scheduling.
6. Implemented the initial steps in the modernization and streamlining of the City's Zoning Ordinance.
7. Reviewed projects in adjacent jurisdictions and participated in forums regarding the implementation of SB 375.
8. Completed the City's Housing Element through adoption by the City Council and Certification by the State Housing and Community Development Department.
9. Updated the City's Sign Ordinance and completed a citywide sign inventory.

### ***FISCAL YEAR 2011-12 MAJOR INITIATIVES***

1. Complete the review and analysis of the Area Plan and Master Tract Map for the Irvine Ranch Water District, Portola Center, and Shea Baker Ranch projects within the Opportunities Study Area.
2. Provide assistance with securing resource agency permits for the Sports Park, and assist Public Works to oversee required mitigation and monitoring efforts.

***FISCAL YEAR 2011-12 MAJOR INITIATIVES (continued)***

3. Continue implementing the modernization and streamlining of the City's Zoning Ordinance for Planning Commission and City Council consideration.
4. Expand the Neighborhood Outreach, Stabilization, and Revitalization Programs into focused areas within the City.
5. Review projects in adjacent jurisdictions and participate in forums regarding the implementation of SB 375 and monitor the development of the Orange County Sustainable Communities Strategy.
6. Implement additional customer service enhancements, such as electronic plan submittal and review as part of the Building and Safety Services software.

**DEVELOPMENT SERVICES - ALL DIVISIONS  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Personnel	\$1,516,219	\$1,489,400	\$1,537,900	\$1,537,900
Operations and Maintenance	407,400	433,700	322,500	327,100
Contract Services	838,945	670,400	715,100	715,100
Capital Outlay	160,728			
Activity Total	<b>\$2,923,292</b>	<b>\$2,593,500</b>	<b>\$2,575,500</b>	<b>\$2,580,100</b>
Funding Sources:				
General Fund	\$2,807,587	\$2,476,600	\$2,452,100	\$2,456,700
Redevelopment Agency Operating Fund	115,705	116,900	123,400	123,400
Total Positions:				
Full-Time	14.0	14.0	14.0	14.0

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual <u>2009-10</u></b>	<b>Adopted Budget <u>2010-11</u></b>	<b>Adopted Budget <u>2011-12</u></b>
<u>Building Inspection and Construction</u>			
<u>Plan Review</u>			
% of plan checks completed within timeframes established by City contract	90%	98%	98%
% of building inspections completed within timeframes established by City contract	100%	100%	100%
<u>Code Enforcement</u>			
% of violations voluntarily corrected	90%	95%	90%
<u>Planning Division</u>			
% of staff planning reviews completed within annually established timeframes	95%	95%	95%
% of budgeted studies/projects completed	80%	80%	100%
<u>Administration</u>			
% of Planning Commission issues completed	100%	100%	100%
% of department initiatives accomplished <sup>1</sup>	90%	90%	

<sup>1</sup> This performance measure will be eliminated beginning in Fiscal Year 2011-12.

<b>DEVELOPMENT SERVICES - ALL DIVISIONS</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$1,084,586	\$1,059,100	\$1,110,200	\$1,110,200
Overtime	946	3,700	3,500	3,500
Part-Time Personnel	29,071	42,300	42,300	42,300
Medicare	16,323	16,000	16,700	16,700
Retirement	204,517	158,300	155,200	155,200
Health Insurance	180,776	210,000	210,000	210,000
Subtotal	1,516,219	1,489,400	1,537,900	1,537,900
<u>Operations and Maintenance:</u>				
Memberships and Dues	3,872	4,000	4,000	4,000
Training and Education	1,684	1,500	1,500	1,500
Travel, Conferences, Meetings	2,207	300	300	300
<u>Individual Travel Accounts:</u>				
Carter Travel		1,000	1,000	1,000
Zechmeister Travel		1,000	1,000	1,000
Hughes Travel		1,000	1,000	1,000
Verplancke Travel		1,000	1,000	1,000
Anderson Travel		1,000	1,000	1,000
Commissioner Stipend	11,092	15,300	15,300	15,300
Auto Allowance	16,800	16,800	16,800	16,800
Mileage Reimbursement	316	500	700	700
Operating Supplies	16,634	14,200	11,800	11,800
Printing and Duplicating	2,507	4,000	4,100	4,100
Postage and Deliveries	2,474	3,600	3,700	3,700
Subscriptions and Books	5,500	5,700	5,400	5,400
Uniforms	746	2,800	2,800	2,800
Telephone and Other	6,668	8,200	9,300 <sub>1</sub>	9,300
City Hall Rent	243,860	258,800	149,100	153,700
Equipment Rentals/Leases	14,164	11,600	11,600	11,600
Equipment Maintenance	1,275	3,800	3,800	3,800
Software Licenses/Maintenance	27,131	30,900	30,900	30,900
Vehicle Replacement Charges	6,400	6,400	6,400	6,400
Vehicle Maintenance	6,452	4,000	5,500	5,500
General Liability Insurance	19,544	13,900	14,900	14,900
<u>Workers' Compensation</u>				
Insurance	18,074	22,400	19,600	19,600
Subtotal	407,400	433,700	322,500	327,100

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Contract Services:</u>				
Planning	78,961	270,400	235,100	235,100
Opportunities Study	321,931			
Building and Safety	438,053	400,000	480,000	480,000
Subtotal	838,945	670,400	715,100	715,100
<u>Capital Outlay:</u>				
Computers	3,392			
Computer Software	157,336			
Subtotal	160,728	0	0	0
Activity Total	\$2,923,292	\$2,593,500	\$2,575,500	\$2,580,100

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<b>Personnel:</b>				
Full-Time Personnel	\$325,409	\$315,200	\$321,600	\$321,600
Overtime	3	500	300	300
Part-Time Personnel	16,863	29,800	29,800	29,800
Medicare	5,036	5,000	5,100	5,100
Retirement	58,885	47,300	45,200	45,200
Health Insurance	51,126	60,000	60,000	60,000
Subtotal	<u>457,322</u>	<u>457,800</u>	<u>462,000</u>	<u>462,000</u>
<b>Operations and Maintenance:</b>				
Memberships and Dues	705	700	700	700
Training and Education	348	300	300	300
Travel, Conferences, Meetings	201	300	300	300
Auto Allowance	4,800	4,800	4,800	4,800
Mileage Reimbursement	180	200	200	200
Operating Supplies	3,575	3,100	2,700	2,700
Printing and Duplicating	409	400	400	400
Postage and Deliveries	628	700	700	700
Subscriptions and Books	3,016	3,000	3,000	3,000
Telephone and Other	829	900	900	900
City Hall Rent	35,086	37,200	28,200 <sup>1</sup>	29,100
Equipment Rentals/Leases	2,144	1,300	1,300	1,300
Equipment Maintenance	289	900	900	900
General Liability Insurance	19,544	13,900	14,900	14,900
Workers' Compensation	18,074	22,400	19,600	19,600
Subtotal	<u>89,828</u>	<u>90,100</u>	<u>78,900</u>	<u>79,800</u>
Activity Total	<u>\$547,150</u>	<u>\$547,900</u>	<u>\$540,900</u>	<u>\$541,800</u>
<b>Funding Sources:</b>				
General Fund	\$537,534	\$538,100	\$530,900	\$531,800
Redevelopment Agency				
Operating Fund	9,616	9,800	10,000	10,000

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.



<b>DEVELOPMENT SERVICES - BUILDING DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$69,428	\$61,200	\$62,100	\$62,100
Overtime	161			
Medicare	1,009	900	900	900
Retirement	13,228	9,100	8,700	8,700
Health Insurance	12,698	15,000	15,000	15,000
Subtotal	96,524	86,200	86,700	86,700
<u>Operation and Maintenance:</u>				
Memberships and Dues	180	500	500	500
Training and Education		100	100	100
Travel, Conferences, Meetings	123			
Mileage Reimbursement	51	100	100	100
Operating Supplies	4,122	3,600	2,900	2,900
Printing and Duplicating	760	900	900	900
Postage and Deliveries	503	800	800	800
Subscriptions and Books		600	300	300
Uniforms	429	1,100	1,100	1,100
Telephone and Other	721	2,200	2,300	2,300
City Hall Rent	21,143	22,400	42,600 <sup>1</sup>	43,900
Equipment Rentals/Leases	7,127	7,500	7,500	7,500
Equipment Maintenance	326	1,000	1,000	1,000
Software Licenses/Maintenance	4,477	10,300	10,300	10,300
Subtotal	39,962	51,100	70,400	71,700
<u>Contract Services:</u>				
Building and Safety	438,053	400,000	480,000	480,000
Subtotal	438,053	400,000	480,000	480,000
<u>Capital Outlay:</u>				
Computers	3,392			
Computer Software	157,336			
Subtotal	160,728	0	0	0
Activity Total	\$735,267	\$537,300	\$637,100	\$638,400

Funding Sources:

General Fund	\$735,267	\$537,300	\$637,100	\$638,400
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<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<b>DEVELOPMENT SERVICES - PLANNING DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$411,925	\$419,700	\$447,000	\$447,000
Overtime		1,700	1,700	1,700
Part-Time Personnel	12,208	12,500	12,500	12,500
Medicare	6,253	6,300	6,700	6,700
Retirement	79,285	62,700	62,400	62,400
Health Insurance	65,351	75,000	75,000	75,000
Subtotal	575,022	577,900	605,300	605,300
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,687	2,500	2,500	2,500
Training and Education	359	600	600	600
Travel, Conferences, Meetings	311			
<u>Commissioner Travel:</u>				
Carter Travel		1,000	1,000	1,000
Zechmeister Travel		1,000	1,000	1,000
Hughes Travel		1,000	1,000	1,000
Verplancke Travel		1,000	1,000	1,000
Anderson Travel		1,000	1,000	1,000
Commissioner Stipend	11,092	15,300	15,300	15,300
Auto Allowance	12,000	12,000	12,000	12,000
Mileage Reimbursement	49	100	300	300
Operating Supplies	5,932	4,700	3,900	3,900
Printing and Duplicating	971	1,700	1,700	1,700
Postage and Deliveries	827	1,400	1,400	1,400
Subscriptions and Books	594	600	600	600
Telephone and Other	1,171	1,100	1,200	1,200
City Hall Rent	119,589	127,000	55,400 <sup>1</sup>	57,100
Equipment Rentals/Leases	3,029	1,600	1,600	1,600
Equipment Maintenance	408	1,100	1,100	1,100
Software Licenses/Maintenance	4,477	10,300	10,300	10,300
Subtotal	163,496	185,000	112,900	114,600

<b>DEVELOPMENT SERVICES - PLANNING DIVISION</b>
<b>BUDGET DETAIL (continued)</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Contract Services:</u>				
Planning	78,961	270,400	235,100	235,100
Opportunities Study	321,931			
Subtotal	400,892	270,400	235,100	235,100
Activity Total	\$1,139,410	\$1,033,300	\$953,300	\$955,000
 Funding Sources:				
General Fund	\$1,089,005	\$982,500	\$899,000	\$900,700
Redevelopment Agency Operating Fund	50,405	50,800	54,300	54,300

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<b>DEVELOPMENT SERVICES - CODE ENFORCEMENT DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$277,823	\$263,000	\$279,500	\$279,500
Overtime	782	1,500	1,500	1,500
Medicare	4,025	3,800	4,000	4,000
Retirement	53,119	39,200	38,900	38,900
Health Insurance	51,601	60,000	60,000	60,000
Subtotal	387,350	367,500	383,900	383,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	300	300	300	300
Training and Education	977	500	500	500
Travel, Conferences, Meetings	1,572			
Mileage Reimbursement	36	100	100	100
Operating Supplies	3,005	2,800	2,300	2,300
Printing and Duplicating	367	1,000	1,100	1,100
Postage and Deliveries	516	700	800	800
Subscriptions and Books	1,890	1,500	1,500	1,500
Uniforms	317	1,700	1,700	1,700
Telephone and Other	3,947	4,000	4,900 <sup>1</sup>	4,900
City Hall Rent	68,042	72,200	22,900	23,600
Equipment Rentals/Leases	1,864	1,200	1,200	1,200
Equipment Maintenance	251	800	800	800
Software Licenses/Maintenance	18,177	10,300	10,300	10,300
Vehicle Replacement Charges	6,400	6,400	6,400	6,400
Vehicle Maintenance	6,452	4,000	5,500	5,500
Subtotal	114,113	107,500	60,300	61,000
Activity Total	\$501,463	\$475,000	\$444,200	\$444,900
<u>Funding Sources:</u>				
General Fund	\$445,779	\$418,700	\$385,100	\$385,800
Redevelopment Agency				
Operating Fund	55,684	56,300	59,100	59,100

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

## **PUBLIC WORKS**

### ***DEPARTMENT DESCRIPTION***

Public Works is responsible for engineering programs and services such as maintenance of: municipal services/facilities, public streets, storm drains, bicycle/pedestrian facilities, municipal buildings, parks, and medians parkways and slopes. In addition, Public Works also administers the water quality program to maintain compliance with federal, state, and local regulations and promotes pollution prevention through inspections, education, and enforcement. The department investigates and resolves citizen inquiries related to engineering, maintenance, and traffic circulation issues. Public Works also performs many on-site field meetings with community representatives and conducts research in regards to contracts for maintenance and professional services for engineering. The department implements/manages programs and services for solid waste collection disposal and recycling; initiates planning, budgeting, design, bidding, construction contract administration; and inspection of capital improvement projects. Other services offered by the Public Works Department are to analyze development applications to determine public works and transportation impacts; provide responsive transportation and encroachment permit processing and inspection services; administer bus bench/shelter facilities; and work with other governmental agencies on design and construction of public facilities.

### ***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS***

1. Participated in the County's Alton Parkway Project Development Team, entered into a cooperative agreement with the County for construction of Alton Parkway and Commercentre Drive.
2. Completed Phase 1 of the Traffic Signal Synchronization project which replaced 62 outdated traffic signal controllers and upgraded 20 signal controllers throughout the City.
3. Completed data collection, analysis, and signal timing plans for Phase 2 of the Traffic Signal Synchronization project.
4. Performed education and outreach to the City's Homeowners Associations, Lake Forest Chamber of Commerce, and businesses on citywide traffic safety and traffic congestion relief.
5. Secured \$1.5 million in Transportation Enhancement Activity Grants for the Rockfield Boulevard, Jeronimo Road and El Toro Road Streetscape projects, as well as completed the final design of those projects.
6. Worked collaboratively with memorandum of understanding stakeholders to advance the joint effort to advance the Serrano Creek project.
7. Generated thirteen proposal requests, recommended contract awards, and constructed ten projects identified in the Capital Improvement Projects Budget.

***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS (continued)***

8. Awarded landscape maintenance contracts for median parkways and slopes, park and playground safety inspection, electrical repairs, and tree maintenance.
9. Extended contracts for street sweeping, graffiti removal and steam cleaning, parks and sports field maintenance, facility repairs, and park restroom janitorial services.
10. Continued to manage and implement the City's water quality/pollution prevention program in compliance with the fourth-term of the National Pollutant Discharge Elimination System permits.
11. Awarded first term extensions for the residential and commercial solid waste franchise agreements.

***FISCAL YEAR 2011-12 MAJOR INITIATIVES***

1. Continue to participate with the County's Alton Parkway project team to complete construction of Alton Parkway and Commercentre Drive.
2. Complete construction for the City's Alton Parkway project from Commercentre Drive to Towne Centre.
3. Complete Rancho Parkway project design and construction prior to December 31, 2012.
4. Complete project design for the Sports Park grading and drainage and initiate construction.
5. Work collaboratively with the Orange County Transportation Authority and neighboring cities on the El Toro Road Traffic Light Synchronization project.
6. Complete the implementation portion of Phase 2 of the Traffic Signal Synchronization project including installation of new traffic signal timing and completion of a final report.
7. Work collaboratively with memorandum of understanding stakeholders to advance the joint effort to advance the Serrano Creek project.
8. Generate proposal requests, verify qualifications, and recommend contract awards identified in the Capital Improvement Projects Budget.

**PUBLIC WORKS - ALL DIVISIONS  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Personnel	\$1,413,865	\$1,543,700	\$1,586,900	\$1,586,900
Operations and Maintenance	1,882,480	1,979,700	1,920,600	1,924,700
Contract Services	5,464,347	4,765,500	5,098,000	5,098,000
Capital Outlay	32,799		1,000	1,000
Activity Total	<u>\$8,793,491</u>	<u>\$8,288,900</u>	<u>\$8,606,500</u>	<u>\$8,610,600</u>
Funding Sources:				
General Fund	\$6,805,440	\$6,462,200	\$6,765,700	\$6,769,800
Gas Tax Fund	1,875,572	1,793,800	1,807,100	1,807,100
Redevelopment Agency				
Operating Fund	30,117	32,900	33,700	33,700
Disaster Fund	82,362			
Total Positions:				
Full-Time	<u>14.0</u>	<u>14.0</u>	<u>14.0</u>	<u>14.0</u>

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
<u>Development Plans Review</u>			
% of development plans review completed within 10 days	91%	90%	90%
% of traffic review for development site plans completed within 10 days	92%	90%	90%
<u>Landscape Maintenance</u>			
% of service request responses accomplished within 5 days	100%	100%	100%
% of emergency responses accomplished within 4 hours	100%	100%	100%
% change: repair and replacement cost	-11%	5%	0%
% change: landscape maintenance cost contracted services	-2%	5%	42%
% change: citizen requests	N/A <sup>1</sup>	-10%	-5%
<u>Park Maintenance</u>			
% change: park maintenance cost	1%	5%	0%

**PERFORMANCE MEASURES (continued)**

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
<u>Park Maintenance</u>			
<u>(continued):</u>			
% of service request initial responses accomplished within 5 days	100%	100%	100%
Improvements completed as % of planned	100%	100%	100%
Athletic fields repaired as % of planned	100%	100%	100%
% change: citizen requests	N/A <sup>1</sup>	-10%	-5%
<u>Park Planning and Construction</u>			
Improved acres as % of planned	100%	100%	100%
% change: cost per acre (acquisition)	0%	0%	0%
% change: cost per acre (planning)	0%	0%	0%
% change: cost per acre (design)	3%	0%	0%
<u>Solid Waste Services</u>			
% change: cost per ton disposed	0%	3%	3%
% change: cost per ton diverted	0%	3%	0%
% change: staff hours per total tons	4%	0%	5%
% change: service requests per total tons	1%	0%	3%
% of service request initial investigation completed within 5 days	100%	100%	100%
% change: citizen requests	N/A <sup>1</sup>	-10%	-5%
<u>Streets and Right-of-Way Maintenance</u>			
% of paved street lane miles rated fair or better	85%	90%	87%
% of service request initial responses accomplished within 5 days	100%	100%	100%
% change: cost per sidewalk repair (square foot)	11%	4%	5%
% change: cost per traffic signal maintained	14%	0%	0%
% change: cost per tree maintained	0%	0%	19%
% change: cost per paved street curb mile swept	22%	3%	5%
Days between street sweepings	7	7	7
% change: citizen requests	N/A <sup>1</sup>	-10%	-5%



**PERFORMANCE MEASURES (continued)**

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
<u>Traffic Circulation</u>			
Average turnaround time for emergency responses (hours)	2	2	2
% of building equipment maintenance requests responded to within 2 days	100%	100%	100%

<sup>1</sup> Data not available from previous vendor.

**PUBLIC WORKS - ALL DIVISIONS  
BUDGET DETAIL**

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$1,027,301	\$1,145,400	\$1,192,700	\$1,192,700
Overtime	416			
Part-Time Personnel	7,186			
Medicare	15,088	16,700	17,300	17,300
Retirement	193,957	170,600	165,900	165,900
Health Insurance	169,917	211,000	211,000	211,000
Subtotal	1,413,865	1,543,700	1,586,900	1,586,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	3,908	4,100	3,600	3,600
Training and Education	1,415	2,900	2,100	2,100
Travel, Conferences, Meetings	586	1,800	1,100	1,100
Auto Allowance	16,887	20,100	20,000	20,000
Mileage Reimbursement	302	500	700	700
Operating Supplies	9,580	9,900	7,800	7,800
Printing and Duplicating	5,241	2,200	1,600	1,600
Postage and Deliveries	1,913	2,900	2,400	2,400
Subscriptions and Books	1,659	2,200	2,100	2,100
Bus Shelter Utilities	1,306	2,000	1,800	1,800
Street Light Utilities	568,024	530,000	576,000	576,000
Telephone and Other	4,577	5,300	5,500	5,500
Median, Parkway, and Slope Utilities	268,437	250,000	258,000	258,000
Park Utilities	238,659	250,000	250,000	250,000
City Hall Rent	146,905	155,900	135,300 <sup>1</sup>	139,400
Equipment Rentals/Leases	6,757	4,100	4,200	4,200
Building Maintenance	2,454	8,000	22,500	22,500
Janitorial Maintenance	46,810	40,000	35,000	35,000
Electrical Maintenance	78,739	60,000	60,000	60,000
Building Repairs	5,601	2,500	8,000	8,000
Equipment Maintenance	1,072	2,800	2,800	2,800
Computer Maintenance/ Supply	372			
Software Licenses/ Maintenance		15,200	12,200	12,200
Vehicle Replacement	10,600	12,200	6,100	6,100
Vehicle Maintenance	8,708	7,500	8,000	8,000

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Operation and Maintenance</u>				
(continued):				
NPDES <sup>2</sup> Permit	135,480	155,000	163,000	163,000
Water Quality	122,317	201,500	123,500	123,500
General Liability Insurance	117,566	138,800	97,100	97,100
Workers' Compensation				
Insurance	17,784	22,300	19,200	19,200
Traffic Signal Utilities	58,821	60,000	81,000	81,000
Miscellaneous Maintenance		10,000	10,000	10,000
Subtotal	1,882,480	1,979,700	1,920,600	1,924,700
<u>Contract Services:</u>				
Project Engineering	185,731	194,000	214,000	214,000
Traffic Engineering	313,427	50,000	65,000	65,000
Office Engineering	8,856	5,000	5,000	5,000
Solid Waste	879	1,000	1,000	1,000
Miscellaneous	5,830			
Used Oil CIWMB <sup>3</sup> Grant	30,795	23,700		
Beverage Container				
Recycling Grant	21,473	21,500	21,500	21,500
Hazardous Waste Grant	5,018			
Park, Median, Parkway, and				
Slope Landscape Repair	537,955	480,000	460,000	460,000
Park Landscape				
Maintenance	1,166,336	1,249,300	1,270,400	1,270,400
Median, Parkway, and Slope				
Landscape Maintenance	466,569	374,100	661,000	661,000
Tree Maintenance	109,391	150,000	170,000	170,000
Backflow Prevention	14,151	5,000	5,000	5,000
Residential Street Sweeping	206,539	205,000	194,800	194,800
Arterial Street Sweeping	126,458	125,300	130,000	130,000
Bus Shelter Maintenance	163,071	160,000	163,000	163,000
Traffic Signal Maintenance	409,626	240,000	241,600	241,600
Street Maintenance	1,609,880	1,461,600	1,475,700	1,475,700
Curb and Gutter Repair		5,000	5,000	5,000
Sidewalk Repairs		15,000	15,000	15,000
Debris Removal	15,145			
Disaster Protective Measures	67,217			
Subtotal	5,464,347	4,765,500	5,098,000	5,098,000

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Capital Outlay:</u>				
Furniture	1,426		1,000	1,000
Equipment	31,373			
Subtotal	32,799	0	1,000	1,000
Activity Total	\$8,793,491	\$8,288,900	\$8,606,500	\$8,610,600

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<sup>2</sup> NPDES = National Pollutant Discharge Elimination System

<sup>3</sup> CIWMB = California Integrated Waste Management Board

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$264,901	\$265,400	\$276,300	\$276,300
Part-Time Personnel	7,186			
Medicare	3,940	3,800	4,000	4,000
Retirement	50,154	39,500	38,400	38,400
Health Insurance	38,756	43,400	43,400	43,400
Subtotal	364,937	352,100	362,100	362,100
<u>Operation and Maintenance:</u>				
Memberships and Dues	365	800	800	800
Training and Education	166			
Travel, Conferences, Meetings	576	700	700	700
Auto Allowance	4,560	4,600	4,600	4,600
Mileage Reimbursement	184	200	200	200
Operating Supplies	2,764	2,800	1,900	1,900
Printing and Duplicating	364	300	200	200
Postage and Deliveries	437	600	500	500
Subscriptions and Books	69	200	200	200
Telephone and Other	611	700	600	600
City Hall Rent	32,445	34,400	48,300 <sup>1</sup>	49,800
Equipment Rentals/Leases	1,580	1,000	900	900
Equipment Maintenance	288	700	600	600
General Liability Insurance	117,566	138,800	97,100	97,100
Workers' Compensation Insurance	17,784	22,300	19,200	19,200
Subtotal	179,759	208,100	175,800	177,300
<u>Contract Services:</u>				
Solid Waste	879	1,000	1,000	1,000
Used Oil CIWMB <sup>2</sup> Grant	30,795	23,700		
Beverage Container Recycling Grant	21,473	21,500	21,500	21,500
Hazardous Waste Drop Box Grant	5,018			
Subtotal	58,165	46,200	22,500	22,500

<b>PUBLIC WORKS - ADMINISTRATION DIVISION</b>
<b>BUDGET DETAIL (continued)</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Capital Outlay:</u>				
Furniture	713			
Subtotal	713	0	0	0
Activity Total	\$603,574	\$606,400	\$560,400	\$561,900
Funding Source:				
General Fund	\$593,958	\$595,200	\$549,000	\$550,500
Redevelopment Agency				
Operating Fund	9,616	11,200	11,400	11,400

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<sup>2</sup> CIWMB = California Integrated Waste Management Board

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<b><u>Personnel:</u></b>				
Full-Time Personnel	\$293,028	\$300,000	\$310,200	\$310,200
Overtime	63			
Medicare	4,324	4,400	4,500	4,500
Retirement	54,805	44,700	43,200	43,200
Health Insurance	43,402	51,000	51,000	51,000
Subtotal	395,622	400,100	408,900	408,900
<b><u>Operation and Maintenance:</u></b>				
Memberships and Dues		400	500	500
Training and Education		200	200	200
Travel, Conferences, Meetings		700		
Auto Allowance	5,700	5,800	5,700	5,700
Mileage Reimbursement	36	200	200	200
Operating Supplies	2,305	2,600	1,900	1,900
Printing and Duplicating	374	600	600	600
Postage and Deliveries	439	500	500	500
Subscriptions and Books	1,321	1,400	1,400	1,400
Street Light Utilities	568,024	530,000	576,000	576,000
Telephone and Other	613	700	700	700
City Hall Rent	48,078	51,000	36,600 <sup>1</sup>	37,700
Equipment Rentals/Leases	1,584	1,000	1,000	1,000
Equipment Maintenance	214	700	700	700
Computer Maintenance/Supply	248			
Software Licenses and Maintenance		5,100	2,600	2,600
Subtotal	628,936	600,900	628,600	629,700
<b><u>Contract Services:</u></b>				
Project Engineering	185,731	194,000	214,000	214,000
Office Engineering	8,856	5,000	5,000	5,000
Miscellaneous	5,830			
Subtotal	200,417	199,000	219,000	219,000

**PUBLIC WORKS - ENGINEERING DIVISION**  
**BUDGET DETAIL (continued)**

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Capital Outlay:</u>				
Furniture	713			
Subtotal	713	0	0	0
Activity Total	<u>\$1,225,688</u>	<u>\$1,200,000</u>	<u>\$1,256,500</u>	<u>\$1,257,600</u>
Funding Sources:				
General Fund	\$1,211,414	\$1,185,000	\$1,241,200	\$1,242,300
Redevelopment Agency				
Operating Fund	14,274	15,000	15,300	15,300

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.



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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$206,487	\$205,600	\$214,800	\$214,800
Overtime	203			
Medicare	3,023	3,000	3,100	3,100
Retirement	38,776	30,600	29,900	29,900
Health Insurance	40,114	44,600	44,600	44,600
Subtotal	288,603	283,800	292,400	292,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,240	2,400	2,000	2,000
Training and Education	834	1,500	1,200	1,200
Travel, Conferences, Meetings	10	400	400	400
Auto Allowance	1,500	1,600	1,600	1,600
Mileage Reimbursement		100	100	100
Operating Supplies	1,822	1,400	1,300	1,300
Printing and Duplicating	1,542	200	200	200
Postage and Deliveries	392	400	500	500
Subscriptions and Books		100	100	100
Bus Shelter Utilities	1,306	2,000	1,800	1,800
Telephone and Other	2,034	2,500	2,600	2,600
Median, Parkway, and Slope				
Utilities	268,437	250,000	258,000	258,000
Park Utilities	238,659	250,000	250,000	250,000
City Hall Rent	22,090	23,500	17,500	18,000
Equipment Rentals/Leases	1,384	700	900	900
Building Maintenance	2,454	8,000	22,500	22,500
Janitorial Maintenance	46,810	40,000	35,000	35,000
Electrical Maintenance	78,739	60,000	60,000	60,000
Building Repairs	5,601	2,500	8,000	8,000
Equipment Maintenance	187	500	600	600
Computer Maintenance/Supply	124			
Software Licenses/ Maintenance		5,000	4,400	4,400
Vehicle Replacement	10,600	12,200	6,100	6,100
Vehicle Maintenance	8,708	6,500	7,000	7,000
Subtotal	694,473	671,500	681,800	682,300

<b>PUBLIC WORKS - LANDSCAPE/BUILDING MAINTENANCE DIVISION BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Contract Services:</u>				
Park, Median, Parkway, and Slope Landscape Repairs	386,513	340,000	320,000	320,000
Park Landscape Maintenance	1,166,336	1,249,300	1,270,400	1,270,400
Median, Parkway, and Slope Landscape Maintenance	466,569	374,100	661,000	661,000
Tree Maintenance	109,391	150,000	170,000	170,000
Backflow Prevention	14,151	5,000	5,000	5,000
Bus Shelter Maintenance	163,071	160,000	163,000	163,000
Debris Removal	15,145			
Subtotal	2,321,176	2,278,400	2,589,400	2,589,400
<u>Capital Outlay:</u>				
Equipment	31,373			
Subtotal	31,373	0	0	0
Activity Total	\$3,335,625	\$3,233,700	\$3,563,600	\$3,564,100
 Funding Sources:				
General Fund	\$3,314,253	\$3,227,000	\$3,556,600	\$3,557,100
Disaster Fund	15,145			
Redevelopment Agency Operating Fund	6,227	6,700	7,000	7,000

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$106,016	\$217,800	\$229,800	\$229,800
Overtime	31			
Medicare	1,557	3,200	3,400	3,400
Retirement	20,267	32,500	31,900	31,900
Health Insurance	20,726	39,000	39,000	39,000
Subtotal	148,597	292,500	304,100	304,100
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,853	400	200	200
Training and Education		200	200	200
Auto Allowance	1,350	4,400	4,400	4,400
Operating Supplies	1,435	1,600	1,400	1,400
Printing and Duplicating	2,477	200	200	200
Postage and Deliveries	371	400	400	400
Subscriptions and Books	269	200	400	400
Telephone and Other	472	500	600	600
City Hall Rent	18,079	19,200	17,500	18,000
Equipment Rentals/Leases	1,221	800	800	800
Equipment Maintenance	165	500	500	500
Software Licenses/ Maintenance		5,100	2,600	2,600
Traffic Signal Utilities	58,821	60,000	81,000	81,000
Miscellaneous Maintenance		10,000	10,000	10,000
Subtotal	86,513	103,500	120,200	120,700
<u>Contract Services:</u>				
Traffic Engineering	313,427	50,000	65,000	65,000
Traffic Signal Maintenance	409,626	240,000	241,600	241,600
Street Maintenance	1,407,125	1,319,100	1,304,800	1,304,800
Curb and Gutter Repairs		5,000	5,000	5,000
Sidewalk Repairs		15,000	15,000	15,000
Disaster Protective Measures	67,217			
Subtotal	2,197,395	1,629,100	1,631,400	1,631,400

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Capital Outlay:</u>				
Furniture			1,000	\$1,000
Subtotal			1,000	1,000
Activity Total	\$2,432,505	\$2,025,100	\$2,056,700	\$2,057,200

Funding Sources:

General Fund	\$489,716	\$231,300	\$249,600	\$250,100
Gas Tax Fund	1,875,572	1,793,800	1,807,100	1,807,100
Disaster Fund	67,217			

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$156,869	\$156,600	\$161,600	\$161,600
Overtime	119			
Medicare	2,244	2,300	2,300	2,300
Retirement	29,955	23,300	22,500	22,500
Health Insurance	26,919	33,000	33,000	33,000
Subtotal	216,106	215,200	219,400	219,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	450	100	100	100
Training and Education	415	1,000	500	500
Auto Allowance	3,777	3,700	3,700	3,700
Mileage Reimbursement	82		200	200
Operating Supplies	1,254	1,500	1,300	1,300
Printing and Duplicating	484	900	400	400
Postage and Deliveries	274	1,000	500	500
Subscriptions and Books		300		
Telephone and Other	847	900	1,000 <sub>1</sub>	1,000
City Hall Rent	26,213	27,800	15,400	15,900
Equipment Rentals/Leases	988	600	600	600
Equipment Maintenance	218	400	400	400
Software Licenses/ Maintenance			2,600	2,600
Vehicle Maintenance		1,000	1,000	1,000
NPDES <sup>2</sup> Permit	135,480	155,000	163,000	163,000
Water Quality	122,317	201,500	123,500	123,500
Subtotal	292,799	395,700	314,200	314,700
<u>Contract Services:</u>				
Park, Median, Parkway, and Slope Landscape Repairs	151,442	140,000	140,000	140,000
Residential Street Sweeping	206,539	205,000	194,800	194,800
Arterial Street Sweeping	126,458	125,300	130,000	130,000

<b>PUBLIC WORKS - NPDES<sup>1</sup>/WATER QUALITY DIVISION</b> <b>BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Contract Services continued):</u>				
Street Maintenance -				
Storm Drains	202,755	142,500	170,900	170,900
Subtotal	687,194	612,800	635,700	635,700
Activity Total	\$1,196,099	\$1,223,700	\$1,169,300	\$1,169,800

Funding Source:

General Fund	\$1,196,099	\$1,223,700	\$1,169,300	\$1,169,800
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<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<sup>2</sup> NPDES = National Pollutant Discharge Elimination System

## **MANAGEMENT SERVICES**

### ***DEPARTMENT DESCRIPTION***

Management Services includes the Human Resources, Information Technology, City Clerk, and Public Information divisions. It coordinates the recruitment of talented and highly qualified candidates to join the City's workforce, provides safety training, and directs the City's risk management program. The department manages the City's technology needs and sets strategic guidelines to achieve long-term technology goals. It maintains City records, the Lake Forest Municipal Code, and the City Council Agendas. 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 2010-11 MAJOR ACCOMPLISHMENTS***

1. Conducted 2010 Resident and Business Survey.
2. Improved City home page based upon user feedback.
3. Featured a resident-submitted recurring column in the Leaflet highlighting "Why I Love My Lake Forest Park."
4. Implemented Thin Client technologies for 50% of staff, reducing energy consumption and cost of ownership.
5. Completed the Server Virtualization project, increasing energy efficiency and reducing expenses by consolidating servers.
6. Established the Information Technology Security Awareness Program for City staff.
7. Reduced insurance costs by \$20,000 by joining new insurance pools.
8. Implemented a Leadership Development Program for staff development.
9. Conducted comprehensive California Public Records Act training for all City employees in conjunction with the new Electronic Records and Telecommunication Policy.
10. Conducted the municipal election of three members of the City Council.

### ***FISCAL YEAR 2011-12 MAJOR INITIATIVES***

1. Develop videos on community projects/issues of interest for the homepage of the City's website.
2. Incorporate Emergency Operations Center (EOC) policies and procedures into the Lake Forest Communications Plan.
3. Use social media to connect with residents, business owners, and other stakeholders.
4. Implement online access to imaged copies of City records, including document search capability, for public use on the City's website.
5. Upgrade computers and train City staff to use Office 2010 desktop productivity software.
6. Accept passport applications at the City Clerk Division counter pending approval by the U.S. Department of State.

<b>MANAGEMENT SERVICES - ALL DIVISIONS BUDGET OVERVIEW</b>
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<b>Expense Classification</b>	<b>Actual 2009-10<sup>1</sup></b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Personnel	\$1,056,028	\$1,055,300	\$1,161,500	\$1,161,500
Operations and Maintenance	847,200	996,300	969,600	973,200
Contract Services	252,800	358,700	176,400	176,400
Capital Outlay	181,608	68,500	171,900	171,900
Activity Total	<b>\$2,337,636</b>	<b>\$2,478,800</b>	<b>\$2,479,400</b>	<b>\$2,483,000</b>
<b>Funding Sources:</b>				
General Fund	\$2,234,514	\$2,450,100	\$2,449,000	\$2,452,600
Redevelopment Agency				
Operating Fund	17,049	28,700	30,400	30,400
Emergency Services Reserve				
Fund	86,073			
<b>Total Positions:</b>				
Full-Time	11.0	11.0	11.0	11.0

<b>PERFORMANCE MEASURES</b>
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<b>Description</b>	<b>Actual 2009-10<sup>1</sup></b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
<b><u>Personnel Recruitment and Selection</u></b>			
% of new hires passing probation	100%	90%	90%
% of successful recruitments	90%	90%	90%
Average # of working days to recruit	37	40	40
Employee turnover rate	19%	5%	5%
Average # of applications per open recruitment	109	300	200
<b><u>Training and Development</u></b>			
Performance evaluations - % completed on time	52%	90%	90%
<b><u>Risk Management</u></b>			
% of claims closed within 7 years	100%	100%	100%
<b><u>Computer Systems</u></b>			
% computer help desk calls completed within 3 days	87%	85%	85%



**PERFORMANCE MEASURES (continued)**

<b>Description</b>	<b>Actual 2009-10<sup>1</sup></b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
<b><u>Publications</u></b>			
% meeting publication deadlines - Leaflet	100%	100%	100%
% meeting publication deadlines - e-Newsletter	91%	91%	91%
% of Council meeting action agendas completed within 5 working days after meeting	95%	100%	100%
% of Council meeting minutes completed/ approved within 30 days	100%	100%	100%
<b><u>Public Requests</u></b>			
% resolved within 5 days - Cox Communications	100%	95%	95%
% resolved within 5 days - Human Resources	100%	95%	95%
% responded to within the regulations of the Public Records Act	100%	100%	100%
<b><u>Elections</u></b>			
Cost per registered voter	N/A	\$1.20	N/A

<sup>1</sup> Prior to Fiscal Year 2010-11, City Clerk costs were reported in a separate department. During Fiscal Year 2009-10, the City Clerk Department became a division of the Management Services Department. City Clerk costs prior to Fiscal Year 2010-11 are reflected in the Management Services Department herein.

**MANAGEMENT SERVICES - ALL DIVISIONS  
BUDGET DETAIL**

<b>Expense Classification</b>	<b>Actual 2009-10 <sup>1</sup></b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$725,294	\$698,700	\$846,600	\$846,600
Overtime	3,521	3,000	3,000	3,000
Part-Time Personnel	43,805	74,200	18,500	18,500
Temporary Personnel	1,085			
Medicare	11,253	11,300	12,400	12,400
Retirement	136,661	105,100	118,000	118,000
Health Insurance	128,322	150,000	150,000	150,000
Annual Physical Exams	1,715	3,000	3,000	3,000
Pre-Employment Testing	2,390	4,000	4,000	4,000
Tuition Reimbursement	1,982	6,000	6,000	6,000
Subtotal	1,056,028	1,055,300	1,161,500	1,161,500
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,325	3,000	3,200	3,200
Training and Education	17,550	29,500	43,400	43,400
Travel, Conferences, Meetings	2,264	2,100	2,100	2,100
Auto Allowance	11,031	10,800	13,800	13,800
Mileage Reimbursement	384	1,500	1,500	1,500
Operating Supplies	12,758	17,400	30,700	30,700
Printing and Duplicating	1,103	6,400	6,900	6,900
Legal Advertising	19,104	21,000	21,000	21,000
Postage and Deliveries	20,193	33,400	33,400	33,400
Subscriptions and Books	3,986	21,200	21,600	21,600
Telephone and Other	7,366	8,000	7,100	7,100
City Hall Rent	171,378	182,000	112,600 <sup>2</sup>	116,200
Equipment Rentals/Leases	6,338	3,700	3,600	3,600
Equipment Maintenance	1,186	5,500	5,600	5,600
Computer Maintenance/Supply	401,304	397,700	423,600	423,600
Software Licenses/Maintenance	92,510	161,300	132,900	132,900
Website Update Services	12,654	20,000	22,000	22,000
General Liability Insurance	20,896	11,100	10,300	10,300
Property Insurance	16,211	23,000	23,000	23,000
Workers' Compensation Insurance	13,777	16,700	14,300	14,300
Other Insurance	12,882	21,000	37,000	37,000
Subtotal	847,200	996,300	969,600	973,200
<u>Contract Services:</u>				
Other	4,853	4,000	500	500
Elections	845	60,000	1,500	1,500

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

<b>Expense Classification</b>	<b>Actual 2009-10</b> <sup>1</sup>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Contract Services (continued):</u>				
Newsletter	54,806	66,000	66,000	66,000
Citizen's Academy	4,027	4,000	4,000	4,000
Codification	4,489	9,300	9,300	9,300
Records Management	18,165	15,000	5,000	5,000
Miscellaneous	38,096	37,600	26,800	26,800
Information Services	97,110	70,500	11,000	11,000
Communications	24,291	32,300	32,300	32,300
General	6,118	60,000	20,000	20,000
Subtotal	<u>252,800</u>	<u>358,700</u>	<u>176,400</u>	<u>176,400</u>
<u>Capital Outlay:</u>				
Equipment	52,968	34,700	37,000	37,000
Furniture	4,204			
Computers	53,555	29,000	44,000	44,000
Computer Software	70,881	4,800	90,900	90,900
Subtotal	<u>181,608</u>	<u>68,500</u>	<u>171,900</u>	<u>171,900</u>
Activity Total	<u>\$2,337,636</u>	<u>\$2,478,800</u>	<u>\$2,479,400</u>	<u>\$2,483,000</u>

<sup>1</sup> Prior to Fiscal Year 2010-11, City Clerk costs were reported in a separate department. During Fiscal Year 2009-10, the City Clerk Department became a division of the Management Services Department. City Clerk costs prior to Fiscal Year 2010-11 are reflected in the Management Services Department herein.

<sup>2</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<b>MANAGEMENT SERVICES - PUBLIC INFORMATION DIVISION BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$247,104	\$184,400	\$196,700	\$196,700
Part-Time Personnel	5,783			
Medicare	3,651	2,700	2,900	2,900
Retirement	46,155	27,500	27,300	27,300
Health Insurance	38,888	37,500	37,500	37,500
Subtotal	341,581	252,100	264,400	264,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	350	700	700	700
Training and Education	175	1,500	1,500	1,500
Travel, Conferences, Meetings	541	400	400	400
Auto Allowance	4,800	2,400	2,400	2,400
Mileage Reimbursement	87	500	500	500
Operating Supplies	2,573	6,200	5,100	5,100
Printing and Duplicating	396	3,300	3,900	3,900
Postage and Deliveries	18,451	30,600	30,400	30,400
Subscriptions and Books		2,000	2,000	2,000
Telephone and Other	3,897	700	500 <sup>1</sup>	500
City Hall Rent	48,583	51,600	30,800	31,800
Equipment Rentals/Leases	1,631	1,000	700	700
Equipment Maintenance	220	700	500	500
Software Licenses/Maintenance	11,008	4,000	4,000	4,000
Website Update Services	12,654	20,000	18,000	18,000
General Liability Insurance	10,988	11,100	10,300	10,300
Workers' Compensation Insurance	6,923	16,700	14,300	14,300
Subtotal	123,277	153,400	126,000	127,000
<u>Contract Services:</u>				
Newsletter	54,806	66,000	66,000	66,000
Citizen's Academy	4,027	4,000	4,000	4,000
Communications	24,291	32,300	32,300	32,300
General	6,118	60,000	20,000	20,000
Subtotal	89,242	162,300	122,300	122,300

<b>MANAGEMENT SERVICES - PUBLIC INFORMATION DIVISION</b>
<b>BUDGET DETAIL (continued)</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Capital Outlay:</u>				
Furniture	4,204			
Subtotal	4,204	0	0	0
Activity Total	\$558,304	\$567,800	\$512,700	\$513,700
 Funding Source:				
General Fund	\$558,304	\$562,600	\$507,200	\$508,200
Redevelopment Agency				
Operating Fund		5,200	5,500	5,500

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<b>MANAGEMENT SERVICES - INFORMATION TECHNOLOGY DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$90,348	\$124,600	\$133,100	\$133,100
Part-Time Personnel	14,342	18,500	18,500	18,500
Medicare	1,563	2,100	1,900	1,900
Retirement	17,324	18,800	18,700	18,700
Health Insurance	12,699	18,800	18,800	18,800
Subtotal	136,276	182,800	191,000	191,000
<u>Operation and Maintenance:</u>				
Memberships and Dues	440	300	500	500
Training and Education	980	3,600	13,600	13,600
Travel, Conferences, Meetings	1,054			
Auto Allowance	3,000	4,200	4,200	4,200
Operating Supplies	1,698	1,200	17,600	17,600
Printing and Duplicating	217	200	200	200
Postage and Deliveries	433	300	500	500
Subscriptions and Books		14,900	15,300	15,300
Telephone and Other	2,208	5,900	5,100	5,100
City Hall Rent	7,983	8,500	30,200 <sup>1</sup>	31,100
Equipment Rentals/Leases	1,445	600	800	800
Equipment Maintenance	195	3,400	3,600	3,600
Computer Maintenance/Supply	401,304	397,700	423,600	423,600
Software Licenses/Maintenance	54,522	121,300	76,500	76,500
Website Update Services			4,000	4,000
Subtotal	475,479	562,100	595,700	596,600
<u>Contract Services:</u>				
Other		4,000	500	500
Records Management	16,014	15,000	5,000	5,000
Information Services	97,110	70,500	8,000	8,000
Subtotal	113,124	89,500	13,500	13,500
<u>Capital Outlay:</u>				
Equipment	52,415	34,700	37,000	37,000
Computers	53,555	29,000	44,000	44,000

<b>MANAGEMENT SERVICES - INFORMATION TECHNOLOGY DIVISION</b> <b>BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Capital Outlay (continued):</u>				
Computer Software	41,458	4,800	90,900	90,900
Subtotal	147,428	68,500	171,900	171,900
Activity Total	\$872,307	\$902,900	\$972,100	\$973,000
Funding Source:				
General Fund	\$786,234	\$902,900	\$972,100	\$973,000
Emergency Services Fund	86,073			

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$126,639	\$84,800	\$199,100	\$199,100
Overtime	2	1,000	1,000	1,000
Part-Time Personnel	23,680	55,700		
Medicare	2,190	2,100	2,900	2,900
Retirement	23,180	13,300	27,700	27,700
Health Insurance	24,875	18,700	18,700	18,700
Annual Physical Exams	1,715	3,000	3,000	3,000
Pre-Employment Testing	2,390	4,000	4,000	4,000
Tuition Reimbursement	1,982	6,000	6,000	6,000
Subtotal	206,653	188,600	262,400	262,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	625	1,200	1,200	1,200
Training and Education	14,408	20,600	24,500	24,500
Travel, Conferences, Meetings	295	300	300	300
Auto Allowance	1,615	1,200	4,200	4,200
Mileage Reimbursement	177	500	500	500
Operating Supplies	2,088	2,700	1,500	1,500
Printing and Duplicating	140	1,200	1,100	1,100
Legal Advertising	2,980	1,000	1,000	1,000
Postage and Deliveries	273	700	700	700
Subscriptions and Books		700	700	700
Telephone and Other	360	400	400	400
City Hall Rent	21,354	22,700	17,500 <sup>1</sup>	18,100
Equipment Rentals/Leases	932	600	500	500
Equipment Maintenance	126	400	400	400
Software Licenses/Maintenance	3,000	5,000	10,900	10,900
Property Insurance	16,211	23,000	23,000	23,000
Other Insurance	12,882	21,000	37,000	37,000
Subtotal	77,466	103,200	125,400	126,000



<b>MANAGEMENT SERVICES - HUMAN RESOURCES DIVISION</b> <b>BUDGET DETAIL (continued)</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Contract Services:</u>				
Other	4,853			
Miscellaneous	38,096	37,600	26,800	26,800
Subtotal	<u>42,949</u>	<u>37,600</u>	<u>26,800</u>	<u>26,800</u>
Activity Total	<u>\$327,068</u>	<u>\$329,400</u>	<u>\$414,600</u>	<u>\$415,200</u>
 Funding Source:				
General Fund	\$327,068	\$329,400	\$414,600	\$415,200

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<b>MANAGEMENT SERVICES - CITY CLERK DIVISION</b>
<b>BUDGET DETAIL</b>

<b>Expense Classification</b>	<b>Actual 2009-10<sup>1</sup></b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$261,203	\$304,900	\$317,700	\$317,700
Overtime	3,519	2,000	2,000	2,000
Temporary Personnel	1,085			
Medicare	3,849	4,400	4,700	4,700
Retirement	50,002	45,500	44,300	44,300
Health Insurance	51,860	75,000	75,000	75,000
Subtotal	371,518	431,800	443,700	443,700
<u>Operation and Maintenance:</u>				
Memberships and Dues	910	800	800	800
Training and Education	1,987	3,800	3,800	3,800
Travel, Conferences, Meetings	374	1,400	1,400	1,400
Auto Allowance	1,616	3,000	3,000	3,000
Mileage Reimbursement	120	500	500	500
Operating Supplies	6,399	7,300	6,500	6,500
Printing and Duplicating	350	1,700	1,700	1,700
Legal Advertising	16,124	20,000	20,000	20,000
Postage and Deliveries	1,036	1,800	1,800	1,800
Subscriptions and Books	3,986	3,600	3,600	3,600
Telephone and Other	901	1,000	1,100	1,100
City Hall Rent	93,458	99,200	34,100 <sup>2</sup>	35,200
Equipment Rentals/Leases	2,330	1,500	1,600	1,600
Equipment Maintenance	645	1,000	1,100	1,100
Software Licenses/Maintenance	23,980	31,000	41,500	41,500
General Liability Insurance	9,908			
Workers' Compensation Insurance	6,854			
Subtotal	170,978	177,600	122,500	123,600
<u>Contract Services:</u>				
Elections	845	60,000	1,500	1,500
Codification	4,489	9,300	9,300	9,300
Records Management	2,151			
Information Services			3,000	3,000
Subtotal	7,485	69,300	13,800	13,800

<b>MANAGEMENT SERVICES - CITY CLERK DIVISION</b>
<b>BUDGET DETAIL (continued)</b>

<b>Expense Classification</b>	<b>Actual 2009-10<sup>1</sup></b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Capital Outlay:</u>				
Equipment	553			
Computer Software	29,423			
Subtotal	29,976	0	0	0
Activity Total	\$579,957	\$678,700	\$580,000	\$581,100
 Funding Sources:				
General Fund	\$562,908	\$655,200	\$555,100	\$556,200
Redevelopment Agency				
Operating Fund	17,049	23,500	24,900	24,900

<sup>1</sup> Prior to Fiscal Year 2010-11, City Clerk costs were reported in a separate department. During Fiscal Year 2009-10, the City Clerk Department became a division of the Management Services Department. City Clerk costs prior to Fiscal Year 2010-11 are reflected in the Management Services Department herein.

<sup>2</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

## **COMMUNITY SERVICES**

The Community Services Department provides planning and coordination of community recreation-related activities and programs that include youth, teens, adults, families and seniors. The department also plans citywide special events, Nature Park and Skatepark programs, excursions and park openings. The department also coordinates and manages the planning and design of recreation and community facilities.

### ***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS***

1. Completed construction of the Heroes Park restroom and snack bar and the El Toro Park playground renovation projects.
2. Assisted in the design, planning, and acquisition of proposed recreational facilities including the community sports park and recreation center.
3. Coordinated design of the shade structure program and commenced renovation of Mountain View and Concourse Parks.
4. Coordinated design services for Tamarisk and Rimgate Park improvements.
5. Began construction of the Etnies Skatepark of Lake Forest expansion project.

### ***FISCAL YEAR 2011-12 MAJOR INITIATIVES***

1. Finalize the master plan for the sports park and oversee development of plans and specifications in preparation to bid for the sports park.
2. Complete construction of the Etnies Skatepark of Lake Forest expansion project.
3. Coordinate completion of Five-Year Strategic Plan objectives including design and construction of Tamarisk and Rimgate Park improvements.
4. Complete construction of shade structure program and renovation of Mountain View and Concourse Parks.
5. Develop an operating plan for the sports park.

**COMMUNITY SERVICES  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Personnel	\$1,445,186	\$1,477,600	\$1,511,900	\$1,511,900
Operations and Maintenance	1,602,785	1,648,200	1,883,900	1,760,000
Contract Services	36,920	39,000	39,000	39,000
Capital Outlay	29,780		8,000	8,000
Activity Total	<u>\$3,114,671</u>	<u>\$3,164,800</u>	<u>\$3,442,800</u>	<u>\$3,318,900</u>
Funding Sources:				
General Fund	\$2,760,238	\$2,796,700	\$3,056,900	\$2,933,000
Etnies Skatepark Fund	354,433	368,100	385,900	385,900
Total Positions:				
Full-Time	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
# of elementary students in SVUSD <sup>1</sup>			
participating in after school programs	80,982	83,000	80,000
# of teens participating in City programs	3,607	4,000	4,000
# of seniors participating in City programs	36,721	45,000	40,000
# of participants in City programs	207,367	210,000	210,000
Recreation class revenues:			
Total revenue	\$232,515	\$250,000	\$250,000
Cost recovery rate	7%	9%	7%

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

<b>COMMUNITY SERVICES BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$691,223	\$699,700	\$721,000	\$721,000
Overtime	1,404			
Part-Time Personnel	443,740	499,700	515,700	515,700
Medicare	16,631	17,400	18,000	18,000
Retirement	158,424	110,800	107,200	107,200
Health Insurance	133,764	150,000	150,000	150,000
Subtotal	1,445,186	1,477,600	1,511,900	1,511,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,500	1,800	1,800	1,800
Training and Education	60	1,000	1,000	1,000
Travel, Conferences, Meetings	2,725	1,500	2,000	2,000
Commissioner Travel:				
Herrin Travel	474	1,000	1,000	1,000
Irish Travel		1,000	1,000	1,000
Manning Travel		1,000	1,000	1,000
Morrell Travel		1,000	1,000	1,000
Rosenberg Travel		1,000	1,000	1,000
Commissioner Stipend	2,832	3,300	3,300	3,300
Auto Allowance	10,800	10,800	10,800	10,800
Mileage Reimbursement	383	1,500	1,500	1,500
Operating Supplies	42,731	44,500	41,300	41,300
Printing and Duplicating	93,887	71,000	97,300	97,300
Postage and Deliveries	27,437	16,900	9,400	9,400
Uniforms	1,245	900		
Telephone and Other	14,937	24,300	24,900	24,900
City Hall Rent	126,876	128,100	105,100 <sup>1</sup>	108,400
Community Center Rent	66,882	77,600	273,300 <sup>1</sup>	281,800
Equipment Rentals/Leases	30,944	23,800	17,900	17,900
Building Maintenance	1,500	1,200	3,000	3,000
Equipment Maintenance	1,911	5,100	5,300	5,300
Computer Maintenance/Supply	271			
Software Licenses/Maintenance	10,119	9,300	9,300	9,300
Vehicle Replacement		9,000	9,000	9,000
Vehicle Maintenance	5,760	9,000	9,000	9,000
Holiday Banners	29,325	16,000	16,000	16,000
Community Support	20	10,000		

**COMMUNITY SERVICES**  
**BUDGET DETAIL (continued)**

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Operation and Maintenance</u>				
<u>(continued):</u>				
Community Services Programs	2,064	3,000	3,000	3,000
General Liability Insurance	31,978	31,600	75,400	75,400
Workers' Compensation				
Insurance	9,359	17,800	16,000	16,000
Community Events	238,079	234,300	229,600	267,100
SVUSD <sup>2</sup> Recreation Programs	551,278	527,900	556,200	383,000
Senior Mobility Grant Program	31,760	43,000	45,700	45,700
Teen Programs	25,433	25,200	24,200	24,200
Senior Programs	145,966	173,300	159,800	159,800
Excursions	15,327	10,600	9,900	9,900
Recreation Classes	41,779	55,000	65,500	65,500
Skatepark Programs	22,005	29,500	23,900	23,900
Youth Programs	15,138	25,400	28,500	28,500
Subtotal	<u>1,602,785</u>	<u>1,648,200</u>	<u>1,883,900</u>	<u>1,760,000</u>
<u>Contract Services:</u>				
Miscellaneous	36,920	39,000	39,000	39,000
Subtotal	<u>36,920</u>	<u>39,000</u>	<u>39,000</u>	<u>39,000</u>
<u>Capital Outlay:</u>				
Equipment	11,025		8,000	8,000
Furniture	18,755			
Subtotal	<u>29,780</u>	<u>0</u>	<u>8,000</u>	<u>8,000</u>
Activity Total	<u><u>\$3,114,671</u></u>	<u><u>\$3,164,800</u></u>	<u><u>\$3,442,800</u></u>	<u><u>\$3,318,900</u></u>

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

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

## **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, and volunteer programs. The department also administers the animal care contract with the County of Orange Health Care Agency.

### ***FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS***

1. A national firm ranked Lake Forest the 7<sup>th</sup> safest city in the nation and 2<sup>nd</sup> safest in the State. Lake Forest was previously ranked 10<sup>th</sup> nationally. There were 1,051 reported Part One Crimes in 2010. Deputies were responsible for 886 in-custody arrests, 1,604 misdemeanor citations, and 262 warrant arrests.
2. Traffic enforcement remained a priority for Police Services which issued 4,960 citations for moving violations and 5,024 parking citations. There were 137 injury collisions and a total of 324 collisions.
3. Police Services has continued to keep the fight against graffiti and vandalism an enforcement priority. Through the efforts of the Neighborhood Enhancement Team, numerous arrests were made and restitution is being sought to offset the cost of graffiti removal.
4. Neighborhood Watch and Business Watch programs were conducted. Presentations were made to the public regarding a variety of public safety issues such as identity theft, personal safety, home safety, child safety, internet safety, and safety issues related to the senior community.
5. The Responsible Pet Ownership Program issued spay-neuter vouchers as well as continuing its public education efforts in cooperation with Orange County Animal Care.
6. A table-top emergency exercise was held in the newly-relocated Emergency Operations Center with the participation of the Orange County Sheriff's Department and Orange County Fire Authority.
7. The Sixth Annual Community Emergency Preparedness Academy was completed. This eight-week program is a joint effort between the City, Orange County Sheriff's Department, Orange County Fire Authority, Doctor's Ambulance, and the American Red Cross. The twenty-five graduates were provided instruction in the fundamentals of disaster preparedness in a classroom environment as well as functional exercises. The Community Emergency Preparedness Academy has had 180 graduates since the creation of the program.
8. Conducted 121 car seat installations and inspections, distributed car seats to low-income families, and hosted a workshop for parents of teen drivers.



**FISCAL YEAR 2010-11 MAJOR ACCOMPLISHMENTS (continued)**

9. Initiation of the Parolee Compliance Team, which monitors the activities of parolees within the City and ensures that they maintain compliance with the condition of their release.
10. The Sheriff's Team of Active Retired Seniors (STARS) volunteers provided 4,932 hours of service to the community through Police Services. The STARS provide customer service at the public counter of Police Services, conduct vacation checks per citizen request, provide Fire Watch patrols, and staff special events.
11. Orange County Animal Care resolved 118 complaints made using the Barking Dog Ordinance adopted by the City.

**FISCAL YEAR 2011-12 MAJOR INITIATIVES**

1. Provision of an effective traffic enforcement program to ensure the safety of motorists and reduce the number of injury traffic accidents in the City by 5%.
2. Police Services will continue to keep the fight against graffiti and vandalism an enforcement priority. Target areas have been identified throughout the City in which directed enforcement efforts will be made.
3. Continue development of community programming that includes car seat installations, identity protection, teen driver safety seminars, walk to school day, bicycle helmet, and car seat distribution to low-income families.
4. Continue operation of the Parolee Compliance Team in order to monitor the activities of parolees to ensure that they remain in compliance with the conditions of their release.
5. Expand Neighborhood Watch and Business Watch programs to increase the number of participants by 10%.

**POLICE SERVICES  
BUDGET OVERVIEW**

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Personnel	\$189,195	\$133,200	\$142,000	\$142,000
Operations and Maintenance	381,244	442,000	385,000	388,700
Contract Services	12,382,916	12,594,100	13,003,900	13,003,900
Capital Outlay	43,370			
Activity Total	<u>\$12,996,725</u>	<u>\$13,169,300</u>	<u>\$13,530,900</u>	<u>\$13,534,600</u>
Funding Sources:				
General Fund	\$12,861,578	\$13,069,300	\$13,530,900	\$13,534,600
Police Grant Funds:				
Grant Fund	124,235	100,000		
Justice Assistance Grant Fund	10,912			
Total Positions:				
Full-Time	1	1	1	1
Direct Contract Staff	39.25	55.63	39.25	39.25
Shared Contract Staff	14.25	*N/A	14.25	14.25
Total Contract Personnel	<u>53.50</u>	<u>55.63*</u>	<u>53.50</u>	<u>53.50</u>

\*Revised reporting methods are an accurate reflection of actual shared contract staff.  
This does not reflect any change in service levels.

**PERFORMANCE MEASURES**

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
<u>Community Policing</u>			
# of community/school presentations	30	50	50
Hours of community policing unit services	2,000	2,080	2,080
# of neighborhood watch presentations	17	30	30
# of neighborhood watch participants	850	900	900
# of business watch participants	269	300	300

**PERFORMANCE MEASURES (continued)**

<b><u>Description</u></b>	<b><u>Actual 2009-10</u></b>	<b><u>Adopted Budget 2010-11</u></b>	<b><u>Adopted Budget 2011-12</u></b>
<b><u>Patrol Services</u></b>			
Average response time: emergency call (minutes)	4:98	5:00	5:00
Average response time: routine call (minutes)	8:20	12:00	12:00
Crime rate per 1,000 pop: UCR Class I crimes	14.14	15	15
Crime rate per 1,000 pop: UCR Class II crimes	28.08	29	29
% of preventive patrol time	40%	40%	40%
<b><u>Traffic Enforcement and Reporting</u></b>			
Traffic enforcement index <sup>1</sup>	32.24	30	30
Injury traffic collisions	137	140	133
Speed related collisions	95	100	100
<b><u>Graffiti Program (TAGRS<sup>2</sup>)</u></b>			
Incidents of graffiti	1,031	300	750
<b><u>Paper Shredding Program</u></b>			
Incidents of fraud and identify theft	231	250	250
<b><u>Car Seat Safety Program</u></b>			
Installations	121	N/A	125
<b><u>Animal Care</u></b>			
Animals impounded	836	600	600
Animal licenses issued	9,578	8,500	9,500
Orange County Animal Control programming events <sup>3</sup>	2	1	2

<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

<sup>3</sup> Events include pet adoptions, licensing, and vaccinations

<b>POLICE SERVICES BUDGET DETAIL</b>
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<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Personnel:</u>				
Full-Time Personnel	\$135,521	\$101,600	\$110,100	\$110,100
Medicare	2,009	1,500	1,600	1,600
Retirement	26,088	15,100	15,300	15,300
Health Insurance	25,577	15,000	15,000	15,000
Subtotal	189,195	133,200	142,000	142,000
<u>Operation and Maintenance:</u>				
Membership and Dues	150	500	500	500
Training and Education	608	5,000	5,000	5,000
Travel, Conferences, and Meetings	8,293	9,700	9,700	9,700
Auto Allowance	3,000	3,000	3,000	3,000
Operating Supplies	41,848	54,000	52,500	52,500
Printing and Duplicating	8,160	11,600	11,500	11,500
Postage and Deliveries	842	1,100	1,000	1,000
Subscriptions and Books	383			
Uniforms	6,688	10,000	10,000	10,000
Telephone and Other	1,454	1,400	1,300	1,300
City Hall Rent	148,109	157,200	118,800 <sup>1</sup>	122,500
Equipment Rentals/Leases	6,142	5,700	4,900	4,900
Equipment Maintenance	1,382	4,400	4,200	4,200
Vehicle Replacement	45,000	49,700	31,700	31,700
Vehicle Maintenance	47,469	56,900	56,900	56,900
Community Services Programs	43,778	34,100	38,100	38,100
General Liability Insurance	17,886	37,300	35,500	35,500
Workers' Compensation Insurance	52	400	400	400
Subtotal	381,244	442,000	385,000	388,700
<u>Contract Services<sup>2</sup>:</u>				
Other	327			
Law Enforcement Administration (2.0)	544,981	537,600	528,900	528,900
Patrol Sergeants (3.5)	890,966	910,000	870,000	870,000

**POLICE SERVICES  
BUDGET DETAIL (continued)**

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Contract Services<sup>2</sup></u>				
<u>(continued):</u>				
Law Enforcement (continued)				
Patrol (31.0)	6,522,268	6,758,700	6,458,200	6,458,200
Investigations (4.0)	958,089	966,500	912,200	912,200
Motorcycle				
Deputies (4.0)	751,349	635,600	853,300	853,300
Commercial/Traffic Enforcement (1.0)				
	200,316	207,000	208,300	208,300
Community Service Officers (5.0)				
	557,832	557,800	505,500	505,500
Community Services/ Crime Prevention (3.0)				
	529,465	531,800	503,100	503,100
Support/Other (14.25)	886,341	816,900	1,492,200	1,492,200
800Mhz Maint./Operation	31,271	36,400	36,400	36,400
Mobile Data Computers				
Maintenance/Operation	111,050	125,800	125,800	125,800
Animal Care	173,112	255,000	255,000	255,000
Crossing Guards	219,597	250,000	250,000	250,000
Parking Ticket Admin.	5,952	5,000	5,000	5,000
Subtotal	12,382,916	12,594,100	13,003,900	13,003,900
<u>Capital Outlay:</u>				
Equipment	43,370			
Subtotal	43,370	0	0	0
Activity Total	\$12,996,725	\$13,169,300	\$13,530,900	\$13,534,600

<sup>1</sup> An analysis of square footage was performed based on space currently used by departments and amounts were allocated accordingly. Thus, rent may vary while total costs are comparable with the prior year.

<sup>2</sup> ( ) 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 2010-11 ACCOMPLISHMENTS***

1. Completed the Woods Fire Plan update.
2. Began work on the Portola Hills/Foothill Ranch Fire and Evacuation Plan update.
3. Participated in the Independence Day Parade.
4. In cooperation with the Sheriff's Department, conducted an Emergency Operations Center exercise for City staff.
5. Conducted Red Flag Patrols, using the Sheriff's Team of Active Retired Seniors.
6. Participated in Citizen Leadership and the Community Emergency Preparedness Academy programs.
7. Conducted fire safety inspections within City businesses.
8. Conducted three Drowning Prevention programs.
9. Delivered one Team Fire Force fire safety class for fourth graders.
10. Provided thirty fire station tours and two ride-along opportunities to members of the community.
11. Conducted eight emergency preparedness classes.
12. Participated in thirty-five community events and speaking engagements.
13. Conducted fifty-three fire safety programs.

### ***FISCAL YEAR 2011-12 MAJOR INITIATIVES***

1. Complete the Portola Hills/Foothill Ranch Fire Plan update.
2. Continue participation in the Independence Day Parade.
3. Provide Red Flag Patrols, using the Sheriff's Team of Active Retired Seniors.
4. Support the Citizen Leadership and the Community Emergency Preparedness Academy programs.
5. Provide Drowning Prevention education and materials.
6. Increase the delivery of Team Fire Force fire safety class for fourth graders.
7. Provide fire station tours.
8. Increase the number of ride-along opportunities to members of the community.
9. Continue to provide emergency preparedness classes and materials to the community.
10. Continue to emphasize life safety during fire inspections.

**FISCAL YEAR 2011-12 MAJOR INITIATIVES (continued)**

11. Continue to provide fire safety programs to the community.

**FIRE SERVICES BUDGET OVERVIEW**

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>
--

Expense Classification	Actual 2009-10	Adopted Budget 2010-11 <sup>1</sup>	Proposed Budget 2011-12	Adopted Budget 2011-12
Police Services Department:				
Motorcycle (1)			27,100	27,100
Commercial Enforcement Vehicle (1)			50,900	50,900
Activity Total	\$0	\$0	\$78,000	\$78,000

## **CAPITAL EXPENDITURES**

### ***DEPARTMENT DESCRIPTION***

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

**CAPITAL EXPENDITURES  
BUDGET DETAIL**

<b>Project</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Street Resurfacing and Slurry Seal	\$886,778	\$900,000	\$920,000	\$920,000
Trabuco at Lake Forest Drive Resurfacing <sup>1</sup>	603,343			
Proposition 1B Asphalt Rehabilitation	772,519			
Alton Parkway Improvements	534,472	6,400,000		
Trabuco Road Streetscape Installation of Street Lights at Various Locations	35,098 117,418			
Lake Forest Transportation Mitigation Improvements	71,395			
El Toro Road Traffic and Landscape Improvements	672,350			
Sidewalk Repairs	55,580	40,000	40,000	40,000
Rancho Parkway Improvements	91,228	2,056,000		
Skatepark Expansion	43,325			
Play Equipment Replacement	17,343			
Neighborhood Traffic Improvements:				
Rue de Fortuna Traffic Signal at Bake	198,092			
Trabuco Road at Lake Forest Light Industrial Area Street Improvements	105,731 26,376			
Traffic Signal Synchronization	21,547	716,000		
El Toro Park Improvements	3,604			
Americans with Disabilities Access Ramp Improvements	177,411	329,400	151,300	151,300
Jeronimo Road Streetscape	179,143			
El Toro Road Streetscape Phase 1	63,264			
Rockfield Streetscape	170,986			
Traffic Signal Preemption	263,224			
Heroes Park Snack Bar and Restroom	199,996			
Concourse Park Renovation	31,568			
Mountain View Park Renovation	31,603			

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

<b>Expense Classification</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Bake Parkway Median Improvements			25,000	25,000
Teed Street Storm Drain Improvements			40,000	40,000
Traffic Signals Conductor Replacement Program			120,000	120,000
Regency Park Improvements			40,000	40,000
Sports Park	2,101,751	18,567,300		
Recreation Center	276,156	571,700		
Activity Total	<b>\$7,751,299</b>	<b>\$29,580,400</b>	<b>\$1,336,300</b>	<b>\$1,336,300</b>
Funding Sources:				
General Fund	\$227,658			
Capital Improvement Projects Fund	3,648,209	\$9,212,000	\$265,000	\$265,000
Gas Tax Fund	772,519			
Measure M Fund	397,133	900,000	920,000	920,000
Community Development Block Grant Fund	181,015	329,400	151,300	151,300
Redevelopment Agency Operating Fund	26,376			
Opportunities Study Capital Projects Fund	2,377,907	19,139,000		
Lake Forest Transportation Mitigation Fund	71,395			
	<b>\$7,702,212</b>	<b>\$29,580,400</b>	<b>\$1,336,300</b>	<b>\$1,336,300</b>

<sup>1</sup> Funded by an American Recovery and Reinvestment Act Federal Grant.

## 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 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
Transfers In:				
<u>General Fund</u>				
From Reserve Funds	\$398,828	\$256,800		
From Disaster Fund	870			
<u>Reserve Funds</u>				
From General Fund			\$159,300	\$159,300
<u>Capital Improvement Projects Fund</u>				
From General Fund	12,049,400			
From Air Quality Improvement Fund	64,000	143,000		
<u>Opportunities Study Capital Projects Fund</u>				
From General Fund	3,996,300	19,139,000		
From Capital Improvement Projects Fund	15,000,000			
From Park Development/ Construction Fund	591,700			
<u>Lake Forest Transportation Mitigation Capital Projects Fund</u>				
From Capital Improvement Projects Fund	2,291,100			
<u>Measure M Fund</u>				
From Gas Tax Fund		48,500		
<u>Etnies Skatepark Fund</u>				
From General Fund	263,963	295,400	305,700	305,700
<u>Disaster Fund</u>				
From General Fund	20,590			
<u>Housing Authority Fund</u>				
From Redevelopment Agency Low and Moderate Income Housing Fund			170,600	170,600
<u>Financing Authority Fund</u>				
From Redevelopment Agency Debt Service Fund	548,368	547,100	557,200	557,200

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

<b>Transfer Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Redevelopment Agency</u>				
<u>Operating Fund</u>				
From Redevelopment Agency Debt Service Fund	754,356	1,081,200	1,083,200	1,083,200
Total Transfers In	\$35,979,475	\$21,511,000	\$2,276,000	\$2,276,000
Transfers Out:				
<u>General Fund</u>				
To Capital Improvement Projects Fund	(\$12,049,400)			
To Opportunities Study Capital Projects Fund	(3,996,300)	(\$19,139,000)		
To Etnies Skatepark Fund	(263,963)	(295,400)	(\$305,700)	(\$305,700)
To Disaster Fund	(20,590)			
To Reserve Funds			(159,300)	(159,300)
<u>Reserve Funds</u>				
To General Fund - Designated Reserve				
To General Fund - Undesignated Reserve		(171,200)		
To General Fund - Economic Contingency Reserve	(398,828)	(85,600)		
<u>Capital Improvement Projects Fund</u>				
To Opportunities Study Capital Projects Fund	(15,000,000)			
To Lake Forest Transportation Mitigation Capital Projects Fund	(2,291,100)			
<u>Gas Tax Fund</u>				
To Measure M Fund		(48,500)		
<u>Disaster Fund</u>				
To General Fund	(870)			
<u>Air Quality Improvement Fund</u>				
To Capital Improvement Projects Fund	(64,000)	(143,000)		

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

<b>Transfer Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Proposed Budget 2011-12</b>	<b>Adopted Budget 2011-12</b>
<u>Park Development/ Construction Fund</u>				
To Opportunities Study Capital Projects Fund	(591,700)			
Transfers Out (continued):				
<u>Redevelopment Agency</u>				
<u>Debt Service Fund</u>				
To Redevelopment Agency Operating Fund	(754,356)	(1,081,200)	(1,083,200)	(1,083,200)
To Financing Authority Fund	(548,368)	(547,100)	(557,200)	(557,200)
<u>Redevelopment Agency</u>				
<u>Low and Moderate     Income Housing Fund</u>				
To Housing Authority Fund			(170,600)	(170,600)
Total Transfers Out	(\$35,979,475)	(\$21,511,000)	(\$2,276,000)	(\$2,276,000)
Net Total	\$0	\$0	\$0	\$0



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# Section Five

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# GENERAL FUND

## Description

The General 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. General 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 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
City Council	\$204,603	\$217,900	\$227,600
City Manager	875,739	826,600	775,400
Redevelopment/ Economic Development	302,793	325,600	328,000
City Attorney	1,640,748	1,124,900	1,222,900
Finance	986,732	998,900	950,500
Development Services	2,807,587	2,476,600	2,456,700
Public Works	6,805,440	6,462,200	6,769,800
Management Services	2,234,514	2,450,100	2,452,600
Community Services	2,760,238	2,796,700	2,933,000
Police Services	12,861,578	13,069,300	13,534,600
Capital Projects	227,658		
<b>TOTAL</b>	<b>\$31,707,630</b>	<b>\$30,748,800</b>	<b>\$31,651,100</b>

# GAS TAX FUND

## Description

The Gas Tax Fund is used to account for the City's share of tax revenues collected by the State on the sale of fuel for motor vehicles. The use of these funds is restricted to the construction, improvements, and maintenance of public streets.

## Expenditure Detail

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Public Works	\$1,875,572	\$1,793,800	\$1,807,100

# MEASURE M FUND

## Description

The Measure M Fund was established to account for funds which are "turned back" to cities for street maintenance and/or street improvement purposes.

## Expenditure Detail

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Street Repaving and Slurry Seal	\$397,133	\$900,000	\$920,000

# ETNIES SKATEPARK FUND

## Description

The Etnies Skatepark Fund is used to account for revenues received from user fees for programs and sponsors. The expenditures account for operations of the Skatepark.

## Expenditure Detail

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Community Services	\$354,433	\$368,100	\$385,900

# POLICE GRANTS FUND

## Description

The Police Grants 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 and a Justice Assistance grant for an intelligence led policing program. Expenditures can only be used for police services and cannot supplant the existing police services budget.

## Expenditure Detail

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Police Services	\$124,235	\$100,000	

# COMMUNITY DEVELOPMENT BLOCK GRANT FUND

## Description

The Community Development Block Grant 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 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Redevelopment/Economic Development	\$362,184	\$278,600	\$352,700
Capital Projects	181,015	329,400	151,300
TOTAL	<u>\$543,199</u>	<u>\$608,000</u>	<u>\$504,000</u>



# FINANCING AUTHORITY FUND

## Description

The Financing Authority Fund is used to account for debt service activity for the 2004 Certificates of Participation.

## Expenditure Detail

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Finance	\$548,368	\$547,100	\$557,200

# CAPITAL IMPROVEMENT PROJECTS FUND

## Description

The Capital Improvement Projects Fund was established to accumulate financial resources for the purpose of providing funds for capital projects, economic development projects, and economic redevelopment projects. The use of the monies would be consistent with the Five-Year Strategic Business Plan.

## Expenditure Detail

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Capital Projects	\$3,697,297	\$9,212,000	\$265,000

# OPPORTUNITIES STUDY CAPITAL PROJECTS FUND

## Description

The Opportunities Study Capital Projects Fund was established to accumulate financial resources for the purpose of providing funds for certain public facilities related to the Opportunities Study Area.

## Expenditure Detail

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Capital Projects	\$2,426,994	\$19,139,000	

# LAKE FOREST TRANSPORTATION MITIGATION FUND

## Description

The Lake Forest Transportation Mitigation Fund was established to accumulate financial resources for the purpose of providing funds for traffic improvements related to the Opportunities Study Area.

## Expenditure Detail

<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Capital Projects	\$71,395		

# VEHICLE REPLACEMENT FUND

## 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.

## Expenditure Detail

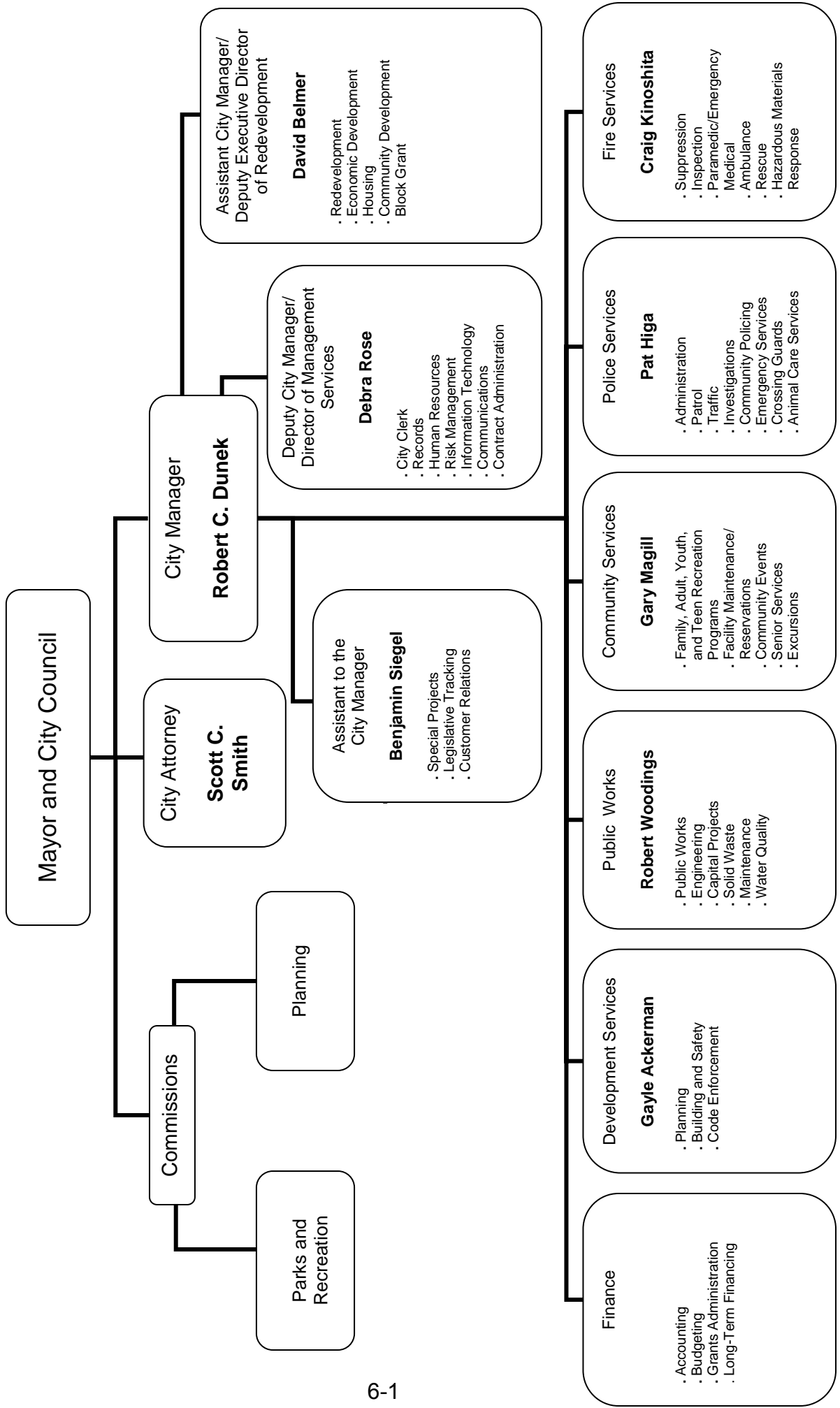
<b>Description</b>	<b>Actual 2009-10</b>	<b>Adopted Budget 2010-11</b>	<b>Adopted Budget 2011-12</b>
Vehicles			\$78,000

## Section Six

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# FISCAL YEAR 2011-12 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 31st 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 28



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	78,720
City Size	16.6 square miles
Housing Units	26,384
Ethnic Composition	
White	49%
Hispanic	23%
Asian/Pacific Islanders	12%
Black	2%
Other	15%
Median Age	35.1
Median Household Income	\$95,107

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<sup>1</sup> Sources: State of California, Department of Finance (2010)  
Nielsen Claritas (2010)

## **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 (CDBG) 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.

Project Area A redevelopment project area is an area of the City which has been established by the adoption of a Redevelopment Plan and within which the Redevelopment Agency is authorized to use special powers granted by State law.

Redevelopment This term refers to activities undertaken to renovate blighted areas within the City and to provide housing to low and moderate income persons. Blight consists of a variety of conditions which constitute a serious physical, social and economic burden on the community which cannot be corrected by private enterprise acting alone. Redevelopment activities may include, but are not limited to, the acquisition and conveyance of property, site clearance and the provision of streets, utilities, parks and other public improvements.

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.

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