

CITY of LAKE FOREST



Operating Budget
Fiscal Year 2013-14

OPERATING BUDGET FISCAL YEAR 2013-14

Elected Officials

Scott Voigts, Mayor
Kathryn McCullough, Mayor Pro Tem
Peter Herzog, Council Member
Adam Nick, Council Member
Dwight Robinson, Council Member

Planning Commission

Tim Hughes, Chair
Jerry Zechmeister, Vice Chair
CJ Brower, Commissioner
Andrew Hamilton, Commissioner
Jerry Verplancke, Commissioner

Parks and Recreation Commission

Loretta Herrin, Chair
Jim Rosenberg, Vice Chair
Steve Manning, Commissioner
Victor Scherr, Commissioner
Jeff Werkmeister, Commissioner

City Staff

Robert C. Dunek, City Manager

Gayle Ackerman, Director of Development Services
David Belmer, Assistant City Manager/
Director of Economic Development/
Community Preservation
Bryan Brice, Division Chief - Fire Services
Lieutenant Pat Higa, Chief of Police Services
Gary Magill, Director of Community Services
Keith D. Neves, Director of Finance/City Treasurer
Debra Rose, Deputy City Manager/
Director of Management Services
Scott C. Smith, City Attorney
Tom Wheeler, Director of Public Works/City Engineer

Section One

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City Manager's Budget Message

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Mayor
Scott Voigts

Mayor Pro Tem
Kathryn McCullough

Council Members
Peter Herzog
Adam Nick
Dwight Robinson

City Manager
Robert C. Dunek

June 18, 2013

Honorable Mayor and Members of the City Council:

The Operating Budget for the City of Lake Forest for Fiscal Year 2013-14 is attached for your review and approval. We are pleased to present a balanced budget based on our best professional judgment. This Budget is consistent with the City's Five Year Strategic Business Plan and contains all City funds, including the City's Housing Authority.

Fiscal Year 2012-13 Review

The close of Fiscal Year 2012-13 finds the City in solid financial condition while maintaining high quality services. Due to prudent management of capital funds, the City continued to make significant strides in delivering several important projects meeting long-desired community priorities, many of which are discussed below.

The City once again received top marks in the biennial Resident and Business Satisfaction Study. The independent, scientifically-based survey highlights public opinion on local issues along with overall satisfaction with services such as public safety, planning and permitting, community preservation, road and landscape maintenance, recreation, and communications. An overwhelming majority of residents (95%) and businesses (92%) are satisfied with City services. Top priorities of residents are traffic congestion, public safety, and parks and recreation; businesses prioritize marketing, networking and advertising opportunities, economic growth and development, and reducing traffic congestion.

This valuable community feedback further focused the City's operational priorities and capital projects, such as the Traffic Light Synchronization Program. This joint project significantly improved traffic conditions along El Toro Road by implementing a new signal timing plan and reducing vehicle stops. The City also re-timed 73 intersections and implemented new timing plans for major streets including Lake Forest Drive, Bake Parkway, Trabuco Road and Portola Parkway, in addition to replacing 62 traffic signal controllers and updating 20 more.

The City also made significant strides on delivering high priority street-related capital projects. Four Streetscape Traffic Calming Projects were completed on segments of El Toro Road, Jeronimo Road, Rockfield Boulevard and Trabuco Road. These projects enhanced existing streets by adding traffic calming measures and a significant amount of new landscaping. The completion of the Rancho Parkway Project marked two



significant milestones for the City: an alternative traffic route between Lake Forest Drive and Portola Parkway and the main entrance to the Lake Forest Sports Park.

The Sports Park will be one of the largest in Orange County, capable of hosting various sports tournaments and large community events and will include a Recreation Center. In Fiscal Year 2012-13, after clearing trees, stumps, roots and other materials, grading of the 86-acre site was completed in preparation for construction. Early in 2013, the City Council awarded a \$35.9 million construction contract to Park West Landscaping to bring this major community amenity to life.

The City continued its investment in Public Safety by maintaining the high complement of police services offered by the Orange County Sheriff's Department, as well as continuing the highly successful Citizens Emergency Preparedness Academy. Once again, Lake Forest's low crime rate was recognized by CQ Press City Crime Rankings, which compares FBI crime statistics among American cities with populations over 75,000.

In support of the business community, the City continued to prioritize economic development and business outreach efforts. Due to the success of the inaugural Shop & Dine Lake Forest Week in 2011, the City held the second Shop & Dine Lake Forest Week in August 2012 which featured the first Taste of Lake Forest attended by over 1,000 community members. Over 220 businesses participated with special deals and offers. Participating businesses once again reported increased sales (some up to 40%) and an influx of new customers. The City also launched a monthly Economic Development electronic newsletter that features upcoming business seminars, state and federal business resources, information on business grand-openings in Lake Forest, and highlights businesses' achievements through the "Businesses in the News" section.

During the year, the City partnered with SCORE Business Counselors to provide counseling services at City Hall and co-sponsored informative workshops and seminars such as "Demystifying Financial Statements" and "Social Media Marketing Made Simple." The City also strengthened its business attraction and retention efforts through the annual Business Appreciation Luncheon, New Business Reception, and the first Lake Forest Business Mixer. In addition, the City continued to work closely with the Lake Forest Chamber of Commerce to promote business development through co-sponsored events such as the State of the City and "Secrets and Strategies to Business Success." In April 2012, the California Association of Local Economic Development presented the City with an Award of Merit for its Commercial Broker Outreach Program and publicly commended the City for its proactive and visionary efforts to partner with commercial brokers in addressing the growth and expansion needs of the Lake Forest business community.

Other notable programs include two new interactive maps available on the City's website – LF Parks map and LF Capital Improvement Project map – accessible to the public via computer, laptop or mobile device. Both maps are customizable based individual specific interests. The City also is now offering licensed and bonded notary services for the convenience of the public.

Further harnessing the talents of our community members, the Parks and Recreation Commission appointed five Lake Forest residents to the inaugural Senior Advisory Board to offer advice and suggest new programs for senior programs. Finally, thanks to 311 avid skateboarders, Etnies Skatepark of Lake Forest landed a spot in the Guinness Book of World Records by setting an all-time high for holding the largest skateboard lesson.

We are pleased to highlight a few of the programs and projects conducted in Fiscal Year 2012-13. The department detail portion of the budget provides more information on the high quality services provided by the City of Lake Forest during the previous fiscal year.

Fiscal Year 2013-14

While there are some indications that the economy appears to be improving, the City will continue its fiscally-conservative approach to budgeting ongoing operations and capital improvement projects. The dissolution of the Lake Forest Redevelopment Agency, which occurred last fiscal year, did not impact the General Fund or the overall financial health of the City. The City, therefore, is in solid financial condition and will continue to make investments in the quality of life in the community in Fiscal Year 2013-14.

Construction of the Lake Forest Sports Park and Recreation Center, the largest public project thus far in the City's history, will be a major focus during the fiscal year. The 86-acre Sports Park will include five baseball/softball diamonds, two synthetic turf soccer fields, three natural turf soccer fields, a 3-acre lawn, and a 27,000 square foot recreation center with a gymnasium and classrooms. Staff will encourage residents to follow the park's construction on Facebook (the CityofLakeForest) and the City's website (lakeforestca.gov). The Grand Opening of the park is anticipated in late 2014.

Maintaining and improving the City's 27 parks is an ongoing investment in the community's quality of life. Over the past several years, the City renovated the majority of its parks, and in Fiscal Year 2013-14, Tamarisk and Rimgate parks are slated to receive new restroom buildings, play equipment, improved lighting and new backstops. The City will also begin the planning process for improving Village Pond Park.

The upcoming year will also see significant progress in the development of new master planned communities coming to Lake Forest in the next several years. Construction of new homes in Baker Ranch, which may ultimately include up to 2,379 housing units, is expected to begin in late 2013. Progress is also anticipated at The Pinnacle at Serrano Highlands (approved for up to 85 homes), Portola Center (approved for up to 930 homes) and Serrano Summit (approved for up to 608 homes). To keep the community apprised of these developments, staff has created the "Lake Forest's New Neighborhoods" webpage (lakeforestca.gov/NewNeighborhoods) to provide background information and updates. Information also is available on Facebook at Lake Forest's New Neighborhoods. To accommodate the increased future workloads posed by this development, staff will focus on upgrading its existing permitting software to increase internal efficiencies and coordination.

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 also will implement the Fiscal Year 2013-14 Business Development and Attraction Work Plan which includes advancing the City's enhanced partnership with the Lake Forest Chamber of Commerce.

Public safety remains a high priority for the community and the City. Police Services will continue offering high quality services as well as build upon successful new programs such as Graffiti and Vandalism Restitution. Police Services also will focus on growing participants in both the Neighborhood Watch and Business Watch programs.

The Fiscal Year 2013-14 Budget is balanced and reflects appropriate measures to ensure prudent care of the City's finances while maintaining existing service levels to the community. It also fully funds the City's cash reserves while delivering priority capital projects. For more information on department objectives and initiatives for the upcoming fiscal year, please see the department detail portion of the budget. After using interfund transfers, the 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, the City can expect a modest increase in General Fund revenues in Fiscal Year 2013-14, as its sources are stabilizing and, in some cases, increasing. These estimates are based on current economic conditions and indicators and the improving housing market. The Operating Budget for Fiscal Year 2013-14 forecasts General Fund revenues to be \$35.9 million, which is \$1.4 million (or 4%) above the Fiscal Year 2012-13 adopted budget.

Although the passage of recent state propositions allows the City to estimate future revenues with more certainty, the State's budget challenges may continue to put any unprotected revenues at risk. This was evidenced by the State's recent elimination of redevelopment agencies.

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

Expenditures

General Fund operating expenditures are forecasted at \$34.9 million, a \$1.1 million (or 3%) increase from the adopted budget of \$33.8 million from Fiscal Year 2012-13. A brief explanation of changes by department is shown under the heading *Budget Analysis* in the Summary Section of the Budget.

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

Fund Balances

After transfers, staff is projecting a \$21 million General Fund balance, an increase of \$1.0 million. This increase is significant 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. To provide a comprehensive picture of all City funds in the Budget, revenue and expenditure projections for capital projects for Fiscal Year 2013-14 are shown in addition to operating activity in summary form in the Summary of Revenues, Expenditures, Transfers, and Fund Balances.

Conclusion

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

Over the next five years, the City will be faced with new opportunities and challenges, including the addition of approximately 12,000 new residents and 4,000 new homes in Lake Forest's new neighborhoods. The City will be responsible for providing services to these new areas, as well as maintenance responsibilities for the new Lake Forest Sports Park and Recreation Center. The City recognizes the challenges posed by this growth – adjusting to a new baseline of revenues and expenditures and has already begun to project revenue and expenditure trends to ensure Lake Forest's continued solid financial position.

Overall, Fiscal Year 2013-14 will see the City maintaining its strong financial position while continuing to provide superior service and delivering important capital projects to enhance the quality of life in Lake Forest.

Sincerely,



Robert C. Dunek
City Manager

Section Two

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OPERATING BUDGET ANALYSIS

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

REVENUES

The following is a discussion of the revenues by category.

TAXES

2011-12 Actual	\$35,295,351
2012-13 Budget	30,882,100
2012-13 Estimated	32,442,100
2013-14 Adopted	31,412,500

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

City property taxes are projected at two percent growth for Fiscal Year 2013-14 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.

Sales taxes are projected to increase by 2.5% from the Fiscal Year 2012-13 adopted budget due to recent levels of consumer activity and sales tax receipts.

Transient occupancy taxes have begun to rebound and a 8% increase is expected from the Fiscal Year 2012-13 adopted budget.

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

LICENSES & PERMITS

2011-12 Actual	\$672,456
2012-13 Budget	755,000
2012-13 Estimated	905,000
2013-14 Adopted	1,305,000

Building permit revenues have also begun to rebound from the recession and receipts are expected to have steady growth in the next fiscal year. The biggest increase in activity is related to the Opportunities Study Area.

FROM OTHER GOVERNMENTS

2011-12 Actual	\$5,547,081
2012-13 Budget	5,917,100
2012-13 Estimated	6,617,214
2013-14 Adopted	17,917,000

Revenues in this category vary based on grants for capital projects. The increase in Fiscal Year 2013-14 is primarily related to the issuance of Certificates of Participation for Sports Park. The issuance of Certificates of Participation is subject to the City Council's approval.

USER FEES & CHARGES

2011-12 Actual	\$3,140,063
2012-13 Budget	2,715,200
2012-13 Estimated	4,795,700
2013-14 Adopted	13,437,300

Revenue from User Fees and Charges has begun to rebound from the recession and receipts are expected to have steady growth in the next fiscal year. The biggest increase in activity is related to the Opportunity Study Area.

FINES & FORFEITURES

2011-12 Actual	\$455,602
2012-13 Budget	515,000
2012-13 Estimated	445,000
2013-14 Adopted	445,000

No significant changes are anticipated.

USE OF MONEY & PROPERTY

2011-12 Actual	\$394,003
2012-13 Budget	288,000
2012-13 Estimated	288,000
2013-14 Adopted	269,500

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

2011-12 Actual	\$3,211,223
2012-13 Budget	996,600
2012-13 Estimated	1,483,100
2013-14 Adopted	1,061,600

Receipts in this category are often irregular or one-time items. The high revised estimate for Fiscal Year 2012-13 is primarily related to reimbursement agreements for capital projects. The amount proposed for Fiscal Year 2013-14 primarily consists of funding for the Successor Agency and its activities related to the dissolving of the Lake Forest Redevelopment Agency.

EXPENDITURES

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

CITY COUNCIL

2011-12 Actual	\$232,963
2012-13 Budget	152,700
2013-14 Proposed	150,300
2013-14 Adopted	150,300

CITY MANAGER

2011-12 Actual	\$847,958
2012-13 Budget	639,700
2013-14 Proposed	634,400
2013-14 Adopted	634,400

ECONOMIC DEVELOPMENT/ COMMUNITY PRESERVATION

2011-12 Actual	\$2,572,962
2012-13 Budget	2,583,900
2013-14 Proposed	2,286,300
2013-14 Adopted	2,286,300

CITY ATTORNEY

2011-12 Actual	\$1,737,075
2012-13 Budget	1,147,000
2013-14 Proposed	1,296,900
2013-14 Adopted	1,296,900

FINANCE

2011-12 Actual	\$1,755,473
2012-13 Budget	942,900
2013-14 Proposed	2,337,500
2013-14 Adopted	2,337,500

DEVELOPMENT SERVICES

2011-12 Actual	\$3,066,891
2012-13 Budget	2,200,200
2013-14 Proposed	2,174,000
2013-14 Adopted	2,174,000

PUBLIC WORKS

2011-12 Actual	\$9,102,260
2012-13 Budget	8,640,300
2013-14 Proposed	9,381,100
2013-14 Adopted	9,381,100

MANAGEMENT SERVICES

2011-12 Actual	\$3,327,586
2012-13 Budget	4,120,300
2013-14 Proposed	4,250,200
2013-14 Adopted	4,333,800

COMMUNITY SERVICES

2011-12 Actual	\$3,198,895
2012-13 Budget	3,147,500
2013-14 Proposed	2,977,200
2013-14 Adopted	2,977,200

POLICE SERVICES

2011-12 Actual	\$12,706,471
2012-13 Budget	13,305,000
2013-14 Proposed	13,435,800
2013-14 Adopted	13,452,900

VEHICLE REPLACEMENT

2011-12 Actual	\$36,375
2012-13 Budget	35,000
2013-14 Proposed	30,000
2013-14 Adopted	30,000

FUND ANALYSIS-OPERATING BUDGET

Following is a discussion of some of the City's larger funds with material activity budgeted in Fiscal Year 2013-14. Capital project funds are excluded as they are governed by biennial capital budgets.

GENERAL FUND

Revenues are projected at \$35.9 million (an increase of \$1.4 million or 4% from the Fiscal Year 2012-13 adopted budget). This increase is primarily due to stabilization and increases in certain revenue sources. More information regarding these increases is described in the revenue section above.

Operating expenditures are projected at \$35.0 million as compared to the Fiscal Year 2012-13 Adopted Budget amount of \$33.8 million (an increase of \$1.2 million or 4%). This increase is primarily due to normal departmental activity and changes in contracts. Other Fiscal Year 2013-14 changes in departmental expenditures and program costs are noted in the expenditures section above.

Net interfund transfers out are projected at -\$0.3 million as compared to the Fiscal Year 2012-13 Adopted Budget amount of -\$0.9 million. In Fiscal Year 2013-14, net transfers primarily provide adjustments for Capital Projects and Reserves per policy.

This fund is expected to have available fund balances of \$20.4 million at the end of the year, with General Fund reserves fully funded.

GAS TAX FUND

Revenues are projected at \$2.3 million, comparable to the Fiscal Year 2012-13 revised estimate of \$2.2 million. Expenditures are \$2.1 million. At the end of the year, it is expected that the fund will have \$1.0 million remaining fund balance.

MEASURE M FUND

Revenues are projected at \$1.2 million (an increase of \$0.1 million from the Fiscal Year 2012-13 revised estimate). Expenditures are \$1.2 million in the proposed 2013-2015 Capital Improvement Projects Budget for slurry seal and repaving projects. At the end of the year, it is expected that the fund will have \$0.4 million remaining fund balance.

AIR QUALITY IMPROVEMENT FUND

Revenues are projected to remain constant at \$0.1 million, the same as the Fiscal Year 2012-13 revised estimate. Expenditures are \$0.5 million in the proposed 2013-2015 Capital Improvement Projects Budget. This fund is expected to have available fund balances of \$0.4 million at the end of the year.

POLICE GRANT FUNDS

These funds are balanced in regard to grant revenues and expenditures and the grant programs in Fiscal Year 2013-14 is the State COPS (Brulte) grant.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Entitlement revenues and expenditures are based on the Fiscal Year 2013-14 Draft Plan submitted to the Department of Housing and Urban Development and approved by the City Council. In addition, revenues and expenditures from the rehabilitation loan program are included.

HOUSING AUTHORITY FUND

The Authority's primary source of funding is rental income from the Saguaro Property roughly \$0.1 million. Expenditures are \$0.1 million for ongoing programs and projects. The primary mission of the Authority is to advance the goals and objectives of the City's Housing Element and the Consolidated Plan.

FINANCING AUTHORITY FUND - CERTIFICATES OF PARTICIPATION

This fund is balanced with respect to interfund transfers in and expenditures related to the Alton Certificate of Participation.

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, 2014, are as follows:

General Fund - Undesignated	\$ 9.6 million
Economic Contingency	4.8 million
Emergency Services	3.0 million

SUMMARY of REVENUES, EXPENDITURES, TRANSFERS, and FUND BALANCES

	Available Fund Balances		Revenues		Expenditures		Revenues less Expenditures		Transfers/Loans		Available Fund Balances
	July 1, 2013	July 1, 2013	Operating	Capital	Total	Operating	Capital	Total	June 30, 2014	June 30, 2014	June 30, 2014
General Fund	\$19,784,400	\$35,882,100	\$35,001,100		\$35,001,100	\$35,001,100		\$35,001,100	\$881,000	(\$244,000)	\$20,421,400
Special Revenue Funds:											
Gas Tax	861,700	2,286,000	1,971,600	160,000	2,131,600	1,971,600	160,000	2,131,600	154,400		1,016,100
Measure M	399,400	1,200,500		1,195,900	1,195,900		1,195,900	1,195,900	4,600		404,000
Measure M Senior Mobility Grant		59,300	59,300		59,300	59,300		59,300	0		0
Air Quality Improvement	831,200	97,000	50,000	485,500	535,500	50,000	485,500	535,500	(438,500)		392,700
Suppl. Law Enforcement Grant		125,000	125,000		125,000	125,000		125,000	0		0
Justice Assistance Grant			0		0	0		0	0		0
Asset Forfeitures	12,800		0		0	0		0	0		12,800
Community Development											
Block Grant		536,600	327,600	209,000	536,600	327,600	209,000	536,600	0		0
Housing Authority		75,600	75,600		75,600	75,600		75,600	0		0
Special Revenue Subtotal	2,105,100	4,380,000	2,609,100	2,050,400	4,659,500	2,609,100	2,050,400	4,659,500	(279,500)	0	1,825,600
Debt Service Fund:											
Financing Authority	98,400	13,400,000	1,414,200		1,414,200	1,414,200		1,414,200	11,985,800	(12,084,200)	0
Total Operating Budget	21,987,900	53,662,100	39,024,400	2,050,400	41,074,800	39,024,400	2,050,400	41,074,800	12,587,300	(12,328,200)	22,247,000
Capital Funds:											
Sports Park Maintenance	59,300	320,900			0			0	320,900		380,200
Capital Improvement Projects	2,351,900	218,000		650,400	650,400		650,400	650,400	(432,400)	(794,400)	1,125,100
Park Development/Const.	1,494,700				0			0	0		1,494,700
Affordable Housing Capital Projects	1,248,700				0			0	0		1,248,700
Opportunities Study Capital Projects	12,719,000	10,554,000		33,000,000	33,000,000		33,000,000	33,000,000	(22,446,000)	13,400,000	3,673,000
Lake Forest Transportation Mitigation	2,324,300	1,062,900		30,000	30,000		30,000	30,000	1,032,900		3,357,200
Subtotal	20,197,900	12,155,800	0	33,680,400	33,680,400	0	33,680,400	33,680,400	(21,524,600)	12,605,600	11,278,900
Reserve Funds:											
General (Designated)	950,854				0			0	0		950,854
General (Undesignated)	9,753,493				0			0	0	(185,889)	9,567,604
Economic Contingency	4,876,747				0			0	0	(91,511)	4,785,236
Emergency Services	3,000,000				0			0	0		3,000,000
Subtotal	18,581,094	0	0	0	0	0	0	0	0	(277,400)	18,303,694
Internal Service Fund:											
Vehicle Replacement	407,700	30,000	30,000		30,000	30,000		30,000	0		407,700
Subtotal All City Funds	61,174,594	65,847,900	39,054,400	35,730,800	74,785,200	39,054,400	35,730,800	74,785,200	(8,937,300)	0	52,237,294
Grand Total All Funds	\$61,174,594	\$65,847,900	\$39,054,400	\$35,730,800	\$74,785,200	\$39,054,400	\$35,730,800	\$74,785,200	(\$8,937,300)	\$0	\$52,237,294

SUMMARY OF FINANCIAL RESERVE FUNDS

FISCAL YEAR 2013-14

Description	Balance June 30, 2013	Balance June 30, 2014
General (Designated):		
Cable Grant - Public Education and Government (PEG)	\$950,854	\$950,854
Total General (Designated)	950,854	950,854
General (Undesignated) ¹	9,753,493	9,567,604
Economic Contingency ²	4,876,747	4,785,236
Emergency Services ³	3,000,000	3,000,000
Total Financial Reserves	\$18,581,094	\$18,303,694

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

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

³ Per approved reserve level as of June 30, 2014

**CARRYOVER APPROPRIATIONS OVER \$100,000
FISCAL YEAR 2011-12 INTO FISCAL YEAR 2012-13¹**

Description	Fund	Carryover Appropriation
Sports Park	Opportunities Study Capital	\$15,411,855
Rancho Parkway Improvements	Capital Improvement Projects	2,252,918
Tamarisk Park	Capital Improvement Projects	1,950,832
Trabuco Road Streetscape	Capital Improvement Projects	676,835
Watershed Management Projects	Capital Improvement Projects	562,200
El Toro Streetscape Phase I	Capital Improvement Projects	552,302
Rimgate Park	Capital Improvement Projects	488,455
Jerónimo Streetscape Phase I	Capital Improvement Projects	388,592
ADA Wheelchair Access Ramp	Capital Improvement Projects	276,967
Play Equipment Replacement	Capital Improvement Projects	232,917
Commercentre Drive Improvements	Capital Improvement Projects	210,611
Bleachers at Heroes Park	Capital Improvement Projects	181,318
Rockfield Streetscape	Capital Improvement Projects	157,008
El Toro Road Lighting Landscape	Capital Improvement Projects	122,931
Traffic Signal Cond Repl Program	Capital Improvement Projects	<u>120,000</u>
	Total Appropriations Over \$100,000	<u>\$23,585,741</u>
	Total Carryover Appropriations	<u><u>\$23,830,591</u></u>

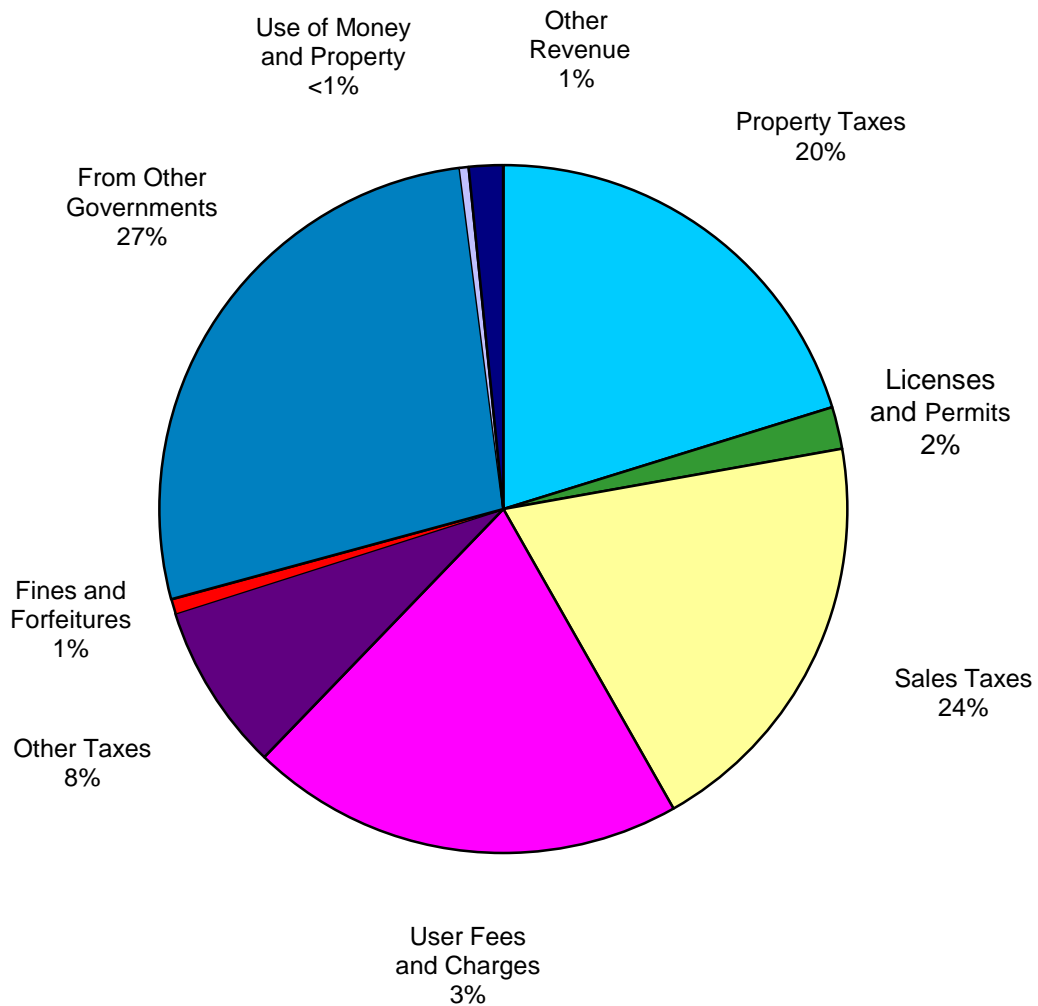
¹These carryover appropriations were approved by the City Council on February 5, 2013.

SUMMARY OF REVENUES - ALL FUNDS

Description	Actual 2011-12	Adopted Budget 2012-13	Estimate 2012-13	Adopted Budget 2013-14
Property Taxes	\$17,077,865	\$13,282,300	\$14,456,300	\$13,312,500
Sales Tax	9,662,036	12,600,000	12,900,000	12,900,000
Other Taxes	8,555,450	4,999,800	5,085,800	5,200,000
Licenses and Permits	672,456	755,000	905,000	1,305,000
From Other Governments	5,547,081	5,917,100	6,617,214	17,917,000
User Fees and Charges	3,140,063	2,715,200	4,795,700	13,437,300
Fines and Forfeitures	455,602	515,000	445,000	445,000
Use of Money and Property	394,003	288,000	288,000	269,500
Other Revenue	3,211,223	996,600	1,483,100	1,061,600
Total All Funds	48,715,779	42,069,000	46,976,114	65,847,900
Less Redevelopment Agency	(4,616,666)			
Total City Funds	44,099,113	42,069,000	46,976,114	65,847,900
Less Capital Project Revenues	(5,721,907)	(3,441,600)	(6,010,644)	(12,185,800)
Grand Total All City Operating Funds	\$38,377,206	\$38,627,400	\$40,965,470	\$53,662,100

SUMMARY OF REVENUES - ALL FUNDS¹

Fiscal Year 2013-14



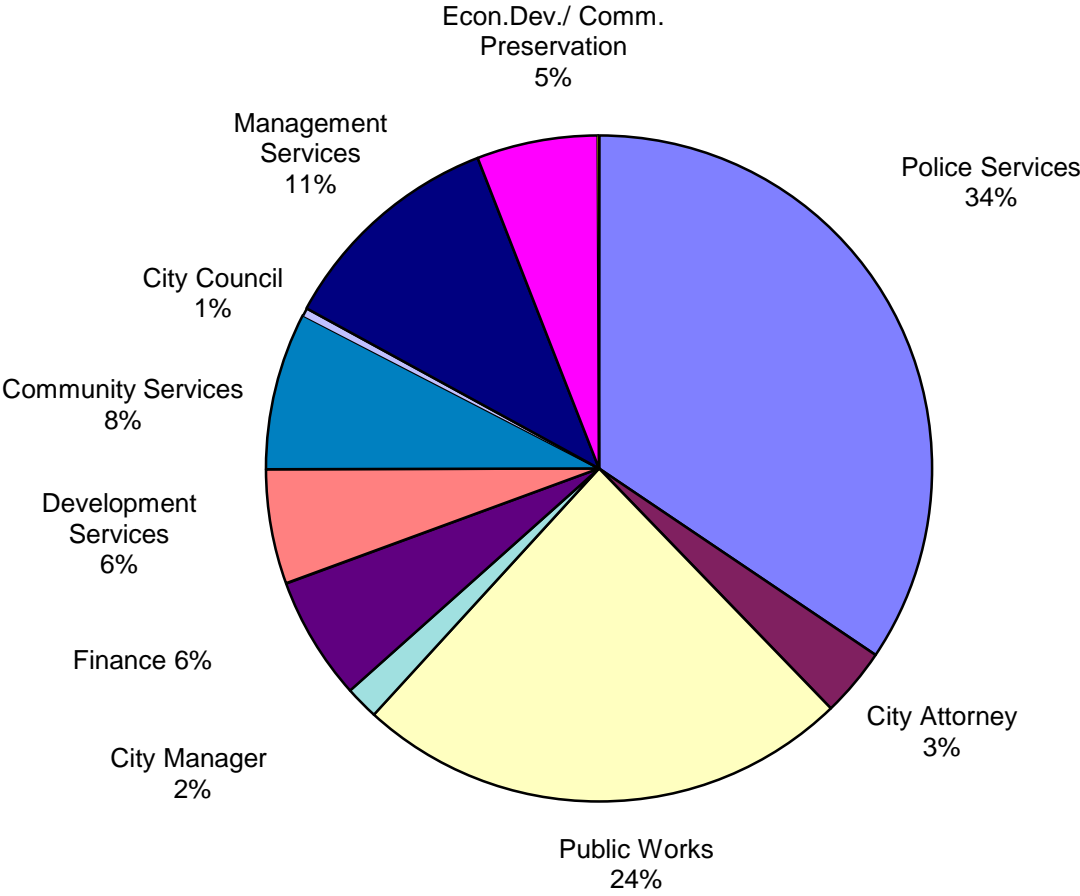
¹ Excludes all revenues in capital projects funds

SUMMARY OF EXPENDITURES BY DEPARTMENT

Department	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
City Council	\$232,963	\$152,700	\$150,300	\$150,300
City Manager	847,958	639,700	634,400	634,400
Economic Development/ Community Preservation	2,572,962	2,583,900	2,286,300	2,286,300
City Attorney	1,737,075	1,147,000	1,296,900	1,296,900
Finance	1,755,473	942,900	2,337,500	2,337,500
Development Services	3,066,891	2,200,200	2,174,000	2,174,000
Public Works	9,102,260	8,640,300	9,381,100	9,381,100
Management Services	3,327,586	4,120,300	4,250,200	4,333,800
Community Services	3,198,895	3,147,500	2,977,200	2,977,200
Police Services	12,706,471	13,305,000	13,435,800	13,452,900
Vehicle Replacement	36,375	35,000	30,000	30,000
Total Operating Expenditures	38,584,909	36,914,500	38,953,700	39,054,400
Less: Redevelopment Agency Operating Expenditures	(460,974)			
Total City Operating Expenditures	38,123,935	36,914,500	38,953,700	39,054,400
Capital Projects	25,019,827	4,715,800	35,730,800	35,730,800
Grand Total All City Funds	<u>\$63,143,762</u>	<u>\$41,630,300</u>	<u>\$74,684,500</u>	<u>\$74,785,200</u>

SUMMARY OF EXPENDITURES BY DEPARTMENT¹

Fiscal Year 2013-2014



¹ Excludes capital improvement projects

PERSONNEL SUMMARY

Department	2011-12 Authorized		2012-13 Authorized		2013-14 Adopted	
	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	0.4		0.4		0.4	
Assistant to the City Manager	1					
Senior Management Analyst			1		1	
Executive Assistant	1		1		1	
Management Analyst	1		0.2			
Subtotal	<u>4.4</u>	<u>0</u>	<u>3.6</u>	<u>0</u>	<u>3.4</u>	<u>0</u>
Economic Development/ Community Preservation:						
Assistant City Manager/Director of Economic Development/ Community Preservation	0.6		0.6		0.6	
Economic Development Specialist	1					
Economic Development Manager			1		1	
Housing Manager	1		1		1	
Public Safety Manager					0.25	
Code Enforcement Supervisor			1		1	
Management Assistant					1	
Management Analyst	1		0.8			
Code Enforcement Officer			2		2	
Community Preservation Technician			1		1	
Administrative Secretary	1		1		1	
Intern		2,080		2,080		2,080
Subtotal	<u>4.6</u>	<u>2,080</u>	<u>8.4</u>	<u>2,080</u>	<u>8.85</u>	<u>2,080</u>
Finance:						
Director of Finance/ City Treasurer	1		1		1	
Accounting Manager	1		1		1	

PERSONNEL SUMMARY

Department	2011-12 Authorized		2012-13 Authorized		2013-14 Adopted	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
Finance (continued):						
Senior Accountant					1	
Accountant	1		1			
Accountant				1,040		1,300
Human Resources Technician					0.45	
Senior Accounting Technician	1					
Accounting Technician	1		1		1	
Administrative Secretary	1		1		1	
Subtotal	<u>6</u>	<u>0</u>	<u>5</u>	<u>1,040</u>	<u>5.45</u>	<u>1,300</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					
Code Enforcement Officer	2					
Community Preservation Technician	1					
Administrative Secretary	1		1		1	
Records System Administrator	1					
Records System Coordinator ¹			1			
Records Specialist		1,248		1,040		1,040
Senior Office Specialist	1		1		1	
Senior Building Permit Technician			1		1	
Building Permit Technician	1					
Intern		1,040		1,040		1,040
Subtotal	<u>14</u>	<u>2,288</u>	<u>10</u>	<u>2,080</u>	<u>9</u>	<u>2,080</u>
Public Works:						
Director of Public Works/ City Engineer	1		1		1	
Engineering Services Manager/ Assistant City Engineer	1		1		1	
Public Works Manager	1		1		1	

PERSONNEL SUMMARY

Department	2011-12 Authorized		2012-13 Authorized		2013-14 Adopted	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
Public Works (continued):						
Public Works Supervisor	1					
Traffic Engineering Manager	1		1		1	²
Principal Civil Engineer	1		1		1	
Water Quality Administrator			1		1	
Water Quality Inspector					1	
Water Quality Specialist	1					
Accountant					1	
Administrative Secretary	1		1		1	
Engineering Technician	1		1		1	
Senior Landscape Inspector			1		1	
Landscape Inspector	2		2		2	
Management Analyst	1		1		1	
Intern						1,040
Senior Office Specialist	2		2		1	
Subtotal	14	0	14	0	15	1,040
Management Services:						
Deputy City Manager/Director of Management Services	1		1		1	
Management Analyst	1		1		1	
City Clerk	1		1		1	
Assistant City Clerk	1		1		1	
Executive Assistant	1		1		1	
Records System Coordinator ¹					1	²
Administrative Secretary	1		1		1	
Senior Office Specialist	1		1			
Records Specialist	1		1		1	
Information Technology Manager	1		1		1	
Administrative Services Manager			1		1	
Human Resources/Risk Manager	1					
Human Resources Technician	1		1		0.55	
Senior Intern		1,248		1,040		1,040
Intern						1,040
Subtotal	11	1,248	11	1,040	10.55	2,080

PERSONNEL SUMMARY

Department	2011-12 Authorized		2012-13 Authorized		2013-14 Adopted	
	Full Time	Part Time Hours	Full Time	Part Time Hours	Full Time	Part Time Hours
Community Services:						
Director of Community Services	1		1		1	
Recreation Manager			2		2	
Recreation Program Manager	2					
Administrative Secretary	1		1		1	
Recreation Supervisor			1		1	
Senior Recreation Coordinator			3		3	
Recreation Coordinator	4	4,800		6,000		6,000
Senior Office Specialist	1		1		1	
Recreation Leader		12,900		17,300		17,300
Recreation Specialist		3,000		3,000		5,000
Senior Recreation Leader		12,000		14,000		13,000
Facilities Maintenance Specialist	1		1		1	
Subtotal	<u>10</u>	<u>32,700</u>	<u>10</u>	<u>40,300</u>	<u>10</u>	<u>41,300</u>
Police Services:						
Public Safety Manager	<u>1</u>		<u>1</u>		<u>0.75</u>	
Subtotal	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0.75</u>	<u>0</u>
City Total	<u><u>65</u></u>	<u><u>38,316</u></u>	<u><u>63</u></u>	<u><u>46,540</u></u>	<u><u>63</u></u>	<u><u>49,880</u></u>

¹ Transferred to Management Services in Fiscal Year 2013-14

² Position temporarily filled by consultant.

Section Three

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Combined Program Revenues

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COMBINED PROGRAM REVENUES

Description	Actual 2011-12	Adopted Budget 2012-13	Estimated 2012-13	Adopted Budget 2013-14
General Fund				
Taxes				
Property Taxes - City:				
Secured	\$5,937,228	\$6,447,000	\$7,563,000	\$6,447,000
Unsecured	244,946	255,000	255,000	255,000
Supplemental	70,752	131,000	131,000	131,000
Prior Year	104,022	150,000	150,000	150,000
Homeowners' Exemptions	53,458	56,000	56,000	56,000
Penalties and Interest	32,336	50,000	50,000	50,000
Other Revenues	33,992	20,000	20,000	20,000
Property Taxes - Lighting				
District:				
Secured	466,571	480,000	564,000	480,000
Unsecured	19,277	19,000	19,000	19,000
Supplemental	2,984	5,000	5,000	5,000
Prior Year	8,062	15,000	15,000	15,000
Homeowners' Exemptions	4,178	4,300	4,300	4,300
Penalties and Interest	2,314	3,000	3,000	3,000
Other Revenues	2,035	1,000	1,000	1,000
Property Taxes - Motor				
Vehicle In-Lieu Backfill	5,535,493	5,646,000	5,620,000	5,676,200
Sales and Use Taxes	9,662,036	12,600,000	12,900,000	12,900,000
Sales Tax Triple Flip	3,384,881			
Transient Occupancy Tax	2,670,446	2,500,000	2,650,000	2,700,000
Real Property Transfer Tax	270,550	240,000	240,000	300,000
Franchise Fees	2,229,573	2,259,800	2,195,800	2,200,000
Subtotal	30,735,134	30,882,100	32,442,100	31,412,500
Licenses and Permits				
Building Permit Fees	669,781	750,000	900,000	1,300,000
Sign Permits	2,675	5,000	5,000	5,000
Subtotal	672,456	755,000	905,000	1,305,000
From Other Governments				
Motor Vehicle In-Lieu Fees	40,353			
Vehicle Abatement Fees	42,423	53,000	53,000	
American Recovery and Reinvestment Act Grants	35,396		25,500	
Police Grants	26,625		27,500	
Used Oil Recycling Grant	20,031		8,800	

COMBINED PROGRAM REVENUES

Description	Actual 2011-12	Adopted Budget 2012-13	Estimated 2012-13	Adopted Budget 2013-14
Beverage Container				
Recycling Grant	1,404	21,000	21,000	19,000
Hazardous Waste Drop				
Box Grant	9,147			
Subtotal	175,379	74,000	135,800	19,000
 <i>User Fees and Charges</i>				
Plan Check Fees	289,545	240,000	240,000	275,000
Fire Plan Check Fees	3,415	4,000	4,000	4,000
Planning/Zoning Fees	742,380	400,000	800,000	700,000
Massage Permit Fees	2,300	2,000	2,000	2,000
Engineering Fees	162,679	200,000	350,000	200,000
Park Reservation Fees	6,163	5,000	5,000	5,000
Recreation Fees	26,829	27,600	27,600	28,500
Facility Rentals	2,283	2,000	2,000	3,000
Teen Programs	6,795	8,500	8,500	8,500
Senior Programs	14,088	13,000	13,000	16,700
Excursions	6,042	9,500	9,500	9,400
Recreation Classes	85,113	70,000	70,000	60,000
Youth Programs	42,427	32,000	32,000	39,900
Filming Fees				400
Classes				12,000
Contests				1,500
Camps				24,000
Skatepark Programs				11,500
Non-Resident Card Fees				22,000
Merchandise Sales				22,000
Coca-Cola Revenues				100
Sponsorships				1,000
Imaging Fees	18,403	15,000	15,000	18,000
Copies and Maps	5,826	11,000	11,000	5,000
Subtotal	1,414,288	1,039,600	1,589,600	1,469,500
 <i>Fines and Forfeitures</i>				
Motor Vehicles Code Fines	328,137	360,000	320,000	320,000
Local Ordinance				
Violations	127,465	155,000	125,000	125,000
Subtotal	455,602	515,000	445,000	445,000

COMBINED PROGRAM REVENUES

Description	Actual 2011-12	Adopted Budget 2012-13	Estimated 2012-13	Adopted Budget 2013-14
<i>Use of Money and Property</i>				
Leases	117,994	114,000	114,000	117,500
Interest Income	205,673	150,000	150,000	150,000
Subtotal	323,667	264,000	264,000	267,500
<i>Other Revenue</i>				
Successor Agency				
Reimbursements	108,410	712,300	712,300	833,300
State Mandated Claims	49,251	49,000	49,000	49,000
Legal Settlements	141,989		50,000	48,000
Reimbursements	4,959	150,000		4,000
Donations	4,780			4,000
Senior Donations	191	300	300	300
Miscellaneous Revenue	182,818	10,000	10,000	25,000
Subtotal	492,398	921,600	821,600	963,600
General Fund Total	34,268,924	34,451,300	36,603,100	35,882,100
Special Revenue Funds				
<i>Gas Tax Fund</i>				
Section 2105	361,907	381,000	381,000	367,800
Section 2106	251,264	260,000	260,000	248,500
Section 2107	534,424	546,000	546,000	547,500
Section 2107.5	7,500	7,500	7,500	7,500
Section 2103	1,048,774	855,000	1,005,370	1,114,200
Interest Income	413	4,000	4,000	500
Reimbursements	37,243			
Subtotal	2,241,525	2,053,500	2,203,870	2,286,000
<i>Measure M Fund</i>				
Turnback Allocation	1,053,472	1,123,000	1,123,000	1,200,000
Rubber Asphalt Grant	9,562			
Interest Income	1,418	5,000	5,000	500
Reimbursements	18,490			
Subtotal	1,082,942	1,128,000	1,128,000	1,200,500
<i>Measure M Senior Mobility Program</i>				
OCTA Senior Mobility Grant	64,776	46,300	46,300	59,300
Fare Revenue	1,964			
Interest Income	(8)			
Subtotal	66,732	46,300	46,300	59,300

COMBINED PROGRAM REVENUES

Description	Actual 2011-12	Adopted Budget 2012-13	Estimated 2012-13	Adopted Budget 2013-14
<i>Etnies Skatepark Fund*</i>				
Filming Fees	1,200	400	400	
Classes	15,765	10,000	10,000	
Contests	375	1,500	1,500	
Camps	28,038	26,000	26,000	
Skatepark Programs	6,919	9,000	9,000	
Non-Resident Card Fees	26,339	21,000	21,000	
Merchandise Sales	24,149	20,000	20,000	
Coca-Cola Revenues	2,500	2,000	2,000	
Sponsorships	3,054	2,000	2,000	
Subtotal	108,339	91,900	91,900	0
<i>Air Quality Improvement Fund</i>				
Air Quality Management				
District Fees	97,195	93,000	93,000	96,500
Interest Income	550	4,500	4,500	500
Subtotal	97,745	97,500	97,500	97,000
<i>Police Grants Fund</i>				
Brulte/Justice Assistance				
Grants	157,923	118,500	154,400	125,000
Interest Income				
Subtotal	157,923	118,500	154,400	125,000
<i>Asset Forfeitures Fund</i>				
Interest Income	9			0
Subtotal	9	0	0	0
<i>Community Development Block Grant Fund</i>				
Entitlement Grant	294,719	532,900	532,900	501,100
Loan Interest	498	500	500	500
Loan Repayments	54,548	35,000	35,000	35,000
Subtotal	349,765	568,400	568,400	536,600
<i>Housing Authority Fund</i>				
Other Revenue				
Reimbursements	3,302	72,000	72,000	75,600
Subtotal	3,302	72,000	72,000	75,600
Special Revenue				
Funds Total	4,108,282	4,176,100	4,362,370	4,380,000

COMBINED PROGRAM REVENUES

Description	Actual 2011-12	Adopted Budget 2012-13	Estimated 2012-13	Adopted Budget 2013-14
Debt Service Fund				
<i>Financing Authority Fund</i>				
Certificate Proceeds				13,400,000
Subtotal	0	0	0	13,400,000
Debt Service Fund Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,400,000</u>
Capital Projects Funds				
<i>Capital Improvement Projects Fund</i>				
Federal Grants:				
American Recovery and Reinvestment Act	154,506			
State Park Roberti Z-Berg Harris Grant	41,484			
Orange County Transportation Authority Grants:				
GMA 9			5,200	
CTFP			1,231,444	100,000
SIP	250,000			55,000
TE Grants	786,749	1,500,000	723,300	
County Grants:				
Foothill Circulation Phasing Plan	252,181	307,900	300,000	
Interest Income	27,022	10,000	10,000	
Reimbursements	2,470,683			63,000
Other Revenue	33,138	40,000	40,000	
Subtotal	<u>4,015,763</u>	<u>1,857,900</u>	<u>2,309,944</u>	<u>218,000</u>
<i>Opportunities Study Area Capital Projects Fund</i>				
SBRA Impact Fees	250,000			10,554,000
Whisler Impact Fees	580,631	733,200	1,431,500	
Interest Income	26,800			
Reimbursements	61,742		586,500	
Subtotal	<u>919,173</u>	<u>733,200</u>	<u>2,018,000</u>	<u>10,554,000</u>

COMBINED PROGRAM REVENUES

Description	Actual 2011-12	Adopted Budget 2012-13	Estimated 2012-13	Adopted Budget 2013-14
<i>Affordable Housing Capital Improvement Projects Fund</i>				
Whisler Impact Fees	287,718	326,800	632,500	
Development Impact Fees				
Interest Income	129			
Subtotal	287,847	326,800	632,500	0
<i>Park Development/ Construction Fund</i>				
Whisler Impact Fees	380,769	432,700	844,900	
Development Impact Fees				
Interest Income	37			
Subtotal	380,806	432,700	844,900	0
<i>Sports Park Maintenance Fund</i>				
SBRA Impact Fees				320,900
Whisler Impact Fees		20,400	39,000	0
Subtotal	0	20,400	39,000	320,900
<i>LFTM Intersection Improvement Fund</i>				
SBRA Impact Fees				1,062,900
Whisler Impact Fees	62,118	70,600	138,800	
Subtotal	62,118	70,600	138,800	1,062,900
Capital Projects Funds Total				
	5,665,707	3,441,600	5,983,144	12,155,800
<i>Internal Service Fund</i>				
Vehicle Replacement Charges	53,200		27,500	30,000
Sale of Fixed Asset	3,000			
Subtotal	56,200	0	27,500	30,000
Internal Service Fund Total				
	56,200	0	27,500	30,000
Total All City Funds				
	\$44,099,113	\$42,069,000	\$46,976,114	\$65,847,900

COMBINED PROGRAM REVENUES

Description	Actual 2011-12	Adopted Budget 2012-13	Estimated 2012-13	Adopted Budget 2013-14
<i>Low and Moderate Income</i>				
<i>Housing Fund</i>				
Tax Increment	823,608			
Loan Repayments	1,179			
Interest Income	9,057			
Reimbursements	41,802			
Subtotal	875,646	0	0	0
<i>Debt Service Fund</i>				
Tax Increment	3,736,609			
Interest Income	4,411			
Reimbursements				
Subtotal	3,741,020	0	0	0
Total Redevelopment Agency Funds	4,616,666	0	0	0
 Grand Total All Funds	\$48,715,779	\$42,069,000	\$46,976,114	\$65,847,900

* The Etnies Skatepark Fund was transferred to the General Fund in Fiscal Year 2013-14.

Section Four

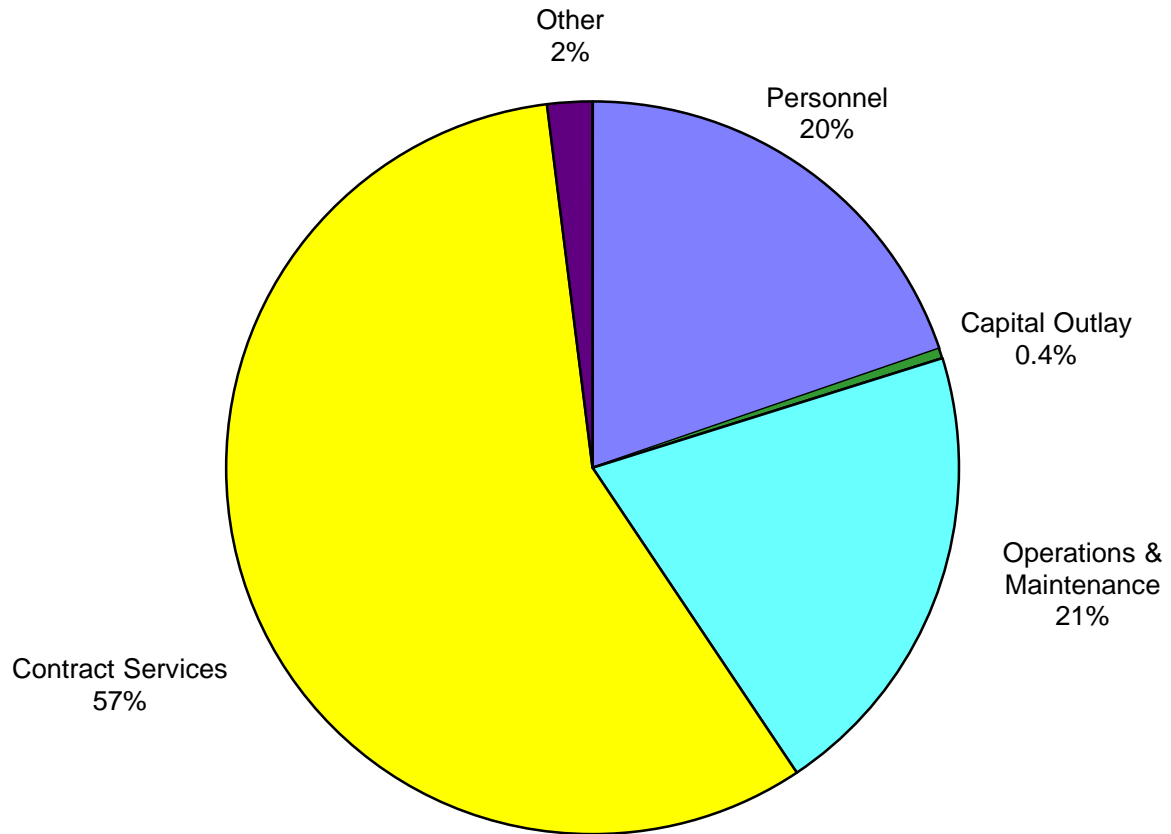
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SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY

Department	Personnel	Operations & Maintenance	Contract Services	Other	Capital Outlay	Totals
City Council	\$36,400	\$107,900	\$1,000		\$5,000	\$150,300
City Manager	581,200	23,200	30,000			634,400
Economic Development/ Community Preservation	970,300	128,600	413,400	\$774,000		2,286,300
City Attorney			1,296,900			1,296,900
Finance	642,600	1,543,700	151,200			2,337,500
Development Services	1,083,600	87,400	1,003,000			2,174,000
Public Works	1,564,900	1,876,200	5,940,000			9,381,100
Management Services	1,084,700	2,732,000	384,100		133,000	4,333,800
Community Services	1,637,400	1,300,300	39,500			2,977,200
Police Services	106,000	184,200	13,162,700			13,452,900
Vehicle Replacement					30,000	30,000
TOTALS	\$7,707,100	\$7,983,500	\$22,421,800	\$774,000	\$168,000	\$39,054,400

SUMMARY OF EXPENDITURES BY EXPENDITURE CATEGORY Fiscal Year 2013-2014



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 Housing Authority Board and the Board of Directors for the Rancho Cañada Financing Authority.

FISCAL YEAR 2012-13 MAJOR ACCOMPLISHMENTS

1. Provided policy level guidance for Opportunities Study public and private projects including:
 - Overseeing grading activities for the City's 86-acre Sports Park
 - Completion of Rancho Parkway and Alton Parkway
 - Development of a Conceptual Final Civic Center Master Plan
 - Completion of mapping requirements for private developments
 - Coordination of public services during construction of new communities
2. Increased transportation capacity through ongoing efforts to improve overall traffic flow and circulation and reduce traffic delay through major roadway and intersection improvements including completion of the Rancho Parkway extension and completion of Traffic Signal Synchronization Projects.
3. Approved and executed a Memorandum of Understanding with the County of Orange to limit the future expansion of the James A. Musick Jail Facility.
4. Increased affordable housing capacity through the programs and administrative processes of the Lake Forest Housing Authority.
5. Provided policy level guidance for the continuing dissolution of the Lake Forest Redevelopment Agency and responsibilities of the Lake Forest Successor Agency and Oversight Board.
6. Provided policy level guidance for continued community revitalization efforts to encourage business growth and expansion utilizing available economic development tools and funding sources to support these activities.
7. Provided policy level guidance to conclude final abatement of previous storefronts and ensure continued monitoring for any marijuana dispensaries.
8. Adopted ordinances re-codifying various sections of the Lake Forest Municipal Code.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Provide continuing policy level guidance for Opportunities Study public and private projects including:
 - Construction of the 86-acre Lake Forest Sports Park
 - Advance development of the Lake Forest Civic Center and Senior Center
 - Complete mapping requirements for private development
 - Creation of community facilities districts as necessary
 - Coordination of public services during construction of new communities
2. Provide executive oversight of efforts to improve overall traffic flow and circulation and reduce traffic delays.
3. Increase recreation capacity through the continued development of community recreation programs and activities.
4. Provide policy level guidance as staff monitors and participates in the County's design and construction process for the future expansion of the James A. Musick Jail Facility.
5. Provide policy level guidance for the programs and administrative processes of the Lake Forest Housing Authority.
6. Provide policy level guidance for the continuing dissolution of the Lake Forest Redevelopment Agency and responsibilities of the Lake Forest Successor Agency and Oversight Board.
7. Provide policy level guidance for continued community revitalization efforts to encourage business growth and expansion
8. Increase park capacity through the construction of Tamarisk and Rimgate Park Improvements and other Capital Improvement Projects.

CITY COUNCIL BUDGET OVERVIEW

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel	\$45,987	\$44,500	\$36,400	\$36,400
Operations and Maintenance ¹	185,310	107,200	107,900	107,900
Contract Services	1,666	1,000	1,000	1,000
Capital Outlay			5,000	5,000
Activity Total	<u>\$232,963</u>	<u>\$152,700</u>	<u>\$150,300</u>	<u>\$150,300</u>

Funding Sources:

General Fund	\$231,673	\$152,700	\$150,300	\$150,300
Redevelopment Agency				
Operating Fund	1,290			

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

CITY COUNCIL BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
City Council/Board Members (5)	\$43,662	\$42,200	\$33,800	\$33,800
Medicare	629	600	500	500
Retirement	1,696	1,700	2,100	2,100
Subtotal	45,987	44,500	36,400	36,400
<u>Operations and Maintenance:</u>				
Memberships and Dues	57,384	60,700	60,700	60,700
Travel, Conferences, Meetings	28,057	37,300	27,300	27,300
Operating Supplies ¹	8,414	1,500	1,500	1,500
Special Supplies	1,864	7,000	7,000	7,000
Printing and Duplicating ¹	121			
Postage and Deliveries ¹	108			
Subscriptions and Books	185	700	700	700
Telephone and Other ¹	1,152		700	700
Software Licenses/Maintenance			10,000	10,000
City Hall Rent ¹	74,440			
Equipment Rentals/Leases ¹	543			
Electrical Maintenance ¹	11,413			
Equipment Maintenance ¹	30			
General Liability ¹	600			
Workers' Compensation ¹	999			
Subtotal	185,310	107,200	107,900	107,900
<u>Contract Services:</u>				
Miscellaneous	1,666	1,000	1,000	1,000
Subtotal	1,666	1,000	1,000	1,000
<u>Capital Outlay:</u>				
Equipment			5,000	5,000
Subtotal	0	0	5,000	5,000
Activity Total	\$232,963	\$152,700	\$150,300	\$150,300

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

CITY MANAGER

DEPARTMENT DESCRIPTION

The City Manager is responsible for making policy recommendations to the City Council and implementing them as adopted. The City Manager serves as the Chief Executive Officer of the City and is responsible for daily operations and services to the community provided by various City departments. Additional duties include, but are not limited to: (1) Represent the City in legislative and regulatory matters (2) Oversee emergency management operations (3) Manage environmental issues (4) Oversee annual Budget and Investment Policy, and (5) Work with other agencies to address regional issues.

FISCAL YEAR 2012-13 MAJOR ACCOMPLISHMENTS

1. Provided executive oversight and strategic guidance for Opportunities Study public and private projects including:
 - Overseeing grading activities for the City's 86-acre Sports Park
 - Completion of Rancho Parkway and Alton Parkway
 - Development of a Conceptual Civic Center Master Plan
 - Substantial completion of mapping requirements for private developments
 - Coordination of public services during construction of new communities
2. Provided executive oversight in the review and assessment of environmental documentation associated with the James A. Musick Jail expansion project.
3. Negotiated terms and conditions of a Memorandum of Understanding with the County of Orange to limit the future expansion and inmate categories at the James A. Musick Jail Facility.
4. Provided executive oversight and strategic guidance for the programs and administrative processes of the Lake Forest Housing Authority.
5. Provided executive oversight for the continuing dissolution of the Lake Forest Redevelopment Agency and responsibilities of the Lake Forest Successor Agency and Oversight Board.
6. Provided executive oversight and strategic guidance for continued community revitalization efforts to encourage business growth and expansion utilizing available economic development tools and funding sources to support these activities.
7. Provided executive oversight and strategic guidance for a new sustainability plan to provide a financial framework during significant economic events.
8. Worked with the City Attorney's Office to recodify various sections of the Lake Forest Municipal Code.

FISCAL YEAR 2012-13 MAJOR ACCOMPLISHMENTS (continued)

9. Advanced efforts to conclude abatement of marijuana dispensaries.
10. Provided executive oversight and strategic guidance for the advancement of the Serrano Creek restoration project.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Provide executive oversight and strategic guidance for Opportunities Study public and private projects including:
 - Construction of the 86-acre Lake Forest Sports Park Improvements
 - Advance development of the Lake Forest Civic Center and Senior Center
 - Complete mapping requirements for private development
 - Creation of community facilities districts as necessary
 - Coordination of public services for new communities
2. Provide executive oversight of efforts to improve overall traffic flow and circulation and reduce traffic delays.
3. Continue to monitor and participate in the County's design and construction process for the future expansion of the James A. Musick Jail Facility.
4. Provide executive oversight and strategic guidance for the programs and administrative processes of the Lake Forest Housing Authority.
5. Provide executive oversight for the continuing dissolution of the Lake Forest Redevelopment Agency and responsibilities of the Lake Forest Successor Agency and Oversight Board.
6. Provide executive oversight and strategic guidance for continued community revitalization efforts to encourage business growth and expansion.
7. Provide executive oversight for the construction of Tamarisk and Rimgate Park Improvements and other Capital Improvement Projects.

CITY MANAGER BUDGET OVERVIEW

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel	\$719,799	\$586,300	\$581,200	\$581,200
Operations and Maintenance ¹	98,159	23,400	23,200	23,200
Contract Services	30,000	30,000	30,000	30,000
Activity Total	\$847,958	\$639,700	\$634,400	\$634,400
 Funding Sources:				
General Fund	\$818,187	\$639,700	\$634,400	\$634,400
Redevelopment Agency				
Operating Fund	29,718			
Air Quality Improvement Fund	53			
 Total Positions:				
Full-Time	4.4	3.6	3.4	3.4

PERFORMANCE MEASURES

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
<u>Professional Leadership</u>			
% of departmental objectives accomplished	90%	90%	90%

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

CITY MANAGER BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$570,191	\$476,700	\$466,800	\$466,800
Medicare	8,036	6,900	6,800	6,800
Retirement ¹	78,448	48,800	50,300	50,300
Health Insurance	63,124	53,900	57,300	57,300
Subtotal	719,799	586,300	581,200	581,200
<u>Operations and Maintenance:</u>				
Memberships and Dues	1,940	2,700	2,000	2,000
Training and Education	50	500	200	200
Travel, Conferences, Meetings	3,324	7,900	8,900	8,900
Auto Allowance	11,486	9,200	9,400	9,400
Mileage Reimbursement	80	400	300	300
Operating Supplies ²	1,838	100	100	100
Printing and Duplicating ²	298	300	200	200
Postage and Deliveries ²	506	100	100	100
Subscriptions and Books	89	500	300	300
Telephone and Other ²	923			
City Hall Rent ²	55,233			
Equipment Rentals/Leases ²	2,534			
Equipment Maintenance ²	140			
Software Licenses/Maintenance	2,225	1,700	1,700	1,700
General Liability ²	7,499			
Workers' Compensation ²	9,994			
Subtotal	98,159	23,400	23,200	23,200
<u>Contract Services:</u>				
Miscellaneous	30,000	30,000	30,000	30,000
Subtotal	30,000	30,000	30,000	30,000
Activity Total	\$847,958	\$639,700	\$634,400	\$634,400

¹ 401 (a) Plan administration fees transferred to the Management Services Department in Fiscal Year 2012-13.

² Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

ECONOMIC DEVELOPMENT/COMMUNITY PRESERVATION

DEPARTMENT DESCRIPTION

The Economic Development/Community Preservation Department is responsible for the implementation of economic development, code enforcement, and affordable housing activities in the City. The department coordinates public information and promotional tools; provides business assistance and educational programs; encourages growth and development of a diversified business community; and provides staff support to the City Council, and administration of the Community Development Block Grant.

FISCAL YEAR 2012-13 MAJOR ACCOMPLISHMENTS

1. Implemented the Fiscal Year 2012-13 Business Development and Attraction Work Plan containing new and enhanced business development, attraction, and retention strategies and partnerships that promote business growth and expansion in Lake Forest.
2. Prepared applications for OCTA's Station Van Program on behalf of Lake Forest Employers and coordinated with the participating employers on all application submittals and contractual agreements.
3. Administered the City contractual partnership with the Lake Forest Chamber of Commerce comprised of cosponsored business events (e.g., Meet the Mayor, Lake Forest Career Workshop, and the annual Secrets & Strategies for Business Success) and collaborative business marketing efforts promoting economic growth in Lake Forest.
4. Developed and implemented the second Shop & Dine Lake Forest Week that included the participation of over 220 Lake Forest businesses, 17 sponsors including the City's largest employers, and the inaugural Taste of Lake Forest attended by over 1,000 community members.
5. Hosted the 2012 Lake Forest Business Appreciation Luncheon attended by over 130 business owners representing more than 50 of the City's top employers and top producing companies.
6. Launched a new business smart phone application featuring available commercial properties in Lake Forest and the Lake Forest Business Video.
7. Continued implementation of Building and Safety Services, Planning, and Code Enforcement software system.
8. Continued development and implementation of Neighborhood Outreach, Stabilization, and Revitalization programs in specific areas within the City.
9. Initiated a comprehensive, sequential education and enforcement effort to bring the Countryside Perimeter Wall properties into code compliance, resulting in an improved streetscape on Lake Forest Drive between Rockfield Boulevard and Muirlands Boulevard.

FISCAL YEAR 2012-13 MAJOR ACCOMPLISHMENTS (continued)

10. Managed approximately 900 Code Enforcement cases using a consistent, comprehensive and education-based approach, protecting public health, life safety, welfare, aesthetics, and property values and realizing a case closure rate of over 90%.
11. Used the City's annual Community Development Block Grant to assist over 5,000 residents with social services including food and emergency shelter, health care services, and youth and senior programs.
12. Promoted housing and neighborhood preservation by providing eight low-income households with housing rehabilitation loans, exterior painting of seven homes for low-income households, and coordinating a community preservation informational meeting regarding available resources to address conditions in older communities.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Implement the Fiscal Year 2013-14 Business Development and Attraction Work Plan with enhanced attraction and retention strategies and partnerships that promote business growth and expansion in Lake Forest.
2. Based on the results of the 2012 Resident and Business Survey, identify new business seminars, partnerships, and web-based resources that can further promote business attraction, retention, and expansion in Lake Forest.
3. Continue Business Visitations to top employers, top sales tax producing companies, and fast growing companies in Lake Forest.
4. Administer the City's contractual partnership with the Lake Forest Chamber of Commerce.
5. Subject to City Council approval, draft a new Lake Forest Economic Development Strategy with current and long-term goals that can position Lake Forest as a competitive business location.
6. Evaluate and recommend new approaches and tools to facilitate cost recovery and efficiencies in the City's education-based code enforcement program.
7. Continue to seek opportunities to be comprehensive in Code Enforcement efforts by incorporating new insight and strategies from the Housing and Economic Development Divisions.
8. Expand the use of GIS mapping capabilities to augment current efforts to identify areas of the City that are in need of focused provision of informational or educational services dedicated to preserving and maintaining neighborhoods.
9. Expand the role of Code Enforcement in Emergency Services and Disaster preparedness efforts including training, preparation of informational materials for the community, and intra-agency coordination including close coordination with Neighborhood Watch and Business Watch programs.

FISCAL YEAR 2013-14 MAJOR INITIATIVES (continued)

10. Present options and issues to the Housing Authority Board for the disposition and development/rehabilitation of the real property assets of the former Lake Forest Redevelopment Agency.

ECONOMIC DEVELOPMENT/COMMUNITY PRESERVATION - ALL DIVISIONS BUDGET OVERVIEW
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel	\$573,756	\$981,000	\$970,300	\$970,300
Operations and Maintenance	152,895	143,000	128,600	128,600
Contract Services	335,917	685,900	413,400	413,400
Other	1,510,394	774,000	774,000	774,000
Activity Total	<u>\$2,572,962</u>	<u>\$2,583,900</u>	<u>\$2,286,300</u>	<u>\$2,286,300</u>
Funding Sources:				
General Fund	\$446,060	\$1,783,000	\$1,883,100	\$1,883,100
Community Development Block Grant Fund	280,382	413,400	327,600	327,600
Housing Authority Fund	67,363	387,500	75,600	75,600
Redevelopment Agency Debt Service Fund	1,510,394			
Redevelopment Agency Operating Fund	215,927			
Redevelopment Agency Low and Moderate Income Housing Fund	52,836			
Total Positions:				
Full-Time	<u>5.6</u>	<u>8.4</u>	<u>8.85</u>	<u>8.85</u>

PERFORMANCE MEASURES

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
<u>Redevelopment*</u>			
Establish performance goals and initiatives	100%	N/A	N/A
% of Department objectives accomplished	100%	N/A	N/A
% of Council/Agency/Commission requests completed	100%	N/A	N/A
% of Agency Conformance applications reviewed within standard timeframes	100%	N/A	N/A

PERFORMANCE MEASURES (continued)

<u>Description</u>	<u>Actual 2011-12</u>	<u>Adopted Budget 2012-13</u>	<u>Adopted Budget 2013-14</u>
<u>Redevelopment (continued)</u>			
% of Ask Lake Forest requests responded within approved timeframe	100%	N/A	N/A
<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%	10%	10%
<u>Housing</u>			
# of homes/mobile homes to receive exterior painting	5	6	6
# of homes that will receive rehab loans	6	8	8
<u>Community Preservation¹</u>			
% of code violations voluntarily corrected	93%	90%	90%

* The Lake Forest Redevelopment Agency was dissolved in February 2012. All performance measures were met while it was in existence.

¹ Community Preservation Division was transferred to the Economic Development/Community Preservation Department from the Development Services Department in Fiscal Year 2012-13.

ECONOMIC DEVELOPMENT/COMMUNITY PRESERVATION - ALL DIVISIONS BUDGET DETAIL
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$423,168	\$727,900	\$724,000	\$724,000
Part-Time Personnel	23,445	28,000	14,000	14,000
Medicare	6,163	10,900	10,700	10,700
Retirement	55,874	74,700	75,500	75,500
Health Insurance	65,106	139,500	146,100	146,100
Subtotal	573,756	981,000	970,300	970,300
<u>Operation and Maintenance:</u>				
Memberships and Dues	4,385	6,000	6,200	6,200
Training and Education	755	1,100	800	800
Travel, Conferences, Meetings	712	2,000	4,800	4,800
Auto Allowance	8,582	9,000	9,000	9,000
Mileage Reimbursement	624	100	400	400
Operating Supplies ¹	3,253	2,900	1,700	1,700
Printing and Duplicating ¹	479	3,800	800	800
Postage and Deliveries ¹	3,869	900	5,200	5,200
Subscriptions and Books	10,242	14,200	11,400	11,400
Uniforms		1,700	1,700	1,700
Telephone and Other ¹	2,068	2,700	2,700	2,700
City Hall Rent ¹	91,559			
Equipment Rentals/Leases ¹	3,522			
Building Maintenance	9,372			
Equipment Maintenance ¹	187			
Software Licenses/Maintenance		10,300	10,300	10,300
Vehicle Maintenance		5,500	5,500	5,500
Real Property Maintenance		79,800	65,100	65,100
Website Update Services	2,090	3,000	3,000	3,000
General Liability ¹	5,399			
Workers' Compensation ¹	5,797			
Subtotal	152,895	143,000	128,600	128,600
<u>Contract Services:</u>				
Auditing	1,508	7,500	5,000	5,000
Legal	11,817	40,000	50,000	50,000
Economic Development	43,558	67,500	69,000	69,000
Housing		51,000		
Redevelopment	35,783			
Communications	21,867	35,000	18,300	18,300
General		10,000	3,300	3,300

ECONOMIC DEVELOPMENT/COMMUNITY PRESERVATION - ALL DIVISIONS BUDGET DETAIL (continued)
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Contract Services (continued):</u>				
Administration		118,000	9,300	9,300
Public Service Grants	64,627	62,200	56,000	56,000
Housing Rehabilitation Loans	105,000	178,500	130,000	130,000
Rehabilitation Loan Fees	5,235	23,200	8,500	8,500
Rehabilitation Loan Services	15,678	53,000	22,000	22,000
Citywide Paint Program	30,844	40,000	42,000	42,000
Subtotal	335,917	685,900	413,400	413,400
<u>Other:</u>				
Pass-Through Payments	1,510,394			
Saguaro Relocation		224,000	224,000	224,000
Debt Service Payments ²		550,000	550,000	550,000
Subtotal	1,510,394	774,000	774,000	774,000
Activity Total	\$2,572,962	\$2,583,900	\$2,286,300	\$2,286,300

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² Transferred from the Finance Department in Fiscal Year 2012-13.

ADMINISTRATION DIVISION BUDGET DETAIL
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Expense Classification	Actual 2011-12¹	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$115,692			
Part-Time Personnel	11,136			
Medicare	2,016			
Retirement	17,051			
Health Insurance	19,424			
Subtotal	165,319	0	0	0
<u>Operation and Maintenance:</u>				
Memberships and Dues	4,260			
Training and Education	560			
Travel, Conferences, Meetings	457			
Auto Allowance	1,876			
Mileage Reimbursement	318			
Operating Supplies	898	\$1,300		
Printing and Duplicating	217	2,500		
Postage and Deliveries	208	500		
Subscriptions and Books	1,269			
Telephone and Other	345			
City Hall Rent	40,638			
Equipment Rentals/Leases	1,036			
Equipment Maintenance	44			
General Liability Insurance	5,399			
Workers' Compensation	5,797			
Subtotal	63,322	4,300	0	0
<u>Contract Services:</u>				
Legal		40,000	\$50,000	\$50,000
Administration		118,000	9,300	9,300
Redevelopment	27,048			
Communications	4,393			
Subtotal	31,441	158,000	59,300	59,300

ADMINISTRATION DIVISION BUDGET DETAIL (continued)
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Expense Classification	Actual 2011-12¹	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Other:</u>				
Debt Service Payments ²		550,000	550,000	550,000
Saguaro Relocation			224,000	224,000
Pass-Through Payments	1,510,394			
Subtotal	1,510,394	550,000	774,000	774,000
Activity Total	\$1,770,476	\$712,300	\$833,300	\$833,300
Funding Sources:				
General Fund	\$45,572	\$712,300	\$833,300	\$833,300
Redevelopment Agency Operating Fund	214,510			
Redevelopment Agency Debt Service Fund	1,510,394			

¹ Many of these costs were included in the former Redevelopment Department.

² Transferred from the Finance Department in Fiscal Year 2012-13.

ECONOMIC DEVELOPMENT DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$209,191	\$222,000	\$214,700	\$214,700
Part-Time Personnel	12,309	24,500	14,000	14,000
Medicare	3,082	3,600	3,300	3,300
Retirement	24,798	23,000	21,500	21,500
Health Insurance	30,633	43,400	41,300	41,300
Subtotal	<u>280,013</u>	<u>316,500</u>	<u>294,800</u>	<u>294,800</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	125	5,800	5,900	5,900
Training and Education	195	200	200	200
Travel, Conferences, Meetings	255	1,100	2,400	2,400
Auto Allowance	4,606	4,500	4,500	4,500
Mileage Reimbursement	306		300	300
Operating Supplies ¹	1,884	600	700	700
Printing and Duplicating ¹	168	500	500	500
Postage and Deliveries ¹	3,661	200	5,000	5,000
Subscriptions and Books	8,973	12,000	7,100	7,100
Telephone and Other ¹	1,526			
City Hall Rent ¹	27,036			
Equipment Rentals/Leases ¹	1,901			
Equipment Maintenance ¹	116			
Website Update Services	2,090	3,000	3,000	3,000
Subtotal	<u>52,842</u>	<u>27,900</u>	<u>29,600</u>	<u>29,600</u>
<u>Contract Services:</u>				
Economic Development	43,558	67,500	69,000	69,000
Communications	17,474	35,000	18,300	18,300
Subtotal	<u>61,032</u>	<u>102,500</u>	<u>87,300</u>	<u>87,300</u>
Activity Total	<u><u>\$393,887</u></u>	<u><u>\$446,900</u></u>	<u><u>\$411,700</u></u>	<u><u>\$411,700</u></u>
<u>Funding Source:</u>				
General Fund	\$392,537	\$446,900	\$411,700	\$411,700
Redevelopment Agency Operating Fund	1,350			

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

HOUSING DIVISION BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel:				
Full-Time Personnel	\$98,285	\$220,500	\$194,300	\$194,300
Part-Time Personnel		3,500		
Medicare	1,065	3,200	2,800	2,800
Retirement	14,025	22,600	20,500	20,500
Health Insurance	15,049	34,100	32,200	32,200
Subtotal	128,424	283,900	249,800	249,800
Operation and Maintenance:				
Auto Allowance	2,100	4,500	4,500	4,500
Operating Supplies ¹	471	200	200	200
Printing and Duplicating ¹	94	100	100	100
Postage and Deliveries ¹		100	100	100
Subscriptions and Books		700	1,400	1,400
Telephone and Other ¹	197			
City Hall Rent ¹	23,885			
Equipment Rentals/Leases ¹	585			
Building Maintenance	4,436			
Equipment Maintenance ¹	27			
Real Property Maintenance	53,604	79,800	65,100	65,100
Subtotal	85,399	85,400	71,400	71,400
Contract Services:				
General		10,000	3,300	3,300
Public Service Grants	64,627	62,200	56,000	56,000
Housing Rehabilitation Loans	105,000	178,500	130,000	130,000
Rehabilitation Loan Fees	5,640	23,200	8,500	8,500
Rehabilitation Loan Services	15,873	53,000	22,000	22,000
Citywide Paint Program	30,844	40,000	42,000	42,000
Auditing	3,778	7,500	5,000	5,000
Housing		51,000		
Legal	11,817			
Redevelopment	8,735			
Subtotal	246,314	425,400	266,800	266,800

HOUSING DIVISION BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Other:</u>				
Saguaro Relocation		224,000		
Subtotal	0	224,000	0	0
Activity Total	<u>\$460,137</u>	<u>\$1,018,700</u>	<u>\$588,000</u>	<u>\$588,000</u>
Funding Sources:				
General Fund	\$7,951	\$217,800	\$184,800	\$184,800
Community Development Block Grant Fund	280,382	413,400	327,600	327,600
Redevelopment Agency Operating Fund	67			
Housing Authority Fund	118,901	387,500	75,600	75,600
Agency Low/Mod Housing Fund	52,836			

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

COMMUNITY PRESERVATION DIVISION BUDGET DETAIL
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13¹	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel		\$285,400	\$315,000	\$315,000
Medicare		4,100	4,600	4,600
Retirement		29,100	33,500	33,500
Health Insurance		62,000	72,600	72,600
Subtotal	0	380,600	425,700	425,700
<u>Operation and Maintenance:</u>				
Memberships and Dues		200	300	300
Training and Education		900	600	600
Travel, Conferences, Meetings		900	2,400	2,400
Mileage Reimbursement		100	100	100
Operating Supplies		800	800	800
Printing and Duplicating		700	200	200
Postage and Deliveries		100	100	100
Subscriptions and Books		1,500	2,900	2,900
Uniforms		1,700	1,700	1,700
Telephone and Other		2,700	2,700	2,700
Software Licenses/Maintenance		10,300	10,300	10,300
Vehicle Maintenance		5,500	5,500	5,500
Subtotal	0	25,400	27,600	27,600
Activity Total	\$0	\$406,000	\$453,300	\$453,300
<u>Funding Sources:</u>				
General Fund		\$406,000	\$453,300	\$453,300
Redevelopment Agency Operating Fund				

¹ The Code Enforcement Division was moved to the Economic Development/
Community Preservation Department in Fiscal Year 2012-13.

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 2012-13 MAJOR ACCOMPLISHMENTS

1. Continued implementation of the Opportunities Study.
2. Provided entitlement and CEQA representation on individual Opportunities Study projects.
3. Completion of Sports Park construction documents.
4. Assisted Council in reevaluation of City's appeals ordinance and municipal code update.
5. Updated City's purchasing ordinance and policies.
6. Successfully prosecuted numerous misdemeanor cases arising within the City, including obtaining guilty verdicts, fines, and stay away orders for criminal defendants.
7. Completed training for newly-elected Council Members.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Continue to assist City in real estate transactions relating to acquisition and construction of public facilities in the Opportunities Study area.
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. Advise on General Plan update, including CEQA compliance.
6. Implement new telecommunications program, including justification for fair market charges for right-of-way placement (DC office).
7. Assist City and its former Redevelopment Agency ("Agency") in implementing state legislation and court decisions mandating elimination of the Agency and the transfer of administration of outstanding responsibilities to the City as successor agency.

CITY ATTORNEY BUDGET OVERVIEW
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Operations and Maintenance ¹	\$16,053			
Contract Services	1,721,022	\$1,147,000	\$1,296,900	\$1,296,900
Activity Total	\$1,737,075	\$1,147,000	\$1,296,900	\$1,296,900

Funding Sources:

General Fund	\$1,656,963	\$1,107,000	\$1,250,900	\$1,250,900
General Fund - NPDES ²	53,467	40,000	46,000	46,000
Redevelopment Agency Operating Fund	26,288			
Low and Moderate Income Housing Fund	357			

¹ Transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² NPDES = National Pollutant Discharge Elimination System

CITY ATTORNEY BUDGET DETAIL
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Operations and Maintenance:</u>				
City Hall Rent ¹	\$16,053			
Subtotal	16,053	0	0	0
<u>Contract Services:</u>				
Legal	1,721,022	\$1,140,000	\$1,049,900	\$1,049,900
Reimbursed Legal			240,000	240,000
Outside Legal		2,000	2,000	2,000
Miscellaneous Legal		5,000	5,000	5,000
Subtotal	1,721,022	1,147,000	1,296,900	1,296,900
Activity Total	\$1,737,075	\$1,147,000	\$1,296,900	\$1,296,900

¹ Transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

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 2012-13 MAJOR ACCOMPLISHMENTS

1. Expanded the Cal-Card program to streamline the purchasing process within the City.
2. Started issuance of debt process for the Sports Park.
3. Continued the analysis of cash flow for the Opportunities Study Area.
4. Implemented Prosystems Fx Engagement accounting software to reduce outside consulting costs incurred for various reporting requirements.
5. Completed three due diligence reviews for the Department of Finance for the dissolution of the Redevelopment Agency.
6. Began the formation of community facilities districts related to future Opportunities Study Area property development (Madison).
7. Created a financial sustainability plan to provide a framework in which to proceed during significant financial events.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Continue with cash flow analysis for Opportunities Study Area.
2. Prepare an analysis of the City's financial policies.
3. Continue to research a new accounting system.
4. Implement an online integrated human capital management solution, incorporating payroll, benefits, and human resources administration.
5. Continue to coordinate the formation of community facilities districts related to future Opportunities Study Area property development.
6. Complete issuance of "bridge financing" for the Sports Park.

FINANCE DEPARTMENT BUDGET OVERVIEW

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel	\$516,103	\$594,200	\$642,600	\$642,600
Operations and Maintenance ¹	525,858	214,500	1,543,700	1,543,700
Contract Services	713,512	134,200	151,200	151,200
Activity Total	\$1,755,473	\$942,900	\$2,337,500	\$2,337,500
Funding Sources:				
General Fund	\$916,421	\$942,900	\$923,300	\$923,300
Certificates of Participation Fund	810,568		1,414,200	1,414,200
Housing Authority Fund	2,270			
Redevelopment Agency Operating Fund	30,714			
Total Positions:				
Full-Time	5.0	5.0	5.45	5.45

PERFORMANCE MEASURES

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
<u>Accounting</u>			
Management letter items	0	0	0
% of invoices paid without incurring finance charges	100%	100%	100%
Days after month end for issuance of financial reports	10	20	10
<u>Budget Preparation</u>			
Date Budget adopted	6/21/2011	6/19/2012	6/18/2013
General fund revenues collected as % of revised estimates ²	90%	90%	90%
General fund expenditures expended as % budgeted ²	95%	95%	95%

PERFORMANCE MEASURES (continued)

<u>Description</u>	<u>Actual 2011-12</u>	<u>Adopted Budget 2012-13</u>	<u>Adopted Budget 2013-14</u>
<u>Budget Preparation (continued):</u>			
Annual Financial Report awards received	1	1	1
<u>Investment Management</u>			
Invested funds as % of total cash and investments	99%	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) ³	48	100	100

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² Excludes carryovers

³ Reflects intention to provide sufficient liquidity for significant future capital projects

FINANCE DEPARTMENT BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$360,526	\$428,200	\$449,800	\$449,800
Overtime	2,578	2,500	2,500	2,500
Part-Time Personnel	16,284	35,000	40,500	40,500
Medicare	5,190	6,800	7,100	7,100
Retirement	48,666	44,200	52,800	52,800
Health Insurance	82,859	77,500	89,900	89,900
Subtotal	<u>516,103</u>	<u>594,200</u>	<u>642,600</u>	<u>642,600</u>
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,720	1,100	1,100	1,100
Training and Education	2,232	3,600	3,600	3,600
Travel, Conferences, Meetings	1,017	2,500	2,500	2,500
Auto Allowance	6,390	7,800	7,800	7,800
Mileage Reimbursement	108	200	200	200
Operating Supplies ¹	4,335	1,900	1,400	1,400
Printing and Duplicating ¹	4,602	5,000	4,000	4,000
Postage and Deliveries ¹	608	1,000	1,000	1,000
Subscriptions and Books	1,445	800	800	800
Telephone and Other ¹	1,182			
Certificate Lease Payments ²	235,000		1,414,200	1,414,200
City Hall Rent ¹	41,270			
Equipment Rentals/Leases ¹	3,260			
Equipment Maintenance ¹	177			
Software Licenses/Maint.	16,831	10,000	10,000	10,000
Bank Charges and Fees	17,874	25,600	21,100	21,100
Property Tax Administration	158,005	155,000	76,000	76,000
Cash (Over/Short)	109			
General Liability ¹	6,299			
Workers' Compensation ¹	23,394			
Subtotal	<u>525,858</u>	<u>214,500</u>	<u>1,543,700</u>	<u>1,543,700</u>
<u>Contract Services:</u>				
Other	78,893	4,500	4,500	4,500
Interest Expense ²	492,175			
Auditing	45,100	45,000	45,000	45,000
Special Audits	11,250	24,000	24,000	24,000
Sales Tax Audits	28,515	17,000	17,000	17,000
Payroll	17,635	16,000	33,000	33,000
Miscellaneous	15,615			

FINANCE DEPARTMENT BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Contract Services (continued):</u>				
General	24,254	27,700	27,700	27,700
F CPP Financial Services	75			
Subtotal	713,512	134,200	151,200	151,200
Activity Total	\$1,755,473	\$942,900	\$2,337,500	\$2,337,500

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² Transferred to Administration - Economic Development/Community Preservation Department in Fiscal Year 2012-13 for El Toro Road. In Fiscal Year 2013-14, it was added in Finance for Alton Parkway.

DEVELOPMENT SERVICES

DEPARTMENT DESCRIPTION

The Development Services Department is responsible for the administration of programs that guide the City's growth and development. The Department includes the Planning Division and the Building and Safety Services Divisions. The department provides planning-related staff support to the City Council and Planning Commission and coordinates the activities of the regional planning agencies affecting the City. The Building and Safety Services Division issues building permits and provides inspection services for new construction and remodeling activity throughout the City.

FISCAL YEAR 2012-13 MAJOR ACCOMPLISHMENTS

1. Provided assistance to the public, business and development community through the review and analysis of proposed projects and presented recommendations to the Planning Commission and City Council.
2. Secured all necessary resource agency permits for the Sports Park and assisted Public Works to oversee the required mitigation and monitoring efforts.
3. Reviewed plans and issued permits for 2,626 and performed 7,670 building inspections.
4. Recommended enhancements to the City's regulations to provide additional opportunities for business signage and promotional activities and developed a program to coordinate signage for the New Neighborhoods within the OSA.
5. Continued efforts to modernize and streamline the City's Zoning Ordinance through workshops and Municipal Code amendments on subdivision, signage, parking and the implementation of the non-residential use ordinance.
6. Reviewed and implemented development plans for the Baker Ranch and Whisler Residential communities, including subdivision maps, landscape plans, park plans, neighborhood plans and building plans.
7. Reviewed proposed plans for the Portola Center New Neighborhood and continued neighborhood outreach with the Portola Hills community through focused workshops of traffic issues and developed a plan to address traffic concerns.
8. Commenced preparation of the City's 2014 Housing Element, including public outreach and workshops and public review of the Draft Element.
9. Reviewed projects within the City and in adjacent jurisdictions, including the environmental analysis for the El Toro Stadium, Musick Jail expansion, Saddle Creek and Sky Ridge projects.
10. Analyzed additional land use changes for three properties within the OSA and presented the projects for City Council consideration.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Provide assistance to the public, business and development community through the review and analysis of proposed projects and present recommendations for Planning Commission consideration.
2. Complete the review and community outreach for the Portola Center development and present for Planning Commission and City Council consideration.
3. Complete the 2014 Housing Element and present for City Council approval and certification by the State.
4. Continue implementing the modernization and streamlining of the City's Zoning Ordinance for Planning Commission and City Council consideration.
5. Continue coordination with Public Works on Sports Park mitigation implementation and secure the necessary Resource Agency permits for the Civic Center site.
6. Prepare amendments to the 2014 Building Codes for City Council adoption.
7. Provide timely customer service for the review of building plans and inspections and provide enhanced services to the public and development community utilizing the City's technology.
8. Review and recommend the selection of a consultant to provide Building and Safety Services.

**DEVELOPMENT SERVICES - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel	\$1,549,742	\$1,165,500	\$1,083,600	\$1,083,600
Operations and Maintenance ¹	304,396	89,600	87,400	87,400
Contract Services	1,212,753	945,100	1,003,000	1,003,000
Activity Total	\$3,066,891	\$2,200,200	\$2,174,000	\$2,174,000
Funding Sources:				
General Fund	\$2,994,565	\$2,200,200	\$2,174,000	\$2,174,000
Redevelopment Agency Operating Fund	72,326			
Total Positions:				
Full-Time	14.0	10.0	9.0	9.0

PERFORMANCE MEASURES

Description	Actual <u>2011-12</u>	Adopted Budget <u>2012-13</u>	Adopted Budget <u>2013-14</u>
<u>Building Inspection and Construction</u>			
<u>Plan Review</u>			
% of plan checks completed within timeframes established by City contract	98%	100%	100%
% of building inspections completed within timeframes established by City contract	100%	100%	100%
<u>Planning Division</u>			
% of staff planning reviews completed within established timeframes	95%	95%	95%
<u>Administration</u>			
% of Planning Commission issues addressed	100%	100%	100%

¹Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

DEVELOPMENT SERVICES - ALL DIVISIONS
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$1,142,634	\$864,700	\$792,800	\$792,800
Overtime	738	800	1,000	1,000
Part-Time Personnel	39,534	43,000	43,000	43,000
Medicare	16,263	13,200	12,100	12,100
Retirement	155,503	88,800	86,200	86,200
Health Insurance	195,070	155,000	148,500	148,500
Subtotal	1,549,742	1,165,500	1,083,600	1,083,600
<u>Operations and Maintenance:</u>				
Memberships and Dues	3,095	3,700	3,800	3,800
Training and Education	685	4,100	4,200	4,200
Travel, Conferences, Meetings	90	5,900	6,800	6,800
<u>Individual Travel Accounts:</u>				
Anderson Travel		1,000		
Brower Travel			1,000	1,000
Carter Travel		1,000		
Hamilton Travel			1,000	1,000
Hughes Travel		1,000	1,000	1,000
Verplancke Travel		1,000	1,000	1,000
Zechmeister Travel		1,000	1,000	1,000
Commissioner Stipend		15,300	11,400	11,400
Auto Allowance	16,921	16,800	16,800	16,800
Mileage Reimbursement	277	700	700	700
Operating Supplies ¹	11,833	2,900	4,000	4,000
Printing and Duplicating ¹	2,096	1,800	2,000	2,000
Postage and Deliveries ¹	1,067	500	500	500
Subscriptions and Books	4,908	3,900	5,600	5,600
Uniforms	2,165	1,200	800	800
Telephone and Other ¹	6,271	1,200	1,200	1,200
City Hall Rent ¹	155,874			
Equipment Rentals/Leases ¹	15,466	6,000	4,000	4,000
Equipment Maintenance ¹	563			
Software Licenses/Maintenance	38,289	20,600	20,600	20,600
Vehicle Replacement ²	6,400			
Vehicle Maintenance ²	3,909			
General Liability ¹	14,898			
Workers' Compensation ¹	19,589			
Subtotal	304,396	89,600	87,400	87,400

DEVELOPMENT SERVICES - ALL DIVISIONS
BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Contract Services:</u>				
Records Management		5,000	5,000	5,000
Planning	614,099	190,100	148,000	148,000
Opportunities Study	6,997			
Building and Safety	591,657	750,000	850,000	850,000
Subtotal	1,212,753	945,100	1,003,000	1,003,000
Activity Total	\$3,066,891	\$2,200,200	\$2,174,000	\$2,174,000

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² The Code Enforcement Division was moved to the Economic Development/Community Preservation Department in Fiscal Year 2012-13.

DEVELOPMENT SERVICES - ADMINISTRATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$342,864	\$333,600	\$269,500	\$269,500
Overtime	139	300	500	500
Part-Time Personnel	19,776	29,800	29,800	29,800
Medicare	5,008	5,300	4,300	4,300
Retirement	45,213	34,400	29,400	29,400
Health Insurance	55,564	62,000	49,500	49,500
Subtotal	<u>468,564</u>	<u>465,400</u>	<u>383,000</u>	<u>383,000</u>
<u>Operations and Maintenance:</u>				
Memberships and Dues	715	700	800	800
Training and Education	105	1,200	1,200	1,200
Travel, Conferences, Meetings	90	1,500	1,200	1,200
Auto Allowance	4,819	4,800	4,800	4,800
Mileage Reimbursement	40	300	300	300
Operating Supplies ¹	2,758	700	1,000	1,000
Printing and Duplicating ¹	312		200	200
Postage and Deliveries ¹	247			
Subscriptions and Books	2,962	3,000	2,000	2,000
Telephone and Other ¹	901			
City Hall Rent ¹	29,402			
Equipment Rentals/Leases ¹	2,488			
Equipment Maintenance ¹	135			
General Liability ¹	14,898			
Workers' Compensation ¹	19,589			
Subtotal	<u>79,461</u>	<u>12,200</u>	<u>11,500</u>	<u>11,500</u>
<u>Contract Services:</u>				
Records Management		5,000	5,000	5,000
Subtotal	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Activity Total	<u>\$548,025</u>	<u>\$482,600</u>	<u>\$399,500</u>	<u>\$399,500</u>
<u>Funding Sources:</u>				
General Fund	\$541,446	\$482,600	\$399,500	\$399,500
Redevelopment Agency				
Operating Fund	6,579			

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

DEVELOPMENT SERVICES - BUILDING DIVISION BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$65,897	\$63,500	\$63,000	\$63,000
Overtime	308			
Medicare	897	900	900	900
Retirement	8,760	6,500	6,800	6,800
Health Insurance	14,028	15,500	16,500	16,500
Subtotal	89,890	86,400	87,200	87,200
<u>Operation and Maintenance:</u>				
Memberships and Dues	225	500	500	500
Training and Education	150	300	1,000	1,000
Mileage Reimbursement		100	200	200
Operating Supplies ¹	3,005	700	1,200	1,200
Printing and Duplicating ¹	759	500	500	500
Postage and Deliveries ¹	269			
Subscriptions and Books		300	3,300	3,300
Uniforms	686	1,200	800	800
Telephone and Other ¹	985	1,200	1,200	1,200
City Hall Rent ¹	44,425			
Equipment Rentals/Leases ¹	7,828	6,000	4,000	4,000
Equipment Maintenance ¹	148			
Software Licenses/Maintenance	12,763	10,300	10,300	10,300
Subtotal	71,243	21,100	23,000	23,000
<u>Contract Services:</u>				
Building and Safety	591,657	750,000	850,000	850,000
Subtotal	591,657	750,000	850,000	850,000
Activity Total	\$752,790	\$857,500	\$960,200	\$960,200
 Funding Source:				
General Fund	\$752,790	\$857,500	\$960,200	\$960,200

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

DEVELOPMENT SERVICES - PLANNING DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$448,277	\$467,600	\$460,300	\$460,300
Overtime		500	500	500
Part-Time Personnel	19,758	13,200	13,200	13,200
Medicare	6,549	7,000	6,900	6,900
Retirement	62,138	47,900	50,000	50,000
Health Insurance	69,454	77,500	82,500	82,500
Subtotal	606,176	613,700	613,400	613,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,855	2,500	2,500	2,500
Training and Education	430	2,600	2,000	2,000
Travel, Conferences, Meetings		4,400	5,600	5,600
<u>Commissioner Travel:</u>				
Anderson Travel		1,000		
Brower Travel			1,000	1,000
Carter Travel		1,000		
Hamilton Travel			1,000	1,000
Hughes Travel		1,000	1,000	1,000
Verplancke Travel		1,000	1,000	1,000
Zechmeister Travel		1,000	1,000	1,000
Commissioner Stipend		15,300	11,400	11,400
Auto Allowance	12,102	12,000	12,000	12,000
Mileage Reimbursement	237	300	200	200
Operating Supplies ¹	3,785	1,500	1,800	1,800
Printing and Duplicating ¹	597	1,300	1,300	1,300
Postage and Deliveries ¹	335	500	500	500
Subscriptions and Books	303	600	300	300
Telephone and Other ¹	1,079			
City Hall Rent ¹	58,262			
Equipment Rentals/Leases ¹	2,977			
Equipment Maintenance ¹	162			
Software Licenses/Maintenance	12,763	10,300	10,300	10,300
Subtotal	94,887	56,300	52,900	52,900

DEVELOPMENT SERVICES - PLANNING DIVISION
BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Contract Services:</u>				
Planning	614,099	190,100	148,000	148,000
Opportunities Study	6,997			
Subtotal	621,096	190,100	148,000	148,000
Activity Total	\$1,322,159	\$860,100	\$814,300	\$814,300
 Funding Sources:				
General Fund	\$1,291,357	\$860,100	\$814,300	\$814,300
Redevelopment Agency				
Operating Fund	30,802			

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

CODE ENFORCEMENT DIVISION BUDGET DETAIL
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13¹	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$285,596			
Overtime	291			
Medicare	3,809			
Retirement	39,392			
Health Insurance	56,024			
Subtotal	385,112	0	0	0
<u>Operation and Maintenance:</u>				
Memberships and Dues	300			
Operating Supplies	2,285			
Printing and Duplicating	428			
Postage and Deliveries	216			
Subscriptions and Books	1,643			
Uniforms	1,479			
Telephone and Other	3,306			
City Hall Rent	23,785			
Equipment Rentals/Leases	2,173			
Equipment Maintenance	118			
Software Licenses/Maintenance	12,763			
Vehicle Replacement	6,400			
Vehicle Maintenance	3,909			
Subtotal	58,805	0	0	0
Activity Total	\$443,917	\$0	\$0	\$0

Funding Sources:

General Fund	\$408,972
Redevelopment Agency	
Operating Fund	34,945

¹ The Code Enforcement Division was moved to the Economic Development/Community Preservation Department in Fiscal Year 2012-13.

PUBLIC WORKS

DEPARTMENT DESCRIPTION

The Public Works Department is dedicated to providing high quality public facilities and services to the Lake Forest community. The Department serves the community by developing, constructing, and maintaining the public infrastructure. Public infrastructure includes all public streets, sidewalks, storm drains, traffic signals, landscaping, parks, buildings, solid waste collection services, and city fleet maintenance. We do this through five major disciplines: Administration, Engineering, Infrastructure Maintenance, Traffic Management, and Water Quality.

The Department is also responsible for implementation of the City's Capital Improvement Program ("CIP"). The CIP is responsive to our community by delivering construction projects that enhance and preserve Lake Forest's quality of life. The City Council updates the CIP every two years based upon community input and the City's 5-Year Strategic Plan. The Department takes great pride in developing and preserving the infrastructure of Lake Forest for all of its residents, businesses, and visitors.

FISCAL YEAR 2012-13 MAJOR ACCOMPLISHMENTS

1. Completed the Alton Parkway Gap Closure project.
2. Completed the Rancho Parkway Gap Closure project.
3. Awarded second amendments to the Residential and Commercial Solid Waste Franchise Agreements.
4. Developed Request for Proposals for Residential and Commercial Solid Waste collection services.
5. Completed Grading and Drainage of the Lake Forest Sports Park Improvements.
6. Initiated construction of Sports Park Improvements.
7. Initiated construction of Recreation Center project.
8. Completed preliminary design of Teed Street Storm Drain Improvement project.
9. Initiated construction of Tamarisk Park and Rimgate Park Improvement projects.
10. Completed construction of four streetscape improvement projects – El Toro Road, Jeronimo Road, Rockfield Boulevard and Trabuco Road streetscape projects.
11. Awarded new contracts for Park Restroom Janitorial Services, Park Maintenance, and Sports Parks Maintenance Services.

FISCAL YEAR 2012-13 MAJOR ACCOMPLISHMENTS (continued)

12. Extended contracts for Bus Shelter Maintenance Services, Park Restroom Janitorial Services, Landscape Maintenance of Medians, Parkways, and Slopes, Tree Services, City Hall Janitorial Services, and On-Call Electrical Repair Services.
13. Established new citywide speed limits.
14. Received funding to synchronization Santa Margarita Parkway, Los Alisos Boulevard, and Lake Forest Drive corridors.
15. Worked collaboratively on the Environmental Approval process with the Orange County Transportation Authority and neighboring cities on the I-5 Widening for High Occupancy Vehicle lanes from Route 73 to El Toro Road.
16. Worked collaboratively with the Orange County Transportation Authority and neighboring cities on the El Toro Road Interchange Modification Project Study Report.
17. Initiated retrofits of 67 catch basins with automatic retractable screens as part of the M2 Environmental Tier 1 (Phase II) grant funding.
18. Completed construction of Americans with Disabilities Act access ramps Phase V Improvements project (77 ramps).
19. Reviewed and approved proposed plans and inspected initial constructed improvements for the Shea Baker Ranch development.
20. Re-established collaborative efforts between stakeholders to develop opportunities for Serrano Creek restoration.
21. Continued collaborative development of an implementation program for TMDLs affecting the Newport Bay Watershed.
22. Successfully maintained 160 miles of roadway.
23. Successfully maintained 258 acres parks, medians parkways, and slopes.
24. Recruited for four new management positions for the department.
25. Consolidated citywide fleet maintenance into the department.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Manage construction for the Sports Park Improvement project.
2. Implement projects identified in the Capital Improvement Program.
3. Award a new contract for Residential and Commercial Solid Waste Collection Services.
4. Complete the construction of the Rimgate – Tamarisk Park Projects.
5. Complete the construction of the Alton/Towne Centre/Rancho Parkway intersection.
6. Continue to work collaboratively with the Orange County Transportation Authority and neighboring cities on the I-5 Widening for High Occupancy Vehicle lanes from Route 73 to El Toro Road.

FISCAL YEAR 2013-14 MAJOR INITIATIVES (continued)

7. Continue to work collaboratively with the Orange County Transportation Authority and neighboring cities on the El Toro Road Interchange Modification Project Study Report.
8. Initiate the design of the signalized intersection on Rancho Parkway at the Sports Park access road.
9. Work collaboratively with the City of Laguna Hills to resurface El Toro Road from the City limits at I-5 to Bridger Road.
10. Staff will continue the collaborative process with the City of Irvine, County of Orange, Orange County Transportation Authority, and other stakeholders to establish the Portola Parkway Gap Closure Project as a regional priority.
11. Complete construction of Americans with Disabilities Act access ramps Phase VI Improvements project (48 ramps).
12. Complete final design and construction of the Teed Street Storm Drain Improvements project.
13. Approve Final Maps and improvement plans within established review times for the Shea Baker Ranch Associates property.
14. Complete the retrofit of 67 catch basins with automatic retractable screens as part of the M2 Environmental Tier 1 (Phase II) grant funding.
15. Continue collaborative efforts between stakeholders to develop opportunities for Serrano Creek restoration.
16. Complete collaborative development of an implementation program for TMDLs affecting the Newport Bay Watershed.
17. Seek M2 competitive grant funding opportunities through Orange County Transportation Authority's Environmental Cleanup Program (Project X).
18. Implement a new Pavement Management System to manage the City's street inventory.

**PUBLIC WORKS - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel	\$1,463,166	\$1,592,900	\$1,564,900	\$1,564,900
Operations and Maintenance ¹	2,035,543	1,734,100	1,876,200	1,876,200
Contract Services	5,603,551	5,313,300	5,940,000	5,940,000
Activity Total	<u>\$9,102,260</u>	<u>\$8,640,300</u>	<u>\$9,381,100</u>	<u>\$9,381,100</u>
Funding Sources:				
General Fund	\$7,281,038	\$6,877,500	\$7,359,500	\$7,359,500
Gas Tax Fund	1,807,099	1,762,800	1,971,600	1,971,600
Air Quality Management District Fund			50,000	50,000
Redevelopment Agency Operating Fund	14,123			
Total Positions:				
Full-Time	<u>14.0</u>	<u>14.0</u>	<u>15.0</u>	<u>15.0</u>

PERFORMANCE MEASURES

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
<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	91%	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	17%	0%	10%
% change: landscape maintenance cost contracted services	12%	10%	10%
% change: citizen requests	29%	-5%	0%
<u>Park Maintenance</u>			
% change: park maintenance cost	5%	5%	5%

PERFORMANCE MEASURES (continued)

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
<u>Park Maintenance (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	61%	-5%	0%
<u>Park Planning and Construction</u>			
Improved acres as % of planned	100%	100%	100%
<u>Solid Waste Services</u>			
% change: cost per ton disposed	0%	3%	3%
% change: cost per ton diverted	-1.9%	0%	2%
% change: staff hours per total tons	5%	5%	5%
% change: service requests per total tons	0%	3%	0%
% of service request initial investigation completed within 5 days	100%	100%	100%
% change: citizen requests	129%	-5%	0%
<u>Streets and Right-of-Way Maintenance</u>			
% of paved street lane miles rated fair or better	81%	80%	80%
% of service request initial responses accomplished within 5 days	100%	100%	100%
% change: cost per sidewalk repair (square foot)	0%	5%	0%
% change: cost per traffic signal maintained	9%	0%	3%
% change: cost per tree maintained	0%	0%	0%
% change: cost per paved street curb mile swept	0%	-8%	1%
Days between street sweepings	7	7	7
% change: citizen requests	10%	-5%	0%
<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%

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

**PUBLIC WORKS - ALL DIVISIONS
BUDGET DETAIL**

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$1,103,566	\$1,232,200	\$1,175,700	\$1,175,700
Part-Time Personnel			14,000	14,000
Overtime	124			
Medicare	15,204	17,900	17,300	17,300
Retirement	146,554	125,800	126,900	126,900
Health Insurance	197,718	217,000	231,000	231,000
Subtotal	1,463,166	1,592,900	1,564,900	1,564,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	3,402	3,700	3,600	3,600
Training and Education	2,030	3,500	3,600	3,600
Travel, Conferences, Meetings	128	7,600	8,400	8,400
Auto Allowance	16,681	19,900	13,900	13,900
Mileage Reimbursement	460	700	1,300	1,300
Operating Supplies ¹	9,220	1,700	5,700	5,700
Printing and Duplicating ¹	1,621	500	500	500
Postage and Deliveries ¹	861	200	300	300
Subscriptions and Books	1,356	2,100	2,100	2,100
Uniforms			1,000	1,000
Bus Shelter Utilities	1,387	1,300	1,300	1,300
Street Light Utilities	561,074	576,000	585,300	585,300
Telephone and Other ¹	4,213		1,400	1,400
MPS Utilities	271,720	260,000	320,000	320,000
Park Utilities	315,070	250,000	260,000	260,000
City Hall Rent ¹	140,710			
Equipment Rentals/Leases ¹	7,605			
Building Maintenance	20,677	6,500	6,500	6,500
Janitorial Maintenance	31,032	32,500	32,500	32,500
Electrical Maintenance	90,386	80,000	90,000	90,000
Building Repairs	2,012	8,000	8,000	8,000
Equipment Maintenance ¹	415	600		
Software Licenses/Maintenance	12,763	12,200	12,200	12,200
Vehicle Replacement	6,100		30,000	30,000
Vehicle Maintenance	10,487	8,000	9,000	9,000
NPDES ² Permit	197,565	187,500	194,000	194,000
Water Quality	129,561	170,400	189,300	189,300
General Liability ¹	97,088			
Workers' Compensation ¹	19,189			

PUBLIC WORKS - ALL DIVISIONS
BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Operation and Maintenance</u>				
<u>(continued):</u>				
Traffic Signal Utilities	78,855	91,200	86,300	86,300
Miscellaneous Maintenance	1,875	10,000	10,000	10,000
Subtotal	2,035,543	1,734,100	1,876,200	1,876,200
<u>Contract Services:</u>				
Project Engineering	208,790	250,000	400,000	400,000
Traffic Engineering	123,197	125,000	349,100	349,100
Office Engineering	153,725	5,000	5,000	5,000
Solid Waste	689	151,000	40,000	40,000
Used Oil CIWMB ³ Grant	8,583			
Beverage Container Recycling Grant	1,404	21,500	21,500	21,500
Hazardous Waste Grant	9,147			
Park/MPS Landscape Repair	540,809	460,000	540,600	540,600
Park Landscape Maintenance	1,306,392	1,268,200	1,406,000	1,406,000
MPS Landscape Maintenance	650,290	713,000	884,900	884,900
Tree Maintenance	277,946	180,000	220,000	220,000
Backflow Prevention	6,423	5,000	13,000	13,000
Residential Street Sweeping	201,391	170,000	203,000	203,000
Arterial Street Sweeping	114,476	110,000	120,000	120,000
Bus Shelter Maintenance	153,177	163,000	73,000	73,000
Traffic Signal Maintenance	235,070	241,600	259,000	259,000
Street Maintenance	1,579,999	1,430,000	1,384,900	1,384,900
Curb and Gutter Repair	17,632	5,000	5,000	5,000
Sidewalk Repairs	14,411	15,000	15,000	15,000
Subtotal	5,603,551	5,313,300	5,940,000	5,940,000
Activity Total	\$9,102,260	\$8,640,300	\$9,381,100	\$9,381,100

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² NPDES = National Pollutant Discharge Elimination System

³ CIWMB = California Integrated Waste Management Board

PUBLIC WORKS - ADMINISTRATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$300,816	\$282,800	\$348,400	\$348,400
Part-Time Personnel			14,000	14,000
Medicare	4,115	4,100	5,300	5,300
Retirement	36,574	28,800	37,700	37,700
Health Insurance	40,335	44,800	64,200	64,200
Subtotal	381,840	360,500	469,600	469,600
<u>Operation and Maintenance:</u>				
Memberships and Dues	50	800	800	800
Training and Education		800	800	800
Travel, Conferences, Meetings	128	3,400	3,400	3,400
Auto Allowance	4,403	4,600	4,600	4,600
Mileage Reimbursement	263	200	300	300
Operating Supplies ¹	2,502	800	800	800
Printing and Duplicating ¹	394			
Postage and Deliveries ¹	156			
Subscriptions and Books	87	200	200	200
Telephone and Other ¹	569			
City Hall Rent ¹	50,141			
Equipment Rentals/Leases ¹	1,267			
Equipment Maintenance	86			
General Liability ¹	97,088			
Workers' Compensation ¹	19,189			
Subtotal	176,323	10,800	10,900	10,900

PUBLIC WORKS - ADMINISTRATION DIVISION
BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Contract Services:</u>				
Solid Waste	689	151,000	40,000	40,000
Used Oil CIWMB ² Grant	8,583			
Beverage Container Recycling Grant	1,404	21,500	21,500	21,500
Hazardous Waste Drop Box Grant	9,147			
Subtotal	19,823	172,500	61,500	61,500
Activity Total	\$577,986	\$543,800	\$542,000	\$542,000
Funding Source:				
General Fund	\$572,513	\$543,800	\$542,000	\$542,000
Redevelopment Agency				
Operating Fund	5,473			

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² CIWMB = California Integrated Waste Management Board

**PUBLIC WORKS - ENGINEERING DIVISION
BUDGET DETAIL**

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$205,966	\$322,900	\$297,600	\$297,600
Medicare	2,820	4,700	4,300	4,300
Retirement	28,417	33,000	32,100	32,100
Health Insurance	46,640	52,700	49,500	49,500
Subtotal	283,843	413,300	383,500	383,500
<u>Operation and Maintenance:</u>				
Memberships and Dues	396	500	700	700
Training and Education		200	200	200
Travel, Conferences, Meetings		1,000	1,600	1,600
Auto Allowance	3,011	5,700	3,000	3,000
Mileage Reimbursement	197	200	700	700
Operating Supplies ¹	2,055	400	400	400
Printing and Duplicating ¹	323	300	300	300
Postage and Deliveries ¹	214			
Subscriptions and Books	1,269	1,400	1,400	1,400
Street Light Utilities	561,074	576,000	585,300	585,300
Telephone and Other ¹	669			
City Hall Rent ¹	38,052			
Equipment Rentals/Leases ¹	2,150			
Equipment Maintenance ¹	100			
Software Licenses/Maintenance	5,956	2,600	2,600	2,600
Subtotal	615,466	588,300	596,200	596,200
<u>Contract Services:</u>				
Project Engineering	208,790	250,000	400,000	400,000
Office Engineering	153,725	5,000	5,000	5,000
Subtotal	362,515	255,000	405,000	405,000
Activity Total	\$1,261,824	\$1,256,600	\$1,384,700	\$1,384,700
<u>Funding Sources:</u>				
General Fund	\$1,257,104	\$1,256,600	\$1,384,700	\$1,384,700
Redevelopment Agency				
Operating Fund	4,720			

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

PUBLIC WORKS - LANDSCAPE/BUILDING MAINTENANCE DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$219,120	\$224,300	\$214,600	\$214,600
Overtime	80			
Medicare	3,002	3,300	3,100	3,100
Retirement	29,701	22,900	23,100	23,100
Health Insurance	43,926	46,000	49,000	49,000
Subtotal	295,829	296,500	289,800	289,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	880	2,000	1,600	1,600
Training and Education	1,830	1,600	1,600	1,600
Travel, Conferences, Meetings		1,800	1,800	1,800
Auto Allowance	1,506	1,500	1,500	1,500
Mileage Reimbursement		100	100	100
Operating Supplies ¹	2,394			
Printing and Duplicating ¹	514			
Postage and Deliveries ¹	183			
Subscriptions and Books		100	100	100
Uniforms			600	600
Bus Shelter Utilities	1,387	1,300	1,300	1,300
Telephone and Other ¹	1,643		1,000	1,000
MPS Utilities	271,720	260,000	320,000	320,000
Park Utilities	315,070	250,000	260,000	260,000
City Hall Rent ¹	18,232			
Equipment Rentals/Leases ¹	1,613			
Building Maintenance	20,677	6,500	6,500	6,500
Janitorial Maintenance	31,032	32,500	32,500	32,500
Electrical Maintenance	90,386	80,000	90,000	90,000
Building Repairs	2,012	8,000	8,000	8,000
Equipment Maintenance ¹	88	600		
Software Licenses/Maintenance		4,400	4,400	4,400
Vehicle Replacement	6,100			
Vehicle Maintenance	10,487	7,000	8,000	8,000
Subtotal	777,754	657,400	739,000	739,000
<u>Contract Services:</u>				
Park/MPS Landscape Repairs	387,315	320,000	400,600	400,600
Park Landscape Maintenance	1,306,392	1,268,200	1,406,000	1,406,000
MPS Landscape Maintenance	650,290	713,000	884,900	884,900
Tree Maintenance	277,946	180,000	220,000	220,000

PUBLIC WORKS - LANDSCAPE/BUILDING MAINTENANCE DIVISION BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Contract Services (continued):</u>				
Backflow Prevention	6,423	5,000	13,000	13,000
Bus Shelter Maintenance	153,177	163,000	73,000	73,000
Subtotal	2,781,543	2,649,200	2,997,500	2,997,500
Activity Total	\$3,855,126	\$3,603,100	\$4,026,300	\$4,026,300
 Funding Sources:				
General Fund	\$3,851,196	\$3,603,100	\$4,026,300	\$4,026,300
Redevelopment Agency				
Operating Fund	3,930			

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

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

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$226,837	\$236,900	\$101,200	\$101,200
Medicare	3,175	3,400	1,500	1,500
Retirement	31,188	24,200	10,900	10,900
Health Insurance	37,595	40,600	22,600	22,600
Subtotal	298,795	305,100	136,200	136,200
<u>Operation and Maintenance:</u>				
Memberships and Dues	1,851	200	200	200
Training and Education		400	400	400
Travel, Conferences, Meetings		1,000	1,000	1,000
Auto Allowance	4,367	4,400	1,400	1,400
Operating Supplies ¹	1,265	200	200	200
Printing and Duplicating ¹	226			
Postage and Deliveries ¹	194			
Subscriptions and Books		400	400	400
Telephone and Other ¹	516			
City Hall Rent ¹	18,232			
Equipment Rentals/Leases ¹	1,423			
Equipment Maintenance ¹	78			
Software Licences/Maintenance	5,956	2,600	2,600	2,600
Traffic Signal Utilities	78,855	91,200	86,300	86,300
Miscellaneous Maintenance	1,875	10,000	10,000	10,000
Subtotal	114,838	110,400	102,500	102,500
<u>Contract Services:</u>				
Traffic Engineering	123,197	125,000	349,100	349,100
Traffic Signal Maintenance	235,070	241,600	259,000	259,000
Street Maintenance	1,362,524	1,251,400	1,297,200	1,297,200
Curb and Gutter Repairs	17,632	5,000	5,000	5,000
Sidewalk Repairs	14,411	15,000	15,000	15,000
Subtotal	1,752,834	1,638,000	1,925,300	1,925,300

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

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Activity Total	<u>\$2,166,467</u>	<u>\$2,053,500</u>	<u>\$2,164,000</u>	<u>\$2,164,000</u>
Funding Sources:				
General Fund	\$359,368	\$290,700	\$142,400	\$142,400
Gas Tax Fund	1,807,099	1,762,800	1,971,600	1,971,600
AQMD* Fund			50,000	50,000

* Air Quality Management District

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

**PUBLIC WORKS - NPDES¹/WATER QUALITY DIVISION
BUDGET DETAIL**

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$150,827	\$165,300	\$213,900	\$213,900
Overtime	44			
Medicare	2,092	2,400	3,100	3,100
Retirement	20,674	16,900	23,100	23,100
Health Insurance	29,222	32,900	45,700	45,700
Subtotal	202,859	217,500	285,800	285,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	225	200	300	300
Training and Education	200	500	600	600
Travel, Conferences, Meetings		400	600	600
Auto Allowance	3,394	3,700	3,400	3,400
Mileage Reimbursement		200	200	200
Operating Supplies ²	1,004	300	4,300	4,300
Printing and Duplicating ²	164	200	200	200
Postage and Deliveries ²	114	200	300	300
Uniforms			400	400
Telephone and Other ²	816		400	400
City Hall Rent ²	16,053			
Equipment Rentals/Leases ²	1,152			
Equipment Maintenance ²	63			
Software Licenses/Maintenance	851	2,600	2,600	2,600
Vehicle Replacement			30,000	30,000
Vehicle Maintenance		1,000	1,000	1,000
NPDES ¹ Permit	197,565	187,500	194,000	194,000
Water Quality	129,561	170,400	189,300	189,300
Subtotal	351,162	367,200	427,600	427,600
<u>Contract Services:</u>				
Park/MPS Landscape Repairs	153,494	140,000	140,000	140,000
Residential Street Sweeping	201,391	170,000	203,000	203,000
Arterial Street Sweeping	114,476	110,000	120,000	120,000
Storm Drains - Street Maint.	217,475	178,600	87,700	87,700
Subtotal	686,836	598,600	550,700	550,700

PUBLIC WORKS - NPDES¹/WATER QUALITY DIVISION BUDGET DETAIL (continued)
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Activity Total	<u>\$1,240,857</u>	<u>\$1,183,300</u>	<u>\$1,264,100</u>	<u>\$1,264,100</u>
Funding Source:				
General Fund	\$1,240,857	\$1,183,300	\$1,264,100	\$1,264,100

¹ NPDES = National Pollutant Discharge Elimination System

² Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

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 2012-13 MAJOR ACCOMPLISHMENTS

1. Deployed Agenda Minutes software including live video streaming of City Council and Commission meetings.
2. Implemented Notary Public program offering notarial services to the community.
3. Conducted biennial Community Satisfaction Survey.
4. Featured a resident-submitted recurring column in the Leaflet highlighting newly-remodeled homes.
5. Launched Lake Forest's New Neighborhoods communications campaign.
6. Implemented "paperless agenda" for City Council and Planning Commission, including use of wireless devices for reviewing agendas and meeting materials.
7. Conducted municipal election of two members of the City Council.
8. Awarded new computer support services agreement.
9. Upgraded software and trained City staff to use Office 2010 desktop productivity software.
10. Successfully recruited and hired four strategic full-time positions: Assistant City Engineer, Principal Civil Engineer, Public Works Manager, and Management Assistant.
11. Graduated the first cohort of employees in the City's Leadership Development Program for staff development.
12. Implemented online employee leave tracking to improve operational efficiency.
13. Transitioned Performance Appraisal process to utilize a common evaluation date at the end of the fiscal year to correlate with the Operating Budget and Fiscal Year Goals and Initiatives.
14. Developed and conducted employee wellness ("Strut into Summer") exercise program.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Sponsor a 2014 Lake Forest community calendar.
2. Feature a resident-submitted recurring column in the Leaflet highlighting local non-profit/charitable organizations.
3. Oversee an upgrade of the Energov permitting system to facilitate future online services.
4. Install electronic voting system in City Council chambers.
5. Implement an online integrated human capital management solution, incorporating payroll, benefit, and human resources administration.
6. Redesign the City's Performance Appraisal process and Pay for Performance program, including updating evaluation forms, designing and providing supervisor and employee training.
7. Conduct the City's biennial Classification and Compensation Study.
8. Implement electronic submittal of FPPC Statements of Economic Interest and Campaign Disclosure filings.

MANAGEMENT SERVICES - ALL DIVISIONS BUDGET OVERVIEW
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel	\$1,057,780	\$1,162,700	\$1,084,700	\$1,084,700
Operations and Maintenance ¹	1,917,399	2,502,300	2,648,400	2,732,000
Contract Services	236,204	340,000	384,100	384,100
Capital Outlay	116,203	115,300	133,000	133,000
Activity Total	\$3,327,586	\$4,120,300	\$4,250,200	\$4,333,800
Funding Sources:				
General Fund	\$3,310,191	\$4,120,300	\$4,250,200	\$4,333,800
Redevelopment Agency Operating Fund	17,395			
Total Positions:				
Full-Time	11.0	11.0	10.55	10.55

PERFORMANCE MEASURES

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
<u>Personnel Recruitment and Selection</u>			
% of new hires passing probation	100%	90%	90%
Employee turnover rate	5%	5%	5%
Average # of applications per open recruitment	58	100	100
<u>Training and Development</u>			
Performance evaluations - % completed on time	98%	90%	90%
Training/Wellness - # of in-house opportunities provided to employees	12	12	12
<u>Risk Management</u>			
% of claims closed within 7 years	100%	100%	100%
<u>Computer Systems</u>			
% computer help desk calls completed within 3 days	92%	85%	85%
% server availability	99.8%	100%	99.9%

PERFORMANCE MEASURES (continued)

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
<u>Publications</u>			
% meeting publication deadlines - Leaflet	100%	100%	100%
% meeting publication deadlines - e-Newsletter	100%	91%	91%
% of Council meeting action agendas completed within 5 working days after meeting	100%	100%	100%
% of Council meeting minutes completed/ approved within 30 days	100%	100%	100%
<u>Constituent Relationship Management</u>			
% of HR requests resolved to within 7 days	100%	100%	100%
% of PR requests resolved to within 7 days	100%	100%	100%
% of IT requests resolved to within 7 days	N/A	100%	100%
% of CC requests resolved to within 7 days	100%	100%	100%
<u>Public Requests</u>			
% responded to within the regulations of the Public Records Act	100%	95%	95%
<u>Elections</u>			
Cost per registered voter	N/A	\$1.20	N/A

¹ Some or all of these costs were transferred from other departments/divisions to the Non-Departmental Division of Management Services in Fiscal Year 2012-13.

**MANAGEMENT SERVICES - ALL DIVISIONS
BUDGET DETAIL**

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$747,116	\$859,600	\$784,900	\$784,900
Overtime	182	1,000	1,000	1,000
Part-Time Personnel	47,423	17,900	31,400	31,400
Medicare	10,828	12,800	11,800	11,800
Retirement	103,479	87,900	85,000	85,000
Health Insurance	138,531	170,500	157,600	157,600
Annual Physical Exams	1,266	3,000	3,000	3,000
Pre-Employment Testing	3,425	4,000	4,000	4,000
Tuition Reimbursement	5,530	6,000	6,000	6,000
Subtotal	1,057,780	1,162,700	1,084,700	1,084,700
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,090	3,500	3,800	3,800
Training and Education	24,420	38,900	33,900	33,900
Travel, Conferences, Meetings	2,126	3,300	7,800	7,800
Auto Allowance	10,841	13,800	13,800	13,800
Mileage Reimbursement	633	1,500	1,500	1,500
Operating Supplies ¹	30,061	81,800	71,800	71,800
Printing and Duplicating ¹	1,186	14,000	14,000	14,000
Legal Advertising	22,027	21,000	19,000	19,000
Postage and Deliveries ¹	36,989	52,900	52,900	52,900
Subscriptions and Books	14,049	21,800	18,800	18,800
Telephone and Other ¹	5,367	29,600	34,100	34,100
City Hall Rent ¹	116,944	1,212,000	1,250,000	1,250,000
Equipment Rentals/Leases ¹	5,975	28,600	39,200	39,200
Equipment Maintenance ¹	5,031	22,400	3,500	3,500
Computer Maintenance/Supply	423,556	414,600	452,500	452,500
Software Licenses/Maintenance	134,107	142,400	139,200	139,200
PERS Side Fund Payoff	800,574			
Website Update Services	10,710	33,200	34,800	34,800
General Liability ¹	10,299	208,500	296,800	380,400
Property Insurance ¹		23,000	23,000	23,000
Workers' Compensation ¹	14,292	100,200	108,000	108,000
Other Insurance ¹	246,122	35,300	30,000	30,000
Subtotal	1,917,399	2,502,300	2,648,400	2,732,000
<u>Contract Services:</u>				
Other	4,565			
Elections	785	60,000	500	500

MANAGEMENT SERVICES - ALL DIVISIONS
BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Contract Services (continued):</u>				
Newsletter	50,510	67,000	67,000	67,000
Citizen's Academy	2,643	4,000	4,000	4,000
Codification	3,638	9,300	8,300	8,300
Records Management		5,000	11,000	11,000
Miscellaneous	101,458	37,400	46,000	46,000
Information Services	55,299	65,000	216,000	216,000
Communications	16,342	32,300	18,300	18,300
Printer Management			13,000	13,000
General	964	60,000		
Subtotal	<u>236,204</u>	<u>340,000</u>	<u>384,100</u>	<u>384,100</u>
<u>Capital Outlay:</u>				
Equipment	41,814	54,000	74,000	74,000
Furniture		1,000	1,000	1,000
Computers	39,744	19,000	29,000	29,000
Computer Software	34,645	41,300	29,000	29,000
Subtotal	<u>116,203</u>	<u>115,300</u>	<u>133,000</u>	<u>133,000</u>
Activity Total	<u>\$3,327,586</u>	<u>\$4,120,300</u>	<u>\$4,250,200</u>	<u>\$4,333,800</u>

¹ Some or all of these costs were transferred from other departments/divisions to the Non-Departmental Division of Management Services in Fiscal Year 2012-13.

MANAGEMENT SERVICES - PUBLIC INFORMATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$202,599	\$221,200	\$221,600	\$221,600
Part-Time Personnel			13,500	13,500
Medicare	2,680	3,200	3,400	3,400
Retirement	27,725	22,600	24,100	24,100
Health Insurance	34,731	42,600	45,400	45,400
Subtotal	267,735	289,600	308,000	308,000
<u>Operation and Maintenance:</u>				
Memberships and Dues	50	800	1,100	1,100
Training and Education	126	1,500	1,500	1,500
Travel, Conferences, Meetings	65	1,000	1,000	1,000
Auto Allowance	2,409	3,200	3,200	3,200
Mileage Reimbursement	127	500	500	500
Operating Supplies ¹	1,602	4,200	4,200	4,200
Printing and Duplicating ¹	633	3,700	3,700	3,700
Postage and Deliveries ¹	36,135	36,000	36,000	36,000
Subscriptions and Books	1,420	2,000	2,000	2,000
Telephone and Other ¹	492			
City Hall Rent ¹	31,958			
Equipment Rentals/Leases ¹	1,358			
Equipment Maintenance ¹	74			
Software Licenses/Maintenance	4,189	4,000	4,000	4,000
Website Update Services	6,860	13,800	13,800	13,800
General Liability ¹	10,299			
Workers' Compensation ¹	14,292			
Subtotal	112,089	70,700	71,000	71,000
<u>Contract Services:</u>				
Newsletter	50,510	67,000	67,000	67,000
Citizen's Academy	2,643	4,000	4,000	4,000
Communications	16,342	32,300	18,300	18,300
General	964	60,000		
Subtotal	70,459	163,300	89,300	89,300

MANAGEMENT SERVICES - PUBLIC INFORMATION DIVISION BUDGET DETAIL (continued)
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Activity Total	\$450,283	\$523,600	\$468,300	\$468,300
Funding Source:				
General Fund	\$446,813	\$523,600	\$468,300	\$468,300
Redevelopment Agency Fund	3,470			

¹ Some or all of these costs were transferred from other departments/divisions to the Non-Departmental Division of Management Services in Fiscal Year 2012-13.

MANAGEMENT SERVICES - INFORMATION TECHNOLOGY DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$133,648	\$140,400	\$142,500	\$142,500
Part-Time Personnel	13,226	17,900	17,900	17,900
Medicare	2,074	2,300	2,300	2,300
Retirement	18,625	14,500	15,600	15,600
Health Insurance	17,357	19,400	20,600	20,600
Subtotal	184,930	194,500	198,900	198,900
<u>Operation and Maintenance:</u>				
Memberships and Dues	540	600	600	600
Training and Education	175	12,000	8,000	8,000
Travel, Conferences, Meetings		500	5,000	5,000
Auto Allowance	4,216	4,200	4,200	4,200
Operating Supplies ¹	19,367			
Printing and Duplicating ¹	140			
Postage and Deliveries ¹	223			
Subscriptions and Books	12,180	15,500	14,500	14,500
Telephone and Other ¹	3,449	2,400	2,400	2,400
City Hall Rent ¹	31,359			
Equipment Rentals/Leases ¹	679			
Equipment Maintenance ¹	4,491	3,000	3,500	3,500
Computer Maintenance/Supply	423,556	414,600	452,500	452,500
Software Licenses/Maintenance	89,886	100,800	104,500	104,500
Website Update Services	3,850	19,400	21,000	21,000
Subtotal	594,111	573,000	616,200	616,200
<u>Contract Services:</u>				
Records Management		5,000	5,000	5,000
Information Services	55,299	65,000	216,000	216,000
Subtotal	55,299	70,000	221,000	221,000
<u>Capital Outlay:</u>				
Equipment	41,814	54,000	37,000	37,000
Computers	39,744	19,000	29,000	29,000
Computer Software	34,645	41,300	29,000	29,000
Subtotal	116,203	114,300	95,000	95,000

MANAGEMENT SERVICES - INFORMATION TECHNOLOGY DIVISION BUDGET DETAIL (continued)
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Activity Total	<u>\$950,543</u>	<u>\$951,800</u>	<u>\$1,131,100</u>	<u>\$1,131,100</u>

Funding Source:				
General Fund	\$950,543	\$951,800	\$1,131,100	\$1,131,100

¹ Some or all of these costs were transferred from other departments/divisions to the Non-Departmental Division of Management Services in Fiscal Year 2012-13.

MANAGEMENT SERVICES - HUMAN RESOURCES DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$90,738	\$162,300	\$135,600	\$135,600
Overtime		1,000	1,000	1,000
Part-Time Personnel	34,197			
Medicare	1,722	2,400	2,000	2,000
Retirement	12,988	16,600	14,600	14,600
Health Insurance	17,229	31,000	25,600	25,600
Annual Physical Exams	1,266	3,000	3,000	3,000
Pre-Employment Testing	3,425	4,000	4,000	4,000
Tuition Reimbursement	5,530	6,000	6,000	6,000
Subtotal	167,095	226,300	191,800	191,800
<u>Operation and Maintenance:</u>				
Memberships and Dues	525	1,100	1,100	1,100
Training and Education	18,460	23,500	22,500	22,500
Travel, Conferences, Meetings	1,484	600	600	600
Auto Allowance	1,205	3,400	3,400	3,400
Mileage Reimbursement	279	500	500	500
Operating Supplies ¹	2,313	800	800	800
Printing and Duplicating ¹	128	1,000	1,000	1,000
Legal Advertising	1,012	1,000	1,000	1,000
Postage and Deliveries ¹	204	400	400	400
Subscriptions and Books	61	700	700	700
Telephone and Other ¹	441			
City Hall Rent ¹	18,232			
Equipment Rentals/Leases ¹	1,222			
Equipment Maintenance ¹	63			
Software Licenses/Maintenance	3,000	10,900	4,000	4,000
PERS Side Fund Payoff	800,574			
Other Insurance ¹	246,122	5,300		
Subtotal	1,095,325	49,200	36,000	36,000
<u>Contract Services:</u>				
Other	155			
Miscellaneous ²	101,458	37,400	46,000	46,000
Subtotal	101,613	37,400	46,000	46,000

MANAGEMENT SERVICES - HUMAN RESOURCES DIVISION BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Capital Outlay:</u>				
Furniture		1,000	1,000	1,000
Subtotal	0	1,000	1,000	1,000
Activity Total	\$1,364,033	\$313,900	\$274,800	\$274,800
 Funding Source:				
General Fund	\$1,364,033	\$313,900	\$274,800	\$274,800

¹ Some or all of these costs were transferred from other departments/divisions to the Non-Departmental Division of Management Services in Fiscal Year 2012-13.

² 401 (a) Plan administrative fees transferred from City Manager's Department in Fiscal Year 2012-13.

MANAGEMENT SERVICES - CITY CLERK DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$320,131	\$335,700	\$285,200	\$285,200
Overtime	182			
Medicare	4,352	4,900	4,100	4,100
Retirement	44,141	34,200	30,700	30,700
Health Insurance	69,214	77,500	66,000	66,000
Subtotal	438,020	452,300	386,000	386,000
<u>Operation and Maintenance:</u>				
Memberships and Dues	975	1,000	1,000	1,000
Training and Education	5,659	1,900	1,900	1,900
Travel, Conferences, Meetings	577	1,200	1,200	1,200
Auto Allowance	3,011	3,000	3,000	3,000
Mileage Reimbursement	227	500	500	500
Operating Supplies ¹	6,779	4,400	4,400	4,400
Printing and Duplicating ¹	285	1,300	1,300	1,300
Legal Advertising	21,015	20,000	18,000	18,000
Postage and Deliveries ¹	427	1,000	1,000	1,000
Subscriptions and Books	388	3,600	1,600	1,600
Telephone and Other ¹	985			
City Hall Rent ¹	35,395			
Equipment Rentals/Leases ¹	2,716			
Equipment Maintenance ¹	403			
Software Licenses/Maintenance	37,032	26,700	26,700	26,700
Subtotal	115,874	64,600	60,600	60,600
<u>Contract Services:</u>				
Other	4,410			
Elections	785	60,000	500	500
Codification	3,638	9,300	8,300	8,300
Records			6,000	6,000
Subtotal	8,833	69,300	14,800	14,800

MANAGEMENT SERVICES - CITY CLERK DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Capital Outlay:</u>				
Equipment			37,000	37,000
Subtotal	0	0	37,000	37,000
Activity Total	<u>\$562,727</u>	<u>\$586,200</u>	<u>\$498,400</u>	<u>\$498,400</u>
 Funding Sources:				
General Fund	\$548,802	\$586,200	\$498,400	\$498,400
Redevelopment Agency Fund	13,925			

¹ Some or all of these costs were transferred from other departments/divisions to the Non-Departmental Division of Management Services in Fiscal Year 2012-13.

MANAGEMENT SERVICES - NON-DEPARTMENTAL DIVISION BUDGET DETAIL
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Expense Classification	Actual 2011-12¹	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Operation and Maintenance:</u>				
Operating Supplies		\$72,400	\$62,400	\$62,400
Printing and Duplicating		8,000	8,000	8,000
Postage and Deliveries		15,500	15,500	15,500
Telephone and Other		27,200	31,700	31,700
City Hall Rent		1,212,000	1,250,000	1,250,000
Equipment Rentals/Leases		28,600	39,200	39,200
Equipment Maintenance		19,400		
General Liability Insurance		208,500	296,800	380,400
Worker's Compensation Insurance		100,200	108,000	108,000
Property Insurance		23,000	23,000	23,000
Other Insurance		30,000	30,000	30,000
Subtotal	0	1,744,800	1,864,600	1,948,200
<u>Contract Services:</u>				
Printer Management			13,000	13,000
Subtotal			13,000	13,000
Activity Total	\$0	\$1,744,800	\$1,877,600	\$1,961,200
 Funding Source:				
General Fund		\$1,744,800	\$1,877,600	\$1,961,200

¹ The Citywide allocations appeared in each department prior to Fiscal Year 2012-13.

COMMUNITY SERVICES

DEPARTMENT DESCRIPTION

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 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 2012-13 MAJOR ACCOMPLISHMENTS

1. Completed design of the recreation center. Held successful groundbreaking event and began construction at the Lake Forest Sports Park.
2. Led the committee that developed activities to celebrate the City's 20th anniversary including the anniversary party.
3. Received California Park and Recreation Society Award of Excellence for Marketing Campaign for Haunt at Heritage Hill.
4. Installed inaugural Senior Advisory Board.
5. Increased cost recovery to 9%.
6. Increased attendance in recreation activities by 7%.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Complete construction at the Lake Forest Sports Park.
2. Complete construction of Tamarisk and Rimgate Parks renovation projects.
3. Complete the operating plan for the Sports Park.
4. Increase attendance in park and recreation activities by 5%.
5. Increase cost recovery rate to 12%.
6. Complete Village Pond Park Consensus Master Plan.
7. Develop Parks and Recreation Commission recommendations regarding the Off-Leash Dog Park Feasibility Study to submit to the City Council.

**COMMUNITY SERVICES - ALL DIVISIONS
BUDGET OVERVIEW**

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel	\$1,492,587	\$1,545,000	\$1,637,400	\$1,637,400
Operations and Maintenance ¹	1,659,350	1,553,500	1,300,300	1,300,300
Contract Services	41,969	41,000	39,500	39,500
Capital Outlay	4,989	8,000		
Activity Total	<u>\$3,198,895</u>	<u>\$3,147,500</u>	<u>\$2,977,200</u>	<u>\$2,977,200</u>

Funding Sources:

General Fund	\$2,802,287	\$2,733,600	\$2,917,900	\$2,917,900
Senior Mobility Program Fund	41,963	46,300	59,300	59,300
Etnies Skatepark Fund	354,645	367,600		

Total Positions:

Full-Time	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>	<u>10.0</u>
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PERFORMANCE MEASURES

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
# of elementary students in SVUSD ²			
participating in after school programs	78,943	80,000	80,000
# of teens participating in City programs	5,998	6,000	6,100
# of seniors participating in City programs	28,677	40,000	30,000
# of participants in City programs	210,844	205,000	215,000
Recreation class revenues:			
Total revenue	\$285,075	\$260,000	\$275,000
Cost recovery rate	9%	10%	12%

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² Saddleback Valley Unified School District

COMMUNITY SERVICES - ALL DIVISIONS
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$740,351	\$756,100	\$768,400	\$768,400
Overtime	456			
Part-Time Personnel	471,772	531,300	578,100	578,100
Medicare	16,946	18,600	19,400	19,400
Retirement	122,714	84,000	106,500	106,500
Health Insurance	140,348	155,000	165,000	165,000
Subtotal	1,492,587	1,545,000	1,637,400	1,637,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,726	4,400	3,900	3,900
Training and Education	433	1,000	7,000	7,000
Travel, Conferences, Meetings	529	1,700	1,700	1,700
Commissioner Travel:				
Herrin Travel	615	1,000	1,000	1,000
Irish Travel		1,000		
Manning Travel		1,000	1,000	1,000
Morrell Travel	414	1,000		
Rosenberg Travel	355	1,000	1,000	1,000
Scherr Travel			1,000	1,000
Werkmeister Travel			1,000	1,000
Commissioner Stipend		3,300	3,300	3,300
Auto Allowance	10,842	10,800	10,800	10,800
Mileage Reimbursement	799	1,500	1,500	1,500
Operating Supplies ¹	41,436	30,300	24,000	24,000
Printing and Duplicating ¹	73,013	95,000	95,000	95,000
Postage and Deliveries ¹	1,432	5,200		
Uniforms	300			
Cost of Merchandise Sales			13,500	13,500
Telephone and Other ¹	11,462	18,800	3,500	3,500
City Hall Rent ¹	192,085			
Community Center Rent ¹	201,306	286,100		
Equipment Rentals/Leases ¹	25,062	12,500	12,800	12,800
Building Maintenance	1,800	3,000	2,300	2,300
Equipment Maintenance ¹	1,279			
Computer Maintenance/Supply	868			
Software Licenses/Maint.	8,475	9,300	9,300	9,300
Vehicle Replacement	9,000			
Vehicle Maintenance	5,077	9,000	9,000	9,000

COMMUNITY SERVICES - ALL DIVISIONS
BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Operation and Maintenance</u>				
<u>(continued):</u>				
Banners	13,105	18,000	23,000	23,000
Community Services Programs	2,000	3,000	3,000	3,000
General Liability ¹	75,391			
Workers' Compensation ¹	15,991			
Community Events	241,790	259,300	268,400	268,400
SVUSD ² Recreation Programs	386,860	395,600	427,000	427,000
Senior Mobility Grant Program	41,963	46,300	59,300	59,300
Teen Programs	21,556	27,800	29,600	29,600
Senior Programs	122,843	160,100	146,100	146,100
Excursions	7,365	7,200	5,200	5,200
Recreation Classes	69,021	84,500	84,500	84,500
Skatepark Programs	29,698	24,800	15,600	15,600
Youth Programs	26,229	30,000	36,000	36,000
City Anniversary	16,230			
Subtotal	<u>1,659,350</u>	<u>1,553,500</u>	<u>1,300,300</u>	<u>1,300,300</u>
<u>Contract Services:</u>				
Newsletter	5,069			
Miscellaneous	36,900	41,000	39,500	39,500
Subtotal	<u>41,969</u>	<u>41,000</u>	<u>39,500</u>	<u>39,500</u>
<u>Capital Outlay:</u>				
Equipment	4,989	8,000		
Subtotal	<u>4,989</u>	<u>8,000</u>	<u>0</u>	<u>0</u>
Activity Total	<u><u>\$3,198,895</u></u>	<u><u>\$3,147,500</u></u>	<u><u>\$2,977,200</u></u>	<u><u>\$2,977,200</u></u>

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² SVUSD = Saddleback Valley Unified School District

COMMUNITY SERVICES - RECREATION DIVISION
BUDGET DETAIL

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$667,286	\$685,900	\$694,400	\$694,400
Overtime	447			
Part-Time Personnel	302,738	329,600	362,800	362,800
Medicare	13,528	14,700	15,300	15,300
Retirement	106,933	74,200	92,400	92,400
Health Insurance	126,037	139,500	148,500	148,500
Subtotal	1,216,969	1,243,900	1,313,400	1,313,400
<u>Operation and Maintenance:</u>				
Memberships and Dues	2,571	4,200	3,700	3,700
Training and Education	433	500	6,500	6,500
Travel, Conferences, Meetings	529	1,400	1,400	1,400
Commissioner Travel:				
Herrin Travel	615	1,000	1,000	1,000
Irish Travel		1,000		
Manning Travel		1,000	1,000	1,000
Morrell Travel	414	1,000		
Rosenberg Travel	355	1,000	1,000	1,000
Scherr Travel			1,000	1,000
Werkmeister Travel			1,000	1,000
Commissioner Stipend		3,300	3,300	3,300
Auto Allowance	10,842	10,800	10,800	10,800
Mileage Reimbursement	799	1,500	1,500	1,500
Operating Supplies ¹	12,133	10,300	6,000	6,000
Printing and Duplicating ¹	71,899	95,000	95,000	95,000
Postage and Deliveries ¹	1,097	5,200		
Uniforms	300			
Telephone and Other ¹	5,097	8,900	2,700	2,700
City Hall Rent ¹	192,085			
Community Center Rent	201,306	286,100		
Equipment Rentals/Leases ¹	20,508	11,500	11,700	11,700
Building Maintenance		1,200	1,100	1,100
Equipment Maintenance ¹	565			
Computer Maintenance/Supply	868			
Software Licenses/Maint.	8,475	9,300	9,300	9,300
Vehicle Replacement	9,000			
Vehicle Maintenance	5,077	9,000	9,000	9,000
Holiday Banners	13,105	18,000	23,000	23,000

COMMUNITY SERVICES - RECREATION DIVISION
BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Operation and Maintenance</u>				
<u>(continued):</u>				
Community Services Programs	2,000	3,000	3,000	3,000
General Liability ¹	75,391			
Workers' Compensation ¹	15,991			
Community Events	241,790	259,300	268,400	268,400
SVUSD ² Recreation Programs	386,860	395,600	427,000	427,000
Senior Mobility Grant Program	41,963	46,300	59,300	59,300
Teen Programs	21,556	27,800	29,600	29,600
Senior Programs	122,843	160,100	146,100	146,100
Excursions	7,365	7,200	5,200	5,200
Recreation Classes	69,021	84,500	84,500	84,500
Youth Programs	26,229	30,000	36,000	36,000
City Anniversary	16,230			
Subtotal	<u>1,585,312</u>	<u>1,495,000</u>	<u>1,249,100</u>	<u>1,249,100</u>
<u>Contract Services:</u>				
Newsletter	5,069			
Miscellaneous	36,900	41,000	39,500	39,500
Subtotal	<u>41,969</u>	<u>41,000</u>	<u>39,500</u>	<u>39,500</u>
<u>Capital Outlay:</u>				
Equipment				
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Activity Total	<u>\$2,844,250</u>	<u>\$2,779,900</u>	<u>\$2,602,000</u>	<u>\$2,602,000</u>
 Funding Sources:				
General Fund	\$2,802,287	\$2,733,600	\$2,542,700	\$2,542,700
Senior Mobility Program Fund	41,963	46,300	59,300	59,300

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² SVUSD = Saddleback Valley Unified School District

COMMUNITY SERVICES - SKATEPARK DIVISION BUDGET DETAIL
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$73,065	\$70,200	\$74,000	\$74,000
Overtime	9			
Part-Time Personnel	169,034	201,700	215,300	215,300
Medicare	3,418	3,900	4,100	4,100
Retirement	15,781	9,800	14,100	14,100
Health Insurance	14,311	15,500	16,500	16,500
Subtotal	275,618	301,100	324,000	324,000
<u>Operation and Maintenance:</u>				
Memberships and Dues	155	200	200	200
Training and Education		500	500	500
Travel, Conferences, Meetings		300	300	300
Operating Supplies ¹	29,303	20,000	18,000	18,000
Printing and Duplicating ¹	1,114			
Postage and Deliveries ¹	335			
Cost of Merchandise Sales			13,500	13,500
Telephone and Other ¹	6,365	9,900	800	800
Equipment Rentals/Leases ¹	4,554	1,000	1,100	1,100
Building Maintenance	1,800	1,800	1,200	1,200
Equipment Maintenance ¹	714			
Skatepark Programs	29,698	24,800	15,600	15,600
Subtotal	74,038	58,500	51,200	51,200
<u>Capital Outlay:</u>				
Equipment	4,989	8,000		
Subtotal	4,989	8,000	0	0
Activity Total	\$354,645	\$367,600	\$375,200	\$375,200
 <u>Funding Source:</u>				
General Fund	\$354,645	\$367,600	\$375,200	\$375,200

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

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 2012-13 MAJOR ACCOMPLISHMENTS

1. A national firm ranked Lake Forest the 9th safest city in the nation and 2nd safest in the State, compared to cities of similar size. There were 1,195 reported Part One Crimes in 2012. Deputies were responsible for 807 in-custody arrests, 1,234 misdemeanor citations, and 197 warrant arrests.
2. Traffic enforcement remained a priority for Police Services which issued 2,816 citations, 3,586 parking citations, and 2,766 non-moving citations. There were 137 injury collisions and a total of 497 collisions. Additionally, there were 147 arrests made for driving under the influence.
3. Police Services has continued to keep the fight against graffiti and vandalism an enforcement priority. The City has begun to receive restitution from convicted vandals and has seen a reduction in abatement costs.
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. An emergency exercise was conducted with City staff, OCSD personnel, and OCFA personnel in the Emergency Operations Center.
7. The eighth annual Community Emergency Preparedness Academy was completed. This seven-week program is a joint effort between the City, Orange County Sheriff's Department, Orange County Fire Authority, Doctor's Ambulance, and Southern California Edison. 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 230 graduates since the creation of the program.
8. Conducted 110 car seat installations and inspections, distributed car seats to low-income families, and conducted 2 bike rodeos at local elementary school.

FISCAL YEAR 2012-13 MAJOR ACCOMPLISHMENTS (continued)

9. Operation 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 6,605 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 conducted 1,007 investigations, including barking dog, bite reports, kennel, and license compliance.

FISCAL YEAR 2013-14 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.
2. Police Services will continue to keep the fight against graffiti and vandalism an enforcement priority. Legal action seeking restitution will be taken against those who commit acts of vandalism that result in costs to the City. 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, and 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. Add over 200 Neighborhood Watch and Business Watch participants, increasing the number of participants to 1,850. Social media tools and increased advertising of the programs will be implemented to better inform the public of these services that are being provided.
6. Implement an "Adopt-A-School" program for all public elementary schools. Patrol deputies will stop by elementary schools at least once a week and spend time with the school staff and children to have a presence, provide safety information, and to ensure a safe environment for the schools.
7. A "Homeless Liaison Officer" position has been developed from an existing patrol position. This additional responsibility will be a community Outreach Program that will assist the homeless with resources and to improve interaction between them and the community. The deputy will also have the task of patrolling all of the public parks within the City.

POLICE SERVICES BUDGET OVERVIEW
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Personnel	\$148,115	\$142,400	\$106,000	\$106,000
Operations and Maintenance ¹	328,876	178,200	167,100	184,200
Contract Services	12,229,480	12,984,400	13,162,700	13,162,700
Activity Total	\$12,706,471	\$13,305,000	\$13,435,800	\$13,452,900
Funding Sources:				
General Fund	\$12,552,555	\$13,186,500	\$13,310,800	\$13,327,900
Police Grant Funds:				
Brulte Grant Fund	129,339	100,000	125,000	125,000
Justice Assistance Grant Fund	24,577	18,500		
Total Positions:				
Full-Time	1	1	0.75	0.75
Direct Contract Staff	39.25	39.25	39.25	39.25
Shared Contract Staff	14.25	14.25	14.25	14.25
Total Contract Personnel	53.50	53.50	53.50	53.50

PERFORMANCE MEASURES

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
<u>Community Policing</u>			
# of community/school presentations	36	50	50
Hours of community policing unit services	2,080	2,080	2,080
# of neighborhood watch presentations	16	30	30
# of neighborhood watch participants	1,638	1,170	1,850
# of business watch participants	269	300	300

PERFORMANCE MEASURES (continued)

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
<u>Patrol Services</u>			
Average response time: emergency call (minutes)	4:28	5:00	5:00
Average response time: routine call (minutes)	12:06	12:00	12:00
Crime rate per 1,000 pop: UCR Class I crimes	15.42	15	15
Crime rate per 1,000 pop: UCR Class II crimes	25.75	29	29
<u>Traffic Enforcement and Reporting</u>			
Traffic enforcement index ²	20.1	30	30
Injury traffic collisions	137	133	133
Speed related collisions	64	100	100
<u>Graffiti Program (TAGRS³)</u>			
Incidents of graffiti	1,294	750	750
<u>Paper Shredding Program</u>			
Incidents of fraud and identity theft	134	500	150
<u>Car Seat Safety Program</u>			
Installations	112	125	125
<u>Animal Care</u>			
Animals impounded	635	600	600
Animal licenses issued	8,004	9,500	8,500
Orange County Animal Control programming events ⁴	2	2	2

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² 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.

³ TAGRS = Tracking Automated Graffiti Reporting System

⁴ Events include pet adoptions, licensing, and vaccinations.

POLICE SERVICES BUDGET DETAIL
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Personnel:</u>				
Full-Time Personnel	\$116,860	\$113,700	\$83,400	\$83,400
Medicare	1,652	1,600	1,200	1,200
Retirement	15,417	11,600	9,000	9,000
Health Insurance	14,186	15,500	12,400	12,400
Subtotal	148,115	142,400	106,000	106,000
<u>Operation and Maintenance:</u>				
Membership and Dues	55	500	500	500
Training and Education	302	3,000	3,000	3,000
Travel, Conferences, Meetings	2,417	3,500	3,500	3,500
Auto Allowance	3,012	3,000	3,000	3,000
Operating Supplies ¹	35,116	47,100	30,000	30,000
Printing and Duplicating ¹	2,777	4,000	4,000	4,000
Postage and Deliveries ¹	269			
Uniforms	9,045	10,000	10,000	10,000
Telephone and Other ¹	1,351			
City Hall Rent ¹	123,548			
Equipment Rentals/Leases ¹	3,120			
Equipment Maintenance ¹	293	3,000	3,000	3,000
Vehicle Replacement	31,700			
Vehicle Maintenance	51,728	56,900	56,900	56,900
Community Services Programs	28,247	47,200	53,200	70,300
General Liability ¹	35,496			
Workers' Compensation ¹	400			
Subtotal	328,876	178,200	167,100	184,200
<u>Contract Services²:</u>				
Other	2,407		4,000	4,000
<u>Law Enforcement:</u>				
Administration (2.0)	552,333	526,400	559,300	559,300
Patrol Sergeants (3.5)	910,978	985,900	1,054,700	1,054,700
Patrol (31.0)	6,507,034	6,536,100	6,784,100	6,784,100
Investigations (4.0)	958,223	919,700	965,900	965,900
Motorcycle Deputies (4.0)	651,660	647,400	672,000	672,000

**POLICE SERVICES
BUDGET DETAIL (continued)**

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Contract Services²</u>				
<u>(continued):</u>				
Law Enforcement (con't.):				
Commercial/Traffic Enforcement (1.0)	208,330	210,800	218,800	218,800
Community Service Officers (5.0)	563,951	515,400	546,600	546,600
Community Services/ Crime Prevention (3.0)	538,201	507,900	527,800	527,800
Support/Other (14.25)	816,560	1,605,400	1,309,500	1,309,500
800Mhz Maint./Operation	29,457	35,400	35,400	35,400
Mobile Data Computers	99,050	104,000	82,800	82,800
Animal Care	165,986	155,000	163,800	163,800
Crossing Guards	221,602	230,000	233,000	233,000
Parking Ticket Admin.	3,708	5,000	5,000	5,000
Subtotal	12,229,480	12,984,400	13,162,700	13,162,700
Activity Total	\$12,706,471	\$13,305,000	\$13,435,800	\$13,452,900

¹ Some or all of these costs were transferred to the Non-Departmental Division in Management Services in Fiscal Year 2012-13.

² () 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 2012-13 ACCOMPLISHMENTS

1. Mailed wildfire preparedness material to 4,000 Lake Forest residents.
2. Provided home hardening and vegetation management wildfire assessment to 995 Lake Forest residents living in the urban/wildland interface.
3. Provided 21 station tours.
4. Participated in the Citizens Leadership Academy.
5. Participated in the Community Emergency Preparedness Academy.
6. Participated in one Career Fair/Presentation for students interested in the Fire Service.
7. Participated in the National Night Out community safety event.
8. Participated in the City of Lake Forest Senior Resource Fair.
9. Participated in the Foothill Ranch Community Safety Fair.
10. Participated in the Independence Day Parade.
11. Participated in six community events hosted by schools, businesses, or non-profit organizations.
12. Conducted one Emergency Preparedness class.
13. Conducted one Drowning Prevention class.
14. Conducted 11 Fire Safety presentations.
15. Hosted two ride-alongs for community members.
16. Implemented a newly-redesigned fire inspection program.
17. Implemented a new cooking fire safety program.
18. Implemented a new Safe Apartments program.
19. Implemented night time helicopter service for major incidents.

FISCAL YEAR 2013-14 MAJOR INITIATIVES

1. Support the Citizen Leadership and Community Emergency Preparedness Academy programs.
2. Continue participation in the Independence Day Parade.
3. Expand the cooking fire safety program to high risk residents.
4. Increase the delivery of Team Fire Force fire safety class for fourth graders.
5. Increase the number of ride-along opportunities to members of the community.
6. Provide fire station tours.

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

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

VEHICLE REPLACEMENT

DEPARTMENT DESCRIPTION

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

VEHICLE REPLACEMENT BUDGET DETAIL
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Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Police Services Department:				
Commercial Enforcement Vehicle		\$35,000		
S.T.A.R.S. Van	\$36,375			
Public Works Department:				
Water Quality Truck			\$30,000	\$30,000
Activity Total	\$36,375	\$35,000	\$30,000	\$30,000

CAPITAL EXPENDITURES

DEPARTMENT DESCRIPTION

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

**CAPITAL EXPENDITURES
BUDGET DETAIL**

Project	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Street Resurfacing/Slurry Seal	\$2,576,905	\$1,130,000	\$1,195,900	\$1,195,900
Alton Parkway Improvements	5,655,621			
Trabuco Road Streetscape	3,196,577			
Installation of Street Lights	101,530		15,000	15,000
Lake Forest Transportation Mitigation Improvements	15,990	2,848,600	30,000	30,000
El Toro Road Traffic and Landscape Improvements	4,801			
El Toro Road Traffic Signal Coordination	25,000			
Sidewalk Repairs	52,316	41,200	42,400	42,400
Rancho Parkway Improvements	2,210,003			
Skatepark Expansion	97,405			
Traffic Signal Synchronization	66,623	2,500,000		
Access Ramp Improvements	43,216	155,000	209,000	209,000
Jeronimo Road Streetscape	1,005,046			
El Toro Streetscape - Phase 1	995,953			
Rockfield Streetscape	1,428,130			
Traffic Signal Preemption	590			
Concourse Park Renovation	280,228			
Rimgate Park Renovation	68,791			
Mountain View Park Renovation	172,950			
Shade Structure Program	71,415			
Tamarisk Park Renovation	70,092			
Regency Park Improvements		341,000		
Bake Median Improvements		225,000		
Teed Street Storm Drain Improvements	13,194	200,000		
Traffic Signals Conductor Replacement Program		123,600		
City Hall	53,606			
Sports Park	6,813,845		33,000,000	33,000,000
Alton Parkway Corridor Traffic Signal Synchronization			23,600	23,600
Bake Parkway Corridor Traffic Signal Synchronization			27,900	27,900
Barranca Pkwy/Muirlands Blvd Traffic Signal Synchronization			34,600	34,600

**CAPITAL EXPENDITURES
BUDGET DETAIL (continued)**

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Citywide Traffic Signal				
Coordination Master Plan			118,000	118,000
Environmental Tier 1			100,000	100,000
Internally Illuminated Street				
Name Sign Panel Replacement			10,000	10,000
Jeronimo Road Corridor Traffic				
Signal Synchronization			31,800	31,800
Lake Forest Drive Traffic				
Signal Synchronization			4,000	4,000
Los Alisos Boulevard Traffic				
Signal Synchronization			1,800	1,800
Portola Parkway Streetscape			200,000	200,000
Saddleback Ranch Road				
Traffic Enhancements			150,000	150,000
Santa Margarita Parkway				
Traffic Signal Synchronization			1,800	1,800
Trabuco Road Corridor Traffic				
Signal Synchronization			27,000	27,000
Traffic Signal Modification at				
Alton Parkway/Towne Centre				
Drive/Rancho Parkway			40,000	40,000
Signalized Intersection at				
Rancho Parkway and Sports				
Park Access Road			25,000	25,000
Street Resurfacing on El Toro				
Road Between I-5 and Bridger			150,000	150,000
Street Sign Replacement			55,000	55,000
Park Light Pole Replacements			30,000	30,000
Park Parking Lot Pavement			145,000	145,000
MPS - El Toro Road from				
Normandale to Northcrest			25,000	25,000
MPS - Manalastas on Trabuco			8,000	8,000
MPS - Red River to Lake Forest			5,000	5,000
MPS - Ridge Route			25,000	25,000
Activity Total	<u>\$25,019,827</u>	<u>\$7,564,400</u>	<u>\$35,730,800</u>	<u>\$35,730,800</u>

CAPITAL EXPENDITURES BUDGET DETAIL (continued)

Expense Classification	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Funding Sources:				
General Fund	\$406,084			
Capital Improvement Projects Fund	15,248,148	\$1,430,800	\$432,400	\$432,400
Gas Tax Fund	493,117		160,000	160,000
Measure M Fund	1,920,821	1,130,000	1,195,900	1,195,900
Air Quality Management Fund	25,000		485,500	485,500
Community Development Block Grant Fund	43,216	155,000	209,000	209,000
Opportunities Study Capital Projects Fund	6,867,451		33,000,000	33,000,000
Lake Forest Transportation Mitigation Fund	15,990	2,848,600	30,000	30,000
Grants (Approval Pending):				
Measure M Signal Improvement Program		2,000,000		
Municipal Water District of O. C. Highway Safety Improvement Program			63,000	63,000
Environmental Tier 1			55,000	55,000
			100,000	100,000
Total	\$25,019,827	\$7,564,400	\$35,730,800	\$35,730,800

INTERFUND TRANSFERS

DESCRIPTION

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

INTERFUND TRANSFERS BUDGET DETAIL
--

Transfer Description	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
<u>Transfers In:</u>				
<u>General Fund</u>				
From Reserve Fund			\$277,400	\$277,400
<u>Reserve Funds</u>				
From General Fund		\$640,320		
<u>Capital Improvement Projects Fund</u>				
From General Fund			521,400	521,400
From Disaster Fund	\$6,178			
<u>Opportunities Study Capital Projects Fund</u>				
From Financing Authority Fund			13,400,000	13,400,000
<u>Vehicle Replacement</u>				
From General Fund	26,029			
<u>Measure M Fund Senior Mobility</u>				
From General Fund	10,992			
<u>Etnies Skatepark Fund</u>				
From General Fund	247,204	275,500		
<u>Housing Authority Fund</u>				
From Redevelopment Agency Low and Moderate Income Housing Fund	65,779			
<u>Financing Authority Fund</u>				
From Capital Improvement Projects Fund			1,315,800	1,315,800
Total Transfers In	<u>\$356,181</u>	<u>\$915,820</u>	<u>\$15,514,600</u>	<u>\$15,514,600</u>

INTERFUND TRANSFERS BUDGET DETAIL (continued)
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Transfer Description	Actual 2011-12	Adopted Budget 2012-13	Proposed Budget 2013-14	Adopted Budget 2013-14
Transfers Out:				
<u>General Fund</u>				
To Capital Improvement Projects Fund			(\$521,400)	(\$521,400)
To Senior Mobility Fund	(\$10,992)			
To Etnies Skatepark Fund	(247,204)	(\$275,500)		
To Vehicle Replacement	(26,029)			
To Reserve Funds		(640,320)		
<u>Reserve Funds</u>				
To General Fund - Undesignated Reserve			(185,889)	(185,889)
To General Fund - Economic Contingency Reserve			(91,511)	(91,511)
<u>Capital Improvement Projects Fund</u>				
To Opportunities Study Capital Projects Fund			(1,315,800)	(1,315,800)
To Financing Authority Fund				
<u>Disaster Fund</u>				
To General Fund	(6,178)			
<u>Financing Authority Fund</u>				
To Opportunities Study Capital Projects Fund			(13,400,000)	(13,400,000)
<u>Redevelopment Agency Low and Moderate Income Housing Fund</u>				
To Housing Authority Fund	(65,779)			
Total Transfers Out	(\$356,181)	(\$915,820)	(\$15,514,600)	(\$15,514,600)
Net Total	\$0	\$0	\$0	\$0

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

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
City Council	\$231,673	\$152,700	\$150,300
City Manager	818,187	639,700	634,400
Economic Development/ Community Preservation	446,060	1,783,000	1,883,100
City Attorney	1,710,430	1,147,000	1,296,900
Finance	916,421	942,900	923,300
Development Services	2,994,565	2,200,200	2,174,000
Public Works	7,281,038	6,877,500	7,359,500
Management Services	3,310,191	4,120,300	4,333,800
Community Services	2,802,287	2,733,600	2,917,900
Police Services	12,552,555	13,186,500	13,327,900
Capital Projects	406,084		
TOTAL	<u>\$33,469,491</u>	<u>\$33,783,400</u>	<u>\$35,001,100</u>

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

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Public Works	\$1,807,099	\$1,762,800	\$1,971,600
Capital Projects	493,117		160,000
TOTAL	\$2,300,216	\$1,762,800	\$2,131,600

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

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Street Repaving and Slurry Seal	\$1,920,821	\$1,130,000	\$1,195,900

MEASURE M

SENIOR MOBILITY PROGRAM FUND

Description

The Senior Mobility Program Fund was established to provide seniors with trips to community centers, congregate meal programs, medical appointments, and shopping centers, using small buses or through taxi voucher programs.

Expenditure Detail

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Senior Mobility Program	\$41,963	\$46,300	\$59,300

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

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14¹
Community Services	\$354,645	\$367,600	\$0

¹ All costs were transferred to the General Fund in Fiscal Year 2013-14.

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. Expenditures can only be used for police services and cannot supplant the existing police services budget.

Expenditure Detail

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Police Services	\$153,916	\$118,500	\$125,000

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

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Economic Development/ Community Preservation	\$280,382	\$413,400	\$327,600
Capital Projects	43,216	155,000	209,000
TOTAL	<u>\$323,598</u>	<u>\$568,400</u>	<u>\$536,600</u>

AIR QUALITY MANAGEMENT DISTRICT FUND

Description

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

Expenditure Detail

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Public Works			\$50,000
Capital Projects	\$25,000		485,500
TOTAL	\$25,000	\$0	\$535,500

HOUSING AUTHORITY FUND

Description

The Housing Authority Fund is used to account for receipts and expenditures of a portion of the affordable housing administration in the City.

Expenditure Detail

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Economic Development/ Community Preservation	\$67,363	\$387,500	\$75,600

FINANCING AUTHORITY FUND

Description

The Financing Authority Fund is used to account for debt service activity for the 2004 Certificates of Participation through January 31, 2012. Upon dissolution of the redevelopment agency, the 2004 Certificates of Participation were transferred to the Successor Agency. This fund is also used to account for the debt service activity for the 2011 Lease Financing Certificates of Participation.

Expenditure Detail

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Finance	\$806,068	\$432,000	\$1,414,200

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 and economic development projects. The use of the monies would be consistent with the Five-Year Strategic Business Plan.

Expenditure Detail

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Capital Projects	\$15,248,148	\$3,430,800	\$650,400

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

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Capital Projects	\$6,867,451		\$33,000,000

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

Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Capital Projects	\$15,990	\$2,848,600	\$30,000

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

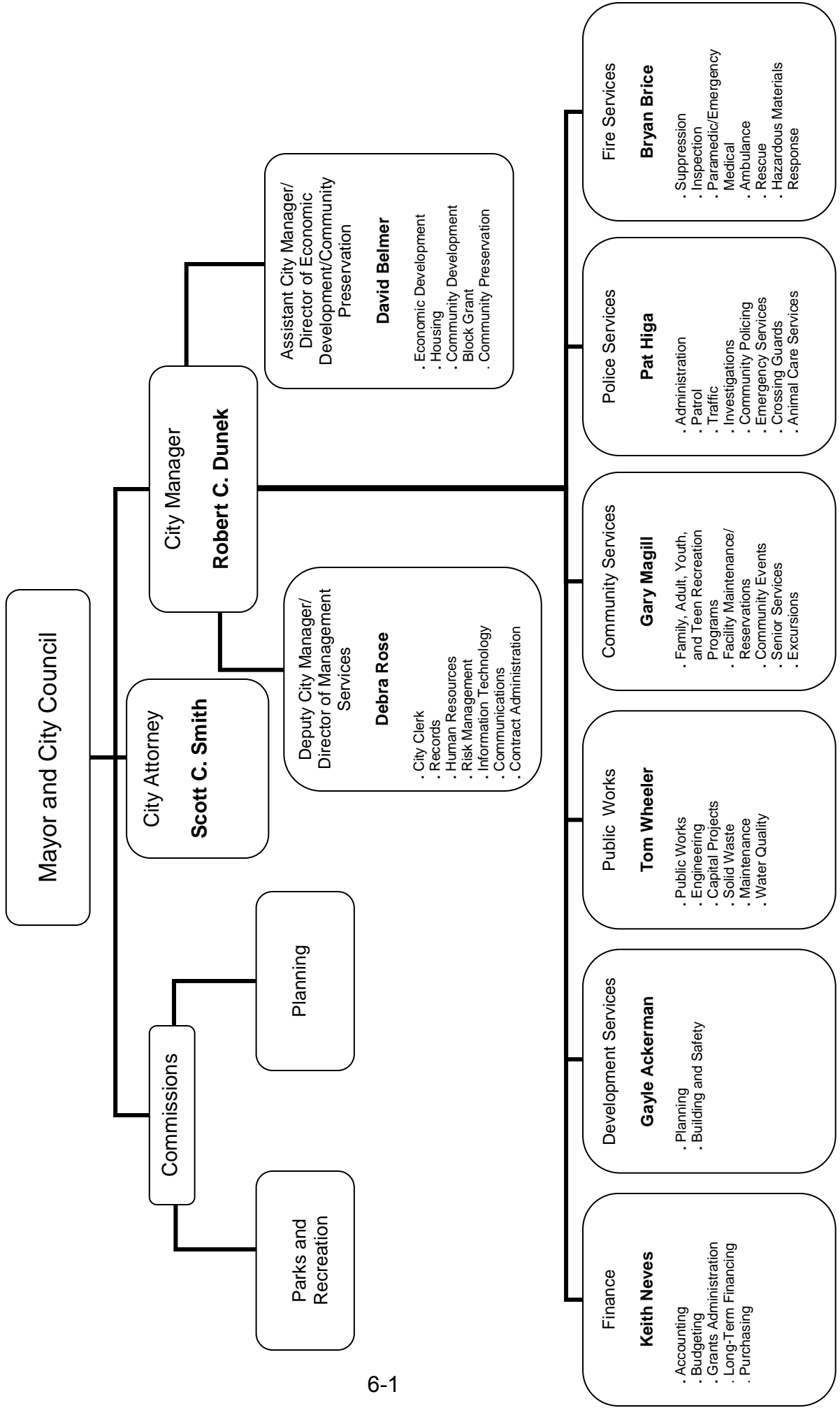
Description	Actual 2011-12	Adopted Budget 2012-13	Adopted Budget 2013-14
Vehicles	\$36,375	\$35,000	\$30,000

Section Six

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FISCAL YEAR 2013-14 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 31st 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 Breakdown¹

Population	77,490
City Size	16.6 square miles
Housing Units	27,142
Ethnic Composition	
White	55.0%
Hispanic	26.0%
Asian/Pacific Islanders	13.8%
Black	1.4%
Other	3.8%
Median Age	37.7
Median Household Income	\$86,333

¹ Sources: State of California, Department of Finance (2013)
Nielsen Claritas (2013)

GLOSSARY OF BUDGET TERMS

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

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

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

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

Beginning/Ending (Unappropriated) Fund Balance Unbudgeted resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

Bond A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a special rate.

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

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

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

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

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

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

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

Debt Service Funds This fund type is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit An excess of expenditures or expenses over revenues (resources).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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